

**AGENDA**  
**UNION COUNTY BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**Monday, September 15, 2008**  
**7:00 P.M.**  
**Board Room, First Floor**  
**Union County Government Center**  
**500 North Main Street**  
**Monroe, North Carolina**

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

**3:30 P.M. - Closed Session**

**4:00 P.M. - Work Session - 2009-2013 Capital Program**

1. **Opening of Meeting**
  - a. Invocation - Pastor Sam Wood, Benton Heights Church of God
  - b. Pledge of Allegiance Led by State 4-H Award Winners
2. **Public Hearing for the Adoption of Flood Insurance Rate Maps that Will Replace the Current Maps for the Floodplain and Floodway Overlay Districts**  
**ACTION REQUESTED:** Conduct Public Hearing
3. **Public Hearing: Text Amendments to Land Use Ordinance Regarding Floodways and Floodplains (Special Flood Hazard Areas)**  
**ACTION REQUESTED:** Conduct Public Hearing
4. **Informal Comments**
5. **Additions, Deletions and/or Adoption of Agenda**  
**ACTION REQUESTED:** Adoption of Agenda
6. **Consent Agenda**  
**ACTION REQUESTED:** Approve items listed on the Consent Agenda
7. **Assistant County Manager's Comments**
8. **Public Works Department**
  - a. Twelve Mile Creek Wastewater Treatment Plant Odor Control  
**ACTION REQUESTED:** 1) Accept bids; 2) award bid to low bidder, Hickory Construction; 3) authorize issuance of Notice of Award to Hickory Construction; and 4) authorize Manager to approve contract documents
  - b. Twelve Mile Creek Wastewater Treatment Plant Reliability Improvements  
**ACTION REQUESTED:** 1) Accept bids; 2) award bid to low bidder, Hickory Construction; 3) authorize issuance of Notice of Award to Hickory Construction; and 4) authorize Manager to approve contract documents

- c. Resolutions Authorizing Condemnation to Acquire Certain Property or Interest In Property of Temporary and Permanent Utility Right-of-Way/Easement - Sewer Line Easements
    - 1. Shops @ Wesley Chapel Phase 2 Outfall Sewer
      - a. Tax Parcel # 06-102-002G
      - b. Tax Parcel # 06-072-014
      - c. Tax Parcel # 06-072-004

**ACTION REQUESTED:** Adopt resolutions
  - d. Comments from Commissioner Openshaw Regarding Water Rates and Irrigation Policy
 

**ACTION REQUESTED:** Hear Commissioner Openshaw's Comments
9. **Hospital Lease Extension**
- a. Consideration of Employment of Legal Counsel
  - b. Valuation Services
- ACTION REQUESTED:** Authorize County Manager to: (i) engage attorney with expertise in hospital law; (ii) waive any potential conflict of interest of such attorney on behalf of Union County; and (iii) engage consultant to value hospital asset and the proposed transaction.
10. **Parks and Recreation**
- a. Cane Creek Park Welcome Center
 

**ACTION REQUESTED:** Request authorization to proceed with design development (DD) to include design/construction alternates, obtain architect updated project construction costs based on completed DD and return to Commission with updated costs for further direction
  - b. Jesse Helms Park Bridge
 

**ACTION REQUESTED:** Request authorization to proceed with design development (DD) to include design/construction alternates, obtain engineer updated project construction costs based on completed DD and return to Commission with updated costs for further direction
11. **Vehicle Use Policy**
- ACTION REQUESTED:** Accept proposed revisions to the Vehicle Use Policy
12. **Comprehensive Plan Work Session with Board of Commissioners and Presentation of Recommended Water Allocation Policy**
- ACTION REQUESTED:** Schedule a Special Meeting on Monday, September 22, 2008 at 6:00 p.m. to brief the County Commissioners on progress and interim products related to the new Union County Comprehensive Plan and to present the recommended water allocation policy
13. **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. Adult Care Home Community Advisory Committee
  - c. Nursing Home Advisory Committee
  - d. Board of Health (Vacancy as of January 2008 for a Licensed Optometrist)
  - e. Union County Home and Community Care Block Grant Advisory Committee
- ACTION REQUESTED:** Announce vacancies

14. **Appointments to Boards and Committees**
  - a. Centralina Council of Governments - Comprehensive Economic Development Commission  
**ACTION REQUESTED:** Consider appointment
15. **Manager's Comments**
16. **Commissioners' Comments**

**CONSENT AGENDA**  
September 15, 2008

1. **Sheriff's Office**
  - a. Retirement of Canine ("Job") from Active Duty  
**ACTION REQUESTED:** Resolution Authorizing Sale by Private Sale
  
2. **Easement Over County-Owned Property - Patton Avenue**  
**ACTION REQUESTED:** Authorize Manager to approve and execute easement to Union Power
  
3. **Retiree Health Care Fund**  
**ACTION REQUESTED:** Adopt Resolution Authorizing Participation by Union County in the Local Government Other Post-Employment Benefits Fund
  
4. **Property Management Review Committee**  
**ACTION REQUESTED:** Accept Findings in Connection with County's Property Management Program and Authorize County Manager to Approve Property Management Contract with Keith Corporation through June 30, 2009
  
5. **Gasoline and Diesel Fuel Supplier Contract**  
**ACTION REQUESTED:** 1) Accept bids; 2) Award three-year contract, effective October 1, 2008, to Brewer-Hendley Oil Company, the lowest responsible bidder taking into consideration quality, performance and the time specified in the proposals for the performance of the contract, and 3) authorize the County Manager to approve contract
  
6. **Social Services**
  - a. Budget Amendment #6 to Appropriate \$1,464 in Additional Federal Funding for the Temporary Assistance for Needy Families (TANF) Domestic Violence Program (No County Match Required)  
**ACTION REQUESTED:** Approve Budget Amendment #6
  - b. Budget Amendment #7 to Appropriate \$65,400 in Additional Funds for Work First Demonstration Grant (Federal Funds - No County Match Required)  
**ACTION REQUESTED:** Approve Budget Amendment #7
  
7. **Finance**
  - a. Budget Transfers Report for August 2008
  - b. August Report of Contracts Exceeding \$50,000 which Require Report to Board of Commissioners Pursuant to Manager Delegation Authority
  - c. Purchase Orders Greater than \$50,000 for July and August 2008
  - d. Motor Vehicle Tax Refund Overpayments for August 2008 in the Amount of \$6,822.03
  - e. Request for Approval to Write Off Bad Checks (27) in the Total Amount of \$783

**ACTION REQUESTED:** Approve a-e

8. **Contracts Over \$90,000**
  - a. Union Regional Medical Center, Inc. d/b/a Carolinas Medical Center-Union d/b/a First Step Recovery Center - Annual Funding Agreement (Criminal Justice Partnership Program Local Service Agreement) - Provides outpatient substance abuse treatment services to sentenced offenders in the Amount of \$125,407
  - b. North Carolina Division of Forest Resources - Lease Agreement for Space at the Agriculture Center (Three-Year Lease)

**ACTION REQUESTED:** Authorize Manager to Approve a-b (subject to final legal approval)
9. **Health Department**
  - a. Budget Amendment #5 to Appropriate Additional Federal Funding in the Amount of \$21,236 for WIC Program (No County Match Required)

**ACTION REQUESTED:** Adopt Budget Amendment #5
10. **Revisions to FY 2009 Budget Ordinance Relating to Union County Public Schools Current Expense Formula and Capital Outlay Provisions**

**ACTION REQUESTED:** Adopt FY 2009 Amended Budget Ordinance Relating to Section VIII(C) and Section VIII(D)
11. **Union County Public Schools Elementary School L (Formerly Cuthbertson now Poplin Road from Bonterra) - Off Site Sewer Construction**

**ACTION REQUESTED:** Adopt Capital Project Ordinance #107 which provides off-site sewer construction funding for Union County Public School Elementary School L
12. **Minutes**

**ACTION REQUESTED:** Approve minutes
13. **Tax Administrator**
  - a. Third Motor Vehicle Billing in the Grand Total Amount of \$1,305,664.59
  - b. Second Motor Vehicle Release Register for the Period of August 1, 2008 - August 31, 2008, in the Net Grand Total of \$18,617.16-
  - c. Second Motor Vehicle Refund Register for the Period of August 1, 2008 - August 31, 2008, in the Net Grand Total of \$1,295.24-

**ACTION REQUESTED:** Approve a-c, above
14. **Request by the 43<sup>rd</sup> North Carolina Infantry/Central Piedmont Historical Society, Inc. for Letter of Support for Highway Historical Marker for the Skirmish at Wilson's Store, Waxhaw, North Carolina**

**ACTION REQUESTED:** Authorize Chairman to send letter of support for Highway Historical Marker
15. **Sublease of Space at Union Village**

**ACTION REQUESTED:** Authorize County Manager to terminate sublease with Piedmont Behavioral Healthcare (PBH) and approve sublease with Daymark
16. **Proclamation Proclaiming October 5 - 11, 2008, as Mental Illness Awareness Week in Union County**

**ACTION REQUESTED:** Adopt Proclamation

17. **Authorization for Commissioner Openshaw to Sign Letter to be Sent to Selected Area Businesses Requesting Participation in a Survey in Connection with the Comprehensive Economic Development Commission**  
**ACTION REQUESTED:** Authorize Commissioner Openshaw to sign letter on County letterhead

INFORMATION ONLY  
NO ACTION REQUIRED

1. Department of Inspection Monthly Report for August 2008
2. Monthly Personnel Report for August 2008
3. Report Regarding Sewer Allocation Matter



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## OFFICE OF THE COMMISSIONERS AND MANAGER

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

### PUBLIC NOTICE

**NOTICE IS HEREBY GIVEN** that the Union County Board of Commissioners will hold a special meeting on Monday, September 15, 2008, at 3:30 p.m. in the Commissioners' Conference Room, first floor, Union County Government Center, 500 North Main Street, Monroe, North Carolina, for the purpose of going into closed session to consult with an attorney in order to preserve the attorney-client privilege in accordance with G.S. 143-318.11(a)(3).

**FURTHER NOTICE IS HEREBY GIVEN** that following the closed session, at approximately 4:00 p.m., the members of the Board of Commissioners will move to the Training and Development Center, Room 131, First Floor of the Union County Government Center, 500 North Main Street, Monroe, NC, for the purpose of holding a work session designed to:

- Establish a policy in connection with County debt capacity limits
- Review the County tax supported Capital Improvement Program for the period 2009-2013, which includes South Piedmont Community College (SPCC), Union County Public Schools (UCPS) and County agencies
- Provide direction to County staff regarding "near term" (i.e. land acquisition, engineering/design, construction implementation of CIP) projects

During the work session, the Board may take such actions as it deems appropriate relating to the issues discussed during the work session.

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Allan Baucom, Chairman  
Union County Board of Commissioners

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 15, 2008**

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

**SUBJECT:** Capital Plan Workshop - Tax Supported Programs

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**DEPARTMENT:** Finance

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
Notebook

**INFORMATION CONTACT:**  
Al Greene  
Kai Nelson

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**TELEPHONE NUMBERS:**

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704.292.2522

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**DEPARTMENT'S RECOMMENDED ACTION:**

- 1.) Establish a financial policy in connection with County debt capacity limits
- 2.) Review the County tax supported Capital Improvement Program (CIP) for the period 2009-2013, which includes SPCC, UCPS and County agencies and adopt the CIP
- 3.) Provide direction to County staff regarding "near term" (i.e. land acquisition, engineering/design, construction, financing mechanisms/concepts) implementation of CIP projects

**BACKGROUND:** The Commission has scheduled a capital plan workshop for tax supported programs such as UCPS, SPCC and various County agencies.

A tentative agenda for that workshop follows:

- 4:00 - 4:30 - Review debt capacity limits
- 4:30 - 5:00 - Review the UCPS 2009-2013 CIP
- 5:00 - 5:10 - Break
- 5:10 - 7:00 - County CIP to include SPCC

A separate notebook is being provided which contains information on the proposal capital plans, the debt limit policy and "near term" financing decisions being requested of the Commission.

**FINANCIAL IMPACT:** Individual project financial implications are contained in the notebook



## UNION COUNTY FINANCE DEPARTMENT

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

### **MEMORANDUM**

TO: Al Greene, County Manager

FROM: Kai Nelson, Finance Director

DATE: September 10, 2008

RE: Commission Capital Plan Workshop

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The Commission has scheduled a workshop for September 15, 2008, commencing at 4PM for the following purposes:

- 1.) Establish a financial policy in connection with County debt capacity limits
- 2.) Review the County tax supported Capital Improvement Program (CIP) for the period 2009- 2013, which includes SPCC, UCPS and County agencies and adopt the CIP
- 3.) Provide direction to County staff regarding "near term" (i.e. land acquisition, engineering/design, construction, financing mechanisms/concepts) implementation of CIP projects

A workshop notebook is being provided to facilitate the Commission's discussions and decisions.

The workbook contains information on various projects for the UCPS, County agencies and the debt capacity implications of these projects.

### ***County financial policy in connection with debt capacity***

The County's current debt guidelines limit debt issuance to 3% of assessed value and 20% of General Fund expenditures and \$2,500 per capita. Unfortunately, these benchmark measures often do not work in tandem ... that is, it is likely that one or two of these measures may be exceeded by the County while a third measure may suggest that the County has additional capacity.

Earlier in 2008, the Commission authorized County staff to engage a financial advisory firm with expertise in this area of credit analysis with the purpose of assisting the County in sorting through these various debt measures and to propose a single debt ratio measure.

First Southwest Company was engaged to perform this work and presented their findings in April 2008. The report is contained in Tab 10. First Southwest concluded that the **assessed value** measure was the most appropriate, relevant debt benchmark for Union County and recommended that the **3% ratio** be utilized as the upper limit of the County's debt capacity (see page 40 slide in Tab 10).

Based on First Southwest's recommendation, as well as our understanding of the rating agencies' credit perspectives, we concur with First Southwest's recommendation. In Tab 10, we have modified the County's existing financial policy regarding tax supported debt with language that incorporates the debt capacity limit recommendation.

### ***Union County Public Schools Capital Improvement Plan***

Tab 1 contains the UCPS CIP for the 2009-2013 as recommended by County staff. The UCPS CIP, in addition to current authorized projects from prior bond referendums, includes an additional \$205 million through 2013.

"Near-term projects" (to be completed in the next 2-3 years) are comprised of middle and high school "D" and addition and renovation projects for Sun Valley MS & HS, New Salem ES, Piedmont HS and Western Union ES. These projects and the Comprehensive Facility Study (CFS) total about \$108 million of the \$205 million. The remaining \$97 million balance is comprised of projects that are scheduled in the later years of the plan and include \$72 million for implementation of the CFS results, Benton Heights ES renovations, and design funds for middle and high school "E" which, under the County's recommended plan, be constructed after FY2013 and open August 2015.

The County proposes to fund the "near-term" projects with the issuance of Certificates of Participation in late FY2009 and redirect a portion of general obligation bond proceeds in the interim to construct "D" and design the renovation and addition projects.

The County's recommended plan differs from the Schools' request in the following two areas:

- 1.) UCPS plan calls for middle and high school "E" to be constructed in 2011 and 2012 with an opening in August 2013
- 2.) UCPS plan calls for the design of elementary school "M" to begin in late 2013 with an opening in August 2015.

These two modifications approach \$100 million. The County has not included these two projects in the 2009-2013 based on forecasted school enrollment, construction of additional capacity and capacity utilization. Several slides regarding enrollment are included in Tab 1.

### ***County Capital Improvement Plan (to include SPCC)***

Tabs 1 through 9 contain information on a variety of County agency projects with the majority of the projects having been shared with the Commission previously.

Each Tab contains information on the project, highlights, current status, financial impact and “next steps”. The “next steps” represent actions in connection with the projects that County staff anticipates occurring during the next 12-18 months should the Commission desire to proceed with the 2009-2013 CIP.

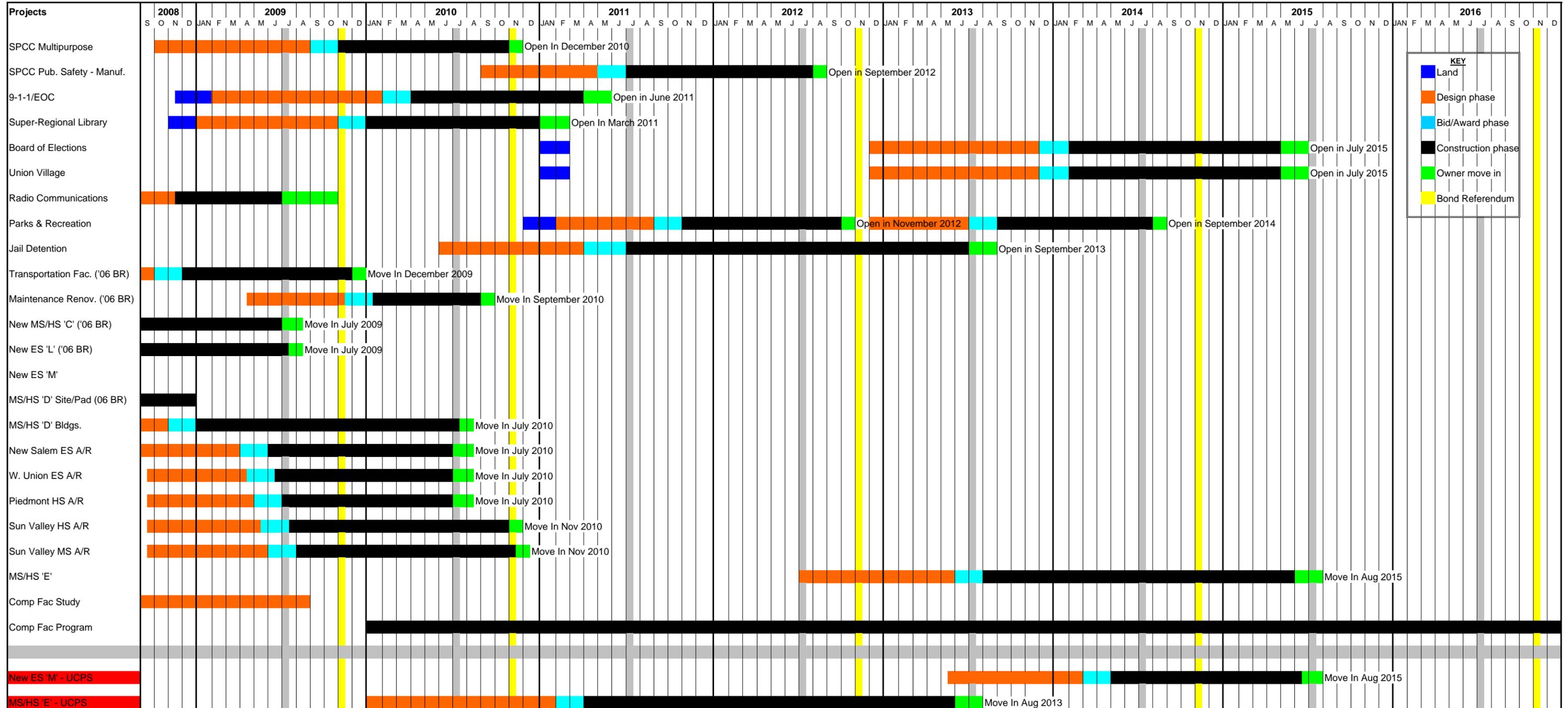
### ***Critical Decisions***

In addition to adopting, or modifying and adopting, the 2009-2013 Capital Improvement Plan, the other significant “marching orders” are summarized in Tab 11.

Union County  
Debt Capacity  
Capital Improvement Plan  
2009-2013

	2007-08	1 2008-09	2 2009-10	3 2010-11	4 2011-2012	5 2012-2013	Total	Beyond 2013-2014
1 UCPS CIP (County Revision)		35,412,396	76,428,098	35,940,627	29,995,721	27,288,907	205,065,749	112,148,732
2 Radio Communications		6,354,669	5,409,421	-	-	-	11,764,090	
3 SPCC		780,261	10,934,486	7,000,841	6,870,147	502,370	26,088,105	
4 Library Super-Regional		216,202	3,849,259	5,985,296	-	-	10,050,757	
4 Monroe Reconfiguration		-	-	-	-	-	-	956,122
5 911-EOC		-	1,925,112	8,013,197	-	-	9,938,309	
6 Parks and Recreation		-	-	8,459,800	7,830,340	7,085,777	23,375,917	6,699,400
Open Space Preservation		-	-	-	-	-	-	
7 Detention		-	-	1,534,812	31,389,239	35,724,490	68,648,541	
8 Board of Elections		-	-	-	-	65,783	65,783	3,637,160
9 Union Village		-	-	1,750,000	-	524,600	2,274,600	30,976,276
		<u>42,763,528</u>	<u>98,546,376</u>	<u>68,684,573</u>	<u>76,085,447</u>	<u>71,191,928</u>	<u>357,271,852</u>	<u>154,417,691</u>
Debt Capacity 'Smoothed'		66,605,599	66,605,599	66,605,599	66,605,599	66,605,599	333,027,995	
(Over) Under		23,842,071	(31,940,777)	(2,078,974)	(9,479,848)	(4,586,329)	(24,243,857)	
Assessed Value (,000)	17,475,254	22,690,936	23,481,489	24,299,585	25,146,184	30,669,225		
Cumulative Debt (plus existing)	533,956,757	616,422,252	686,796,615	727,189,358	774,043,230	816,252,258		
Projected Ratio	3.1%	2.7%	2.9%	3.0%	3.1%	2.7%		
Debt Capacity 'Smoothed' w/2013 revaluation (50% lookback)		82,614,165	82,614,165	82,614,165	82,614,165	82,614,165	413,070,827	
(Over) Under		39,850,638	(15,932,211)	13,929,592	6,528,719	11,422,238	55,798,975	
Debt Capacity 'Smoothed' w/2013 revaluation (100% lookback)		92,219,305	92,219,305	92,219,305	92,219,305	92,219,305	461,096,525	
(Over) Under		49,455,777	(6,327,071)	23,534,732	16,133,858	21,027,377	103,824,673	

Union County  
Capital Improvement Plan  
2009-2013  
Project Critical Paths



**KEY**

- Land
- Design phase
- Bid/Award phase
- Construction phase
- Owner move in
- Bond Referendum

<b>Land Costs (reimbursements)</b>	<b>\$4,868,343</b>
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<b>Construction Costs</b>	
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MS/HS D	Construction completion	79,716,989
Sun Valley MS	Additions & renovations	3,100,000
Sun Valley HS	Additions & renovations	4,100,000
New Salem ES	Renovations	4,393,595
Piedmont HS	CFS renovations	7,526,193
Western Union ES	CFS renovations	2,018,519
CFS Study		595,126
Project Adm.		1,255,025

<b>Total Construction Cost</b>	<b>\$102,705,447</b>
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<b>Furniture Fixtures and Equipment</b>	
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<b>Subtotal</b>			<b>\$0</b>
Escalation to Midpoint of Construction	Mon/Yr. Jan-00	Ann. Esc. 0%	\$0
<b>Total FF&amp;E</b>			<b>\$0</b>

<b>Specialized Equipment</b>	
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<b>Subtotal</b>			<b>\$0</b>
Escalation to Midpoint of Construction	Mon/Yr. Jan-00	Ann. Esc. 0%	\$0
<b>Total Specialized FF&amp;E</b>			<b>\$0</b>

<b>Miscellaneous Project Costs</b>	
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AES Fees	Const/FFE	\$0
Testing	Const	\$0
Moving Expenses	LS	\$0
Total Miscellaneous Project Expenses		\$0

<b>Project Contingency</b>	<b>0.0%</b>	<b>\$0</b>
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<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$107,573,790</b>
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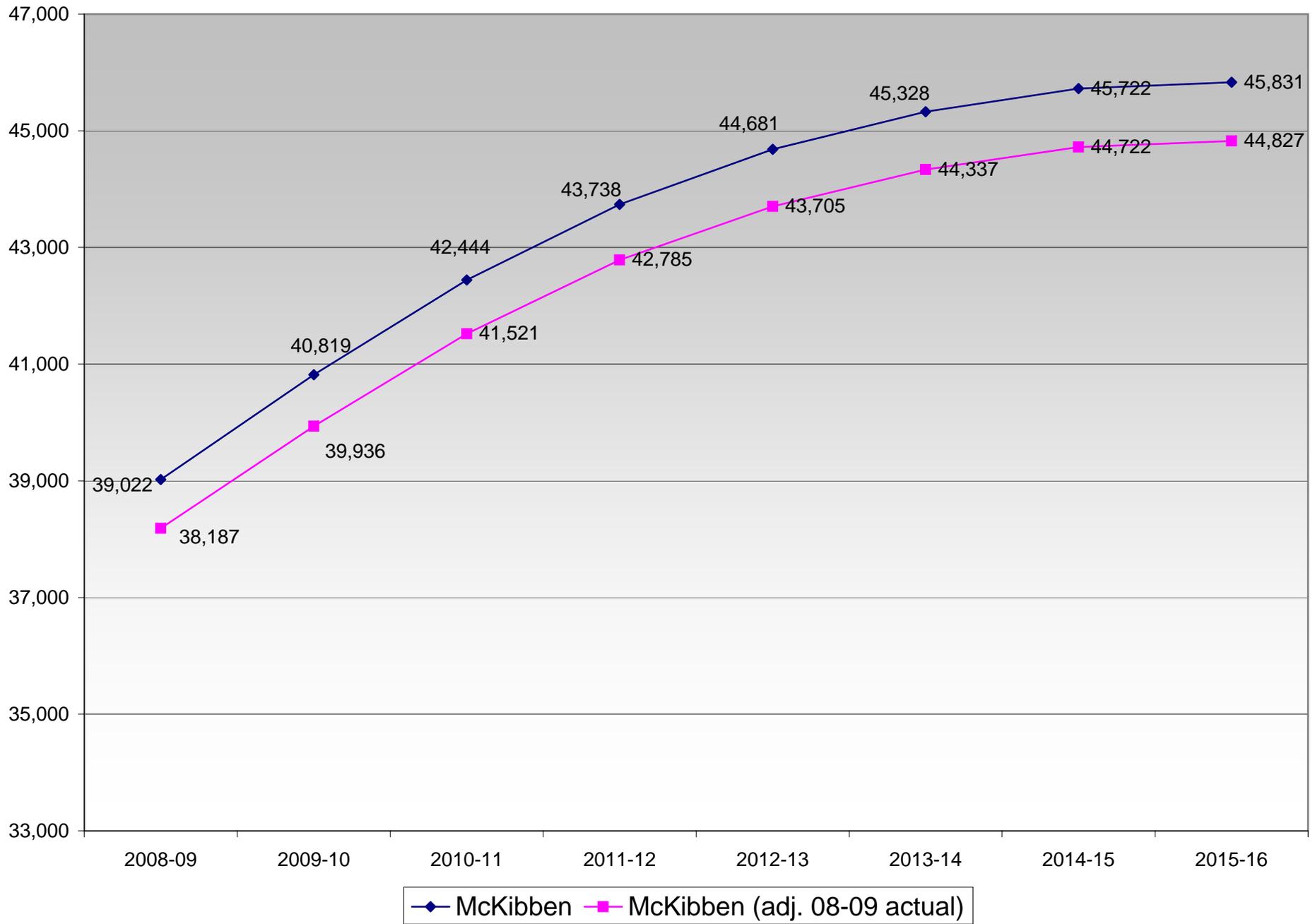
Union County  
Capital Improvement Plan  
2009-2013

Project Name	UCPS CIP (County Revision)
Project Description	This project provides for additional capacity at the middle and high school level, renovations of various schools, planning funds for comprehensive review of facilities and reimbursement of 'land banking' funds.
Project Highlights	McKibben enrollment forecasts need for additional middle/high seats
Project Budget	\$107,573,790
Project History	Plans: 2006 CIP (included MS/HS "D" and ES thru "M") McKibben Report Land purchased for 3-campus site (Indian Trail-Fairview Road adjacent to Hemby Bridge FD) Site construction for "D" underway
Project Status	"D" under design and scheduled for construction bidding Oct/Nov 2008 Negotiating AES fees on all A&R projects and CFS study for consideration by BOE in September 2008
Timeline	See Project Critical Paths Timeline
Annual Debt Service	10,219,510
Annual O&M	\$2,313,357
Fiscal Impact (Tax Rate)	\$0.057
Next Steps	Approve AES funding for A&R projects (\$1.7 million) Approve CFS funding (\$595,000) Project cash flows to be provided from GO authorization Include COPs Construction Financing May2009/June2009

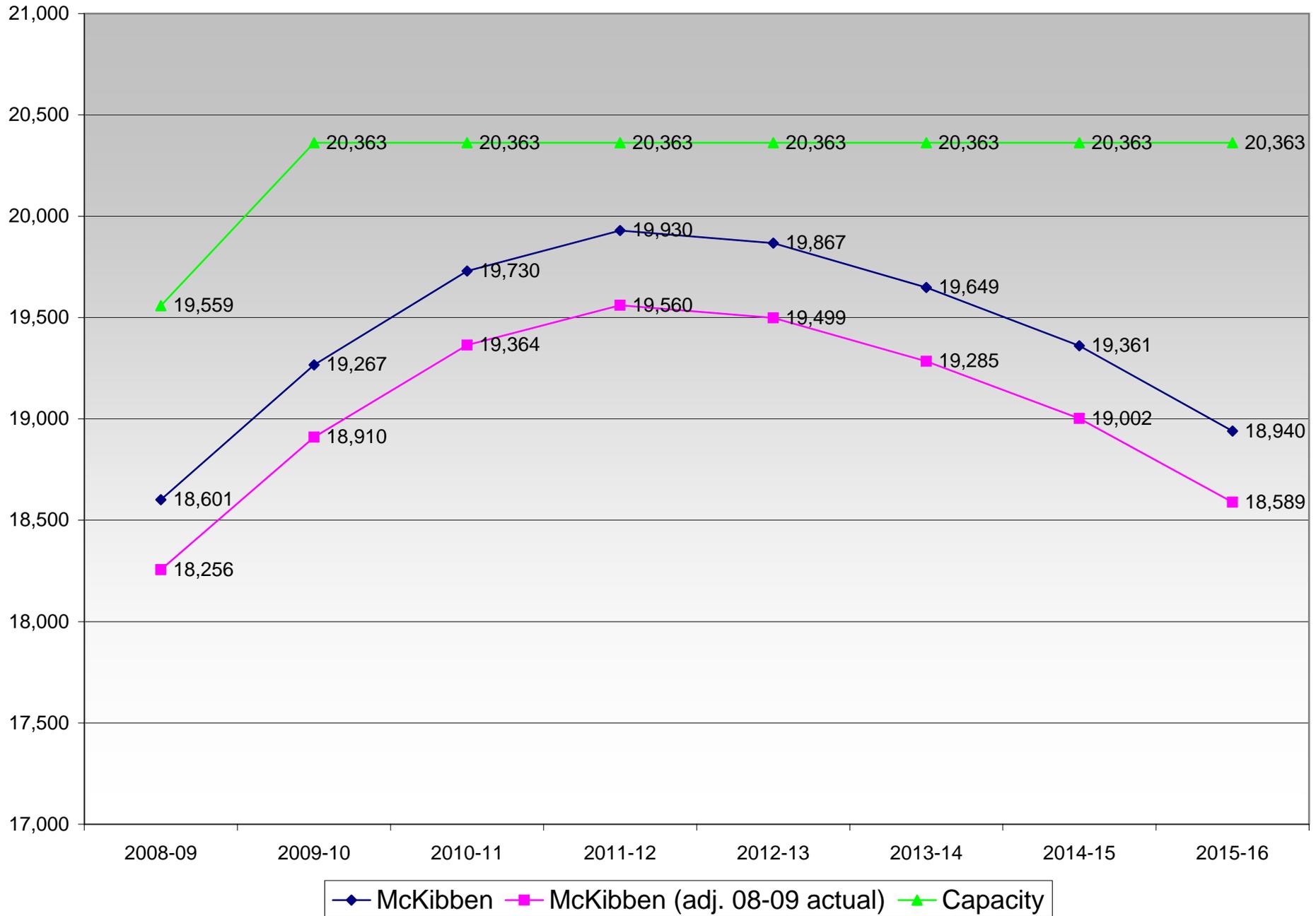
Union County Public Schools  
Capital Improvement Plan  
2009-2013  
County Modifications to Schools May 2008 Submission

Reference	Project Title	Bond M/Y	All Prior Periods	Current 2007-08	1 2008-09	2 2009-10	3 2010-11	4 2011-2012	5 2012-2013	Project Totals	CIP Total CY thru 2013	
Uses:												
	Regular Capital Outlay			9,872,400	5,406,903	5,406,903	5,406,903	5,406,903	5,406,903		27,034,515	
	Technology/Infrastructure			511,300	850,000	935,000	935,000	935,000	935,000		4,590,000	
	Public Works Move (F&E/Caution Light/Crosswalk/Parking) *			-	350,000	-	-	-	-		350,000	
	Maintenance Capital Outlay (e.g. roofs, HVAC replacement)			2,988,000	7,909,597	7,909,597	7,909,597	7,909,597	4,458,457		36,096,845	
	Mobile Units			4,058,550	2,342,750	1,100,000	1,100,000	1,100,000	1,100,000		6,742,750	
	Transportation (e.g. buses)			2,923,715	3,223,902	3,063,000	3,045,000	2,616,000	2,800,000		14,747,902	
	Balancing Adjustment				(2,287,452)	(8,173,500)	(7,694,655)	(6,784,072)	(3,013,678)		(27,953,357)	
				20,353,965	17,795,700	10,241,000	10,701,845	11,183,428	11,686,682	-	61,608,655	
Sources:												
	Pay Go			11,000,000	9,800,000	10,241,000	10,701,845	11,183,428	11,686,682	-	53,612,955	
	Bond Savings			9,353,965	7,995,700	-	-	-	-	-	7,995,700	
				20,353,965	17,795,700	10,241,000	10,701,845	11,183,428	11,686,682	-	61,608,655	
1	Porter Ridge Middle & High	Dec-02	50,514,037	81,871	428,963	-	-	-	-	51,024,872	510,834	
2	CATA	Dec-02	22,435,259	101,053	-	-	-	-	-	22,536,312	101,053	
3	Antioch Classroom Additions		1,565,879	15,376	-	-	-	-	-	1,581,255	15,376	
4	Kensington Classroom Additions		1,751,457	24,870	-	-	-	-	-	1,776,327	24,870	
5	Porter Ridge Elem Classroom Additions		1,437,208	16,265	-	-	-	-	-	1,453,473	16,265	
6	Sandy Ridge Elem Classroom Additions		1,458,744	23,877	-	-	-	-	-	1,482,621	23,877	
7	Shiloh Classroom Additions		1,127,598	36,541	-	-	-	-	-	1,164,139	36,541	
8	Waxhaw Classroom Additions		1,194,164	54,820	-	-	-	-	-	1,248,984	54,820	
9	Weddington Elem Classroom Additions		1,167,441	(4,771)	-	-	-	-	-	1,162,670	(4,771)	
10	Health & Education Classrooms											
10 A	Forest Hills	Nov-04	6,935,677	1,451,059	-	-	-	-	-	8,386,736	1,451,059	
10 B	Monroe High	Nov-04	6,701,849	788,916	-	-	-	-	-	7,490,765	788,916	
10 C	Parkwood High	Nov-04	5,949,961	1,870,433	-	-	-	-	-	7,820,394	1,870,433	
10 D	Piedmont High	Nov-04	6,089,920	1,576,603	-	-	-	-	-	7,666,523	1,576,603	
10 E	Sun Valley High	Nov-04	6,636,826	1,530,345	-	-	-	-	-	8,167,172	1,530,345	
11	Rock Rest Elementary 'F'	Apr-04	13,297,313	785,816	-	-	-	-	-	14,083,129	785,816	
12	Rea View Elementary 'G'	Apr-04	17,853,661	3,644,594	-	-	-	-	-	21,498,254	3,644,594	
13	New Town Elementary 'H'	Apr-04	15,506,273	2,988,535	-	-	-	-	-	18,494,808	2,988,535	
14	Rocky River Elementary 'I'		12,863,568	4,371,033	-	-	-	-	-	17,234,601	4,371,033	
15	Marvin Ridge Middle & High	Apr-04	67,387,810	5,908,013	750,000	-	-	-	-	74,045,822	6,658,013	
16	HWY 200 Road Widening		125,342	694,446	75,410	-	-	-	-	895,198	769,856	
17	Wolfe School	Nov-04	1,067,968	6,447,379	-	-	-	-	-	7,515,347	6,447,379	
18	Stallings Elementary 'J'	Nov-06	2,346,250	13,494,853	2,055,887	-	-	-	-	17,896,990	15,550,740	
19	Sun Valley Elementary 'K'	Nov-06	680,413	14,575,263	2,159,550	-	-	-	-	17,415,227	16,734,814	
20	MH Stadium	Nov-06	449,124	5,858,857	639,135	-	-	-	-	6,947,116	6,497,992	
21	WDH Stadium Upgrade to 4A	Nov-06	88,924	1,550,663	153,191	-	-	-	-	1,792,778	1,703,854	
22	Wesley Chapel Elementary A&R	Nov-06	310,371	3,971,537	474,598	-	-	-	-	4,756,505	4,446,135	
23	Marvin Classroom Additions	Nov-06	14,250	1,373,652	482,801	-	-	-	-	1,870,703	1,856,453	
24	Transportation Facility	Nov-06	18,215	1,744,582	3,156,099	5,434,474	-	-	-	10,353,370	10,335,155	
25	New MS & HS 'C'	Nov-06	19,013,842	28,907,710	41,235,350	3,942,941	-	-	-	93,099,842	74,086,001	
26	New Elementary School 'L'	Nov-06	-	2,039,093	14,809,830	1,786,305	-	-	-	18,635,229	18,635,229	
27	New Elementary School 'M'	Nov-06A	-	-	-	-	-	-	-	-	-	
28	New MS & HS 'D'	Nov-06B	-	3,431,072	6,256,139	-	-	-	-	9,687,211	9,687,211	
28 A	New MS & HS 'D'	C	-	-	23,148,660	44,170,214	4,518,636	-	-	71,837,510	71,837,510	
29	New Salem Elementary A&R		-	-	1,069,404	2,196,797	1,127,393	-	-	4,393,595	4,393,595	
30	Benton Heights Elementary A&R		-	-	-	57,723	4,748,261	9,248,722	600,276	14,654,981	14,654,981	
31	New MS & HS 'E'	B	-	-	-	-	-	-	3,330,000	3,330,000	3,330,000	
31 A	New MS & HS 'E'	C	-	-	-	-	-	-	-	-	-	
32	New Elementary School 'N'	Nov-06A	3,969,763	-	-	-	-	-	-	3,969,763	-	
33	CATA Stadium		-	-	-	-	-	-	-	-	-	
34	New Elementary School 'O'		-	-	-	-	-	-	-	-	-	
35	Land Acquisition		-	4,868,343	-	-	-	-	-	4,868,343	4,868,343	
	Land Acquisition		-	-	-	-	-	-	-	-	-	
36	Bond Administration		-	639,485	627,201	627,824	673,658	680,764	709,206	3,958,138	3,958,138	
37	Miscellaneous Bond Projects		-	9,353,965	7,995,700	-	-	-	-	17,349,665	17,349,665	
38	Comprehensive Facility Study - Phase II		-	-	-	13,041,530	18,594,156	20,000,000	20,000,000	71,635,686	71,635,686	
39	Comprehensive Facility Study - Phase I		-	-	595,126	-	-	-	-	595,126	595,126	
40	Sun Valley High A&R		-	-	398,520	2,447,700	1,253,780	-	-	4,100,000	4,100,000	
41	Sun Valley Middle A&R		-	-	301,320	1,850,700	947,980	-	-	3,100,000	3,100,000	
	Piedmont High CFS		-	-	867,354	5,539,878	1,118,961	-	-	7,526,193	7,526,193	
	Western Union ES CFS		-	-	313,044	1,418,592	286,883	-	-	2,018,519	2,018,519	
	Cost of Issuance		-	667,256	-	-	-	-	-	667,256	667,256	
	<b>Sub-Total: Bond Projects</b>			124,883,407	107,993,283	82,514,679	33,269,709	29,929,486	24,639,482	-	403,230,045	
Note: Projections for 2008/09 through 2012/13 are in projected 08/09 constant dollars.												
(A): Land Acquisition and Architect/Engineering (A&E) Costs												
(B): Architect/Engineering Costs and Pre-Site Work												
(C): Site Work and Building												
Construction Escalations @ 5% to mid-construction period												
24	Transportation Facility				498,000	332,000	-	-	-	-	830,000	
27	New Elementary School 'M'				-	-	-	-	-	-	-	
28	New MS & HS 'D'				3,223,423	4,297,898	358,158	-	-	-	7,879,479	
30	Benton Heights Elementary A&R				-	779,243	1,803,947	66,236	2,649,425	-	5,298,850	
31	New MS & HS 'E'				-	-	-	-	-	-	-	
32	New Elementary School 'N'				-	-	-	-	-	-	-	
33	CATA Stadium				-	-	-	-	-	-	-	
	<b>Sub-Total: Bond Project Escalation</b>				-	3,721,423	5,409,140	2,162,105	66,236	2,649,425	14,008,329	
	<b>TOTAL</b>				-	124,883,407	111,714,706	87,923,819	35,431,814	29,995,721	27,288,907	417,238,374
	Authorized Funding 7/1/07 Forward				120,015,064	81,170,653	11,495,721	(508,814)	-	-	212,172,624	
	Unauthorized Bonds (Land Banking)				4,868,343	-	-	-	-	-	4,868,343	
	Unauthorized Bonds (yellow)				-	30,544,053	62,549,603	10,120,605	-	-	103,214,262	
	Unauthorized Bonds (red)				-	-	13,878,495	25,820,022	29,995,721	27,288,907	96,983,145	
					124,883,407	111,714,706	87,923,819	35,431,814	29,995,721	27,288,907	417,238,374	

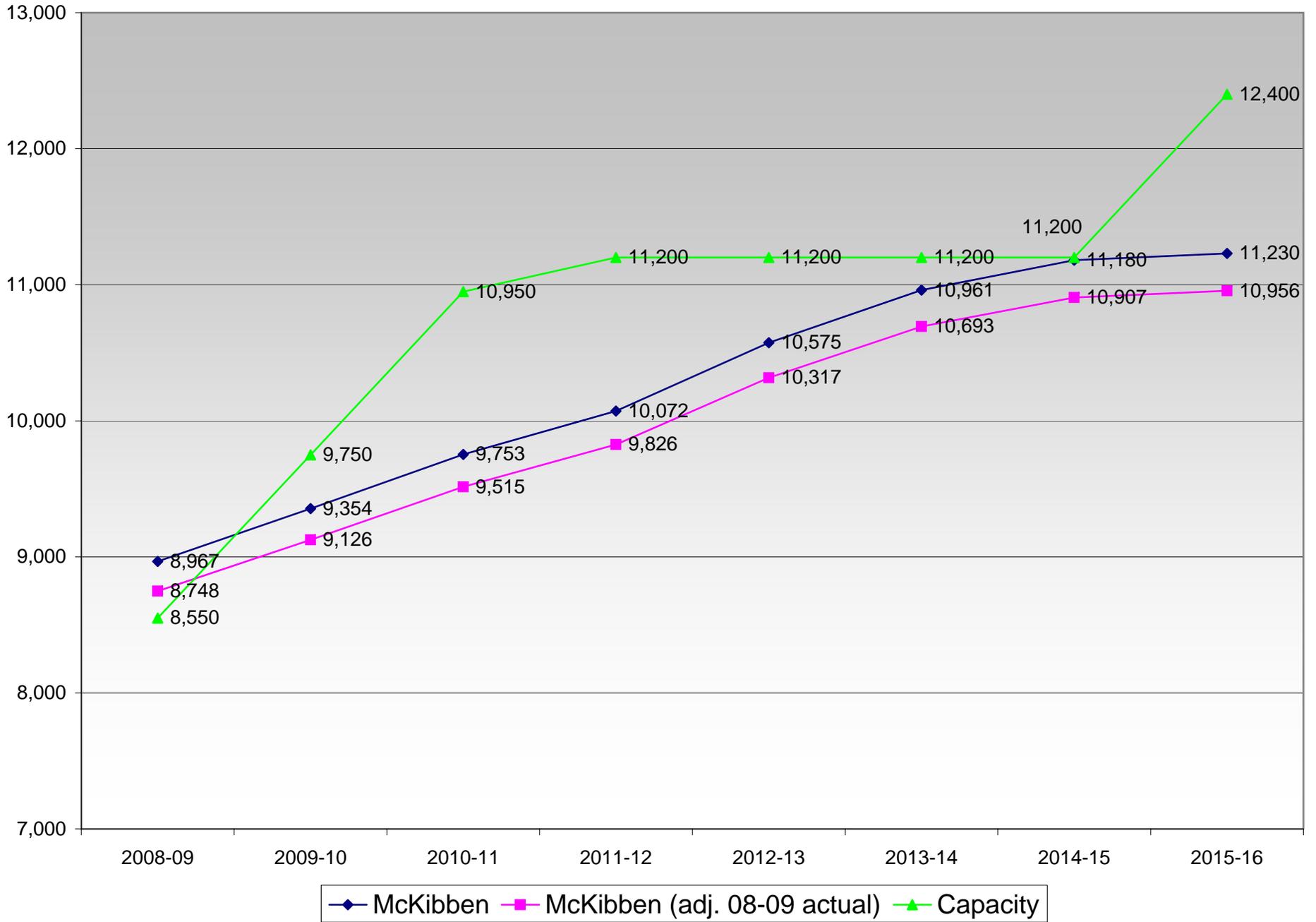
# Total Enrollment



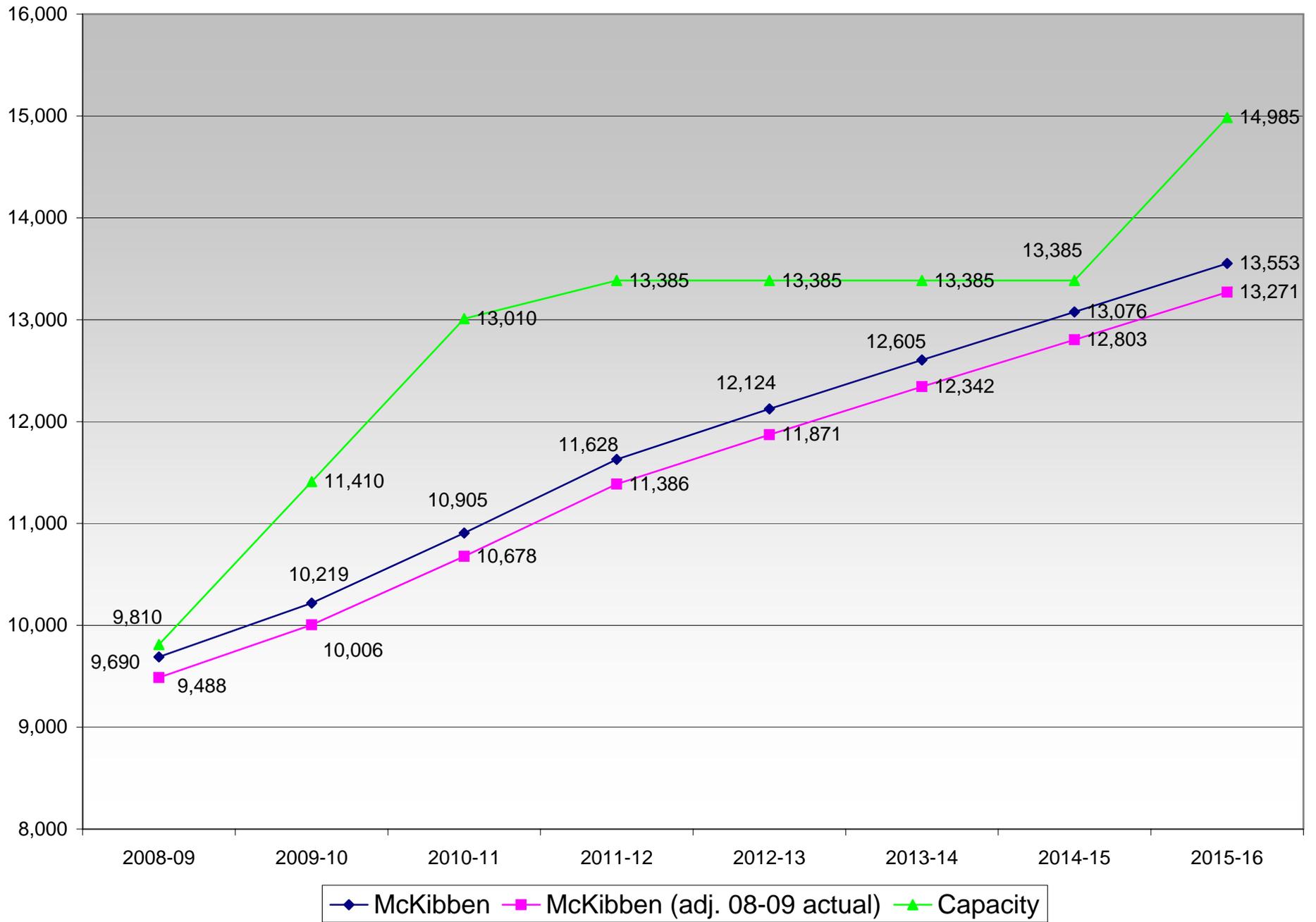
# Elementary Schools



# Middle Schools



# High Schools



<b>Land Costs</b>	<b>\$140,900</b>
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<b>Construction Costs</b>	
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Tower Construction and appurtenances	\$2,300,000
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<b>Total Construction Cost</b>	<b>\$2,300,000</b>
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<b>Furniture Fixtures and Equipment</b>	
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Specialized Equipment (Motorola infrastructure and software)	\$7,526,410
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<b>Subtotal</b>			<b>\$7,526,410</b>
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Escalation to Midpoint of Construction	Mon/Yr. Jan-00	Ann. Esc. 0%	\$0
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<b>Total FF&amp;E</b>			<b>\$7,526,410</b>
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<b>Specialized Equipment</b>	
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Portables/Mobiles	\$2,696,780
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<b>Subtotal</b>			<b>\$2,696,780</b>
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Escalation to Midpoint of Construction	Mon/Yr. Jan-00	Ann. Esc. 0%	\$0
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<b>Total Specialized FF&amp;E</b>			<b>\$2,696,780</b>
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<b>Miscellaneous Project Costs</b>	
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AES Fees	Const/FFE	\$0
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Testing	Const	\$0
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Moving Expenses	LS	\$0
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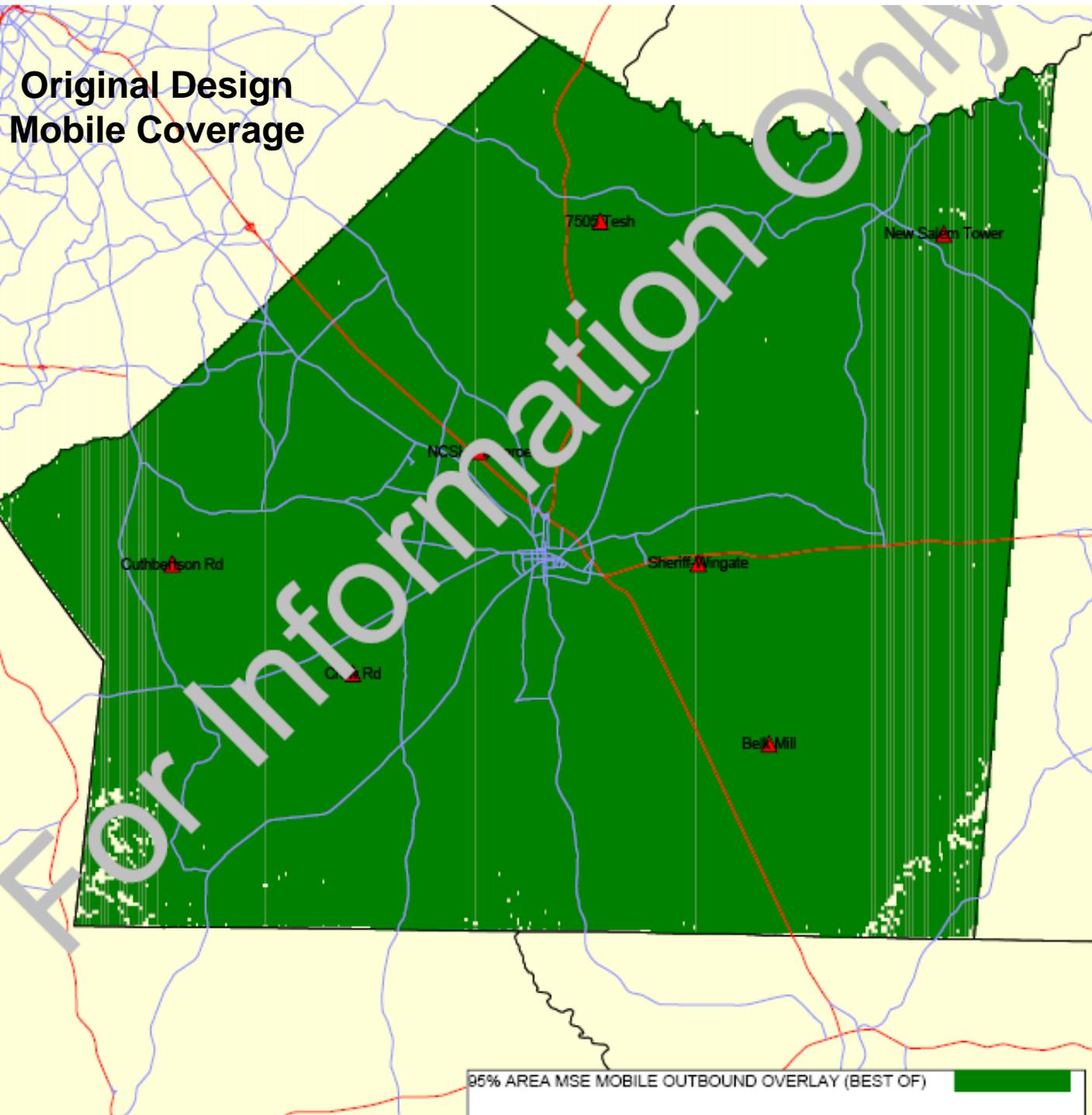
Total Miscellaneous Project Expenses		\$0
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<b>Project Contingency</b>	<b>0.0%</b>	<b>\$0</b>
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TOTAL ESTIMATED PROJECT COST	\$12,664,090
DHS Grant Funds	(\$900,000)
TOTAL PROJECT FINANCING	<u>\$11,764,090</u>

Union County  
Capital Improvement Plan  
2009-2013

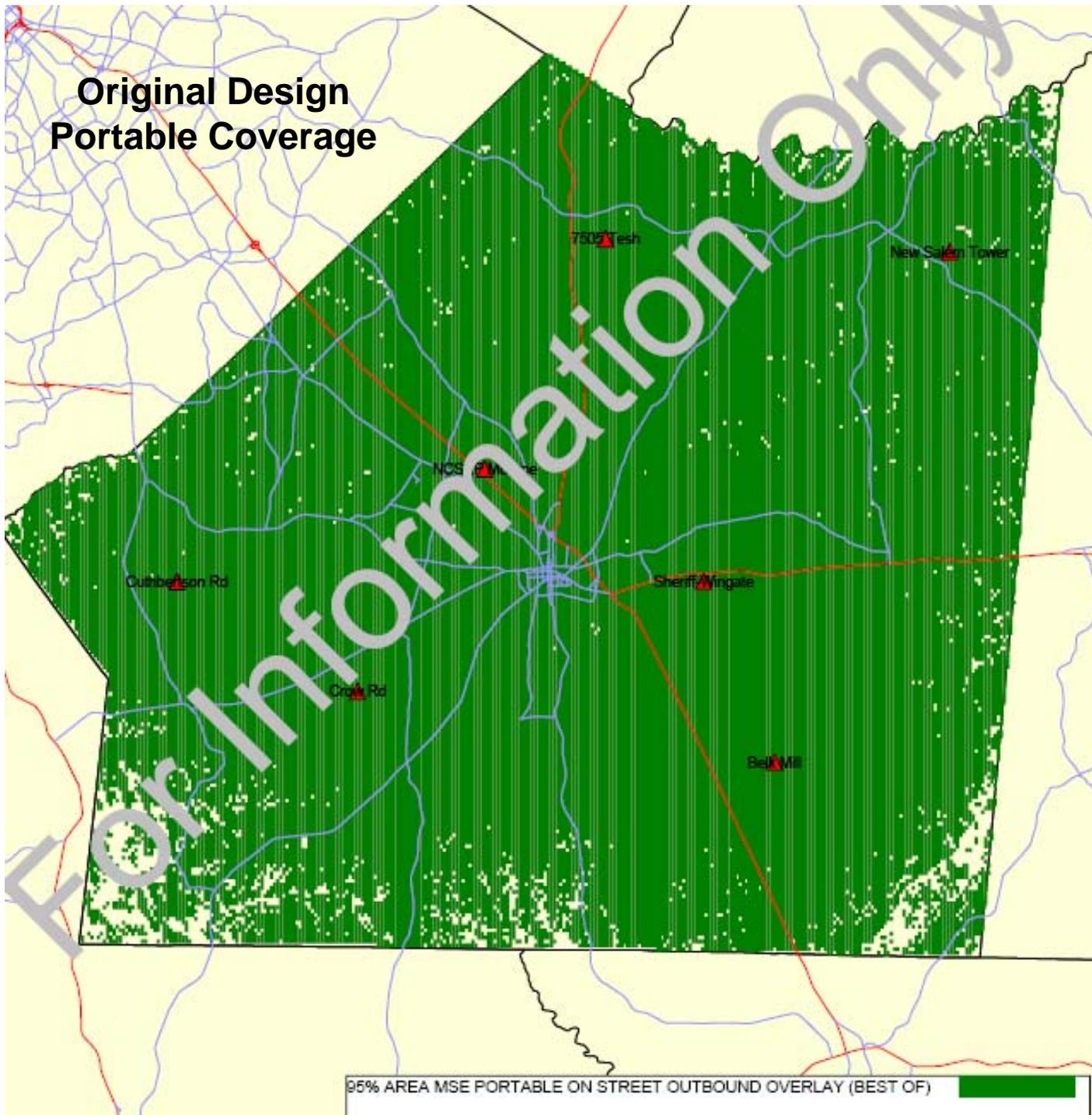
Project Name	Radio Communications		
Project Description	This project provides for a new 800/700 MHz Digital Radio System providing 95/95 coverage throughout Union County. The project is designed to partner with the Charlotte-Mecklenburg radio system. This project will provide all emergency services in and around Union County to operate on one common radio system and will achieve interoperability communications.		
Project Highlights	Gaps in current system coverage, both radio and paging Current system does not meet interoperability standards Use of current system frequencies will be terminated by federal authorities		
Project Budget	\$12,664,090 (less \$900,000 = \$11,764,090 to be financed)		
Project History	Plans: 2006 CIP, 2007 CIP BOCC approves financing model (Who Pays) 10.01.2007 BOCC approves Motorola contract for infrastructure and software 12.17.2007 BOCC approves CPO #95 in the amount of \$10.3M for towers, land, Motorola infrastructure and software 01.22.2008 BOCC approves Reimbursement Resolution (declares intent to issue debt) 01.22.2008 BOCC approves Interlocal Agreement with Charlotte-Mecklenburg 2.04.2008		
Project Status	Executed Motorola contract Crow Road and Cuthbertson (Special Use Permit) SUP granted Fairview SUP denied; Fairview municipal area abandoned for Midland site Pending lease agreements for Belk/Mill, SHP, Midland New Salem site identified; SUP in progress CDR (Customer Design Review) and Motorola Equipment Order Pending		
Timeline	From	To	# Months
Design		Nov-08	
Bid/Award (Towers)	Oct-08	Jan-09	4
Construction/Installation	Nov-08	Jun-09	8
SystemOptimization	Jul-09	Oct-09	4
Annual Debt Service	\$1,481,654		
Annual O&M	\$598,194		
Fiscal Impact (Tax Rate)	\$0.010 (\$0.0086 incorporated in 2009 budget)		
Next Steps	County Manager Approves CDR Order Motorola Equipment prior to 10.31.2008 to preserve contract pricing and DHS grant Authorize County Manager to approve lease agreements for Belk/Mill, SHP, Midland, Cuthbertson, Crow sites Approve Bid Tower bids and construction Include COPs Construction Financing May2009/June2009		



**Original Design  
Mobile Coverage**

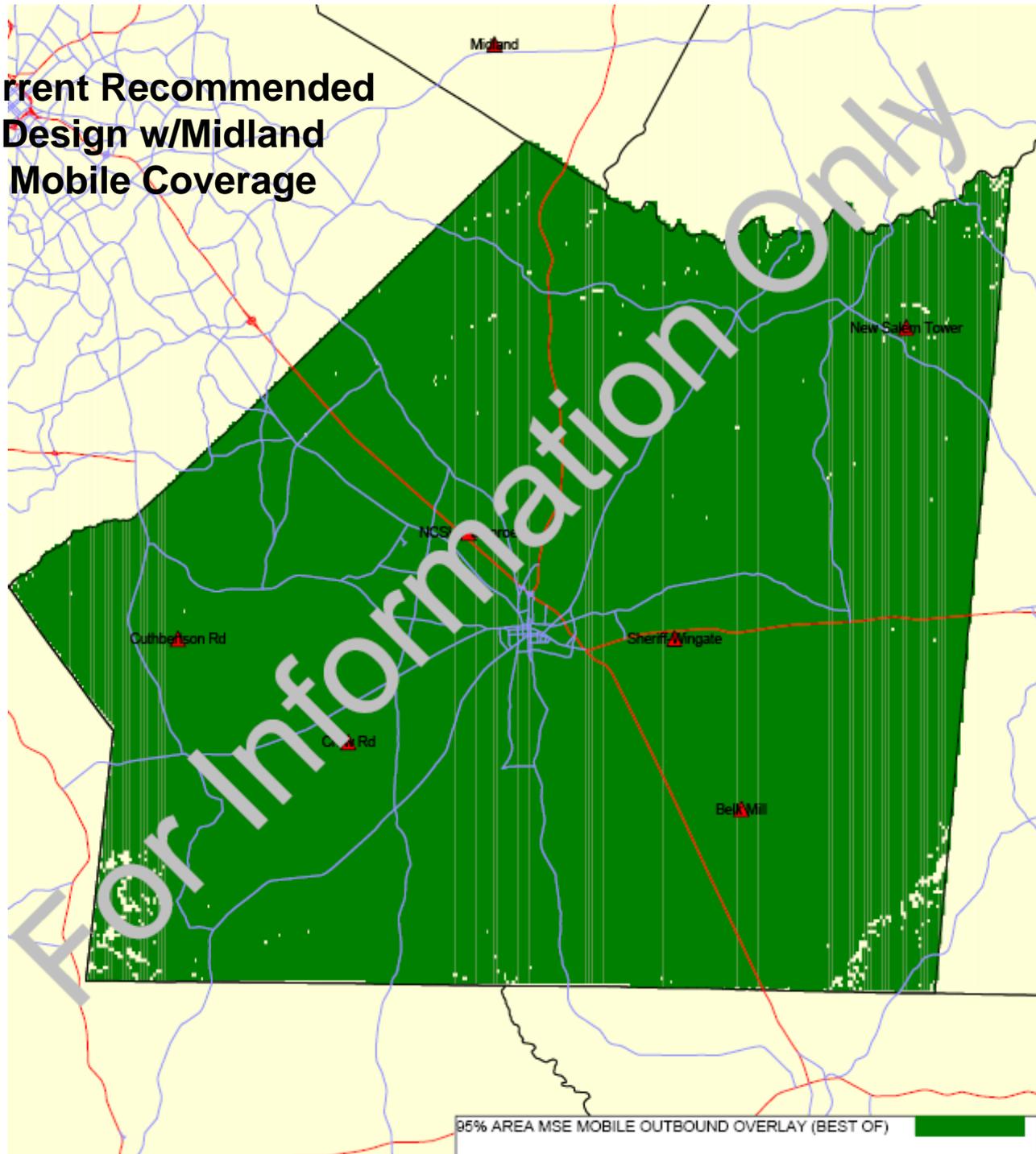
95% AREA MSE MOBILE OUTBOUND OVERLAY (BEST OF)

# Original Design Portable Coverage

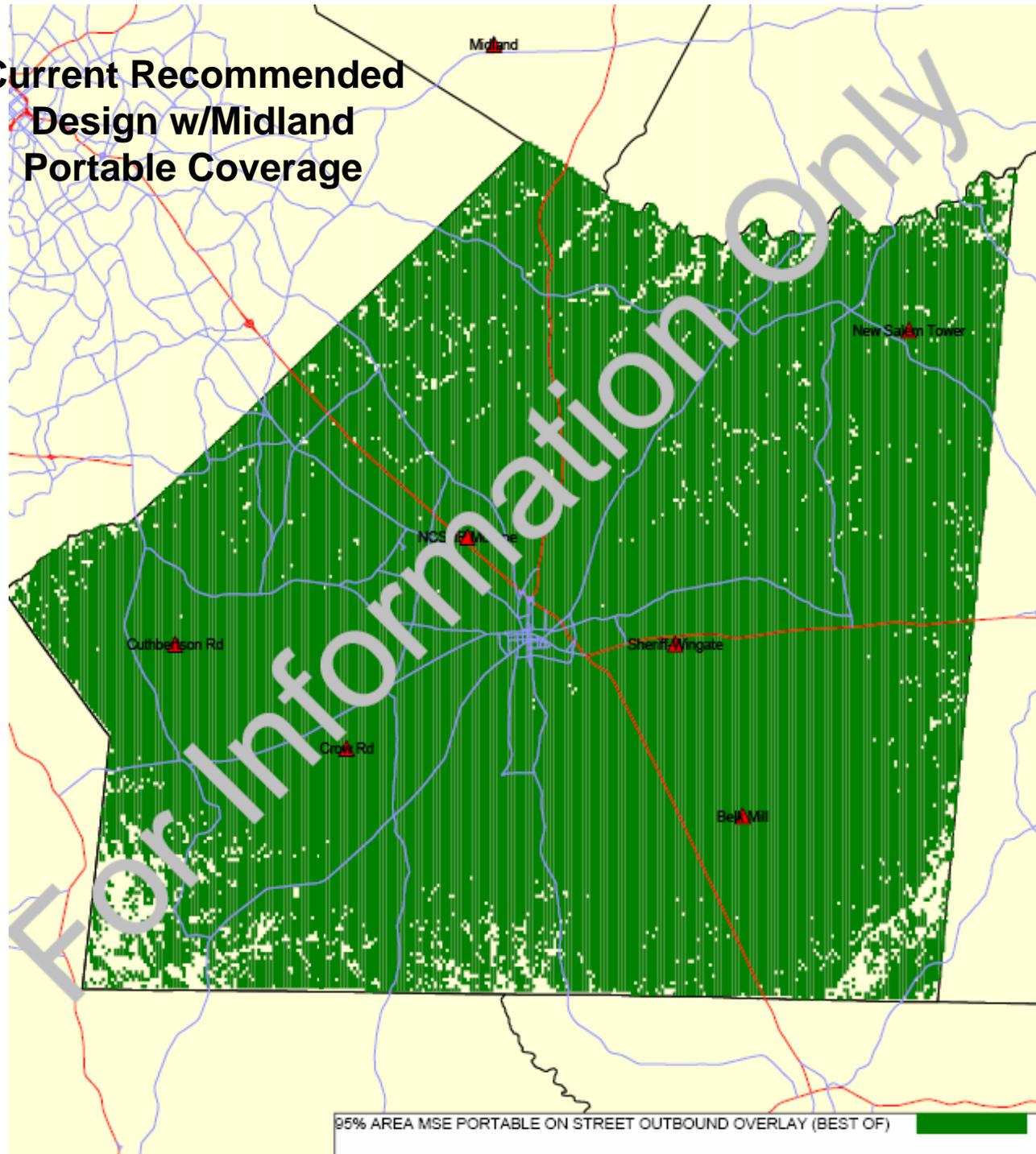


95% AREA MSE PORTABLE ON STREET OUTBOUND OVERLAY (BEST OF)

**Current Recommended  
Design w/Midland  
Mobile Coverage**



**Current Recommended  
Design w/Midland  
Portable Coverage**



# Radio System Cost

(Infrastructure Only)

- 7 sites (Fairview)

Land	\$160,600 <sup>1</sup>
Tower Construction and Ancillary building/equip.	\$2,550,000
Motorola	\$7,641,410
<b>Total</b>	<b>\$10,352,010</b>

- 7 sites (Midland)

Land	\$140,900
Tower Construction and Ancillary building/equip.	\$2,300,000 <sup>2</sup>
Motorola	\$7,526,410 <sup>3</sup>
DHS Grant Funds (Through Char/Meck)	-\$900,000
<b>Total</b>	<b>\$9,067,310</b>

1 – Land costs assumed use of Old Fairview Elementary School courtesy of UCPS.

2 – Eliminates costs of Fairview site tower construction; new cost for Midland and State Highway Patrol tower (shelter, generator, and Uninterrupted Power Supply).

3 – Estimates of modified Motorola infrastructure and software

**Land Costs** **\$0****Construction Costs**

Site Improvements	77,500	\$24	\$1,860,000
Building Cost	77,500	\$140	\$10,850,000
Ancillary Building Cost	LS		\$1,100,000
<b>Subtotal</b>			<b>\$13,810,000</b>
Escalation to Midpoint of Construction	Mon/Yr. Mar-10	Ann. Esc. 4%	\$826,330
Construction Contingency		5%	\$731,816
<b>Total Construction Cost</b>			<b>\$15,368,146</b>

**Furniture Fixtures and Equipment**

Furnishings	LS		\$950,000
A/V Equipment, cabling and terminations	LS		\$0
<b>Subtotal</b>			<b>\$950,000</b>
Escalation to Midpoint of Construction	Mon/Yr. Mar-10	Ann. Esc. 4%	\$56,844
<b>Total FF&amp;E</b>			<b>\$1,006,844</b>

**Specialized Equipment**

	LS		
	LS		
<b>Subtotal</b>			<b>\$0</b>
Escalation to Midpoint of Construction	Mon/Yr. Mar-10	Ann. Esc. 4%	\$0
<b>Total Specialized FF&amp;E</b>			<b>\$0</b>

**Miscellaneous Project Costs**

AES Fees	Const/FFE	8%	\$1,309,999
Testing	Const	1.5%	\$230,522
Moving Expenses	LS		\$20,000
<b>Total Miscellaneous Project Expenses</b>			<b>\$1,560,521</b>

**Project Contingency** **2.5%** **\$448,388**


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<b>TOTAL ESTIMATED PROJECT COST</b>			<b>\$18,383,899</b>
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Union County  
Capital Improvement Plan  
2009-2013

Project Name	SPCC Multi-Purpose Building		
Project Description	Construction of new three-story multi-purpose building of approximately 77,500 SF to house business office, student services, science and biotechnology and computer labs, and the bookstore. Project also includes new parking and vehicular circulation and the creation of "green space" for pedestrians at the center of the campus in accordance with the master plan. Additional science labs are critical for the future growth of health programs growth and expansion particularly the registered nursing program.		
Project Highlights	Total projected enrollment growth over 5-years @ 57.3% Early college high schools on campus 110,000 SF of new construction required Current 14 mobile units on Monroe campus		
Project Budget	\$18,383,899		
Project History	Plans: 2006 CIP, 2007 CIP, SPCC Facilities Master Plan Funding: Facilities Master Plan		
Project Status	Land available on Monroe Campus Site location selected RFQ for AES underway		
Timeline	From	To	# Months
Design	Oct-08	Aug-09	11
Bid/Award	Sep-09	Oct-09	2
Construction	Nov-09	Oct-10	12
Annual Debt Service	\$1,746,470		
Annual O&M	\$387,500		
Fiscal Impact (Tax Rate)	\$0.010		
Next Steps	Authorize funding for AES - through construction documents (\$800,000; 70% of AES less NC Community Colleges \$100K) Approve programming and schematic design - construction estimate Approve design development - construction estimate Authorize construction documents and bidding Include Construction Financing Dec2009/Jan2010		

**Land Costs** \$0**Construction Costs**

Site Improvements	32,500	\$24	\$780,000
Building Cost	32,500	\$140	\$4,550,000
Ancillary Building Cost	LS		
<b>Subtotal</b>			\$5,330,000
Escalation to Midpoint of Construction	Mon/Yr. Jan-12	Ann. Esc. 4%	\$710,861
Construction Contingency		5%	\$302,043
<b>Total Construction Cost</b>			\$6,342,904

**Furniture Fixtures and Equipment**

Furnishings	32,500	\$12	\$390,000
Specialized Furnishings	LS		
A/V Equipment, cabling and terminations	LS		\$60,000
<b>Subtotal</b>			\$450,000
Escalation to Midpoint of Construction	Mon/Yr. Jan-12	Ann. Esc. 4%	\$60,016
<b>Total FF&amp;E</b>			\$510,016

**Specialized Equipment**

	LS		
	LS		
<b>Subtotal</b>			\$0
Escalation to Midpoint of Construction	Mon/Yr. Jan-12	Ann. Esc. 4%	\$0
<b>Total Specialized FF&amp;E</b>			\$0

**Miscellaneous Project Costs**

AES Fees	Const/FFE	8%	\$548,234
Testing	Const	1.5%	\$95,144
Moving Expenses	LS		\$20,000
<b>Total Miscellaneous Project Expenses</b>			\$663,377

**Project Contingency** 2.5% \$187,907

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<b>TOTAL ESTIMATED PROJECT COST</b>			<b>\$7,704,206</b>
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Union County  
Capital Improvement Plan  
2009-2013

Project Name	SPCC Public Safety - Manufacturing Tech. Building		
Project Description	Construction of new single story building of approximately 32,500 SF to house protective services curriculum (Police, Fire and EMT) and machining and welding labs. Project includes demolition of some existing parking and construction of new parking in accordance with Master Plan.  Potential funding available from future statewide Community College bond referendum.		
Project Highlights	Total projected enrollment growth over 5-years @ 57.3% Early college high schools on campus 110,000 SF of new construction required Potential elimination of some mobiles on Monoe campus		
Project Budget	\$7,704,206		
Project History	Plans: 2006 CIP, 2007 CIP, SPCC Facilities Master Plan Funding: Facilities Master Plan		
Project Status	Land available on Monroe Campus Site location selected		
Timeline	From	To	# Months
Design	Sep-10	Apr-11	8
Bid/Award	May-11	Jun-11	2
Construction	Jul-11	Jul-12	13
Annual Debt Service	\$731,900		
Annual O&M	\$162,500		
Fiscal Impact (Tax Rate)	\$0.004		
Next Steps	No action requested		

**MONROE CAMPUS MASTER PLAN:**

Master planning for this campus had begun in 2003 and revised in 2006. This had been a comprehensive process (see section 1 “Executive Summary”) and yielded the following results which correspond with the Long Range Plan. The illustration is a brief overview of proposed new construction (see 3.11 “Overall Monroe Campus Summary” for existing building names):



Master planning for the Monroe campus includes the following items. They are listed numerically by priority:

- (1) Building 1. New construction of an approximately 77,500 square foot, three-story “multi-purpose” building. This building will be considered as the campus “master” building and will accommodate administrative and student services, Student Success, Information Technology, Biotechnology and Microbiology Labs with the necessary support spaces. This also includes new parking spaces and additional campus access to Rogers Road. Planning for this building and associated site work is underway and are expected to bid in early 2009. Pricing for this building is currently estimated at \$15,500.00. Detailed plans and a cost estimate can be found at the end of this section.

- (2) Building 2. New single-story construction of approximately 32,500 square feet and adjacent parking to accommodate the protective services (Police, Fire, EMT) and manufacturing technology (machining and welding) portions of the curriculum. Cost estimate for this building is \$6,476,137.00. Detailed plans and cost estimate for this building can be found at the end of this section.
- (3) Future building. New construction of approximately 30,000 square feet. This building is not part of the Long Range Plan, but has been included for planning purposes to potentially accommodate courses such as Cosmetology and additional technology-based curriculum. No plans or cost estimate have yet been explored.
- (4) Future construction and parking beyond the 2011-12 Long Range Plan and Master Planning to illustrate projected land use.

Buildings on this campus are Master Plan top priorities. It is anticipated that the Multi-Purpose building and a portion of the northern parking and Rogers Road entrance lot be built first (phase1). This will allow Administrative and Student Services to vacate the current Continuing Education building thus allowing renovations to that building for expanding Early College program (and expansion of 450 high school/college age students plus additional faculty are expected in four years). In phase 2 of this plan, the new Advanced Manufacturing/Public Safety building along with a portion of the south parking is to be built. This will allow current mechanical and machining courses to be relocated from the existing Carpenter library building allowing it to become a dedicated health sciences building



**KEY**

- PARKING/PAVING
- EXISTING STRUCTURE
- PROPOSED STRUCTURE
- RETENTION POND
- LINE OF WATERSHED LIMITS
- PROPERTY LINE
- SETBACK LINE



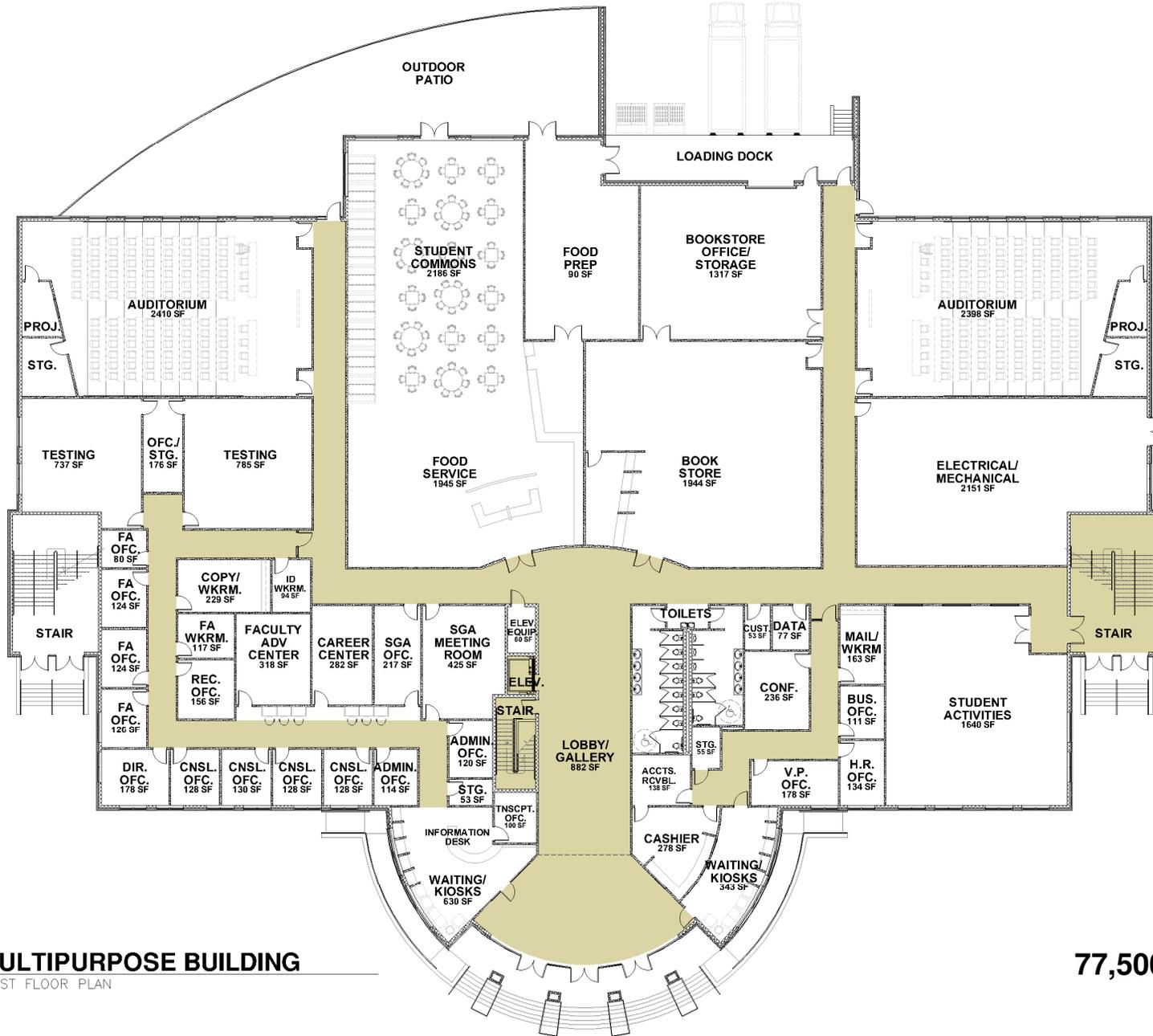
1

**PROPOSED SITE PLAN**



**OLD CHARLOTTE HIGHWAY CAMPUS PLANNING**





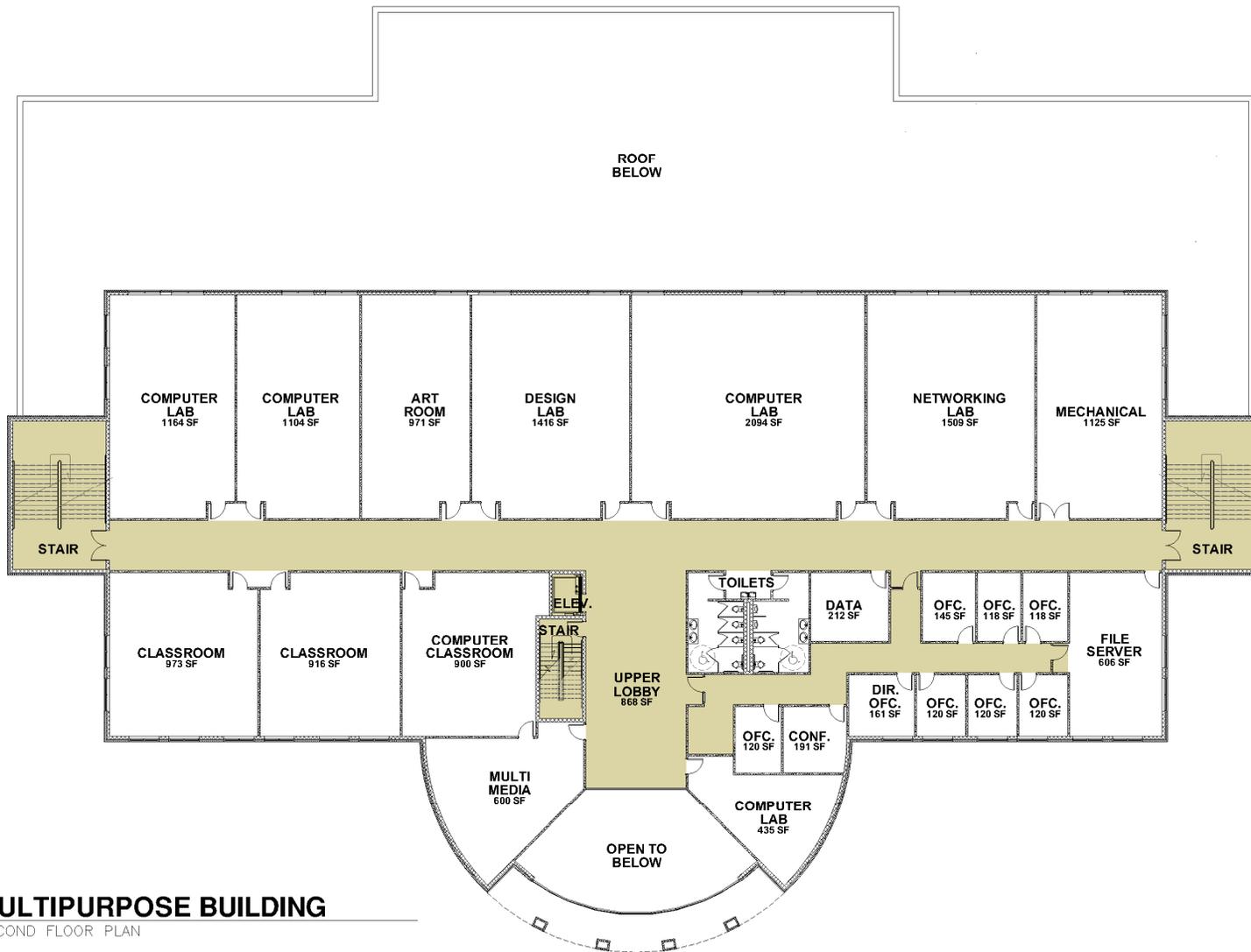
1 **MULTIPURPOSE BUILDING**  
FIRST FLOOR PLAN

**77,500 SF Total**



**OLD CHARLOTTE HIGHWAY CAMPUS PLANNING**

**Morris·Berg**  
ARCHITECTS

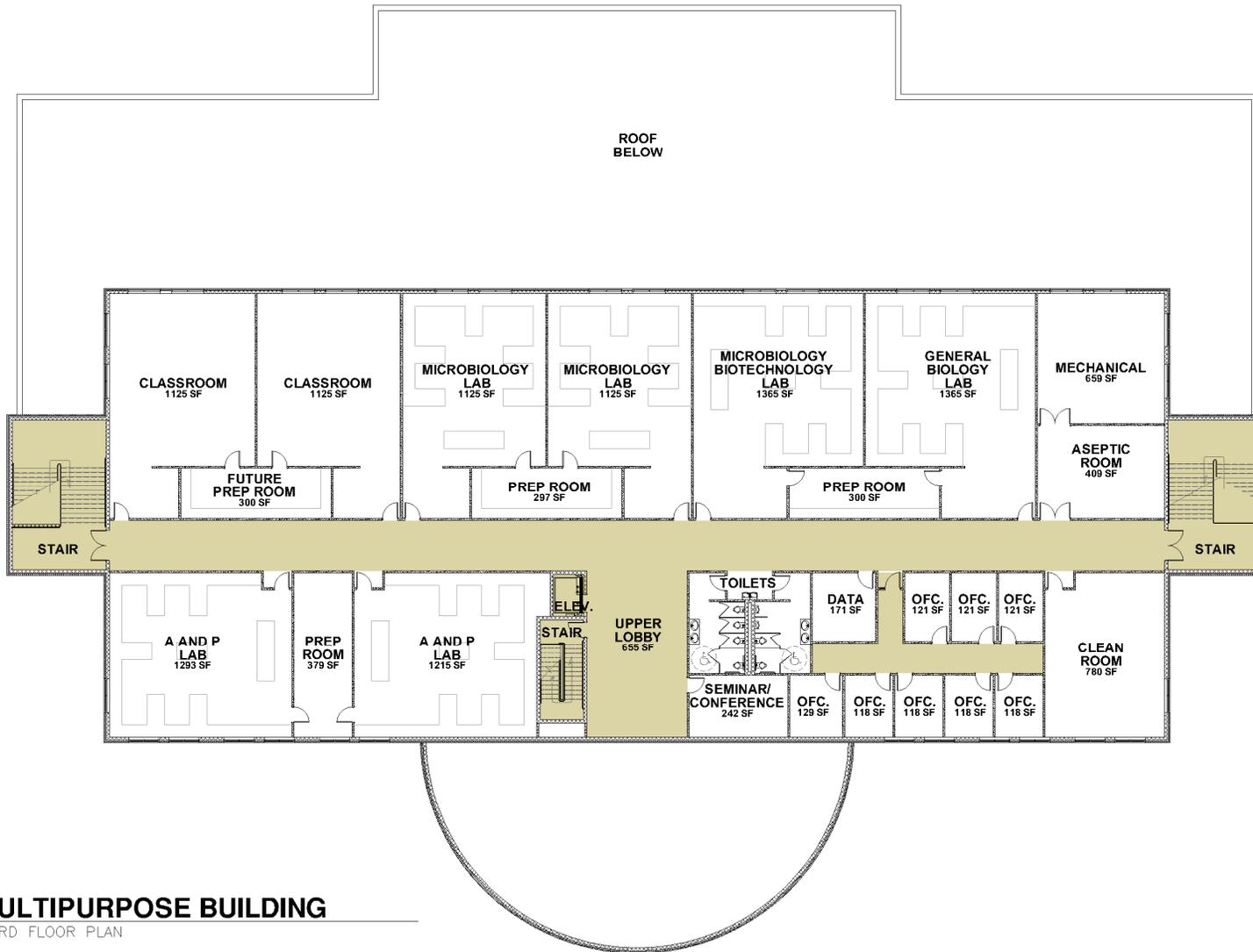


2 MULTIPURPOSE BUILDING  
SECOND FLOOR PLAN



OLD CHARLOTTE HIGHWAY CAMPUS PLANNING





**OLD CHARLOTTE HIGHWAY CAMPUS PLANNING**

**Land Costs** **\$3,000,000****Construction Costs**

Site Improvements	40,000	\$20	\$800,000
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Building Cost	40,000	\$170	\$6,800,000
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Ancillary Building Cost

<b>Subtotal</b>			<b>\$7,600,000</b>
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Escalation to Midpoint of Construction	Mon/Yr. Jul-10	Ann. Esc. 4%	\$556,362
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Construction Contingency		5%	\$407,818
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<b>Total Construction Cost</b>			<b>\$8,564,180</b>
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**Furniture Fixtures and Equipment**

Furnishings	40,000	\$12	\$480,000
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<b>Subtotal</b>			<b>\$480,000</b>
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Escalation to Midpoint of Construction	Mon/Yr. Jul-10	Ann. Esc. 4%	\$35,139
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<b>Total FF&amp;E</b>			<b>\$515,139</b>
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**Specialized Equipment**

Opening Collection (volumes)	30,000	\$26	\$780,000
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<b>Subtotal</b>			<b>\$780,000</b>
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Escalation to Midpoint of Construction	Mon/Yr. Jul-10	Ann. Esc. 4%	\$57,100
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<b>Total Specialized FF&amp;E</b>			<b>\$837,100</b>
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**Miscellaneous Project Costs**

AES Fees	Const/FFE	8%	\$726,345
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Testing	Const	1.5%	\$128,463
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Moving Expenses	LS		\$10,000
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Total Miscellaneous Project Expenses			\$864,808
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**Project Contingency** **2.5%** **\$269,531**

TOTAL ESTIMATED PROJECT COST	<u>\$14,050,757</u>
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Capital Contributions	<u>(\$4,000,000)</u>
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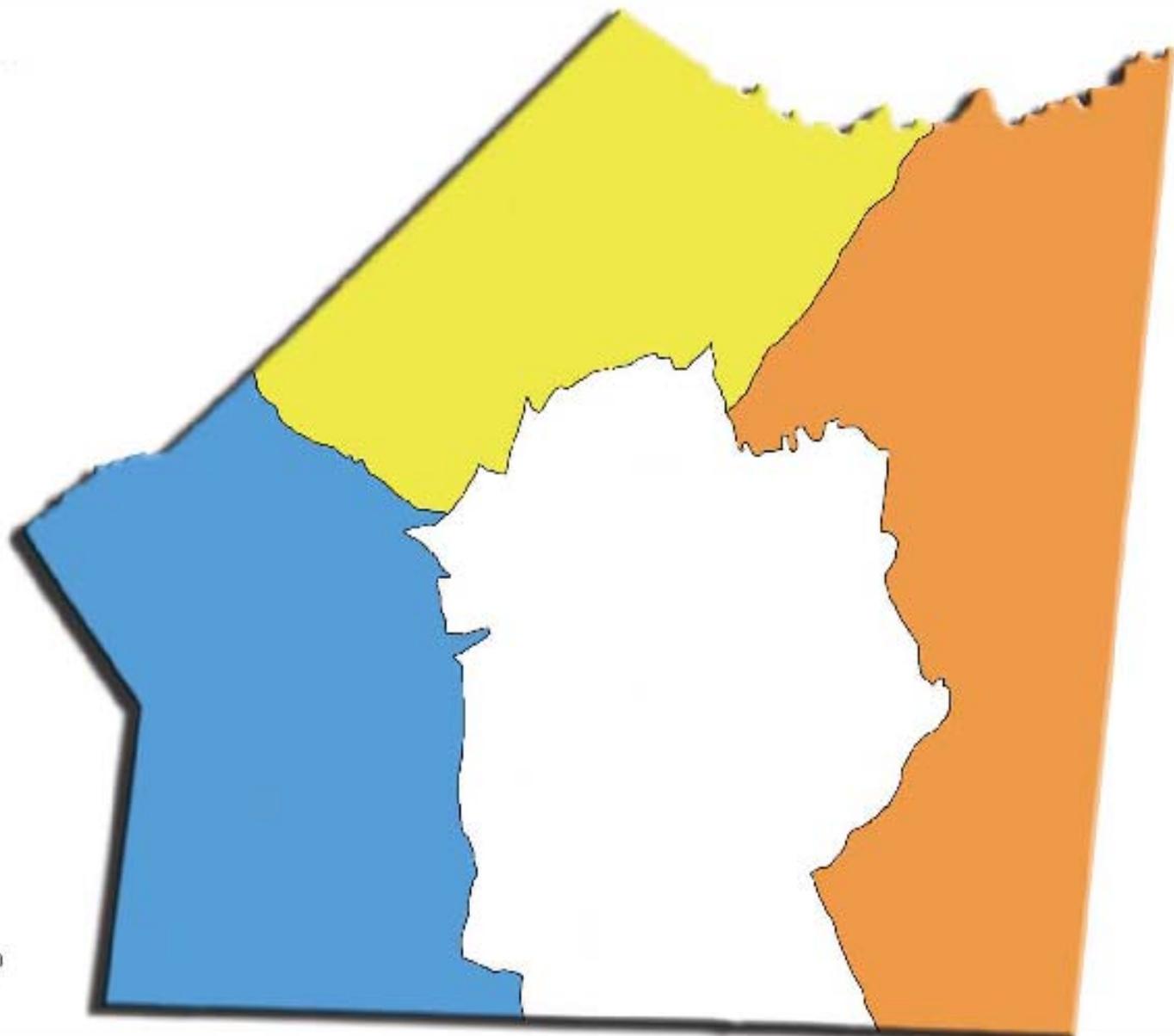
TOTAL PROJECT FINANCING	<u>\$10,050,757</u>
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Union County  
Capital Improvement Plan  
2009-2013

Project Name	South Western Super-Regional Library		
Project Description	Construction of new building of approximately 40,000 SF to house library services to serve southwestern Union County		
Project Highlights	The service area is southwestern Union County including Mineral Springs, Waxhaw, Marvin, Weddington and Wesley Chapel. The population of the service area is projected to top 80,000 by 2030. The Waxhaw Branch the only library in the service area; its space is inadequate for existing customers and its services are limited . The new library will provide full services to all residents of the service area.		
Project Budget	\$14,050,757 (less \$4,000,000 = \$10,050,757 to be financed)		
Project History	Plans: 2005 CIP, 2006 CIP, 2007 CIP Funding: \$3.5M set aside with additional \$0.5M programmed AES engaged: Programming, Schematics Basic 40,000 SF Building Program completed Library Trustee Board: Recommended Super-Regional approach and site selection BOCC: Approval of Super-Regional approach and direction to Library Board to make site selection recommendation		
Project Status	AES engaged Basic Building Program completed Pending land acquisition		
Timeline	From	To	# Months
Design	Jan-09	Oct-09	10
Bid/Award	Nov-09	Dec-09	2
Construction	Jan-10	Dec-10	12
Annual Debt Service	\$954,822		
Annual O&M	\$1,253,187		
Fiscal Impact (Tax Rate)	\$0.010		
Next Steps	Authorize County staff to engage property owners in discussions regarding recommended sites Authorize site acquisition Authorize completion of programming and schematics - construction estimate Authorize design development - construction estimate Authorize construction documents and bidding Include Construction Financing Dec2009/Jan2010		

**Union County  
Library Regions**

- Central Region
- Union West Region
- South Western Region
- Eastern Region

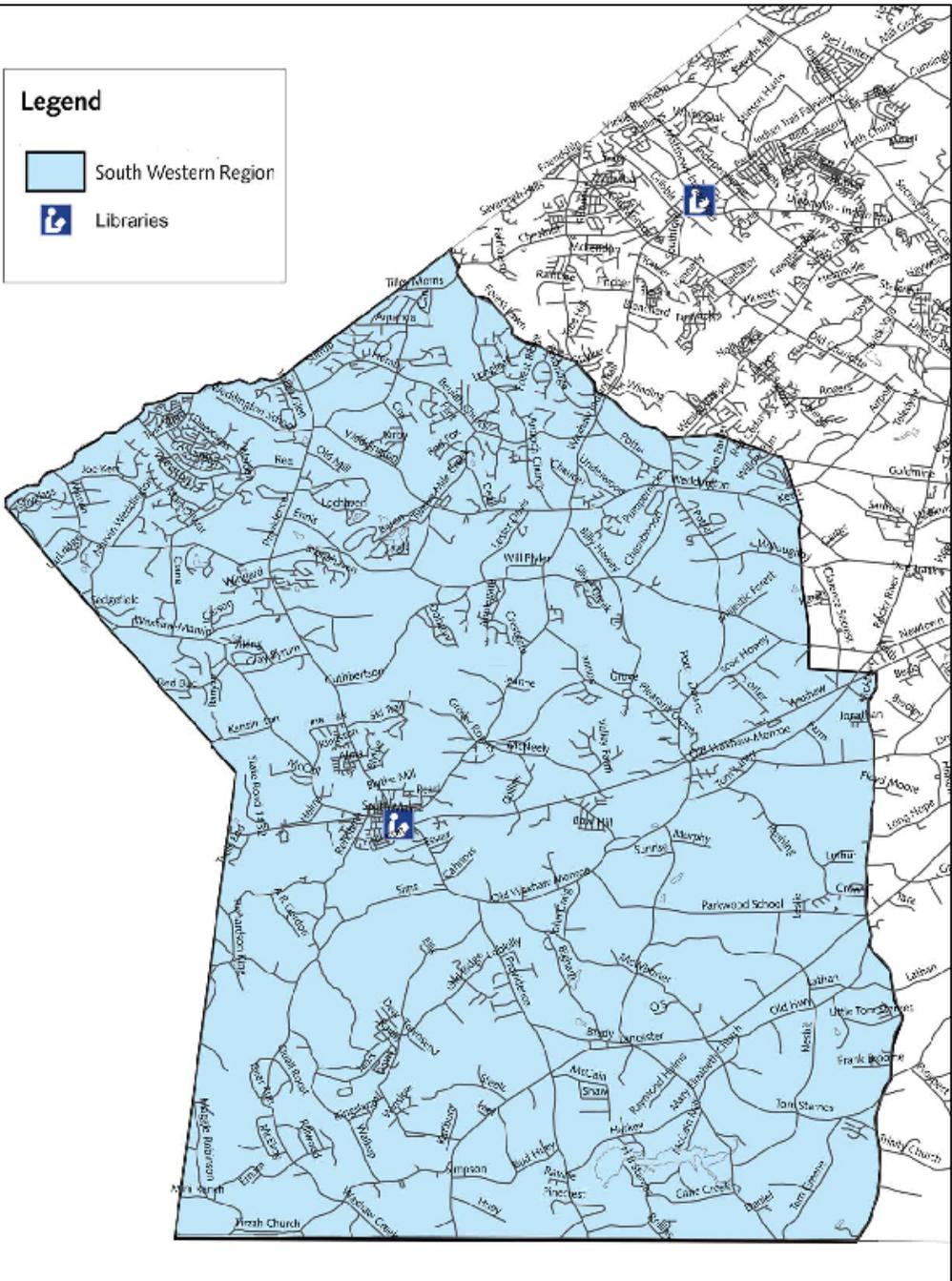


Miles

0 2.5 5 10

**Legend**

-  South Western Region
-  Libraries



# Library Site Criteria

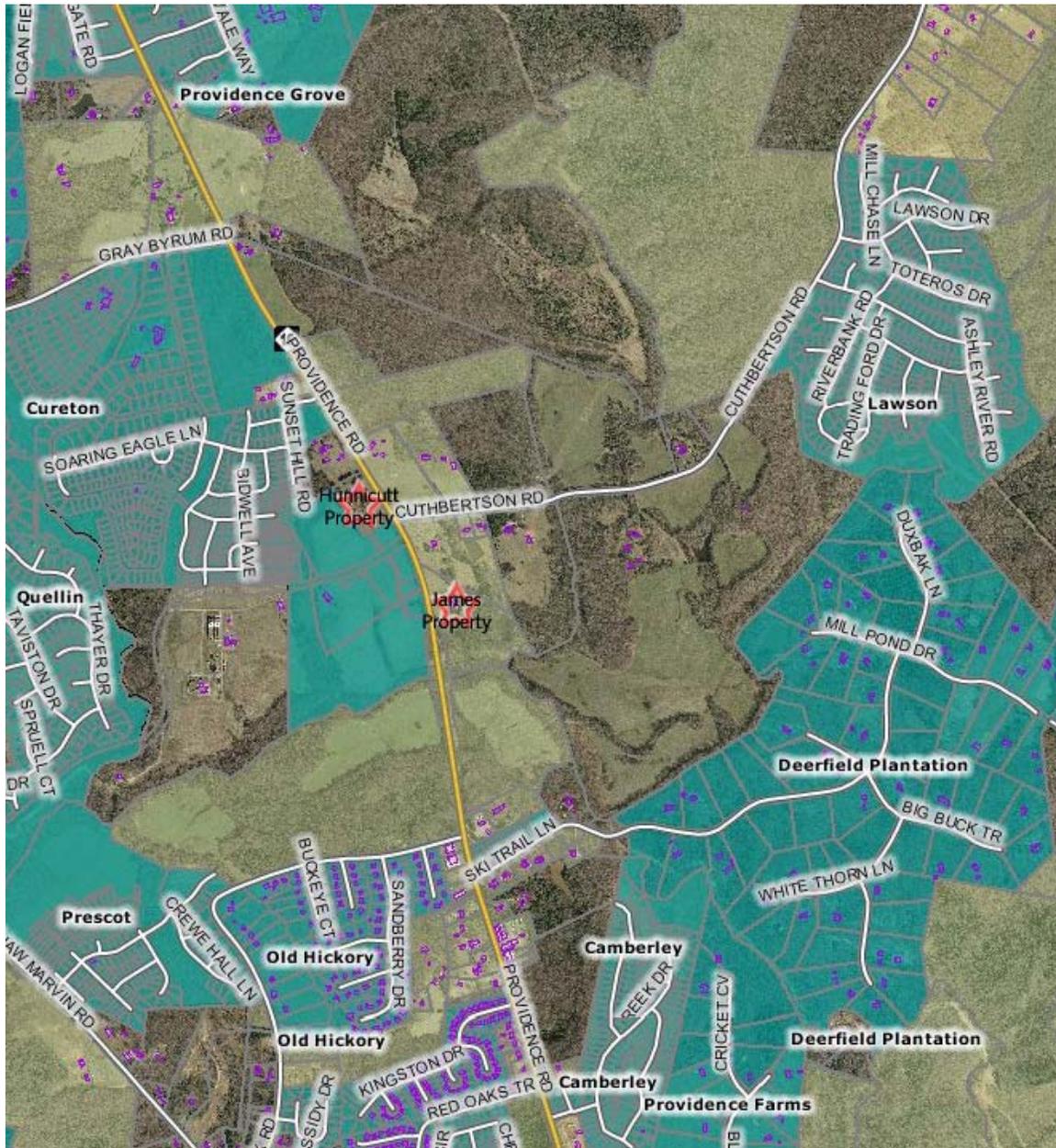
- **Image/Visual Quality** – surrounding area has strong positive image
- **Visibility** – prominent location, easily seen
- **Accessibility** - easily accessible by car; convenient parking
- **Demographic Patterns** – near frequently visited shopping area and other destinations
- **Site Capacity** – can accommodate library footprint, adequate parking, future expansion
- **Neighborhood Compatibility** – neighboring uses in harmony with library's mission

# Library Site Criteria

- **Legal Matters** – free of easements or restrictions that limit buildability
- **Utilities Availability** – available by the time construction is scheduled to start
- **Physiography** – suitability of soil, topography, and orientation options

## Tie-breaker considerations

- **Costs** – site acquisition and site development



Site Recommendation #1:

James Property

# James Property



Front of Property



Rear of Property



View Across Providence (Cureton Town Center)

## James Property

**Accessibility:** 2-way, from Providence Road with planned left turn lane; and from Cuthbertson Road via shared road with Aston Properties

**Image:** Prominent; Dynamic growth area; Central in service area

**Visibility:** Highly visible from Providence Road due to elevation

**Demographic Patterns:** Across Providence Rd. from Cureton Town Center; Beside Aston commercial development (S.E. corner, Providence & Cuthbertson intersection)

**Site Capacity:** Up to 6 acres of high ground; total of 15 acres available; can specify desired size;

**Neighborhood compatibility:** Excellent; In area of dynamic growth but not limited by strictures of any commercial development

**Utilities availability:** Adjacent, sewer easement provided if less than whole parcel is purchased

**Physiography:** Unlimited options for library placement on site

### Other Considerations:

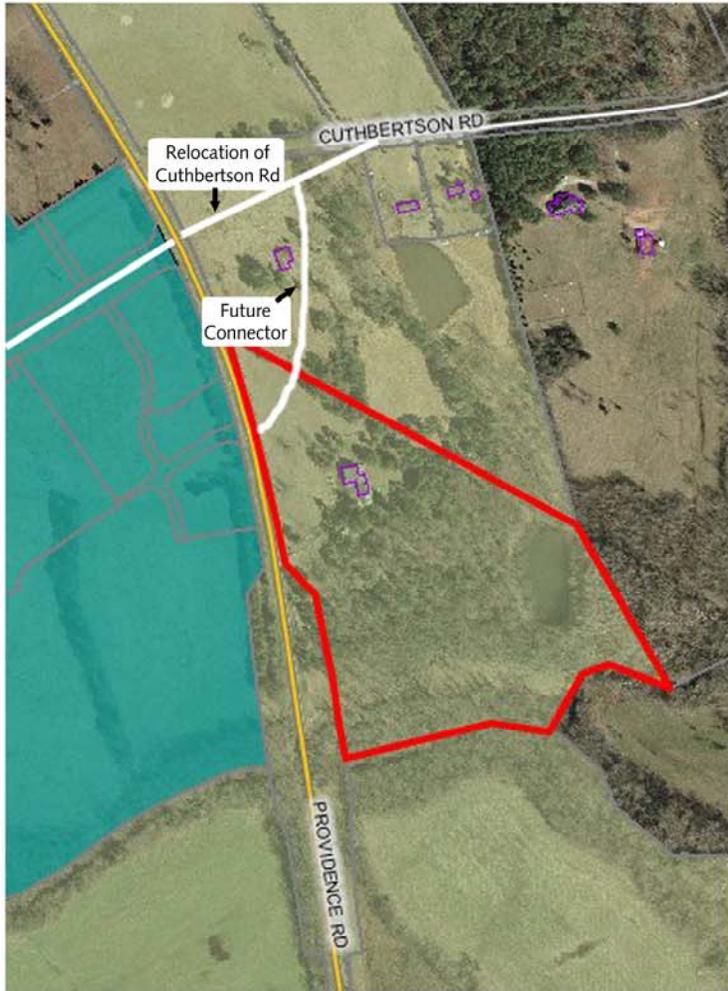
Park-like setting provides the opportunity for developing outdoor space for programming

House would have to be moved or dismantled

Convenient to, but not a part of, any commercial development

Seller will donate a 1,000 SF greenway along 12 Mile Creek

# James Property



# James Property

- **Accessibility:** 2-way access - from Providence Road with planned turn lane; from Cuthbertson Road via shared road with Aston Properties
- **Image:** Prominent; dynamic growth area, central in service area
- **Visibility:** Highly visible from Providence Road due to elevation
- **Demographic Patterns:** Across from Cureton Town Center; beside Aston commercial development
- **Site Capacity:** Adequate (6 acres of high ground); owner is willing to sell 5 to 15 acres

# James Property

- **Neighborhood Compatibility:** Excellent; in area of dynamic growth but not limited by strictures of commercial development
- **Utilities Availability:** Adjacent, sewer easement provided if less than whole parcel is purchased
- **Physiography:** Multiple options for Library orientation on top of the hill
- **Other Considerations:** Park-like setting provides opportunity for developing outdoor space for programming; Easement to greenway along creek is included; House would have to be moved

Site Recommendation #2:

Hunnicutt Property

# Hunnicutt Property



View South on Providence  
(from opposite side of road)

## Hunnicutt Property

Accessibility: 1-way, from Providence Road; potential connection to Kensington Rd. via connector to Cureton Town Center property

Image: Positive; Dynamic growth area; Central in service area

Visibility: Highly visible from Providence Road due to elevation; possible visibility from Cuthbertson Road

Demographic Patterns: Next to Cureton Towne Center; Across Providence Road from Aston commercial development

Site Capacity: 5.2 acres

Neighborhood compatibility: Excellent; In area of dynamic growth but not limited by strictures of any commercial development

Utilities availability: Adjacent

Physiography: Multiple options for placement on site

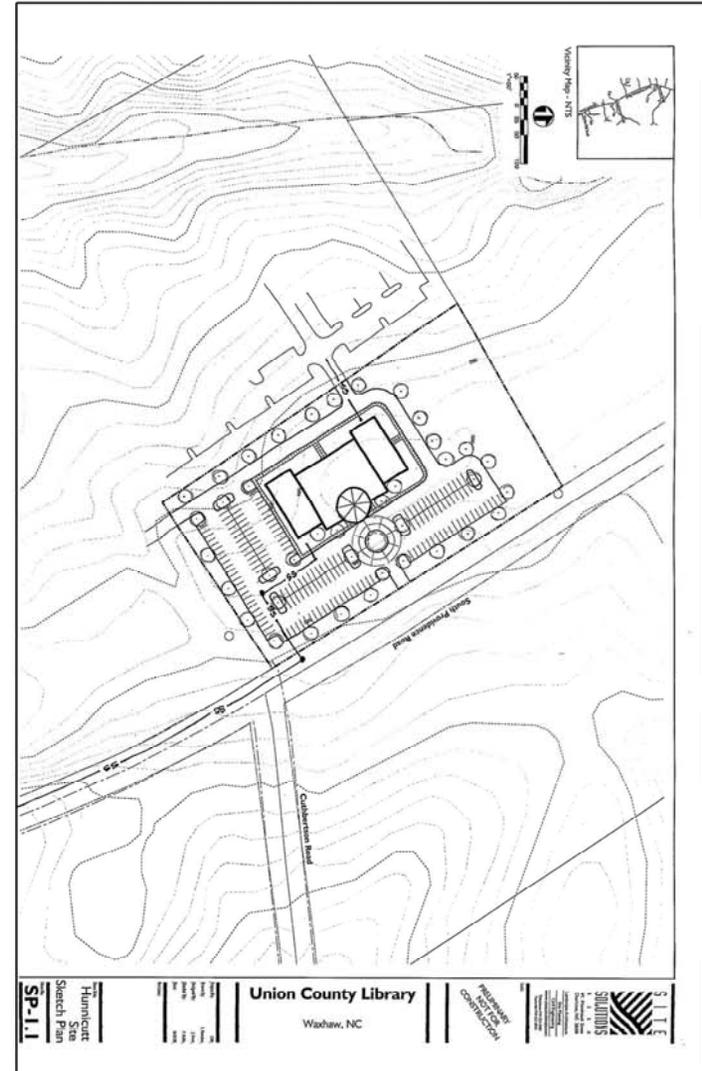
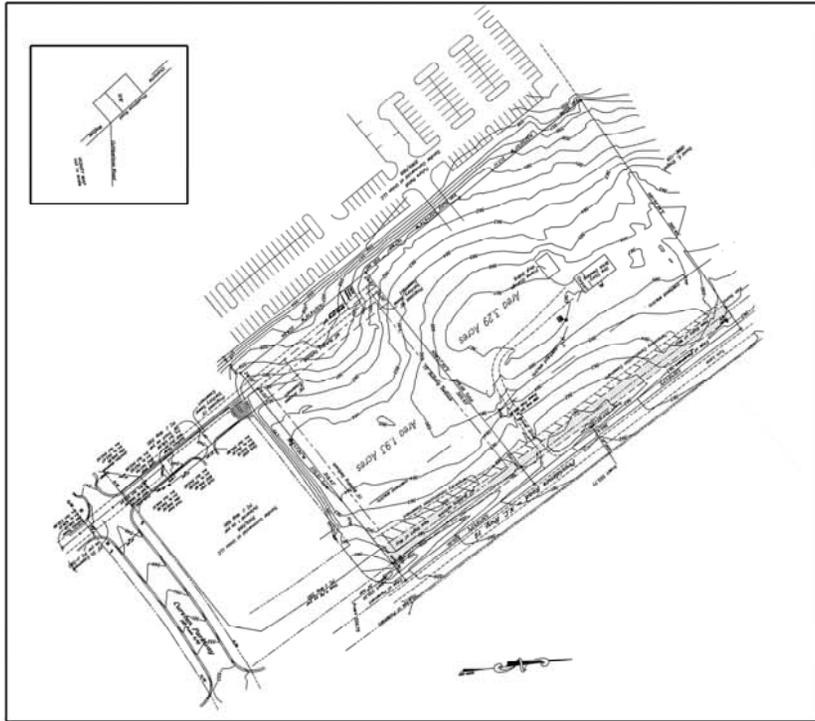
Other Considerations:

Setting provides the opportunity for developing outdoor space for programming

House would have to be moved or dismantled

Convenient to, but not a part of, any commercial development

# Hunnicutt Property



# Hunnicutt Property

- **Accessibility:** 1-way, from Providence Road; potential connector to Kensington Road via future Cureton Town Center expansion
- **Image:** Positive; dynamic growth area; central in service area
- **Visibility:** Highly visible from Providence Road due to elevation; possible visibility from Cuthbertson Road
- **Demographic Patterns:** Next to Cureton Town Center; across Providence Road from Aston commercial development
- **Site Capacity:** Adequate (5.6 acres)

# Hunnicutt Property

- **Neighborhood Compatibility:** Excellent; in area of dynamic growth but not limited by strictures of commercial development
- **Utilities:** adjacent
- **Physiography:** Multiple options for Library orientation; higher than adjacent property
- **Other Considerations:** Convenient to but not a part of commercial development – would want to explore connectivity; House would have to be moved

# Next Steps

- Authorize staff to engage property owners in discussions regarding recommended sites
- Authorize site acquisition
- Authorize completion of programming and schematics – with construction estimate
- Authorize design development - with construction estimate
- Authorize construction documents and bidding
- Include construction financing (Dec.2009-Jan 2010)

<b>Land Costs</b>	<b>\$0</b>
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<b>Construction Costs</b>	
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Site Improvements

Building Cost - Renovations	8,222	\$65	\$534,430
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Ancillary Building Cost

<b>Subtotal</b>	<b>\$534,430</b>
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	Mon/Yr.	Ann. Esc.	
Escalation to Midpoint of Construction	Nov-15	4%	\$153,272
Construction Contingency		5%	\$34,385

<b>Total Construction Cost</b>	<b>\$722,087</b>
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<b>Furniture Fixtures and Equipment</b>	
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Furnishings	8,222	\$12	\$98,664
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<b>Subtotal</b>	<b>\$98,664</b>
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	Mon/Yr.	Ann. Esc.	
Escalation to Midpoint of Construction	Nov-15	4%	\$28,296

<b>Total FF&amp;E</b>	<b>\$126,960</b>
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<b>Specialized Equipment</b>	
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<b>Subtotal</b>	<b>\$0</b>
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	Mon/Yr.	Ann. Esc.	
Escalation to Midpoint of Construction	Nov-15	4%	\$0

<b>Total Specialized FF&amp;E</b>	<b>\$0</b>
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<b>Miscellaneous Project Costs</b>	
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AES Fees	Const/FFE	8%	\$67,924
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Testing	Const	1.5%	\$10,831
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Moving Expenses	LS		\$5,000
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Total Miscellaneous Project Expenses	\$83,755
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<b>Project Contingency</b>	<b>2.5%</b>	<b>\$23,320</b>
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<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$956,122</b>
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Union County  
Capital Improvement Plan  
2009-2013

Project Name	Monroe Library Reconfiguration		
Project Description	Expansion of library services into the lower level of the Monroe Library which is currently occupied by the Board of Elections. Minimal structural work is required. There will be no increase in operational costs other than the allocation of \$41,110 occupancy cost for the 8,222 SF on the lower level. Timing is depended upon relocating Elections' office and warehouse.		
Project Highlights	Expansion into the lower level will provide adequate space for Children's Services, Outreach, and Family Literacy. A programming room for children will free the Griffin Room for more community and library functions. The current Genealogy/Local History room is inadequate for its collections and users, will move into space vacated by Children's Services. A Teen room in the existing Local History room will enable targeted services for teens. Overcrowded Technical Services and Automation Services will expand into the space currently occupied by Outreach.		
Project Budget	\$956,122		
Project History	Plans: 2007 CIP Conceptual plans drawn by Library staff and General Services		
Project Status	NA		
Timeline	From	To	# Months
Design	Jan-15	Jun-15	6
Bid/Award	Jul-15	Aug-15	2
Construction	Sep-15	Feb-16	6
Annual Debt Service	\$90,832		
Annual O&M	\$41,110		
Fiscal Impact (Tax Rate)	\$0.001		
Next Steps	No action requested		

**Land Costs** **\$0****Construction Costs**

Site Improvements (incs. \$15 SF utilities)	20,567	\$35	\$719,845
Building Cost	20,567	\$213	\$4,380,771
Ancillary Building Cost	2,400	\$125	\$300,000
<b>Subtotal</b>			<b>\$5,400,616</b>
	Mon/Yr.	Ann. Esc.	
Escalation to Midpoint of Construction	Oct-10	4%	\$449,805
Construction Contingency		5%	\$292,521
<b>Total Construction Cost</b>			<b>\$6,142,942</b>

**Furniture Fixtures and Equipment**

Furnishings	20,567	\$12	\$246,804
Specialized Furnishings	LS		\$126,000
A/V Equipment, cabling and terminations	LS		\$250,000
<b>Subtotal</b>			<b>\$622,804</b>
	Mon/Yr.	Ann. Esc.	
Escalation to Midpoint of Construction	Oct-10	4%	\$51,872
<b>Total FF&amp;E</b>			<b>\$674,676</b>

**Specialized Equipment**

PSAP Equipment	LS		\$2,000,000
EOC Equipment	LS		\$50,000
<b>Subtotal</b>			<b>\$2,050,000</b>
	Mon/Yr.	Ann. Esc.	
Escalation to Midpoint of Construction	Oct-10	4%	\$170,740
<b>Total Specialized FF&amp;E</b>			<b>\$2,220,740</b>

**Miscellaneous Project Costs**

AES Fees	Const/FFE	8%	\$545,409
Testing	Const	1.5%	\$92,144
Moving Expenses	LS		\$20,000
Total Miscellaneous Project Expenses			\$657,554

**Project Contingency** **2.5%** **\$242,398**


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<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$9,938,309</b>
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Union County  
Capital Improvement Plan  
2009-2013

Project Name	E 9-1-1 Dispatch Center/Emergency Operations Center		
Project Description	Construction of new single story building of approximately 20,567 SF to house Homeland Security, the Emergency Operations Center (EOC), E911 Center and the Fire Marshal's Office and an additional 2,400 SF for storage, HVAC, generators and electrical systems.		
Project Highlights	EOC/E911 Administration space in Government Center re-programmed for other uses Current location adjacent to hazardous substances (railroad tracks) Current E 9-1-1 office space re-programmed for other uses. Redundancy for E 9-1-1 Secure facility		
Project Budget	\$9,938,309		
Project History	Plans: 2006 CIP, 2007 CIP Funding: Programming, Schematics, Design Dev. (\$368) Land (\$225K) AES firm engaged		
Project Status	Site location to be determined Programming completed		
Timeline	From	To	# Months
Design	Feb-09	Jan-10	12
Bid/Award	Feb-10	Mar-10	2
Construction	Apr-10	Mar-11	12
Annual Debt Service	\$944,139		
Annual O&M	\$114,835		
Fiscal Impact (Tax Rate)	\$0.005		
Next Steps	Site selection (UCPS site - Crow road preferred) Approve programming and schematic design - construction estimate Approve design development - construction estimate		

<b>Land Costs</b>
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North District Park	\$6,886,000
West School Park	\$573,800
"Pilot Trail Project"	\$573,800
<b>Total Land Costs</b>	<b>\$8,033,600</b>

<b>Construction Costs</b>
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Jesse Helms Park Development	\$7,766,717
North District Park Development	\$4,000,000
Cane Creek Park Development	4,000,000
Nature Center @ Cane Creek Park	2,825,000
West District Park Development	3,450,000
<b>Total Construction Cost</b>	<b>\$22,041,717</b>

<b>Furniture Fixtures and Equipment</b>
-----------------------------------------

	\$0
<b>Subtotal</b>	<b>\$0</b>
Escalation to Midpoint of Construction	Mon/Yr. Ann. Esc. Jan-00 0% \$0
<b>Total FF&amp;E</b>	<b>\$0</b>

<b>Specialized Equipment</b>
------------------------------

	\$0
<b>Subtotal</b>	<b>\$0</b>
Escalation to Midpoint of Construction	Mon/Yr. Ann. Esc. Jan-00 0% \$0
<b>Total Specialized FF&amp;E</b>	<b>\$0</b>

<b>Miscellaneous Project Costs</b>
------------------------------------

AES Fees	Const/FFE	\$0
Testing	Const	\$0
Moving Expenses	LS	\$0
Total Miscellaneous Project Expenses		\$0

<b>Project Contingency</b>	<b>0.0%</b>	<b>\$0</b>
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<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$30,075,317</b>
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Union County  
Capital Improvement Plan  
2009-2013

Project Name	Parks and Recreation		
Project Description	Partial implementation of the 2006 Parks and Recreation Master Plan Update, which included a land acquisition program (\$8.1MM for North District, West School Park District, Greenway Trails) and park development program (\$21.9MM for Cane Creek, North District, West District and Jesse Helms). The capital program is recommended for funding through two bond referendums - in November 2010 and November 2012.		
Project Highlights	<p>Park master plans conclude that there is a shortage of "district parks" (national standard is 1 for every 7-8 service radius miles)</p> <p>"District parks" shortage is 1-2 district parks by 2015</p> <p>Park master plans conclude that there is a shortage of "linear parks/greeways" and "community parks"</p> <p>Advisory Committee prioritized projects contained in 2006 Master Plan Update</p> <p>Funding: \$30,000 for development of bond package</p>		
Project Budget	\$30,075,317		
Project History	<p>Plans: 2005 CIP, 2006 CIP, 2007 CIP, 2006 Master Plan</p> <p>Plans: 2000 Comprehensive Master Plan, 2006 Comprehensive Master Plan Update</p> <p>Plans: 2000 Cane Creek Master Plan (Phases I &amp; II Complete), 2004 Jesse Helms Master Plan</p> <p>BOCC adopted 2000 Cane Creek Master Plan 12.18.2000</p> <p>BOCC adopted 2004 Jesse Helms Master Plan 1.20.2004 (Active Area) and 9.6.2006 (Passive Area)</p> <p>BOCC adopted 2006 Master Plan Update 1.22.2007</p>		
Project Status	Master Plans completed		
Timeline (Phase 1)	From	To	# Months
Design	Feb-11	Aug-11	7
Bid/Award	Sep-11	Oct-11	2
Construction	Nov-11	Sep-12	11
Timeline (Phase 2)	From	To	# Months
Design	Dec-12	Jun-13	7
Bid/Award	Jul-13	Aug-13	2
Construction	Sep-13	Jul-14	11
Annual Debt Service	\$2,857,155		
Annual O&M	TBD		
Fiscal Impact (Tax Rate)	\$0.013		
Next Steps	No action requested		

**Parks and Recreation Advisory Board  
Recommendations for Future Capital Expenditures  
(In Priority Order)**

North District Park (Purchase Land)	\$ 6,886,000
Jesse Helms Park (Development)	\$ 7,766,717
West School Park (Purchase Land)	\$ 573,800
North District Park (Development)	\$ 4,000,000
Trails	\$ 573,800
Cane Creek Park (Development)	\$ 4,000,000
Nature Center @ Cane Creek Park	\$ 2,825,000
West District Park Development	\$ 3,450,000
<b>Total</b>	<b>\$30,075,317</b>

# Capital Improvement Plan For Parks and Recreation (2009 - 2013)

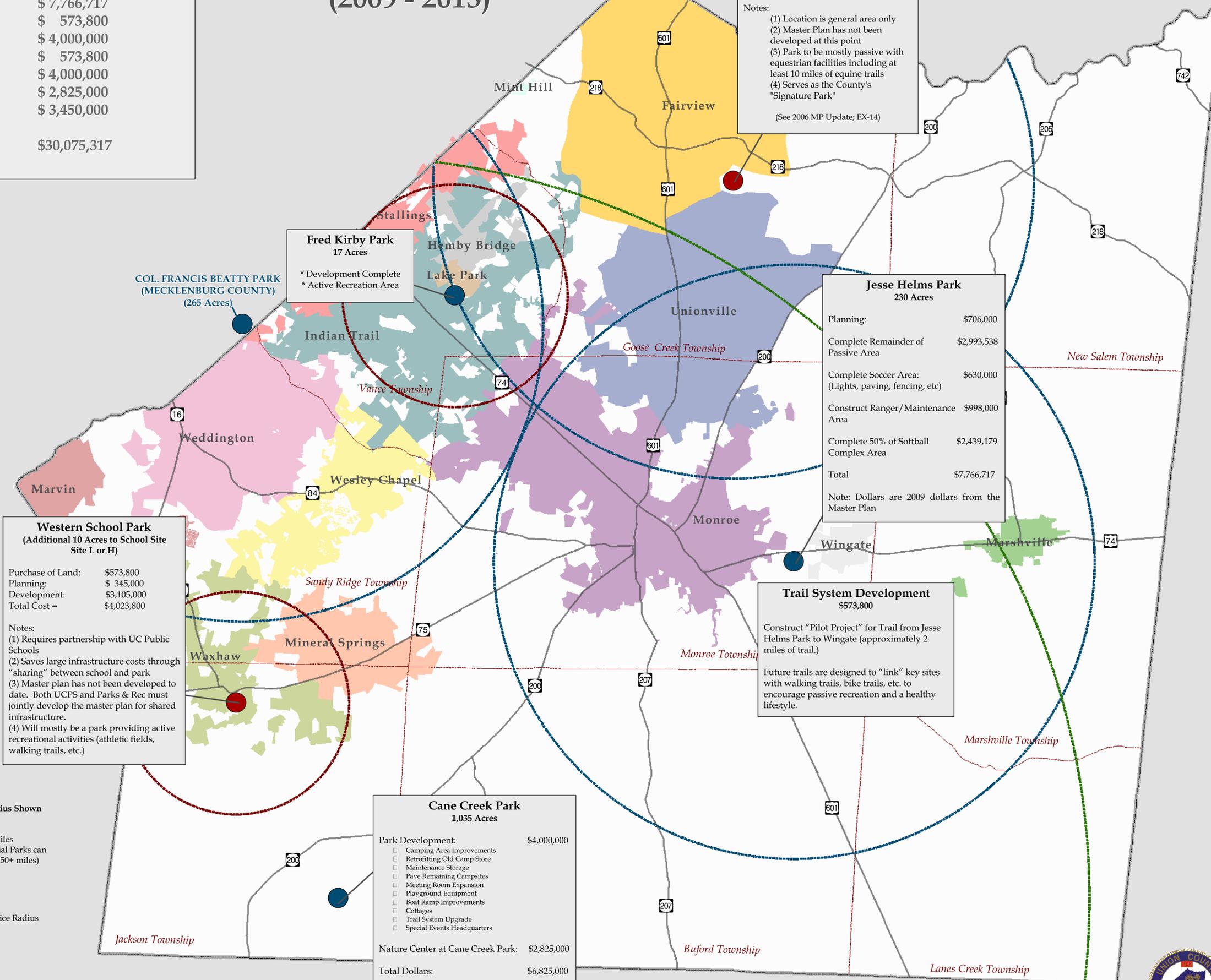
**North District Park**  
Up to 400 acres

Purchase of land: \$6,886,000  
 Planning: \$ 400,000  
 Development: \$3,600,000  
 Total Cost = \$10,886,000

Notes:  
 (1) Location is general area only  
 (2) Master Plan has not been developed at this point  
 (3) Park to be mostly passive with equestrian facilities including at least 10 miles of equine trails  
 (4) Serves as the County's "Signature Park"

(See 2006 MP Update; EX-14)

- Existing Parks
- Proposed Parks
- Highways
- 3 Mile Service Radius
- 8 Mile Service Radius
- 20 Mile Service Radius
- Townships
- Union County



**Fred Kirby Park**  
17 Acres

\* Development Complete  
 \* Active Recreation Area

**Jesse Helms Park**  
230 Acres

Planning:	\$706,000
Complete Remainder of Passive Area	\$2,993,538
Complete Soccer Area: (Lights, paving, fencing, etc)	\$630,000
Construct Ranger/Maintenance Area	\$998,000
Complete 50% of Softball Complex Area	\$2,439,179
<b>Total</b>	<b>\$7,766,717</b>

Note: Dollars are 2009 dollars from the Master Plan

**Western School Park**  
(Additional 10 Acres to School Site Site L or H)

Purchase of Land:	\$573,800
Planning:	\$ 345,000
Development:	\$3,105,000
<b>Total Cost =</b>	<b>\$4,023,800</b>

Notes:  
 (1) Requires partnership with UC Public Schools  
 (2) Saves large infrastructure costs through "sharing" between school and park  
 (3) Master plan has not been developed to date. Both UCPS and Parks & Rec must jointly develop the master plan for shared infrastructure.  
 (4) Will mostly be a park providing active recreational activities (athletic fields, walking trails, etc.)

**Trail System Development**  
\$573,800

Construct "Pilot Project" for Trail from Jesse Helms Park to Wingate (approximately 2 miles of trail.)

Future trails are designed to "link" key sites with walking trails, bike trails, etc. to encourage passive recreation and a healthy lifestyle.

**Cane Creek Park**  
1,035 Acres

<b>Park Development:</b>	<b>\$4,000,000</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Camping Area Improvements</li> <li><input type="checkbox"/> Retrofitting Old Camp Store</li> <li><input type="checkbox"/> Maintenance Storage</li> <li><input type="checkbox"/> Pave Remaining Campsites</li> <li><input type="checkbox"/> Meeting Room Expansion</li> <li><input type="checkbox"/> Playground Equipment</li> <li><input type="checkbox"/> Boat Ramp Improvements</li> <li><input type="checkbox"/> Cottages</li> <li><input type="checkbox"/> Trail System Upgrade</li> <li><input type="checkbox"/> Special Events Headquarters</li> </ul>	
Nature Center at Cane Creek Park:	\$2,825,000
<b>Total Dollars:</b>	<b>\$6,825,000</b>

**Park Service Areas**

Name of Park	Classification	Service Radius Shown
Cane Creek Park	Special Facility & Regional Magnet	20 Miles (Note: Regional Parks can reach up to 50+ miles)
Jesse Helms Park		
North District Park	District Park	8-Mile Service Radius
Col. F. Beatty Park		
Fred Kirby Park	Community Park	3-Mile Service Radius
West School Park		

Detention

Sep-08

<b>Land Costs</b>	<b>\$0</b>
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<b>Construction Costs</b>	
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Site Improvements	192,700	\$18	\$3,468,600
Building Cost - Intake	133,000	\$240	\$31,920,000
Building Cost - Admin/Support	59,700	\$150	\$8,955,000
<b>Subtotal</b>			<b>\$44,343,600</b>
Escalation to Midpoint of Construction	Mon/Yr. Jul-12	Ann. Esc. 4%	\$6,798,542
Construction Contingency		5%	\$2,557,107
<b>Total Construction Cost</b>			<b>\$53,699,249</b>

<b>Furniture Fixtures and Equipment</b>	
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	LS		
	LS		
<b>Subtotal</b>			<b>\$0</b>
Escalation to Midpoint of Construction	Mon/Yr. Jul-12	Ann. Esc. 4%	\$0
<b>Total FF&amp;E</b>			<b>\$0</b>

<b>Specialized Equipment</b>	
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Project Allowance	LS	14%	\$7,517,895
			\$0
<b>Subtotal</b>			<b>\$7,517,895</b>
Escalation to Midpoint of Construction	Mon/Yr. Jul-12	Ann. Esc. 4%	\$1,152,607
<b>Total Specialized FF&amp;E</b>			<b>\$8,670,501</b>

<b>Miscellaneous Project Costs</b>	
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AES Fees	Const/FFE	8%	\$4,295,940
Testing	Const	0.5%	\$268,496
Moving Expenses	LS		\$40,000
<b>Total Miscellaneous Project Expenses</b>			<b>\$4,604,436</b>

<b>Project Contingency</b>	<b>2.5%</b>	<b>\$1,674,355</b>
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<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$68,648,541</b>
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Union County  
Capital Improvement Plan  
2009-2013

Project Name	Detention		
Project Description	Construction of approximately 194,000SF to the existing Union County Jail. This expansion includes constructing additional inmate housing units, dormitories for work release and minimum security risk inmates and a medical unit. Additional construction of non-housing units includes medical office space, exam rooms, programming space, other support services, site preparation and constructing a new Sheriff's office.		
Project Highlights	Needs assessment - 727 beds by 2025 (jail currently has 264) Demand reduction programs may reduce requirement to 581 beds		
Project Budget	\$68,648,541		
Project History	Plans: 2005 CIP, 2006 CIP, 2007 CIP Funding: Programming, Schematics, Design Development AES engaged Needs Assessment Funding: \$1.8M expenses to date Project on 'hold' since Summer 2007 - ADP		
Project Status	Design development completed Next phase construction documents & regulatory reviews/approvals		
Timeline	From	To	# Months
Design	Jun-10	Mar-11	10
Bid/Award	Apr-11	Jun-11	3
Construction	Jul-11	Jun-13	24
Annual Debt Service	6,521,611		
Annual O&M	\$3,555,074 (based on ADP 422; mid-point of increase in # of beds)		
Fiscal Impact (Tax Rate)	\$0.046		
Next Steps	Monitor ADP Implement and evaluate jail demand reduction programs		

**Date: September 4, 2008**

<b>Block</b>	<b>Classification</b>	<b>Capacity</b>	<b>Current</b>	<b>On Floor</b>
A	Dis./Admin.Seg./Pre-Class./Weekenders	48	26	
B	High Risk	48	42	
C	High-Med. Risk	48	57	<b>9</b>
D	Medium-Low/Minimum Risk	48	51	<b>3</b>
E	Life Skills	14	11	
F	Female Dorm	22	10	
I	Worker Dorm	12	6	
Medical Cells	Female Med./Seg.	4	2	
Holding Cells	Male Medical Seg.	12	5	
Temp.Holding	Suicide/Intoxicated	8	3	
<b>DOC</b>	Safe Keeping--Medical/Psych./Security		7	
<b>Long Term Beds</b>	240			
<b>Temporary Beds</b>	24			
<b>Total</b>	264		<b>220</b>	<b>12</b>

<b>Sentenced Inmates Back Logged</b>		
<b>Month</b>	<b># Inmates Waiting Transfer to DOC</b>	<b>Avg. Wait</b>
May	7	9.5 Days
June	12	13 Days
July	16	10 Days
August	16	10 Days

**Date: September 5, 2008**

<b>Block</b>	<b>Classification</b>	<b>Capacity</b>	<b>Current</b>	<b>On Floor</b>
A	Dis./Admin.Seg./Pre-Class./Weekenders	48	23	
B	High Risk	48	42	
C	High-Med. Risk	48	54	<b>6</b>
D	Medium-Low/Minimum Risk	48	45	
E	Life Skills	14	14	
F	Female Dorm	22	10	
I	Worker Dorm	12	6	
Medical Cells	Female Med./Seg.	4	3	
Holding Cells	Male Medical Seg.	12	4	
Temp.Holding	Suicide/Intoxicated	8	5	
<b>DOC</b>	Safe Keeping--Medical/Psych./Security		7	
<b>Long Term Beds</b>	240			
<b>Temporary Beds</b>	24			
<b>Total</b>	264		<b>213</b>	<b>6</b>

<b>Sentenced Inmates Back Logged</b>		
<b>Month</b>	<b># Inmates Waiting Transfer to DOC</b>	<b>Avg. Wait</b>
May	7	9.5 Days
June	12	13 Days
July	16	10 Days
August	16	10 Days

**Date: September 6, 2008**

<b>Block</b>	<b>Classification</b>	<b>Capacity</b>	<b>Current</b>	<b>On Floor</b>
A	Dis./Admin.Seg./Pre-Class./Weekenders	48	40	
B	High Risk	48	42	
C	High-Med. Risk	48	51	<b>3</b>
D	Medium-Low/Minimum Risk	48	45	
E	Life Skills	14	14	
F	Female Dorm	22	13	
I	Worker Dorm	12	6	
Medical Cells	Female Med./Seg.	4	3	
Holding Cells	Male Medical Seg.	12	3	
Temp.Holding	Suicide/Intoxicated	8	5	
<b>DOC</b>	Safe Keeping--Medical/Psych./Security		7	
<b>Long Term Beds</b>	240			
<b>Temporary Beds</b>	24			
<b>Total</b>	264		<b>229</b>	<b>3</b>

<b>Sentenced Inmates Back Logged</b>		
<b>Month</b>	<b># Inmates Waiting Transfer to DOC</b>	<b>Avg. Wait</b>
May	7	9.5 Days
June	12	13 Days
July	16	10 Days
August	16	10 Days

**Date: September 7, 2008**

<b>Block</b>	<b>Classification</b>	<b>Capacity</b>	<b>Current</b>	<b>On Floor</b>
A	Dis./Admin.Seg./Pre-Class./Weekenders	48	43	
B	High Risk	48	42	
C	High-Med. Risk	48	51	<b>3</b>
D	Medium-Low/Minimum Risk	48	45	
E	Life Skills	14	14	
F	Female Dorm	22	12	
I	Worker Dorm	12	6	
Medical Cells	Female Med./Seg.	4	3	
Holding Cells	Male Medical Seg.	12	4	
Temp.Holding	Suicide/Intoxicated	8	5	
<b>DOC</b>	Safe Keeping--Medical/Psych./Security		7	
<b>Long Term Beds</b>	240			
<b>Temporary Beds</b>	24			
<b>Total</b>	264		<b>232</b>	<b>3</b>

**Sentenced Inmates Back Logged**

<b>Month</b>	<b># Inmates Waiting Transfer to DOC</b>	<b>Avg. Wait</b>
May	7	9.5 Days
June	12	13 Days
July	16	10 Days
August	16	10 Days

**Date: September 8, 2008**

<b>Block</b>	<b>Classification</b>	<b>Capacity</b>	<b>Current</b>	<b>On Floor</b>
A	Dis./Admin.Seg./Pre-Class./Weekenders	48	43	
B	High Risk	48	42	
C	High-Med. Risk	48	51	<b>3</b>
D	Medium-Low/Minimum Risk	48	44	
E	Life Skills	14	10	
F	Female Dorm	22	8	
I	Worker Dorm	12	6	
Medical Cells	Female Med./Seg.	4	4	
Holding Cells	Male Medical Seg.	12	5	
Temp.Holding	Suicide/Intoxicated	8	3	
<b>DOC</b>	Safe Keeping--Medical/Psych./Security		7	
<b>Long Term Beds</b>	240			
<b>Temporary Beds</b>	24			
<b>Total</b>	264		<b>223</b>	<b>3</b>

<b>Sentenced Inmates Back Logged</b>		
<b>Month</b>	<b># Inmates Waiting Transfer to DOC</b>	<b>Avg. Wait</b>
May	7	9.5 Days
June	12	13 Days
July	16	10 Days
August	16	10 Days

**Land Costs (included with Union Village relocation) \$0****Construction Costs**

Site Improvements	13,600	\$24	\$326,400
Building Cost	13,600	\$150	\$2,040,000
Ancillary Building Cost			
<b>Subtotal</b>			\$2,366,400
Escalation to Midpoint of Construction	Mon/Yr. Sep-14	Ann. Esc. 4%	\$568,195
Construction Contingency		5%	\$146,730
<b>Total Construction Cost</b>			\$3,081,325

**Furniture Fixtures and Equipment**

Furnishings	13,600	\$12	\$163,200
<b>Subtotal</b>			\$163,200
Escalation to Midpoint of Construction	Mon/Yr. Sep-14	Ann. Esc. 4%	\$39,186
<b>Total FF&amp;E</b>			\$202,386

**Specialized Equipment**

<b>Subtotal</b>			\$0
Escalation to Midpoint of Construction	Mon/Yr. Sep-14	Ann. Esc. 4%	\$0
<b>Total Specialized FF&amp;E</b>			\$0

**Miscellaneous Project Costs**

AES Fees	Const/FFE	8%	\$262,697
Testing	Const	1.5%	\$46,220
Moving Expenses	LS		\$20,000
<b>Total Miscellaneous Project Expenses</b>			\$328,917

**Project Contingency 2.5% \$90,316**


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<b>TOTAL ESTIMATED PROJECT COST</b>			<b>\$3,702,943</b>
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Union County  
Capital Improvement Plan  
2009-2013

Project Name	Board of Elections		
Project Description	Construction of new building (perhaps in conjunction with Health and Human Services) of approximately 12,200 SF to house administrative offices of Board of Elections and secure warehousing of voting equipment/ballots. An additional 1,400 SF is required for the Monroe Hone Stop Voting Site with ground level access for ADA compliance and curbside voting.		
Project Highlights	Permanent location for Monroe One Stop Voting Co-locate One Stop with administrative offices for improved service delivery and lower cost		
Project Budget	\$3,702,943		
Project History	Plans: 2007 CIP		
Project Status	NA		
Timeline	From	To	# Months
Design	Dec-12	Nov-13	12
Bid/Award	Dec-13	Jan-14	2
Construction	Feb-14	Apr-15	15
Annual Debt Service	\$351,780		
Annual O&M	\$68,000		
Fiscal Impact (Tax Rate)	\$0.002		
Next Steps	Authorize space needs assessment (funding available in County building projects budget)		

**Land Costs** **\$1,750,000****Construction Costs**

Site Improvements	110,000	\$24	\$2,640,000
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Building Cost	110,000	\$150	\$16,500,000
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Ancillary Building Cost			
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<b>Subtotal</b>			<b>\$19,140,000</b>
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Escalation to Midpoint of Construction	Mon/Yr. Sep-14	Ann. Esc. 4%	\$4,595,698
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Construction Contingency		5%	\$1,186,785
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<b>Total Construction Cost</b>			<b>\$24,922,482</b>
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**Furniture Fixtures and Equipment**

Furnishings	110,000	\$12	\$1,320,000
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A/V Equipment, security, cabling and terminations	LS		\$750,000
---------------------------------------------------	----	--	-----------

<b>Subtotal</b>			<b>\$2,070,000</b>
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Escalation to Midpoint of Construction	Mon/Yr. Sep-14	Ann. Esc. 4%	\$497,027
----------------------------------------	-------------------	-----------------	-----------

<b>Total FF&amp;E</b>			<b>\$2,567,027</b>
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**Specialized Equipment**

Clinic upfit	LS		\$500,000
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<b>Subtotal</b>			<b>\$500,000</b>
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Escalation to Midpoint of Construction	Mon/Yr. Sep-14	Ann. Esc. 4%	\$120,055
----------------------------------------	-------------------	-----------------	-----------

<b>Total Specialized FF&amp;E</b>			<b>\$620,055</b>
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**Miscellaneous Project Costs**

AES Fees	Const/FFE	8%	\$2,199,161
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Testing	Const	1.5%	\$373,837
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Moving Expenses	LS		\$50,000
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Total Miscellaneous Project Expenses			\$2,622,998
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**Project Contingency** **2.5%** **\$768,314**

<b>TOTAL ESTIMATED PROJECT COST</b>			<b>\$33,250,876</b>
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Union County  
Capital Improvement Plan  
2009-2013

Project Name	Health & Human Services Facility		
Project Description	Construction of new building of approximately 110,000 SF to house public health and social service agencies		
Project Highlights	<p>Existing lease expires June 2015            Current facility constructed in 1970 based on quality standards associated with 'big box'            Current facility suffering with structural, electrical, mechanical and insulation deficiencies            Health and human services space requirements exceed current leased space of 90,000 SF            Lack of adequate staff and client parking; numerous notifications from lessor to control parking            HVAC units (26 rooftop @ \$400K) approaching end of useful life</p>		
Project Budget	\$33,250,876		
Project History	New		
Project Status	NA		
Timeline	From	To	# Months
Design	Dec-12	Nov-13	12
Bid/Award	Dec-13	Jan-14	2
Construction	Feb-14	Apr-15	15
Annual Debt Service	\$3,158,833		
Annual O&M	\$550,000		
Fiscal Impact (Tax Rate)	\$0.017		
Next Steps	Authorize space needs assessment (funding available in County building projects budget)		

# Financial “Best Practices”

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## Overview

These “best management practices”, adopted by the Board of County Commissioners on March 15, 2004, and modified November 1, 2004 to include parameters defining the use of derivative products to mitigate the County’s interest rate exposure, are influenced by the North Carolina Local Government Budget and Fiscal Control Act, sound financial principles and credit guidelines advocated by the rating agencies and Local Government Commission. Operating independently of changing circumstances and conditions, these practices guide the Board in policy decision making and provide the Manager with a framework in developing budgetary and financial planning recommendations – both in the short term (the annual budget) and long-term (capital planning and financial forecasting).

## Operating Budget

- The County will annually adopt a balanced budget by June 30, which will provide an operational plan for the upcoming fiscal year.
- The Manager will develop a budget which contains detailed budget recommendations for the next succeeding fiscal year (year 1) and financial targets for next budget year (year 2) following the first succeeding year.
- The County will maintain a system of budgetary controls to ensure adherence to the budget.
- Current operating revenues will be sufficient to support current operating expenditures. Fund balance appropriated for recurring expenditures will not exceed an amount that the County can reasonably expect to save during the fiscal year.
- The County will maintain an appropriated contingency account. The contingency account will not exceed 5 percent of all other appropriations within the same fund.
- Debt or bond financing will not be used to finance current expenditures.

## Accounting

- The County will establish and maintain an accounting system in accordance with the North Carolina Local Budget and Fiscal Control Act.
- An annual audit will be performed by an independent accounting firm in accordance with generally accepted accounting principles.
- Financial systems will be maintained to monitor revenues and expenditures on a continual basis.

## Debt – Tax Supported

- Tax supported debt to be issued over a 5-year capital planning period will be managed to a projected ratio of no more than 3 percent of the assessed valuation of taxable property of the County, may exceed the 3 percent ratio in any single year during the 5-year capital planning period, with the 5-year capital planning trend at or below 3 percent.
- Payout of aggregate principal outstanding shall be no less than 50% repaid within 10 years.
- Capital projects will be financed for a period not to exceed the expected useful life of the project.
- The County will maintain its financial condition in order to maintain a

Deleted: not exceed

Deleted: , 20% of General Fund expenditures and \$2,500 per capita.

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# Union County Debt Capacity

April 2008



 First Southwest Company

## Union County Debt Capacity Analysis

Introduction

### Purpose of this analysis:

- To determine the available debt capacity of Union County.

### About First Southwest Company:

- First Southwest Company is one of the nation's largest financial advisory firms. The firm's specialty is advising state and local governments in matters related to debt issuance.

### First Southwest Company Representatives:

- Janice T. Burke, Senior Vice President
- Patrick Smith, Analyst



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## Union County Debt Capacity Analysis

### Presentation Outline

#### Presentation Outline

- Background of existing debt outstanding
- Overview of rating agency analytical review process
- Union County's credit ratings
- Benchmarks and ratios
- Available debt capacity



## Summary of Union County's Current Outstanding Debt

### Background Information

#### Outstanding Debt - FYE 2007 post Series 2007 Issuance

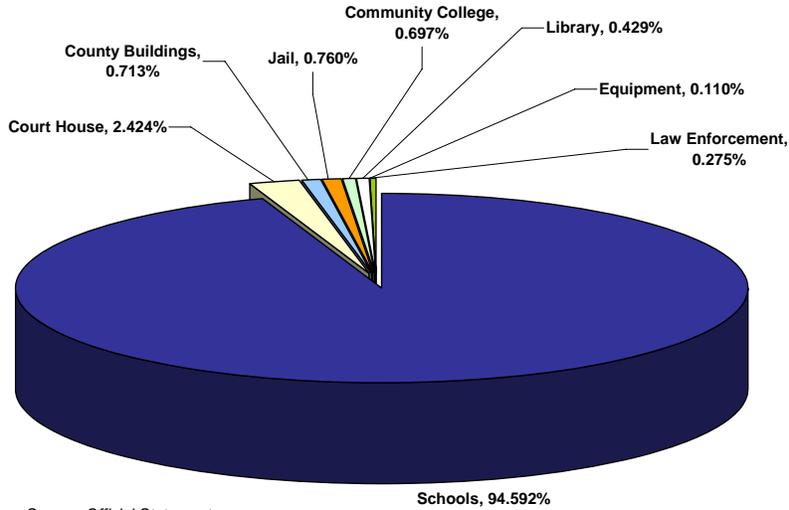
	Governmental Activities	Business Type Activities	Total
General Obligation Bonds	\$ 442,808,318	\$ 9,018,482	\$ 451,826,800
Certificates of Participation	112,590,000	-	112,590,000
Revenue Bonds	-	47,315,000	47,315,000
Other Long Term Obligations	-	15,836,967	15,836,967
	<u>\$ 555,398,318</u>	<u>\$ 72,170,449</u>	<u>\$ 627,568,767</u>

Notes:

Union County has \$64,500,000 in remaining authorized but unissued General Obligation Bonds  
 Source: Union County 2007 CAFR



## Uses of Debt Proceeds for Governmental Activities



Source: Official Statements

Does not include debt issued for the purpose of Water & Sewer

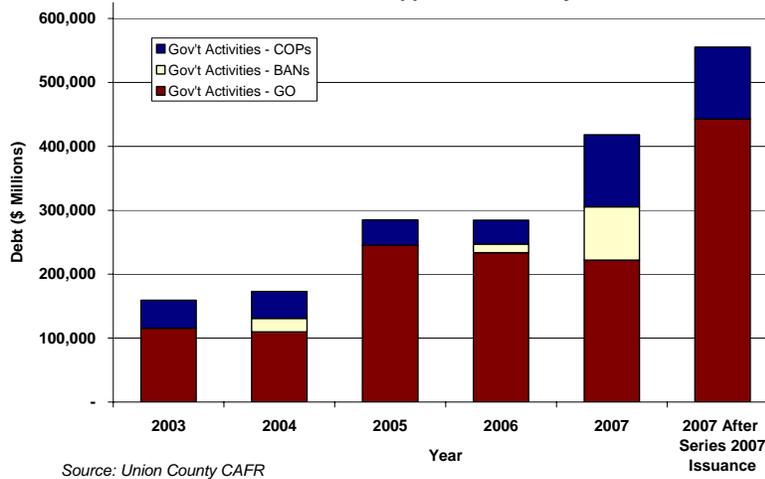


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## Outstanding Principal (Last 5 years)

Union County  
Outstanding Principal by Year  
Tax Supported Debt Only



Source: Union County CAFR



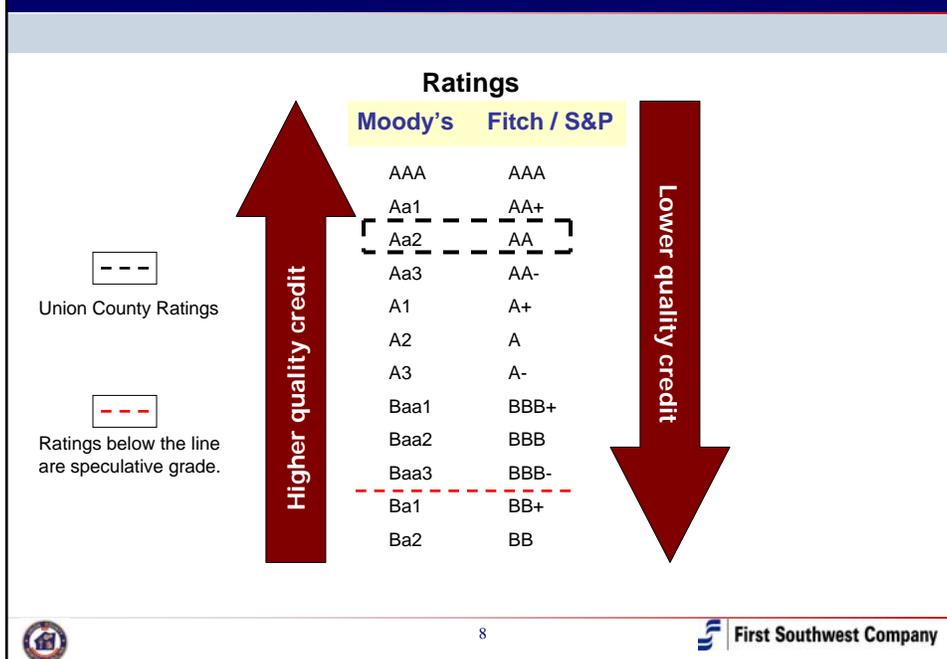
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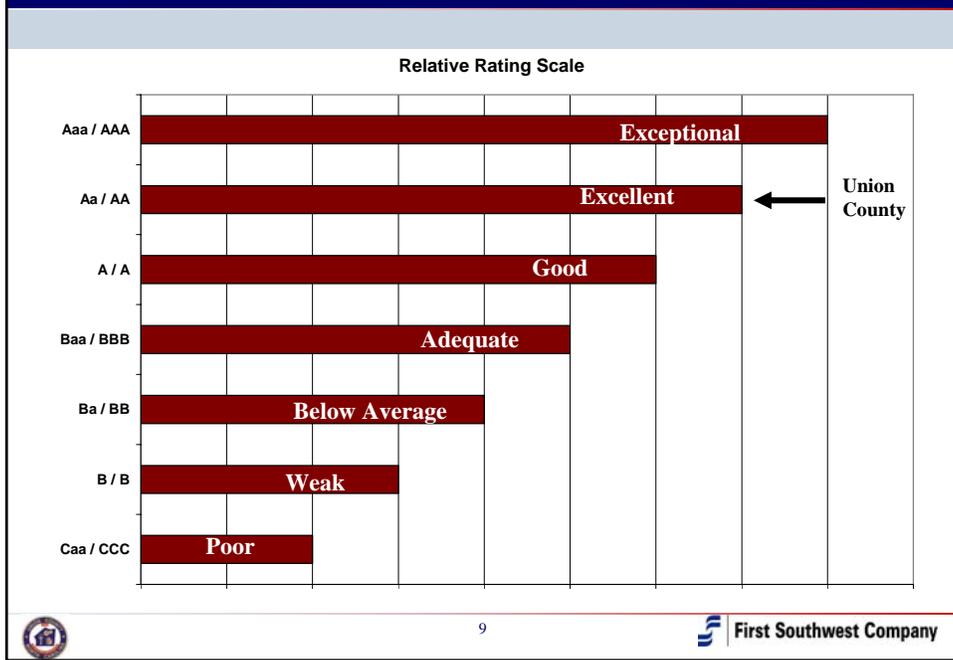
# Rating Agency Credit Evaluation Criteria



## Long Term Municipal Credit Ratings

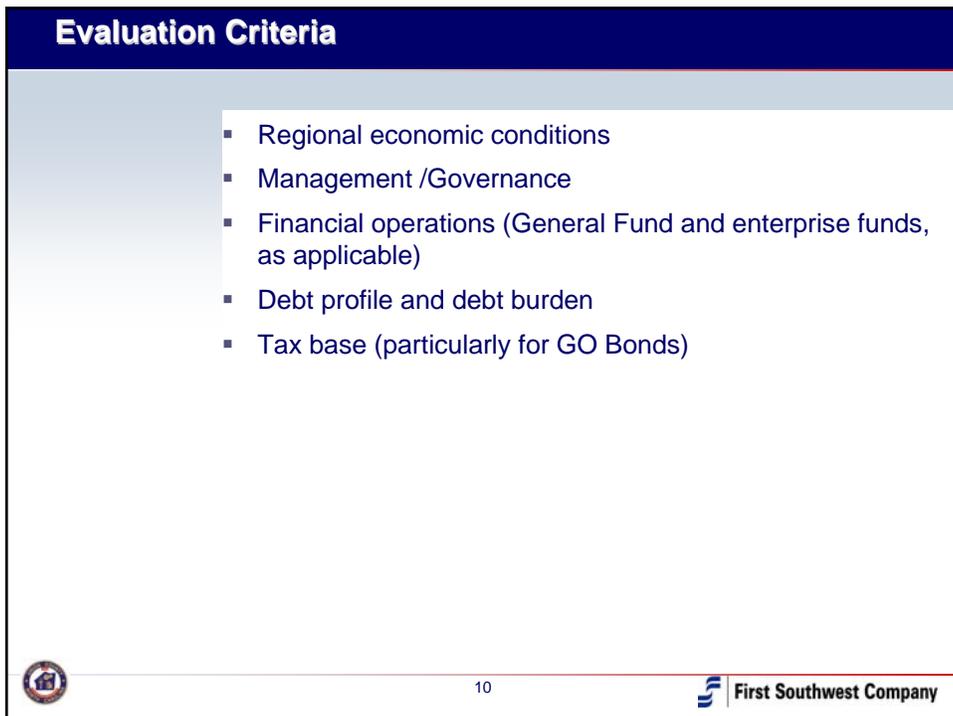


## Ratings = Measure of Financial Security



## Evaluation Criteria

- Regional economic conditions
- Management /Governance
- Financial operations (General Fund and enterprise funds, as applicable)
- Debt profile and debt burden
- Tax base (particularly for GO Bonds)



## Regional Economic Conditions

*The economic base is critical in the credit evaluation, as the underlying economy is what ultimately generates the resources to repay the debt.*

- Employment statistics – labor force, employed and unemployment rates (household survey); industry employment in total and by sector – current and historical (industry survey)
- Largest employers
- Income – per capita income, median household income compared to national averages
- Retail sales
- Building permits
- Housing sales and home prices
- Pertinent discussions of key development projects within the community or region in discussion, i.e. new business or housing developments



## Management and Governance

*S&P has published criteria regarding management practices, referred to as Financial Management Assessment (“FMA”).*

- The ability to achieve consistently balanced operations, while meeting the stated objectives is considered a positive sign in the operation of organization or entity
- Performance is demonstrated by:
  - » consistency in budget planning, revenue generation and cost control; and
  - » the ability to deal effectively with disruptions caused by revenue shortfalls and balance sheet deterioration
- Open communication and understanding between staff and county commissioners
- S&P Financial Management Assessment: “Strong” (2007)



## Financial Operations

*Much can be learned about the issuer by reviewing the manner in which the General Fund is managed.*

- General Fund review – 5 years of financial audits recommended
- Revenue diversity – relative reliance on property taxes, sales tax, intergovernmental revenues, etc.
- Trend analysis of significant revenues such as sales tax collections
- Trend analysis and patterns associated with revenue and expense changes
- Changes in fund balance
- Fund balance policy
- Current year budget and year-to-date summaries



## Debt Profile and Debt Burden

*Determine the relative level of direct and overlapping debt supported by the obligor.*

- Direct and net direct debt – what level of outstanding general obligation debt is self-supporting?
- Other obligations that are supported by the general fund – i.e. certificates of participation, lease revenue bonds, etc.
- Overlapping debt – the amount of outstanding general debt issued by entities that overlap the obligor currently being evaluated; this may include special districts (water, sewer, parks, library, among others)
- Overall debt – combined direct and overlapping debt
- Debt burden measures – direct and overall debt per capita and direct and overall debt as a percent of assessed and/or actual value; or debt service coverage measures
- Payout and structure of existing and proposed financing – level, ascending, etc.



## Tax Base

*Is the tax base growing?*

*How diverse are the largest taxpayers?*

*How wealthy is the community?*

- Assessed valuation – current and historical
- Distribution of assessed value by property class
- Largest taxpayers
- Estimated market or full value – current and historical
- Assessed value per capita
- Tax Rate – current and historical
- Tax collection history – property tax collections as a percent of levy



## Union County Credit Rating



## Overview of Union County Credit Ratings

- Current ratings for Union County, North Carolina
  - » Standard and Poor's – “AA” Stable Outlook
  - » Moody's – “Aa2”
  - » Fitch – “AA” Stable Outlook
- Rating analysts' view of County's credit strengths and challenges:
  - » Diverse economy and growing tax base adjacent to the Charlotte MSA;
  - » Strong financial management assessment, demonstrated by solid practices and policies that have resulted in stable operations and adequate reserves;
  - » Increased debt burden due to growth-related pressures for additional school facility capacity;
  - » Moderating of growth trends going forward; and
  - » Expectation of 2009 property revaluation to show appreciation.



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## Union County Rating History

Union County, North Carolina			
Underlying Rating History: 1938 to Present			
Date	Moody's	S&P	Fitch
March 2006	Upgraded to Aa2		↑
May 2005	↑	Upgraded to AA	↑
February 2001	Upgraded to Aa3	↑	
September 1999	↑	Upgraded to AA-	
October 1996		A+	AA
November 1974	Upgraded to A1		
October 1973	Upgraded to A		
April 1959	Downgraded to Baa		
January 1944	Upgraded to A		
January 1938	Baa		

Source: Moody's Investors Service, Standard & Poor's, Fitch Ratings



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## Benchmarking of Union County To Determine Debt Capacity

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### Debt Capacity Considerations

#### QUALITATIVE FACTORS

- Results from a complex interplay among the fundamental credit factors
- Not Static! – Always Changing
  - » Variations in credit profile are due to changes in credit fundamentals.
  - » Not based on debt levels alone.
- Dependent upon the acceptable level of risk tolerance
  - » More quantitative debt capacity may be available at a higher risk level, which could negatively impact the credit rating.
  - » If projects are successful or tax base growth occurs as planned, allowing community needs to be met, the credit profile could improve.
- Reflection of debt policies
  - » Debt policies are a tool developed and used by management to provide guidelines for debt levels.
  - » As demographic and economic profiles change, debt policies may evolve to meet community and infrastructure needs.



## Debt Capacity Benchmarks

### QUANTITATIVE FACTORS

- Debt to Assessed Valuation
  - » A measure of the financial condition of the County; it compares the County's debt obligations to the assessed value of its property.
- Debt per Capita
  - » A measurement of the ability of a issuer to meet its debt obligations; it compares the debt issued by the County to its population.
- Total Debt Service as a Percent of Expenditures
  - » Ratio showing amount of expenditures being allocated toward debt service;
  - » Indication of financial flexibility; S&P considers 15% - 20% of operating expenditure to be a high debt burden
- Ten Year Principal Payout Of Debt
  - » Rating agencies typically like to see 50% of principal paid within the first 10 years



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## Benchmarking Union County

- Selection of other counties used to benchmark
  - » North Carolina counties selected due to county obligation to issue debt for schools
  - » Counties with populations between 100,000 and 249,999
  - » Similar credit ratings from rating agencies (AA, Aa)
  - » Other high population growth counties
  - » Other high student enrollment growth counties



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## Annual County Population Totals

County	July 2000	July 2001	July 2002	July 2003	July 2004	July 2005	July 2006	July 2007
<b>UNION</b>	125,405	131,876	138,883	144,747	151,862	161,260	172,087	184,675
% Growth 47.26%		5.2%	5.3%	4.2%	4.9%	6.2%	6.7%	7.3%
<b>CABARRUS</b>	132,146	136,316	139,878	143,340	146,168	150,228	157,179	163,804
% Growth 23.95%		3.2%	2.6%	2.5%	2.0%	2.8%	4.6%	4.2%
<b>IREDELL</b>	123,765	127,949	130,488	133,229	135,831	139,419	145,234	150,787
% Growth 21.83%		3.4%	2.0%	2.1%	2.0%	2.6%	4.2%	3.8%
<b>JOHNSTON</b>	123,095	127,719	132,491	136,407	141,422	146,222	151,589	156,887
% Growth 27.45%		3.8%	3.7%	3.0%	3.7%	3.4%	3.7%	3.5%
<b>NEW HANOVER</b>	161,032	163,711	166,054	168,977	174,217	179,944	184,120	188,206
% Growth 16.87%		1.7%	1.4%	1.8%	3.1%	3.3%	2.3%	2.2%

Source: North Carolina State Demographics Unit



## Debt Ratio Comparison

Debt Ratios:	Debt to Assessed Valuations	Debt Per Capita
Union County Debt Ratio after issuance of Authorized Debt <sup>(1)</sup>	3.86%	3,602
* All NC Counties Average at June 30, 2007 <sup>(2)</sup>	1.47%	1,280
* Large NC Counties Averages at June 30, 2007 <sup>(3)</sup>	2.18%	2,063
* Highest Debt Ratios in NC at June 30, 2007 <sup>(4)</sup>	2.90%	2,897

**Footnotes:**

- (1) Authorized but unissued GO Bonds, \$64,500,000
- (2) Ratios assume issuance of all authorized debt
- (3) Cumberland, Forsyth, Guilford, Mecklenburg, Wake
- (4) Excluding Union and Dare Counties. Dare County excluded because of high seasonal population

Source: Analysis of Debt, State Treasurer's Office June 30, 2007



## Comparative Debt Ratios

County	Moody's Ratings	Debt to Assessed Valuations as % <sup>(1)</sup>	Debt per Capita <sup>(1)</sup>	Total Debt Service as a % of Expenditures <sup>(2)</sup>	Payout, 10 Years, General Obligation Debt (%) <sup>(2)</sup>
<b>Union</b>	<b>Aa2</b>	<b>3.86%</b>	<b>3,602</b>	<b>14.6%</b>	<b>55.7%</b>
Cabarrus	Aa2	1.85%	1,804	14.4%	54.3%
Iredell	Aa3	1.12%	1,184	11.3%	56.7%
Johnston *	Aa3	2.67%	1,704	15.6%	61.5%
New Hanover *	Aa1	2.01%	2,138	6.6%	58.1%
<b>Other Counties</b>					
Alamance *	Aa2	0.87%	640	6.7%	59.2%
Buncombe	Aa2	0.66%	783	4.9%	73.9%
Catawba	Aa2	0.76%	663	9.6%	100.0%
Davidson *	Aa3	1.00%	663	4.7%	64.2%
Orange	Aa2	1.96%	1,955	13.6%	62.3%
Pitt	Aa3	1.34%	838	10.0%	53.2%

Source: (1) State Treasurer's Office; June 30, 2007.

Source: (2) Moody's Investors Service; all data from FY 2007 unless otherwise stated.

\* FY 2006 data



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## Comparative Income Data

County	Per Capita Income	Median Family Income
<b>Union</b>	<b>21,978</b>	<b>56,197</b>
Cabarrus	21,121	53,692
Iredell	21,148	49,078
Johnston	18,788	48,599
New Hanover	23,123	50,861
<b>Other Counties</b>		
Alamance	19,391	46,479
Buncombe	20,384	45,011
Catawba	20,358	47,474
Davidson	18,703	46,241
Orange	24,873	59,874
Pitt	18,243	43,971

Source: United States 2000 Census

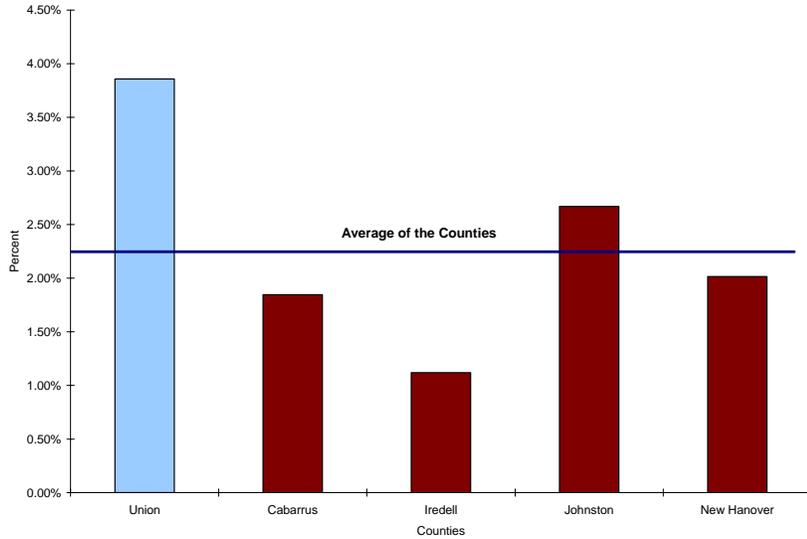


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## Comparative Debt to Assessed Valuation



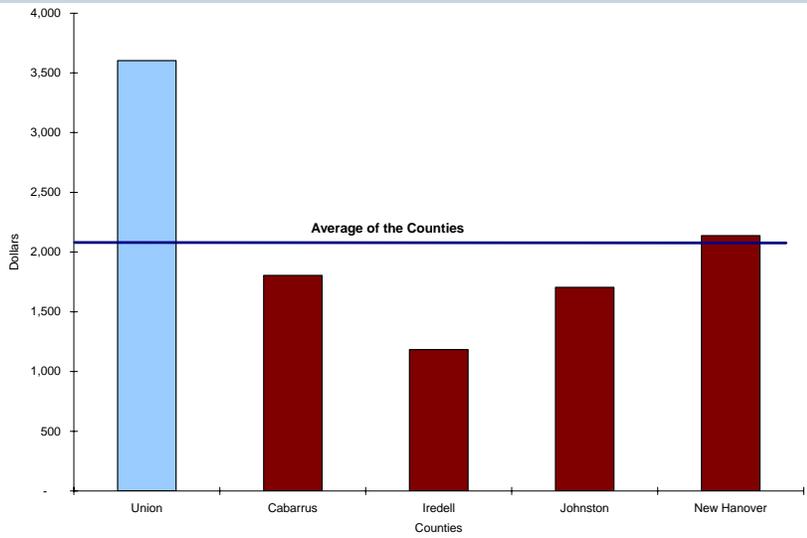
Source: State Treasurer's Office



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## Comparative Debt per Capita



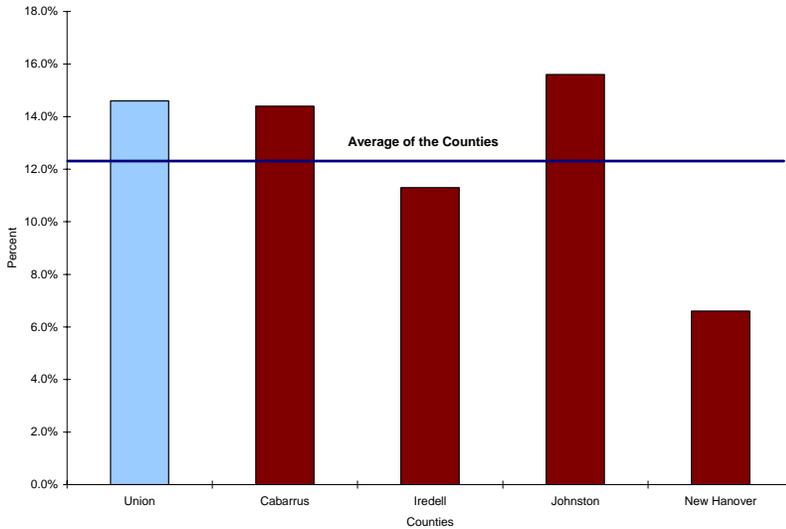
Source: State Treasurer's Office



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## Comparative Total Debt Service To Expenditures



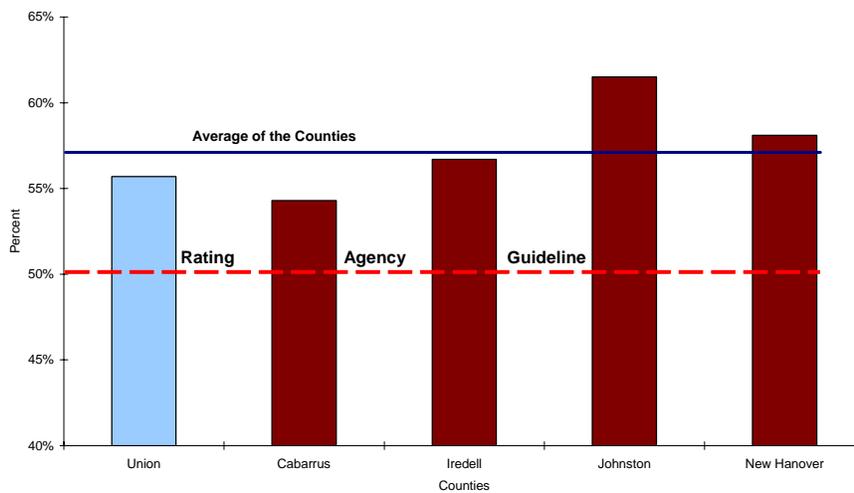
Source: Moody's Investor Services



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## Comparative Ten-Year Principal Payout



Source: Moody's Investor Services



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## Projecting Union County's Available Debt Capacity

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### Determining Union County's Available Debt Capacity

- Step one: Project future Taxable Assessed Value (TAV)
- Step two: Project population growth
- Step three: Project operating expenditures for general fund
- Step four: Establish not-to-exceed limits for debt ratios
- Step five: Use projected TAV, population growth, and general fund operating expenditures to calculate total debt amounts that can be issued without exceeding ratios



## Union County Taxable Assessed Value – Actual and Projected

Fiscal Year	Real Property		Personal Property		Public Service Company	Total TAV	Total Direct Tax Rate	TAV Growth
	Commercial	Residential	Motor Vehicles	Other				
<b>Actual (\$000s)</b>								
1998	\$ 755,288	\$ 3,202,632	\$ 777,995	\$ 562,003	\$ 147,607	\$ 5,445,525	0.660	-
1999	781,107	3,451,141	839,361	607,073	158,602	5,837,284	0.660	7.19%
2000	821,965	3,713,032	947,023	674,459	151,551	6,308,030	0.660	8.06%
2001*	1,315,083	5,584,343	1,011,321	724,553	209,913	8,845,213	0.471	40.22%
2002	1,240,174	6,181,767	1,029,160	808,812	217,774	9,477,687	0.471	7.15%
2003	1,273,609	6,716,740	1,084,822	872,219	222,478	10,169,868	0.471	7.30%
2004	1,322,250	7,241,313	1,130,588	843,687	232,942	10,770,780	0.530	5.91%
2005*	1,625,571	9,467,521	1,210,622	855,271	244,639	13,403,624	0.523	24.44%
2006	1,620,411	10,385,207	1,469,931	905,633	254,761	14,635,943	0.560	9.19%
2007	1,717,083	11,495,054	1,584,861	1,028,755	276,145	16,101,898	0.637	10.02%
2008	1,773,675	12,607,318	1,671,421	1,109,078	313,762	17,475,254	0.711	8.53%
<b>Projected (\$000s)</b>								
2009*	2,199,357	17,289,513	1,729,653	1,147,718	324,693	22,690,936	-	29.85%
2010	2,275,983	17,891,881	1,789,915	1,187,705	336,006	23,481,489	-	3.48%
2011	2,355,278	18,515,235	1,852,275	1,229,085	347,712	24,299,585	-	3.48%
2012	2,437,336	19,160,306	1,916,809	1,271,906	359,827	25,146,184	-	3.48%
2013*	3,046,670	23,950,383	1,983,590	1,316,219	372,363	30,669,225	-	21.96%

\* Denotes revaluation year

Source: Historical values from 2007 Union County CAFR page 152; 2008 values from TR1 Report; future values provided by Union County finance department



## Union County Population

Year	Estimated Population	Estimated % Growth
2006	172,087	-
2007*	184,675	7.31%
2008	189,181	2.44%
2009	193,799	2.44%
2010	198,526	2.44%
2011	203,370	2.44%
2012	208,332	2.44%
2013	213,415	2.44%

\* U.S. Census

Source: UCPS Student Enrollment Projections: McKibben Report, projected 12.2% growth over 5 years



## School Average Daily Membership Projections 2007-2017

	Growth in Number of Students	% Growth
<b>Union</b>	<b>23,385</b>	<b>64%</b>
Cabarrus	13,491	50%
Kannapolis City	1,743	35%
Iredell	4,655	22%
Mooresville City	2,682	48%
Johnston	10,870	36%
New Hanover	2,187	29%

Source: Average Daily Membership Projections, Percent Growth 2007-2017



## General Fund Operating Expenditures

Year	School Current Expense	% Change	Schools Capital	% Change	Debt Service	% Change	All Other	% Change	General Fund Expenditures	% Change
2004-05	\$38,227,614	-	\$4,386,272	-	\$17,112,288	-	\$82,967,603	-	\$142,693,777	-
2005-06	45,181,530	18.2%	6,167,924	40.6%	23,751,518	38.8%	87,204,165	5.1%	162,305,137	13.7%
2006-07	57,243,552	26.7%	11,043,050	79.0%	28,296,163	19.1%	91,761,449	5.2%	188,344,214	16.0%
2007-08*	70,864,000	23.8%	11,000,000	-0.4%	43,132,934	52.4%	92,557,471	0.9%	217,554,405	15.5%

\* Budgeted

Source: Union County Finance Office



## Union County Financial “Best Practices”

- “Tax supported debt will not exceed 3% of the assessed valuation of taxable property, 20% of General Fund expenditures and \$2,500 per capita”
- “Payout of aggregate principal outstanding shall be no less than 50% repaid within 10 years.”
- “Capital projects will be financed for a period not to exceed the expected useful life of the project.”
- “The County will maintain its financial condition in order to maintain a minimum bond rating in the ‘AA’ category for outstanding G.O. debt.”

Source: Union County 2007-2008 Annual Budget and Adopted Budget Ordinance, page 29



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First Southwest Company

## Debt Capacity – Current Data and Benchmarks

	FYE 2008	FYE 2009	FYE 2010	FYE 2011	FYE 2012	FYE 2013
<b>Outstanding Debt Balance July 1</b>		\$533,956,575	\$573,658,542	\$545,486,528	\$517,194,698	\$487,963,123
Debt Issuance		64,500,000	0	0	0	0
Debt Retirement		24,798,033	28,172,014	28,291,830	29,231,575	28,982,900
Outstanding Balance June 30	533,956,575	573,658,542	545,486,528	517,194,698	487,963,123	458,980,223
Assessed Valuation (\$000s) <sup>(2)</sup>	\$17,475,254	\$22,690,936	\$23,481,489	\$24,299,585	\$25,146,184	\$30,669,225
Percent Change		29.8%	3.5%	3.5%	3.5%	22.0%
Population <sup>(3)</sup>	189,181	193,797	198,526	203,370	208,332	213,415
Percent Change		2.4%	2.4%	2.4%	2.4%	2.4%
General Fund Operating Expenditures <sup>(4)</sup>	\$217,554,405	\$234,234,110	\$252,142,472	\$263,527,340	\$275,677,214	\$286,463,399
Percent Change		7.7%	7.6%	4.5%	4.6%	3.9%
Annual Debt Service on Outstanding Debt	\$43,132,934	\$47,364,575	\$53,078,955	\$51,956,619	\$51,653,581	\$50,141,766
Percent Change		9.8%	12.1%	-2.1%	-0.6%	-2.9%
<b>Debt Burden Ratios</b>						
Debt Service as % of General Fund Operating Expenditures	19.8%	20.2%	21.1%	19.7%	18.7%	17.5%
Per Capita Debt	\$2,822	\$2,960	\$2,748	\$2,543	\$2,342	\$2,151
Debt to Assessed Valuation	3.1%	2.5%	2.3%	2.1%	1.9%	1.5%



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First Southwest Company

## Debt Capacity – Cumulative and Annual Ranges Using Target Ratios

Debt Capacity	FYE 2008	FYE 2009	FYE 2010	FYE 2011	FYE 2012	FYE 2013
<b>Amount Available based on:</b>						
<b>Per capita debt ratio of \$2,500</b>						
Cumulative Capacity	0	0	0	0	32,866,877	74,557,277
Annual Capacity	0	0	0	0	32,866,877	41,690,400
Annual Total Debt	\$533,956,575	\$573,658,542	\$545,486,528	\$517,194,698	\$520,830,000	\$533,537,500
Projected Ratio	\$2,822	\$2,960	\$2,748	\$2,543	\$2,500	\$2,500
<b>Debt Service as a percent of Operating Expenditures = 20%</b>						
Cumulative Capacity	\$4,710,055	\$0	\$0	\$9,332,313	\$43,391,695	\$89,116,193
Annual Capacity	4,710,055	0	0	4,622,258	34,059,382	45,724,498
Annual Total Debt	\$538,666,630	\$578,368,597	\$550,196,583	\$526,527,011	\$531,354,818	\$548,096,416
Projected Ratio	20.0%	20.2%	21.1%	20.0%	20.0%	20.0%
<b>3% Debt to Assessed Value :</b>						
Cumulative Capacity	0	107,069,538	158,958,142	211,792,852	266,422,397	461,096,527
Annual Capacity	0	107,069,538	51,888,604	52,834,710	54,629,545	194,674,130
Annual Total Debt	\$533,956,575	\$680,728,080	\$704,444,670	\$728,987,550	\$754,385,520	\$920,076,750
Projected Ratio	3.1%	3.0%	3.0%	3.0%	3.0%	3.0%

*It should be noted that the calculated annual debt capacity and cumulative debt capacity figures do not account for the normal maturity of any new money bonds issued during the FY 2009 to FY 2013 period. Thus, the projected capacity figures are conservative estimates.*



## Debt Capacity – Using Debt to Assessed Value As Primary Guideline

Debt Capacity	FYE 2008	FYE 2009	FYE 2010	FYE 2011	FYE 2012	FYE 2013
<b>Amount Available based on Debt to Assessed Value of 3%</b>						
<b>SCENARIO 1 - Holding Target Capacity At 3.0%</b>						
Cumulative Capacity	0	107,069,538	158,958,142	211,792,852	266,422,397	461,096,527
Annual Capacity	0	107,069,538	51,888,604	52,834,710	54,629,545	194,674,130
Annual Total Debt	\$533,956,575	\$680,728,080	\$704,444,670	\$728,987,550	\$754,385,520	\$920,076,750
Projected Ratio	3.1%	3.0%	3.0%	3.0%	3.0%	3.0%
<b>SCENARIO 2 - "Smoothed" Capacity Totals Based On Lower Threshold Targets In Years 2009-2012</b>						
Annual Capacity "Smoothed" Using FY 2012 As Limit of Capacity	0	66,605,599	66,605,599	66,605,599	66,605,599	194,674,130
Cumulative Debt (Including "Smoothed" plus Existing)	\$533,956,575	\$640,264,141	\$678,697,727	\$717,011,496	\$754,385,520	\$920,076,750
Projected Ratio	3.1%	2.8%	2.9%	3.0%	3.0%	3.0%
<b>SCENARIO 3 - "Average" Using Total Capacity In FY 2013 and Averaging Over FY 2009 to FY 2013</b>						
Annual Capacity Averaged Using Total FY 2013 Capacity	0	92,219,305	92,219,305	92,219,305	92,219,305	92,219,305
Cumulative Debt (Including "Average" plus Existing)	\$533,956,575	\$665,877,847	\$729,925,139	\$793,852,614	\$856,840,345	\$920,076,750
Projected Ratio	3.1%	2.9%	3.1%	3.3%	3.4%	3.0%



## Debt Capacity Assumptions

*Footnoted Items:*

1. *Authorized but Unissued GO Bonds, \$64,500,000*
2. *Assessed Valuation - Growth rate of 3.5% annually; 29.8% in 2009 and 22% in 2013 revaluation years. Growth in 2013 revaluation year represents a 25% increase in commercial and residential real property.*
3. *Population growth estimates from McKibben Report*
4. *General Fund Operating Expenditures-Projected by County Finance Department*



## Debt Burden Benchmark Ranges

**Counties With Populations Greater Than 150,000**

	<b>Overall Net Debt Per Capita (\$)</b>	<b>Overall Net Debt Per Market Value</b>
High	3,629	5.4%
Above Average	2,776 - 3,629	3.2% - 5.4%
Average	1,395 - 2,775	1.8% - 3.1%
Below Average	713 - 1,394	0.9% - 1.7%
Low	713	0.9%

Source: Standard & Poor's Ratings Direct, January 2, 2008



Summary of Significant "Near Term" Decisions  
Requested of Commission  
in Connection with Capital Improvement Plan 2009-2013

Union County Public Schools

1. Approve AES funding for A&R projects (\$1.7 million)
2. Approve CFS funding (\$595,000)
3. Project cash flows to be provided from GO authorization
4. Include COPs Financing May2009/June2009

Radio Communications System

5. County Manager Approves Customer Design Review
6. Order Motorola Equipment prior to 10.31.2008 to preserve contract pricing and DHS grant
7. Authorize County Manager to approve lease agreements for Belk/Mill, SHP, Midland, Cuthbertson, Crow sites
8. Include COPs Financing May2009/June2009

South Piedmont Community College

9. Authorize funding for AES - through construction documents (\$800,000; 70% of AES less NC Community Colleges \$100K)
10. Include COPs Financing Dec2009/Jan2010

Super-Regional Library

11. Authorize County staff to engage property owners in discussions regarding recommended sites
12. Authorize site acquisition
13. Include COPs Financing Dec2009/Jan2010

E 9-1-1 Dispatch Center/Emergency Operations Center

14. Site selection (UCPS site - Crow road preferred)

Board of Elections and Health and Human Services

15. Authorize space needs assessment (funding available in County building projects budget)

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:**

**Action Agenda Item No.** 243  
(Central Admin. use only)

**SUBJECT:** Rezoning of all Floodplain and Floodway Overlay Zoning Districts and Text Amendment to incorporate new floodmaps and new state requirements

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**DEPARTMENT:** Planning

**PUBLIC HEARING:** Yes

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**ATTACHMENT(S):**

**INFORMATION CONTACT:**

Lee Jenson  
Richard Black  
Amy Helms

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**TELEPHONE NUMBERS:**

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704-283-3605  
704-292-2580  
704-283-3520

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**DEPARTMENT'S RECOMMENDED ACTION:** Approve

**BACKGROUND:** In 2005-2007 the State of North Carolina through a Cooperating Technical State (CTS) agreement with FEMA undertook an extensive remapping of the floodplain areas in Union County. This remapping used newer engineering technology coupled with the latest topographic and aerial maps to redelinate all floodplains in Union County. The result is a more accurate picture of what the flood areas in Union County look like. These maps will replace the maps currently in use, which date to 1994. The new maps require a public hearing to adopt and when adopted will be the county's Floodplain and Floodway Overlay Zoning District.

The text amendment will incorporate into our Land Use Ordinance text approved by North Carolina and FEMA. Some of this language includes new terminology related to the maps and some of the language is more legal in nature. The text was incorporated into a new article because the new language exceeded the space staff had to work with within the existing floodplain sections. The draft is more restrictive than the state's model in one respect. It allows development within the floodplain only after county approval of a no impact or no rise certification. This certifies that no increase of base flood levels will occur as a result of any proposed development.

The Union County Planning Board, at their August 5, 2008 meeting, considered these

amendments and unanimously recommended approval as submitted.

**FINANCIAL IMPACT:**

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

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

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**Manager Recommendation:**

NORTH CAROLINA,  
UNION COUNTY.

**AFFIDAVIT OF PUBLICATION**

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

personally appeared Pat Deese .....

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

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

September 4, 9 2008 .....

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

This 9th day of Sept 2008  
Pat Deese .....

Sworn to and subscribed before me, this 9th day of Sept 2008

Bruce O. Clitz ..... Notary Public

My Commission expires: May 11, 2013 .....

Inches: 12 3/4  
MONROE, N.C. Sept. 9 2008

M U.C. Bd. of Commissioners Ad#  
ACCOUNT #: 02100828

COST: \$ 3603.92

—IN ACCOUNT WITH—

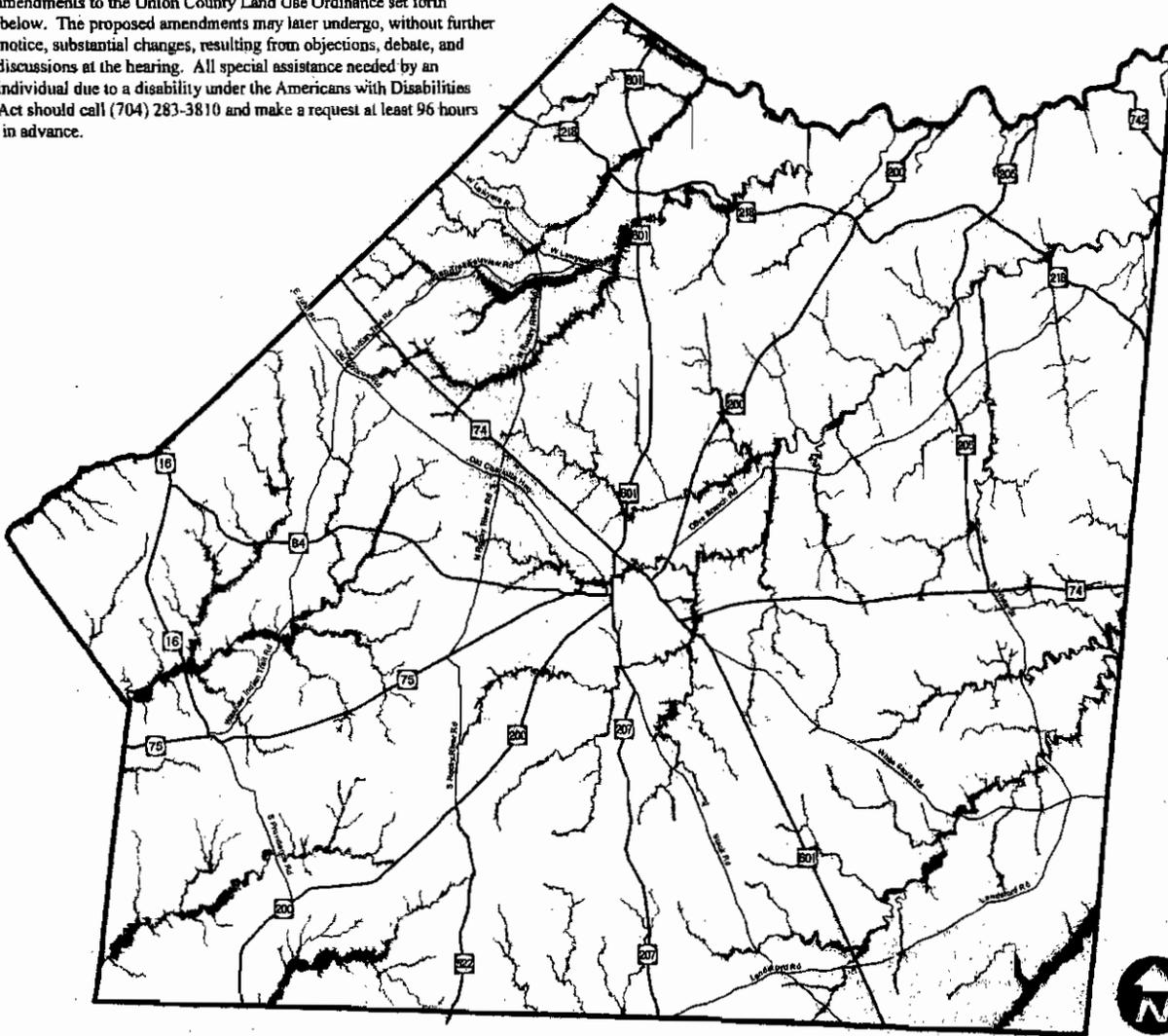
**The Enquirer-Journal**

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

Important Legal Document, Please Retain

**PUBLIC NOTICE IS HEREBY GIVEN** that the Union County Board of Commissioners will on Monday, September 15, 2008, at 7:00 p.m. in the Commissioners' Board Room, First Floor, Union County Government Center, 500 North Main Street, Monroe, North Carolina, conduct public hearings to receive comments from the public regarding the proposed zoning map amendment and proposed amendments to the Union County Land Use Ordinance set forth below. The proposed amendments may later undergo, without further notice, substantial changes, resulting from objections, debate, and discussions at the hearing. All special assistance needed by an individual due to a disability under the Americans with Disabilities Act should call (704) 283-3810 and make a request at least 96 hours in advance.

### Public Notice of Proposed Amendments to Union County Zoning Map and Union County Land Use Ordinance



Note: Gray shaded areas depict Special Flood Hazard Areas

1. Adopt new maps that will replace the current maps for the Floodplain and Floodway Overlay Districts in the unincorporated areas of Union County as well as within the Village of Lake Park and the Town of Hemby Bridge. The proposed maps (the "Flood Insurance Rate Maps") were produced by the State of North Carolina and, if adopted, will establish the Special Flood Hazard Areas that will be regulated by the Union County Land Use Ordinance. The map appearing in this notice is intended to show the general boundaries of the proposed Special Flood Hazard Areas. The size of the proposed maps prohibits their reproduction in this notice. The public may view copies of the proposed maps at the Office of the Land Use Administrator located at 500 North Main Street, Room 28, Monroe, North Carolina. The Union County GIS Department has added a layer to its GoMaps website showing the proposed Special Flood Hazard Areas. While the maps on this website are unofficial maps, residents may find them helpful in determining whether their property will be affected by the Special Flood Hazard Areas set forth in the proposed map amendment. A link to these unofficial maps has been posted to the County's website at [www.co.union.nc.us](http://www.co.union.nc.us). The official maps are located at the Office of the Land Use Administrator and should be consulted if there is any question about the location of Special Flood Hazard Areas.
2. This amendment shall become effective upon adoption.

**TEXT AMENDMENTS: UNION COUNTY LAND USE ORDINANCE**  
**PROPOSED AMENDMENTS**

1. Adopt text amendments to the Union County Land Use Ordinance that would substantially amend and replace the floodplain and floodway ordinances originally enacted on May 24, 1983 and subsequently amended (the "1983 floodplain/floodway ordinances"). The proposed amendments replacing the 1983 floodplain/floodway ordinances are hereinafter referred to as the Flood Damage Prevention Article and shall be codified as Article XXIV to the Union County Land Use Ordinance. The Flood Damage Prevention Article will apply to those areas designated as Special Flood Hazard Areas within the unincorporated area of Union County, as well as within the Village of Lake Park and the Town of Hemby Bridge. Special Flood Hazard Areas are those areas identified as such on the proposed Flood Insurance Rate Maps.

The purpose of the Flood Damage Prevention Article is to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to: restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities; require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction; control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters; control filling, grading, dredging, and all other development that may increase erosion or flood damage; and prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

The Flood Damage Prevention Article prohibits encroachments (including fill, new construction, substantial improvements, artificial obstructions, and other development) in Special Flood Hazard Areas unless it is demonstrated that (1) the proposed encroachment would not result in any increase in the flood levels during a base flood, or (2) the proposed encroachment is an essential service, as that word is defined in the ordinance, for which a Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. If the proposed encroachment is an essential service with CLOMR approval, a Letter of Map Revision must also be obtained upon completion of the proposed encroachment. In addition, the Flood Damage Prevention Article sets out specific standards, requirements, conditions and/or prohibitions for the following when located (or proposed to be located) in Special Flood Hazard Areas: new construction or the substantial improvement of residential and non-residential structures; additions, alterations, and/or improvements to existing structures; recreational vehicles; temporary non-residential structures; accessory structures (e.g. sheds, detached garages, etc.); existing, new, and/or replacement manufactured homes and the improvement/modification to such homes; electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities; new and replacement water supply systems and/or sanitary sewage systems; on-site waste disposal systems; structures or tanks for chemical or fuel storage; and water treatment plants or wastewater treatment facilities.

The Flood Damage Prevention Article also establishes a Floodplain Development Permit, which shall be required prior to the commencement of any development activities within Special Flood Hazard Areas, and sets out the application/permit requirements for this permit. The Flood Damage Prevention Article sets forth elevation requirements for structures as well as sets out how these elevations are to be determined. Recipients of Floodplain Development Permits are required under the Flood Damage Prevention Article to obtain Elevation Certificates (FEMA Form 81-31) prior to, during, and after construction. The proposed Article also requires elevation data to be included in proposals for subdivision, manufactured home parks and other development proposals if the proposed development is over a certain size.

Enforcement mechanisms, including the establishment of penalties and corrective action procedures for Article violations, are set forth in the Flood Damage Prevention Article, and the appeals process for such penalties and corrective actions is also established. The Flood Damage Prevention Article designates a Floodplain Administrator to administer and implement the Article and establishes his/her duties and responsibilities. The Flood Damage Prevention Article establishes the conditions, standards, and procedures for variances under the Article as well as the process for appealing variance decisions. The Flood Damage Prevention Article also has its own section of defined terms, some of which will replace definitions appearing in Section 15 Definitions of the Union County Land Use Ordinance.

2. Adopt text amendments to the following Sections of the Union County Land Use Ordinance: Section 4 Bona Fide Farms Exempt, Section 15 Definitions, Section 79 Major Subdivision Final Plan Approval Process, Section 94 Interpretations, Section 139 Floodplain and Floodway Overlay Districts, Appendix A-5 Existing Natural, Man-Made and Legal Features, Appendix A-6 Proposed Changes in Existing Features or New Features, Appendix A-7 Documents and Written Information in Addition to Plans, Appendix F-6 Manufactured Home Park Procedures - Final Plat, and Appendix G-5 Plan Preparation Requirements. These amendments will ensure that these sections properly refer to and take into account the proposed new Flood Damage Prevention Article instead of the 1983 floodplain/floodway ordinances as amended.
3. Adopt a text amendment to the Union County Land Use Ordinance to insert a new section, Section 117 Enforcement and Review of Floodplains and Floodways. This new section clarifies the fact that separate enforcement and review procedures apply to and appear in Article XXIV Flood Damage Prevention.
4. These amendments will become effective upon adoption. This notice is indicative of the types of changes that have been proposed, and is not meant to be a substitute for reading the full text of the proposed amendments. A copy of the proposed text amendments may be obtained at the Office of the Land Use Administrator located at 500 North Main Street, Room 28, Monroe, North Carolina or by visiting the following website [www.co.union.nc.us](http://www.co.union.nc.us).

I, Richard Lee Jensen, this 4<sup>th</sup> day of September 2008, do hereby certify to the Union County Board of Commissioners the following:

- (1) I mailed notices of the zoning map amendment hearing scheduled for September 15, 2008 to all property owners who own property subject to rezoning under this proposed map amendment and who also reside outside the area of general circulation of the Enquirer Journal, according to the address listed on the most recent property tax listing for the affected property.
- (2) I mailed the aforementioned notices using first class mail on the 4<sup>th</sup> day of September 2008.

  
Signature

**AGENDA ITEM.**

# 3

MEETING DATE 9/15/08

**Change the following Sections as noted**

**Section 4 Bona Fide Farms Exempt.**

(a) The provisions of this ordinance shall not apply to bona fide farms, except that:

(1) farm property used for non-farm purposes shall not be exempt from regulation; and

(2) the provisions of ~~Article XVI, Part I~~ Article XXIV regulating development in floodways and floodplains, as required for participation in the National Flood Insurance Program, shall apply to bona fide farms.

(b) For purposes of this ordinance, a bona fide farm is any tract (or tracts of land under common ownership or control) ten acres in size or greater on which a party is actively engaged in a substantial way in the commercial production or growing of crops, plants, livestock or poultry.

From Section 15 Definitions

~~**Base Flood:** The flood having a one percent chance of being equaled or exceeded in any given year. Also known as the 100-year flood.~~

~~**Floodplain:** Any land area susceptible to being inundated by water from the base flood. As used in this ordinance, the term refers to that area designated as subject to flooding from the base flood (one hundred year flood) on the "Flood Boundary and Floodway Map" prepared by the U.S. Department of Housing and Urban Development a copy of which is on file in the administrator's office. This area shall comprise the floodplain overlay zoning district established in Section 139.~~

~~**Floodway:** The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot. As used in this ordinance, the term refers to that area designated as a floodway on the "Flood Boundary and Floodway Map" prepared by the U.S. Department of Housing and Urban Development, a copy of which is on file in the administrator's office. This area shall comprise the floodway overlay zoning district established in Section 139.~~

~~**Highest Adjacent Grade:** The highest natural elevation of the ground surface, prior to construction, next to the proposed walls of the structure.~~

~~**Historic Structure:** As used in Article XVI, any structure that is:~~

~~(a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;~~

~~(b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district preliminarily determined by the Secretary to qualify as a registered historic district;~~

~~(c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of Interior; or~~

~~(d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:~~

~~(1) By an approved state program as determined by the Secretary of the Interior; or~~

~~(2) Directly by the Secretary of the Interior in states without approved programs.~~

**New Construction:** As used in Article XVI, for the purpose of determining insurance rates, structures for which the “start of construction” commenced on or after the effective date of an initial Flood Insurance Rate Map (FIRM) or after December 31, 1974, whichever is later, and includes any subsequent improvements to such structures. For floodplain management purposes, “new construction” means structures for which the “start of construction” commenced on or after the effective date of a floodplain management regulation adopted by a community and includes any subsequent improvements to such structures.

**Start of Construction:** As used in Article XVI, “start of construction includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not

~~part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.~~

~~**Substantial Damage:** As used in Article XVI, damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.~~

~~**Substantial Improvement:** As used in Article XVI, any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either:~~

~~(a) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official and which are the minimum necessary to assure safe living conditions; or~~

~~(b) Any alteration of a "historic structure", provided that the alteration will not preclude the structure's continued designation as a historic structure".~~

#### **Section 79 Major Subdivision Final Plan Approval Process.**

(a) The Planning Department is hereby designated the Planning Agency for the purpose of approving or disapproving major subdivision final plats in accordance with the provisions of this section. The Planning Division Director and/or the senior planners shall review and approve or disapprove each major subdivision final plat. The final plat shall be signed by two of the above officials before recording in the Register of Deeds Office.

(b) The applicant for major subdivision final plat approval shall submit to the Planning Department a final plat, drawn to scale and otherwise acceptable to the Union County Register of Deed's Office for recording purposes. When more than one sheet is required to include the entire subdivision, all sheets shall be made of the same size and shall show appropriate match marks on each sheet and appropriate references to other sheets of the subdivision. The applicant shall also submit six prints of the plat. All major subdivision plats shall also be provided in digital format. Digital information shall satisfy the following criteria:

(1) Files shall be submitted in Auto CAD DXF, DWG or ESRI Arc Info Export format;

(2) Data submitted shall be exchanged on IBM formatted floppy disk, IBM formatted Zip Disk, or CD-ROM in ISO 9660 format.

(c) In addition to the appropriate endorsements, as provided in Section 80, the final plat shall contain the following information:

- (1) A vicinity map;
- (2) The name of the subdivision, which name shall not duplicate the name of any existing subdivision as recorded in the Union County Registry;
- (3) The name of the subdivision owner or owners;
- (4) The township, county and state where the subdivision is located;
- (5) The name of the surveyor and his registration number and the date of survey;
- (6) The scale according to which the plat is drawn in feet per inch or scale ratio in words or figures and bar graph;
- (7) The date of the survey and plat preparation;
- (8) The location of all rights-of-way, easements and areas to be dedicated to public use with the purpose of each stated;
- (9) The sections numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each section; and
- (10) The number of square feet or acreage of each lot shown on the plat;
- (11) All of the additional information required by G.S. 47-30(f).
- ~~(12) If the subdivision is located within a floodway or floodplain, the statement required under Section 255(b) of this ordinance.~~
- ~~(13)~~(12) Delineation of any on-site waste disposal areas.
- ~~(14)~~ (13) The location of all existing buildings on the tract to be subdivided.
- ~~(15)~~ (14) If the subdivision is located in a drinking water supply watershed, the appropriate statement required per Section 339.
- ~~(16)~~ (15) The property identification number(PIN), as provided by the Union County Tax Office.

(d) The Planning Department shall approve the proposed plat unless it finds that the plat or the proposed subdivision fails to comply with one or more of the requirements of this ordinance or that the final plat differs substantially from the plans and specification approved in conjunction with the compliance permit that authorized the development of the subdivision.

(e) If the final plat is disapproved by the Planning Department the applicant shall be furnished with a written statement of the reasons for the disapproval.

(f) Approval of a final plat is contingent upon the plat being recorded within ninety days after the approval certificate is signed by the Planning Department.

### **~~Section 93 Variances From Floodplain or Floodway Requirements.~~**

~~(a) In addition to the other requirements of Section 92, a variance from any of the requirements set forth in Article XVI, Part I may be granted by the board of adjustment only if it finds that:~~

~~(1) The variance is the minimum necessary to afford relief, considering the flood hazard; and~~

~~(2) The granting of the variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisance, cause fraud or victimization of the public, or conflict with existing local laws or ordinances.~~

~~(b) Any applicant to whom a variance from the requirements set forth in Article XVI, Part I is granted shall be given written notice specifying the difference between the base flood elevation and the elevation to which the structure is to be built and a written statement that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation. Such notification shall be maintained with a record of all variance actions.~~

~~(c) The local administrator shall, for actions and variances involving the requirements set forth in Article XVI, Part I, maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency upon request.~~

#### **Section 94 Interpretations.**

(a) The Land Use Administrator is authorized to interpret the zoning map and to pass upon disputed questions of lot lines or district boundary lines and similar questions. If such questions arise in the context of an appeal from a decision of the administrator, they shall be handled as provided in Section 91.

(b) An application for a map interpretation shall be submitted to the Land Use Administrator. The application shall contain sufficient information to enable the Administrator to make the necessary interpretation.

(c) Where uncertainty exists as to the boundaries of districts as shown on the Official Zoning Map, the following rules shall apply:

(1) Boundaries indicated as approximately following the centerlines of alleys, streets, highways, streams, or railroads shall be construed to follow such centerlines;

(2) Boundaries indicated as approximately following lot lines, city limits or extraterritorial boundary lines, shall be construed as following such lines, limits or boundaries;

(3) Boundaries indicated as approximately parallel to the centerlines of streets or other rights-of-way shall be construed as being parallel thereto and at such distance therefrom or indicated on the zoning map.

(4) Boundaries indicated as following shorelines shall be construed to follow such shorelines, and in the event of change in the shoreline shall be construed as following such shorelines;

(5) Where a district boundary divides a lot or where distances are not specifically indicated on the Official Zoning Map, the boundary shall be determined by measurement, using the scale of the Official Zoning Map (see Section 16, Lots Divided by District Lines);

(6) Where any street or alley is hereafter officially vacated or abandoned, the regulations applicable to each parcel of abutting property shall apply to that portion of such street or alley added thereby virtue of such vacation or abandonment.

(d) Interpretations of the location of floodway and floodplain boundary lines may be made by the administrator as provided in Section ~~258~~395.

Add Section 117

Section 117 Enforcement and Review of Floodplains and Floodways

This article shall not apply to Article XXIV. Article XXIV contains separate enforcement and review procedures as outlined in Section 396.

**Section 139 Floodplain and Floodway Overlay Districts.**

The floodplain (FP) and floodway (FW) overlay districts are hereby established. The land so classified may be used in a manner permitted in the underlying district only if and to the extent such use is also permitted in the applicable overlay district. The floodplain and floodway districts are further described in ~~Part I~~ of Article ~~XVI~~ XXIV of this ordinance.

**ARTICLE XVI  
FLOODPLAINS, DRAINAGE, and STORM WATER  
MANAGEMENT**

Part I. Floodways and Floodplains

Terms used in Article XVI, Part I are defined in Section 15 of this Ordinance.

Section 251 Reserved

Section 252 Encroachments Artificial Obstructions Within Floodways and Floodplains Prohibited.

- (a) ~~No artificial obstruction may be located within any floodway, except as provided in Section 253.~~
- (b) ~~No encroachments, including but not limited to (i) fill, (ii) new construction, (iii) substantial improvements (as defined in Section 254(b)), (iv) new development, and (v) artificial obstructions, may be permitted within floodways and floodplains, except as provided in Section 253. For purposes of this section, an artificial obstruction is any obstruction, other than a natural obstruction, that is capable of reducing the flood carrying capacity of a stream or may accumulate debris and thereby reduce the flood carrying capacity of a stream. A natural obstruction includes any rock, tree, gravel, or analogous natural matter that is an obstruction and has been located within the floodway or floodplain by a non-human cause.~~

Section 253 Permissible Uses Within Floodways and Floodplains.

- (a) ~~Notwithstanding Article X of this chapter (Table of Uses), no permit to make use of land within a floodway or floodplain may be issued unless the proposed use is listed as allowed both in the Table of Uses and in the following list: below:~~
  - (1) ~~General farming, pasture, outdoor plant nurseries, horticulture, forestry, wildlife sanctuary, game farm, and other similar agricultural, wildlife and related uses.~~
  - (2) ~~Ground level streets, roads, loading areas, parking areas, rotary aircraft ports, and other similar ground level area uses.~~
  - (3) ~~Lawns, gardens, play areas, and other similar uses.~~
  - (4) ~~Golf courses, tennis courts, driving ranges, archery ranges, picnic grounds, parks, hiking or horseback riding trails, open space and other similar private and public recreational uses.~~
  - (5) ~~Limited crossings for driveways, streets, roads, highways, and railroad crossings and associated bridge components.~~
  - (6) ~~Overhead and underground utility crossings where crossings should be made perpendicular to the stream to the extent practicable.~~
  - (7) ~~Gravity flow municipal sanitary sewers where no practicable alternative exists.~~

~~(8) Stormwater best management practices.~~

~~(9) Fences, provided that disturbance is minimized and where installation does not result in the removal of vegetation.~~

~~(10) Dam maintenance activities.~~

~~(11) Stream restoration activities.~~

~~(12) Water dependent structures.~~

~~(b) The uses listed in subsections (a)(1) to (a)(4) are permissible only if and to the extent that they do not cause neither any increase in base flood levels, nor change in floodway widths or floodplain widths.~~

~~(c) The uses listed in subsections (a)(1) to (a)(12) are permissible only if approved by FEMA, provided that such approval is required.~~

Section 254 Construction Within Floodways and Floodplains Restricted.

(a) No zoning, special use or conditional use permit may be issued for any development within a floodplain until the permit-issuing authority has reviewed the plans prepared by a registered architect or engineer, and bears a registered seal, for any such development to assure that:

(1) The proposed development is consistent with the need to minimize flood damage; and

(2) All public utilities and facilities such as sewer, gas, electrical, and water systems are located and constructed to minimize or eliminate flood damage; and

(3) Adequate drainage is provided to minimize or reduce exposure to flood hazards; and

(4) All necessary permits have been received from those agencies from which approval is required by federal or state law.

~~(b) (a) No building may be constructed and no substantial improvement of an existing building may take place within any floodway or floodplain except as provided below. With respect to manufactured home parks that are nonconforming because they are located within a floodway or floodplain, manufactured homes may be relocated in such parks only if they comply with the provisions of subsection (i) (b). Structures that are non-conforming because they are located within the floodplain or floodway may be substantially improved if after the improvement they meet the applicable requirements of Section 254 (b) — (f). For purposes of this section, "substantial improvement" means any repair, reconstruction, or improvement of a building the cost of which equals or exceeds fifty percent of the market value of the structure either (i) before the improvement or repair is started or (ii) if the structure has been damaged and is being restored, before the damage occurred. "Substantial improvement" occurs when the first alteration on any wall, ceiling, floor, or other structural part of the building commences, whether or not that alteration affects the external dimensions of the building. The term does not, however, include either (i) any project for improvement of a structure to comply with existing state or local health, sanitary or safety code specifications that are solely necessary to insure safe living conditions, or (ii) any alteration of a building listed on the National Register of Historic Places or a State Inventory of Historic Places. [Note to Planning Board: the definition of "substantial improvement" copied above is the former Section 254(g).]~~

~~(b) (b) No new residential building may be constructed and no substantial improvement of a residential building may take place within any floodplain unless the lowest floor (including basement) of the building or improvement is elevated no lower than two (2) feet above the base flood level. Should solid foundation perimeter walls be used to elevate a structure, openings sufficient to facilitate the unimpeded movements of floodwaters shall be provided.~~

~~(1) — Residential accessory structures shall be allowed within floodplains provided they are firmly anchored to prevent flotation, designed to have low flood potential and placed on the building site so as to offer minimum resistance to the flow of floodwaters.~~

~~(2) — Anchoring of any accessory buildings may be done by bolting the building to a concrete slab or by over the top ties. When bolting to a concrete slab, one-half inch bolts six feet on center with a minimum of two per side shall be required. If over the top ties are used a minimum of two ties with a force adequate to secure the building is required.~~

~~(3) — Service facilities such as electrical and heating equipment shall be elevated or flood-proofed.~~

- ~~(d) (e)~~ No new nonresidential building may be constructed and no substantial improvements of a nonresidential building may take place within any floodplain unless the lowest floor (including basement) of the building or improvement is elevated or flood proofed no lower than two (2) feet above the base flood level. Structures located in A-zones may be flood proofed in lieu of elevation provided that all areas of the structure below the required elevation are water tight with walls substantially impermeable to the passage of water, using structural components having the capacity of resisting hydrostatic and hydrodynamic loads and the effects of buoyancy. A registered professional engineer or architect shall certify that standards of this section are satisfied.
- ~~(e) (d)~~ When base flood elevation data is not available from a federal, state or other source, the lowest floor including basement, in subsection (e) ~~(b)~~ or (d) ~~(e)~~ above, shall be elevated at least two (2) feet above the highest adjacent grade.
- ~~(f) (e)~~ No new construction and no substantial improvements of a structure may take place within any floodplain unless fully enclosed areas below the lowest floor that are subject to flooding are designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum requirements:
- ~~(1)~~ — A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided;
  - ~~(2)~~ — The bottom of all openings shall be no higher than one foot above grade; and
  - ~~(3)~~ — Openings may be equipped with screens, louvers, valves, or other coverings or devices provided that they permit the automatic entry and exit of floodwaters.
- ~~(g)~~ — For purposes of this section, “substantial improvement” means any repair, reconstruction, or improvement of a building the cost of which equals or exceeds fifty percent of the market value of the structure either (i) before the improvement or repair is stated or (ii) if the structure has been damaged and is being restored, before the damage occurred. “Substantial improvement” occurs when the first alteration on any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the building. The term does not, however, include either (i) any project for improvement of a structure to comply with existing

~~state or local health, sanitary or safety code specifications that are solely necessary to insure safe living conditions, or (ii) any alteration of a building listing on the National Register of Historic Places or a State Inventory of Historic Places.~~

~~(h) (f) No zoning, conditional, special use or major development permit may be issued for any development within a floodplain until the permit issuing authority has reviewed plans prepared by a registered architect or engineer, and bear a registered seal, to assure that any new construction or substantial improvements shall be:~~

~~(1) — Designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure, resulting from hydrodynamic and hydrostatic loads including the effects of buoyancy.~~

~~————— (2) — Constructed with materials and utility equipment resistant to flood damage.~~

~~————— (3) — Constructed by methods and practices that minimize flood damage.~~

~~(4) — Constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.~~

~~(i) (g) Notwithstanding any other provision of this ordinance, no manufactured home may be located or relocated within that portion of the floodplain outside of the floodway a floodway or floodplain unless the following criteria are met:~~

~~(1) — Manufactured homes are anchored to prevent flotation, collapse, or lateral movement. For the purpose of this requirement, manufactured homes must be anchored to resist floatation, collapse, or lateral movement in accordance with the Regulations for Manufactured Homes and Modular Housing adopted by the Commissioner of Insurance pursuant to N.C.G.S. 143.143.15. Additionally, when the elevation would be met by an elevation of the chassis at least 36 inches or less above the grade at the site, the chassis shall be supported by reinforced piers or other foundation elements of at least equivalent strength. When the elevation of the chassis is above 36 inches in height an engineering certification is required. Methods of anchoring may include, but are not limited to, use of over the top or frame ties to ground anchors. This standard shall be in addition to and consistent with applicable state requirements for resisting wind forces.~~

- (2) ~~— Lots or pads are elevated on compacted fill or by any other method approved by the administrator so that the lowest floor of the manufactured home is at or above the base flood level.~~
- (3) ~~— Adequate surface drainage and easy access for manufactured home movers is provided.~~
- (4) ~~— Load bearing foundation supports such as piers or pilings must be placed on stable soil or concrete footings no more than ten feet apart, and if the support height is greater than seventy-two inches, the support must contain steel reinforcement.~~
- (5) ~~— An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the local administrator and the local Emergency Management Coordinator.~~
- (6) ~~— The plans for meeting the requirements of subsection 254(i) (1) through (5) shall be prepared by a registered architect or engineer, and bear a registered seal.~~
  
- (j) ~~(h) — Whenever, pursuant to section 253 or 254 (b) (2), any portion of a floodplain is filled, in with fill dirt, slopes shall be adequately stabilized to withstand the erosive force of the base flood.~~
  
- (k) ~~(i) — A recreational vehicle is ready for highway use if it is on wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions. Recreational vehicles placed on sites with special flood hazard, zones A1-30, AH, and AE on the community's FIRM, shall either:~~
  - (1) ~~— be on site for fewer than 180 consecutive days;~~
  - (2) ~~— be fully licensed and ready for highway use;~~
  - (3) ~~— meet the permit requirement and the elevation and anchoring requirements for manufactured homes in this Article, to satisfy compliance with paragraphs (b)(1) and (c)(6) of the National Flood Insurance Program Regulations, 44 C.F.R. 60.3.~~

Section 255 Special Provisions for Subdivisions.

- (a) ~~An applicant for a major development permit authorizing a major subdivision and an applicant for minor subdivision final plat approval shall be informed by the administrator of the use and construction restrictions contained in Sections 252, 253, and 254 if any portion of the land to be subdivided lies within a floodway or floodplain.~~
- (b) ~~Final plat approval for any subdivision containing land that lies within a floodway or floodplain may not be given unless the plat shows the boundary of the floodway or floodplain and contains in clearly discernible print the following statement: "Use of land within a floodway or floodplain is substantially restricted by Article XVI of the Union County Land Use Ordinance."~~
- (c) ~~Subject to the following sentence, a major development permit for a major subdivision and final plat approval for any subdivision may not be given if:~~
- (1) ~~The land to be subdivided lies within a zone where residential uses are permissible and it reasonably appears that the subdivision is designed to create residential building lots; and~~
  - (2) ~~Any portion of one or more of the proposed lots lies within a floodway or floodplain; and~~
  - (3) ~~It reasonably appears that one or more lots described in subsections (1) and (2) of this subsection could not practicably be used as a residential building site because of the restrictions set forth in Sections 252, 253, and 254.~~

~~The foregoing provision shall not apply if a notice that the proposed lots are not intended for sale as residential building lots is recorded on the final plat, or if the developer otherwise demonstrates to the satisfaction of the authority issuing the permit or approving the final plat that the proposed lots are not intended for sale as residential building lots.~~

#### ~~Section 256 Water Supply and Sanitary Sewer Systems in Floodways and Floodplains:~~

~~Whenever any portion of a proposed development is located within a floodway or floodplain, the agency or agencies responsible for certifying to the county the adequacy of the water supply and sewage disposal systems for the development (as set forth in Sections 239 and 241 of this ordinance) shall be informed by the developer that a specified area within the development lies within a floodway or floodplain. Thereafter, approval of the proposed system by that agency shall constitute a certification that:~~

- (a) ~~Such water supply system is designed to minimize or eliminate infiltration of flood waters into it.~~

- (b) ~~Such sanitary sewer system is designed to eliminate infiltration of flood waters into it and discharges from it into flood waters.~~
- (c) ~~Any on-site sewage disposal system is located to avoid impairment to it or contamination from it during flooding.~~

Section 257 Additional Duties of Administrator Related to Flood Insurance and Flood Control:

~~The administrator shall:~~

~~(a) Where base flood elevation data is available:~~

~~(1) Verify the actual elevation (in relation to mean sea level) of the lowest floor (including basement) of all new or substantially improved structures;~~

~~(2) Verify, for all structures that have been flood-proofed (whether or not such structures contain a basement), the actual elevation (in relation to mean sea level) to which the structure was flood-proofed; and~~

~~(3) Maintain a record of all such information.~~

~~(b) Where base flood elevation data has not been provided:~~

~~1) Obtain, review, and reasonably utilize any base flood elevation data available from a federal, state or other source for enforcing the requirements set forth in Part I of this article; and~~

~~2) Verify and record the actual elevation constituting the highest adjacent grade, to which all new or substantially improved structures are elevated or floodproofed.~~

~~(3) Notify, in riverine situations, adjacent communities and the N.C. Department of Crime Control and Public Safety prior to any alteration or relocation of a watercourse, and submit copies of such notification to the Federal Insurance Administrator.~~

~~(4) Ensure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained.~~

Section 258 Location of Boundaries of Floodplain and Floodway Districts:

~~As used in this article, the terms floodplain and floodway refer in the first instance to certain areas whose boundaries are determined and can be located on the ground by~~

~~reference to the specific fluvial characteristics set forth in the definitions of these terms. These terms also refer to overlay zoning districts whose boundaries are the boundaries of the floodways and floodplains shown on the maps referenced in Subsections 251(2) and (3) Section 15 Definitions of Basic Terms: Floodplain and Floodways and Section 142 Official Zoning Map, which boundaries are intended to correspond to the actual, physical location of floodways and floodplains. (These overlay districts thus differ from other zoning districts whose boundaries are established solely according to planning or policy, rather than physical, criteria.) Therefore, the administrator is authorized to make necessary interpretations as to the exact location of the boundaries of floodways or floodplains if there appears to be a conflict between a mapped boundary and actual field conditions. Such interpretations, like other decisions of the administrator, may be appealed to the board of adjustment in accordance with the applicable provisions of this ordinance.~~

~~Section 259 Setbacks from Streams Outside Designated Floodplains.~~

~~———— In any area that is located outside a designated floodplain but where a stream is located, no building or fill may be located within a distance of the stream bank equal to twenty feet on each side.~~

~~Section 260 Reserved.~~

**A-5. Existing Natural, Man-Made and Legal Features**

(1) Development site plans shall show all existing natural, man-made, and legal features on the lot development is to take place, including but not limited to those listed below. In addition, the plans shall also show those features indicated below by an asterisk that are located within fifty feet in any direction of the lot where the development is to take place, and shall specify (by reference to the Table of Permissible Uses or otherwise) the use made of adjoining properties.

(2) Existing natural features:

(a) Tree line of wooded areas.

(b) Individual tree eighteen inches in diameter or more identified by common or scientific name.

(c) Orchards or other agricultural groves by common or scientific name.

(d) Streams, ponds, drainage ditches, and swamps, ~~boundaries of floodways and floodplains.~~

(e) ~~(If the proposed development is a subdivision or mobile home park of more than fifty lots or if more than five acres of land are to be developed),~~ base flood elevation data (See Article XVI, Part I). Floodplain information as required by Article XXIV.

#### **A-6. Proposed Changes in Existing Features or New Features**

(1) Development site plans shall show proposed changes in (i) existing natural features (see A-5 (2)), (ii) existing manmade features (see A-5(3)), and (iii) existing legal features (see A-5(4)).

(2) Development site plans shall also show proposed new legal features (especially new property lines, street right-of-way lines, buffer areas and utility and other easements), as well as proposed man-made features, including, but not limited to, the following:

(a) The number of square feet in every lot created by a new subdivision.

(b) Lot dimensions, including lot widths measured in accordance with Section 183.

(c) The location and dimensions of all buildings and freestanding signs on the lot, as well as the distances all buildings and freestanding signs are set back from property lines, streets or street right-of-way lines (see Section 184).

(d) Principal side(s) building elevations for typical units of new buildings or exterior remodeling of existing buildings, showing building heights (see Section 186) and proposed wall sign or window sign area;

(e) Elevation in relation to mean sea level of the proposed lowest floor (including basement) of all structures.

(f) Elevation in relation to mean sea level to which any non-residential structures will be flood-proofed as required by Section 398.

#### **A-7. Documents and Written Information in Addition to Plans**

In addition to the written application and the plans, whenever the nature of the proposed development makes information or documents such as the following relevant, such documents or information shall be provided. The following is a representative list of the types of information or documents that may be requested:

(1) Documentation confirming that the applicant has a legally sufficient interest in the property proposed for development to use it in the manner requested, or is the duly appointed agent of such a person.

(2) Certifications from the appropriate agencies that proposed utility systems are or will be adequate to handle the proposed development, as set forth in Article XV, and that all necessary easements have been provided.

(3) For proposed non-residential flood proofed structures, or for enclosed areas below the lowest floor that are subject to flooding, certification from a registered professional engineer or architect that the proposed structure meets the criteria in ~~Article XVI, Section 254(d), (f)~~ Section 398.

(4) Certification and supporting technical data from a registered professional engineer demonstrating that any proposed use within a floodway if permitted under ~~Article XVI, Section 253~~ Article XXIV, shall not result in any increase in flood levels during occurrence of the base flood discharge.

#### **F-6. Manufactured Home Park Procedures - Final Plat**

(1) Application Deadline: All material must be submitted in accordance with deadlines established by the Land Use Administrator and/or board of adjustment.

(2) Required Material:

(a) Approved plans for water supply, waste disposal, and other utilities subject to Article XV.

(b) Conformance with Article XVI, concerning ~~floodplain~~, drainage, and storm water management and Article XXIV concerning floodplain.

(c) Street plans approved by N.C. Department of Transportation.

(d) The final plat and five (5) copies shall be submitted.

(e) The final plat shall be drawn in waterproof ink on satisfactory reproducible materials on sheets 18" x 24".

#### **G-5. Plan Preparation Requirements**

(1) Name, address, and telephone number of applicant.

(2) Interest of the applicant in the proposed campground.

(3) Date of plat.

(4) Name(s) of the adjoining property owner(s).

(5) North arrow, and vicinity map.

(6) Name and seal of the registered surveyor or engineer.

(7) The plan will have a title indicating the type of campground as defined in G-2, in large letters.

(8) The names of proposed streets, subject to Section 223.

(9) Complete engineering plans and specifications of the proposed campground showing:

- (a) The area and dimensions of the entire tract of land;
- (b) The land use occupying the adjacent properties;
- (c) The number, size, and location of camping unit sites and parking areas;
- (d) The location, right-of-way, and surface roadway width, and surfacing materials of roadways and walkways;
- (e) The proposed interior vehicular and pedestrian circulation patterns;
- (f) The location of service buildings, sanitary stations, and any other existing or proposed structures;
- (g) The location of water and sewer lines and rise pipes;
- (h) Plans and specifications of the water supply, sewage disposal, and refuse facilities;
- (i) Plans and specifications of all buildings constructed or to be constructed within the campground;
- (j) The location of all drainage easements, including conformance with Article XVI, concerning ~~floodplain~~, storm water management, and erosion control and Article XXIV concerning floodplain;
- (k) The location and details of lighting, electric, and gas systems;
- (l) Road design, including construction materials, roadway width, and drainage pipe size(s);
- (m) Contour lines with no larger than five (5) foot intervals, and the 100-year flood boundary.

Add new article XXIV

**AGENDA ITEM**

# 3

MEETING DATE 9/15/08

**Article XXIV**  
**FLOOD DAMAGE PREVENTION**

**Sec. 380 STATUTORY AUTHORIZATION.**

The Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3 and 4 of Article 18 of Chapter 153A; and Part 121, Article 6 of Chapter 153A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare.

Therefore, the Board of County Commissioners of Union County, North Carolina, does ordain as follows:

**Sec. 381 FINDINGS OF FACT.**

- (a) The flood prone areas within the jurisdiction of Union County are subject to periodic inundation which results in loss of life, property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures of flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety, and general welfare.
- (b) These flood losses are caused by the cumulative effect of obstructions in floodplains causing increases in flood heights and velocities and by the occupancy in flood prone areas of uses vulnerable to floods or other hazards.

**Sec. 382 STATEMENT OF PURPOSE.**

It is the purpose of this ordinance to promote public health, safety, and general welfare and to minimize public and private losses due to flood conditions within flood prone areas by provisions designed to:

- (a) restrict or prohibit uses that are dangerous to health, safety, and property due to water or erosion hazards or that result in damaging increases in erosion, flood heights or velocities;
- (b) require that uses vulnerable to floods, including facilities that serve such uses, be protected against flood damage at the time of initial construction;
- (c) control the alteration of natural floodplains, stream channels, and natural protective barriers, which are involved in the accommodation of floodwaters;
- (d) control filling, grading, dredging, and all other development that may increase erosion or flood damage; and
- (e) prevent or regulate the construction of flood barriers that will unnaturally divert flood waters or which may increase flood hazards to other lands.

**Sec. 383 OBJECTIVES.**

The objectives of this ordinance are to:

- (a) protect human life, safety, and health;
- (b) minimize expenditure of public money for costly flood control projects;

- (c) minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (d) minimize prolonged business losses and interruptions;
- (e) minimize damage to public facilities and utilities (i.e. water and gas mains, electric, telephone, cable and sewer lines, streets, and bridges) that are located in flood prone areas;
- (f) help maintain a stable tax base by providing for the sound use and development of flood prone areas; and
- (g) ensure that potential buyers are aware that property is in a Special Flood Hazard Area.

**Sec. 384 DEFINITIONS.**

Unless specifically defined below, words or phrases used in this article shall be interpreted so as to give them the meaning they have in common usage and to give this ordinance its most reasonable application.

“Accessory Structure (Appurtenant Structure)” means a structure located on the same parcel of property as the principal structure and the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common urban accessory structures. Pole barns, hay sheds and the like qualify as accessory structures on farms, and may or may not be located on the same parcel as the farm dwelling or shop building.

“Addition (to an existing building)” means an extension or increase in the floor area or height of a building or structure.

“Appeal” means a request for a review of the Floodplain Administrator's interpretation of any provision of this article.

“Area of Special Flood Hazard” see “Special Flood Hazard Area (SFHA)”.

“Base Flood” means the flood having a one (1) percent chance of being equaled or exceeded in any given year.

“Base Flood Elevation (BFE)” means a determination of the water surface elevations of the base flood as published in the Flood Insurance Study. When the BFE has not been provided in a “Special Flood Hazard Area”, it may be obtained from engineering studies available from a Federal, State, or other source using FEMA approved engineering methodologies. This elevation, when combined with the “Freeboard”, establishes the “Regulatory Flood Protection Elevation”.

“Basement” means any area of the building having its floor subgrade (below ground level) on all sides.

“Building” see “Structure”.

“Chemical Storage Facility” means a building, portion of a building, or exterior area adjacent to a building used for the storage of any chemical or chemically reactive products.

“Development” means any man-made change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations, or storage of equipment or materials.

“Disposal” means, as defined in NCGS 130A-290(a)(6), the discharge, deposit, injection, dumping, spilling, leaking, or placing of any solid waste into or on any land or water so that the solid waste or any constituent part of the solid waste may enter the environment or be emitted into the air or discharged into any waters, including groundwaters.

“Elevated Building” means a non-basement building which has its lowest elevated floor raised above ground level by foundation walls, shear walls, posts, piers, pilings, or columns.

“Encroachment” means the advance or infringement of uses, fill, excavation, buildings, structures or development into a floodplain, which may impede or alter the flow capacity of a floodplain.

“Essential Services” means an activity or structure that is required to provide safe movement of traffic and the provision of utilities. Specifically, these services are: street, road, highway, and railroad crossings, overhead and underground utility

crossings where crossings are made perpendicular to the stream, municipal and county owned sanitary sewers, stormwater facilities, and stream restoration activities.

“Existing Manufactured Home Park or Manufactured Home Subdivision” means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before the initial effective date of the floodplain management regulations adopted by the community.

“Flood” or “Flooding” means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) the overflow of inland or tidal waters; and/or
- (2) the unusual and rapid accumulation or runoff of surface waters from any source.

“Flood Boundary and Floodway Map (FBFM)” means an official map of a community, issued by the Federal Emergency Management Agency, on which the Special Flood Hazard Areas and the floodways are delineated. This official map is a supplement to and shall be used in conjunction with the Flood Insurance Rate Map (FIRM).

“Flood Hazard Boundary Map (FHBM)” means an official map of a community, issued by the Federal Emergency Management Agency, where the boundaries of the Special Flood Hazard Areas have been defined as Zone A.

“Flood Insurance” means the insurance coverage provided under the National Flood Insurance Program.

“Flood Insurance Rate Map (FIRM)” means an official map of a community, issued by the Federal Emergency Management Agency, on which both the Special Flood Hazard Areas and the risk premium zones applicable to the community are delineated.

“Flood Insurance Study (FIS)” means an examination, evaluation, and determination of flood hazards, corresponding water surface elevations (if appropriate), flood hazard risk zones, and other flood data in a community issued by the Federal Emergency Management Agency. The Flood Insurance Study report includes Flood Insurance Rate Maps (FIRMs) and Flood Boundary and Floodway Maps (FBFMs), if published.

“Flood Prone Area” see “Floodplain”

“Flood Zone” means a geographical area shown on a Flood Hazard Boundary Map or Flood Insurance Rate Map that reflects the severity or type of flooding in the area.

“Floodplain” means any land area susceptible to being inundated by water from any source.

“Floodplain Administrator” is the individual appointed to administer and enforce the floodplain management regulations.

“Floodplain Development Permit” means any type of permit that is required in conformance with the provisions of this article, prior to the commencement of any development activity.

“Floodplain Management” means the operation of an overall program of corrective and preventive measures for reducing flood damage and preserving and enhancing, where possible, natural resources in the floodplain, including, but not limited to, emergency preparedness plans, flood control works, floodplain management regulations, and open space plans.

“Floodplain Management Regulations” means this article and other zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances, and other applications of police power. This term describes Federal, State or local regulations, in any combination thereof, which provide standards for preventing and reducing flood loss and damage.

“Floodproofing” means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitation facilities, structures, and their contents.

“Floodway” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot.

“Freeboard” means the height added to the Base Flood Elevation (BFE) to account for the many unknown factors that could contribute to flood heights greater than the height calculated for a selected size flood and floodway conditions, such as wave action, blockage of bridge openings, and the hydrological effect of urbanization of the watershed. The Base Flood Elevation (BFE) plus the freeboard establishes the “Regulatory Flood Protection Elevation”.

“Functionally Dependent Facility” means a facility which cannot be used for its intended purpose unless it is located in close proximity to water, limited to a docking or port facility necessary for the loading and unloading of cargo or passengers, shipbuilding, or ship repair. The term does not include long-term storage, manufacture, sales, or service facilities.

“Hazardous Waste Management Facility” means, as defined in NCGS 130A, Article 9, a facility for the collection, storage, processing, treatment, recycling, recovery, or disposal of hazardous waste.

“Highest Adjacent Grade (HAG)” means the highest natural elevation of the ground surface, prior to construction, immediately next to the proposed walls of the structure.

“Historic Structure” means any structure that is:

- (a) listed individually in the National Register of Historic Places (a listing maintained by the US Department of Interior) or preliminarily determined by the Secretary of Interior as meeting the requirements for individual listing on the National Register;
- (b) certified or preliminarily determined by the Secretary of Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) individually listed on a local inventory of historic landmarks in communities with a “Certified Local Government (CLG) Program”; or
- (d) certified as contributing to the historical significance of a historic district designated by a community with a “Certified Local Government (CLG) Program”.

Certified Local Government (CLG) Programs are approved by the US Department of the Interior in cooperation with the North Carolina Department of Cultural Resources through the State Historic Preservation Officer as having met the requirements of the National Historic Preservation Act of 1966 as amended in 1980.

“Lowest Adjacent Grade (LAG)” means the elevation of the ground, sidewalk or patio slab immediately next to the building, or deck support, after completion of the building.

“Lowest Floor” means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking of vehicles, building access, or limited storage in an area other than a basement area is not considered a building's lowest floor, provided that such an enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this article.

“Manufactured Home” means a structure, transportable in one or more sections, which is built on a permanent chassis and designed to be used with or without a permanent foundation when connected to the required utilities. The term “manufactured home” does not include a “recreational vehicle”.

“Manufactured Home Park or Subdivision” means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

“Market Value” means the building value, not including the land value and that of any accessory structures or other improvements on the lot. Market value may be established by independent certified appraisal; replacement cost depreciated for age of building and quality of construction (Actual Cash Value); or adjusted tax assessed values.

“Mean Sea Level” means, for purposes of this ordinance, the National Geodetic Vertical Datum (NGVD) as corrected in 1929, the North American Vertical Datum (NAVD) as corrected in 1988, or other vertical control datum used as a reference for establishing varying elevations within the floodplain, to which Base Flood Elevations (BFEs) shown on a FIRM are referenced. Refer to each FIRM panel to determine datum used.

“New Construction” means structures for which the “start of construction” commenced on or after the effective date of the initial floodplain management regulations and includes any subsequent improvements to such structures.

“Non-Encroachment Area” means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one (1) foot as designated in the Flood Insurance Study report.

“Post-FIRM” means construction or other development for which the “start of construction” occurred on or after the effective date of the initial Flood Insurance Rate Map.

“Pre-FIRM” means construction or other development for which the “start of construction” occurred before the effective date of the initial Flood Insurance Rate Map.

“Principally Above Ground” means that at least 51% of the actual cash value of the structure is above ground.

“Recreational Vehicle (RV)” means a vehicle, which is:

- (a) built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) designed to be self-propelled or permanently towable by a light duty truck; and
- (d) designed primarily not for use as a permanent dwelling, but as temporary living quarters for recreational, camping, travel, or seasonal use.

“Reference Level” is the top of the lowest floor for structures within Special Flood Hazard Areas designated as Zone A1-A30, AE, A, or A99.

“Regulatory Flood Protection Elevation” means the “Base Flood Elevation” plus the “Freeboard”. In “Special Flood Hazard Areas” where Base Flood Elevations (BFEs) have been determined, this elevation shall be the BFE plus two (2) feet of freeboard. In “Special Flood Hazard Areas” where no BFE has been established, this elevation shall be at least two (2) feet above the highest adjacent grade.

“Remedy a Violation” means to bring the structure or other development into compliance with State and community floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of the ordinance or otherwise deterring future similar violations, or reducing Federal financial exposure with regard to the structure or other development.

“Riverine” means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

“Salvage Yard” means any non-residential property used for the storage, collection, and/or recycling of any type of equipment, and including but not limited to vehicles, appliances and related machinery.

“Solid Waste Disposal Facility” means any facility involved in the disposal of solid waste, as defined in NCGS 130A-290(a)(35).

“Solid Waste Disposal Site” means, as defined in NCGS 130A-290(a)(36), any place at which solid wastes are disposed of by incineration, sanitary landfill, or any other method.

“Special Flood Hazard Area (SFHA)” means the land in the floodplain subject to a one percent (1%) or greater chance of being flooded in any given year, as determined in Section 356 of this ordinance.

“Start of Construction” includes substantial improvement, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading, and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of the building, whether or not that alteration affects the external dimensions of the building.

“Structure” means a walled and roofed building, a manufactured home, or a gas, liquid, or liquefied gas storage tank that is principally above ground.

“Substantial Damage” means damage of any origin sustained by a structure during any one-year period whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. See definition of “substantial improvement”.

“Substantial Improvement” means any combination of repairs, reconstruction, rehabilitation, addition, or other improvement of a structure, taking place during any one-year period for which the cost equals or exceeds 50 percent of the market value of the structure before the “start of construction” of the improvement. This term includes structures which have incurred “substantial damage”, regardless of the actual repair work performed. The term does not, however, include either:

- (a) any correction of existing violations of State or community health, sanitary, or safety code specifications which have been identified by the community code enforcement official and which are the minimum necessary to assure safe living conditions; or
- (b) any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

“Threat to Public Safety” and/or “Nuisance” means anything which is injurious to the safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

“Variance” is a grant of relief from the requirements of this article.

“Violation” means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in Articles 4 and 5 is presumed to be in violation until such time as that documentation is provided.

“Water Surface Elevation (WSE)” means the height, in relation to mean sea level, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

“Watercourse” means a lake, river, creek, stream, wash, channel or other topographic feature on or over which waters flow at least periodically. Watercourse includes specifically designated areas in which substantial flood damage may occur.

#### **Sec. 385 LANDS TO WHICH THIS ORDINANCE APPLIES.**

This article shall apply to all Special Flood Hazard Areas within the jurisdiction of Union County and within the jurisdiction of any other community whose governing body agrees, by resolution, to such applicability.

#### **Sec. 386 BASIS FOR ESTABLISHING THE SPECIAL FLOOD HAZARD AREAS.**

The Special Flood Hazard Areas are those identified under the Cooperating Technical State (CTS) agreement between the State of North Carolina and FEMA in its Flood Insurance Study (FIS) and its accompanying Flood Insurance Rate Maps (FIRM), for Union County dated August 1, 2006 and June 28, 2007, which are adopted by reference and declared to be a part of this ordinance.

The initial Flood Insurance Rate Maps are as follows for the jurisdictional areas at the initial date: Union County Unincorporated Area, dated December 20, 1974.

#### **Sec. 387 ESTABLISHMENT OF FLOODPLAIN DEVELOPMENT PERMIT.**

A Floodplain Development Permit shall be required in conformance with the provisions of this article prior to the commencement of any development activities within Special Flood Hazard Areas determined in accordance with the provisions of Sec. 386 of this ordinance.

#### **Sec. 388 COMPLIANCE.**

No structure or land shall hereafter be located, extended, converted, altered, or developed in any way without full compliance with the terms of this article and other applicable regulations.

**Sec. 389 ABROGATION AND GREATER RESTRICTIONS.**

This article is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this article and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

**Sec. 390 INTERPRETATION.**

In the interpretation and application of this article, all provisions shall be:

- (a) \_\_\_\_\_ considered as minimum requirements;
- (b) \_\_\_\_\_ liberally construed in favor of the governing body; and
- (c) \_\_\_\_\_ deemed neither to limit nor repeal any other powers granted under State statutes.

**Sec. 391 WARNING AND DISCLAIMER OF LIABILITY.**

The degree of flood protection required by this article is considered reasonable for regulatory purposes and is based on scientific and engineering consideration. Larger floods can and will occur. Actual flood heights may be increased by man-made or natural causes. This article does not imply that land outside the Special Flood Hazard Areas or uses permitted within such areas will be free from flooding or flood damages. This article shall not create liability on the part of Union County or by any officer or employee thereof for any flood damages that result from reliance on this article or any administrative decision lawfully made hereunder.

**Sec. 392 PENALTIES FOR VIOLATION.**

Violation of the provisions of this article or failure to comply with any of its requirements, including violation of conditions and safeguards established in connection with grants of variance or special exceptions, shall constitute a misdemeanor. Any person who violates this article or fails to comply with any of its requirements shall, upon conviction thereof, be fined not more than \$50.00 or imprisoned for not more than thirty (30) days, or both. Each day such violation continues shall be considered a separate offense. Nothing herein contained shall prevent Union County from taking such other lawful action as is necessary to prevent or remedy any violation.

**Sec. 393 DESIGNATION OF FLOODPLAIN ADMINISTRATOR.**

The Land Use Administrator, hereinafter referred to as the "Floodplain Administrator", is hereby appointed to administer and implement the provisions of this article.

**Sec. 394 FLOODPLAIN DEVELOPMENT APPLICATION, PERMIT AND CERTIFICATION REQUIREMENTS.**

(a) **Application Requirements.** Application for a Floodplain Development Permit shall be made to the Floodplain Administrator prior to any development activities located within Special Flood Hazard Areas. The following items shall be presented to the Floodplain Administrator to apply for a floodplain development permit:

- (1) A plot plan drawn to scale which shall include, but shall not be limited to, the following specific details of the proposed floodplain development:
  - (i) the nature, location, dimensions, and elevations of the area of development/disturbance; existing and proposed structures, utility systems, grading/pavement areas, fill materials, storage areas, drainage facilities, and other development;
  - (ii) the boundary of the Special Flood Hazard Area as delineated on the FIRM or other flood map as determined in Sec. 386, or a statement that the entire lot is within the Special Flood Hazard Area;
  - (iii) flood zone(s) designation of the proposed development area as determined on the FIRM or other flood map as determined in Sec. 386;

(iv) the boundary of the floodway(s) or non-encroachment area(s) as determined in Sec 386;

(v) the Base Flood Elevation (BFE) where provided as set forth in Sec. 386; Sec. 395; or Sec. 400;

(vi) the old and new location of any watercourse that will be altered or relocated as a result of proposed development; and

(vii) the certification of the plot plan by a NC registered land surveyor or professional engineer.

(2) Proposed elevation, and method thereof, of all development within a Special Flood Hazard Area including but not limited to:

(i) Elevation in relation to mean sea level of the proposed reference level (including basement) of all structures;

(ii) Elevation in relation to mean sea level to which any non-residential structure in Zone AE or A will be floodproofed; and

(iii) Elevation in relation to mean sea level to which any proposed utility systems will be elevated or floodproofed.

(3) If floodproofing, a Floodproofing Certificate (FEMA Form 81-65) with supporting data, an operational plan, and an inspection and maintenance plan that include, but are not limited to, installation, exercise, and maintenance of floodproofing measures.

(4) A Foundation Plan, drawn to scale, which shall include details of the proposed foundation system to ensure all provisions of this article are met. These details include but are not limited to:

(i) The proposed method of elevation, if applicable (i.e., fill, solid foundation perimeter wall, solid backfilled foundation, open foundation on columns/posts/piers/piles/shear walls); and

(ii) Openings to facilitate automatic equalization of hydrostatic flood forces on walls in accordance with Sec. 398(b)(4)(c) when solid foundation perimeter walls are used in Zones A, AE, and A1-30.

(5) Usage details of any enclosed areas below the lowest floor.

(6) Plans and/or details for the protection of public utilities and facilities such as sewer, gas, electrical, and water systems to be located and constructed to minimize flood damage.

(7) Certification that all other Local, State and Federal permits required prior to floodplain development permit issuance have been received.

(8) Documentation for placement of Recreational Vehicles and/or Temporary Structures, when applicable, to ensure that the provisions of Sec. 398(b), (6) and (7) of this ordinance are met.

(9) A description of proposed watercourse alteration or relocation, when applicable, including an engineering report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map (if not shown on plot plan) showing the location of the proposed watercourse alteration or relocation.

(b) Permit Requirements. The Floodplain Development Permit shall include, but not be limited to:

(1) A description of the development to be permitted under the floodplain development permit.

(2) The Special Flood Hazard Area determination for the proposed development in accordance with available data specified in Sec. 386.

(3) The Regulatory Flood Protection Elevation required for the reference level and all attendant utilities.

- (4) The Regulatory Flood Protection Elevation required for the protection of all public utilities.
- (5) All certification submittal requirements with timelines.
- (6) A statement that no fill material or other development shall encroach into the floodway or non-encroachment area of any watercourse, as applicable.
- (7) The flood openings requirements, if in Zone A, AE or A1-30.

(c) Certification Requirements.

(1) Elevation Certificates

- (i) An Elevation Certificate (FEMA Form 81-31) is required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to mean sea level. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder prior to the beginning of construction. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit.
- (ii) An Elevation Certificate (FEMA Form 81-31) is required after the reference level is established. Within seven (7) calendar days of establishment of the reference level elevation, it shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the elevation of the reference level, in relation to mean sea level. Any work done within the seven (7) day calendar period and prior to submission of the certification shall be at the permit holder's risk. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to further work being permitted to proceed. Failure to submit the certification or failure to make required corrections shall be cause to issue a stop-work order for the project.
- (iii) A final as-built Elevation Certificate (FEMA Form 81-31) is required after construction is completed and prior to Certificate of Compliance/Occupancy issuance. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of final as-built construction of the elevation of the reference level and all attendant utilities. The Floodplain Administrator shall review the certificate data submitted. Deficiencies detected by such review shall be corrected by the permit holder immediately and prior to Certificate of Compliance/Occupancy issuance. In some instances, another certification may be required to certify corrected as-built construction. Failure to submit the certification or failure to make required corrections shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.

(2) Floodproofing Certificate

- If non-residential floodproofing is used to meet the Regulatory Flood Protection Elevation requirements, a Floodproofing Certificate (FEMA Form 81-65), with supporting data, an operational plan, and an inspection and maintenance plan are required prior to the actual start of any new construction. It shall be the duty of the permit holder to submit to the Floodplain Administrator a certification of the floodproofed design elevation of the reference level and all attendant utilities, in relation to mean sea level. Floodproofing certification shall be prepared by or under the direct supervision of a professional engineer or architect and certified by same. The Floodplain Administrator shall review the certificate data, the operational plan, and the inspection and maintenance plan. Deficiencies detected by such review shall be corrected by the applicant prior to permit approval. Failure to submit the certification or failure to make required corrections shall be cause to deny a floodplain development permit. Failure to construct in accordance with the certified design shall be cause to withhold the issuance of a Certificate of Compliance/Occupancy.
- (3) If a manufactured home is placed within Zone A, AE, or A1-30 and the elevation of the chassis is more than 36 inches in height above grade, an engineered foundation certification is required in accordance with the provisions of Sec. 398(b)(3)(b).
  - (4) If a watercourse is to be altered or relocated, a description of the extent of watercourse alteration or relocation; a

professional engineer's certified report on the effects of the proposed project on the flood-carrying capacity of the watercourse and the effects to properties located both upstream and downstream; and a map showing the location of the proposed watercourse alteration or relocation shall all be submitted by the permit applicant prior to issuance of a floodplain development permit.

(5) Certification Exemptions. The following structures, if located within Zone A, AE or A1-30, are exempt from the elevation/floodproofing certification requirements specified Sec. 394(c)(1) and Sec. 394(c)(2):

(i) Recreational Vehicles meeting requirements of Sec. 398(b)(6)(a);

(ii) Temporary Structures meeting requirements of Sec. 398(b)(7); and

(iii) Accessory Structures less than 150 square feet meeting requirements of Sec. 398(b)(8).

#### **Sec. 395 DUTIES AND RESPONSIBILITIES OF THE FLOODPLAIN ADMINISTRATOR.**

The Floodplain Administrator shall perform, but not be limited to, the following duties:

(a) Review all floodplain development applications and issue permits for all proposed development within Special Flood Hazard Areas to assure that the requirements of this ordinance have been satisfied.

(b) Review all proposed development within Special Flood Hazard Areas to assure that all necessary Local, State and Federal permits have been received.

(c) Notify adjacent communities and the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, State Coordinator for the National Flood Insurance Program prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency (FEMA).

(d) Assure that maintenance is provided within the altered or relocated portion of said watercourse so that the flood-carrying capacity is maintained.

(e) Prevent encroachments into floodways and non-encroachment areas unless the certification and flood hazard reduction provisions of Sec. 402 are met.

(f) Obtain actual elevation (in relation to mean sea level) of the reference level (including basement) and all attendant utilities of all new and substantially improved structures, in accordance with the provisions of Sec. 394 (c).

(g) Obtain actual elevation (in relation to mean sea level) to which all new and substantially improved structures and utilities have been floodproofed, in accordance with the provisions of Sec. 394 (c).

(h) Obtain actual elevation (in relation to mean sea level) of all public utilities in accordance with the provisions of Sec. 394 (c).

(i) When floodproofing is utilized for a particular structure, obtain certifications from a registered professional engineer or architect in accordance with the provisions of Sec. 394 (c) and Sec. 398(b)(2).

(j) Where interpretation is needed as to the exact location of boundaries of the Special Flood Hazard Areas, floodways, or non-encroachment areas (for example, where there appears to be a conflict between a mapped boundary and actual field conditions), make the necessary interpretation. The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in this article.

(k) When Base Flood Elevation (BFE) data have not been provided in accordance with the provisions of Sec. 386, obtain, review, and reasonably utilize any BFE data, along with floodway data or non-encroachment area data available from a Federal, State, or other source, including data developed pursuant to Sec. 400(b)(2), in order to administer the provisions of this ordinance.

(l) When Base Flood Elevation (BFE) data are provided but no floodway or non-encroachment area data have been provided in accordance with the provisions of Sec. 386, obtain, review, and reasonably utilize any floodway data or

non-encroachment area data available from a Federal, State, or other source in order to administer the provisions of this ordinance.

- (m) When the lowest floor and the lowest adjacent grade of a structure or the lowest ground elevation of a parcel in a Special Flood Hazard Area are above the Base Flood Elevation (BFE), advise the property owner of the option to apply for a Letter of Map Amendment (LOMA) from FEMA. Maintain a copy of the LOMA issued by FEMA in the floodplain development permit file.
- (n) Permanently maintain all records that pertain to the administration of this ordinance and make these records available for public inspection, recognizing that such information may be subject to the Privacy Act of 1974, as amended.
- (o) Make on-site inspections of work in progress. As the work pursuant to a floodplain development permit progresses, the Floodplain Administrator shall make as many inspections of the work as may be necessary to ensure that the work is being done according to the provisions of the local ordinance and the terms of the permit. In exercising this power, the Floodplain Administrator has a right, upon presentation of proper credentials, to enter on any premises within the jurisdiction of the community at any reasonable hour for the purposes of inspection or other enforcement action.
- (p) Issue stop-work orders as required. Whenever a building or part thereof is being constructed, reconstructed, altered, or repaired in violation of this ordinance, the Floodplain Administrator may order the work to be immediately stopped. The stop-work order shall be in writing and directed to the person doing or in charge of the work. The stop-work order shall state the specific work to be stopped, the specific reason(s) for the stoppage, and the condition(s) under which the work may be resumed. Violation of a stop-work order constitutes a misdemeanor.
- (q) Revoke floodplain development permits as required. The Floodplain Administrator may revoke and require the return of the floodplain development permit by notifying the permit holder in writing stating the reason(s) for the revocation. Permits shall be revoked for any substantial departure from the approved application, plans, and specifications; for refusal or failure to comply with the requirements of State or local laws; or for false statements or misrepresentations made in securing the permit. Any floodplain development permit mistakenly issued in violation of an applicable State or local law may also be revoked.
- (r) Make periodic inspections throughout the Special Flood Hazard Areas within the jurisdiction of the community. The Floodplain Administrator and each member of his or her inspections department shall have a right, upon presentation of proper credentials, to enter on any premises within the territorial jurisdiction of the department at any reasonable hour for the purposes of inspection or other enforcement action.
- (s) Follow through with corrective procedures of Sec. 396.
- (t) Review, provide input, and make recommendations for variance requests.
- (u) Maintain a current map repository to include, but not limited to, the FIS Report, FIRM and other official flood maps and studies adopted in accordance with the provisions of Sec. 386 of this ordinance, including any revisions thereto including Letters of Map Change, issued by FEMA. Notify State and FEMA of mapping needs.
- (v) Coordinate revisions to FIS reports and FIRMs, including Letters of Map Revision Based on Fill (LOMR-Fs) and Letters of Map Revision (LOMRs).

#### **Sec. 396 CORRECTIVE PROCEDURES.**

- (a) Violations to be Corrected: When the Floodplain Administrator finds violations of applicable State and local laws, it shall be his or her duty to notify the owner or occupant of the building of the violation. The owner or occupant shall immediately remedy each of the violations of law cited in such notification.
- (b) Actions in Event of Failure to Take Corrective Action: If the owner of a building or property shall fail to take prompt corrective action, the Floodplain Administrator shall give the owner written notice, by certified or registered mail to the owner's last known address or by personal service, stating:
  - (a) that the building or property is in violation of the floodplain management regulations;
  - (b) that a hearing will be held before the Floodplain Administrator at a designated place and time, not later than ten

(10) days after the date of the notice, at which time the owner shall be entitled to be heard in person or by counsel and to present arguments and evidence pertaining to the matter; and

(c) that following the hearing, the Floodplain Administrator may issue an order to alter, vacate, or demolish the building; or to remove fill as applicable.

(c) Order to Take Corrective Action: If, upon a hearing held pursuant to the notice prescribed above, the Floodplain Administrator shall find that the building or development is in violation of the Flood Damage Prevention Ordinance, he or she shall issue an order in writing to the owner, requiring the owner to remedy the violation within a specified time period, not less than sixty (60) calendar days, nor more than (180) calendar days. Where the Floodplain Administrator finds that there is imminent danger to life or other property, he or she may order that corrective action be taken in such lesser period as may be feasible.

(d) Appeal: Any owner who has received an order to take corrective action may appeal the order to the local elected governing body by giving notice of appeal in writing to the Floodplain Administrator and the clerk within ten (10) days following issuance of the final order. In the absence of an appeal, the order of the Floodplain Administrator shall be final. The local governing body shall hear an appeal within a reasonable time and may affirm, modify and affirm, or revoke the order.

(e) Failure to Comply with Order: If the owner of a building or property fails to comply with an order to take corrective action for which no appeal has been made or fails to comply with an order of the governing body following an appeal, the owner shall be guilty of a misdemeanor and shall be punished at the discretion of the court.

#### **Sec. 397 VARIANCE PROCEDURES.**

(a) The Board of Adjustment as established by Union County, hereinafter referred to as the "appeal board", shall hear and decide requests for variances from the requirements of this ordinance.

(b) Any person aggrieved by the decision of the appeal board may appeal such decision to the Court, as provided in Chapter 7A of the North Carolina General Statutes.

(c) Variances may be issued for:

(1) the repair or rehabilitation of historic structures upon the determination that the proposed repair or rehabilitation will not preclude the structure's continued designation as a historic structure and that the variance is the minimum necessary to preserve the historic character and design of the structure;

(2) functionally dependent facilities if determined to meet the definition as stated in Sec. 384 of this ordinance, provided provisions of Sec. 397(i)(2), (3), and (5) have been satisfied, and such facilities are protected by methods that minimize flood damages during the base flood and create no additional threats to public safety; or

(3) any other type of development, provided it meets the requirements of this Section.

(d) In passing upon variances, the appeal board shall consider all technical evaluations, all relevant factors, all standards specified in other sections of this ordinance, and:

(1) the danger that materials may be swept onto other lands to the injury of others;

(2) the danger to life and property due to flooding or erosion damage;

(3) the susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;

(4) the importance of the services provided by the proposed facility to the community;

(5) the necessity to the facility of a waterfront location as defined under Sec. 384 of this ordinance as a functionally dependent facility, where applicable;

- (6) the availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
  - (7) the compatibility of the proposed use with existing and anticipated development;
  - (8) the relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
  - (9) the safety of access to the property in times of flood for ordinary and emergency vehicles;
  - (10) the expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and
  - (11) the costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, and streets and bridges.
- (e) A written report addressing each of the above factors shall be submitted with the application for a variance.
- (f) Upon consideration of the factors listed above and the purposes of this ordinance, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purposes and objectives of this ordinance.
- (g) Any applicant to whom a variance is granted shall be given written notice specifying the difference between the Base Flood Elevation (BFE) and the elevation to which the structure is to be built and that such construction below the BFE increases risks to life and property, and that the issuance of a variance to construct a structure below the BFE will result in increased premium rates for flood insurance up to \$25 per \$100 of insurance coverage. Such notification shall be maintained with a record of all variance actions, including justification for their issuance.
- (h) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency and the State of North Carolina upon request.
- (i) Conditions for Variances:
- (1) Variances shall not be issued when the variance will make the structure in violation of other Federal, State, or local laws, regulations, or ordinances.
  - (2) Variances shall not be issued within any designated floodway or non-encroachment area if the variance would result in any increase in flood levels during the base flood discharge.
  - (3) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  - (4) Variances shall only be issued prior to development permit approval.
  - (5) Variances shall only be issued upon:
    - (i) a showing of good and sufficient cause;
    - (ii) a determination that failure to grant the variance would result in exceptional hardship; and
    - (iii) a determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, or extraordinary public expense, create nuisance, cause fraud on or victimization of the public, or conflict with existing local laws or ordinances.
- (j) A variance may be issued for solid waste disposal facilities or sites, hazardous waste management facilities, salvage yards, and chemical storage facilities that are located in Special Flood Hazard Areas provided that all of the following conditions are met.
- (1) The use serves a critical need in the community.

- (2) No feasible location exists for the use outside the Special Flood Hazard Area.
- (3) The reference level of any structure is elevated or floodproofed to at least the Regulatory Flood Protection Elevation.
- (4) The use complies with all other applicable Federal, State and local laws.
- (5) Union County has notified the Secretary of the North Carolina Department of Crime Control and Public Safety of its intention to grant a variance at least thirty (30) calendar days prior to granting the variance.

## **Sec. 398 PROVISIONS FOR FLOOD HAZARD REDUCTION.**

### **(a) GENERAL STANDARDS.**

In all Special Flood Hazard Areas the following provisions are required:

- (1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, and lateral movement of the structure.
- (2) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
- (3) All new construction and substantial improvements shall be constructed by methods and practices that minimize flood damages.
- (4) Electrical, heating, ventilation, plumbing, air conditioning equipment, and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding to the Regulatory Flood Protection Elevation. These include, but are not limited to, HVAC equipment, water softener units, bath/kitchen fixtures, ductwork, electric/gas meter panels/boxes, utility/cable boxes, hot water heaters, and electric outlets/switches.
- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the systems and discharges from the systems into floodwaters.
- (7) On-site waste disposal systems shall be located and constructed to avoid impairment to them or contamination from them during flooding.
- (8) Any alteration, repair, reconstruction, or improvements to a structure, which is in compliance with the provisions of this ordinance, shall meet the requirements of "new construction" as contained in this ordinance.
- (9) Nothing in this ordinance shall prevent the repair, reconstruction, or replacement of a building or structure existing on the effective date of this ordinance and located totally or partially within the floodway, non-encroachment area, or stream setback, provided there is no additional encroachment below the Regulatory Flood Protection Elevation in the floodway, non-encroachment area, or stream setback, and provided that such repair, reconstruction, or replacement meets all of the other requirements of this ordinance.
- (10) New solid waste disposal facilities and sites, hazardous waste management facilities, salvage yards, and chemical storage facilities shall not be permitted, except by variance as specified in Sec. 397(j). A structure or tank for chemical or fuel storage incidental to an allowed use or to the operation of a water treatment plant or wastewater treatment facility may be located in a Special Flood Hazard Area only if the structure or tank is either elevated or floodproofed to at least the Regulatory Flood Protection Elevation and certified in accordance with the provisions of Sec. 394(c).
- (11) All subdivision proposals and other development proposals shall be consistent with the need to minimize flood damage.

- (12) All subdivision proposals and other development proposals shall have public utilities and facilities such as sewer, gas, electrical, and water systems located and constructed to minimize flood damage.
- (13) All subdivision proposals and other development proposals shall have adequate drainage provided to reduce exposure to flood hazards.
- (14) All subdivision proposals and other development proposals shall have received all necessary permits from those governmental agencies for which approval is required by Federal or State law, including Section 404 of the Federal Water Pollution Control Act Amendments of 1972, 33 U.S.C. 1334.
- (15) When a structure is partially located in a Special Flood Hazard Area, the entire structure shall meet the requirements for new construction and substantial improvements.
- (16) When a structure is located in multiple flood hazard zones or in a flood hazard risk zone with multiple Base Flood Elevations (BFEs), the provisions for the more restrictive flood hazard risk zone and the highest BFE shall apply.

**(b) SPECIFIC STANDARDS.**

In all Special Flood Hazard Areas where Base Flood Elevation (BFE) data have been provided, as set forth in Section 386, or Sec. 400, the following provisions, in addition to the provisions of Sec. 398(a), are required:

- (1) Residential Construction. New construction and substantial improvement of any residential structure (including manufactured homes) shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Sec. 384 of this ordinance.
- (2) Non-Residential Construction. New construction and substantial improvement of any commercial, industrial, or other non-residential structure shall have the reference level, including basement, elevated no lower than the Regulatory Flood Protection Elevation, as defined in Sec. 384 of this ordinance. Structures located in A, AE, and A1-30 Zones may be floodproofed to the Regulatory Flood Protection Elevation in lieu of elevation provided that all areas of the structure, together with attendant utility and sanitary facilities, below the Regulatory Flood Protection Elevation are watertight with walls substantially impermeable to the passage of water, using structural components having the capability of resisting hydrostatic and hydrodynamic loads and the effect of buoyancy. A registered professional engineer or architect shall certify that the floodproofing standards of this subsection are satisfied. Such certification shall be provided to the Floodplain Administrator as set forth in Sec. 394(c), along with the operational plan and the inspection and maintenance plan.
- (3) Manufactured Homes.
  - (a) New and replacement manufactured homes shall be elevated so that the reference level of the manufactured home is no lower than the Regulatory Flood Protection Elevation, as defined in Sec. 384 of this ordinance.
  - (b) Manufactured homes shall be securely anchored to an adequately anchored foundation to resist flotation, collapse, and lateral movement, either by certified engineered foundation system, or in accordance with the most current edition of the State of North Carolina Regulations for Manufactured Homes adopted by the Commissioner of Insurance pursuant to NCGS 143-143.15. Additionally, when the elevation would be met by an elevation of the chassis thirty-six (36) inches or less above the grade at the site, the chassis shall be supported by reinforced piers or engineered foundation. When the elevation of the chassis is above thirty-six (36) inches in height, an engineering certification is required.
  - (c) All enclosures or skirting below the lowest floor shall meet the requirements of Sec. 398(b)(4).
  - (d) An evacuation plan must be developed for evacuation of all residents of all new, substantially improved or substantially damaged manufactured home parks or subdivisions located within flood prone areas. This plan shall be filed with and approved by the Floodplain Administrator and the local Emergency Management Coordinator.
- (4) Elevated Buildings. Fully enclosed area, of new construction and substantially improved structures, which is below the lowest floor:

- (a) shall not be designed or used for human habitation, but shall only be used for parking of vehicles, building access, or limited storage of maintenance equipment used in connection with the premises. Access to the enclosed area shall be the minimum necessary to allow for parking of vehicles (garage door) or limited storage of maintenance equipment (standard exterior door), or entry to the living area (stairway or elevator). The interior portion of such enclosed area shall not be finished or partitioned into separate rooms, except to enclose storage areas;
- (b) shall be constructed entirely of flood resistant materials at least to the Regulatory Flood Protection Elevation; and
- (c) shall include, in Zones A, AE, and A1-30, flood openings to automatically equalize hydrostatic flood forces on walls by allowing for the entry and exit of floodwaters. To meet this requirement, the openings must either be certified by a professional engineer or architect or meet or exceed the following minimum design criteria:
  - (i) A minimum of two flood openings on different sides of each enclosed area subject to flooding;
  - (ii) The total net area of all flood openings must be at least one (1) square inch for each square foot of enclosed area subject to flooding;
  - (iii) If a building has more than one enclosed area, each enclosed area must have flood openings to allow floodwaters to automatically enter and exit;
  - (iv) The bottom of all required flood openings shall be no higher than one (1) foot above the adjacent grade;
  - (v) Flood openings may be equipped with screens, louvers, or other coverings or devices, provided they permit the automatic flow of floodwaters in both directions; and
  - (vi) Enclosures made of flexible skirting are not considered enclosures for regulatory purposes, and, therefore, do not require flood openings. Masonry or wood underpinning, regardless of structural status, is considered an enclosure and requires flood openings as outlined above.

(5) Additions/Improvements.

- (a) Additions and/or improvements to pre-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
  - (i) not a substantial improvement, the addition and/or improvements must be designed to minimize flood damages and must not be any more non-conforming than the existing structure.
  - (ii) a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.
- (b) Additions to post-FIRM structures with no modifications to the existing structure other than a standard door in the common wall shall require only the addition to comply with the standards for new construction.
- (c) Additions and/or improvements to post-FIRM structures when the addition and/or improvements in combination with any interior modifications to the existing structure are:
  - (i) not a substantial improvement, the addition and/or improvements only must comply with the standards for new construction.
  - (ii) a substantial improvement, both the existing structure and the addition and/or improvements must comply with the standards for new construction.

(6) Recreational Vehicles. Recreational vehicles shall either:

(a) be on site for fewer than 180 consecutive days and be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities, and has no permanently attached additions); or

(b) meet all the requirements for new construction.

(7) Temporary Non-Residential Structures. Prior to the issuance of a floodplain development permit for a temporary structure, the applicant must submit to the Floodplain Administrator a plan for the removal of such structure(s) in the event of a hurricane, flash flood or other type of flood warning notification. The following information shall be submitted in writing to the Floodplain Administrator for review and written approval:

(a) a specified time period for which the temporary use will be permitted. Time specified may not exceed three (3) months, renewable up to one (1) year;

(b) the name, address, and phone number of the individual responsible for the removal of the temporary structure;

(c) the time frame prior to the event at which a structure will be removed (i.e., minimum of 72 hours before landfall of a hurricane or immediately upon flood warning notification);

(d) a copy of the contract or other suitable instrument with the entity responsible for physical removal of the structure; and

(e) designation, accompanied by documentation, of a location outside the Special Flood Hazard Area, to which the temporary structure will be moved.

(8) Accessory Structures. When accessory structures (sheds, detached garages, etc.) are to be placed within a Special Flood Hazard Area, the following criteria shall be met:

(a) Accessory structures shall not be used for human habitation (including working, sleeping, living, cooking or restroom areas);

(b) Accessory structures shall not be temperature-controlled;

(c) Accessory structures shall be designed to have low flood damage potential;

(d) Accessory structures shall be constructed and placed on the building site so as to offer the minimum resistance to the flow of floodwaters;

(e) Accessory structures shall be firmly anchored in accordance with the provisions of Sec. 398(a)(1);

(f) All service facilities such as electrical shall be installed in accordance with the provisions of Sec. 398(a)(4); and

(g) Flood openings to facilitate automatic equalization of hydrostatic flood forces shall be provided below Regulatory Flood Protection Elevation in conformance with the provisions of Sec. 398(b)(4)(c).

An accessory structure with a footprint less than 150 square feet that satisfies the criteria outlined above does not require an elevation or floodproofing certificate. Elevation or floodproofing certifications are required for all other accessory structures in accordance with Sec. 394(c).

**Sec. 399 RESERVED.**

**Sec. 400 STANDARDS FOR FLOODPLAINS WITHOUT ESTABLISHED BASE FLOOD ELEVATIONS.**

Within the Special Flood Hazard Areas designated as Approximate Zone A and established in Sec. 386, where no Base Flood Elevation (BFE) data have been provided by FEMA, the following provisions, in addition to the provisions of Sec. 398(a) shall apply:

(a) No encroachments, including fill, new construction, substantial improvements and other developments shall be

permitted unless:

- (1) it is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of a floodplain development permit, or
  - (2) for essential services a Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained upon completion of the proposed encroachment.
- (b) If Sec. 400(a) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.
- (c) The BFE used in determining the Regulatory Flood Protection Elevation shall be determined based on the following criteria:
- (1) When Base Flood Elevation (BFE) data are available from other sources, all new construction and substantial improvements within such areas shall also comply with all applicable provisions of this ordinance and shall be elevated or floodproofed in accordance with standards in Sec. 398(a) and (b).
  - (2) When floodway or non-encroachment data are available from a Federal, State, or other source, all new construction and substantial improvements within floodway and non-encroachment areas shall also comply with the requirements of Sec. 398(b) and Sec. 402.
  - (3) All subdivision, manufactured home park and other development proposals shall provide Base Flood Elevation (BFE) data if development is greater than five (5) acres or has more than fifty (50) lots/manufactured home sites. Such BFE data shall be adopted by reference in accordance with the provisions of Sec. 386 and utilized in implementing this ordinance.
  - (4) When Base Flood Elevation (BFE) data are not available from a Federal, State, or other source as outlined above, the reference level shall be elevated or floodproofed (nonresidential) to or above the Regulatory Flood Protection Elevation, as defined in Sec. 384. All other applicable provisions of Sec. 398(b) shall also apply.

**Sec. 401 STANDARDS FOR RIVERINE FLOODPLAINS WITH BASE FLOOD ELEVATIONS BUT WITHOUT ESTABLISHED FLOODWAYS OR NON-ENCROACHMENT AREAS.**

Along rivers and streams where Base Flood Elevation (BFE) data is provided by FEMA or is available from another source but neither floodway nor non-encroachment areas are identified for a Special Flood Hazard Area on the FIRM or in the FIS report, the following requirements shall apply to all development within such areas:

- (a) Standards of Sec. 398(a) and (b); and
- (b) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
- (1) it is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of a floodplain development permit, or
  - (2) for essential services a Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained upon completion of the proposed encroachment.
- (c) If Sec. 401(a) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.

**Sec. 402 FLOODWAYS AND NON-ENCROACHMENT AREAS.**

Areas designated as floodways or non-encroachment areas are located within the Special Flood Hazard Areas established in Sec. 386. The floodways and non-encroachment areas are extremely hazardous areas due to the velocity of floodwaters that have erosion potential and carry debris and potential projectiles. The following provisions, in addition to the standards outlined in Sec. 398(a) and (b), shall apply to all development within such areas:

- (a) No encroachments, including fill, new construction, substantial improvements and other developments shall be permitted unless:
  - (1) it is demonstrated that the proposed encroachment would not result in any increase in the flood levels during the occurrence of the base flood, based on hydrologic and hydraulic analyses performed in accordance with standard engineering practice and presented to the Floodplain Administrator prior to issuance of a floodplain development permit, or
  - (2) for essential services a Conditional Letter of Map Revision (CLOMR) has been approved by FEMA. A Letter of Map Revision (LOMR) must also be obtained upon completion of the proposed encroachment.
- (b) If Sec. 402(a) is satisfied, all development shall comply with all applicable flood hazard reduction provisions of this ordinance.
- (c) No manufactured homes shall be permitted, except replacement manufactured homes in an existing manufactured home park or subdivision, provided the following provisions are met:
  - (1) the anchoring and the elevation standards of Sec. 398(b)(3); and
  - (2) the no encroachment standard of Sec. 402(a).

**Sec 403 LEGAL STATUS PROVISIONS.**

**(a) EFFECT ON RIGHTS AND LIABILITIES UNDER THE EXISTING FLOOD DAMAGE PREVENTION ORDINANCE.**

This ordinance in part comes forward by re-enactment of some of the provisions of the flood damage prevention ordinance enacted May 24, 1983, as amended, and it is not the intention to repeal but rather to re-enact and continue to enforce without interruption of such existing provisions, so that all rights and liabilities that have accrued thereunder are reserved and may be enforced. The enactment of this ordinance shall not affect any action, suit or proceeding instituted or pending. All provisions of the flood damage prevention ordinance of Union County enacted on May 24, 1983, as amended, which are not reenacted herein are repealed.

**Sec. 404 EFFECT UPON OUTSTANDING FLOODPLAIN DEVELOPMENT PERMITS.**

Nothing herein contained shall require any change in the plans, construction, size, or designated use of any development or any part thereof for which a floodplain development permit has been granted by the Floodplain Administrator or his or her authorized agents before the time of passage of this ordinance; provided, however, that when construction is not begun under such outstanding permit within a period of six (6) months subsequent to the date of issuance of the outstanding permit, construction or use shall be in conformity with the provisions of this ordinance.

**Sec. 405 EFFECTIVE DATE.**

This ordinance shall become effective \_\_\_\_\_ (upon adoption or specific date).

**Sec. 406 ADOPTION CERTIFICATION.**

I hereby certify that this is a true and correct copy of the flood damage prevention ordinance as adopted by the \_\_\_\_\_ (governing body) of \_\_\_\_\_ (community), North Carolina, on the \_\_\_\_\_ day of \_\_\_\_\_, 200 .

WITNESS my hand and the official seal of \_\_\_\_\_, this the \_\_\_\_\_ day of \_\_\_\_\_, 200 .

\_\_\_\_\_  
July 3, 2007

(signature)

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 9/2/08**

**Action Agenda Item No.** 6/1

(Central Admin. use only)

**SUBJECT:** Retirement/Surplus of Canine "Job"

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**DEPARTMENT:** Sheriff

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

**ATTACHMENT(S):**  
Resolution  
Department Request

**INFORMATION CONTACT:**  
Brian Griffin

**TELEPHONE NUMBERS:**  
704-292-2685

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**DEPARTMENT'S RECOMMENDED ACTION:** Retirement of Canine from Active Duty and Resolution Authorizing Sale

**BACKGROUND:** See Department Request

**FINANCIAL IMPACT:**

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

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

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**Manager Recommendation:**

# Eddie Cathey

## Sheriff of Union County



3344 Presson Road  
Monroe, North Carolina 28112

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Telephone: (704) 283-3789  
FAX: (704) 292-2700

Email: [eddiecathey@co.union.nc.us](mailto:eddiecathey@co.union.nc.us)

From: Brian K. Griffin   
Canine Unit Supervisor

Date: July 28, 2008

Reference: Retirement/Surplus of Canine "Job"

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After 10 years of dedicated service to the Union County Sheriff's Office and to the Citizens of Union County. It has come time in Canine "Job's" life to retire him from active duty. His handler has requested that "Job" remain in his care and custody till his time expires. The Union County Sheriff's Office respectfully requests that you assist us in fulfilling this request.

## RESOLUTION AUTHORIZING SALE

WHEREAS, Union County owns certain items of personal property that have become surplus for its current needs; and

WHEREAS, North Carolina General Statute 160A-266 permits the County to sell such property by private sale, upon authorization by the Board of Commissioners at a regular meeting and notice to the public.

NOW, THEREFORE, be it resolved by the Union County Board of Commissioners as follows:

1. The Board of Commissioners authorizes the Union County General Services Director to sell by private sale the following item of surplus personal property:  
  
Canine ("Job"), trained and used for law enforcement purposes, said animal having been determined by the Sheriff to be no longer appropriate for such use.
2. The Clerk to the Board of Commissioners shall publish a notice summarizing this resolution, and no sale may be executed pursuant to this resolution until at least 10 days after the day the notice is published. Non-monetary consideration may be accepted in exchange for transfer of the personal property.

Adopted at a regular meeting this the 25th day of August, 2008.

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 15, 2008**

**Action Agenda Item No. 6/2**  
(Central Admin. use only)

**SUBJECT:** Approval of Easement Across Union County Property

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

**ATTACHMENT(S):** \_\_\_\_\_ **INFORMATION CONTACT:**  
Barry Wyatt

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

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**DEPARTMENT'S RECOMMENDED ACTION:** Approve Easement to Union Power Cooperative

**BACKGROUND:** With the recent expansion of our Sign Shop at the County's Patton Avenue property, we need to install a 208 volt, three phase HVAC unit. The building does not currently have a 208 volt three phase service. In order to provide this electrical service Union Power needs an easement to run an overhead line from their transmission line to the building.

**FINANCIAL IMPACT:** None

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

\_\_\_\_\_

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

\_\_\_\_\_

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

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: September 15, 2008

Action Agenda Item No. 6/3

(Central Admin. use only)

**SUBJECT:** Retiree Health Care Fund

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**DEPARTMENT:** Finance

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
Resolution

**INFORMATION CONTACT:**  
Kai Nelson

Contribution Agreement

**TELEPHONE NUMBERS:**

704.292.2522

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**DEPARTMENT'S RECOMMENDED ACTION:** Adopt Resolution Authorizing Participation by Union County in the Local Government Other Post-Employment Benefits Fund

**BACKGROUND:** The Governmental Accounting Standards Board (GASB) Statement 45 requires governmental units to account for and financial report its retiree health care program benefits on an actuarial basis (similar to pension accounting where future payment benefits are accounted for during the employees work life). This accounting and reporting practice differs from the County's current practice of paying for retiree health care benefits on a pay-as-you-go basis. The County changed its financial accounting and reporting practice effective with the June 30, 2008 reporting period to come into compliance with these new standards.

The FY2009 budget proposed, and the Commission adopted, a five year financial plan of increased annual 'stepped up' contributions so that by the fifth year the County would be contributing to the retiree health fund at the annual actuarial required level. By changing from a pay-go to an actuarial method, the County will be accumulating resources (both contributions and investment earnings) over an employees work life to pay the required benefits during retirement.

The accumulation of these resources most logically should be invested in a combination of short and long term fixed income obligations as well as equities. The rationale is two fold. First, the resources are being accumulated today for payment of future benefits - 10, 20 and 30 years "down the road". So prudent investment practices would dictate a longer term investment horizon. Secondly, the higher the rate of return on investment assets, the lower the annual required contribution to fund the benefits.

The State legislature established the Local Government Other Post Employment Benefits Fund (the "OPEB Fund") to allow local governments in North Carolina to more broadly invest funds set aside to fund their liabilities resulting from the payment of OPEB. The OPEB Fund is administered by the Department of State Treasurer (DST) and is permitted to invest in both equities and long term fixed income securities - the vary types of securities that local governments are not permitted to purchase. Local governments are not permitted to use equities and long term fixed income securities because local governments investment horizon very short term - meeting cash flow requirements of general operations over a 12-18 month horizon. And because NC local governments are typically not managing pension and other very long term assets, prohibiting local governments from investing in equities and long term fixed income securities is prudent public policy.

Equities and long term fixed income securities do carry certain risks, as well as rewards. Prior to the period ending June 30, 2008, pension fund assets managed by DST experienced 1, 3 and 5 year returns of 14.8%, 10.59% and 10.26%, respectively. For the one-year period ending June 30, 2008, in the midst of an economic downturn and erratic financial markets, the pension fund returns lost 2% - far better than the S&P 500 benchmark that lost 13% and other public pension funds that lost 4.5%. As mentioned earlier, these retiree health care assets will be accumulated over very long periods of time (10-30 years) and then will be used to pay for the retirees' health benefits. The investment strategy associated with these assets must be long term ... recognizing that there will be periods in which the rate of return will be lower, sometime even losses, which will be offset by periods in which there are investment gains.

An additional benefit of the DST OPEB Fund is that the Fund is established as an irrevocable trust fund to satisfy the requirements of GASB 45. As a "trust fund", the assets of the fund are not subject to the claims of creditors and may only be withdrawn to provide retiree health benefits.

The County's participation in the DST OPEB Fund is beneficial for two reasons. First, the County can only achieve long-term investment returns through its participation in the OPEB Fund and second, by participating in the OPEB FUND, it satisfies the "trust" requirements of GASB 45. Alternatively, the County may seek legislative authority to expand its investment options, retain investment advisors and engage legal counsel with expertise in creating plan benefit trusts.

**FINANCIAL IMPACT:** Improved rate of return in connection with investments (from 4.5% to 7.5%) and cost avoidance by not engaging legal counsel with trust benefit expertise

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

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

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

**Resolution for Local Governments, Public  
Authorities and Other Entities (“Participants”) Eligible to  
Participate in the Local Government Other Post-Employment  
Benefits Fund (“OPEB Fund”)**

WHEREAS, the Local Government Other Post-Employment Benefits Fund (the “OPEB Fund”) established pursuant to North Carolina General Statutes (“NCGS”) Section 147-69.4 consists of contributions made by local governments, public authorities and other entities authorized to make contributions to the OPEB Fund (“Participants”), which contributions are irrevocable;

WHEREAS, the assets of the OPEB Fund are not subject to the claims of creditors of any Participants and may only be withdrawn by a Participant to provide other postemployment benefits to individuals, who are former employees, or beneficiaries of former employees of the Participant, and who are entitled to other post-employment benefits payable by the Participant within the meaning of NCGS Section 147-69.4; and

WHEREAS, the Board of Commissioners of Union County has determined that it is advisable and in the best interests of Union County to make contributions to the OPEB Fund, as provided in that certain Contribution Agreement between Union County and the Treasurer, the form of which has previously been made available to the Board of Commissioners of Union County (the “Contribution Agreement”).

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby acknowledges and approves an initial contribution of \$360,000.00 to the OPEB Fund (the “Contribution”) pursuant to the terms and conditions of the Contribution Agreement Between Union County and the Treasurer in the form presented to the Board of Commissioners;

FURTHER RESOLVED, that the appropriate officers, managers, and representatives of Union County (the “Authorized Representatives”) are hereby authorized and directed to execute and deliver the Contribution Agreement, to take any other actions deemed necessary or appropriate to consummate the transactions provided for therein, and to cause the Contribution to be made;

FURTHER RESOLVED, that all actions heretofore taken by any of the Authorized Representatives of Union County acting on behalf of Union County in furtherance of the foregoing resolutions are hereby ratified, adopted, approved and confirmed in all respects; and

FURTHER RESOLVED, that the Authorized Representatives of Union County acting on behalf of Union County are hereby authorized to take all such other actions as they may deem necessary or appropriate to give effect to the foregoing resolutions.

**For Use by Local Governments, Public Authorities and Other Entities  
Eligible to Participate in the Local Government Other Post-Employment Benefits Fund**

**Contribution Agreement**

**Treasurer of the State of North Carolina**

Section 1. General. The undersigned participant (“Participant”) understands and acknowledges that it may contribute funds from time to time to the Local Government Other Post-Employment Benefits Fund (the “OPEB Fund”) managed by the Department of State Treasurer (the “Treasurer”), to be held and invested in (i) public equity and derivative securities (“Public Equity”) as permitted from time to time by North Carolina General Statute (“NCGS”) § 147-69.2(b)(8), and/or (ii) certain obligations, asset-backed securities, repurchase agreements, time deposits and/or commercial paper (collectively “Fixed Income Obligations”) as permitted from time to time by NCGS §§ 147-69.2(b)(1) through (6).

Participant understands and acknowledges that investments in Public Equity may be effected through investments made by the Treasurer in individual, common, or collective trust funds of banks, trust companies, and group trust funds of investment advisory companies or through other investment vehicles or investment management arrangements as may be permitted by statute from time to time, as long as the investment manager has assets under management of at least \$100 million. The trustee of any such third party trust (“Third Party Trustee”) shall be appointed by the Treasurer and the investment manager of any such other investment vehicle or investment management arrangement shall be approved by the Treasurer (“Third Party Manager”). Participant further understands and acknowledges that investments may be effected by the Treasurer through third party custodial, underwriting and brokerage arrangements (“Third Party Custodians and Brokers”).

Section 2. Representations, Warranties and Related Covenants. As a condition to its investment, Participant acknowledges, represents, warrants and agrees that:

(i) Contributions to the OPEB Fund are irrevocable and that assets of the OPEB Fund may only be used to provide other post-employment benefits to individuals who are former employees, or beneficiaries of former employees of Participant and are entitled to other post-employment benefits payable by Participant within the meaning of NCGS § 147-69.4.

(ii) Investments in the OPEB Fund are subject to, among other things: general investment risks (including the risk of the loss of capital); investment manager risk (which includes the risk that poor security selection by the manager will cause the investment to underperform relevant benchmarks or other investments with similar objectives); interest rate risks; and credit risks (including, where applicable, custodial credit risks, which is the risk that in the event of the failure of the counterparty, the Treasurer will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party).

(iii) Participant has taken full cognizance of and understands all of the risk factors related to investments in the OPEB Fund.

(iv) Participant is able to bear the economic risk of investments in the OPEB Fund.

(v) Participant has such knowledge and experience in financial and business matters that it is capable of evaluating the merits and risks of investment in the OPEB Fund.

(vi) Participant acknowledges that the Treasurer is solely responsible for determining the allocation of investments in the OPEB Fund between Public Equity and Fixed Income Obligations, subject to the limitations

described herein, and that the Treasurer will allocate investments in the OPEB Fund in accordance with the investment guidelines attached hereto as Attachment A (the "Investment Guidelines"). Participant acknowledges and agrees that the Investment Guidelines for the OPEB Fund may be changed from time to time with the consent of the majority of the participants in the OPEB Fund (voting in accordance with the then most recent end-of-period account values).

(vii) Participant acknowledges that its investment in the OPEB Fund is suitable for Participant based upon its other securities holdings and financial situation and needs and that Participant has adequate means of providing for possible contingencies.

(viii) Participant understands that it is not permitted to sell, transfer or assign any of its interest in the OPEB Fund. In order to liquidate its investment, Participant will be required to follow the procedures described in Section 4 of this agreement, including certifying that the withdrawal is permitted under NCGS § 159-30(g). The risk of any decline in the value of an investment in the OPEB Fund during the interval between any permitted withdrawal date, as further described in Section 4 of this agreement, is borne by Participant.

Further, Participant acknowledges, represents, warrants and agrees that (i) it is a local government, public authority, an entity eligible to participate in the Local Government Employee's Retirement System, or a local school administrative unit that may make contributions to the OPEB Fund under NCGS § 159-30(g) and § 147-69.4; (ii) is exempt from federal income tax under Section 115 of the Code and the Constitution of the United States as an instrumentality of the State of North Carolina; (iii) the investment by Participant described herein has been duly authorized by all necessary corporate action of Participant; and (iv) Participant has the requisite corporate power and authority to execute and deliver this document and to contribute the funds for investment as described herein; and (v) the Treasurer has the power and authority under NCGS § 147-69.2(b)(8) and applicable law to appoint a Third Party Trustee or Third Party Trustees to hold the funds contributed to the OPEB Fund for investments in Public Equity.

Participant will notify the Treasurer immediately if it has reason to believe that the foregoing acknowledgements, representations, warranties and agreements may cease to be true.

**Section 3. Fees.** Participant understands, acknowledges and agrees that customary fees will be charged against OPEB Fund's investment by Third Party Trustees, Third Party Managers and/or Third Party Custodians and Brokers. Participant also understands, acknowledges and agrees that the Treasurer will also charge fees to Participant against the portion of the OPEB Fund invested in Public Equity, as permitted by NCGS § 147-69.2(b4), equal to fifteen (15) basis points per year, which the Treasurer will use to defray its internal costs of administering the OPEB Fund. All third party and Treasurer fees shall be deducted from the OPEB Fund.

**Section 4. Contributions and Withdrawals.** In order to participate in an investment in the OPEB Fund, Participant is required to establish a Short Term Investment Fund ("Participant STIF") account with the Treasurer. Additional information regarding the establishment of a Participant STIF account can be found at <http://www.nctreasurer.com>. The Participant STIF account created by Participant will be used to move funds into and out of the investments in the OPEB Fund, as further described below.

(i) *Minimum Contributions.* The minimum initial contribution required to make an investment in the OPEB Fund is \$100,000. Subsequent contributions in investments in the OPEB Fund must be made in \$25,000 increments.

(ii) *Minimum Account Balance.* The minimum account balance that must be maintained in an investment in the OPEB Fund is \$100,000 in each account, unless overall market valuation has caused the balance in such account to drop below \$100,000.

(iii) *Procedures for Contributions and Withdrawals.* Participant must provide the Treasurer with at least five (5) business days notice of any contribution to or withdrawal from the OPEB Fund using the Contribution Form or Withdrawal Request Form attached hereto, as appropriate. **Contributions to and withdrawals from the OPEB Fund are permitted only on the first business day of each calendar month except that contributions**

**will also be permitted on June 30 at each year.** If a notice of contribution or withdrawal is received during the last five (5) business days of any calendar month, such contribution or withdrawal request will not be processed until the first business day of the calendar month after the next ensuing calendar month. **Participant may deposit proposed contributions in its Participant STIF account at any time during a month and such deposits (including accrued interest) accepted by the Treasurer for contribution to the OPEB Fund will be contributed to the OPEB Fund on the next processing date.**

(iv) *Other Limits on Withdrawals.* No withdrawals will be permitted during the first twelve (12) months after any investment in the OPEB Fund. After such time, Participant will be permitted to make no more than two (2) withdrawals from any investment in the OPEB Fund during any twelve (12) month period. Notwithstanding the foregoing, emergency withdrawals may be permitted, subject to the approval of a Deputy State Treasurer (determined in their sole discretion, on a case-by-case basis) and provided that Participant (i) reimburse the Treasurer for any expenses associated with such emergency withdrawal and (ii) pay any penalties charged by the Treasurer.

**Section 5. RELIANCE BY THIRD PARTY TRUSTEES.** PARTICIPANT EXPRESSLY AGREES THAT ALL OF THE ACKNOWLEDGEMENTS, REPRESENTATIONS, WARRANTIES AND AGREEMENTS MADE HEREIN MAY BE RELIED UPON BY ANY THIRD PARTY TRUSTEE APPOINTED BY THE TREASURER.

*[Signature Page Follows]*

## ATTACHMENT A

### INVESTMENT GUIDELINES FOR OPEB FUND

The OPEB Fund may be invested in Public Equity and both short-term and long-term Fixed Income Obligations as provided in the Contribution Agreement with Participant.

The assets of the OPEB Fund will be invested within the following ranges:

	<u>Target</u>	<u>Allocation Range</u>	
		<u>Bottom</u>	<u>Top</u>
Long-term Fixed Income Obligations	15.0%	10.0%	30.0%
Short-term Fixed Income Obligations	15.0%	0.0%	30.0%
Total Fixed Income Obligations	30.0%	20.0%	40.0%
Public Equity	70.0%	60.0%	80.0%

Temporary imbalances may occur as a result of withdrawals, contributions and changes in asset values. Rebalancings will occur as soon as practicable. Investments may be held temporarily in short-term Fixed Income Obligations pending reinvestment in long-term Fixed Income Obligations and/or Public Equity.

**The undersigned has caused this Application to be executed by its Authorized Representative as of the date written below.**

Name of Participant (Type or Print)

Union County

By:

Kai Nelson

Name (Type or Print)

Signature

Finance Director

September 16, 2008

Title

Date

**Authorized Representative**

Name: Kai Nelson

Title: Finance Director

Address: Union County Government Center  
Suite 901  
500 North Main Street  
Monroe, NC

Tel: Fax:

E-mail: knelson@co.union.nc.us

**Primary Contact (for statements and communications, if different from Authorized Representative)**

Name:

Title:

Address:

Tel: Fax:

E-mail:

**Initial Proposed Contribution to the OPEB Fund: \$ \* 360,000.00**

**Acknowledged and Agreed**

\_\_\_\_\_  
Treasurer, State of North Carolina

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

\* Any accrued interest in the Participant STIF account with respect to the contribution will also be contributed to the OPEB Fund.



3. Review pricing allocation methods, identify deltas and validate appropriateness
4. Review, establish and conduct pricing models to validate pricing

The Committee also concluded at the meeting that it would be appropriate to evaluate each of the four components of the County's property management function separately. There are four components as follows: 1) janitorial services 2) landscaping 3) property maintenance 4) property management (the fee associated with managing 1, 2 & 3)

The Commission received and accepted an interim report from the Committee at the Commission's February 4, 2008 meeting. A copy of the agenda abstract from that meeting is also attached.

The Committee unanimously reached the following conclusions regarding the property management functions:

- 1) County's janitorial function, currently contracted through Keith Corporation, is cost competitive (about 75 cents SF versus \$1 SF), as benchmarked by in-house cost comparison and Building Owners and Managers Association (BOMA) costs for the Charlotte region marketplace
- 2) County's landscaping function, currently contracted through Keith Corporation, is cost competitive based on the solicitation (by the County's property management agent in consultation with General Services) of landscaping bids from the Charlotte region marketplace
- 3) County's property maintenance function, currently provided by the Keith Corporation, is cost competitive, as benchmarked by in-house cost comparison
- 4) Service and quality level standards for the property management components are usual, customary and reasonable
- 5) Finance and General Services Department should develop and implement allocation methodologies that better approximate benefiting facility costs and are more transparent to the end user
- 6) County should periodically, no less frequently than every three (3) years, conduct a comprehensive analysis of property management functions

The Commission, on June 16, 2008, authorized the County Manager to approve a contract amendment extension with the Keith Corporation through September 30, 2008. Given the Property Management Committee's recommendation, it is recommended that the contract be extended through June 30, 2009; the balance of the current fiscal year.

**FINANCIAL IMPACT:** Property management functions (janitorial, landscaping, maintenance) are budgeted at approximately \$1.4 million annually

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

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

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

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components as follows: 1) janitorial services 2) landscaping 3) property maintenance 4) property management (the fee associated with managing 1, 2 & 3)

The Committee has met twice. The first meeting focused on objectives, study methodologies and individual interests and/or areas of concern. The second meeting focused on receiving janitorial housekeeping information and reaching various conclusions in connection with that information.

The Committee unanimously reached the following conclusions regarding janitorial services:

- 1) County's janitorial costs are competitive in the marketplace (about 75 cents versus \$1)
- 2) Service and quality level standards are usual, customary and reasonable
- 3) County's costs to perform janitorial services in-house (i.e. with County employees) is cost prohibitive
- 4) Finance and General Services Department should develop allocation methodologies that better approximates individual facility costs

The Committee's next review is landscaping, to be followed by property maintenance and property management.

**FINANCIAL IMPACT: NA**

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

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

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

\_\_\_\_\_

Minutes  
Property Management Review Committee  
August 18, 2008

The Property Management Review Committee met on August 18, 2008, in the 9<sup>th</sup> Floor Conference Room of the Government Center located at 500 N. Main Street, Monroe, NC 28112.

Committee members and their respective department representation included:

Debbie Purser, Library  
Roy Young, Former Social Services Director  
Steve Simpson, Sheriff  
Barry Wyatt, General Services  
Wes Baker, Internal Auditor  
Arnold Price, Former Fleet Manager  
Jerry Simpson, Cooperative Extension

Presiding officer Wes Baker called the meeting to order at 2:06 PM.

Roy Young moved to approve the agenda. Motion passed unanimously.

Debbie Purser moved to approve the draft minutes of the Committee's meeting of May 29, 2008. Motion passed unanimously.

Wes Baker reviewed the Committee's objectives.

Wes Baker restated the findings for housekeeping services that had been resolved previously, resulting in the decision that the costs of bringing the janitorial service in-house was cost prohibitive. Arnold Price made a motion to reaffirm those findings. Motion passed unanimously.

Wes Baker restated the findings for landscaping services previously agreed upon. The result was a decision that the costs of bringing the landscaping service in-house was cost prohibitive and undesirable. However, it was decided to remove the bush hogging at the Agricultural Center from the current subcontract and to do it locally at a cost savings of \$5,200 per year. Steve Simpson made a motion to reaffirm those findings. Motion passed unanimously.

The Committee completed its review of in-house vs. contract costs for providing property maintenance services. Barry Wyatt presented new cost information to the Committee concerning in-house cost versus contract costs. He presented the indirect costs (based on the County's indirect costing plan) and the insurance liability issue of bringing the task in-house. There was a lengthy discussion concerning the need for both a management services fee and a property manager's salary. There was discussion also concerning the appropriate salary level to bring in current Keith Corporation employees if the task were brought in-house. The number of vehicles that would be necessary if the task were brought in-house was debated. Everyone was asked at what price (cost savings) they would be willing to bring the task in-house. Answers ranged from \$50,000 to \$75,000 with two members not offering figures. There was no consensus on exactly how much the County would save if the tasks were brought in-house (or if there would be savings).

Roy Young made a motion to proceed with making a recommendation to the County Manger. The recommendation was: "The Committee recommends that the County continue to contract with the Keith Corporation for housekeeping services, landscaping services (with the exception of bush hogging at the Agricultural Center), and property maintenance services with a thorough review of the current contract and pricing to take place at least every three years". Motion passed unanimously.

Arnold Price moved to adjourn the meeting at 3:20 PM. Motion passed unanimously.

**Minutes  
Property Management Review Committee  
May 29, 2008**

The Property Management Review Committee met on May 29, 2008, in the 9<sup>th</sup> Floor Conference Room of the Government Center located at 500 N. Main Street, Monroe, NC 28112.

Committee members and their respective department representation included:

Debbie Purser, Library  
Roy Young, Former Social Services Director  
Kai Nelson, Finance  
Steve Simpson, Sheriff  
Barry Wyatt, General Services  
Wes Baker, Internal Auditor  
Arnold Price, Former Fleet Manager  
Jerry Simpson, Cooperative Extension

Presiding officer Kai Nelson called the meeting to order at 10:05 a.m.

Wes Baker moved to approve the agenda. Motion passed unanimously.

Wes Baker moved to approve the draft minutes of the Committee's meeting of March 10 and March 24, 2008. Motion passed unanimously.

Kai Nelson requested Barry Wyatt review the landscaping program.

Barry Wyatt indicated that the County released an RFP to a list of 66 landscaping contractors; Cooperative Extension had provided a portion of the landscaping contractors. The RFP was structured to include a "base" component and additional components for mulch, seasonal color and bush hogging at the Ag Center. A pre-bid conference was held and attended by five contractors. Four contractors submitted pricing proposals.

Barry Wyatt indicated that the County's property management firm, Keith Corporation, evaluated the pricing proposals of the two apparent low bidders – Providence Landscape Group and Smith's Ground Management. Upon more detailed review of the pricing submittals, Keith Corporation concluded that the two firms' seasonal color offerings (quality and quantity) varied dramatically which was reflected in their respective pricing. Keith recommended that an allowance in the amount of \$15,000 for seasonal color be established and that the County contract separately for the bush hogging component of the RFP. Barry Wyatt indicated that, based on the pricing adjustments, Keith Corporation recommended that Providence Landscape Group (the County's present landscape program contractor) provide the landscaping services.

Debbie Purser moved to accept the: a.) landscaping service and quality level standards (SQLS) as appropriate and reasonable, b.) methodology of allocating costs to the benefiting facilities and programs as appropriate and reasonable and c.) landscaping pricing model is valid with no less expensive alternatives given similar SQLS.. Motion passed unanimously.

Barry Wyatt reviewed with Committee members the property maintenance component of the property management function. After lengthy discussion regarding number of positions, job descriptions, comparative cost data between "contracting" and "in-house", Committee members elected to defer a recommendation on this component pending the receipt of additional information.

Arnold Price moved to adjourn the meeting at 11:50 am. Motion passed unanimously.

**Approved May 29, 2008**

**Minutes  
Property Management Review Committee  
March 24, 2008**

The Property Management Review Committee met on March 24, 2008, in the 9<sup>th</sup> Floor Conference Room of the Government Center located at 500 N. Main Street, Monroe, NC 28112.

Committee members and their respective department representation included:

Debbie Purser, Library  
Roy Young, Former Social Services Director  
Kai Nelson, Finance  
Steve Simpson, Sheriff  
Barry Wyatt, General Services  
Wes Baker, Internal Auditor  
Arnold Price, Former Fleet Manager

Presiding officer Kai Nelson called the meeting to order at 10:15 a.m.

Roy Young moved to approve the agenda. Motion passed unanimously.

The draft minutes of March 10, 2008 meeting were unavailable. Kai Nelson indicated that the minutes would be available at the next meeting.

Kai Nelson requested Barry Wyatt review landscaping information that he had assembled. Barry Wyatt reviewed the Keith Corporation's landscaping bidding process in which Keith Corporation solicited proposals from their Premier Partners. Two proposals were received. A third proposer removed themselves from the process due to limited margins on the account. Barry also indicated that Keith Corporation was requesting additional landscaping proposals from two national firms. Barry also reviewed a bid received by County Public Work's sewer right-of-way maintenance.

Jerry Simpson reviewed Cooperative Extension's analysis of the proposed costs for landscaping at the Agricultural Services Center.

Kai Nelson reviewed the Committee's mission and objectives established at their October 18, 2007 meeting which were to:

1. Review current service and quality level standards for landscaping, housekeeping and building maintenance functions ... identify deltas (what we do well and what areas we can improve upon) and validate appropriateness
2. Review costs components to include direct and non-direct (HR, contracting, work order, property accounting, property management, budget, etc.) elements of pricing
3. Review pricing allocation methods, identify deltas and validate appropriateness
4. Review, establish and conduct pricing models to validate pricing

Kai Nelson suggested that there are a number of "pricing models" that the Committee can establish in validating pricing to ensure that the County's taxpayers are receiving fair and appropriate pricing.

Since the Keith Corporation was soliciting additional bidders for the landscaping work, Kai Nelson moved that General Services, through the Keith Corporation as the County's agent, solicit proposals for landscaping services from firms in the local marketplace, that a bidders list be developed from local resources such as Cooperative Extension, and that a bidders pre-bid conference be held to review the bidding requirements, quality and service level specifications and level of local interest. Motion based unanimously.

Barry Wyatt briefly reviewed the Property Maintenance services component and requested Committee members review the information prior to the next meeting.

The Committee agreed to hold its next meeting April 7, 2008 at 10:00 a.m. in the 9<sup>th</sup> Floor Conference Room of the Government Center located at 500 N. Main Street, Monroe, NC 28112.

Arnold Price moved to adjourn the meeting. The motion passed unanimously.

**Approved May 29, 2008**

**Minutes  
Property Management Review Committee  
March 10, 2008**

The Property Management Review Committee met on March 10, 2008, in the 9<sup>th</sup> Floor Conference Room of the Government Center located at 500 N. Main Street, Monroe, NC 28112.

Committee members and their respective department representation included:

Debbie Purser, Library  
Roy Young, Former Social Services Director  
Kai Nelson, Finance  
Steve Simpson, Sheriff  
Barry Wyatt, General Services  
Arnold Price, Former Fleet Manager

Wes Baker was unable to attend and submitted his written comments separately regarding the landscaping analysis to Barry Wyatt.

Presiding officer Kai Nelson called the meeting to order at 10:00 a.m.

Steve Simpson moved to approve the agenda. Motion passed unanimously.

Arnold Price moved to approve the minutes of December 17, 2007. Motion passed unanimously.

Kai Nelson requested Barry Wyatt review landscaping information that he had assembled. Barry Wyatt reviewed the landscaping budget and costs for County facilities, allocation methodologies, a cross matrix reference sheet between County payments to Keith Corporation and Keith Corporation's payments to the service providers and Building Owners and Managers Association (BOMA) costs for the Charlotte region marketplace.

Barry Wyatt also indicated that the Keith Corporation had solicited landscaping proposals from their Premier Partner network for 2008-2009 based on the quality and service level specifications and that the projected costs for 2008-2009 are similar to those costs the County incurred in 2007-2008.

Several Committee members requested additional information on the landscaping bidding process, costs associated with seasonal work (Spring and Fall mulch applications, color and bushhogging).

Jerry Simpson indicated that Cooperative Extension would review the landscaping costs at the Agricultural Services Center and Barry Wyatt indicated that he would provide additional details on the on the bidding process at the next meeting of the Committee.

Kai Nelson suggested that the Committee hold its next meeting March 24, 2008 at 10:00 a.m. in the 9<sup>th</sup> Floor Conference Room of the Government Center located at 500 N. Main Street, Monroe, NC 28112.

Jerry Simpson moved to adjourn the meeting. The motion passed unanimously.

Minutes  
Property Management Review Committee  
December 17, 2007

The Property Management Review Committee met on December 17, 2007, in the 9<sup>th</sup> Floor Conference Room of the Government Center located at 500 N. Main Street, Monroe, NC 28112.

Committee members and their respective department representation included:

Debbie Purser, Library  
Roy Young, Social Services  
Kai Nelson, Finance  
Steve Simpson, Sheriff  
Barry Wyatt, General Services  
Wes Baker, Internal Auditor  
Arnold Price, Former Fleet Manager

Committee member absent was Jerry Simpson, Cooperative Extension

Also in attendance for portions of the meeting was Matthew Delk, Assistant County Manager.

Presiding officer Kai Nelson called the meeting to order at 2:00 p.m.

Roy Young moved, seconded by Debbie Pursue to approve the agenda. Motion passed unanimously.

Wes Baker, moved, seconded by Roy Young to approve the minutes of October 18, 2007, subject to noted corrections regarding the position of Arnold Price and a grammatical error. Motion passed unanimously.

Kai Nelson presented the following proposal regarding the Committee's objectives and deliverables and suggested that the Committee discuss the content and if appropriate modify and adopt.

Kai Nelson requested Barry Wyatt review janitorial housekeeping information that he had assembled. Barry Wyatt reviewed the janitorial budget and costs for County facilities, allocation methodologies, a cross matrix reference sheet between County payments to Keith Corporation and Keith Corporation's payments to the service providers, cancelled checks, Building Owners and Managers Association (BOMA) costs for the Charlotte region marketplace and internal cost projections.

Roy Young moved, seconded by Debbie Purser in finding that: a) the County's janitorial contracted costs are 76 cents per square foot, b) those costs are competitive in the Charlotte marketplace as compared to BOMA's average for Downtown and Suburban buildings of approximately \$1.00 and c) the costs of bring the janitorial service in-house is cost prohibitive. The motion passed unanimously.

Roy Young moved, seconded by Wes Baker that the Finance Department allocate janitorial costs based on contractor billings and that General Services should validate contractor allocations with the vendor to determine reasonableness and appropriateness. Motion passed unanimously.

Roy Young moved, seconded by Debbie Purser, that the service and quality level standards for the County's janitorial services are usual, customary and reasonable. Motion passed unanimously.

Kai Nelson reminded Committee members that the next property management review component was landscaping and that Barry Wyatt would notify committee members when that review would be available.

Arnold Price moved, seconded by Wes Baker to adjourn the meeting. The motion passed unanimously.

Minutes  
Property Management Review Committee  
October 18, 2007

The Property Management Review Committee met on October 18, 2007, in the Jefferson Room of the Public Works Building located at 307 Jefferson Street, Monroe, NC 28112.

Committee members and their respective department representation included:

Jerry Simpson, Cooperative Extension  
Debbie Purser, Library  
Roy Young, Social Services  
Kai Nelson, Finance  
Steve Simpson, Sheriff  
Barry Wyatt, General Services  
Wes Baker, Internal Auditor  
Arnold Price, Former Fleet Manager

Also in attendance was Matthew Delk, Assistant County Manager.

Presiding was Kai Nelson. Kai Nelson presented the following proposal regarding the Committee's objectives and deliverables and suggested that the Committee discuss the content and if appropriate modify and adopt.

The Committee's objectives are to:

1. Review current service and quality level standards for landscaping, housekeeping and building maintenance functions ... identify deltas (what we do well and what areas we can improve upon) and validate appropriateness
2. Review costs components to include direct and non-direct (HR, contracting, work order, property accounting, property management, budget, etc.) elements of pricing
3. Review pricing allocation methods, identify deltas and validate appropriateness
4. Review, establish and conduct pricing models to validate pricing

Following discussion, Jerry Simpson moved, seconded by Roy Young that the Committee's objectives and deliverables as presented by Kai Nelson be adopted. The motion passed unanimously.

Mr. Barry Wyatt distributed information regarding the County's property management program (housekeeping, landscaping, maintenance, etc.) including contracts, service levels and pricing. Steve Simpson also distributed information regarding various aspects of the property management program.

Following further discussion by Committee members, Kai Nelson proposed that the Committee focus its initial review on the "housekeeping" component of the property management program and suggested that Barry Wyatt develop an information package containing contract terms, pricing (payments from the County to Keith Corporation and Keith Corporation to Green's), program service levels and pricing validation for review by the Committee at its next meeting.

It was suggested that when the housekeeping package of information was available, that the Committee reconvene.

Arnold Price moved to adjourn the meeting. The motion passed unanimously.

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 15, 2008**

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

**SUBJECT:** Gasoline and Diesel Fuel Supplier Contract

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**DEPARTMENT:** General Services

**PUBLIC HEARING:** No

**ATTACHMENT(S):**

**INFORMATION CONTACT:**  
Barry Wyatt

**TELEPHONE NUMBERS:**

704-283-3868

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**DEPARTMENT'S RECOMMENDED ACTION:** 1) Accept bids, 2) Award three-year contract, effective October 1, 2008, to Brewer-Hendley Oil Company, the lowest responsible bidder taking into consideration quality, performance and the time specified in the proposals for the performance of the contract, and 3) Authorize the County Manager to execute said contract.

**BACKGROUND:** Historically, the Gasoline and Diesel Fuel Supplier Contract has been for a three-year term. The current contract with Monroe Oil Company expires September 30 and pursuant to G.S. 143 -129(e)(5) and G.S. 143 - 131, informal bids were sought and have been received for the subject contract as follows:

Vendor	Charge/Gal. Over Wholesale, Delivered Cost
Brewer-Hendley Oil Company	0.0 cents
Monroe Oil Company	1.0 cents
Mansfield Oil Company	No Bid
Wright Express	No Bid
Laney Oil Company	No Bid
Catawba Oil Company	No Bid
Fletcher Oil Company	No Bid
Petro Express	No Bid

**FINANCIAL IMPACT:** Anticipated annual expenditures under this contract are estimated to be +/- \$1,300,000.

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

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

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**Manager Recommendation:**

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**  
Meeting Date:

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

**SUBJECT:** Budget Amendment - TANF Domestic Violence

**DEPARTMENT:** Social Services                      **PUBLIC HEARING:** No

**ATTACHMENT(S):** Funding Authorization  
BA# 6  
oer

**INFORMATION CONTACT:**  
D. Dontae Latson, Director

**TELEPHONE NUMBERS:**  
(704) 296-4301

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**DEPARTMENT'S RECOMMENDED ACTION:** Please increase the revenues in 10453101-4342-1450 and the expenditures in 10553101-5381-1450 by \$1,464.00 as we budgeted \$30,327.00 and we have received \$31,791.00.

**BACKGROUND:** These funds provide direct services to victims of domestic violence.

**FINANCIAL IMPACT:** The TANF Domestic Violence program is funded 100% by Federal funds. No county match is required.

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

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

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





**DIVISION OF SOCIAL SERVICES**

**TANF Domestic Violence**

**EFFECTIVE DATE: 07/01/2008**

**AUTHORIZATION NUMBER: 1**

**ALLOCATION PERIOD**

**FROM JUNE 2008 THRU MAY 2009 SERVICE MONTHS**

**FROM JULY 2008 THRU JUNE 2009 PAYMENT MONTHS**

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization			Additional Allocation			Grand Total Allocation		
		Federal	State	Total	Federal	State	Total	Federal	State	Total
01	ALAMANCE	84,067	0	84,067	0	0	0	84,067	0	84,067
02	ALEXANDER	13,795	0	13,795	0	0	0	13,795	0	13,795
03	ALLEGHANY	6,891	0	6,891	0	0	0	6,891	0	6,891
04	ANSON	18,335	0	18,335	0	0	0	18,335	0	18,335
05	ASHE	7,658	0	7,658	0	0	0	7,658	0	7,658
06	AVERY	8,292	0	8,292	0	0	0	8,292	0	8,292
07	BEAUFORT	14,359	0	14,359	0	0	0	14,359	0	14,359
08	BERTIE	12,443	0	12,443	0	0	0	12,443	0	12,443
09	BLADEN	12,939	0	12,939	0	0	0	12,939	0	12,939
10	BRUNSWICK	18,192	0	18,192	0	0	0	18,192	0	18,192
11	BUNCOMBE	48,631	0	48,631	0	0	0	48,631	0	48,631
12	BURKE	27,624	0	27,624	0	0	0	27,624	0	27,624
13	CABARRUS	26,753	0	26,753	0	0	0	26,753	0	26,753
14	CALDWELL	9,181	0	9,181	0	0	0	9,181	0	9,181
15	CAMDEN	7,216	0	7,216	0	0	0	7,216	0	7,216
16	CARTERET	12,622	0	12,622	0	0	0	12,622	0	12,622
17	CASWELL	8,463	0	8,463	0	0	0	8,463	0	8,463
18	CATAWBA	27,900	0	27,900	0	0	0	27,900	0	27,900
19	CHATHAM	20,646	0	20,646	0	0	0	20,646	0	20,646
20	CHEROKEE	15,321	0	15,321	0	0	0	15,321	0	15,321
21	CHOWAN	9,884	0	9,884	0	0	0	9,884	0	9,884
22	CLAY	8,597	0	8,597	0	0	0	8,597	0	8,597
23	CLEVELAND	32,243	0	32,243	0	0	0	32,243	0	32,243
24	COLUMBUS	25,681	0	25,681	0	0	0	25,681	0	25,681
25	CRAVEN	24,327	0	24,327	0	0	0	24,327	0	24,327
26	CUMBERLAND	60,743	0	60,743	0	0	0	60,743	0	60,743
27	CURRITUCK	9,125	0	9,125	0	0	0	9,125	0	9,125
28	DARE	10,905	0	10,905	0	0	0	10,905	0	10,905
29	DAVIDSON	21,901	0	21,901	0	0	0	21,901	0	21,901
30	DAVIE	9,015	0	9,015	0	0	0	9,015	0	9,015
31	DUPLIN	11,374	0	11,374	0	0	0	11,374	0	11,374
32	DURHAM	26,107	0	26,107	0	0	0	26,107	0	26,107
33	EDGECOMBE	17,922	0	17,922	0	0	0	17,922	0	17,922
34	FORSYTH	64,218	0	64,218	0	0	0	64,218	0	64,218
35	FRANKLIN	14,827	0	14,827	0	0	0	14,827	0	14,827
36	GASTON	30,275	0	30,275	0	0	0	30,275	0	30,275
37	GATES	7,257	0	7,257	0	0	0	7,257	0	7,257
38	GRAHAM	7,045	0	7,045	0	0	0	7,045	0	7,045
39	GRANVILLE	20,366	0	20,366	0	0	0	20,366	0	20,366
40	GREENE	9,996	0	9,996	0	0	0	9,996	0	9,996
41	GUILFORD	74,415	0	74,415	0	0	0	74,415	0	74,415
42	HALIFAX	16,468	0	16,468	0	0	0	16,468	0	16,468
43	HARNETT	20,823	0	20,823	0	0	0	20,823	0	20,823
44	HAYWOOD	22,781	0	22,781	0	0	0	22,781	0	22,781
45	HENDERSON	26,787	0	26,787	0	0	0	26,787	0	26,787
46	HERTFORD	11,520	0	11,520	0	0	0	11,520	0	11,520
47	HOKE	9,964	0	9,964	0	0	0	9,964	0	9,964

TANF Domestic Violence

AUTHORIZATION NUMBER: 1

	COUNTY	Initial (or Previous) Allocation Funding Authorization			Additional Allocation			Grand Total Allocation		
		Federal	State	Total	Federal	State	Total	Federal	State	Total
48	HYDE	6,404	0	6,404	0	0	0	6,404	0	6,404
49	IREDELL	18,830	0	18,830	0	0	0	18,830	0	18,830
50	JACKSON	12,056	0	12,056	0	0	0	12,056	0	12,056
51	JOHNSTON	28,257	0	28,257	0	0	0	28,257	0	28,257
52	JONES	7,183	0	7,183	0	0	0	7,183	0	7,183
53	LEE	12,058	0	12,058	0	0	0	12,058	0	12,058
54	LENOIR	14,994	0	14,994	0	0	0	14,994	0	14,994
55	LINCOLN	15,964	0	15,964	0	0	0	15,964	0	15,964
56	MACON	12,789	0	12,789	0	0	0	12,789	0	12,789
57	MADISON	10,766	0	10,766	0	0	0	10,766	0	10,766
58	MARTIN	10,209	0	10,209	0	0	0	10,209	0	10,209
59	MCDOWELL	16,084	0	16,084	0	0	0	16,084	0	16,084
60	MECKLENBURG	112,507	0	112,507	0	0	0	112,507	0	112,507
61	MITCHELL	18,179	0	18,179	0	0	0	18,179	0	18,179
62	MONTGOMERY	16,691	0	16,691	0	0	0	16,691	0	16,691
63	MOORE	12,362	0	12,362	0	0	0	12,362	0	12,362
64	NASH	24,093	0	24,093	0	0	0	24,093	0	24,093
65	NEW HANOVER	38,308	0	38,308	0	0	0	38,308	0	38,308
66	NORTHAMPTON	14,551	0	14,551	0	0	0	14,551	0	14,551
67	ONSLow	17,773	0	17,773	0	0	0	17,773	0	17,773
68	ORANGE	17,883	0	17,883	0	0	0	17,883	0	17,883
69	PAMLICO	8,133	0	8,133	0	0	0	8,133	0	8,133
70	PASQUOTANK	18,081	0	18,081	0	0	0	18,081	0	18,081
71	PENDER	12,948	0	12,948	0	0	0	12,948	0	12,948
72	PERQUIMANS	8,167	0	8,167	0	0	0	8,167	0	8,167
73	PERSON	11,905	0	11,905	0	0	0	11,905	0	11,905
74	PITT	29,774	0	29,774	0	0	0	29,774	0	29,774
75	POLK	8,665	0	8,665	0	0	0	8,665	0	8,665
76	RANDOLPH	46,220	0	46,220	0	0	0	46,220	0	46,220
77	RICHMOND	17,970	0	17,970	0	0	0	17,970	0	17,970
78	ROBESON	59,387	0	59,387	0	0	0	59,387	0	59,387
79	ROCKINGHAM	40,800	0	40,800	0	0	0	40,800	0	40,800
80	ROWAN	23,916	0	23,916	0	0	0	23,916	0	23,916
81	RUTHERFORD	20,367	0	20,367	0	0	0	20,367	0	20,367
82	SAMPSON	18,390	0	18,390	0	0	0	18,390	0	18,390
83	SCOTLAND	18,954	0	18,954	0	0	0	18,954	0	18,954
84	STANLY	11,226	0	11,226	0	0	0	11,226	0	11,226
85	STOKES	11,276	0	11,276	0	0	0	11,276	0	11,276
86	SURRY	11,647	0	11,647	0	0	0	11,647	0	11,647
87	SWAIN	6,527	0	6,527	0	0	0	6,527	0	6,527
88	TRANSYLVANIA	12,881	0	12,881	0	0	0	12,881	0	12,881
89	TYRRELL	5,653	0	5,653	0	0	0	5,653	0	5,653
90	UNION	31,591	0	31,591	0	0	0	31,591	0	31,591
91	VANCE	33,354	0	33,354	0	0	0	33,354	0	33,354
92	WAKE	89,852	0	89,852	0	0	0	89,852	0	89,852
93	WARREN	8,964	0	8,964	0	0	0	8,964	0	8,964
94	WASHINGTON	8,939	0	8,939	0	0	0	8,939	0	8,939
95	WATAUGA	9,449	0	9,449	0	0	0	9,449	0	9,449
96	WAYNE	27,645	0	27,645	0	0	0	27,645	0	27,645
97	WILKES	23,348	0	23,348	0	0	0	23,348	0	23,348
98	WILSON	28,146	0	28,146	0	0	0	28,146	0	28,146
99	YADKIN	7,903	0	7,903	0	0	0	7,903	0	7,903
100	YANCEY	6,987	0	6,987	0	0	0	6,987	0	6,987
150	Jackson Indian	0	0	0	0	0	0	-	0	0
187	Swain Indian	2,100	0	2,100	0	0	0	2,100	0	2,100
	Total	\$ 2,125,000	\$ -	\$ 2,125,000	\$ -	\$ -	\$ -	\$ 2,125,000	\$ -	\$ 2,125,000

TANF Domestic Violence

AUTHORIZATION NUMBER: 1

**FUNDING SOURCE: TANF Block Grant  
(CFDA #93.558- Temporary Assistance for Needy Families Federal Funds)**

**GRANT INFORMATION: This funding authorization represents 100% federal funds**

**XS411 Heading: TANF Dom Viol  
Tracked on XS411: 100% Federal Share**

**OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO  
LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS**

**AUTHORIZED SIGNATURE**

**DATE:**

Sherry Bradsher

8/25/2008

Accepted by:

D. [Signature]  
County Director Signature

8-29-08

Date

County Name :

Union

31,591

Grand

Total Allocation

Please provide your Local Business Liaison with a signed copy of this Funding Authorization.

\$317,91

TANF/DV FY04-05 Allocation Schedule

County	WFFA Caseload 06/01/95	Base Allocation	WFFA Caseload 7/01/08	Regular Cases 7/01/08	2-Parent Cases 7/01/08	% Reduction (Decrease is a -%) Irrelevant 8/04	Proportion of statewde WFFA caseload, July 1, 08	\$312,500 allocation, based on proportion of statewde WFFA caseload, July 1, 08	Victims Served by CFW Programs as of 2009-07 Year-end	Proportion of statewde Victims Served	\$312,500 allocation, based on proportion of statewde Victims Served
1 Alamance	1,287	5,000	355	350	5	-63.17%	0.014392281	\$ 11,693.73	3,968	0.083881196	\$ 68,193.47
2 Alexander	232	5,000	84	71	13	-49.57%	0.003405497	\$ 2,766.97	355	0.007504492	\$ 6,097.40
3 Alleghany	61	5,000	27	25	2	-47.54%	0.001094624	\$ 889.38	59	0.001247225	\$ 1,013.37
4 Anson	632	5,000	127	125	2	-74.37%	0.005148788	\$ 4,183.39	539	0.011394144	\$ 9,257.74
5 Ashe	243	5,000	41	39	2	-81.07%	0.001662207	\$ 1,350.54	77	0.001627735	\$ 1,322.53
6 Avery	137	5,000	19	17	2	-76.64%	0.000770291	\$ 625.86	157	0.003318888	\$ 2,696.60
7 Beaufort	945	5,000	113	109	2	-71.11%	0.004581205	\$ 3,722.23	332	0.007018286	\$ 5,702.36
8 Bertie	581	5,000	94	92	4	-65.92%	0.003810914	\$ 3,096.37	256	0.005411690	\$ 4,397.00
9 Bladen	791	5,000	174	167	7	-63.46%	0.007054245	\$ 5,731.57	130	0.002748124	\$ 2,232.85
10 Brunswick	1,013	5,000	234	222	12	-59.92%	0.009486743	\$ 7,707.98	323	0.006828031	\$ 5,547.78
11 Buncombe	2,232	5,000	482	400	22	-74.10%	0.017108571	\$ 13,900.71	1,751	0.037015115	\$ 30,074.78
12 Burke	710	5,000	226	213	13	-57.32%	0.009162411	\$ 7,444.46	894	0.018898637	\$ 15,355.14
13 Cabarrus	1,013	5,000	264	264	0	-74.46%	0.010702992	\$ 8,696.18	769	0.016256210	\$ 13,208.17
14 Caldwell	663	5,000	63	63	0	-78.73%	0.002554123	\$ 2,075.23	124	0.002621287	\$ 2,129.80
15 Camden	95	5,000	25	24	1	-61.05%	0.001013541	\$ 823.50	82	0.001733432	\$ 1,408.41
16 Carteret	705	5,000	85	82	3	-76.03%	0.003446039	\$ 2,799.91	284	0.006003594	\$ 4,877.92
17 Caswell	344	5,000	101	98	3	-62.79%	0.004094705	\$ 3,326.95	8	0.000169115	\$ 137.41
18 Catawba	1,224	5,000	238	229	9	-66.50%	0.009648909	\$ 7,839.74	887	0.018750661	\$ 15,234.91
19 Chatham	394	5,000	92	90	2	-62.69%	0.003729831	\$ 3,030.49	743	0.015706585	\$ 12,761.60
20 Cherokee	320	5,000	19	18	1	-85.31%	0.000770291	\$ 625.86	571	0.012070606	\$ 9,807.37
21 Chowan	400	5,000	73	70	3	-52.50%	0.002959539	\$ 2,404.63	146	0.003086355	\$ 2,507.66
22 Clay	72	5,000	19	18	1	-61.11%	0.000770291	\$ 625.86	175	0.003699398	\$ 3,005.76
23 Cleveland	1,541	5,000	392	376	16	-61.19%	0.015892321	\$ 12,912.51	844	0.017841666	\$ 14,496.35
24 Columbus	1,391	5,000	350	350	0	-62.69%	0.014189573	\$ 11,529.03	539	0.011394144	\$ 9,257.74
25 Craven	1,600	5,000	278	274	5	-71.38%	0.011311117	\$ 9,190.28	597	0.012620230	\$ 10,253.94
26 Cumberland	6,045	5,000	1,417	1,399	18	-63.76%	0.057447499	\$ 46,676.09	534	0.011288447	\$ 9,171.86
27 Currituck	211	5,000	34	32	2	-75.83%	0.001378416	\$ 1,119.96	177	0.003741676	\$ 3,040.11
28 Dare	162	5,000	37	36	1	-70.37%	0.001500041	\$ 1,218.78	276	0.005834478	\$ 4,740.51
29 Davidson	1,367	5,000	260	249	11	-77.62%	0.010540825	\$ 8,564.42	491	0.010379452	\$ 8,433.31
30 Davie	214	5,000	42	41	1	-54.67%	0.001702749	\$ 1,383.48	155	0.003276609	\$ 2,662.25
31 Duplin	891	5,000	160	158	2	-65.10%	0.006486662	\$ 5,270.41	65	0.001374062	\$ 1,116.43
32 Durham	3,865	5,000	615	614	1	-66.47%	0.024933106	\$ 20,258.15	50	0.001056971	\$ 859.79
33 Edgecombe	1,875	5,000	266	258	8	-67.36%	0.010784075	\$ 8,762.06	245	0.005179157	\$ 4,208.06
34 Forsyth	4,832	5,000	1,072	1,069	3	-62.73%	0.043460634	\$ 35,311.77	1,408	0.029764296	\$ 24,183.49
35 Franklin	631	5,000	121	119	2	-71.16%	0.004905538	\$ 3,985.75	344	0.007271959	\$ 5,908.47

TANF/DV FY04-05 Allocation Schedule

County	WFFA Caseload 06/01/95	Base Allocation	WFFA Caseload 7/01/08	Regular Cases 7/01/08	2-Parent Cases 7/01/08	% Reduction (Decrease is a -%) irrelevant 8/04	Proportion of statewide WFFA caseload, July 1, 08	\$312,500 allocation, based on proportion of statewide WFFA	Victims Served by DV Programs as of 2/08-07 Yearend	Proportion of statewide Victims Served	\$312,500 allocation, based on proportion of statewide Victims Served
36 Gaston	3,111 \$	5,000	574	564	10	-65.3%	0.023270899 \$	18,907.61	375	0.007927280	\$ 6,440.92
37 Gates	202 \$	5,000	35	34	1	-87.62%	0.001418957 \$	1,152.90	65	0.001374062	\$ 1,116.43
38 Graham	89 \$	5,000	9	9	0	-78.65%	0.000364875 \$	296.46	103	0.002177360	\$ 1,769.10
39 Granville	659 \$	5,000	150	142	8	-48.56%	0.006081245 \$	4,941.01	614	0.012979600	\$ 10,545.93
40 Greene	356 \$	5,000	96	95	1	-66.18%	0.003891997 \$	3,162.25	108	0.002283057	\$ 1,854.98
41 Guilford	5,591 \$	5,000	1,747	1,693	54	-54.03%	0.070826239 \$	57,546.32	699	0.014776451	\$ 12,005.87
42 Halifax	2,148 \$	5,000	277	273	4	-63.08%	0.011230033 \$	9,124.40	138	0.002917239	\$ 2,370.26
43 Harnett	1,349 \$	5,000	218	216	2	-87.75%	0.008838077 \$	7,180.94	509	0.010759962	\$ 8,742.47
44 Haywood	626 \$	5,000	196	185	11	-69.01%	0.007946161 \$	6,456.26	667	0.014099989	\$ 11,456.24
45 Henderson	933 \$	5,000	197	188	9	-69.77%	0.007986702 \$	6,489.20	901	0.019046612	\$ 15,475.37
46 Hertford	741 \$	5,000	117	116	1	-72.20%	0.004743371 \$	3,853.99	157	0.003318888	\$ 2,696.60
47 Hoke	836 \$	5,000	127	124	3	-70.93%	0.005148788 \$	4,183.39	46	0.000972413	\$ 790.09
48 Hyde	156 \$	5,000	22	22	0	-70.51%	0.000891916 \$	724.68	40	0.000845577	\$ 687.03
49 Iredell	1,049 \$	5,000	208	207	1	-72.14%	0.008432666 \$	6,851.54	411	0.008688299	\$ 7,059.24
50 Jackson	280 \$	5,000	41	40	1	-88.61%	0.012324657 \$	10,013.78	336	0.007102843	\$ 5,771.06
51 Johnston	1,382 \$	5,000	304	302	2	-87.48%	0.000972999 \$	790.56	780	0.016488743	\$ 13,397.10
52 Jones	206 \$	5,000	24	24	0	-73.11%	0.003608206 \$	2,931.67	82	0.001733432	\$ 1,408.41
53 Lee	766 \$	5,000	89	89	0	-72.80%	0.006365037 \$	5,171.59	243	0.005136878	\$ 4,173.71
54 Lenoir	1,647 \$	5,000	157	155	2	-64.78%	0.005594746 \$	4,545.73	284	0.006003594	\$ 4,877.92
55 Lincoln	670 \$	5,000	138	137	1	-96.54%	0.000162167 \$	131.76	378	0.007990699	\$ 6,492.44
56 Macon	231 \$	5,000	4	4	0	-72.15%	0.001621665 \$	1,317.60	451	0.009533876	\$ 7,746.27
57 Madison	237 \$	5,000	40	37	3	-65.11%	0.004864996 \$	3,952.81	262	0.005538527	\$ 4,500.05
58 Martin	642 \$	5,000	120	116	4	-64.95%	0.003527122 \$	2,865.79	74	0.001564317	\$ 1,271.01
59 McDowell	368 \$	5,000	87	86	1	-40.75%	0.116476121 \$	94,636.85	484	0.010231477	\$ 8,313.07
60 Mecklenburg	8,997 \$	5,000	2,873	2,828	45	-79.23%	0.000527041 \$	428.22	758	0.016023676	\$ 13,019.24
61 Mitchell	140 \$	5,000	13	13	0	-56.39%	0.003689289 \$	2,997.55	731	0.015875700	\$ 12,899.01
62 Montgomery	415 \$	5,000	91	89	2	-77.94%	0.005675829 \$	4,611.61	512	0.010823380	\$ 8,794.00
63 Moore	807 \$	5,000	140	138	2	-66.96%	0.009121868 \$	7,411.52	162	0.003424585	\$ 2,782.48
64 Nash	1,377 \$	5,000	225	219	6	-70.40%	0.017168571 \$	13,900.71	688	0.014543917	\$ 11,816.93
65 New Hanover	2,801 \$	5,000	422	421	1	-64.47%	0.005067705 \$	4,117.51	1,143	0.024162351	\$ 19,631.91
66 Northampton	743 \$	5,000	125	124	1	-75.76%	0.012648991 \$	10,277.30	320	0.006764613	\$ 5,496.25
67 Onslow	1,918 \$	5,000	312	309	3	-59.55%	0.008270494 \$	6,719.78	147	0.003107494	\$ 2,524.84
68 Orange	754 \$	5,000	204	198	6	-69.64%	0.001662207 \$	1,350.54	363	0.007673607	\$ 6,234.81
69 Pamlico	224 \$	5,000	41	39	2	-72.00%	0.007135328 \$	5,797.45	105	0.002219639	\$ 1,803.46
70 Pasquotank	900 \$	5,000	176	170	6				429	0.009088809	\$ 7,368.41

TANF/DV FY04-05 Allocation Schedule

County	WFFA Caseload 06/01/95	Base Allocation	WFFA Caseload 7/01/08	Regular Cases 7/01/08	2-Parent Cases 7/01/08	% Reduction (Decrease is a -) (Irrelevant %/04)	Proportion of statewide WFFA caseload, July 1, 08	\$312,500 allocation, based on proportion of statewide WFFA caseload, July 1, 08	Victims Served by County Programs as of 06/01/07	Proportion of statewide Victims Served	\$312,500 allocation, based on proportion of statewide Victims Served
71 Pender	611	\$ 5,000	115	115	0	-70.54%	\$ 3,788.11	245	0.005179157	\$ 4,208.06	
72 Perquimans	293	\$ 5,000	41	40	1	-81.09%	\$ 1,350.54	107	0.002261917	\$ 1,837.81	
73 Person	398	\$ 5,000	135	134	5	-61.51%	\$ 4,578.67	137	0.002896100	\$ 2,353.08	
74 Pitt	2,723	\$ 5,000	432	428	4	-81.18%	\$ 14,230.11	621	0.013127576	\$ 10,666.16	
75 Polk	114	\$ 5,000	36	36	0	-69.30%	\$ 1,185.84	146	0.003086355	\$ 2,507.66	
76 Randolph	1,109	\$ 5,000	422	407	15	-67.99%	\$ 13,900.71	1,609	0.034013318	\$ 27,635.82	
77 Richmond	1,191	\$ 5,000	269	267	2	-88.68%	\$ 8,860.88	242	0.005115738	\$ 4,156.54	
78 Robeson	3,764	\$ 5,000	914	900	14	-55.50%	\$ 30,107.23	1,430	0.030229361	\$ 24,561.36	
79 Rockingham	1,417	\$ 5,000	392	387	5	-60.27%	\$ 12,912.51	1,348	0.028495931	\$ 23,152.94	
80 Rowan	1,500	\$ 5,000	332	326	6	-86.80%	\$ 10,936.11	470	0.009935525	\$ 8,072.61	
81 Rutherford	829	\$ 5,000	216	212	4	-48.48%	\$ 7,115.06	486	0.010273755	\$ 8,347.43	
82 Sampson	1,024	\$ 5,000	106	104	2	-87.79%	\$ 3,491.65	583	0.012324279	\$ 10,013.48	
83 Scotland	1,266	\$ 5,000	320	314	6	-67.61%	\$ 10,540.83	201	0.004249022	\$ 3,452.33	
84 Stanly	609	\$ 5,000	122	121	1	-74.06%	\$ 4,018.69	130	0.002748124	\$ 2,232.85	
85 Stokes	412	\$ 5,000	90	82	8	-70.39%	\$ 2,964.61	195	0.004122186	\$ 3,349.28	
86 Surry	518	\$ 5,000	159	155	4	-70.66%	\$ 5,237.47	83	0.001754571	\$ 1,425.59	
87 Swain	282	\$ 5,000	23	21	2	-79.43%	\$ 757.62	169	0.003572561	\$ 2,902.71	
88 Transylvania	306	\$ 5,000	64	62	2	-77.45%	\$ 2,108.17	340	0.007187401	\$ 5,839.76	
89 Tyrrell	105	\$ 5,000	9	9	0	-83.81%	\$ 296.46	21	0.000443928	\$ 360.69	
90 Union	1,034	\$ 5,000	282	276	6	-62.19%	\$ 9,289.10	1,019	0.021541063	\$ 17,502.11	
91 Vance	1,256	\$ 5,000	218	214	4	-85.40%	\$ 7,180.94	1,247	0.026360850	\$ 21,418.19	
92 Wake	4,380	\$ 5,000	1,276	1,265	11	-43.33%	\$ 42,031.54	2,522	0.053313603	\$ 43,317.30	
93 Warren	481	\$ 5,000	92	91	1	-88.21%	\$ 3,030.49	55	0.001162668	\$ 944.67	
94 Washington	497	\$ 5,000	84	83	1	-71.83%	\$ 2,766.97	69	0.001458620	\$ 1,185.13	
95 Watauga	206	\$ 5,000	33	32	1	-84.96%	\$ 1,087.02	198	0.004185604	\$ 3,400.80	
96 Wayne	2,175	\$ 5,000	405	397	8	-72.9%	\$ 13,340.73	0	-	\$ -	
97 Wilkes	780	\$ 5,000	256	255	1	-66.67%	\$ 8,432.66	584	0.012345418	\$ 10,030.65	
98 Wilson	1,720	\$ 5,000	230	230	0	-74.19%	\$ 7,576.22	917	0.019384843	\$ 15,750.18	
99 Yadkin	249	\$ 5,000	34	33	1	-87.55%	\$ 1,119.96	105	0.002219639	\$ 1,803.46	
100 Yancey	126	\$ 5,000	16	16	0	-76.19%	\$ 527.04	86	0.001817990	\$ 1,477.12	
Statewide	113,485	\$ 500,000	24,666	24,179	487	-63.13%	\$ 812,500.00	47,305	1.000000000	\$ 812,500.00	

TANF/DV FY04-05 Allocation Schedule

County	Total Allocation Amount, before Rounding	Final Total FY08-09 Allocation Amount
Alamance	\$ 84,847.20	\$ 84,847.00
Alexander	\$ 13,864.37	\$ 13,864.00
Alleghany	\$ 6,902.75	\$ 6,903.00
Anson	\$ 18,441.13	\$ 18,441.00
Ashle	\$ 7,673.08	\$ 7,673.00
Avery	\$ 8,322.46	\$ 8,322.00
Beaufort	\$ 14,424.59	\$ 14,425.00
Bertie	\$ 12,493.37	\$ 12,493.00
Bladen	\$ 12,964.42	\$ 12,964.00
Brunswick	\$ 18,255.75	\$ 18,256.00
Buncombe	\$ 48,975.49	\$ 48,975.00
Burke	\$ 27,799.60	\$ 27,800.00
Cabarrus	\$ 26,904.35	\$ 26,904.00
Caldwell	\$ 9,205.02	\$ 9,205.00
Camden	\$ 7,231.92	\$ 7,232.00
Carteret	\$ 12,677.83	\$ 12,678.00
Caswell	\$ 8,464.35	\$ 8,464.00
Catawba	\$ 28,074.65	\$ 28,075.00
Chatham	\$ 20,792.09	\$ 20,792.00
Cherokee	\$ 15,433.23	\$ 15,433.00
Chowan	\$ 9,912.29	\$ 9,912.00
Clay	\$ 8,631.62	\$ 8,632.00
Cleveland	\$ 32,408.86	\$ 32,409.00
Columbus	\$ 25,786.77	\$ 25,787.00
Craven	\$ 24,444.22	\$ 24,444.00
Cumberland	\$ 60,847.96	\$ 60,848.00
Currituck	\$ 9,160.07	\$ 9,160.00
Dare	\$ 10,959.30	\$ 10,959.00
Davidson	\$ 21,997.73	\$ 21,998.00
Davie	\$ 9,045.73	\$ 9,046.00
Duplin	\$ 11,386.84	\$ 11,387.00
Durham	\$ 26,116.94	\$ 26,117.00
Edgecombe	\$ 17,970.13	\$ 17,970.00
Forsyth	\$ 64,495.26	\$ 64,495.00
Franklin	\$ 14,894.22	\$ 14,894.00

TANFDV FY04-05 Allocation Schedule

County	Total Allocation Amount, before Rounding	Final Total FY08-09 Allocation Amount
Gaston	\$ 30,348.52	\$ 30,349.00
Gates	\$ 7,269.33	\$ 7,269.00
Graham	\$ 7,065.57	\$ 7,066.00
Granville	\$ 20,486.94	\$ 20,487.00
Greene	\$ 10,017.23	\$ 10,017.00
Guilford	\$ 74,552.19	\$ 74,552.00
Halifax	\$ 16,494.66	\$ 16,495.00
Harnett	\$ 20,923.41	\$ 20,923.00
Haywood	\$ 22,912.50	\$ 22,912.00
Henderson	\$ 26,964.57	\$ 26,965.00
Hertford	\$ 11,550.59	\$ 11,551.00
Hoke	\$ 9,973.48	\$ 9,973.00
Hyde	\$ 6,411.71	\$ 6,412.00
Iredell	\$ 18,910.78	\$ 18,911.00
Jackson	\$ 12,121.60	\$ 12,122.00
Johnston	\$ 28,410.89	\$ 28,411.00
Jones	\$ 7,198.98	\$ 7,199.00
Lee	\$ 12,105.38	\$ 12,105.00
Lenoir	\$ 15,049.51	\$ 15,050.00
Lincoln	\$ 16,038.17	\$ 16,038.00
Macon	\$ 12,878.03	\$ 12,878.00
Madison	\$ 10,817.66	\$ 10,818.00
Martin	\$ 10,223.82	\$ 10,224.00
McDowell	\$ 16,178.86	\$ 16,179.00
Mecklenburg	\$ 112,656.09	\$ 112,656.00
Mitchell	\$ 18,327.23	\$ 18,327.00
Montgomery	\$ 16,791.54	\$ 16,792.00
Moore	\$ 12,394.09	\$ 12,394.00
Nash	\$ 24,228.45	\$ 24,228.00
New Hanover	\$ 38,532.62	\$ 38,533.00
Northampton	\$ 14,613.76	\$ 14,614.00
Onslow	\$ 17,802.14	\$ 17,802.00
Orange	\$ 17,954.58	\$ 17,955.00
Pamlico	\$ 8,154.00	\$ 8,154.00
Pasquotank	\$ 18,165.86	\$ 18,166.00

TANF/DV FY04-05 Allocation Schedule

County	Total Allocation Amount, before Rounding	Final Total FY08-09 Allocation Amount
Pender	\$ 12,996.17	\$ 12,996.00
Perquimans	\$ 8,188.35	\$ 8,188.00
Person	\$ 11,931.75	\$ 11,932.00
Pitt	\$ 29,896.27	\$ 29,896.00
Polk	\$ 8,693.51	\$ 8,694.00
Randolph	\$ 46,536.53	\$ 46,537.00
Richmond	\$ 18,017.42	\$ 18,017.00
Robeson	\$ 59,668.59	\$ 59,669.00
Rockingham	\$ 41,065.45	\$ 41,065.00
Rowan	\$ 24,008.72	\$ 24,009.00
Rutherford	\$ 20,462.48	\$ 20,462.00
Sampson	\$ 18,505.12	\$ 18,505.00
Scotland	\$ 18,993.16	\$ 18,993.00
Stanly	\$ 11,251.54	\$ 11,252.00
Stokes	\$ 11,313.88	\$ 11,314.00
Surry	\$ 11,663.06	\$ 11,663.00
Swain	\$ 8,660.33	\$ 8,660.00
Transylvania	\$ 12,947.93	\$ 12,948.00
Tyrrell	\$ 5,657.15	\$ 5,657.00
Union	\$ 31,791.22	\$ 31,791.00
Vance	\$ 33,599.13	\$ 33,599.00
Wake	\$ 90,348.84	\$ 92,205.00
Warren	\$ 8,975.15	\$ 8,975.00
Washington	\$ 8,952.10	\$ 8,952.00
Watauga	\$ 9,487.83	\$ 9,488.00
Wayne	\$ 18,340.73	\$ 18,341.00
Wilkes	\$ 23,463.31	\$ 23,463.00
Wilson	\$ 28,326.40	\$ 28,326.00
Yadkin	\$ 7,923.42	\$ 7,923.00
Yancey	\$ 7,004.16	\$ 7,004.00
Statewide	\$ 2,125,000.00	\$ 2,125,000.00

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**  
Meeting Date:

Action Agenda Item No. 6/66  
(Central Admin. use only)

**SUBJECT:** Budget Amendment - Work First Demonstration Grant

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**DEPARTMENT:** Social Services                      **PUBLIC HEARING:** No

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**ATTACHMENT(S):** Funding Authorization  
BA # 7  
*66*

**INFORMATION CONTACT:** D. Dontae Latsin, Director  
*D. Latsin*

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**TELEPHONE NUMBERS:**  
(704) 296-4301

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**DEPARTMENT'S RECOMMENDED ACTION:** Please increase the revenues in 10453101-4351-1450 by \$65,400.00 and the expenditures in 10553101-5399-1450 by ~~\$85,500.00~~  
*65,400.00/ohd*

**BACKGROUND:** This program assists the Work First families and the State participation rate.

**FINANCIAL IMPACT:** The Work First Demonstration Grant is funded completely by Federal funds. No County funding is required.

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

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

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





**DIVISION OF SOCIAL SERVICES**

**Work First Demonstration Grant**

**EFFECTIVE DATE: 07/01/2008**

**AUTHORIZATION NUMBER: 1**

**ALLOCATION PERIOD**

**FROM JUNE 2008 THRU MAY 2009 SERVICE MONTHS**

**FROM JULY 2008 THRU JUNE 2009 PAYMENT MONTHS**

Co. No.	COUNTY	Initial (or Previous) Allocation Funding Authorization			Additional Allocation			Grand Total Allocation		
		Federal	State	Total	Federal	State	Total	Federal	State	Total
01	ALAMANCE	57,460	0	57,460	0	0	0	57,460	0	57,460
02	ALEXANDER		0	0	0	0	0	-	0	0
03	ALLEGHANY		0	0	0	0	0	-	0	0
04	ANSON	171,500		171,500	0	0	0	171,500	0	171,500
05	ASHE		0	0	0	0	0	-	0	0
06	AVERY		0	0	0	0	0	-	0	0
07	BEAUFORT		0	0	0	0	0	-	0	0
08	BERTIE		0	0	0	0	0	-	0	0
09	BLADEN	159,712		159,712	0	0	0	159,712	0	159,712
10	BRUNSWICK		0	0	0	0	0	-	0	0
11	BUNCOMBE	284,074		284,074	0	0	0	284,074	0	284,074
12	BURKE	82,620		82,620	0	0	0	82,620	0	82,620
13	CABARRUS	101,896		101,896	0	0	0	101,896	0	101,896
14	CALDWELL	23,414		23,414	0	0	0	23,414	0	23,414
15	CAMDEN		0	0	0	0	0	-	0	0
16	CARTERET	79,200		79,200	0	0	0	79,200	0	79,200
17	CASWELL		0	0	0	0	0	-	0	0
18	CATAWBA	106,053		106,053	0	0	0	106,053	0	106,053
19	CHATHAM	68,837		68,837	0	0	0	68,837	0	68,837
20	CHEROKEE		0	0	0	0	0	-	0	0
21	CHOWAN		0	0	0	0	0	-	0	0
22	CLAY		0	0	0	0	0	-	0	0
23	CLEVELAND	120,967		120,967	0	0	0	120,967	0	120,967
24	COLUMBUS		0	0	0	0	0	-	0	0
25	Craven		0	0	0	0	0	-	0	0
26	CUMBERLAND	370,299		370,299	0	0	0	370,299	0	370,299
27	CURRITUCK		0	0	0	0	0	-	0	0
28	DARE		0	0	0	0	0	-	0	0
29	DAVIDSON		0	0	0	0	0	-	0	0
30	DAVIE		0	0	0	0	0	-	0	0
31	DUPLIN	40,500		40,500	0	0	0	40,500	0	40,500
32	DURHAM	123,500		123,500	0	0	0	123,500	0	123,500
33	EDGEcombe		0	0	0	0	0	-	0	0
34	FORSYTH	400,000		400,000	0	0	0	400,000	0	400,000
35	FRANKLIN		0	0	0	0	0	-	0	0
36	GASTON	500,000		500,000	0	0	0	500,000	0	500,000
37	GATES		0	0	0	0	0	-	0	0
38	GRAHAM		0	0	0	0	0	-	0	0
39	GRANVILLE		0	0	0	0	0	-	0	0
40	GREENE		0	0	0	0	0	-	0	0
41	GUILFORD	374,915		374,915	0	0	0	374,915	0	374,915
42	HALIFAX	48,330		48,330	0	0	0	48,330	0	48,330
43	HARNETT	16,200		16,200	0	0	0	16,200	0	16,200
44	HAYWOOD	90,252		90,252	0	0	0	90,252	0	90,252
45	HENDERSON	139,900		139,900	0	0	0	139,900	0	139,900
46	HERTFORD	134,000		134,000	0	0	0	134,000	0	134,000
47	HOKE	180,199		180,199	0	0	0	180,199	0	180,199

Work First Demonstration Grant

AUTHORIZATION NUMBER: 1

	COUNTY	Initial (or Previous) Allocation Funding Authorization			Additional Allocation			Grand Total Allocation		
		Federal	State	Total	Federal	State	Total	Federal	State	Total
48	HYDE		0	0	0	0	0	-	0	0
49	IREDELL		0	0	0	0	0	-	0	0
50	JACKSON	16,100	0	16,100	0	0	0	16,100	0	16,100
51	JOHNSTON	67,471	0	67,471	0	0	0	67,471	0	67,471
52	JONES		0	0	0	0	0	-	0	0
53	LEE		0	0	0	0	0	-	0	0
54	LENOIR	137,025	0	137,025	0	0	0	137,025	0	137,025
55	LINCOLN	71,160	0	71,160	0	0	0	71,160	0	71,160
56	MACON		0	0	0	0	0	-	0	0
57	MADISON		0	0	0	0	0	-	0	0
58	MARTIN		0	0	0	0	0	-	0	0
59	MCDOWELL	131,093	0	131,093	0	0	0	131,093	0	131,093
60	MECKLENBURG	380,000	0	380,000	0	0	0	380,000	0	380,000
61	MITCHELL		0	0	0	0	0	-	0	0
62	MONTGOMERY		0	0	0	0	0	-	0	0
63	MOORE		0	0	0	0	0	-	0	0
64	NASH	67,770	0	67,770	0	0	0	67,770	0	67,770
65	NEW HANOVER	416,351	0	416,351	0	0	0	416,351	0	416,351
66	NORTHAMPTON	86,400	0	86,400	0	0	0	86,400	0	86,400
67	ONSLow		0	0	0	0	0	-	0	0
68	ORANGE	500,000	0	500,000	0	0	0	500,000	0	500,000
69	PAMLICO		0	0	0	0	0	-	0	0
70	PASQUOTANK		0	0	0	0	0	-	0	0
71	PENDER		0	0	0	0	0	-	0	0
72	PERQUIMANS		0	0	0	0	0	-	0	0
73	PERSON	83,512	0	83,512	0	0	0	83,512	0	83,512
74	PITT		0	0	0	0	0	-	0	0
75	POLK		0	0	0	0	0	-	0	0
76	RANDOLPH		0	0	0	0	0	-	0	0
77	RICHMOND	144,805	0	144,805	0	0	0	144,805	0	144,805
78	ROBESON	480,175	0	480,175	0	0	0	480,175	0	480,175
79	ROCKINGHAM		0	0	0	0	0	-	0	0
80	ROWAN		0	0	0	0	0	-	0	0
81	RUTHERFORD	69,878	0	69,878	0	0	0	69,878	0	69,878
82	SAMPSON	140,929	0	140,929	0	0	0	140,929	0	140,929
83	SCOTLAND	97,952	0	97,952	0	0	0	97,952	0	97,952
84	STANLY	41,400	0	41,400	0	0	0	41,400	0	41,400
85	STOKES	123,013	0	123,013	0	0	0	123,013	0	123,013
86	SURRY	88,200	0	88,200	0	0	0	88,200	0	88,200
87	SWAIN		0	0	0	0	0	-	0	0
88	TRANSYLVANIA		0	0	0	0	0	-	0	0
89	TYRRELL		0	0	0	0	0	-	0	0
90	UNION	85,500	0	85,500	0	0	0	85,500	0	85,500
91	VANCE	76,200	0	76,200	0	0	0	76,200	0	76,200
92	WAKE	141,817	0	141,817	0	0	0	141,817	0	141,817
93	WARREN	90,000	0	90,000	0	0	0	90,000	0	90,000
94	WASHINGTON		0	0	0	0	0	-	0	0
95	WATAUGA		0	0	0	0	0	-	0	0
96	WAYNE	88,254	0	88,254	0	0	0	88,254	0	88,254
97	WILKES		0	0	0	0	0	-	0	0
98	WILSON	123,871	0	123,871	0	0	0	123,871	0	123,871
99	YADKIN		0	0	0	0	0	-	0	0
100	YANCEY		0	0	0	0	0	-	0	0
150	Jackson Indian		0	0	0	0	0	-	0	0
187	Swain Indian		0	0	0	0	0	-	0	0
	<b>Total</b>	<b>\$ 7,422,704</b>	<b>\$ -</b>	<b>\$ 7,422,704</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,422,704</b>	<b>\$ -</b>	<b>\$ 7,422,704</b>

Work First Demonstration Grant

AUTHORIZATION NUMBER: 1

FUNDING SOURCE: TANF Block Grant  
(CFDA #93.558- Temporary Assistance for Needy Families Federal Funds)

GRANT INFORMATION: This funding authorization represents 100% Federal funds.

XS411 Heading: WF Demo  
Tracked on XS411: Federal - 100%

OBLIGATIONS INCURRED AND EXPENDITURES MADE UNDER THIS ADVICE WILL BE SUBJECT TO LIMITATIONS PUBLISHED BY FEDERAL AND STATE AGENCIES AS TO THE AVAILABILITY OF FUNDS

AUTHORIZED SIGNATURE

DATE:

Shirley B. Bradsher

8/25/2008

Accepted by:

D. [Signature]  
County Director Signature

8-29-08

Date

County Name :

Union

85,500

Grand

Total Allocation

Please provide your Local Business Liaison with a signed copy of this Funding Authorization.

# UNION COUNTY DEPARTMENT OF SOCIAL SERVICES

P.O. BOX 489  
MONROE, NORTH CAROLINA 28111

Margaret Hood, Chairman  
Walton Johnson, Vice Chairman  
Jean Guillen-Atilano  
Nathel Hailey  
Barbara Liner



1212 W. Roosevelt Boulevard  
Monroe, NC 28110  
Telephone (704) 296-4300  
Fax (704) 296-6151  
Roy A. Young, Director

AN ACCREDITED AGENCY

## Union County Work First Grant Proposal for FY 2008-2009

Union County used the Work First grant monies for three specific projects during SFY 2007-2008. The first project has utilized a motivational speaker to come twice a year and have a week long class for participants. We feel that this was a great experience for participants and noted an increase in rates after the trainings. However, we also have found that the motivation provided needed to be more consistent to have a continuous effect. We also realize that this only served a limited amount of participants.

The second project was providing incentives for participants who meet the participation hours. While this has been implemented we feel that the final results have not had time to be reflected in the participation rate. Our rates have been in the low thirties and there was a slight increase in January. However, this is not accurately reflected in our participation rate because some cases were not keyed due to an epidemic of influenza within our department. Our February rate was 38%, which reflects a 7% increase.

The third project was to provide substantial car down payments for participants who are employed. We have four clients who received down payments and no longer receive Work First which reduces recidivism.

Our goal for the Grant funding for the coming fiscal year remains to increase our participation rate and get it above 50%. We want to change the proposal of having motivational training to providing Functional Capacity Evaluations (FCE) for our clients. We currently have 14 cases on incapacity in various stages waiting for a disability determination. We are seeing clients that are having difficulty holding jobs and clients that are lacking in educational skills that they are not able to meet the participation requirements of Work First. By providing FCEs up front, the social worker will be able to place the client in the appropriate components for participation. Without FCEs, the social workers are finding that they are wasting the client's participation months on the time clock which results in a lower participation rate for our agency. We have assigned one worker to concentrate on these cases. We recognize it adversely affects our participation rate. Other counties have demonstrated great success by providing FCEs up front, utilizing grant monies. We propose to provide FCEs to 25% of all participants. This would increase our participation rate. We have determined that if we eliminate our incapacity codes, our rate would go up by at least 6% while still complying with ADA guidelines that require us to work with disabled individuals. As a result, we could enhance the current delivery service by ensuring this population be approved for services in a more timely manner. The outcome measure will be how many families get

approved for disability or are found able to work through these evaluations and are thus removed from the denominator.

Union County would also like to continue our participant incentives as our second project. This process has been in place for a few months and we anticipate a positive, long term impact. We would like to increase the incentive from \$25.00 per month to \$50.00 per month for each participant who counts in the numerator. With the price increases in food and gasoline, a larger incentive will provide more motivation for clients to reach their participation hours. This project is family centered by providing extra income for families who are already struggling in these increasingly tough economic times. The results will be measurable by the increase in the number of families who will count in the numerator through out the coming year.

For the third proposal, we would like to increase the down payments for ten participants at \$5000 each. We understand that by assisting participants with the greatest transportation needs to purchase a vehicle we prevent them from losing their employment and returning to Work First. This allows them to build savings and pay necessary living expenses. The outcome for this project is that the participants remain off Welfare and remain self sufficient.

All three of these proposals comply with TANF Federal policy. They will contribute to an increase in the participation rate.

Union County has always had strong community collaboration. We have recently contracted a new ESC employee who has implemented job search classes for all participants in job search. Participation in these classes has been very positive. This consultant is also involved with the upcoming job fair and plans to develop and maintain relationships through regular visits with local businesses. South Piedmont Community College has recently established Career Readiness Testing. SPCC uses these tests to provide potential hires for employers with vacant positions. At our expense, participants are able to practice the tests in our on-site Plato Lab and then go for testing at the college. Participants have had good results with most testing silver or gold. We recently had our state representative conduct participation rate training for both cash and employment workers. This identified areas of improvement, such as changing codes within the system during the proper time frame. Incorporating these strategies should help us increase our participation rate.

Union County also feels that the educational deficiency of our participants plays a major role in being able to become gainfully employed quickly. SPCC has TABE tested 289 clients from July 1<sup>st</sup> through February 27<sup>th</sup> and 149 or 52% do not have their GED or high school diploma. In today's market lack of education makes it extremely difficult to find employment. The other major factor in our low rate was the changes that were implemented by the DRE Regulations. We have always been in the mid to high 40's but once regulations were implemented our rate dropped to the low thirties. We are confident now that these regulations have been implemented and the participants are more familiar that this will help us to increase the rate. Union County recognizes the importance of participation and although the 50% rate does not accurately demonstrate the amount of work being done, we will continue to strive to reach this goal.

**August 2008 Budget Transfer Report**

09/08/2008  
08:48 AAR

\*\* Union County \*\*  
JOURNAL INQUIRY

PG 1  
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YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2009 02 140 BUA 08/06/2008 08/06/2008 LIT williams 11 J/E 2009

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10561374	5265		LIT11			FOR TELECOMM EQUIPMENT	2,340.00		
10	-80-5-613-74	-5265		-			OFFICE COMPUTER EQUIPMENT			
2	10561374	5321		LIT11			FOR TELECOMM EQUIPMENT		2,340.00	
10	-80-5-613-74	-5321		-			TELEPHONE AND COMMUNICATIONS			
** JOURNAL TOTAL					0.00		0.00			

General Fund - LIT to adjust budget accounts for telecommunication equipment within the Parks and Recreation, Jesse Helms Park program budget.

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2009 02 173 BUA 08/07/2008 08/07/2008 LIT williams 11 J/E 2009

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	61531100	5290		LIT17			FOR 6 TON TRAILER	4,970.00		
61	-90-5-311-00	-5290		-			TOOLS AND SUPPLIES			
2	61531100	5550		LIT17			FOR 6 TON TRAILER		4,970.00	
61	-90-5-311-00	-5550		-			OTHER EQUIPMENT			
** JOURNAL TOTAL					0.00		0.00			

Water & Sewer Operating Fund - LIT to adjust budget accounts for 6 ton Trailer with in the Water Distribution program budget.

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2009 02 174 BUA 08/07/2008 08/07/2008 LIT williams 11 J/E 2009

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10551150	5393	1320	LIT16			FOR TEMPORARY STAFFING	556.00		
10	-60-5-511-50	-5393	-1320				TEMPORARY HELP SERVICES			
2	10551150	5381	1320	LIT16			FOR TEMPORARY STAFFING		556.00	
10	-60-5-511-50	-5381	-1320				PROFESSIONAL SERVICES			
** JOURNAL TOTAL					0.00		0.00			

General Fund - LIT to adjust budget accounts for temporary help within the Public Health, Communicable Disease program budget.

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2009 02 175 BUA 08/07/2008 08/07/2008 LIT williams 11 J/E 2009

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
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**AGENDA ITEM**  
 # 6/1a  
 MEETING DATE 9-15-08

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	175	BUA	08/07/2008	08/07/2008	LIT	williams	1	1	J/E	2009	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10561301	5260		LIT14			FOR FURNITURE PURCHASE	7,649.00		
10	-80-5-613-01-5260						PRINTING AND OFFICE SUPPLIES			
2	10561301	5510		LIT14			FOR FURNITURE PURCHASE		7,649.00	
10	-80-5-613-01-5510						OFFICE FURNITURE AND EQUIPMENT			
** JOURNAL TOTAL					0.00		0.00			

General Fund - LIT to adjust budget accounts for furniture purchases less than capitalization requirements within the Parks and Recreation, Administration program budget.

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	176	BUA	08/07/2008	08/07/2008	LIT	williams	11	J/E	2009		

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10551150	5393	1324	LIT13			FOR TEMPORARY STAFFING	556.00		
10	-60-5-511-50-5393			-1324			TEMPORARY HELP SERVICES			
2	10551150	5381	1324	LIT13			FOR TEMPORARY STAFFING		556.00	
10	-60-5-511-50-5381			-1324			PROFESSIONAL SERVICES			
** JOURNAL TOTAL					0.00		0.00			

General Fund - LIT to adjust budget accounts for temporary help within the Public Health, Family Planning program budget.

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	178	BUA	08/07/2008	08/07/2008	LIT	williams	11	J/E	2009		

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10551150	5393	1321	LIT12			FOR TEMPORARY STAFFING	445.00		
10	-60-5-511-50-5393			-1321			TEMPORARY HELP SERVICES			
2	10551150	5381	1321	LIT12			FOR TEMPORARY STAFFING		445.00	
10	-60-5-511-50-5381			-1321			PROFESSIONAL SERVICES			
** JOURNAL TOTAL					0.00		0.00			

General Fund - LIT to adjust budget accounts for temporary help within the Public Health, Immunization Action program budget.

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	180	BUA	08/07/2008	08/07/2008	LIT	williams	11	J/E	2009		

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
ACCOUNT										

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2009 02 180 BUA 08/07/2008 08/07/2008 LIT williams 1 1 J/E 2009

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	66543130	5121		LIT15			TO MOVE BUDG FOR ENV PATR OFF	31,687.00		
66	-20-5-431-30-5121						SALARIES & WAGES			
2	66543130	5122		LIT15			TO MOVE BUDG FOR ENV PATR OFF	1,500.00		
66	-20-5-431-30-5122						SALARIES & WAGES-OVERTIME			
3	66543130	5132		LIT15			TO MOVE BUDG FOR ENV PATR OFF	778.00		
66	-20-5-431-30-5132						SEPARATION ALLOWANCE			
4	66543130	5181		LIT15			TO MOVE BUDG FOR ENV PATR OFF	1,623.00		
66	-20-5-431-30-5181						FICA CONTRIBUTIONS			
5	66543130	5183		LIT15			TO MOVE BUDG FOR ENV PATR OFF	7,062.00		
66	-20-5-431-30-5183						HEALTH INSURANCE			
6	66543130	5187		LIT15			TO MOVE BUDG FOR ENV PATR OFF	468.00		
66	-20-5-431-30-5187						DENTAL INSURANCE			
7	66543130	5212		LIT15			TO MOVE BUDG FOR ENV PATR OFF	1,650.00		
66	-20-5-431-30-5212						WEARING APPAREL			
8	66543130	5233		LIT15			TO MOVE BUDG FOR ENV PATR OFF	350.00		
66	-20-5-431-30-5233						PERIODICALS BOOKS & OTHER PUB			
9	66543130	5239		LIT15			TO MOVE BUDG FOR ENV PATR OFF	300.00		
66	-20-5-431-30-5239						MEDICAL SUPPLIES AND EQUIPMENT			
10	66543130	5290		LIT15			TO MOVE BUDG FOR ENV PATR OFF	6,500.00		
66	-20-5-431-30-5290						TOOLS AND SUPPLIES			
11	66543130	5312		LIT15			TO MOVE BUDG FOR ENV PATR OFF	250.00		
66	-20-5-431-30-5312						TRAVEL SUBSISTENCE			
12	66543130	5321		LIT15			TO MOVE BUDG FOR ENV PATR OFF	1,284.00		
66	-20-5-431-30-5321						TELEPHONE AND COMMUNICATIONS			
13	66543130	5353		LIT15			TO MOVE BUDG FOR ENV PATR OFF	4,200.00		
66	-20-5-431-30-5353						MAINT & REPAIRS-FUEL GAS			
14	66543130	5354		LIT15			TO MOVE BUDG FOR ENV PATR OFF	600.00		
66	-20-5-431-30-5354						MAINT AGREEMNTS-COMP.SOFTWARE			
15	66543130	5395		LIT15			TO MOVE BUDG FOR ENV PATR OFF	1,000.00		
66	-20-5-431-30-5395						EDUCATION EXPENSES			
16	66543130	5540		LIT15			TO MOVE BUDG FOR ENV PATR OFF	24,242.00		
66	-20-5-431-30-5540						VEHICLES			
17	66543130	5550		LIT15			TO MOVE BUDG FOR ENV PATR OFF	14,500.00		
66	-20-5-431-30-5550						OTHER EQUIPMENT			
18	66547281	5121		LIT15			TO MOVE BUDG FOR ENV PATR OFF		14,203.00	
66	-40-5-472-81-5121						SALARIES & WAGES			
19	66547281	5132		LIT15			TO MOVE BUDG FOR ENV PATR OFF		332.00	
66	-40-5-472-81-5132						SEPARATION ALLOWANCE			
20	66547281	5134		LIT15			TO MOVE BUDG FOR ENV PATR OFF		710.00	
66	-40-5-472-81-5134						401-K SUPP RET PLAN -OTHER			
21	66547281	5181		LIT15			TO MOVE BUDG FOR ENV PATR OFF		1,087.00	
66	-40-5-472-81-5181						FICA CONTRIBUTIONS			

Solid Waste Fund - LIT to adjust budget accounts for Environmental Patrol Officer within the Litter Control program budget.

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2009 02 180 BUA 08/07/2008 08/07/2008 LIT williams 1 1 J/E 2009

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
22	66547281	5182		LIT15			TO MOVE BUDG FOR ENV PATR OFF		695.00	
66	-40-5-472-81-5182						RET CONTRIB.- OTHER EMPLOYEES			
23	66547281	5920		LIT15			TO MOVE BUDG FOR ENV PATR OFF		85,165.00	
66	-40-5-472-81-5920						CONTINGENCY			
24	66543130	5133		LIT15			TO MOVE BUDG FOR ENV PATR OFF	1,659.00		
66	-20-5-431-30-5133						401-K SUPP RET PLAN -LEO			
25	66543130	5180		LIT15			TO MOVE BUDG FOR ENV PATR OFF	2,539.00		
66	-20-5-431-30-5180						RET CONTRIB-LAW ENFORCEMENT			
** JOURNAL TOTAL					0.00		0.00			

LIT # 15 continued.

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2009 02 537 BUA 08/08/2008 08/19/2008 CMBA williams 12 J/E 2009

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10561500	5381		CMBA2			FOR MUSEUM STUDY PROJECT	50,000.00		
10	-80-5-615-00-5381						PROFESSIONAL SERVICES			
2	10499100	4991		CMBA2			FOR MUSEUM STUDY PROJECT		50,000.00	
10	-99-4-991-00-4991						FUND BALANCE APPROPRIATED			
3	10	393500		CMBA2					50,000.00	1
10	-393500-						BUDGET APPROPRIATIONS CONTROL			
4	10	393400		CMBA2				50,000.00		1
10	-393400-						BUDGET ESTIM REVENUE CONTROL			
** JOURNAL TOTAL					50,000.00		50,000.00			

General Fund - CMBA to appropriate and carryover fund balance for available project balance for project of fiscal year 2008 to fiscal year 2009. Approved pursuant to the County Manager's authorization to increase appropriations for carryovers representing designations for special projects and purposes as they are reflected in the audit report (as provided in Section L of the Resolution Governing Certain Contract, Personnel, and Fiscal Matters).

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2009 02 544 BUA 08/19/2008 08/19/2008 LIT williams 11 J/E 2009

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10541400	5265		LIT20			TO COVER COST OF CPU	996.00		
10	-10-5-414-00-5265						OFFICE COMPUTER EQUIPMENT			
2	10542100	5265		LIT20			TO COVER COST OF CPU		996.00	
10	-10-5-421-00-5265						OFFICE COMPUTER EQUIPMENT			
** JOURNAL TOTAL					0.00		0.00			

General Fund - LIT to adjust budget accounts for the purchase of CPU for the Tax Assessor's office from the Information Technology program budget to the Tax Administration program budget.

09/08/2008  
08:48 AAR

\* \* Union County \* \*  
JOURNAL INQUIRY

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YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	546	BUA	08/19/2008	08/19/2008	LIT	williams		11	J/E	2009	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10551152	5121	1363			LIT19	FOR BF PEER COUNSELOR	6,287.00		
10	-60-5-511-52-5121					-1363	SALARIES & WAGES			
2	10551152	5132	1363			LIT19	FOR BF PEER COUNSELOR	147.00		
10	-60-5-511-52-5132					-1363	SEPARATION ALLOWANCE			
3	10551152	5134	1363			LIT19	FOR BF PEER COUNSELOR	314.00		
10	-60-5-511-52-5134					-1363	401-K SUPP RET PLAN -OTHER			
4	10551152	5181	1363			LIT19	FOR BF PEER COUNSELOR	482.00		
10	-60-5-511-52-5181					-1363	FICA CONTRIBUTIONS			
5	10551152	5182	1363			LIT19	FOR BF PEER COUNSELOR	307.00		
10	-60-5-511-52-5182					-1363	RET CONTRIB.- OTHER EMPLOYEES			
6	10551152	5381	1363			LIT19	FOR BF PEER COUNSELOR		7,537.00	
10	-60-5-511-52-5381					-1363	PROFESSIONAL SERVICES			
** JOURNAL TOTAL					0.00		0.00			

General Fund - LIT to adjust budget accounts for salaries and wages within the Public Health, Loving Support Breast Feeding Peer Counselor program budget.

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	548	BUA	08/15/2008	08/19/2008	BA	williams		12	J/E	2009	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10561100	5121	1804			BA4	FOR SMART START GRANT	37,502.00		
10	-80-5-611-00-5121					-1804	SALARIES & WAGES			
2	10561100	5126	1804			BA4	FOR SMART START GRANT	14,319.00		
10	-80-5-611-00-5126					-1804	SALARIES & WAGES-TEMP AND PART			
3	10561100	5132	1804			BA4	FOR SMART START GRANT	878.00		
10	-80-5-611-00-5132					-1804	SEPARATION ALLOWANCE			
4	10561100	5134	1804			BA4	FOR SMART START GRANT	1,875.00		
10	-80-5-611-00-5134					-1804	401-K SUPP RET PLAN -OTHER			
5	10561100	5181	1804			BA4	FOR SMART START GRANT	3,964.00		
10	-80-5-611-00-5181					-1804	FICA CONTRIBUTIONS			
6	10561100	5182	1804			BA4	FOR SMART START GRANT	1,834.00		
10	-80-5-611-00-5182					-1804	RET CONTRIB.- OTHER EMPLOYEES			
7	10561100	5183	1804			BA4	FOR SMART START GRANT	7,062.00		
10	-80-5-611-00-5183					-1804	HEALTH INSURANCE			
8	10561100	5187	1804			BA4	FOR SMART START GRANT	468.00		
10	-80-5-611-00-5187					-1804	DENTAL INSURANCE			
9	10561100	5260	1804			BA4	FOR SMART START GRANT	1,800.00		
10	-80-5-611-00-5260					-1804	PRINTING AND OFFICE SUPPLIES			
10	10561100	5233	1804			BA4	FOR SMART START GRANT	8,351.00		
10	-80-5-611-00-5233					-1804	PERIODICALS BOOKS & OTHER PUB			

General Fund - BA to appropriate State Smart Start Literacy grant funds in the Library, UC Partnership for Children program budget.

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	548	BUA	08/15/2008	08/19/2008	BA	williams	1	2	J/E	2009	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
11	10561100	5381	1804	BA4			FOR SMART START GRANT	1,330.00		
10	-80-5-611-00-5381			-1804			PROFESSIONAL SERVICES			
12	10461100	4447	1804	BA4			FOR SMART START GRANT		79,383.00	
10	-80-4-611-00-4447			-1804			ST GRANT-SMART START			
13	10	393500		BA4					79,383.00	1
10	-393500-						BUDGET APPROPRIATIONS CONTROL			
14	10	393400		BA4				79,383.00		1
10	-393400-						BUDGET ESTIM REVENUE CONTROL			
** JOURNAL TOTAL				79,383.00		79,383.00				

BA # 4 continued.

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	549	BUA	08/19/2008	08/19/2008	LIT	williams	11	J/E		2009	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10551150	5393	1324	LIT18			FOR TEMPORARY STAFFING	556.00		
10	-60-5-511-50-5393			-1324			TEMPORARY HELP SERVICES			
2	10551150	5381	1324	LIT18			FOR TEMPORARY STAFFING		556.00	
10	-60-5-511-50-5381			-1324			PROFESSIONAL SERVICES			
** JOURNAL TOTAL				0.00		0.00				

General Fund - LIT to adjust budget accounts for temporary help within the Public Health, Family Planning program budget.

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	703	BUA	08/21/2008	08/25/2008	CMBA	williams	12	J/E		2009	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10542109	5510		CMBA1			FOR OUTSTANDING PHONE PROJ	119,308.00		
10	-10-5-421-09-5510			-			OFFICE FURNITURE AND EQUIPMENT			
2	10499100	4991		CMBA1			FOR OUTSTANDING PHONE PROJ		119,308.00	
10	-99-4-991-00-4991			-			FUND BALANCE APPROPRIATED			
3	10	393500		CMBA1					119,308.00	1
10	-393500-						BUDGET APPROPRIATIONS CONTROL			
4	10	393400		CMBA1				119,308.00		1
10	-393400-						BUDGET ESTIM REVENUE CONTROL			
** JOURNAL TOTAL				119,308.00		119,308.00				

General Fund - CMBA to appropriate and carryover fund balance for available project balance for project of fiscal year 2008 to fiscal year 2009. Approved pursuant to the County Manager's authorization to increase appropriations for carryovers representing designations for special projects and purposes as they are reflected in the audit report (as provided in Section L of the Resolution Governing Certain Contract, Personnel, and Fiscal Matters).

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	704	BUA	08/25/2008	08/25/2008	LIT		williams	11	J/E	2009	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10541400	5265		LIT21			FOR PURCHASE OF PRINTER	6,000.00		
10	-10-5-414-00-5265			-			OFFICE COMPUTER EQUIPMENT			
2	10541400	5510		LIT21			FOR PURCHASE OF PRINTER		6,000.00	
10	-10-5-414-00-5510			-			OFFICE FURNITURE AND EQUIPMENT			
** JOURNAL TOTAL					0.00		0.00			

General fund - LIT to adjust budget accounts for the purchase of a printer in the Tax Administration program budget.

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	763	BUA	08/25/2008	08/27/2008	CPO		williams	12	J/E	2009	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	55491100	4710	530	CPO106			FOR FPC ADMIN BUDGET		573,474.00	
55	-91-4-911-00-4710			-530			GO BOND PROCEEDS			
2	55559200	5586	548	CPO106			FOR FPC ADMIN BUDGET	573,474.00		
55	-70-5-592-00-5586			-548			BLDG & IMPR-ARCHITECT CONTRACT			
3	55	393500		CPO106					573,474.00	1
55	-393500-						BUDGET APPROPRIATIONS CONTROL			
4	55	393400		CPO106				573,474.00		1
55	-393400-						BUDGET ESTIM REVENUE CONTROL			
** JOURNAL TOTAL					573,474.00		573,474.00			

School Bond Fund-55 - CPO to appropriate funding for FPC Administrative costs pursuant to 115C-429b.

YEAR	PER	JOURNAL	SRC	EFF DATE	ENT DATE	JNL DESC	CLERK	ENTITY	AUTO-REV	STATUS	BUD YEAR	JNL TYPE
2009	02	776	BUA	08/27/2008	08/27/2008	LIT		williams	11	J/E	2009	

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10551150	5393	1327	LIT22			FOR TEMPORARY STAFFING	545.00		
10	-60-5-511-50-5393			-1327			TEMPORARY HELP SERVICES			
2	10551150	5381	1327	LIT22			FOR TEMPORARY STAFFING		545.00	
10	-60-5-511-50-5381			-1327			PROFESSIONAL SERVICES			
** JOURNAL TOTAL					0.00		0.00			

General Fund - LIT to adjust budget accounts for temporary help within the Public Health, Child Health program budget.

09/08/2008  
08:48 AAR

\* \* Union County \* \*  
JOURNAL INQUIRY

PG 8  
glcjeing

YEAR PER JOURNAL SRC EFF DATE ENT DATE JNL DESC CLERK ENTITY AUTO-REV STATUS BUD YEAR JNL TYPE  
2009 02 784 BUA 08/25/2008 08/27/2008 CMBA williams 12 J/E 2009

LN	ORG	OBJECT	PROJ	REF1	REF2	REF3	LINE DESCRIPTION	DEBIT	CREDIT	OB
1	10558900	5699					FOR CJPP FUNDING	3,434.00		
10	-60-5-589-00-5699						PAYMENTS TO OTHER AGENCIES			
2	10458900	4470					FOR CJPP FUNDING		3,434.00	
10	-60-4-589-00-4470						ST GRANT-NCDOCCJPP			
3	10	393500							3,434.00	1
10	-393500-						BUDGET APPROPRIATIONS CONTROL			
4	10	393400						3,434.00		1
10	-393400-						BUDGET ESTIM REVENUE CONTROL			
** JOURNAL TOTAL				3,434.00		3,434.00				
** GRAND TOTAL				825,599.00		825,599.00				

General Fund - CMBA to appropriate additional State grant funds in the Criminal Justice Partnership program budget. Approved pursuant to the County Manager's authorization to increase appropriations for grant agreements, for which pre-applications have been authorized by the Board of County Commissioners (as provided in Section D of the Resolution Governing Certain Contract, Personnel, and Fiscal Matters).

17 Journals printed

\*\* END OF REPORT - GENERATED BY DEPT413 \*\*

Contracts Exceeding \$50,000 which require Report to BOCC pursuant to Manager Delegation Authority  
 Union County, North Carolina

August 2008

C # (3)	Status	Dept.	Vendor	Purpose	Date Sent To Finance	Date Sent To Central Admin	Date Sent to Vendor	Date Rec'd From Vendor	Budget #	Amount	Enc #
2016	Pending	Public Works	HDR Engineering, Inc. of the Carolinas	Union County Self-Help Waterline Extension; Contract A-Wellington Woods I; Contract B- Polk Mountain; Task Order #45	8-07-2008	8-13-2008	8-15-2008		64571400-5594- SH004=\$32,900 & SH005=\$21,500	54,400	96031

AGENDA ITEM  
 # 6/16  
 MEETING DATE 9-15-08



# Purchase Orders > 50K

Purchase Order #	Date	Vendor	Purchase Order Description	Total Purchase Order Amt
------------------	------	--------	----------------------------	--------------------------

No purchase order activity greater than \$50,000 during the month of July, 2008

AGENDA ITEM:  
# 6/72  
MEETING DATE 4/15/08



# Purchase Orders > 50K

Purchase Order #	Date	Vendor	Purchase Order Description	Total Purchase Order Amt
<b>INFORMATION TECHNOLOGY</b>				
90080	8/12/2008	CDW GOVERNMENT INC	EMC Emailxtender for 1000 lice <i>EMC Emailxtender for 1000 license quote BDFB168</i>	\$ 50,421.00
				50,421.00
<b>LIBRARY-ADMIN/OPERATIONS</b>				
90057	7/31/2008	INGRAM LIBRARY SERVICES, INC.	BOOKS <i>ADULT NON-FICTION BOOKS BOOKS TO BE ORDERED BY ANDY FLYNT, NOT TO EXCEED \$50,000. PO TO REMAIN PROTECTIVE PLASTIC DUST JACKETS FOR ABOVE BOOKS.</i>	\$ 52,400.00
				50,000.00
				2,400.00
<b>SEWER-COUNTY CUSTOMERS</b>				
90101	8/21/2008	NIX PURSER & ASSOC INC	PLANT & RADIO TELEMETRY CCWT <i>PLANT AND RADIO TELEMETRY DATA FLOW SYSTEM FOR CROOKED CREEK WWTP PER QUOTE DATED AUGUST 8, DPS TELEMETRY CONTROL UNITS FOR PUMP CONTROL SYSTEM AT INFLUENT</i>	\$ 140,628.00
				120,864.00
				19,764.00

AGENDA ITEM  
# 6/7a  
MEETING DATE 9/15/08

MOTOR VEHICLE TAX REFUNDS  
for AUGUST 2008

AGENDA ITEM

# 6/7d

MEETING DATE 9-15-08

Approval of Board of County Commissioners not required:

Collector Refunds for AUGUST 2008	1,913.00
(adjustment to August collector refund register)	(761.78)

To be approved by Board of County Commissioners on 9-15-08  
(to be submitted by Assessor's Office)

Assessor Refunds for AUGUST 2008	1,315.46
(adjustment to August assessor refund register)	(513.62)

\*\*\* Approval requested for overpayments:

Overpayments for AUGUST 2008	<u>6,822.03</u>
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Total to be refunded for AUGUST 2008	<u><u>8,775.09</u></u>
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Debbie Cox  
9-3-08



AGENDA ITEM

# 6/7c

UNION COUNTY FINANCE DEPARTMENT MEETING DATE 9-15-08

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

September 2, 2008

To: Board of Commissioners

From: Finance *KD Nelson*

Re: Approval to write off bad check

The County has accumulated 27 checks that have been returned to us due to non-sufficient funds. We are requesting that the Board of Commissioners give us approval to write off these checks. The Health Department, Inspection, Library, Register of Deeds, Parks and Recreation, Tax Assessor and Transportation have tried to collect these funds by phone calls and letters. The total checks to be written off will be \$783.00.

Thank you for your attention on this matter.

Contract Summary of Major Terms and Conditions

9-15-2008

Reference	Vendor Name	Purpose	Payment Terms	Comprehensive Plans	Budget Amend.	S#	
<b>Consent Agenda Item - Contracts Over \$90,000 (List)</b>							
A	Behavioral Health - First Step Recovery Center (at CMC-Union, Carolina Health Care System)	Criminal Justice Partnership Program local service agreement (amendment). Provides outpatient substance abuse treatment services to sentenced offenders.	\$ 125,407.00	Annual funding agreement based on anticipated State grant (100%).	Operating Budget – 2009	n/a	2087
B	NC Division of Forest Resources	Lease agreement, three year term (renewal), for space occupied at the Agriculture Center.	\$ 16,200.00	Three year lease amount. \$5,400 / year (paid monthly).	Operating Budget – 2009 Operating Budgets – Future	n/a	2077

AGENDA ITEM # 6/8a-b  
 MEETING DATE 9-15-08

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: 9/15/2008

Action Agenda Item No. 6/8a  
(Central Admin. use only)

**SUBJECT:** Union Memorial Regional Medical Center, Inc.  
d/b/a Carolinas Medical Center - Union  
d/b/a Behavioral Health Center-First Step

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**DEPARTMENT:** Homeland Security      **PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
n/a

**INFORMATION CONTACT:**  
Pat Beekman

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**TELEPHONE NUMBERS:**  
292-2670

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize County Manager to approve contract subject to Legal review.

**BACKGROUND:** Union County, through the Union County Criminal Justice Partnership, has chosen to operate a community-based correction program and wishes to provide intensive and regular outpatient substance abuse treatment services to offenders sentenced to that program through District and Superior Court and for the exclusive use of the Division of Community Corrections. The Behavioral Health Center-First Step has agreed to provide intensive and regular outpatient substance abuse treatment services to sentenced offenders for FY2009. Union County is the Grantee for the North Carolina Department of Corrections-Criminal Justice Partnership Program (NC DOC-CJPP) grant funds, which provide in part for the purchase of said substance abuse treatment services. The services provided by Behavioral Health Center-First Step are covered 100% by the NC DOC-CJPP grant funds.

**FINANCIAL IMPACT:** No County funds.

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

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

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**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: 9/15/2008

Action Agenda Item No. 6/8b  
(Central Admin. use only)

**SUBJECT:** N.C. Division of Forest Resources Lease Agreement

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**DEPARTMENT:** Property Management      **PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
n/a

**INFORMATION CONTACT:**  
Barry Wyatt

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**TELEPHONE NUMBERS:**  
283-3868

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize County Manager to approve contract subject to Legal review.

**BACKGROUND:** The N.C. Division of Forest Resources currently leases space at the Agricultural Services Center. They currently lease 677 net square feet office space and 126 net square feet of storage space, totalling 803 net square feet. The proposed lease renewal is structured with the same terms, conditions and annual cost as the prior lease agreement.

**FINANCIAL IMPACT:** \$5,400 / year rental income.

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

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

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**Manager Recommendation:**

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: September 15, 2008

Action Agenda Item No. 6/9a

(Central Admin. use only)

**SUBJECT:** ADDITIONAL WIC FUNDING

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**DEPARTMENT:** HEALTH

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
Budgetary Estimate

**INFORMATION CONTACT:**  
Phillip Tarte

**TELEPHONE NUMBERS:**  
704-296-4801

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**DEPARTMENT'S RECOMMENDED ACTION:** Accept \$21,236 in additional Federal WIC funding.

**BACKGROUND:** Local WIC Departments have been given a 50 cent per participant increase in Federal funding. Based on Union County's current WIC caseload, this increase results in additional funding of \$21,236.

**FINANCIAL IMPACT:** No financial impact to the county.

Increase revenue:  
10451152-4316-13602    \$21,236

Increase expenditures:  
10551152-5260-13602    \$ 6,000  
10551152-5265-13602    \$10,000  
10551152-5239-13602    \$ 5,236

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

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

\_\_\_\_\_

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**Manager Recommendation:**

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# WIC PROGRAM

Agency Name    Union County Health Department

Original \_\_\_\_\_

Revision # 3

Revision Date    8/28/2008

PO#		Amount
_____	5403 Client Services	<u>\$21,236</u>
_____	5404 Nutrition Education * (Minimum Amount \$ _____)	_____
_____	5405 General Administration	_____
_____	5409 Breast Feeding Promotion * (Minimum Amount \$ _____)	_____
	<b>Total</b>	<u><b>\$21,236</b></u>

**STATE USE ONLY**

FRC	FRC
_____	_____
_____	_____
_____	_____
_____	_____

**Instruction:**

Using the funds listed in the column "Total of all Sources" on the Budgetary Estimates page, allocate your funds among the four WIC activities. Note the minimum level of funds that must be budgeted for Nutrition Education and Breastfeeding Promotion. Your total for the four activities should match the total from the Estimated Budget page. This form is to be signed and returned to the Nutrition Services Branch, Attn: Kim Lovenduski, 1914 Mail Service Center, Raleigh, NC 27699-1914.

*Phillip S. Tart*  
Signature of Agency Director

8-28-08  
Date

*Cecilia R. Rabin*  
Signature of Finance Officer *Deputy*

8/28/08  
Date

\_\_\_\_\_  
Signature of WCHS Program Manager

\_\_\_\_\_  
Date



**North Carolina Department of Health and Human Services  
Division of Public Health – Women's & Children's Health Section**  
1914 Mail Service Center • Raleigh, North Carolina 27699-1914  
Tel 919-707-5800 • Fax 919-870-4818

Michael F. Easley, Governor

Dempsey Benton, Secretary

DATE: July 14, 2008  
TO: Local Health Directors  
ATTN: Local WIC Directors  
FROM: Kim Lovenduski, MPA  
Operations Manager  
Nutrition Services Branch  
RE: WIC - Per Participant Rate Increase

We are pleased to be able to offer a per participant rate increase to local agencies. The rate is being increased by \$.50 from \$12.25 per participant to \$12.75 per participant, and was calculated according to your base caseload. The additional funding is being provided for the remaining 11 service months of SFY 08-09. A copy of the Budgetary Estimate is enclosed.

Please be aware that some of this funding is from our Federal Fiscal Year (FFY) 2008 allocation and must be expended by September 30<sup>th</sup>. Funds were allocated under the Client Services activity (403), unless this would cause the agency to fall below the 20% minimum threshold for Nutrition Education. In that case, funds were also awarded under the Nutrition Services activity code (404).

Budget Revisions and Equipment Requests for FFY 08 (FRC GJ) must be submitted to the State Office by September 4, 2008. Please notify your Financial Officer of the deadline for budget revisions. You should allow two weeks for review and notification of equipment requests by the State Agency.

We appreciate all of your hard work, and hope that this additional funding will enable you to enhance your operations. If you have any questions, please contact your Regional Nutrition Consultant.

cc: Alice Lenihan  
Regional Nutrition Consultants  
Administrative Consultants



North Carolina Public Health  
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Location: 5601 Six Forks Rd. • Raleigh, N.C. 27609-3811

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the department of  
health and  
human services

**BUDGET AMENDMENT**

BUDGET Health REQUESTED BY Phillip Tarte  
 FISCAL YEAR FY2009 DATE September 15, 2008

**INCREASE**

**DECREASE**

<u>Description</u>		<u>Description</u>	
Operating Expenses	21,236		
Grant Revenue	21,236		

Explanation: Appropriate additional funds for WIC Client Services

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

**FOR POSTING PURPOSES ONLY**

<b><u>DEBIT</u></b>			<b><u>CREDIT</u></b>		
<u>Code</u>	<u>Account</u>	<u>Amount</u>	<u>Code</u>	<u>Account</u>	
10551152-5260-13602	Office Supplies	6,000	10451152-4316-13602	Federal Grant Funding	21,236
10551152-5265-13602	Office Equipment	10,000			
10551152-5239-13602	Medical Supplies	5,236			
	Total	21,236		Total	21,236

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

Number 5



63 MOORE	2,606	6,951	\$652	\$1,737					\$11,946
64 NASH	3,813	10,168							\$13,981
65 W HANOVER	4,358	11,819	\$1,089	\$2,905					\$19,971
66 WORTHAMPTON	1,200	3,200							\$4,400
67 ONSLOW	8,667	23,113	\$2,167	\$5,779					\$39,726
69 PAMLICO	426	1,136	\$106	\$284					\$1,952
71 PENDER	1,961	5,228							\$7,189
73 PERSON	1,599	4,264							\$5,863
74 PITT	6,927	18,472							\$25,399
76 RANDOLPH	5,967	15,912							\$21,879
77 RICHMOND	3,216	8,576							\$11,792
78 ROBESON	5,968	15,914	\$1,235	\$3,294					\$26,411
79 ROCKINGHAM	3,587	9,564							\$13,151
80 ROWAN	5,093	13,580							\$18,673
216 R-P-M	5,772	15,392							\$21,164
82 SAMPSON	2,775	7,400							\$10,175
83 SCOTLAND	1,249	3,331	\$1,286	\$3,429					\$9,295
84 STANLY	2,288	6,100							\$8,388
85 STOKES	1,473	3,928							\$5,401
86 SURRY	3,032	8,084							\$11,116
87 SWAIN	575	1,532							\$2,107
205 TOE RIVER	2,238	5,968							\$8,206
88 TRANSYLVANIA	1,014	2,704							\$3,718
90 UNION	5,792	15,444							\$21,236
92 WAKE	25,280	67,411							\$92,691
93 WARREN	1,038	2,765	\$167	\$447					\$4,417
96 WAYNE	6,599	17,596							\$24,195
98 WILSON	3,623	9,661	\$906	\$2,415					\$16,605
99 YADKIN	1,757	4,884							\$6,441
TOTALS BY CENTER	\$ 322,793	\$ 860,786	\$ 26,039	\$ 69,428	\$ -	\$ -	\$ -	\$ -	\$1,279,046
CHECK GRAND TOTAL									\$1,279,046

*Michael D. Luvendick* 7/13/08  
 Signature and Date - DPH Program Administrator

\_\_\_\_\_  
 Signature and Date- Division of Public Health Budget Officer

\_\_\_\_\_  
 Signature and Date - DPH Section Chief

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 15, 2008**

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

6/10

**SUBJECT:** Revisions to FY2009 Budget Ordinance Relating to UCPS Current Expense Formula and Capital Outlay Provisions

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**DEPARTMENT:** Finance

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
Amended Budget Ordinance

**INFORMATION CONTACT:**  
Kai Nelson

Highlighted changes to Ordinance

**TELEPHONE NUMBERS:**  
704.292.2522

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**DEPARTMENT'S RECOMMENDED ACTION:** Adopted FY2009 Amended Budget Ordinance Relating to Section VIII(C) and Section VIII(D)

**BACKGROUND:** The FY2009 budget ordinance contains language regarding UCPS capital outlay expenditures and current expense funding formula. The capital outlay language requires the reclassification of capital outlay expenditures to current expense if the expenditure does not meet capitalization standards. The current expense funding formula language delineates the components of the funding formula to include defining the measure of student enrollment, measurement period and adjustment basis.

Several weeks after the adoption of the budget ordinance, UCPS officials expressed concern over the form of the language and the extent to which the language represented the formula discussed preceding and during the budget process.

Following discussions with UCPS staff, County staff proposed various revisions to the ordinance language which may provide additional clarity yet continue to maintain the Section's intent. Those changes appear in the attachment.

The proposed adjustment in the capital outlay language would now reference governmental generally accepted accounting principles as the basis for capitalization standards. The proposed adjustment in the current expense funding formula now includes the +/-100 actual numbers (budget appropriation was based on 40,212; 40,312 and 40,112 are the +/-100 student enrollment) and reflects the greater of the 1<sup>st</sup> or 2<sup>nd</sup> Month ADM student enrollment.

In connection with the capitalization issues raised by County staff over the past several years, UCPS and County staff are meeting weekly and are reviewing every "capital outlay" invoice to ensure compliance with capitalization standards and generally accepted accounting principles. The Commission can expect that the pay-go capital outlay appropriation will reflect adjustments to current expense.

**FINANCIAL IMPACT: NA**

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

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

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**Manager Recommendation:**

## AMENDMENT TO FISCAL YEAR 2008-2009 BUDGET ORDINANCE

The Union County Fiscal Year 2008-2009 Budget Ordinance is hereby amended as set out below:

1. Delete from Section VIII(C) the following:

The appropriations identified as Section I A. General Fund - School Capital in the amount of \$17,795,700 shall be allocated to UCPS based on 115C-429(b) Category I (projects) and Category II (entire category) and Category III (entire category). The School Capital Categories I, II and III shall be based on the County's approved 2009-2013 UCPS Capital Improvement Plan. Additionally, Category I and Category II capital expense reimbursements not meeting the classification standards (useful service lives and costs) set forth in County correspondence to UCPS dated February 18, 2008, will be charged to School Current Expense with a budget transfer from School Capital Outlay. Union County Finance Director is hereby provided the authority to make said budget transfers.

2. Replace the provisions so deleted in Section VIII(C) with the following:

The appropriations identified as Section I A. General Fund - School Capital in the amount of \$17,795,700 shall be allocated to UCPS based on 115C-429(b) Category I (projects) and Category II (entire category) and Category III (entire category). The School Capital Categories I, II and III shall be based on the County's approved 2009-2013 UCPS Capital Improvement Plan. Additionally, Category I and Category II capital outlay appropriations provided by the County and reflected in the UCPS capital outlay fund pursuant to 115C-426 that are not capitalized pursuant to governmental generally accepted accounting principles will be charged to School Current Expense with a budget transfer from School Capital Outlay. Union County Finance Director is hereby provided the authority to make said budget transfers.

3. Delete from Section VIII(D) the following:

The appropriation identified as Section I A. General Fund - School Current Expense in the amount of \$79,233,160 is based on a projected student enrollment of 40,212 (UCPS and Charter Schools) representing \$1,970.38595 per pupil. The School Current Expense amount (\$79,233,160) shall be adjusted based on actual student enrollment following the release of the 2nd Month ADM data for the 2008-09 school year as reported by the Department of Public Instruction. The adjusted student enrollment shall then be multiplied by the per pupil amount of \$1,970.38595 with a corresponding adjustment to the School Current Expense amount.

4. Replace the provisions so deleted in Section VIII(D) with the following:

The appropriation identified as Section I A. General Fund - School Current Expense in the amount of \$79,233,160 is based on a projected ADM student enrollment of 40,212 (UCPS and Charter Schools) representing \$1,970.38595 per pupil. The School Current Expense amount (\$79,233,160) shall be adjusted based on the higher of the 1<sup>st</sup> or 2<sup>nd</sup> Month ADM for the 2008-2009 school year (each Months' calculations of student enrollment shall include ADM for UCPS and Charter Schools); the adjustment occurring only if the higher of the 1<sup>st</sup> or 2<sup>nd</sup> Month ADM is greater than 40,312 or less than 40,112. The 1<sup>st</sup> and 2<sup>nd</sup> Month ADM student enrollment shall be those amounts published by the Department of Public Instruction. The adjusted ADM student enrollment (if greater than 40,312 or less than 40,112) shall then be multiplied by the per pupil amount of \$1,970.38595 with a corresponding adjustment to the School Current Expense amount.

5. Except as herein amended, the terms and conditions of the Fiscal Year 2008-2009 Budget Ordinance shall remain in full force and effect.

Adopted this the 15<sup>th</sup> day of September, 2008

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Allan Baucom, Chairman

The appropriations identified as Section I A. General Fund - School Capital in the amount of \$17,795,700 shall be allocated to UCPS based on 115C-429(b) Category I (projects) and Category II (entire category) and Category III (entire category). The School Capital Categories I, II and III shall be based on the County's approved 2009-2013 UCPS Capital Improvement Plan. Additionally, Category I and Category II capital outlay appropriations provided by the County and reflected in the UCPS capital outlay fund pursuant to 115C-426 that are not capitalized pursuant to governmental generally accepted accounting principles ~~expense reimbursements not meeting the classification standards (useful service lives and costs) set forth in County correspondence to UCPS dated February 18, 2008,~~ will be charged to School Current Expense with a budget transfer from School Capital Outlay. Union County Finance Director is hereby provided the authority to make said budget transfers.

The appropriation identified as Section I A. General Fund - School Current Expense in the amount of \$79,233,160 is based on a projected ADM student enrollment of 40,212 (UCPS and Charter Schools) representing \$1,970.38595 per pupil. The School Current Expense amount (\$79,233,160) shall be adjusted based on the higher of the 1<sup>st</sup> or 2<sup>nd</sup> Month ADM for the 2008-2009 school year (each Months' calculations of student enrollment shall include ADM for UCPS and Charter Schools); the adjustment occurring only if the higher of the 1<sup>st</sup> or 2<sup>nd</sup> Month ADM is greater than 40,312 or less than 40,112. The 1<sup>st</sup> and 2<sup>nd</sup> Month ADM student enrollment shall be those amounts published actual student enrollment following the release of the 2nd Month ADM data for the 2008-09 school year as reported by the Department of Public Instruction. The adjusted ADM student enrollment (if greater than 40,312 or less than 40,112) shall then be multiplied by the per pupil amount of \$1,970.38595 with a corresponding adjustment to the School Current Expense amount.

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 15, 2008**

**Action Agenda Item No. 6/11**  
(Central Admin. use only)

**SUBJECT:** UCPS Elementary School L (formerly Cuthbertson now Poplin Road from Bonterra) - Off-Site Sewer Construction

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**DEPARTMENT:** Finance  
UCPS

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
Capital Project Ordinance Amendment  
107  
  
Correspondence from UCPS dated  
September 2, 2008

**INFORMATION CONTACT:**  
Dr. Davis  
Don Hughes  
Kai Nelson

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**TELEPHONE NUMBERS:**  
704.283.3647  
704.296.5960  
704.292.2522

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**DEPARTMENT'S RECOMMENDED ACTION:** Adoption of Capital Project Amendment 107 which provides off-site sewer construction funding for UCPS Elementary School L

**BACKGROUND:** UCPS has received off-site sewer construction bids for Elementary School L with the low bidder at \$365,000. The BOE has awarded the contract contingent upon funding provided by the County. The County Commission has previously provided funding for design, construction and site adapt costs relating to the relocation of the school from Cuthbertson to Poplin.

**FINANCIAL IMPACT:** Costs are included in the CIP 2006 and the debt service management plan issued in connection with the CIP 2006 and 2006 Bond Referendum. The current project estimate of construction costs, to include off-site, is within budget.

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

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

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**Manager Recommendation:**

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## UNION COUNTY PUBLIC SCHOOLS

500 North Main Street, Suite 700 • Monroe, North Carolina 28112 - 4788  
704/283-3733 Or 704/283-3854

Fax: 704/289-1536

Dr. Ed Davis  
Superintendent

L. Dean Arp, Jr., Chairman  
John Collins, Vice Chairman

John H. Crowder     Dr. Sharon Gallagher     Carolyn  
Lowder     Kimberly Morrison-Hanaley  
John Parker     Kim Rogers     Richard Weiner

### MEMORANDUM

TO:             Al Greene, County Manager

FROM:          Dr. Ed Davis, Superintendent     *ZED*

SUBJECT:       Funding for the Elementary School L Construction

DATE:          September 2, 2008

We are requesting additional funding for the construction for Elementary School L to be located on Poplin Road. This school is scheduled to open in August 2009.

This funding request is for the installation of the off-site sewer system and is for \$365,000.00 plus associated testing.

The Board of Education voted to award the sewer project to Palmetto Grading and Drainage, Inc. at their Work Session on August 19, 2008 contingent upon funding from the County. This project is a part of the 2006 CIP and was included with the 2006 Bond Referendum and is within budget.

We hope you agree with our findings and provide the additional funds for the project.

**CAPITAL PROJECT ORDINANCE AMENDMENT**

BUDGET School Bond Fund - 55  
 FISCAL YEAR FY 2008-2009

REQUESTED BY Kai Nelson  
 DATE September 15, 2008

**PROJECT SOURCES**

Source Description and Code	Project To Date	Requested Amendment	Revised Project
G.O. Bond Proceeds	473,179,108	385,000	473,564,108
All Other Revenue	1,363,308	-	1,363,308
	<u>474,542,416</u>	<u>385,000</u>	<u>474,927,416</u>

**PROJECT USES**

Project Description and Code	Project To Date	Requested Amendment	Revised Project
Elementary School "L" (115C-429b project allocation)	16,027,592	385,000	16,412,592
All Other School Projects	458,514,824	-	458,514,824
	<u>474,542,416</u>	<u>385,000</u>	<u>474,927,416</u>

EXPLANATION: Funding request submitted by UCPS for installation of Off-Site Sewer System and associated testing for Elementary School "L" pursuant to 115C-429b.

DATE: \_\_\_\_\_

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

**ANCE POSTING PURPOSES ONLY**

**PROJECT SOURCES**

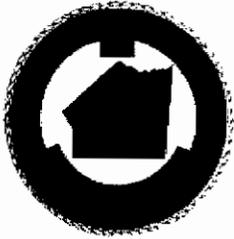
Source Description and Code	Project To Date	Requested Amendment	Revised Project
G.O. Bond Proceeds 55491100-4710-530	473,179,108	385,000	473,564,108
	<u>473,179,108</u>	<u>385,000</u>	<u>473,564,108</u>

**PROJECT USES**

Project Description and Code	Project To Date	Requested Amendment	Revised Project
Elementary School "L" (115C-429b project allocation) 55559200-5586-563	16,027,592	385,000	16,412,592
	<u>16,027,592</u>	<u>385,000</u>	<u>16,412,592</u>

Prepared By dhc  
 Posted By \_\_\_\_\_  
 Date \_\_\_\_\_

Number CPO - 107



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

704-283-3746  
704-292-2588 Fax

John C. Petoskey  
Tax Administrator

**AGENDA ITEM**  
# 6/13a  
**MEETING DATE** 9/15/08

**MEMORANDUM**

**TO:** Lynn West  
Central Administration

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

**DATE:** August 29, 2008

**RE:** **Third** Motor Vehicle Billing

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

JCP: jw

Motor Vehicle Billing Summary for the period 08/01/2008 to 08/31/2008

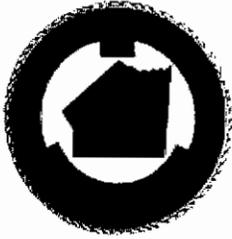
NOTE: Information for this report is taken from original billing records only and DOES NOT include any subsequent changes or adjustments to vehicle situs or value.

---Bdg No---	-----Description-----	--Key--	Bill Year	Rate Year	Count	-----Total----- ---Value---	-----Tax-----
10	County.....	CN99999	2008	2005	1	1,980	11.09
10	County.....	CN99999	2008	2006	31	379,995	3,258.99
10	County.....	CN99999	2008	2007	15,275	150,708,844	1,069,118.35
	Totals.....				15,307	151,090,819	1,072,388.43
77	School dist - County.....	SC999	2008	2005	1	1,980	1.39
	Totals.....				1	1,980	1.39
32	Fire Dist - Springs.....	FR015	2008	2006	2	7,675	2.40
32	Fire Dist - Springs.....	FR015	2008	2007	888	8,172,037	2,548.53
39	Fire Dist - Stallings.....	FR020	2008	2005	1	1,980	.77
39	Fire Dist - Stallings.....	FR020	2008	2006	5	52,770	35.90
39	Fire Dist - Stallings.....	FR020	2008	2007	1,471	15,891,387	4,156.07
38	Fire dist - Hemby Bridge..	FR023	2008	2006	3	50,850	29.46
38	Fire dist - Hemby Bridge..	FR023	2008	2007	1,693	17,017,558	6,410.00
37	Fire dist - Wesley Chapel:	FR026	2008	2006	5	91,820	17.61
37	Fire dist - Wesley Chapel:	FR026	2008	2007	1,972	28,646,223	4,766.10
34	Fire Dist - Waxhaw.....	FR028	2008	2006	2	21,800	14.37
34	Fire Dist - Waxhaw.....	FR028	2008	2007	1,054	9,867,542	5,043.23
	Totals.....				7,096	79,821,642	23,024.44
78	220125 Taxes Payable - Marvin.....	MN01000	2008	2006	1	23,010	11.51
78	220125 Taxes Payable - Marvin.....	MN01000	2008	2007	252	4,072,420	2,036.75
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2006	4	35,300	266.13
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2007	2,366	18,118,472	110,699.89
78	220170 Taxes Payable - Wingate.....	MN03000	2008	2006	1	14,200	53.96
78	220170 Taxes Payable - Wingate.....	MN03000	2008	2007	164	1,205,704	4,702.34
78	220120 Taxes Payable - Marshville...	MN04000	2008	2007	175	1,207,483	4,588.41
78	220150 Taxes Payable - Waxhaw.....	MN05000	2008	2006	1	8,800	29.92
78	220150 Taxes Payable - Waxhaw.....	MN05000	2008	2007	526	5,547,723	18,749.21
78	220110 Taxes Payable - Indian Trail..	MN06000	2008	2006	6	71,940	76.45
78	220110 Taxes Payable - Indian Trail..	MN06000	2008	2007	2,104	22,941,141	34,375.10
78	220140 Taxes Payable - Stallings.....	MN07000	2008	2005	1	1,980	4.95
78	220140 Taxes Payable - Stallings.....	MN07000	2008	2006	2	28,080	140.42
78	220140 Taxes Payable - Stallings.....	MN07000	2008	2007	930	9,781,481	24,381.64
78	220160 Taxes Payable - Weddington...	MN08000	2008	2006	2	40,130	19.27
78	220160 Taxes Payable - Weddington...	MN08000	2008	2007	682	8,924,816	2,674.14
78	220115 Taxes Payable - Lake Park.....	MN09000	2008	2006	1	18,200	41.86
78	220115 Taxes Payable - Lake Park.....	MN09000	2008	2007	207	1,969,580	4,530.17
78	220175 Taxes Payable - Fairview.....	MN09300	2008	2006	1	8,450	1.69

Motor Vehicle Billing Summary for the period 08/01/2008 to 08/31/2008

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

---Bdg No---	-----Description-----	--Key--	Bill Year	Rate Year	Count	-----Total----- ---Value---	-----Tax-----
78 220175	Taxes Payable - Fairview.....	MN09300	2008	2007	175	1,876,764	373.68
78 220145	Taxes Payable - Hemby Bridge..	MN09500	2008	2006	1	12,650	7.60
78 220145	Taxes Payable - Hemby Bridge..	MN09500	2008	2007	84	676,068	202.78
78 220165	Taxes Payable - Wesley Chapel:	MN09700	2008	2007	396	4,809,336	958.31
78 220135	Taxes Payable - Unionville...	MN09800	2008	2006	2	4,100	1.31
78 220135	Taxes Payable - Unionville...	MN09800	2008	2007	444	4,095,958	815.34
78 220155	Taxes Payable - Mnrl Sprngs..	MN09900	2008	2007	219	1,879,656	507.50
Totals.....					8,747	87,373,442	210,250.33
Grand Totals.....							1,305,664.59



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

**AGENDA ITEM**

# 6/13b

MEETING DATE 9/15/08  
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, August 29, 2008

**RE:** Second Motor Vehicle Release Register

I hereby certify the following releases were made during the period of 08/01/2008  
–08/31/2008. The releases represent both monthly and annual vehicle values and taxes.  
Should you have any questions, please call.

JCP:jw

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

---Date--- --Tim  
08/29/2008 11:48

Assessor Release Register for the period 08/01/2008 to 08/31/2008

(Summary)

---Bdg No---	-----Description-----	--Key--	Bill Rate		-----Value-----	-----Total-----		-----Int-----
			Year	Year		-----Tax-----		
10	County.....	CN99999	1998	1997	3,480	22.97-		
10	County.....	CN99999	2006	2006	18,700	189.93-		22.
10	County.....	CN99999	2007	2005	0	67.41-		6.
10	County.....	CN99999	2007	2006	167,930	1,602.56-		136.
10	County.....	CN99999	2007	2007	390,430	2,776.33-		136.
10	County.....	CN99999	2008	2006	29,380	187.06-		
10	County.....	CN99999	2008	2007	1,300,259	9,257.86-		8.
	Net Totals.....				1,910,179	14,104.12-		317.
77	School dist - County.....	SC999	1998	1997	3,480	2.44-		
77	School dist - County.....	SC999	2007	2005	0	8.43-		
	Net Totals.....				3,480	10.87-		1.
32	Fire Dist - Springs.....	FR015	2006	2006	0	.00		
32	Fire Dist - Springs.....	FR015	2007	2006	20,000	6.26-		
32	Fire Dist - Springs.....	FR015	2007	2007	43,990	13.72-		
32	Fire Dist - Springs.....	FR015	2008	2007	15,719	4.90-		
39	Fire Dist - Stallings.....	FR020	2006	2006	0	.57-		
39	Fire Dist - Stallings.....	FR020	2007	2006	19,860	11.67-		1.
39	Fire Dist - Stallings.....	FR020	2007	2007	20,000	5.24-		
39	Fire Dist - Stallings.....	FR020	2008	2007	215,309	56.42-		
38	Fire dist - Hemby Bridge..	FR023	2007	2006	250-	8.54-		
38	Fire dist - Hemby Bridge..	FR023	2007	2007	82,700	31.17-		1.
38	Fire dist - Hemby Bridge..	FR023	2008	2007	98,489	37.14-		
37	Fire dist - Wesley Chapel:	FR026	2007	2006	20,000	3.04-		
37	Fire dist - Wesley Chapel:	FR026	2007	2007	59,330	9.91-		
37	Fire dist - Wesley Chapel:	FR026	2008	2007	87,299	14.56-		
34	Fire Dist - Waxhaw.....	FR028	2007	2007	24,780	12.71-		
34	Fire Dist - Waxhaw.....	FR028	2008	2007	59,120	30.32-		
	Net Totals.....				766,346	246.17-		6.
78	220125 Taxes Payable - Marvin.....	MN01000	2007	2007	20,000	10.00-		
78	220125 Taxes Payable - Marvin.....	MN01000	2008	2007	21,479	10.74-		
78	220130 Taxes Payable - Monroe.....	MN02000	2006	2006	18,700	149.75-		17.
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2006	40,700	422.96-		32.
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2007	82,640	504.54-		23.
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2006	1,940	10.28-		
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2007	386,308	2,184.63-		2.
78	220120 Taxes Payable - Marshville...	MN04000	2008	2007	19,500	74.10-		
78	220150 Taxes Payable - Waxhaw.....	MN05000	2007	2007	19,500	66.30-		2.
78	220150 Taxes Payable - Waxhaw.....	MN05000	2008	2007	11,800	40.11-		

Assessor Release Register for the period 08/01/2008 to 08/31/2008

(Summary)

78	220110	Taxes Payable - Indian Trail.: MN06000	2006	2006	0	1.29-	
78	220110	Taxes Payable - Indian Trail.: MN06000	2007	2006	0	6.40-	
78	220110	Taxes Payable - Indian Trail.: MN06000	2007	2007	70,950	106.43-	4
78	220110	Taxes Payable - Indian Trail.: MN06000	2008	2006	27,440	27.44-	
78	220110	Taxes Payable - Indian Trail.: MN06000	2008	2007	220,522	330.82-	
78	220140	Taxes Payable - Stallings....: MN07000	2007	2006	20,250-	4.04	
78	220140	Taxes Payable - Stallings....: MN07000	2007	2007	20,000	50.00-	1
78	220140	Taxes Payable - Stallings....: MN07000	2008	2007	59,911	149.80-	
78	220160	Taxes Payable - Weddington....: MN08000	2007	2006	44,370	13.31-	1
78	220160	Taxes Payable - Weddington....: MN08000	2007	2007	55,020	16.51-	1
78	220160	Taxes Payable - Weddington....: MN08000	2008	2007	25,340	7.60-	
78	220115	Taxes Payable - Lake Park....: MN09000	2007	2006	20,000	46.00-	4
78	220115	Taxes Payable - Lake Park....: MN09000	2008	2007	5,720	13.16-	
78	220175	Taxes Payable - Fairview.....: MN09300	2008	2007	17,800	3.56-	
78	220165	Taxes Payable - Wesley Chapel: MN09700	2008	2007	27,390	5.48-	
78	220135	Taxes Payable - Unionville....: MN09800	2007	2007	2,890-	.57	
78	220135	Taxes Payable - Unionville....: MN09800	2008	2007	34,560	6.91-	
78	220155	Taxes Payable - Mnrl Sprngs...: MN09900	2006	2006	0	.00	
78	220155	Taxes Payable - Mnrl Sprngs...: MN09900	2007	2006	0	.00	
78	220155	Taxes Payable - Mnrl Sprngs...: MN09900	2007	2007	3,990	1.08-	
78	220155	Taxes Payable - Mnrl Sprngs...: MN09900	2008	2007	5,210	1.41-	
Net Totals.....:					1,237,650	4,256.00-	92
84	220000	NC State Interest.....: NC00000	2006	2006	0	.00	10
84	220000	NC State Interest.....: NC00000	2007	2005	0	.00	2
84	220000	NC State Interest.....: NC00000	2007	2006	0	.00	63
84	220000	NC State Interest.....: NC00000	2007	2007	0	.00	109
84	220000	NC State Interest.....: NC00000	2008	2007	0	.00	18
Net Totals.....:					0	.00	203
Net Grand Totals.....:						18,617.16-	622



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

**AGENDA ITEM**

# 6/13e

MEETING DATE 9/15/08

~~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, August 29, 2008

**RE:** **Second** Motor Vehicle Refund Register

I hereby certify the following refunds that were made during the period of 08/01/2008 – 08/31/2008. The refunds represent refunds of both monthly and annual vehicle values and taxes. Should you have any questions, please call.

JCP:jw

(Finance)

Assessor Refund Register for the period 08/01/2008 to 08/31/2008

(Summary)

---Bdg No---	-----Description-----	--Key--	Bill Year	Rate Year	-----Value-----	-----Total-----	-----Tax-----	-----Int-----
10	County.....	CN99999	2006	2006	28,480	181.33-	6.35-	
10	County.....	CN99999	2007	2006	19,121	121.74-	.00	
10	County.....	CN99999	2007	2007	25,560	235.05-	3.78-	
10	County.....	CN99999	2008	2006	0	141.44-	.00	
10	County.....	CN99999	2008	2007	73,356	521.62-	.00	
	Net Totals.....				146,517	1,201.18-	10.13-	
	Net Totals.....				0	.00	.00	
32	Fire Dist - Springs.....	FR015	2007	2007	5,750	1.79-	.05-	
39	Fire Dist - Stallings.....	FR020	2007	2007	1,100	2.20-	.00	
38	Fire dist - Hemby Bridge.....	FR023	2008	2007	18,447	6.95-	.00	
37	Fire dist - Wesley Chapel.....	FR026	2006	2006	28,480	4.33-	.15-	
37	Fire dist - Wesley Chapel.....	FR026	2008	2006	27,160	3.38-	.00	
37	Fire dist - Wesley Chapel.....	FR026	2008	2007	6,198	1.04-	.00	
	Net Totals.....				32,815	19.69-	.20-	
78	220130 Taxes Payable - Monroe.....	MN02000	2007	2007	0	2.82-	.00	
78	220130 Taxes Payable - Monroe.....	MN02000	2008	2006	27,160	.00	.00	
78	220110 Taxes Payable - Indian Trail.....	MN06000	2008	2007	4,297	6.45-	.00	
78	220140 Taxes Payable - Stallings.....	MN07000	2007	2007	1,100	21.04-	.00	
78	220160 Taxes Payable - Weddington.....	MN08000	2008	2007	18,291	5.50-	.00	
78	220115 Taxes Payable - Lake Park.....	MN09000	2008	2007	14,150	32.55-	.00	
78	220165 Taxes Payable - Wesley Chapel.....	MN09700	2008	2007	1,900	.38-	.00	
78	220135 Taxes Payable - Unionville.....	MN09800	2007	2007	18,710	3.74-	.07-	
78	220135 Taxes Payable - Unionville.....	MN09800	2008	2007	9,440	1.89-	.00	
	Net Totals.....				95,048	74.37-	.07-	
84	220000 NC State Interest.....	NC00000	2006	2006	0	.00	5.57-	
84	220000 NC State Interest.....	NC00000	2007	2007	0	.00	4.25-	
	Net Totals.....				0	.00	9.82-	
	Net Grand Totals.....					1,295.24-	20.22-	

AGENDA ITEM

# 6/14

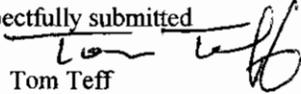
MEETING DATE 9-15-08

To: Parker Mills, Union County Commissioner  
From: Tom Teff Vice President, Central Piedmont Historical Society.  
Subject: Historical Roadside Marker

Mr. Mills,

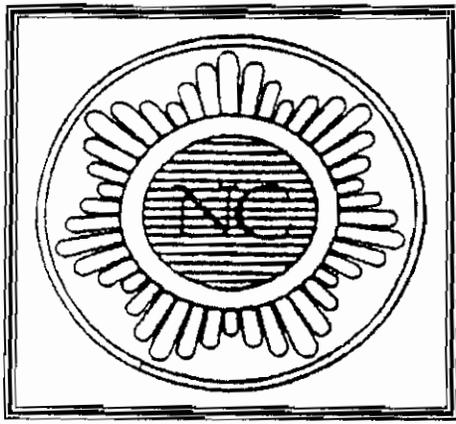
I want to thank you for your time when I discussed this with you a few weeks ago. Enclosed you will find the information that we are submitting to Raleigh for this Historical Marker for the Skirmish at Wilson's Store. We are a non profit organization for over 30 years. We feel that it is important that this event be recognized by the State. I believe that a letter of support by the county commissioners will go along way in getting this roadside historical marker. If you need any more information please do not hesitate to contact us. I have been in contact with a Mike Hill who will submit our request to the committee. He can be reached at the North Carolina Office of Archives and History, 4610 Mail Service Center, Raleigh, N.C. 27699-4610. All information must be received no later than October 15<sup>th</sup>. The committee will review the information in December. Mike wants about six week to help or modify our application. Please feel free to keep this information packet and let the other commissioners look through. Once again, Thank you in advance and I look forward to hearing from you. As soon as We get your letter we will pass it on along with the packet to Mike.

Respectfully submitted

  
Tom Teff

Central Piedmont Historical Society Inc.

Tom Teff  
1210 Woodland Ave  
Monroe, N.C. 28112  
704-289-1549 Home  
704-282-1070 Work  
[Tteff@carolina.rr.com](mailto:Tteff@carolina.rr.com)



**43<sup>rd</sup> North Carolina Company B Infantry**  
**Southern Piedmont Historical Society**

July 23, 2008

The Forty Third North Carolina Infantry Reenactment and Historical Society was formed in 1977. The unit is very proud to have surpassed the 30 year mark with several original members still involved. The forty third is a non profit organization incorporated by the state and holds a Federal tax ID number. The unit stresses authenticity and portrays early and late war Tarheel soldiers along with a Union impression.

They attend approximately ten Civil War reenactments annually from Florida to New York. The 43<sup>rd</sup> also participates in living history presentations, lantern tours, school presentations, memorial services, cemetery rehabilitation projects and Confederate Memorial Day Services throughout North and South Carolina. Some of the sites the organization has worked with include; Chickamauga National Battlefield, Look Out Mountain, Fort Sumter, Fort Fisher, Fort Macon, and Fort Branch, N.C. also The Charlotte Museum of History, Latta Plantation, Andrew Jackson State Park S.C. and the State Capitol building in Raleigh N.C. to list a few.

Starting in 1980 the 43<sup>rd</sup> sponsored the Annual Reenactment of Cane Creek / Wilson's Store at Waxhaw N.C. For ten years this event showed steady growth with an average of 500 participants which included Infantry, Calvary, Cannons, Sutlers, etc. An average of 3000+ spectators came every year which placed the event at the top attended event for the County Park. In 1980 the Governor of North Carolina proclaimed this event the States official "War Between the States" weekend in remembrance of the sacrifices the "Old North" State made during the War.

In the mid 1980's a local historian Ralph Gairus discovered documentation and the location of the Skirmish at Wilson's Store near Waxhaw, N.C. At this point the 43<sup>rd</sup> changed the name of their near by event The Battle of Cane Creek by adding Wilson's Store.

In 1988 the 43<sup>rd</sup> was donated a small plot of the battle field property and the unit erected a rock monument with a marble slab in recognition of the battle. After 20 years of weather, the rock monument showed signs of deterioration. The 43<sup>rd</sup>'s latest project has been to build a new brick monument with the original marble slab in the center. Other amenities are a side walk, flagpole, concrete benches and fencing. Along with the monument revitalization project, the members of the 43<sup>rd</sup> are hoping to erect a State Roadside Historical Marker with information about the Battle at Wilson's Store.

The members of the 43<sup>rd</sup> would greatly appreciate any help in this endeavor.

Best Regards,

Commander Ritch Dotson  
Founder Tom Teff  
Co-founder Brian O'Neill

Contact:

Tom Teff  
1210 Woodland Ave  
Monroe, NC 28112  
704-289-1549 (evenings)

Brian O'Neill  
4555 Parnell Street  
Indian Trail, NC 28079  
704-506-8403 (day and evenings)

## **Request Form for Highway Historical Marker**

REQUEST FOR A PROPOSAL TO BE PRESENTED TO THE NORTH CAROLINA HIGHWAY HISTORICAL MARKER COMMITTEE: *(Please provide the information requested. Include extra sheets if space provided on this form is inadequate.)*

**A. SUBJECT OF PROPOSED MARKER:**

The Skirmish at Wilson's Store and General Joseph Wheeler's headquarters in February, 1865.

**B. SITE TO BE MARKED:**

The Skirmish at Wilson's Store.

**C. PROPOSED LOCATION OF MARKER ON NUMBERED, STATE MAINTAINED HIGHWAY:**

*(Be specific. Note whether the site lies within the corporate limits of a city or town. A sketch of the location would be useful.)*

Highway 200 South, 9.2 miles south of the Monroe city limits, 4.2 miles North of the state line.

**D. DISTANCE AND DIRECTION FROM THE PROPOSED LOCATION TO THE SITE TO BE MARKED:**

*(for example, 100 yards S. E.)*

250 yards west of marker

**E. HISTORICAL SKETCH:** *(should be documented with primary sources, i.e., original or contemporary records.)*

Wilson's store stood approximately 300 yards to the west of this site where between February 26, 1865 to March 2, 1865 Confederate General Joseph Wheeler established his headquarters so as to better observe the northward movements of Union General William T. Sherman's forces coming out of Columbia, South Carolina. It is on this field that on March 1, 1865 a small group of Kilpatrick's calvary incountered Wheeler's men and a skirmish ensued. In the skirmish, one union calvaryman was killed and two others wounded and captured.

**F. SUPPLEMENTARY BIBLIOGRAPHY:** *(secondary sources may be included.)*

Samuel E. Belk, Confederate Veteran Magazine, February, 1912 (volumn XX), page 88

Other information provided by Ralph P. Ganis.

(Articles and map inclosed with application.)

**G. SUBMITTED BY:**

43rd North Carolina Infantry  
1210 Woodland Avenue  
Monroe, North Carolina, 28110

# SKIRMISH AT WILSON'S STORE

(Union County, North Carolina)  
By Ralph P. Ganis



Wilson home in Union Co., NC that was used as Gen. Wheeler's Headquarters during the skirmish. This photo was taken in the early 1980's, just a few years before the building was torn down by the property owner.

[Click on photo for larger view.](#)

By the end of February, 1865, Union forces under General **William T. Sherman** were advancing north from Columbia, S.C. in the direction of Charlotte, NC. The route of **Sherman's** march was important to the Confederates in NC who were attempting to consolidate their forces in order to defeat **Sherman** and then, hopefully, unite with General **Lee** in Virginia to defeat **Grant**. It was the duty of the Confederate cavalry, to remain in contact with the enemy, to slow Sherman's advance, and report on his movements.

During this time General **Joseph Wheeler**, commanding the Confederate Cavalry Corps of the Army of Tennessee arrived in Union County, NC. He established his field headquarters at **Wilson's Store** about 28 miles southeast of Charlotte and 11 miles south of Monroe. The store was located at the site of present-day Walkersville Presbyterian Church. The actual location of **Wilson's Store** was at the intersection of **Brady** and **Bigham** Roads and directly across the street from the hill which is now the church cemetery. At the time the small rise gave a commanding view of the road leading up from

Lancaster, SC so **Wheeler** used the hill as a Confederate artillery position. From his headquarters at the house, **Wheeler** directed his troops to entrench along Cane Creek, on Sunday, February 26, 1865. For the next five days his men spread out across Union County establishing battle positions and requisitioning supplies from the farms in the area. This had a tragic effect on the people living in Union County, who were already suffering from war time sacrifices and hardships.

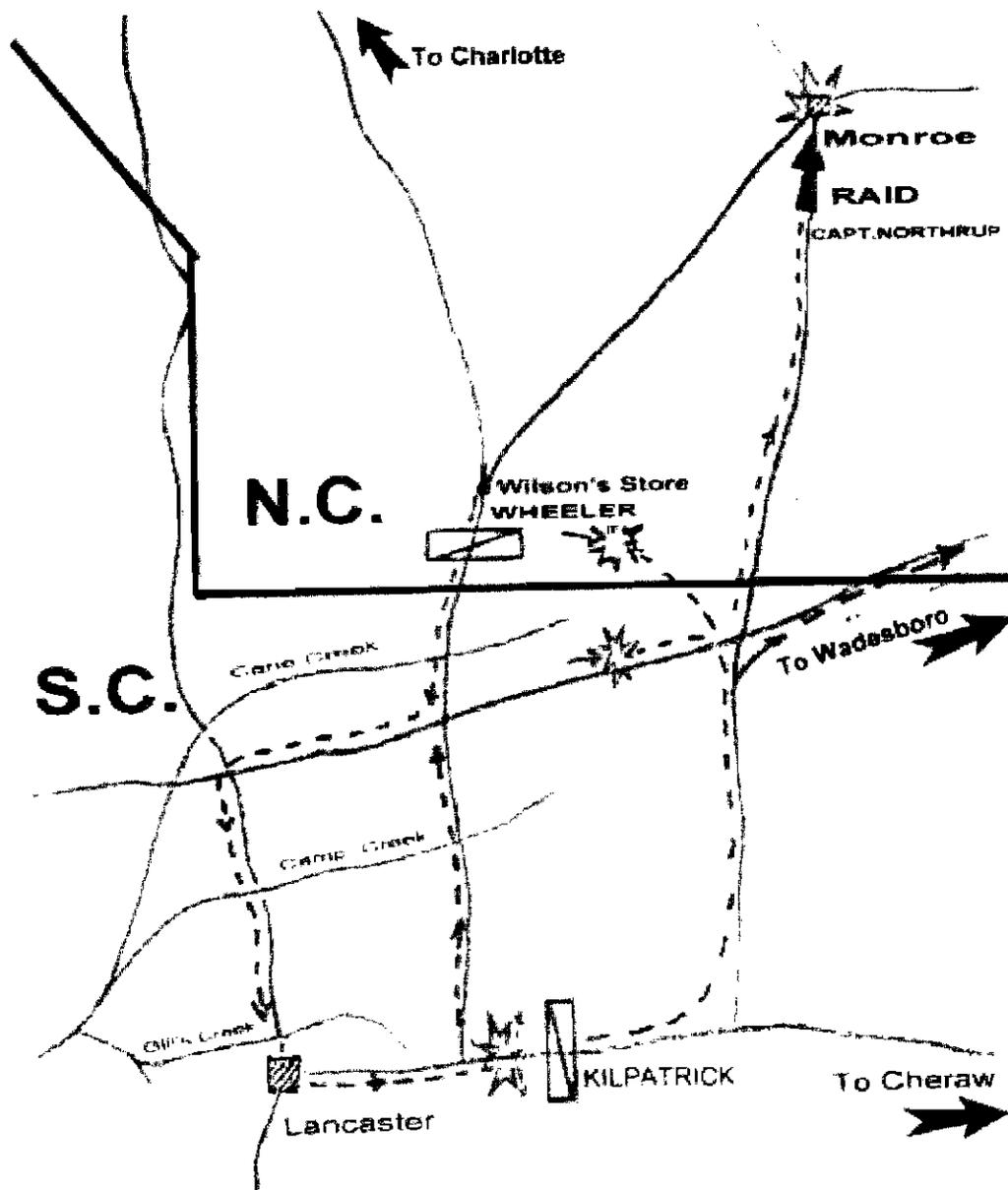
The events that occurred at **Wilson's** Store were witnessed by little **J. Harvey Starnes** who was six years old at the time and lived in the house when **Wheeler** and his staff set up. Mr. **Starnes** lived into the 1960's and recalled the story of the Confederate horseman many times. He is ironically buried in the Walkersville cemetery on the very ground that the Confederate cannons were placed.

On March 1, 1865, **Sherman** ordered his cavalry, under Maj. Gen. **Judson Kilpatrick** to advance on several roads leading out of Lancaster, SC in an attempt to make the Confederates believe that the Union army was marching on Charlotte. This was a feint however, and **Sherman** had no intention of moving on to Charlotte. His real objective was in eastern NC and a link up with Union forces advancing from the coast.

At this time Charlotte was a large Confederate Naval yard and had been spared direct action during the war. As Union Cavalry galloped up the roads to make their demonstration, they eventually ran into **Wheeler's** men entrenched along Cane Creek and at **Wilson's** store.

General **Wheeler** recorded the brisk action that took place at **Wilson's** store in his official reports. At the same time as the skirmish, 35 Union troops rushed into Monroe, captured two couriers, stole some property and fled when **Wheeler's** men arrived, just in time to prevent the town from being torched. Also during this time, two Union soldiers were captured then executed down by the creek that runs near **Wilson's** Store. The Union men were some of **Sherman's** "bummers" who had been pillaging

March 1, 1865



## **“Scrimmage” Near Lancaster, S.C.**

As printed in *Confederate Veteran Magazine*, Vol. XX, 1912.

**S. E. Belk**, of Monroe, N.C., write of a little “scrimmage” that took place at his old home, seven miles north of Lancaster, S. C., and near the North Carolina line, during **Sherman’s** raid. It was late February or early in March that about fifteen members of **Kilpatrick’s** Cavalry went one morning to his humble log cabin home and immediately proceeded to rifle the smokehouse, tying the meat to their horses. Some of **Wheeler’s** Cavalry came in on them, so the meat was cut loose and the robbers tried to escape, with **Wheeler’s** men close after them. During the chase one of the Federals, named **Leroy Vanconey**, was killed. He had letters from Ohio in his pockets. Two others, **Smith** and **Williams**, were wounded and captured. **Wheeler’s** men went back by the house and told **Mrs. Belk** to get some help and have the wounded men brought there. She and her daughter went out and brought back **Smith** in a sheet; the other could walk. **Mr. Belk’s** mother and sister dressed their wounds and kept them until the next evening, when an ambulance was sent for them from their camp under flag of truce. As the creek near the house was very high, the ambulance could not be brought across; so the Federals took their wounded comrades in sheets across a foot log to the ambulance. It was learned that **Smith** died that night.

**Mr. Belk** says: “**Vanconey** was buried near where I was born and lived until twenty-one years old. I was out with the sixteen-year-old boys from Lancaster when this engagement took place,”

Southern homes.

**Wheeler** camped at **Wilson's** Store from February 26 to March 2, 1865. When it became apparent that **Sherman's** army was going east, **Wheeler** departed Union County and rode on to Anson County. General **Wheeler** would continue to fight **Sherman** across North Carolina. Battles would occur in Anson County, Moore County, Cumberland County and others, but it was in Union County that Confederates first faced off with the "Yankee Invaders" in the Tar Heel state during those eventful days of 1865.

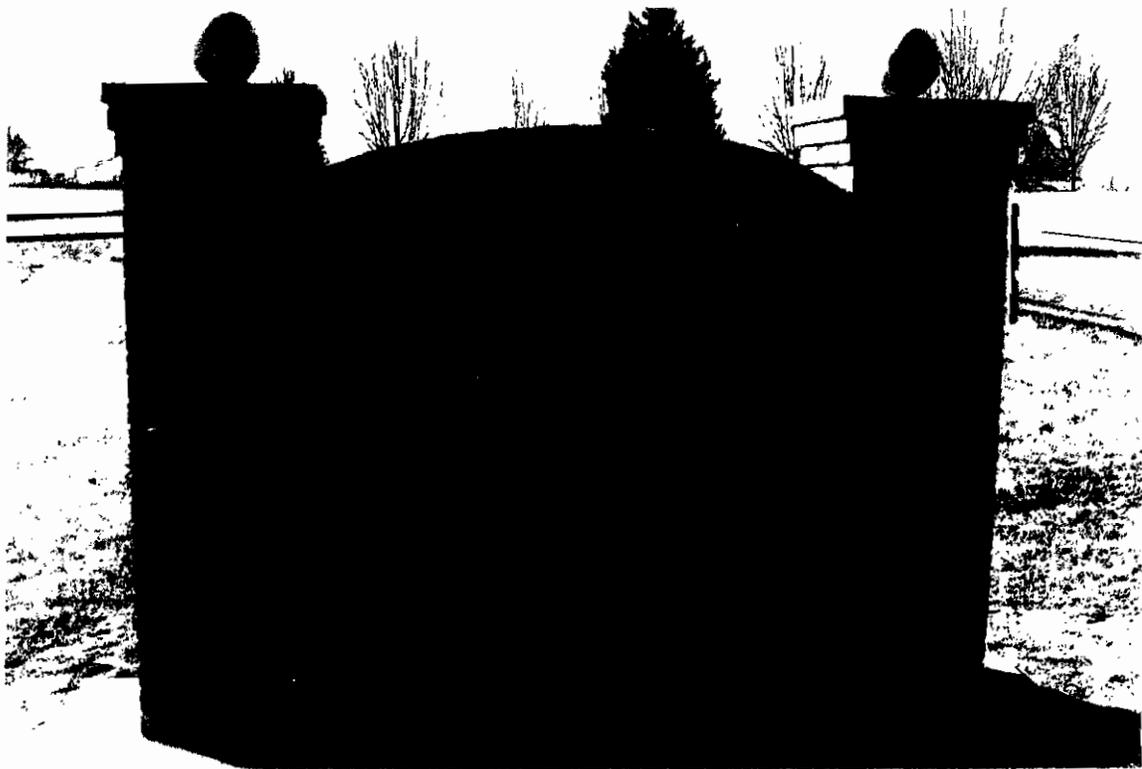
*Web masters 's notes:*

*Article was written by Samuel E. Belk, who was in Company I, 3<sup>rd</sup> Regiment South Carolina State Troops, Lancaster Home Guard, in the company known as the "Company of 16 year old Boys."*

*Leroy Van Coney enlisted May 2, 1864 at age 21 in Company G, 138<sup>th</sup> Regiment Ohio Infantry. Later enlisted in Company E, 10<sup>th</sup> Ohio Cavalry Regiment. He was killed at Lancaster, SC on Feb 28, 1865. His father, William Van Coney (who was married to Elizabeth Bump) applied for his son's pension in 1896 from Ohio. His grandparents were Samuel and Jane (Thurston) VanConey, who lived in Virginia, Ohio, then Indiana.*



WORKING ON THE WILSON'S STORE MONUMENT



FINISHED PRODUCT SPECIAL THANKS TO CHUCK AND WARD

DRAFT



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**OFFICE OF THE COMMISSIONERS AND MANAGER**

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

September 15, 2008

North Carolina Highway Historical  
Marker Committee  
C/o Research Branch  
Office of Archives and History  
4610 Mail Service Center  
Raleigh, NC 27699-46101

Gentlemen:

The Central Piedmont Historical Society, Inc. has requested that the Union County Board of Commissioners endorse the placement of a historic marker on Highway 200 South, approximately 9.2 miles south of Monroe's City limits, to commemorate The Skirmish at Wilson's Store. On September 15, 2008, the Board of Commissioners voted to endorse the request to the North Carolina Highway Historical Marker Committee to locate a historical marker commemorating this event.

We believe that it is important to identify and preserve history not only for our generation but also for future generations. Those who had family members participating in the skirmish or those who are interested in this part of our history will be encouraged to visit Union County to seek out this historical location, and this historical marker will be the focal point of many visits to Union County. Therefore, the Board of Commissioners endorses the request.

Thank you for your kind consideration in this matter.

Sincerely,

Allan Baucom, Chairman  
Union County Board of Commissioners

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 15, 2008**

**Action Agenda Item No. 6/15**  
(Central Admin. use only)

**SUBJECT:** Sublease of Space at Union Village

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

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**ATTACHMENT(S):**  
none

**INFORMATION CONTACT:**  
Matthew Delk, Assistant Manager

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

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize County Manager to terminate sublease with Piedmont Behavioral Healthcare (PBH) and approve sublease with Daymark

**BACKGROUND:** During the budget planning process for the 2008-09 fiscal year, staff recommended, and the Board approved, a financial increase for the support of mental health services in Union County. The Board had also earlier directed staff to negotiate for a mental health crisis center to be located in Union County by Piedmont Behavioral Healthcare. PBH contracts with Daymark to provide various services. Previously, Union County had a complex lease scheme whereby we provided funding for service support and lease support, and whereby PBH sent money back to us as lease payments for space that they occupy in Union Village.

I request that the Board authorize the Manager to sign a document that will terminate our former lease agreement with PBH, and to sign a document that will lease space directly to Daymark. The staff anticipates using a \$7 per square foot annual rate for this lease for a term not to exceed two years.

Staff has discussed this arrangement with officials from PBH. They have also indicated to us that they have a Union County property under option, and are investigating logistical issues in order to turn the facility into a crisis center.

**FINANCIAL IMPACT:** will not require increase to FY 2008-09 budget

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

**MENTAL ILLNESS AWARENESS WEEK**  
**2008**

**AGENDA ITEM**  
# 6/16  
**MEETING DATE** 9/15/08

**A PROCLAMATION**

WHEREAS, severe mental illnesses such as schizophrenia, bipolar disorder, major depression, obsessive-compulsive disorder, severe anxiety disorders, borderline personality disorder, and post-traumatic stress disorders affect a total of 6% of North Carolina's adult population each year; and

WHEREAS, North Carolina's Local Management Entities (LME) served a total of 90,457 children and 133,429 adults with severe mental illnesses in 2007 making mental illness more common than cancer, diabetes, and heart disease; and

WHEREAS, scientific research is producing tremendous breakthroughs in the understanding of severe mental illnesses, resulting in more effective treatments that allow people to reclaim full and productive lives; and

WHEREAS, the best treatments for serious mental illnesses today are highly effective with 70-90% of individuals having a significant reduction of symptoms and improved quality of life with a combination of pharmacological and psychosocial treatments and supports; and

WHEREAS, Citizens of Union County should work together to help fight the stigma surrounding mental illness and discrimination from societal prejudice causing those who are affected to be cast as second-class citizens;

NOW, THEREFORE BE IT RESOLVED, that the Union County Board of Commissioners does hereby proclaim October 5 through October 11, 2008, as "MENTAL ILLNESS AWARENESS WEEK" in Union County to increase public awareness of severe mental illnesses.

Adopted this the 15<sup>th</sup> day of September, 2008.

Attest:

\_\_\_\_\_

\_\_\_\_\_  
Allan Baucom, Chairman

\_\_\_\_\_  
Kevin Pressley, Vice Chairman

\_\_\_\_\_  
Roger Lane, Commissioner

\_\_\_\_\_  
A. Parker Mills, Jr., Commissioner

\_\_\_\_\_  
Lanny Openshaw, Commissioner



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**OFFICE OF THE COMMISSIONERS AND MANAGER**

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

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September 16, 2008

AGENDA

# 6/17

MEETING DATE 9-15-08

Dear President/Business Owner:

Union County is interested in retaining and growing our manufacturing-based companies. We have partnered with the Centralina Council of Governments, along with the UNC Charlotte to conduct a survey to better understand how we can support growth in the automotive/motorsports business sector. The enclosed survey is intended to learn more about your business needs so that we can better serve you.

We would appreciate your time in answering the enclosed survey. Your participation will help improve the market, workforce, training and general services offered in Union County, as well as support and promote growth in the local automotive industry. Note that only aggregated information will be shared. All individual responses will be kept confidential. The results of the survey will be sent to you at your request.

**Please return the completed survey in the enclosed postage-paid envelope within two weeks of receipt.**

If you prefer to respond to this survey electronically, please visit <http://www.surveymshare.com/survey/take/?sid=75037> and use the password "auto" to access the survey.

As a thank you for taking the time to participate in the survey, your name will be included in a drawing where respondents will be eligible to win an IPOD, NASCAR tickets, or a subscription to Automotive industry magazine. Only one survey per company needs to be filled out and only one entry per company will be accepted.

If you have questions concerning the study, please contact the principal investigator, Dr. Ertunga C. Ozelkan, Professor and Associate Director of CLLES at (704) 687-4990 or by email at [CLLES@uncc.edu](mailto:CLLES@uncc.edu).

On behalf of Union County, thank you for assisting us with this survey and for helping to advance our automotive industry retention and expansion goals.

Sincerely,

Lanny Openshaw  
Commissioner

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT  
Meeting Date: September 15, 2008**

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

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**SUBJECT:** Recommendation of Award - Twelve Mile Creek WWTP Odor Control

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

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**ATTACHMENT(S):**  
-Letter from UCPW's contracted engineer, Hazen & Sawyer, recommending award of contract to the low bidder.  
-Bid Tabulation

**INFORMATION CONTACT:**  
Mark Tye

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**TELEPHONE NUMBERS:**  
704 296-4215

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**DEPARTMENT'S RECOMMENDED ACTION:** Approve Hickory Construction as low bidder, authorize UCPW to issue a Notice of Award to Hickory Construction and authorize the Manager to execute a construction contract contingent upon Legal review.

**BACKGROUND:** The Twelve Mile Creek Wastewater Treatment Plant was placed in service in December 1997. At that time the facility was situated on approximately 250 acres and was relatively isolated. The County made the decision to sale all but approximately 80 acres that the facility currently sits on. The property (buffer) that was sold was quickly developed. The WWTP is now in close proximity to homes and light retail (in some instance only about 100 yards). The wastewater treatment plant is often associated with undesirable odors in the area. Numerous complaints from the Quellin and Cureton subdivisions are on file. This project consists of "capping" tanks most prone to generate offensive odors, withdrawing the air from the tanks and running it through "scrubbing" units before it is released to the atmosphere. This project will significantly reduce odor issues associated with the WWTP. Estimated construction time for this project is approximately 12 months.

**FINANCIAL IMPACT:** This project is included in the 2007-2011 Capital Improvement Plan with construction costs of \$1,761,780 plus additional \$264,000 for engineering and design costs. The 2007-2011 CIP amount was a planning estimate without the benefit of formal engineering analysis. Subsequent to the 2007-2011 CIP and the engagement of an engineering firm to complete more formal analysis, the project's final construction cost estimate was revised to \$4,282,000. Project construction cost (low bid) is \$4,795,350, resulting in additional funding requirements of \$3,033,570 (difference between the low bid and CIP construction estimate).

The Capital Project Ordinance contains funding for numerous water and sewer projects

previously approved by the Commission. Several of the funded projects are no longer feasible, including Countywide Transmission Main, Phases II and III, which were halted due to IBT permitting concerns. Given that these two projects will not move forward, financial resources can be redirected toward funding this project without requiring additional capital project appropriations by the Commission.

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

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

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**Manager Recommendation:**

# Twelve Mile Creek Wastewater Treatment Plant Odor Control Improvement Project

## Executive Summary

When the Twelve Mile Creek Wastewater Treatment Plant (Plant) was originally constructed (circa 1996), the Plant was situated on a 225 plus acre parcel of land isolated from the Town of Waxhaw and its surrounding community. In the early 2000s, a decision was made to subdivide this County owned parcel. Sufficient land area was kept for future expansion of the Plant to 15 million gallons per day (mgd), while the remaining land area was sold to a private residential/commercial developer. Within the last few years, several large residential subdivisions (Cureton, Quellan, and Prescott) and a commercial center (Cureton Town Center) have been developed around the Plant's perimeter. With the construction of the Cureton Parkway/Kensington Drive paralleling the northern and western edges of the Plant site, the Plant site has become more visible, and at times, more prone to generating nuisance odors complaints. Because of its close proximity to its adjacent neighbors, separate odor control systems were installed at the Plant's influent pump station and grit facility as part of the recently completed plant expansion project. However, Plant Staff continue to receive odor complaints – primarily from the Cureton and Quellan subdivisions. These complaints typically correspond to sludge removal activities, when digested sludge is further stabilized by adding lime just prior to it being hauled and disposed of off site on permitted agricultural farmland. Lime addition is required at times to meet vector and fecal requirements pursuant to the County's Land Application of Residual Solids permit. The addition of lime changes the pH of the digested sludge which, in turn, promotes the formation of odorous nitrogenous compounds. Therefore, the purpose of this project is to provide odor control facilities to capture, contain, convey, and treat odorous compounds emitting from the Plant's digestion process.

New odor control facilities recommended to be constructed include:

- ❖ 2-stage chemical scrubber system capable of treating an air flow of 31,000 cfm, and providing 99% removal of both nitrogenous and sulfide compounds based on site-specific sensory field testing.
- ❖ Aluminum geodesic domes to capture and contain foul air from the two existing 1 million gallon (MG) aerobic digesters.
- ❖ Aluminum flat panel covers to capture and contain foul air from the two existing 0.25 MG aerobic digesters.
- ❖ Above ground FRP ductwork and below ground HDPE piping to convey the foul air to the 2-stage chemical scrubber system.
- ❖ Chemical storage tanks and metering pumps for caustic soda, sulfuric acid, and sodium hypochlorite.
- ❖ Brick and block building to protect mechanical and electrical equipment from inclement weather.

A recently designed and similar sized 2-stage chemical scrubber system for Henrico County, VA at their 5 mgd (expandable to 15 mgd) Totopotomy Wastewater Treatment Plant (WWTP) system has been in operation since 2004. This facility is located adjacent to a residential subdivision and a County owned park. Only one odor complaint has been received and that occurred when the scrubber system was turned off.

Another more recent odor control project was for the City of High Point, NC at their 26 mgd Eastside WWTP. This project included a 2-stage 28,000 cfm chemical scrubber system, chemical storage tanks and metering pumps, odor collection ductwork, electrical/mechanical building, and sitework. The project also included the installation of aluminum geodesic dome covers on their two sludge storage tanks.

The construction cost for this project was originally estimated at \$2.25 MM in March 2007 based on recent odor control construction cost estimates. It was later revised in July 2007 to \$3.5 MM based on contractor's schedule of values for odor control projects for Henrico County, VA and High Point, NC. Prior to advertisement for bidding (July 2008), the engineer's final construction cost was estimated at \$4.3 MM. Bids were received on July 10<sup>th</sup> with the apparent low bidder being Hickory Construction Company with a lump sum bid amount of \$4,875,350. The low bid was approximately 12% above the engineer's final construction cost estimate. This discrepancy is attributed to escalating construction materials pricing due to global/national demand for construction materials (primarily steel and concrete), and to high fuel costs – specifically petroleum based construction products (FRP and HDPE).

Hickory Construction Company's bid is valid and responsive, and therefore, it is recommended that they be awarded the Twelve Mile Creek Wastewater Treatment Plant Odor Control Improvements project.

July 14, 2008

Hazen and Sawyer, P.C.  
4944 Parkway Plaza Blvd.  
Suite 375  
Charlotte, NC 28217  
704 357-3150  
Fax: 704 357-3152

Mr. Mark Tye  
Assistant Public Works Director  
500 North Main Street  
Suite 500  
Monroe, North Carolina 28112-4730

Re: Twelve Mile Creek WWTP  
Odor Control Improvements  
Bid Tabulation and Recommendation of Award

Dear Mark:

Bids for the Twelve Mile Creek Wastewater Treatment Plant (WWTP) Odor Control Improvements were received on July 10, 2008. Seven (7) general contractors submitted bids, and the certified bid tabulation is attached herewith. The engineer's estimate of construction cost for this project was \$4,282,000.00, including 5% contingencies. The contractors' base bids ranged from \$4,795,350.00 to \$6,311,229.00.

The apparent low bidder is Hickory Construction Company (HCC) of Hickory, North Carolina License No. 1145, with a lump sum base bid amount of \$4,795,350.00. Investigation of their bid proposal found their paperwork in order; specifically with regards to submitting a bid bond, meeting good-faith efforts to provide minority business participation, and acknowledging receipt of all issued addenda. HCC failed to identify their proposed electrical subcontractor in the bid proposal, however have indicated verbally that they intend to utilize Robinson Electric on this project.

HCC's lump sum base bid amount included Temcor as the named supplier for the two specified geodesic domes. Due to a communication error, the supplier's price that was included in the base bid amount was incorrect. HCC has requested to use Ultraflote geodesic domes on the project with no change to the base bid amount. Ultraflote is an approved manufacturer in the equipment specification and, therefore, Hazen and Sawyer recommends accepting Ultraflote geodesic domes as part of HCC's bid. Documentation of HCC's request for this change and documentation of Temcor's bid withdrawal via EW2 Environmental, their local representative, is attached.

The bidders were also required to provide an additive/deductive alternate bid price for utilizing Indusco Environmental as the odor control system supplier in lieu of the other named suppliers required in the base bid. The Hickory Construction bid included an additive bid of \$80,000.00 for this item. Although existing odor control equipment onsite is manufactured by Indusco Environmental, Hazen and Sawyer does not recommend increasing the contract by the stated amount in order to have similar system manufacturers.

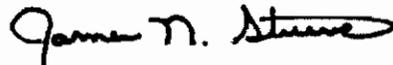
## HAZEN AND SAWYER

Mr. Mark Tye  
July 14, 2008  
Page 2

Therefore, Hazen and Sawyer recommends that Union County Public Works award the Twelve Mile Creek WWTP Plant Reliability Improvements project to Hickory Construction Company in the amount of \$4,795,350.00. If you need additional information, please do not hesitate to contact me at (704) 357-3150 or at [jstruve@hazenandsawyer.com](mailto:jstruve@hazenandsawyer.com).

Very truly yours,

**Hazen and Sawyer, P.C.**



James N. Struve, P.E.  
Senior Associate

Attachments

Cc: John Hahn, UCPW  
Mike Parker, H&S

**CERTIFIED BID TABULATION**

**UNION COUNTY PUBLIC WORKS  
MONROE, NORTH CAROLINA**

**TWELVE MILE CREEK WASTEWATER TREATMENT PLANT**

**ODOR CONTROL IMPROVEMENTS**

**BID DATE - JULY 10, 2008 3:00 P.M.**

Contractor's Name	License No.	Acknowledgement of Addendum			List Major Equip	Submit Bid Bond	Base Bid Amount	Alternate Bid Amount (Add)	Combined Base/Alt Bid Amount
		No. 1	No. 2	No. 3					
Hickory Construction	1145	Yes	Yes	Yes	Yes	\$4,795,350.00	\$80,000.00	\$4,875,350.00	
M.B. Kahn Construction	1425	Yes	Yes	Yes	Yes	\$5,355,000.00	\$0.00	\$5,355,000.00	
Haren Construction	7770	Yes	Yes	Yes	Yes	\$5,598,600.00	\$0.00	\$5,598,600.00	
Wharton-Smith, Inc.	38755	Yes	Yes	Yes	Yes	\$5,628,000.00	\$20,000.00	\$5,648,000.00	
Wateres Construction	32367	Yes	Yes	Yes	Yes	\$5,793,380.00	\$0.00	\$5,793,380.00	
State Utility Contractors	17793	Yes	Yes	Yes	Yes	\$5,890,105.20	\$0.00	\$5,890,105.20	
Dellinger, Inc.	5992	Yes	Yes	Yes	Yes	\$6,311,229.00	\$0.00	\$6,311,229.00	
<b>TOTALS</b>									
Average (All Bids)						\$5,624,523.46		\$5,638,809.17	
Average (Exclude Low/High)						\$5,653,017.04		\$5,657,017.04	
Engineer's Estimate (Including 5% Contingencies)						\$4,282,000.00		\$4,282,000.00	

**CERTIFICATION**

The Bids tabulated herein were opened and read aloud at 3:00 p.m. on the 10th day of July, 2008, in the office of the Union County Public Works Department located at 500 North Main Street, Suite 500, Monroe, North Carolina. The tabulation is correct and that it contains the bid prices as presented on the original Bid Form of each Bidder.

HAZEN AND SAWYER, P.C.

*James N. Struve*

James N. Struve  
Senior Associate



*When Quality & Integrity Still Exist  
Selected Best General Contractor in the Carolinas*

July 11, 2008

Mr. Jim Struve  
Hazen & Sawyer  
4944 Parkway Plaza Blvd.  
Suite 375  
Charlotte, NC 28217

Re: Union County Public Works  
Odor Control Improvements - Dome Covers

Mr. Struve,

I am writing to request a change in geodesic dome manufacturers. As you are aware, HCC wrote in Temcor as our chosen supplier. However, due to a verbal communication error the price we were given over the telephone was \$200,000 less than the follow up fax for the dome. The incorrect number that was given to me by Jim Grant (EW2) over the telephone was just slightly under Ultraflote's bid number. In addition to this letter, I am forwarding you a letter from Jim Grant indicating the withdrawal of his bid number. He and Temcor have discussed the situation and neither have any objection to HCC using Ultraflote in lieu of Temcor. Therefore, by way of this letter, please inform the Owner of our intentions to use Ultraflote for the geodesic domes for the project at no additional cost.

If you have any questions or comments, feel free to contact me.

Sincerely,

Michael Odom  
Utility Division Manager

Cc: Bid File



**Hickory Construction Company**  
INDUSTRIAL · COMMERCIAL · RESIDENTIAL · PUBLIC WORKS  
POST OFFICE BOX 1769 HICKORY, N.C. 28603  
TELEPHONE 828/322-9234 · FAX 828/322-5138  
[www.hickory-construction.com](http://www.hickory-construction.com)





ENVIRONMENTAL, INC.

July 10, 2008

Hickory Construction  
1728 North Ave. NW  
Hickory, NC 28603

Attn: Mike Odom

RE: Union County, NC - 12 Mile Creek WWTP (Odor Control)  
Bid Date: July 10, 2008 Time: 3:00 pm

Mike,

It is apparent to us that in good faith there was miscommunication in the bid pricing given out on this project. Therefore, we are withdrawing our price. Neither EWI Environmental, Inc. nor HMCOR will contest the award of the equipment for section 13128 - Aluminum Dome Covers to another competing manufacturer.

Should you require information please let me know.

Sincerely,

EWI ENVIRONMENTAL, INC.



James D. Grant, P.E.

JHG

Enclosures

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 15, 2008**

**Action Agenda Item No.** 86  
(Central Admin. use only)

**SUBJECT:** Recommendation of Award - Twelve Mile Creek WWTP Reliability Improvements

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**DEPARTMENT:** Public Works

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
-Letter from UCPW's contracted engineer, Hazen & Sawyer, recommending award of contract to the low bidder.  
-Bid Tabulation

**INFORMATION CONTACT:**  
Mark Tye

**TELEPHONE NUMBERS:**  
704 296-4215

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**DEPARTMENT'S RECOMMENDED ACTION:** Approve Hickory Construction as low bidder, authorize UCPW to issue a Notice of Award to Hickory Construction and authorize the Manager to execute a construction contract contingent upon Legal review.

**BACKGROUND:** The Twelve Mile Creek Wastewater Treatment Plant (WWTP) is subject to stringent NPDES discharge limits. This project is geared toward improving the reliability of the treatment plant to meet the stringent limits. During the recent expansion of the facility it was discovered that a lot of the underground conduit was severely corroded. The conduit is needed to protect high voltage power wires as well as control and communication lines. These wires and lines are essential for WWTP operations. This project includes the replacement of severely corroded electrical conduit and wire replacement where needed. The project also includes a chemical feed system. Chemical addition is required to supplement the biological process that removes phosphorous from the wastewater. Phosphorous removal is required by permit. As wastewater flows increase phosphorous removal efficiency must also increase. This project also includes the replacement of unrepairable solids (sludge) handling equipment. Sludge is a byproduct of the biological treatment process. Adequate sludge processing and storage is critical for optimum WWTP performance. Existing equipment is no longer repairable and requires replacement. Estimated construction time for this project is 12 months.

**FINANCIAL IMPACT:** This project is included in the 2007-2011 Capital Improvement Plan with construction costs of \$1,370,000 plus an additional \$205,500 in engineering and design costs. Subsequent to the 2007-2011 CIP the scope of this project has expanded to address needs discovered during and since expansion of the 12 Mile WWTP, which are detailed in the attached Executive Summary. The project's final construction cost estimate is \$3,060,000. Project

construction cost (low bid) is \$3,129,577, resulting in additional funding requirements of \$1,759,577 (difference between the low bid and CIP construction estimate).

The Capital Project Ordinance contains funding for numerous water and sewer projects previously approved by the Commission. Several of the funded projects are no longer feasible, including Countywide Transmission Main, Phases II and III, which were halted due to IBT permitting concerns. Given that these two projects will not move forward, financial resources can be redirected toward funding this project without requiring additional capital project appropriations by the Commission.

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

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

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**Manager Recommendation:**

**Twelve Mile Creek Wastewater Treatment Plant  
Plant Reliability Improvement Project**

**DRAFT**

**Executive Summary**

The County's Twelve Mile Creek Wastewater Treatment Plant (Plant) has recently completed a plant expansion project. The primary purpose of this project was to increase the plant's permitted rated capacity from 2.5 to 6.0 million gallons per day (mgd). During this construction project, County Staff authorized a study to optimize the removal of phosphorus from the facilities discharge. Phosphorus is a pollutant of concern that is regulated under the Plant's National Pollution Discharge Elimination System (NPDES) permit and enforced by the State of North Carolina's Division of Water Quality. Too much phosphorus discharged to a receiving water body can contribute to eutrophic or "nutrient rich" waters resulting in algae blooms and subsequent fish kills due to depletion of dissolved oxygen. The Plant is only allowed to discharge approximately 20 pounds per day of phosphorus into Twelve Mile Creek regardless of the amount coming into the Plant. Consequently, as raw wastewater flows to the Plant increases, the phosphorus concentration being discharged into Twelve Mile Creek must decrease. This "decrease" requires more advanced and reliable treatment processes (biological and chemical) to stay compliant with the Plant's permit limits.

This "Phosphorus Optimization Study" recommended several facility improvements to the Plant's treatment process including:

1. Additional aeration capacity in the oxidation ditches to ensure "luxury" uptake of phosphorus.
2. Hydraulic improvements to ensure equal flow splits to plant process units.
3. Dedicated secondary clarifier pumps to control clarifier blanket depth thereby mitigating secondary phosphorus release.
4. New alum storage/feed facilities in conjunction with existing biological treatment processes to chemically remove phosphorus.
5. Mechanical sludge thickening in lieu of digester decanting to reduce phosphorus sidestream loadings which can adversely affect biological phosphorus removal.

Recommendations 1 through 3 were incorporated into the recent plant expansion construction project. Item 4 was targeted for a future improvement project (this project). The initial cost estimate for the chemical storage and feed facilities was \$1.5MM. Item 5, along with electrical ductbank improvements, alkalinity enhancement and some minor improvements have been added to the project. These improvements increased the engineer's cost estimate to \$3.0 MM and are discussed in greater detail below.

Plant Staff have set-up temporary alum storage/feed facilities at several process units. The chemically bound up phosphorus particulate will eventually be conveyed to the Plant's aerobic digesters for further stabilization, then ultimately hauled and disposed of off site on permitted agricultural farmland. New alum storage/feed facilities are proposed to centralize operations, protect mechanical and electrical equipment from inclement weather, and provide spill containment for offloading and feeding of alum.

Upon recommendation of the "Phosphorus Optimization Study", the existing rotary drum thickener (RDT), to mechanically thicken waste activated sludge, was placed in operation by County Staff. This unit, effective while operable, proved to be unreliable and required constant maintenance. Within the last two months, the RDT has deteriorated to the point where it is no longer operable nor can it be repaired. As a result, County Staff have rented a portable gravity belt thickener (GBT) for sludge thickening at a cost of \$1,700 per week. A new permanent GBT is proposed to provide more reliable thickening of WAS. Additionally, the new permanent GBT has a greater hydraulic throughput than the existing RDT, thereby being adequately sized for plant flows up to 6 mgd.

Alkalinity storage/feed facilities are required for pH adjustment as alum addition will depress the pH of the waste stream which will adversely impact biological phosphorus removal.

Lastly, during construction of the plant expansion project, it was discovered that the existing electrical ductbank installed during the original plant construction (circa 1996) was not encased in concrete. As a result, the buried underground steel conduit is corroding, thereby exposing the electrical wire and subjecting the unit treatment processes to nuisance trips and loss of power. It is imperative that the existing electrical ductbank be replaced with new concrete encased electrical ductbank to provide electrical reliability to the existing unit treatment processes.

As previously mentioned the engineers estimate for this project was \$3.0 MM. The low bidder for all of these critical improvements was Hickory Construction Company with a lump sum bid amount of \$3,129,577. It is recommended that Hickory Construction Company be awarded the Twelve Mile Creek Wastewater Treatment Plant Reliability Improvements project.

**HAZEN AND SAWYER**  
Environmental Engineers & Scientists

Hazen and Sawyer, P.C.  
4944 Parkway Plaza Blvd.  
Suite 375  
Charlotte, NC 28217  
704 357-3150  
Fax: 704 357-3152

July 14, 2008

Mr. Mark Tye  
Assistant Public Works Director  
500 North Main Street  
Suite 500  
Monroe, North Carolina 28112-4730

Re: Twelve Mile Creek WWTP  
Plant Reliability Improvements  
Bid Tabulation and Recommendation of Award

Dear Mark:

Bids for the Twelve Mile Creek Wastewater Treatment Plant (WWTP) Plant Reliability Improvements were received on July 10, 2008. Seven (7) general contractors submitted bids, and the certified bid tabulation is attached herewith. The engineer's estimate of construction cost for this project, including the \$500,000 Owner Allowance with 5% contingencies, was \$3,051,000.00. The contractors' base bids ranged from \$3,118,500.00 to \$4,154,482.50.

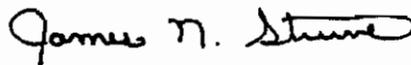
The apparent low bidder is Hickory Construction Company (HCC) of Hickory, North Carolina License No. 1145, with a lump sum base bid amount of \$3,118,500.00. Investigation of their bid proposal found their paperwork in order; specifically with regards to submitting a bid bond, meeting good-faith efforts to provide minority business participation, and acknowledging receipt of all issued addenda.

The bidders were also required to provide an additive/deductive alternate bid price for providing an Allen-Bradley VFD in lieu of the other named manufacturers required in the base bid. The Hickory Construction bid included an additive bid of \$11,077.00 for this item. We recommend that Union County accept the VFD as manufactured by Allen-Bradley and the corresponding additive amount.

Therefore, Hazen and Sawyer recommends that Union County Public Works award the Twelve Mile Creek WWTP Plant Reliability Improvements project to Hickory Construction Company in the amount of \$3,129,577.00. If you need additional information, please do not hesitate to contact me at (704) 357-3150 or at [jstruve@hazenandsawyer.com](mailto:jstruve@hazenandsawyer.com).

Very truly yours,

**Hazen and Sawyer, P.C.**



James N. Struve, P.E.  
Senior Associate

**Attachments**

Cc: John Hahn, UCPW  
Mike Parker, H&S

## **Twelve Mile Creek Wastewater Treatment Plant Plant Reliability Improvement Project**

### **Executive Summary**

The County's Twelve Mile Creek Wastewater Treatment Plant (Plant) has recently completed a plant expansion project. The primary purpose of this project was to increase the plant's permitted rated capacity from 2.5 to 6.0 million gallons per day (mgd). During this construction project, County Staff authorized a study to optimize the removal of phosphorus from the facility's discharge. Phosphorus is a pollutant of concern that is regulated under the Plant's National Pollution Discharge Elimination System (NPDES) permit and enforced by the State of North Carolina's Division of Water Quality. Too much phosphorus discharged to a receiving water body can contribute to eutrophic or "nutrient rich" waters resulting in algae blooms and subsequent fish kills due to depletion of dissolved oxygen. The Plant is only allowed to discharge approximately 20 pounds per day of phosphorus into Twelve Mile Creek regardless of the amount coming into the Plant. Consequently, as raw wastewater flows to the Plant increases, the phosphorus concentration being discharged into Twelve Mile Creek must decrease. This "decrease" requires more advanced and reliable treatment processes (biological and chemical) to stay compliant with the Plant's permit limits.

This "Phosphorus Optimization Study" recommended several facility improvements to the Plant's treatment process including:

1. Additional aeration capacity in the oxidation ditches to ensure "luxury" uptake of phosphorus.
2. Hydraulic improvements to ensure equal flow splits to plant process units.
3. Dedicated secondary clarifier pumps to control clarifier blanket depth thereby mitigating secondary phosphorus release.
4. New alum storage/feed facilities in conjunction with existing biological treatment processes to chemically remove phosphorus.
5. Mechanical sludge thickening in lieu of digester decanting to reduce phosphorus sidestream loadings which can adversely affect biological phosphorus removal.

Recommendations 1 through 3 were incorporated into the recent plant expansion construction project. Item 4 was targeted for a future improvement project (this project). The initial cost estimate for the chemical storage and feed facilities was \$1.5MM. Item 5, along with electrical ductbank improvements, alkalinity enhancement and some minor improvements have been added to the project. These improvements increased the engineer's cost estimate to \$3.0 MM and are discussed in greater detail below.

Plant Staff have set-up temporary alum storage/feed facilities at several process units. The chemically bound up phosphorus particulate will eventually be conveyed to the Plant's aerobic digesters for further stabilization, then ultimately hauled and disposed of off site on permitted agricultural farmland. New alum storage/feed facilities will allow UCPW to use chemicals more efficiently and are proposed to centralize operations, protect mechanical and electrical equipment from inclement weather, and provide spill containment for offloading and feeding of alum.

Upon recommendation of the "Phosphorus Optimization Study", the existing rotary drum thickener (RDT), to mechanically thicken waste activated sludge, was placed in operation by County Staff. This unit, effective while operable, proved to be unreliable and required constant maintenance. Within the last two months, the RDT has deteriorated to the point where it is no longer operable nor can it be repaired. As a result, County Staff have rented a portable gravity belt thickener (GBT) for sludge thickening at a cost of \$1,700 per week. A new permanent GBT is proposed to provide more reliable thickening of Waste Activated Sludge (WAS). Additionally, the new permanent GBT has a greater hydraulic throughput than the existing RDT, thereby being adequately sized for plant flows up to 6 mgd.

Alkalinity storage/feed facilities are required for pH adjustment as alum addition will depress the pH of the waste stream. Untreated, this will adversely impact biological phosphorus removal.

Lastly, during construction of the plant expansion project, it was discovered that the existing electrical ductbank installed during the original plant construction (circa 1996) was not encased in concrete. As a result, the buried underground steel conduit is corroding, thereby exposing the electrical wire and subjecting the unit treatment processes to nuisance trips and loss of power. It is imperative that the existing electrical ductbank be replaced with new concrete encased electrical ductbank to provide electrical reliability to the existing unit treatment processes.

As previously mentioned the engineers estimate for this project was \$3.0 MM. The low bidder for all of these critical improvements was Hickory Construction Company with a lump sum bid amount of \$3,129,577. It is recommended that Hickory Construction Company be awarded the Twelve Mile Creek Wastewater Treatment Plant Reliability Improvements project.

**CERTIFIED BID TABULATION**

**UNION COUNTY PUBLIC WORKS  
MONROE, NORTH CAROLINA**

**TWELVE MILE CREEK WASTEWATER TREATMENT PLANT**

**PLANT RELIABILITY IMPROVEMENTS**

**BID DATE - JULY 10, 2008 2:00 P.M.**

Contractor's Name	License No.	Acknowledgement of Addendum			List Major Equip	Submit Bid Bond	Base Bid Amount	Alternate Bid Amount (Add)	Combined Base/Alt Bid Amount
		No. 1	No. 2	No. 3					
Hickory Construction	1145	Yes	Yes	Yes	Yes	\$3,118,600.00	\$11,077.00	\$3,129,677.00	
M.B. Kahn Construction	1425	Yes	Yes	Yes	Yes	\$3,227,700.00	\$0.00	\$3,227,700.00	
Wharton-Smith, Inc.	38755	Yes	Yes	Yes	Yes	\$3,300,800.00	\$0.00	\$3,300,800.00	
Waterree Construction	32387	Yes	Yes	Yes	Yes	\$3,307,500.00	\$0.00	\$3,307,500.00	
Haren Construction	7770	Yes	Yes	Yes	Yes	\$3,345,300.00	\$5,000.00	\$3,350,300.00	
Dellinger, Inc.	5892	Yes	Yes	Yes	Yes	\$3,356,803.00	\$0.00	\$3,356,803.00	
State Utility Contractors	17793	Yes	Yes	Yes	Yes	\$4,154,482.50	\$0.00	\$4,154,482.50	
<b>TOTALS</b>									
<b>Average (All Bids)</b>							\$3,401,555.07		\$3,403,851.79
<b>Average (Exclude Low/High)</b>							\$3,307,580.60		\$3,403,851.79
<b>Engineer's Estimate (Including 5% Contingencies)</b>							\$3,051,000.00		\$3,051,000.00

**CERTIFICATION**

The Bids tabulated herein were opened and read aloud at 2:00 p.m. on the 10th day of July, 2008, in the office of the Union County Public Works Department located at 500 North Main Street, Suite 500, Monroe, North Carolina. The tabulation is correct and that it contains the bid prices as presented on the original Bid Form of each Bidder.

HAZEN AND SAWYER, P.C.

*James N. Struve*  
James N. Struve  
Senior Associate



# UNION COUNTY PUBLIC WORKS

Matthew Delk, Interim Director

## MEMORANDUM

AGENDA ITEM

# 8c

MEETING DATE 9/15/08

**To: Board of Commissioners  
County Manager  
Clerk to the Board**

**From: Mike Garbark, P.E.** *MG*

**Date: August 22, 2008**

**Subject: Sewer Line Easements – Shops @ Wesley Chapel 2 Outfall Sewer**

The Union County Public Works Department has been pursuing easement/right of way from property owners along the proposed construction route for the above mentioned project. We have not been able to acquire right of way from some of the property owners following the Easement Acquisition Policy and Procedures.

In order to minimize construction delays, it is requested the Board adopt a resolution at the September 15<sup>th</sup> meeting authorizing the condemnation as deemed necessary by Public Works in conjunction with the County Attorney. Enclosed are the proposed resolutions to authorize Union County to acquire interest in the needed property, which includes the tax parcel number as follows:

<del>06-102-002G</del>	<del>06-072-014</del>	<del>06-102-002A</del>	<del>06-072-050</del>
<del>06-072-049</del>	<del>06-072-004</del>	<del>06-072-052</del>	<del>06-072-005</del>
<del>06-072-047</del>	<del>06-072-051</del>		



Larry Davis/UnionCounty

09/10/2008 02:49 PM

To Matthew Delk/UnionCounty@UnionCounty

cc Lynn West/UnionCounty@UnionCounty, Mike  
Garbark/UnionCounty@UnionCounty

bcc

Subject Sewer Easements for Wesley Chapel phase 2 Outfall

Matthew,

We do not as of today have the signed easement for these two properties.

Shea Homes, LLC = Parcels # 06-102-002G & 06-072-014

Gibson = Parcel # 06-072-004

Larry C. Davis

Engineering Assistant

Office Phone - 704-296-4219

Fax - 704-296-4232

Email - [larrydavis@co.union.nc.us](mailto:larrydavis@co.union.nc.us)

-----Forwarded by Larry Davis/UnionCounty on 09/10/2008 02:45PM -----

-

**A RESOLUTION AUTHORIZING CONDEMNATION TO ACQUIRE CERTAIN  
PROPERTY OR INTEREST IN PROPERTY OF TEMPORARY AND  
PERMANENT UTILITY RIGHT-OF-WAY /EASEMENT**

WHEREAS, the governing body of the County of Union hereby determines that it is necessary and in the public interest to acquire certain property or interest in property owned by **Shea Homes L.L.C.** (now or formerly) for the following public purpose:

- (1) Temporary Construction
- (2) Permanent Utility Right of Way/Easement

WHEREAS, the proper officials or representatives of the County of Union have been unable to acquire the needed interest in this property by negotiated conveyance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Union, that;

1. The County of Union shall acquire by condemnation, for the purpose stated above, the property or interest in property described as follows:

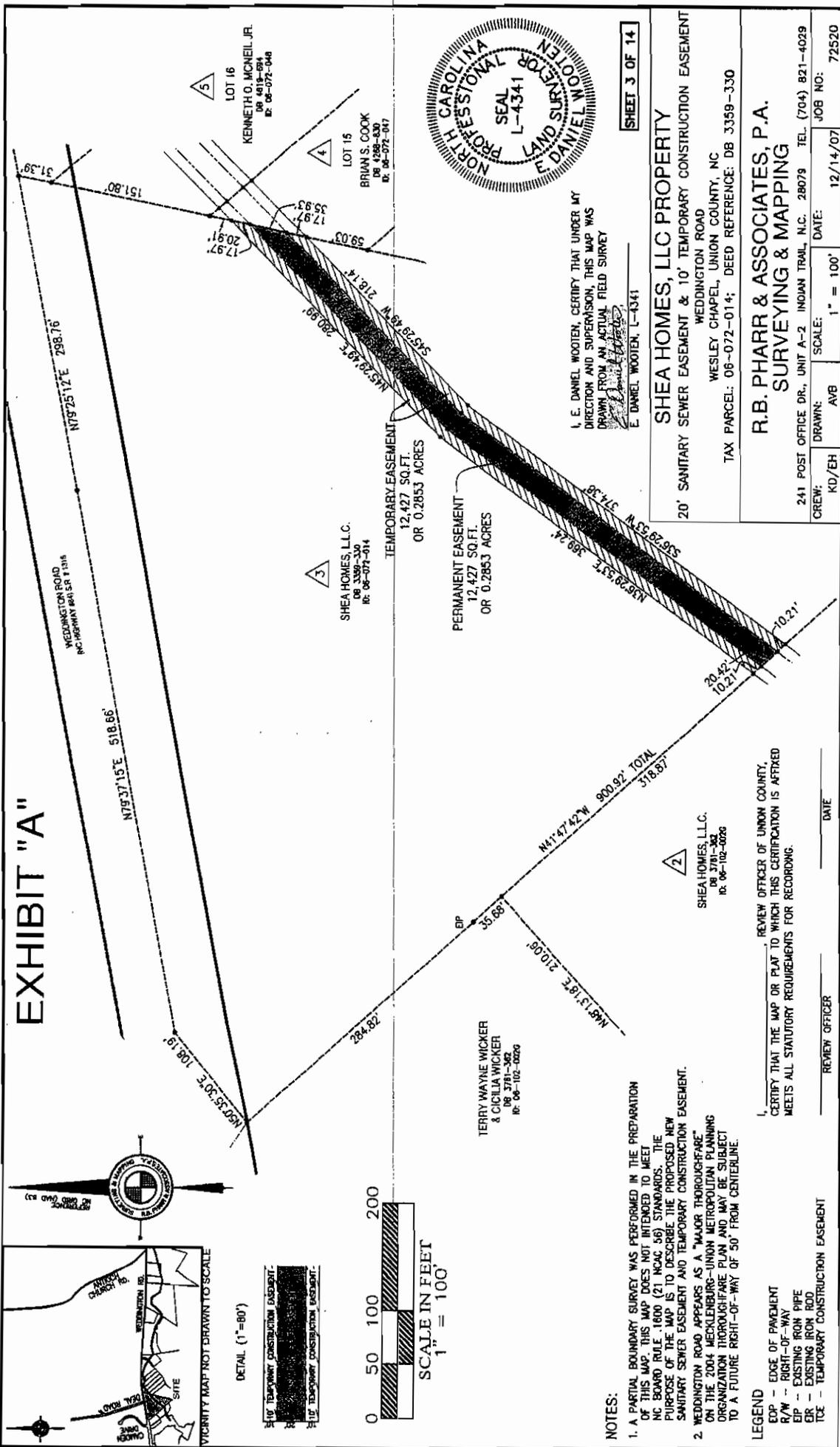
Easement and right of way in an over and across certain land located in **Sandy Ridge** Township, Union County, North Carolina, and more particularly described as follows:

A **20** foot wide Temporary Construction Easement and a **20** foot wide Permanent Utility Right of Way/Easement over a portion of that property located in **Sandy Ridge** Township, Union County, N.C. identified by Union County Tax Parcel **06-072-014**, Deed Book **3359**, Page **330** and more particularly being a total of **40** feet in width and extending in a (an) **southwesterly** direction and being parallel to a **West Fork of Twelve Mile Creek tributary** crossing the subject property, all of which is shown as Exhibit "A" attached and made part of this resolution.

2. The attorneys representing the County of Union are directed to institute the necessary proceeding under Chapter 40A of the North Carolina General Statutes to acquire the property or interest in property herein above described.

ADOPTED: This \_\_\_\_\_ Day \_\_\_\_\_, 20\_\_\_\_\_.

# EXHIBIT "A"



I, E. DANIEL WOOTEN, CERTIFY THAT UNDER MY DIRECTION AND SUPERVISION, THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY.  
E. DANIEL WOOTEN, L-4341

SHEET 3 OF 14

**SHEA HOMES, LLC PROPERTY**  
 20' SANITARY SEWER EASEMENT & 10' TEMPORARY CONSTRUCTION EASEMENT  
 WEDDINGTON ROAD  
 WESLEY CHAPEL, UNION COUNTY, NC  
 TAX PARCEL: 06-072-014; DEED REFERENCE: DB 3359-330

**R.B. PHARR & ASSOCIATES, P.A.**  
**SURVEYING & MAPPING**  
 241 POST OFFICE DR., UNIT A-2 INDIAN TRAIL, N.C. 28079 TEL. (704) 821-4029  
 CREW: KD/EH DRAWN: AVB SCALE: 1" = 100' DATE: 12/14/07 JOB NO.: 72520



VICINITY MAP NOT DRAWN TO SCALE

DETAIL (1"=80')

- 10' TEMPORARY CONSTRUCTION EASEMENT
- 20' SANITARY SEWER EASEMENT
- 10' TEMPORARY CONSTRUCTION EASEMENT

SCALE IN FEET  
1" = 100'

**NOTES:**

1. A PARTIAL BOUNDARY SURVEY WAS PERFORMED IN THE PREPARATION OF THIS MAP. THIS MAP DOES NOT INTEND TO MEET NC BOARD RULE 1800 (21 NCAC 56) STANDARDS. THE PURPOSE OF THE MAP IS TO DESCRIBE THE PROPOSED NEW SANITARY SEWER EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT.
2. WEDDINGTON ROAD APPEARS AS A "MAJOR THOROUGHFARE" ON THE 2004 MECKLENBURG-UNION METROPOLITAN PLANNING ORGANIZATION THOROUGHFARE PLAN AND MAY BE SUBJECT TO A FUTURE RIGHT-OF-WAY OF 50' FROM CENTERLINE.

**LEGEND**

- EDP - EDGE OF PAVEMENT
- R/W - RIGHT-OF-WAY
- EIP - EXISTING IRON PIPE
- ER - EXISTING IRON ROD
- TCE - TEMPORARY CONSTRUCTION EASEMENT

I, \_\_\_\_\_ REVIEW OFFICER OF UNION COUNTY, CERTIFY THAT THE MAP OR PLAN TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

**A RESOLUTION AUTHORIZING CONDEMNATION TO ACQUIRE CERTAIN  
PROPERTY OR INTEREST IN PROPERTY OF TEMPORARY AND  
PERMANENT UTILITY RIGHT-OF-WAY /EASEMENT**

WHEREAS, the governing body of the County of Union hereby determines that it is necessary and in the public interest to acquire certain property or interest in property owned by **Shea Homes L.L.C.** (now or formerly) for the following public purpose:

- (1) Temporary Construction
- (2) Permanent Utility Right of Way/Easement

WHEREAS, the proper officials or representatives of the County of Union have been unable to acquire the needed interest in this property by negotiated conveyance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Union, that;

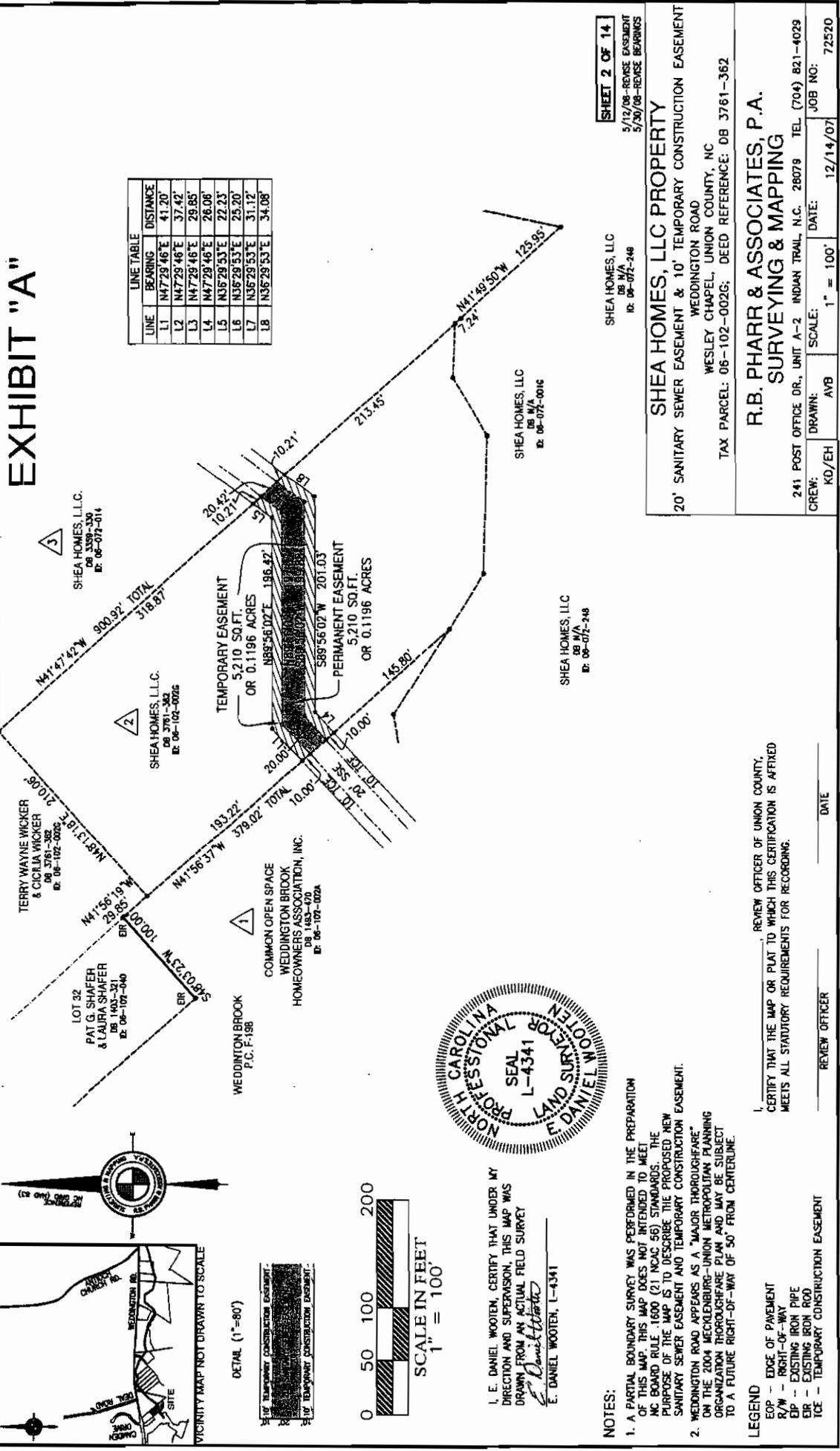
1. The County of Union shall acquire by condemnation, for the purpose stated above, the property or interest in property described as follows:

Easement and right of way in an over and across certain land located in **Sandy Ridge** Township, Union County, North Carolina, and more particularly described as follows:

A **20** foot wide Temporary Construction Easement and a **20** foot wide Permanent Utility Right of Way/Easement over a portion of that property located in **Sandy Ridge** Township, Union County, N.C. identified by Union County Tax Parcel **06-102-002G**, Deed Book **3761**, Page **362** and more particularly being a total of **40** feet in width and extending in a (an) **westerly** direction and being parallel to a **West Fork of Twelve Mile Creek tributary** crossing the subject property, all of which is shown as Exhibit "A" attached and made part of this resolution.

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ADOPTED: This \_\_\_\_\_ Day \_\_\_\_\_, 20\_\_\_\_\_.



# EXHIBIT "A"

LINE	BEARING	DISTANCE
L1	N47°29'46"E	41.20'
L2	N47°29'46"E	37.42'
L3	N47°29'46"E	29.65'
L4	N47°29'46"E	26.08'
L5	N36°29'53"E	22.23'
L6	N36°29'53"E	25.20'
L7	N36°29'53"E	31.12'
L8	N36°29'53"E	34.08'

SHEET 2 OF 14  
5/12/08-REVISE EASEMENT  
5/30/08-REVISE BEARINGS

SHEA HOMES, LLC  
DB W/A  
DE: 06-072-248

**SHEA HOMES, LLC PROPERTY**  
20' SANITARY SEWER EASEMENT & 10' TEMPORARY CONSTRUCTION EASEMENT  
WEDDINGTON ROAD  
WESLEY CHAPEL, UNION COUNTY, NC  
TAX PARCEL: 06-102-002G; DEED REFERENCE: DB 3761-362

**R.B. PHARR & ASSOCIATES, P.A.**  
**SURVEYING & MAPPING**

241 POST OFFICE DR., UNIT A-2 INDIAN TRAIL, N.C. 28079 TEL (704) 821-4029  
CREW: KJ/EA AVB DRAWN: SCALE: 1" = 100' DATE: 12/14/07 JOB NO: 72520

SHEA HOMES, L.L.C.  
DB 3761-362  
DE: 06-072-2014

SHEA HOMES, L.L.C.  
DB 3761-362  
DE: 06-102-002G

TEMPORARY EASEMENT  
5,210 SQ.FT.  
OR 0.1196 ACRES  
PERMANENT EASEMENT  
5,210 SQ.FT.  
OR 0.1196 ACRES

SHEA HOMES, LLC  
DB W/A  
DE: 06-072-001C

SHEA HOMES, LLC  
DB W/A  
DE: 06-072-248

TERRY WAYNE WICKER & CICILIA WICKER  
DB 3761-362  
DE: 06-102-0005

LOT 32  
PAT G. SHAFER & LAURA SHAFER  
DB 06-102-0140  
ER

COMMON OPEN SPACE  
WEDDINGTON BROOK  
HOMEOWNERS ASSOCIATION, INC.  
DB 1483-070  
DE: 06-102-002A

WEDDINGTON BROOK  
P.C.F.198



I, E. DANIEL WOOTEN, CERTIFY THAT UNDER MY DIRECTION AND SUPERVISION, THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY.  
E. DANIEL WOOTEN, L-4341

**NOTES:**

- A PARTIAL BOUNDARY SURVEY WAS PERFORMED IN THE PREPARATION OF THIS MAP. THIS MAP DOES NOT INTEND TO MEET THE PURPOSE OF THE MAP AS TO DESCRIBE THE PROPOSED NEW SANITARY SEWER EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT.
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**LEGEND**

- EOP - EDGE OF PAVEMENT
- R/W - RIGHT-OF-WAY
- EP - EXISTING IRON PIPE
- ER - EXISTING IRON ROAD
- TCE - TEMPORARY CONSTRUCTION EASEMENT

I, \_\_\_\_\_ REVIEW OFFICER OF UNION COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

**A RESOLUTION AUTHORIZING CONDEMNATION TO ACQUIRE CERTAIN  
PROPERTY OR INTEREST IN PROPERTY OF TEMPORARY AND  
PERMANENT UTILITY RIGHT-OF-WAY /EASEMENT**

WHEREAS, the governing body of the County of Union hereby determines that it is necessary and in the public interest to acquire certain property or interest in property owned by **Elmer Reece Gibson** (now or formerly) for the following public purpose:

- (1) Temporary Construction
- (2) Permanent Utility Right of Way/Easement

WHEREAS, the proper officials or representatives of the County of Union have been unable to acquire the needed interest in this property by negotiated conveyance.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the County of Union, that;

1. The County of Union shall acquire by condemnation, for the purpose stated above, the property or interest in property described as follows:

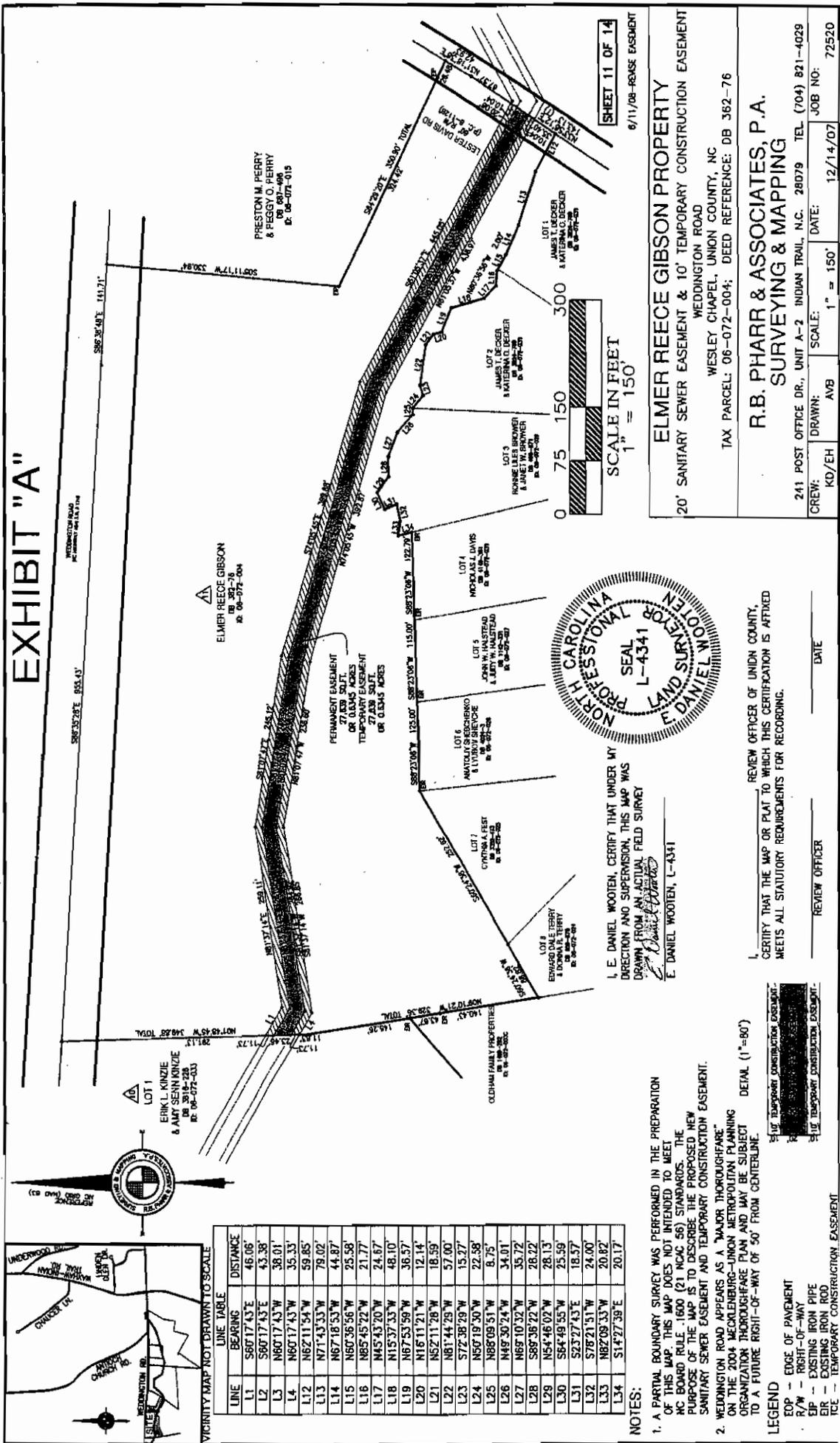
Easement and right of way in an over and across certain land located in **Sandy Ridge** Township, Union County, North Carolina, and more particularly described as follows:

A **20** foot wide Temporary Construction Easement and a **20** foot wide Permanent Utility Right of Way/Easement over a portion of that property located in **Sandy Ridge** Township, Union County, N.C. identified by Union County Tax Parcel **06-072-004**, Deed Book **0362**, Page **076** and more particularly being a total of **40** feet in width and extending in a (an) **westerly** direction and being parallel to a **West Fork of Twelve Mile Creek tributary** crossing the subject property, all of which is shown as Exhibit "A" attached and made part of this resolution.

2. The attorneys representing the County of Union are directed to institute the necessary proceeding under Chapter 40A of the North Carolina General Statutes to acquire the property or interest in property herein above described.

ADOPTED: This \_\_\_\_\_ Day \_\_\_\_\_, 20\_\_\_\_\_.

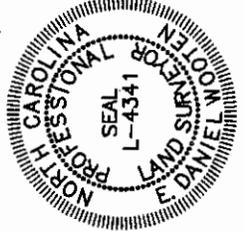
# EXHIBIT "A"



SHEET 11 OF 14  
6/11/08-REUSE EASEMENT

**ELMER REECE GIBSON PROPERTY**  
 20' SANITARY SEWER EASEMENT & 10' TEMPORARY CONSTRUCTION EASEMENT  
 WEDDINGTON ROAD  
 WESLEY CHAPEL, UNION COUNTY, NC  
 TAX PARCEL: 06-072-004; DEED REFERENCE: DB 362-76

**R.B. PHARR & ASSOCIATES, P.A.**  
 SURVEYING & MAPPING  
 241 POST OFFICE DR., UNIT A-2 INDIAN TRAIL, N.C. 28079 TEL. (704) 821-4029  
 CREW: \_\_\_\_\_ DRAWN: ANB SCALE: 1" = 150' DATE: 12/14/07  
 JOB NO: 72520



I, E. DANIEL WOOTEN, CERTIFY THAT UNDER MY DIRECTION AND SUPERVISION, THIS MAP WAS DRAWN FROM AN ACTUAL FIELD SURVEY.  
 E. DANIEL WOOTEN, L-4341

REVIEW OFFICER OF UNION COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

VICINITY MAP NOT DRAWN TO SCALE

LINE	BEARING	DISTANCE
L1	S60°17'43"E	46.06'
L2	S60°17'43"E	43.38'
L3	N60°17'43"W	38.01'
L4	N60°17'43"W	35.33'
L12	N62°11'54"W	59.85'
L13	N71°43'33"W	79.02'
L14	N67°18'53"W	44.87'
L15	N60°36'56"W	25.58'
L16	N85°45'22"W	21.77'
L17	N45°43'20"W	24.67'
L18	N15°37'33"W	48.10'
L19	N67°53'59"W	36.57'
L20	N16°11'21"W	12.14'
L21	N52°11'28"W	18.59'
L22	N81°44'29"W	57.00'
L23	S72°38'29"W	15.97'
L24	N50°19'30"W	22.58'
L25	N88°09'51"W	8.75'
L26	N48°30'24"W	34.81'
L27	N69°10'32"W	35.72'
L28	S88°36'22"W	28.72'
L29	N54°46'02"W	28.13'
L30	S64°49'55"W	25.59'
L31	S23°27'43"E	18.57'
L32	S78°21'51"W	24.00'
L33	N82°09'33"W	20.82'
L34	S14°27'39"E	20.17'

**NOTES:**

- A PARTIAL BOUNDARY SURVEY WAS PERFORMED IN THE PREPARATION OF THIS MAP. THIS MAP DOES NOT INTEND TO MEET NC BOARD RULE, 1600 (21 NCAC 56) STANDARDS. THE PURPOSE OF THE MAP IS TO DESCRIBE THE PROPOSED NEW SANITARY SEWER EASEMENT AND TEMPORARY CONSTRUCTION EASEMENT. ON THE 2004 McLENNERS-JUNION METROPOLITAN PLANNING ORGANIZATION THOROUGHFARE PLAN AND MAY BE SUBJECT TO A FUTURE RIGHT-OF-WAY OF 50' FROM CENTERLINE.
- WEDDINGTON ROAD APPEARS AS A MAJOR THOROUGHFARE.

- LEGEND
- EOP - EDGE OF PAVEMENT
  - R/W - RIGHT-OF-WAY
  - EIP - EXISTING IRON PIPE
  - EIR - EXISTING IRON ROD
  - TC - TEMPORARY CONSTRUCTION EASEMENT
  - ST - TEMPORARY CONSTRUCTION DISTURBANCE



# UNION COUNTY PUBLIC WORKS

Matthew Delk, Interim Director

AGENDA #

# 8d

MEETING DATE 9-15-08

September 3, 2008

To: Al Greene, County Manager  
Matthew Delk, Assistant County Manager and Interim Public Works Director  
From: Eric Hardy, UCPW Business Manager  
Subject: Water Conservation Rates

During our August 11<sup>th</sup> presentation to the Board of Commissioners, consultants from HDR and county staff made a recommendation that the Commission adopt revised Water Conservation Rates. We wish to underscore the necessity for rate revisions and to answer questions posed during the meeting.

Recent UCPW billing data showed that approximately 37,000 household and irrigation consumers were billed monthly between May 22 and July 21. Of this group, 19% of the residential/irrigation customer base used more than 10,000 gallons each month. Despite the small percentage of users, this group demanded 51% of water sold (see attached Current User Profile) during the study period. The adopted rates were structured to influence behaviors of these water consumers, who contribute most directly to the daily peak strains on UCPW's Catawba water supply (see attached Daily Water Demand).

Stated conversely, 81% of UCPW's residential/irrigation water customers did not require excessive amounts of water. In fact this group demanded only 49% of water supplied to the group during the study period.

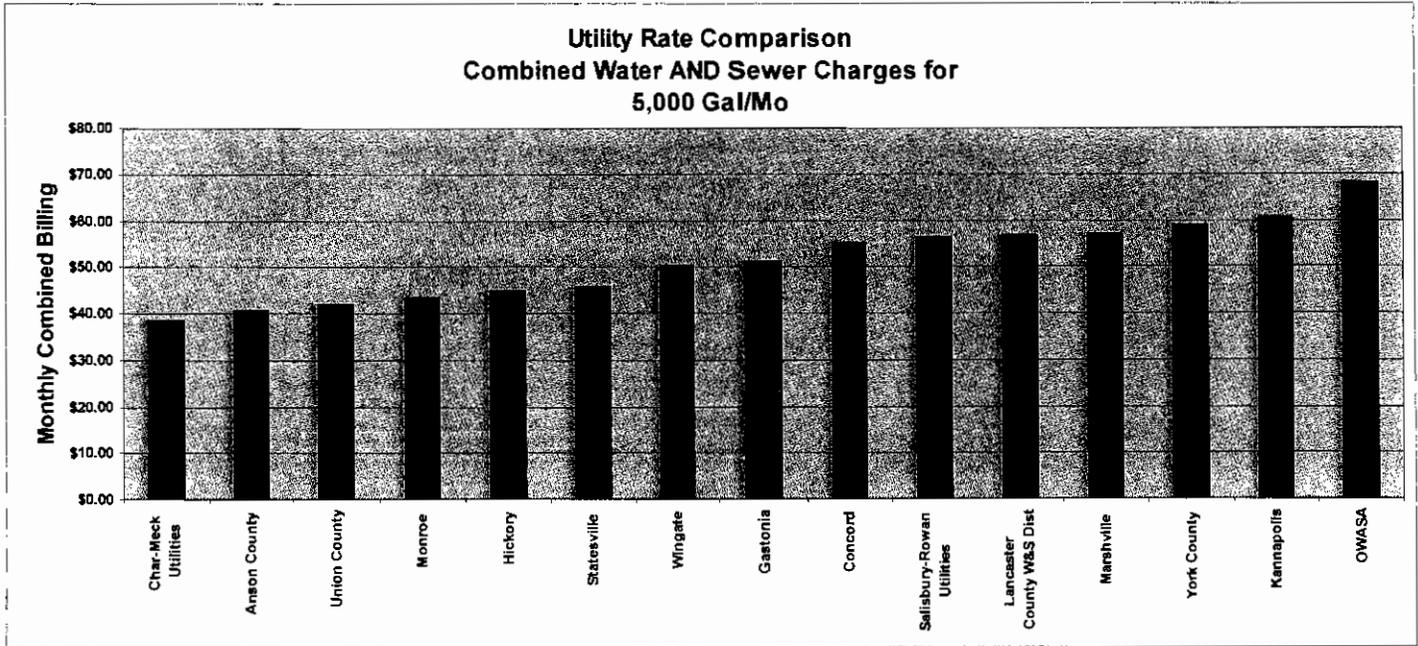
So how might this category of water users fare if they were supplied by neighboring water providers? The Chairman asked this question, and subsequent to the August 11<sup>th</sup> meeting UCPW staff conducted a FY2009 utility rate survey of the following service providers to supply answers:

Charlotte-Mecklenburg Utilities	Salisbury-Rowan Utilities
Anson County	Lancaster County Water & Sewer District
Concord	Marshville
Monroe	York County
Hickory	Kannapolis
Wingate	Statesville
Gastonia	Orange Water & Sewer Authority

A few notes to clarify the charted data below:

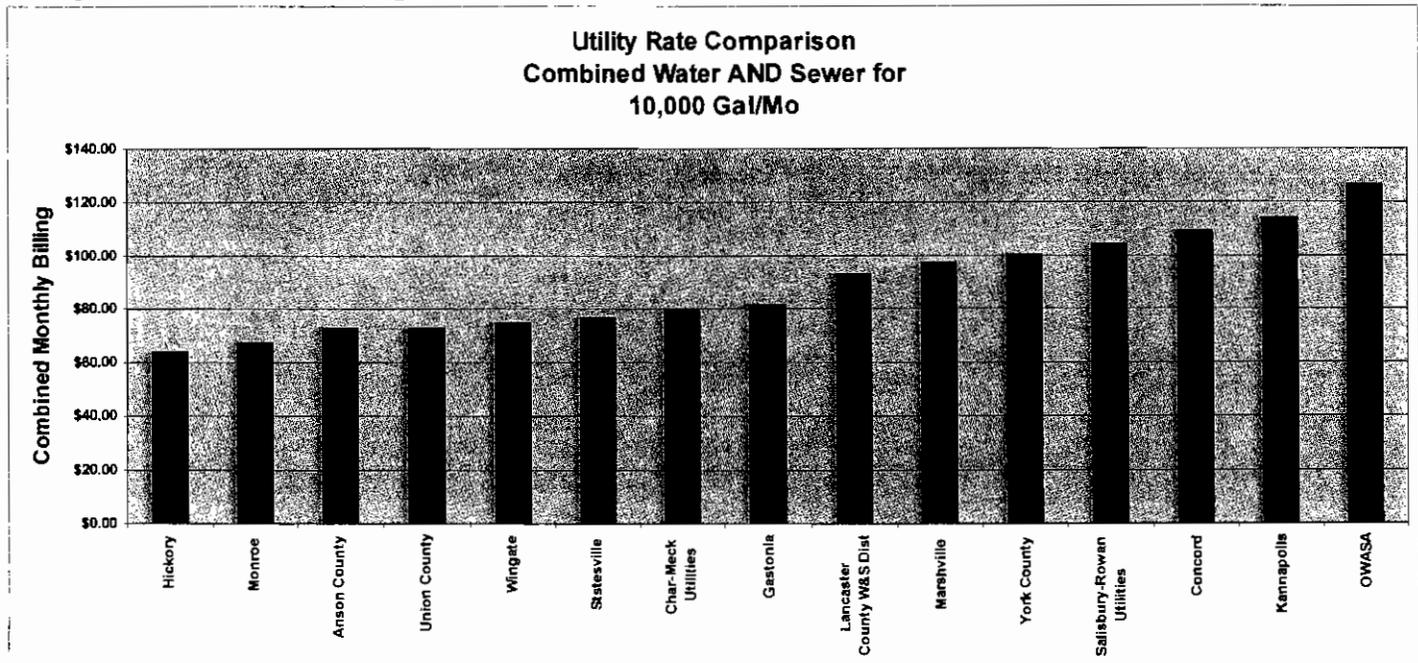
1. Three representative levels of monthly consumption were calculated – 5,000, 10,000, and 15,000 gallons
2. Costs for combined water and sewer costs are depicted for each utility
3. Water costs at each consumption level are shown in blue, and sewer costs in green for all utilities except Union County
4. Union County water costs are shown in red, sewer in burgundy

**Comparatives at 5,000 gallons:**



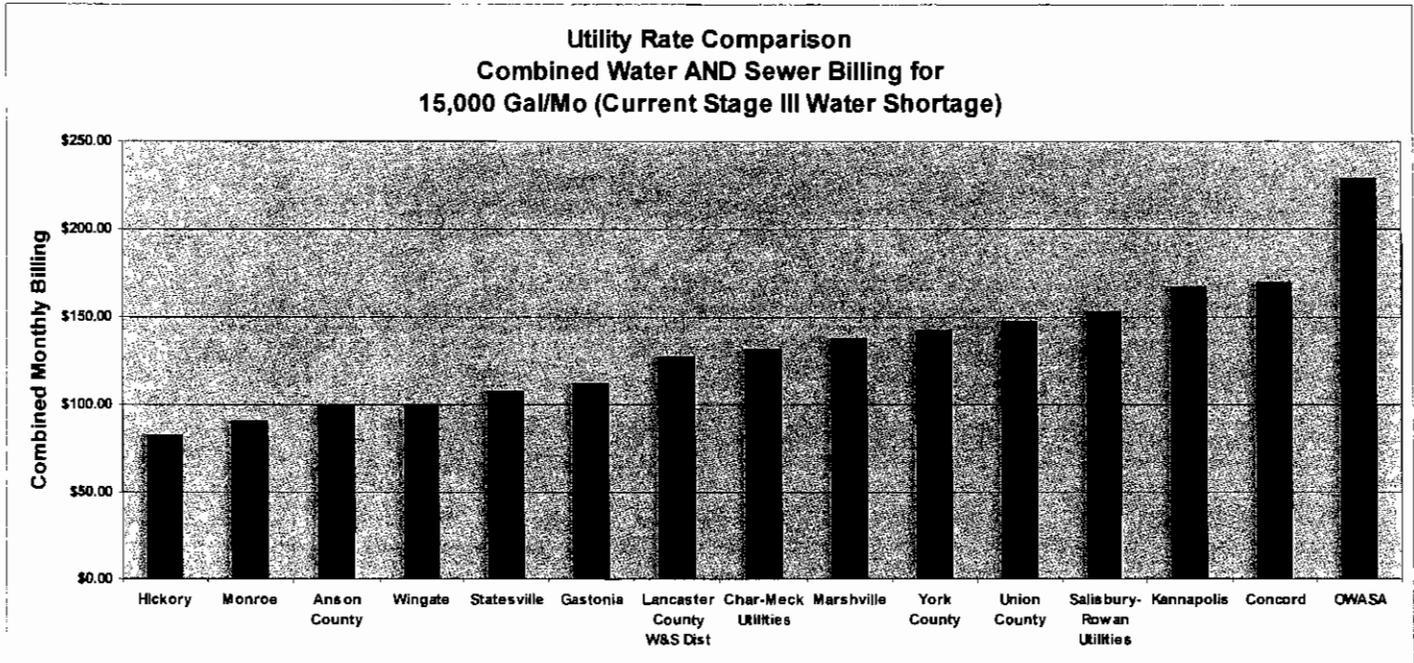
At the lower end of the consumption scale (5,000 gallons) UCPW residential customers pay lower rates than all but 2 of the utilities surveyed.

**Comparatives at 10,000 gallons:**



Even at 10,000 gallons UCPW water customers pay less than all but 3 of their neighbors. As a reminder 81% of UCPW customers used this amount of water – or less – between May 22 and July 21, 2008.

**Comparatives at 15,000 gallons under Stage III water restrictions:**

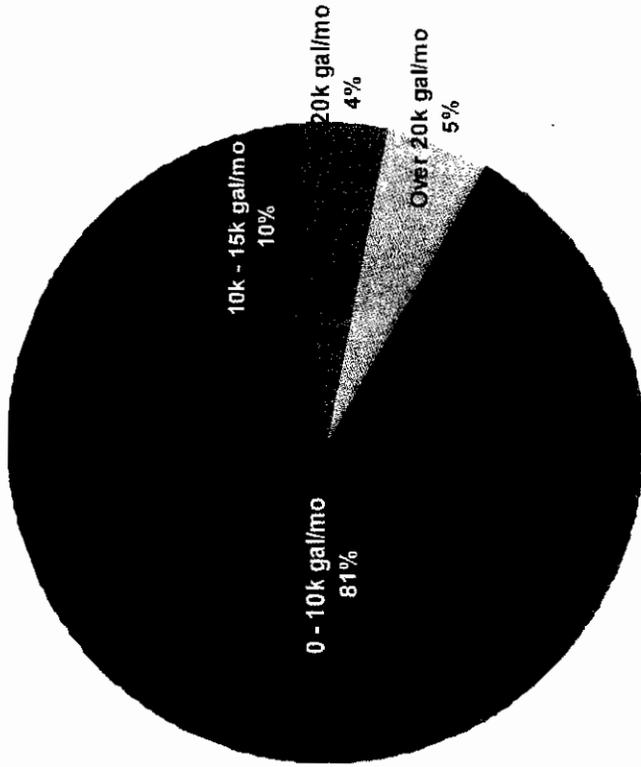


At 15,000 gallons the comparison changes from the earlier depictions. This rate structure intentionally charges the County's highest water consumers more as they demand more water.

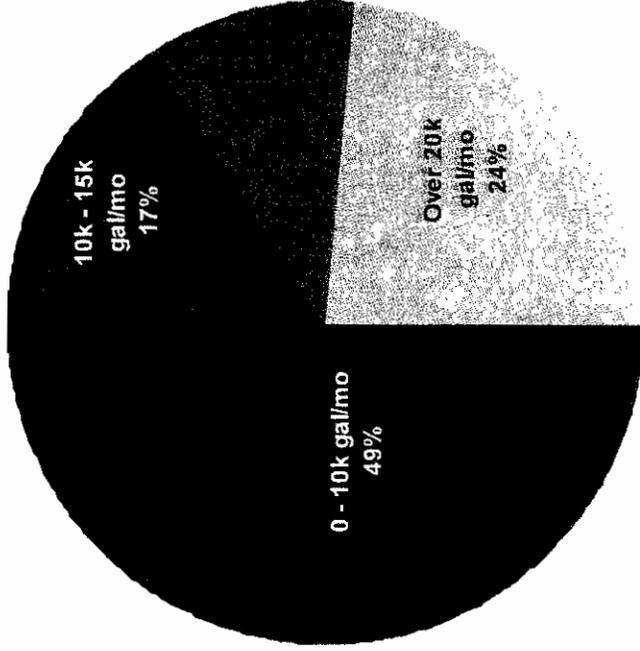
At the time of revised rate adoption, the Commission also approved a plan to spread 1-day per week irrigation restrictions over a five-day period. The combined effect of these changes is expected to reduce peak water demand and free up supply capacity sufficient to meet anticipated demand from planned development projects in the Catawba River Water Treatment Plant service area until such time as additional supply becomes available.

# Current User Profile

User Type



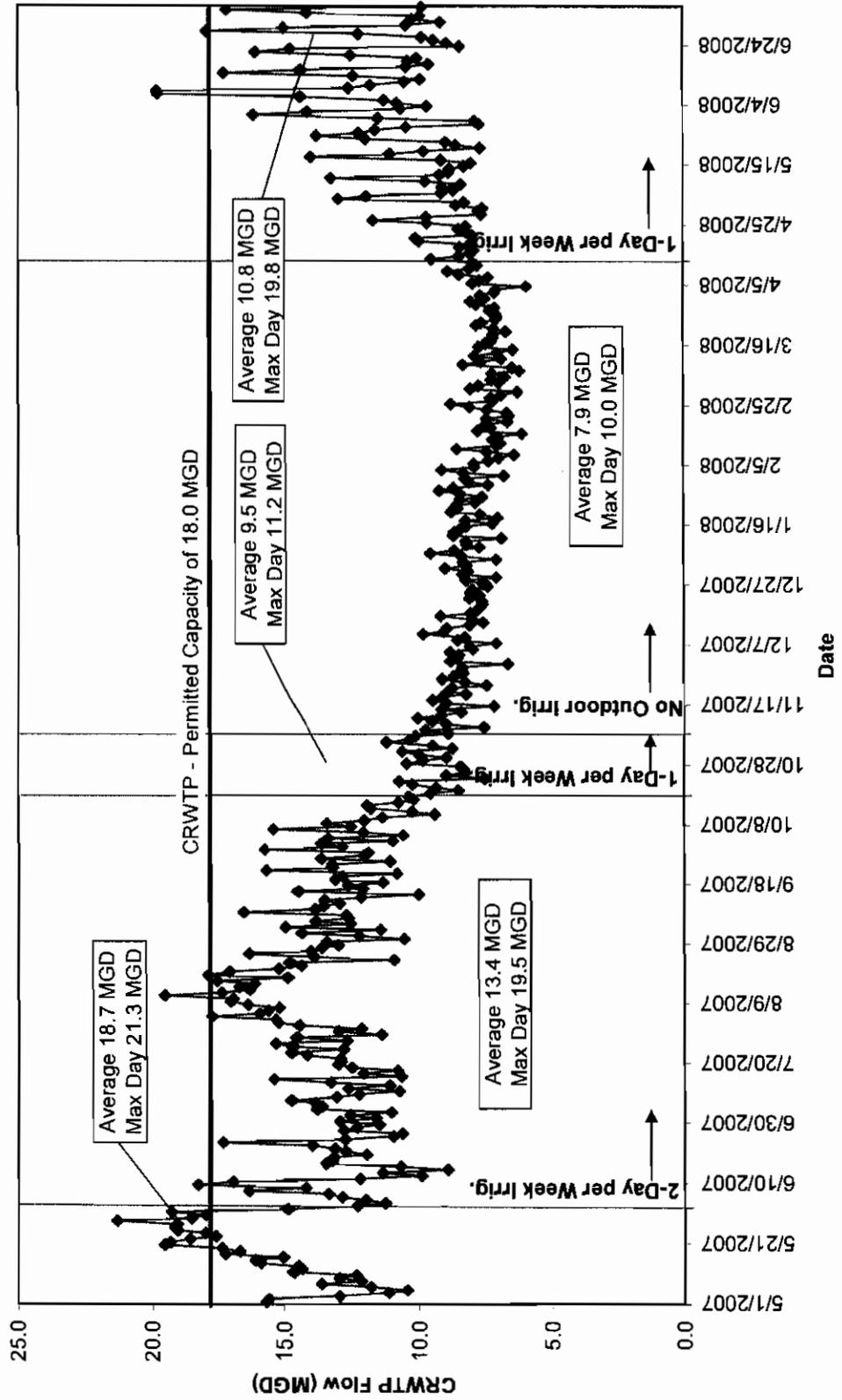
% of Water Sold by User Type



- Residential and Irrigation Usage Only
- Consumption Period = May 22 – July 22, 2008
- 19% of water customers used 51% of water sold during this consumption period

# Evaluation of Water Use

Figure 1 - Union County Water System - Daily Water Demand from the Catawba River WTP



**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 9/15/08**

**Action Agenda Item No.** 9a&b  
(Central Admin. use only)

**SUBJECT:** Hospital Lease Extension

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**DEPARTMENT:** Central Administration, Legal, Finance      **PUBLIC HEARING:** Choose one....

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**ATTACHMENT(S):**

**INFORMATION CONTACT:**

Al Greene  
Jeff Crook  
Kai Nelson

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**TELEPHONE NUMBERS:**

704-292-2625  
704-283-3673  
704-283-3533

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize County Manager to: (i) engage attorney with expertise in hospital law; (ii) waive any potential conflict of interest of such attorney on behalf of Union County; and (iii) engage consultant to value hospital asset and the proposed transaction.

**BACKGROUND:** On April 21, the Board approved execution by the County Manager of new hospital lease terms, subject to legal approval. Attorneys and staff of Union County and the Charlotte-Mecklenburg Hospital Authority (CHS) have worked diligently and in good faith to finalize an extended lease, but a number of substantive issues remain unresolved. County staff recommend at this time the engagement of a legal specialist in hospital law and an accounting, appraisal, or otherwise qualified consulting firm to value the hospital asset.

Jeff Crook has contacted John Crill with Parker Poe Adams & Bernstein LLP regarding potential engagement should the Board approve this item. Mr. Crill and his firm have extensive experience in hospital transactions, as indicated on the attached memorandum. In fact, Mr. Crill has represented two hospitals in negotiations with CHS. However, Parker Poe does perform medical malpractice litigation, and perhaps other work, on behalf of CHS, and engagement of Mr. Crill would require a waiver of any potential conflict of interest by both Union County and CHS. It is anticipated that attorneys in other large firms would face similar conflicts, and it is thus requested that the County Manager have authority to waive such conflict on behalf of the County.

Kai Nelson has obtained the names of several firms that perform hospital valuations. The firms were provided by the County's financial advisor, investment bankers and bond counsel. County staff is still reviewing the qualifications of the firms and has not formulated a recommendation regarding the selection of a firm. We are convinced that such a decision can be reached expeditiously.

The long-term nature of the proposed transaction along with its financial implications to Union County (its taxpayers) as well as its residents (consumers of health care services in the County) would seem to suggest that an independent appraisal of the capital structure of the proposed transaction would be prudent. Union County's interest in retaining valuation experts is to obtain independent opinions of the proposed transaction's value, the fairness of the transaction and the implications of this strategic business decision on health care service in the County.

**FINANCIAL IMPACT:** Unknown pending further refinement of scope of engagement. Contract amounts to be limited to County Manager's approval authority of \$90,000.

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

\_\_\_\_\_

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

\_\_\_\_\_

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**Manager Recommendation:**

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 9/15/08**

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

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**SUBJECT:** Cane Creek Park Welcome Center/Check-in Station/Camp Store

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**DEPARTMENT:** Parks and Recreation      **PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
Map / Location of Building  
Estimate & Schematic from Architect

**INFORMATION CONTACT:**  
Wanda Smith

---

**TELEPHONE NUMBERS:**  
704-843-3919

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**DEPARTMENT'S RECOMMENDED ACTION:** Request authorization to proceed with design development (DD) to include design/construction alternates, obtain architect updated project construction costs based on completed DD and return to Commission with updated costs for further direction

**BACKGROUND:** Parks and Recreation Capital Project Ordinance contains funds for the construction of a Welcome Center/Check-in Station/Camp Store with a construction budget of \$290,000, inclusive of contingency allowance estimated at \$19,000. Construction of the Welcome Center/Check-in Station/Camp Store is a component of the Cane Creek Park Master Plan and will provide the Parks and Recreation Department with improved space for customer service that has not been available in the past and provides a facility that will meet all current ADA requirements. An exhibit of the location of the new Store and Cane Creek Park Master Site Plan is attached. Staff along with General Services Director - Barry Wyatt, Construction Manager - Dean Glenn, and the Parks and Recreation Advisory Committee have reviewed preliminary plans and recommendations from the Architect - John Dickerson. The Architect's current construction estimate of the facility including all the amenities is approximately \$405,000 (to include \$30,000 for furniture, fixtures, and equipment) which is \$115,000 over the current construction budget.

A number of design and construction alternatives have been reviewed with County Staff and the Advisory Committee in an effort to reduce the cost of the project. Those alternatives are summarized in the attachment. County Staff and the Advisory Committee concluded that a number of options (i.e. eliminating the fireplace, change flooring/wall/siding materials, etc.) may be viable in reducing the construction cost while other options (i.e. redesign of the roof structure, vinyl tiles, deletion of front porch, etc.) would significantly alter the building structure to the

extent that the facility would not be reflective of building objectives noted in the Master Plan for this facility.

County staff is recommending that the architect proceed with design development (DD) to include design/construction alternates with the architect obtaining updated project construction cost estimates based on the completed DD. Completing the DD phase will provide the County with a more accurate and comprehensive basis for obtaining updated construction project costs which will then be shared with the Commission for further direction.

**FINANCIAL IMPACT:** The facility construction budget includes FF&E and contingency allowance for a total of \$290,000. Shortfall of approximately \$115,000 may be reduced through actual pricing, elimination of contingency allowance, as well as separating construction "base bid" from "alternates".

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

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

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

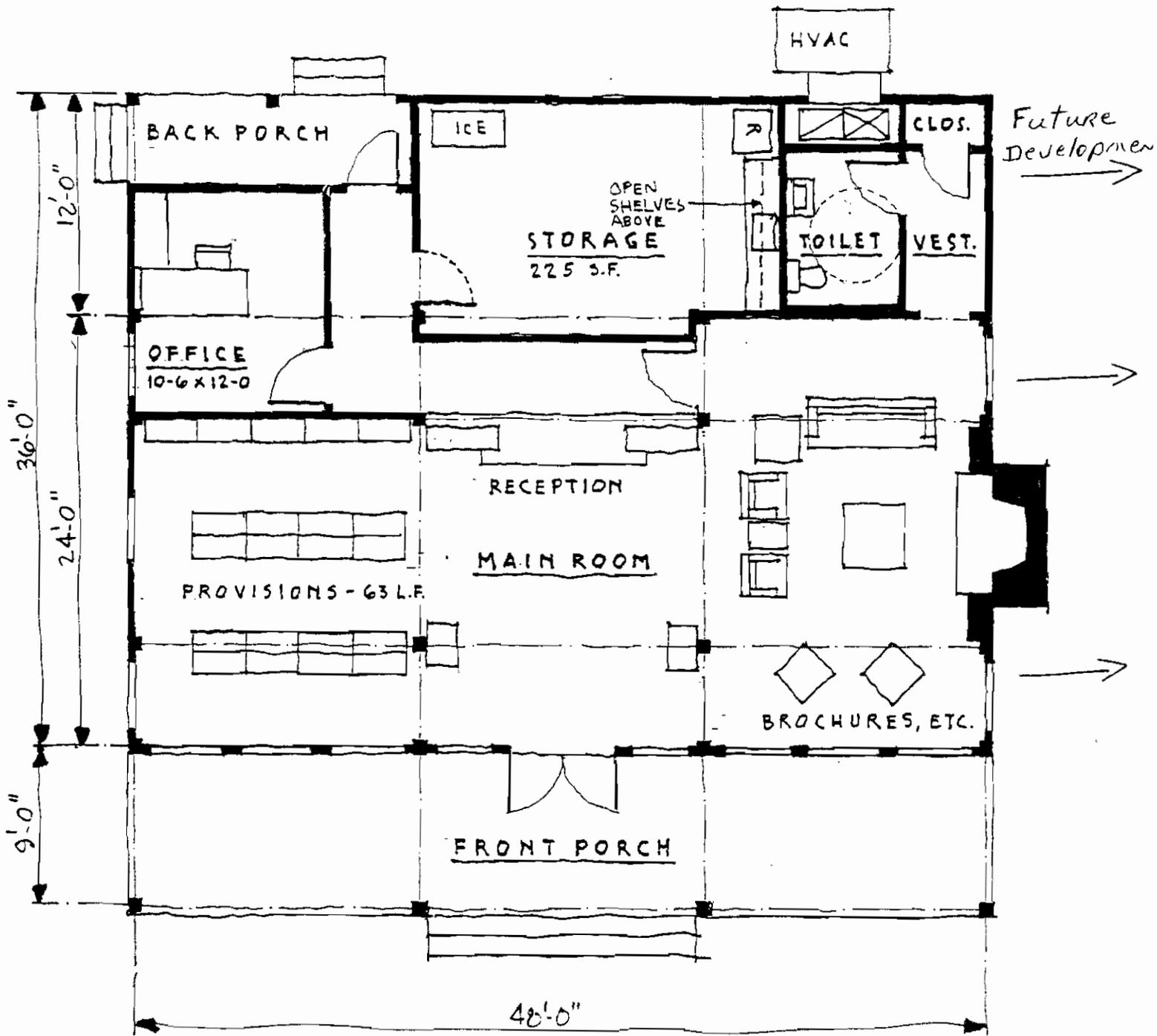
ESTIMATED CONSTRUCTION COST OUTLINE  
CANE CREEK STORE & WELCOME CENTER

Monroe, North Carolina      Dickerson Architecture

August 06, 2008

\$ 436,250 Proposed Budget (with fireplace)  
- 29,950 A/E Fees  
- 9,750 Reimbursable Expenses  
- 2,500 Additional A/E Fee  
\$ 394,050  
- 18,750 Contingency Allowance  
\$ 375,300 Estimated Budget for Construction

\$ 77,000 A. Estimate for Sitework Construction (Maxco estimate less 3 light poles)  
\$ 249,550 B. Estimate for 1,750 square feet of heated area @ \$142.60/sq.ft.  
\$ 48,750 C. Estimate for 650 square feet of Porche area @ \$75.00/sq.ft.  
\$ 375,300 Estimated Budget for Construction



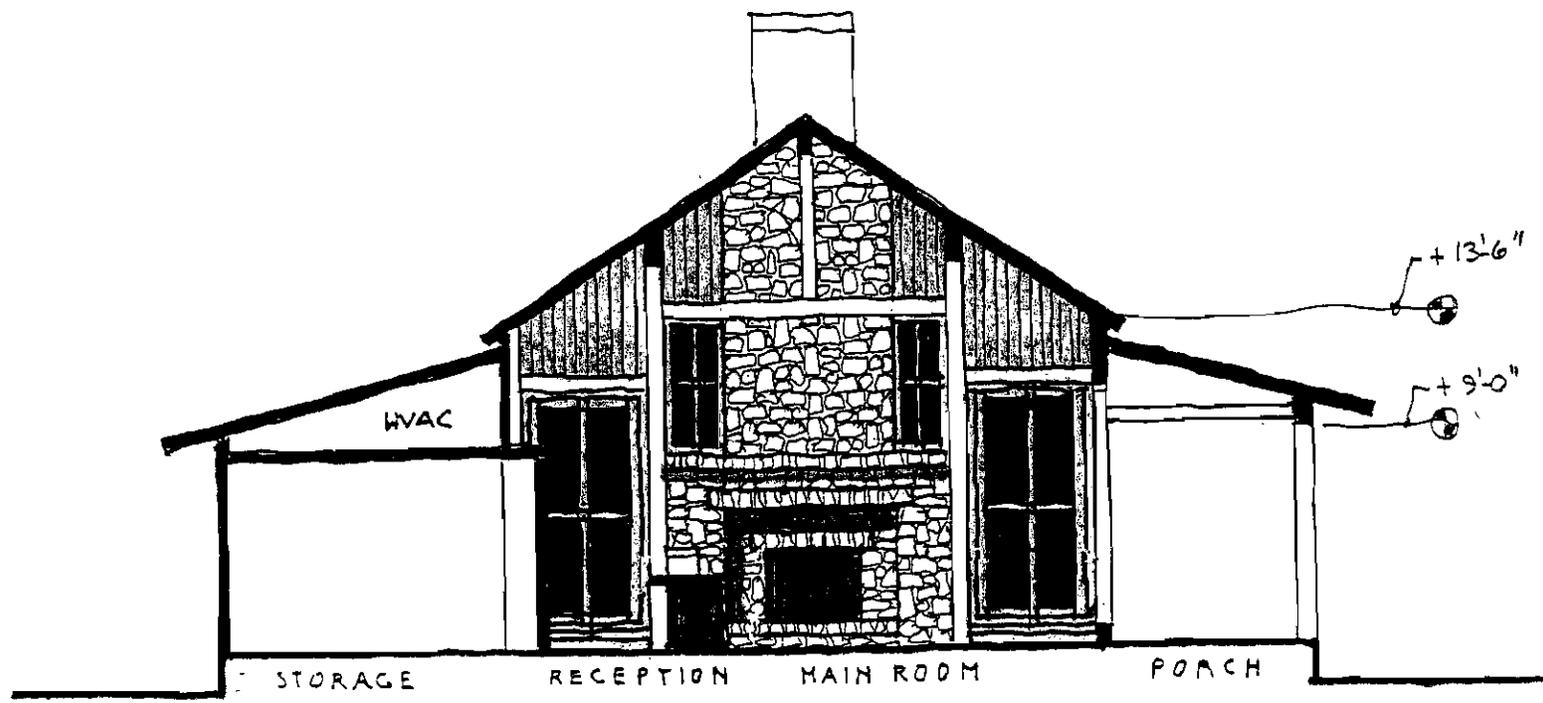
DESIGN DEVELOPMENT FLOOR PLAN

SCALE 1/8" = 1'-0"

CI.08.08

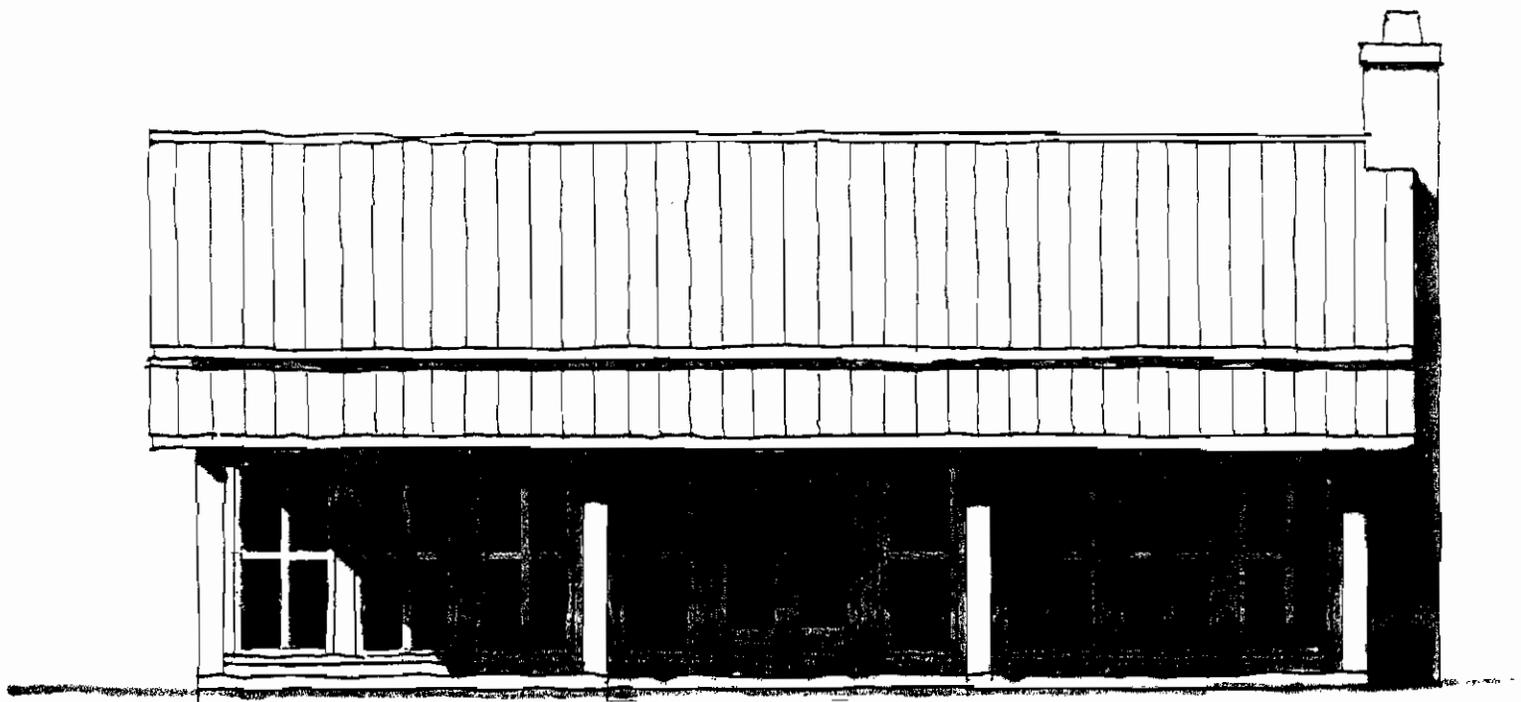
CI.10.08

Fire place  
BRICK  
NOT  
STONE



SECTION

1/8" = 1'-0" 01.10.08



FRONT ELEVATION A



WEST SIDE ELEVATION 7.2

28.11.08

01.10.08

# CANE CREEK PARK

Campground

Welcome Center

(Check-In Station / Camp Store)



UNION COUNTY  
PARKS AND RECREATION

# Background Information

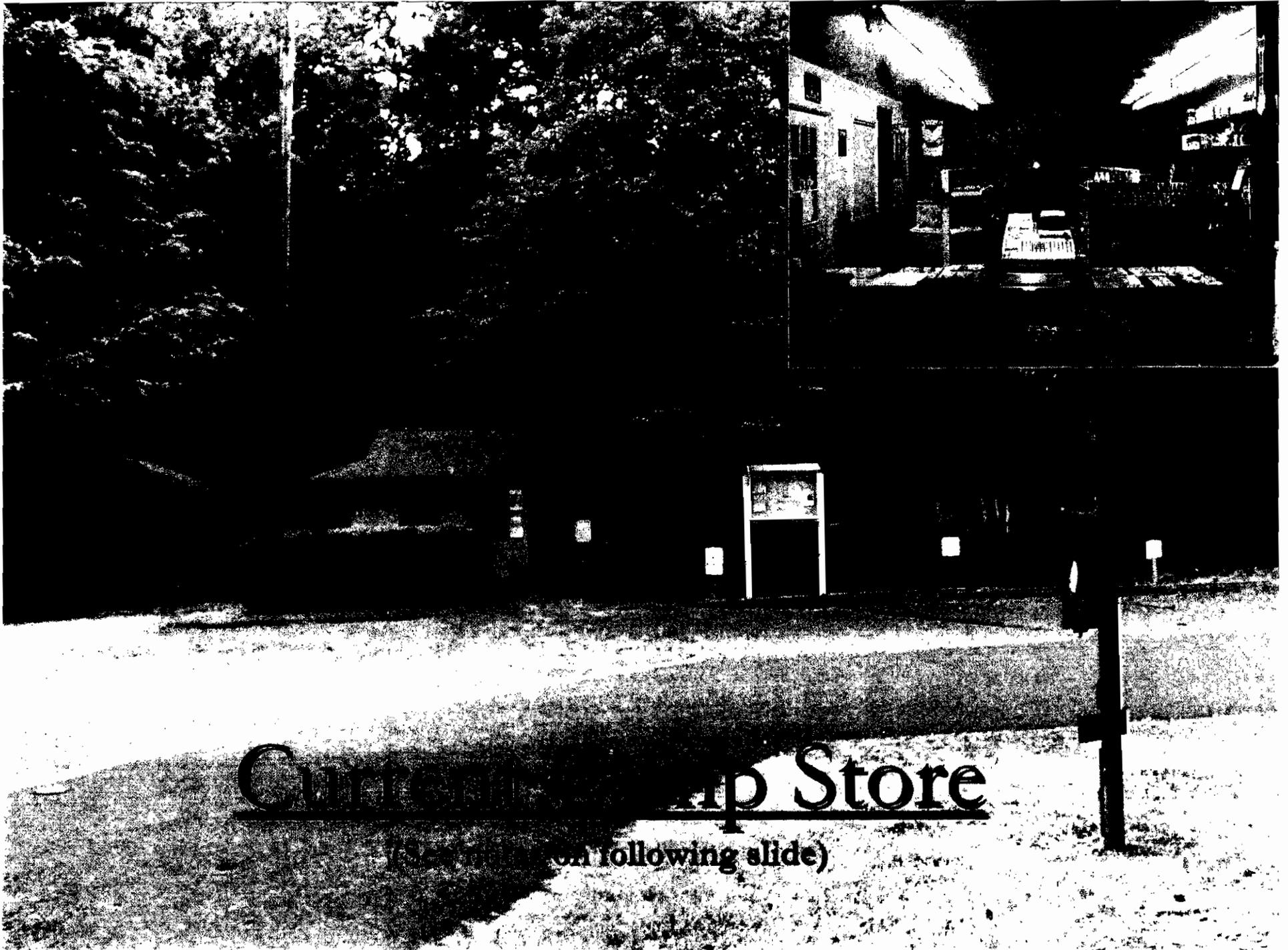
- Enclosed in your packet is a copy of excerpts of Cane Creek Park Master Plan adopted in 2000.
- Also enclosed is a copy of the brief to the Parks and Recreation Advisory Board made on March 19, 2008 which provides additional information.



# Welcome Center

(Camp Store / Check-in Station)

- Included in the 2000 Cane Creek Park Master Plan (Section 2 – Page 5)
- Cane Creek Park Master Plan project cost \$200K (in 2000 Dollars)
- No “in-depth plans” were provided during the 2000 Master Plan process since it was not in the consultant’s scope of work.



# Curtain Shop Store

(See next slide on following slide)

# Maximum Campground Occupancy

<u>Camping Venue/Area</u>	<u>Number of Sites</u>	<u>Max. People Allowed/Site</u>	<u>Max. People Allowed / Area</u>
Family Camping	108	6	648
Wilderness	9	5	45
Horse Camping	5	5	25
Cabins	6	6	36
Group Site (Small)	7	20	140
Group Site (Large)	4	30	<u>120</u>
Total Sites	139		1.014 @ 100%
			761 @ 75%
			507 @ 50%
			254 @ 25%

# Why was the Camp Store Identified as being in need of replacement?

1. Not ADA Compliant.
2. Location of the Store is not customer friendly.
3. Location increases traffic in the campground which causes safety issues for pedestrians, especially small children.
4. Too small for handling customers on busy days. (480 +/- sq. ft.) (Cannot expand building)
5. Does not provide adequate security needs, which results in loss of revenues and increased vandalism.
6. No office space for campground staff to “effectively” manage the campground. (All office space in DUA.)

# Phased Planning for Welcome Center

- 2000 - BOCC adopted Cane Creek Park Master Plan
- 2005-2006 - Purchased land for new entrance as identified in Master Plan (4.94 Acres @ approximately \$50,000)
- 2006-2007 – Developed new entrance with paved roadway as per the Master Plan (Cost: \$137,000)
- 2007-2008 – Budget request for \$332,000 for Welcome Center approved by BOCC.

# Building Identified in Master Plan As:

- A 1800 SF Camp Store / Check-in Building
- Located at New Park Entrance
- Serving both the RV Campground and the Group Camping Area.
- Having visitor information available
- Having adequate parking for RVs and other vehicles.

(reference: CCP MP, Sec 2, Page 5)

# Why the Chosen Design

- In parity with cottage description as per the CCP Master Plan (Section 2, page 5)
- Creates an open feeling for customer and staff
- Design requires low maintenance over lifetime of structure
- Portrays a “rustic-country, outdoor” atmosphere
- Appropriate for “well-maintained” and “well-respected” facility like Cane Creek
- Portrays an appropriate image of Union County as a whole to both our citizens and nonresident guests

# Budget Breakdown Information

## Overall Budget Breakdown (\$436,250)

\$436,250 Proposed Budget (with Fireplace)

- 29,950 A/E Fees
- 9,750 Reimbursable Expenses
- 2,500 Additional A/E Fees

\$ 394,050

- 18,750 Contingency Allowance

\$ 375,300 Estimated Budget for Construction

## Construction Budget Breakdown (\$375,300)

\$ 77,000 Estimate for sitework construction from local contractor

\$249,550 Estimate for 1,750 sq.ft. of heated area @ \$142.60/sq.ft.

\$ 48,750 Estimate for 650 sq.ft. of porch area @ \$75.00/sq.ft.

# With Completion of A New Facility, We Will:

- Provide a facility that is accessible
- Provide adequate customer service space
- Provide increased retail space
- Provide security and increased revenues through:
  - Requiring all guests to pass through the facility
  - Evening monitoring of the entrance
- Provide adequate facilities for accepting and completing reservation requests

## Additionally, We Will

- Provide proper facilities for the campground staff (3-5 employees during a given work day)
- Provide for expansion of a future meeting room as identified in the CCP Master Plan
- Eliminate the need for a new 1200 sq. ft. Maintenance Building (see CCP MP). Either the camp store or the storage building will be renovated to provide this facility.
- Continue to provide high demand retail items during high occupancy weekends at the “old camp store” to better serve our customers.
- Provide a structure that will serve us for many years!

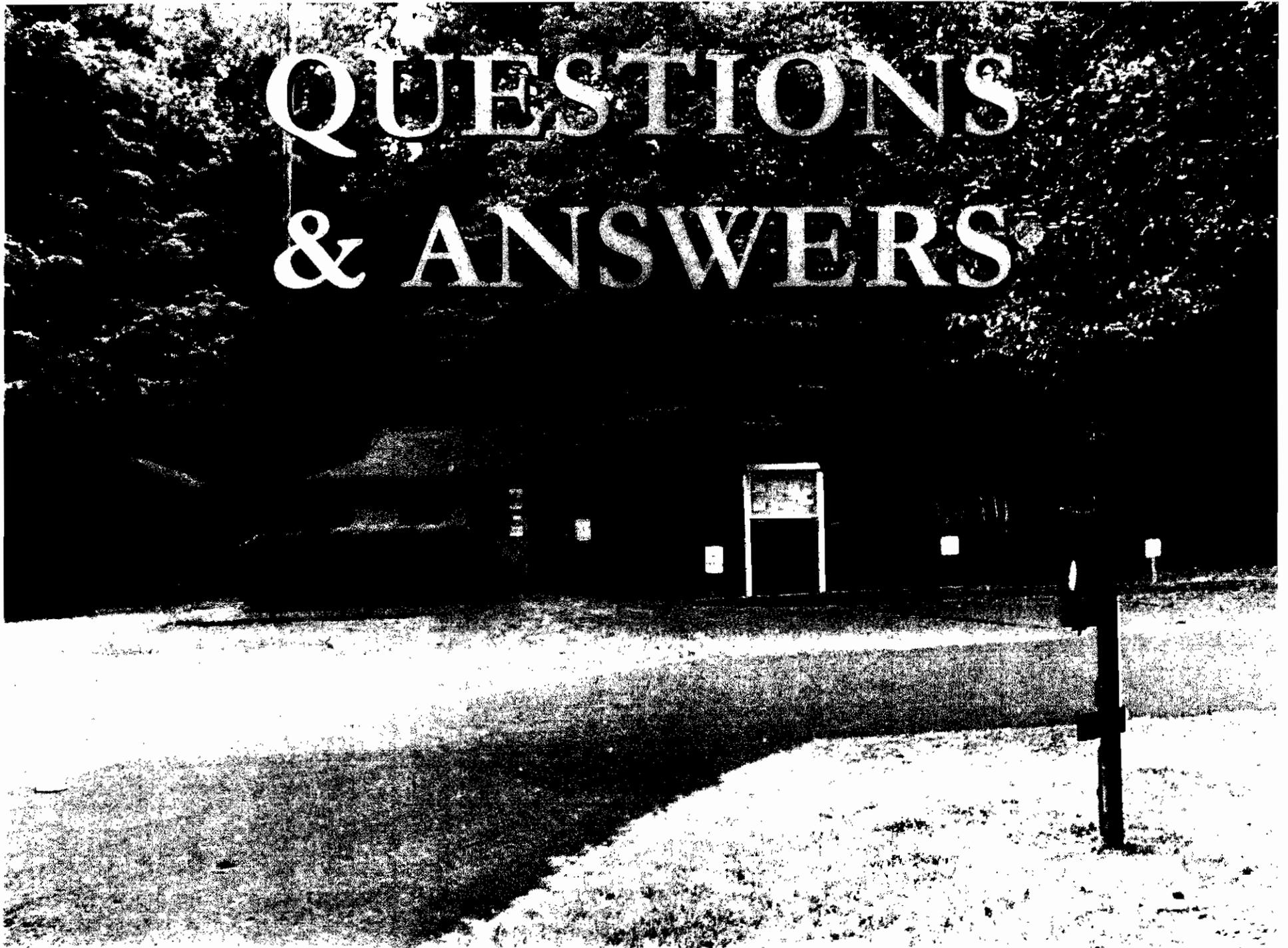
# Summary

- The Welcome Center is a vital piece as we provide outstanding customer service at Cane Creek Park Campground.
- The proposed design was chosen because it will serve us well into the future, in both functionality and appearance.
- Provides a very favorable image of Union County.

# Staff Recommendation

- Staff recommends that we proceed with construction drawings as described by the consultant and seek formal construction bids.
- Staff will provide bidding information once received for your consideration and final approval.

# QUESTIONS & ANSWERS



# MASTER PLAN

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- The existing parking lot will be reworked for more defined parking. Horse trailer parking will remain in this parking lot for ease in accessing designated equestrian trails. The parking lot will also receive a water trough for use by horses that visit the park.

## Picnic Area #2

- This second day use picnic area is currently isolated from the main picnic area. Although a boardwalk connects it to the main picnic area, it remains isolated and underused.
- Renovations are planned for the existing picnic shelters, restroom building, and trail system. The design provides for a new parking lot layout for 75 vehicles at the existing parking area location.
- The existing water tank located along the parking lot should be screened with evergreen landscaping.
- A newly built playground will add to the existing amenities. Horseshoe pit locations are also provided within this day use area.

## Picnic Area #3

- The third day use picnic area is located at the end of the main park road, at the lake edge. This area currently contains a small parking lot, restroom building, trails, individual picnic sites, and a gazebo.
- The existing restroom building and parking lot will be removed to make room for a proposed nature center and parking lot.
- The area will also receive a renovated existing nature trail system.

## Main Boat Ramp

- The existing boat ramp will receive new concrete ramps and boat docks. In addition, the existing parking lot will be reorganized to improve circulation and allow for better boat trailer-parking.

## Nature Center

- A proposed 12,000 SF nature learning center is included in the park master plan. It is located at the end of the park road, along the edge of the lake.
- This interpretive center will include meeting/banquet rooms, work areas, instructional areas, indoor exhibits, wildlife exhibits, and a small planetarium.
- An outdoor patio area will be provided to serve as an outdoor gathering area and instructional area.
- Suitable parking, just over 100 vehicles, is provided at the center. This parking area will also be for those persons who want to access the park trail system and the perimeter lake trail. The center will be "day use and "night use" facility.
- Interpretive areas will be provided along the trail system. Exhibits may include tree identification signs, bird blinds, and wildlife bluffs. Wetland/stream exhibits and aquatic exhibits will be located at the lake edge and along the proposed boardwalk.

## Campground Entrance

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- The existing entrance from Cane Creek Road is very confusing for vehicular traffic and is not very inviting. This entrance route is being realigned to improve security and controlled access at the campground. The realignment also allows the camp area to have a control building that can be used as a camp office/store. One piece of property will need to be acquired by the County to make the proposed alignment change. This 4-acre adjacent tract of land does not currently have any habitable housing, and the existing structures are old and overgrown.

- 
- The new entrance to the park will have a new entrance sign identifying the park. A lockable gate will also be included as a part of the entrance.

### **Campground Camp Store / Check In**

- A new 1800 SF camp store / check-in building will be located at the new park entrance to serve both the RV campground and group camping areas. An informational board / kiosk will also be provided as a means to provide visitors information.
- As part of the design, the camp store will receive a parking area for 10 vehicles and 3 RV's.

### **Campground Area**

- The existing campground restroom / bathhouse buildings are in need of repair and renovation. They currently do not comply with the current ADA requirements and building codes.
- The existing small outdoor amphitheater and chapel area are to be removed.
- The master plan recommends that existing campsites be renovated before any new campsites are added.
- The existing beach will be removed and replaced with an open play field, boat dock, and gazebo. A ferry shuttle is proposed at this boat dock to provide campers access to the day use side of the park. This will allow them better access to the proposed water complex and other improved park amenities.
- Most of the RV campsites are in need of leveling. In addition, some sites will have both right and left side utility hookups. Renovating and improving utility connections for trailers and RV's is also proposed. Some of the existing sanitary sewer connections are too high for proper drainage.
- It is recommended that electrical and water hookups be provided at each trailer site. Currently they are shared between two sites and some RV users do not have cables long enough to access them. In addition, new sewer connections will be made to all of the "annual rental sites".
- Site 82 is the accessible campsite. It does not comply with ADA guidelines. A new accessible campsite, that meets current codes, is planned to be located near the restroom building.
- The existing camp store is proposed to be renovated as an arcade/ youth center with access to laundry machines. A new putt-putt golf course is currently under construction.

### **Campground Maintenance Facility**

- A satellite maintenance facility for the campground area is proposed at the arcade / youth center. It is located along the roadway leading into the campground.
- This facility will house the maintenance equipment, shop and office areas, and will accommodate the storage of materials and equipment used for park maintenance. This building shall be approximately 1,200 SF in size.
- The design provides area for a stockyard and an open parking area for five vehicles. Gates will be provided on the road to secure the site and prohibit unauthorized vehicles from entering the area.

### **Cottages / Cabins**

- Five "rugged cottages" are proposed along the edge of the lake. The cottages will have large wraparound porches viewing the lake. The +/- 900 square foot structures will contain 2 bedrooms, 1 full bathroom, fireplace, kitchen and a living/dining area with a full-cathedral ceilings to provide a sense of height and open space.
- There are currently six small cabins within the group camping area. The master plan design does not call for any additional cabins.

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## Group Camping Sites

- The existing large picnic shelter is to be renovated into a large "meeting shelter". This renovated will be enclosed and equipped with a fireplace and a catering-type kitchen for use by large groups.
- The existing campground restroom / bathhouse buildings are in need of repair and renovation. They currently do not comply with the current ADA requirements and building codes.
- Two "primitive type" camping sites will be added to the existing group-campsite area. They are intended to be "hike in / hike out sites".
- An equestrian campsite is also planned near the existing cabins. This will allow for direct access to the proposed equestrian trail system.

## Trail System

- Provide new user friendly trail markers/ accessibility markers/mileage markers, and trail name markers.
- Adequate trail diversity and signage. The parks department has a good trail map that designates the trails and types. Mountain bike, horses, and pedestrian.
- A series of interpretive trails and overlooks are provided in the master plan to take advantage of the natural beauty of the site. The lake edge trail, as provided in the master plan, will be constructed with a wood fiber trail surface that is a minimum of 8' foot wide.
- Key seating and overlook areas will be provided to observe the natural surroundings and wildlife. These areas will have wood benches and decks that take advantage of the natural terrain.

## Utilities

- The site currently does not have access to public sanitary sewer or water. Onsite septic fields will need to be designed for any new facilities.
- An extensive soil study will need to be conducted to determine the type and size of the system.
- Onsite wells will be dug for the additional water use. With the addition of a water complex/swimming pool, it is desirable to have public water lines extended to the day use area of the park. Public water service is planned in the general area but it is anticipated that the lines will be approximately two miles from the park property.

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# CANE CREEK PARK MASTER PLAN DEVELOPMENT COST

## Phase One

Picnic Area #1 Renovation, New Amenities & Improvements .....	\$ 400,000
Picnic Area #1 ADA Renovation .....	\$ 100,000
Water Complex.....	<u>\$ 2,500,000</u>
Sub Total.....	<u>\$3,000,000</u>

## Phase Two

Open Festival Area .....	\$ 250,000
Maintenance Facility / Special Events Headquarters .....	\$ 200,000
Small Amphitheater.....	\$ 100,000
Day-Use Entrance .....	\$ 100,000
Park Administration Building / Welcome Center .....	\$ 100,000
<b>Campground Camp Store / Check In / Entrance</b> .....	\$ 200,000
Campground Area Improvements .....	\$ 500,000
<b>Campground Maintenance Facility</b> .....	\$ 100,000
Cottages .....	\$ 350,000
Group Camping Sites .....	\$ 50,000
Trail System .....	<u>\$ 150,000</u>
Sub Total.....	<u>\$2,100,000</u>

## Phase Three

Athletic Complex <i>(Barn House) \$ 150,000</i> .....	\$ 250,000
Picnic Area #2 & #3 Renovation .....	\$ 100,000
Main Boat Ramp <i>..... \$ 50,000</i> .....	\$ 50,000
Nature Center .....	<u>\$ 2,000,000</u>
Sub Total.....	<u>\$2,400,000</u>
Grand Total.....	<u>\$7,500,000</u>

## **Cane Creek Park Welcome Center Overview**

### **History/Background Information:**

#### **1. Parks and Recreation Master Plan (Comprehensive / 2000)**

- a. Staff Needs: “The Union County Park and Recreation Department’s structure and number of personnel are far below that of comparably sized communities in the state. This is primarily because there is only one major facility (Cane Creek Park) in the system. Even taking this into consideration the number of personnel at Cane Creek is less than at parks of comparable size and that offer comparable services/ facilities. (Ex-12)

#### **2. Cane Creek Park Master Plan (2000)**

- a. A new 1800sf camp store/check-in building will be located at the new park entrance to serve both the RV campground and the group camping areas. An informational board/kiosk will be provided as a means to provide visitors information. (Section 2-5)
- b. Five rugged cottages are proposed along the edge of the lake. The cottages will have large wraparound porches viewing the lake. (The +/- 900 square foot structures will contain 2 bedrooms, 1 full bathroom, fireplace, kitchen and a living/dining area with a full-cathedral ceilings to provide a sense of height and open space. (Section 2-5)
- c. Renovate picnic shelter into a “large meeting shelter”. This renovated space will be enclosed and equipped with a fireplace and a catering-type kitchen for use by large groups. (Section 2-6)

#### **3. Status of staff:**

- a. 2000: 13 Staff Members (Cane Creek main effort)
- b. 2008: 18 people
  - i. (Cane Creek Park (70% effort)
  - ii. Fred Kirby Park/ Community (20% effort)
  - iii. Jesse Helms Parks (10% effort)
- c. 2009 Budget Requests
  - i. Park Attendant for Campground Budget
  - ii. Park Ranger I to Jesse Helms Park Budget
  - iii. Trail Coordinator/Planner (Day Use Area Budget)

#### **4. Layout of the Park**

- a. See enclosed map.
- b. All office spaces for administration are located on the DUA side of the park.
- c. Wastes valuable resources (travel time, fuel, etc.)

#### **5. Reorganization of Staff assigned to Cane Creek Park**

- a. 2006: Made plans for reorganization of staff to better serve the Day Use Area and Campground needs. Welcome Center vital part of that formula.
- b. 2006: Hired Assistant Director so that the Cane Creek Park Superintendent could focus on Cane Creek Park’s needs.

- c. 2008: Assigned Section Leaders (Senior Rangers) to spend 80% of their time at the Campground to focus on the management of the campground and fill in for absent "seasonal staff".
- d. 2009: If approved, Park Attendant will be assigned to keep the Camp Store open EIGHT Hours per day from mid-March through October (Camping Season).

Tentative schedule:

- i. Sunday-Thursday: 9:00am – 6:00pm
- ii. Friday: 9:00am – 8:00pm
- iii. Saturday: 9:00am – 6:00pm

Special Note: This is based on the **approval** of the hiring of a full-time park attendant for the campground during the budget process.

**6. Benefits of the Welcome Center (Priority Order):**

- a. Provides information concerning campground, at the entrance. Questions concerning the campground will be answered at the campground, not the Day Use Area. Attendant will run the reservation system. (If FY-2009 Park Attendant is approved.)
- b. Provides for check-in at the entrance for campers reducing the "hard turns" in the campground and traffic jams.
- c. Site will meet ADA requirements.
- d. Provides for better security of the campground. This is needed as the area continues to grow.
- e. Provides space for camp store needs.
- f. Provides office space for the "needed staff" for the campground to increase "on-site" management of the campground.
- g. Sets the customers' expectations of the facilities within the campground.
- h. If built with the "end in mind", will serve as an excellent site for a meeting room. This will increase the revenues of the cottages when they are built. Meeting room will be slated for small conferences / business off-sites. (Maximum 40 people) Style of building will match concept of the cottages.

**7. Recommendations for Funding:**

Taking all the above information into account, staff recommends that we accept Option No.1 (attached), less the fireplace (estimated cost \$10,000). Justifications include:

- Provides a "positive image" to the camper for both the campground and UNION COUNTY as a whole. This space will be used to advertise points of interest for Union County and surrounding areas.
- Provides for quick check-in of the campers.
- Provides space for "campground assigned" staff. The staff will be dedicated to meeting the needs of the campground.
- Provides for increased security of the campground.
- Provides for planning for the meeting room in the future. (Note: The fireplace will be added at that time so that it will face the meeting room. Drawing will indicate "future fireplace area". )

Staff recommends that the Board of County Commissioners increase the budget for the Campground Welcome Center from \$330,000 to \$426,250.

**Budget Based on these figures:**

**Initial Budget:**  
**(\$330,000)**

Construction: \$290,300  
A/E Fees: \$ 29,950  
Reimbursables: \$ 9,750  
**\$330,000**

**Additional Fees**  
**(requested)**

Additional Construction: \$85,000  
Contingency Allowance: \$18,750  
Additional A&E Fees: \$ 2,500  
**\$106,250**

**Subtotal: \$436,250**

**Subtract:**

Fireplace Costs:

**Minus: \$10,000**

**Total: \$ 426,250**

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 9/15/08**

**Action Agenda Item No. 106**  
(Central Admin. use only)

**SUBJECT:** Jesse Helms Park Bridge

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**DEPARTMENT:** Parks & Recreation

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
Map / Location of Bridge  
Estimate & Schematic from  
Architect/Engineer

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**INFORMATION CONTACT:**  
Wanda Smith

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**TELEPHONE NUMBERS:**  
704-843-3919

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**DEPARTMENT'S RECOMMENDED ACTION:** Request authorization to proceed with design development (DD) to include design/construction alternates, obtain engineer updated project construction costs based on completed DD and return to Commission with updated costs for further direction

**BACKGROUND:** The Parks and Recreation Capital Project Ordinance contains funds for the construction of a pedestrian/vehicular bridge over Flag Branch Creek, which traverses the entire length of Jesse Helms Park. The Master Plan for the development of the northern area of the park (referred to as the Passive Area which is that portion closest to the Agricultural Services and Conference Center) calls for picnic areas, a festival area, and numerous trails for equestrian, hiking, biking, and walking. The proposed bridge provides access from the Center and NC Hwy 74 to this area of the park. The site plan for the passive area of the park is attached.

Parks and Recreation Staff along with Construction Manager, Dean Glenn have reviewed preliminary plans and recommendations from Stewart Engineering. Stewart Engineering has recommended that the Conspan (precast concrete arch system w/keystone modular wall) approach to construction is the most economical approach that fits the needs of ingress/egress requirements. The bridge project includes the structure as well as asphalt from the Ag Center parking lot, over the bridge, and approximately 200' beyond the bridge. The engineering firm's pre-construction cost estimate is \$474,000, which includes a contingency of \$23,000. The Capital Project Ordinance contains \$390,000 for the construction of the bridge.

Removing the asphalt component for the "base bid" and including the component as a construction bidding alternate may bring this project more in line with the available budget.

Given that there is a substantial amount of construction associated with the Passive Area of the park, delaying the final asphalt component until all the work in the Passive Area is complete will extend the useful service life of the asphalt.

Completion of the bridge project is critical in that it will allow Parks and Recreation the ability to begin development of the Passive Area at Jesse Helms Park. Development of that area of the park can only be accomplished through northern park access. The PARTF Grant awarded through DEHNR in the amount of \$500,000 with matching funds from Union County in the amount of \$611,963 must be completed within three years of award.

County staff is recommending that the engineer proceed with design development (DD) to include design/construction alternates with the engineer obtaining updated project construction cost estimates based on the completed DD. Completing the DD phase will provide the County with a more accurate and comprehensive basis for obtaining updated construction project costs which will then be shared with the Commission for further direction.

**FINANCIAL IMPACT:** Bridge construction is \$390,000. Current engineering estimate for this component is \$451,000, plus \$23,000 contingency. Bidding the asphalt as an alternate will reduce the "base bid" project costs. The County could complete the asphalt component after the substantial development of the Passive Area has been completed. A shortfall of approximately \$80,000+ may be reduced through actual pricing, elimination of contingency, and the asphalt component.

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

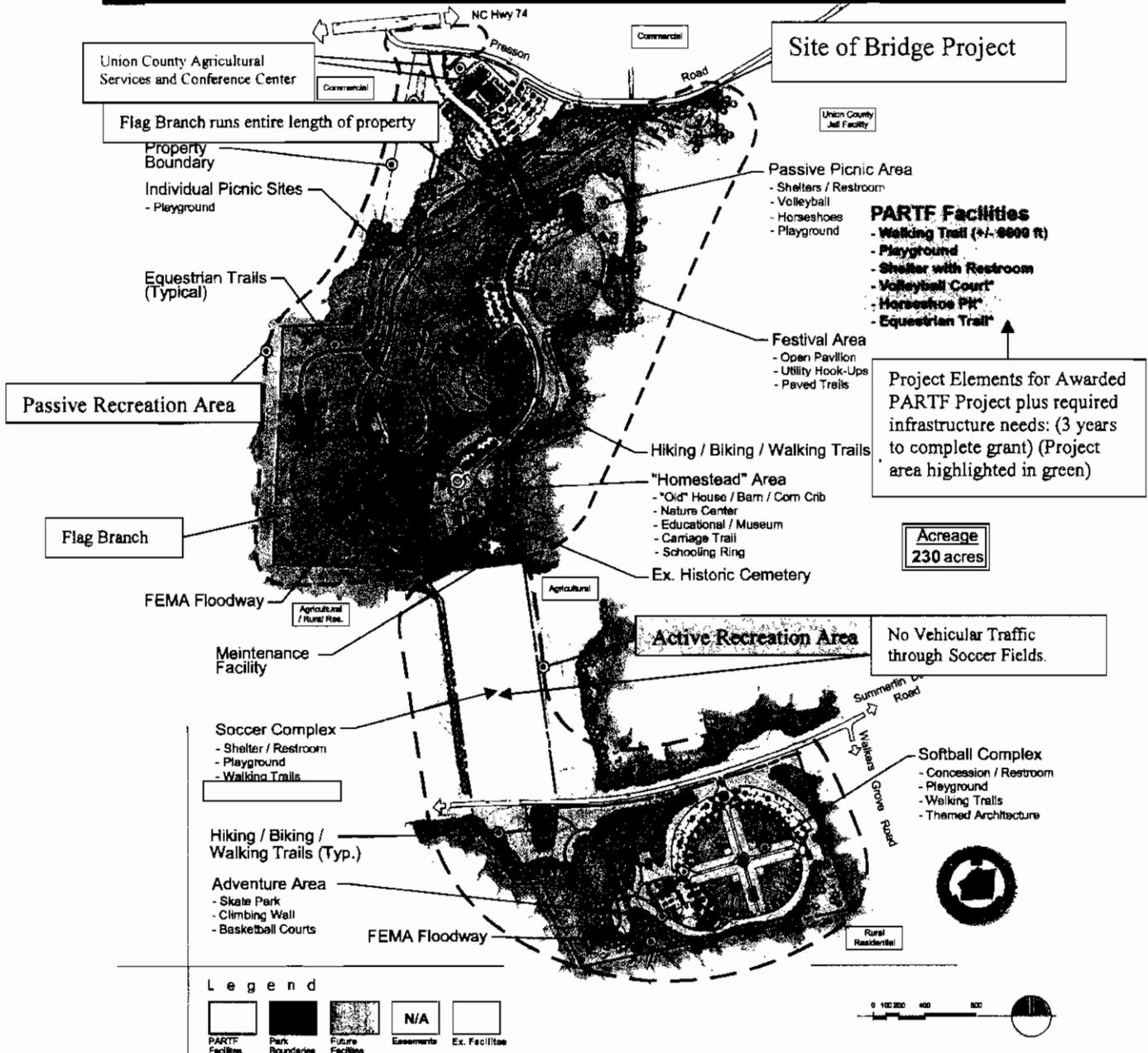
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**Finance Dept. Comments if applicable:** \_\_\_\_\_

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**Manager Recommendation:**

# 2008 PARTF SITE PLAN FOR JESSE HELMS PARK (PASSIVE AREA) PHASE II UNION COUNTY, NORTH CAROLINA



North

January 7, 2008

North Carolina Department of Transportation  
Preliminary Estimate

TIP No.: **Jesse Helms Park**  
 Date: 22-Jul-08  
 Between:  
 Typical Section: Two 11' lanes w/ 10' multi use trail

**Prel.**

County: Union

<b>CONSTR. COST</b>
<b>\$473,730</b>

### Cost Estimate utilizing CONSPAN at Crossing

Prepared By: Stewart Engineering  
 Requested By:  
 Priced By:

Line Item	Des	Sec No.	Description	Quantity	Unit	Price	Amount
			Clearing and Grubbing	0.5	Acre	\$ 20,000.00	\$ 10,000.00
			Excavation	313	CY	\$ 7.00	\$ 2,190.00
			Embankment	9,200	CY	\$ 5.00	\$ 46,000.00
			Select Backfill	800	CY	\$ 10.00	\$ 8,000.00
			Drainage Existing Location	0.05	Miles	\$ 10,000.00	\$ 500.00
*			Milling Asphalt Pavement, 2"Depth	260	SY	\$ 3.00	\$ 780.00
*			Surface Course, Type SF 9.5 A	90	Tons	\$ 50.00	\$ 4,500.00
*			Intermediate Course, Type I 19.0B	140	Tons	\$ 50.00	\$ 7,000.00
*	PARTIAL		Aggregate Base Course	440	Tons	\$ 40.00	\$ 17,600.00
*			AsphBinder for Plant Mix PG64-22	15	Tons	\$ 375.00	\$ 5,630.00
*			Curb and Gutter	110	LF	\$ 15.00	\$ 1,650.00
			Guardrail	250	LF	\$ 15.00	\$ 3,750.00
			Guardrail Anchor Units, Type 350	4	Each	\$ 1,675.00	\$ 6,700.00
*			Erosion Control	0.5	Acres	\$ 10,000.00	\$ 5,000.00
*			Thermo and Markers	0.05	Miles	\$ 15,000.00	\$ 750.00
			<b>Structure</b>				
			CONSPAN 48' W x 52' L	1	LS	\$ 155,000.00	\$ 155,000.00
			Keystone Walls	1	LS	\$ 60,000.00	\$ 60,000.00
			CONSPAN foundation concrete	104	CY	\$ 700.00	\$ 72,800.00
			CONSPAN foundation reinforcing steel	10,400	LB	\$ 0.95	\$ 9,880.00
			Misc. & Mob (5% Str)				\$ 15,000.00
*	PARTIAL		Misc. & Mob (15% Roadway)				\$ 18,000.00

Lgth 0.05 Miles	Contract Cost .....	\$ 450,730.00
* PARTIAL	Contingency 5% .....	\$ 23,000.00
	<b>Construction Cost .....</b>	<b>\$ 473,730.00</b>

"A"

\* ALTERNATE

# JESSE HELMS PARK BRIDGE PROJECT UPDATE



# Current Situation

- Union County is in the process of having a bridge designed to cross Flag Branch to gain access to Jesse Helms Park's Passive Area.
- Consultant has completed the initial concept and has provided an "estimated cost".

**Note:** A detailed map has been provided for orientation of Jesse Helms Park



# Bridge Concept

Cast-In-Place Concrete

Stone-Faced Concrete

Keystone Modular Wall

Prefabricated Aluminum

# Reasons for Required Bridge

1. Required to complete first phase of development of the Passive Area (PARTF Grant monies involved.)
2. As shown, Flag Branch runs the entire length of the park.
3. Accessibility is not an option from the soccer complex due to safety reasons.

(Please view following pictures)

A black and white photograph of a dense forest. The scene is filled with tall, thin trees and thick undergrowth. A path or clearing is visible in the center, leading towards the background. The lighting is dappled, with bright spots on the ground and deep shadows in the woods.

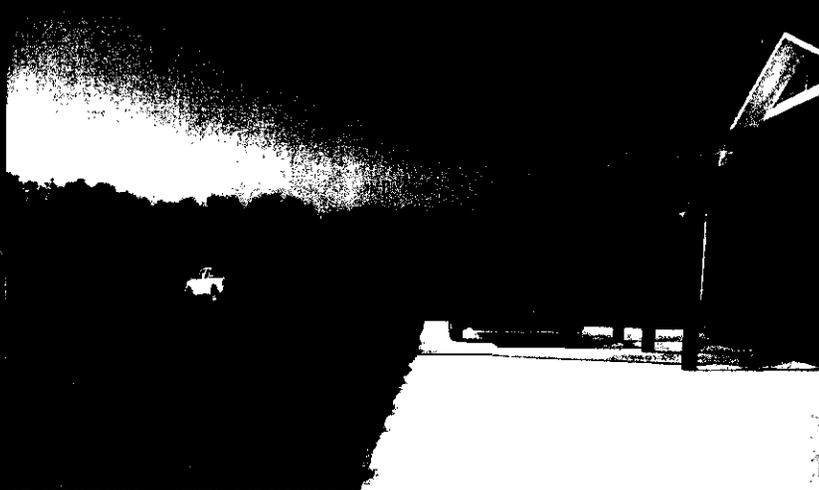
FLAG BRANCH  
at area that is to be crossed.



Bridge to Extend Past Ag-Center



Continuation of Park's Current Road



"Walking Trail" in Soccer Complex goes past concession stand and through the soccer fields.



For Safety Reasons, 10'-wide trail is for Park & Emergency Vehicles Only

# “Rough” Timeline for Project

Sep 2008	Authorize consultant to create construction drawings for bridge.
Jan 2009	Drawings complete. Place project out for bid.
Feb 2009	Parks and Recreation seeks consultant for PARTF Project in Passive Area.
Mar 2009	Request BOCC to review project and award bid to appropriate contractor.
Mar 2009	PARTF PROJECT Consultant selected. Begins preliminary drawings for Passive Area
Sep 2009	Bridge complete / Begin PARTF Project (PARTF Project must be completed by June 30, 2011)

# Cost Projections

Current budgeted funds:

\$390,000

Projected cost of bridge:

\$474,000

# Recommendation

- ❑ Request that the BOCC authorize the consultant to complete construction drawings for a “conspan” bridge and seek quotes to complete the project.
- ❑ Staff will present quotes to BOCC when received for their review and final approval for funding of the project.

# Questions and Answers



**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: 9/15/08

Action Agenda Item No. 11

(Central Admin. use only)

**SUBJECT:** Vehicle Use Policy

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**DEPARTMENT:** Risk Management

**PUBLIC HEARING:** No

**ATTACHMENT(S):**

- (1) current Vehicle Use Policy
- (2) proposed Vehicle Use Policy

**INFORMATION CONTACT:**

Keith Richards

**TELEPHONE NUMBERS:**

office (704.283.3663)

cell (704.634.7567)

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**DEPARTMENT'S RECOMMENDED ACTION:** Accept proposed revisions to the Vehicle Use Policy

**BACKGROUND:** The current Vehicle Use Policy was last revised in Feb 2000. Revisions were needed to the Vehicle Use Policy to (1) clarify proper use of County vehicles and personal vehicles while conducting County business, (2) establish a requirement for those employees driving on a regular basis to attend a defensive driving class facilitated by Risk Management, and (3) establish a point system to record traffic convictions and at-fault accidents so as to ensure frequent offenders are not driving while conducting County business. The defensive driving class and point system were added at the recommendation of our Loss Control Consultant at St. Paul Travelers. These functions will help the County maintain the lowest possible automobile insurance rates.

The proposed revisions have been reviewed by the Sheriff, Transportation Director, Public Works, Internal Audit, and General Services for input. These proposed revisions do not address what types of vehicles are being purchased for specific needs throughout the County. Barry Wyatt is chairing a committee charged with studying the Countywide use of vehicles and developing recommendations on issues to include (1) vehicle specifications (2) take home vehicle criteria (3) which positions are assigned vehicles (4) size of the fleet (5) replacement criteria (6) funding (7) alternative fuels (8) pool cars (9) spare vehicles, and (10) car pooling.

**FINANCIAL IMPACT:** None

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

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

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**Manager Recommendation:**



## UNION COUNTY RISK MANAGEMENT DEPARTMENT

KEITH A. RICHARDS, CPCU, ARM, AIC, RISK MANAGER  
OFFICE: 704.283.3663 FAX: 704.283.3832

500 NORTH MAIN ST., SUITE 130  
MONROE, NC 28112 - 0794

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### INTEROFFICE MEMORANDUM

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**TO:** AL GREENE  
**FROM:** KEITH RICHARDS, RISK MANAGER  
**SUBJECT:** VEHICLE USE POLICY PROPOSED CHANGES  
**DATE:** 8.28.08  
**CC:**

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Automobile Accidents remain our #1 source of losses. The importance of safety while driving a vehicle and proper use of County vehicles cannot be understated.

The purpose of the Vehicle Use Policy is to (1) establish proper maintenance on County vehicles, (2) ensure that repairs are being handled in the most efficient and cost-effective manner, (3) ensure that the vehicles are being used properly and not for any personal purpose, and (4) to establish a defensive driving course. The policy applies to anyone who either operates a County vehicle or who operates their personal vehicle while conducting County business.

Suggested changes to the Vehicle Use Policy came from several resources, including Risk Managers in the North Carolina Public Risk Management Association (NCPRIMA), St. Paul Travelers (our Casualty insurance carrier), Midwest Employers (Excess Workers' Compensation carrier), and Key Risk (TPA for Workers' Compensation claims).

Input was also sought from the three departments carrying the highest inventory of County vehicles – Sheriff's Office, Public Works, and Transportation. As the Fleet Manager, General Services had input. Internal Audit, as the author of the existing Vehicle Use Policy, also had an opportunity to review the proposed changes.

The proposed changes serve to clarify the intent of the Vehicle Use Policy. The significant changes include:

1. A points system designed to suspend driving privileges for drivers not operating a vehicle in a safe manner. The points system is recommended by St. Paul Travelers Loss Prevention Department.
2. A pre-trip vehicle inspection checklist for all County vehicles.
3. A requirement to attend a defensive driving class once every three years facilitated by the Risk Manager.
4. A requirement the County vehicle be seen by the Garage at the earlier of six (6) months or 5,000 miles for preventive maintenance and an inspection of safety related equipment, versus the current requirement of every 10,000 miles.
5. A proposal to discourage cell phone use while driving unless in the event of an emergency.
6. Forbidding the use of tobacco products in a County vehicle.
7. Encouraging County drivers to report minor damages to the Garage. By doing so, the appearance of County vehicles will be maintained.
8. Only allowing passengers in the County vehicle who are County employees or other individuals conducting County related business.
9. Only allowing private passenger vehicles to be used while driving a personal vehicle on County business.



# ***UNION COUNTY VEHICLE USE POLICY***

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## **PURPOSE**

The use of a county-owned vehicle is governed by North Carolina Statutes, the Internal Revenue Code and county policies. General Statute 14-247 states that “It shall be unlawful for any officer, agent or employee ...of a county...to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to ...any county...”. “It is not a private purpose to drive a permanently assigned state-owned (county owned) motor vehicle between one’s official workstation and one’s home...”. It will also be allowable for those same employees to use the county-owned vehicle to obtain one meal during their normal work “day”.

The Internal Revenue Code allows for the personal use of county-owned vehicles but requires the “value” of the personal use of county-owned vehicles be included in the W-2 wages of the employee and be subject to Federal, State and FICA withholding requirements. The Code places the burden on the County to compute the commuting value, make the proper withholdings and include this amount on the W-2.

It is Union County’s policy to allow employees assigned permanent vehicles to commute from home to work and to return to home each day. County employees who live outside the County will not be allowed to commute in county-owned vehicles unless it is in the best interests of the county as determined by the County Manager. The employee will be responsible for obtaining permission from the department head (with the County Manager’s approval) before the vehicle is taken home.

All employees who use a county-owned vehicle for commuting will have the value as defined by the Code included in their W-2 wages and will be subject to Federal, State and FICA withholding requirements. The method used to compute the income to be included in the employees’ wages for the use of commuting in a county-owned vehicle shall be the \$3.00 per day method. Computation is relatively simple with the County valuing each day of commuting as a \$3.00 value. Any County employees using the old lease value method will be allowed to continue to use it provided they maintain all required mileage logs and records however, they may switch to the \$3.00 per day method if they prefer.

Certain vehicles are specifically excluded from the requirement of including the value of commuting in the employees’ W-2 wages. These vehicles include all

sheriff's department vehicles, the Fire Marshal's vehicle, any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds, dump trucks (including garbage trucks), flatbed trucks and "qualified specialized utility trucks" which is defined as any truck (not including a van or pick-up truck) specifically designed and used to carry heavy tools, equipment, or parts; if shelves, racks or other permanent interior construction have been installed to carry and store such items. A pick-up truck with only a toolbox attached is therefore not exempt.

The purpose shall be to establish a policy on the use of Union County owned, rented or leased vehicles to ensure proper safeguarding of County vehicles by ensuring that proper preventive maintenance procedures are being employed, that repairs are being handled correctly and cost efficiently and that vehicles are being utilized correctly.

## **AUTHORIZED USE**

Only Union County employees who hold a valid North Carolina or other state drivers license, and who maintain a good driving record, shall be authorized to operate Union County vehicles. A good driving record shall be defined as not meeting any of the following 4 conditions: (1) Having a conviction for driving while impaired (DWI) within the last three years; (2) Having a conviction for death by vehicle, hit and run, racing, careless and reckless driving, within the last three years; (3) Having a conviction of more than two chargeable accidents, or more than two violations in the past twelve month period; (4) Having a suspension or revocation of drivers license within the last three years. The term "Union County vehicles" shall include all vehicles owned, leased or rented by Union County. Employees who will operate county vehicles are required to have their drivers license number provided to the Union County Risk Manager for a drivers license check. Department Heads shall verify that this is done. Union County vehicles shall be used for official Union County business only. The exception to this is those employees who use their Union County vehicle to commute between home and work. The department head must approve the commuting first, with the County Manager's approval. Only those employees living within Union County will be allowed to commute unless it is in the best interest of Union County as determined by the County Manager. Once the commuting arrangement has been approved, the department head must notify finance. The three dollars per day method will be used to value this benefit to the employee.

## **RESPONSIBILITY OF VEHICLE OPERATORS**

All Union County employees who operate Union County vehicles are required to operate them in a safe and lawful manner in accordance with the motor vehicle law of North Carolina and any other governmental entity having jurisdiction. All Union County employees who operate Union County vehicles shall submit to a driver's license check prior to operating a Union County vehicle by providing their drivers license number to the Risk Manager. All Union County employees who operate Union County vehicles are required to report any traffic violations involving Union County vehicles, whether on or off duty to the Risk Manager. Failure by vehicle operators to report traffic violations will be considered a failure in job performance and/or personal conduct and shall be grounds for disciplinary action. All vehicle operators are required to report any accident involving a Union County vehicle immediately or as soon as possible to the appropriate authorities and to their department head. A Union County Vehicle Accident Report Form shall be filled out in its entirety immediately after the accident, or as soon as possible, and sent to the Risk Manager.

Fines imposed on a Union County employee for an offense committed by him or her while in the performance of the employee's official duties are imposed on the employee personally and payment thereof is his or her personal responsibility. The employee may be subject to disciplinary action by Union County also.

Individuals using personal autos on Union County business are required to carry at the minimum the North Carolina statutory auto liability limits as evidence of financial responsibility. This is the primary insurance coverage for the employee's vehicle when on Union County business. These individuals are required to provide the Risk Manager with evidence of Insurance in the form of a Certificate of Insurance annually.

The vehicle operator shall keep his or her vehicle in a state of cleanliness. Union County vehicles are a direct reflection on the County and as such should portray a professional appearance. If the vehicle operator is the primary operator of that vehicle, he or she shall be responsible for insuring that the vehicle inspection shall be done timely each year and that regularly scheduled maintenance (i.e., lube and oil changes) shall be performed as required by scheduling the work through the Union County Garage. The individual driver shall also keep check on their tires to ensure that they have adequate tread. Any unsafe vehicles shall be reported promptly to the appropriate Department Head and taken to the Union County Garage for repairs.

When the vehicle is brought to the Garage for repairs, the vehicle operator shall be required to fill out and sign a two part "Request for Repair Form" describing any problem with the vehicle. The Garage will keep one copy of the form to ensure that all necessary repairs shall be done, and the vehicle operator will return the other copy to his or her department.

Vehicle logs may be placed in vehicles at certain times by Union County Administration to help gather information to help the County assess its vehicle needs and usage patterns. When this happens, each driver will be responsible for ensuring that there is a vehicle log in his or her vehicle and that it is filled out each day. When a page is filled, the driver is responsible for getting his department head's initials on the sheet showing that they have reviewed the record.

## **RESPONSIBILITY OF DEPARTMENT HEADS**

It shall be the responsibility of each department head, or his or her designee, to manage the vehicles assigned to their department, including rented or leased vehicles under their control.

The department heads, or their designees, shall also be responsible for making sure that all traffic violations and accidents reported to them by their employees are reported promptly to the Risk Manager. If the accident involves bodily injury to the vehicle operator or to third persons, the Department Head should provide the Risk Manager with a Union County Vehicle Accident Form, completed in full, within 24 hours of the accident. In the event of a serious accident requiring emergency medical care, the Risk Manager should be contacted immediately by telephone. If the Risk Manager is not available, it should be reported to the Personnel Department.

The department heads, or their designees, shall be responsible for making sure that their employees keep all vehicles assigned to their departments clean and presentable. They must also check to insure that their employees are keeping their assigned vehicles inspected and maintained on a regular basis.

Except for emergency situations, Department heads, or their designees, shall be responsible for ensuring that all vehicles needing repairs and/or maintenance shall be taken to the Union County Garage first for repair. No vehicles may be taken anywhere else for maintenance and/or repair unless appropriate Union County Garage personnel have referred them there.

All outside work (work done other than at the Union County Garage) must be approved in advance by the appropriate Garage personnel. Invoices pertaining to vehicle maintenance must be sent to the Union County Garage for approval before they shall be sent to the Finance Department for payment. No invoices shall be paid by finance that have not been presented to the Garage first. Repairs that are not pre-authorized by the garage, except for emergencies, shall be the responsibility of the respective department head, designee and/or the vehicle driver. The department head, or their designee, shall also be responsible for filing the "Request for Repair Form" that is filled out by their department's drivers when they have their vehicles repaired at the Garage.

If vehicle logs are placed in the vehicles for usage studies, department heads shall be responsible for ensuring that these vehicle logs are located in each vehicle assigned to their department and that the individual drivers are filling them out daily. The department heads shall verify this by initialing the vehicle log sheet as it is completed.

Department heads shall designate one individual from their department, either themselves or someone else, to be the contact person to handle manufacturers' vehicle "recalls". They shall contact the Garage Supervisor and let him know who is the selected person. Garage personnel will notify this person whenever a "recall" is issued on a vehicle in their department. This designee shall then schedule the "recall" repairs with the help of the Garage. Once notified by Garage personnel, it shall be the responsibility of the designee to ensure that the vehicle "recall" repairs are taken care of in a prompt and efficient manner.

It shall be the responsibility of the department head, or their designee, to ensure that the license tag of each vehicle assigned to his department is turned into the Union County Garage when the vehicle is removed from service.

It shall also be the responsibility of the department head, or their designee, to ensure that any invoices that they might receive for services and/or supplies are being coded with the proper expense account numbers.

## **RESPONSIBILITY OF GARAGE PERSONNEL**

It shall be the responsibility of Union County Garage personnel to establish a maintenance file on each Union County vehicle for the purpose of assuring that all recommended maintenance is being completed for each vehicle.

Each time repairs or maintenance are completed on a vehicle, it shall be entered into the appropriate vehicle file. Garage personnel shall also place a sticker on the inside of each vehicle they service that shall state the mileage at the next scheduled recommended service. The mechanic's name completing the work shall also be entered into the vehicle file. Garage personnel shall also be responsible for updating the vehicle information in the maintenance software program installed in the Garage computer.

It shall be the responsibility of all Union County Garage personnel to maintain the vehicles according to the manufacturer's specifications. All repairs and/or maintenance shall be completed according to industry standards.

Garage personnel shall authorize the purchase of tires including the appropriate size and number of tires for the particular vehicle. In the event of a disagreement, the Director of Fleet Services shall have the responsibility of having the final say on whether or not vehicles need tires, how many tires they need, and the appropriate type of tire for that particular vehicle. The size and use of the vehicle shall be considered in making this determination. Garage personnel shall issue a signed requisition slip to the driver of the vehicle to take to a designated tire company to have the tires installed. It shall be the responsibility of the Garage personnel to check when servicing vehicles to see if the tires need rotating.

If Garage personnel notice vehicles that are obviously not being kept clean and presentable, they are to report it to the appropriate department head or designee and to General Services. Garage personnel shall report to the appropriate department head or designee and to General Services any obvious or apparent abuse of Union County vehicles.

It shall be the Garage's responsibility to handle all manufacturers' vehicle "recalls". Upon receiving the "recall" notice, Garage personnel shall contact the designated person in the affected department and co-ordinate the taking of the vehicle to the appropriate dealership to have the "recall" repairs completed.

Garage personnel shall also be responsible for co-ordinating all warranty work to be done on Union County vehicles. Copies of warranty work invoices shall be placed in each vehicle's file and entered into the maintenance software program.

Garage personnel shall be responsible for making sure that all license plates from vehicles taken out of service are turned into DMV. The receipt that DMV gives for the license plate being turned in will be placed in the file of that vehicle.

Garage personnel shall make available all vehicle information on particular vehicles when requested to help aid in determining which vehicles might need replacing.

All new vehicles shall be delivered to the Union County Garage. Garage personnel shall forward all papers transported with the vehicle to Central Administration.

Garage personnel shall advise the Risk Manager of every addition or deletion of a vehicle to Union County's fleet in order to obtain adequate insurance. The "fleet automatic feature" of Union County's Auto Insurance Policy requires an annual update of the fleet schedule.

Garage personnel or Fleet Services shall provide the Risk Manager with copies of any repairs involving vehicle accidents for submission to the insurer for claim recovery.

## **RESPONSIBILITY OF CENTRAL ADMINISTRATION**

Central Administration shall be responsible for the proper registration, title and tags of new vehicles upon receiving the appropriate paperwork on all new vehicles from the Garage and/or departments. All vehicle titles shall be retained and filed in the office of Central Administration.

## **RESPONSIBILITY OF THE RISK MANAGER**

The Risk Manager shall be responsible for securing MVR Reports from the Union County Automobile insurer for all vehicle drivers.

The Risk Manager shall ensure that all vehicle additions and deletions, once reported to him or her, will be included on the annual update of the Fleet Schedule for the insurance provider to ensure adequate insurance coverage.

The Risk Manager shall also be responsible for reporting all accidents to the insurance company and negotiating all claim settlements, with assistance from the County Legal Department, as required.

In the event an auto accident is the fault of a third party, the Risk Manager shall coordinate all subrogation activities with County Legal Department or Insurer assistance, as necessary.

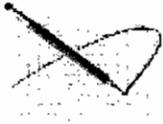
The Risk Manager shall maintain reports of vehicle accidents and distribute to the Department Heads quarterly.

The Risk Manager shall oversee an Accident Review Board consisting of members to be determined, including the appropriate Department Head. This Review Board shall determine the cause of the accident, whether the accident is chargeable to the operator and recommend actions to encourage Loss Prevention and Safety Policy enforcement.

## **EMERGENCY SITUATIONS**

In the event that an emergency arises during evening, weekend or holiday hours, the driver of the vehicle shall be allowed to have emergency repairs completed to the vehicle. However, the driver must notify his department head and the Union County Garage on the next available business day. For these situations, an emergency shall be defined as the breakdown of a critical vehicle where there is not another vehicle available for use.

In the event that towing shall be necessary, the vehicle operator shall call the Garage and they will notify the wrecker service. If the Garage is not in operation, the driver may call for wrecker service. The driver shall call the wrecker service approved by the Union County Garage if it is available. There is a supply of business cards in the Garage with phone numbers for the approved wrecker service. This card should be kept in the Union County vehicle at all times. If the approved wrecker service cannot handle the call for whatever reason, then use another wrecker service.



**Mark Watson/UnionCounty**  
09/04/2008 10:31 AM

To Lynn West/UnionCounty@UnionCounty  
cc  
bcc  
Subject Agenda Item: Vehicle Use Policy

Lynn,

Attached is revised/updated Vehicle Use Policy that should be used with the current draft agenda. Please disregard and destroy all previous versions.

Mark Watson, SPHR, IPMA-CP  
Personnel Director  
Union County  
500 North Main Street, Suite 130  
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(704) 292-2590 fax Vehicle Use Policy (Final Draft 09.04.08).doc



# ***UNION COUNTY VEHICLE USE POLICY***

***Revised September 2008***

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## **PURPOSE**

Providing safe working conditions is essential to protecting the employees and assets of Union County ("County"). For the safety of County employees and the public, the County seeks to allow only employees with a safe driving history to operate County vehicles. The term "County vehicles" shall include all vehicles owned, leased or rented by the County.

The purpose of the Vehicle Use Policy shall be to establish a policy on the use of County vehicles to ensure proper preventive maintenance procedures are being followed, that repairs are being handled correctly and cost efficiently, and that vehicles are being utilized correctly. The Vehicle Use Policy also addresses County employees' use of personal vehicles while conducting County business.

The Board of County Commissioners delegates to the County Manager the authority to deviate from this Policy as the Manager deems necessary to serve the best interests of the County. In addition, use of Sheriff's vehicles for law enforcement activities shall be at the discretion of the Union County Sheriff. Any such deviation from this Policy or discretionary use of vehicles must, however, comply with applicable law.

Violation of the Vehicle Use Policy is subject to disciplinary action.

## **AUTHORIZED USE**

### **No Private Use**

The use of a County vehicle is governed by North Carolina General Statutes, the Internal Revenue Code and County policies. General Statute 14-247 states that "It shall be unlawful for any officer, agent or employee ...of a county...to use for any private purpose whatsoever any motor vehicle of any type or description whatsoever belonging to ...any county..." As this statute explains, "It is not a private purpose to drive a permanently assigned state-owned [County owned] motor vehicle between one's official workstation and one's home..."

Union County may assign employees the use of vehicles for commuting purposes, between work and home, when it is necessary for the performance of duties related to the delivery of essential services. The Department Head must approve the commuting arrangement and obtain the County Manager's approval before an assigned vehicle may be taken home. County employees who live outside the County will not be allowed to commute in County vehicles unless it is in the best interests of the County as determined by the County Manager. Once the commuting arrangement has been fully approved, the Department Head must notify the County Finance Department.

Approved commuters are expected to use the shortest, most direct route between their assigned workstation and home.

Approved commuters are permitted the use of County vehicles assigned to them for: 1) travel between work and home, or 2) to obtain meals and other work related necessities while on duty.

### **Withholding Requirements for Commuters**

The Internal Revenue Code (the "Code") requires the value of using a County vehicle for commuting to and from work to be taxed as income subject to Federal, State and FICA withholding requirements.

Personal use for commuting shall be valued at \$1.50 each way when:

- The vehicle is owned or leased by the County.
- The vehicle is provided to the employee for "official" government use.
- The County requires the employee to commute in a County owned or leased vehicle due to a valid non-compensatory "official" government purpose.

If more than one employee is required to commute in the same County owned or leased vehicle for an "official" government purpose, THEN the \$1.50 commuting valuation shall apply to each employee in the vehicle.

Certain types of vehicles are specifically excluded from the "code" requirement of taxing the value of commuting in a County vehicle. These vehicles include all sheriff's department vehicles, the Fire Marshal's vehicle, any vehicle designed to carry cargo with a loaded gross vehicle weight over 14,000 pounds, dump trucks (including garbage trucks), flatbed trucks and "qualified specialized utility trucks" which is defined as any truck (not including a van or pick-up truck) specifically designed and used to carry heavy tools, equipment, or parts, if shelves, racks or other permanent interior construction have been installed to carry and store such items. A pick-up truck with only a toolbox attached is therefore not exempt.

### **Driver Qualifications**

Only County employees, or other individuals authorized by Risk Management to operate County Vehicles, who hold a valid North Carolina or other state driver's license, and who meet the following Driver Qualifications, shall be allowed to operate County vehicles or drive their personal vehicles while conducting County business:

1. Must not have a suspension or revocation of their driver's license within the last three years.
2. Have at least one year of experience in the class of vehicle to be operated or have received proper training in the operation of the vehicle, as approved by the Risk Manager, prior to use.
3. Must meet driver's licensing requirements.

4. Will not qualify for a company vehicle if, during the last 36 months, the driver had any of the following experiences:
  - Been convicted of a felony.
  - Been convicted of sale, handling, or use of drugs.
  - Has automobile insurance canceled, declined or not renewed by a company for reasons related to unsafe driving practices.
  - Has 12 or more points assigned to their driving record. Points are assessed by the Risk Manager for traffic convictions and automobile accidents occurring during business or personal use. (See Appendix A for Point System.)

All County employees are required to report any Driving While Intoxicated (DWI) arrest, or any other drug or alcohol related arrest while driving, whether on or off duty, to their Department Head and the Risk Manager. The employee's driving privileges will be suspended until final disposition by the courts. Failure to report the arrest will be considered a failure in job performance and/or personal conduct and shall be grounds for disciplinary action.

All County employees must, upon request, provide a copy of their driver's license to the Personnel Department.

#### **Use for Official County Business Only**

Except as otherwise provided for in this Policy or in the County Travel Policy, County vehicles shall be used for official County business only.

### ***RESPONSIBILITY OF VEHICLE OPERATORS & ASSIGNED CUSTODIANS***

All County employees who operate County vehicles or their personal vehicles while conducting County business are required to operate them in a safe and lawful manner in accordance with the motor vehicle laws of North Carolina and any other governmental entity having jurisdiction. Approved commuters are responsible for making sure the County vehicle assigned to them is parked safely and securely when parked at the employee's home. The vehicle must be parked so that it is visible to the public.

#### **Alcohol, Drugs, Tobacco and Firearms Prohibited**

Possession, transportation, or consumption of alcohol or illegal drugs by anyone in a County vehicle is strictly forbidden, and no tobacco products may be used in County vehicles. The possession of firearms or weapons, concealed or otherwise, is also prohibited in County vehicles except by sworn law enforcement officers.

#### **Traffic Violations**

All County employees who are assigned a County vehicle or who drive any vehicle more than 10% of his/her work time are required to report any traffic violations, whether on or off duty, to their Department Head. Failure to report traffic violations will be considered a failure in job performance and/or personal conduct and shall be grounds for disciplinary action. Fines imposed on a County employee for a traffic offense committed while on or off duty are imposed on the employee personally and payment thereof is the employee's personal responsibility.

### **Personal Vehicles Used on County Business**

Individuals using personal vehicles on County business are required to carry at a minimum, the North Carolina statutory auto liability limits as evidence of financial responsibility. This is the primary insurance coverage for the employee's vehicle at all times, including when the vehicle is used on County business. These individuals are required to provide the Risk Manager with evidence of insurance upon request.

Only private passenger vehicles may be used while driving a personal vehicle on County business. Exceptions may be allowed by the Sheriff for approved events.

Refer to the County Travel Policy for uniform interpretation of payment or reimbursement for travel expenses pertaining to official travel and subsistence.

### **Appearance**

It shall be the responsibility of the employee to which a County vehicle is assigned to keep the vehicle in a state of cleanliness. County vehicles are a direct reflection on the County and as such should portray a professional appearance.

### **Maintenance and Repair**

The assigned custodian of a County vehicle shall be responsible for ensuring that the state vehicle inspection is timely performed each year and that regularly scheduled maintenance (i.e., lube and oil changes) is performed as required by scheduling the work through the garage operated by Union County Fleet Services (the "Garage"). Regularly scheduled maintenance shall be performed on the earlier of either six (6) months or 5,000 miles. All operators of County vehicles shall check the tires of the vehicles they drive to ensure that the tires have adequate tread and that the tire pressure is maintained in accordance with the vehicle specifications. Any unsafe County vehicle shall be reported promptly to the appropriate Department Head and taken to the County Garage for repairs.

All repairs involving incidents or accidents to a County vehicle shall be made through the Garage unless there is an emergency. No vehicles may be taken anywhere else for maintenance and/or repair unless appropriate County Garage personnel have referred them there. When the vehicle is brought to the Garage for repairs, the vehicle operator shall be required to fill out and sign a two part "Request for Repair Form" describing any problem with the vehicle. The Garage will keep one copy of the form to ensure that all

necessary repairs shall be done, and the vehicle operator will return the other copy to his or her department.

In the event that an emergency arises during evening, weekend or holiday hours, the driver of the vehicle shall be allowed to have emergency repairs completed to the vehicle. However, the driver must notify his Department Head and the County Garage on the next business day. For these situations, an emergency shall be defined as the breakdown of a critical vehicle (resulting from mechanic failure, an accident, or otherwise) where there is not another vehicle available for use.

In the event that towing shall be necessary, the vehicle operator shall call the Garage and the Garage will notify the wrecker service. If the Garage is not in operation, the driver may call for a wrecker service approved by the County Garage. There is a supply of business cards in the Garage with phone numbers for the approved wrecker service(s). This information should be kept in the County vehicle at all times. If the approved wrecker service(s) cannot handle the call for whatever reason, then the driver may use another wrecker service.

Damages to County vehicle shall be reported to the County Garage, which will make the final determination on required repairs. If Garage personnel determine that repairs are required and the damages had not been previously reported to the Garage, the repairs shall be charged back to the respective Departments as a Preventable loss.

### **Incidents and Accidents**

All vehicle operators are required to report any accident or other incident involving a County vehicle immediately, or as soon as possible, to their Department Head and the Risk Manager. In the event of an accident, the vehicle operator shall also:

1. Contact the appropriate investigating agency, regardless of the extent of damages.
2. Not discuss the circumstances of the accident with anyone other than the investigating officer, the County's insurance carrier, or persons conducting an internal investigation.
3. Make no attempt to reach a settlement.
4. Get the name, address, and phone number of all involved parties and witnesses.
5. Take photographs of the accident or incident scene if possible.

A County Vehicle Incident Report Form shall be filled out in its entirety by the County driver immediately after the incident or accident, or as soon as possible, and sent to the Risk Manager. If a police report is prepared, the driver, Department Head, or the Department Head's designee is responsible for picking up a copy of this report and providing it to the Risk Manager.

### **Vehicle Logs**

Vehicle logs may be placed in vehicles at certain times by County Administration to help gather information to help the County assess its vehicle needs and usage patterns. When this happens, each driver will be responsible for ensuring that there is a vehicle log in his or her vehicle and that it is filled out each day. When a page is filled out completely, the driver is responsible for getting his or her Department Head's initials on the sheet showing that they have reviewed the record.

### **Vehicle Inspection Checklist**

Each employee who is assigned a County vehicle shall complete a Vehicle Inspection checklist (Appendix B) and provide a copy to the Department Head, or their designee, no less than once monthly as determined by Department Heads.

### **Gas Stations**

Only approved gas stations may be used unless there are extenuating circumstances. Fleet Services periodically provides a list of approved gas stations. The driver shall input the correct odometer reading.

### **Passengers**

Only passengers on County business are allowed in County vehicles, for example, local Government officials and contractual relationships.

### **Cell Phones**

The use of a cell phone while operating a County vehicle or while operating a personal vehicle while conducting County business is discouraged except in emergency situations. Employees are encouraged to pull to the side of the road when using a cell phone. Cell phones should not be used while pumping gasoline.

### **Defensive Driving Training**

Each employee who is assigned a County vehicle or who drives any vehicle more than 10% of his/her work time, shall be required to attend a Defensive Driving course facilitated by the Risk Manager no less than once every three years.

## ***RESPONSIBILITY OF DEPARTMENT HEADS***

[As used in this section, "Department Heads" shall mean Union County Department Heads or their designees.]

It shall be the responsibility of Department Heads to manage the County vehicles assigned to their department.

Department Heads shall verify that all employees provide a copy of their driver's license to the Personnel Department upon request, and ensure that their employees keep all County vehicles assigned to their departments clean and presentable.

It shall also be the responsibility of the Department Heads to ensure that the license tag of each vehicle assigned to his department is turned into the County Garage when the vehicle is removed from service.

### **Traffic Violations and Accidents**

The Department Heads shall be responsible for making sure that all traffic violations and accidents reported to them by their employees are reported promptly to the Risk Manager.

All accidents occurring during normal business hours involving a County vehicle should be reported by the Department Head to the Risk Manager immediately upon knowledge of the accident. If the Risk Manager is not available, it should be reported to the Personnel Department.

### **Maintenance and Repair**

The Department Heads shall be responsible for making sure that their employees keep all County vehicles inspected and maintained on a regular basis.

Except for emergency situations, Department Heads shall be responsible for ensuring that all County vehicles needing repairs and/or maintenance shall be taken to the County Garage first for repair. No vehicles may be taken anywhere else for maintenance and/or repair unless appropriate County Garage personnel have referred them there.

All outside work (work done other than at the County Garage) must be approved in advance by the appropriate Garage personnel. Invoices pertaining to vehicle maintenance must be sent to the County Garage for approval before they are sent to the Finance Department for payment. No invoices shall be paid by Finance that has not been presented to the Garage first. The Department Head is responsible for ensuring that any invoices that they might receive for services and/or supplies are being coded with the proper expense account numbers. Repairs that are not pre-authorized by the Garage, except for emergencies, shall be the responsibility of the respective Department Head, designee and/or the vehicle driver. The Department Head shall also be responsible for filing the "Request for Repair Form" that is filled out by their department's drivers when they have their vehicles repaired at the Garage.

### **Vehicle Logs**

If vehicle logs are placed in the vehicles for usage studies, Department Heads shall be responsible for ensuring that these vehicle logs are located in each vehicle assigned to

their department and that the individual drivers are filling them out daily. The Department Heads shall verify this by initialing each vehicle log sheet as it is completed.

## **Recalls**

Department Heads shall designate one individual from their department, either themselves or someone else, to be the contact person to handle manufacturers' vehicle recalls ("recalls"). Department Heads shall provide the Garage Supervisor with the name and contact information for the selected person. Garage personnel will notify this person whenever a recall is issued on a vehicle in their department. The designated contact person shall then schedule the recall repairs with the help of the Garage. Once notified by Garage personnel, it shall be the responsibility of the designated contact person to ensure that the vehicle recall repairs are taken care of in a prompt and efficient manner.

## ***RESPONSIBILITY OF PERSONNEL DEPARTMENT***

### **Drivers' Licenses**

A copy of the driver's licenses of all employees shall be provided to the Personnel Department upon request. A visual check of the driver's license shall confirm the following:

- Signature matches the individual.
- Photo resembles the individual.
- Description and address fits the individual.
- The expiration date has not passed.
- The license has been issued by the state in which the individual resides.

## ***RESPONSIBILITY OF GARAGE PERSONNEL***

All new County vehicles shall be delivered to the County Garage, and Garage personnel shall promptly forward to General Services all papers transported with each vehicle.

Garage personnel shall make available all vehicle information on particular vehicles when requested to help determine which vehicles might need replacing, and shall advise the Risk Manager of every addition or deletion of a vehicle to County's fleet in order to obtain adequate insurance.

Garage personnel shall also be responsible for making sure that all license plates from vehicles taken out of service are turned into DMV. The receipt that DMV gives for the license plate being turned in will be placed in the file of that vehicle.

### **Maintenance and Repair**

It shall be the responsibility of County Garage personnel to establish a maintenance file on each County vehicle for the purpose of assuring that all recommended maintenance is being completed for each vehicle.

Each time repairs or maintenance are completed on a vehicle, a description of the work, the date, and the name of the mechanic who performed the work shall be entered into the appropriate vehicle maintenance file and in the maintenance software program installed in the Garage computer. Garage personnel shall also place a sticker on the inside of each vehicle they service that states the mileage and the service date for the next scheduled recommended service.

A full regularly scheduled service consists of changing oil and checking filters, brakes, all fluids, belts, air pressure in tires, and any physical condition that may present problems later.

It shall be the responsibility of County Garage personnel to maintain the vehicles according to the manufacturer's specifications. All repairs and/or maintenance shall be completed according to industry standards.

Garage personnel shall authorize the purchase of tires including the appropriate size and number of tires for the particular vehicle. In the event of a disagreement, the Director of Fleet Services shall have the responsibility of having the final say on whether or not vehicles need tires, how many tires they need, and the appropriate type of tire for that particular vehicle. The size and use of the vehicle shall be considered in making this determination. Garage personnel shall issue a signed requisition slip to the driver of the vehicle to take to a designated tire company to have the tires installed. It shall be the responsibility of the Garage personnel to check when servicing vehicles to see if the tires need rotating.

If Garage personnel notice vehicles that are obviously not being kept clean and presentable, they are to report it to the appropriate Department Head or designee and to General Services. Garage personnel shall report to the appropriate Department Head or designee and to General Services any obvious or apparent abuse of County vehicles. If, in the opinion of the Garage, repairs are required for damages not previously reported to the Garage, the repairs shall be charged back to the respective Departments as a Preventable loss.

Garage personnel shall provide the Risk Manager with copies of any repairs involving vehicle accidents for submission to the insurer for claim recovery.

### **Recalls and Warranty Work**

It shall be the Garage's responsibility to handle all manufacturers' vehicle recalls. Upon receiving a "recall" notice, Garage personnel shall contact the designated person in the affected department and coordinate the taking of the vehicle to the appropriate dealership to have the "recall" repairs completed. Records of all recall repairs shall be placed in each vehicle's file and entered into the maintenance software program.

Garage personnel shall also be responsible for coordinating all warranty work to be done on County vehicles. Copies of warranty work invoices shall be placed in each vehicle's file and entered into the maintenance software program.

## ***RESPONSIBILITY OF GENERAL SERVICES***

### **Registration, Title and Tags**

General Services shall be responsible for the proper registration, title and tags of new County vehicles upon receiving the appropriate paperwork on all new vehicles from the Garage and/or departments. All Union County vehicle titles shall be retained and filed in the office of General Services, with the exception of community transportation van titles held by NCDOT.

### **Regularly Scheduled Maintenance**

It is the responsibility of General Services to maintain records to ensure that all County vehicles receive regularly scheduled maintenance on the earlier of either six (6) months or 5,000 miles. Should a vehicle custodian not make an appointment for regularly scheduled maintenance, General Services will contact the Department Head.

## ***RESPONSIBILITY OF THE RISK MANAGER***

### **MVR Reports**

The Risk Manager, or his or her designee, shall be responsible for securing motor vehicle records ("MVR Reports") for all employees at time of hire and for cause. MVR reports shall be secured on an annual basis for employees either assigned a County vehicle or who drive any vehicle more than 10% of his/her work time.

### **Additions and Deletions**

The Risk Manager shall ensure that all County vehicle additions and deletions, once reported to him or her, will be included on the annual update of the Fleet Schedule for the insurance provider to ensure adequate insurance coverage.

### **Defensive Driving Course**

The Risk Manager shall make a Defensive Driving course available periodically to all employees who are assigned County Vehicles or who drive any vehicle more than 10% of his/her work time.

### **Accidents**

The Risk Manager shall be responsible for reporting all accidents involving County vehicles which may exceed the County's deductible to the insurance company and

negotiating all claim settlements within the deductible, with assistance from the County Legal Department, as required.

In the event that an accident involving a County vehicle is the fault of a third party, the Risk Manager shall coordinate all subrogation activities with County Legal Department or Insurer assistance, as necessary.

The Risk Manager shall maintain reports of vehicle accidents and distribute to the Department Heads quarterly.

The Risk Manager shall determine whether an accident is Preventable or Non-Preventable, assess points to the employee's County driving record using the Driver Evaluation Point System (Appendix A), and recommend actions to encourage Loss Prevention and Safety Policy enforcement. However, all accidents involving high speed pursuits or emergency responses shall be handled by the Sheriff's Office, and the Risk Manager shall not make any determination, assessment, or recommendation with respect to such accidents. Should an employee disagree with the assessment of the Risk Manager, the employee may appeal the Risk Manager's decision to the Accident Review Board, whose decision shall be final.

The Vehicle Accident Review Board (Board) shall be composed of: one (1) representative from the Sheriff's Office; one (1) representative from Public Works; one (1) representative from the department of the driver involved in the accident currently under Board review; and up to three (3) additional County employees from any department appointed by the Risk Manager to serve on the Board.

The Board shall elect a chairman for the meeting. The Board shall review the decision and recommendations of the Risk Manager as they relate to the accident. The Chairman shall report the decision of the Board to the Risk Manager.

The form in which facts of an accident may be presented to the Board may include but are not limited to the following:

- A. Driver's report of the accident
- B. Law enforcement investigation reports
- C. Statement of witnesses
- D. Diagrams, photographs, and any other available evidence
- E. Past County accident history
- F. Statement of any County employee appearing before the Board on the employee's behalf

## APPENDIX A

### DRIVER EVALUATION POINT SYSTEM

#### DRIVER AGE

6	Under 21 years of age
3	Under 25 years of age

#### SPEED RELATED MOVING VIOLATIONS

9	Speeding in a school zone
6	Speeding > 15 mph over the speed limit
6	Driving too fast for conditions
4	Speeding <= 15 mph over the speed limit
4	All other speed related violations

#### NON-SPEED RELATED MOVING VIOLATIONS

12	Refusing a drug or alcohol chemical test
12	License suspended or revoked
6	Passing stopped school bus when lights are flashing
6	Reckless Driving
6	Leaving the scene of an accident
6	Driving after having license suspended or revoked
4	Failure to yield right-of-way to emergency or other authorized vehicle
4	Failure to follow instructions of police officer
4	Passing where prohibited by posted signs or pavement markings
4	Driving wrong way on one way street
4	Improper lane change
4	Following too closely
4	Passing on the wrong side
4	Failure to obey traffic instructions stated on traffic signs or traffic devices
3	Failure to yield right-of-way in manner required at uncontrolled intersection
3	Improper U-Turn
3	Improper turn
3	Failure to stay in proper lane
3	Making improper entrance to, or exit from, highway
3	Improper backing
3	Failure to signal
3	Failure to yield right-of-way at stop sign
3	All other non-speed related violations

#### ACCIDENTS - Evaluated by Accident Review Board

0	Non-preventable Accidents
3	Preventable Accidents with a parked vehicle or fixed object, with damages of more than \$200 and less than \$1,000.
4	All other Preventable Accidents where damages exceed \$1,000.

#### ALCOHOL, DRUGS

12	Alcohol or Drug related convictions
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## **SEAT BELT VIOLATIONS**

**3** Applies to driver and/or passengers

### **Driver Evaluation**

Three (3) year MVR history is reviewed

The best drivers will have 0 to 3 points.

5 to 9 points indicate a questionable rating as a driver. Drivers with 5 to 9 points will be notified of the points on their County driving record and placed on probation. Employee will be eligible to continue to operate a County vehicle.

10 to 11 points indicate action is needed on the part of Management. Employee will be placed on probation. Employee will not be allowed to drive County vehicle or personal vehicle on County business unless there are extenuating circumstances documented by the Department Head.

12 or more points is not acceptable. Employee will not be eligible to drive a County vehicle or personal vehicle while conducting County business.

## APPENDIX B

### VEHICLE INSPECTION CHECKLIST UNION COUNTY

Vehicle ID: \_\_\_\_\_ Driver completing report (Print) : \_\_\_\_\_

Next Service Due: \_\_\_\_\_ NC Inspection Date: \_\_\_\_\_

#### Pre-Start (if not applicable, state n/a)

_____ First Aid Kit	_____ Fire Extinguisher (properly charged)
_____ Oil Level	_____ Windshield Wiper Fluid
_____ Tires (Pressure and Wear)	_____ Coolant Level
_____ Spare Tire	_____ Jack/Lug Wrench
_____ License Plate	_____ Registration Card/Insurance card
_____ Seatbelts	_____ Horn

#### Start Engine (if not applicable, state n/a)

_____ Oil Pressure	_____ Water Temperature
_____ Adjust rear view mirror	_____ Steering Operation
_____ Parking Brake	_____ Indicator Lights (High Beam, Brake, etc.)
_____ Defroster	_____ Air Conditioner
_____ Windshield Wipers	_____ Backup Alarm
_____ Turning Signals	_____ Head Lights (High and Low Beam)
_____ Emergency Signals	_____ Topped off with Fuel
_____ Reverse Lights	_____ Brake Lights

#### \*\* LIFT VANS ONLY \*\*

Lift has been checked and run through full cycle (Yes/No) \_\_\_\_\_

#### Cleanliness of Vehicle (check if clean)

\_\_\_\_\_ Exterior \_\_\_\_\_ Interior \_\_\_\_\_ Truck Bed \_\_\_\_\_ Toolbox

NOTE ANY ADDITIONAL PROBLEMS DISCOVERED DURING INSPECTION

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

Signature of driver completing report: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Department Head or Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX C**  
**UNION COUNTY**  
**VEHICLE ACCIDENT GUIDELINES**

This guide, while it is designed to assist in determining the preventability of vehicular accidents, cannot list every causal factor that may be involved in a given accident. It does cover the most common aspects of the principal causes of accidents, and as such, it can serve as a guide only when considering preventability. From time to time revisions may be necessary to improve accuracy to apply to the facts of a case.

**Struck While Parked**

**Non-Preventable if:**

1. Driver was properly parked in a location where parking was permitted.
2. Vehicle was protected by emergency warning devices as required by federal and state regulations, or if driver was in process of setting out or retrieving signals.

**Intersection Accidents**

**Preventable if:**

1. Driver failed to control speed so that he could stop within available sight distance.
2. Driver failed to check cross-traffic and wait for it to clear before entering intersection.
3. Driver pulled out from side street in the face of on coming traffic.
4. Driver collided with person, vehicle or object while making right or left turn.
5. Driver, going straight through an intersection, collided with another vehicle making a turn.

**Striking Other Vehicle in Rear**

**Preventable if:**

1. Driver failed to maintain safe following distance and have vehicle under control.
2. Driver failed to keep alert to traffic conditions and note slowdown.
3. Driver failed to ascertain whether vehicle ahead was moving slowly, stopped or slowing down for any reason.
4. Driver misjudged rate of overtaking.
5. Driver came too close before pulling out to pass.
6. Driver failed to wait for car ahead to move into the clear before starting up.
7. Driver failed to leave sufficient room for passing vehicle to get safety back in line.

## **Sideswipe and Head-On-Collisions**

### **Preventable if:**

1. Driver was not entirely in the proper lane of travel.
2. Driver did not pull to the right and slow down and stop for vehicle encroaching on own lane of travel when such action could have been taken without additional danger.

## **Struck in Rear or Side by Other Vehicle**

### **Preventable if:**

1. Driver was passing slower traffic near an intersection and had to make sudden stop.
2. Driver made sudden stop to park, load or unload.
3. Driver's vehicle was improperly parked.
4. Driver rolled back into vehicle behind.

### **Non-Preventable if:**

1. Driver's vehicle was legally and properly parked.
2. Driver was proceeding in own lane of traffic at a safe and lawful speed.
3. Driver was stopped in traffic due to existing conditions or was stopped in compliance with traffic sign or signal or the directions of a police officer or other person.
4. Driver was in proper lane, stopped and waiting to make turn.

## **Backing Accidents**

### **Preventable if:**

1. Driver backed vehicle, causing accident, when such backing could have been avoided.
2. Driver failed to get out of vehicle and check proposed path of backward travel.
3. Driver failed to use a "spotter" if driver was in a position where the mirrors failed to show the hazard.

## **Accidents Involving Train**

### **Preventable if:**

1. Driver attempted to cross tracks directly ahead of train or streetcar.
2. Driver ran into side of train or streetcar.
3. Driver stopped on or parked too close to tracks.

## **Accidents While Passing**

### **Preventable if:**

1. Driver passed when view of road ahead was obstructed by hill, curve, vegetation, traffic, adverse weather conditions, etc.

2. Driver attempted to pass in the face of closely approaching traffic.
3. Driver failed to warn the driver of the vehicle being passed.
4. Driver failed to signal change of lanes.
5. Driver pulled out in front of other traffic overtaking from rear.
6. Driver cut-in short returning to right lane.

### **Accidents While Being Passed**

#### **Preventable if:**

1. Driver failed to stay in own lane, or hold or reduce speed to permit safe passing.

### **Accidents While Entering Traffic Stream**

#### **Preventable if:**

1. Driver failed to signal when pulling out from curb.
2. Driver failed to check traffic before pulling out from curb.
3. Driver failed to look back to check traffic if driver was in position where mirrors did not show traffic conditions.
4. Driver attempted to pull out in a manner, which forces other vehicles(s) to change speed or direction.
5. Driver failed to make full stop before entering from side street, alley or driveway.
6. Driver failed to make full stop before crossing sidewalk.
7. Driver failed to yield right of way to approaching traffic.

### **Pedestrian Accidents**

#### **Preventable if:**

1. Driver did not reduce speed in area of heavy pedestrian traffic.
2. Driver was not prepared to stop.
3. Driver failed to yield right of way to pedestrian.

### **Mechanical Defects Accident**

#### **Preventable if:**

1. Defect was of a type which driver should have detected in making a pre-trip or inspection of vehicle.
2. Defect was a type which driver should have detected during the normal operation of the vehicle.

## **All Types of Accidents**

### **Preventable if:**

1. Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic.
2. Driver failed to control speed to be able to stop within assured clear distance.
3. Driver misjudged available clearance.
4. Driver failed to yield right of way to avoid accident.
5. Driver failed to accurately observe existing conditions and drive in accordance with those conditions.
6. Driver was in violation of County operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinances.

## **Accidents Involving Animals/Debris**

### **Preventable if:**

1. Driver was not operating at a speed consistent with the existing conditions of the road, weather, and traffic.
2. Driver failed to control speed to be able to stop within assured clear distance.
3. Driver misjudged available clearance.
4. Driver failed to accurately observe existing conditions and drive in accordance with those conditions.
5. Driver was in violation of company operating rules or special instructions, the regulations of any federal or state regulatory agency, or any applicable traffic laws or ordinance.

### **Non-preventable if:**

1. Driver attempted to stop safely while maintaining control of the vehicle and stay in their lane of traffic.
2. Driver was operating at a speed consistent with existing condition of the road, weather and traffic.



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**Manager Recommendation:**

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