

AGENDA
UNION COUNTY BOARD OF COMMISSIONERS
Regular Meeting
Monday, April 2, 2007
7:00 P.M.
Board Room, First Floor
Union County Government Center
500 North Main Street
Monroe, North Carolina

www.co.union.nc.us

- 4:00 p.m. - a) Work Session:**
Presentation of 2007 County Capital Improvement Plan and Making Various Decisions Regarding the Plan
- b) Closed Session**
1. **Opening of Meeting**
 - a. Invocation
 - b. Pledge of Allegiance
 - c. Informal Comments
 2. **Additions, Deletions and/or Adoption of Agenda**
ACTION REQUESTED: Adoption of Agenda
 3. **Consent Agenda**
ACTION REQUESTED: Approve items listed on the Consent Agenda
 4. **Proposed Text Amendments to Union County Land Use Ordinance**
 - a. **Sections 21, 23, 27 - Planning Board**
 - b. **Sections 29, 31, 33, and 35 - Board of Adjustment**
ACTION REQUESTED: Consider Text Amendments and adopt consistency statements
 5. **Union County Historic Preservation Commission**
 - a. Request to Set May 7, 2007, as Date for Joint Public Hearing with Union County Historic Preservation Commission Regarding Proposed Designation of the Perry-McIntyre Farm as a Historic Landmark
ACTION REQUESTED: Consider scheduling date for Public Hearing
 6. **Recommendations by the Union County Public Works Advisory Board**
ACTION REQUESTED: Consider recommendations and direction to staff
 7. **Proclamation for Police Week 2007 for Union County (May 13-19, 2007)**
ACTION REQUESTED: Adopt proclamation
 8. **Wireless Internet Access**
ACTION REQUESTED: Approve performing Phase 1 (feasibility study)

9. **Extend Effective Date of Swap Agreement**
ACTION REQUESTED: Extend effective date of forward starting swap dated October 11, 2005, with an effective date of June 21, 2007, to June 16, 2008
10. **County Manager Recruitment**
ACTION REQUESTED: 1) Receive the departmental report and matrix of Executive Search Firm Proposals; 2) Accept all Executive Search Firm Proposals submitted pursuant to the terms and conditions of the Request for Proposals (RFP); 3) Select a proposal from one of the qualified firms to perform the County Manager recruitment; and 4) Authorize the Interim County Manager to execute the necessary service contract
11. **Proposed Changes to Rules 10 and 11 of the Board's Rules of Procedure Regarding Informal Public Comments**
ACTION REQUESTED: Consider adoption of Proposed changes to Rules 10 and 11
12. **Board of Adjustment Attorney**
ACTION REQUESTED: Select attorney to represent Board of Adjustment and authorize Interim County Manager to enter agreement to engage such services
13. **Revised Environmental Health Well Regulations**
ACTION REQUESTED: No action required
14. **Establishment of 2007-2008 Budget Calendar**
ACTION REQUESTED: Establish calendar
15. **Announcements of Vacancies on Boards and Committees**
 - a. Nursing Home Advisory Committee (1 Vacancy)
 - b. Home and Community Care Block Grant Advisory Committee (4 Vacancies)
 - c. Juvenile Crime Prevention Council (JCPC) - 1) District Attorney or designee; 2) Substance Abuse Professional; 3) Two (2) persons under age 18; 4) Juvenile Defense Attorney; 5) Representative of United Way/other non-profit; and two (2) County Commissioner appointees
ACTION REQUESTED: Announce vacancies
16. **Appointments to Boards and Committees**
 - a. Board of Equalization and Review (2 Vacancies as of February 2007) and Appointment of Chair to Serve for 2007
ACTION REQUESTED: Fill vacancies and appoint chair
 - b. Local Emergency Planning Committee (LEPC)
ACTION REQUESTED: Consider appointments as follows: 1) Monroe City Police Department (primary and secondary - 2 appointments); 2) Secondary for Communications Department; 3) Secondary for Cassco Ice and Cold Storage, Inc.; 4) Secondary for Harmon Environmental Company; 5) State Highway Patrol - Transfer Current Secondary Appointment to Primary and appoint Secondary
 - c. Planning Board (9 Regular Members and 2 Alternates)
ACTION REQUESTED: Consider appointments
 - d. Board of Adjustment (9 Regular Members and 2 Alternates)
ACTION REQUESTED: Consider appointments
17. **Interim Manager's Comments**
18. **Commissioners' Comments**

CONSENT AGENDA
April 2, 2007

1. **Health Department**
 - a. Add Computing Support Technician III Position, Grade 65, to the County's Pay Plan (No Additional County Dollars Requested)
ACTION REQUESTED: Approve
 - b. Reduction of Hours of a Part-Time Dental Hygienist from 75 Percent to 50 Percent
ACTION REQUESTED: Approve
 - c. Budget Amendment #50 to Health Department-Administration Budget in the amount of \$12,830 to Appropriate funding from Southern Piedmont Partnership for the Incubator Project (No Additional County Dollars Requested)
ACTION REQUESTED: Approve
 - d. Budget Amendment #51 to the Health Department -Smoke Free Babies to Accept Additional Funding from the March of Dimes in the Amount of \$12,792 (No Additional County Dollars Requested)
ACTION REQUESTED: Approve
 - e. Budget Amendment #52 to the Health Department-Family Planning Budget to Accept One-Time Bonus Funds from State in the Amount of \$32,080 (No Additional County Dollars Requested)
ACTION REQUESTED: Approve

2. **Environmental Health**
 - a. Revision to Environmental Health's Registered Sanitarian Exam Policy
ACTION REQUESTED: Consider revision to policy
 - b. Proposed Service and Fee Adjustment Recommendations for the On-Site Wastewater Program, the Private Use Well Program, and the Food, Lodging and Institutions Program
ACTION REQUESTED: Approve recommendations of Environmental Health on fee adjustments (Approved by the Board of Health on March 12, 2007)
 - c. Budget Amendment #53 in the Amount of \$16,886 to Appropriate Additional Funding from the State in Food and Lodging Funds (No Additional County Dollars Requested)
ACTION REQUESTED: Approve Budget Amendment #53

3. **Register of Deeds**
 - a. Refund of Excise Stamp to Jarvis Law Group in the Amount of \$710 (Overpayment for excise tax)
ACTION REQUESTED: Approve

4. **Tax Administrator**
 - a. Departmental Monthly Report for February 2007
ACTION REQUESTED: Approve
 - b. Tenth Motor Vehicle Billing in the Grand Total Amount of \$993,379.31
ACTION REQUESTED: Approve

5. **Union County Detention Center Medical Plan**
ACTION REQUESTED: Approve

6. **Minutes**
ACTION REQUESTED: Approve

7. **Fire Services**
 - a. Resolution Approving the Financing by Jackson Volunteer Fire Department, Inc. of \$85,000 for a 2006 Ford F-550 Squad Rescue Vehicle
ACTION REQUESTED: Adopt resolution

8. **Contracts Over \$5,000**
 - a. Thomas A. Ebert (Real Property Valuation Services)
 - b. T. K. Browne Construction Company, Inc. (Change Order #G-1)
 - c. CMC-Union (Caseworker Services for Provision of Medicaid Applicants with Eligibility Assistance at CMC-Union)
 - d. Camp Dresser and McKee (Millbridge and Tarkill Pump Station Analysis - Task Order #10)
 - e. Camp Dresser and McKee (East Side Sewer System Pump Station 2 - Improvements Design - Task Order #5A)
 - f. ATI Allvac - Project Franklin Incentive Grant Agreement**ACTION REQUESTED:** Authorize Interim County Manager to approve contracts

9. **Director of Elections Compensation**
ACTION REQUESTED: Adjust salary of the Director of Elections to \$76,005 as requested by the Board of Elections (unexpended funds are available in FY 07 budget to accommodate the request)

10. **County Attorney Legal Representation Agreement**
ACTION REQUESTED: Authorize Chairman to approve and execute agreement

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: April 2, 2007

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

SUBJECT: 2007 County Capital Improvement Plan

DEPARTMENT: Finance **PUBLIC HEARING:** No

ATTACHMENT(S): Capital Improvement Plan **INFORMATION CONTACT:** Kai Nelson

Detail project sheets
Summary sheets of sources and uses **TELEPHONE NUMBERS:** 704.292.2522

DEPARTMENT'S RECOMMENDED ACTION: Adopt 2007 County CIP

BACKGROUND: The County's financial policies require the development an annual Capital Improvement Plan which shall include sources (where the money come from) and uses (where the money goes). Additionally, the County's policies require the inclusion of capital projects in its CIP prior to the expenditure of funds. In this manner, the Commission is able to evaluate the merits of the capital projects within the context of all other CIP projects and understand the financial implications on the County's operating budget - both debt service and operations and maintenance.

This year's CIP may require additional levels of coordination given the complexity and timing of funding sources. For instance, the County should limit the frequency for which it issues debt - either general obligation or installment financing. Achieving this objective will require that construction project management schedules be more thoroughly coordinated to insure that multiple projects can be "rolled up" into a single financing.

FINANCIAL IMPACT: Dependent on projects approved and funding sources.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

**Tax Supported Capital Improvement Plan
FY2008-FY2012**

General Comments

1. Summary Sheet lists projects in two categories – FIRST, those that were approved, with funding in whole or part, in previous CIP's including the 2006 CIP, and SECOND, those that were not approved in previous CIP's
2. Within the two categories, projects are simply listed – no intent to assign priorities
3. Project detail sheets contain budget and inception to date revenues and expenditures as well as construction cash flows through project completion.
4. Operating budget impacts are also included
5. CIP resources unallocated total \$6.1MM
6. Timing considerations – referendum and installment financing

Jail Expansion (Page 6)

7. Several financing implications – LGC requires construction bids to approve, “just-in-time” financing, early rating agency and bond insurance involvement, multiple project financings
8. BOCC reviews – August 2007 & Summer 2008

Relocation of EOC, E911 and Fire Marshall (Page 8)

9. Establishment of programming requirements
10. Costs to remain temporarily in Government Center - \$80K
11. Project construction deferred to 2010 and 2011

Upgrade Communication System (Page 9)

12. Allocation of capital costs, both subscriber and infrastructure – who pays?
13. Allocation of DHS assets – who benefits from equipment and grant funds
14. Infrastructure maintenance – who pays?
15. Subscriber maintenance – who pays?
16. Two scenarios – Page 9 and Page 28

4-H and Youth Pavilion (Page 11)

17. Capital cost funded through November 2008 GO Bond Referendum

South Piedmont Community College (Page 12 and 13)

18. Projects reflect updated construction costs
19. No Statewide Community College Bonds (funded a portion in 2006 CIP)
20. Capital cost funded through November 2008 GO Bond Referendum

South Western Regional Library (in Weddington) (Page 14)

21. Updated construction cost
22. Requires additional \$517K

Relocation of Administrative Offices and Permanent One Stop (Page 19)

23. "Piggyback" financing with Jail Expansion – limit costs of issuance associated with multiple financing

Waxhaw Regional Library and Monroe Library Reconfiguration (Pages 22 & 23)

24. Capital cost funded through November 2008 GO Bond Referendum

Parks and Recreation – Future Projects (Pages 24 – 27)

25. Capital cost funded through November 2008 GO Bond Referendum

**General Fund
Tax Supported Capital Improvement Plan
FY2008-FY2012
Capital Costs**

No.	Listing	FY2006 CIP	Project Title	Inception to Date	2007-08					5-Yr. CIP Total	Project Total
					1	2	3	4	5		
1	BE1	✓	Voting Units for One Stop Voting Sites	-	95,400	-	-	-	-	95,400	95,400
2	GS1	✓	Government Center Boiler Replacement	145,280	-	-	-	-	-	-	145,280
3	GS2	✓	Government Center Tower Air Handling System	-	220,000	-	-	-	-	220,000	220,000
4	GS3	✓	Union Village Carpet Replacement	234,185	71,815	-	-	-	-	71,815	306,000
5	GS4	✓	GC, HPO and PW Complex Renovations	2,795,834	9,454,564	4,727,282	-	-	-	14,181,845	16,977,679
6	SJ1	✓	Union County Jail Expansion	1,899,309	2,399,575	30,983,197	-	-	-	71,409,241	73,308,550
7	SJ2	✓	Firearms Range	19,500	1,836,165	-	-	-	-	1,836,165	1,855,665
8	HS1	✓	Relocation of EOC, E911 and Fire Marshal	-	106,000	567,500	-	-	-	7,273,500	7,273,500
9	HS2	✓	Upgrade Communications System (with Capital Infrastructure Contributions)	-	11,020,440	7,346,960	-	-	-	18,367,400	18,367,400
10	HS3	✓	CAD / RMS	-	2,500,000	-	-	-	-	2,500,000	2,500,000
11	CE1	✓	Union County 4-H and Youth Pavilion	-	10,000	350,000	-	-	-	1,760,000	1,760,000
12	SP1	✓	Manufacturing/Technology Center	23,692	110,000	1,310,000	4,906,308	-	-	6,326,308	6,350,000
13	SP2	✓	Multi-Purpose Center	-	75,000	1,775,000	6,850,000	-	-	8,700,000	8,700,000
14	LS1	✓	South Western Regional Library (in Weddington)	28,508	2,586,492	2,882,000	-	-	-	5,468,492	5,497,000
15	PR1	✓	Cane Creek Park Development Program - Current Projects	794,857	334,359	-	-	-	-	334,359	1,129,216
16	PR3	✓	Jesse Helms Park Development Program - Current Projects	2,384,936	1,783,528	-	-	-	-	1,783,528	4,168,464
17	PR5	✓	North District Park Development Program - Current Project	-	100,000	-	-	-	-	100,000	100,000
18	PR7	✓	West District Community Parks Development Program - Current Project	-	100,000	-	-	-	-	100,000	100,000
19	BE2		Relocation of Administrative Offices and Permanent One Stop	-	787,200	1,514,400	-	-	-	2,301,600	2,301,600
20	HS4		Training Classroom / Restroom Facility at the Fire Training Tower	-	340,000	90,000	7,500	-	-	437,500	437,500
21	HD1		Clinic Expansion	-	440,000	-	-	-	-	440,000	440,000
22	LS2		Waxhaw Regional Library	-	-	40,000	3,101,500	-	-	5,450,000	5,450,000
23	LS3		Monroe Reconfiguration (downstairs)	-	-	60,000	600,000	-	-	660,000	660,000
24	PR2		Cane Creek Park Development Program - Future	-	310,500	413,500	3,181,000	325,000	320,000	4,550,000	4,550,000
25	PR4		Jesse Helms Park Development Program - Future	-	606,900	-	2,709,127	1,405,447	1,405,447	6,126,921	6,126,921
26	PR6		North District Park Development Program - Future	-	-	6,427,350	749,858	749,858	749,858	8,676,924	8,676,924
27	PR8		West District Community Parks Development Program - Future	-	-	535,613	2,142,450	1,071,225	-	3,749,288	3,749,288
Total				8,326,101	35,287,938	59,022,802	65,574,211	10,560,030	2,475,305	172,920,286	181,246,387
GO Bonds				1,056,444	1,172	10,312,963	23,897,435	4,860,030	1,475,305	40,546,905	41,603,349
Installment Financing				864,091	21,280,981	32,497,597	44,042,208	-	-	97,820,786	98,684,877
Water and Sewer Revenues				2,138,500	-	-	-	-	-	-	2,138,500
UCPS CIP				4,136,882	-	-	-	-	-	-	4,136,882
County Revenue				20,829,102	2,111,300	1,303,500	1,003,750	1,000,000	1,000,000	6,418,550	27,247,652
Non-County Revenue				2,217,549	3,834,612	714,955	3,750	664,260	-	5,217,578	7,435,127
Total				31,242,568	27,228,066	44,829,015	68,947,143	6,524,290	2,475,305	150,003,820	181,246,387
Net Annual Operating Costs (debt service, O&M, revenues)				-	-	6,226,741	15,338,761	16,848,526	17,903,482	56,317,509	56,317,509

**General Fund
Tax Supported Capital Improvement Plan
FY2008-FY2012
Capital Costs**

No.	Listing	FY2006 CIP	Project Title	Inception to Date	1 2007-08	2 2008-09	3 2009-2010	4 2010-2011	5 2011-12	5-Yr. CIP Total	Project Total
			GO BONDS								
1	BE1	✓	Voting Units for One Stop Voting Sites	-	-	-	-	-	-	-	-
2	GS1	✓	Government Center Boiler Replacement	-	-	-	-	-	-	-	-
3	GS2	✓	Government Center Tower Air Handling System	-	-	-	-	-	-	-	-
4	GS3	✓	Union Village Carpet Replacement	-	-	-	-	-	-	-	-
5	GS4	✓	GC, HPO and PW Complex Renovations	-	-	-	-	-	-	-	-
6	SJ1	✓	Union County Jail Expansion	497,616	-	-	-	-	-	-	497,616
7	SJ2	✓	Firearms Range	558,828	1,172	-	-	-	-	1,172	560,000
8	HS1	✓	Relocation of EOC, E911 and Fire Marshal	-	-	-	-	-	-	-	-
9	HS2	✓	Upgrade Communications System (with Capital Infrastructure Contributions)	-	-	-	-	-	-	-	-
10	HS3	✓	CAD / RMS	-	-	-	-	-	-	-	-
11	CE1	✓	Union County 4-H and Youth Pavilion	-	350,000	1,400,000	-	-	-	1,750,000	1,750,000
12	SP1	✓	Manufacturing/Technology Center	-	1,200,000	4,800,000	-	-	-	6,000,000	6,000,000
13	SP2	✓	Multi-Purpose Center	-	1,700,000	6,800,000	-	-	-	8,500,000	8,500,000
14	LS1	✓	South Western Regional Library (in Weddington)	-	-	-	-	-	-	-	-
15	PR1	✓	Cane Creek Park Development Program - Current Projects	-	-	-	-	-	-	-	-
16	PR3	✓	Jesse Helms Park Development Program - Current Projects	-	-	-	-	-	-	-	-
17	PR5	✓	North District Park Development Program - Current Project	-	-	-	-	-	-	-	-
18	PR7	✓	West District Community Parks Development Program - Current Project	-	-	-	-	-	-	-	-
19	BE2		Relocation of Administrative Offices and Permanent One Stop	-	-	-	-	-	-	-	-
20	HS4		Training Classroom / Restroom Facility at the Fire Training Tower	-	-	-	-	-	-	-	-
21	HD1		Clinic Expansion	-	-	-	-	-	-	-	-
22	LS2		Waxhaw Regional Library	-	40,000	3,101,500	2,308,500	-	-	5,450,000	5,450,000
23	LS3		Monroe Reconfiguration (downstairs)	-	60,000	600,000	-	-	-	660,000	660,000
24	PR2		Cane Creek Park Development Program - Future	-	-	3,181,000	-	-	-	3,181,000	3,181,000
25	PR4		Jesse Helms Park Development Program - Future	-	-	1,122,627	730,447	725,447	-	2,578,521	2,578,521
26	PR6		North District Park Development Program - Future	-	6,427,350	749,858	749,858	749,858	-	8,676,924	8,676,924
27	PR8		West District Community Parks Development Program - Future	-	535,613	2,142,450	1,071,225	-	-	3,749,288	3,749,288
			Total	1,056,444	1,172	10,312,963	23,897,435	4,860,030	1,475,305	40,546,905	41,603,349

**General Fund
Tax Supported Capital Improvement Plan
FY2008-FY2012
Capital Costs**

No.	Listing	FY2006 CIP	Project Title	Inception to Date	1	2	3	4	5	5-Yr. CIP Total	Project Total	
					2007-08	2008-09	2009-2010	2010-2011	2011-12			
INSTALLMENT FINANCING												
1	BE1	✓	Voting Units for One Stop Voting Sites	-	-	-	-	-	-	-	-	
2	GS1	✓	Government Center Boiler Replacement	-	-	-	-	-	-	-	-	
3	GS2	✓	Government Center Tower Air Handling System	-	-	-	-	-	-	-	-	
4	GS3	✓	Union Village Carpet Replacement	-	-	-	-	-	-	-	-	
5	GS4	✓	GC, HPO and PW Complex Renovations	864,091	-	-	-	-	-	-	864,091	
6	SJ1	✓	Union County Jail Expansion	-	3,801,269	38,026,468	-	-	-	72,810,934	72,810,934	
7	SJ2	✓	Firearms Range	-	-	-	-	-	-	-	-	
8	HS1	✓	Relocation of EOC, E911 and Fire Marshal	-	-	6,015,740	-	-	-	6,015,740	6,015,740	
9	HS2	✓	Upgrade Communications System (with Capital Infrastructure Contributions)	-	16,692,512	-	-	-	-	16,692,512	16,692,512	
10	HS3	✓	CAD / RMS	-	-	-	-	-	-	-	-	
11	CE1	✓	Union County 4-H and Youth Pavilion	-	-	-	-	-	-	-	-	
12	SP1	✓	Manufacturing/Technology Center	-	-	-	-	-	-	-	-	
13	SP2	✓	Multi-Purpose Center	-	-	-	-	-	-	-	-	
14	LS1	✓	South Western Regional Library (in Weddington)	-	-	-	-	-	-	-	-	
15	PR1	✓	Cane Creek Park Development Program - Current Projects	-	-	-	-	-	-	-	-	
16	PR3	✓	Jesse Helms Park Development Program - Current Projects	-	-	-	-	-	-	-	-	
17	PR5	✓	North District Park Development Program - Current Project	-	-	-	-	-	-	-	-	
18	PR7	✓	West District Community Parks Development Program - Current Project	-	-	-	-	-	-	-	-	
19	BE2		Relocation of Administrative Offices and Permanent One Stop	-	787,200	-	-	-	-	2,301,600	2,301,600	
20	HS4		Training Classroom / Restroom Facility at the Fire Training Tower	-	-	-	-	-	-	-	-	
21	HD1		Clinic Expansion	-	-	-	-	-	-	-	-	
22	LS2		Waxhaw Regional Library	-	-	-	-	-	-	-	-	
23	LS3		Monroe Reconfiguration (downstairs)	-	-	-	-	-	-	-	-	
24	PR2		Cane Creek Park Development Program - Future	-	-	-	-	-	-	-	-	
25	PR4		Jesse Helms Park Development Program - Future	-	-	-	-	-	-	-	-	
26	PR6		North District Park Development Program - Future	-	-	-	-	-	-	-	-	
27	PR8		West District Community Parks Development Program - Future	-	-	-	-	-	-	-	-	
Total				864,091	21,280,981	44,042,208	-	-	-	97,820,786	98,684,877	

**General Fund
Tax Supported Capital Improvement Plan
FY2008-FY2012
Capital Costs**

No.	Listing	FY2006 CIP	Project Title	Inception to Date	1 2007-08	2 2008-09	3 2009-2010	4 2010-2011	5 2011-12	5-Yr. CIP Total	Project Total	
COUNTY REVENUE												
1	BE1	✓	Voting Units for One Stop Voting Sites	-	95,400	-	-	-	-	95,400	95,400	
2	GS1	✓	Government Center Boiler Replacement	145,280	-	-	-	-	-	-	145,280	
3	GS2	✓	Government Center Tower Air Handling System	-	220,000	-	-	-	-	220,000	220,000	
4	GS3	✓	Union Village Carpet Replacement	306,000	-	-	-	-	-	-	306,000	
5	GS4	✓	GC, HPO and PW Complex Renovations	9,838,206	-	-	-	-	-	-	9,838,206	
6	SJ1	✓	Union County Jail Expansion	-	-	-	-	-	-	-	-	
7	SJ2	✓	Firearms Range	-	-	-	-	-	-	-	-	
8	HS1	✓	Relocation of EOC, E911 and Fire Marshal	1,295,665	-	-	-	-	-	-	1,295,665	
9	HS2	✓	Upgrade Communications System (with Capital Infrastructure Contributions)	593,500	-	-	-	-	-	-	593,500	
10	HS3	✓	CAD / RMS	-	-	-	-	-	-	-	-	
11	CE1	✓	Union County 4-H and Youth Pavilion	-	10,000	-	-	-	-	10,000	10,000	
12	SP1	✓	Manufacturing/Technology Center	350,000	-	-	-	-	-	-	350,000	
13	SP2	✓	Multi-Purpose Center	200,000	-	-	-	-	-	-	200,000	
14	LS1	✓	South Western Regional Library (in Weddington)	3,483,000	258,500	-	-	-	-	517,000	4,000,000	
15	PR1	✓	Cane Creek Park Development Program - Current Projects	879,216	-	-	-	-	-	-	879,216	
16	PR3	✓	Jesse Helms Park Development Program - Current Projects	3,168,464	-	-	-	-	-	-	3,168,464	
17	PR5	✓	North District Park Development Program - Current Project	100,000	-	-	-	-	-	-	100,000	
18	PR7	✓	West District Community Parks Development Program - Current Project	100,000	-	-	-	-	-	-	100,000	
19	BE2		Relocation of Administrative Offices and Permanent One Stop	-	-	-	-	-	-	-	-	
20	HS4		Training Classroom / Restroom Facility at the Fire Training Tower	-	170,000	-	-	-	-	218,750	218,750	
21	HD1		Clinic Expansion	-	440,000	-	3,750	-	-	440,000	440,000	
22	LS2		Waxhaw Regional Library	-	-	-	-	-	-	-	-	
23	LS3		Monroe Reconfiguration (downstairs)	-	-	-	-	-	-	-	-	
24	PR2		Cane Creek Park Development Program - Future	-	310,500	413,500	-	325,000	320,000	1,369,000	1,369,000	
25	PR4		Jesse Helms Park Development Program - Future	-	606,900	586,500	1,000,000	675,000	680,000	3,548,400	3,548,400	
26	PR6		North District Park Development Program - Future	-	-	-	-	-	-	-	-	
27	PR8		West District Community Parks Development Program - Future	-	-	-	-	-	-	-	-	
Total				20,829,102	2,111,300	1,303,500	1,003,750	1,000,000	1,000,000	6,418,550	27,247,652	

**General Fund
Tax Supported Capital Improvement Plan
FY2008-FY2012
Capital Costs**

No.	Listing	FY2006 CIP	Project Title	Inception to Date	1 2007-08	2 2008-09	3 2009-2010	4 2010-2011	5 2011-12	5-Yr. CIP Total	Project Total	
NON-COUNTY REVENUE												
1	BE1	✓	Voting Units for One Stop Voting Sites	-	-	-	-	-	-	-	-	
2	GS1	✓	Government Center Boiler Replacement	-	-	-	-	-	-	-	-	
3	GS2	✓	Government Center Tower Air Handling System	-	-	-	-	-	-	-	-	
4	GS3	✓	Union Village Carpet Replacement	-	-	-	-	-	-	-	-	
5	GS4	✓	GC, HPO and PW Complex Renovations	-	-	-	-	-	-	-	-	
6	SJ1	✓	Union County Jail Expansion	-	-	-	-	-	-	-	-	
7	SJ2	✓	Firearms Range	-	-	-	-	-	-	-	-	
8	HS1	✓	Relocation of EOC, E911 and Fire Marshal	-	-	-	-	-	-	-	-	
9	HS2	✓	Upgrade Communications System (with Capital Infrastructure Contributions)	-	-	-	-	-	-	-	-	
10	HS3	✓	CAD / RMS	-	1,004,933	669,955	-	664,260	-	664,260	664,260	
11	CE1	✓	Union County 4-H and Youth Pavilion	2,130,229	-	-	-	-	-	1,674,888	1,674,888	
12	SP1	✓	Manufacturing/Technology Center	-	-	-	-	-	-	-	-	
13	SP2	✓	Multi-Purpose Center	-	-	-	-	-	-	-	-	
14	LS1	✓	South Western Regional Library (in Weddington)	-	-	-	-	-	-	-	-	
15	PR1	✓	Cane Creek Park Development Program - Current Projects	-	1,497,000	-	-	-	-	1,497,000	1,497,000	
16	PR3	✓	Jesse Helms Park Development Program - Current Projects	43,025	206,975	-	-	-	-	206,975	250,000	
17	PR5	✓	North District Park Development Program - Current Project	44,295	955,705	-	-	-	-	955,705	1,000,000	
18	PR7	✓	West District Community Parks Development Program - Current Project	-	-	-	-	-	-	-	-	
19	BE2		Relocation of Administrative Offices and Permanent One Stop	-	-	-	-	-	-	-	-	
20	HS4		Training Classroom / Restroom Facility at the Fire Training Tower	-	-	-	-	-	-	-	-	
21	HD1		Clinic Expansion	-	170,000	45,000	3,750	-	-	218,750	218,750	
22	LS2		Waxhaw Regional Library	-	-	-	-	-	-	-	-	
23	LS3		Monroe Reconfiguration (downstairs)	-	-	-	-	-	-	-	-	
24	PR2		Cane Creek Park Development Program - Future	-	-	-	-	-	-	-	-	
25	PR4		Jesse Helms Park Development Program - Future	-	-	-	-	-	-	-	-	
26	PR6		North District Park Development Program - Future	-	-	-	-	-	-	-	-	
27	PR8		West District Community Parks Development Program - Future	-	-	-	-	-	-	-	-	
Total				2,217,549	3,834,612	714,955	3,750	664,260	-	5,217,578	7,435,127	
5	GS4	✓	GC, HPO and PW Complex Renovations	4,136,882	-	-	-	-	-	-	4,136,882	
5	GS4	✓	GC, HPO and PW Complex Renovations	2,138,500	-	-	-	-	-	-	2,138,500	

**General Fund
Tax Supported Capital Improvement Plan
FY2008-FY2012
Capital Costs**

No.	Listing	CIP	Project Title	Inception to Date	Fiscal Year					5-Yr. CIP Total	Project Total
					1 2007-08	2 2008-09	3 2009-2010	4 2010-2011	5 2011-12		
OPERATING COSTS											
1	BE1	✓	Voting Units for One Stop Voting Sites	-	-	-	-	-	-	-	-
2	GS1	✓	Government Center Boiler Replacement	-	4,004	4,204	4,414	4,635	17,258	17,258	17,258
3	GS2	✓	Government Center Tower Air Handling System	-	-	-	-	-	-	-	-
4	GS3	✓	Union Village Carpet Replacement	-	-	-	-	-	-	-	-
5	GS4	✓	GC, HPO and PW Complex Renovations	-	-	-	-	-	-	-	-
6	SJ1	✓	Union County Jail Expansion	-	3,713,358	8,384,180	9,159,972	9,333,325	30,590,835	30,590,835	30,590,835
7	SJ2	✓	Firearms Range	-	13,200	13,200	13,200	13,200	52,800	52,800	52,800
8	HS1	✓	Relocation of EOC, E911 and Fire Marshal	-	-	300,787	562,341	634,263	1,497,391	1,497,391	1,497,391
9	HS2	✓	Upgrade Communications System (with Capital Infrastructure Contributions)	-	1,935,820	2,136,316	2,136,316	2,136,316	8,344,769	8,344,769	8,344,769
10	HS3	✓	CAD / RMS	-	-	-	-	-	-	-	-
11	CE1	✓	Union County 4-H and Youth Pavilion	-	-	185,462	159,783	155,978	501,223	501,223	501,223
12	SP1	✓	Manufacturing/Technology Center	-	-	635,870	722,826	709,783	2,068,478	2,068,478	2,068,478
13	SP2	✓	Multi-Purpose Center	-	-	900,815	1,026,087	1,007,609	2,934,511	2,934,511	2,934,511
14	LS1	✓	South Western Regional Library (in Weddington)	-	-	805,336	805,336	805,336	2,821,138	2,821,138	2,821,138
15	PR1	✓	Cane Creek Park Development Program - Current Projects	-	405,128	-	-	-	-	-	-
16	PR3	✓	Jesse Helms Park Development Program - Current Projects	-	-	-	-	-	-	-	-
17	PR5	✓	North District Park Development Program - Current Project	-	120,000	85,000	70,000	70,000	345,000	345,000	345,000
18	PR7	✓	West District Community Parks Development Program - Current Project	-	-	-	-	-	-	-	-
19	BE2		Relocation of Administrative Offices and Permanent One Stop	-	115,080	283,150	278,146	273,143	949,518	949,518	949,518
20	HS4		Training Classroom / Restroom Facility at the Fire Training Tower	-	-	-	-	-	-	-	-
21	HD1		Clinic Expansion	-	(129,849)	(129,849)	(129,849)	(129,849)	(519,397)	(519,397)	(519,397)
22	LS2		Waxhaw Regional Library	-	-	509,457	768,317	1,023,690	2,301,464	2,301,464	2,301,464
23	LS3		Monroe Reconfiguration (downstairs)	-	-	82,251	101,371	99,936	283,558	283,558	283,558
24	PR2		Cane Creek Park Development Program - Future	-	-	124,050	106,330	257,719	488,099	488,099	488,099
25	PR4		Jesse Helms Park Development Program - Future	-	50,000	111,131	152,654	235,295	549,080	549,080	549,080
26	PR6		North District Park Development Program - Future	-	-	704,680	647,858	922,351	2,274,889	2,274,889	2,274,889
27	PR8		West District Community Parks Development Program - Future	-	-	202,721	263,423	350,751	816,896	816,896	816,896
Total				-	6,226,741	15,338,761	16,848,526	17,903,482	56,317,509	56,317,509	56,317,509

Department	<i>Board of Elections</i>	Department Priority	BE1
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Project **Voting Units for One Stop Voting Sites**

Description Purchase of 26 additional iVotronic voting machines (\$88,400) and 2 ADA iVotronic voting machines (\$7,000) to fully equip 5 One Stop Voting sites

Justification Anticipated voter turnout for one stop voting for FY07/08 is 35% or approximately 36,000 of the 103,000 registered voters. Nine to ten voting machines are required for each of the western Union three one stop sites (Indian Trail, Weddington + one other site), nine voting machines for the Monroe one stop site (already procured and currently in inventory) and five machines for the eastern Marshville site.

Ten iVotronic voting machines (includes 1 ADA) have been previously deployed at the Monroe one stop site in the 2006 elections.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	95,400	-	-	-	-	95,400
Total	-	-	95,400	-	-	-	-	95,400

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	95,400	-	-	-	-	95,400
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	95,400	-	-	-	-	95,400

Operating Budget Impact

Operating Costs	-	-	-	4,004	4,204	4,414	4,635	17,258
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	4,004	4,204	4,414	4,635	17,258

Source and Basis of Capital Cost Estimate State vendor quote

Staff Review Committee Notes

Department	<i>General Services</i>	Department Priority	GS1
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Project **Government Center Boiler Replacement**

Description This project will provide for the replacement of three existing hot water boilers, water pumps and the associated mechanical draft system.

Justification The existing boilers were installed in 1989 and are approaching the end of their serviceable life. Maintenance and repairs are becoming more frequent and will continue to increase. New, modular type boilers are significantly more efficient and will result in energy cost savings. Replacement is recommended by FY07, or the midpoint of the average 15 to 20 year life of boilers.

Setting Priorities (check all that apply)

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

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

Planning/Design	14,000	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	170,000	145,280	-	-	-	-	-	145,280
Other	-	-	-	-	-	-	-	-
Total	184,000	145,280	-	-	-	-	-	145,280

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	184,000	145,280	-	-	-	-	-	145,280
Non-County Revenue	-	-	-	-	-	-	-	-
Total	184,000	145,280	-	-	-	-	-	145,280

Operating Budget Impact

Operating Costs	-	-	-	-	-	-	-	-
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Source and Basis of Capital Cost Estimate The Keith Corp.

Staff Review Committee Notes

Department	<i>General Services</i>	Department Priority	GS2
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Project Government Center Tower Air Handling System

Description This project will provide for the replacement of the air handling system's chilled water coils, fans and dampers that provide conditioned air for the second floor and all of floors four through nine of the Government Center.

Justification The current system components are over 30 years old and have exceeded their expected life. Leaks are occurring in cooling coils and cooling fans are de-bonding from the coils in various areas resulting in reduced efficiency and increased utility costs. Drain pans are leaking due to holes that have rusted in various areas. Damper assemblies as well are worn out.

Setting Priorities (check all that apply)

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

Year Fiscal Year	Budget as of 1/31/2007	Inception	1 2007-08	2 2008-09	3 2009-10	4 2010-11	5 2011-12	CIP Total
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Capital Costs								
Planning/Design	-	-	15,000	-	-	-	-	15,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	205,000	-	-	-	-	205,000
Other	-	-	-	-	-	-	-	-
Total	-	-	220,000	-	-	-	-	220,000

Funding Source								
GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	220,000	-	-	-	-	220,000
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	220,000	-	-	-	-	220,000

Operating Budget Impact								
Operating Costs	-	-	-	-	-	-	-	-
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Source and Basis of Capital Cost Estimate The Keith Corp.

Staff Review Committee Notes

Union County
Capital Project Request FY2008-2012

Department	General Services	Department Priority	GS3
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Project Union Village Carpet Replacement

Description This project will provide for the replacement of all carpet in the Public Health, Social Services and Daymark departments.

Justification The existing carpet was installed in 1998 and has become soiled and worn to the point of needing replacement. It has been cleaned at least twice each year and stains are no longer coming out with routine cleaning.

Setting Priorities (check all that apply)

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

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

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	306,000	234,185	71,815	-	-	-	-	306,000
Other	-	-	-	-	-	-	-	-
Total	306,000	234,185	71,815	-	-	-	-	306,000

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	306,000	306,000	-	-	-	-	-	-
Non-County Revenue	-	-	-	-	-	-	-	306,000
Total	306,000	306,000	-	-	-	-	-	306,000

Operating Budget Impact

Operating Costs	-	-	-	-	-	-	-	-
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Source and Basis of Capital Cost Estimate Bonitz Flooring Group

Staff Review Committee Notes

Department	General Services	Department Priority	GS4
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Project GC, HPO and PW Complex Renovations

Description This project provides for the renovation of 99,464 square feet in the Government Center, Historic Post Office and the Public Works building plus a 7,900 square foot addition to the Public Works building to meet the full needs of the Public Schools. Through this project high public traffic departments will be located on the ground, first and second floors of the Government Center for easier access. The Public Schools administrative office will be housed exclusively in the Historic Post Office and the current Public Works building. In addition the "one-stop" Permit Center will be established in the Government Center.

Justification The population of Union County has grown dramatically in the past few years and is projected to increase at an annual rate of 2.9% through 2020. An increasing population results in increasing demand for County and Public Schools services. Most County and Schools agencies are operating in severely crowded spaces currently and have no space into which they can expand as demands for service increase. Providing space to meet existing crowded conditions and space for future growth will improve the quality and timeliness of services that are provided to the citizens of Union County.

Setting Priorities (check all that apply)

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

Year Fiscal Year	Budget as of 1/31/2007	Inception	1 2007-08	2 2008-09	3 2009-10	4 2010-11	5 2011-12	CIP Total
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Capital Costs								
	Budget as of 1/31/2007	Inception	1 2007-08	2 2008-09	3 2009-10	4 2010-11	5 2011-12	CIP Total
Planning/Design	881,659	400,359	393,069	196,535	-	-	-	989,963
Land	-	-	-	-	-	-	-	-
Construction	14,292,369	2,184,369	7,999,798	3,999,899	-	-	-	2,845,534
Other	1,803,651	211,106	1,061,697	530,848	-	-	-	263,118
Total	16,977,679	2,795,834	9,454,564	4,727,282	-	-	-	16,977,679

Funding Source								
	Budget as of 1/31/2007	Inception	1 2007-08	2 2008-09	3 2009-10	4 2010-11	5 2011-12	CIP Total
UCPS CIP	4,136,882	4,136,882	-	-	-	-	-	4,136,882
Installment Financing	740,000	864,091	-	-	-	-	-	864,091
Water & Sewer	2,138,500	2,138,500	-	-	-	-	-	2,138,500
County Reserves	8,536,632	8,412,541	-	-	-	-	-	8,412,541
Inspection & Permit	1,425,665	1,425,665	-	-	-	-	-	1,425,665
Total	16,977,679	16,977,679	-	-	-	-	-	16,977,679

Operating Budget Impact								
	Budget as of 1/31/2007	Inception	1 2007-08	2 2008-09	3 2009-10	4 2010-11	5 2011-12	CIP Total
Operating Costs	-	-	-	-	-	-	-	-
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Source and Basis of Capital Cost Estimate

Staff Review Committee Notes

Department	<i>Union County Sheriff's Office</i>	Department Priority	SJ1
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Project **Union County Jail Expansion**

Description This project provides for the expansion 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. Constructing additional non-housing units which includes medical office space, exam rooms, programming space, other support services, site preparation and constructing a new Sheriff's office.

Design Development - April 2007/July 2007; BOCC approval August 2007
Construction Documents & Regulatory Reviews/Approvals - Sept. 2007/April 2008
Bidding - May 2008/July 2008; BOCC approval July 2008

Justification A needs assessment has determined that the County has an operational beds space requirement of 727 beds by the year 2025 (based on population projections and incarceration rates). The bed requirements of 727 may be reduced through demand reduction programs with the court system to 581 beds. The current jail has a capacity of 264.

Operational costs at opening (Aug-Oct 2010) are based on 59% occupancy.

Setting Priorities (check all that apply)

- Mandated by law/courts/regulation (10A-NCAC-14J) X
- Alleviate risks to public or employee health and safety X
- Protection of County's physical investment X
- Enhancement of natural and social environment
- Results in more economical, efficient or effective delivery of services X
- Multiple uses or takes advantage of multi-jurisdictional participation

Year Fiscal Year	Budget as of 1/31/2007	Inception	1 2007-08	2 2008-09	3 2009-10	4 2010-11	5 2011-12	CIP Total
Capital Costs								
Planning/Design	4,882,900	1,899,309	1,399,575	659,777	439,851	-	-	4,398,513
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	29,323,420	29,323,420	-	-	58,646,840
Other	-	-	1,000,000	1,000,000	8,263,197	-	-	10,263,197
Total	4,882,900	1,899,309	2,399,575	30,983,197	38,026,468	-	-	73,308,550

Funding Source								
GO Bonds	500,000	497,616	-	-	-	-	-	497,616
Installment Financing	4,382,900	-	3,801,269	30,983,197	38,026,468	-	-	72,810,934
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	-	-	-	-	-	-
Non-County Revenue	-	-	-	-	-	-	-	-
Total	4,882,900	497,616	3,801,269	30,983,197	38,026,468	-	-	73,308,550

Operating Budget Impact								
Operating Costs	-	-	-	-	1,441,816	2,379,058	2,713,861	6,534,735
Debt Service Costs	-	-	-	3,713,358	6,942,364	6,780,914	6,619,464	24,056,099
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	3,713,358	8,384,180	9,159,972	9,333,325	30,590,835

Source and Basis of Capital Cost Estimate The source for construction costs is Little HOK. New construction for housing and intake are \$256-\$282 sq. ft. with other support areas @ \$200 sq. ft.

Staff Review Committee Notes

Department	<i>Union County Sheriff's Office</i>	Department Priority	SJ2
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Project **Firearms Range**

Description This project provides for the construction of the Union County Sheriff's Office firearms training and qualification range. Immediate needs include construction of range site with adequate backstops, flood lights, a range house, and target stand system. The range house is two stories with the first floor approximately 800SF and the second floor approximately 100SF with a circling deck. Future needs include a 360 degree shoot house.

Justification The Sheriff's Training and Standards Commission (STSC) requires annual firearms qualification for all authorized officers. This requirement includes daytime handgun, shotgun, and combat courses and nighttime handgun, shotgun, and combat courses. It also includes qualifications with all specialty weapons. As this agency's staffing grows, the need for our own range grows. Officers and SRT personnel must practice fire at least monthly in order to maintain a higher level of proficiency commensurate with the liability associated with those particular job functions.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	19,500	19,500	-	-	-	-	-	19,500
Land	1,326,165	-	1,326,165	-	-	-	-	1,326,165
Construction	450,000	-	450,000	-	-	-	-	450,000
Other	60,000	-	60,000	-	-	-	-	60,000
Total	1,855,665	19,500	1,836,165	-	-	-	-	1,855,665

Funding Source

GO Bonds	560,000	558,828	1,172	-	-	-	-	560,000
Installment Financing		-	-	-	-	-	-	-
Revenue Bonds		-	-	-	-	-	-	-
County Revenue	1,295,665	1,295,665	-	-	-	-	-	1,295,665
Non-County Revenue		-	-	-	-	-	-	-
Total	1,855,665	1,854,493	1,172	-	-	-	-	1,855,665

Operating Budget Impact

Operating Costs	-	-	13,200	13,200	13,200	13,200	13,200	52,800
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	13,200	13,200	13,200	13,200	13,200	52,800

Source and Basis of Capital Cost Estimate

Estimates accumulated from staff research, based on industry standards for LE range facilities. Potential to partner with City of Monroe and other LEOs for capital/operating support in consideration of joint facility use.

Staff Review Committee Notes

Department	<i>Homeland Security</i>	Department Priority	HS1
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Project Relocation of EOC, E911 and Fire Marshal

Description This project provides for the costs associated with remaining in the government center until the relocation of Homeland Security, the Emergency Operations Center (EOC), E911 Center and the Fire Marshal's Office into a facility to be located a minimum of 5 miles from the existing E911 Center. This project also provides for the costs associated with the relocation.

Justification Currently, Emergency Communications is located in the basement of the Government Center and the EOC is on the fourth floor. The Government Center has been the target of numerous bomb threats and is located next to railroad tracks that 6-10 trains a day carry extremely hazardous substances. It is the implied recommendation of the Federal Department of Homeland Security that emergency services facilities all be housed in a secure facility with limited public access and that this facility be self-sufficient with back-up power, sleeping quarters, kitchen, and shower facilities, etc.

Setting Priorities (check all that apply)

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

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

Planning/Design	368,500	-	26,000	342,500	-	-	-	368,500
Land	225,000	-	-	225,000	-	-	-	225,000
Construction	-	-	80,000	-	1,900,000	1,900,000	-	3,880,000
Other	-	-	-	-	-	2,800,000	-	2,800,000
Total	593,500	-	106,000	567,500	1,900,000	4,700,000	-	7,273,500

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	6,015,740	-	-	6,015,740
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	593,500	593,500	-	-	-	-	-	593,500
Non-County Revenue	-	-	-	-	-	664,260	-	664,260
Total	593,500	593,500	-	-	6,015,740	664,260	-	7,273,500

Operating Budget Impact

Operating Costs	-	-	-	-	-	-	85,000	85,000
Debt Service Costs	-	-	-	-	300,787	562,341	549,263	1,412,391
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	300,787	562,341	634,263	1,497,391

Source and Basis of Capital Cost Estimate

Based on average building costs per square foot of like structures. \$80K are the costs to remain in the government center until relocation. \$2.8 MM of the "Other" costs are for the guts of a new 911 center and EOC.

Staff Review Committee Notes

Wireless 911 revenues allocated to "other costs" in FY2011.
Programming costs of \$26,000 reflected in FY08 to determine facility requirements.

Department	<i>Emergency Communications</i>	Department Priority	HS2
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Project Upgrade Communications System (with Capital Infrastructure Contributions)

Description This project provides for the upgrade and over-hall of the current communication system in the County while meeting new Federal Department of Homeland Security guidelines for communication interoperability at all levels of government and response agencies. This project is also done in conjunction with the Charlotte Urban Area Strategic Initiative and leverages grant dollars from that program.

Justification Currently, our communication system does not provide emergency radio and paging coverage over significant portions of the County. It also does not currently meet Federal Department of Homeland Security and State guidelines for communication interoperability. Both deficiencies place at risk citizen lives and property.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	11,020,440	7,346,960	-	-	-	18,367,400
Total	-	-	11,020,440	7,346,960	-	-	-	18,367,400

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	16,692,512	-	-	-	-	16,692,512
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	-	-	-	-	-	-
Non-County Revenue	-	-	1,004,933	669,955	-	-	-	1,674,888
Total	-	-	1,004,933	669,955	-	-	-	18,367,400

Operating Budget Impact

Operating Costs	-	-	-	396,806	396,806	396,806	1,190,418
Debt Service Costs	-	-	-	2,552,028	2,355,718	2,355,718	9,619,183
Less Revenues	-	-	-	(616,208)	(616,208)	(616,208)	(2,464,832)
Total	-	-	-	1,935,820	2,136,316	2,136,316	8,344,769

Source and Basis of Capital Cost Estimate

Estimates based on 4 towers, shelters and generators; microwave units and communication equipment/software for prime and remote sites.

Staff Review Committee Notes

Non-County capital revenue represents subscriber payments for mobiles/portables from municipal and fire tax and enterprise funds.
Operating revenues reflect per subscriber annual fees from municipal/fire tax and enterprise funds of \$874 representing 1/2 of the infrastructure per unit cost (with County paying other half) plus pro-rata share of infrastructure maintenance.
Each agency responsible for maintenance on subscriber units est. @ \$45-\$65/yr.

Department	<i>Emergency Communications</i>	Department Priority	HS3
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Project CAD / RMS

Description This project provides for the replacement of our current Computer Assisted Dispatch (CAD) system and the supporting Records Management System (RMS).

Justification The current CAD has significant limitations. It actually makes the dispatchers job harder than easier. The RMS is also cumbersome at best and does not meet the department's needs as well as the users of the RMS (fire departments and law enforcement agencies). A new CAD/RMS will significantly enhance the accuracy and speed of emergency dispatching while allowing the County to measure dispatch performance. It will also provide a better records management system for the Sheriff's Office, other law enforcement agencies, fire departments and EMS.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	2,500,000	-	2,500,000	-	-	-	-	2,500,000
Total	2,500,000	-	2,500,000	-	-	-	-	2,500,000

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	369,771	369,771	-	-	-	-	-	369,771
Non-County Revenue	2,130,229	2,130,229	-	-	-	-	-	2,130,229
Total	2,500,000	2,500,000	-	-	-	-	-	2,500,000

Operating Budget Impact

Operating Costs	-	-	-	-	-	-	-	-
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Source and Basis of Capital Cost Estimate Actual contract pricing of \$2.128M with contingency

Staff Review Committee Notes Funding source for non-county revenue is \$413,020 from E911 Wireless and \$1,717,208 from Landline.

Department	NC Cooperative Extension	Department Priority	CE1
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Project Union County 4-H and Youth Pavilion

Description The original program for the Ag Center called for a pavilion to be used for outdoor programs such as livestock shows, field days, and demonstrations. The pavilion was postponed in an effort to stay within budget guidelines and to meet prioritized items. In addition, the Ag Center master plan included an area to be developed for outdoor events such as field days, livestock shows, equipment demonstrations, tractor pulls, etc. Upon completion, the facility would include a covered arena type structure, sports seating/bleachers, livestock penning and stalls, restrooms and lighting for evening events.

Justification Completion of the facility would secure the infrastructure necessary to make the Ag Center a full service ag and events center and would complement the development of the Jesse Helms Park. A facility of this type has been identified by many throughout the agriculture and rural community as a specific need.

Setting Priorities (check all that apply)

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

Year Fiscal Year	Budget as of 1/31/2007	Inception	1 2007-08	2 2008-09	3 2009-10	4 2010-11	5 2011-12	CIP Total
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Capital Costs								
Planning/Design	-	-	10,000	-	-	-	-	10,000
Land	-	-	-	350,000	1,400,000	-	-	1,750,000
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	1,760,000
Total	-	-	10,000	350,000	1,400,000	-	-	1,760,000

Funding Source								
GO Bonds	-	-	-	350,000	1,400,000	-	-	1,750,000
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	10,000
County Revenue	-	-	10,000	-	-	-	-	-
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	10,000	350,000	1,400,000	-	-	1,760,000

Operating Budget Impact								
Operating Costs	-	-	-	-	185,462	159,783	155,978	501,223
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	185,462	159,783	155,978	501,223
Total	-	-	-	-	-	-	-	-

Source and Basis of Capital Cost Estimate

Planning & Design: Completed with FY05 Budget. Land: Ag Center site.
Operating Budget Impacts: The costs would be limited to utilities and maintenance which could be offset by revenue.

Staff Review Committee Notes

Department	SPCC	Department Priority	SP1
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Project Manufacturing/Technology Center

Description The project is for the construction of a 35,000SF building for classrooms/laboratory space for technology and manufacturing training. The center will house such programs as Plastics Technology, Electronics Technology, and Industrial Systems/ Maintenance Technology. It will contain up-to-date technology (equipment) to meet the needs local industry. It will also include space for expanded facilities for police, fire, and EMT programs.

Justification There is a need in Union County for skilled workers in the areas named above. The college must have additional space in order to begin or expand programs to meet the need. This facility and the programs housed there will provide training needed by current companies and be a strong advantage in helping recruit new companies to the County. If SPCC is to meet the current and future needs of this County this facility is a must.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	350,000	23,692	110,000	110,000	106,308	-	-	350,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	1,200,000	4,800,000	-	-	6,000,000
Other	-	-	-	-	-	-	-	-
Total	350,000	23,692	110,000	1,310,000	4,906,308	-	-	6,350,000

Funding Source

GO Bonds	-	-	-	1,200,000	4,800,000	-	-	6,000,000
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	350,000	350,000	-	-	-	-	-	350,000
Non-County Revenue	-	-	-	-	-	-	-	-
Total	350,000	350,000	-	1,200,000	4,800,000	-	-	6,350,000

Operating Budget Impact

Operating Costs	-	-	-	-	-	175,000	175,000	350,000
Debt Service Costs	-	-	-	-	635,870	547,826	534,783	1,718,478
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	635,870	722,826	709,783	2,068,478

Source and Basis of Capital Cost Estimate

The cost estimates of \$163.64/SF is based on NCCCS funding guidelines for new construction. This estimate will be reviewed and fine tuned as the process moves along. This is the current best guess in a very dynamic and fluid process.

Staff Review Committee Notes

FY2006CIP provided funds for AES services to generate a cost estimate for full development costs of facility and campus, generate public comment regarding plans and place on November 2008 bond referendum

Department	SPCC	Department Priority	SP2
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Project Multi-Purpose Center

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

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

Setting Priorities (check all that apply)

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

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

Capital Costs

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

Funding Source

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

Operating Budget Impact

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

Source and Basis of Capital Cost Estimate

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

Staff Review Committee Notes

FY2006CIP provided funds for AES services to generate a cost estimate for full development costs of facility and campus, generate public comment regarding plans and place on November 2008 bond referendum

Department	Library	Department Priority	LS1
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Project South Western Regional Library (in Weddington)

Description This project provides for the construction, furnishing and opening day collection for a new regional library in Weddington, located next to the town hall and shopping center. The 20,200 SF building will be a full-service facility to serve Marvin, Weddington & Wesley Chapel residents. It will house 40,000 books, audio and video materials, 30 public access computers, meeting room for 100, equine library, children's library with storytime room, teen area, lounge seating for 15 with newspapers and magazines, tables to seat 80, 3 study rooms and a conference room.

Justification This project is priority #1 in the library's master facilities plan. It will serve the six elementary school districts in the Weddington cluster -- the most populous cluster in Union County. Currently, all of the residents of Marvin, Weddington and Wesley Chapel have to travel to Indian Trail, Waxhaw, or Monroe for free public library service. See attachments for further info and maps.

Operating costs include 14 FTE and \$5 sq. ft. occupancy costs.

Setting Priorities (check all that apply)

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

Year Fiscal Year	Budget as of 1/31/2007	Inception	1 2007-08	2 2008-09	3 2009-10	4 2010-11	5 2011-12	CIP Total
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Capital Costs								
Planning/Design	342,000	28,508	374,492	-	-	-	-	403,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	2,212,000	2,212,000	-	-	-	4,424,000
Other	-	-	-	670,000	-	-	-	670,000
Total	342,000	28,508	2,586,492	2,882,000	-	-	-	5,497,000

Funding Source								
GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	4,000,000
County Revenue	171,000	3,483,000	258,500	258,500	-	-	-	1,497,000
Non-County Revenue	171,000	-	1,497,000	-	-	-	-	-
Total	342,000	3,483,000	1,755,500	258,500	-	-	-	5,497,000

Operating Budget Impact								
Operating Costs	-	-	-	405,128	805,336	805,336	805,336	2,821,138
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	405,128	805,336	805,336	805,336	2,821,138

Source and Basis of Capital Cost Estimate

Capital costs: Based on architect figures, Jan07, \$219/SF for construction, \$15.50/SF for furnishings. Equipment/materials were calculated in-house and based on a 15,000-item opening collection. Non-County Revenues: Municipal/private contributions. Land: Provided by Town of Weddington.

Staff Review Committee Notes

Department	<i>Parks and Recreation</i>	Department Listing	PR1
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Project **Cane Creek Park Development Program - Current Projects**

Description Project 1: Renovation of 3 bath houses in the campground (project active, bid and under construction) and site work (completed: amphitheater, climbing wall, gamecourt, new campground entrance, etc.)

Project 2: Campground store/check-in station (awaiting request for qualifications (RFQ) to select consultant for designing project)

Justification

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	782,872	794,857	334,359	-	-	-	-	1,129,216
Other	-	-	-	-	-	-	-	-
Total	782,872	794,857	334,359	-	-	-	-	1,129,216

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	532,872	879,216	-	-	-	-	-	879,216
Non-County Revenue	250,000	43,025	206,975	-	-	-	-	250,000
Total	782,872	922,241	206,975	-	-	-	-	1,129,216

Operating Budget Impact

Operating Costs	-	-	-	-	-	-	-	-
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Source and Basis of Capital Cost Estimate

Staff Review Committee Notes

Union County
 Capital Project Request FY2008-2012

Department	<i>Parks and Recreation</i>	Department Listing	PR3
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Project Jesse Helms Park Development Program - Current Projects

Description	Project 1A: Soccer complex (3 fields) funded by FY05 PARTF grant, LWCF grant and County's match (active: bid and under construction).
	Project 1B: Remaining soccer fields (3 fields) and bath house funded by County funds (active: bid and under construction).
	Project 2: Passive area (50% development) funded by PARTF grant request 2007 (application results due in July 2007).
	Project 3: Flag Branch Creek bridge (action pending the application results for the PARTF grant request 2007).

Justification Above projects, when complete, will make the soccer complex 90% complete and the passive area 50% complete. The passive area depends on receiving PARTF grant request 2007. Remaining soccer complex items to be completed include lighting and paving and are reflected in the future request submission.

Setting Priorities (check all that apply)

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

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

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	2,428,000	2,384,936	1,783,528	-	-	-	-	4,168,464
Other	-	-	-	-	-	-	-	-
Total	2,428,000	2,384,936	1,783,528	-	-	-	-	4,168,464

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	1,928,000	3,168,464	-	-	-	-	-	3,168,464
Non-County Revenue	500,000	44,295	955,705	-	-	-	-	1,000,000
Total	2,428,000	3,212,759	955,705	-	-	-	-	4,168,464

Operating Budget Impact

Operating Costs	-	-	-	150,000	150,000	150,000	150,000	600,000
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	(30,000)	(65,000)	(80,000)	(80,000)	(255,000)
Total	-	-	-	120,000	85,000	70,000	70,000	345,000

Source and Basis of Capital Cost Estimate

Staff Review Committee Notes

Department	Parks and Recreation	Department Listing	PR5
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Project North District Park Development Program - Current Project

Description Two hundred to four hundred acres of land to develop a park in the northern part of Union County. These funds are slated to be used to determine a detailed cost estimate for full development costs of park, generate public comments regarding plans for the park, and develop a strategy for a November 2008 bond referendum.

Justification Develop up to 400 acres for a "Signature Park" in the northern part of the County that will accommodate equestrian facilities including at least 10-miles of equestrian trails. This site should be primarily developed as a passive recreation site with trails and outdoor amenities for all types of users. Some active recreation facilities may be entertained such as playground areas, and/or open informal multi-purpose fields, but most of the park should remain natural/passive. Passive facilities might include picnic areas with shelters, environmental education exhibits, hiking/interpretive trails, and scenic overlooks to natural amenities of the site. If possible, a trail connection should be made to the Rocky River where it can link to "Regional Trails" planned in the area. The proposed park location also allows for potential cooperative efforts with Mecklenburg County and/or Cabarrus County.

Setting Priorities (check all that apply)

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

Year Fiscal Year	Budget as of 1/31/2007	Inception	1 2007-08	2 2008-09	3 2009-10	4 2010-11	5 2011-12	CIP Total
Capital Costs								
Planning/Design	100,000	-	100,000	-	-	-	-	100,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	100,000
Total	100,000	-	100,000	-	-	-	-	

Funding Source								
GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	100,000
County Revenue	100,000	100,000	-	-	-	-	-	-
Non-County Revenue	-	-	-	-	-	-	-	100,000
Total	100,000	100,000	-	-	-	-	-	

Operating Budget Impact								
Operating Costs	-	-	-	-	-	-	-	-
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Source and Basis of Capital Cost Estimate

Staff Review Committee Notes

Department	<i>Parks and Recreation</i>	Department Listing	PR7
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Project **West District Community Parks Development Program - Current Project**

Description Two hundred to four hundred acres of land needs to be purchased to develop a park in the western part of Union County. Limited funds for the purchase of this property were included in the master plan. The original plan was to purchase a small amount of property bordering the 12-mile creek property, and utilize the out parcels at 12-mile creek not in use. That option is no longer available. These funds are slated to be used to determine a detailed cost estimate for full development costs of the park, generate public comments regarding plans for the park, and develop a strategy for a November 2008 bond referendum.

Justification Due to the high price of land and scarcity of large sites in Western Union County this plan recommends that UCPRD work jointly with Union County Schools to develop a "School-Park" complex at a proposed western school site (Site-L or H). This facility will require a formal joint-use agreement and may require additional land to increase the recreational potential of the site and allow for proper design of a joint-use facility. Huge infrastructure costs can be saved by adopting such an agreement. The intent of this proposed facility is to improve availability of active recreational opportunities in the area and use County funds as best possible.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	100,000	-	100,000	-	-	-	-	100,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-
Total	100,000	-	100,000	-	-	-	-	100,000

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	100,000	100,000	-	-	-	-	-	100,000
Non-County Revenue	-	-	-	-	-	-	-	-
Total	100,000	100,000	-	-	-	-	-	100,000

Operating Budget Impact

Operating Costs	-	-	-	-	-	-	-	-
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Source and Basis of Capital Cost Estimate

Staff Review Committee Notes

Department	<i>Board of Elections</i>	Department Priority	BE2
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Project **Relocation of Administrative Offices and Permanent One Stop**

Description Relocation of the Board of Elections' administrative offices (to approximately 12,200 gross sq. ft.) and Monroe One Stop Voting Site (approximately 1,400 sq. ft.) to accommodate the expansion of the Monroe Library.

One stop voting sites must be easily accessible for ADA compliance.

Justification Current gross square footage is as follows: warehousing/staging 3,313; office 7,136; Griffin Room 1,488

One stop voting requirement occurs 2-4 times annually for a period of approximately 20 days each occurrence. BOE objective is to locate one stop voting in a permanent location to accommodate the public's expectations in connection with location consistency. Location must be in a tax-supported facility. BOE's preference is to co-locate one stop voting with administrative offices for improved delivery of services.

Mobile unit adjacent to library may accommodate Library's need for Griffin Room One Stop Voting. Mobile unit cost (24X36) is estimated @ \$44,000 with additional shelter and zoning costs @ \$15,000.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	-	-	53,333	106,667	-	-	-	160,000
Land	-	-	120,000	-	-	-	-	120,000
Construction	-	-	613,867	1,227,733	-	-	-	1,841,600
Other	-	-	-	180,000	-	-	-	180,000
Total	-	-	787,200	1,514,400	-	-	-	2,301,600

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	787,200	1,514,400	-	-	-	2,301,600
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	-	-	-	-	-	-
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	787,200	1,514,400	-	-	-	2,301,600

Operating Budget Impact

Operating Costs	-	-	-	-	68,000	68,000	68,000	204,000
Debt Service Costs	-	-	-	115,080	215,150	210,146	205,143	745,518
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	115,080	283,150	278,146	273,143	949,518

Source and Basis of Capital Cost Estimate Office and One Stop Voting Site @ \$156 sq. ft.; warehouse @ \$100 sq. ft.
2 acres of land @ \$120,000

Staff Review Committee Notes

Department	<i>Fire Marshal's Office</i>	Department Priority	HS4
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Project **Training Classroom / Restroom Facility at the Fire Training Tower**

Description To design and build a 3,100 square foot classroom and restroom facility at the Monroe-Union County Fire Training Tower on Quarry Road. The project is broken down into three phases. Approximately 1,000 square feet of the facility would be for restroom and locker room areas. Approximately 1,600 square feet would be for a formal classroom. The additional 400 square feet would provide for a outside staging area for personnel and include work tables to divide classes into smaller groups. The facility is designed to provide much needed space for a classroom, restrooms and equipment storage at the Fire Training Tower. Currently, there is no formal restroom facility or classroom space that would complement the learning environment at the Fire Training Tower.

Justification The Volunteer Fire Department's conduct training evolutions at the Fire Training Tower, however most of the classroom portions of the training are held offsite at the individual fire stations. If a classroom facility was constructed at the Fire Training Tower, this would provide the opportunity to conduct both the classroom portion and any practical exercises at the same location. Adding the classroom facility would further encourage the use of the Fire Training Tower and enhance the learning environment that is already at that location. This would be a partnership with the City of Monroe and they would pay for half of the cost for the facility.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	-	-	35,000	-	-	-	-	35,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	275,000	80,000	6,000	-	-	361,000
Other	-	-	30,000	10,000	1,500	-	-	41,500
Total	-	-	340,000	90,000	7,500	-	-	437,500

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	170,000	45,000	3,750	-	-	218,750
Non-County Revenue	-	-	170,000	45,000	3,750	-	-	218,750
Total	-	-	340,000	90,000	7,500	-	-	437,500

Operating Budget Impact

Operating Costs	-	-	-	-	-	-	-	-
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-	-

Source and Basis of Capital Cost Estimate

The costs estimates came from Barry Wyatt and are based on the scope of the project that was outlined.

Staff Review Committee Notes

Union County
 Capital Project Request FY2008-2012

Department	<i>Health Department</i>	Department Priority	HD1
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Project Clinic Expansion

Description Renovate and lease approximately 4,000 square feet located at Union Village (currently occupied by CiCi's Pizza)

Justification The Health Department occupies 29,010 square feet at Union Village; the assignment of space has remained unchanged since the Department occupied the space in the late 1990's. Patient load has increased 18% in the past five years. Clinical staff (FTE's) has increased 12% during the same period.

Child Health and Family Planning clinics are currently limited to operating three (Child Health) and two (Family Planning) days per week in the same clinic space - due to inadequate clinic space facilities and patient load demands.

Relocating the Women, Infants and Children clinic (currently adjacent to the Child Health and Family Planning clinic areas) to the additional space (formerly CiCi's) and expanding the two clinics into the space formerly occupied by WIC will provide the Health Department with the opportunity to increase Child Health and Family Planning clinics and patients.

Setting Priorities (check all that apply)

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

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

Planning/Design	-	-	40,000	-	-	-	-	40,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	400,000	-	-	-	-	400,000
Other	-	-	-	-	-	-	-	-
Total	-	-	440,000	-	-	-	-	440,000

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	440,000	-	-	-	-	440,000
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	440,000	-	-	-	-	440,000

Operating Budget Impact

Operating Costs	-	-	-	40,000	40,000	40,000	40,000	160,000
Debt Service Costs	-	-	-	-	-	-	-	-
Less Revenues	-	-	-	(169,849)	(169,849)	(169,849)	(169,849)	(679,397)
Total	-	-	-	(129,849)	(129,849)	(129,849)	(129,849)	(519,397)

Source and Basis of Capital Cost Estimate Renovation construction costs estimated @ \$100 sq. ft.

Staff Review Committee Notes Occupancy costs (utilities, janitorial, etc.) estimated at \$5 sq. ft. with landlord lease costs at \$5 sq. ft.
 Additional revenues are associated with increased patient billings (Medicaid, 3rd Party and patient)

Department	<i>Library</i>	Department Priority	LS2
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Project Waxhaw Regional Library

Description This project provides for the construction, furnishing and opening day collection for a new Waxhaw Regional Library to serve Mineral Springs, Waxhaw, and the southern end of the County, replacing the existing Waxhaw Branch Library. The 20,000 SF building will be a full-service facility, housing 40,000 books, audio & video materials, 30 public access computers, meeting room for 100, children's library with storytime room, teen area, lounge seating for 15, special collection, tables with seating for 80, 2 study rooms, and a conference room.

Justification This is priority #2 in the library's master facilities plan, which calls for regional libraries to serve all areas of the County for maximum efficiency and cost-effectiveness. Current services to the area are limited by space constraints (only 2,903 SF), and overwhelmed by demand. Anticipated development in Waxhaw and Mineral Springs in the 2004 school report showed 6,303 new lots in 26 subdivisions. Usage statistics further document the need.

Net operating costs reflect additional square footage and expanded programming due to larger facility.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	-	-	-	40,000	181,500	181,500	-	403,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	2,920,000	1,460,000	-	4,380,000
Other	-	-	-	-	-	667,000	-	667,000
Total	-	-	-	40,000	3,101,500	2,308,500	-	5,450,000

Funding Source

GO Bonds	-	-	-	40,000	3,101,500	2,308,500	-	5,450,000
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	-	-	-	-	-	-
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	-	40,000	3,101,500	2,308,500	-	5,450,000

Operating Budget Impact

Operating Costs	-	-	-	-	-	270,708	537,929	808,638
Debt Service Costs	-	-	-	-	509,457	497,609	485,761	1,492,826
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	509,457	768,317	1,023,690	2,301,464

Source and Basis of Capital Cost Estimate

Capital costs: Based on architect figures, Jan07 for South Western project, \$219SF for construction, \$15.50 for furnishings. Equipment/materials were calculated in-house based on a 15,000-item opening collection. Land: To be provided by municipality. Operating budget impact: Net cost of the additional square feet (current resources for Waxhaw deducted from gross new costs).

Staff Review Committee Notes

Project financing based on November 2008 bond referendum.

Department	<i>Library</i>	Department Priority	LS3
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Project Monroe Reconfiguration (downstairs)

Description This project provides for the expansion of library services into the lower level of the Monroe Library currently occupied by the Board of Elections. Minimal structural work is required. There will be no increase in operational costs, other than allocation of occupancy space to the Library for 8222 net SF on the lower level (\$41,110).

Justification Expansion into the lower level is needed to provide adequate space for Children's Services, Outreach, and Family Literacy. An added benefit is that these three work units, which are inter-related will be housed close together for improved coordination. By providing a programming room for children, the Griffin Room can be available for more community meetings and library functions for teens and adults. The space currently available for Genealogy/Local History is inadequate for its collections and users, so that work unit will move into space vacated by the existing children's services. In addition, adequate space can be provided to Technical Services and Automation Services -- both experiencing workload increases -- by moving them into the space currently occupied by Outreach.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	-	-	-	60,000	-	-	-	60,000
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	500,000	-	-	500,000
Other	-	-	-	-	100,000	-	-	100,000
Total	-	-	-	60,000	600,000	-	-	660,000

Funding Source

GO Bonds	-	-	-	60,000	600,000	-	-	660,000
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	-	-	-	-	-	-
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	-	60,000	600,000	-	-	660,000

Operating Budget Impact

Operating Costs	-	-	-	-	20,555	41,110	41,110	102,775
Debt Service Costs	-	-	-	-	61,696	60,261	58,826	180,783
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	82,251	101,371	99,936	283,558

Source and Basis of Capital Cost Estimate

The cost estimates were provided by General Services: Main floor modifications \$75,000; lower floor renovations \$350,000; staircase \$75,000; architect \$60,000; furnishings \$100,000.

Staff Review Committee Notes

Project financing based on November 2008 bond referendum.

Department	<i>Parks and Recreation</i>	Department Listing	PR2
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Project **Cane Creek Park Development Program - Future**

Description

\$ 310,500	Campground area, retrofitting old camp store/attendant station and maintenance storage, paving remaining 62 campsites, replace last old playground equipment (ADA compliance)
\$ 413,500	Group camping area cottages (5)
\$3,181,000	Water complex
\$ 325,000	Day use area welcome center with water and septic sewer systems
\$ 320,000	Festival area, special events headquarters

Justification Once these items have been completed, all items from the 2000 Master Plan will be completed except the Nature Center (Cost Estimate=\$2,544,558 in 2008 dollars) to be scheduled between 2012-2015.

Setting Priorities (check all that apply)

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

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

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	310,500	413,500	3,181,000	325,000	320,000	4,550,000
Other	-	-	-	-	-	-	-	-
Total	-	-	310,500	413,500	3,181,000	325,000	320,000	4,550,000

Funding Source

GO Bonds	-	-	-	-	3,181,000	-	-	3,181,000
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	310,500	413,500	-	325,000	320,000	1,369,000
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	310,500	413,500	3,181,000	325,000	320,000	4,550,000

Operating Budget Impact

Operating Costs	-	-	-	-	5,000	60,000	80,000	145,000
Debt Service Costs	-	-	-	-	159,050	159,050	290,439	608,539
Less Revenues	-	-	-	-	(40,000)	(112,720)	(112,720)	(265,440)
Total	-	-	-	-	124,050	106,330	257,719	488,099

Source and Basis of Capital Cost Estimate

Staff Review Committee Notes

Revenues represent cottage rentals and water complex admission fees.

Union County
 Capital Project Request FY2008-2012

Department	<i>Parks and Recreation</i>	Department Listing	PR4
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Project Jesse Helms Park Development Program - Future

Description

- \$ 606,900 Soccer complex completion (lights, paving, etc)
- \$ 1,745,025 Passive area picnic area (remaining 50%)
- \$ 964,102 Ranger maintenance facility
- \$ 2,810,894 Initial construction costs for softball complex.

Justification All items are identified in the Jesse Helms Park Master Plan adopted by the BCC in June 2004 and are referenced in the 2006 Master Plan Update (EX-27). The remaining construction costs for the Softball Complex and the Homestead Area & Park Trails is slated for 2013-2015.

Setting Priorities (check all that apply)

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

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

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	606,900	-	2,709,127	1,405,447	1,405,447	6,126,921
Other	-	-	-	-	-	-	-	-
Total	-	-	606,900	-	2,709,127	1,405,447	1,405,447	6,126,921

Funding Source

GO Bonds	-	-	-	-	1,122,627	730,447	725,447	2,578,521
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	606,900	586,500	1,000,000	675,000	680,000	3,548,400
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	606,900	586,500	2,122,627	1,405,447	1,405,447	6,126,921

Operating Budget Impact

Operating Costs	-	-	-	150,000	170,000	190,000	190,000	700,000
Debt Service Costs	-	-	-	-	56,131	92,654	175,295	324,080
Less Revenues	-	-	-	(100,000)	(115,000)	(130,000)	(130,000)	(475,000)
Total	-	-	-	50,000	111,131	152,654	235,295	549,080

Source and Basis of Capital Cost Estimate 2006 Master Plan Update (EX-27) plus 3.5% annual inflation.

Staff Review Committee Notes

Department	<i>Parks and Recreation</i>	Department Listing	PR6
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Project North District Park Development Program - Future

Description Two hundred to four hundred acres of land to develop a park in the northern part of Union County. Acquisition and development of park.

Justification Develop up to 400 acres for a "Signature Park" in the northern part of the County that will accommodate equestrian facilities including at least 10-miles of equestrian trails. This site should be primarily developed as a passive recreation site with trails and outdoor amenities for all types of users. Some active recreation facilities may be entertained such as playground areas, and/or open informal multi-purpose fields, but most of the park should remain natural/passive. Passive facilities might include picnic areas with shelters, environmental education exhibits, hiking/interpretive trails, and scenic overlooks to natural amenities of the site. If possible, a trail connection should be made to the Rocky River where it can link to "Regional Trails" planned in the area. The proposed park location also allows for potential cooperative efforts with Mecklenburg County and/or Cabarrus County.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	6,427,350	-	-	-	6,427,350
Construction	-	-	-	-	749,858	749,858	749,858	2,249,574
Other	-	-	-	-	-	-	-	-
Total	-	-	-	6,427,350	749,858	749,858	749,858	8,676,924

Funding Source

GO Bonds	-	-	-	6,427,350	749,858	749,858	749,858	8,676,924
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	-	-	-	-	-	-
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	-	6,427,350	749,858	749,858	749,858	8,676,924

Operating Budget Impact

Operating Costs	-	-	-	-	-	-	400,000	400,000
Debt Service Costs	-	-	-	-	704,680	647,858	702,351	2,054,889
Less Revenues	-	-	-	-	-	-	(180,000)	(180,000)
Total	-	-	-	-	704,680	647,858	922,351	2,274,889

Source and Basis of Capital Cost Estimate

Staff Review Committee Notes

Department	<i>Parks and Recreation</i>	Department Listing	PR8
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Project **West District Community Parks Development Program - Future**

Description Two hundred to four hundred acres of land needs to be purchased to develop a park in the western part of Union County. Limited funds for the purchase of this property were included in the master plan. The original plan was to purchase a small amount of property bordering the 12-mile creek property, and utilize the out parcels at 12-mile creek not in use. That option is no longer available. Acquisition and development of park.

Justification Due to the high price of land and scarcity of large sites in Western Union County this plan recommends that UCPRD work jointly with Union County Schools to develop a "School-Park" complex at a proposed western school site (Site-L or H). This facility will require a formal joint-use agreement and may require additional land to increase the recreational potential of the site and allow for proper design of a joint-use facility. Huge infrastructure costs can be saved by adopting such an agreement. The intent of this proposed facility is to improve availability of active recreational opportunities in the area and use County funds as best possible.

Setting Priorities (check all that apply)

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

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

Capital Costs

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	535,613	-	-	-	535,613
Construction	-	-	-	-	2,142,450	1,071,225	-	3,213,675
Other	-	-	-	-	-	-	-	-
Total	-	-	-	535,613	2,142,450	1,071,225	-	3,749,288

Funding Source

GO Bonds	-	-	-	535,613	2,142,450	1,071,225	-	3,749,288
Installment Financing	-	-	-	-	-	-	-	-
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	-	-	-	-	-	-
Non-County Revenue	-	-	-	-	-	-	-	-
Total	-	-	-	535,613	2,142,450	1,071,225	-	3,749,288

Operating Budget Impact

Operating Costs	-	-	-	-	40,000	55,000	55,000	150,000
Debt Service Costs	-	-	-	-	162,721	208,423	295,751	666,896
Less Revenues	-	-	-	-	-	-	-	-
Total	-	-	-	-	202,721	263,423	350,751	816,896

Source and Basis of Capital Cost Estimate 2006 Master Plan Update (EX-27) plus annual inflation.

Staff Review Committee Notes

Department	<i>Emergency Communications</i>	Department Priority	HS2
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Project Upgrade Communications System (no Capital Infrastructure Contributions)

Description This project provides for the upgrade and over-hall of the current communication system in the County while meeting new Federal Department of Homeland Security guidelines for communication interoperability at all levels of government and response agencies

Justification Currently, our communication system does not provide emergency radio and paging coverage over significant portions of the County. It also does not currently meet Federal Department of Homeland Security and State guidelines for communication interoperabil

Setting Priorities (check all that apply)

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

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

Planning/Design	-	-	-	-	-	-	-	-
Land	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-
Other	-	-	11,020,440	7,346,960	-	-	-	18,367,400
Total	-	-	11,020,440	7,346,960	-	-	-	18,367,400

Funding Source

GO Bonds	-	-	-	-	-	-	-	-
Installment Financing	-	-	17,135,112	-	-	-	-	17,135,112
Revenue Bonds	-	-	-	-	-	-	-	-
County Revenue	-	-	-	-	-	-	-	-
Non-County Revenue	-	-	739,373	492,915	-	-	-	1,232,288
Total	-	-	739,373	492,915	-	-	-	18,367,400

Operating Budget Impact

Operating Costs	-	-	-	396,806	396,806	396,806	1,190,418
Debt Service Costs	-	-	-	2,662,777	2,457,948	2,457,948	10,036,620
Less Revenues	-	-	-	-	-	-	-
Total	-	-	-	2,662,777	2,854,754	2,854,754	11,227,038

Source and Basis of Capital Cost Estimate

Estimates based on 4 towers, shelters and generators; microwave units and communication equipment/software for prime and remote sites.

Staff Review Committee Notes

Non-County capital revenue represents subscriber payments for mobiles/portables from municipal and enterprise funds.

Each agency responsible for maintenance on subscriber units est. @ \$45-\$65/yr.

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: 04/02/07

Action Agenda Item No. 4 a d b

(Central Admin. use only)

SUBJECT: Text Amendments - Section 21, Appointment and Terms of Planning Board Members; Section 23, Quorum and Voting; new Section 27; Section 29, Appointments and Terms of Board of Adjustment; Section 31, Quorum; Section 33, Board of Adjustment Officers; and new Section 35.

DEPARTMENT: Planning

PUBLIC HEARING: No

ATTACHMENT(S):

INFORMATION CONTACT:

Richard Black

TELEPHONE NUMBERS:

(704) 292-2580

DEPARTMENT'S RECOMMENDED ACTION: To consider adoption of proposed text amendments to Section 21, 23, 27, 29, 31, 33, and 35..

BACKGROUND: On December 4, 2006, the Board of Commissioners initiated amendments to the Land Use Ordinance that would generally serve to increase the membership of the Planning Board and the Board of Adjustment from seven to nine members and to provide for geographical representation among the membership based on townships (See Attachment # 1). At the February 6, 2007 regular scheduled Planning Board meeting, the Planning Board rejected the text amendment language from the Board of Commissioners and recommended new text amendment language where the number of members of both the Planning Board and Board of Adjustment would remain at seven regular members and membership would be based on school board districts instead of townships (See Attachment # 2). The Planning Board vote was 5 to 2. On March 12, 2007, the Board of Commissioners held a public hearing on the proposed text amendments. The Board received comments from nine (9) speakers.

FINANCIAL IMPACT:

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

AGENDA ITEM

Statements of Consistency for Proposed Text Amendments

4a

TO APPROVE AMENDMENTS RE: PLANNING BOARD

MEETING DATE

4-2-07

- (1) Amendments to subsections (a), (b) and (e) of Section 21, Appointment and Terms of Planning Members.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that adoption of the proposed text amendments is consistent with the adopted Union County Land Use Plan, and that adoption of the proposed text amendments is reasonable and in the public interest because they increase the number of Planning Board members from seven to nine and provide for geographic representation on the Planning Board.

- (2) Amendment to subsection (a) of Section 23, Quorum and Voting.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that, if the Board amends Section 21 to increase the number of Planning Board members seven to nine, adoption of the proposed text amendment is consistent with the adopted Union County Land Use Plan, and that adoption of the proposed text amendment is reasonable and in the public interest because it increases the quorum requirement for the Planning Board from four to five.

- (3) Adoption of a new Section 27.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that, if the Board amends Section 21, adoption of the proposed text amendment is reasonable and in the public interest because it provides for the transition of new members to the Planning Board to allow for geographic representation in accordance with the amendments to Section 21.

Statements of Consistency for Proposed Text Amendments # 4a

TO DENY AMENDMENTS RE: PLANNING BOARD MEETING DATE 4-2-07

- (1) Amendments to subsections (a), (b) and (e) of Section 21, Appointment and Terms of Planning Members.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that denial of the proposed text amendments is consistent with the adopted Union County Land Use Plan, and denial of the proposed text amendments is reasonable and in the public interest because the current number of Planning Board members and current form of representation on the Planning Board are adequate.

- (2) Amendment to subsection (a) of Section 23, Quorum and Voting.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that, if the Board denies the proposed amendments to Section 21, denial of the proposed text amendment is consistent with the adopted Union County Land Use Plan, and denial of the proposed text amendment is reasonable and in the public interest because it is unnecessary.

- (3) Adoption of a new Section 27.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that, if the Board denies the proposed amendments to Section 21, denial of the proposed text amendment is consistent with the adopted Union County Land Use Plan, and denial of the proposed text amendments is reasonable and in the public interest because it is unnecessary.

Statements of Consistency for Proposed Text Amendments

46

TO APPROVE AMENDMENTS RE: BOARD OF ADJUSTMENT

MEETING DATE 4-2-07

- (1) Repeal of subsections (a), (b) and (e) of Section 29, Appointment and Terms of Board of Adjustment, and adoption of new subsections (a), (b) and (e) of Section 29 (collectively, "amendments").

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that adoption of the proposed text amendments is consistent with the adopted Union County Land Use Plan, and that adoption of the proposed text amendments is reasonable and in the public interest because they increase the number of Board of Adjustment members from five to nine, and provide for geographic representation on the Board of Adjustment.

- (2) Amendment to subsection (a) of Section 31, Quorum.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that, if the Board amends Section 29 to increase the number of Planning Board members from five to nine, adoption of the proposed text amendment is consistent with the adopted Union County Land Use Plan, and adoption of the proposed text amendment is reasonable and in the public interest because it increases the quorum requirement for the Board of Adjustment from four to five.

- (3) Adoption of a new Section 35.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that, if the Board amends Section 29 to provide for geographic representation of Planning Board members, adoption of the proposed text amendment is consistent with the adopted Union County Land Use Plan, and that adoption of the proposed text amendment is reasonable and in the public interest because it abolishes the existing Board of Adjustment to allow for constitution of a new Board of Adjustment with geographic representation in accordance with the amendments to Section 29.

- (4) Amendment to Subsection (a) of Section 33, Board of Adjustment Officers.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that, if the Board amends Section 29 and adopts Section 35, adoption of the proposed text amendment is consistent with the adopted Union County Land Use Plan, and that adoption of the proposed text amendment is reasonable and in the public interest because it allows the Land Use Administrator to preside over the first meeting of a new Board of Adjustment until the chairman of the Board of Adjustment takes office.

Statements of Consistency for Proposed Text Amendments

46

TO DENY AMENDMENTS RE: BOARD OF ADJUSTMENT

MEETING DATE

4-2-07

- (1) Repeal of subsections (a), (b) and (e) of Section 29, Appointment and Terms of Board of Adjustment, and adoption of new subsections (a), (b) and (e) of Section 29 (collectively, "amendments").

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that denial of the proposed text amendments is consistent with the adopted Union County Land Use Plan, and that denial of the proposed text amendments is reasonable and in the public interest because the current number of Board of Adjustment members and current form of representation on the Board of Adjustment are adequate.

- (2) Amendment to subsection (a) of Section 31, Quorum.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that, if the Board denies the proposed amendments to Section 29 that would increase the number of Board of Adjustment members, denial of the proposed text amendment is consistent with the adopted Union County Land Use Plan, and denial of the proposed text amendment is reasonable and in the public interest because it is unnecessary.

- (3) Adoption of a new Section 35.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that, if the Board denies the proposed amendments to Section 29 that would provide for geographic representation on the Planning Board, denial of the proposed text amendment is consistent with the adopted Union County Land Use Plan, and denial of the proposed text amendment is reasonable and in the public interest because it is unnecessary.

- (4) Amendment to Subsection (a) of Section 33, Board of Adjustment Officers.

Whereas, pursuant to N.C.G.S. §153A-341, the Board of County Commissioners does hereby find and determine that, if the Board denies the proposed amendments to Section 29 that would provide for geographic representation on the Planning Board, denial of the proposed text amendment is consistent with the adopted Union County Land Use Plan, and denial of the proposed text amendment is reasonable and in the public interest because it is unnecessary.

TEXT AMENDMENT: UNION COUNTY LAND USE ORDINANCE

SECTION 1

AMEND subsections (a), (b), and (e) of Section 21, Appointment and Terms of Planning Board Members, as follows:

- (a) There shall be a planning board consisting of ~~seven~~ nine regular members and two alternates, all appointed ~~at large~~ by the board of commissioners. ~~All members whether regular or alternate members, must reside within the county and no more than two members shall reside within the same municipality. One regular member shall be a resident of each of the county's nine townships, and the alternate members may reside anywhere within the county. Any person serving on a municipal board of adjustment or planning board shall be ineligible to serve as a member of the Union County planning board.~~
- (b) Planning board regular members as well as alternates shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed.
~~arrangement previously in effect shall continue and new members shall be appointed, or current members re appointed, for three year terms as the terms of current members expire.~~
- (e) If a regular planning board member moves outside the township he or she represents or if an alternate member moves outside the county, that shall constitute a resignation from the planning board, ~~effective upon the date a replacement is appointed by the Board. Upon occurrence of an event resulting in more than two members residing in the same municipality, whether by annexation, incorporation, or relocation, such member(s) will be allowed to complete his or her term.~~

Section 21 of the Land Use Ordinance would thus read as rewritten:

- (a) There shall be a planning board consisting of nine regular members and two alternates, all appointed by the board of commissioners. One regular member shall be a resident of each of the county's nine townships, and the alternate members may reside anywhere within the county. Any person serving on a municipal board of adjustment or planning board shall be ineligible to serve as a member of the Union County planning board.

- (b) Planning board regular members as well as alternates shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed.
 - (c) Members are limited to two successive terms.
 - (d) Regular planning board members may be removed by the Board at any time for failure to attend three consecutive meetings or for failure to attend thirty percent or more of the meetings within any twelve month period or for any other good cause related to performance of duties. Alternate members may be removed for repeated failure to attend or participate in meetings when requested to do so in accordance with regularly established procedures. Upon request of the member proposed for removal, the Board shall hold a hearing on the removal before it becomes effective.
 - (e) If a regular planning board member moves outside the township he or she represents or if an alternate member moves outside the county, that shall constitute a resignation from the planning board.
 - (f) Alternates may sit in lieu of any regular member and shall, when so seated, have the same powers and duties as any regular member.
-

SECTION 2

AMEND subsection (a) of Section 23. Quorum and Voting, as follows:

- (a) A quorum for the planning board shall consist of ~~four~~ five members (including alternates sitting in lieu of regular members). A quorum is necessary for the board to take official action.
-

SECTION 3

ADD a new Section 27 to read as follows:

Upon adoption by the board of commissioners on _____ [insert actual date of adoption], 2007, of an amendment revising Section 21 of the Land Use Ordinance to increase membership on the planning board from seven to nine regular members and to provide for geographical representation by township, the terms of sitting planning board members, both regular and alternate, shall expire at the time of such adoption and all positions shall be deemed vacant. Notwithstanding Section 21(b) of the Land Use Ordinance, such members shall not continue to serve until their successors have been

appointed. In order to achieve staggered terms upon filling these vacancies, the board of commissioners shall appoint new members as follows: (i) three regular members and one alternate for a term of three years; (ii) three regular members and one alternate for a term of two years; and (iii) three regular members for a term of one year. During the first meeting of these newly appointed members at which a quorum is present, the planning board shall elect one of its regular members to serve as chairman and preside over the board meetings and one regular member to serve as vice chairman. Prior to the election of a chairman at such first meeting, the Planning Division Director shall temporarily preside over the meeting until the chairman takes office. The officers so elected shall serve until new officers are elected the following calendar year pursuant to Section 24(a).

SECTION 4

ADD a new Section 35 to read as follows:

Upon adoption by the board of commissioners of an amendment to repeal in its entirety subsection (a) of Section 29, Appointment and Terms of Board of Adjustment, the board of adjustment in existence at the time of such adoption shall be immediately abolished.

SECTION 5

REPEAL in their entirety subsections (a), (b), and (e) of Section 29, Appointment and Terms of Board of Adjustment, such that the board of adjustment established therein is abolished.

SECTION 6

ADOPT a new subsection (a) of Section 29 to read as follows:

There is hereby established a board of adjustment consisting of nine regular members and two alternates, all appointed by the board of commissioners. One regular member shall be a resident of each of the county's nine townships, and the alternate members may reside anywhere within the county. Any person serving on a municipal board of adjustment or planning board shall be ineligible to serve as a member of the Union County board of adjustment.

SECTION 7

ADOPT a new subsection (b) of Section 29 to read as follows:

Board of adjustment regular members and alternates shall be appointed for three-year staggered terms, but both regular members and alternates may continue to serve until their successors have been appointed. In order to achieve staggered terms upon initial appointment following establishment of the board of adjustment, the board of commissioners shall appoint new members as follows: (i) three regular members and one alternate for a term of three years; (ii) three regular members and one alternate for a term of two years; and (iii) three regular members for a term of one year.

SECTION 8

ADOPT a new subsection (e) of Section 29 to read as follows:

If a regular board of adjustment member moves outside the township he or she represents or if an alternate member moves outside the county, that shall constitute a resignation from the board of adjustment.

As revised upon adoption of new subsections (a), (b), and (e) to Section 29 of the Land Use Ordinance pursuant to Sections 6, 7, and 8 of this Amendment, Section 29 would read as rewritten:

- (a) There is hereby established a board of adjustment consisting of nine regular members and two alternates. all appointed by the board of commissioners. One regular member shall be a resident of each of the county's nine townships, and the alternate members may reside anywhere within the county. Any person serving on a municipal board of adjustment or planning board shall be ineligible to serve as a member of the Union County board of adjustment.
- (b) Board of adjustment regular members and alternates shall be appointed for three-year staggered terms, but both regular members and alternates may continue to serve until their successors have been appointed. In order to achieve staggered terms upon initial appointment following establishment of the board of adjustment, the board of commissioners shall appoint new members as follows: (i) three regular members and one alternate for a term of three years; (ii) three regular members and one alternate for a term of two years; and (iii) three regular members for a term of one year.
- (c) Members are limited to two successive three-year terms
- (d) Regular board of adjustment members may be removed by the Board at any time for failure to attend three consecutive meetings or for failure to attend thirty

percent or more of the meetings within any twelve month period or for any other good cause related to performance of duties. Alternate members may be removed for repeated failure to attend or participate in meetings when requested to do so in accordance with regularly established procedures. Upon request of the member proposed for removal, the Board shall hold a hearing on the removal before it becomes effective.

- (e) If a regular board of adjustment member moves outside the township he or she represents or if an alternate member moves outside the county, that shall constitute a resignation from the board of adjustment.
- (f) An alternate member may serve on the board in the absence or temporary disqualification of any regular member or to fill a vacancy pending appointment of a member. When so seated, alternates shall have the same powers and duties as the regular member they replace.
- (g) Within one year of appointment, each new member of the board of adjustment, whether a regular member or alternate, shall undergo training pursuant to a course of study approved by the Planning Division Director. Failure to attend such training shall be ground for removal for cause of pursuant to subsection (d).

SECTION 9

AMEND subsection (a) of Section 31, Quorum, as follows:

- (a) A quorum for the board of adjustment shall consist of ~~four~~ five members (including alternates sitting in lieu of regular members). A quorum is necessary for the board to take official action.

SECTION 10

AMEND subsection (a) of Section 33, Board of Adjustment Officers, as follows:

- (a) Each year during the first meeting at which newly appointed members are seated, the board of adjustment shall elect one of its members to serve as chairman and preside over the board=s meetings and one member to serve as vice-chairman. The persons so designated shall serve in these capacities until new officers are elected the following year. Vacancies in these offices may be filled for the unexpired terms only.

At the first meeting of the board of adjustment following the effective date of this ordinance or following abolition and re-establishment of the board of adjustment pursuant to Sections 35 and 29, respectively. the board of adjustment shall hold elections for the offices of chairman and vice chairman. Prior to the election of a chairman at such first meeting., the Land Use Administrator shall temporarily preside over the meeting until the chairman takes office. The officers so elected shall serve as chairman and vice-chairman until new officers are elected the following calendar year.

SECTION 11

Except as herein amended, the provisions of the Union County Land Use Ordinance shall remain in full force and effect.

Approved following public hearing this the _____ day of _____, 2007.

The following motions are from the Union County Planning Board's regularly scheduled meeting held on Tuesday, February 6, 2007

Vice Chairman Mark DiBiasio made a motion to reject the language sent from the Board of County Commissioners for Item A, Board of Adjustment, and to substitute language defined at the last Planning Board meeting; particularly where members of the Board of Adjustment would be assigned from the school districts instead of townships; one member at-large and two alternates may reside in any district, as long as they are not from the same district. The motion was seconded by Lee Godwin. The vote was 5 to 2; Chairman King abstained from voting.

Vice Chairman DiBiasio made a motion to reject the language sent from the Board of County Commissioners for Item B, Planning Board, and substitute the language listed in the Planning Board's text; this means Planning Board members would be assigned from the school districts instead of townships; one member at-large and two alternates may reside in any district, as long as they are not from the same district. The motion was seconded by Liza Kravis. The vote was 5 to 2; Chairman King abstained from voting.

The following is from the Union County Planning Board's regularly scheduled meeting held on Tuesday, February 6, 2007

ITEM NUMBER SIX

Amendments to the Union County Land Use Ordinance

- A. Amendment to the Board of Adjustment Ordinances
- B. Amendment to the Planning Board Ordinances

The following was sent to the Planning Board members for their review:

TEXT AMENDMENT: UNION COUNTY LAND USE ORDINANCE

SECTION 1

AMEND Staff's version of Section 21, Appointment and Terms of Planning Board Members, as follows:

- (a) There shall be a planning board consisting of ~~seven~~ **nine** regular members and two alternates, all appointed by the board of commissioners. One regular member shall be a resident of each of the county's ~~six school board districts~~ **nine townships**, **one regular member at large**, and the alternate members ~~must~~ **may** reside ~~anywhere~~ within **different school board districts** the county. ~~Any person serving on a municipal board of adjustment or planning board shall be ineligible to serve as a member of the Union County planning board.~~
- (b) Planning board regular members as well as alternates shall be appointed for three year staggered terms, but members may continue to serve until their successors have been appointed.
- (c) Members are limited to two successive terms. **The service of a member in filling an unexpired term shall not count as a three-year term in determining whether a member has served for two successive terms of less than a full calendar year shall not be counted as a member's term.**
- (d) Regular planning board members may be removed by the Board at any time for failure to attend three consecutive meetings or for failure to attend thirty percent or more of the meetings within any twelve month period or for any other good cause related to performance of duties. Alternate members may be removed for repeated failure to attend or participate in meetings when requested to do so in accordance with regularly established procedures. Upon request of the member proposed for removal, the Board shall hold a hearing on the removal before it becomes effective.
- (e) If a regular planning board member moves outside the **school board district** ~~township~~ he or she represents or if **the at large member** or an alternate member moves outside the county, that shall constitute a resignation from the planning board.
- (f) Alternates may sit in lieu of any regular member and shall, when so seated, have the same powers and duties as any regular member.

- (g) Within one year of appointment, each new member of the planning board, whether a regular member or alternate, shall undergo a **minimum of 3 hours of** training pursuant to a course of study approved by the Planning Division Director. Failure to attend such training shall be grounds for removal for cause of pursuant to subsection (d).

SECTION 2

ADD a new Section 27 to read as follows:

Upon adoption by the board of commissioners on _____ [insert actual date of adoption], 2007, of an amendment revising Section 21 of the Land Use Ordinance to ~~increase membership on the planning board from seven to nine regular members and~~ to provide for geographical representation by **school board districts township**, the terms of sitting planning board members, both regular and alternate, shall expire at the time of such adoption and all positions shall be deemed vacant. Notwithstanding Section 21(b) of the Land Use Ordinance, such members shall not continue to serve until their successors have been appointed. In order to achieve staggered terms upon filling these vacancies, the board of commissioners shall appoint new members as follows: (i) ~~two~~ **three** regular members and one alternate for a term of three years; (ii) ~~two~~ **three** regular members and one alternate for a term of two years; and (iii) ~~two~~ **three** regular members for a term of one year. During the first meeting of these newly appointed members at which a quorum is present, the planning board shall elect one of its regular members to serve as chairman and preside over the board meetings and one regular member to serve as vice chairman. Prior to the election of a chairman at such first meeting, the Planning Division Director shall temporarily preside over the meeting until the chairman takes office. The officers so elected shall serve until new officers are elected the following calendar year pursuant to Section 24(a).

SECTION 3

ADD a new Section 35 to read as follows:

Upon adoption by the board of commissioners of an amendment to repeal in its entirety subsection (a) of Section 29, Appointment and Terms of Board of Adjustment, the board of adjustment in existence at the time of such adoption shall be immediately abolished.

SECTION 4

REPEAL in its their entirety ~~subsections (a), (b), and (c)~~ of Section 29, Appointment and Terms of Board of Adjustment, such that the board of adjustment established therein is abolished.

SECTION 5

AMEND Staff's version of Section 29 of the Land Use Ordinance as follows:

- (a) There is hereby established a board of adjustment consisting of ~~seven~~ **nine** regular members and two alternates, all appointed by the board of commissioners. One regular member shall be a resident of each of the county's ~~six~~ **school board districts** ~~nine~~

~~townships, one regular member at large, and the alternate members must may reside anywhere within different school board districts the county. Any person serving on a municipal board of adjustment or planning board shall be ineligible to serve as a member of the Union County board of adjustment.~~

- (b) Board of adjustment regular members and alternates shall be appointed for three-year staggered terms, but both regular members and alternates may continue to serve until their successors have been appointed. In order to achieve staggered terms upon initial appointment following establishment of the board of adjustment, the board of commissioners shall appoint new members as follows: (i) two ~~three~~ regular members and one alternate for a term of three years; (ii) two ~~three~~ regular members and one alternate for a term of two years; and (iii) ~~two three~~ regular members for a term of one year.
- (c) Members are limited to two successive ~~three-year~~ terms. **The service of a member in filling an unexpired term shall not count as a three-year term in determining whether a member has served for two successive terms of less than a full calendar year shall not be counted as a member's term.**
- (d) Regular board of adjustment members may be removed by the Board at any time for failure to attend three consecutive meetings or for failure to attend thirty percent or more of the meetings within any twelve month period or for any other good cause related to performance of duties. Alternate members may be removed for repeated failure to attend or participate in meetings when requested to do so in accordance with regularly established procedures. Upon request of the member proposed for removal, the Board shall hold a hearing on the removal before it becomes effective.
- (e) If a regular board of adjustment member moves outside the ~~school board district township~~ he or she represents or if **the at large member or** an alternate member moves outside the county, that shall constitute a resignation from the board of adjustment.
- (f) An alternate member may serve on the board in the absence or temporary disqualification of any regular member or to fill a vacancy pending appointment of a member. When so seated, alternates shall have the same powers and duties as the regular member they replace.
- (g) Within one year of appointment, each new member of the board of adjustment, whether a regular member or alternate, shall undergo **a minimum of 3 hours of training** pursuant to a course of study approved by the Planning Division Director. Failure to attend such training shall be grounds for removal for cause of pursuant to subsection (d).

SECTION 6

AMEND subsection (a) of Section 33, Board of Adjustment Officers, as follows:

- (a) Each year during the first meeting at which newly appointed members are seated, the board of adjustment shall elect one of its members to serve as chairman and preside over the board's meetings and one member to serve as vice-chairman. The persons so designated shall serve in these capacities until new officers are elected the following year. Vacancies in these offices may be filled for the unexpired terms only.

At the first meeting of the board of adjustment following the effective date of this approved amended ordinance or following abolition and re-establishment of the board of adjustment pursuant to Sections 35 and 29, respectively, the board of adjustment shall hold elections for the offices of chairman and vice chairman. Prior to the election of a chairman at such first meeting, the Land Use Administrator shall temporarily preside over the meeting until the chairman takes office. The officers so elected shall serve as chairman and vice-chairman until new officers are elected the following calendar year.

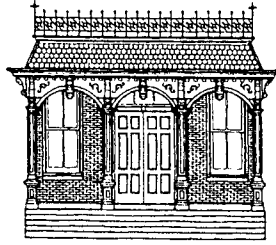
SECTION 7

Except as herein amended, the provisions of the Union County Land Use Ordinance shall remain in full force and effect.

Approved following public hearing this the _____ day of _____, 2007.

Vice Chairman Mark DiBiasio made a motion to reject the language sent from the Board of County Commissioners for Item A, Board of Adjustment, and to substitute language defined at the last Planning Board meeting; particularly where members of the Board of Adjustment would be assigned from the school districts instead of townships; one member at-large and two alternates may reside in any district, as long as they are not from the same district. The motion was seconded by Lee Godwin. The vote was 5 to 2; Chairman King abstained from voting.

Vice Chairman DiBiasio made a motion to reject the language sent from the Board of County Commissioners for Item B, Planning Board, and substitute the language listed in the Planning Boards text; this means Planning Board members would be assigned from the school districts instead of townships; one member at-large and two alternates may reside in any district, as long as they are not from the same district. The motion was seconded by Liza Kravis. The vote was 5 to 2; Chairman King abstained from voting.



AGENDA ITEM

5a

MEETING DATE 4-2-07

UNION COUNTY HISTORIC PRESERVATION COMMISSION
POST OFFICE BOX 282
MONROE, NORTH CAROLINA 28111

6 February 2007

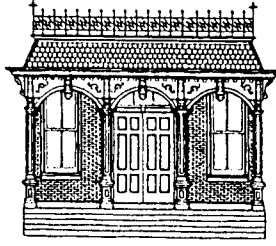
Attn: Lynn West
Union County Board of County Commissioners
500 North Main Street
Monroe, North Carolina 28112

Dear Lynn:

I am enclosing the material to request that the County Commissioners designate a farm property on Ansonville Road as a historic landmark. Its historic name is the Perry-McIntyre farm and this is a part of the farm owned by David and Bonnie Kenerley at 1001 Ansonville Road outside Wingate. Included are several outbuildings which are old, as well as some features interior to the old farmhouse. Our Commission requests a joint public hearing on the ordinance of designation. I include the addresses of the two property owners contiguous who will need to be notified of the public hearing at least ten days in advance. Please let me know if there is any other information you need. It has been some time since the county has done a designation, and we have been working with the Kenerleys for at least two years. We look forward to hearing from you about this matter. Thank you.

Sincerely,

Virginia Bjorlin, Chairman



UNION COUNTY HISTORIC PRESERVATION COMMISSION
POST OFFICE BOX 282
MONROE, NORTH CAROLINA 28111

20 September 2006

Melinda Coleman
State Historic Preservation Office
4617 Mail Service Center
Raleigh, NC 27699-4617

Dear Mrs. Coleman:

Pursuant to the G.S. 160A-400.14, I am enclosing the Survey and Research Report on the Perry-McIntyre Farm, Wingate NC, so that you may have an opportunity to comment upon the Commission's recommendation so that the exterior of the house and about eleven acres as listed under Tax Parcel # 02 239 004 be designated a Historic Landmark. There are six interior features to be included in the designation: mantels in the parlor and the dining room, dining room floor, kitchen door, parlor ceiling, and door inscribed with the maker's name and date of 1906. The five outbuildings are: barn, grainery, smokehouse, corn crib and chicken coup. Most of the photographs are on a disc and were taken by Allen Brooks, who did the Architectural Description; some of the other photos were taken on 21 Sept 2005 by Virginia Bjorlin. We hope this is complete and satisfactory, as we would like the comment back soon. Thank you so much.

Sincerely,

Virginia A.S.K. Bjorlin, Chairman

8. Documentation of why and in what ways the property meets the criteria for designation set forth in N.C.G.S. 160A-399.4.

a. special significance in terms of its history, architecture and/or for cultural importance.

It is increasingly rare to find an intact farm with outbuildings and a well-preserved historic home. The architectural description underscores the importance of this farm setting.

Interior items:

Dining room floor and mantel

Parlor mantle and ceiling

Interior door signed 1906

Beaded board ceiling

Door between dining room and kitchen

Two grained doors from hall into parlor

Outbuildings:

barn

grainery

corn crib

chicken coop

b. integrity of design, setting, workmanship, materials, feeling and /or association.

See Architectural description

The architectural historian commented on the rarity of intact, if not original, buildings of a continuously working farm. He complimented the present owners on their stewardship.

9. Ad Valorem Tax consequences.

There is a 50% tax deferral for local property tax.

10. Portion of property recommended for designation.

11.171 acres encompassing the homeplace and outbuildings (surrounded by 47.849 acres of farmland on the same side of the road; also daughter's home adjoining on 1.22 acres—tax parcel # 02 239 004P)

Bibliography for Perry-McIntyre House and Farm

Sweet Union, An architectural and Historical Survey of Union County, NC, edited by Suzanne Pickens, 1990, page 203.

Historical Files and Newspapers at the Heritage Room in the Historic Courthouse.

Family notes and memories.

Perry-McIntyre Farm

Owners: David & Bonnie Kenerley, 1001 Ansonville Road, Wingate, NC 28174

Neighbors: Charles & Julia Hudson, 1005 Ansonville Road, Wingate
Craft Development, 2649 Breckonridge Center, Monroe NC 28110

Physical Characteristics

Style: 11 Built to 1960 (DO NOT USE)
 Occupancy: Single family
 Story Height: 2.00
 Finished Area: 3511
 Attic: None
 Basement: None

ACCOMMODATION
 HEATING AND AIR CONDITIONING
 Primary Heat: Forced hot air
 Lower Full Part
 /Bsmt 1 Upper Upper

PLUMBING
 # TF
 3 Fixt. Baths 2 6
 Extra Fixt 2 2
 TOTAL 8 8

REMODELING AND MODERNIZATION
 Amount Date

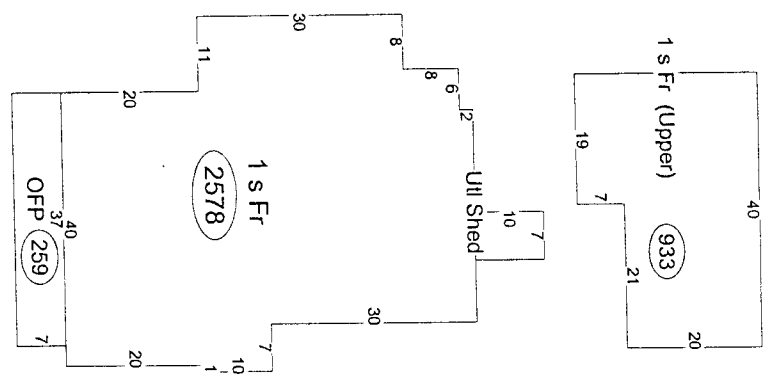
ROOFING
 Material: Comp sh to 235#

FLOORING
 Sub and joists 1.0, 2.0
 Base Allowance 1.0, 2.0

EXTERIOR COVER
 Wood siding 1.0, 2.0

INTERIOR FINISH

2 3 4 5 6
 Unfinished Storage



Special Features

Description

02 : Four sides open
 04 : One side open

Summary of Improvements

ID	USE	Story Height	Const Type	Grade	Year Cons	Eff Year	Cond	Size or Area
D	DWELL	0.00		AVG	1930	1930	G	3511
01	UTLISHED	0.00		AVG	1930	1930	F	70
02	POLERBLDG	0.00		AVG	1930	1930	F	400
03	FLATBARR	0.00		AVG	1930	1930	AV	2830
04	POLERBLDG	0.00		Fair	1930	1930	P	480
05	UTLISHED	0.00	1	AVG	1930	1930	AV	480
06	UTLISHED	0.00		AVG	1930	1930	AV	1520

Physical Characteristics

Style: 11 Built to 1960 (DO NOT USE) ACCOMMODATION
 Occupancy: Single family HEATING AND AIR CONDITIONING
 Story Height: 2.00 Primary Heat: Forced hot air
 Finished Area: 3511 Lower Full Part
 Attic: None /Bsmt 1 Upper Upper
 Basement: None PLUMBING

ROOFING
 Material: Comp sh to 235# 3 Fixt. Baths 2 6
 Framing: Std for class Extra Fixt 2 2
 Pitch: Not available TOTAL 8
 REMODELING AND MODERNIZATION
 Amount Date

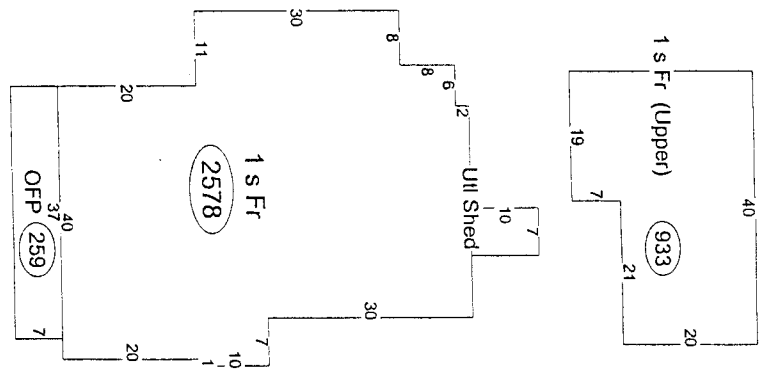
FLOORING
 Sub and joists 1.0, 2.0
 Base Allowance 1.0, 2.0
 EXTERIOR COVER
 Wood siding 1.0, 2.0
 INTERIOR FINISH

Special Features

Description

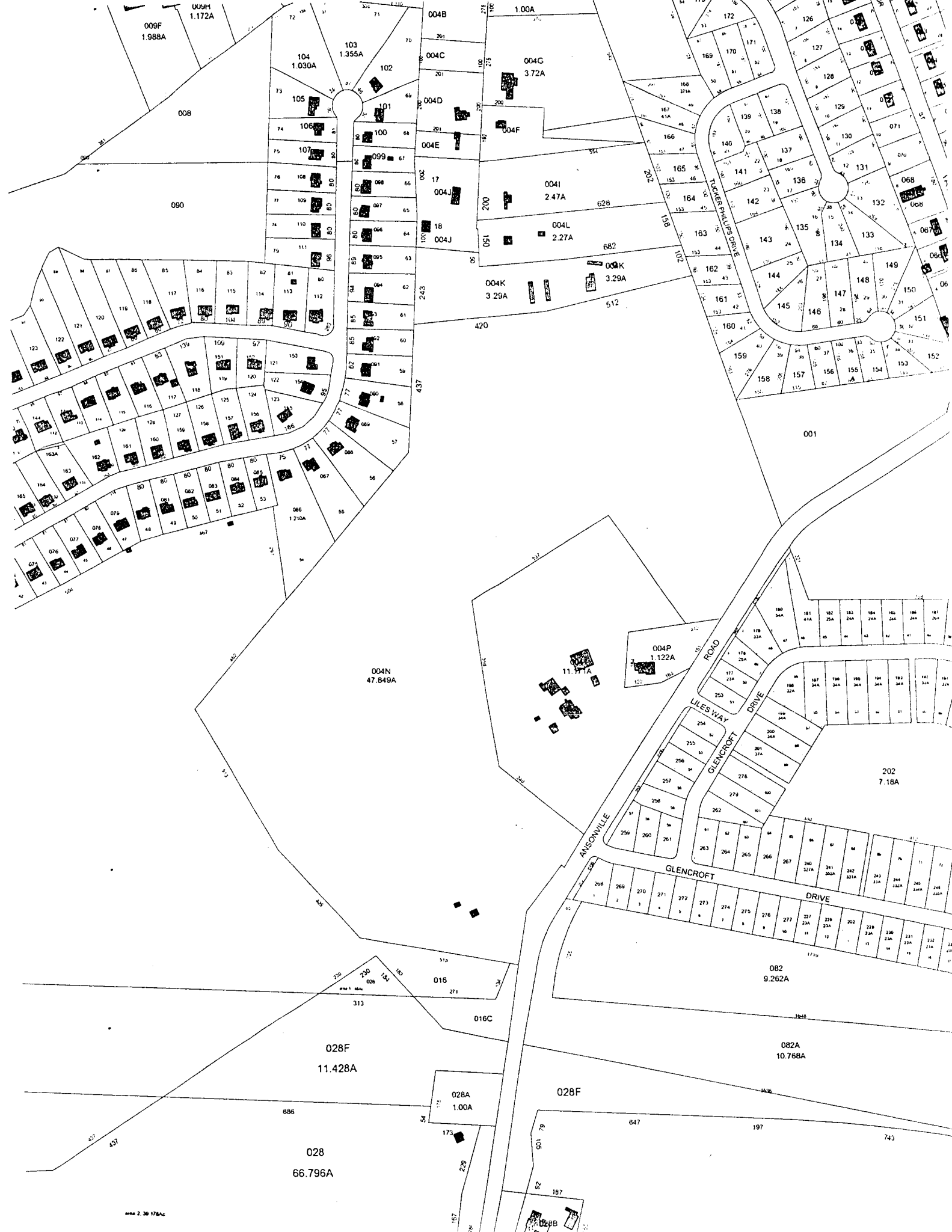
02 : Four sides open
 04 : One side open

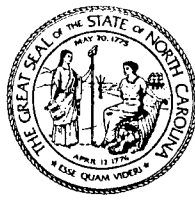
Unfinished Storage
 2 3 4 5 6



Summary of Improvements

ID	USE	Story Height	Const Type	Grade	Year Cons	Year Eff	Cond	Size or Area
D	DWELL	0.00		AVG	1930	1930	G	3511
01	UTLSHED	0.00		AVG	1930	1930	G	70
02	POLERBLDG	0.00		AVG	1930	1930	F	400
03	FLATBARN	0.00		AVG	1930	1930	AV	2820
04	POLERBLDG	0.00		Fair	1930	1930	P	480
05	UTLSHED	0.00	1	AVG	1930	1930	AV	480
06	UTLSHED	0.00	1	AVG	1930	1930	AV	1520





**North Carolina Department of Cultural Resources
State Historic Preservation Office**

Peter B. Sandbeck, Administrator

Michael F. Easley, Governor
Lisbeth C. Evans, Secretary
Jeffrey J. Crow, Deputy Secretary

Office of Archives and History
Division of Historical Resources
David L. S. Brook, Director

December 6, 2006

Virginia A.S.K. Bjorlin, Chairman
Union County Historic Preservation Commission
P. O. Box 282
Monroe, NC 28111

Re: Perry-McIntyre Farm, 1001 Ansonville Road, Wingate, Union County

Dear Ms. Bjorlin:

Thank you for the landmark designation report for the Perry-McIntyre Farm, 1001 Ansonville Road, Wingate, Union County. We apologize for the delay in our response. We have reviewed the information in the report and offer the following comments in accordance with North Carolina General Statute 160A-400.6.

The Perry-McIntyre House was built in 1880 by William Perry. Circa 1903, it was purchased by J.C. McIntyre and his wife, who were responsible for the majority of renovations to the house in the early twentieth century. Today, the farmhouse is among the finest surviving late nineteenth and early twentieth century farmhouses in Union County. It is a largely intact frame I-house with weatherboard siding. The porch features some of the finest picturesque carpentry in the county. The interior of the main block of the house survives mainly intact. It includes flushboard walls, beaded-board ceilings, a center hallway with an enclosed stair, and four-panel doors. The doors leading into the formal first-floor rooms have decorative folk painting, of a nonspecific wood variety.

We think the designation report provides the Union County Historic Preservation Commission and local governing board adequate information to deem that the Perry-McIntyre Farm, adjacent collection of outbuildings, and eleven acres of farm land have the requisite special significance and integrity for landmark designation, if the following suggestions are considered.

Archaeological Resources: The Perry-McIntyre Farm may contain archaeological resources associated with former outbuildings and/or trash disposal activities. Care should be taken during any ground disturbing activities to avoid inadvertent damage or destruction of such resources.

www.hpo.dcr.state.nc.us

	Location	Mailing Address	Telephone/Fax
ADMINISTRATION	507 N. Blount St., Raleigh NC	4617 Mail Service Center, Raleigh NC 27699-4617	(919) 733-4763 • 733-8653
RESTORATION	515 N. Blount St., Raleigh NC	4617 Mail Service Center, Raleigh NC 27699-4617	(919) 733-6547 • 715-4801
SURVEY & PLANNING	515 N. Blount St., Raleigh NC	4617 Mail Service Center, Raleigh NC 27699-4617	(919) 733-6545 • 715-4801

Map: The boundary shown on the accompanying tax map included in the designation report, is vague (highlighted area) and should be clarified in the final report.

Interior Features, Main House: The designation report lists the parlor and dining room mantels, dining room floor, kitchen door, parlor ceiling, and one wood grained door, which has been inscribed by the painter. It is our understanding that the house features two additional early wood grained doors. Depending on the level of integrity of the painted finishes, we suggest they be included in the designation of interior features.

Outbuildings: Five outbuildings are proposed for designation. Upon review, however, we have determined that the former "smokehouse" which has been converted into an apartment, has lost significant integrity, and should be considered a non-contributing element. This will help the commission and property owners decide what changes may be appropriate in the future.

Photographs: Finally, an important component of building documentation is the photographic recordation. The digital photo print-outs in the report are rather blurry and grainy and we recommend that the final set of photographs, including interior views, be of better quality, so that one can clearly discern architectural elements.

Once this information is provided, we think the designation report will make it possible for the Union County Historic Preservation Commission to move forward and deem that the Perry-McIntyre Farm has the requisite special significance and integrity for landmark designation.

Please note that if the local governing board wishes to extend the Commission's design review authority to significant features of the interior, the owner must give written consent. The designation ordinance must specify the features and describe the nature of the Commission's design review authority over them.

Landmark designation means the community recognizes this building as an important historic resource worthy of preservation. Any substantial exterior design changes to the landmark building are subject to the design review procedures of the Commission. The owner may apply for an annual deferral of fifty percent of the property taxes for as long as the property is designated and retains significance and integrity.

Thank you for giving us the opportunity to comment on the report. Our comments are advisory only. Once the necessary public hearing or hearings have been held, the local governing board may proceed with the designation decision. When the local governing board has concluded its action on the designation ordinance, please complete and return the confirmation form enclosed with this letter. This letter constitutes the entirety of our review comments.

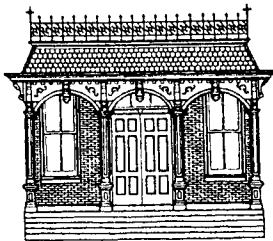
Should you have any questions about our comments, please contact me at 919-733-6545, ext.226.

Sincerely,

A handwritten signature in black ink that reads "Juliana Hoekstra". The signature is written in a cursive style with a vertical line extending downwards from the 'J'.

Juliana Hoekstra
Environmental Review and Survey Specialist

Enclosures



UNION COUNTY HISTORIC PRESERVATION COMMISSION
POST OFFICE BOX 282
MONROE, NORTH CAROLINA 28111

From: David and Bonnie Kenerley

To: Union County Historic Preservation Commission

E: Designation of McIntyre Farm, 1001 Ansonville Road, Wingate

We request that the following feature be specifically included in the designation report of our farm, known as the Perry-McIntyre Farm in Union County.

Interior:

1. Parlor mantel
2. Dining room mantel
3. Kitchen door
4. Dining room floor
5. Parlor ceiling
6. 1906 door
- 7 Two grained doors from hall into parlor

Outbuildings:

- Barn
- Grainery
- Chicken Coop
- corn crib

SIGNED
1909 →

(SK)

1-29-07 Bonnie Q. Kenerley

1-29-07 David M. Kenerley

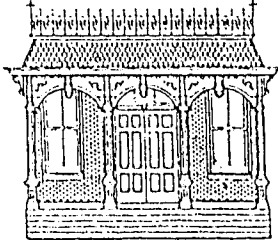
Perry-McIntyre Farm

Northwest Side Ansonville Rd. (SR 1002)

A sawnwork balustrade and lacy brackets highlight the front porch of this weatherboarded house, which local tradition maintains was constructed about 1880 by William M. "Bill" Perry. Perry rented his considerable acreage to tenants, concentrating his efforts on the operation of the Perry Mill Company, a lumber, feed and cotton mill in the Wingate city limits. About 1903, the house was purchased by J. C. McIntyre and his wife Minnie (Stanton) McIntyre and remains in the McIntyre Family, serving as rental property since 1977. The house assumed its present form under McIntyre ownership; J. C. McIntyre added onto the rear elevation and built the hip-roofed ell above the main entrance. Although several windows have been altered in recent years, some original six-over-six sash remain; plain surrounds frame front openings while two-part surrounds are commonly used throughout the remainder of the house. Centrally placed in the north gable is an original brick chimney. The shaft, of common bond brick laid in a one to eight pattern, rests on a cut and dressed step fieldstone base and rises to a single step shoulder with a freestanding stack and corbelled top. Slate is the primary roofing material although asphalt shingle is used to cover the front porch and two rear sheds.



The interior has witnessed little alteration. Mantels display a fine variety of decorative detailing. Openings are framed by plain surrounds. Four-panel doors, several of which have been ornamentally grained and stained, are used throughout the structure. Frame outbuildings, including a substantial two-story center-passage barn, stand to the rear of the house.



MONROE • UNION HISTORIC PROPERTIES COMMISSION

POST OFFICE BOX 282

MONROE, NORTH CAROLINA 28111-0282

Mrs. Donald Bjorlin, Chairman
Monroe-Union Historic Properties Commission
Post Office Box 282
Monroe, North Carolina 28111

Dear Mrs. Bjorlin:

I (We), the undersigned, hereby indicate that I am (we are) aware of the fact that the Monroe-Union Historic Properties Commission is working on recommending for local designation my property known historically as the Perry-McIntyre House, located on Ansonville Road, Wingate, North Carolina.

The Monroe-Union Historic Properties Commission has my (our) approval in this important endeavor.

David M. Kenley

Bonnie O. Kenley

6/21/02
Date

Architectural Description:
The Perry McIntyre Farm
1001 Ansonville Road, Wingate
Union County
Prepared by Allen L. Brooks, AIA
16 June 2006

HISTORICAL CONTEXT

The Perry-McIntyre Farm is sited southeast of Monroe in Union County just outside Wingate in the rolling piedmont country side. The site by records and local traditional accounts became the homeplace and farm of William Perry with the construction of the house circa 1880. The farm acreage was rented to tenants and his business was in town of a mill company for lumber, grains and cotton. Later the property was bought by J. C. McIntyre about 1903, and the farm became focused on cattle production according to legend that may account for the necessity for more outbuildings. The McIntyre family made expansions to the house with remodeling. They occupied the premises until late 1970,s with subsequent changes of ownership. In early 1980's the current owners, David and Bonnie Kenerly, have made it their home and operate the farm with miniature horses and livestock. The parcel with improvements is about 12 acres fronting the road with a small outparcel to northeast of the farm house by the entrance driveway that a daughter resides in a dwelling that was moved and renovated on site.

RURAL FARM SITE

The farm fronts Ansonville Road surrounded by pasture land with the farmhouse sited more than 100 yards from the road. The driveway approach is from the northeast at an acute angle on the far right with the terrain sloping southwest to the left and rear. The gravel drive loops on the right side of the house with a diverge to the rear with access to outbuildings. A well planned and maintained fine blade grass lawn encircles the house with many mature black oaks and other trees to offer shade.

The outbuildings are equally planned and appear to be orthogonal and strategically positioned relative to the house. The smokehouse is to the left with a chicken coup to the rear beyond the smokehouse. The grainery is immediately to the rear of the house. A barn is to the far right rear and a corncrib is mid-rear right and north of the house. A collapsed tenant house is to the far left on the other side of the pecan grove flanking the left rear corner of the yard. The base of a removed round silo is to the right rear of the grainery and left of the barn. A modern carport is at the right rear of the house with a concrete slab. Large slate slabs at that same location define an earlier boundary that would have been a access way to the outbuildings. Wood and other utilitarian fence types contain the pleasant and inoffensive boundaries between lawn, gardens and pastures.

There are also several wells around the house of varying ages and styles. An old well is just left of the steps from the front porch. It has a modern stacked stone base for identification. A functioning modern and enclosed well is to the right rear of the smokehouse. A carbine well is off the left rear corner of the house near the older well that is covered by a porch addition to the rear kitchen. A fifth well is an unusual sloped and slate-lined well to the right of the grainery at the left front corner of the barn.

HOUSE COMPOSITION

The recognized earliest portion of the current house is the front two story block with a full front single story porch. By accounts there was a detached kitchen connected by porches that would have been the original portions built by Perry. Mr. McIntyre would have incorporated these two structures with remodeling that are defined by the hip roofs with the same pitch and the use of natural slate with metal ridges that link all the rooms. This would also include the front hip roof room over the front porch. The later modern additions would be the shallow pitched shed roof between the two hip roofs on the right elevation, the flat roof addition to the left elevation and the narrow shed roof off the mid rear elevation that are all with composition shingles.

EXTERIOR

The front main block has a gable roof of about a 8/12 pitch with returned cornice at the eaves. The front porch roof is a hip and by account with an added front and centered second floor room that engages at the eave with a hip roof. Centered on the right elevation is a prominent exposed chimney of red-orange brick. It begins with a slab slate base. It is coursed with common bond laid in one to eight pattern with headers. At three-quarter height is the shoulder with stepped bond. A decorative small arch is centered at the stack extension that disengages from the wall to rise above the roof ridge with a corbel banded cap. The original foundations have a slab slate base with a buff tone red-orange colored brick with spots of iron. The mortar joints are dressed with a grapevine score line. Modern red brick now encloses the foundation wall. The modern flat-roof addition has a concrete masonry foundation wall.

The main block is sided in wood lap siding from wood sill band to a wide rake frieze band of the gable. The corner-boards are expressed as pilasters with cove capital under the frieze that extend to the foundation wall. A wide frieze board is also under the hipped eave portions. The eave is of flush board siding and about a foot and a half wide with narrow fascia with crown moulding below the shingles. The window surrounds are plain with backband that engages inset into the frieze board under the eave. There are small rectangular vents at the gables. The remainder of the shed roof portions of the house is also wood lap sided with corner boards but with no frieze board and sill band.

The front porch spans the front of the house. It also has a brick pier foundation that has an alternating brick voided in-fill wall and modern concrete steps with flanking brick walls with concrete cap. The porch columns are narrow square wood posts that are paired but wide spaced with sawn-cut filigree brackets that create a lace effect at the ceiling with no beam. The railing is also sawn-cut with plain rails and a face plate at the columns that complete the effect. Thick plank flooring is at the ends and newer board replacements are at the center. The ceiling is board flush siding. Mysterious hinged portions of the railing with latches to either side of the steps exhibit an untold story.

The windows of the main block are one/one. They are placed at different positions on the elevations but symmetrical about each elevation. All are singles except the pair at the front second floor room and the first floor left elevation. The windows of the hip roof portions are six/six. The shed roof portions have modern windows of both and other types. The front door is a wood three quarter glass with panel below. The other exterior doors are modern glass pane.

INTERIOR

All finishes throughout the house are wood for the most part. Most floors are now covered with carpets and vinyl flooring. Some walls are covered with wallpaper and plywood paneling. The walls are horizontal flush siding with baseboard as well as the ceilings with a crown mould. The window casings are plain board without miter. Ceiling heights vary. Door styles vary.

The front door enters into the main hall with an enclosed stair ascending from the rear. Parlors are to the left and right one bay deep. The right parlor has the fireplace at the side gable wall with mantle and beveled mirror overmantle. It is of craftsman design, stained with side pilasters extending to the mid section of the overmantle as shelves. The mantle shelf is supported by three plain heavy square edge brackets with four smaller brackets at the top shelf of the overmantle. The fireplace surround is in plaster with a coal grate cover with a woodland deer scene. A door also leads to a rear room. It is a four panel door paired vertically with a strike rail. The panels are raised with edge moulded stiles and rails. It exhibits a grained finish of a nonspecific wood variety with black and cherry colored glazing. On the jamb side is the proud artisan's signature and date. There are two other grained doors, the ones from the hall into the parlors with same coloring but different grain patterns.

In the front hall to the left is the other parlor with the fireplace at the rear wall. It has no overmantle and is painted. It is paneled with flat chamfered surround board. The deep mantle shelf is supported by heavy turned Victorian-porch-like columns. A small five horizontal panel door appears to have been cut into the wall left of the fireplace. At the rear of the hall are flat boards applied to the ceiling that may define removed walls.

A four panel door leads to the stair. There is a square narrow picket balustrade at the top that is similar to the exterior porch railing. The board ceilings are low just above six feet in height. A five mid cross panel door leads to the room above the right parlor. It has a fireplace with plaster surround and carpenter mantle of plain boards and moulded trim supporting the narrow mantle shelf. The center room over the front porch has four windows. The room over the left parlor has a small flush board and batten door that leads to the attic over the rear rooms that exhibit the framing of varying ceiling heights beyond and the rough brickwork of the interior wall chimney.

On the first floor the room beyond the right parlor appears to be an original room but the windows are new modern replacements. The door leading to the rear hall portion is a hand planed four cross panel door with a strange shallow full panel at the bottom. It has beveled panels on the front side and flat panels on the back side. It also has a beveled board at the ceiling that may cover a removed wall.

The rear hall leads to the right side entry with a bathroom in a corner all under the shed roof with a low ceiling. Within the rear hall to the left is a doorway to the dining room. It has a high ten foot ceiling in beadboard with crown mould. On the wall that backs up to the main block left parlor is a fireplace. The mantle sits on a modern raised brick hearth. Recessed panel pilasters flank the plaster surround with a frieze board above. Round garland appliques are above the pilasters and an urn applique is in the center. The pilaster lines continue with layered crown trim to the mantle shelf with egg and dart trim. Flanking the fireplace are two five horizontal doors. The left is to a closet and the right passes through to the left front parlor. On the right is an off set of the wall with a break in the board wall siding. To the far left is the flat roof addition and to the rear is the kitchen with a four panel door that matches to main block house but painted. It also has a tall ceiling that was lowered with composite board panels. To the left are two openings, one to the flat roof addition and another to the far rear and left added bath. Under this area of a hip roof end are remnants of previous foundations and also a well. The window is an old six/six. There is also a break in the flush board siding backing up to the kitchen where a chimney may have been exhibited by a piece of tin that covers the missing slate shingles on the roof. At the corner in the kitchen to the rear is a small window with a trap door below perhaps for shuttling wood. Period glass pane upper cabinets are also in this corner.

Connecting to the kitchen to the right through a doorway is a den with high ceilings of beadboard. The windows are six/six peg and mortise and old with very narrow mullions and cross rail. One of the two surviving windows faces into the enclosed shed side entry. On the same wall is a four panel painted door that matches the four panel type in the main block.

OUTBUILDINGS

The smokehouse was converted to a two story apartment within the last two decades. It faces the left gable of the main block of the house and has a front gable. It has wood lap siding with a tin roof. The foundation is continuous slab slate with some stone infill. The rafter tails are exposed and are hewn with a footed detail. The end rake timber extends for a wide overhang at the front gable for rain protection and the peg holes for the removed mortised cross timber is evident. The wide board sheathing is also visible. The rafters are shaved round timbers. There is an open shed to the left. Windows and door were added. Front steps and balcony were added and the flush wall board paneling was used for the added flooring.

The chicken coup is behind the smoke far to the left. It has a tin shed roof wood lap sided with remedial german siding added. There is a doorway facing the house and a chicken wired opening facing the smokehouse.

Directly behind the kitchen is the grainery. It is a rather imposing structure relatively close to the house with a front gabled tin roof with exposed rafters. The roof overhangs the front for rain protection with two simple angle braces and a diagonal side wall portion that follows the bracket lines. It is sided in german siding with slab slate foundations. It has three bays. The two side have octagonal arched openings and the center has a loft board and batten door with a bracketed open balcony and a grade level board and batten with z-patterns passage door to the left. A tackle and hook hangs from the center ridge board. The interior is flush board with wood flooring on grade and open structure at loft above with flooring. The plank ship's ladder is well worn but sturdy. To the rear is a shed addition with tin roof and concrete floor with windows and doors that was once the repair garage for the farm vehicles.

To the far rear right of the house is the corn crib. It faces to the rear yard of the house with a tin front gable roof. The roofline continues as sheds that are open to the front and german wood sided to the extreme sides. The center corn bin structure has horizontal slat siding with gaps for ventilation. The roof is extended to the front for rain protection and bracketed similar to the grainery. A front door of vertical boards is offset to the right. For security it has heavy strap hinges and an iron strap lock and evidence of a lockbox as well. The door shows the rosehead nails that secure the battens.

The barn is behind the corncrib and faces to the front toward the road and driveway. It is also an imposing structure in lap siding and is the only structure that is not painted white. It is red. The roof has a front facing gable and same roof pitch as all the others. The roof overhangs with bracket supports as the others but the roof plane is broken at the bottom third to allow ventilation at the loft. It also has slab slate foundations. The main door opening is centered for the nave with walled stalls with various openings on the sides and open stalls to the exterior flanking each side. Three openings are symmetrical at the loft with the center one a little higher. The gable is open for ventilation. The interior is flush board paneled and are supported by the slab slate also. Some interior stalls are floored

and sided. Board and z-batten doors for the stalls are installed as sliders within the framing. The thick pine boards exhibit the many years of service and their quality with worn edges and still true and plumb. There are also wood troughs that have stood the test of time and use. At the loft floor are trap doors for feeding into the stalls. Behind the main block of the barn is a shed roof with side and middle openings.

SPECULATIVE OPINION OF PROGRESSION OF CONSTRUCTION AND ADDITIONS TO THE HOUSE BY THIS AUTHOR

Houses of this era inevitably have alterations and additions. Some can be obvious and others are carefully hidden. The two story main block of the house and the porch are attributed to Mr. Perry. The rear room behind the right parlor was probably original because of the rear window placement and the board covering the discontinuous boards in the ceiling was a smaller room that was accessible from a rear porch often used as offices for farm business or storage rooms. There could have been another one opposite the other side that would explain the offset wall of the dining room and the break of the wall paneling. A kitchen could have been remote to the rear connected by porches. The slate roof may have been the original material but the detached stack of the chimney suggests an older roof with no overhang and probably of wood shingle.

When Mr. McIntyre bought the house, he probably linked the house together or built the entire additions with hip roofs and in slate. He may have added the hipped front room over the porch and maintained the gable roofs. The dining room would have been greatly expanded or added that explains the non-exterior chimney. The six/six windows at the rear portion appear to be older more of the late nineteenth century period. The one/one windows could be of an early twentieth century period. The mantle in the front right parlor is of craftsman design and the one in the dining room on a raised modern brick base is more of the late nineteenth century period. The ceilings of the rear rooms are of beadboard that was used extensively in the early twentieth century. Doors, windows and mantles may have been shuffled.

The kitchen would have had a chimney as evidenced by the break in the wall siding at the rear left hip roof off the kitchen and the tin piece at the slate roof. The hip roof probably continued for an open porch along the kitchen wall that would explain the foundations below and would have allowed windows for the dining room at the left elevation. The matching doors of four panels with the front ones grained and dated of 1907 are probably from that period. The other hand planed door of the room behind the right parlor may have been from the original house or salvaged from somewhere else.

It is speculation without confirmed proof or records. If the walls could talk they could tell us. It all makes an interesting story.

CONCLUSION

7

The Perry-McIntyre Farm is a remarkable assemblage of an in-tact early if not original buildings of a continuously working farm. They have more than sufficient integrity for consideration. The site maintains its character and relationship as a farm and homestead with few modern additions or alterations. The alterations to the house and outbuildings exhibit the nature and character of the passing of time and living standards of the eras.

AFTERWORD

This report was compiled from printed historical information recorded about the property, site observation, gleaned information from current owner about site and handwritten notes compiled by the owner. I express my thanks to David and Bonnie Kenerly for sharing that information and the invitation to explore the property 16 June 2006 for the purposes of this report. They are wonderful stewards of a legacy property.

Respectfully submitted,
Allen L. Brooks, AIA

UNION COUNTY PUBLIC WORKS ADVISORY BOARD
3/19/07

AGENDA ITEM

6

MEETING DATE 4-2-07

The following recommendations are advised by this board for discussion and possible action by the Union County Commissioners:

- A. It is the recommendation of this board that a full and complete audit be performed of the Union County Public Works Department. This audit should be performed by an independent auditing firm experienced in this type of audit preparation. The audit would be based on agreed upon procedures and would include recommendations on internal control and methods of record keeping. The agreed upon procedures would be determined by the Public Works Advisory Board. We feel that this needs to be completed as soon as possible and delivered to this board so that we may make more informed decisions concerning the Public Works Department. We also believe the current record keeping problems existed prior to the current Director's leadership and she will also benefit from this audit.

- B. It is the recommendation of this board that the Public Works Department proceeds with the pump station and force main required to divert 600,000 gallons of wastewater per day from the Twelve Mile Creek Waste Water Treatment Plant to the Six Mile Creek Waste Water Treatment Plant. We feel this is the most cost effective and near term solution to reduce or eliminate any short term violations from the State relating to the Twelve Mile Creek capacity problem.

Thank you.

Rick German
Chairman



cookerep1@aol.com
03/27/2007 10:53 PM

To west@co.union.nc.us
cc
bcc
Subject Fwd: UC Commissioners meeting agenda and Police Week
2007

AGENDA ITEM

7
MEETING DATE 4-2-07

Hi Lynn I sent the email to the wrong address
Elizabeth

-----Original Message-----

From: cookerep1@aol.com
To: LynnWest@co.union.nc.us; cookerep1@aol.com
Sent: Mon, 26 Mar 2007 10:56 PM
Subject: UC Commissioners meeting agenda and Police Week 2007

Hello, Lynn,

I came by to see you a couple of weeks ago and missed you.

I have attached a copy of the Police Week Proclamation for 2007.

If possible I would like to present this at the next meeting.
I will be asking the commissioners to proclaim May 13 - 19 2007 Police Week 2007 for Union
County.

Thanks

Elizabeth Cooke
704-609-3478

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.sample_proclamation.doc

National Police Week Proclamation

May 13 – May 19, 2007

Union County, NC

Whereas, The Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police week; and

Whereas, the members of the law enforcement agency of Union County play an essential role in safeguarding the rights and freedoms of Union County; and

Whereas, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of Union County unceasingly provide a vital public service;

Now, therefore, the Union County Board of Commissioners calls upon all citizens of Union County and upon all patriotic, civic and educational organizations to observe the week of May 13 – 19, 2007, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

The Union County Board of Commissioners further calls upon all citizens of Union County to observe Tuesday, May 15, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In witness thereof, we have hereunto set out hands and caused the Seal of Union County to be affixed.

ATTEST:

Lynn G. West, Clerk to the Board

Allan Baucom, Vice Chairman

Parker Mills, Commissioner

Kevin Pressley, Chairman

Roger Lane, Commissioner

Lanny Openshaw, Commissioner

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: 4/2/2007

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

SUBJECT: Wireless Internet Access

DEPARTMENT: Information Systems

PUBLIC HEARING: Choose one....

ATTACHMENT(S):
Preliminary Configuration and Price
Quote
Statement of Work

INFORMATION CONTACT:
Carl Lucas

TELEPHONE NUMBERS:
704-292-2520

DEPARTMENT'S RECOMMENDED ACTION: Recommend performing Phase 1 (feasibility study).

BACKGROUND:

FINANCIAL IMPACT: \$11,206.00

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____



Professional Network Consultants

Professional Network Consultants
5301 Sugar & Wine Rd
Monroe, NC 28110
Dan Whitt (dan@pnchome.com)
(704) 583-4200 x301

PRELIMINARY CONFIGURATION AND PRICE QUOTE

CUSTOMER: Union County
PROJECT: UC-07-Wireless Project
DATE: 3/19/2007

LINE	MANUFACTURER #	DESCRIPTION	QTY	UNIT COST	EXT. COST	COMMENTS
FEASIBILITY STUDY						
1	SPECTRUM ANALYZER					
2	PSA-37XP	Avcom PSA-37XP Portable Spectrum Analyzer	1	\$4,112.00	\$4,112.00	
3	MFC506017	Avcom MFC-5060-17 Frequency Extender, 5 - 6 GHz	1	\$818.00	\$818.00	
4	LPA6000	Avcom LPA-6000 Log Periodic Antenna 2.1GHz - 6.0GHz, 5 dB Gain	1	\$147.00	\$147.00	
5	AVPAK	Avcom AVPAK Carry case w pocket and shoulder strap	1	\$129.00	\$129.00	
6	PROFESSIONAL SERVICES					
7	Labor Hour	Professional Services for wireless feasibility study	32	\$187.50	\$6,000.00	

NOTES:

- Labor times shown are most-likely case estimates.
- Ship: Generally, all product can ship in less than 5 business days from order date.
- Price Quote Valid: 30 Days.
- FOB: PNC, Charlotte, NC.
- Terms: Prepaid.
- Prices Subject to Change without notice.
- This Price Quote is Company Confidential and intended only for PNC and Union County employees.

Statement of Work

Date: 3/7/2006

Union County: Union County Wireless Feasibility and Pilot Project

PNC will assist in the deployment of a wireless infrastructure. The project is broken into 2 initial phases:

Phase 1:

- 1) PNC will procure a spectrum analyzer, frequency extender, antennas and carrying case for use with this project. These tools will be part of the installation, county wide, as well as along term troubleshooting tool used by both the county and PNC for many years to come.
- 2) PNC will visit the government center and 1 remote location to be selected by the county commissioners to determine what spectrums and channels are currently in use.
- 3) PNC will map out a deployment plan for a pilot project, finalize the cost of the project, and present this to the county, with a detailed list of caveats and expectations.

Phase 2:

- 1) Provide 3 radios, each covering 120 degrees of coverage for Internet access, securely, in and around downtown Monroe, via the government center. The distance for non-line of site will be less than for line of site.
- 2) Connect Radios to Switch at Main St. Limit bandwidth per IP address to specified value. We recommend selling at oversubscription rates less than or equal to those of Earthlink or AOL.
- 3) Install and configure backhaul radios to link 1 remote site. Initial bandwidth will be 21 MPS between the remote facility and Main St. This can be upgraded to 43 MPS with a software update.
- 4) Provide 3 radios, each covering 120 degrees of coverage for Internet access, securely, in and around remote site. The distance for non-line of site will be less than for line of site.
- 5) Create template for installation of remote wireless modems.
- 6) Create template for adding new modems to the network



Phase 1: 3 days to complete survey and gather data.
1 day to create reports and present. 32 hours

Phase 2, tentative:
2 days to install equipment on the top of the government building
1 day to connect internet access
1 day to configure equipment and set security parameters
2 days to install equipment at remote location
1 day for performance tuning
1 day for testing
2 days to document and deliver to the county for pilot testing.

Caveats List. PNC’s labor estimate assumes the following:

- Any task not specifically listed in the scope of work is considered out of scope and billed separately. All PNC installations include a labor entry called out of scope. This is to account for any unforeseen or unpredictable incidents that may occur during the installation process. As the project progresses, the PNC account manager will make the UNION COUNTY aware of these out of scope items, as they will be billed above and beyond any labor amounts previously quoted.
- PNC is not a high tower installation company but will contract with the Mountain Area Information Network (MAIN) to climb the towers, run necessarily cabling and mount the equipment. Cost for this service will be pass-through with no markup. At this time, no price for such work is included in the estimate.
- No power is included in our solution. Radios and switches require power to install and operate. This should be done by a qualified electrician prior to PNC beginning the installation but after an initial site survey of the two locations. It is currently assumed that the 911 solution will also require AC power and that we can use their power source.
- Any time PNC needs to spend either running new lines or locating and finding old lines is out of scope.
- In the event PNC is required to work with an electrician to assist in design and installation of new power facilities, time will be billed as out of scope. Uninterruptible power supplies are included and recommended for all mission critical equipment.
- PNC considers meetings and emails that our engineers attend part of our professional services offerings. Included in each proposal are times for project startup meetings as well as time to deliver documentation and cover any nuances discovered during the installation. Any additional meetings beyond these are out of scope.



Professional | Network | Consultants

5101 Sugar and Wine Road

Monroe, NC 28110

office: 704.583.4200

www.professionalnetworks.com

Connecting with Technology

voice video data

- All server and networking rooms should be secure, with only designated personnel having access to them.
- Resources at UNION COUNTY are required for adequate skills transfer. Designated IT staff, if available, must be with PNC personnel during the installation in order to be able to cost effectively support this network. Union County will need to spend time using the system before taking it into a production environment.
- Any reconfiguration of workstations, servers and printing that result from any required IP renumbering or domain migration are not included in any installation time requirements listed above. They will be the responsibility of the Union County to accomplish. In the event PNC is required to perform these tasks, time will be billed as out of scope.
- This Statement of Work (SOW) does not include time for extraordinary circumstances with circuit deployment/procurement that are beyond our control.
- PNC does not provide a warranty in the event of hardware or software failure. The only warranties that exist are those provided by the manufacturer directly. PNC will assist with warranty repairs, upon Union County request, as an out of scope item.
- PNC is not a billing company. Any model that assumes PNC will be compensated on a per month basis should not be considered. PNC will work with Citi Capital and Cisco Capital to help secure leasing for all Hardware, Software and Installation expenses, on behalf of the Union County, at no charge.

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: April 2, 2007

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

SUBJECT: Extend Effective Date of Swap Agreement

DEPARTMENT: Finance

PUBLIC HEARING: Choose one....

ATTACHMENT(S):

2005 CIP & Financial Plan
2006 CIP & Financial Plan (w/2007
original budget)
2006 CIP & Financial Plan (w/2007
projected results)

Resolution

INFORMATION CONTACT:

Kai Nelson

TELEPHONE NUMBERS:

704.292.2522

DEPARTMENT'S RECOMMENDED ACTION: Extend effective date of forward starting swap dated October 11, 2005 with an effective date of June 21, 2007 to June 16, 2008

BACKGROUND: Every year the County updates its Water and Sewer 5-year CIP and the financial feasibility plan that supports the CIP. The CIP contains a substantial equity contribution in the form of capacity fees and current revenues from rates as well as debt issuance.

In 2005, following the adoption of the CIP and financial feasibility (Exhibit A), the County entered into an interest rate lock of 3.603% to fund approximately \$20MM of debt issuance in late FY2007. Another \$15MM was secured through a low interest (@ 2.265%) State revolving loan.

The 2006 annual CIP and financial feasibility update (Exhibit B) reflected a lower overall debt issuance requirement in the earlier years of the CIP as well as the deferrance of the debt issuance to FY2008.

The most recent update of the CIP and feasibility at the Board's Planning Retreat in March (Exhibit C) reflected similar results in the earlier years of the plan (deferrance of the debt to FY2008).

County staff has reviewed two options with the financing team. Option 1 is to execute the rate lock-in as planned with an effective date of June 21, 2007. The present value of the net debt service payments is \$16.27MM.

Option 2 is to delay the effective date by 1 year which will result in a slightly higher lock-in rate of 3.653% but also defers principal and interest payments by 1 year. The present value of this

option is \$16.43MM or about \$160,000 more.

While the deferral option is slightly higher, our experience with executing the CIP and financial plan is that actual construction cash flows have often been delayed pushing out in the CIP the need for debt issuance.

Given the current status the Water and Sewer CIP, our recommendation is to extend the effective date of the lock-in rate. Should the CIP cash flows accelerate and the County experienced the need for construction cash, the County could issue the debt in an unhedged mode pending the swap's new effective date.

Should the Board be interested in moving forward with the transaction as originally contemplated, the attached Resolution provides the County staff with the authorization to proceed.

FINANCIAL IMPACT: Incorporated in existing business plan and rate structure.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

Extract of Minutes of a regular meeting of the Board of Commissioners of the County of Union, North Carolina held at the Union County Courthouse, Ninth Floor, Commissioners' Chambers, Monroe, North Carolina, at 7:00 p.m. on April 2, 2007.

* * *

The following members were present:

The following members were absent:

Also present:

* * *

Commissioner _____ moved that the following resolution (the "*Resolution*"), a copy of which was available with the Board and which was read by title:

RESOLUTION OF THE COUNTY OF UNION, NORTH CAROLINA, DIRECTING THE APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF ENTERPRISE SYSTEMS REVENUE BONDS; REQUESTING LOCAL GOVERNMENT COMMISSION APPROVAL OF THE COUNTY'S ENTERPRISE SYSTEMS REVENUE BONDS; AND CERTAIN RELATED MATTERS.

WHEREAS, the Board of Commissioners (the "*Board*") of the County of Union, North Carolina (the "*County*") hereby determines that it is necessary to improve its enterprise systems (the "*Enterprise Systems*"), including the extensions, additions and capital improvements to, or the acquisition, renewal and replacement of capital assets of, or purchasing and installing new equipment for, the Enterprise Systems (collectively, the "*Project*");

WHEREAS, the Board is considering the issuance of not to exceed \$20,000,000 in aggregate principal amount of Enterprise Systems Revenue Bonds, Series 2007 (the "*2007 Bonds*") to finance the Project;

WHEREAS, the Board hereby determines to (A) retain Parker Poe Adams & Bernstein LLP of Charlotte, North Carolina as bond counsel, (B) retain Citigroup Global Markets Inc., as underwriters for the 2007 Bonds, (C) retain Raftelis Financial Consultants Inc. of Charlotte, North Carolina, as feasibility consultant, and (D) approve Robinson, Bradshaw & Hinson, P.A. of Charlotte, North Carolina, as underwriter's counsel, in connection with the issuance by the County of the 2007 Bonds (collectively, the "*Financing Team*"); and

WHEREAS, the Board wants the Finance Director of the County to file with the North Carolina Local Government Commission (the "*Commission*") an application for its approval of the 2007 Bonds, on a form prescribed by the Commission, and (1) request in such application that the Commission approve (A) the negotiation of the sale of the 2007 Bonds to Citigroup Global Markets Inc. (B) the County's use of the Financing Team (2) state in such application such facts and to attach thereto such

exhibits in regard to the 2007 Bonds and to the County and its financial condition, as may be required by the Commission, and to take all other action necessary to the issuance of the 2007 Bonds;

NOW, THEREFORE BE IT RESOLVED by the Board of the County, as follows:

Section 1. That the 2007 Bonds are to be issued by the County for the purpose of providing funds (1) to finance the costs of the Project, (2) to fund a debt service reserve fund or to purchase a surety bond in lieu thereof and (3) to pay the costs of issuing the 2007 Bonds all as set out fully in the documents attached to the County's application to the Commission. The use of the proceeds of the 2007 Bonds to finance the Project, as described, is necessary in order to meet the expanding needs of the users of the Enterprise Systems and to assure that the Enterprise Systems remain in full compliance with all state and federal requirements for the provision of water and sewer services.

Section 2. That the use of the Financing Team in connection with the issuance by the County of the 2007 Bonds is hereby approved.

Section 3. That the Finance Director of the County with advice from the County Manager and bond counsel, is hereby authorized, directed and designated to file an application with the North Carolina Local Government Commission for its approval of the issuance of the 2007 Bonds.

Section 4. That the Board finds and determines and asks the Commission to find and determine from the County's application and supporting documentation:

- (a) that the issuance of the 2007 Bonds is necessary or expedient;
- (b) that the not to exceed stated principal amount of the 2007 Bonds will be sufficient but is not excessive, when added to other moneys available to the Enterprise Systems, for the proposed Project;
- (c) that the Enterprise Systems as now constituted and as it will be constituted after the completion of the Project is feasible;
- (d) that the County's debt management procedure and policies are excellent; and
- (e) that the 2007 Bonds can be marketed at a reasonable interest cost to the County.

Section 5. That the Chairman of the Board, the County Manager and the Finance Director are hereby authorized to do any and all other things necessary to complete the steps necessary for the issuance of the 2007 Bonds.

Section 6. That the Board requests that the Commission sell the 2007 Bonds through negotiation with Citigroup Global Markets Inc. on such terms as may be agreed on but at a true interest cost not exceeding 6.50%.

Section 7. That this Resolution shall become effective on the date of its adoption.

On motion of Commissioner _____, seconded by Commissioner _____, the foregoing resolution entitled “**RESOLUTION OF THE COUNTY OF UNION, NORTH CAROLINA, DIRECTING THE APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF ENTERPRISE SYSTEMS REVENUE BONDS; REQUESTING LOCAL GOVERNMENT COMMISSION APPROVAL OF THE COUNTY’S ENTERPRISE SYSTEMS REVENUE BONDS; AND CERTAIN RELATED MATTERS**” was duly adopted by the following vote:

AYES:

NAYS:

STATE OF NORTH CAROLINA)
) ss:
COUNTY OF UNION)

I, *Lynn West*, Clerk to the Board of Commissioners of the County of Union, North Carolina, ***DO HEREBY CERTIFY*** that the foregoing is a true and exact copy of a resolution entitled “**RESOLUTION OF THE COUNTY OF UNION, NORTH CAROLINA, DIRECTING THE APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF ENTERPRISE SYSTEMS REVENUE BONDS; REQUESTING LOCAL GOVERNMENT COMMISSION APPROVAL OF THE COUNTY’S ENTERPRISE SYSTEMS REVENUE BONDS; AND CERTAIN RELATED MATTERS**” adopted by the Board of Commissioners of the County of Union, North Carolina, at a meeting held on the 2nd day of April, 2007.

WITNESS my hand and the corporate seal of the County of Union, North Carolina, this the 2nd day of April, 2007.

Lynn West
Clerk to the Board
County of Union, North Carolina

	Projection A June 30 2005	Projection June 30 2006	Projection June 30 2007	Projection June 30 2008	Projection June 30 2009	Projection June 30 2010	
1 Capital Program							
2 Prior balance		17,939,039	-	-	-	-	
3 Paygo		17,500,000	6,200,000	5,800,000	5,100,000	3,500,000	
4 Contributed capital		2,679,333	208,333	683,333	683,333	43,704	
5 Debt		7,812,230	41,387,770	-	-	-	
6 Total		45,930,602	47,796,103	6,483,333	60,206,296	3,543,704	
		Total of \$49.2MM - \$15MM (SRF) = \$34.2MM					
7 Number of water customers	26,480	28,334	30,034	31,836	33,428	35,099	
8 % annual increase in customers/total sales		7.0%	6.0%	6.0%	5.0%	5.0%	
9 % increase in avg. residential bill		3.5%	3.5%	4.0%	4.5%	4.5%	
10 Revenue (w/o capacity fees)	17,973,406	19,112,899	20,864,882	22,858,661	24,940,907	27,203,556	
11 Operating expenses	(10,215,430)	(10,928,647)	(11,648,705)	(12,467,383)	(13,194,676)	(14,016,091)	
12 Net revenues available for debt service (10+11)	7,757,976	8,184,252	9,216,177	10,391,278	11,746,231	13,187,465	
13 Total debt service	(7,623,416)	(7,409,288)	(9,093,397)	(10,290,890)	(11,383,939)	(13,080,348)	
14 Net revenues after debt service (12+13)	134,560	774,964	1,222,780	1,099,388	362,292	1,107,116	
15 Capacity fees	7,143,802	10,303,191	8,831,307	8,831,307	7,359,422	7,359,422	
16 Net revenues available to fund capital (14+15)	7,278,362	11,078,155	8,954,087	8,931,696	7,721,715	7,466,538	
17 Capital							
18 Recurring	(878,597)	(948,080)	(1,033,414)	(1,188,347)	(1,322,297)	(1,431,456)	
19 CIP	(10,000,000)	(17,500,000)	(6,200,000)	(5,800,000)	(5,100,000)	(3,500,000)	
20 Total Capital	(10,878,597)	(18,448,080)	(7,233,414)	(6,988,347)	(6,422,297)	(4,931,456)	
21 Remaining available funds (16+20)	(3,600,235)	(7,369,925)	1,720,673	1,943,349	1,299,417	2,535,082	
Total Beginning Cash & Investments (Incs. req. working cap.)	28,171,391	24,571,156	17,201,231	18,921,904	20,865,253	22,164,670	
Total Ending Cash & Investments (Incs.req. working cap.)	24,571,156	17,201,231	18,921,904	20,865,253	22,164,670	24,699,752	
24 Working capital required - days	365	15,287,132	16,770,771	18,375,243	20,211,240	22,108,700	
25 Net sources available for reinvestment (23-24)							
26 Capital program % Paygo 5 yrs		Greater than 35%					
27 Debt service coverage		Greater than 1X					
28 Rate affordability % of MHI		Less than 1.50%					
		1.02	1.10	1.01	1.01	1.03	
		1.11%	1.12%	1.16%	1.21%	1.30%	
						1.42%	
						34%	

FINANCIAL FORECAST

	Projection June 30 2006		Projection June 30 2007		Projection June 30 2008		Projection June 30 2009		Projection June 30 2010		Projection June 30 2011		Funding Sources Totals
1 Capital Program													
2 Prior balance			14,040,336										14,040,336
3 Paygo			20,900,000										20,900,000
4 Contributed capital			2,525,724										2,525,724
5 Debt			15,000,000										15,000,000
6 Total			52,466,060										52,466,060
7 Number of water customers	30,861		33,622										33,622
8 Number of sewer customers	21,873		23,842										23,842
9 % annual increase in customers	11.6%		9.0%										9.0%
10 % increase in avg. residential bill	0.0%		0.0%										0.0%
11 Revenue (w/o capacity fees)	23,236,513		24,060,013										24,060,013
12 Operating expenses	(11,351,149)		(12,904,015)										(12,904,015)
13 Net revenues available for debt service (10+11)	11,885,364		11,155,998										11,155,998
14 Total debt service	(7,118,141)		(7,637,797)										(7,637,797)
15 Net revenues after debt service (12+13)	4,767,223		3,518,203										3,518,203
16 Capacity fees	11,693,550		11,597,220										11,597,220
17 Net revenues available to fund capital (14+15)	16,460,773		15,115,421										15,115,421
18 Capital													
19 Recurring	(810,374)		(732,720)										(732,720)
20 CIP	(17,500,000)		(20,900,000)										(20,900,000)
21 Total Capital	(18,310,374)		(21,632,720)										(21,632,720)
22 Other Transfers			(158,367)										(158,367)
23 Remaining available funds (16+20)	(1,849,601)		(6,675,666)										(6,675,666)
Total Beginning Cash & Investments (incs. req. working cap.)	27,900,365		26,050,764										26,050,764
Total Ending Cash & Investments (incs. req. working cap.)	26,050,764		19,375,098										19,375,098
26 Working capital required - days	365		17,579,033										17,579,033
27 Net sources available for reinvestment (24-25)													
28 Capital program % Paygo 5 yrs			Greater than 35%										55%
29 Debt service coverage			1.67										1.46
30 Rate affordability % of MHI			1.04%										1.01%



Water and Sewer Enterprise System

Financial Forecast

	Projection June 30 2007	Projection June 30 2008	Projection June 30 2009	Projection June 30 2010	Projection June 30 2011
1 Capital Program					
2 Prior balance	14,040,336	15,544,388	16,010,720	12,700,000	14,300,000
3 Paygo	20,900,000	200,000	200,000	200,000	200,000
4 Contributed capital	2,525,724	27,000,000	-	42,800,000	-
5 Debt	15,000,000	42,744,388	16,210,720	55,700,000	14,500,000
6 Total	52,466,060	107,488,776	48,421,440	125,400,000	29,000,000
Total of \$42MM - \$15MM (SRF) = \$27MM					
7 Number of water customers	34,540	38,145	41,749	44,865	47,991
8 Number of sewer customers	24,177	26,716	29,254	31,448	33,649
9 % annual increase in customers	12.0%	10.5%	9.5%	7.5%	7.0%
10 % increase in avg. residential bill	0.0%	0.0%	1.5%	0.0%	0.0%
11 Revenue (w/o capacity/fees)	26,472,993	28,408,344	31,316,592	33,516,299	35,823,340
12 Operating expenses	(12,792,875)	(13,576,993)	(14,336,803)	(15,145,848)	(16,017,515)
13 Net revenues available for debt service (10+11)	13,680,118	14,831,351	16,979,789	18,370,451	19,805,825
14 Total debt service	(7,245,065)	(8,856,533)	(9,035,811)	(10,316,264)	(11,138,334)
15 Net revenues after debt service (12+13)	6,435,053	5,974,818	7,943,977	8,054,187	8,667,491
16 Capacity fees	12,863,980	9,098,196	11,096,020	8,792,646	8,794,759
17 Net revenues available to fund capital (14+15)	19,299,033	15,073,014	19,039,997	16,846,833	17,462,251
18 Capital					
19 Recurring	(669,582)	(687,724)	(665,910)	(688,105)	(727,905)
20 CIP	(20,900,000)	(15,544,388)	(16,010,720)	(12,700,000)	(14,300,000)
21 Total Capital	(21,569,582)	(16,232,112)	(16,676,630)	(13,388,105)	(15,027,905)
22 Other Transfers	(158,367)	(163,118)	(168,012)	(173,052)	(178,243)
23 Remaining available funds (16+20)	(2,428,916)	(1,322,215)	2,195,356	3,285,676	2,256,102
Total Beginning Cash & Investments (incs. req. working cap.)	25,187,807	22,758,891	21,436,676	23,632,032	26,917,707
24 cap.)					
25 Total Ending Cash & Investments (incs. req. working cap.)	22,758,891	21,436,676	23,632,032	26,917,707	29,173,810
26 Working capital required - days	365	365	365	365	365
27 Net sources available for reinvestment (24-25)					

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: April 2, 2007

Action Agenda Item No. 10

(Central Admin. use only)

SUBJECT: County Manager Recruitment

DEPARTMENT: Personnel

PUBLIC HEARING: No

ATTACHMENT(S):

1) Memo: March 27, 2007

2) Matrix of Proposals

INFORMATION CONTACT:

Mark Watson

TELEPHONE NUMBERS:

704-283-3869

DEPARTMENT'S RECOMMENDED ACTION:

1. Receive the departmental report and matrix of Executive Search Firm Proposals.
2. Accept all Executive Search Firm Proposals submitted pursuant to the terms and conditions of the RFP.
3. Select a proposal from one of the qualified firms to perform the County Manager recruitment.
4. Authorize the Interim County Manager to execute the necessary service contract, pending legal review.

BACKGROUND:

On March 12, 2007, the Commission directed staff to release a Request for Proposal (RFP) for qualified firms to provide executive search services related to the recruitment of a County Manager and to report those results to the Commission at its April 2, 2007 meeting.

FINANCIAL IMPACT:

No appropriations are required. Adequate funding exists to cover professional services, expenses, and candidate travel.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

**UNION COUNTY PERSONNEL DEPARTMENT
INTEROFFICE MEMORANDA**



500 North Main Street, Suite 835, Monroe, North Carolina 28112
Telephone 704.283.3869 Fax 704.292.2590
e-mail: watson@co.union.nc.us

TO: BOARD OF COUNTY COMMISSIONERS
FROM: MARK WATSON, SPHR, IPMA-CP
DIRECTOR OF PERSONNEL
SUBJECT: EXECUTIVE SEARCH FIRM PROPOSALS
DATE: MARCH 27, 2007
CC: RICHARD BLACK, INTERIM COUNTY MANAGER

A handwritten signature in black ink that reads "William M. Watson".

On March 12, 2007, the Commission directed staff to release a Request for Proposal (RFP) for qualified firms to provide executive search services related to the recruitment of a County Manager and report those results to the Commission at its April 2, 2007 meeting.

The RFP was released on March 13, 2007 to seven professional search firms known to provide the required services and publicly advertised on the main page of the Union County website. Due to time constraints, the deadline to submit proposals was 5PM., Friday March 23, 2007.

We received proposals from four of the seven firms. Two firms declined to submit due to the number of current recruitment commitments it had with other clients. The last firm did not respond.

The staff of the Personnel Department evaluated each of the four proposals against the requirements outlined in the RFP. The results are noted and scored in a matrix format for your review.

Possible Commission action related to these proposals:

1. a) Reject all proposals and b) direct staff to seek additional proposals from qualified firms.
2. a) Accept the proposals and b) select one or more of the firms for further evaluation and on-site interview by the Commission.
3. a) Accept the proposals, b) select one of the firms to perform the executive search, c) authorize the Interim County Manager to execute the necessary service contract pending legal review, and d) appropriate funding.

UNION COUNTY, NORTH CAROLINA
 MATRIX of PROPOSALS
 for
 EXECUTIVE SEARCH - COUNTY MANAGER
 March 2007

MINIMUM QUALIFICATIONS	The Mercer Group	The Waters Consulting Group	Slavin Management Consultants	DHR Executive Search
Proposal submitted no later than 5:00 PM. March 23, 2007	Yes	Yes	Yes	Yes
Is the proposal complete	Yes	Yes	Yes	Yes
Is the firm a professional executive search firm with a specialization in placement of public sector chief executive candidates	Yes	Yes	Yes	Private Sector / Non-Profit Experience
Within the last five years, the firm has conducted at least three public sector chief executive searches.	Yes	Municipal	Yes	Municipal/Non-Profit
The firm documents sufficient staff to provide national level search services.	Yes	Yes	Yes	Yes
The firm documents insurance coverage sufficient to meet the minimum requirements.	N/A	N/A	N/A	N/A
Staff is identified that will be providing services required by the proposal	Yes	Yes	Yes	Yes
The proposed staff is experienced in the services required.	Yes	Yes	Yes	Limited
Were at least three references provided for services performed with in the last five years, which are similar to the scope of work to be performed in this project?	Yes	Yes	Yes	Yes
QUALIFICATION OF PERSONNEL (Maximum 35 Points)	30	32	20	15
Number of Professional Staff assigned to the project.	3	8	3	2
Project Manager: Number of years employed by the proposing firm.	16 Years	N/A	20 Years	N/A
Project Manager: Total Number of Years of Public Sector Executive Search/Recruiting Experience	26 Years	N/A	27 Years	N/A
Does the party in charge of the Union County account have at least 5 years prior placement experience with Chief Executive Officers in the public sector/local government.	Yes	N/A	Yes	N/A

UNION COUNTY, NORTH CAROLINA
MATRIX of PROPOSALS
for
EXECUTIVE SEARCH - COUNTY MANAGER
March 2007

	The Mercer Group	The Waters Consulting Group	Slavin Management Consultants	DHR Executive Search
PUBLIC SECTOR EXPERIENCE AS A FIRM (Maximum 20 Points)	20	15	17	5
National Search Firm	Yes	Yes	Yes	Yes

Ability to insure that the quality and availability of staff assigned to this project will be maintained over the term

Statement of availability to immediately begin the search process

Conflicts of Interest: Known or Reported

Detailed timeline proposed

Suggestions to potentially streamline the process with cost implications

Proposed process for developing a County Manager profile and facilitating communications with the BOCC

1) Will recruit until a satisfactory candidate is selected. 2) If selected candidate leaves employ within 2 years, will redo search for expenses only.

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COST (Maximum 20 Points)	17	15	20	5
Cost proposal made contingent based on a percentage of County Managers compensation.	No	No	No	Yes - 30%
Cost proposal based on a flat fee retainer.	Yes	Yes	Yes	No

Recruitment Fee	\$	16,500.00	\$	18,500.00	\$	13,865.00	\$	55,350.00
Administrative Expense (no cap)	\$	N/A	\$	N/A	\$	N/A	\$	6,642.00
Administrative Expense (not to exceed)	\$	8,000.00	\$	9,000.00	\$	6,932.00	\$	N/A
Total	\$	24,500.00	\$	27,500.00	\$	20,797.00	\$	61,992.00

Candidate Travel - not included in cost estimates (est.\$1,000 per interview)

PROPOSAL EVALUATION SCORE (Maximum 75 Points)	67	62	57	25				
Total Recruitment and Candidate Travel	\$	29,500.00	\$	32,500.00	\$	25,797.00	\$	66,992.00

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: 4/2/07

Action Agenda Item No. 11

(Central Admin. use only)

SUBJECT: Informal Public Comment

DEPARTMENT: Legal

PUBLIC HEARING: No

ATTACHMENT(S):

- 1) Current Rule 10
- 2) Proposed Rules 10 and 11
- 3) Comparison of Proposed Rule 10 to Draft Considered by BOC on 3/12/07.

INFORMATION CONTACT:

Jeff Crook

TELEPHONE NUMBERS:

704-283-3673

DEPARTMENT'S RECOMMENDED ACTION: Consider adoption of Proposed Rules 10 and 11.

BACKGROUND: Three documents are attached for your review: (i) current Rule 10 of the Board's Rules of Procedure, pertaining to informal public comments; (ii) proposed modifications to Rules 10 and 11; and (iii) a compared version showing changes between the draft of Rule 10 considered by the Board on 3/12/07 and the proposed Rule 10 in the agenda packet. The proposed rule would accomplish the following: (i) limit speakers to three minutes; (ii) enable the chairman to require spokesmen for groups (and/or move the period for public comment to some time later in the meeting) in the event the time required to hear all speakers would unduly disrupt the conduct of County business or cause undue inconvenience to citizens in attendance for other items on the agenda; (iii) clarify the purpose of informal comments; (iv) provide that speakers may not yield time to another speaker; and (v) provide that speakers may not address matters which are the subject of public hearings.

As requested by the Board, limitation of the public comment period to fifteen minutes has been deleted. Because it is not known how long the public comment period will continue, it is suggested that the Board modify the Order of Business in Rule 11 to provide that "Scheduled Public Hearings" precede "Informal Comments." Scheduled public hearings are generally required pursuant to law and should begin on time. Failure to adhere to the published schedule may result in lost opportunities to speak and attendant charges of procedural error and/or unfair process. These concerns are easily remedied by holding scheduled public hearings first.

FINANCIAL IMPACT: None

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

CURRENT RULE

Rule 10. Informal Public Comments. The clerk to the board shall include on the agenda of each regular meeting at least fifteen minutes for comments or questions from the public in attendance. A sign-up sheet for speakers shall be posted on the meeting room door at least thirty minutes prior to each meeting. The chair will first recognize individuals or groups having signed up to speak, and then may recognize others, subject to available time. The chair may specify the time allotted to each speaker. When the time set aside for informal public comments has expired, the chair will recognize further speakers only upon motion duly made and adopted. The purpose of the time for public comments is to allow for public input to the board on pertinent issues. The chair shall have the right to limit public comment in the event that the comments become rude, abusive, scandalous, or are directed towards specific persons rather than towards issues.

**PROPOSED MODIFICATIONS TO RULES 10 AND 11
OF THE BOARD OF COMMISSIONERS' RULES OF PROCEDURE**

1. Delete Rule 10 as written and replace with the following:

Rule 10. Informal Public Comments. In compliance with G.S. § 153A-52.1, the board establishes the following policy for informal public comment at all regular meetings of the board. The clerk shall provide a sign-up sheet at the entry to the meeting room not later than thirty minutes prior to each meeting for persons who desire to address the board. The chair will recognize speakers in the order in which their names appear on the sign-up sheet. The purpose of the time for informal public comments is to allow for public input to the board on issues germane to Union County. It is not intended to compel board members or staff to answer questions in an impromptu manner without adequate opportunity for preparation or consideration. Action on issues raised during the comment period, if any, will be at the sole discretion of the board.

Each speaker must address the board from the lectern and begin their remarks by giving their name, address, and the topic about which they intend to speak. Each speaker will have three (3) minutes to make remarks. A speaker may not yield any of his or her time to another speaker. Speakers may not discuss matters which are the subject of public hearings, and they must be courteous in their language and presentation. Personal attacks will not be tolerated. Speakers may leave written comments and/or supporting documents, if any, with the clerk to the board.

If at the beginning of the public comment period the chair determines that the time required to hear all speakers on the sign-up sheet would unduly disrupt the conduct of County business or cause undue inconvenience to citizens in attendance for other items on the agenda, the chair may require the designation of spokesmen, or the selection of delegates, for groups of persons supporting or opposing the same positions. The chair may also move the period for public comment to some time later in the meeting.

2. Amend Rule 11 by modifying the Order of Business such that the time for “Informal Comments” is preceded by “Scheduled Public Hearings.” [Comment: Scheduled public hearings are generally required pursuant to law and should begin on time. Failure to adhere to a published schedule may result in lost opportunities to speak, and thus charges of procedural error and/or unfair process.] Rule 11 would be modified as follows:

Rule 11. Order of Business. At regular meetings, the board shall proceed to business in the following order:

1. Opening of Meeting
 - a. Invocation
 - b. Pledge of Allegiance
 - c. ~~Informal Comments~~
2. Scheduled Public Hearings
3. Informal Public Comments
- ~~3.4.~~ Additions, Deletions, and Adoption of Agenda.
- ~~4.5.~~ Consent Agenda
- ~~5.6.~~ Items of Business
- ~~6.7.~~ Manager's Comments.
- ~~7.8.~~ Commissioner's Comments.

Without objection, the chair may call items in any order most convenient for the dispatch of business.

Rule 10. Informal Public Comments. ~~The clerk to the board shall include fifteen minutes on the agenda of each regular meeting for comments from the public.~~ In compliance with G.S. § 153A-52.1, the board establishes the following policy for informal public comment at all regular meetings of the board. The clerk shall provide a sign-up sheet at the entry to the meeting room not later than thirty minutes prior to each meeting for persons who desire to address the board. The chair will recognize speakers in the order in which their names appear on the sign-up sheet. The purpose of the time for informal public comments is to allow for public input to the board on issues germane to Union County. It is not intended to ~~require~~ compel board members or staff to answer questions in an impromptu manner without adequate opportunity for preparation or consideration. Action on issues raised during the comment period, if any, will be at the sole discretion of the board.

Each speaker must address the board from the lectern and begin their remarks by giving their name, address, and the topic about which they intend to speak. Each speaker will have a ~~maximum of three (3) minutes to make remarks, unless otherwise limited by the chair as provided below.~~ A speaker may not yield any of his or her time to another speaker. Speakers may not discuss matters which are the subject of public hearings, and they must be courteous in their language and presentation. Personal attacks will not be tolerated. Speakers may leave written comments and/or supporting documents, if any, with the clerk to the board.

If at the beginning of the public comment period ~~it appears to the chair that the time allotted for informal public comments is insufficient to enable comments by each person desiring to speak, then~~ the chair determines that the time required to hear all speakers on the sign-up sheet would unduly disrupt the conduct of County business or cause undue inconvenience to citizens in attendance for other items on the agenda, the chair may require the designation of spokesmen, or the selection of delegates, for groups of persons supporting or opposing the same positions. The chair may also ~~reduce the time allotted to each speaker. When the time set aside for informal public comments has expired, the chair will recognize further speakers only upon motion duly made and adopted.~~ move the period for public comment to some time later in the meeting.

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: 4/2/07

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

SUBJECT: Board of Adjustment Attorney

DEPARTMENT: Legal

PUBLIC HEARING: No

ATTACHMENT(S):

- 1) Advertisement in Observer
- 2) Advertisement in Enquirer-Journal
- 3) Letter sent to local attorneys
- 4) E-Mail to Shawna Collins
- 5) E-Mail to Bill Sturges
- 6) Qualifications of Shawna Collins
- 7) Qualifications of Bill Sturges

INFORMATION CONTACT:

Jeff Crook

TELEPHONE NUMBERS:

704-283-3673

DEPARTMENT'S RECOMMENDED ACTION: Select attorney to represent Board of Adjustment and authorize Interim Manager to enter agreement to engage such services

BACKGROUND: As directed by the Board, we have utilized a request for qualifications (RFQ) procedure in order to provide the Board with the names of attorneys interested in representing the Board of Adjustment (BOA). The attached advertisements appeared on February 25 in the Charlotte Observer and the Monroe Enquirer Journal. The Clerk coordinated with the newspapers' advertising staff(s) for recommendations as to size and positioning of ads within the papers for best effect. The Staff Attorney also mailed the attached letter to all (56) attorneys listed for Union County in the membership directory of the North Carolina Bar Association, excluding only attorneys within the firms of John Burns and Ligon Bundy due to potential conflicts of interest.

Also attached are two e-mails sent directly from the Staff Attorney to Shawna Collins and Bill Sturges. Ms. Collins provided legal services to the BOA on March 5 and indicated her interest in the permanent engagement. Mr. Sturges has provided legal services to Union County regarding zoning matters, and he had previously indicated his interest in serving the BOA. Both Ms. Collins and Mr. Sturges provided their qualifications in writing. These are attached for your review. Note that Mr. Sturges also provided a color pamphlet regarding his firm, Shumaker Loop & Kendrick. Black and white copies of this pamphlet are included in your agenda packets. The color original is on file in the Clerk's office.

Please contact the Staff Attorney for any questions regarding process.

FINANCIAL IMPACT:

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

Easley's on quiet side regarding Black fiasco

Betts *from 17A*

check from chiropractors. And in state court he entered an Alford plea to two felony counts of bribery and obstruction of justice - pleas that allow him to be sentenced and punished as if he had been found guilty, but also let him avoid explicitly admitting guilt.

The effect is much the same. Even defenders of Black as recently as mid-February were appalled that the ex-speaker was taking what appeared to be bribes with one hand and with the other was bribing another legislator, former Rep. Michael Decker, to keep Black in power.

The court admissions bring to six the number of people who have been found guilty or who pleaded guilty since this corruption scandal began unfolding. There are more on the way.

Both Easley appearances last week were prime opportunities for someone in a position of authority to address the unmentioned elephant walking around Raleigh these days. Hardly anyone in public office - at least among Democrats - wants to talk in-depth on this issue.

To be fair, Easley did make this allusion Monday night: "Lastly, you took needed steps toward ethics and campaign reform last session. But, this year and every year to come, there will always be more work to be done and more improvements to be made. "We must be mindful that democracy only works when pro-

ers pressed him to say more. An obviously uncomfortable governor said everyone "feels betrayed" when someone breaks criminal law and noted that everyone was "stunned and shocked." It was sad for the state and for the legislature, he said, but behavior is more a matter of human flaws than of state laws.

Easley declined to say much more. Some legislators whose names may be under examination were probably happy. Though talk from the governor would make them squirm.

If Easley and other Democrats continue to avoid this issue, they will leave the field to Republicans to shape the debate over what to do next. Republicans have some good ideas on needed reforms. They are likely to make political and legal hay out of them while they can. Democrats will look foolish, or worse, unless they join this debate in a forthright way.

Easley has won two statewide races for governor and is entitled to run his office the way he sees fit. But the state's 8.8 million people are entitled to their own expectations about whether their governor should be a leader on questions of public integrity. They may decide on this issue that Mike Easley isn't on the job.

Jack Betts is an Observer associate editor based in Raleigh. jbetts@charlotteobserver.com.

THE BIG PICTURE

Perplexing title fitting for 'Babel'

Babble *from 17A*

says Wayne Pitard, a religion professor at the University of Illinois.

Both Barr and Pitard offer that the word is actually a form of the name of the city of Babylon, and it has nothing to do with the Hebrew verb "balal" (confuse) in the Bible; it derives from the Mesopotamian Akkadian language and means "gate of the gods." The longer form of the ancient word "bab-ilam" (hence, Babylon) is an alternative form that means the same thing.

Barr says the English word "babble" is not at all related etymologically to the Hebrew/Akkadian "Babel."

It's onomatopoeic, like "bock" or "hiss."

"There are words for 'babble' in many languages that have arisen independently via the imitation of children's speech or other unintelligible language," Barr says.

She adds that the ancient Greek word for "barbarian" originally meant anyone who

didn't speak Greek - "their language sounded like 'bar-bar-bar-bar' to the Greeks, apparently."

The Middle English "babble" (the source of "babble") is unrelated, but is also imitative of child language or flowing water (the common "babbling brook"), she says. And the Sanskrit word "balala" means "stammer."

But before we all get tongue-tied, Barr avers that none of the pronunciations can be held up as the sole "correct" one.

And, really, does it matter? George Orwell once wrote: "But if thought corrupts language, language can also corrupt thought."

Or as two other deep thinkers of the 20th century, George and Ira Gershwin, wrote (and Fred Astaire sang):

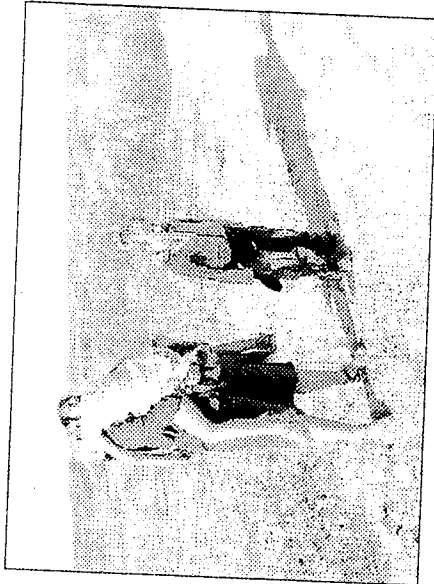
"You like potato and I like potato."

"You like tomato and I like tomato."

"Potato, potato, tomato, tomato!"

"Let's call the whole thing off!"

THE CHARLOTTE OBSERVER www.charlotte.com



Mexican actress Adriana Barraza garnered a Best Supporting Actress nomination for her role in "Babel," a story about two American children who visit a family of U.S. border rules.

Public Notice

Union County seeks to retain the services of an attorney on a contract basis to serve as legal counsel for the Union County Board of Adjustment. Work involves providing a full range of legal services and counsel to the Board of Adjustment, including attendance at all regular meetings, special meetings, and public hearings conducted by the Board and representation of the Board in litigation. Regular meetings are currently held on the first Monday of each month at 7:00 p.m. in the Jefferson Room, 400 North Main St., Monroe. Applicants must be attorneys in good standing, licensed to practice law in North Carolina. Please submit letter of interest, compensation requirements, and a statement of qualifications to Lynn G. West, Clerk to the Board, Union County Government Center, 500 North Main St., Room 921, Monroe, NC 28112. Materials submitted should address the applicant's professional record and reputation, knowledge of subject matter (including experience with zoning matters and dealings with quasi-judicial bodies), availability to accommodate required meetings, and availability of personnel and resources. All information submitted will be public record and subject to public inspection and copying.

WELCOME TO YOUR HOME

MAYFIELD MEMORIAL METHODIST EPISCOPAL BAPTIST CHURCH
700 Sugar Creek Road West - Charlotte, NC 28213 • 704-584-7933

MIMI/MO LUNCH BUFFET

PUBLIC NOTICE BOARD OF ADJUSTMENT ATTORNEY

Union County seeks to retain the services of an attorney on a contract basis to serve as legal counsel for the Union County Board of Adjustment. Work involves providing a full range of legal services and counsel to the Board of Adjustment,

including attendance at all regular meetings, special meetings, and public hearings conducted by the Board and representation of the Board in litigation. Regular meetings are currently held on the first Monday of each month at 7:00 p.m. in the Jefferson Room, 400 North Main St., Monroe.

Applicants must be attorneys in good standing, licensed to practice law in North Carolina. Please submit letter of interest, compensation requirements, and a statement of qualifications to Lynn G. West, Clerk to the Board, Union County Government Center, 500 North Main St., Room 921, Monroe, NC 28112. Materials submitted should address the applicant's professional record and reputation, knowledge of subject matter (including experience with zoning matters and dealings with quasi-judicial bodies), availability to accommodate required meetings, and availability of personnel and resources. All information submitted will be public record and subject to public inspection and copying.



UNION COUNTY LEGAL DEPARTMENT

JEFFREY L. CROOK, SENIOR STAFF ATTORNEY
LISA PEASE, STAFF ATTORNEY
TRUDY HELMS, LEGAL ASSISTANT

500 NORTH MAIN ST., SUITE 826
MONROE, N.C. 28112

March 8, 2007

[Address]

Re: Engagement of Attorney for Union County Board of Adjustment

Dear []:

Union County seeks to retain the services of an attorney on a contract basis to represent the Union County Board of Adjustment. This attorney would provide a full range of legal services and counsel to the Board of Adjustment, including attendance at all regular meetings, special meetings, and public hearings held by the Board and representation of the Board in litigation. Regular Board of Adjustment meetings are currently held the first Monday of each month, beginning at 7:00 p.m., in the Jefferson Room, 400 North Main St., Monroe.

If you are interested in providing legal counsel to the Board of Adjustment, please submit a letter of interest, compensation requirements, and a statement of qualifications to:

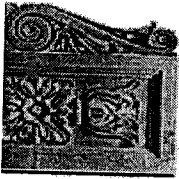
Lynn G. West, Clerk to the Board
Union County Government Center
500 N. Main Street, Room 921
Monroe, NC 28112.

Please include information about your professional record and reputation, experience handling zoning matters and dealing with quasi-judicial bodies, litigation experience, ability to attend required meetings, and availability of personnel and resources. All information submitted will be public record and subject to public inspection and copying.

Sincerely,

Jeffrey L. Crook
Senior Staff Attorney

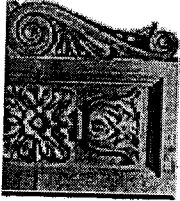
cc: Richard Black, Interim County Manager



Jeff Crook/UnionCounty
03/20/2007 05:03 PM

To
cc
bcc
Subject Fw: BOA Attorney Advertisement

----- Forwarded by Jeff Crook/UnionCounty on 03/20/2007 05:03 PM -----



Jeff Crook/UnionCounty
02/22/2007 10:26 AM

To Shawna Collins <Shawna@ShawnaCollins.com>
cc Richard Black/UnionCounty@UnionCounty, Richard
Jenson/UnionCounty@UnionCounty
Subject BOA Attorney Advertisement

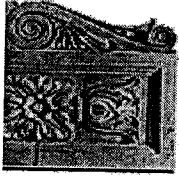
Shawna,

I have copied below an ad that will appear in the Charlotte Observer and EJ on Sunday soliciting qualifications from those interested in serving as BOA attorney. As we discussed, I wanted to make certain that you were aware of the County's request for qualifications. From our conversation last week, it is my understanding that you are interested in serving as BOA counsel beyond the March meeting, and I hope that you will be able to respond to the ad.

Union County seeks to retain the services of an attorney on a contract basis to serve as legal counsel for the Union County Board of Adjustment. Work involves providing a full range of legal services and counsel to the Board of Adjustment, including attendance at all regular meetings, special meetings, and public hearings conducted by the Board and representation of the Board in litigation. Regular meetings are currently held on the first Monday of each month at 7:00 p.m. in the Jefferson Room, 400 North Main St., Monroe. Applicants must be attorneys in good standing, licensed to practice law in North Carolina. Please submit letter of interest, compensation requirements, and a statement of qualifications to Lynn G. West, Clerk to the Board, Union County Government Center, 500 North Main St., Room 921, Monroe, NC 28112. Materials submitted should address the applicant's professional record and reputation, knowledge of subject matter (including experience with zoning matters and dealings with quasi-judicial bodies), availability to accommodate required meetings, and availability of personnel and resources. All information submitted will be public record and subject to public inspection and copying.

Jeff

Jeffrey L. Crook, Senior Staff Attorney
Union County Government Center
500 N. Main St., Suite 826
Monroe, NC 28112
(704) 283-3673
Fax: (704) 292-2506
crook@co.union.nc.us



Jeff Crook/UnionCounty

02/22/2007 10:52 AM

To wsturges@slk-law.com

cc Richard Black/UnionCounty@UnionCounty

bcc Trudy B Helms/UnionCounty@UnionCounty

Subject Board of Adjustment Attorney

Bill,

With John Burns' appointment as County Attorney, the County needs to replace him as attorney for the Board of Adjustment. We will be publishing the advertisement copied below in Sunday's Observer and Enquirer Journal. The Board of Commissioners will make the ultimate selection, and I would like to take them as many qualified applicants as possible. I know that you do a lot of zoning work, Bill, and I would ask that you distribute the ad to anyone that you think might be interested. Thanks.

Union County seeks to retain the services of an attorney on a contract basis to serve as legal counsel for the Union County Board of Adjustment. Work involves providing a full range of legal services and counsel to the Board of Adjustment, including attendance at all regular meetings, special meetings, and public hearings conducted by the Board and representation of the Board in litigation. Regular meetings are currently held on the first Monday of each month at 7:00 p.m. in the Jefferson Room, 400 North Main St., Monroe. Applicants must be attorneys in good standing, licensed to practice law in North Carolina. Please submit letter of interest, compensation requirements, and a statement of qualifications to Lynn G. West, Clerk to the Board, Union County Government Center, 500 North Main St., Room 921, Monroe, NC 28112. Materials submitted should address the applicant's professional record and reputation, knowledge of subject matter (including experience with zoning matters and dealings with quasi-judicial bodies), availability to accommodate required meetings, and availability of personnel and resources. All information submitted will be public record and subject to public inspection and copying.

SHAWNA DAVIS COLLINS

**ATTORNEY AT LAW
105-C EAST JEFFERSON STREET
MONROE, NC 28112**

**Mailing Address:
Post Office Box 787
Monroe, NC 28111-0787**

**Phone: (704) 289-3250
Fax: (704) 292-1909
E-mail: info@shawnacollins.com**

March 7, 2007

Lynn G. West
Clerk to the Board of Commissioners
Union County Government Center
500 North Main Street, Room 921
Monroe, NC 28112

Re: Attorney position for Board of Adjustment

Dear Commissioners:

Please find enclosed a copy of my resume. As you can see, I have had substantial experience serving as the attorney for boards of adjustment.

I currently have a law office located in Monroe, North Carolina, and will be opening a second office in Weddington, North Carolina, in the next few months.

I served as the attorney for the Union County Board of Adjustment on March 5, 2007, and would very much like to be considered for the permanent position.

My request for salary would include a monthly retainer fee of \$600.00, which would cover the regular monthly meetings, and preparation for same. Any additional time expended would be billed at an hourly rate of \$200.00 per hour.

Please feel free to contact me should you have any questions. Thank you for your consideration.

Sincerely yours,



Shawna Davis Collins

SDC:clq

Enclosure

LICENSED IN NORTH CAROLINA AND SOUTH CAROLINA

SHAWNA DAVIS COLLINS

ATTORNEY AT LAW
105-C EAST JEFFERSON STREET
POST OFFICE BOX 787
MONROE, NC 28111-0787
(704) 289-3250 (office)
(704) 441-3100 (cellular)

WORK EXPERIENCE

Shawna Davis Collins, Attorney at Law (March 2001-Present)

Practice areas include primarily municipal law and civil litigation. Served as the attorney for the Town of Indian Trail (2005-2006). Previously served as the attorney for the Board of Adjustments for the Town of Indian Trail (2002-2005), and the attorney for the Board of Adjustments for the Town of Unionville. Member of the North Carolina Bar Association, South Carolina Bar Association, Union County Bar.

Shawna Davis Collins, Attorney at Law (October 1999-March 2001)

Opened a law firm in South Carolina. Practice areas included primarily civil and criminal litigation. Member of the South Carolina Bar Association, North Carolina Bar Association, Union County Bar, Trial Lawyer's Association, North Carolina Trial Lawyer's Association.

Thomas, Harrington, Biedler & Collins (April 1997-July 1999)

Youngest partner in general practice law firm in Monroe, North Carolina. Practice areas included civil and criminal litigation. Member of the North Carolina Bar Association, Union County Bar Association, Trial Lawyer's Association, North Carolina Trial Lawyer's Association.

Shawna Davis Collins, Attorney at Law (August 1995-April 1997)

Passed both the North Carolina Bar and the South Carolina Bar in July of 1995. Opened a general practice law firm in Monroe, North Carolina. Practice areas were primarily civil and criminal litigation. Member of the North Carolina Bar Association and the Union County Bar.

EDUCATION

Juris Doctorate, Graduated - May 1995

UNIVERSITY OF FLORIDA COLLEGE OF LAW
WAKE FOREST UNIVERSITY COLLEGE OF LAW

Bachelor of Arts in Political Science, Cum Laude, Honors Program Graduate

COLLEGE OF CHARLESTON, May 1992
UNIVERSITY OF SOUTH CAROLINA, May 1989

LEAD COUNSEL ON CASES WHICH CHANGED OR EXTENDED LAW

State v. Bobby Neal Helms, 345 N.C. 578, 504 S.E.2d 293 (1998)

North Carolina Supreme Court holds that the results of the horizontal gaze and nystagmus test, better known as the pen and eye test, are not admissible in a driving while impaired case unless the witness testifying as to said results is a qualified expert.

UNIQUE LEGAL EXPERIENCE

Gerry Spence's Trial Lawyer's College (July 1998-August 1998)

Attended a month long non-profit trial lawyer's college in Dubois, Wyoming. Approximately 48 attorneys are chosen each year from around the country to attend this program. Gerry Spence selects attorneys who primarily practice litigation. The school concentrates on improving jury trial skills from voir dire to closing arguments.

SHUMAKER, LOOP & KENDRICK, LLP

128 SOUTH TRYON STREET, SUITE 1800
CHARLOTTE, NORTH CAROLINA 28202
TELEPHONE (704) 375-0057
FAX (704) 332-1197

OTHER OFFICE LOCATIONS:
COLUMBUS
TAMPA
TOLEDO

William H. Sturges
wsturges@slk-law.com

March 6, 2007

Lynn G. West
Clerk to the Board
Union County Government Center
500 North Main Street, Room 921
Monroe, North Carolina 28112

Re: Letter of Interest in Serving as Legal Counsel for Union County Board of Adjustment

Dear Ms. West:

Shumaker, Loop & Kendrick, LLP, would like to serve as Legal Counsel for the Union County Board of Adjustment ("Board"). I would be primarily responsible for providing the firm's services, attending meetings and public hearings, and representing the Board in litigation.

Shumaker, Loop & Kendrick, LLP, has substantial experience and depth concerning land-use and zoning matters. The firm has offices in three states and a total of 165 attorneys. We handle land-use, zoning, and board-of-adjustment matters in all three states and often deal with cutting-edge legal issues.

I have extensive experience in land-use and zoning matters, and specific experience in practice before boards of adjustment. I have appeared before various boards of adjustment on at least 50 occasions. These appearances have involved requests for variances, appeals of Zoning Administrators' decisions, requests for special-use permits, and other matters. I have also handled many appeals from boards of adjustment to Superior Court.

In addition to my experience as an attorney, I served on the City of Charlotte Zoning Board of Adjustment from 1996 through 2003 and was Chair of the City Board from 2001 to 2003. During my service on the City Board, I heard over 600 matters that involved a wide range of zoning and land-use issues.

I am an attorney in good standing of the North Carolina Bar Association and was originally admitted to the Bar in 1978. I was recently selected for inclusion in "Best Lawyers of America" in the category of Land Use and Zoning Law.

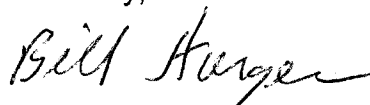
Lynn G. West
Clerk to the Board
Union County Government Center
March 1, 2007
Page 2

Shumaker, Loop & Kendrick, LLP, currently represents Union County in the case of Glenn and Jessica Cook, et al. v. Union County Zoning Board of Adjustment and Wal-Mart Real Estate Business Trust. This case is pending before the North Carolina Court of Appeals. During my representation of Union County, I have gained information and insight about Union County ordinances and the Board's operation. My representation of Union County in the Wal-Mart case would not create a conflict in my representing the Board on matters coming before it at this time.

Our firm bills for services based upon the time expended on the matter. My current hourly rate is \$345.00. Where appropriate, I would use associates. Our associate rates are between \$200.00 and \$280.00 per hour. We generally bill monthly for our services.

Enclosed for your further consideration are my personal resume and a brochure about the firm. Additionally, you may find more information about our firm on our webpage at www.slk-law.com. Should you need additional information, please let me know.

Sincerely,



William H. Sturges

WHS/jwm
Enclosure

WILLIAM H. STURGES
SHUMAKER, LOOP & KENDRICK, LLP
128 South Tryon Street, Suite 1800
Charlotte, North Carolina 28202
Office (704) 375-0057
Direct Line (704) 945-2163
Facsimile (704) 332-1197
wsturges@slk-law.com

Specialty	Zoning disputes, land use litigation, real property litigation, construction disputes, surety and fidelity litigation, commercial and business disputes, product litigation defense, and employment litigation.
Employment	Shumaker, Loop & Kendrick, LLP – Partner
Judicial Clerkship	Research Assistant to Chief Judge Susie Sharp, North Carolina Supreme Court
Education	Wake Forest University (J.D., cum laude, 1978) Washington & Lee University (B.A., cum laude, 1975)
Miscellaneous Honors and Activities	Selected for inclusion in Best Lawyers of America in the Land Use and Zoning Law category. Selected as a North Carolina Super Lawyer. Martindale Hubbel – AV rating. Member (Chair 2001 – 2003), City of Charlotte Zoning Board of Adjustment, 1996 - 2003 Chair, Mecklenburg County Bar Civil Litigation Section, 2003 – 2007. Council Member (Chair 1999-2000), North Carolina Labor and Employment Council, 1994 – 2001 Commission Member, Mecklenburg County Personnel Commission, 1994 – 2000
Bar Membership	Admitted to practice in North Carolina in 1978
Publications, Lectures and Teaching	Faculty Member – National Institute of Trial Advocacy – taught at various trial advocacy regional programs, 1988 – 2007. Contributing author, The Performance Bond Manual (wrote North Carolina law section) – 2005. The Employer's Guilty Plea as a Possible Bar to Fidelity Bond Claims, 16 th Annual Northeastern Surety & Fidelity Claims Conference, 2005 and 17 th Annual Southern Surety & Fidelity Claims Conference 2006. Overlap of the ADA, FMLA, WC – When do they apply? 21st Annual North Carolina/South Carolina Employment & Labor Law Program, 2005

Professional Responsibility in Employment Law, Wake Forest University School of Law, Employment Law Program, 2003

UCC Application and its Warranty Provisions, North Carolina Association of Defense Attorneys, 2003

Land Use Litigation and Introduction to Law of Non-Conforming Uses; Land Use Law Update in North Carolina, 2003

Professional Responsibility in Employment Law, Wake Forest University School of Law, Employment Law Program, 2001

Overview of Damages Recoverable from the Performance Bond Surety in Private Projects, Twelfth Annual Northeast Surety and Fidelity Claims Conference, 2001

Trial Attorney – An All Star Trial of a Sexual Harassment Case, North Carolina Bar Association Program, 2001

Legal Pitfalls in the Hiring Process: Pre-employment Inquiries, Background Investigations, Checking and Giving References, Seventeenth Annual Multi-State Labor and Employment Law Seminar, 1999

Employment Covenants Not To Compete in North Carolina, Business Litigation in an Era of Explosive Growth and Competition, North Carolina Business Law Program, 1998

Covenants Not to Compete: Are “Customer Contact” Restrictions valid Territorial Restrictions? Labor and Employment Law Section Newsletter, 1997

Covenants Not to Compete in North Carolina, 13th Annual North Carolina/South Carolina Employment and Labor Law Program, 1996

Evidentiary Issues in Employment Cases, 12th Annual North Carolina - South Carolina Employment and Labor Law Program, 1995

Family Medical Leave Act – Fundamentals of Employment Law, 1995

North Carolina Employment Law, Exceptions to Employment At Will, 1994

Rule 801(d)(2)(D) ... Admission, Exception and the Unidentified Employee Declarant, Trial Evidence, ABA Section of Litigation, 1994

Defending Wrongful Discharge Claims under North Carolina Law, 1994

The After-Acquired Evidence Doctrine, Labor and Employment Law Section Newsletter, 1993

The Civil Rights Act of 1991 Program, 1991

Reasonable Accommodation, Must Employers Reassign Handicapped Workers? Labor and Employment Law Section Newsletter, 1989

Litigating Real Property Disputes, North Carolina Bar Association Program, 1983

Judgments – A Practitioner's Guide To Entry of Default, Default Judgments, and Motion to Set Aside in North Carolina, Wake Forest Law Review, 1982

Parliamentary Law for Nonprofit Organizations, contributing participant and research assistant to author Howard L. Oleck, 1979

SHUMAKER, LOOP & KENDRICK, LLP
ATTORNEYS AT LAW

Shumaker, Loop & Kendrick, LLP is a multi-state law firm of more than 165 attorneys

with offices in Ohio, Florida and North Carolina. Founded in Toledo, Ohio in 1925,

Shumaker Loop has become one of the nation's preeminent providers of legal services.

The firm opened Tampa, Florida and Charlotte, North Carolina offices during the 1980s

and added a Columbus, Ohio office in 1998. Approximately one-half of our attorneys


now practice out of our southern offices. Shumaker Loop's attorneys represent a broad

spectrum of domestic and international business clients, including publicly held

companies, as well as governmental and individual clients. The firm is built on a tradition

of extraordinary service to our clients. Our continuing commitment to our clients drives

the efforts and direction of the firm.



A Tradition of Service

Since 1925, Shumaker, Loop & Kendrick has served mid-sized and large companies, organizations and other entities by employing bold approaches custom-designed to each client's specific needs. The firm consistently recognizes the need to understand each client's specific objectives and finite resources as well as the imperative to use such resources as efficiently as possible. Our attorneys are prepared to advise in the multiple roles of corporate counsel, business advisor and advocate, acknowledging that our clients require and demand well rounded representation. Our job is to make a direct contribution to the client's performance. Our hallmark has been, and continues to be, uncompromising and extraordinary service to our clients.

Areas of Practice

AgriBusiness and Cooperatives	Financial Institutions
Alternate Dispute Resolution	Financial Transactions
Antitrust and Trade Regulations	Franchise and Distribution Law
Bankruptcy and Creditors' Rights	Health Law
Bonds and Public Law	Immigration Law
Commercial Litigation	Information Systems
Commercial Transactions	Intellectual Property
Construction Law	International Transactions
Corporate Compliance and Business Crimes Defense	Media Law
Corporate Law/Business Organizations	Mergers and Acquisitions/Divestitures
Educational and Religious Organizations	Nonprofit Organizations
Employee Compensation and Benefits	Professional Liability
Employment and Labor Law	Public/Private Joint Ventures
Environmental Law	Real Estate Law
Estate Planning	Securities Law
Family Law	Taxation
Federal Court Litigation	Trust and Estate Administration
Fidelity, Surety and Specialty Bonds	Workers' Compensation
	Zoning and Land Use Planning

Knowledge and Experience

Each of Shumaker Loop's attorneys focus in selected practice areas. In addition to our technical expertise, we continue to recognize the need to balance this expertise with a broader view of our clients' goals. For this reason, the firm takes an active role in requiring its lawyers to have the breadth of client operational knowledge and experience needed to best serve such clients.

Shumaker Loop provides a full range of comprehensive counseling, litigation and lobbying services to our business clients. The firm structures corporations, partnerships, cooperatives, real estate investment trusts, limited liability companies and other types of legal entities. We regularly counsel clients on compliance with complex regulatory laws in various fields, including environmental, health care and securities laws and planning for pending legislation.

Shumaker Loop's attorneys handle various types of business arrangements such as real estate development, executive compensation, mergers and acquisitions, labor negotiations, transportation and intellectual property matters. The firm continually strives to be the leader in its markets in the most complex areas of practice. By doing this, we are able to develop creative solutions before clients find themselves presented with unforeseen problems.

Our Capabilities

Shumaker Loop is well known and highly respected in the local, state and federal courts and agencies in its market areas. Many of our lawyers devote their practices exclusively to trial work. Our litigators handle all types of business and commercial disputes, personal injury cases (e.g. product liability, medical malpractice), workers compensation, employment related cases and environmental litigation. Many also appear in arbitration hearings, mediations, administrative proceedings, zoning and land use tribunals and other arenas where advocacy skills are paramount.

The firm's success in serving clients is dependent on our ability to attract and retain attorneys who have demonstrated competence and high professional standards, as well as new lawyers who have excelled in prior endeavors. Shumaker Loop does this by creating a work environment that balances the desire of the best attorneys to have a voice in the firm's affairs with the need for an efficient method of administration.

The result is a focus on servicing the needs of our clients. A large number of Shumaker Loop's partners are regularly listed in the annual publication of *The Best Lawyers in America*[®] (Woodward/White, Inc.); the firm has also been recognized by inclusion in *America's Greatest Places to Work With A Law Degree* (Harcourt Brace & Co.). By developing a strong loyalty internally among our lawyers, we provide our clients with a strong, stable and learned staff of counsel working to develop solutions on their behalf.

Shumaker Loop is accustomed to working in partnership with our clients to maximize the benefits from the client's available resources. The best overall results are achieved through creative approaches coupled with maximizing the use of the client's in-house resources and technology.

Ons

Commitment

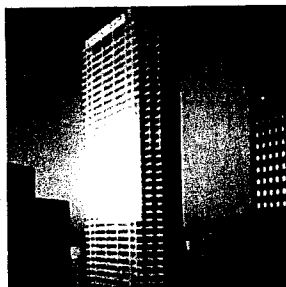
We understand that when selecting a law firm, most clients are primarily looking for:

- a high level of quality, sophistication, and experience
- a creative and imaginative approach that focuses on finding solutions, not problems
- accessible attorneys who give their clients priority treatment and extraordinary service
- a fair, cost-effective price

Since 1925, Shumaker Loop has met the expectations of business clients that require this level of service. For today's sophisticated clients, Shumaker Loop offers a total package of quality, experience, value, responsiveness and an uncompromising commitment to servicing the legal needs of every client. That's been the tradition of Shumaker, Loop & Kendrick, LLP and remains our constant goal. This is what sets us apart.



Toledo
North Courthouse Square
1000 Jackson Street
Toledo, Ohio 43624-1573
419.241.9000
419.241.6894 fax



Tampa
Bank of America Plaza
101 East Kennedy Boulevard
Suite 2800
Tampa, Florida 33602-5151
813.229.7600
813.229.1660 fax



Charlotte
First Citizens Bank Plaza
128 South Tryon Street
Suite 1800
Charlotte, North Carolina 28202-1675
704.375.0057
704.332.1197 fax



Columbus
Huntington Center
41 South High Street
Suite 2400
Columbus, Ohio 43215-6104
614.463.9441
614.463.1108 fax

SHUMAKER, LOOP & KENDRICK, LLP
ATTORNEYS AT LAW

William H. Sturges
Attorney at Law

Suite 1800, 128 South Tryon Street
Charlotte, North Carolina 28202

Telephone (704) 375-0057
Fax (704) 332-1197
E-mail wsturges@slk-law.com

UNION COUNTY
BOARD OF COMMISSIONERS

ACTION AGENDA ITEM ABSTRACT

Meeting Date: April 2, 2007

Action Agenda Item No. 13

(Central Admin. use only)

SUBJECT: REVISED ENVIRONMENTAL HEALTH WELL REGULATIONS

DEPARTMENT: HEALTH

PUBLIC HEARING: No

ATTACHMENT(S):
Revised Well Ordinance

INFORMATION CONTACT:
Jenny Kirksey

TELEPHONE NUMBERS:

704-296-4801

DEPARTMENT'S RECOMMENDED ACTION: No Action Required.

BACKGROUND: New legislation was passed in August 2006 for private drinking water wells, which rules mandate that each county establish a drinking water well program. Union County currently has a local well ordinance and has been performing most of the requirements of the new legislation, however, it does not meet all of the requirements specified in the new State legislation. The on-site wastewater staff currently handles the permitting and water testing of all new wells. This procedure will continue with the addition of its low pressure pipe and pump system program staff helping with collecting water samples. Therefore, Environmental Health does not believe any additional staff will be required to execute the well program requirements. This new well ordinance was presented to the Board of Health on February 19, 2007, and, after final review by the County attorney, the Board of Health will review for final approval at its meeting on April 16.

FINANCIAL IMPACT: There is no financial impact to the County.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: April 2, 2007

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

SUBJECT: Establishment FY2008 Budget Calendar

DEPARTMENT: Finance

PUBLIC HEARING: No

ATTACHMENT(S):

INFORMATION CONTACT:
Kai Nelson

TELEPHONE NUMBERS:

704.292.2522

DEPARTMENT'S RECOMMENDED ACTION: Establish Calendar

BACKGROUND: County staff anticipate delivering the FY2008 recommended budget to the Commission at their Monday, May 21, 2007 regular meeting.

County staff is proposing the following calendar for the Board's consideration:

Monday, May 21 - Delivery Budget

Thursday, May 24 - Work session #1 General Government

Tuesday, May 29 - Work session #2 - Public Safety, Economic & Physical Dev., Human Services

Monday, June 4 - Public Hearing on the FY2008 Budget

Tuesday, June 5 - Work session #3 - Education, Library and Recreation

Thursday, June 7 - Work session #4 - Proprietary Funds and Development of Consensus Budget

Week of June 11 - Additional work sessions, if necessary

Monday, June 18 - Latest date for adoption (budget could be adopted at earlier work sessions of the Commission)

County staff would also propose that the work sessions generally commence at 5 p.m.

The Interim Manager has "out-of-county" commitments beginning June 19 while the County's CFO has a similar commitment beginning June 23.

FINANCIAL IMPACT: NA

BACKGROUND:

FINANCIAL IMPACT:

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

Applicants for Planning Board

AGENDA ITEM

16c

MEETING DATE 4-2-07

Applicant	Township
1. William Randall Adcock	Buford
2. Robert W. Allen	Vance
3. John L. Barker	Monroe
4. Christa Boggs	Monroe
5. Russell F. Cox	Buford
6. Jeff Gerber	Goose Creek
7. Charles C. Greene	Goose Creek
8. Darren Greene	Sandy Ridge
9. Jesse Hargett	Goose Creek
10. Jim Hess	Sandy Ridge
11. Richard R. Hutaff	Sandy Ridge
12. Kurt Hutter	Sandy Ridge
13. George A. Kenyon	Marshville
14. Don Kerr	Sandy Ridge
15. Alan Kessie	Jackson
16. Tracy Kuehler	Sandy Ridge
17. Eugene N. Lamm	Marshville
18. Roxanne McDonald	Sandy Ridge
19. William (Bill) L. McGuirt	Monroe
20. Brian A. McRorie	Vance
21. Francis (Frank) Majcherek	Sandy Ridge
22. Thomas J. P. Marsh, Jr.	Marshville
23. Everette Medlin	Goose Creek
24. Larry E. Miller	Vance
25. Bruce Niss	Vance
26. Johnny R. Penegar	Monroe
27. Louis J. Philippi	Vance
28. James Dennis Rape	Monroe
29. William H. Reule, Sr.	Sandy Ridge
30. Robert Saks	Vance
31. Carlos J. Santiago	Vance
32. Gary Sides	Vance
33. Richard R. Simmons	Goose Creek
34. Richard Simpson	New Salem
35. Albert J. Starnes	Jackson
36. Les R. Wandler	Goose Creek
37. Robert A. Wilber	Vance
38. Andy Williams	Marshville
39. Dan Wooten	Lanes Creek

SUMMARY OF APPLICANTS FOR PLANNING BOARD

	Applicant	Township
1	William Randall Adcock	Buford
2	Russell F. Cox	Buford
3	Jeff Gerber	Goose Creek
4.	Charles C. Greene	Goose Creek
5.	Jesse Hargett	Goose Creek
6.	Everette Medlin	Goose Creek
7.	Richard R. Simmons	Goose Creek
8.	Les R. Wandler	Goose Creek
9.	Don Kerr	Jackson
10.	Albert J. Starnes	Jackson
11.	Dan Wooten	Lanes Creek
12.	George A. Kenyon	Marshville
13.	Eugene N. Lamm	Marshville
14.	Thomas J. P. Marsh, Jr.	Marshville
15.	Andy Williams	Marshville
16.	John L. Barker	Monroe
17.	Christa Boggs	Monroe
18.	William (Bill) L. McGuirt	Monroe
19.	Johnny R. Penegar	Monroe
20.	James Dennis Rape	Monroe
21.	Richard Simpson	New Salem
22.	Darren Greene	Sandy Ridge
23.	Jim Hess	Sandy Ridge
24.	Richard R. Hutaff	Sandy Ridge
25.	Kurt Hutter	Sandy Ridge
26.	Don Kerr	Sandy Ridge
27.	Tracy Kuehler	Sandy Ridge
28.	Roxanne McDonald	Sandy Ridge
29.	Francis (Frank) Majcherek	Sandy Ridge
30.	William H. Reule, Sr.	Sandy Ridge
31.	Robert W. Allen	Vance
32.	Brian A. McRorie	Vance
33.	Larry E. Miller	Vance
34.	Bruce Niss	Vance
35.	Louis J. Philippi	Vance
36.	Robert Saks	Vance
37.	Carlos J. Santiago	Vance
38.	Gary Sides	Vance
39.	Robert A. Wilber	Vance

Applicants for Board of Adjustment

16d

MEETING DATE 4-2-07

Applicant	Township
1. Jimmy H. Bention, Sr.	Monroe
2. Christopher J. Boggs	Vance
3. Gara F. Brown	Vance
4. James Burnett	Monroe
5. Walter M. David	Sandy Ridge
6. Jeff Gerber	Goose Creek
7. Darren Greene	Sandy Ridge
8. Franklin W. Howey, Jr.	Monroe
9. Alan Kessie	Jackson
10. George A. Kenyon	Marshville
11. Tracy Kuehler	Sandy Ridge
12. Eugene N. Lamm	Marshville
13. William (Bill) L. McGuirt	Monroe
14. Everette Medlin	Goose Creek
15. Adel Miles	New Salem
16. Larry E. Miller	Vance
17. Donna Mills	Monroe
18. Johnny R. Penegar	Monroe
19. Brian A. McRorie	Vance
20. Louis J. Philippi	Vance
21. Leroy Pittman	Monroe
22. Brian Rogers	Vance
23. Robert Saks	Vance
24. William H. Scott, II	Sandy Ridge
25. Richard R. Simmons	Goose Creek
26. Les R. Wandler	Goose Creek
27. Phil Williams	Sandy Ridge

SUMMARY OF APPLICANTS FOR BOARD OF ADJUSTMENT

	Applicant	Township
1.	Jeff Gerber	Goose Creek
2.	Everette Medlin	Goose Creek
3.	Richard R. Simmons	Goose Creek
4.	Les R. Wandler	Goose Creek
5.	Alan Kessie	Jackson
6.	George A. Kenyon	Marshville
7.	Eugene N. Lamm	Marshville
8.	Jimmy H. Bention, Sr.	Monroe
9.	James Burnett	Monroe
10.	Franklin W. Howey, Jr.	Monroe
11.	William (Bill) L. McGuirt	Monroe
12.	Donna Mills	Monroe
13.	Johnny R. Penegar	Monroe
14.	Leroy Pittman	Monroe
15.	Adel Miles	New Salem
16.	Walter M. David	Sandy Ridge
17.	Darren Greene	Sandy Ridge
18.	Tracy Kuehler	Sandy Ridge
19.	William H. Scott, II	Sandy Ridge
20.	Phil Williams	Sandy Ridge
21.	Christopher J. Boggs	Vance
22.	Gara F. Brown	Vance
23.	Larry E. Miller	Vance
24.	Brian A. McRorie	Vance
25.	Louis J. Philippi	Vance
26.	Brian Rogers	Vance
27.	Robert Saks	Vance

**County of Union
Changes to
Position Classification
Position Counts**

AGENDA ITEM

311a

MEETING DATE

4-2-07

Does this request result in amendments to the County's Position Classification Plan?

<input checked="" type="checkbox"/>	Yes – complete Part A
<input type="checkbox"/>	No

Does this request modify the agency's regular full-time or regular part-time position counts contained in the approved budget?

<input type="checkbox"/>	Yes – complete Part B
<input checked="" type="checkbox"/>	No

A. Position Classification Plan

Job Description	<input checked="" type="checkbox"/> New	<input type="checkbox"/> Change	<input type="checkbox"/> Deletion
Job Title	Computing Support Technician III		
Pay Grade	65		
General Statement of Job	Attached		
Organizational Assignment	Health Department		
Justification	See Attached OSP Review and Approval		


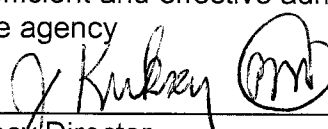
B. Budgeted Position Counts

Position Counts	Regular full time	Regular part-time
Current authorized	<u>94.40</u>	5.50
This modification	<u>0.00</u>	<u> </u>
Amended authorization	94.40	<u>5.50</u>

Current fiscal year financial impact	0
Annualized fiscal impact	0

Source of Funds	Current Appropriation
-----------------	-----------------------

Certifications:

Position classification has been properly allocated to the appropriate classification and grade 	Position classification is necessary for the efficient and effective administration of the agency 
Personnel Director	Agency Director

Sources and uses of funds are accurate and available Finance Director
--

Please route this form as follows:

Personnel → Finance → County Manager → Personnel

Once all signatures are obtained on this form, please return to Personnel.

UNION COUNTY
BOARD OF COMMISSIONERS

AGENDA ITEM

311b

ACTION AGENDA ITEM ABSTRACT
Meeting Date: March 12, 2007

MEETING DATE 4-2-07

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

SUBJECT: REDUCTION OF HOURS IN PART-TIME DENTAL HYGIENIST

DEPARTMENT: HEALTH **PUBLIC HEARING:** No

ATTACHMENT(S): _____ **INFORMATION CONTACT:**
Jenny Kirksey

TELEPHONE NUMBERS:
704-296-4801

DEPARTMENT'S RECOMMENDED ACTION: Approve the reduction of hours in a part-time Dental Hygienist from a 75% position to a 50% position.

BACKGROUND: The Health Department wanted to hire a 75% bilingual Dental Hygienist to work in the new Smart Start Smiles program funded by the Union County Partnership for Children. A bilingual Dental Hygienist was unable to be found, therefore, an English speaking Dental Hygienist was hired. Since this Dental Hygienist is unable to speak Spanish, interpreter services will be required. Since part of the grant funds will have to be used to pay for interpreter services, there will not be enough funds to work the Dental Hygienist in a 75% capacity, therefore, we are requesting her position be reclassified to a 50% position.

FINANCIAL IMPACT: There is no financial impact to the County.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

**County of Union
Changes to
Position Classification
Position Counts**

AGENDA ITEM

311b

MEETING DATE 4-2-07

Does this request result in amendments to the County's Position Classification Plan?

<input type="checkbox"/>	Yes – complete Part A
<input checked="" type="checkbox"/>	No

Does this request modify the agency's regular full-time or regular part-time position counts contained in the approved budget?

<input checked="" type="checkbox"/>	Yes – complete Part B
<input type="checkbox"/>	No

A. Position Classification Plan

Job Description	<input type="checkbox"/> New	<input checked="" type="checkbox"/> Change	<input type="checkbox"/> Deletion
Job Title	Dental Hygienist 75% to Dental Hygienist 50%		
Pay Grade	69		
General Statement of Job	N/A		
Organizational Assignment	Health Department		
Justification	See Attached		

B. Budgeted Position Counts

Position Counts	Regular full time	Regular part-time
Current authorized	<u>94.40</u>	5.75
This modification	<u>0.00</u>	<u>-0.25</u>
Amended authorization	94.40	<u>5.50</u>

Current fiscal year financial impact	0
Annualized fiscal impact	0

Source of Funds	Current Appropriation
-----------------	-----------------------

Certifications:

Position classification has been properly allocated to the appropriate classification and grade <i>William M. Watson</i>	Position classification is necessary for the efficient and effective administration of the agency <i>J. K. [Signature]</i>
Personnel Director	Agency Director

Sources and uses of funds are accurate and available _____ Finance Director

Please route this form as follows:

Personnel → Finance → County Manager → Personnel

Once all signatures are obtained on this form, please return to Personnel.

UNION COUNTY
BOARD OF COMMISSIONERS

ACTION AGENDA ITEM ABSTRACT

Meeting Date: April 2, 2007

RECEIVED

MAR 1 9 2007

UNION COUNTY
FINANCE DEPT.

Action Agenda Item No. 311c

(Central Admin. use only)

SUBJECT: ACCEPTANCE OF INCUBATOR FUNDS

DEPARTMENT: HEALTH

PUBLIC HEARING: No

ATTACHMENT(S):

INFORMATION CONTACT:

Jenny Kirksey

TELEPHONE NUMBERS:

704-296-4801

DEPARTMENT'S RECOMMENDED ACTION: Accept the \$12,830 in funding from the Southern Piedmont Partnership for Public Health (SPPPH) incubator project.

BACKGROUND: The Health Department has been offered \$12,830 in funding from the SPPPH incubator project. \$4,080 of this funding is to cover expenses for the hiring of a part-time clerical person through a staffing agency to type and prepare accreditation information. \$6,300 of this funding will also cover expenses for the hiring of a part-time health educator specialist to organize and develop an orientation program. The remaining funds are to be used for office supplies and travel to workshop trainings and committee meetings, and meals.

FINANCIAL IMPACT: No financial impact to the county.

Increase revenue:

10451101-4840-1300 \$12,830

Increase expenditures:

10551101-5381-1300 \$10,380

10551101-5260-1300 \$ 2,200

10551101-5311-1300 \$ 100

10551101-5312-1300 \$ 150

\$12,830

Legal Dept. Comments if applicable:

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

BUDGET AMENDMENT

BUDGET	Health - Administration	REQUESTED BY	Jenny Kirksey
FISCAL YEAR	FY2007	DATE	March 12, 2007

INCREASE

Description

Revenue-Donations	12,830
Operating Expense	12,830

DECREASE

Description

Explanation: To appropriate funding from Southern Piedmont Partnership for Public Health
for the incubator project

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

FOR POSTING PURPOSES ONLY

DEBIT

CREDIT

<u>Code</u>	<u>Account</u>	<u>Amount</u>	<u>Code</u>	<u>Account</u>	
10551101-5381-1300	Professional service	10,380	10451101-4840-1300	Donations	12,830
10551101-5260-1300	Office Supplies	2,200			
10551101-5311-1300	Travel	100			
10551101-5312-1300	Travel Subs	150			
	Total	12,830		Total	12,830

Prepared By vhd
 Posted By _____
 Date _____

Number 50

240

From: Cappie L Stanley <CLStanley@CabarrusHealth.org>
To: Jenny Kirksey <JennyKirksey@co.union.nc.us>, "Parker@co.union.nc.us" <Parker@co.union.nc.us>
cc: Tammie M Harkey <TMHarkey@CabarrusHealth.org>, Bobbie Y Rowe <BYRowe@CabarrusHealth.org>

Date: Monday, February 26, 2007 05:24PM

Subject: SPPPH Funds

History: This message has been forwarded.

Good afternoon,

I am pleased to report that the Project Review Committee has approved your request for incubator funds in the amount of \$12,830.00. Please be aware that these expenses must be invoiced by April 30, 2007.

Cappie

DISCLAIMER: Email correspondence to and from this address may be subject to North Carolina public records law and/or may be confidential under HIPAA regulations.

Project proposal update and budget:

Accreditation:

Hire a clerical position to type and prepare accreditation information to be sent electronically. This position will work 20 hours a week with the Healthy Carolinians coordinator. The coordinator will assign task to be completed. This position will assist in research if needed. This position will be provided through a staffing agency.

Budget:

Operating: Professional	\$17.00 hour x 20 hours week x 12 weeks =	\$4,080.00
Office supplies (paper, printing, ink cartridges, etc.)	=	\$1,000.00
Travel to workshops/training and meals	=	<u>\$ 150.00</u>
Total		\$5,230.00

Orientation:

Hire a health educator specialist to organize and develop the orientation program. The Gaston County Health Department will have a class on February 28th to discuss their orientation program and will make their templates available to participates. Our orientation committee will be organized after the workshop. The Health Director will designate a chairperson that will oversee the project and work directly with the health educator. The committee will meet weekly to provide information for the health educator. The health educator specialist will take the information developed by the committee and use the Gaston templates to develop the Union County Health Department orientation manual. This position will be provided through a staffing agency.

Budget:

Operating: Professional	\$21.00 hour x 25 hours week x 12 weeks =	\$6,300.00
Office supplies (paper, printing, binding, etc.)	=	\$1,200.00
Travel to workshop and meals	=	<u>\$ 100.00</u>
		\$7,600.00

TOTAL FOR BOTH PROJECTS: \$12,830.00

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: April 2, 2007

Action Agenda Item No. 31/d

(Central Admin. use only)

SUBJECT: AMENDMENT TO THE SMOKE-FREE BABIES BUDGET

DEPARTMENT: HEALTH **PUBLIC HEARING:** No

ATTACHMENT(S):
BA #51

INFORMATION CONTACT:
Jenny Kirksey

TELEPHONE NUMBERS:
704-296-4801

DEPARTMENT'S RECOMMENDED ACTION: Accept an additional \$12,792 in funding from the March of Dimes for the Smoke-Free Babies budget (10551151-13541).

BACKGROUND: The Union County Health Department has been offered additional grant funding in the amount of \$12,792 from the March of Dimes for the Smoke-Free Babies budget.

FINANCIAL IMPACT: No additional county funds requested.

Increase the following:

10551151-5126-13541	Salaries-PT	\$11,534
10551151-5181-13541	FICA	\$ 882
10551151-5260-13541	Office Supplies	\$ 376

TOTAL \$12,792

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

BUDGET AMENDMENT

BUDGET Health - Smoke Free Babies REQUESTED BY Jenny Kirksey
 FISCAL YEAR FY2007 DATE March 12, 2007

INCREASE

DECREASE

<u>Description</u>		<u>Description</u>	
Revenue-Donations	12,792		
Personnel expense	12,416		
Operating Expense	376		

Explanation: To appropriate additional funding from March of Dimes for the Smoke Free Babies budget

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

FOR POSTING PURPOSES ONLY

<u>DEBIT</u>			<u>CREDIT</u>		
<u>Code</u>	<u>Account</u>	<u>Amount</u>	<u>Code</u>	<u>Account</u>	
10551151-5126-13541	Part time wages	11,534	10451151-4840-13541	Donations	12,792
10551151-5181-13541	FICA	882			
10551151-5260-13541	Office Supplies	376			
	Total	12,792		Total	12,792

Prepared By vhd
 Posted By _____
 Date _____

Number 51

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: March 26, 2007

Action Agenda Item No. 31e
(Central Admin. use only)

SUBJECT: ACCEPTANCE OF ADDITIONAL FAMILY PLANNING FUNDING

DEPARTMENT: HEALTH **PUBLIC HEARING:** No

ATTACHMENT(S):
Agreement Addenda

INFORMATION CONTACT:
Jenny Kirksey

TELEPHONE NUMBERS:
704-296-4801

DEPARTMENT'S RECOMMENDED ACTION: Accept one-time bonus funds from the State in the amount of \$32,080.

BACKGROUND: The Health Department has been offered one-time bonus funds from the State in the amount of \$32,080 for the Family Planning program. These funds are to pay for contraceptives, pap tests, and sterilizations. Two-thirds of the funding must be spent by May 31, and the other third must be spent by June 30.

FINANCIAL IMPACT: No financial impact to the county.

Increase revenue:
10451150-4442-1324 \$32,080

Increase expenditures:
10551150-5239-1324 \$32,080

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation:

**DIVISION OF PUBLIC HEALTH
AGREEMENT ADDENDA**

Union County Health Department
Contractor Name

February 28, 2007
Date

151 Family Planning
Activity Number and Description

Women's and Children's Health/Women's Health
Section/Branch

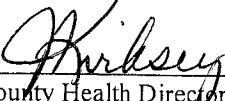
July 1, 2006 – June 30, 2007
Effective Period (Beginning and Ending Date)

Tricia Parish (919) 707-5696
Program Contact Name and Telephone Number

5
Revision #

Title X one-time Bonus funds are being awarded by the NC Statewide Family Planning Program to all Local Health Departments to pay for any Title X approved expenditure, including purchase of contraceptives, Pap tests, and provision of sterilizations. The distribution of funding includes a base amount for all counties and an additional amount determined by increased caseload of family planning patients.

To help counties best utilize these funds at year's end, 2/3rds of the total allocation is being budgeted for use by May 31st. The balance (1/3rd of the total allocation) will be budgeted for June expenses to be paid in July. (This will be Revision 1 to the FY08 Family Planning budget). A spreadsheet is attached showing the total each county is receiving as well as the 2/3rd and 1/3rd amounts.

 3-12-07
County Health Director Signature and Date

**Distribution of One-Time Bonus Funds
for FY 2006-2007**

County/Provider	Column H	Column I	Column J
	Total	1/3 Total	2/3 Total
Alamance	\$ 29,410.00	\$9,803	\$19,607
Alexander	\$ 7,039.00	\$2,346	\$4,693
Alleghany	\$ 6,514.00	\$2,171	\$4,343
Anson	\$ 7,278.00	\$2,426	\$4,852
Ashe	\$ 9,142.00	\$3,047	\$6,095
Avery	\$ 7,087.00	\$2,362	\$4,725
Beaufort	\$ 3,375.00	\$1,125	\$2,250
Bertie	\$ 8,760.00	\$2,920	\$5,840
Bladen	\$ 3,375.00	\$1,125	\$2,250
Brunswick	\$ 11,007.00	\$3,669	\$7,338
Buncombe	\$ 30,412.00	\$10,137	\$20,275
Burke	\$ 3,375.00	\$1,125	\$2,250
Cabarrus	\$ 23,242.00	\$7,747	\$15,495
Caldwell	\$ 15,642.00	\$5,214	\$10,428
Camden	\$ 7,040.00	\$2,347	\$4,693
Carteret	\$ 33,664.00	\$11,221	\$22,443
Caswell	\$ 7,805.00	\$2,602	\$5,203
Catawba	\$ 50,000.00	\$16,667	\$33,333
Chatham	\$ 25,730.00	\$8,577	\$17,153
Cherokee	\$ 3,375.00	\$1,125	\$2,250
Chowan	\$ 7,230.00	\$2,410	\$4,820
Clay	\$ 9,812.00	\$3,271	\$6,541
Cleveland	\$ 9,620.00	\$3,207	\$6,413
Columbus	\$ 3,375.00	\$1,125	\$2,250
Craven	\$ 11,055.00	\$3,685	\$7,370
Cumberland	\$ 18,320.00	\$6,107	\$12,213
Currituck	\$ 11,245.00	\$3,748	\$7,497
Dare	\$ 9,335.00	\$3,112	\$6,223
Davidson	\$ 3,375.00	\$1,125	\$2,250
Davie	\$ 6,800.00	\$2,267	\$4,533
Duplin	\$ 8,140.00	\$2,713	\$5,427
Durham	\$ 48,960.00	\$16,320	\$32,640
Edgecombe	\$ 9,190.00	\$3,063	\$6,127
Forsyth	\$ 19,659.00	\$6,553	\$13,106
Franklin	\$ 3,375.00	\$1,125	\$2,250
Gaston	\$ 50,000.00	\$16,667	\$33,333
Gates	\$ 3,375.00	\$1,125	\$2,250
Graham	\$ 3,375.00	\$1,125	\$2,250
Granville	\$ 3,375.00	\$1,125	\$2,250
Greene	\$ 3,375.00	\$1,125	\$2,250
Guilford	\$ 3,375.00	\$1,125	\$2,250
Halifax	\$ 6,130.00	\$2,043	\$4,087
Harnett	\$ 13,970.00	\$4,657	\$9,313
Haywood	\$ 18,463.00	\$6,154	\$12,309
Henderson	\$ 11,964.00	\$3,988	\$7,976
Hertford	\$ 3,375.00	\$1,125	\$2,250
Hoke	\$ 3,375.00	\$1,125	\$2,250
Hyde	\$ 3,375.00	\$1,125	\$2,250

County/Provider	Column H	Column I	Column J
	Total	1/3 Total	2/3 Total
Iredell	\$ 3,375.00	\$1,125	\$2,250
Jackson	\$ 10,380.00	\$3,460	\$6,920
Johnston	\$ 6,323.00	\$2,108	\$4,215
Jones	\$ 3,375.00	\$1,125	\$2,250
Lee	\$ 12,100.00	\$4,033	\$8,067
Lenoir	\$ 9,765.00	\$3,255	\$6,510
Lincoln	\$ 14,015.00	\$4,672	\$9,343
Macon	\$ 9,621.00	\$3,207	\$6,414
Madison	\$ 3,375.00	\$1,125	\$2,250
Martin	\$ 3,375.00	\$1,125	\$2,250
McDowell	\$ 3,375.00	\$1,125	\$2,250
Mecklenburg	\$ 50,000.00	\$16,667	\$33,333
Mitchell	\$ 3,375.00	\$1,125	\$2,250
Montgomery	\$ 7,800.00	\$2,600	\$5,200
Moore	\$ 23,244.00	\$7,748	\$15,496
Nash	\$ 11,580.00	\$3,860	\$7,720
New Hanover	\$ 33,370.00	\$11,123	\$22,247
Northampton	\$ 3,375.00	\$1,125	\$2,250
Onslow	\$ 3,375.00	\$1,125	\$2,250
Orange	\$ 12,050.00	\$4,017	\$8,033
Pamlico	\$ 15,450.00	\$5,150	\$10,300
Pasquotank	\$ 3,375.00	\$1,125	\$2,250
Pender	\$ 10,386.00	\$3,462	\$6,924
Perquimans	\$ 8,092.00	\$2,697	\$5,395
Person	\$ 3,375.00	\$1,125	\$2,250
Pitt	\$ 3,375.00	\$1,125	\$2,250
Polk	\$ 6,130.00	\$2,043	\$4,087
Randolph	\$ 3,375.00	\$1,125	\$2,250
Richmond	\$ 3,375.00	\$1,125	\$2,250
Robeson	\$ 33,610.00	\$11,203	\$22,407
Rockingham	\$ 8,140.00	\$2,713	\$5,427
Rowan	\$ 6,084.00	\$2,028	\$4,056
Rutherford	\$ 3,375.00	\$1,125	\$2,250
Sampson	\$ 15,835.00	\$5,278	\$10,557
Scotland	\$ 3,375.00	\$1,125	\$2,250
Stanly	\$ 3,375.00	\$1,125	\$2,250
Stokes	\$ 6,750.00	\$2,250	\$4,500
Surry	\$ 3,375.00	\$1,125	\$2,250
Swain	\$ 6,419.00	\$2,140	\$4,279
Transylvania	\$ 17,843.00	\$5,948	\$11,895
Tyrrell	\$ 3,375.00	\$1,125	\$2,250
Union	\$ 32,080.00	\$10,693	\$21,387
Vance	\$ 3,375.00	\$1,125	\$2,250
Wake	\$ 40,880.00	\$13,627	\$27,253
Warren	\$ 3,375.00	\$1,125	\$2,250
Washington	\$ 3,375.00	\$1,125	\$2,250
Watauga	\$ 11,390.00	\$3,797	\$7,593
Wayne	\$ 12,150.00	\$4,050	\$8,100
Wilkes	\$ 7,280.00	\$2,427	\$4,853
Wilson	\$ 3,375.00	\$1,125	\$2,250
Yadkin	\$ 3,375.00	\$1,125	\$2,250
Yancey	\$ 9,000.00	\$3,000	\$6,000

	Column H	Column I	Column J
County/Provider	Total	1/3 Total	2/3 Total
State Total	\$ 1,125,682.00	\$375,227	\$750,455

BUDGET AMENDMENT

BUDGET Health - Family Planning REQUESTED BY Jenny Kirksey
 FISCAL YEAR FY2007 DATE March 15, 2007

INCREASE

Description

Revenue-State 32,080

Operating Expense 32,080

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DECREASE

Description

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Explanation: To appropriate additional funding for Family Planning

DATE _____

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

FOR POSTING PURPOSES ONLY

DEBIT

<u>Code</u>	<u>Account</u>	<u>Amount</u>
<u>10551150-5239-1324</u>	<u>Medical Supplies</u>	<u>32,080</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CREDIT

<u>Code</u>	<u>Account</u>	<u>Amount</u>
<u>10451150-4442-1324</u>	<u>State Revenue</u>	<u>32,080</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total 32,080

Total 32,080

Prepared By vhd
 Posted By _____
 Date _____

Number 52 *COE*

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: April 16, 2007

Action Agenda Item No. 3/2a
(Central Admin. use only)

SUBJECT: REVISION TO ENVIRONMENTAL HEALTH'S REGISTERED
SANITARIAN EXAM POLICY

DEPARTMENT: HEALTH **PUBLIC HEARING:** No

ATTACHMENT(S):
Registered Sanitarian Exam Policy

INFORMATION CONTACT:
Jenny Kirksey

TELEPHONE NUMBERS:
704-296-4801

DEPARTMENT'S RECOMMENDED ACTION: Approve Environmental Health's revision to its Registered Sanitarian Exam policy.

BACKGROUND: In order to become a Registered Sanitarian, an Environmental Health employee must pass a Registered Sanitarian Exam. The employee has three years within which to pass the exam or be dismissed from employment. There is currently a 60% pass rate on this exam. Due to the complexity of the Registered Sanitarian exam, Environmental Health employees will be allowed 20 hours of paid study time. The Environmental Health Department will pay for the employee's first Registered Sanitarian exam, however, any necessary subsequent exams must be paid for at the employee's expense. This new policy was presented to the Board of Health on March 12, 2007, and the Board subsequently approved same.

FINANCIAL IMPACT: There is no financial impact to the County.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

**Union County Health Department
Policies and Procedures
Environmental Health
Registered Sanitarian Exam**

POLICY: REGISTERED SANITARIAN EXAM

PURPOSE: In order to become a Registered Sanitarian (RS) in North Carolina an individual must be registered as a Sanitarian Intern, complete specified continuing education and training, and achieve a passing score, within three years of being registered as an intern, on a comprehensive exam (RS Exam). The R.S. Exam is designed to ensure that Sanitarians or Environmental Health Specialists are qualified, competent and properly prepared to perform the duties and responsibilities of the position.

The R.S. Exam consists of three independent parts. A multiple choice test, an essay test and an oral interview. The successful candidate must make at least 60% on the three parts and have an overall score of 70% or greater to have passed the Exam.

PROCEDURES: The Union County Health Department, Environmental Health Division will provide opportunities for the successful completion of this Exam.

- Materials for reference and a study guide will be made available to interns.
- Time will be allotted during work schedules for study prior to the Exam, up to 20 hours.
- Union County will provide training for each intern and also send candidates to centralized intern training.
- Union County Health Department, Environmental Health Division will pay for one Exam to be taken by the candidate upon successful completion of training.
- Candidates who are unsuccessful will be given a chance to complete the Exam successfully at their expense.

**Approved by: Union County Board of Health
Date Approved: March 12, 2007**

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: April 16, 2007

Action Agenda Item No. 3/26

(Central Admin. use only)

SUBJECT: ENVIRONMENTAL HEALTH SERVICE AND FEE ADJUSTMENT
RECOMMENDATIONS

DEPARTMENT: HEALTH

PUBLIC HEARING: No

ATTACHMENT(S):
Environmental Health Service and
Fee Adjustment Recommendations

INFORMATION CONTACT:
Jenny Kirksey

TELEPHONE NUMBERS:
704-296-4801

DEPARTMENT'S RECOMMENDED ACTION: Approve Environmental Health's proposed service and fee adjustment recommendations for the On-Site Wastewater Program, the Private Use Well Program, and the Food, Lodging and Institutions Program.

BACKGROUND: Due to the time and manpower spent on the services that Environmental Health provides in Union County, Environmental Health feels an increase in service fees has become necessary. Union County is the fastest growing county in North Carolina with new restaurants opening every week, and new wells and septic systems being installed daily. These new service and fee adjustment recommendations were presented to the Board of Health on March 12, 2007, and the Board subsequently approved same.

FINANCIAL IMPACT: No financial impact to the County.

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

**ENVIRONMENTAL HEALTH SERVICE AND FEE ADJUSTMENT RECOMMENDATION
FOR
ON-SITE WASTEWATER PROGRAM**

1. Site Evaluation Fee
 Current Site Evaluation Fee-----\$100.00
 Travel Time (Initial and Follow-Up Visit)-----1.0 hr.
 Site Evaluation-----1.0 hr.
 Permitting (Improvement Permit and Record Keeping)-----.5hr.
TOTAL-----2.5 hr.

Cost
 EHS – 2.5 hr. x \$26.00 = \$65.00
 Clerical – .5 hr. x \$18.00 = \$9.00
 Vehicle – 40 miles x \$.45 per mile = \$18.00
TOTAL – \$92.00

RECOMMENDATION:
\$100.00 1 – 1.99 Acres
\$150.00 2 – 4.99 Acres
\$200.00 5+ Acres

2. Construction Authorization Permit
 Current Construction Authorization Fee-----\$125.00
 Travel Time (Initial and Follow-Up Visits)-----1.0 hr.
 Inspections (Minimum of 2; with Pump System 4)-----3.0 hr.
 Permitting (Drawn to Scale)-----1.0 hr.
TOTAL-----5.0 hr.

Cost
 EHS – 5 hr. x \$26.00 = \$130.00
 Clerical – 1.0 hr. x \$18.00 = \$18.00
 Vehicle – 60 miles x \$.45 per mile = \$27.00
TOTAL – \$175.00
RECOMMENDATION – \$175.00

3. Re-Flagging Fee
 Current Re-Flagging Fee-----\$75.00
RECOMMENDATION – \$75.00

4. Permit Redesign Fee
 Current Redesign Fee-----\$100.00
 Travel Time-----.5 hr.
 Evaluation-----2.0 hr.
 Permitting-----1.0 hr.
TOTAL-----3.5 hr.

Cost
 EHS – 3.5 hr. x \$26.00 = \$91.00
 Clerical – 1.0 hr. x \$18.00 = \$18.00
 Vehicle – 20 miles x \$.45 per mile = \$9.00
TOTAL – \$118.00

RECOMMENDATION – \$125.00

5. Inspection of Existing System (for Mobile Home Re-Connects and for Building Placements)
 Current Inspection of Existing System Fee-----\$50.00

RECOMMENDATION - \$50.00

6. Evaluation for Decentralized Wastewater System
 Travel Time-----5.0 hr.
 (Initial Visits, Visit with Consultants and Engineers, Visit with Regional Soils Specialist)
 Evaluation-----15.0 hr.
 (10 backhoe pits per acre required by State, soil borings, measurement from existing wells.)
 Supervisory Review-----4.0 hr.
 Mapping and Records-----5.0 hr.
 (Each backhoe pit has to be mapped and records made for Regional Soils Specialist.)

TOTAL-----29.0 hr.

Cost
 EH Supervisor – 4 x \$32.00 = \$128.00
 EHS – 25 hr. x \$26.00 = \$650.00
 Clerical – 4.0 hr. x \$18.00 = \$72.00
 Vehicle – 100 miles x \$.45 per mile = \$45.00
TOTAL – \$895.00

RECOMMENDATION – \$900.00

For 3,000 – 9,999 gallons per day
 \$.10 per gallon for all systems above 10,000 gallons per day.

**ENVIRONMENTAL HEALTH SERVICE AND FEE ADJUSTMENT RECOMMENDATION
FOR
PRIVATE USE WELL PROGRAM**

1. Well Permit Fee-----The current well permit fee is \$35.00
 Travel Time-----2.0 hr.
 (Initial Visit, Two Inspections, and Sampling)
 Permitting-----.5 hr.
 (Drawn to Scale)
 Inspections-----3.0 hr.
 (Initial Site Visit, Casing and Grouting and Well Head Inspection)
 Sampling-----.5 hr.
 (Bacteria and Inorganic)

TOTAL-----6.0 hr.

Cost
 EHS – 6 hr. x \$26.00 = \$156.00
 Clerical – 1 hr. x \$18.00 = \$18.00
 Sample Kit – \$55.00
 Courier Service (sent to State Lab) – \$10.00
 Vehicle – 80 miles x \$.45 per mile = \$36.00
TOTAL – \$275.00
RECOMMENDATION – \$275.00

2. Re-Evaluation Fee-----Currently no fee is charged for this service.
 Travel Time-----.5 hr.
 Permit Re-Draw-----.5 hr.

TOTAL-----1.0 hr.

Cost
 EHS – 1 hr. x \$26.00 = \$26.00
 Clerical – .5 hr. x \$18.00 = \$9.00
 Vehicle – 20 miles x \$.45 per mile = \$9.00
TOTAL – \$44.00
RECOMMENDATION – \$50.00

3. Bacteria Water Sample and Resampling Fee-----The current fee of \$30.00 is charged for the collection and laboratory analysis of a drinking water well sample for the presence of coliform bacteria.

Travel Time-----.5 hr.
 Sampling-----.5 hr.
 Office-----.25 hr.

TOTAL-----1.25 hr.

Cost
 EHS – 1.25 hr. x \$26.00 = \$32.50
 Clerical – .5 hr. x \$18.00 = \$9.00
 Lab (Colilert and Bottle) – \$8.00
 Vehicle – 20 miles x \$.45 per mile = \$9.00
TOTAL – \$58.50
RECOMMENDATION – \$60.00

4. Petroleum/Pesticide Samples-----Current price of \$60.00 is adequate to cover the cost.
 No increases from the State for these services.

RECOMMENDATION – \$60.00

5. Nitrate Testing-----Current price of \$50.00 is adequate to cover the cost.
 No increase from the State for this service.

RECOMMENDATION – \$50.00

6. Inorganic Test-----Current price of \$5.00 is adequate to cover homeowner
 doing the test. A fee would need to be charged if we collect the sample.

Travel Time----- .5 hr.
 Sampling----- .5 hr.

TOTAL-----1.0 hr.

Cost
 EHS – 1 hr. x \$26.00 = \$26.00
 Clerical – .5 hr. x \$18.00 = \$9.00
 Courier Service – \$10.00
 Vehicle – 20 miles x \$.45 per mile = \$9.00
TOTAL – \$54.00
RECOMMENDATION – \$60.00

7. Water Panel Test-----Currently no fee is charged for this
 service.

Travel Time----- .5 hr.
 Sampling----- .5 hr.

TOTAL-----1.0 hr.

Cost
 EHS – 1 hr. x \$26.00 = \$26.00
 Clerical – .5 hr. x \$18.00 = \$9.00
 Sample Kit – \$55.00
 Courier Service - \$10.00
 Vehicle – 20 miles x \$.45 per mile = \$9.00
TOTAL – \$109.00
RECOMMENDATION – \$110.00

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

1. Current Food Service Plan Review Fees

Food Stand Plan Review-----	\$75.00
Restaurant Plan Review (1-50 seats)-----	\$100.00
Restaurant Plan Review (51-150 seats)-----	\$150.00
Restaurant Plan Review (150+ seats)-----	\$200.00
 Travel Time (Construction Walk-Thru, Pre-Opening and Permitting)-----	 2.0 hr.
Plan Review (Initial Review, Revision Review, Consult and Walk-Thru)-----	4.5 hr.

TOTAL-----6.5

Cost

EHS – 6.5 hr. x \$26.00 = \$169.00
 Clerical – .5 hr. x \$18.00 = \$9.00
 Vehicle – 45 miles x \$.45 per mile = \$20.25

TOTAL – \$198.25

RECOMMENDATION – \$200.00

2. Current Swimming Pool Fees

Seasonal Public Swimming Pool Application Fee	
(Submitted by April 15)-----	\$50.00
(Submitted after April 15)-----	\$100.00
Year Round Public Swimming Pool Application-----	\$100.00
Public Swimming Pool Plan Review Fee-----	\$200.00
 Travel Time (Initial Permit, Follow-Up Visit and Inspection)-----	 1.5 hr.
Permitting and Inspection-----	3.0 hr.
Plan Review (Initial Review, Revision Review and Consult)-----	8.0 hr.

TOTAL (Permitting and Inspection)----4.5 hr.
TOTAL (Plan Review)-----8.0 hr.

Cost (Permitting and Inspection)

EHS – 4.5 hr. x \$26.00 = \$117.00
 Clerical – .5 hr. x \$18.00 = \$9.00
 Vehicle – 50 miles x \$.45 per mile = \$22.50

TOTAL – \$148.50

Cost (Plan Review)

EHS – 8 hr. x \$26.00 = \$208.00
 Clerical - .5 x \$18.00 = \$9.00

TOTAL - \$217.00

RECOMMENDATION:

Increase all fees \$50.00

Introduce a re-inspection fee of \$75.00. This fee would be charged if a second visit is required to permit a swimming pool

ENVIRONMENTAL HEALTH FEE SCHEDULE

On-Site Wastewater Program Fees

		<u>Current Fees</u>
Site Evaluation	\$100.00 (1-1.99 Acres) \$150.00 (2-4.99 Acres) \$200.00 (5+ Acres)	\$100.00 all size lots
Construction Authorization Permit	\$175.00	\$125.00
Re-Flagging Fee	\$ 75.00	\$ 75.00
Permit Re-Design Fee	\$125.00	\$100.00
Inspection of Existing System	\$ 50.00	\$ 50.00
Evaluation for Decentralized Wastewater System	\$900.00 (for 3,000 – 9,999 gallons per day and \$.10 per gallon for all systems above 10,000 gallons per day.	\$ 0.00

Water Sample and Well Fees

Bacteria Water Sample	\$ 60.00	\$ 30.00
Petroleum Water Sample	\$ 60.00	\$ 60.00
Pesticide Water Sample	\$ 60.00	\$ 60.00
Nitrate Water Sample	\$ 50.00	\$ 50.00
Inorganic Water Sample	\$ 60.00	\$ 0.00
Inorganic Test Kit	\$ 5.00	\$ 5.00
Well Permit	\$ 275.00	\$ 35.00
Water Panel Test	\$ 110.00	\$ 0.00
(Bacteria, Inorganic, Nitrate Water Sampling)		

Food Service Plan Review Fees

Food Stands and Restaurants	\$200.00	\$ 75.00 (food stand) \$100.00 (rest. 1-50 seats) \$150.00 (rest. 51-150 seats) \$200.00 (rest. 150+ seats)
-----------------------------	----------	--

Swimming Pool Fees

Seasonal Public Swimming Pool (submitted before April 15)	\$100.00	\$ 50.00
(submitted after April 15)	\$150.00	\$100.00
Year Round Public Swimming Pool Application	\$150.00	\$100.00
Public Swimming Pool Plan Review	\$250.00	\$200.00
Public Swimming Pool Re-Inspection Fee	\$ 75.00	\$ 0.00

Other Fees

Mass Gathering	\$285.00
Tattoo Artist Fee	\$150.00

UNION COUNTY
BOARD OF COMMISSIONERS

ACTION AGENDA ITEM ABSTRACT

Meeting Date: April 16, 2007

Action Agenda Item No. 3/2c

(Central Admin. use only)

SUBJECT: ACCEPTANCE OF ENVIRONMENTAL HEALTH FUNDS

DEPARTMENT: HEALTH

PUBLIC HEARING: No

ATTACHMENT(S):
BA #53
Performace Based distribution memo

INFORMATION CONTACT:
Jenny Kirksey

TELEPHONE NUMBERS:
704-296-4801

DEPARTMENT'S RECOMMENDED ACTION: Accept \$16,885.71 from the State in Food & Lodging Funds for the Environmental Health Department.

BACKGROUND: The Environmental Health Department has been offered \$16,885.71 from the State in Food & Lodging Funds. These funds will be utilized to support the Food, Lodging & Institution program for necessary equipment and supplies, as well as staff training and community outreach education.

FINANCIAL IMPACT: No financial impact to the county.

Increase revenue:
10451154-4413-1392 \$16,885.71

Increase expenditures:
10551154-5290-1392 \$ 5385.71
10551154-5395-1392 \$ 1,000.00
10551154-5381-1392 \$10,500.00

Legal Dept. Comments if applicable:

Finance Dept. Comments if applicable:

LOCAL HEALTH DEPARTMENT BUDGET

SFY 06

Revision Number ____

Division of Environmental Health

P.O. Number

07/05 06/06
Effective Date Termination Date


4752001
Contract Number

Contractor: Union Activity: Food & Lodging 2nd Distribution

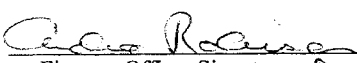
Project Director: _____ Total Budget: \$ \$16,885.71

EXPENDITURES	AMOUNT
STATE	\$ 16,885.71
LOCAL	\$
TOTAL - equal to Total Receipts	\$ 16,885.71

RECEIPTS	AMOUNT
LOCAL FUNDS:	\$
Appropriations APPROP 102	
TXIX TXIX 103	\$
Other Receipts OTHER REC 103	\$
Subtotal Local Funds	\$
STATE/FEDERAL/SPECIAL FUNDS:	
DENR	\$ 16,885.71
Subtotal State/Federal/Special	\$ 16,885.71
TOTAL RECEIPTS - equal to Total Expenditures	\$ 16,885.71


3-12-07

Local Authorized Official Signature Date Branch Head Division/Section Signature Date


3/21/07

Finance Officer Signature Date Accountant Initials Division Budget Officer Signature Date

Division of Environmental Health
Office, Section or Branch

4752090
Contract Number

Union County Health Department

Food & Lodging 2nd Distribution

Contractor

Activity

These funds will be utilized to support the Food, Lodging & Institution program for equipment and supplies. They will also be used for staff training and for outreach community education.

Reviewed by

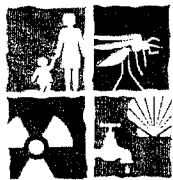
Initials

Date

Union County
Shipping, Printing & Distribution
January 1, 2006 through December 31, 2006

DENR 1050	0 Pads	\$0.60 ea.	.1700 Rules	0 Books	\$0.43 ea.
DENR 1163	0 Pads	\$0.32 ea.	.1800 Rules	0 Books	\$0.68 ea.
DENR 1213	3 Pads	\$0.27 ea.	.2200 Rules	0 Books	\$0.72 ea.
DENR 1268	0 Pads	\$0.61 ea.	.2400 Rules	0 Books	\$0.45 ea.
DENR 1617	15 Pads	\$3.53 ea.	.2500 Rules	0 Books	\$1.03 ea.
DENR 2094	4 Pads	\$0.24 ea.	.2600 Rules	0 Books	\$1.19 ea.
DENR 2902	0 Pads	\$0.27 ea.	.2800 Rules	0 Books	\$0.92 ea.
DENR 3215	0 Pads	\$0.52 ea.	.3000 Rules	0 Books	\$0.92 ea.
DENR 3960	5 Pads	\$0.21 ea.	.3100 Rules	0 Books	\$1.10 ea.
DENR 3977	3 Pads	\$0.28 ea.	.3200 Rules	0 Books	\$0.46 ea.
DENR 4007	85 Pads	\$0.17 ea.	.3300 Rules	0 Books	\$0.86 ea.
DENR 4014	0 Pads	\$0.33 ea.	.3500 Rules	0 Books	\$0.87 ea.
DENR 4054	1 Pads	\$0.45 ea.			
DENR 4061	1 Pads	\$0.71 ea.			
DENR 4008	35 Pads	\$0.08 ea.			
DENR 4009a	5 Pads	\$0.14 ea.			
DENR 4009b	2 Pads	\$0.11 ea.			
DENR 1026	10 Packs	ea.			
DENR 1026	Span 5	ea.			
DENR 1097	4 Packs	\$0.03 ea.			
DENR 1098	2 Packs	\$0.04 ea.			
DENR 1099	2 Packs	\$0.05 ea.			
DENR 3772	5 Packs	\$0.05 ea.			
DENR 4004	2 Packs	\$0.09 ea.			
DENR 1341	0 Pads	\$0.05 ea.			
DENR 2901	2 Pads	\$0.15 ea.			
DENR 3961	0 Pads	\$0.07 ea.			
DENR 3962	0 Pads	\$0.10 ea.			
DENR 4015	1 Pads	\$0.14 ea.			
DENR 4016	1 Pads	\$0.16 ea.			
DENR 3460	0 Pads	\$0.13 ea.			
DENR 3651	0 Pads	\$0.19 ea.			
DENR 3759	0 Pads	\$0.12 ea.			
DENR 3958	0 Pads	\$0.16 ea.			
.1000 Rules	0 Books	\$0.85 ea.			
.1300 Rules	0 Books	\$0.66 ea.			
.1500 Rules	0 Books	\$0.65 ea.			
.1600 Rules	0 Books	\$0.50 ea.			

TOTAL UNITS	196
TOTAL PRINT COST	\$731.10
TOTAL COST OF SHIPPING	\$78.54
TOTAL - SHIPPING & PRINTING	\$809.64
1st DISTRIBUTION	\$11,353.81
2nd DISTRIBUTION	\$6,341.54
TOTAL DISTRIBUTION	\$17,695.35
DISTRIBUTION MINUS	\$16,885.71
TOTAL COST	



Division of Environmental Health

Terry L. Pierce, Director

Environmental Health Services Section
Bart Campbell, Section Chief

State of North Carolina
Michael F. Easley, Governor

Department of Environment and
Natural Resources
William G. Ross, Secretary

February 8, 2007

MEMORANDUM

To: Local Health Directors
Union County

From: Bart Campbell, R.S., M.P.A. *WBC*
Section Chief
Environmental Health Services Section

Subject: Performance-Based Distribution of 2005-2006 Food and Lodging Fees Funds

According to records from your department, we have computed 2005-2006 compliance with mandated inspections of food and lodging establishments. We find your compliance rate to be 100%. **Your program has already received the base amount of \$750.00.**

These funds are computed as follows:

\$11,353.81	1st Distribution
6,341.54	2 nd Distribution
\$17,695.35	Total
\$ 809.64	Less Printing/Shipping Cost
\$16,885.71	Balance

Please complete the enclosed Budget Form and Contract Addendum and return no later than April 1, 2007.

Submit to: Teresa Abbott, EHSS, 1632 Mail Service Center, Raleigh, N.C. 27699-1632.

BC:ta

Enclosures

BUDGET AMENDMENT

BUDGET Environmental Health REQUESTED BY Jenny Kirksey
 FISCAL YEAR FY2007 DATE March 21, 2007

INCREASE

DECREASE

<u>Description</u>		<u>Description</u>	
Revenue-State	16,886		
Operating Expense	16,886		

Explanation: To appropriate additional funding for Environmental Health

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

FOR POSTING PURPOSES ONLY

<u>DEBIT</u>			<u>CREDIT</u>		
<u>Code</u>	<u>Account</u>	<u>Amount</u>	<u>Code</u>	<u>Account</u>	
10551154-5290-1392	Dept Materials	5,386	10451154-4413-1392	State Revenue	16,886
10551154-5395-1392	Educations Expense	1,000			
10551154-5381-1392	Professional fees	10,500			
	Total	16,886		Total	16,886

Prepared By vhd
 Posted By _____
 Date _____

Number 53

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: 03/26/2007

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

SUBJECT: Refund of excise stamp to Jarvis Law Group in the amount of \$710.00. Jarvis Law Group filed a deed in Union County with the incorrect excise stamp. The deed was re-recorded with the correct excise stamp.

DEPARTMENT: Register of Deeds **PUBLIC HEARING:** No

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

INFORMATION CONTACT:
Crystal D. Crump

TELEPHONE NUMBERS:
704-283-3794

DEPARTMENT'S RECOMMENDED ACTION: Refund Jarvis Law Group in the amount of \$710.00 for recording the deed with the incorrect amount of excise stamp.

BACKGROUND:

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

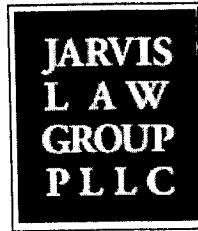
Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

North Charlotte • Speedway Office
125 Floyd Smith Dr., Ste. 100
Charlotte, NC 28262
P 704.548.5385 • F 704.548.3938

South Charlotte • Ballantyne Office
7825 Ballantyne Commons Pkwy., Ste. 230
Charlotte, NC 28277
P 704.544.6303 • F 866.209.3745



Lisa F. Jarvis
Allen R. Starrett

www.jarvislawgroup.com

Crystal Crump, Register of Deeds
Union County Government Center
500 N Main St.
Room 205, 2nd Floor
Monroe, NC 28112

Dear Ms. Crump:

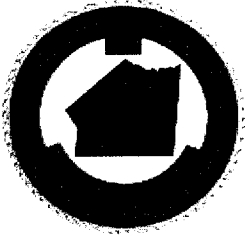
I write to you to request a refund of \$710.00 for a tax overpayment made to your office that resulted from a typographical error.

Please find the enclosed copy of the settlement statement, the original Warranty Deed for re-recording and a check for \$527.00 payable to Union County ROD. This is in regards to the recent sale and purchase of Lot 1 Colton Ridge subdivision in Indian Trail, NC. On line number 1203, you will notice a tax line item of \$710.00 to be paid to the Union County Register of Deeds. We submitted a check for this amount to your office before we discovered that a mistake had been made on our end. If you will note the contract sales price of \$254,900.00, then you will realize that the correct tax amount due and paid should have been \$510.00.

We are requesting that you refund the \$710.00 because we have included a check for \$527.00 which represents \$510.00 for the correct excise tax and \$17.00 for re-recording.

Thank you, and best regards,

Lisa F Jarvis
Attorney at Law

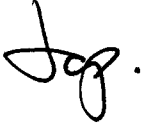


UNION COUNTY
Office of the Tax Administrator
Collections Division
407 N. Main Street
P.O. Box 38
Monroe, NC 28111-0038

AGENDA ITEM:

3/4a

MEETING DATE 4-2-07
704-283-3848 ✓
704-283-3897 Fax

TO: Board of County Commissioners
FROM: John Petoskey
Tax Administrator 
DATE: March 14, 2007
SUBJECT: Departmental Monthly Report

The collector's monthly/year to date collections report for the month ending February 28, 2007 is attached for your information and review.

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

Attachment

JP/PH

**FEBRUARY 2007
PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

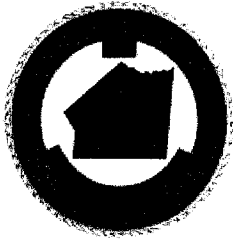
	2006	2005	2004	2003
FEBRUARY 28, 2007 REGULAR TAX				
BEGINNING CHARGE	96,031,936.71	85,982,137.30	75,736,601.62	60,641,521.77
SUPPLEMENTALS	12,887.29			
FARM DEFERMENTS	63,372.11	62,102.29	58,622.29	408.12
WRITE OFF OF \$1.00 OR LESS	(44.58)	(0.01)	(1.15)	(1.33)
RELEASES	(10,848.17)	(1,286.16)	(824.18)	(441.06)
TOTAL CHARGE	96,097,303.36	86,042,953.42	75,794,398.58	60,641,487.50
BEGINNING COLLECTIONS	89,235,062.75	85,287,837.17	75,442,471.05	60,463,824.69
COLLECTIONS	2,262,934.29	74,968.60	19,512.57	6,256.03
TOTAL COLLECTIONS	91,497,997.04	85,362,805.77	75,461,983.62	60,470,080.72
BALANCE OUTSTANDING	4,599,306.32	680,147.65	332,414.96	171,406.78
PERCENTAGE OF REGULAR	95.21%	99.21%	99.56%	99.72%
FEBRUARY 28, 2007 MOTOR VEHICLE				
BEGINNING CHARGE	7,014,497.93	10,043,745.64	8,186,955.58	8,553,694.43
8TH MV BILLING	760,624.09			
ASSESSOR RELEASE	(14,876.32)	(222.47)		
ASSESSOR REFUND	(202.83)	(441.70)		
COLLECTOR RELEASE	(3,545.44)	(241.40)		
COLLECTOR REFUND	(1,017.69)	(76.61)		
REIMBURSEMENTS	4,927.27	526.89	15.99	
ADJUSTMENTS	26.06	(0.95)	(0.40)	
TOTAL CHARGE	7,760,433.07	10,043,289.40	8,186,971.17	8,553,694.43
BEGINNING COLLECTIONS	5,457,787.88	9,772,936.04	8,104,982.27	8,482,591.20
COLLECTIONS	703,952.33	47,790.74	4,711.52	2,451.82
TOTAL COLLECTIONS	6,161,740.21	9,820,726.78	8,109,693.79	8,485,043.02
BALANCE OUTSTANDING	1,598,692.86	222,562.62	77,277.38	68,651.41
PERCENTAGE OF MOTOR VEHICLE	79.40%	97.78%	99.06%	99.20%
OVERALL CHARGED	103,857,736.43	96,086,242.82	83,981,369.75	69,195,181.93
OVERALL COLLECTED	97,659,737.25	95,183,532.55	83,571,677.41	68,955,123.74
OVERALL PERCENTAGE	94.03%	99.06%	99.51%	99.65%

**FEBRUARY 2007
PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

	2002	2001	2000	1999
FEBRUARY 28, 2007 REGULAR TAX				
BEGINNING CHARGE	51,675,116.22	48,123,013.67	43,553,220.19	40,736,975.05
SUPPLEMENTALS				
FARM DEFERMENTS				
WRITE OFF OF \$1.00 OR LESS RELEASES	(1.64)		(0.72)	
TOTAL CHARGE	51,675,114.58	48,123,013.67	43,553,219.47	40,736,975.05
BEGINNING COLLECTIONS	51,563,082.72	48,046,573.18	43,502,483.55	40,694,541.16
COLLECTIONS	1,979.85	1,293.17	902.55	361.18
TOTAL COLLECTIONS	51,565,062.57	48,047,866.35	43,503,386.10	40,694,902.34
BALANCE OUTSTANDING	110,052.01	75,147.32	49,833.37	42,072.71
PERCENTAGE OF REGULAR	99.79%	99.84%	99.89%	99.90%
FEBRUARY 28, 2007 MOTOR VEHICLE				
BEGINNING CHARGE	-	-	-	-
8TH MV BILLING	-	-	-	-
ASSESSOR RELEASE	-	-	-	-
ASSESSOR REFUND	-	-	-	-
COLLECTOR RELEASE	-	-	-	-
COLLECTOR REFUND	-	-	-	-
REIMBURSEMENTS	-	-	-	-
ADJUSTMENTS	-	-	-	-
TOTAL CHARGE	-	-	-	-
BEGINNING COLLECTIONS	-	-	-	-
COLLECTIONS	-	-	-	-
TOTAL COLLECTIONS	-	-	-	-
BALANCE OUTSTANDING	-	-	-	-
PERCENTAGE OF MOTOR VEHICLE				
OVERALL CHARGED	51,675,114.58	48,123,013.67	43,553,219.47	40,736,975.05
OVERALL COLLECTED	51,565,062.57	48,047,866.35	43,503,386.10	40,694,902.34
OVERALL PERCENTAGE	99.79%	99.84%	99.89%	99.90%

**FEBRUARY 2007
PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

	1996	1997	1998	1999
FEBRUARY 28, 2007 REGULAR TAX				
BEGINNING CHARGE	33,436,497.93	35,335,292.87	37,964,034.52	
SUPPLEMENTALS				
FARM DEFERMENTS				
WRITE OFF OF \$1.00 OR LESS RELEASES				
TOTAL CHARGE	33,436,497.93	35,335,292.87	37,964,034.52	
BEGINNING COLLECTIONS	33,420,918.67	35,315,308.63	37,933,848.24	
COLLECTIONS		40.15	227.16	
TOTAL COLLECTIONS	33,420,918.67	35,315,348.78	37,934,075.40	
BALANCE OUTSTANDING	15,579.26	19,944.09	29,959.12	
PERCENTAGE OF REGULAR		99.94%	99.92%	99.95%
FEBRUARY 28, 2007 MOTOR VEHICLE				
BEGINNING CHARGE				
8TH MV BILLING				
ASSESSOR RELEASE				
ASSESSOR REFUND				
COLLECTOR RELEASE				
COLLECTOR REFUND				
REIMBURSEMENTS				
ADJUSTMENTS				
TOTAL CHARGE				
BEGINNING COLLECTIONS				
COLLECTIONS				
TOTAL COLLECTIONS				
BALANCE OUTSTANDING				
PERCENTAGE OF MOTOR VEHICLE				
OVERALL CHARGED	33,436,497.93	35,335,292.87	37,964,034.52	
OVERALL COLLECTED	33,420,918.67	35,315,348.78	37,934,075.40	
OVERALL PERCENTAGE		99.94%	99.92%	99.95%



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

704-283-3746
704-283-3616 Fax

AGENDA ITEM John C. Petoskey
3146 Tax Administrator
MEETING DATE 4-2-07

MEMORANDUM

TO: Richard Black
Central Administration

FROM: John C. Petoskey
Tax Administrator

DATE: March 12, 2007

RE: **Tenth** Motor Vehicle Billing

I hereby certify the Tenth 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: lm

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT
Meeting Date: April 2, 2007

Action Agenda Item No. 3/5
(Central Admin. use only)

SUBJECT: Union County Detention Center Medical Plan

DEPARTMENT: Union County Sheriff **PUBLIC HEARING:** No

ATTACHMENT(S):
Medical Plan

INFORMATION CONTACT:
Captain Greg Stewart

TELEPHONE NUMBERS:

704-283-3574
704-320-5938

DEPARTMENT'S RECOMMENDED ACTION: Approve


BACKGROUND: Reviewed by Sheriff and Health Director

FINANCIAL IMPACT: N/A

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

	<p align="center">UNION COUNTY DETENTION CENTER</p>	<p>NUMBER: 4.01</p>
	<p align="center">POLICY & PROCEDURE</p>	<p>RESCINDS: 1</p>
<p>SUBJECT: MEDICAL PLAN FOR THE UNION COUNTY DETENTION CENTER</p>		
<p>APPLICABLE STANDARDS: (Prepared in conformity with N.C. General Statute 153A-225 and N.C. Administrative Code 10 NCAC 3J .3201)</p>		
<p>REVISED: March 1, 2007</p>		
<p>APPROVED:</p>		<p>DATE:</p>

4.01-A: Written Medical Plan Required

POLICY STATEMENT:

The Sheriff will develop a written medical plan that is designed to protect the health and welfare of Detention Center inmates. The plan, at a minimum, will address serious medical, mental health, mental retardation, dental and substance abuse problems of inmates. The plan will be reviewed annually by the Sheriff, Detention Center Physician and Union County Health Director, and adopted by the Union County Board of Commissioners.

SPECIFIC PROCEDURES:

Content of Detention Center Medical Plan

The Detention Center Medical Plan shall address, at a minimum, the following medical services:

- A. Health screening of inmates during intake;
- B. Routine medical care;
- C. Sick call;
- D. Non-emergency services;
- E. Emergency services;
- F. Mental health services;
- G. Substance and chemical abuse services;
- H. Dental care;
- I. Administration, dispersing and controlling medications;
- J. Handling suicidal inmates;

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- K. Chronic illnesses and communicable diseases;
- L. Confidentiality of medical records;
- M. Privacy during medical examinations and conferences; and
- N. Medical co-payments, if authorized.

The plan must provide for inmates being given a daily opportunity to communicate their health complaints to a health professional or officer and require that qualified health personnel be available to evaluate and provide care for the medical needs of inmates.

The medical plan will prohibit inmates from performing medical functions at the Detention Center and require that detention officers inform inmates about access to health care services.

Involvement Of County Health Director and Board Of Commissioners.

The Sheriff will request that the Union County Health Director review and approve the Detention Center Medical Plan annually.

After the Union County Health Director has approved it, the Sheriff will request that the Union County Board of Commissioners adopt the Detention Center Medical Plan during a formal commissioners meeting.

4.01-B: Medical Co-Payments

POLICY STATEMENT:

Inmates receiving self-initiated non-emergency medical care, including dental care, will be assessed a \$10.00 co-payment for each service or visit. This fee will be charged against the inmate's trust fund account. No inmate will be denied medical care, including dental and mental health care, because of an inability to pay. No co-payment fee will be assessed for emergency care, substance abuse treatment, mental health care, pre-natal care, laboratory tests ordered by medical staff, medications, routine physicals or follow-up visits.

DEFINITIONS:

A *medical emergency* is any medical event requiring immediate medical intervention including, but not limited to: unconsciousness or semi-consciousness, breathing difficulties and shortness of breath, chest pain, uncontrolled bleeding, head injury, broken bones, burns, uncontrolled pain, severe swelling, mouth or dental injury, severe alcohol or drug-induced intoxication, suicidal or self-destructive behavior, disorientation, exaggerated mood swings, delusions or hallucinations (auditory, visual, tactile, etc.,) intense fear, depression, anxiety or panic, and/or any other symptoms or complaints that indicates an inmate requires immediate medical care.

A *medical non-emergency* is any medical event that does not require immediate medical intervention including, but not limited to, minor aches and pains, insomnia, minor injuries or cuts, non-serious bleeding, skins disorders, mild to moderate depression or anxiety, a fever less than 103°, and/or any other symptoms or complaints that do not indicate an inmate requires emergency medical care.

SPECIFIC PROCEDURES:

Inmates Will Be Notified of Medical Co-Payment Fee

Inmates will be notified of the medical co-payment fee in one or more of the following ways:

- A. Inmates will be informed of the co-payment fee during the booking process and will acknowledge receiving this information by signing a form or;
- B. Inmates will receive a copy of the Union County Detention Center Inmate Handbook. It will contain a notice concerning the co-payment fee or;
- C. Inmates will be informed of the co-payment fee by Detention Center Health Services staff during the initial intake screening interview or;
- D. Signs will be posted in the intake area, screening office, dental office and in the clinic informing inmates concerning the medical co-payment fee or;
- E. Sick call slips will include a notice informing inmates of a co-payment fee for non-emergency care or;

- F. If an inmate obtains medical care and is assessed a co-payment fee, the inmate will receive a printed receipt once the co-payment is deducted.

Unless there is some compelling evidence to believe otherwise, medical staff and officers may presume that all inmates are aware of the medical co-payment fee.

Indigent Inmates Will Not Be Denied Medical Care

No inmate will be denied medical care because they cannot afford a co-payment. Indigent inmates will be provided emergency and non-emergency medical services, including mental health and dental services, without regard to the ability to pay.

No Co-Payment Will Be Charged for Free Services

No co-payment fee will be assessed for the following medical services:

- A. Initial intake health screening;
- B. Tuberculosis tests;
- C. Over-the-counter or prescription medicine dispensed by the Detention Center Health Services;
- D. Pre-existing condition follow-ups;
- E. Emergency care (medical, mental health or dental;)
- F. Mental health services;
- G. Dental follow-up services;
- H. Substance abuse treatment;
- I. Medical equipment or supplies prescribed by the Detention Center Health Services;
- J. Pre-natal care;
- K. Laboratory tests ordered by the Detention Center Health Services;
- L. A physical exam after fourteen (14) consecutive days of confinement;
- M. Any physical examination or test required for inmate worker status;
- N. Any inmate work-related injury; or
- O. Medical services (including dental services) referred by Detention Center Health Services staff to another professional health care provider outside of the Union County Detention Center.

Self-Initiated Non-Emergency Medical Services Requiring Co-Payment Fee

Co-payment fees will be assessed for self-initiated, non-emergency medical care and dental care, including sick call interviews or treatments provided by a nurse.

If the inmate is escorted to the clinic and refuses medical services for any reason, the inmate will be assessed a co-payment fee. An inmate will not be assessed a medical fee if he submits a sick call slip and later refuses to attend sick call.

Detention Center Health Services Will Determine Payment of Fee.

Detention Center Health Services staff will evaluate each situation on a case-by-case basis and will determine if an inmate will be assessed a co-payment fee. No fee will be assessed for any emergency or “free” service. (See above.) Inmates may register complaints through the inmate grievance system.

No fee will be assessed until services have been rendered. Detention Center Health Services staff will notify the Detention Center Administrative Assistant who will deduct co-payment fees from the inmate’s trust fund account. The account will be debited even if there are insufficient funds to pay the co-payment fee. An inmate may run a negative balance for co-payment fees. If funds are deposited into the account at a later time or during a subsequent incarceration, the co-payment fee will be recovered. The inmate will receive a printed receipt to show the deduction.

4.01-C: Qualified Medical Personnel

POLICY STATEMENT:

Qualified medical personnel will be available to evaluate inmate medical needs at all times. Inmates will not perform any medical functions at the Detention Center.

SPECIFIC PROCEDURES:

24-Hours Availability of Healthcare Personnel.

The Union County Health Department will provide 24 hour medical, emergency, dental and mental health care at the Union County Detention Center. A physician will be available for consultation 24 hours per day and will come to the facility at least three hours per week. A licensed nurse (LPN or RN) will be on-duty at the Detention Center 24 hours per day. A physician extender will be on site Monday through Friday for 40 hours each week.

Inmates Prohibited from Performing Medical Functions.

Inmates will not perform any medical function in the Detention Center, which will include, but is not limited to, the following:

- A. Inmates will never diagnose or care for other inmates, regardless of any license or certification the inmate may hold.
- B. Inmates will not schedule appointments or have access to medical records.
- C. Inmates will not disperse or collect sick call sheets.
- D. Inmates will not perform any clerical or similar function within the clinic or regarding any medical function.

Health Care Professional's Qualifications.

Health professionals who are hired under contract to provide medical services to the Union County Detention Center must have and maintain an active N.C. professional license and be competent.

Exclusive Responsibility for Medical Decisions.

Health professionals who provide medical services at the Union County Detention will have the exclusive responsibility for medical decisions. At the same time, however, they will be subject to the same security requirements and procedures as detention officers and civilian staff.

4.01-D: Daily Sick Call

POLICY STATEMENT:

It is the policy of Union County Detention Center to provide each inmate with regular access to health care services from a qualified provider to screen, refer, and provide basic treatment for ongoing or emerging health care problems. Inmates will be provided an opportunity each day to communicate their medical complaints to a health professional or a detention officer.

DEFINITION:

Sick call is an organized method of treating inmate health problems through a regularly scheduled triage session. It provides inmates with the opportunity to report a medical illness or other health problem, and to receive diagnosis or treatment to alleviate the condition, if reasonably possible.

SPECIFIC PROCEDURES:

Inmates Will Be Informed How To Obtain Medical Care.

The Booking Officer, during the booking process, will insure that the inmate is aware of the procedure for obtaining medical care.

Officers Will Respond To Healthcare Complaints.

Officers will respond to and take appropriate action when an inmate complains of health problems, including dental needs and mental health problems. If a nurse is unavailable or fails to respond in an appropriate or timely manner, the officer receiving the complaint will inform the Shift Supervisor of the situation. The Shift Supervisor will evaluate the circumstances and, if necessary, make immediate arrangements for medical treatment as provided in the medical plan.

Inmates Allowed To Communicate Healthcare Need Daily.

Inmates will be provided an opportunity to communicate their health complaints daily verbally or by submitting a sick call form according to the following procedure:

- A. An inmate will request a Sick Call Request form from an officer and complete the form. If an inmate is illiterate or unable to submit a request, an officer will submit one on the inmate's behalf. The inmate will deposit the Sick Call Request form in the collection box of the respective cell block.
- B. A nurse will collect, evaluate and respond to each complaint. Prior to conducting a face-to-face sick call, the nurse will provide the assisting officer with a list of inmates to be seen and evaluated. Sick call will be conducted on a daily basis.

- C. All medical action taken will be documented and signed by the nurse. All sick call forms will be kept and filed.

Nurse Will Conduct Sick Call.

A nurse will conduct sick call on a regular, established schedule and will, if reasonably possible:

- A. Examine the inmate to the extent required to ascertain the nature of the problem;
- B. Provide appropriate treatment consistent with standing or verbal orders issued by the Detention Center physician or other supervising medical authority;
- C. Schedule the inmate for further examination or treatment by the Detention Center physician extender, physician, psychiatrist, dentist or other specialist, as appropriate; and
- D. Refer the inmate for transfer to the facility clinic or appropriate hospital when necessary.
- E. Arrange for immediate transfer to appropriate facility, clinic, or hospital in medical emergencies.

The Shift Supervisor will assign an officer to assist with sick call. The officer will be responsible for safety, security and for handling inmate supervision.

Review of Sick Call.

A physician will review sick call requests and records on a regular basis. Reviews may include:

- A. An examination of records;
- B. Referrals made by the sick call personnel;
- C. Discussion with the staff member who conducted sick call; and
- D. Actual examination of the inmate, if necessary.

Detention Center Physician and Specialists Will Be Available.

A Detention Center physician extender and/or physician will be on-call 24-hours-per-day and will be available to respond to inmate medical needs referred by Detention Center nurses and officers. A physician extender is available Monday through Friday to examine, diagnose, and treat inmates. A psychiatrist will conduct clinical rounds at the facility at least once weekly and a dentist will be available at least twice monthly. When necessary, inmates will be scheduled for outside treatment and/or seen by medical specialists as determined by the Detention Center physician.

4.01-E:
Emergency and Non-Emergency
Medical and Dental Care

POLICY STATEMENT:

It is the policy of the Union County Detention Center to provide emergency and non-emergency medical and dental services for inmates that is consistent with community standards of health care. Medical emergencies will be reported to medical staff immediately. Medical staff will respond promptly to all such requests. Until Detention Center medical staff is available, officers will render basic first aid services and other assistance. Inmates will not be escorted to the Detention Center clinic without the expressed permission of on-duty medical staff. Basic first aid kits will be available at various duty stations within the Detention Center.

DEFINITIONS:

A medical emergency is any medical event requiring immediate medical intervention including, but not limited to: unconsciousness or semi-consciousness, breathing difficulties and shortness of breath, chest pain, uncontrolled bleeding, head injury, broken bones, burns, uncontrolled pain, severe swelling, mouth or dental injury, severe alcohol or drug-induced intoxication, suicidal or self-destructive behavior, disorientation, exaggerated mood swings, delusions or hallucinations (auditory, visual, tactile, etc.), intense fear, depression, anxiety or panic, and/or any other symptoms or complaints that indicates an inmate requires immediate medical care.

A medical non-emergency is any medical event that does not require immediate medical intervention including, but not limited to, minor aches and pains, insomnia, minor injuries or cuts, non-serious bleeding, skins disorders, mild to moderate depression or anxiety, fever and/or any other symptoms or complaints that do not indicate an inmate requires emergency medical care.

SPECIFIC PROCEDURES:

Sick Call Available For Non-Emergencies.

Inmates experiencing medical and dental non-emergencies are provided with a sick call slip and encouraged to sign up for sick call. Officers will notify medical staff if an inmate states he is experiencing medical difficulties, and is requesting immediate medical care, and inform them of the inmate's symptoms or complaint. Medical staff will evaluate the needs of the inmate and determine if the inmate should be seen immediately or wait for sick call.

First Aid During An Emergency.

If an inmate is experiencing a medical or dental emergency or complains of symptoms that indicate an emergency, a detention officer will notify Detention Center medical staff immediately and administer first aid as necessary. Officers are required to administer first aid (including CPR) without unnecessary delay.

The Detention Center clinic is not equipped as a trauma emergency room. Inmates will not be escorted or transported to the Detention Center clinic without the expressed permission of Detention Center medical staff. When it involves a life-threatening emergency, medical staff will respond to the scene of the incident with all necessary lifesaving equipment.

Medical Staff Will Evaluate Medical and Dental Need.

Medical staff will respond to any report of a medical or dental emergency within the Union County Detention Center, evaluate the situation and render appropriate aid. Under normal circumstances, medical staff will determine if a local Emergency Medical Services provider (rescue squad) should be requested.

Supervisors May Contact EMS.

The Shift Supervisor has the authority to request the local Emergency Medical Services provider dispatched to the scene of any incident at any time if he/she feels that outside emergency medical services are necessary.

Master Control Operator Will Notify EMS.

The Master Control operator will contact 9-1-1 by telephone and request the local Emergency Medical Services provider. An officer will be assigned to stand by outside the facility until EMS arrives and to escort them to the medical emergency.

Officer To Accompany Inmate To Medical Facility.

Whenever an inmate is transported outside this facility, the Shift Supervisor will assign sufficient detention staff to assure the inmate's safety, security and custody.

An officer will remain with the inmate at all times and will maintain proper custody of the inmate. Inmates will be handcuffed or otherwise restrained at all times, if feasible. Restraints should not be removed except by specific order of medical staff, and only if sufficient assistance is available to maintain secure custody of the inmate. If feasible, one type of hard restraint (handcuffs or leg restraints) should be maintained at all times. Officers will inform medical staff of the possible consequences of removing restraints from violent offenders, persons experiencing psychological emergencies, and inmates who pose an escape risk.

First Aid Kits.

First responder kits, primarily for controlling excessive bleeding and protection of employees from bloodborne diseases, will be placed in the command area and storage area between the four housing blocks. The Shift Supervisor will assure that medical supplies are replaced after use.

Automatic External Defibrillator (AED)

An AED is used to treat people with heart attacks. There is an AED located in Master Control and a second AED is located in the medical clinic. Initial training may be provided by the physician extender or the American Red Cross to medical staff and the detention officers. If an inmate is unconscious with no pulse and no respirations, the AED should be connected immediately.

Notification of Detention Center Administrator.

The Detention Center Administrator will be notified if an inmate is transferred to the hospital in critical condition or with a serious injury occurring at the Detention Center.

Report Required.

The Shift Supervisor and detention staff involved in an emergency shall submit an incident report to the Detention Center First Sergeant by the next working day. The incident report shall include all information on the incident.

Escorting Officer Will Document Medical Instructions.

The officer accompanying an inmate for treatment shall document all verbal instructions, as well as written instructions and ensure the medical records are returned with the inmate from the hospital. These instructions will be followed and immediately forwarded to Detention Center Health Services.

No Fee for Emergency Medical Treatment.

An inmate will not be charged a co-payment fee for emergency medical treatment.

4.01-F:
Mental Health Care

POLICY STATEMENT:

The Union County Detention Center will provide treatment, services, and housing for inmates who display or have been diagnosed as having mental health problems. In such cases, mental health care will be provided on a reasonable and cost effective basis, consistent with the facilities that are available.

DEFINITIONS:

Mentally ill: refers to the condition of a person afflicted with mental disease to such an extent that he or she requires care and treatment for his or her own welfare or the welfare of others.

Mentally retarded: refers to the condition of a person afflicted with substantial sub-average general intellectual functioning that is associated with impairment in adaptive behavior.

Mentally impaired inmate: refers to an inmate who is mentally ill or mentally retarded.

SPECIFIC PROCEDURES:

Officers Will Ask Health Questions During Intake.

Inmates committed to the Union County Detention Center will be questioned and observed during intake in efforts to identify mentally impaired inmates who may not adapt well to a detention setting or who may be imminently dangerous to themselves or others. Officers will observe inmates throughout their incarceration in an effort to identify possible mental health problems. If an inmate presents an imminent danger to self or others, staff may take appropriate action to ensure the safety of inmates and staff [such as using restraints].

Inmates Given Daily Opportunity to Communicate Mental Health Needs.

Inmates will have the opportunity each day to communicate mental health needs via the sick call request form or verbally to any officer or Detention Center Health Services staff. The nurse will review and follow up on sick call request forms. Officers will carry out instructions received from Detention Center Health Services. The complaints and action taken will be kept in a written form.

Routine Mental Health Treatment.

Officers will respond to an inmate who has mental health complaints at any time and take appropriate action. If Detention Center Health Services are unavailable, the officer who receives the complaint will notify the Shift Supervisor who will evaluate the circumstances. If necessary, the Shift Supervisor will make immediate arrangements for medical treatment and evaluation.

Mental Health Screening.

On admission, the intake staff will evaluate each inmate with regard to obvious signs of mental illness or retardation. When a staff member suspects an inmate is mentally impaired, they will contact Detention Center Health Services who will assess the situation and, if necessary, contact the on-call physician who will then determine necessary additional measures. Additional diagnostic tests or examinations may be ordered. Pending this review, an inmate demonstrating signs of serious mental illness may be housed in a holding cell, medical cell or transported to a more appropriate facility.

Examples of Acute Mental Illness.

Officers should be alert to possible indicators of acute mental illness, including the following:

- A. Delusions of grandeur and/or persecution, with hallucinations or a constant attitude of suspicions and hostility;
- B. Intense anxiety or exaggerated levels of fear or panic in the absence of any danger;
- C. Inappropriate emotional responses, bizarre delusions or unpredictable, hollow giggling;
- D. Hallucinations such as hearing, seeing, tasting, or smelling something or someone that is not present at the moment;
- E. Extreme depression, withdrawal, neglect of hygiene and appearance, refusal to eat or leave the cell for long periods of time, or periods of uncontrollable crying; and,
- F. Exaggerated mood swings from elation and over activity to depression and under activity or a combination or alternation of these.

Inmates exhibiting questionable behavior may be placed on mental health or suicide watch. Inmates exhibiting psychotic or dangerous behavior that appear to originate from mental illness will be referred to medical staff for further evaluation.

Crisis Intervention.

When an inmate exhibits behavior that is suicidal, homicidal or otherwise extremely inappropriate, the staff should request medical assistance. As a result of this evaluation the inmate may be placed on a suicide watch. Under the condition of a suicide watch,

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inmates are placed on a program intended to reasonably protect the individual from self-destruction.

The on-duty nurse will evaluate the situation and, if necessary, contact the on-call physician or physician extender. Medical staff will make recommendations concerning the monitoring, observation and handling of the inmate. In no case will these recommendations override security considerations. Any question regarding potential conflicts between these medical recommendations and a possible compromise of security will be resolved by the First Sergeant, Lieutenant or Detention Center Administrator.

If a potential mental health crisis arises after regular operating hours or on weekends or holidays and it is not possible to immediately transfer an inmate to a regular mental health treatment facility, the Shift Supervisor will be notified. While awaiting medical assistance, the inmate may be held in a holding area closely observed by staff.

No Fee for Mental Health Treatment.

An inmate will not be charged a co-payment fee for mental health treatment.

4.01-G:
Substance and Chemical Abuse Care

POLICY STATEMENT:

The Union County Detention Center will provide treatment, services, and housing for inmates who display or have been diagnosed as having substance and/or chemical abuse problems. In such cases, care will be provided on a reasonable and cost effective basis, consistent with the facilities that are available.

SPECIFIC PROCEDURES:

Officer Will Screen Inmates Upon Intake.

Inmates committed to the Union County Detention Center are questioned and observed during intake in efforts to identify persons who may be suffering from chemical abuse or substance abuse problems. Officers will observe inmates throughout their incarceration in an effort to identify possible problems.

Inmate Will Have Opportunity to Communicate Needs Daily.

Inmates will have the opportunity each day to communicate health needs via the sick call request form or verbally to any officer or Detention Center Health Services staff. The nurse will review and follow up on sick call request forms. Officers will carry out instructions received from Detention Center Health Services. The complaints and action taken will be kept in a written form.

Routine Mental Health Treatment.

Officers will respond to an inmate who has mental health complaints at any time and take appropriate action. If Detention Center Health Services are unavailable, the officer who receives the complaint will notify the Shift Supervisor who will evaluate the circumstances. If necessary, the Shift Lieutenant/OIC will make immediately arrangements for medical treatment and evaluation.

Substance and Chemical Abuse Screening.

On admission, the intake staff will evaluate each inmate with regard to obvious signs of chemical and/or substance abuse problems. When a staff member suspects an inmate is a chemical and/or substance user, they will contact Detention Center Health Services who will assess the situation and, if necessary, contact the on-call physician who will then determine necessary additional measures. Additional diagnostic tests or examinations may be ordered. Pending this review, an inmate demonstrating signs of serious illness may be housed in a holding cell, designated medical housing or transported to a more appropriate facility

Examples of Acute Chemical and/or Substance Abuse Illness.

Officers should be alert to possible indicators of acute chemical or substance abuse illness, including the following:

- A. Unconsciousness or semi-consciousness;
- B. Serious drug or alcohol induced intoxication;
- C. Intense anxiety or exaggerated levels of fear or panic in the absence of any real or present danger;
- D. Hallucinations such as hearing, seeing, tasting, or smelling something or some one that is not present at the moment;
- E. Other signs of symptom indicating the need for immediate medical care.

Inmates exhibiting questionable behavior may be placed on medical, mental health or suicide watch. Inmates exhibiting psychotic or dangerous behavior that appear to originate from chemical or substance abuse will be referred for evaluation.

Crisis Intervention.

When an inmate exhibits behavior that is extremely inappropriate, the staff should request medical assistance. As a result of this evaluation the inmate may be placed on a special watch. Under the condition of a special watch, inmates are placed on a program intended to reasonably protect the individual.

The on-duty nurse will evaluate the situation and, if necessary, contact the on-call physician. Medical staff will make recommendations concerning the monitoring, observation and handling of the inmate. In no case will these recommendations override security considerations. Any question regarding potential conflicts between these medical recommendations and a possible compromise of security will be resolved by the First Sergeant, Lieutenant or Detention Center Administrator.

If a potential chemical or substance abuse crisis arises after regular operating hours or on weekends or holidays and it is not possible to immediately transfer an inmate to a treatment facility, the Shift Supervisor will be notified. While awaiting medical assistance, the inmate may be held in the medical unit and closely observed by staff.

No Fee for Mental Health Treatment.

An inmate will not be charged a co-payment fee for mental health treatment.

4.01-H: Administration and Control of Medications

POLICY STATEMENT:

A qualified health care professional will dispense inmate medications in a timely manner and in accordance with orders issued by the prescribing physician or physician extender. Non-prescription medications may be purchased from Commissary or obtained from Detention Center medical staff by signing up for sick call. A detention officer will accompany the nurse during medication runs for the purpose of supervising inmates and maintaining order and safety.

SPECIFIC PROCEDURES:

Safe and Secure Storage of Prescription Medications.

Medications will be stored in a secured area in the medical area where they will be inaccessible to inmates and detention staff. When necessary, the Detention Center physician may authorize an inmate to carry and possess certain medications while incarcerated. Inmates authorized to carry and possess medication within their own housing unit must carry written approval signed by Detention Center medical staff authorizing possession of the medication.

When prescription medications are being dispensed, all medications will be under the exclusive care and control of Detention Center medical staff. Medication and/or unlocked medication carts will not be left unattended at any time.

Inmates Not Allowed To Administer or Dispense Medications.

No inmate worker or other inmate will assist with or otherwise participate in dispensing or preparing to dispense inmate medications.

Receiving Inmates With Medications.

The admitting detention officer will confiscate all prescription medications from incoming inmates. The medication will be inventoried specifically as to name, quantity, and any other descriptive information. The receiving officer will deliver the medication to the medical staff. Detention Center medical staff will contact the physician prescribing the medication or the pharmacist who prepared the medication to verify that the medication was intended for the inmate.

An inmate will not be allowed to possess non-prescription medications brought into the facility by the inmate without approval in writing by the Detention Center medical staff. This written approval will be maintained in the inmate's booking file. Otherwise, this medication will be inventoried specifically as to name, quantity, and any other descriptive information, and stored with the inmate's property.

Detention Center Health Services Will Dispense Medications.

Prescription medication will be dispensed at least two (2) times daily according to a schedule approved by the Detention Center physician. A Detention Center nurse, pharmacy technician or other member of the Detention Center medical staff will administer all medications. An officer will accompany Detention Center medical staff during every medication call.

Before entering a housing unit, an officer will announce “Medication!” to inmates housed in the unit. Before administering medication, the nurse will identify the inmate by his/her wristband and the medication as belonging to the inmate. Medication will be dispensed in an orderly manner. The officer is responsible for maintaining order and for taking proper disciplinary action as the situation requires. Any inmate who acts in a disruptive or disorderly manner or who refuses to obey the proper orders of a nurse is subject to disciplinary action.

Medication will be dispensed in strict accordance with orders from the prescribing physician or physician extender. Medication assigned to one inmate will not be dispensed to another inmate. The inmate is required to take the medication immediately and in the nurse’s presence. For oral medication, the nurse will require the inmate to open his/her mouth and show that the medication has been taken. The officer will remain with the nurse at all times and will observe the inmate closely enough to ensure that the medication is being taken and applied correctly.

Special Rules for Dispensing Medication to Aggressive or Assaultive Inmates.

If an inmate is known for aggressive or assaultive behavior, two officers will be present before the cell door is opened. One officer will order the inmate to turn around to face the rear of the cell, to extend his hands behind his back and to walk backwards toward the door. The inmate will be handcuffed behind his back before turning around to receive medication. The nurse will positively identify the inmate by checking his wristband and will dispense the medication in accordance with physician’s or physician extender’s orders.

If an aggressive or assaultive inmate is physically incapable of walking or being handcuffed behind his back, the officer will order the inmate to lay flat on the bed with his face and frontal body toward the rear wall and to remain in that position until approached from the rear by two officers. The officer will check the inmate’s wristband and positively identify the inmate. If the medication is oral, the officer will receive it from the nurse and will provide it to the inmate. The inmate will remain on the bed facing the rear wall until the officers and nurse have retreated from the cell and closed the cell door.

Under special circumstances, officers may be justified in deviating from the procedures stated above if a safer method of delivering medication is available. An officer must be able to justify deviations from standard procedure.

Releasing Inmates With Medications.

An inmate receiving prescription medication at the time of release will be provided (if needed) with a three (3) to five (5) day supply of the prescribed medication(s) upon release or transfer from custody. The inmate will sign an acknowledgement of receipt and understanding form, provided by Detention Center Health Services, which will be filed in his inmate medical record. Certain controlled medications may be regulated and cannot be given to an inmate upon release. If the prescription medication is unavailable or regulated, a prescription will be provided so it can be filled at a pharmacy.

4.01-I: Suicidal Inmates

POLICY STATEMENT:

Officers of the Union County Detention Center will be watchful for signs of suicide among inmates and will intervene directly, when possible, in suicide threats or actions. Inmates on suicide watch will be closely supervised. Officers and Detention Center Health Services staff will be trained to recognize the signs of a potentially suicidal inmate and to respond to their needs as required. Officers will screen, supervise and classify inmates in order to reduce the possibility of suicides.

DEFINITIONS:

Suicide: the act or an instance of a person voluntarily and intentionally taking his or her own life.

Self-Destructive Behavior: the act of intentionally causing serious injury to one's own self (such as repeatedly striking their own head against a concrete wall or steel doors.)

DISCUSSION:

For most individuals, incarceration is a traumatic experience. Consequently, some individuals taken into custody and confined in a Detention Center may exhibit some form of abnormal behavior.

Suicide attempts may take many forms, however the ultimate goal is to end one's own life. The actual attempt may be planned in advance or the result of an impulse. The inmate may appear normal one time and a few minutes later suicidal or self-destructive. Officers should watch for three basic modes of attempted suicide, as follows:

- A. **Suicide** – the inmate wishing to take his own life performs the act.
- B. **Homicide** – The act is performed by a fellow inmate for a variety of reasons, with the knowledge and assistance of the suicidal inmate.
- C. **Suicide by "COP"** – The suicidal inmate may try to set up a scenario or scheme where officers will be forced to use deadly force because of some action he [the inmate] instigates.

There is no recognized formula for successfully predicting suicide in or out of Detention Center. Medical doctors, psychiatrists and psychologists also lose patients to suicide. The best professionals can do for the suicidal persons is to attempt reasonable intervention. There are many ways to commit suicide. Some of the more common methods include hanging, self-strangulation or over-medication. Officers will use reasonable efforts to detect and intervene in suicide attempts.

SPECIFIC PROCEDURES:

Screening of Newly Admitted Inmates During Intake.

All inmates will be screened during the booking process for their potential as a suicide risk. Detention Center Health Services staff will screen and evaluate each inmate for suicide during the health screening process. In addition to visual observations, Detention Center Health Services will verbally question the prisoner to assess the prisoner's physical, mental and emotional condition. If Detention Center Health Services are unable to complete an initial screening, the Booking Officer will record the answers given by the prisoner on the inmate's medical screening form to document the prisoner's medical condition. The prisoner and the booking officer will sign the form acknowledging that the answers were those given by the prisoner. A copy of the form will be placed in the inmate's medical file and followed up as deemed appropriate with mental health officials.

Officers Will Report Suicidal, Self-Destructive or Homicidal Behavior.

When an inmate exhibits suicidal, self-destructive or homicidal behavior, the officer observing the behavior will notify his supervisor and Detention Center Health Services. The on-duty nurse will determine if additional support or evaluation is warranted. While awaiting medical assistance, the inmate may be held on suicide watch and observed frequently by staff.

Once a medical or psychiatric evaluation is completed, the on-duty Shift Supervisor will be notified by the medical professional if changes in the normal watch procedure are required or recommended. The recommendations of the medical professional will be followed for the period indicated.

If a potential crisis arises after regular operating hours or on weekends or holidays, and the inmate is likely to require commitment to a mental health treatment facility, the Shift Supervisor will be notified and will confer with medical and custody staff on any such transfer.

Officers and detention staff will be alert to possible indicators of potentially suicidal inmates, by such things as:

- A. Past history of suicide attempts;
- B. Observed behavior and verbal discussion of suicide during the admission process;
- C. Active discussion of suicide plans;
- D. Sudden drastic change in eating, sleeping, or other personal habits;
- E. Recent crisis in personal events, such as extended or life sentencing;
- F. Loss of interest in activities or relationships the inmate had previously engaged in.
- G. Depression, which might be revealed by crying, withdrawal, insomnia, variations in moods, and lethargy (abnormal drowsiness);
- H. Giving away personal property;
- I. Signs of serious mental health problems such as paranoid delusions or hallucinations;

- J. Drug or alcohol intoxication or withdrawal;
- K. History of mental illness;
- L. Severe aggressiveness and difficulty relating to others; and
- M. Speaking unrealistically about the future.

Officers and detention staff will be aware of possible increased likelihood of suicidal potential and observe inmates closely for signs of potentially suicidal behavior during the following high-risk periods:

- A. First 24 hours of confinement;
- B. After receiving bad news from home such as a death in the family or marital problems;
- C. Before and after court appearances; especially after being sentenced;
- D. Weekends and holidays;
- E. Before anticipated release and/or transfer;
- F. During poor physical health or after receipt of a serious medical diagnosis;
- G. During intoxication or withdrawal;
- H. After being assaulted by another inmate especially if it was a sexual assault.

Inmate Will Be Placed On Suicide Watch.

Inmates determined to be a suicide risk will be placed in a holding cell or in general population, depending on the recommendations of the healthcare professional. The inmate will be housed in a safe and secure location where they can be closely observed by Detention Center Staff.

Officers will begin close observation of the inmate immediately. Direct visual observation of the inmate is required. Detention Center Health Services will be notified and will conduct periodic checks of the inmate.

An inmate on suicide watch will be observed at least four times per hour with no more than 15 minutes between each check. During the watch, potentially harmful items such as sheets, eating utensils, razor blades, belts, shoelaces, pens, pencils, mirrors, glasses, and any sharp items will be removed from the inmate and the cell. The uniform, mattress and blankets may be replaced with a suicide-resistant smock, mattress or blanket. The inmate's hygiene kit will be held by the Shift Supervisor and the inmate will be allowed to use it under the direct supervision of an officer. An inmate classified as suicidal is not eligible for commissary items.

Written reports of any suicide attempts will be forwarded to the First Sergeant.

Transporting Suicidal Inmate Within The Facility.

When a suicidal inmate is moved within the facility (social visitation, attorney visit, etc.,) the inmate will wear a suicide-resistant smock and will not be provided a regular inmate uniform. An officer will remain close by and will observe the inmate during the visit.

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(Officers must position themselves so they can observe the inmate, but not hear any portion of an attorney-client conversation.)

Transporting Suicidal Inmate Outside The Facility.

When an inmate on suicide watch must be transported outside of the facility, such as to and from court, the inmate will be under direct, visual observation at all times. The inmate will be provided with a standard uniform and footwear to wear. All officers involved in the transfer or in supervising the inmate will be notified of the inmate's potential suicide risk. The inmate will not be transported until the judge is ready for his appearance. As soon as the inmate appearance is finished, he will be returned immediately to the Union County Detention Center. If an inmate is transported for reasons other than a court appearance, the supervising officers will maintain direct visual contact at all times. Upon return, the inmate will be strip searched, issued a suicide-resistant smock and returned to his cell location.

Notification of Detention Center Administrator.

The Detention Center Administrator will be notified immediately of a successful suicide or serious (life-threatening) suicide attempt.

Training.

Detention staff will be provided with in-service training to the recognition, supervision, documentation, and handling of inmates who are mentally disabled and/or potentially suicidal.

4.01-J:
HIV/AIDS (Acquired Immune Deficiency Syndrome)

POLICY STATEMENT:

It is the policy of the Union County Detention Center to provide medical evaluation and care to inmates suspected of having HIV or AIDS .

The Union County Detention Center will operate in a manner that protects the health, safety and welfare of officers and inmates. It will take all steps reasonably necessary to prevent the spread of HIV infection. Officers will receive training on its causes and transmission. This education will emphasize the use of universal safety precautions for preventing the spread of HIV and other bloodborne infections. Detention staff will take special care to preserve and maintain the confidentiality of each inmate's HIV status.

DEFINITIONS:

The following definitions apply to this section, and are relevant to a basic understanding of the threat of AIDS and HIV in the Detention Center setting:

AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME): A diagnosed condition in which a collapse of the body's immune system permits the contraction of infections and other diseases that causes either serious illness or death. The condition is caused by an infection of the human immunodeficiency virus (HIV)

ASYMPTOMATIC: A person is HIV positive but has none of the physical symptoms associated with HIV infection or AIDS.

BLOOD AND BODY FLUIDS: Blood, semen, cervical secretions, saliva, urine, vomit, and breast milk.

HIV (HUMAN IMMUNODEFICIENCY VIRUS): The virus that causes AIDS.

HIV POSITIVE: The HIV test detects antibodies to HIV in a person's blood, which means that at some point the person has been exposed to HIV. A person who is HIV positive may not have any of the physical symptoms associated with AIDS, but he or she remains capable of transmitting the HIV virus to others.

HIV STATUS: The status of a person as either HIV positive or HIV negative. A person's HIV status is determined by HIV testing.

HIV TEST: A test or series of tests used to determine whether a person's blood contains antibodies to HIV. The presence of antibodies means that at some point the person has been exposed to HIV. The HIV test consists of an initial ELISA test and a confirmation

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test called the Western Blot. In the event of a negative HIV test after a high-risk exposure, it should be repeated at least twice at three-month intervals.

STD: Sexually Transmitted Diseases include, but are not limited to: HIV infection, gonorrhea, syphilis, Chlamydia, hepatitis B & C, etc.

SYMPTOMATIC: The person is HIV positive and has some of the physical symptoms associated with the disease. These symptoms may include recurrent fevers, fatigue, unexplained weight loss, night sweats, diarrhea and swollen glands.

UNIVERSAL PRECAUTIONS: Infection control procedures, which should be taken to prevent transmitting infections. These procedures include wearing gloves when coming into contact with or handling blood or body fluids. These precautions are necessary with all persons since their HIV status may not be known.

DISCUSSION:

AIDS or Acquired Immune Deficiency Syndrome is an illness caused by the Human Immunodeficiency Virus (HIV or AIDS virus). The HIV virus is transmitted through unprotected sexual activity with an infected person, inoculation with infected blood or blood products and from an infected woman to her fetus or infant during or after pregnancy. The HIV virus is not transmitted from casual contact, such as touching an infected person or from eating utensils or sharing toilet seats and showers.

SPECIFIC PROCEDURES:

Preliminary Health Screening Form During Intake.

If the inmate indicates they are HIV positive, the Booking Officer will instruct the inmate to report the medical condition to Detention Center Health Services during the health screening. If the Booking Officer believes because of his own observations the inmate may have a communicable disease, the Booking Officer will confidentially notify Detention Center Health Services as soon as possible.

Symptoms of AIDS/HIV.

Common symptoms of AIDS/HIV, although similar to many illnesses and infections, may include:

- A. Persistent tiredness
- B. Fever
- C. Weight loss
- D. Diarrhea
- E. Night sweats
- F. Swollen glands

Officers Will Hold HIV Information In Strict Confidence.

The Booking officer must maintain the confidentiality of information about HIV obtained during the preliminary health screening. If an inmate discloses the fact that he or she is HIV positive, an officer may not tell another officer of the inmate's condition. This will violate N.C.G.S. 130A-143, and may also lead to civil liability for violating the inmate's constitutional right to privacy. It's unlawful to reveal to anyone other than medical staff that an inmate is HIV Positive.

Testing of Inmates for HIV Infection.

Inmates will not be tested routinely for HIV infection. Although federal courts have allowed mandatory HIV testing for inmates, North Carolina law prohibits HIV testing without the person's informed consent or by court order. Therefore, except for certain exceptions in state law, inmates will not be tested without their permission.

The Detention Center Health Services physician or physician extender may request an HIV test for an inmate if, in the physician's or physician extender's reasonable medical judgment, the test is necessary for the inmate's appropriate medical treatment. Still, the inmate cannot be tested without his or her informed consent.

If the inmate consents to HIV testing, Detention Center Health Services may perform the test. If the inmate refuses consent, the Detention Center physician or physician extender may obtain a court order to have the inmate tested.

Testing Following Significant Risk of Exposure.

The majority of occupational exposures to HIV do not result in the transmission of the disease to the exposed person.

The following procedures will govern the testing of an inmate if any person has been exposed to the inmate's blood or body fluid and the Detention Center physician determines that the exposure poses a significant risk of transmitting HIV.

- A. Spitting generally does not present a significant risk of transmission.
- B. If the Detention Center physician or physician extender knows the inmate's HIV status, he will release that information to the person exposed in accordance with procedures outlined below.
- C. If the Detention Center physician or physician extender does not know the inmate's status, he may contact the inmate's attending physician (if he has one) to determine the inmate's HIV status.
- D. If the Detention Center physician or physician extender cannot determine the inmate's HIV status, he may cause the inmate to be tested as prescribed below.
- E. The Detention Center physician or physician extender will notify the exposed person about the inmate's HIV status.

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- F. The Detention Center physician or physician extender will offer HIV testing as soon as possible to the exposed person and at reasonable intervals to determine whether there was a transmission of HIV. (This can also be done by the exposed person's personal physician.) Immediately after a high-risk exposure, physician consultation about the use of antiviral medications as a preventative measure should be considered.
- G. If the inmate was HIV infected, the Detention Center physician or physician extender will instruct the exposed person in the control measures.
- H. The Detention Center physician or physician extender will instruct the exposed person concerning the requirement of confidentiality of the inmate's HIV status.

Inmate Requests to be Tested for HIV.

An inmate may request an HIV test through regular sick call procedures with Detention Center Health services. The inmate will be charged the medical co-payment under these circumstances. The inmates will be provided appropriate pre-test counseling and notified of the results. If positive, the inmate will be provided appropriate post-test counseling by Detention Center Health Services or referred to an infectious disease clinic. The counseling will be documented. Detention Center Health Services will inform all known HIV infected inmates that they should follow NC state mandated control measures.

The Union County Health Department may offer free HIV/STD testing to inmates upon request from time to time. Health department staff may visit the Union County Detention Center to provide free testing and to educate inmates about HIV and STDs.

Reporting Requirements.

Detention Center Health Services or the facility conducting the HIV testing is responsible for reporting communicable diseases to the local health department as required by state law.

Housing and Classification.

The Booking Officer will consider relevant security factors in housing newly admitted inmates, including those inmates known to be HIV infected and asymptomatic.

- A. Inmates who are HIV infected and asymptomatic will not be segregated from the general inmate population or transferred to other correctional facilities solely because of their HIV status.
- B. Inmates who are HIV infected and asymptomatic may be placed into administrative segregation when necessary to protect an inmate from assaults by other inmates.
- C. Inmates who are HIV infected, asymptomatic and are violent, sexually active or who engage in other high-risk behavior will be placed in administrative segregation or transferred to another correctional facility as soon as possible, pursuant to a court order authorizing transfer. Pending transfer, the inmate will be placed in medical segregation immediately.

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- D. Detention Center Health Services staff may order an HIV infected inmate who is asymptomatic to be placed in medical segregation if they determine that such placement is necessary for the inmate's medical treatment.

Inmates who are HIV infected and symptomatic will be placed in medical segregation.

- A. Symptomatic HIV infected inmates may be transferred to another more appropriate facility upon recommendation of the Detention Center Medical services or Detention Staff.
- B. HIV-infected inmates who have been recommended for transfer will be placed into medical segregation immediately pending transfer.

HIV-infected inmates in administrative or medical segregation will have reasonable access to all privileges available to other inmates including attorney visits, chaplain visits, commissary, social visitation, mail privileges and other programs or services.

Exposure to Body Fluids or Blood.

The following are not normally considered exposures to the HIV virus:

- A. Being in the same room with an HIV infected person;
- B. Talking to or touching an HIV infected person with protection; and
- C. Sharing bathrooms or eating together in the same room.

An officer or inmate who has been exposed to blood or body fluids of an inmate will wash the exposed area with soap and water as soon as possible after the exposure. Outer garments should be removed in as close proximity to the exposure site as possible, handled as least as possible and placed in a Biohazard bag. (Please see Bloodborne Pathogen policy for more information on this procedure.)

An officer or inmate who has been exposed to the blood or body fluids of any inmate will be encouraged to consult with Detention Center Health Services immediately for an evaluation of the exposure. Documentation of this action, including date and time, should occur.

Any other person exposed to blood or body fluids of an inmate will be encouraged to consult with their private physician, an emergency room, or urgent care immediately. Documentation of this action, including date and time, should occur.

Reports Required.

An officer will complete a Detention Center incident report within twenty-four (24) hours after being exposed to any blood or body fluids, outlining the facts and circumstances of the incident. This report will be forwarded to the Detention Center Administrator by chain of command. The Designated Officer for our agency will be notified to assist the officer in any way possible.

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An officer will complete a worker's compensation report within 24 hours of the incident. If the Officer is not physically able to complete the report, his supervisor will complete the report.

The reports will be stored in a confidential manner and only available to personnel who have a legitimate need to review them.

Medical Referrals.

Detention Center Health Services will refer officers and/or inmates to the proper health care agency for testing and/or counseling if it has been determined that the exposure poses a significant risk of contracting HIV. If the Detention Center Health Services staff determines that the exposure provides no significant risk, the officer or inmate may seek medical care at their own personal expense.

Officer(s) and/or inmate(s) involved in a significant exposure incident will be required to follow the procedure outlined in Public Health Code 10A NCAC 41A.0202 (4) (a) (b) (c) which is as follows:

- “(4) When health care workers or other persons have a needlestick or nonsexual non-intact skin or mucous membrane exposure to blood or body fluids that, if the source were infected with HIV, would pose a significant risk of HIV transmission, the following shall apply:
- (a) When the source person is known:
 - (i) The attending physician or occupational health care provider responsible for the exposed person, if other than the attending physician of the person whose blood or body fluids is the source of the exposure, shall notify the attending physician of the source that an exposure has occurred. The attending physician of the source person shall discuss the exposure with the source and shall test the source for HIV infection unless the source is already known to be infected. The attending physician of the exposed person shall be notified of the infection status of the source.
 - (ii) The attending physician of the exposed person shall inform the exposed person about the infection status of the source, offer testing for HIV infection as soon as possible after exposure and at reasonable intervals up to one year to determine whether transmission occurred, and, if the source person was HIV infected, give the exposed person the control measures listed in Sub-Items (1)(a) through (c) of this Rule. The attending physician of the exposed person shall instruct the exposed person regarding the necessity for protecting confidentiality.
 - (b) When the source person is unknown, the attending physician of the exposed persons shall inform the exposed person of the risk of transmission and offer testing for HIV infection as soon as possible after exposure and at reasonable intervals up to one year to determine whether transmission occurred.
 - (c) A health care facility may release the name of the attending physician of a source person upon request of the attending physician of an exposed person.”

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The results will not be reported to any member of the agency.

Detention for Communicable Diseases.

In accordance with N.C.G.S. 15A-534.3, if a judicial official conducting an initial appearance or first appearance hearing finds probable cause that an individual was exposed to the defendant in a manner that poses a significant risk of transmission of the AIDS virus or Hepatitis B, the judicial official shall order the defendant to be detained for a reasonable period of time, not to exceed 24 hours, for investigation and testing by public health officials pursuant to G.S. 130A-144 and G.S. 130A-148. (1989, c. 499.)

N.C.G.S. 15A-534.3 requires judicial officials to order a defendant detained if there is probable cause to believe that the defendant exposed a person to “a significant risk of transmission of HIV.”

The purpose of the detention is to provide time for public health officials to conduct an investigation and for HIV or Hepatitis B testing if required by them. Judicial officials do not have the authority to order HIV or Hepatitis B testing, but only to detain the individual for investigation by public health officials who will determine if testing is required.

Detention Center Health Services staff will notify officials at the Union County Health Department if a defendant is being detained for evaluation and possible testing for HIV or Hepatitis B.

- A. Since the detention is for 24 hours maximum, the Detention Center Health Services staff should notify health department officials as soon as possible.
- B. Public health officials will have reasonable access to the defendant upon their request.
- C. The defendant will be released after 24 hours whether the health department has responded to the notification or not.

Detention Center Health Services staff and Detention staff will refer all questions concerning a defendant’s medical status to the Union County Health Department.

Confidentiality of AIDS Information.

In accordance with North Carolina law, all information and records, especially medical records that identify an inmate as HIV/Hepatitis B infected, will be strictly confidential. Federal courts have recognized an inmate’s right to privacy with regards to the disclosure of sensitive medical information.

The unauthorized release of information about an inmate’s HIV status will result in disciplinary action.

Detention Center Health Services Release of Inmate's HIV Status.

Under the following circumstances, Detention Center Health Services staff are permitted to release an inmate's HIV status:

- A. Release is made to health care personnel who are providing medical care to the inmate.
- B. Release is made with the inmate's written consent or the written consent of the inmate's guardian.
- C. Release is made pursuant to a subpoena or court order.
- D. Release is otherwise authorized by G.S. 130A-143 or by regulations adopted by the Commission for Health Services.

Detention Center Health Services will release an inmate's HIV status to the Director of Health Services for the Division of Prisons and the prison facility administrator when an inmate is transferred to the Department of Corrections.

Staff Work Assignments.

There is not a high risk of transmitting or receiving the HIV virus through normal contact in the workplace if personal protective safety equipment and universal safety precautions are followed. In general, Detention staff will not be excused from working with and directly supervising HIV infected inmates.

Officers who are pregnant or have reason to believe they may be pregnant may be excused from working with HIV-infected inmates if their personal physician states in writing that exposure to those inmates could increase complications for the pregnancy.

- A. HIV-infected inmates who are symptomatic sometimes carry a virus (cytomegalovirus) that may cause birth defects if transmitted to a pregnant staff member.
- B. The risk is infection with cytomegalovirus, not HIV.

Any officer or employee who refuses to perform assigned duties simply because they must come into contact with an HIV-infected inmate is subject to disciplinary action.

Inmate Participation in Programs.

HIV positive inmates have the same access to facility programs and services as other inmates. These inmates have the same visitation and recreational privileges as other inmates housed in the same housing unit under the same classification level.

Detention staff will give consideration to all inmates, including HIV positive inmates, when making work assignments or reviewing inmates for Inmate Worker status. Candidates for inmate worker will be reviewed on a case-by-case basis under set requirements. An HIV positive inmate may not be refused Inmate Worker status based solely on his medical condition. However, HIV positive inmates may be refused if the

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basis for the refusal is unreasonable fear among other inmates or other legitimate penological concerns.

HIV infected inmates may be denied access to facility programs or services if the Detention Center physician determines that such restrictions are necessary to protect the inmate's health or the health of others.

Safety Equipment.

The Union County Detention Center will make the following personal protective equipment available for use by Detention staff:

- A. Disposable latex or nylon gloves;
- B. Pocket Masks with one-way valves for CPR and/or Ambu-Bags;
- C. Coveralls, shoe covers and protective eyewear;
- D. Puncture-resistant containers for holding sharp objects;
- E. Disposable paper towels and cleaning supplies; and
- F. Plastic bags labeled as containers for bio-hazardous waste.

Universal Safety Precautions.

Officers will wear disposable gloves whenever they come in contact with blood or body fluids or whenever they reasonably expect to come into contact with blood or body fluids. Once an officer's gloves have been used, they will be thrown away immediately before any other task is performed.

Officers will wear disposable gloves whenever they engage in the following activities:

- A. Conducting cell searches;
- B. Conducting searches of inmates;
- C. Handling disruptive inmates. (Whenever possible ;)
- D. Any other activity likely to result in exposure to blood and body fluids.

Officers will wear other personal protective equipment (PPE) such as surgical masks or goggles when they reasonably expect to come into contact with spurting or splashing blood, if they have time under the circumstances.

Officers who come into contact with blood or body fluids will wash the affected area thoroughly with warm water and soap as soon as possible after the contact. Officers will wash their hands even if they were wearing gloves and the gloves appear to be intact.

Officers will exercise caution to avoid cuts or punctures with sharp objects including knives, razors, and hypodermic needles.

- A. Officers searching cells shall avoid putting their hands into places they cannot visually inspect. Flashlights and mirrors will be used to assist in searching such places.

- B. Sharp objects will be placed into a puncture-resistant container for storage and disposal.

Officers will protect against possible infection by covering cuts, open sores, or breaks in their skin with water-resistant bandages.

Officers will place all contaminated clothing, bedding, or other items that may be cleaned and reused in plastic bags that are marked clearly as contaminated materials (bio-hazard). Normal laundry and dry cleaning procedures are adequate to decontaminate clothing, bedding, and other washable items. Contaminated clothing will be washed at the Detention Center. Employees are prohibited from taking contaminated clothing home to be washed.

Officers will wear utility gloves and use a disinfectant solution when cleaning areas or surfaces contaminated with blood and/or body fluids.

- A. A 1:100 solution of household bleach and water may be used for cleaning objects or areas contaminated with blood or body fluids.
- B. The mixed bleach and water solution may only be stored for a maximum of 24 hours before it loses its strength.
- C. A hospital grade disinfectant or sanitizing solution may be substituted for bleach and water.

All contaminated items intended for disposal will be placed in plastic bags and clearly marked as bio-hazardous materials with the following exceptions;

- A. Sharp objects will be placed in a puncture-resistant container for storage and disposal.
- B. All contaminated trash and sharp containers will be properly marked to identify the contents and be placed in the designated “Bio-Hazardous Storage Room”; for pickup by the designated company
- C. Mattresses shall be sanitized with a sanitizing solution or a hospital grade disinfectant as required by state standards.

Contaminated disposable materials will be treated as infectious waste and disposed of in Bio Waste containers.

CPR and First Aid.

Detention Center Health Services staff and/or officers will provide first aid treatment and, if qualified, administer CPR to inmates during a medical emergency as necessary.

If CPR is required, those involved should use an Ambu-bag or a pocket mask with a one-way valve whenever possible. These devices reduce the risk of transmitting all infectious diseases. Contact with saliva during CPR does not present a significant risk of transmitting HIV.

Refusal by detention staff to provide emergency care, including CPR, to an inmate may result in disciplinary action.

Employee Training.

The Union County Sheriff's Office and Detention Center will provide new employees Bloodborne Pathogen policy training within ten (10) days of beginning work, normally on the first day of work during the Union County Detention Center Orientation. This training will familiarize the officer with their legal responsibilities and the operational procedures of the Union County Detention Center as they relate to AIDS and other communicable diseases.

Within one year of appointment, officers are required to successfully complete the N.C. Detention Officer Certification Course (DOCC) which includes legal responsibilities and procedures for handling inmates with AIDS and other communicable diseases.

Officers will receive periodic training containing current information concerning HIV and other communicable diseases.

4.01-K: Other Communicable Diseases

POLICY STATEMENT:

The Union County Detention Center will take reasonable steps to prevent the spread of communicable diseases and will provide medical evaluation and care to inmates suspected of having a communicable disease. Inmates with a known communicable disease will be isolated if it is reasonably necessary to protect the inmate's health or the health of others. The Union County Sheriff's Office and Detention Center will provide officers training on the causes and methods of transmission of various communicable diseases. This education will emphasize the use of universal safety precautions for preventing the spread of such diseases. The Union County Detention Center will take special care to preserve the confidentiality of information about communicable diseases.

DISCUSSION:

North Carolina General Statute (N.C.G.S.) 153A-225(a)(3) requires the Detention Center medical plan to "provide for the detection, examination and treatment of prisoners who are infected with tuberculosis or venereal diseases." N.C.G.S. 153A-225CA(1) requires the medical plan to address "avoiding the spread of contagious diseases," which in many cases will mean the separation of infected inmates.

North Carolina State Detention Center Standards Section .3201(b)(3) requires the medical plan to address the handling of inmates with known communicable diseases. Section .3203 requires each Detention Center to "separate inmates who require medical isolation from other inmates either by housing them in a separate area of the detention center or by transferring them to another facility." Federal law, state law and public health regulations must be obeyed.

SPECIFIC PROCEDURES:

Preliminary Health Screening Form During Intake.

If the inmate indicates they have a communicable disease, the Booking Officer will instruct the inmate to report the medical condition to Detention Center Health Services during the health screening. If the Booking Officer believes because of his own observations the inmate may have a communicable disease, the Booking Officer will confidentially notify Detention Center Health Services as soon as possible.

Inmate Requests to be Tested For Communicable Diseases.

An inmate may request a communicable disease test through regular sick call procedures with Detention Center Health services. The inmate will be charged the medical co-payment under these circumstances. The inmates will be notified of the results and, if positive, the inmate will be provided appropriate post-test counseling by Detention

POLICY 4.01 – UNION COUNTY DETENTION CENTER MEDICAL PLAN

Center Health Services. The counseling will be documented. Detention Center Health Services will inform all known infected inmates that they should follow NC state mandated control measures. .

The Union County Health Department offers free HIV/STD testing to inmates and the public. Health department staff may visit the Union County Detention Center to provide free testing and to educate inmates about HIV and STDs.

Confidentiality Requirements.

The Booking officer must maintain the confidentiality of information about an inmate's medical status obtained during the preliminary health screening. Any information and records, especially medical records that might identify an inmate as having a communicable disease, will be kept strictly confidential. If an inmate discloses the fact that he or she has a communicable disease, an officer will not tell another officer of the inmate's condition. This will violate N.C.G.S. 130A-143, and may also lead to civil liability for violating the inmate's constitutional right to privacy. Public health regulations authorize a local Health Department Director to notify the Sheriff if an inmate has certain communicable diseases. (This does not apply to HIV infection and AIDS.)

The unauthorized release of information about an inmate's medical status may result in disciplinary action.

Reporting Communicable Diseases To Public Health Officials.

Detention Center Health Services or the facility conducting the testing is responsible for reporting communicable diseases as required by state law.

Housing and Classification for Inmate Suspected of Having Communicable Disease.

The Booking Officer will consider relevant security factors in housing newly admitted inmates, including those inmates with a communicable disease.

- A. Inmates who are infected with a communicable disease but asymptomatic, may be placed into medical segregation when necessary to protect or promote their health or the health of others. Detention Center Health Services will determine if an inmate should be segregated.
- B. Inmates who are infected with a communicable disease but are asymptomatic, may be placed in administrative segregation when necessary to protect an inmate from assaults by other inmates.
- C. Inmates with a communicable disease who are symptomatic or contagious will be housed in medical segregation or transferred to another facility.

Inmates with a communicable disease in administrative or medical segregation will have reasonable access to all privileges available to other inmates including attorney visits, chaplain visits, commissary, social visitation, mail privileges and other programs or services.

Exposure to Body Fluids or Blood.

An officer or inmate who has been exposed to blood or body fluids of an inmate will wash the exposed area with soap and water as soon as possible after the exposure. Outer garments should be removed in as close proximity to the exposure site as possible, handled as little as possible and placed in a Biohazard bag. (Please see Bloodborne Pathogen policy for more information on this procedure.)

An officer or inmate who has been exposed to the blood or body fluids of any inmate will be encouraged to consult with Detention Center Health Services immediately for an evaluation of the exposure. Documentation of this action, including date and time, should occur.

Any other person exposed to blood or body fluids of an inmate will be encouraged to consult with their private physician, an emergency room, or urgent care immediately. Documentation of this action, including date and time, should occur.

Reports Required.

An officer will complete a Detention Center incident report within twenty-four (24) hours after being exposed to any blood or body fluids, outlining the facts and circumstances of the incident. This report will be forwarded to the Detention Center Administrator by chain of command. The Designated Officer for our agency will be notified to assist the officer in any way possible.

An officer will complete a worker's compensation report within 24 hours of the incident. If an officer is not physically able to complete the report, his supervisor will complete the report.

The reports will be stored in a confidential manner and only available to personnel who have a legitimate need to review them.

Medical Referrals.

Detention Center Health Services will refer officers and/or inmates to the proper health care agency for testing and/or counseling if it has been determined that the exposure poses a significant risk of contracting HIV. If Detention Center Health Services staff determines that the exposure provides no significant risk, the officer or inmate may seek a second opinion at their own personal expense.

Officer(s) and/or inmate(s) involved in a significant exposure incident will be required to follow the procedure outlined in Public Health Code 10A NCAC 41A.0202 (4) (a) (b) (c) which is as follows:

“(4) When health care workers or other persons have a needlestick or nonsexual non-intact skin or mucous membrane exposure to blood or body fluids that, if the source were

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infected with HIV, would pose a significant risk of HIV transmission, the following shall apply:

- (a) When the source person is known:
 - (i) The attending physician or occupational health care provider responsible for the exposed person, if other than the attending physician of the person whose blood or body fluids is the source of the exposure, shall notify the attending physician of the source that an exposure has occurred. The attending physician of the source person shall discuss the exposure with the source and shall test the source for HIV infection unless the source is already known to be infected. The attending physician of the exposed person shall be notified of the infection status of the source.
 - (ii) The attending physician of the exposed person shall inform the exposed person about the infection status of the source, offer testing for HIV infection as soon as possible after exposure and at reasonable intervals up to one year to determine whether transmission occurred, and, if the source person was HIV infected, give the exposed person the control measures listed in Sub-Items (1)(a) through (c) of this Rule. The attending physician of the exposed person shall instruct the exposed person regarding the necessity for protecting confidentiality.
- (b) When the source person is unknown, the attending physician of the exposed persons shall inform the exposed person of the risk of transmission and offer testing for HIV infection as soon as possible after exposure and at reasonable intervals up to one year to determine whether transmission occurred.
- (c) A health care facility may release the name of the attending physician of a source person upon request of the attending physician of an exposed person."

The results will not be reported to any member of the agency.

Detention for Communicable Diseases.

In accordance with N.C.G.S. 15A-534.3, if a judicial official conducting an initial appearance or first appearance hearing finds probable cause that an individual was exposed to the defendant in a manner that poses a significant risk of transmission of the AIDS virus or Hepatitis B, the judicial official shall order the defendant to be detained for a reasonable period of time, not to exceed 24 hours, for investigation and testing by public health officials pursuant to G.S. 130A-144 and G.S. 130A-148. (1989, c. 499.)

N.C.G.S. 15A-534.3 requires judicial officials to order a defendant detained if there is probable cause to believe that the defendant exposed a person to "a significant risk of transmission of HIV."

The purpose of the detention is to provide time for public health officials to conduct an investigation and for HIV or Hepatitis B testing if required by them. Judicial officials do not have the authority to order HIV or Hepatitis B testing, but only to detain the individual for investigation by public health officials who will determine if testing is required.

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Detention Center Health Services staff will notify Union County Health Department officials if a defendant is being detained for evaluation and possible testing for HIV or Hepatitis B.

- A. Since the detention is for 24 hours maximum, Detention Center Health Services staff should notify health department officials as soon as possible.
- B. Public health officials will have reasonable access to the defendant upon their request.
- C. The defendant will be released after 24 hours whether the health department has responded to the notification or not.

Detention Center Health Services staff and Detention staff will refer all questions concerning a defendant's medical status to the Union County Health Department.

Detention Center Health Services Release of Inmate's Communicable Disease Status.

Under the following circumstances, Detention Center Health Services staff are permitted to release an inmate's communicable disease status:

- A. Release is made to health care personnel who are providing medical care to the inmate.
- B. Release is made with the inmate's written consent or the written consent of the inmate's guardian.
- C. Release is made pursuant to a subpoena or court order.
- D. Release is otherwise authorized by G.S. 130A-143 or by regulations adopted by the Commission for Health Services.

Detention Center Health Services will release an inmate's HIV status to the Director of Health Services for the Division of Prisons and the prison facility administrator when an inmate is transferred to the Department of Corrections.

Safety Equipment.

The Union County Detention Center will make the following personal protective equipment available for use by Detention staff:

- A. Disposable latex or nylon gloves;
- B. Pocket Masks with one-way valves for CPR and/or Ambu-Bags;
- C. Coveralls, shoe covers and protective eyewear;
- D. Puncture-resistant containers for holding sharp objects;
- E. Disposable paper towels and cleaning supplies; and
- F. Plastic bags labeled as containers for bio-hazardous waste.

Universal Safety Precautions.

Officers will wear disposable gloves whenever they come in contact with blood or body fluids or whenever they reasonably expect to come into contact with blood or body fluids.

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Once an officer's gloves have been used, they will be thrown away immediately before any other task is performed.

Officers will wear disposable gloves whenever they engage in the following activities:

- A. Conducting cell searches;
- B. Conducting searches of inmates;
- C. Handling disruptive inmates. (Whenever possible ;)
- D. Any other activity likely to result in exposure to blood and body fluids.

Officers will wear other personal protective equipment (PPE) such as surgical masks or goggles when they reasonably expect to come into contact with spurting or splashing blood, if they have time under the circumstances.

Officers will not wear protective equipment, other than disposable latex or nylon gloves, while carrying out their regular duties, even those involving direct contact with known HIV infected inmates, unless there is some specific reason to believe that they might come into contact with blood or body fluids.

Officers who come into contact with blood or body fluids will wash the affected area thoroughly with warm water and soap as soon as possible after the contact. Officers will wash their hands even if they were wearing gloves and the gloves appear to be intact.

Officers will exercise caution to avoid cuts or punctures with sharp objects including knives, razors, and hypodermic needles.

- A. Officers searching cells shall avoid putting their hands into places they cannot visually inspect. Flashlights and mirrors will be used to assist in searching such places.
- B. Sharp objects will be placed into a puncture-resistant container for storage and disposal.

Officers will protect against possible infection by covering cuts, open sores, or breaks in their skin with water-resistant bandages.

Officers will place all contaminated clothing, bedding, or other items that may be cleaned and reused in plastic bags that are marked clearly as contaminated materials (bio-hazard). Normal laundry and dry cleaning procedures are adequate to decontaminate clothing, bedding, and other washable items. Contaminated clothing will be washed at the Detention Center. Employees are prohibited from taking contaminated clothing home to be washed.

Officers will wear utility gloves and use a disinfectant solution when cleaning areas or surfaces contaminated with blood and/or body fluids.

- A. A 1:100 solution of household bleach and water may be used for cleaning objects or areas contaminated with blood or body fluids.
- B. The mixed bleach and water solution may only be stored for a maximum of 24 hours before it loses its strength.

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- C. A hospital grade disinfectant or sanitizing solution may be substituted for bleach and water.

All contaminated items intended for disposal will be placed in plastic bags and clearly marked as bio-hazardous materials with the following exceptions;

- A. Sharp objects will be placed in a puncture-resistant container for storage and disposal.
- B. All contaminated trash and sharp containers will be properly marked to identify the contents and be placed in the designated “Bio-Hazardous Storage Room”; for pickup by the designated company
- C. Mattresses and pillows shall be sanitized with a sanitizing solution or a hospital grade disinfectant as required by state standards.

Contaminated disposable materials will be treated as infectious waste and disposed of in Bio Waste containers.

Cleaning Cells.

If physically able, all inmates will be responsible for routine cleaning of their own cells, according to standard procedure. If the inmate is unable to clean his own cell, the cell will be cleaned by an inmate under the supervision of an officer.

When an inmate leaves the Detention Center, the cell and its furnishings, including both sides of the mattress, will be cleaned according to standard procedures and disinfected with a bleach solution [1 part bleach to 9 parts disinfectant water]. Inmates will wear gloves for these cleaning procedures.

Laundry.

If clothing or linens are contaminated with blood or other body fluids, those items may be placed in special water-soluble bags for laundering or disposed of in accordance with local or state health regulations. Clothing or facility linens which have not been contaminated will be laundered according to usual laundry procedures. Inmates assigned to the laundry will wear gloves when handling all unwashed laundry.

Uniforms that have become contaminated with blood or body fluids will be removed and cleaned as soon as possible. The Detention Center laundry will launder all contaminated clothing. Officers will not take contaminated clothing home to be washed. If skin under the uniform has been contaminated, it should be washed thoroughly. Blood and body fluids on clothing and unbroken skin are not normally considered to be an exposure to HIV.

CPR and First Aid.

Detention Center Health Services staff and/or officers will provide first aid treatment and administer CPR to inmates during a medical emergency as necessary.

POLICY 4.01 – UNION COUNTY DETENTION CENTER MEDICAL PLAN

If CPR is required, those involved should use an Ambu-bag or a pocket mask with a one-way valve whenever possible. These devices reduce the risk of transmitting all infectious diseases. Contact with saliva during CPR does not present a significant risk of transmitting HIV.

Refusal by Detention staff to provide emergency care, including CPR, to an inmate may result in disciplinary action.

Employee Training.

The Union County Sheriff's Office and Detention Center will provide officers with Bloodborne Pathogen and Airborne Pathogen training within ten (10) days of beginning work, normally on the first day of work during the Union County Detention Center Orientation. This training will familiarize the officer with their legal responsibilities and the operational procedures of the Union County Detention Center as they relate to communicable diseases.

Within one year of appointment, officers are required to successfully complete the N.C. Detention Officer Certification Course (DOCC) which includes legal responsibilities and procedures for handling inmates with communicable diseases.

Officers will receive periodic training containing current information concerning HIV and other communicable diseases.

4.01-L: Medical Records

POLICY STATEMENT:

The medical records of inmates at the Union County Detention Center will be kept confidential as required by law. The records will be stored securely and maintained separately from confinement records, and access to medical records will be controlled and limited. These records will be stored and maintained by Detention Center Health Services in the medical office. When the medical records are not in active use, they will be filed in a manner inaccessible to unauthorized personnel.

DISCUSSION:

NC State Standards .3201(b)(6) provides “the medical plan for each Detention Center must address the maintenance and confidentiality of medical records.” NC State Standards .2301(25) defines a “medical record” as “a record of medical problems, examinations, diagnosis and treatments.” NC State Standards .3202 indicates that information contained on an inmate’s health screening form may not be shared with Detention Officers if it is required by law to be kept confidential.

SPECIFIC PROCEDURES:

Contents of Medical Records.

A medical record (file) will be created for an inmate whenever the inmate is evaluated or treated by a healthcare professional. Medical records include, but are not necessarily limited to, the following:

- A. Copy of a completed health screening form.
- B. Medical findings, evaluations, treatments, medications and dispositions
- C. Completed records of administered medications
- D. Reports of laboratory, X-ray, and diagnostic studies.
- E. Progress notes
- F. Consent and refusal forms
- G. Release of information forms
- H. Discharge summary of hospitalizations
- I. Special treatment plans, including prescribed diet
- J. Place, date and time of each encounter with a medical professional
- K. The legible signature and title of each document.

Repository of Medical Records.

The medical records of inmates will be kept confidential, and they will be stored separately from their confinement records. Detention Center Health Services staff will maintain strict control of all inmate medical records. When not in active use, the medical records of inmates will be stored in a locked file cabinet in the medical clinic. Detention

Center Health Services staff shall have access and control of the records and ensure confidentiality as required by law.

N.C.G.S. 53A-222 allows Detention Center inspectors with the North Carolina Detention Center and Detention Division to examine an inmate's medical record unless the inmate objects in writing. The inmate must be informed in writing of his right to object before an inspector can examine the record. If the inmate objects in writing, the inspector(s) will not be allowed to view the inmate's confidential medical record.

Transfer/Release of Inmates with Medications.

An inmate receiving prescription medication at the time of release will be provided (if needed) with a three (3) to five (5) day supply of the prescribed medication(s) upon release or transfer from custody. The inmate will sign an acknowledgement of receipt and understanding form, provided by Detention Center Health Services, which will be filed in his inmate medical record. Certain controlled medications may be regulated and cannot be given to an inmate upon release. If the prescription medication is unavailable or regulated, a prescription will be provided so it can be filled at a pharmacy.

Transfer of Inmate Medical Record.

If an inmate is transferred to a county or regional detention facility in North Carolina, Detention Center Health Services will provide the transporting officer with copies of the inmate's medical records to deliver to the receiving detention facility. Treating health care providers may share confidential medical information to ensure continuity of medical care.

Transfer of Known HIV-Infected Inmate To The NC Department of Corrections.

If a known HIV-infected inmate is transferred to the NC Department of Corrections, Detention Center Health Services will notify the Director of Health Services for the Division of Prisons and the prison facility administrator of the inmate's HIV status.

Retention of Inmate Medical Records.

The medical records of an inmate will be retained for 5 (five) years after the inmate's release.

4.01-M: Privacy During Medical Examinations

POLICY STATEMENT:

It is the policy of the Union County Detention Center to conduct medical examinations and interviews in a confidential and private setting. Safety and security will not be jeopardized at any time.

SPECIFIC PROCEDURES:

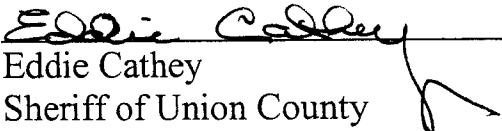
Inmate Privacy.

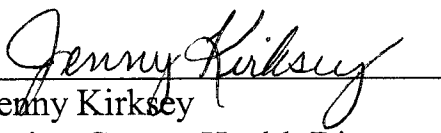
Inmates will be provided with a confidential and private setting while being examined, treated or interviewed by Detention Center Health Services staff or other medical staff. Officer will provide sufficient privacy during the exam or interview so the inmate will feel free to discuss any medical problem. Safety and security will remain the first priority and will not be jeopardized at any time.

Union County Detention Center Medical Plan

Revised: March 1, 2007

Approved By:


Eddie Cathey
Sheriff of Union County


Jenny Kirksey
Union County Health Director

Kevin Pressley
Chairman of Union County Board of Commissioners

Adopted on _____ by the Union County
Board of Commissioners.

Lynn West
Clerk to the Union County Board of Commissioners

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: 4/02/07

Action Agenda Item No. 3/7a
(Central Admin. use only)

SUBJECT: Resolution Approving the Financing for the Purchase of a new Rescue Squad vehicle by Jackson Community Volunteer Fire and Rescue, Inc.

DEPARTMENT: Homeland Security **PUBLIC HEARING:** No

ATTACHMENT(S):
Resolution and other documents relative to approving the financing by Jackson Community Volunteer Fire and Rescue, Inc

INFORMATION CONTACT:
Patrick Beekman
Neal Speer
Kai Nelson

TELEPHONE NUMBERS:
292-2670
296-4296
292-2522

DEPARTMENT'S RECOMMENDED ACTION: Approve

BACKGROUND: Jackson Community Volunteer Fire and Rescue, Inc desires to finance through a loan with BB&T an amount of \$85,000 for a 2006 Ford F-550 Rescue Squad vehicle purchased land that they would like to finance. The department requires your resolution for financing to be carried out on a tax-exempt basis. Jackson Community Volunteer Fire and Rescue, Inc is solely responsible for the loan. The Board passing this resolution does not obligate the County for this loan.

FINANCIAL IMPACT: None

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____



OFFICE OF THE COMMISSIONERS AND MANAGER

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

County Board Resolution

Resolution Approving the Financing by Jackson Volunteer Fire Department, Inc. of \$85,000 for a 2006 Ford F-550 Squad Rescue Vehicle

WHEREAS:

The Jackson Community Volunteer Fire and Rescue, Inc. at 8323 Lancaster Hwy., Waxhaw, NC 28173, has determined the need to finance an amount of \$85,000 for a 2006 Ford Rescue Squad Vehicle. The United States Internal Revenue Code requires that for such financing to be carried out on a tax-exempt basis, this Board must first approve the financing. The VFD has held a public hearing on the financing after published notice, as required by the Code. The VFD has reported the proceedings of the hearing to this Board.

BE IT THEREFORE RESOLVED by the Board of Commissioners of Union County, North Carolina, as follows:

1. The County approves the VFD's entering into the financing, as required under the Code for the financing to be carried out on a tax-exempt basis. The VFD's conduct of the required public hearing is approved, provided that Union County makes no representation as to the sufficiency of the public hearing for any purpose whatsoever.
2. Union County's approval of the VFD's entering into the financing does not obligate the County or its Board of Commissioners in any way regarding repayment of the debt.

Attest:

Lynn G. West, Clerk to the Board

Kevin Pressley, Chairman

I hereby certify that the foregoing resolution was duly adopted at a meeting of the Union County Board of Commissioners duly called and held on April 2, 2007, and that a quorum was present and acting throughout such meeting. Such resolution remains in full effect as of today.

Dated this _____ day of _____, 2006.

[SEAL]

Clerk, Board of Commissioners
Union County, North Carolina

Jackson Community Volunteer Fire and Rescue, Inc.

8323 Lancaster Highway Waxhaw, North Carolina 28173 704-843-5500

March 20, 2007

Union County Board of Commissioners,

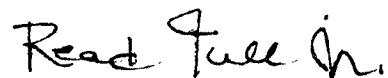
Dear Lynn West,

Enclosed is our Resolution Approving the financing of a new vehicle for the Board to endorse. I am also enclosing a copy of the public notice that appeared in the Enquirer Journal, and the minutes from our public hearing.

In short, we will be replacing a 17 year old squad vehicle that is becoming unreliable. We use this vehicle on 95% of our response calls. Our Board of directors unanimously approved it, and we intend to pay the BB&T loan off within 5 years.

It would really help our fire district to make sure this passes through in your Apr. 2nd meeting. Should you have any questions please call or email me.

Sincerely,



Read Tull

Jackson VFD Treasurer

704-843-5500

read.tull@att.net

Notice of Public Hearing
Concerning Proposed Financing of \$85,000.00
By Jackson Community Volunteer Fire Department, Inc. for a 2006 Ford Squad Vehicle

PLEASE TAKE NOTICE that Jackson Community Volunteer Fire and Rescue, Inc. (the "VFD") will hold a public hearing at 7:00 p.m. on Monday 19th, March, 2007. The hearing will be held at Jackson Community Volunteer Fire and Rescue, Inc. 8323 Lancaster Hwy. Waxhaw, NC 28173

The purpose of the public hearing is to take public comment on a proposal for the VFD to finance up to \$85,000.00 for a 2006 Ford Replacement Squad Vehicle. The VFD expects that the financed property will be located the said Fire Station.

Anyone wishing to comment on the proposed financing, the location or nature of the project or any other aspect of the proposed undertaking may appear at the public hearing. Interested persons may also submit written comments on the subject of the hearing, or may obtain additional information on the subject of the hearing, from Read Tull at 7201 Massey Road, Waxhaw 28173 ph.704-843-5500

Public Hearing Minutes

Pursuant to published notice, Jackson Volunteer Fire Department, Inc. held a public hearing on Monday March 19th 7:00 pm at the Jackson Community Volunteer Fire and Rescue, Inc. 8323 Lancaster Hwy. Waxhaw, NC 28173

Mr. Read Tull called the hearing to order at 7:00 pm.

The following is a list of persons who spoke at the hearing, and a summary of their comments:

[If none, write "None." Attach additional sheets if necessary.]

- NONE -

There being no further persons wishing to speak, Mr. Read Tull called an end to the hearing at 7:05 [time].

The foregoing constitutes a complete and accurate summary of the proceedings at a public hearing held by Jackson Volunteer Fire Department, Inc. at the time and place indicated above.

Dated this 19th day of March, 2007.

[Seal]

Read Tull
Secretary
Jackson Community Volunteer Fire and Rescue, Inc.

Fire VFD Board Resolution

Resolution Approving Financing Terms

WHEREAS: The Jackson Volunteer Fire Department, Inc. ("VFD") has previously determined to undertake a project for a 2006 Ford Squad Truck (the "Project"), and the Treasurer has now presented a proposal for the financing of such Project.

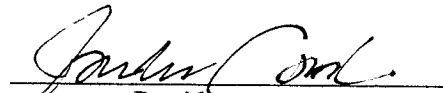
BE IT THEREFORE RESOLVED, as follows:

1. The VFD hereby determines to finance the Project through Branch Banking and Trust VFD ("BB&T"), in accordance with the proposal dated March 13, 2007. The amount financed shall not exceed \$85,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 4.58%, and the financing term shall not exceed five (5) years from closing.
2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the VFD are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and a Project Fund Agreement as BB&T may request.
3. The Treasurer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Treasurer is authorized to approve changes to any Financing Documents previously signed by the VFD officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Treasurer shall approve, with the Treasurer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The VFD shall not take or omit to take any action the taking or omission of which will cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The VFD hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. All prior actions of VFD officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Adopted this 20th day of March, 2007.



Treasurer /Secretary



President

SEAL

3-20-07

Contract Summary of Major Terms and Conditions

Reference	Vendor Name	Purpose	Payment Terms	Comprehensive Plans	Budget Amend.
A	Thomas A. Ebert	Real property valuation services.	\$68,250 Lump sum amount (NTE)	Operating Budget – 2007	n/a
B	T. K. Browne Construction Company, Inc.	Union West Regional Library, parking lot expansion change order, to replace non-compacting soil (Change Order # G-1).	\$9,032 Lump sum amount (NTE)	Library Capital Project Ordinance	n/a
C	CMC - Union	Caseworker services for provision of Medicaid applicants with eligibility assistance at CMC - Union.	\$106,937 Approximately, revenue agreement (to recover 100% of net cost)	Operating Budget – 2007	n/a
D	Camp Dresser and McKee	Millbridge and Tarkhill pump station analysis (Task Order # 10).	\$6,900 Lump sum amount (NTE)	Operating Budget – 2007	n/a
E	Camp Dresser and McKee	East side sewer system pump station 2 (PS2) improvements design (Task Order # 5A).	\$16,800 Lump sum amount (NTE)	Water & Sewer Master Plan 2005 CIP2006 Capital Project Ordinance	n/a
F	ATI Allvac	Project Franklin incentive grant agreement. Public hearing held 3.12.2007 Certified new investment values est. @ \$190.0M	\$2,183,353 Lump sum amount (NTE) Payable 2009-2014 based on achieving certified new investment values	Operating Budgets – Future	n/a

AGENDA ITEM

318

MEETING DATE 4-2-07

**UNION COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date:

Action Agenda Item No. 319

(Central Admin. use only)

SUBJECT: Board of Elections: Director's Salary

DEPARTMENT: Board of Elections

PUBLIC HEARING: Choose one....

ATTACHMENT(S):

BOE MEMO 3/6/07 (1)

IOG Salary Survey (2)

INFORMATION CONTACT:

Bobby Griffin

Mark Watson

TELEPHONE NUMBERS:

704-283-3809

704-283-3869

DEPARTMENT'S RECOMMENDED ACTION: The Board of Elections requests an adjustment in the salary of the Director of Elections to \$76,005.00, the maximum of the assigned pay grade. Accordingly, NCGS 163-35 (c) sets out the method of compensation for the Director of Elections and provides that the Board of County Commissioners must approve this request.

BACKGROUND: § 163-35. Director of elections to county board of elections; appointment; compensation; duties; dismissal.

c) Compensation of Directors of Elections. - Compensation paid to directors of elections in all counties maintaining full-time registration (five days per week) shall be in the form of a salary in an amount recommended by the county board of elections and approved by the Board of County Commissioners and shall be commensurate with the salary paid to directors in counties similarly situated and similar in population and number of registered voters.

While pay grade ranges are of interest and provide a framework from which to base commensurate compensation, the statues recognize the actual salary paid as the basis for determining compensation for the Director of Elections.

Spreadsheets reporting the most recent salary data compiled by the Institute of Government are attached to assist the Commission with comparing the commensurate salaries paid to directors in counties similarly situated and similar in population.

FINANCIAL IMPACT: \$6,662 wages, \$1,324 benefits / \$7,986 total

Legal Dept. Comments if applicable: _____

Finance Dept. Comments if applicable: _____

Manager Recommendation: _____

UNION COUNTY BOARD OF ELECTIONS

P.O. BOX 1106
MONROE, NORTH CAROLINA 28111



BOBBY H. GRIFFIN
CHAIRMAN
BETTY G. COUICK
SECRETARY
SHIRLEY BOSSBACH
MEMBER

316-B Windsor St. E.
Monroe, NC 28112
Telephone – (704)283-3809
Fax – (704)282-1083

Shirley L. Secrest
Director

March 6, 2007

Mr. Mark Watson
Director – Personnel
Union County
500 North Main, Suite 130
Monroe, NC 28112

Re: Director's Salary

Dear Mr. Watson:

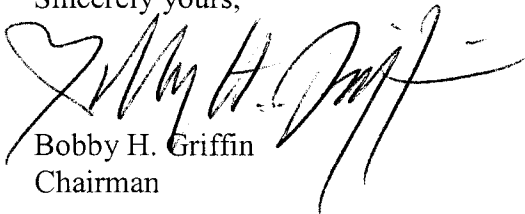
The Members of the Board of Elections met to discuss the Director's Performance Evaluation and at that time discussed the salary level for this position.

The Members unanimously agreed to move the Director's current salary to the maximum allowed for grade 74 which would be \$76,005.00 effective immediately.

During the discussion about the Director's retirement which may come at the end of this year, we feel it is imperative that the salary be sufficient to attract qualified applicants. This prompted our request to also ensure the level of pay for the upcoming budget year.

We would appreciate your assistance in accomplishing this matter.

Sincerely yours,


Bobby H. Griffin
Chairman

Financial Information for Position Change Request

FY 2006-2007

Department: Board of Elections
 Division:
 Account code:
 Position #: 417004
 Effective Date (1st day of PP):

Title:
 Pay Grade: 74

Current (from): Director of Elections
 Proposed (to): Director of Elections

Annualized:	Wage	Benefits	Wage	Benefits	Increase / (Decrease)	
					Wage	Benefits
Wage/Benefits - FT:	69,343	20,001	76,005	21,326	6,662	1,324
Wage/Benefits - RPT:	-	-	-	-	-	-
Wage/Benefits - PT:	-	-	-	-	-	-
Total:	89,344	89,344	97,331	97,331	-	7,986

Effect to End of Fiscal Yr:
 Wage/Benefits - FT: -
 Wage/Benefits - RPT: -
 Wage/Benefits - PT: -
 Total: -

Notes:

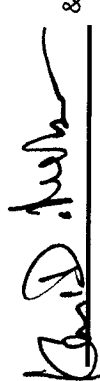
Pay Grade Information (at minimum):
 FY06 Pay Plan 48,257
 (as used for FY07 budgeting)
 FY07 Pay Plan 50,670

Current (or Last) Occupant Info:

Original FY07 Budget 69,343 (above minimum FY06 pay plan amount) 21,086 (above minimum FY06 pay plan amount)
 Original Request 69,343 (above minimum FY06 pay plan amount) 21,086 (above minimum FY06 pay plan amount)
 Position Filled (yes/no) Yes
 Current Occupant Rate 69,343 (above minimum FY07 pay plan amount) 18,673 (above minimum FY07 pay plan amount)
 Updated Request 76,005 (above minimum FY07 pay plan amount) 25,335 (above minimum FY07 pay plan amount)

Additional Comments:

Comment 1: See Attached Memo from the Board of Elections
 Comment 2:
 Comment 3:

Reviewed in Finance by:  &

**UNION COUNTY PERSONNEL DEPARTMENT
INTEROFFICE MEMORANDA**



500 North Main Street, Suite 835, Monroe, North Carolina 28112
Telephone 704.283.3869 Fax 704.292.2590
e-mail: watson@co.union.nc.us

TO: KEVIN PRESSLEY, CHAIRMAN
FROM: MARK WATSON, SPHR, IPMA-CP
DIRECTOR OF PERSONNEL
SUBJECT: BOARD FO ELECTION'S: DIRECTOR'S SALARY
DATE: MARCH 12, 2007
CC: DICK BLACK, INTERIM COUNTY MANAGER

The Board of Elections requests an adjustment in the salary of the Director of Elections to \$76,005.00, the maximum of the assigned pay grade. Accordingly, NCGS 163-35 (c) sets out the method of compensation for the Director of Elections and provides that the Board of County Commissioners must approve this request.

§ 163-35. Director of elections to county board of elections; appointment; compensation; duties; dismissal.

c) Compensation of Directors of Elections. - Compensation paid to directors of elections in all counties maintaining full-time registration (five days per week) shall be in the form of a salary in an amount recommended by the county board of elections and approved by the Board of County Commissioners and shall be commensurate with the salary paid to directors in counties similarly situated and similar in population and number of registered voters.

While pay grade ranges are of interest and provide a framework from which to base commensurate compensation, the statues recognize the actual salary paid as the basis for determining compensation for the Director of Elections.

Spreadsheets reporting the most recent salary data compiled by the Institute of Government are attached to assist the Commission with comparing the commensurate salaries paid to directors in counties similarly situated and similar in population.

IOG SALARY SURVEY

December 2006

DIRECTOR: BOARD OF ELECTIONS
TOP 50 COUNTIES by POPULATION

BOARD OF ELECTIONS					
12/31/2006	Est.	Elections Director		Actual	% of
County	Pop'n 2006	Min.	Max.		Grade
Mecklenburg	850,178	68,170	129,147	90,000	35.8%
Wake	775,000	58,610	97,890	87,076	72.5%
Guilford	443,519			87,599	
Forsyth	325,967	52,146	86,050	86,050	100.0%
Cumberland	304,520	42,894	70,775	58,534	56.1%
Durham	242,582	56,322	96,960	82,981	65.6%
Buncombe	215,000	54,154	76,988	74,437	88.8%
Union	161,332	50,670	76,005	69,343	73.7%
New Hanover	160,000	49,592	71,490	50,000	1.9%
Onslow	157,000	33,413	53,029	40,834	37.8%
Johnston	151,031	42,754	63,109	49,500	33.1%
Cabarrus	150,244	45,252	69,859	59,450	57.7%
Davidson	149,690	39,940	59,910	56,902	84.9%
Catawba	146,971	40,980	63,586	59,820	83.3%
Pitt	141,508	53,392	84,388	58,640	16.9%
Alamance	138,572	38,002	60,801	\$51,381	58.7%
Randolph	137,283	41,062	63,431	43,081	9.0%
Iredell	136,808	40,603	62,975	46,225	25.1%
Rowan	133,010	45,342	71,977	47,155	6.8%
Orange	120,965	63,120	100,906	66,300	8.4%
Harnett	101,612	37,833	58,641	50,910	62.8%
Cleveland	98,352	33,438	52,200	48,642	81.0%
Henderson	97,810	44,733	69,342	53,604	36.0%
Rockingham	94,489	39,671	57,564	50,532	60.7%
Craven	93,454	33,466	54,762	45,398	56.0%
Nash	91,548	38,793	62,193	47,320	36.4%
Brunswick	89,162	39,722	63,555	51,040	47.5%
Burke	89,148	31,715	49,159	33,063	7.7%
Moore	82,296	38,796	60,952	55,250	74.3%
Caldwell	79,000	29,929	47,247	36,395	37.3%
Wilson	76,281	41,304	69,840	53,964	44.4%
Haywood	74,421	30,891	46,337	49,311	119.3%
Surry	73,046	33,660	56,364	41,832	36.0%
Lincoln	70,000	41,069	59,481	58,030	92.1%
Wilkes	67,162	30,822	59,171	38,605	27.5%
Rutherford	63,861	37,685	56,782	38,633	5.0%
Carteret	62,436	34,943	57,244	38,259	14.9%
Sampson	61,768	33,252	49,884	43,416	61.1%
Chatham	59,000	37,916	56,019	45,932	44.3%
Stanly	58,912	32,528	46,469	40,015	53.7%
Lenoir	58,278	\$35,992	\$52,128	\$37,815	11.3%
Halifax	57,523	32,041	51,810	42,009	50.4%
Lee	54,933	41,598	58,238	41,881	1.7%
Columbus	54,749	31,957	65,397	43,189	33.6%
Edgecombe	54,713	31,430	46,657	37,080	37.1%
Franklin	54,000	38,570	55,100	45,579	42.4%
Granville	52,942	33,339	53,342	43,704	51.8%
Duplin	51,482	n/a			
Stokes	47,000	38,134	57,201	43,271	26.9%
Beaufort	46,010	34,543	51,814	43,368	51.1%

IOG SALARY SURVEY
December 2006

DIRECTOR: BOARD OF ELECTIONS
TOP 50 PAID SALARIES

ELECTIONS DIRECTOR					
12/31/2006	Est.	Elections Director		Actual	% of
County	Pop'n	Min.	Max.		Grade
Mecklenburg	850,178	68,170	129,147	90,000	35.8%
Guilford	443,519			87,599	
Wake	775,000	58,610	97,890	87,076	72.5%
Forsyth	325,967	52,146	86,050	86,050	100.0%
Durham	242,582	56,322	96,960	82,981	65.6%
Buncombe	215,000	54,154	76,988	74,437	88.8%
Dare	no data	46,249	73,988	72,800	95.7%
Union	161,332	50,670	76,005	69,343	73.7%
Orange	120,965	63,120	100,906	66,300	8.4%
Catawba	146,971	40,980	63,586	59,820	83.3%
Cabarrus	150,244	45,252	69,859	59,450	57.7%
Pitt	141,508	53,392	84,388	58,640	16.9%
Cumberland	304,520	42,894	70,775	58,534	56.1%
Lincoln	70,000	41,069	59,481	58,030	92.1%
Davidson	149,690	39,940	59,910	56,902	84.9%
Bladen	33,204	45,359	52,919	55,268	131.1%
Moore	82,296	38,796	60,952	55,250	74.3%
Wilson	76,281	41,304	69,840	53,964	44.4%
Henderson	97,810	44,733	69,342	53,604	36.0%
Alamance	138,572	\$38,002	\$60,801	\$51,381	58.7%
Brunswick	89,162	39,722	63,555	51,040	47.5%
Harnett	101,612	37,833	58,641	50,910	62.8%
Rockingham	94,489	39,671	57,564	50,532	60.7%
New Hanover	160,000	49,592	71,490	50,000	1.9%
Johnston	151,031	42,754	63,109	49,500	33.1%
Haywood	74,421	30,891	46,337	49,311	119.3%
Cleveland	98,352	33,438	52,200	48,642	81.0%
Nash	91,548	38,793	62,193	47,320	36.4%
Watauga	43,000	33,906	50,858	47,283	78.9%
Rowan	133,010	45,342	71,977	47,155	6.8%
Iredell	136,808	40,603	62,975	46,225	25.1%
Chatham	59,000	37,916	56,019	45,932	44.3%
Transylvania	29,714	33,530	48,619	45,624	80.2%
Franklin	54,000	38,570	55,100	45,579	42.4%
Craven	93,454	33,466	54,762	45,398	56.0%
Hoke	41,016	35,952	50,799	44,899	60.3%
Granville	52,942	33,339	53,342	43,704	51.8%
Sampson	61,768	33,252	49,884	43,416	61.1%
Beaufort	46,010	34,543	51,814	43,368	51.1%
Stokes	47,000	38,134	57,201	43,271	26.9%
Columbus	54,749	31,957	65,397	43,189	33.6%
Randolph	137,283	41,062	63,431	43,081	9.0%
Robeson	20,795	41,384	48,005	42,473	16.4%
Person	37,344	37,487	55,338	42,323	27.1%
Halifax	57,523	32,041	51,810	42,009	50.4%
Lee	54,933	41,598	58,238	41,881	1.7%
Surry	73,046	33,660	56,364	41,832	36.0%
Anson	25,864	29,995	51,812	41,811	54.2%

STATE OF NORTH CAROLINA
COUNTY OF UNION

AGENDA ITEM

3110

MEETING DATE 4-2-07

AGREEMENT

This Agreement made and entered into this ___ day of _____, 2007 between John T. Burns (hereinafter referred to as Attorney) and Union County (hereinafter referred to as County).

RECITALS

County desires to hire Attorney as its County Attorney, and each party desires to reduce their agreement to writing.

NOW, THEREFORE, in consideration of the mutual promises herein contained, the parties agree as follows:

1. County does hereby retain Attorney to serve as its County Attorney.

2. County agrees to pay Attorney an annual retainer of \$15,000.00, which shall be payable in equal monthly installments of \$1250.00.

3. The retainer would cover the following:

- a) Time spent in seminars and travel time to seminars related to duties as County Attorney.
- b) Time spent in travel and attending in town and out of town functions with the county commissioners, which are not related to a specific item of county business, such as conferences in Washington and national county commissioner conferences.
- c) Registration fees, travel expenses, and meals and lodgings for seminars related to Attorney's duties as County Attorney. This would not apply to travel, registration fees, meals and lodging for out of town functions

with the commission.

- d) Time spent in keeping abreast of general developments in governmental law.
- e) Time spent on meetings and telephone calls with county commissioners, county employees which are not on specifically identifiable items of county business.
- f) Publications purchased by County Attorney incident to representation of County.
- g) \$1000.00 will be budgeted to reimburse the County Attorney for seminar registration fees, travel, and room and board (where applicable) for County law-related seminars attended by the County Attorney during the fiscal year.

4. Attorney would not accept employment in any matter adverse to the County, or any of its agencies, including any representation before the Union County Board of Adjustments, or any matter before any board created by Union County, or to which the Union County Commissioners make any appointments.

5. For all legal work, performed for Union County, Attorney would be compensated at the rate of \$200.00 per hour, in addition to the retainer. Travel time expended in representation of the County is to be billed at the rate of \$200.00 per hour.

6. Local telephone calls will not be billed or compensated, except that conference calls or calls taking the place of any meeting or conference will be billed and compensated at the hourly rate or fraction thereof.

7. Billings shall be submitted on a monthly basis, at the end of the month. The billings will be in such format as is agreed to between the County Attorney and the County

Manager. The billings shall be broken down as to matters worked upon and the department as directed by the County Manager.

8. County shall reimburse Attorney for mileage incurred in travel incurred in the representation of County at the rate set for mileage reimbursement by the Internal Revenue Service.

9. County shall reimburse Attorney for meals and lodging expenses incurred while out of town incident to his representation of the County.

10. County shall reimburse Attorney for incidental expenses actually incurred by County Attorney incident to representation of County, which shall include (1) copies at the rate of 15 cents per copy; (2) long distance telephone calls; (3) all court costs and filing fees; (4) postage, and air fare or other means of transportation; (5) any other out-of-pocket expenses.

11. It is agreed and understood that Attorney's associate may be called upon by Attorney for his services utilized in representation of County from time to time and under supervision of the Attorney, which services shall be billed and compensated in name of Attorney and at same rates.

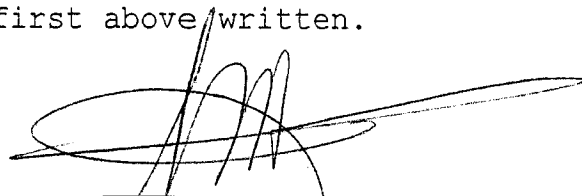
12. Attorney is employed by the Board of Commissioners to represent Union County. Attorney shall not act in the capacity as a general "overseer" but shall act upon and render advice and services when specifically requested by the Board of Commissioners or the County Manager on a specific matter or specific matters. When requested by the Board of Commissioners, or County Manager at Board's direction, Attorney

will attend meetings of the Board and also with various department heads and staff and render services and advice, for which time and services Attorney will be compensated at hourly rate. Attorney will consider County's business as top priority and will at all times strive to comply with County's requests in a timely manner.

13. This Agreement may be terminated at the will of either party.

14. The effective date of this agreement shall be February 6, 2007.

IN WITNESS WHEREOF, the parties have set their hands and seals the date and year first above written.



John T. Burns
UNION COUNTY

Chairman,
Board of County Commissioners

ATTEST:

Clerk to
Board of Commissioners