

**AGENDA**  
**UNION COUNTY BOARD OF COMMISSIONERS**  
**Regular Meeting**  
**Monday, October 1, 2007**  
**7:00 P.M.**  
**Board Room, First Floor**  
**Union County Government Center**  
**500 North Main Street**  
**Monroe, North Carolina**

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

1. **Opening of Meeting**
  - a. Invocation - Members of Cub Scout Pack #175 (Fairview)
  - b. Pledge of Allegiance - Members of Cub Scout Pack #175 (Fairview)
2. **Informal Comments**
3. **Additions, Deletions and/or Adoption of Agenda**  
**ACTION REQUESTED:** Adoption of Agenda
4. **Consent Agenda**  
**ACTION REQUESTED:** Approve items listed on the Consent Agenda
5. **County Radio Communications System**  
**ACTION REQUESTED:** Establish various financial policies regarding access to County radio communications system
6. **Resolution Earmarking Land Transfer Tax Proceeds for School Capital Outlay**  
**ACTION REQUESTED:** Adopt Resolution and Budget Ordinance Amendment #12
7. **User Fee Policy and Revisions to Various Fees**  
**ACTION REQUESTED:** Adopt User Fee Policy and Schedule of Fees and Charges for Parks and Recreation (effective January 1, 2008) and Solid Waste (effective January 1, 2008)
8. **Announcement of Vacancies on Boards and Committees**
  - a. Juvenile Crime Prevention Council (JCPC) -
    - 1) District Attorney or Designee; 2) Substance Abuse Professional; 3) Two persons under the age of 18; 4) Juvenile Defense Attorney; and 5) Member of the Business Community
  - b. Board of Adjustment (1 Vacancy for Alternate Member/Unexpired Term ending May 2009)
  - c. Parks and Recreation Advisory Committee (1 Vacancy to Fill Unexpired Term Due to a Resignation)
  - d. Adult Care Home Advisory Committee (1 Vacancy)**ACTION REQUESTED:** Announce vacancies
9. **Appointments to Boards and Committees**
  - a. Nursing Home Advisory Committee  
**ACTION REQUESTED:** Consider Appointments

10. **Interim Manager's Comments**

11. **Commissioners' Comments**

**CONSENT AGENDA**  
**October 1, 2007**

1. **Contracts Over \$5,000**
  - a. New Ventures Business Development, Inc. - Agreement to provide technology, education services and resources to area businesses, entrepreneurs and citizens
  - b. Administrative Office of the Courts - Agreement to provide funding for two Assistant District Attorneys, one investigator and one Victim/Witness Assistant
  - c. Jordan, Jones & Goulding, Inc. - Design of Waterline to Serve Oak Brook Subdivision (self-help project) (Task Order #1)
  - d. Camp Dresser and McKee - Engineering services related to East Side Sewer System, City of Monroe WWTP meter and tie-in (Task Order #5B)
  - e. S&ME, Inc. - Engineering services related to new regulatory permitting requirements for continued C&D landfill operations (Task Order #16)
  - f. Health Quest - Local Program Agreement

**ACTION REQUESTED:** Authorize the Interim County Manager to approve contracts listed as a-f
  
2. **Tax Administrator**
  - a. Departmental Monthly Report for August 2007
  - b. Releases for September 2007 in the amount of \$103,668.99
  - c. Refund for September 2007 in the amount of \$3,523.07

**ACTION REQUESTED:** Approve
  
3. **Reclassify Position in Legal Department to Full-Time**

**ACTION REQUESTED:** Increase Full-Time Equivalent (FTE) from 80 Percent to 100 Percent (Regular Part-Time to Full-Time)
  
4. **Candidate Forums in Board of Commissioners' Room**

**ACTION REQUESTED:** Approve Use of Commissioners' Board Room Located on First Floor of Government Center for Municipalities to Hold Candidates' Forums (Forums Sponsored by WIXE and *The Union County Weekly*)
  
5. **Social Services Department**

**ACTION REQUESTED:** Budget Amendment #11 to the DSS/Day Care Budget to Appropriate \$443,355 in Federal Funds (No Additional County Monies Requested)
  
6. **Union County Juvenile Crime Prevention Council's (JCPC) Disproportionate Minority Contact (MacArthur Foundation Grant)**

**ACTION REQUESTED:** Approve Application for Submission and Acceptance for a Grant Up to \$100,000 for Three Years (No Matching County Funds Requested)
  
7. **Health Department - Request to Transfer Membership Appointments of Current Health Director to New Health Director (Effective October 8, 2007) On Union Smart Start Board, Juvenile Crime Prevention Council, Criminal Justice Partnership Program, and Local Emergency Planning Committee (LEPC)**

**ACTION REQUESTED:** Authorize the transfer of Membership Appointments from Jenny Kirksey to Phillip Tarte to the Union Smart Start Board, Juvenile Crime Prevention Council, Criminal Justice Partnership Program, and Local Emergency Planning Committee (LEPC)

8. **Resolution Approving the Incurrence by the Town of Unionville Volunteer Fire Department, Inc. of Up to \$1,100,000.00 in Indebtedness from First Charter Bank to Finance the Construction of a New Fire Station**  
**ACTION REQUESTED:** Adopt Resolution
  
9. **Grant Application for Enhancement of EMD (Emergency Medical Dispatch)**  
**ACTION REQUESTED:** Authorize Interim County Manager to submit grant application for the enactment of Emergency Medical Dispatch (EMD) Program currently being used in Emergency Communications (County Match Provided by E-911)

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: October 1, 2007

Action Agenda Item No. 5

(Central Admin. use only)

**SUBJECT:** Radio Communications System

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**DEPARTMENT:** Finance  
Homeland Security

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**

Funding model options

Comparison of other radio  
communication systems

Agenda Abstract for October 1  
meeting

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**INFORMATION CONTACT:**

Kai Nelson  
Patrick Beekman  
Gary Thomas

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**TELEPHONE NUMBERS:**

292-2522  
292-2670  
283-3550

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**DEPARTMENT'S RECOMMENDED ACTION:** Establish various financial policies regarding access to County radio communications system

**BACKGROUND:** County staff presented information on the radio communications system project at the BOCC meeting of September 17. At that meeting, County staff indicated that the project was arriving at a critical point [contracting decisions regarding Motorola and interlocal agreement with Charlotte] and that decisions regarding "who pays" for capital and maintenance costs for infrastructure and subscriber units must be made in the coming weeks in order to keep the project on its current timeline.

Attached to this agenda abstract is a matrix that includes 5 scenarios. There are undoubtedly many other potential scenarios. Scenarios 1-4 have one factor in common ... none of the scenarios allocate any portions of the infrastructure capital and maintenance costs to system users. In each of these scenarios, the County is paying for all of the infrastructure costs and for the subscriber capital and maintenance costs of various agencies.

Scenario 4A allocates 80% to the County's General Fund with 20% being paid by system users. In such a scenario, approximately \$232 in yearly fees would be charged to users to "access" the radio system. Also in 4A, each subscriber would be responsible for the capital costs of their radio units and maintenance.

**FINANCIAL IMPACT:** Varies; General Fund cost ranges from \$2 million to \$2.9 million with tax rate implications ranging from 1.22 cents to 1.70 cents

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

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

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

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**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: September 17, 2007**

**Action Agenda Item No. \_\_\_\_\_**

(Central Admin. use only)

**SUBJECT:** Radio Communications System

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**DEPARTMENT:** Finance  
Homeland Security

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
Funding model options  
  
Comparison of other radio  
communication systems

**INFORMATION CONTACT:**  
Kai Nelson  
Patrick Beekman  
Gary Thomas

---

**TELEPHONE NUMBERS:**

292-2522  
292-2670  
283-3550

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**DEPARTMENT'S RECOMMENDED ACTION:** Establish various financial policies regarding access to County radio communications system

**BACKGROUND:** In May 2007, the BOCC adopted the 2008-2012 County CIP. The radio communications system project was included in the CIP. During the presentation of the CIP and its adoption, County staff indicated that further refinements in the costs of the project would be forthcoming and that the BOCC would be requested to establish various financial policies and standards regarding access to the system.

The good news. The infrastructure costs of the system are now estimated at approximately \$11 million versus \$14.8 million included in the May estimate. The number of potential subscriber units (mobiles, portables) from all County and municipal agencies has increased.

During the CIP discussions, County staff indicated that it would be seeking BOCC direction in connection with the following financial policy questions:

Who should pay the capital costs, both infrastructure and subscriber units, of the system?

How much of the capital costs should be allocated to system participants?

How should DHS assets, both infrastructure and subscriber, be allocated to system participants?

Who should pay for infrastructure and subscriber maintenance and how much of the cost should

be allocated to system participants?

How the BOCC answers these questions will significantly impact the costs of the system to the County's General Fund and the County's tax rate for FY2009.

The per unit cost of the system (infrastructure over 10 yrs, subscriber units over 5 yrs and maintenance) is estimated at approximately \$2,010 per unit/year based on 1,578 units.

Capital Costs		<i>updated 9/23/07</i>
Subscriber	715	<u>715</u>
Infrastructure	895	<u>838</u>
Maintenance		
Subscriber	53	<u>53</u>
Infrastructure	347	<u>325</u>
Total	2,010	<u>1,931</u>

**FINANCIAL IMPACT:** Varies; highest cost to General Fund in 2009 could exceed \$2.6 million and 1.5 cents on the County's current tax base.

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

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

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

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County Radio Communication System Financing Options  
Alternative Scenarios with County General Fund Paying (Yes/No) and How Much (%)

	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 4	Scenario 4A
<b>1. Infrastructure - Capital</b>						
County	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
Public Works	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
VFD's	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
EMS	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
Municipal Fire	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
Municipal Law Enforcement	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
Municipal Other	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
<b>2. Subscriber Units - Capital</b>						
County	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%
Public Works	No/0%	No/0%	No/0%	No/0%	No/0%	No/0%
VFD's	Yes/100%	Yes/100%	Yes/100%	Yes/100%	No/0%	No/0%
EMS	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%
Municipal Fire	Yes/100%	Yes/100%	Yes/100%	No/0%	No/0%	No/0%
Municipal Law Enforcement	Yes/100%	Yes/100%	No/0%	No/0%	No/0%	No/0%
Municipal Other	Yes/100%	No/0%	No/0%	No/0%	No/0%	No/0%
<b>3. Infrastructure - Maintenance</b>						
County	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
Public Works	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
VFD's	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
EMS	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
Municipal Fire	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
Municipal Law Enforcement	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
Municipal Other	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/80%
<b>4. Subscriber Units - Maintenance</b>						
County	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%
Public Works	No/0%	No/0%	No/0%	No/0%	No/0%	No/0%
VFD's	Yes/100%	Yes/100%	Yes/100%	Yes/100%	No/0%	No/0%
EMS	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%	Yes/100%
Municipal Fire	Yes/100%	Yes/100%	Yes/100%	No/0%	No/0%	No/0%
Municipal Law Enforcement	Yes/100%	Yes/100%	No/0%	No/0%	No/0%	No/0%
Municipal Other	Yes/100%	No/0%	No/0%	No/0%	No/0%	No/0%
County General Fund expense	\$ 2,894,974	\$ 2,762,687	\$ 2,530,724	\$ 2,468,990	\$ 2,373,138	\$ 2,070,230
Tax Rate Equivalent (cents/\$100 FY2008)	1.70	1.63	1.49	1.45	1.40	1.22
Subscriber Units - Capital	\$2561-\$3665	\$2561-\$3665	\$2561-\$3665	\$2561-\$3665	\$2561-\$3665	\$2561-\$3665
Subscriber Units - Maintenance Annual	\$53	\$53	\$53	\$53	\$53	\$53
System Access & Maintenance - Annual	\$0	\$0	\$0	\$0	\$0	\$232

County Comparison for 800 MHz System								
	<i>Johnson</i>	<i>Cabarrus-Concord</i>	<i>Guilford Metro</i>	<i>Raleigh-Wake</i>	<i>Charlotte-Mecklenburg</i>	<i>York</i>	<i>Cary</i>	<i>Durham</i>
<b>Transition to 800 began</b>	early 1990s	1994-1995 (city) and 1997-1998 (county)	1988	2000	1989	1993	1992	1994
<b>Duration of transition</b>	5 years	unable to advise	8 years (online in 1996)	2004	2001-2002	13 years (had many political obstacles)	unable to advise	1-2 years
<b>Total Cost</b>	unable to advise	unable to advise	\$18-\$20 Million (including 4 new towers)	\$23 Million (Built 5 new towers for a total of 10)	unable to advise because done in phases over many years and moved from County-operated to City-operated	\$23 Million (5 new towers; 2 County owned; 3 partnerships with County and Duke Power or Phone Company)	unable to advise	\$15.5 Million
<b>How Infrastructure Funded</b>	County funded	3 way split between Concord, Kannapolis and Cabarrus	County (50%), City (50% via bond referendum)	unable to advise	Loan for the City and Debt Service paid by Dept. through subscriber fees	Tax increase to citizens (and some partnership for infrastructure with businesses)	unable to advise	Loan for the City and Debt Service paid by Tech. Dept. through budget
<b>How Subscriber Units Funded</b>	each agency pays for their radios	each agency pays for their radios	each agency pays for their radios (either via budgeting or financing through Communications)	unable to advise	each agency pays for their radios	Also through tax increase to citizens (\$7 per \$100,000) but not for every volunteer in County	Budgeted and paid by City	Each agency initially pays for radios then technology dept. replaces under maintenance (in City); County agencies must pay initially and to replace
<b>Subscriber fees</b>	no fees	no fees yet	\$275 per radio per year for system access and maintenance (has not increased in 10 years but will likely do so soon)	\$485 per radio per year	monthly subscriber fees to each agency on system (with interagency agreements)	handled through the tax increase and with interagency agreements	no fees	no fees, not worth the paperwork
<b>System Type</b>	800 trunked analog	initially 3 conventional 800 repeaters then moved to 10 channel trunked system	800 trunked analog (County) and digital (City)	800 trunked simulcast both digital and analog	800 trunked and simulcast (merged City and County in 2001-2002)	800 trunked and simulcast digital	Single site 800 trunked analog (one of first Motorola systems in NC)	initially 3, now 4 tower sites simulcast, 800 trunked analog and digital

<b>POC</b>	Jason Barbour	Chris Linker	Wesley Reid Tom Murphy	Frank Hall	Dennis Baucom	Cotton Howell	Terry Yates	Rick Rasmussen
<b>Other</b>			City/County paid \$4.5 Million in 2006 for an infrastructure upgrade to system	called and emailed questions. Still waiting for response		Developed a formula using NFPA guidelines to determine how many radios each agency would receive initially, until other funding is available		
<b>Agencies Included on System</b>	Public Safety	Public Safety	Public Safety, General Government, Colleges	Public Safety, public works, most municipalities in county, Raleigh Fire and soon to have Raleigh Police	Public Safety, General Government	Public Safety, Colleges, EMS, Red Cross, School Districts, in future, Catawba Nuclear Facility in Future	Public Safety	Public Safety, General Government, Colleges

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: October 1, 2007**

**Action Agenda Item No. 6**

(Central Admin. use only)

**SUBJECT:** Land Transfer Tax and Information Brochure

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**DEPARTMENT:** County Commission      **PUBLIC HEARING:** No

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**ATTACHMENT(S):**

Resolution

Information Brochure

Budget Ordinance

**INFORMATION CONTACT:**

Commissioner Lanny Openshaw

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**TELEPHONE NUMBERS:**

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**DEPARTMENT'S RECOMMENDED ACTION:** Adopt Resolution and Budget Ordinance Amendment #12

**BACKGROUND:** The Union County Board of Commissioners, by action taken on August 20, 2007, has requested that the Board of Elections conduct a non-binding advisory referendum on November 6, 2007, regarding the imposition of a land transfer tax. Additionally, at that meeting, the BOCC directed the earmarking of any proceeds from the land transfer tax for school capital outlay purposes. The attached Resolution memorializes the BOCC's action of August 20.

The Land Transfer Tax Steering Committee has reviewed various methods of disseminating information on the land transfer tax. Limited time constraints narrow the viability of some of the options. For instance, color production takes more time than black and white and costs more money. Utility bill inserts, as the sole method of disseminating information, may not reach many voters interested in this matter [not all voters are utility customers and due to staggered utility bill mailings, some customers will likely not receive the information until after Nov. 6]. The primary method of disseminating information on the land transfer tax relies on the printed brochure and making the information available through as many public agencies as possible (e.g. County, municipalities, libraries, school system, utilities, etc.).

The County's website will also include information on the subject.

**FINANCIAL IMPACT:** \$20,000 for production and delivery costs

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

**BUDGET AMENDMENT**

BUDGET Board of Commissioners REQUESTED BY Kai Nelson  
 FISCAL YEAR FY2008 DATE October 01, 2007

**INCREASE**

Description

Operating Expense 20,000

**DECREASE**

Description

Contingency 20,000

Explanation: Appropriate funds for information brochure in connection with land transfer tax.

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

FOR POSTING PURPOSES ONLY

<b><u>DEBIT</u></b>			<b><u>CREDIT</u></b>		
<u>Code</u>	<u>Account</u>	<u>Amount</u>	<u>Code</u>	<u>Account</u>	
<u>10-540100-5260</u>	<u>Office Supplies</u>	<u>20,000</u>	<u>10592000-5920</u>	<u>Contingency</u>	<u>20,000</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
		<u>Total</u>		<u>Total</u>	<u>20,000</u>
		<u>20,000</u>			
	Prepared By	<u>aar</u>			
	Posted By	_____			
	Date	_____		Number	<u>12</u>

RESOLUTION EARMARKING LAND TRANSFER TAX PROCEEDS  
FOR SCHOOL CAPITAL OUTLAY

WHEREAS, according to U.S. Census Bureau data, between the years 1980 and 2006, Union County's population increased dramatically from 70,380 to 175,272; and

WHEREAS, due to this continuing rapid population increase, Union County's public school system faces a large influx of new students every year, and its public school facilities have become increasingly overcrowded as a result; and

WHEREAS, Union County Public Schools ("UCPS") reports that:

- UCPS leads the state in student enrollment growth;
- Last school year, one in every ten students who enrolled in North Carolina public schools, enrolled in UCPS;
- In the last ten years, student enrollment at UCPS has increased 79%, from 19,264 to 34,564 students;
- UCPS is the 6<sup>th</sup> largest school system in the state;
- 2,765 new students enrolled in UCPS for the 2005-2006 school year;
- 2,984 new students enrolled in UCPS for the 2006-2007 school year;
- 3000 new students = 4 new elementary schools, 3 new middle schools, or 2 new high schools; and

WHEREAS, UCPS' Capital Improvements Plan for the years 2006 to 2011 calls for the construction of 17 new schools and numerous school building additions and renovations at a cost of \$645 million, and an additional eight (8) new schools are being planned for the years 2012 to 2015; and

WHEREAS, in 2006, approximately 59% of the County's local unrestricted resources (property tax, sales tax, investment income, etc.) was allocated to education, and this amount increased to 65% in Union County's 2008 budget; and

WHEREAS, County appropriations for public school current expenses are consuming a greater portion of the County's local unrestricted resources and in recent years have exceeded by two to three times the growth in property valuations thereby placing an even greater burden on the local property tax to fund public school capital improvements; and

WHEREAS, in order to more equitably distribute the burden of financing public school capital improvements, Union County has requested authorization for additional revenue sources from the Legislature; and

WHEREAS, pursuant to Section 31.17(a) of Session Law 2007-323, the "Current Operations and Capital Improvements Appropriations Act of 2007," the General Assembly has

authorized counties to impose a land transfer tax of up to a rate of four-tenths percent (0.4%) if a majority of those voting in a referendum vote for levy of this tax; and

WHEREAS, the Union County Board of Commissioners, by action taken on August 20, 2007, has requested that the Board of Elections conduct such referendum on November 6, 2007; and

WHEREAS, the Board of Commissioners desires to earmark use of any proceeds from the land transfer tax for school capital outlay purposes.

NOW, THEREFORE, BE IT RESOLVED by the Union County Board of Commissioners that the proceeds of the land transfer tax, if approved by the voters of Union County and imposed by the Board, shall be used solely for public school capital outlay purposes and to retire indebtedness incurred for such purposes.

This resolution is unanimously adopted this the 4<sup>th</sup> day of September, 2007.

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Kevin Pressley, Chairman

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: October 1, 2007**

**Action Agenda Item No. 7**

(Central Admin. use only)

**SUBJECT:** User Fee Policy and Revisions to Various Fees

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**DEPARTMENT:** Finance  
Parks and Recreation  
Public Works

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**

User Fee Policy

Parks and Recreation Fees

Solid Waste Fees

Survey of other solid waste fees

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**INFORMATION CONTACT:**

Kai Nelson

Wanda Smith

Christie Putnam

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**TELEPHONE NUMBERS:**

704.292.2522

704.843.3919

704.296.4212

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**DEPARTMENT'S RECOMMENDED ACTION:** Adopt User Fee Policy and Schedule of Fees and Charges for Parks and Recreation (effective January 1, 2008) and Solid Waste (effective January 1, 2008)

**BACKGROUND:** Numerous County programs and services charge fees in an effort to lessen the tax burden on the general public in providing those services and encourage/discourage demand levels for those services. Over the past several months, public health, parks and recreation and solid waste have presented to the BOCC proposed adjustments to their schedule of fees and charges. In each instance, the BOCC has initially deferred action on the proposed fee adjustments pending further review by staff and various advisory committees.

Following the most recent deferrals and BOCC discussions, County staff concluded that it would be helpful to first establish a "framework" for the establishment of user fees. With the establishment of a BOCC policy regarding user fees, County staff and departments are in a better position to recommend fees based on the principles established by the Board.

Parks and Recreation Fees. The proposed fee schedule has been reviewed twice by the Parks and Recreation Advisory Committee. The fee schedule incorporates several principles. First, where appropriate (based on compatible facilities), Parks and Recreation surveyed fee structures of NC and SC State, municipal, county, and private parks and campgrounds. Second, Parks and Recreation reviewed demand levels (e.g. annual campsites, cabins, family and group



camping) for several programs. High demand levels (waiting lists, reservation backlogs) generally resulted in higher fees. Third, Parks and Recreation tempered the fees based on customer acceptance and affordability (generally focusing on "families").

The FY2008 budget contains approximately \$470K in budgeted revenue. The current rate structure generates about \$370K annually. The proposed fee schedule, once implemented on an annual basis, will generate approximately \$530K annually.

Solid Waste Fees. Public Works and Finance conducted a comprehensive analysis of municipal solid waste (MSW) and construction and demolition (C&D) programs. FY2008 budget costs were allocated to program categories of "municipal" solid waste (residential/commercial/industrial), C&D and recycling. Restricted revenues were also allocated to the benefitting programs.

The current rate of \$39/ton for municipal household waste was determined to be adequate and sufficient to recover our operating and capital costs for FY2008. The current C&D rate of \$24/ton was determined to be inadequate to cover operating, capital, closure and post-closure costs. A rate of \$28.50/ton is necessary to recover those costs with \$16.00 allocated to operating/capital costs and \$12.50 allocated to closure and post-closure costs. Current closure costs are estimated at \$3.9 million.

The General Assembly enacted a \$2.00 solid waste excise tax on the disposal of municipal solid waste and construction and demolition debris effective July 1, 2008 to assist the State in remediating "orphaned" landfills. When the FY2009 budget is developed and rates established to recover costs, an additional \$2/ton will be assessed in order to recover those new regulatory costs.

Information on area solid waste fees is attached. MSW fees are in the range of \$28-\$44 (compared to the County's recommended rate of \$39) with C&D rates in the range of \$20-\$42 (compared to the County's recommended rate of \$28.50).

**FINANCIAL IMPACT:** See background information

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

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

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

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## County of Union User Fee Policy

User fees are an allowable manner of paying for services that generate direct benefits to persons who receive the service. The County encourages the establishment of fees at a level that maximizes revenues. Fees shall be developed based on the cost of providing services and countywide goals and objectives as set by the Board of Commissioners. All user fees shall be evaluated annually with adjustments, if any, included as part of the annual budget process and presented to the Board of Commissioners.

Fees charged to individuals or organizations for participation in government-regulated activities, such as building permits, land disturbance fees, and code enforcement permits, are considered "regulatory fees." Regulatory fees shall be set at a level that strives to recover full costs (direct and indirect costs, such as depreciation or usage costs associated with capital assets) of providing the service, unless statutory restrictions limit the fee amount.

Non-regulatory fees are charged for a wide variety of services; therefore, more in depth criteria must be used in establishing the fees. There are two primary purposes for non-regulatory fees: 1) to influence the use of the service and 2) to increase equity. The determination of the level of cost recovery varies based on the degree to which each purpose applies.

In the broadest terms, the primary cost recovery principle is that users pay for private goods or services and that the public pays for public goods or services. This primary cost recovery principal shall be moderated by the following:

1. Goods or services provided to specific, identifiable recipients shall be self-sustaining and therefore, shall be financed through user fees
2. User fees shall be set at a level that is competitive in the marketplace and strives to recover full costs (direct and indirect costs, such as depreciation or usage costs associated with capital assets) except when:
  - a. free or subsidized service provides a significant public benefit;
  - b. the County has determined that it should influence personal choice to achieve community-wide public benefits;
  - c. full cost recovery would result in reduced use of the service or limit access to intended users thereby not achieving community-wide public benefits;
  - d. the cost of collecting the user fees would be excessively high;
  - e. ensuring the users pay the fees would require extreme measures.

Modification to full cost recovery principles shall be made only after considering the anticipated impact of an exception on the users of a service, the cost of making an exception and whether it would be practical to provide the required financial relief through a grant to a user group or groups.

Union County  
Solid Waste  
Schedule of Fees and Charges  
Effective January 1, 2008

Deleted: July 1

Deleted: 6

Municipal household waste - \$39.00 per ton [unchanged from current \$39.00 per ton]

Construction and demolition waste - \$28.50 per ton [from \$24.00 per ton]

Deleted: 4

Deleted: (FY2005 was \$20/ton)

Yard waste and pallets - \$30 per ton

Recyclable materials from commercial haulers - \$40 per ton credit

Municipal household waste deposited at convenience sites - \$0.25 cents per bag

**From:** Frances Baucom/UnionCounty  
**To:** Mark Tye/UnionCounty@UnionCounty

**Date:** Wednesday, June 20, 2007 11:10AM

**Subject:** MSW & C/D FEES

History:       ⇒ This message has been forwarded.

---

MARK, THE TIPPING FEES I FOUND THIS MORNING ARE AS FOLLOWS:

Queen City Transfer Station (Meck. Co)  
Both C&D and MSW Are \$42.00 Per Ton with a 2 Ton Minimum

Iredell County Transfer Station  
7/01/07 C&D \$30.00 per ton up from \$22.00  
MSW \$43.00 per ton up from \$41.00

Randolph County Transfer Station  
C&D \$25.00 Per ton  
MSW \$44.00 Per ton

Richmond County Transfer Station  
C&D \$45.00 per ton  
MSW fees included in taxes

Anson County Landfill  
C&D \$29.05 per ton  
MSW \$41.00 Per ton

Moore County Landfill  
C&D \$36.75 Per ton  
MSW \$36.53 per ton

Cabarrus County  
C&D \$22.00 per ton with a min. of \$22.00  
MSW \$32.00 per LOAD, no longer accept residential MSW

Fox Hole C&D \$35.00 per ton, No MSW accepted

Stanly County  
C&D \$20.00 per ton  
MSW \$28.00 per ton   Minimum Charge on both \$5.00

If you need further info, let me know.

On the Wax Cardboard, Mecklenburg takes this but separates it out and landfill it. In the process of recycling the OCC, knives are used in the process of recycling in the machines and the wax on the OCC clogs up the knives and makes it cost prohibitive. Also the USDA has regulations on the strength of packaging cardboard and the wax decreases the strength and therefore does not pass USDA Regs.

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date: 9/4/07**

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

**SUBJECT:** Schedule Amending Parks and Recreation Fees

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**DEPARTMENT:** Parks & Recreation      **PUBLIC HEARING:** No

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<b>ATTACHMENT(S):</b> Memorandum to Board Advisory Comm. Recommendation	<b>INFORMATION CONTACT:</b> Wanda Smith, Director Andy Williams, Chairman Adv. Com.
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**TELEPHONE NUMBERS:**  
704-843-3919  
704-363-3692

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**DEPARTMENT'S RECOMMENDED ACTION:** Adopt Amended Parks and Recreation Schedule of Fees and Charges. Approve Amended Fees and Charges to begin January 1, 2008.

**BACKGROUND:** Presented Fees and Charges to BOCC on 6/18/07. At request of Board, Advisory Committee revisited the fee structure. The Parks and Recreation Advisory Committee Recommends a change to the Non-Resident Annual Campsite Fee on page 5, as reviewed and recommended by Internal Auditor. All other fee recommendations remain the same as presented on 6/18/07.

**FINANCIAL IMPACT:** Changes in Fees presented represents an increase to revenue of an estimated \$160,000.

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

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

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

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**UNION COUNTY PARKS & RECREATION DEPARTMENT  
CANE CREEK PARK**

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5213 HARKEY ROAD, WAXHAW, NORTH CAROLINA 28173  
PHONE • 704-843-3919 FAX • 704-843-4046  
WANDA M. SMITH, DIRECTOR

**MEMORANDUM**

**TO: UNION COUNTY BOARD OF COMMISSIONERS**

**VIA: LYNN WEST, CLERK TO THE BOARD**

**FROM: WANDA SMITH, DIRECTOR** *Wanda Smith*  
**PARKS & RECREATION**

**DATE: AUGUST 24, 2007**

**RE: INCREASE IN FEE STRUCTURE AT CANE CREEK PARK**

The Parks and Recreation Advisory Committee revisited an increase in fee structure at Cane Creek Park as requested by the BOCC at the June 18, 2007 Board meeting. The Parks and Recreation Advisory Committee recommends a change to the Non-Resident Annual Campsite Fee (on page 5), as reviewed and recommended by the County's Internal Auditor. All other fee recommendations remain the same as presented on 6/18/07.

Changes in Fees presented, represents an increase to revenue of an estimated \$160,000. The Parks and Recreation Advisory Committee along with the Parks and Recreation Staff, requests BOCC approval of recommended Fee Changes to become effective January 1, 2008. This will allow staff the time needed to prepare printed documentation of new Fees and Charges and to advertise these changes to the public.

I am available to answer any questions you may have in this matter, at your convenience.

cc: Kai Nelson, Finance Director

# CANE CREEK PARK

PHONE (704) 843-3919

(effective 7/01/02)

## DAY USE AREA FEES

<b>Entrance</b>	Pedestrian	\$ 1.00
	Trail (bike or horse)	\$ 2.00
	Vehicle	\$ 3.00
	Vehicle (15 capacity)	\$10.00
	Vehicle (16+capacity)	\$15.00
<b>Boat Access</b>		\$ 3.00
<b>Fishing</b>	6 & older	\$ 1.00
<b>Swimming</b>	6 & older	\$ 3.00
	2-5 yrs. of age	\$ 1.00
	under 2	FREE
<b>Rowboat/</b>	1 hour	\$ 4.00
<b>Canoe Rental</b>	2 hours	\$ 7.50
	4 hours	\$ 15.00
	8 hours	\$ 25.00

**NOTE:** 1. \$5.00 deposit charged in addition to rental fee.  
2. Rental includes paddles and life jackets.  
3. Renter must be at least 18 years of age and occupy boat at all times. Renter must comply with conditions of boat's capacity plate which may vary depending on size and shape of boat.

**Life Jacket/Paddle Rental** \$ 2.00

**NOTE:** 1. \$5.00 deposit charged in addition to rental fee.

**Pedalboat** Per person/per ½ hr. \$ 2.00

**Equip. Rental** Volleyball/horseshoes \$ 1.00

**NOTE:** 1. \$10.00 deposit charged in addition to rental fee.

**Pontoon Boat** \$ 2.00

**Softball Field / (see Field Rental Fee Schedule)**

**Miniature Golf** \$ 1.50

**Senior Citizen Permit** \$ 2.00

(Union County Residents 65+ yrs of age) (Covers entrance/fishing)

**Individual Annual Permit** \$100.00

(Union County Residents only) (Covers entrance/fishing/boat access/miniature golf/bike & horse trails)

**Family Annual Permit** \$175.00

(Union County Residents immediate household only)  
(Maximum 5 people - \$20.00 ea. additional) (Covers entrance/fishing/boat access/mini. golf/bike & horse trails)

**Non-Resident Individual Annual Permit** \$125.00

(Covers entrance/fishing/boat access/mini. golf/bike & horse trails)

**Non-Resident Family Annual Permit** \$200.00

(Maximum 5 people – immediate household only)  
(Covers entrance/fishing/boat access/mini. golf/bike & horse trails)  
(\$20.00 each additional family member)

**Day Pass Ages 2 and older** \$ 5.00

(Purchased at entrance only) (Covers unlimited day swim/pedalboats/mini. golf) **NO REFUNDS!** (Rain checks issued only if beach closes for day with less than 2 hours of use)

**Replacement Copy** \$ 2.00

Park Permits/Discount Passes

**Late Departure Fee** \$ 25.00

Per hour for departure after posted gate closing time (Gate Closing times are posted at main entrance) (non-prorated)

## CAMPING FEES

**Visitor/Guest Entrance Fee** Nightly \$ 2.00/car plus \$ 2.00/person  
Visitors must leave campground prior to "Quiet Time" (10:30 p.m.)

### Family Camping Area (FCA)

Water and Electric Nightly \$ 20.00

Water, Electric & Sewer Nightly \$ 25.00

(Maximum 6 people including guests)

(1 camper and 1 tent, or 2 tents maximum, includes/pup tents)

(Canopy may be used over picnic table)

### FCA WEEKLY RATE

Water and Electric Weekly \$120.00

Water, Electric & Sewer Weekly \$150.00

(Must be paid in advance for 7 nights) *No Refunds!*

**NOTE:** GCA is by reservation only unless FCA/WCA have no vacancies.

### Group Camping Area (GCA)

Small Site (E, G, I, K, L, M, O) Nightly \$ 25.00

(Maximum 20 people)

Large Site (F, H, J, N) Nightly \$ 35.00

(Maximum 30 people)

### Wilderness Camping (WCA)

(Maximum 5 people/2 tents) Nightly \$ 15.00

### Cabin Rental Fee

**(Mar. – Nov.)** (Mon.-Thurs.) Nightly \$ 45.00\*

(Fri.-Sun.) Nightly \$ 55.00\*

(Mon.-Sun.) 7 nights \$275.00\*

\*(Rate covers 4 people)

(Additional @ \$5.00 ea./night – maximum 6 people)

(Weekly rate must be paid in advance for 7 nights. *No Refunds!*)

(One (1) four (4) person tent may be set up on site for additional group rate.)

### **DISCOUNTS:**

Union County, NC resident with valid I.D. receives a 25% discount on above camping rates.

Senior Citizen (65+ years of age) receives a \$1 per night discount on above camping rates.

(1 discount maximum per site)

**Cabin Rental Fee (Dec.-Feb.)** Nightly \$ 25.00\*

(No other discounts apply)

**Security/Key Deposit** \$ 25.00

### Annual Campsites

*Resident:*

Waterfront (3,5,7,9,11,13,15,17,19,21,23,25,27,29,31,33,35) \$1,500/yr.

Non-Waterfront (2,4,6,8,10,12,14,16,18,20,22)

\$1,250/yr.

*Non-Resident:*

Waterfront (3,5,7,9,11,13,15,17,19,21,23,25,27,29,31,33,35) \$1,750/yr.

Non-Waterfront (2,4,6,8,10,12,14,16,18,20,22)

\$1,500/yr.

**Annual Campsite Security/Key Deposit** \$100.00

**Campground Shelters:** Shelters are for registered campers only and may be shared at no charge. Camping groups may reserve a shelter if all individuals are camping. Groups not camping and requesting use of these shelters will be referred to the Day Use Area. Published shelter and entrance fees will be required.

/ PARKS & RECREATION k / Day Use Area	CURRENT FEE Effective 7/1/2002	STAFF PROPOSED FEE	ADVISORY COMMITTEE RECOMMENDATION	AT CURRENT RATE	AT PROPOSED RATE
	\$1.00	\$1.00	\$1.00		
urse)	\$2.00	\$3.00	\$3.00		
	\$3.00	\$4.00	\$4.00	80,900	108,000
acity)	\$10.00	\$15.00	\$15.00		
capacity)	\$15.00	\$20.00	\$20.00		
	\$3.00	\$4.00	\$4.00	14,700	19,600
	\$1.00	\$2.00	\$2.00	15,900	31,800
	\$3.00	\$4.00	\$4.00	31,000	41,333
	\$1.00	\$2.00	\$2.00		
	FREE	FREE	FREE		
<b>BOAT RENTAL</b>					
	\$4.00	\$5.00	\$5.00		
	\$7.50	\$9.00	\$9.00	22,900	27,500
	\$15.00	\$18.00	\$18.00		
	\$25.00	\$30.00	\$30.00		
charged in addition to rental fee	\$5.00	\$10.00	\$10.00		
es paddles and life jackets					
be at least 18 yrs. of age					
at all times. Renter must comply					
s of boat's capacity plate which may					
g on size of boat selected.					
<b>PADDLE RENTAL</b>	\$2.00	\$3.00	\$3.00		
charged in addition to rental fee	\$5.00	\$10.00	\$10.00		
	\$2.00	\$3.00	\$3.00		
<b>RENTAL</b>	\$1.00	\$5.00	\$5.00		
it charged in addition to rental fee	\$10.00	\$10.00	\$10.00		



PARKS & RECREATION Park / Day Use Area	CURRENT FEE Effective 7/1/2002	STAFF PROPOSED FEE	ADVISORY COMMITTEE RECOMMENDATION	AT CURRENT RATE	AT PROPOSED RATE
Reservation Fee) (See Attached)	1 Hour N/A	1 Hour \$10.00	1 Hour \$10.00		
	2 Hour N/A	2 Hour \$20.00	2 Hour \$20.00		
t (Reservation Fee) (See Attached)	1 Hour N/A	1 Hour \$8.00	1 Hour \$8.00		
	2 Hour N/A	2 Hour \$16.00	2 Hour \$16.00		
(Reservation Fee) (See Attached)	1 Hour N/A	1 Hour \$4.00	1 Hour \$4.00		
	2 Hour N/A	2 Hour \$8.00	2 Hour \$8.00		
LD (See Athletic Field Rental Fee Schedule)		SAME	SAME		
LF	\$1.50	\$2.00	\$2.00	4,300	5,733
N PERMIT	\$2.00	\$5.00	\$5.00	78	195
Residents 65+ yrs. of age hunting and fishing under State License Requirements					
ANNUAL PERMIT	\$100.00	\$150.00	\$150.00	2,900	4,350
Residents only hunting/fishing/boat access/miniature golf/ trails under State License Requirements					
AL PERMIT	\$175.00	\$225.00	\$225.00	1,575	2,025
Residents/immediate household only people - \$20.00 ea. Additional hunting/fishing/boat access/miniature golf/ trails under State License Requirements					

PARKS & RECREATION Day Use Area	CURRENT	STAFF	ADVISORY	AT CURRENT	AT PROPOSED
	FEE Effective 7/1/2002	PROPOSED FEE	COMMITTEE RECOMMENDATION	RATE	RATE
<b>INDIVIDUAL ANNUAL PERMIT</b>	\$125.00	\$225.00	\$225.00	375	675
ice/fishing/boat access/ miniature golf/ rails or State License Requirements					
<b>FAMILY ANNUAL PERMIT</b>	\$200.00	\$300.00	\$300.00	200	300
s/immediate household only people - \$20.00 ea. Additional ice/fishing/boat access/miniature golf/ rails or State License Requirements					
<b>AGES TWO &amp; OLDER</b>	\$5.00	\$10.00	\$10.00	42,150	84,300
Operation Center Only ted day swim/pedalboats/miniature golf S! ssued only if beach closes for day with less than 2 hours of use					
<b>copy</b>	\$2.00	\$5.00	\$5.00	20	50
<b>RE / EARLY OPENING FEE</b>	\$25.00	\$40.00	\$40.00	250	400
(pro-rated) departure after posted closing time /Closing times are posted at main entrance					
<b>reservation/Change/Cancellation)</b>	\$2.00	\$4.00	\$4.00	3,900	7,800

PARKS & RECREATION		CURRENT	PROPOSED	ADVISORY	AT CURRENT	AT PROPOSED
PARK / CAMPGROUND		FEE	FEE	COMMITTEE	RATE	RATE
				RECOMMENDATION		
<b>ENTRANCE FEE</b>						
per person		\$2.00/\$2.00	Flat rate of \$10.00/Car	Flat rate of \$10.00		
leave campground prior to 10:30 p.m.						
<b>PICNIC AREA (FCA)</b>						
Nightly		\$20.00	\$25.00	\$25.00	64,000	80,000
Sewer Nightly		\$25.00	\$30.00	\$30.00	16,000	19,200
people including guests						
1 tent, or 2 tents maximum (includes pup tents)						
to be used over picnic tables						
<b>RATE</b>						
Sewer		\$120.00	\$150.00	\$150.00		
		\$150.00	\$180.00	\$180.00		
in advance for 7 nights						
<b>PICNIC AREA (GCA)</b>						
by reservation only unless FCA/WCA						
vacancies						
(G,I,K,L,M,O) nightly		\$25.00	\$30.00	\$30.00		
people/4 Tents						
(H,J,N) nightly						
people/6 tents						
Boat Trailer counts as one vehicle						
<b>CAMPING AREA (WCA)</b>						
people/2 tents per site		\$15.00	\$20.00	\$20.00		
<b>PICNIC AREA (HCA)</b>						
people/2 tents/1 trailer per site		\$15.00	\$20.00	\$20.00		

PARKS & RECREATION CAMP / CAMPGROUND	CURRENT	PROPOSED	ADVISORY COMMITTEE RECOMMENDATION	AT CURRENT	AT PROPOSED
	FEE	FEE		RATE	RATE
1 person (Nightly Monday - Thursday)	\$45.00	* \$50.00 *	\$50.00		
(Nightly Friday - Sunday)	\$55.00	* \$65.00 *	\$65.00	15,400	18,200
(7 nights Monday - Sunday)	\$275.00	* \$345.00 *	\$345.00		
4 people person/nightly people per cabin 4) person tent may be set up on site group rate (small)	\$5.00	\$8.00	\$8.00		
<p>North Carolina residents with valid I.D. receive a 25% discount on camping rates          with an Honorable Status may receive a 50% discount for D.U.A activities with proper I.D.          (DD214 / Official Veterans Card / Letter from Office of Veterans Affairs)</p>					
<b>FEE</b> February (Nightly)	\$25.00	\$30.00	\$30.00	250	300
discounts apply					
<b>DEPOSIT</b>	\$25.00	\$40.00	\$40.00	150	240
<b>SITES</b>					
5,7,9,11,13,15,17,19,21,23,25,27 31,33,35	\$1,500/yr.	\$2,000/YR.	\$2000/YR.	12,000	16,000
tent 2,4,6,8,10,12,14,16,18,20,22	\$1,250/yr.	\$1,750/YR.	\$1750/YR.	6,250	8,750
5,7,9,11,13,15,17,19,21,23,25,27 31,33,35	\$1,750/yr.	\$2,500/YR.	\$2500/YR.	15,750	22,500
tent 2,4,6,8,10,12,14,16,18,20,22	\$1,500/yr.	\$2,250/YR.	\$2250/YR.	16,500	24,750
<b>SITE SECURITY/KEY DEPOSIT</b>	\$100.00	\$200.00	\$200.00	2,800	5,600

/ PARKS & RECREATION PARK / CAMPGROUND	CURRENT FEE	PROPOSED FEE	ADVISORY COMMITTEE RECOMMENDATION	AT CURRENT RATE	AT PROPOSED RATE
<b>SHELTERS</b>  or registered campers only and may be charge. up may reserve a shelter if <u>all</u> individuals  camping and requesting use of these e referred to the Day Use Area. alter and entrance fees will be required.					
<b>A</b> (Worksheet)		<b>SAME</b> (Admin. Fee will change if approved by the Board)	<b>SAME</b>		
<b>DS</b> (Schedule)		<b>SAME</b> (Admin. Fee will change if approved by the Board)	<b>SAME</b>		
<b>LEBO / CANOPY / PICNIC PADS</b> (Worksheet)		<b>SAME</b> (Admin. Fee will change if approved by the Board)	<b>SAME</b>		
				<b>370,248</b>	<b>529,601</b>

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: October 1, 2007

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

**SUBJECT:** Vacancies on Boards and Committees

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**DEPARTMENT:** Board of Commissioners

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
Information from Boards and Committees Book

**INFORMATION CONTACT:**  
Lynn G. West  
Clerk to the Board of Commissioners

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**TELEPHONE NUMBERS:**  
704-283-3853

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**DEPARTMENT'S RECOMMENDED ACTION:** Announce vacancies

**BACKGROUND:** a. Juvenile Crime Prevention Council (JCPC)

1) District Attorney or Designee; 2) Substance Abuse Professional; 3) Two persons under the age of 18; 4) Juvenile Defense Attorney; and 5) Member of the Business Community

b. Board of Adjustment (1 Vacancy for Alternate Member/Unexpired Term ending May 2009)

c. Parks and Recreation Advisory Committee (1 Vacancy to Fill Unexpired Term Due to a Resignation)

d. Adult Care Home Advisory Committee (1 Vacancy)

**FINANCIAL IMPACT:**

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

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

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**Summary of Major Terms and Conditions**

ce	Vendor Name	Purpose	Payment Terms	Comprehensive Plans	Budget A
<b>Agenda Item - Contracts Over \$5,000 (List)</b>					
	New Ventures Business Development, Inc.	Agreement to provide technology and education services and resources to area businesses, entrepreneurs and citizens	\$ 10,000.00 n/a	Operating Budget -- 2008	n/a
	Administrative Office of the Courts	Agreement to provide funding for 2 Assistant District Attorneys, 1 investigator and 1 Victim/Witness Assistant	\$ 151,000.00 2 payments of \$75,500 subject to reconciliation at contract year-end	Operating Budget -- 2008	n/a
	Jordan, Jones & Goulding, Inc.	Design 5,850 LF of waterline to serve Oak Brook Subdivision, a self help project (Task Order # 1)	\$ 28,550.00 Lump sum amount (NTE)	CIP2006 (Self Help Program) Capital Project Ordinance	n/a
	Camp Dresser and McKee	Engineering services related to East Side Sewer System City of Monroe WWTP meter and tie-in (Task Order # 5B)	\$ 19,900.00 Lump sum amount (NTE)	W&S Master Plan 2005 CIP2006 Capital Project Ordinance	n/a
	S&ME, Inc.	Engineering services related to new regulatory permitting requirements for continued C&D landfill operations (Task Order # 16)	\$ 104,000.00 Lump sum amount (NTE)	Operating Budget -- 2008	n/a
	Health Quest	Local program agreement	\$ 100,000.00	Operating Budget -- 2008 Operating Budget -- Future	n/a

MEETING DATE 10/1/07


# 4110-F



**UNION COUNTY** **AGENDA ITEM**  
**Office of the Tax Administrator** # 4/2a  
**Collections Division**  
500 N. Main St. Ste 119  
P.O. Box 38  
Monroe, NC 28111-0038

MEETING DATE 10/1/07  
704-283-3848  
704-283-3897 Fax

TO: Lynn West  
Clerk to the Board

FROM: John Petoskey  
Tax Administrator 

DATE: September 18, 2007

SUBJECT: Departmental Monthly Report

The collector's monthly/year to date collections report for the month ending August 31, 2007 is attached for your information and review.

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

Attachment

JP/PH



**AUGUST 2007**

**PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

<b>AUGUST 31, 2007 REGULAR TAX</b>	<b>2003</b>	<b>2002</b>	<b>2001</b>	<b>2000</b>
BEGINNING CHARGE	60,644,119.32	51,675,001.26	48,122,902.55	43,553,122.94
2007 TAX CHARGE				
GL Entry for Tax Charge				
DISCOVERIES				
FARM DEFERMENTS	1,249.87			
WRITE OFF \$5.00 & UNDER RELEASES				
<b>TOTAL CHARGE</b>	<b>60,645,369.19</b>	<b>51,675,001.26</b>	<b>48,122,902.55</b>	<b>43,553,122.94</b>
BEGINNING COLLECTIONS	60,486,413.28	51,570,916.93	48,050,722.68	43,504,683.63
COLLECTIONS	4,662.93	1,501.98	826.88	537.58
<b>TOTAL COLLECTIONS</b>	<b>60,491,076.21</b>	<b>51,572,418.91</b>	<b>48,051,549.56</b>	<b>43,505,221.21</b>
BALANCE OUTSTANDING	154,292.98	102,582.35	71,352.99	47,901.73
<b>PERCENTAGE OF REGULAR</b>	<b>99.75%</b>	<b>99.80%</b>	<b>99.85%</b>	<b>99.89%</b>
<b>AUGUST 31, 2007 MOTOR VEHICLE</b>				
BEGINNING CHARGE	-	-	-	-
3RD M/V BILLING	-	-	-	-
ASSESSOR RELEASE	-	-	-	-
ASSESSOR REFUND	-	-	-	-
COLLECTOR RELEASE	-	-	-	-
COLLECTOR REFUND	-	-	-	-
REIMBURSEMENTS	-	-	-	-
ADJUSTMENTS	-	-	-	-
<b>TOTAL CHARGE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
BEGINNING COLLECTIONS	-	-	-	-
COLLECTIONS	-	-	-	-
<b>TOTAL COLLECTIONS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
BALANCE OUTSTANDING	-	-	-	-
<b>PERCENTAGE OF MOTOR VEHICLE</b>				
<b>OVERALL CHARGED</b>	<b>60,645,369.19</b>	<b>51,675,001.26</b>	<b>48,122,902.55</b>	<b>43,553,122.94</b>
<b>OVERALL COLLECTED</b>	<b>60,491,076.21</b>	<b>51,572,418.91</b>	<b>48,051,549.56</b>	<b>43,505,221.21</b>
<b>OVERALL PERCENTAGE</b>	<b>99.75%</b>	<b>99.80%</b>	<b>99.85%</b>	<b>99.89%</b>

**AUGUST 2007**

**PERCENTAGE FOR REGULAR AND MOTOR VEHICLE**

<b>AUGUST 31, 2007 REGULAR TAX</b>	<b>1999</b>	<b>1998</b>	<b>1997</b>	<b>1996</b>
BEGINNING CHARGE	40,736,859.08	37,964,034.52	35,335,292.87	33,436,497.93
2007 TAX CHARGE				
GL Entry for Tax Charge				
DISCOVERIES				
FARM DEFERMENTS				
WRITE OFF \$5.00 & UNDER				
RELEASES				
<b>TOTAL CHARGE</b>	<b>40,736,859.08</b>	<b>37,964,034.52</b>	<b>35,335,292.87</b>	<b>33,436,497.93</b>
BEGINNING COLLECTIONS	40,695,267.72	37,934,515.66	35,315,904.50	33,421,037.26
COLLECTIONS	5.47	41.99		
<b>TOTAL COLLECTIONS</b>	<b>40,695,273.19</b>	<b>37,934,557.65</b>	<b>35,315,904.50</b>	<b>33,421,037.26</b>
BALANCE OUTSTANDING	41,585.89	29,476.87	19,388.37	15,460.67
<b>PERCENTAGE OF REGULAR</b>	<b>99.90%</b>	<b>99.92%</b>	<b>99.95%</b>	<b>99.95%</b>
<b>AUGUST 31, 2007 MOTOR VEHICLE</b>				
BEGINNING CHARGE	-	-	-	-
3RD M/V BILLING	-	-	-	-
ASSESSOR RELEASE	-	-	-	-
ASSESSOR REFUND	-	-	-	-
COLLECTOR RELEASE	-	-	-	-
COLLECTOR REFUND	-	-	-	-
REIMBURSEMENTS	-	-	-	-
ADJUSTMENTS	-	-	-	-
<b>TOTAL CHARGE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
BEGINNING COLLECTIONS	-	-	-	-
COLLECTIONS	-	-	-	-
<b>TOTAL COLLECTIONS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
BALANCE OUTSTANDING	-	-	-	-
<b>PERCENTAGE OF MOTOR VEHICLE</b>				
<b>OVERALL CHARGED</b>	<b>40,736,859.08</b>	<b>37,964,034.52</b>	<b>35,335,292.87</b>	<b>33,436,497.93</b>
<b>OVERALL COLLECTED</b>	<b>40,695,273.19</b>	<b>37,934,557.65</b>	<b>35,315,904.50</b>	<b>33,421,037.26</b>
<b>OVERALL PERCENTAGE</b>	<b>99.90%</b>	<b>99.92%</b>	<b>99.95%</b>	<b>99.95%</b>

RES SEPTEMBER 2007

Release #	Real Value	Pers. Value	UCGT	UCLL	CSGT-998	CSLL-89	CSGT-10	CSLL-10	HembyGT	HembyL	SpringsG	StallGT	StallL	WaxhawG	WaxhawL	WesleyGT	AllensFF	BakersF	BeaverFF	Fairview	LanesCo	New Sal	Sandy Ric	StackFF	Un
RITYCO INC	3003		1,000	7 11																					
ANNON SCOTT B & NAN	3018	193,480		1,375.91																					
ROCK HOLDINGS LLC	3020		66,250	471.10																					
	3021		25,000	177.78	17.78																				
CONSTRUCTION INC	3023		57,500	408.88	40.88							15.07	1.51												
CRAFT HOMES INC	3026		3,696	26.29																					
ENTERPRISE INC	3027		33,000	235.09	23.51							8.08	0.87												
TOMMY O CONSTRU	3030		2,250	19.00																					
YCUTT CODY ARNEZ	3031	20,320		144.48																					
LENICE GROVE HOME	3032	12,320		87.51																					
IN FARMS INC % TERRY	3033	30,360		210.10																					
RD TOMMY	3034	154,000		1,093.09					58.08																
CHRISTOPHER ALAN	3035	59,830		425.45																					
MARY LOUISE	3036	37,045		263.42																					
ARK BAPTIST CHURCH	3037	248,090		1,764.17																					
JAMES WATT & WIFE A	3038	210,480		1,539.25																					
ARTHUR	3039	1,090		233.70																					
ANDREA B	3040	32,865		274.08																					
ANDREA	3041		38,540	274.08																					
COMMUNITIES LLC	3046	1,954,840		13,900.87																					
MICHAEL LET AL	3047	1,720,210		12,232.41																					
BRAYNON LEANDER &	3048	158,360		1,111.88																					
OLLIE P HEIRS	3049	33,840		241.35																					
OLLIE P HEIRS	3050	35,020		249.09																					
OLLIE P HEIRS	3051	40,210		285.93																					
FRANK W JR & WF AL	3052	210,840		1,499.35																					
JOSEPH D & WF LINDA	3053	18,820		132.41																					
BILLY GRIGGS & WF	3056	5,380		38.25																					
DAVID M & MILDRED	3060	197,870		1,407.78																					
DOWD PROPERTIES LTD	3061	321,930		2,299.25																					
MEMORIAL REGIONAL	3062	288,200		2,049.09																					
JAMES & CYNTHIA R	3063	39,400		281.60																					
USHING & COMPANY	3064	160,371		1,140.40																					
OF MONROE	3068	178,130		1,268.68																					
ON RIDGE OF INDIAN TR	3069	221,900		1,575.80																					
ON RIDGE OF INDIAN TR	3070	226,440		1,610.21																					
ER CARLA LYNN	3071	60,880		432.78																					
ER JOHNNY ANDERSON	3072	5,870		40.32																					
ER JOHNNY ANDERSON	3073	6,820		48.33																					
AKES PROPERTY OWNE	3075	14,980		106.38																					
HWINDS HOMEOWNERS	3076	850		6.04																					
HWINDS HOMEOWNERS	3077	1,720		12.23																					
ANUS HOMER WILSON HI	3078	21,290		151.39																					
DOCK LARRY WAYNE &	3079	101,500		721.77																					
DOCK LARRY WAYNE &	3081	101,500		721.77																					
HR SHARON L & WILLIAM	3083	18,000		128.00																					
Y ALICE	3084	24,680		175.57																					
AS RICHARD D & COLON	3085	88,880		617.88																					
EME ICE PROPERTIES LL	3086	1,537,220		10,931.39																					
KWOOD AUDREY L	3087	43,860		248.89																					
TUCK MICHAEL G & KARE	3088	35,000		248.89																					
ERS INVESTMENTS % LIM	3089	87,350		478.93																					
AMS DOROTHY COCHRE	3090	11,020		78.36																					
R RUSHING DEBRA RON H	3081	138,810		885.66																					
NT JERRY DENNIS & WIF	3094	332,880		2,367.18																					
ISEN COMPANY (THE)	3095	29,050		178.13																					
ER DOCK E	3098	38,530		273.88																					
A GEORGE & MELISSA A	3097	270,840		1,929.94																					
ON ESTELE A	3098	425,580		3,026.18																					
RY HOMES INC	3098	148,700		1,057.41																					
RY HOMES INC	3100	130,190		925.78																					
GLE HOMES LLC	3101	202,265		1,438.27																					
ER CHARLES & PENNY	3102	87,485		621.85																					
TOR DAVID G	3103	4,250		30.22																					
TOR DAVID G	3104	4,250		30.22																					
VIEW LOT LLC	3105	989,380		7,035.48																					
ANN ANGELES	3106	11,100		78.93																					
GARD RAILROAD	3107	46,170		325.31																					
IN GAIL THOMAS & JIMM	3108	73,150		520.17																					
		11,883,151		227,298					850.25			27.28	166.18	2.38	368.58		199.43	50.00	81.32	50.00	87.40	50.00	5.00	398.25	58.00
IRST HOMES INC	2999		28,750	183.05	18.31																				
IRST HOMES INC	3000		25,000	140.00	14.00				17.50	1.75															

MEETING DATE 10/11/07

SES SEPTEMBER 2007

Release #	Real Value	Pers. Value	UCGT	UCIL	CSGT-99	CSLL-99	CSGT-10	CSLL-10	HembyGT	HembyL	SpringG	StallGT	StallLL	WashawG	WashawL	WesleyGT	AllensFF	BakersF	BeverFF	Fairview	LanesCr	New Sat	Sandy Rtg	StackFF	Unlo
ENTERPRISES INC 3001		28,750	183.05	18.31																					
IRITY NETWORKS LLC 3002		28,750	183.05	18.31					13.34	1.33															
IRITY NETWORKS LLC 3002		25,000	140.00	14.00	17.50	1.75			10.10	1.01															
ENT MANAGEMENT LIMIT 3004		6,610	42.09	4.21																					
ER JENNIFER & JEFFERY 3009		55,100												2.73	0.27										
TH AMERICAN METAL RO 3010		25,000	140.00	14.00	17.50	1.75						9.75	0.98												
MS MILES H ATTORNEY A 3011		28,750	183.05	18.31																					
E LINKS 3012		28,750	183.05	18.31																					
E LINKS 3013		25,000	140.00	14.00			17.50	1.75																	
ESBI CO INC 3014		5,000	31.84	3.18																					
EQUIPMENT LEASING LLC 3015		10,080	64.18									4.48													
EQUIPMENT LEASING LLC 3022		292,200	1,880.44	189.04																					
EQUIPMENT LEASING LLC 3028		28,750	183.05	18.31								12.77	1.28												
ENTERPRISE INC 3065	460,170		2,029.90						144.03																
HEEL OUTDOOR DESIGN 3074		28,750	140.00	14.00	17.50	1.75																			
DDOCK LARRY WAYNE & 3080	101,500		848.25																						
DDOCK LARRY WAYNE & 3082	101,500		848.25																						
	663,170	871,240	8,085.47	371.91	70.03	7.00	17.50	1.75	23.44	2.34	144.03	39.77	3.54	2.73	0.27	30.88									
ER MICHAEL R 2999		10,500	58.80		7.35																				
ENT MANAGEMENT LIMIT 3005		5,750	32.20	3.22	4.03	0.40			4.24																
DISTRIBUTION CO INC 3016		28,750	181.00	18.10	20.13	2.01						11.21	1.12												
B 3029		25,000	140.00	14.00	17.50	1.75						9.75	0.98												
NSON JO ANNA 3042		3,712	20.79	2.08	2.60	0.26																			
WINING ROBERT LOCKE J 3065	460,170		2,578.95		322.12																				
	460,170	73,712	2,859.74	35.40	373.73	4.42			4.24			20.98	2.10												
ENT MANAGEMENT LIMIT 3006		5,000	28.25	2.83	3.50	0.35																			
WINING ROBERT LOCKE J 3067	460,170		2,415.89		322.12																				
	460,170	5,000	2,442.14	2.83	325.82	0.35																			
ENT MANAGEMENT LIMIT 3007		28,750	152.38	15.24	20.13	2.01																			
		28,750	152.38	15.24	20.13	2.01																			
ENT MANAGEMENT LIMIT 3008		25,000	117.63	11.76	17.50	1.75																			
		25,000	117.63	11.76	17.50	1.75																			
	13,466,661	1,830,998	99,512.93	519.83	808.98	16.53	17.50	1.75	677.93	2.34	371.31	226.91	8.02	371.31	0.27	229.99	50.00	81.32	100.00	87.40	50.00	5.00	390.25	50.00	12

# EFUNDS SEPTEMBER 2007

	Name	Release #	Real Value	Pers. Value	UCGT	UCLL	CSGT-999	CSLL-999	HembyLL	StallLL	BeaverFF	UnionvilleFF
64	F & L INTERIORS INC	3024		3,960		2.82			0.15			
26	HERITAGE PROPANE #1903	3025		25,550		18.16				0.67		
- 2007				29,510	0.00	20.98	0.00	0.00	0.15	0.67	0.00	0.00
84	CALEDONIAN ALLOYS INC	3017		57,608	366.79							
55	IGBINADOR U PHILLIP DMD &	3018		337,700	704.28							
38	DYER JOSEPH D & WF LINDA S	3054	18,620		118.55							
13B	RON R RUSHING D/B/A RON RUS	3092	138,610		882.53							3.90
- 2006			157,230	395,308	2,072.15	0.00	0.00	0.00	0.00	0.00	0.00	3.90
38	DYER JOSEPH D & WF LINDA S	3055	18,620		104.28		13.04					
13B	RON R RUSHING D/B/A RON RUS	3093	138,610		776.22		97.03					
- 2005			157,230		880.50	0.00	110.07	0.00	0.00	0.00	0.00	0.00
55	JOHNSON JO ANNA	3043		3,712	19.49	1.95	2.60	0.26				
38	DYER JOSEPH D & WF LINDA S	3056	18,620		97.75		13.04					
- 2004			18,620	3,712	117.24	1.95	15.64	0.26	0.00	0.00	0.00	0.00
55	JOHNSON JO ANNA	3044		1,310	6.94	0.69	0.92	0.09			50.00	
38	DYER JOSEPH D & WF LINDA S	3057	16,020		84.90		11.22					
- 2003			16,020	1,310	91.84	0.69	12.14	0.09	0.00	0.00	50.00	0.00
					92.53		12.23					
55	JOHNSON JO ANNA	3045		1,380	6.49	0.65	0.97	0.10			50.00	
38	DYER JOSEPH D & WF LINDA S	3058	16,020		75.37		11.22					
- 2002			16,020	1,380	81.86	0.65	12.19	0.10	0.00	0.00	50.00	0.00
TOTAL - ALL YEARS			365,120	431,220	3243.59	24.27	150.04	0.45	0.15	0.67	100.00	3.90

MEETING DATE

10/11/07

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: October 1, 2007

Action Agenda Item No. 4/3  
(Central Admin. use only)

**SUBJECT:** Legal Department Reclassification

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**DEPARTMENT:** Legal

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
Memo from Staff Attorney

**INFORMATION CONTACT:**  
Jeff Crook

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

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**DEPARTMENT'S RECOMMENDED ACTION:** Increase full time equiv (FTE) 80% to 100% (regular part time to full time).

**BACKGROUND:** See attached memo.

**FINANCIAL IMPACT:** Funds are available in non-departmental market adjustments.

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_



## UNION COUNTY LEGAL DEPARTMENT

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

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

TO: The Union County Board of Commissioners  
Richard Black, Interim County Manager

FROM: Jeffrey L. Crook, Senior Staff Attorney

RE: Vacancy in Legal Department

DATE: September 21, 2007

Lisa Pease has worked as a staff attorney in the Legal Department since December, 2002. Lisa is an excellent attorney, and she has been a great asset to my office and to the County. Although she has enjoyed working for Union County, Lisa has decided to return to her home state of Florida to practice law. Lisa would like to work for the County through early December, but her employment could actually extend into next year, depending on how quickly she is able to sell her house and relocate. I believe that it is to the County's benefit that Lisa work here for as long as she is able, and I am grateful that she has given me early notice and thus ample time in which to find a replacement.

Lisa's departure will leave a vacancy in the Attorney I position in the Legal Department. Currently, this position is classified as a 0.8 Full Time Equivalent, i.e. 80% of full time. Shortly after her hire, I supported Lisa's request for a reduction in her hours from 40 to 32 per week in order that she might have greater flexibility in spending time with her young family. When the position was reclassified as Regular Part Time, it became ineligible for health and dental insurance benefits.

Thus, the purpose of this memo is to request that the Board reclassify the Attorney I position back to full time. The County received tremendous production from Lisa working an 80% schedule because of her experience and ability. However, the Attorney I position will need to be full time in order to attract a highly qualified replacement. I would also note that the workload of the Legal Department has greatly increased over the past five years, and it has become a challenge to meet our desired response times. In short, there is more than enough work to justify return of this position to full time.

Thank you for your consideration of this request. Please let me know if I can answer any questions.

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: October 1, 007

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

**SUBJECT:** Candidate Forums in BOCC Room

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**DEPARTMENT:** Central Administration      **PUBLIC HEARING:** Choose one....

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**ATTACHMENT(S):** \_\_\_\_\_      **INFORMATION CONTACT:**  
Brett Vines

**TELEPHONE NUMBERS:**  
704-283-3546

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**DEPARTMENT'S RECOMMENDED ACTION:** Approve use of BOCC Board Room for municipalities to hold candidate forums.

**BACKGROUND:** WIXE and The Union County Weekly newspaper approached the Public Information Officer about using the BOCC Board Room to hold candidate forums for several Union County municipalities. WIXE and the newspaper want to video and audio record the candidate forums to be aired on UCTV 16 and WIXE.

The forums are tentatively scheduled for Oct. 10, 11, 17 and 18 from 7 p.m. - 9 p.m.

**FINANCIAL IMPACT:** WIXE and the Union County Weekly will compensate John Coleman to video record the forums.

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

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

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



UNION COUNTY  
BOARD OF COMMISSIONERS

ACTION AGENDA ITEM ABSTRACT

Meeting Date:

Action Agenda Item No. 415  
(Central Admin. use only)

**SUBJECT:** Budget Amendment - Child Care

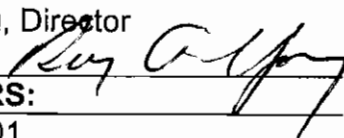
**DEPARTMENT:** Social Services

**PUBLIC HEARING:** No

**ATTACHMENT(S):**  
Funding Authorization  
Division of Child Development

**INFORMATION CONTACT:**  
Roy A. Young, Director

**TELEPHONE NUMBERS:**  
(704) 296-4301



**DEPARTMENT'S RECOMMENDED ACTION:** Please increase the expenditures in 10553161-5399-1531 by \$443,355.00 and the revenues in 10453161-4443-1531 by \$443,355.00.

**BACKGROUND:** This program assists families with quality child care.

**FINANCIAL IMPACT:** The Child Day Care program is funded by Federal funds. No county match is required.

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

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

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

**State Fiscal Year 2007-08  
Child Care Funding Authorization  
Effective on July 1, 2007**

Issued to:  
**Union County Department of Social Services**

Issued by:  
**The Department of Health and Human Services  
Division of Child Development**

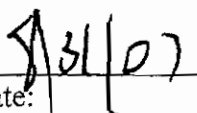
Allocation Type	Direct Services	Services Support	Total Allocation
Non-Smart Start Base Allocation	\$6,320,442	\$252,289	\$6,572,731
Non-Smart Start Non Recurring Funding	\$0	\$0	\$0
<b>Total Non-Smart Start Funding*</b>	<b>\$6,320,442</b>	<b>\$252,289</b>	<b>\$6,572,731</b>
Smart Start Funding	\$968,784	\$145,277	\$1,114,061
<b>Total Combined Funding</b>	<b>\$7,289,226</b>	<b>\$397,566</b>	<b>\$7,686,792</b>

**Includes funding from the following sources: CCDF, SSBG, TANF and state appropriations.**

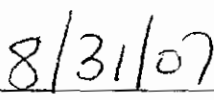
**Obligations incurred and expenditures made under this advice will be subject to limitations published by Federal and State Agencies as to the availability of funds.**

**AUTHORIZED SIGNATURES**

  
\_\_\_\_\_  
Cynthia L. Bennett, Director  
Division of Child Development

  
Date: 8/31/07

  
\_\_\_\_\_  
Shari Bryant, Budget Officer  
Division of Child Development

  
Date: 8/31/07



**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: October 1, 2007

Action Agenda Item No. 46  
(Central Admin. use only)

**SUBJECT:** Union County JCPC MacArthur Foundation Grant

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**DEPARTMENT:** Union County JCPC      **PUBLIC HEARING:** No

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<b>ATTACHMENT(S):</b> Grant Proposal DMC Action Network Application Letter of support DMC Action Network Follow-up Questionnaire	<b>INFORMATION CONTACT:</b> Rebecca Smith <hr/> <b>TELEPHONE NUMBERS:</b> 704-289-4169
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**DEPARTMENT'S RECOMMENDED ACTION:** Approve application for submission and acceptance

**BACKGROUND:** Union County JCPC's disproportionate minority contact committee has been involved in research and education of DMC within the juvenile justice system for four years. The JCPC currently receives funds through the Governor's Crime Commission. This new funding source will allow the committee to continue to research and implement strategies that reduce minority and non-minority contact at decision points leading up to and within the juvenile justice system in Union County and the state. This grant is for up to \$100,000 for three years and will assist Union JCPC collaborate with NC DJJDP to address this issue.

**FINANCIAL IMPACT:** No matching funds requested

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


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

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

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MEMORANDUM

TO: Lynn West 

FROM: Rebecca Smith  
Disproportionate Minority Contact Grant  
MacArthur Foundation

DATE: September 18, 2007

SUBJECT: Request for Addition to Consent Agenda

This memo is to request the attached DMC Action Network application be placed on the next available consent agenda for approval. This grant does not require any matching funds and would only be managed by Union County Finance. This application is for the Union County Juvenile Crime Prevention Council's Disproportionate Minority Contact committee to continue the research and implementation of strategies to reduce minority contact at decision points leading up to and within the juvenile justice system in Union County and the state. This grant will be for up to \$100,000 for at least three years beginning October 2, 2007.

Thank you for your assistance and timely handling of this. If you have any questions or need any additional information, please contact me at 704-289-4169 or email me at [becky.smith@ncmail.net](mailto:becky.smith@ncmail.net).

## DMC ACTION NETWORK GRANT PROPOSAL

### Statewide initiatives

- During the first year of the Action Network grant, the Union County JCPC Disproportionate subcommittee will collaborate with the Forsyth and Guilford County DMC committees to provide each of the Piedmont Area JCPC's and DJJDP Court Services staff training in the DMC reduction initiative. This training would include:
  - \* Identify key stakeholders
  - \* Identify decision points that may bring juveniles into the court system, secure detention or commitment status.
  - \* Brainstorm strategies in identifying policies and practices that may increase/decrease DMC specific to their county.
  - \* Share experiences of the Union County DMC project with other councils to help them in addressing DMC reduction efforts.
  - \* Train key staff on data collection and analysis specific to DJJ and other identified decision points.

Expansion of the training to the remaining areas in the state will take place in years two and three.

- In collaboration with NC DJJDP, Union County DMC project will continue to research and design a detention screening tool/detention risk assessment tool and pilot implementation within Union County during the first year. The project will analyze the use and make adjustments as necessary. During the remaining years, implementation of the tool throughout the Department with recurring analysis of use and the impact on the reduction of secure confinement for all youth.
- In collaboration with NC DJJDP, Union County DMC project will assist in the department wide training efforts of detention and court services staff addressing diversity, race and disproportionate minority contact.
- In collaboration with NC DJJDP, Union County DMC project will assist in the evaluation of training efforts that address diversity, race and disproportionality within the juvenile system.

### Local Initiatives

- Union County DMC project will continue the data collection and analysis of school and court data.
- The project will continue to look at policy changes and program implementation that directly affect DMC reduction in the schools, law enforcement and DJJDP.

- The project will continue community and professional education on cultural diversity, poverty simulations, DMC symposiums, training of law enforcement, and tracking of available resources within the county.
- Collaboration with NC AOC and the Union County Judge's office on training juvenile attorneys on dispositional alternatives, delinquency history points and community resources available.
- Youth Development Center commitment analysis – analyze juvenile demographic data, resources at pre-commitment and post-commitment and analyze recidivism rates for Union County juveniles.

**I. PROBLEM DESCRIPTION**

1. Describe DMC in your jurisdiction in terms of racial and ethnic disparities. What factors are driving DMC in your jurisdiction?

Union County North Carolina is a unique rural area bordered by South Carolina to the south, the Charlotte metropolitan area to the west, and rural agricultural areas to the north and east. The county is the 15<sup>th</sup> fastest growing county in the nation and is feeling the pains of growth. The influx of people from all over the country and the increased number of non-English speaking immigrants have placed great burdens on the school system, social service agencies, and the justice system.

The juvenile population of Union County is approximately 34,400. The majority of youth are White, Not Hispanic (71.09%). Ethnic minorities include American Indian (0.28%), Asian (1.25%), Hispanic (10.66%), Multiracial (2.24%), and Black (14.49%). There are 24 elementary, 8 middle, 7 high, and 4 alternative schools in the county, with 3 elementary schools under construction.

2. Describe your current DMC Reduction initiative.

- Continued research and analysis of juvenile justice and school data with plans to increase the number of factors examined (e.g., socio-economic factors)
- Training of all local law enforcement agencies on juvenile processes, which include bringing complaints to the local Department of Juvenile Justice and Delinquency Prevention office, court proceedings and supervision of adjudicated youth.
- Development of a local resource guide that will be distributed to youth serving agencies, schools, and law enforcement personnel.
- Parent/Community forums are planned for the upcoming fall and will take place throughout the county. These are planned to bring DMC information to the community and to hear citizens' concerns specific to their community.
- Teen Forums will be held at each high school to educate youth as well as to hear their concerns about juvenile crime and the needs of youth.
- Youth Development Center analysis – this project is gathering data on youth committed to YDC from Union County over the last five years. Key points analyzed are delinquency history, risk and needs, level of supervision, school status, and resources used at the time of commitment.
- Continued development and planned implementation of a detention screening tool to be used at pre-adjudication.
- The DMC committee will hold its annual DMC Symposium on October 5, 2007. The targeted audience for this symposium includes key stakeholders from local government, school administration and staff, NC DJJDP, and law enforcement among others. Attendees will hear information on the local DMC initiative, gangs, and resources. There will also be an opportunity to offer suggestions for further study and implementation of effective programming and policies.
- The DMC committee will be working with the District Court Judge's office to bring an educational opportunity to local attorneys, which will educate them on juvenile court dispositional alternatives, delinquency history points, and community resources available.
- The DMC committee is planning two specific activities this year for the general public and professionals on cultural competency. These activities are a cultural fair and a poverty simulation.

3. How did DMC reduction work get started in your jurisdiction?

The North Carolina Governor's Crime Commission (GCC) identified four demonstration sites to research and implement strategies to reduce DMC at the local level. Union



County was chosen as one of these sites in response to research reported in May 2004 by Duke University. This study indicated that Union County had especially high rates of DMC at the secure detention and youth development center (YDC) commitment decision points. In 2004, Union County was awarded a one-year grant from the GCC to establish a committee, identify stakeholders, and research the extent of DMC in the county at identified decision points.

## II. DMC REDUCTION EFFORTS

1. Describe your current DMC goals, objectives, and existing DMC work plans.

The primary goals of the current project year are to increase cultural competence in the community as well as in the youth serving agencies and increase programming that will directly affect DMC.

According to our GCC grant award specific objectives that need to be addressed include:

- Improve data collection in local agencies.
- Identify the number of factors contributing to disproportionality.
- Reduce DMC at local contact points.
- Implement at least 80% of the chosen recommendations (from year 1 of grant).
- Design and implement a detention screening tool to reduce secure confinement.
- Collaborate with local agencies on materials for community and youth education to address cultural competency and alternatives to court.
- Increase knowledge of project staff on local DMC issues and available resources.
- Increase knowledge of local agencies, community and youth in the areas of cultural competency, resources and court.

2. Describe the impact of your jurisdiction's work to reduce DMC. How do you measure the impact?

The DMC committee has worked closely with area agencies to implement policies and programs that directly affect DMC. Union County Public Schools have implemented programs to address alternatives to long-term suspensions at the district level. Individual schools have also implemented "graduated" alternatives within their schools that help to keep youth in the classroom. The Union County office of the NC DJJDP continues to investigate appropriate alternative to detention/commitment settings.

3. What data exist on reduction of DMC?

Examination of the Relative Rate Index, a measure of disproportionality, at several decision points shows that reductions have occurred. The numbers of school suspensions has decreased overall as well as in both the middle and high schools in the county for the school years 2004 through 2006. We have also seen a decrease in RRI's for complaints from 2005 through the second quarter of 2007. The information on secure detention is not clear as the numbers of youth placed in detention has been quite volatile and is accounted for by the number of violent offenses that have occurred within the county this year. These data are presented in the appendix.

4. What efforts have been made to sustain DMC reductions?

The DMC committee is now a standing committee within the local Juvenile Crime Prevention Council (JCPC). This committee continues to collaborate with local youth-serving agencies to explore programming that can reduce DMC through promising approaches. The DMC committee continues to work with local law enforcement

agencies and local school administration to educate staff on alternatives to court involvement, resources available, and juvenile law.

5. What are some of the barriers that your jurisdiction has experienced in DMC reduction activities? What types of additional resources are needed to increase the effectiveness of DMC work in your jurisdiction?

The key barrier in this initiative is that not all community leaders and stakeholders have "bought in" to the project. There continues to be a belief by some that DMC does not take place in "their neighborhood" and that there is nothing they can do to correct the problem. During our first year we held a Memorandum of Understanding signing that included leaders from all county agencies. Everyone signed the MOU, but continued efforts from some of these agencies have been small. We make every effort to notify local government agencies about our meetings and what that agency can do to assist in this process.

In order for reduction activities to continue in this community continued education and policy change need to take place. Programs that address the risk factors associated with juvenile delinquency need to be available to all youth in the county. More community members need to be made aware of resources available to address these risk factors for the youth and their families. Programs that can be used as alternatives to secure detention need to be initiated by the Department of Juvenile Justice so that the courts have more resources available.

### III. COLLABORATION

1. Who are the key leaders addressing DMC in your jurisdiction?

Key leaders in our jurisdiction include: Union County Public Schools, North Carolina Department of Juvenile Justice and Delinquency Prevention staff, and programs that are specifically designated to work with adjudicated youth.

2. Describe the oversight of the DMC work, including details about formal committee structure, membership and frequency of meetings.

The Union County DMC committee was formed in 2002 as an ad hoc committee of the Union County Juvenile Crime Prevention Council and became a standing committee in 2006. The committee chair is responsible for scheduling meetings and maintaining the direction of the DMC efforts. Members of the committee include individuals from various agencies and community involvement: NC Department of Juvenile Justice & Delinquency Prevention, District Court Judges' office, Daymark Recovery Services, Assistant District Attorney, president of local NAACP, Department of Social Services, Piedmont Behavioral Healthcare, Union County Sheriff's Office, Positive Impact of Union County, Safe and Drug Free Schools, Homeland Security, Union County Public Schools, community members, and faith-based members. Most of the committee members are also members of the JCPC; however, this is not a requirement. Key members being sought include parents, youth, and juvenile attorneys. The committee continually recruits for new membership from local agencies, government, and community. This committee meets at least once every month.

3. Which juvenile justice system stakeholders are members of the committee?

The Project Director is an employee of the NC Department of Juvenile Justice and past chair of the local JCPC. Other members include district court judges' office, district attorneys office, JCPC-funded programs that serve court-involved youth, and law enforcement.

4. Describe how the committee is staffed and the percentage of time dedicated to DMC reduction activities by committee staff.

The Project Director oversees the administration of the Governor's Crime Commission Grant and is an unpaid position. The Director is currently an employee of NC DJJDP and spends an average of 15-20 hours per month on DMC activities. Through the same grant, we have been able to contract a Research Analyst and a Project Coordinator. The Research Analyst is responsible for compiling and analyzing data from various systems, including NC DJJDP and the Union County Public Schools. The research analyst spends an average of 25 hours per week in her position. The Project Coordinator is responsible for planning and coordinating all events relating to DMC. These include community forums and agency training. The coordinator is also responsible for maintaining contact with key stakeholders within the community. The coordinator spends up to 27 hours per week on DMC related activities. The committee chair, appointed by the JCPC, spends an average of 10 hours per month on DMC related activities. We are fortunate to have a dedicated committee that commits to at least two hours a month and many times, more to assist in events and preparation.

- 5 Describe the role of community representatives in the DMC initiative, including:

A. Leadership on the DMC issue: Primary leadership rests with JCPC, which recognizes that DMC exists within the county at the key decision points of school suspensions, complaints received, secure detention, and secure confinement. JCPC members monitor youth-serving agencies that receive money from county government, discuss ways in which services can be rendered to members of the community, and work with their constituents about these matters.

B. Representation on the DMC committee: Union County JCPC made the DMC committee a permanent committee in 2006, thus members of the DMC committee are members of the larger community who have volunteered for service on JCPC. Committee members are drawn from the youth-serving agencies, Union County Public Schools, city and county law enforcement personnel, and the Program Director, Research Analyst, and Project Coordinator for the DMC Implementation and Research Grant awarded by the Governor's Crime Commission.

C. Their role in the communities most affected by DMC: Members primary role is to disseminate information about the extent of the problem of DMC and then to work with youth-serving agencies within each community in the county on ways to reduce DMC.

6. Describe the participation, if any, of advocacy groups in your jurisdiction's current DMC work. What specific role do these groups play?

The Union County Chapter of the NAACP has recently become involved in the local DMC efforts. The president of the chapter attends committee meetings and has been able to provide valuable insight into the needs of the community. The chapter is also working with committee members and others on a focus group to investigate the feasibility of starting a local Boys and Girls Club.

7. List all DMC reports developed as a result of your jurisdiction's DMC reduction activities. To whom have reports been distributed?

Reports have been submitted to various stakeholders. Data are reported as collected and analyzed to the committee. In addition data from various decision points (e.g., school suspension, YDC, secure detention, and complaints) were presented at our first annual

symposium, held September 2006. We have submitted a proposal to the 2007 DMC conference to present our work. We will present our newest efforts at our second annual DMC symposium in October 2007. Finally, we report our results annually to the Governor's Crime Commission and NC DJJDP.

#### IV. DATA CAPACITY

1. Are data available on over-representation at key system decision points? How does your jurisdiction use those data?

Data that demonstrate DMC are available from several decision points. We have data from 2002 to the present for Youth Development Center admissions. We have data from 2005 through the second quarter of 2007 for secure detention admissions. We have data for school years 2004 through 2007 for school suspensions. We have data from 2005 through the second quarter of 2007 for complaints received. All of these data show that DMC exists within the county. We use these data for educational purposes, to demonstrate to key stakeholders as well as members of the general community that DMC is a problem within our county. We have begun using the data to identify specific points where the disparities are greatest in an attempt to identify specific ways that we can reduce these disparities.

2. Has your jurisdiction identified and prioritized key decision points where over-representation is most problematic?

We believe that DMC begins with first contact. The committee initially identified several decision points that included community (parents, neighbors), schools (administration, teachers and guidance counselors), law enforcement (school resource officers and community policing) and the court system (NC DJJDP court counselors and judges). The key decision points that were selected to focus on were first contact with law enforcement, the use of secure confinement and suspensions at school. We have created a Detention Screening Instrument and plan to begin pilot testing it within the next year.

3. Describe existing databases of juvenile justice data in your jurisdiction (e.g., probation, police, court, etc).

The databases we use exist at the state and local level. We collect data on school suspensions every summer from the Union County School System. These are the data that UCPS report to the state Department of Education. In addition we collect information on complaints received, secure detention, and YDC admissions from the NC Juvenile On-Line Information Network (NC JOIN). Our intention over the next year is to collect data from Juvenile Court dockets in order to track disposition after adjudication as the juvenile progresses through the court system.

4. Which databases are accessible electronically? Who has access? Are any of the electronic data systems linked, and how?

As indicated in question 3, we do have access to NC-JOIN. The juvenile court counselors have access to this database; hard copies are generated for the Research Analyst. We do not have access to data from the school system

5. Describe how these data collection methods are utilized to address DMC.

At the present time reports on complaints received and secure detention stays are generated quarterly. Our researcher then analyzes the data with respect to numbers of complaints generated against the various ethnic groups within the county. Data are also

analyzed with respect to type and category of complaint (e.g., violent, serious, minor crimes) and disposition of case (i.e., closed, diverted, transferred, etc).

6. Are data disaggregated by race and ethnicity?

Only to the extent allowed by the database. Data are collected and reported for categories of Asian, Pacific Islander, Native American, Latino/Hispanic, Multiracial (unspecified), Black, White, Other, and Unknown. Statistics are calculated for each of these categories. In addition, we calculate statistics to compare White youth to all minority youth, White youth to Black and Other Minority youth, and White youth to Black, Hispanic/Latino, and Other Minority youth. As per national DMC initiatives we calculate statistics on groups comprising greater than 1% of the population in Union County. At present that includes Asian, Black, Hispanic/Latino, and Multiracial. The largest Hispanic group in the county is Mexican, but data are not collected on Mexican vs. other Hispanic ethnicities.

7. What types of DMC data analyses has your jurisdiction conducted?

We have conducted numerous analyses over the course of the last 2.5 years within the areas of complaints, detention, school suspensions, and YDC admissions. We observed DMC at all of the decision points. We have attached the most recent reports: second quarter 2007 reports on complaints received and secure detention; YDC data from 2002 through 2006; and, school suspension data for school year 2005-2006.

#### **V. EFFORTS TO ADDRESS BIAS**

1. Describe efforts in your DMC initiative to address and eliminate bias at key system decision points.

The committee has been working on a detention screening tool since this project has started. The committee believes that this is instrumental in reducing inappropriate placement in secure confinement. The committee also recognizes that alternatives to secure confinement need to be developed and adequately accessible. The NC DJJDP has begun to look at the feasibility of using a screening tool on a statewide basis. Efforts will continue to complete this tool and begin implementation at the local level.

2. Have there been specific policy and practice changes as a result of the DMC work in your jurisdiction? If so, what are they?

Most significantly, the Union County Public School system has implemented several programs to address the increased use of short- and long-term out-of-school suspensions. Individual schools have become creative in addressing behavioral problems within the school thus increasing the amount of time that youth are in the classroom.

#### **VI. ALTERNATIVE PROGRAMS AND SERVICES AND CULTURAL COMPETENCY**

1. Describe the types of alternative programs and services (e.g., alternatives to secure detention, diversion programs, etc.) available in your jurisdiction. Where are these programs and services located geographically within your jurisdiction?

The Union County DJJDP office is located in the county seat of Monroe. It is centralized within the county and is easy to access. The NC DJJDP office evaluates each of the complaints brought in by using the State's risk and needs assessments, school records, and interviews with the juvenile and family. If appropriate for a diversion plan or contract, the juvenile and family will receive court diverted supervision for up to six months. Referrals to services are made as needed and may include restitution,

community service, counseling and community support services. NC DJJDP does have limited alternative to detention (ATD) programs. The decision to place a juvenile on ATD is made pre-adjudication by the juvenile court counselor and then supervised by that counselor. This program is rarely, if ever, used due to the time and workload required to maintain contact with the juvenile and family. There is not a dedicated counselor for this program. The DMC committee has also encouraged law enforcement, school administration and parents to seek out alternative resources in an effort to divert youth from the court system.

The Union County JCPC funds programs that are developed to offer dispositional alternatives to diverted and court involved youth. These programs are encouraged to address DMC at the decision points of school suspensions and secure confinement.

2. Describe how these alternatives and services help to reduce DMC, particularly in terms of prioritized decision points.

The programs stated in #1 above, are alternatives that are designed to ensure that all youth who are involved with, or at risk of becoming involved with, the juvenile court system have equal access to services. The primary goal of the diversion program is to keep youth out of the court system but also receive needed services to reduce further penetration into the system.

Union County Public Schools have implemented alternative to out of school suspensions. Some of the alternatives that are in place are: 45 day suspension program, community service for short term suspensions, in school suspension, Saturday School, after school and before school detention and parent shadowing, among others. However, not all schools use these strategies. This is problematic given that individual schools within UCPS have differing levels of DMC (see attached report). Union County JCPC and DMC committee intend to work closely with the school system to identify problem areas for each school and then implement programs that are more appropriate to each school and its student population.

3. Who assigns youth to alternative programs and services?

For youth that are involved in the court system, the juvenile court counselors are responsible for referring youth to appropriate programs. The school system and law enforcement are encouraged to refer youth to services within the community to address the behaviors that lead youth to be involved in court. Individual schools make the decisions on discipline problems and refer to the appropriate level of consequence.

4. Describe efforts in your jurisdiction to ensure culturally competent alternatives and services in terms of staff training and efforts to address individuals with Limited English Proficiency (LEP).

NC DJJDP requires all court counselors to attend cultural competency training annually. In addition, the court counselors are always invited to attend competency activities sponsored by the DMC committee. Juveniles and families that are involved with the court system have interpreters available to them at all court hearings. At least one program funded by the local JCPC has a bi-lingual therapist available.

The DMC committee held a symposium last year that offered workshops on cultural competency and will expand on that topic at this year's symposium. Another planned activity this year is a "Poverty Simulation" where professionals who work with youth will be invited to participate in an interactive workshop. Invitees include judges,

attorneys, court counselors, program staff, school administration, local government leaders, and law enforcement. This activity is designed to help participants begin to understand what it might be like to live in a typical low-income family while trying to survive month to month.

These activities are designed to encourage youth-serving agencies and key community leaders to make programming and policy decisions that are sensitive to the needs of at-risk youth and their families.

## **VII. EVIDENCE OF STATE AND LOCAL COORDINATION**

1. If you are a local jurisdiction applying for membership in the DMC Action Network, describe state-level support for your DMC reduction. (Please attach evidence of state support. You should submit a letter of support from your State Advisory Group or State DMC Committee or another state-level official or agency).

Union County has been awarded the NC Governors Crime Commission grant for four years beginning in 2004 to specifically address DMC at the local level. The first year was a research year to collect and analyze available data, identify decision points and form a working committee. The following years have been used to continue the research of decision points, educate the community and local agencies, train law enforcement and key stakeholders, and work with area programs and agencies on implementing programs to address DMC. The DMC committee has been granted funds for the next year to continue research and analyze data, implement programs and educate the community.

A letter in evidence of state support of this application is attached.

Appendices

Relative Rate Index by Decision Point for Year as Indicated (Part II, 3)

Data with respect to DMC in Union County (Part IV, 7)

1. School Suspension Report SY 2005 – 1006
2. Complaints Referred CY 2006
3. Secure Detention First and Second Quarter 2007
4. Secure Confinement (YDC) 2002 – 2006

Evidence of State Support (Part VII, 1)

Relative Rate Index\* by Decision Point for Year as Indicated

Decision Point	2004	2005	2006	2007@
School Suspensions	1.99	2.01	1.67	n/a
Middle School	2.20	2.20	1.79	n/a
High School	1.76	1.73	1.34	n/a
Complaints	n/a	2.08	1.71	1.82
Secure Detention	1.96	2.22	1.75	2.37

\*RRI for Minority youth vs. White

@ Data through 30 June 2007

n/a = not available





STATE OF NORTH CAROLINA  
DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION

DISTRICT 20  
PO BOX 1091  
MONROE, NORTH CAROLINA 28111-1091  
TELEPHONE (704) 289-4169

Michael F. Easley  
Governor  
George L. Sweat  
Secretary

Intervention/Prevention Division  
Kathy Dudley  
Larry Dix  
Assistant Secretary  
Wesley B. Seamon  
Piedmont Area Administrator  
Jimmy Craig  
Chief Court Counselor

July 30, 2007

DMC Action Network  
The Center for Children's Law and Policy  
1701 K Street NW  
Suite 600  
Washington, DC 20006

Dear Sir or Madam:

Please find enclosed our application for consideration for membership in the DMC Action Network. Our efforts to address and redress Disproportionate Minority Contact began with a Research and Implementation grant awarded by the North Carolina Governor's Crime Commission in 2004. Since the inception of our work on DMC in Union County we have identified the points within the juvenile justice system at which youth make contact and where disproportionality is observed. We have made some progress in reducing DMC at select decision points, but realize that much work is needed to completely eliminate disproportionality in the county. We believe that membership in the DMC Action Network would facilitate our efforts to engage community members in the effort to reduce disproportionality as well as educate families, youth, youth-serving agencies, law enforcement personnel, school personnel, and members of the judiciary about the issue.

We have enclosed 4 copies of the application materials, along with copies of supporting documentation. Please do not hesitate to phone at 704-289-4169 or email at [uniondmc@hotmail.com](mailto:uniondmc@hotmail.com) if you need additional information or clarification.

Sincerely,

Sheryl A. Ginn, Ph.D.  
Research Analyst  
Union County DMC

Rebecca J. Smith  
Project Director  
NC Department of Juvenile Justice &  
Delinquency Prevention



North Carolina Department of Crime Control and Public Safety  
Governor's Crime Commission

Michael F. Easley, Governor  
Bryan E. Beatty, Secretary

Linda W. Hayes, Chair  
David E. Jones, Director

July 30, 2007

Dear Sir or Madam,

It is my pleasure to send this correspondence to show my support of the DMC reduction initiatives in Union County, North Carolina.

The North Carolina Governor's Crime Commission has funded the Union County DMC reduction project for the past three years. This county has made tremendous strides in educating their community on the factors contributing to minority overrepresentation in the juvenile justice system and has been a major force in advocating for the fair treatment of all youth. The partnership between Union County and the Governor's Crime Commission has been one of great benefit to juvenile justice serving agencies as well as the entire state of North Carolina.

As the lead Juvenile Justice planner with the North Carolina Governor's Crime Commission, please accept this letter to show my extreme support for Union County's continued work with Disproportionate Minority Contact and my support of this community participation in the Models for Change initiative.

Sincerely,

Kimberly Wilson, Juvenile Justice Specialist  
North Carolina Governor's Crime Commission

KW:pk1

**MAILING ADDRESS:**  
4708 Mail Service Center  
Raleigh, NC 27699-4708  
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1201 Front St., Ste. 200  
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## DMC ACTION NETWORK Follow-Up Questionnaire

### **1. How would you use up to \$100,000/year for three years to reduce DMC?**

First, Union County DMC will work to reduce DMC by expanding our current work with community awareness on cultural diversity. This would include symposia with experts on cultural awareness and a cultural fair where the community can come together and learn how different cultures inherently act in various situations. Second, we will expand our current Youth Development Center (YDC) project to include tracking youth upon entry into, and exit from, the juvenile justice system. Third, in conjunction with North Carolina Department of Juvenile Justice and Delinquency Prevention (NC DJJDP), we will assist in the department-wide training of court services and detention center staff in addressing diversity, race, and disproportionate minority contact. We will also assist NC DJJDP in the evaluation of this training. Fourth, we will provide training to the 100 state-wide Juvenile Crime Prevention Councils in establishing a DMC action plan for their communities. Fifth, we will expand our current resource education initiative by reaching out to the community at large, faith-based organizations, and other agencies having direct contact with local youth. Sixth, in collaboration with state and local agencies, we will offer CLE training opportunities to local attorneys. Seventh, we will hire a consultant to assist us in developing and implementing a detention screening/risk assessment instrument to be used by NC DJJDP. Finally, Union County DMC will purchase a new Statistical Package of the Social Sciences (SPSS) program that will allow us to analyze both qualitative and quantitative data collected throughout the previously mentioned initiatives.

### **2. Why would you use money in that way?**

Union County DMC has made strides in the reduction of DMC. We feel that by assisting other counties in the state and expanding our local initiative, we will significantly impact the way youth are brought into the juvenile system at specific decision points. These include the school,

law enforcement, and juvenile justice systems. Part of Union County DMC's success is that we have gained support from each of these systems, and we have opened the lines of communication. Though gaining support was a long process, we have maintained these relationships and continue to develop new ones. It is imperative that other counties in the state learn methods of developing these relationships and gaining support. We will be able to assist them in starting DMC initiatives. Finally, research indicates that the use of a detention screening instrument is an effective tool for the reduction of DMC in secure confinement, including detention and YDC commitments.

### **3. What specific issues and initiatives would you pursue?**

In collaboration with NC DJJDP, the project will assist in the department-wide training efforts of detention and court services staff addressing diversity, race and disproportionate minority contact. The project will assist in the evaluation of the effectiveness of this training. It is our goal to reintroduce the community to our project. We have made progress in the reduction of DMC; however, we would like to gain additional community support and get key stakeholders to recommit to addressing the issue. We will accomplish this by holding community forums in which the various communities within the County can address their concerns. In addition to these community forums, we will hold teen forums at each middle and high school in the county. The purpose will be to educate youth as well as give them a way to voice their concerns about issues relevant to their lives. We will hold a county-wide cultural fair that would include education and training on cultural diversity as well as diversity-related activities, displays, and resources. As part of this initiative, we will expand our symposium to include additional counties, if not the entire state. We will continue to develop our detention screening instrument. It is our goal to have this tool completed and approved by the NC DJJDP for statewide implementation. Union County DMC would continue our Youth Development Center analysis. This project is gathering

data on youth committed to YDC from Union County over the last five years. Key points being analyzed are delinquency history, risks and needs, level of supervision, school status, and resources used leading up to the time of commitment. DMC Action Network funds would also allow us to track youth as they enter and exit the system, examining the factors identified during the YDC analysis and determining their influence on recidivism. We will bring an educational opportunity to local attorneys, in conjunction with the District Court Judges' office. This CLE opportunity will educate these attorneys on juvenile court dispositional alternatives, delinquency history points, and community resources available. Lastly, this project will develop training materials and provide assistance to local Juvenile Crime Prevention Councils across the state in the development of an action plan to address DMC in their local communities. Each of the one hundred counties in the state of North Carolina is mandated to have an active JCPC in place.

4. What would your budget be for the money?

DMC ACTION NETWORK

PROPOSED BUDGET

Budget Period: October 1, 2007-September 30, 2008

Applicant Site Name: Union County Juvenile Crime Prevention Council – DMC project

Local Applicant       Local Applicant

Applicant Agency: Union County

Federal Tax ID Number: 56-6000345

Address: PO Box 1091 Monroe, NC 28111-1091

Phone: 704-289-4169

Fax: 704-283-3972

Email: [beckv.smith@ncmail.net](mailto:beckv.smith@ncmail.net)

I.	PERSONNEL	
	a. Project Coordinator - contract	
	i. 100% 13 hrs/wk @ \$20.00 per hour	13,520.00
	b. Research Analyst - contract	
	i. 100% 5 hrs/wk @ \$30.00 per hour	7,800.00
	c. Project Coordinator Assistant - contract	
	i. 100% 10 hrs/wk @ \$10.00 per hour	5,200.00
	d. Project Director – contract	
	i. 100% 5 hrs/wk @ 40.00 per hour	10,400.00
II.	TRAVEL	
	Transportation, hotel, meals to Annual Meeting	5,000.00
	In-state mileage reimbursement at .485 per mile	
	Estimated miles: 4123 for statewide training	2,000.00
III.	CONSULTANTS	
	Consultant to assist with designing/analyzing risk assessment/detention screening tool	5,000.00
	125 hours @ \$40.00 per hour	
	Poverty Simulation Consultant	600.00
IV.	ADMINISTRATION	
	Equipment/Furniture	3,000.00
	Phone/Fax	150.00
	Office Supplies	500.00
	Postage/Delivery	200.00
	Rent/Utilities	2,000.00
	Printing/Copying	2,000.00
	Administration: Computer software	2,000.00
V.	OTHER	
		TOTAL: \$59,370.00

**5. What would be the relationship between DMC Action Network funding and current resources for DMC reduction (e.g. JDAI funding)?**

Union County, NC currently receives funds from the State via the Governor's Crime Prevention Council Disproportionate Minority Contact Research and Implementation Grant. These funds were awarded to the county for an unprecedented 4th year in 2007. One of the goals of this fourth and final year is to develop a detention screening tool and begin pilot testing the tool within the county. This grant terminates 31 August 2008. If awarded funding through the DMC Action Network, we would hire a consultant who has experience in the areas of development and implementation of detention screening instruments. Funding during the second and third years of the DMC Action Network grant would allow us to track how well this instrument identifies at-risk youth and how these youth fare within the juvenile justice system.

**6. What would be the "value-added" of DMC Action Network funding over existing efforts? What would you be able to do with additional funding and resources provided by DMC Action Network that you can't do now? How would new funding enhance or supplement current efforts, or create new opportunities to reduce DMC?**

Currently, the Union County DMC project is funded by a grant from the Governor's Crime Commission. This grant is intended for local research and implementation. The Action Network funding will allow us to expand the project to the state of North Carolina. We will conduct training sessions with other DMC initiatives within North Carolina, NC DJJDP, and Juvenile Crime Prevention Councils across the state. As part of the DMC Action Network, we will expand our symposia by inviting constituents from other counties to participate. We will also expand our community forums to include the smaller communities as well as conducting additional forums in the larger communities within the county. With the ability to hire a consultant specializing in the development of a detention screening tool, the validity of the tool as well as its reliability would be ensured. We expect the state to adopt this instrument following the pilot testing within the County and the State.

**7. How would efforts funded by the DMC Action Network be coordinated with existing DMC reduction efforts such as JDAI and the Burns Institute?**

Whereas our reduction efforts have been successful since our receipt of the NC Governors Crime Commission grant, research has demonstrated that more effective DMC reduction efforts can be made with the use of a detention screening instrument. Funds provided by the Action Network would allow us to prepare such an instrument leading to further reduction in DMC in Union County. Consultation with members of the Action Network would facilitate this effort as we are allowed access to information from other locations.

**8. What would be the likely impact on DMC in your jurisdiction from receiving funding and being part of the DMC Action Network? What would be appropriate performance measures for the work you would do? What data would indicate changes at the end of one year, two years, and three years?**

First and foremost, we would have the experience of the other members of the DMC Action Network. Together we would be able to more adequately and appropriately address the issue of DMC in the United States. Second, becoming a member of the DMC Action Network would demonstrate to the people of Union County that this issue is real, it is serious, and it is something that needs to be addressed at all levels of the community. Third, becoming a member of the DMC Action Network will allow us to pursue specific goals that will address and redress DMC within the county and state. Specifically we will be able to develop our detention screening instrument. We will be able to provide educational experiences for both juvenile and adult members of the community as well as law enforcement and other judicial personnel about the issues related to DMC especially as it pertains to the juvenile population of the county. Furthermore, we will be able to provide support and guidance to other counties within the state that have yet to develop an action plan to address DMC.

Appropriate performance measures would consist of a variety of data. We would collect qualitative data from community members as well as youth within the county. These data would



be analyzed using software developed by SPSS specifically designed for such analysis. Data would be analyzed to assess trends in responses of community member's youth at local forums. We would collect both pre- and post-test educational responses that assess knowledge and understanding of the issues presented from participants of training programs and symposia presented by the DMC staff. These data would be analyzed using the appropriate statistical tests. Finally, we would collect data at each of the decision points identified in our earlier initiative (i.e., school suspensions, complaints referred, secure detention, and YDC admissions). These data would be analyzed to determine relevant demographic statistics related to DMC. We would compare the Relative Rate Indexes for the years in question to the data we have collected to date to determine if reduction has occurred, in which decision point(s), and whether the reductions are stable and enduring. Data we would use to determine if changes have been observed would be the Relative Rate Index for the categories of (1) all minorities vs. White youth, and (2) each racial/ethnic category with a county-wide population >1% vs. White youth. We would compare the data at the end of each year of the grant to the preceding years, including those for which we have data. Data analyses would confirm whether reductions in DMC were statistically significant.

**9. What would be a timeline for DMC reduction efforts in your jurisdiction using DMC Action Network funding?**

Year 1:

- (1) Increase local cultural awareness by sponsoring a community cultural fair, a poverty simulation, and a DMC symposium with sessions on cultural diversity. Analyze responses to survey instrument.
- (2) Collect and analyze data from Youth Development Center-committed juveniles.

- (3) Educate the community on disproportionate minority contact and juvenile justice issues by holding community forums in the 7 major communities. Analyze responses to survey instrument.
- (4) Contract with a consultant to design the detention screening tool. Pilot test instrument in Union County and analyze effectiveness. Adjust tool as necessary.
- (5) Train and assist 20% (20 out of 100) of NC county Juvenile Crime Prevention Councils in developing a DMC action plan.
- (6) Collaborate with NC DJJDP in the development of materials and training related to diversity, race and DMC for detention center and court services staff. Evaluate effectiveness.
- (7) Collaborate with local and state agencies in providing educational opportunities to juvenile attorneys with respect to juvenile justice and DMC. Evaluate effectiveness.

Years 2 and 3:

- (1) Expand cultural awareness into law enforcement, youth serving agencies, community organizations, and students in local schools. Evaluate effectiveness.
- (2) Select current juvenile admissions to YDC and compare current and previous data. Complete statistical analysis of predictive trends in Union County.
- (3) Expand community forums to each of the middle and high schools in Union County. Evaluate effectiveness.
- (4) Administer/pilot test detention screening tool in at least 4 additional counties in NC and analyze effectiveness of tool. By the third year, statewide adoption of the detention screening tool is planned.
- (5) Expand the training of JCPCs to 40% of NC counties in each of the 2<sup>nd</sup> and 3<sup>rd</sup> years. Analyze effectiveness.

(6) Continued collaboration with NC DJJDP in the training of department staff and evaluation of effectiveness.

(7) Continued educational and training opportunities to juvenile attorneys. Evaluate participation and level of increase in knowledge in the areas of juvenile justice and DMC.

**10. If selected to participate in the DMC Action Network, what will be the statewide implications of your DMC reduction work (e.g. how will your work translate into state-level changes in the juvenile justice system policies, practices, programs, and/or services)?**

During the first year of the Action Network grant, the Union County DMC Committee will collaborate with the Forsyth and Guilford County DMC committees to provide each of the Piedmont Area JCPC's and DJJDP court services staff training in the DMC reduction initiative. This training will include: how to identify key stakeholders; how to identify decision points that may bring juveniles into the court system, secure detention, or commitment status; brainstorming strategies in identifying policies and practices that may increase/decrease DMC specific to their counties; sharing experiences of the Union County DMC project with other councils to help them in addressing DMC reduction efforts; training key staff on data collection and analysis specific to DJJ and other identified decision points. Expansion of the training to the remaining areas in the state will take place in years two and three. In collaboration with NC DJJDP, the Union County DMC project will continue to research and design a detention screening tool and pilot implementation within Union County during the first year. The project will analyze its use and make adjustments as necessary. During the remaining years, we will implement the tool throughout the Department with recurring analysis of use and impact on the reduction of secure confinement for all youth. In collaboration with NC DJJDP, the Union County DMC project will assist in the department-wide training efforts of detention and court services staff addressing

diversity, race, and disproportionate minority contact. We will assist in the evaluation of these training efforts.

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: October 1, 2007

Action Agenda Item No. 417  
(Central Admin. use only)

**SUBJECT:** TRANSFER OF MEMBERSHIPS

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**DEPARTMENT:** HEALTH

**PUBLIC HEARING:** No

**ATTACHMENT(S):**

**INFORMATION CONTACT:**

Jenny Kirksey

**TELEPHONE NUMBERS:**

704-296-4801

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize the transfer of membership from Jenny Kirksey to Phillip Tarte on the Union Smart Start Board, Juvenile Crime Prevention Council, and the Juvenile Justice Partnership.

**BACKGROUND:** On October 8, 2007, Phillip Tarte will assume the role of Health Director, replacing Jenny Kirksey. There are several boards and committees from which the current Health Director's name should be removed and to which the new Health Director's name should be added. Permission is requested to go ahead and make these necessary changes.

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

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

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

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

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AGENDA ITEM

# 418  
MEETING DATE 10/1/07

RESOLUTION APPROVING THE INCURRENCE BY THE TOWN OF UNIONVILLE VOLUNTEER FIRE DEPARTMENT, INC. OF \$1,100,000.00 IN INDEBTEDNESS FROM FIRST CHARTER BANK TO FINANCE THE CONSTRUCTION OF A NEW FIRE STATION.

WHEREAS, Union County has been advised that the Town of Unionville Volunteer Fire Department, Inc. (the "Department") intends to borrow up to \$1,100,000.00 (the "Loan") from First Charter Bank to finance the construction of a new fire station to be located at 4919 Unionville Road in Unionville, North Carolina (the "Project"); and

WHEREAS, neither Union County nor any agency thereof shall be liable in any event for the repayment of the Loan, and the Loan does not constitute an indebtedness of Union County or any agency thereof and does not constitute or create in any manner a debt or liability of Union County or any agency thereof; and

WHEREAS, under applicable federal income tax laws, the interest on the Loan will not be exempt from federal income taxation unless, among other things, the Board of Directors of the Department has, by resolution after having held a public hearing on behalf of Union County, approved the loan and the proposed Project and then the Board of Commissioners (the "Board") by Resolution approves the Loan and the proposed Project; and

WHEREAS, the Board of Directors of the Department on behalf of the Board, pursuant to public notice duly given (the "Notice"), held a public hearing on the proposed Loan and Project and considered the comments of persons who requested to be heard; and

WHEREAS, the Board desires to approve the Loan and approve the Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Union County, North Carolina as follows:

- (1) The publication of the Notice and the designation of the meeting held by the Town of Unionville Volunteer Fire Department, Inc. Board of Directors on September 20, 2007, as a public hearing on the Loan and the Project is hereby approved, provided that Union County makes no representation as to the sufficiency of the public hearing for any purpose whatsoever.
- (2) The incurrence by Town of Unionville Volunteer Fire Department, Inc. of indebtedness of up to \$1,100,000.00 to First Charter Bank to finance the Project is hereby approved.
- (3) The Project is hereby approved.
- (4) This resolution shall take effect immediately upon its passage.

The resolution was passed by the following vote:

AYES:

NAYS:



I hereby verify that the foregoing resolution was duly adopted at a meeting of the Union County Board of Commissioners duly called and held on October 1, 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 \_\_\_\_\_, 2007.

[SEAL]

\_\_\_\_\_  
Clerk, Board of Commissioners  
Union County, North Carolina

**UNION COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: 10-01-2007

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

**SUBJECT:** Grant Application for Enhancement of EMD (Emergency Medical Dispatch).

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**DEPARTMENT:** Communications

**PUBLIC HEARING:** No

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**ATTACHMENT(S):**  
Yes, draft application which may need to be revised during the review period.

**INFORMATION CONTACT:**  
Gary J. Thomas

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**TELEPHONE NUMBERS:**  
704-283-3550

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**DEPARTMENT'S RECOMMENDED ACTION:** Authorize Interim County Manager to submit grant application for the enactment of Emergency Medical Dispatch (EMD) program currently being used in Emergency Communications.

**BACKGROUND:** Medical Priority Dispatch in partnership with Duke University to implement or enhance Emergency Medical Dispatch in all counties of North Carolina. Union County uses Priority Dispatch in the call-taking phase to determine the appropriate EMS response. With the implementation of new CAD (computer-aided-dispatch) system Union County will be able to utilize the electronic version (ProQA) software to enhance the dispatch process. This grant if approved will allow funding for this project. The attached application is in draft form and is currently being reviewed by The EMS Improvement Center (EMSPIC). Final approval will be conducted by the North Carolina Office of EMS (OEMS). Grant application is due 10-5-07.

**FINANCIAL IMPACT:** None, 20% matching fund is already been completed with the purchase of new CAD system that will interface with ProQA Software.

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

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

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**Manager Recommendation:**

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# 2008 EMS Toolkit Grant Application

Administered by  
The North Carolina Office of EMS (OEMS)



EMS System County: UNION



Date Submitted: 9/26/07

EMS System Lead Agency Name: Union County Emergency Communications

Federal Tax ID #: 56-6000345

## Application Contact

First Name: Gary Last Name: Thomas

Title/Position: Director of Communications

Business Mailing Address: 500 North Main Street, Suite 13

City: Monroe State: North Carolina Zip Code: 28112

Phone Number: (704) 283-3550 Fax Number: (704) 292-2524

Email Address: garythomas@co.union.nc.us

Click on the "Save Form" button to save your form at any time. Adobe Acrobat will prompt you for a location where you may save the form. It is recommended that you return to the front page periodically to save the form as you proceed through it so you do not lose data.

Save Form

Click on the "Print Form" button to print your form at any time. Adobe Acrobat will prompt you for a printer to use.

Print Form

## Fiscal / Finance Contact

Same as Application Contact

## Proposed Project Information

**The EMS Toolkit Grant Program is funded based on the use of the EMS System Response Toolkit. All funds distributed through the 2007-2008 EMS Toolkit Grant Program must be directed to one of three targeted funding areas known to improve EMS System Response Times. Please select the EMS Toolkit Grant Type for this application.**

- Emergency Medical Dispatch (EMD) Initial Implementation (Project 1)**
- Enhancement of an Existing EMD Program (Project 2)**
- EMS System Response Time Policy Implementation (Project 3)**

**Project Title:**

Enhancement of EMD Program

## Project Narrative

In the space provided, please describe your EMS System and the need for this project / funding.

The Communications Center is the primary Public Safety Answering Point for Union County. It is comprised of nine workstations answering approximately two hundred and sixty three thousand (263,000) calls a year. We dispatch for the Sheriffs Office, five (5) municipal police departments, nineteen (19) fire departments, and one county wide EMS agency. We currently process calls for fire and medical service using Priority Dispatch card sets. We have purchased ProQA, however currently do not operate a CAD system that will integrate with it. Union County recently signed a contract with Sungard OSSI for the implementation of a new CAD system which will go on line January 2008. This grant will assist us in training for ProQA and AQUA at six thousand dollars (6,000.00) each, training the new Quality Assurance person in all three (3) disciplines costing five hundred fifty dollars (550.00) each, hiring a Quality Assurance Assistant with a salary of twenty nine thousand seven hundred dollars (29,700.00) and applying for Accreditation and the maintenance package at six thousand dollars (6,000.00). We are asking for a total amount of forty nine thousand three hundred and fifty dollars (49,350.00) to incur these costs.

**Project Narrative (Continued)**

Generate your EMS System's Response Time Toolkit, with a date range of January 1, 2007 through July 31, 2007. In the space provided, describe how this project will positively impact your Toolkit's measurements / results in the future.

This project will assist Union County in improving the call taking process. This will provide a more effective dispatch resulting in the proper units being dispatched in a timely manner, which should not exceed ninety (90) seconds. This will undoubtedly aid in decreasing the response times of EMS and First Responder units.

(Continued from Previous Page)

If awarded, how will your EMS System assure that all grant proposal tasks and deliverables will be completed in the January 1, 2008 through September 30, 2008 timeline?

One requirement for accreditation is that six (6) months of data be submitted to the Academy. This time line gives us eight (8) months to apply for and obtain accreditation.



If awarded, how will your EMS System assure that the resources provided by this grant will be sustained after this funding ends?

Union County Department of Communications has been directed and supported by upper management to achieve and maintain accreditation levels for EMD, as well as EFD and EPD.

# EMD Details

To be completed by Project 1 and 2 applicants only

The 911 Center which will/currently provides EMS Dispatch services is administered by (owned/operated by): Choose one

- County Combined (Fire, Law, and EMS) Center       Law Enforcement (Sheriff's Department/Other)
- Fire Department       EMS System/Agency

What was the 911 Centers Annual Call Volume for:

2007: Total 911 Center Calls	<input type="text" value="93,797"/>	2007: 911 Center EMS Calls	<input type="text" value="9,466"/>
2007: 911 Center Fire Calls	<input type="text" value="8,085"/>	2007: 911 Center Law Calls	<input type="text" value="71,381"/>

How many full time equivalent dispatchers are currently working for the 911 Dispatch Center?

How many full time equivalent dispatchers are currently trained/certified in Emergency Medical Dispatch (EMD)?

How many active Dispatch Workstations does the 911 Dispatch Center have (Fire, EMS, and Law Enforcement)?

How many active dedicated EMS Dispatch Workstations does the 911 Dispatch Center have?

What EMS/Fire/Law Enforcement Dispatch System are you currently using?

Who is your CAD Vendor and what version is currently being used?

Who is your 911 Phone System Vendor?

# EMS Response Time Policy Implementation

To be completed by Project 1, 2, and 3 Applicants

Please check all of the EMS Policies currently in place within your EMS System:

- A Dispatch Center Time Policy** assuring a 90 second or less EMS Dispatch Center Time for all Emergent (Lights and Sirens) EMS Dispatches
- An EMS Wheels Rolling (Chute Time) Policy** assuring a 3 minute or less Wheels Rolling Time for all Emergent (Lights and Sirens) EMS Responses
- An EMS Turn Around Time Policy** assuring a timely EMS transition once completing an EMS event until back in-service for the next EMS event.
- An EMS Vehicle Maintenance Plan** assuring that all EMS Response Vehicles are regularly maintained to provide optimal vehicle safety and dependability.
- An EMS Documentation and Data Completion Policy** assuring that all EMS events are recorded correctly, completely, in a timely manner through an electronic data system within 24 hours of the event.

As a component of this application, please include copies of **any** of the 5 policies above which are currently in place within the EMS System.

**By checking this box, the EMS System acknowledges that as a part of this EMS Toolkit Grant, if funded, the EMS System must develop, train, implement, and monitor the 5 policies listed above.**



# Project 2 Budget Details

## Enhancement of Existing EMD Program

This EMS Toolkit Grant, if funded, can provide up to the following number of personnel and Emergency Medical Dispatch resources for one year:

- Up to 1 EMS Dispatcher to be hired and trained in Emergency Medical Dispatch Quality Management
- Up to 3 licenses for ProQA Software (Priority Dispatch EMD Software)
- Training for up to 12 individuals in the use of the ProQA Software
- Up to 1 license for Priority Dispatch AQUA Quality Management Software
- Training for up to 3 individuals in the use of the AQUA Quality Management Software
- Up to 1 ProQA CAD configuration to provide for 911 Computer and EMD Software Integration

### Project 2 Budget (Enhancement of Existing EMD Program)

#### Personnel Salary and Benefits (Please document the following)

Number of EMD Quality Management Personnel Requested (up to 1)	1	
Estimated Hiring Salary of Each New EMD Personnel		\$ 29,700
Benefits Cost of New EMD Personnel		\$ 5,784
<b>Total Personnel Salary and Benefits (Not to Exceed \$35,400)</b>		<b>\$ 35,484</b>

#### EMD Implementation (Please document the following)

Number of Licenses to ProQA Requested (up to 3)	3	\$ 10,000
911 Computer/ProQA Software Configuration (up to \$10,000)	\$10,000	\$ 10,000
Number of EMD Personnel to be Trained in ProQA (up to 12)	12	\$ 3,000
Number of Licenses to AQUA Quality Management Software (up to 1)	1	\$ 3,100
Number of EMD Personnel to be Trained in AQUA (up to 3)	3	\$ 3,000
<b>Total EMD Implementation</b>		<b>\$ 29,000</b>

**Total Budget Request** **\$ 65,384**

**Total Indirect (10% of Budget Request)** **\$ 6,538**

**Grand Total** **\$ 71,922**



# In-Kind Contribution

This page is required for Projects 1, 2, and 3

Project 1, 2, and 3 Awards all require an EMS System to provide a 20% matching contribution. This 20% Match or In-Kind contribution may consist of any mix of the following:

- Personnel Salary and Benefits of existing EMS System (non-administrative assistant) personnel contributing to this project
- Equipment and Hardware required for the successful completion of this project
- Other Costs as described by the EMS System

Supplies, Travel, and Administrative Assistance are provided by the 10% Indirect line item provided to each EMS System as a part of the grant funds.

## In-Kind Contribution:

**Personnel and Benefits** (Please describe and document the in-kind contribution)

	\$	
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**Equipment and Hardware** (Please describe and document the in-kind contribution)

Recently purchased nine (9) workstations including hardware and monitors. Also purchased CAD software to integrate ProQA for EMD, EFD, and EPD. In addition, the county had already purchased ProQA and AQUA medical software.	\$	1,298,239
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**Other** (Please describe and document the in-kind contribution)

	\$	
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**Total In-Kind Contribution** \$ 1,298,239

**In-Kind Contribution Represents This % of Project Grand Total** 1,805.1

# Signature Page

This checklist is provided to assure that the EMS Toolkit Grant Application is complete. Please place a check beside the items which have been completed. When all items have been checked and submitted to OEMS, the application is complete.

- An electronically (email) submitted EMS Toolkit Grant Application
- An appropriately endorsed original signature page
- A Letter of Support from the administrator of the EMS System's 911 Center if the application is for Emergency Medical Dispatch implementation or enhancement (Projects 1 or 2)
- A copy of all of the existing EMS System Policies addressed in the EMS Toolkit Grant Application
- All information for the EMS System in the OEMS Credentialing Information System (CIS) has been updated for all EMS Agencies, Vehicles, and Personnel

## Signatures:

**EMS System Director**

\_\_\_\_\_

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

**EMS System Medical Director**

\_\_\_\_\_

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

**County Manager**

\_\_\_\_\_

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

You are strongly encouraged to contact the EMS Performance Improvement Center (EMSPIC) at (866) 773-6477 before final submission of your application.

When you are ready to submit your final application to OEMS, save it and attach it to an email message to McKenzie Cook (McKenzie.Cook@ncmail.net).