



**Orange County
Board of Commissioners**

Agenda

Regular Meeting

May 17, 2016

7:00 p.m.

Southern Human Services Center

2501 Homestead Road

Chapel Hill, NC 27514

Note: Background Material
on all abstracts
available in the
Clerk's Office

Compliance with the "Americans with Disabilities Act" - Interpreter services and/or special sound equipment are available on request. Call the County Clerk's Office at (919) 245-2130. If you are disabled and need assistance with reasonable accommodations, contact the ADA Coordinator in the County Manager's Office at (919) 245-2300 or TDD# 644-3045.

1. Additions or Changes to the Agenda

PUBLIC CHARGE

The Board of Commissioners pledges to the residents of Orange County its respect. The Board asks its residents to conduct themselves in a respectful, courteous manner, both with the Board and with fellow residents. At any time should any member of the Board or any resident fail to observe this public charge, the Chair will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the Chair will recess the meeting until such time that a genuine commitment to this public charge is observed. All electronic devices such as cell phones, pagers, and computers should please be turned off or set to silent/vibrate.

2. Public Comments (Limited to One Hour)

(We would appreciate you signing the pad ahead of time so that you are not overlooked.)

- a. Matters not on the Printed Agenda (Limited to One Hour – THREE MINUTE LIMIT PER SPEAKER – Written comments may be submitted to the Clerk to the Board.)

Petitions/Resolutions/Proclamations and other similar requests submitted by the public will not be acted upon by the Board of Commissioners at the time presented. All such requests will be referred for Chair/Vice Chair/Manager review and for recommendations to the full Board at a later date regarding a) consideration of the request at a future regular Board meeting; or b) receipt of the request as information only. Submittal of information to the Board or receipt of information by the Board does not constitute approval, endorsement, or consent.

- b. Matters on the Printed Agenda

(These matters will be considered when the Board addresses that item on the agenda below.)

3. Announcements and Petitions by Board Members (Three Minute Limit Per Commissioner)

4. Proclamations/ Resolutions/ Special Presentations

- a. Historic Preservation Month Proclamation



5. Consent Agenda

- Removal of Any Items from Consent Agenda
- Approval of Remaining Consent Agenda
- Discussion and Approval of the Items Removed from the Consent Agenda

- a. Minutes
- b. Fiscal Year 2015-16 Budget Amendment #9
- c. Approval of Purchase of Roll Carts for Rural Recycling Program Expansion
- d. Approval of Contract Renewal for Disaster Management, Monitoring and Recovery Services
- e. Federal Transit Administration (FTA) Approved Procurement Policy for Orange Public Transportation
- f. Schools Adequate Public Facilities Ordinance – Approval and Certification of 2016 Report

6. Public Hearings

7. Regular Agenda

- a. Criminal Justice Advisory Council
- b. Amendment to the Orange County Code of Ordinances – Sexually Oriented Businesses

8. Reports

- a. North-South Corridor Study Update – Locally Preferred Alternative (LPA)

9. County Manager's Report

10. County Attorney's Report

11. Appointments

- a. Appointments to the Orange County Firearms Safety Committee
- b. Chapel Hill Planning Commission – Appointment
- c. Economic Development Advisory Board – Appointments
- d. Orange County Parks and Recreation Council – Appointment

12. Board Comments (Three Minute Limit Per Commissioner)

13. Information Items

- May 5, 2016 BOCC Meeting Follow-up Actions List
- Memorandum Regarding Expansion of Election Information on the Orange County Website
- Memorandum Regarding Eubanks Road Waste & Recycling Center
- Jordan Lake Allocation Update
- Memorandum Regarding Impacts of Changing Recycling Collection Strategies
- BOCC Chair Letter Regarding Petitions from May 5, 2016 Regular Meeting



14. Closed Session

15. Adjournment

Note: Access the agenda through the County's web site, www.orangecountync.gov

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**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No.** 4-a

SUBJECT: Historic Preservation Month Proclamation

DEPARTMENT: Department of Environment,
Agriculture, Parks and
Recreation (DEAPR)

ATTACHMENT(S):
Proclamation Designating May as Historic
Preservation Month

INFORMATION CONTACT:
Peter Sandbeck, 245-2517

PURPOSE: To proclaim May as Historic Preservation Month in Orange County

BACKGROUND: Each May, the Orange County Historic Preservation Commission (HPC) asks the Board of County Commissioners to adopt a resolution declaring May to be Historic Preservation Month in Orange County. This is the month to remind all residents of the importance and value of the many historic buildings, neighborhoods, farmsteads and historic attractions that make Orange County a special place to live. The Board and staff can take pride in the many activities now underway or recently accomplished by the County and the HPC to protect special historic places representing the diverse cultural experience, including:

- Opening Blackwood Farm Park to provide a way to interpret the history of farming, farm life and the former Strayhorn slave cemetery located on the park property;
- Completing the renovation of the historic Cedar Grove School to serve as a new community center, and providing funding to develop an exhibit interpreting the history of the school and the surrounding African American community;
- Initiating a project to rebuild the replica Occaneechi Village in River Park, working with Occaneechi tribal leaders as well as the Town of Hillsborough and the Alliance;
- Partnering with the Town of Hillsborough on a multi-year project to produce a new illustrated publication or guidebook to highlight historic buildings, sites and farmsteads, with funding assistance from the State Historic Preservation Office;
- Completion in 2015 of the update of the County-wide historic resources inventory, creating a permanent photographic and documentary record of over 800 historic properties and resources; and
- Partnering with the Alliance for Historic Hillsborough and Preservation Chapel Hill to host programs about the County's history, archaeology and historic resources.

FINANCIAL IMPACT: None

SOCIAL JUSTICE IMPACT: There is no Orange County Social Justice Goal impact associated with this item.

RECOMMENDATION(S): The Manager recommends that the Board approve the proclamation designating the month of May as Historic Preservation Month in Orange County and joins with the Board to extend an invitation to the public to support the preservation of the County's irreplaceable historic and archaeological resources.

ORANGE COUNTY BOARD OF COMMISSIONERS

HISTORIC PRESERVATION MONTH IN ORANGE COUNTY

PROCLAMATION

WHEREAS, historic preservation is relevant for all residents of Orange County, both urban and rural, of all ages, all walks of life and all ethnic and cultural backgrounds; and

WHEREAS, Orange County can be proud of its long history of protecting its rich historic and archaeological resources through the dedicated efforts of individuals and non-profit groups; and

WHEREAS, Orange County partners with the Alliance for Historic Hillsborough, Preservation Chapel Hill and other non-profit groups and local governments to preserve these important resources; and

WHEREAS, Orange County has demonstrated its own commitment to historic preservation by renovating and preserving the former Cedar Grove School, the historic 1926 jail and the former auditorium in the Whitted Center; and

WHEREAS, Orange County recently opened the Blackwood Farm Park where the preserved farmstead and Strayhorn slave cemetery interpret the area's agricultural history, and

WHEREAS, Orange County, through its Historic Preservation Commission's landmark program, recognizes important properties with historic, cultural and architectural significance, and in the past year designated the White Cross School and the Nicholas Corbett Hester House as local historic landmarks; and

WHEREAS, "This Place Matters" is the theme for National Historic Preservation Month 2016, co-sponsored by the Alliance for Historic Hillsborough, Preservation Chapel Hill and the National Trust for Historic Preservation;

NOW THEREFORE, we, the Orange County Board of Commissioners, do hereby proclaim May 2016 as Historic Preservation Month in Orange County and call upon the people of the County to join their fellow residents in recognizing and participating in this special observance.

This the 17th day of May, 2016.

Earl McKee, Chair
Orange County Board of Commissioners

ATTEST:

Donna Baker, Clerk to the Board

**ORANGE COUNTY
BOARD OF COMMISSIONERS**
ACTION AGENDA ITEM ABSTRACT
Meeting Date: May 17, 2016

**Action Agenda
Item No. 5-a**

SUBJECT: MINUTES

DEPARTMENT: Board of County
Commissioners

ATTACHMENT(S):
Draft Minutes

INFORMATION CONTACT:
Donna Baker, Clerk to the Board
(919) 245-2130

PURPOSE: To correct and/or approve the minutes as submitted by the Clerk to the Board as listed below.

BACKGROUND: In accordance with 153A-42 of the General Statutes, the Governing Board has the legal duty to approve all minutes that are entered into the official journal of the Board's proceedings.

April 12, 2016
April 19, 2016
April 26, 2016

BOCC Work Session
BOCC Regular Meeting
BOCC Joint Meeting with School Boards

FINANCIAL IMPACT: NONE

SOCIAL JUSTICE IMPACT: NONE

RECOMMENDATION(S): The Manager recommends the Board approve minutes as presented or as amended.

1
2
3 **DRAFT**

4 **MINUTES**
5 **BOARD OF COMMISSIONERS**
6 **Work Session**
7 **April 12, 2016**
8 **7:00 p.m.**
9

10 The Orange County Board of Commissioners met in a work session on Tuesday, April 12, 2016
11 at 7:00 p.m. at the Whitted Building, Hillsborough, N.C.
12

13 **COUNTY COMMISSIONERS PRESENT:** Chair McKee and Commissioners Mia Burroughs,
14 Mark Dorosin, Barry Jacobs, Bernadette Pelissier, Renee Price and Penny Rich

15 **COUNTY COMMISSIONERS ABSENT:**

16 **COUNTY ATTORNEYS PRESENT:** James Bryan

17 **COUNTY STAFF PRESENT:** County Manager Bonnie Hammersley, Deputy Manager Travis
18 Myren and Clerk to the Board Donna Baker (All other staff members will be identified
19 appropriately below), Jeff Thompson and Paul Laughton

20 **ORANGE COUNTY SCHOOLS:** Chair Donna Coffey, Vice Chair Brenda Stephens, Pam Jones
21 and Superintendent Todd Wirt

22 **CHAPEL HILL CARRBORO CITY SCHOOLS:** Chair James Barrett, Vice Chair Annetta
23 Streater, Todd LoFrese, and Superintendent Tom Forcella
24

25 Chair McKee called the meeting to order at 7:04 p.m.
26

27 Chair McKee said at their places are the Orange County Schools (OCS) responses to
28 Board questions and revised hand out and the Chapel Hill – Carrboro City Schools (CHCCS)
29 responses to Board questions.

30 Chair McKee said the Governor issued an executive order today in reference to HB2
31 and it is unknown what effect this will have on the legislation moving forward.

32 Bonnie Hammersley referred to the slide from April 7th work session on the School CIP
33 which was in regard to the schools' capital projects. She said this is consistent with previous
34 years and does not include bond funding.

35 Paul Laughton, Finance and Administrative Services, reviewed each line item: total-
36 \$7,716,500.

37 Paul Laughton said the largest item is the Pay as You Go (PAYG) funds at \$3,799,346.
38 He said the CHCCS PAYG portion is \$2.3 million for electrical, safety, water quality, and
39 technology. He said the OCS portion is \$1.48 million, and includes categories such as
40 athletics, fire safety, food services, roofing projects, and security, etc.

41 Paul Laughton said Lottery Proceeds are additional PAYG funding, totaling \$1.3 million.
42 He said the CHCCS portion is \$828,000 for ADA, maintenance, etc., and the OCS portion is
43 \$528,000 for classroom building improvements, etc. He said the Article 46 Sales Tax totals
44 \$1.4, with the CHCSS portion being \$842,000 for mechanical systems and technology, and the
45 OCS portion being \$558,000 for technology, which is consistent with past spending.

46 Paul Laughton said there is \$1 million in the Capital Investment Plan (CIP), for the next
47 five years, for Older School Improvements. He said by ADM, the total for CHCCS is \$610,700
48 for the Chapel Hill High School renovation, and \$389,000 for OCS for classroom building
49 improvements and food services.

1 Paul Laughton said all of the aforementioned funds are outside of any potential bond
2 funds.

3
4 **1) Review Chapel Hill Carrboro City Schools (CHCCS) and Orange County Schools**
5 **(OCS) Priorities for the Potential Bond Referendum Funds**

6
7 Bonnie Hammersley said this evening is an opportunity for the schools to report on the
8 prioritization of their capital projects.

9 Pam Jones reviewed the updated OCS hand out at the Commissioners' places:

10
11 **OCS Facility Recommendations**

- 12 • 2013 Facilities Assessment reflected needed repairs/replacements/additions in excess
13 of \$160M as of the date of the assessment.
- 14 • OCS receives approximately \$2.6M for capital funding annually.
- 15 • Of the \$160 million overall needs, OC Board of Education prioritized projects in the
16 following categories assuming approximately \$50 Million would be made available
17 through bond proceeds or other cost sharing arrangements:
- 18 ○ Safety;
- 19 ○ Critical infrastructure projects whose cost would exceed CIP funding capabilities,
20 including roof replacement and replacement of antiquated and failing mechanical
21 systems in some schools;
- 22 ○ Cedar Ridge High School (CRHS) classroom wing addition;
- 23 ○ Replacement of Transportation facilities.
- 24
- 25 • Phase 1 projects per the attached sheet represent those for which 2016 bond funding
26 would be utilized.
- 27 • To the extent they are available, School Construction Impact Fees are requested for
28 project planning to ensure "shovel-ready" status.
- 29 • Unfunded projects would be addressed as future allocations allowed.
- 30 • Based on approved CAP Certificates to date, OCS has adequate elementary and middle
31 school capacity for the current 10-year CIP period. However, two major developments in
32 the Town of Hillsborough are likely to significantly diminish the capacity within a
33 relatively short time period. For that purpose, Elementary #8 has been included as a
34 Phase III project. The Cedar Ridge classroom addition will address the needed high
35 school capacity, which is projected to reach SAPFO capacity by 2022. A
36 planning/constructing/opening period of approximately three years is anticipated. District
37 leadership remains concerned that the 110% high school capacity upon which SAPFO is
38 built is no longer a viable and safe level of occupancy and would request the County's
39 review over the next year.
- 40 • Replacement and consolidation of Transportation facilities is included in the OCS Phase
41 1 request, but is envisioned as a joint project with CHCCS. OCS is the recognized LEA
42 for Transportation for both OCS and CHCCS (State only recognizes one per County).
43 The 1950's vintage Transportation facilities for both CHCCS and OCS are woefully
44 inadequate. Some buses will not fit and still close the bay doors, for example.
- 45 • Potential bond funds will allow OCS to divert future pay-as-you-go CIP funds to other
46 critical projects addressed in the Facilities Assessment, but not included in Phase 1
47 bond funding.

48
49 Commissioner Rich asked if the changes between the original OCS recommendations,
50 and the updated version being presented this evening, could be highlighted. She also asked if

1 the transportation component of the recommendations could be explained, including how much
2 each school district will be contributing.

3 Pam Jones said the OCS Board of Education (BOE) went through priorities based on
4 the completed study of its facilities. She said items were prioritized as a 1, 2, or 3. She said
5 the BOE decided to focus only on items prioritized as a 1 or 2, such as the HVAC systems.
6 She said there are some deficiencies in the facilities that need upgrading for safety purposes.
7 She said the bond proceeds that each district would receive were realigned, and it was
8 determined what could be funded separately from that. She said this change is reflected in the
9 revised document. She said Grady Brown Elementary is in need of roof repairs, but with those
10 repairs comes asbestos abatement, which simply cannot be funded by the regular CIP
11 allotment.

12 Pam Jones said both districts are still working to finalize the transportation figures. She
13 said part of the question remains based on the site that is chosen, as this will affect the cost.
14 She said CHCCS plans to allocate its portion of the \$1 million to this project, but it is not yet
15 known if this will be sufficient, as the plans are not yet finalized.

16 Commissioner Rich said the \$52.6 million is more than the schools will get from bond
17 funds, and she asked if priorities will have to again be reviewed.

18 Pam Jones said part of the costs will be offset by CHCCS. She said there is some
19 latitude in some of these projects, with HVAC for example.

20 Commissioner Price asked if the removal of the food service projects means these
21 projects will no longer be accomplished.

22 Pam Jones said these projects have been incorporated in various CIP funding sources.

23 Commissioner Pelissier said the high school capacity is no longer viable, according to
24 the hand out. She asked if this has been discussed with CHCCS.

25 Pam Jones said when SAPFO was created when the world was different, and she said
26 they are asking to look at 107 for middle schools and 110 capacity for the high schools to see if
27 these numbers can be lowered.

28 Commissioner Pelissier referred for the Cedar Ridge High School classroom wings, and
29 asked if there is a process to determine size.

30 Pam Jones said part of this is determined by the school construction standards, which
31 designates this as a 1,500 capacity high school. She said it was sized as such in the original
32 master plan which has been adhered to.

33 Commissioner Dorosin asked if there is a timeline for building a transportation facility
34 and if there is a plan for the existing facility.

35 Pam Jones said the older transportation facility may be used for storage of buses. She
36 said the delay of the transportation facility is the lack of land. She said Chatham County has a
37 good model, which was constructed in about 18 months. She said the first priority is the HVAC
38 at Orange High School, then Cedar Ridge, and then a transportation facility.

39 Chair McKee referred to the capacity for Cedar Ridge High School (CRHS) and asked if
40 the upcoming SAPFO calls for an expansion.

41 Paul Laughton said there is nothing in the SAPFO right now.

42 Donna Coffey said OCS has to contend with growth as well, and the SAPFO does not
43 include Mebane. She said the SAPFO projections are understated since so much development
44 is forthcoming.

45 Commissioner Burroughs said SAPFO is based on current student numbers as well as
46 the past five years. She said when new developments are built in the CHCCS district, the
47 SAPFO numbers do not reflect these until the students show up in the schools.

48 Donna Coffey said it is a bit different because there has always been growth in the
49 Chapel Hill area, which is not the case historically in Mebane or Hillsborough.

1 Commissioner Burroughs referred to the CRHS project, and asked if the SAPFO
2 numbers remain fairly flat, would OCS possibly delay this project.

3 Pam Jones said yes, but two major developments have been approved in the
4 Hillsborough area, and while elementary capacity can be maneuvered around, high school
5 capacity cannot. She said these developments will be both single family and multiple family
6 housing. She said it takes about three years for the developments to move from shovel ready
7 to occupation.

8 Chair McKee said to use the Collins Ridge development as an example, and asked how
9 quickly the SAPFO numbers would reflect the growth. He asked if the capacity demand does
10 not come to fruition, would OCS move some Phase 2 projects forward and the CRHS project
11 move back.

12 Donna Coffey said that is a discussion the OCS board would have to have.

13 Pam Jones said there is enough flexibility to complete the design for CRHS and then
14 manipulate the projects if need be.

15 Commissioner Jacobs referred to the Collins Ridge development, and asked if the
16 potential population impact would be felt more at the high school level than the elementary
17 level, due to available capacity at the elementary level.

18 Pam Jones said there is more flexibility because there is more capacity in the
19 elementary schools and middle schools, but not in the high schools.

20 Commissioner Jacobs asked if re-districting is anticipated.

21 Donna Coffey said this discussion has yet to occur.

22 Commissioner Jacobs asked if it is known when redistricting was last discussed.

23 Donna Coffey said at least six years ago.

24 Commissioner Jacobs asked if there is a felt need to put the new transportation facility
25 close to the present one.

26 Pam Jones said it should be near the center of Orange County, so that both school
27 districts can have access.

28 **CHCCS**

29 Tom Forcella said this discussion began over four years ago regarding new buildings,
30 and the conversation turned to the dire needs of the older facilities, then turned again to the
31 "what ifs" and what may be possible with the older buildings to improve safety, and also
32 increase capacity. He said it is clear that all needs cannot be met at one time, and CHCCS
33 supports a long-range approach and vision for its older schools.

34 Todd LoFrese reviewed the following PowerPoint presentation:

35 **Older Facility Recommendations and the 2016-26 CIP Key Elements of Older Facility** 36 **Recommendations**

37 (included in the 2016-26 CIP Recommendations)

- 38 • The recommendations are for a comprehensive program that focuses on the district's 10
39 oldest schools.
- 40 • Facility recommendations include:
 - 41 ○ **correction of building code violations;**
 - 42 ○ **improved safety by consolidating operations and controlling entry;**
 - 43 ○ **indoor air quality deficiencies and health concerns addressed;**
 - 44 ○ replacement of malfunctioning mechanical equipment;
 - 45 ○ **relief of traffic congestion problems and providing pedestrian access;**
 - 46 ○ deconstruction of some inefficient buildings;
 - 47 ○ accessibility for all students and staff;

- 1 ○ extending the life of the schools an additional 50 years; and
- 2 ○ providing educational facilities that meet Orange County school construction
- 3 standards.
- 4 • Implementation of the recommendations eliminate mobile classrooms (also in need of
- 5 renovations) while providing additional student capacity.
- 6 ○ Elementary school capacity increase = 555.
- 7 ○ High school capacity increase = 155.
- 8 • Increased student capacity would result in deferment of new elementary school and high
- 9 school additions well beyond the 10-year CIP window.
- 10 ○ Delays nearly \$57.6 million in projected capital
- 11 expenditures.
- 12 ○ Delays significant operational increases with opening a new school.
- 13 • Bond funds and future capital funds directed to the 10 oldest schools will make available
- 14 CIP (Paygo) revenue for needed maintenance at district's "newer" schools that are 20-
- 15 30 years of age.

17 Phase 1 Projects Rationale

18 **Chapel Hill High School**

- 19 • significant disrepair and deferred maintenance
- 20 • **building has chronic flooding, moisture and mold issues**
- 21 • inadequate educational spaces, including severely antiquated science labs
- 22 • academic building needs complete replacement
- 23 • the entire campus HVAC system needs replacement
- 24 • **profound security concerns including: multiple access points, outdated security**
- 25 **system, and hard to monitor entrances**
- 26 • **major traffic and pedestrian conflicts that cause congestion, busing delays, and**
- 27 **safety issues**
- 28 • pervasive ADA issues throughout the campus
- 29 • scale of project requires significant financial investment (bond appropriate)

30 **Glenwood Elementary School**

- 31 • provides a solution to continue safe operations for the next 10 years
- 32 • **addresses safety and security concerns by providing a secure entrance**
- 33 • addresses handicap accessibility and appropriate restrooms
- 34 • **addresses flooding, moisture, and mold issues**
- 35 • provides for repairs to existing infrastructure
- 36 • Glenwood Elementary's continuance after 10 years is uncertain

37 **PreK Center / Phoenix Academy / Lincoln Center**

- 38 • provides a comprehensive facility to support early childhood education
- 39 ○ improved access to educational resources
- 40 ○ improved services for students
- 41 ○ disadvantaged student supports
- 42 • returns existing space back to elementary schools and allows for phasing of other
- 43 projects
- 44 • provides the greatest increase in capacity
- 45 ○ 189 Elementary School seats
- 46 ○ 100 High School seats

- 1 • provides Phoenix Academy High students with appropriate and supportive facilities,
2 including a biomedical lab
- 3 • provides desperately needed additional space for students with mental health needs and
4 for students who need a smaller educational environment
- 5 • provides a community meeting space and a Black/education history museum
- 6 • provides renovations and A/C to the existing gymnasium
- 7 • **addresses moisture and mold concerns**
- 8 • addresses handicap accessibility issues
- 9 • frees up future capital funding to address other school capital needs
- 10 • provides appropriately-sized administrative space on the second floor, reducing total
11 expenditures to a small fraction of the total anticipated CHCCS bond funding allocation

12

13 **Next Phase Projects**

14 **Phase II, to begin in 3-4 years:** Improvements at Ephesus, Estes Hills and Seawell
15 Elementary Schools and Phillips Middle School. These improvements provide the second most
16 positive impact to capacity. These improvements will hopefully be funded by long range funds
17 Orange County has planned for the district's new schools.

18 **Phase III, to begin in 4-7 years:** Improvements at Carrboro and Frank Porter Graham
19 Elementary Schools and at Culbreth Middle School. These projects are currently unfunded. It is
20 hoped that future-funding sources will be identified to complete all the projects.

21

22 James Barrett thanked the Board for its willingness to discuss these topics. He
23 expressed his excitement for both the Chapel Hill High School (CHHS) and the Lincoln Center
24 (LC) projects.

25 James Barrett said Tom Forcella had talked with alumni from Lincoln High and the
26 opportunity to bring education back to this area provides great excitement to the alumni
27 community.

28 Todd LoFrese said it is important to remember that CHCCS has been operating at
29 capacity for the last two decades. He said SAPFO projections show a current lull, and thus this
30 is an opportunity to address the older schools and capacity issues. He said the proposed plan
31 would create the capacity of one whole elementary school and 200 high school seats by
32 renovating current buildings.

33 Todd LoFrese said Chapel Hill High is in need of major renovations.

34 Todd LoFrese said a packet was provided to the Board ahead of time with CHCCS
35 projects and priorities included. He said CHCCS also provided written responses to Board
36 questions which are at their places.

37 Commissioner Burroughs asked if there are reasons for renovating CHHS, as opposed
38 to building a new school.

39 Todd Lofrese said the cost is one issue, and the other is where would students go
40 during renovations.

41 Todd LoFrese said there are no additional school sites large enough for a high school.
42 He said CHHS has 1,500 students, and to phase these students in would be a challenge.

43 Todd LoFrese said the academic wing is the focus, as it is deemed beyond renovation
44 and must be a re-build. He said the gym was renovated a few years ago, so it and the
45 auditorium are salvageable to bring up to Orange County standards.

46 Commissioner Burroughs repeated her question and clarified that the largest portion of
47 CHHS will be built new, while the other sections are renovated.

48 Todd LoFrese said it is \$50-70 per square foot to renovate versus \$200 per square foot
49 for a new facility. He said a new high school would be too expensive, and if an entirely new
50 facility were built at CHHS, there would be no funds to do the projects at the other schools.

1 Commissioner Burroughs asked if Todd LoFrese would speak about the mobile units,
2 the costs to maintain them, and some of the challenges these units present.

3 Todd LoFrese said each mobile unit is a separate facility, with its own utilities and
4 HVAC, which are inefficient and require maintenance. He said it costs \$6,000 to replace a
5 mobile unit HVAC, which is fiscally irresponsible. He said CHCCS does not want to use CIP
6 funds on renovating the mobiles.

7 Commissioner Rich said the school construction standards were approved in 2007, and
8 asked if these standards need to be updated.

9 Todd LoFrese said down the road these standards should probably be reviewed, and he
10 said that both the construction standards and Department of Public Instruction (DPI) regulations
11 are in line with what CHCCS is proposing.

12 Commissioner Rich said technology is ever changing and asked if this should be
13 acknowledged somehow in the standards.

14 Commissioner Rich asked if Todd LoFrese could clarify what some of the \$6-9 million of
15 improvements will include.

16 Todd Lofrese said HVAC replacement, locker renovations, flooring, new technology and
17 seating in the auditorium, wall and window seals, and infrastructure upgrades.

18 Commissioner Rich asked if safety issues are being addressed.

19 Todd LoFrese said the older schools have lots of doors. He said at Chapel Hill High
20 School some buildings will be connected with secure vestibules. He said there are a lot of
21 conflicts with pedestrian, kiss and go, and bus lanes, all of which create safety and traffic
22 hazards. He said these need to be made into appropriate types of entrances and exits.

23 Todd LoFrese said there would be a similar approach with other older schools:
24 expanding capacity and creating secure vestibules.

25 Commissioner Rich referred to Glenwood Elementary, noting it may disappear in the
26 near future. She said there is \$940,000 assigned to this school, and she asked if the life span
27 of the school could be identified.

28 Todd LoFrese said this renovation project is already underway through fund balance
29 dollars. He said the goals of this project are to create a secure a main entrance, address
30 issues of ADA compliance, and to extend the life of this building as long as possible by
31 addressing mechanical systems. He said the hope is to extend the life of the building for at
32 least 10-15 years. He said the majority of this work will be done this summer.

33 Commissioner Pelissier said all of the older schools will not be able to be addressed in
34 Phase 1. She asked if there are any other funds outside of the CIP and the bond to address
35 these many needs, especially mold.

36 Tom Forcella said by putting bond funds into CHHS, the CIP dollars typically funded to
37 CHHS will become available for other projects.

38 Todd LoFrese said CHCCS highlighted some projects in their current CIP that, if CHHS
39 and the Lincoln Center projects moved forward, could be funded. He said this would be about
40 \$3.5 million over five years.

41 Commissioner Jacobs referred to page 15 of construction standards, where it addresses
42 school site acreage. He said the document does not reflect current standards, as the acreage
43 requirements were not followed when building Northside Elementary School. He said the
44 standards should be re-visited, if millions are going to be invested in renovations.

45 James Barrett agreed that the acreage standards could be reviewed, especially for
46 CHCCS.

47 Todd LoFrese said all of the older schools become denser when more students are
48 added to an existing site.

1 Commissioner Jacobs said now is the time to look at sites for future use. He suggested
2 the idea that larger school properties, such as Carrboro Elementary, may be able to
3 accommodate another facility.

4 Bonnie Hammersley said there is a Superintendents/Manager meeting coming up,
5 where these standards and ideas could be discussed and recommendations brought back to
6 the Board.

7 James Barrett said Todd LoFrese presented to the Chapel Hill Town Council last night,
8 and there were questions about student capacity. He said capacity consistently reaching 110%
9 indicates that the CHCCS is accepting of mobile units. He said those standards could have
10 been made at a time when there was no funding for new schools. He said revisiting the
11 standards is a worthwhile endeavor.

12 Chair McKee said he does not like mobile units, but removing them means more new
13 schools must be built. He said this whole discussion brings back the question of available
14 resources versus necessary needs.

15 Commissioner Dorosin said the percentages over 100 are designed to allow time to
16 accommodate the growth as it happens. He said all of this feeds into the question of whether
17 or not bigger schools are needed. He said Chapel Hill has more schools for 12,000 students
18 than a lot of other places.

19 Commissioner Price said in considering mobile units, it is important to think about safety
20 and security standards as a priority. She said the children must come first.

21 Tom Forcella referred to CHHS and said the discussion is centering on how to make
22 best use of space, especially in a collaborative way by using one space for multiple purposes.

23 James Barrett said secure vestibules are not inexpensive.

24 Commissioner Jacobs said as far as SAPFO goes, it is a far more conservative
25 standard than the alternative, and it was a compromise. He said building cannot continue on
26 the current tax base. He said the Board of County Commissioners (BOCC) tries to be sensitive
27 to the schools' needs, but has to balance schools with other County needs. He said when
28 considering school size and standards, one must consider how much is reasonable.

29 Commissioner Jacobs asked if mobile units are as unsafe and insecure as classrooms
30 with doors with outside access.

31 Todd LoFrese said yes. He said all doors have locks, which should remain locked
32 during school hours; however, every door is another opportunity for access.

33 Commissioner Jacobs said he wished the schools would talk about safety first, and that
34 is what has bothered him about the CHCCS proposal. He said the primary motivation should
35 be safety for the children, and he does not hear that in the proposal, since mobile units are in
36 Phase 2.

37 James Barrett said no safety measures are 100%, and the worst incident in the CHCCS
38 occurred at East Chapel Hill High. He added that solving the issues at Estes Hills Elementary
39 School is no guarantee, and as there is no guarantee of safety, perhaps that is why the issue is
40 not at the forefront of the proposal.

41 Todd LoFrese said safety goes beyond these issues being discussed. He reviewed
42 several other safety issues identified by the facilities study that were addressed immediately
43 upon discovery.

44 Todd LoFrese said the situations with mold and water are significant and an on-going
45 issue. He said CHCCS would absolutely like all children out of mobile units and in buildings,
46 but there is a balance between safety and not causing hysteria in the community.

47 Commissioner Burroughs said the CHHS and LC projects both offer improved safety,
48 and this element of the plans should be highlighted. She said the bond committee can talk
49 about this going forward.

1 Commissioner Pelissier said the Lincoln Center will include some community space and
2 asked if this will be the case in the CHHS project as well. She said having multifunctioning
3 spaces can allow for greater stretch of the tax payer dollars.

4 Commissioner Pelissier asked if features, such as geothermal heating, would be
5 considered with the rebuilding at CHHS.

6 Todd LoFrese said the district has a high performing building policy that is followed,
7 within a particular budget.

8 Todd LoFrese said in regards to community spaces, the BOE has a community use
9 policy and a rental fee to offset costs.

10 Commissioner Pelissier said she got the impression that the community does not often
11 use the schools.

12 Todd LoFrese said to the contrary, and that some spaces are used on a consistent
13 basis.

14 Commissioner Pelissier requested more information be sent to the Board regarding
15 these matters.

16 James Barrett said the Lincoln Center needs a good size meeting room to
17 accommodate public overflow. He said the proposed museum allows for history to look down
18 on the BOE, as it meets and conducts business.

19 Commissioner Dorosin asked if there are fees for outside usage and if it is a source of
20 revenue.

21 Todd LoFrese said yes, and the rates differ for types of usage, as well as non-profit
22 versus for profits usage. He said it is a break-even operation and the fees collected go directly
23 back into school maintenance.

24 Commissioner Dorosin asked if the mobile units have bathrooms, and if it has been
25 determined what CHCCS will do with the 32 mobile units being discarded.

26 Todd LoFrese said that is open for discussion and exploration.

27 Commissioner Dorosin said perhaps the mobile units with bathrooms could be
28 converted into some type of affordable housing.

29 Commissioner Jacobs said he and Todd LoFrese had a conversation years ago
30 regarding the preservation of the Lincoln Center for historical reasons, and he gave the BOE
31 credit for recognizing the importance of this.

32 Commissioner Rich referred to the pre-K students, asking of the 200 to 250 pre-K
33 students, how many does the County fund and how many are state funded.

34 Todd LoFrese said exceptional students (EC) must be provided for.

35 Commissioner Rich asked if most of the students fall under the EC designation.

36 Todd LoFrese said no. He said there are EC pre-K classes, which are smaller in head
37 count, perhaps 4-7 students. He said there are also Head Start and NC pre-K students which
38 comprise the majority of the students. He said there are also tuition-paying students.

39 Commissioner Rich asked if there is a waiting list.

40 Tom Forcella said the District is required to offer services for EC students, but there
41 may be a waiting list for the tuition-paying students.

42 Todd LoFrese said he thought there were students that would attend if there were open
43 Head Start slots or available NC pre-k funds. He said EC students are paid for by State and
44 local funds.

45 Commissioner Dorosin asked if the pre-K project at the Lincoln Center proceeds, will
46 there be no more pre-K students at other elementary schools.

47 Todd LoFrese said 20 classrooms are being designated to keep a pre-K at Frank Porter
48 Graham Elementary School, since it is a dual language program, and perhaps at Carrboro
49 Elementary for the same reason.

1 Commissioner Jacobs said he asked Margaret Samuels to attend the meeting since she
2 had worked in pre-K for years.

3 Commissioner Jacobs said he read through all the materials and the rationale for
4 changing the pre-K model. He asked if it is known which portion of the program would be
5 funded locally. He remembered the conversation from years ago making the case that it is
6 easier to transfer a pre-K student into an existing elementary school. He asked if the proposed
7 LC project is better for the teaching staff or for the students.

8 Margaret Samuels said pre-K is funded in many different ways. She said CHCCS runs
9 the Head Start grant locally, but OCS runs its program slightly differently. She said as far what
10 provides a good pre-k experience for a child is a consistent, licensed and trained teacher first
11 and foremost. She said it would be optimal if there were enough money to put every child in a
12 pre-K class at their assigned neighborhood school, but this is currently happening with less than
13 50% of the pre-K students.

14 Margaret Samuels said the opportunities that the consolidation offers is that there would
15 be health services at the Lincoln Center, ratio of teacher to children, programmatic benefits,
16 and the most important piece is the availability for all of the pre-K teachers to collaborate, meet,
17 train together, etc. at one site. She said this project is the best compromise at this time.

18 Chair McKee referred to the next phase projects and said there is an expectation of
19 future bonds. He read a portion of the abstract pertaining to Orange County's funds planned
20 for future new schools. He asked if there could be clarification regarding this.

21 Todd LoFrese said Phase 1 projects are bond projects. He said CHCCS has requested
22 that for Phase 2 projects, the District be given access to what was in the CIP last year. He said
23 the 10-year CIP included funding for elementary school number 12 and a high school addition
24 at Carrboro High School. He said if these funds could be accessed to complete Phase 2
25 projects, then a new elementary school and a high school addition will not be necessary for
26 quite some time. He said Phase 1 projects will significantly address capacity issues as well.

27 Chair McKee asked if SAPFO numbers push out those two projects past the 10-year
28 mark, what justification would there be to release those funds in year two or three.

29 James Barrett said these funds were never intended for years two or three.

30 Chair McKee said if these projects are to be completed over 10 years, then funds would
31 need to be released in the third year.

32 Todd LoFrese said a small amount of Phase 2 projects begin in FY 2018-19, but the
33 majority of these projects are in FY 2020-21.

34 James Barrett said it is harder for act any sooner, because once the pre-K students are
35 co-located at the LC, there needs to be some flexibility at the schools in order to move students
36 around during construction.

37 Todd LoFrese said every year that passes gets the District a year closer to when a new
38 school may be needed. He said there is a lull right now, and great strides can be made.

39 Chair McKee said he is trying to understand the mechanics of these projects. He said
40 there will be 189 additional seats provided by the LC project, and asked if that will not satisfy
41 the capacity issues that Phase 2 seeks to address.

42 Todd LoFrese said it delays the capacity need but not the condition of the schools.

43 James Barrett said it is a buffer to complete the construction.

44 Chair McKee referred to Phase 3, and asked if there could be clarification regarding the
45 statement "future funding resources will be identified" in the abstract.

46 Todd LoFrese said the CHCCS tried to align the Phase 2 projects with the funding that
47 was planned for last year in the 10-year CIP. He said it is unknown where Phase 3 funds would
48 come from.

49 James Barrett said if the funds allotted to the CIP can be repurposed for Phase 2
50 projects, a great deal of progress can be made to make CHCCS safer and stronger.

1 Chair McKee said he does not understand the mechanics of the Lincoln Center project.
 2 He is very supportive of pre-K education, and if the consolidation of the program is best, he
 3 supports that as well. He said he is unclear how the InterFaith Council (IFC) and Piedmont
 4 Health Services play into the project. He can see the benefit to having health services on the
 5 campus, but he has heard parental concerns about increasing the access to the school.

6 Todd LoFrese said Lincoln Center is comprised of three main components of the
 7 District: consolidated pre-school; Phoenix Academy High School with a larger building to
 8 include the mental health component; and administrative offices on the second floor. He said
 9 the gym will be preserved. He said earlier this year, an inquiry was received from the IFC and
 10 Piedmont Health regarding co-location of services at these facilities. He said there is not
 11 enough room on the campus to build another building, thus IFC likely will not fit at the LC. He
 12 said discussions are still taking place with Piedmont Health, with the possibility of extending a
 13 portion of the Phoenix High School building to house medical and dental services. He said if
 14 this were to occur, Piedmont Services would provide the funding in exchange for a 30-year use.

15 Todd LoFrese said this co-location idea is still being considered from an educational
 16 viewpoint. He said the co-located services could provide access to early education and health
 17 care, both of which are extremely important for child development. He said high school
 18 students at Phoenix, and across the District, could benefit from hands on experience and
 19 learning in various aspects of the medical field, when considering career choices.

20 Chair McKee said a concern he has with the Lincoln Center project is whether this
 21 expenditure of \$22 million should come before other issues with safety and security have been
 22 addressed. He said he knows that the needs outpace the resources, but of all the projects
 23 identified, the Lincoln Center gave him the most reason for pause.

24 James Barrett said completing the Lincoln Center first allows for a full transition plan for
 25 the other schools over the next 10 years, as it will allow for flex space to move students around
 26 during construction.

27 Commissioner Jacobs thanked Chair McKee for raising this issue. He said this is the
 28 first time the Board is hearing details of the Lincoln Center project.

29 Tom Forcella said this project has been presented twice before.

30 Commissioner Jacobs said this is the first time that the Board of County Commissioners
 31 has heard about the entire Lincoln Center project, which has been helpful.

32 Commissioner Jacobs asked if Piedmont will be able to provide nursing care, or would
 33 the County still have to provide nursing services.

34 Todd LoFrese said that could be a possibility to discuss going forward.

35 Commissioner Dorosin thanked the two school districts for the conversation, and asked
 36 both districts to adopt resolutions to repeal HB2. He said school districts are adversely affected
 37 in unique ways and have a unique legal standing in the matter.

38 James Barrett said the CHCCS BOE passed a resolution last week, and has learned
 39 from their lawyers that policies do not need to be changed. He said gender-neutral bathrooms
 40 are being implemented in all middle and high schools.

41 Todd LoFrese provided the following information:
 42 In advance of tonight's work session, the CHCCS district received questions from County
 43 Commissioners related to the bond priorities. A brief response follows each question along with
 44 two supporting documents.

45
 46 *1. What were the square foot costs for Carrboro High, the total cost, and some coefficient for*
 47 *inflation in construction costs since the building was completed?*

- 48
- 49 • Carrboro High was bid in 2005, pre-recession.
- 50 • It cost \$190 per square foot for a total cost of \$36 million.

- 1 • It was initially constructed without an auditorium/arts wing (added in 2011 @ \$4 million)
2 and without a concession/bathroom building (added in 2012 at \$900K)
3

4 Calculating construction cost inflation is difficult due to the recession and since 11 years
5 have passed since the bid opening. We have included a more recent cost analysis based on
6 DPI reports of new school project costs. Please find it attached.
7

8 2. *For CHCCS, how many mobile classrooms will be retired by executing each project, and*
9 *what percentage of the total mobile classrooms does that represent?*

- 10 • The need for 24 mobile classrooms will be eliminated with our Phase 1 projects. 3 mobiles
11 are at Lincoln Center, 14 mobiles are at Chapel Hill High School, and 7 mobiles are
12 occupied by pre-K students at other schools across the district. Phase 2 projects would
13 eliminate the need for an additional 8 mobile classrooms. A total of 32 mobiles would be
14 eliminated through all 10 projects, of which 24 (or 75% of the total eliminated) would
15 occur in Phase 1.
16

- 17 • Furthermore, 12-14 additional classroom spaces would be vacated across all elementary
18 schools by the pre-K consolidation, assisting with Phase 2 swing space needs.
19

20 3. *Do the existing school construction standards add significant costs to typical school*
21 *construction? If so, how much?*

- 22 • We do not feel the school construction standards significantly increase the cost of typical
23 school construction. Local approval/permitting and significant regional demand (Wake
24 \$800 million bond, recently passed state bond, recently passed Town of Chapel Hill
25 Bond) are much bigger factors.
26
27

28 4. *Can we get a breakdown of costs for the Chapel Hill High project? What is the cost of*
29 *deconstructing building A and rebuilding it vs. the amount of money going to upgrading the*
30 *rest of the buildings?*

- 31 • We have broken down the details for our initial estimate for Chapel Hill High School.
32 Please find it attached.
33
34

35 5. *What components are included in the overall project costs? Can those be itemized to isolate*
36 *construction from architectural fees, equipment, etc. for each of the major projects?*

- 37 • Yes, see the Chapel Hill High School estimate sheet for an example.
38

39 6. *In the 20th Annual School Construction Report*

40 <http://www.haddonfield.k12.nj.us/Attachments/AnnualSchoolConstructionReport2015.pdf> and
41 [SchoolDesigns.com](http://www.schooldesigns.com) web site, *Stuart Cramer High School in Gaston County was completed in*
42 *2013 at a cost of roughly 39 million. This facility is larger than the requested renovation size of*
43 *Chapel Hill High and accommodates 300 fewer students. Is the difference construction costs*
44 *vs. the overall cost of the project, or are there other important differences to explain the large*
45 *difference in costs? If a new school costs less, why not build a new school?*

- 46 • The project in Gaston County was bid in 2011. We do not feel that cost is an accurate
47 representation of the current local market and a new Chapel Hill High School would cost
48 significantly more than \$52 million. In addition it would be extremely difficult to build
49 given our limited remaining school sites (none of which are appropriate for a HS) and

1 that 1500+ students currently attend CHHS. Phasing would be very difficult and
2 expensive.
3

4 *7. How firm are the costs for Chapel Hill High? Could the district representatives please*
5 *describe the process, where we are now and what are the next steps?*

- 6 • The costs are not firm at this time as we have not yet begun design. The design process
7 will commence later this spring. At the different phases of architectural design (concept
8 plan, schematic design, and construction documents) professional cost estimates will be
9 obtained to ensure the project is within our budget estimate.

10
11 *8. What is the County's role in funding pre-K? Are pre-K students counted in the ADM? Are*
12 *counties in the state legally obligated to provide facilities for pre-K or is this a policy choice that*
13 *varies by district?*

- 14 • Orange County is not required to fund pre-K.
- 15 • Pre-K students are not included in our ADM numbers, however their presence in our
16 schools utilized capacity.
- 17 • Counties in NC are not required or obligated to provide PK facilities
- 18 • The district must provide pre-K for exceptional children students. Also consider that if we
19 didn't provide appropriate space for pre-K most of our students receiving Head Start
20 assistance or NC pre-K would not be served.

21
22 A motion was made by Commissioner Burroughs, seconded by Commissioner Rich to
23 adjourn the meeting at 9:25 p.m.
24

25
26 Donna Baker, Clerk to the Board
27

28
29 Earl McKee, Chair
30
31
32

Attachment 2

1
2
3 DRAFTBOARD OF COMMISSIONERS
REGULAR MEETING
April 19, 2016
7:00 p.m.4
5
6
7
8
9 The Orange County Board of Commissioners met for a regular meeting on Tuesday, April 19,
10 2016 at 7:00 p.m. at the Southern Human Services Center, in Chapel Hill, N.C.11
12 **COUNTY COMMISSIONERS PRESENT:** Chair McKee and Commissioners Mia Burroughs,
13 Mark Dorosin, Barry Jacobs, Bernadette Pelissier, Renee Price and Penny Rich14 **COUNTY COMMISSIONERS ABSENT:**15 **COUNTY ATTORNEYS PRESENT:** John Roberts16 **COUNTY STAFF PRESENT:** County Manager Bonnie Hammersley, Deputy Manager Travis
17 Myren and Clerk to the Board Donna Baker (All other staff members will be identified
18 appropriately below)19
20 Chair McKee called the meeting to order at 7:04 p.m.21
22 **1. Additions or Changes to the Agenda**

- 23
-
- 24 -- Green sheet - proposed resolution from Commissioner Rich
-
- 25 -- Pink sheet - suggested revision by Commissioner Jacobs to Item 4-b- Resolution Regarding
-
- 26 House Bill 2
-
- 27 -- Yellow - addendum for Item 4-c: National Small Business Week Proclamation
-
- 28 -- Yellow sheet - replacement abstract for Item 5a- Public Hearing on General Obligation Bond
-
- 29 Orders and Other Appropriate Action (previously mailed to the BOCC)
-
- 30 -- White sheet - additional options for Item 6-e: BOCC Rules of Procedure Revision
-
- 31 -- White sheet - hand out from public comments for items not on the printed agenda

32
33 Chair McKee said Commissioner Burroughs will be a little late.34
35 **PUBLIC CHARGE**36
37 *Chair McKee dispensed with the reading of the public charge.*38
39 **2. Public Comments**40
41 **a. Matters not on the Printed Agenda**42 Bill Crowther said he went to the County Inspections Department, where he paid \$660
43 for a building permit to build a footbridge over the Eno River. He asked if he could be refunded
44 this money in order to use it for signage and gravel, as this trail is part of the Mountains to Sea
45 Trail alignment, and will be for the public to use.46 Andrew Dykers said he is an attorney and a musician living in Carrboro, and he is here
47 this evening to propose an Orange County Voter Education Initiative. He previously provided a
48 handout to the Board of County Commissioners (BOCC). He said the goal of this initiative is to
49 make it easier for Orange County residents to be more informed about elections. He reviewed
50 his handout, particularly noting the following needs: a memorable URL, promotional signage,

1 links to each candidate, on line discussion site for candidates to debate/discuss their concerns
2 and solutions, and user friendliness.

3 Commissioner Price asked if he is proposing a site that is separate from the County site
4 or amendments to the County's website.

5 Andrew Dykers said a particular URL just for elections.
6

7 **b. Matters on the Printed Agenda**

8 (These matters will be considered when the Board addresses that item on the agenda
9 below.)

10
11 **3. Announcements and Petitions by Board Members**

12 Commissioner Rich petitioned the Board, referring to the green hand out, which is a
13 resolution to increase per pupil funding, and to fully fund public schools in North Carolina. She
14 said she would like this to be on the May 5th agenda for Board consideration.

15 *Commissioner Burroughs arrived at 7:13 p.m.*

16 Commissioner Rich requested information to change the County ordinance, and
17 petitioned for staff to come to the Board with an amendment to allow food trucks.

18 Commissioner Burroughs had no petitions.

19 Commissioner Jacobs said he would like an update on the Eubanks Road Solid Waste
20 Convenience Center (SWCC) expansion. He said he would also like to speak about properties
21 like the Greene Tract, due a couple of incidents that have occurred there recently. He said the
22 County's policy of not allowing public use of public lands is very troubling, and he would like to
23 have a discussion about this in the near future.

24 Chair McKee asked the Manager to bring back the update about the SWCC.

25 Commissioner Dorosin petitioned the Board to look at voting methods in Orange
26 County, both at-large and districts. He said this system is not as democratic as it should be,
27 and to re-visit the option of letting the district elections be district elections from the primary all
28 the way through to the general election.

29 Chair McKee seconded this petition.

30 Commissioner Dorosin said he asked for information about the economic impacts of
31 House Bill 2 (HB2) on Orange County, and received some information from Steve Brantley,
32 Director of Economic Development, and Laurie Paolicelli, Director of Community Relations. He
33 said there should be a public announcement about this information.

34 Bonnie Hammersley said all of this information will be compiled in one document and
35 share with the public and the Board.

36 Commissioner Price referred to single stream versus co-mingling recycling, and asked if
37 there is an update about this and its effectiveness.

38 Chair McKee referred this petition to the Manager.

39 Commissioner Pelissier asked if, when the General Assembly (GA) is in session, there
40 could be a link to the GA and the North Carolina Association of County Commissioners
41 (NCACC) on the County website.

42 Bonnie Hammersley said staff will do this.

43 Chair McKee said he heartedly endorses Commissioner Dorosin's petition regarding
44 voting methods.
45

46 **4. Proclamations/ Resolutions/ Special Presentations**

47
48 **a. Resolution Honoring Norman Francis Gustaveson**

1 The Board will consider approving a resolution honoring and recognizing Norman
 2 Francis Gustaveson for his devotion and service to the people of Orange County, and authorize
 3 the Chair to sign the resolution.

4 Commissioner Jacobs said former Commissioner Gustaveson's wife Nancy, son Eric,
 5 and granddaughter Anna, with husband Daniel, are in attendance this evening.

6 Commissioner Jacobs said three former Commissioners are also present: Former
 7 Commissioners Insko, Crowther and Willhoit.

8 Commissioner Jacobs read the resolution:
 9

10 **ORANGE COUNTY BOARD OF COMMISSIONERS**

11
 12 **RESOLUTION HONORING**
 13 **NORMAN FRANCIS GUSTAVESON**

14
 15 **WHEREAS**, the residents of Orange County elected Norman Francis Gustaveson to the Board
 16 of County Commissioners in 1974 and re-elected him in 1978; and
 17

18 **WHEREAS**, Mr. Gustaveson continually demonstrated himself to be a dedicated and effective
 19 public servant, and a man of empathy and insight, who gained the respect of all who knew him
 20 in both the public and private sectors; and
 21

22 **WHEREAS**, during his tenure as an Orange County Commissioner, Norman Gustaveson
 23 shared his talent for leadership and public service through his work on numerous committees,
 24 boards, and task forces focusing on social justice, land conservation, the environment, and
 25 energy conservation; and
 26

27 **WHEREAS**, Mr. Gustaveson played a key role as a member of the "Shaping Orange County's
 28 Future" task force; and
 29

30 **WHEREAS**, he was a willing volunteer on County committees subsequent to his terms in
 31 elected office, notably the Innovation and Efficiency Committee; and
 32

33 **WHEREAS**, he was a lifelong scholar and social advocate leaving significant contributions
 34 across the University of North Carolina campus; and
 35

36 **WHEREAS**, he was a charter member of the Triangle Land Conservancy Board and was also
 37 an Emeritus member of the Eno River Association;
 38

39 **NOW THEREFORE, BE IT RESOLVED** that the Orange County Board of Commissioners, on
 40 behalf of County officials and employees and the residents of Orange County, honors Norman
 41 Francis Gustaveson and expresses deep appreciation, gratitude and respect for his service to
 42 the County over the course of his life.
 43

44 This the 19th day of April 2016.
 45

46 A motion was made by Commissioner Price, seconded by Commissioner Rich for the
 47 Board to approve, and authorize the Chair to sign, the attached resolution honoring Norman
 48 Francis Gustaveson and recognizing his service to the people of Orange County.
 49

50 VOTE: UNANIMOUS

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b. Resolution Regarding House Bill 2

The Board considered approving a resolution regarding House Bill 2, and authorizing the Chair to sign the resolution.

Chair McKee said there is an amended resolution at the Commissioners' places. He said Commissioner Price petitioned, and he seconded, a resolution requesting that HB2 be repealed. He said the BOCC had already issued a resolution supporting the Charlotte ordinance, and affirmed its commitment to all residents receiving fair, just, and equal treatment. He referred to the last *further resolved*, and said that John Roberts suggests removing this section, and discussing it in a closed session.

John Roberts said one reason he suggested the closed session is because there is a local bill that is needed. He said he heard from Senator Foushee today, and that this local bill will be more likely to pass with the support of a particular committee chair. He said this committee chair supports HB2, and should Orange County speak out again HB2, this committee chair may possibly withdraw his support from the needed local bill. He said the Senator and the Committee Chair are working together to get this local bill passed. He said this is the non-closed session reason, and he can elaborate further during the closed session.

Commissioner Dorosin asked if the BOCC follows the County Attorney's suggestion to wait until after closed session to include this portion of the resolution, should the entire resolution wait until after the closed session, or could the Board just have another vote on this portion of the resolution.

John Roberts said this section can be voted on separately. He said there is not a rush on this section, and the Board can delay the closed session until next week, or the BOCC can direct him for litigation.

Commissioner Dorosin said he would be in favor of adopting this tonight.

Chair McKee asked if a closed session could be called for this evening.

John Roberts said yes, and it would be brief.

Commissioner Jacobs said he wrote additional wording, that he meant to add earlier but forgot. He said the additional wording reflects the Board's previous resolution, and he read the additional language he was suggesting.

Commissioner Price said she is fine with additional language. She referred to the point of litigation, and said she would prefer not to include it at this time. She said her main concern is that the support for repealing the bill moves forward.

Chair McKee suggested to motion for the substitute resolution on the pink sheet, and delete the last clause.

Commissioner Dorosin highlighted the issue John Roberts' raised, saying the Board finds itself at the mercy of a right wing legislation that may potentially hold up unrelated local legislation, because this Board is trying to protect its residents. He said he will support the resolution without the language, but will immediately make another motion to go to litigation. He said he agrees that the demand for repeal is important, but feels the demands ring hollow without expressing the willingness to fight the bill in every way.

Commissioner Price said she is willing to support both motions.

Chair McKee read the revised resolution:

REVISED

**Chair McKee read the revised resolution:
ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
RESOLUTION CALLING FOR THE REPEAL OF
SESSION LAW 2016-3/HOUSE BILL 2**

1
2 **WHEREAS**, on February 22, 2016, the Charlotte City Council approved a local ordinance that
3 adds marital status, familial status, sexual orientation, gender identity, and gender expression to
4 its list of categories protected from discrimination in city contracting and public
5 accommodations; and
6

7 **WHEREAS**, on March 22, 2016, the Orange County Board of Commissioners adopted a
8 resolution supporting Charlotte's nondiscrimination policy; and
9

10 **WHEREAS**, on March 23, 2016, the North Carolina General Assembly in special session
11 ratified and Governor Pat McCrory signed House Bill 2 (Session Law 2016-3), the Public
12 Facilities Privacy & Security Act which further limits the ability of local governments to address
13 issues on a local basis; and
14

15 **WHEREAS**, House Bill 2 [HB2] appears to repeal the Charlotte ordinance by establishing new
16 statewide standards for what constitutes discriminatory practice in employment and public
17 accommodations; and
18

19 **WHEREAS**, the omission of sexual orientation, gender identity, gender expression, and other
20 categories from the statewide list of categories protected from discrimination means that
21 protections on these bases appear to be unavailable through state law, and that local
22 governments appear to be preempted from offering these protections to their residents; and
23

24 **WHEREAS**, HB2 appears to eliminate the right of any person to bring a civil action in a North
25 Carolina court for a claim of discrimination in employment or public accommodations on
26 account of race, religion, color, national origin, age and biological sex, as well as handicap for
27 employment only; and
28

29 **WHEREAS**, HB2 is inconsistent with the Equal Protection Clause of the United States
30 Constitution; and
31

32 **WHEREAS**, Orange County is dedicated to assuring that the principles of equality,
33 nondiscrimination and full inclusion and engagement extend to all residents, and that no
34 persons are denied their civil or human rights;
35

36 **NOW, THEREFORE, BE IT RESOLVED**, that the Orange County Board of Commissioners
37 urges the North Carolina General Assembly to repeal House Bill 2 [HB2] in its **entirety** at the
38 earliest opportunity; and
39

40 **BE IT FURTHER RESOLVED**, that the Orange County Board of Commissioners reaffirms its
41 duty to protect and advance the constitutional rights and equitable treatment of all residents of
42 Orange County **as well as its primacy in understanding and best reflecting the values of**
43 **our constituents**;
44

45 **BE IT MOREOVER RESOLVED**, that the Orange County Board of Commissioners asks the
46 Orange County Clerk to send copies of this resolution to the members of the Orange County
47 delegation of the General Assembly and to the North Carolina Association of County
48 Commissioners.
49

50 This the 19th day of April, 2016.

1
2 A motion was made by Commissioner Price, seconded by Commissioner Rich for the
3 Board to approve the amended resolution with Commissioner Jacobs' proposed language and
4 to delete the "be it further resolved" section about litigation and authorized the Chair to sign the
5 attached resolution.

6
7 Commissioner Rich said to insert "in its entirety" after the resolution to repeal HB2.
8 Commissioner Price agreed to add this.

9
10 **VOTE: UNANIMOUS**

11
12 A motion was made by Commissioner Dorosin, seconded by Commissioner Price to
13 authorize the County Attorney to support, join and/or initiate litigation seeking to challenge and
14 overturn all the provisions of HB2.

15
16 Commissioner Pelissier said she will not vote in favor if this motion until the Board meets
17 with its attorney. She said it is hateful that the County is being punished by the State for taking
18 a stance against HB2. She said this is a social justice issue.

19 Commissioner Jacobs said he appreciated Commissioner Pelissier's comments and
20 position, but it is never an easy choice when you are bullied for the wrong reasons.

21
22 VOTE: Ayes, 6; Nays, 1 (Commissioner Pelissier)

23
24 **c. National Small Business Week Proclamation**

25 The Board considered approving a proclamation, joining with the U.S. Small Business
26 Administration, to designate the week of May 1 through May 7, 2016 as National Small
27 Business Week and honor small businesses for their contributions to the economy of the
28 nation, state and county, and authorizing the Chair to sign the proclamation.

29 Steve Brantley said Business Retention staff member, Yvonne Scarlett, joins him.

30 Yvonne Scarlett recognized some of their Small Business Owners in the audience.

31 Steve Brantley showed a 4-minute video, which highlighted small businesses in Orange
32 County.

33 Chair McKee read the proclamation:

34
35 **ORANGE COUNTY BOARD OF COMMISSIONERS**
36 **NATIONAL SMALL BUSINESS WEEK PROCLAMATION**

37
38 **WHEREAS**, America's progress has been driven by pioneers who think big, take risks and work
39 hard; and

40
41 **WHEREAS**, from the storefront shops that anchor Main Street to the high-tech startups that
42 keep America on the cutting edge, small businesses are the backbone of our economy and the
43 cornerstones of our nation's promise; and

44
45 **WHEREAS**, small business owners and Main Street businesses have energy and a passion for
46 what they do; and

47
48 **WHEREAS**, when we support small business, jobs are created and local communities preserve
49 their unique culture; and

1 **WHEREAS**, because this country’s 28 million small businesses create nearly two out of three
 2 jobs in our economy, we cannot resolve ourselves to create jobs and spur economic growth in
 3 America and Orange County without discussing ways to support our entrepreneurs; and
 4

5 **WHEREAS**, the President of the United States has proclaimed National Small Business Week
 6 every year since 1963 to highlight the programs and services available to entrepreneurs
 7 through the U.S. Small Business Administration and other government agencies; and
 8

9 **WHEREAS**, Orange County supports and joins in this national effort to help America’s and
 10 Orange County’s small businesses do what they do best – grow their business, create jobs, and
 11 ensure that our communities remain as vibrant tomorrow as they are today;
 12

13 **NOW, THEREFORE**, we, the Orange County Board of Commissioners, do hereby proclaim
 14 May 1 through May 7, 2016 as “**NATIONAL SMALL BUSINESS WEEK**” in Orange County in
 15 celebration of the many Orange County small businesses.
 16

17 THIS THE 19th DAY OF APRIL, 2016.
 18

19 A motion was made by Commissioner Dorosin, seconded by Commissioner Jacobs for
 20 the Board to approve and authorized the Chair to sign the proclamation on behalf of the Board.
 21

22 VOTE: UNANIMOUS
 23

24 5. Public Hearings

25 a. Public Hearing on General Obligation Bond Orders and Other Appropriate Action

26 Bob Jessup, Bond Counsel, reviewed the following information for the Board’s
 27 consideration:
 28

29
 30 1) Conducting a first scheduled public hearing to receive public comment on the questions
 31 of the validity of the bond orders and the advisability of issuing the bonds;
 32

33 **2) Close the public hearing. The Board can then either proceed to step (3) without**
 34 **changes to the Bond Orders as previously introduce, or in the alternative the Board may**
 35 **decide either (a) not to put forward either or both of the proposed orders, or (b) to lower**
 36 **the amount of either or both orders (The Board cannot, however, add a purpose for the**
 37 **proposed bonds or increase either amount of bonds without restarting the bond**
 38 **authorization process.);**
 39

40 3) In preparation for the second public hearing on May 5, 2016, introduce again (per Bond
 41 Counsel) the two bond orders which state the Board of County Commissioners’ proposal to
 42 issue General Obligation Bonds to pay capital costs for providing school facilities and for
 43 housing for persons with low and moderate income: The first bond order introduction
 44 authorizes the issuance of General Obligation, Bonds in an amount not to exceed \$120 million
 45 to support school facilities; and the second bond order introduction authorizes issuance of
 46 General Obligation Bonds in an amount not to exceed \$5 million for housing for persons with
 47 low and moderate income.
 48

49 4) Hold open final action on the Bond Orders until after the May 5 public hearing.
 50

1 **BACKGROUND:**

2 The Board of County Commissioners adopted a resolution on October 6, 2015 for the County to
3 issue up to \$120 million for Schools and up to \$5 million for Affordable Housing. The Board
4 made a determination to proceed with a referendum on November 8, 2016, 1 for authorization
5 to issue County General Obligation Bonds in an amount not to exceed \$125 million.
6

7 The Board subsequently adopted a resolution at the March 22, 2016 regular meeting to
8 schedule a public hearing on the bond orders at this April 19, 2016 regular meeting. The
9 resolution also included conducting a second public hearing at the Board's May 5, 2016 regular
10 meeting. The bond authorization schedule therefore calls for the first public hearing at tonight's
11 meeting.
12

13 In response to public comment, or otherwise, the Board can decide (a) not to put forward either
14 or both of the proposed Orders, or (b) to lower the amount of either or both orders. The Board
15 cannot, however, add a purpose for proposed bonds or increase either amount of bonds without
16 re-starting the bond authorization process.
17

18 Because of oddities related to the approval process with the Local Government Commission,
19 bond counsel recommends that, after this first public hearing, the Board repeat a previous step
20 of "introducing" the two Bond Orders. That step is included in the Manager's recommendation.
21 The second public hearing is scheduled for May 5, 2016 at the County's Whitted Human
22 Services Center, 300 West Tryon Street, Hillsborough, North Carolina, 27278. After that second
23 public hearing, the Board will be asked to approve the Bond Orders, and then consider a
24 resolution to formally call for the November bond referendum and approving the ballot
25 questions. The referendum is scheduled for the regular election date, November 8.
26

27 **PUBLIC COMMENT:**

28
29 Allan Rosen said he wanted to thank the Board for the \$5 million allocated towards
30 affordable housing in the proposed bond referendum. He said he works at the InterFaith
31 Council (IFC) Center, and this funding would be greatly appreciated and used. He said the
32 affordable housing community wants to educate the public on the upcoming proposed bond
33 referendum.
34

35 Close the public hearing:

36
37 A motion was made by Commissioner Dorosin, seconded by Commissioner Price to
38 close the public hearing.
39

40 **VOTE: UNANIMOUS**

41
42 A motion was made by Commissioner Dorosin, seconded by Commissioner Rich to:

- 43
44 • In preparation for the second public hearing on May 5, 2016, introduce again (per Bond
45 Counsel) the two bond orders which state the Board of County Commissioners' proposal
46 to issue General Obligation Bonds to pay capital costs for providing school facilities and
47 for housing for persons with low and moderate income.
48 • The first bond order introduction authorizes the issuance of General Obligation Bonds in
49 an amount not to exceed \$120 million to support school facilities.

- 1 • The second bond order introduction authorizes issuance of General Obligation Bonds in
- 2 an amount not to exceed \$5 million for housing for persons with low and moderate
- 3 income; and
- 4 • Hold open final action on the Bond Orders until after the May 5 public hearing.

5
6 VOTE: UNANIMOUS

7
8 **6. Consent Agenda**

- 9
10 • **Removal of Any Items from Consent Agenda**

11 6-c by Commissioner Jacobs

12 6-e by Commissioner Rich

- 13
14 • **Approval of Remaining Consent Agenda**

15
16 A motion was made by Commissioner Dorosin, seconded by Commissioner Price to

17 approve the remaining items on the consent agenda.

18
19 VOTE: UNANIMOUS

- 20
21 • **Discussion and Approval of the Items Removed from the Consent Agenda**

22
23 **6-c: Renewal of Food and Organic Waste Collection and Composting Contract**

24 The Board will consider approving an amendment renewing the contract with Judy D.

25 Brooks Contractor, Inc. that enables the County Solid Waste Management Department to

26 provide collection for separated food waste and other organic materials to commercial and

27 institutional establishments throughout Orange County, and authorize the Manager to sign the

28 Contract Amendment.

29
30 Commissioner Jacobs said he usually removes this item to express hope that the next

31 time it comes up, there will be an internal organic waste recycling program so that out sourcing

32 will no longer be necessary. He said he understands that state law prohibits requiring a living

33 wage, but he recalled the Board directing the Attorney to come back with a policy that could

34 serve as a guiding document to include in the bidding process, expressing the Board's intent.

35 John Roberts said the Manager had informed the Board that this would be addressed

36 during upcoming budget discussions.

37 Bonnie Hammersley said there was a presentation made, and the issue will be

38 addressed in contracts where the County can legally require a living wage, but as this contract

39 is a bid one, there are limitations on the County's abilities. She said the living wage will be

40 addressed in the 2016-17 budget.

41 Commissioner Jacobs asked if this will be a two prong approach, requiring a living wage

42 when possible, as well as forwarding a document about the County's stance to all who may be

43 bidding on contracts.

44 Bonnie Hammersley said she would get back to the Board on this issue.

45
46 A motion was made by Commissioner Jacobs, seconded by Commissioner Rich to

47 approve an amendment renewing the contract with Judy D. Brooks Contractor, Inc. that enables

48 the County Solid Waste Management Department to provide collection for separated food

49 waste and other organic materials to commercial and institutional establishments throughout

50 Orange County, and authorized the Manager to sign the Contract Amendment.

1
2 VOTE: UNANIMOUS
3

4 **6-e. BOCC Rules of Procedure Revision**

5 The Board will consider approving a modification to the Board of County Commissioners
6 (BOCC) Rules of Procedure to move the Consent portion of the agenda to immediately follow
7 Petitions by Board Members.

8 Commissioner Rich pulled this item, and said there was a discussion with Commissioner
9 Burroughs who had proposed it.

10 Commissioner Rich said she did not like the way it was written in the abstract and was
11 provided with alternate options by staff. She said Option A is in the agenda packet, and
12 Options B-D are at the Commissioners' places.

13 Commissioner Rich said she prefers Option D, as it puts items that involve, or honor,
14 residents first. She said she does not support pulling items from the consent agenda, and
15 adding them to the regular agenda. She said she would like to see the consent agenda
16 completed before moving on.

17 Commissioner Burroughs said her intent in moving the consent agenda was to avoid
18 having department directors sitting in the audience for hours, waiting to see if their item is
19 pulled off the consent agenda for further discussion.

20 Commissioner Burroughs said she served on a previous elected board, which always
21 did consent at the beginning of the meeting. She said her proposed process would take a
22 nominal amount of time, and then the meeting can move on to Proclamations, etc.

23 Commissioner Burroughs said it is an easy thing to do for staff, as references to quality
24 life. She said she prefers option B or C.

25 Commissioner Price said the general public would not want to sit through a consent
26 agenda and staff knows that this is part of their job. She said that proclamations, resolutions,
27 etc., should come first.

28 Commissioner Burroughs said the Board would not deliberate on a consent agenda item
29 at the start of the meeting. She said rather items to be pulled, would be pulled, the rest of the
30 agenda voted upon, and the pulled items discussed later at the start of the regular agenda.

31 Commissioner Rich said items are put on the consent agenda because they have been
32 seen before, or require little or no discussion. She said it is the responsibility of the Manager to
33 handle staff issues and needs. She said the responsibility of the Board is to the residents.

34 Commissioner Jacobs said there have been issues in the past about what belongs on
35 the consent agenda and this item does not belong on the consent agenda. He said years ago,
36 public items were moved to the front of the agenda. He said the current agenda structure is the
37 most efficient and effective, and it is up to the Manager whether or not her staff needs to be
38 here. He likes for staff to be here to know what is going on in Orange County government.

39 Commissioner Pelissier said there were recent meetings where a lot of time was spent
40 on public items, but in the end she is comfortable leaving the structure of the agenda as it is
41 since there is a timeframe to resolve any questions/concerns prior to the meeting on consent
42 agenda items. She does not want to elevate the consent agenda to a heightened position.

43 Chair McKee said he sees Option D as a good compromise, if there is a change at all.
44 He said he does not want to split the consent agenda. He said there is always the flexibility to
45 move up an item in a given meeting, for that meeting only.

46 Commissioner Rich said she is not convinced that there should be any change.
47

48 A motion was made by Commissioner Dorosin, seconded by Commissioner Burroughs
49 to adopt Option D (below).
50

1 VOTE: Ayes, 5; Nays, 2 (Commissioner Jacobs and Commissioner Pelissier)

2
3 **OPTION D**

4 **Regular Meetings.** For all regular meetings, items shall be placed on the agenda as listed
5 below:

- 6 • 1. Additions or Changes to the Agenda
- 7 • *Public Charge*
- 8 • 2. Public Comments (Limited to One Hour)
- 9 • 3. Announcements and Petitions by Board Members (Three Minute Limit Per
10 Commissioner)
- 11 • 4. Proclamations/Resolutions/Special Presentations
- 12 • 5. **Consent Agenda**
- 13 • • Removal of Items from Consent Agenda
- 14 • • Approval of Remaining Consent Agenda
- 15 • • Discussion and Approval of the Items Removed from the Consent Agenda
- 16 • 6. Public Hearings
- 17 • 7. Regular Agenda
- 18 • 8. Reports
- 19 • 9. County Manager's Report
- 20 • 10. County Attorney's Report
- 21 • 11. Appointments
- 22 • 12. Board Comments
- 23 • 13. Information Items
- 24 • 14. Closed Session
- 25 • 15. Adjournment

26
27 **a. Minutes**

28 The Board approved the minutes from the March 22, 2016 BOCC Regular Meeting; and the
29 March 29, 2016 BOCC Work Session, as submitted by the Clerk to the Board.

30 **b. Fiscal Year 2015-16 Budget Amendment #8**

31 The Board approved budget and grant project ordinance amendments for fiscal year 2015-16
32 for Department of Environment, Agriculture, Parks and Recreation; Department on Aging;
33 Health Department; and Cooperative Extension.

34 **d. Authorization to Declare Solid Waste Management Items Surplus**

35 The Board 1) declared various items as surplus, and 2) authorized the AMS director to affect
36 the sale of the items through GovDeals.

37 **f. Application for North Carolina Education Lottery Proceeds for Chapel Hill – Carrboro**
38 **City Schools (CHCCS) and Contingent Approval of Budget Amendment #8-A Related to**
39 **CHCCS Capital Project Ordinances**

40 The Board approved, and authorized the Chair to sign, the application for North Carolina
41 Education Lottery Proceeds; and approved Budget Amendment #8-A receiving the Lottery
42 Proceeds and the amended CHCCS Capital Project Ordinances, contingent on NCDPI's
43 approval of the application.

44 **g. Amendment Outline Forms and Schedules – Hillsborough Area Economic**
45 **Development District**

46 The Board approved process components and schedules for upcoming government-initiated
47 amendments to the Town of Hillsborough/Orange County Central Orange Coordinated Area
48 Land Use Plan, the Orange County Unified Development Ordinance (UDO), and the Orange
49 County Zoning Atlas, and directed staff to proceed accordingly.

1
2 **7. Regular Agenda**

3
4 **a. Adoption of the FY 2015-16 Final Financing Resolution Authorizing the Issuance**
5 **of \$8,150,000 in Installment Purchase Financing for Various Capital Investment**
6 **Plan Projects**

7 The Board considered approving the final financing resolution authorizing the issuance
8 of approximately \$8,150,000 in installment financing to finance capital investment projects and
9 equipment for fiscal year 2015-16, including amounts to pay transaction costs.

10 Gary Donaldson, Orange County Chief Financial Officer, reviewed the following
11 information:

12
13 **BACKGROUND:**

14 At the March 22, 2016 meeting, the Board of County Commissioners received preliminary
15 information on capital projects and equipment financing for the year. At that meeting, the Board
16 made a preliminary determination to finance costs of these projects and equipment by the use
17 of an installment financing, as authorized under Section 160A-20 of the North Carolina General
18 Statutes. The financing will also include amounts to pay transaction costs.

19
20 The statutes require that the County conduct a public hearing on the proposed financing and
21 refinancing contracts. The Board conducted the public hearing at its March 22, 2016 meeting,
22 and adopted the resolution supporting the application to the Local Government Commission
23 (LGC) for approval of the financing. County staff has been in contact with the LGC staff, and
24 staff expects no issues to receiving LGC approval.

25
26 The four documents that the resolution approves are the following:

- 27 • The Installment Financing Contract, between the County and First Bank, which provides
28 for the Bank's advance of funds to the County for the County's undertaking of the
29 project, sets out the County's repayment obligation, and sets out the County's other
30 obligations, such as its obligations to care for the collateral.
- 31 • The Deed of Trust and Security Agreement, which provides for a security interest in the
32 Grady Brown School and its associated real property to secure the County's repayment
33 obligation. This is the document that provides that if the County defaults on its
34 obligations, the Bank can foreclose on the school property.
- 35 • A Lease between the County and the Orange County Board of Education which
36 provides for the School Board's continued use of the Grady Brown School property
37 during the financing term.
- 38 • A Project Completion and Agency Agreement between the County and the School
39 Board, which sets out their respective responsibilities for carrying out the acquisition and
40 construction of the planned improvements to Grady Brown School.

41
42 If the Board adopts the final financial resolution authorizing final approval for the financing, staff
43 expects the LGC to approve the financing plan at the May 3, 2016 LGC meeting. Under the
44 current schedule, staff expects to set the final interest rates and other terms of the financing in
45 April 2016, and to close on the financing the week of May 9th. The Board is requested to
46 approve a financing amount not to exceed \$8,150,000 and a maximum interest rate of 2.55%.

47
48 **FINANCIAL IMPACT:**

49 There will be a financial impact in proceeding with the financing. At current rates, preliminary
50 estimates of maximum debt service applicable to the capital investment projects and equipment

1 financing would require the highest debt service payment of \$894,084 in FY 2016-17. The tax
 2 rate equivalent for the estimated highest debt service payment is approximately ½ cent. A
 3 portion of this debt financing is related to projects where the debt service payments will be paid
 4 from Solid Waste Enterprise funds.

5
 6 Based on current resources and the retirement of existing debt, no adjustment to the tax rate is
 7 anticipated with this financing during the period noted.

8
 9 Commissioner Price asked if using Grady Brown as collateral is a normal process; and if
 10 the County has a surplus, why is it not being used for these projects, instead of increasing debt.

11 Gary Donaldson said there is a Capital Investment Plan (CIP), and there is a mix of
 12 sources of income. He said these projects were deemed for financing, and the useful life of a
 13 project is also considered.

14 Gary Donaldson said under state statute for installment financing, there must be
 15 collateral that is comparable in value to that which is being financed.

16 Commissioner Jacobs asked if special authorization is given for the University of North
 17 Carolina to borrow multi millions over 100 years.

18 Bob Jessup said UNC Board of Governors has asked for some legislation for 100 year
 19 borrowing, which is currently capped at 30 years. He said there is currently no statutory limit for
 20 installment financing, but the Local Government Commission wants the payment schedule to be
 21 about the length of the useful life of the asset. He said it would take additional state legislation
 22 to authorize that type of long-term financing.

23 Commissioner Jacobs asked if there is any place in the United States where this type of
 24 borrowing is used.

25 Bob Jessup said the District of Columbia or Washington Metro transit borrowed 100-
 26 year money to finance a wide range of long lasting improvements. He said others, such as for
 27 profit organizations and some public universities, have used it.

28
 29 A motion was made by Commissioner Burroughs, seconded by Commissioner Pelissier
 30 for the Board to approve the final financing resolution authorizing the issuance of approximately
 31 \$8,150,000 in installment financing to finance capital investment projects and equipment for
 32 fiscal year 2015-16, including amounts to pay transaction costs.

33
 34 VOTE: UNANIMOUS

35
 36 **b. Establishment of a Policy to Provide the Board of Equalization and Review**
 37 **Guidance on the Imposition of Penalties**

38 The Board considered adopting a policy to provide assistance to the Board of
 39 Equalization and Review in determining how and when to compromise tax penalties.

40
 41 **BACKGROUND:**

42 The Board of County Commissioners indicated the need to have a standardized policy for the
 43 compromise of tax penalties in Orange County in order to avoid any appearance of unfairness
 44 to Orange County taxpayers. Currently the Board of Equalization and Review has no guidance
 45 in this area. A standardized approach to the compromise of tax penalties will benefit both the
 46 Board of Equalization and Review (E&R) and the taxpayers of Orange County.

47
 48 John Roberts said the BOCC encountered this issue, and directed him to bring back a
 49 policy to provide guidelines to the E&R Board, for when tax penalties can be compromised. He

1 reviewed some example scenarios. He said the guidelines provide some discretion to the E&R
2 Board.

3 Commissioner Rich asked if there is a plan to educate the E&R Board.

4 John Roberts said he would provide guidance on this document, when the E&R Board
5 reconvenes this spring.

6 Commissioner Rich asked if John Robert's office provides legal guidance to the E&R
7 Board.

8 John Roberts said the E&R Board has not had any questions of his office, up to this
9 point. He said if questions were to arise, he would be happy to help.

10 Commissioner Jacobs thanked John Roberts for these guidelines. He referred to point
11 1.14, and said there have been struggles in the past with the Machinery Act and recognizing
12 that special circumstances required some amelioration of the penalties being paid. He asked if
13 these guidelines would aid the E&R Board in diverging from the Machinery Act.

14 John Roberts said this only applies to penalties for those who are late in paying taxes
15 and not applicable to issues addressed in the Machinery Act.

16 Commissioner Jacobs said the Machinery Act is very old. He said it may be helpful for
17 John Roberts to educate the BOCC regarding what the Machinery Act does and does not do,
18 as far as compromising for penalties.

19 John Roberts said he can provide this information to the Board.

20 John Roberts reviewed the structure of the document.

21 Chair McKee asked if sections 1.1 and 1.2 could be indented.

22 John Roberts said yes.

23

24 **Policy Statement**

25 It is the policy of Orange County to provide fair and equitable treatment to all residents of
26 Orange County.

27 **Purpose**

28 To provide an administrative guide whereby the Board of Equalization and Review may fairly
29 and equitably exercise compromise authority.

30 **Applicability**

31 Applies to all cases in which the Board of Equalization and Review may, subject to the
32 provisions of NCGS 105-312(k), compromise the imposition of penalties.

33 **Procedure**

34 1.1 Circumstances in which the Board of Equalization and Review may compromise are set out
35 in this section 1.1.

36 1.1.1 Economic Hardship. In situations in which the taxpayer has suffered economic hardship
37 that has severely impacted the taxpayer's ability to pay including but not limited to; a sudden
38 serious illness of the taxpayer or a member of the taxpayer's immediate family (parent, spouse,
39 or child of the taxpayer), the death of the taxpayer or a member of the taxpayer's immediate
40 family, a natural disaster such as a tornado, hurricane, fire, or accident that destroyed property
41 and records.

42 1.1.2 Fairness. In situations in which the taxpayer's tax payment was delayed or late either
43 entirely through the verifiable fault of a third party or in which a preponderance of the cause of
44 delay rests with a third party and not with the taxpayer.

45 1.1.3 Inequality. In situations in which a taxpayer in a similar or like situation received a
46 compromise and failure to compromise would result in a significantly unequal impact to the
47 taxpayer.

48 1.1.4 Special Circumstances. Circumstances specific to the taxpayer that, when observed and
49 considered by a reasonable and uninterested person, would appear to warrant a compromise of
50 an otherwise appropriate penalty.

1 1.2 Exceptions shall be made in some situations as provided in this section.

2 1.2.1 Penalties that are assessed as a result of a delay in payment caused by unsuccessful
3 strategies engaged by the taxpayer that intentionally seek to lower the valuation of taxpayer's
4 property or direct the revenue outside Orange County may not be compromised.

5 1.3 The burden is on the taxpayer to demonstrate by competent evidence he or she meets the
6 requirements for one or more of the reasons for compromise listed in section 1.1.

7 **This policy may be reviewed annually and updated as needed by the Attorney's and Tax
8 Administrator's Offices subject to approval by the Board of County Commissioners.**

9
10 A motion was made by Commissioner Jacobs, seconded by Commissioner Rich to
11 adopt the policy in order to provide the Board of Equalization and Review with needed guidance
12 for the imposition of tax penalties.

13
14 VOTE: UNANIMOUS

15
16 Chair McKee directed John Roberts to move forward with Commissioner Jacobs'
17 request for information regarding the Machinery Act.

18
19 **c. Recommended Uses of General Fund Unassigned Fund Balance as of June 30,**
20 **2015**

21 The Board considered approving the recommended uses of the \$2.8 million in excess of
22 17% General Fund unassigned fund balance policy for: \$1 million of the excess fund balance to
23 fund Affordable Housing Projects; and \$1.8 million of the excess fund balance to be used to
24 fund priorities identified in the FY2016-17 budget.

25 Bonnie Hammersley said the purpose of this item is for direction from the BOCC on the
26 appropriation of the excess of unassigned fund balance.

27 Bonnie Hammersley said on a review of the BOCC Goals and Priorities, as well as a
28 review of the 2015-16 budget process, the recommendation is to direct \$1 million of the excess
29 fund balance to Affordable Housing Projects; and \$1.8 million of the excess fund balance be
30 used to fund priorities identified in the FY2016-17 budget.

31 Commissioner Price asked if the Manager will inform the Board for what the \$1.8 million
32 is going to be used during budget discussions.

33 Bonnie Hammersley said she would.

34 Bonnie Hammersley said if approved as recommended, staff would come back to the
35 BOCC with any acquisitions.

36 Commissioner Jacobs referred to the affordable housing funds and asked if the BOCC
37 will adopt a policy first before funding.

38 Bonnie Hammersley said yes.

39 Chair McKee said in the past few years, fund balance dollars have been used to pay
40 down Other Post Employment Benefits (OPEB). He asked if this will be done through a regular
41 budget allotment, moving forward, and if there will be an OPEB payment made for 2015-16.

42 Bonnie Hammersley said the practice has been to use some past balances to pay down
43 some of OPEB, and she will be recommending this again in her 2016-17 budget. She said an
44 irrevocable fund will be created, going forward with OPEB.

45 Commissioner Dorosin said he appreciated this, and the aggressive movement on
46 affordable housing. He said the County budget is too conservative sometimes, and he would
47 like to re-visit how to use the excess in future years.

48 Commissioner Dorosin asked if every year that an excess occurs, if this process of
49 allocating excess funds will occur around this time.

1 Bonnie Hammersley said excess is not predicted each year going forward. She said
 2 she was directed not to have more than 17% in the fund balance, and it has been consistent in
 3 the past few years in order for there to be this excess. She said it always better to have excess
 4 than be in the red.

5 Bonnie Hammersley said the 2016-17 budget is a bit more aggressive, and there may
 6 not be excess funds next year.

7
 8 A motion was made by Commissioner Rich, seconded by Commissioner Burroughs for
 9 the Board to approve the recommended uses of the \$2.8 million in excess of 17% General
 10 Fund unassigned fund balance policy for:

- 11 • \$1 million of the excess fund balance to fund Affordable Housing Projects; and
- 12 • \$1.8 million of the excess fund balance to be used to fund priorities identified in the
 13 FY2016-17 budget.

14
 15 VOTE: UNANIMOUS

16
 17 **8. Reports**
 18 NONE

19
 20 **9. County Manager's Report**

21 Bonnie Hammersley reminded the Board that April 26th will be a joint meeting with the
 22 schools.

23 Bonnie Hammersley said at the May 5th regular meeting, she will be presenting the
 24 2016-17 budget. She said the Board will receive the budget document that evening, instead of
 25 in advance, as done in previous years. She said the process has been moved up two weeks
 26 this year.

27
 28 **10. County Attorney's Report**

29 John Roberts referred to Commissioner Jacobs' request about a living wage for
 30 vendors, saying he reviewed the minutes from a past meeting and found there was no directive
 31 given when the topic was last discussed. He said the County could have a policy to encourage
 32 a living wage be paid for all contracts. He said there are existing limitations, and may be more
 33 limitations as a result of HB2.

34 Chair McKee said he will be asking for a closed session at the end of the meeting.

35
 36 **11. Appointments**

37 **a. Animal Services Hearing Panel Pool – Appointments**

38 The Board considered making appointments to the Animal Services Hearing Panel Pool.

39 John Roberts reminded the Board that when it created this hearing panel, the Board
 40 wanted it to be quasi-judicial. He said several of these applicants state in their applications that
 41 they desire these positions in order to advocate for animals, and as a result his staff is
 42 concerned whether these applicants can be impartial.

43 Commissioner Pelissier said she had concerns about the same thing. She said there
 44 are no applicants to fill the public health, public safety, and veterinarian positions. She said
 45 Animal Services has reached out to try and drum up more applicants. She said it is important
 46 to wait on the convening of this panel until all the desired positions are filled. She said variety
 47 on this panel is important.

48 John Roberts said it is difficult to garner applicants for these positions. He said if a
 49 hearing needed to be held, the plan is to draw members from the Animal Services Advisory
 50 Board, but he is unsure if this plan would stand up to an appeal.

1 Commissioner Burroughs said she asked Bob Marotto, Director of Animal Services, at
2 the time this panel was created, if it would difficult to garner applicants, and he said, "we'll see".

3 Commissioner Burroughs said the plan for this hearing panel may need to be revisited
4 at some point. She said this is the only vote she has second-guessed in her time as a
5 Commissioner.

6 Commissioner Dorosin said it is unrealistic to think that people volunteering for this
7 panel would not be animal advocates. He said he appreciates the Attorney's concerns, but he
8 does not share them. He said the proposal strikes a good balance, and he believes the Board
9 is doing the right thing.

10
11 A motion was made by Commissioner Dorosin, seconded by Commissioner Price to
12 appoint the following to the Animal Services Hearing Panel Pool:

- 13
- 14 • Hannah Abernathy to Position #1--- "At-Large Town of Carrboro" position----- expiring
- 15 03/31/2017.
- 16 • Katie Rosier to Position #2--- "At-Large Town of Carrboro" position----- expiring
- 17 03/31/2018.
- 18 • Bartholomew Barker to Position #5--- "At-Large Town of Hillsborough" position-----
- 19 expiring 03/31/2018
- 20 • Joy Preslar to Position #9--- "At-Large" position----- expiring 03/31/2019.
- 21 • Edmund Tiryakian to Position #10--- "At-Large" position----- expiring 03/31/2017.
- 22

23 VOTE: UNANIMOUS

24

25 **b. Economic Development Advisory Board – Appointment**

26 The Board considered making an appointment to the Economic Development Advisory
27 Board.

28

29 A motion was made by Chair McKee, seconded by Commissioner Rich to appoint the
30 following to the Economic Development Advisory Board:

- 31
- 32 • Appointment to a first full term (Position #8) "Core Business Community" for John
- 33 Anderson expiring 06/30/2018.
- 34

35 VOTE: UNANIMOUS

36

37 **c. Historic Preservation Commission – Appointments**

38 The Board considered making appointments to the Historic Preservation Board.

39

40 A motion was made by Commissioner Rich, seconded by Commissioner Price to
41 appoint the following to the Historic Preservation Board:

- 42
- 43 • Appointment to a second full term (Position #5) "At-Large" for Dr. Robert Ireland expiring
- 44 03/31/2019.
- 45 • Appointment to a first full term (Position #6) "At-Large" for Art Menius expiring
- 46 03/31/2016.
- 47 • Appointment to second full term (Position #7) "At-Large" for Susan Ballard expiring
- 48 03/31/2019.
- 49

50 VOTE: UNANIMOUS

1
2 **d. Nursing Home Community Advisory Committee – Appointments**

3 The Board considered making appointments to the Nursing Home Community Advisory
4 Committee.

5
6 A motion was made by Commissioner Price, seconded by Commissioner Rich to
7 appoint the following to the Nursing Home Community Advisory Committee:

- 8
9 • Appointment to a full term (Position #6) “At-Large” position for Ed Flowers expiring
10 03/31/2019.

11
12 VOTE: UNANIMOUS

13
14 **e. Orange County Parks and Recreation Council – Appointments**

15 The Board considered making appointments to the Orange County Parks and
16 Recreation Council.

17
18 A motion was made by Commissioner Rich seconded by Commissioner Burroughs to
19 appoint the following to the Orange County Parks and Recreation Council:

- 20
21 • Appointment to a first full term (Position #2) “Hillsborough Township” for John Greeson
22 expiring 03/31/2019.
23 • Appointment to a first full term (Position #12) “At-Large” for Dr. Thomas Rhodes expiring
24 03/31/2019.

25
26 VOTE: UNANIMOUS

27
28 **12. Board Comments**

29 Commissioner Pelissier had no comments.

30 Commissioner Price attended the North Carolina Tomorrow 2016 Summit, and it was a
31 good conference.

32 Commissioner Dorosin had no comments.

33 Commissioner Jacobs said he would like to congratulate the Department on Aging for
34 winning another outreach award related to Mandarin speaking seniors.

35 Commissioner Jacobs said this is National Animal Care and Control Appreciation Week.

36 Commissioner Jacobs said he attended a meeting where the Fire Marshal met with
37 citizens who were upset about a fireworks display last year. He said about two dozen people
38 attended at the Orange Grove Fire Station. He said the Marshal explained the evening in
39 question had unusual atmospheric conditions, and those in attendance asked if the types of
40 fireworks used could be reviewed. He said the Fire Marshal agreed to look in to the question,
41 which seemed to satisfy the public.

42 Commissioner Jacobs said he attended the Democratic convention, and the word
43 environment was never mentioned.

44 Commissioner Rich said she and Chair McKee met with the Dogwood Acres neighbors
45 about safety on Smith Level Road. She said next steps were determined, and she and Chair
46 McKee will work on this. She said the neighbors seemed appreciative.

47 Commissioner Burroughs said she had no comments.

48 Chair McKee referred to Commissioner Rich’s comments about the Dogwood Acres
49 meeting, and said he talked with the Sheriff, who committed to increase patrolling in that area.

1 He said increased patrolling has helped control speeding in the past. He said the Department
2 of Transportation will trim the growth in the area, which can obstruct sight.

3 Chair McKee said he attended the Livestock Show last week, which is more diverse and
4 inclusive than ever before. He said it is a wonderful event, which all should attend.
5

6 **13. Information Items**

- 7 • April 5, 2016 BOCC Meeting Follow-up Actions List
- 8 • Memorandum - Solid Waste Department Awarded Year-long Interns from UNC's
9 Department of Health Behavior for 2016-17
- 10 • BOCC Chair Letter Regarding Petitions from April 5, 2016 Regular Meeting

11
12 **14. Closed Session – Added to the agenda.**

13
14 A motion was made by Commissioner Dorosin, seconded by Commissioner Rich to go
15 into closed session at 9:09 p.m. for the purpose of:
16 § 143-318.11(a)(3) To consult with an attorney employed or retained by the public body in order
17 to preserve the attorney-client privilege between the attorney and the public body.
18

19 VOTE: UNANIMOUS

20
21 **RECONVENE INTO REGULAR SESSION**

22
23 A motion was made by Commissioner Price, seconded by Commissioner Rich to
24 reconvene back into regular session at 9:35 p.m.
25

26 VOTE: UNANIMOUS

27
28 **15. Adjournment**

29
30 A motion was made by Commissioner Price, seconded by Commissioner Rich to
31 adjourn the meeting at 9:35 p.m.
32

33 VOTE: UNANIMOUS

34
35
36 Donna Baker, Clerk to the Board
37

38
39 Earl McKee, Chair
40
41

1
2
3 DRAFT

4 MINUTES
5 ORANGE COUNTY BOARD OF COMMISSIONERS
6 CHAPEL HILL-CARRBORO BOARD OF EDUCATION
7 ORANGE COUNTY BOARD OF EDUCATION
8 JOINT MEETING
9 April 26, 2016

10 The Orange County Board of Commissioners met for a joint session with the Chapel
11 Hill–Carrboro Board of Education and the Orange County Board of Education on Tuesday, April
12 26, 2016 at 7:00 p.m. at the Southern Human Services Center in Chapel Hill, N.C.

13
14 **COUNTY COMMISSIONERS PRESENT:** Chair Earl McKee and Commissioners Mia
15 Burroughs, Mark Dorosin, Barry Jacobs, Bernadette Pelissier, Renee Price and Penny Rich

16 **COUNTY COMMISSIONERS ABSENT:**

17 **COUNTY ATTORNEYS PRESENT:** John Roberts

18 **COUNTY STAFF PRESENT:** County Manager Bonnie Hammersley, Deputy Clerk Travis
19 Myren and Clerk to the Board Donna S. Baker (All other staff members will be identified
20 appropriately below)

21 **ORANGE COUNTY BOARD OF EDUCATION MEMBERS PRESENT:** Chair Donna Coffey,
22 and Board Members Brenda Stephens, Steve Halkiotis, Millicent Rainey, and Superintendent
23 Todd Wirt and Deputy Superintendent Pam Jones were also present.

24 **ORANGE COUNTY BOARD OF EDUCATION MEMBERS ABSENT:** Tom Carr, Tony
25 McKnight, Jessica Aguilar

26 **CHAPEL HILL-CARRBORO CITY SCHOOL BOARD OF EDUCATION MEMBERS PRESENT:**
27 Chair James Barrett and Board Members Joal Broun, Rani Dasi, Pat Heinrich, and Margaret
28 Samuels and Superintendent Tom Forcella, and Assistant Superintendent Todd LoFrese were
29 also present.

30 **CHAPEL HILL-CARRBORO CITY SCHOOL BOARD OF EDUCATION MEMBERS ABSENT:**
31 Annetta Streater and Andrew Davidson

32
33 Chair McKee called the meeting to order at 7:05 p.m.

34
35 Chair McKee noted the following items at everyone’s places:

- 36 - White sheet – supplement levels and teachers’ status on base salaries
- 37 - Green sheet – draft resolution to increase per pupil funding and fully fund public schools
38 on the state level

39
40 **Welcome and Opening Remarks – Chair Barrent, Chair Coffey and Chair McKee**

41 Chair McKee welcomed everyone and applauded the districts’ efforts to work
42 collaboratively towards the best education possible for the children of Orange County.

43 Chair Coffey said she looked forward to a good and productive meeting.

44 Chair Barrett thanked all for being here tonight. He said he is excited about the budget
45 in front of the Board, noting it focuses on raising teacher salaries.

46
47 **1) Follow-up Discussion from the April 12, 2016 County/Schools Work Session**

48 Bonnie Hammersley said the Managers and Superintendents met last week and
49 discussed a process for updating the construction standards. She said Orange County will

1 review them first, and will then work with the schools' staff. She said this will be brought back to
 2 all of the boards in the fall.

3
 4 **2) Presentation of Chapel Hill-Carrboro City Schools and Orange County Schools**
 5 **Boards of Education Approved FY2016-17 Budgets**

6 Tom Forcella said this is a joint presentation, and Chapel Hill-Carrboro City Schools
 7 (CHCCS) will speak first.

8 Tom Forcella said the needs of both school districts were studied closely, and it was
 9 found that the needs are similar. He thanked both Boards of Education for a willingness to try
 10 something different this year and for engaging in conversation prior to this meeting.

11 Tom Forcella recognized Durham Tech leaders, noting the efforts made by all to find
 12 ways for the schools to partner with Durham Tech.

13 Tom Forcella said each superintendent will present an overall perspective, and then
 14 staff will make a collaborative presentation regarding each district's budget.

15 Tom Forcella said the CHCCS budget request focuses mainly on teacher salaries and
 16 keeping the local supplement competitive. He said the CHCCS teacher turnover rate is about
 17 18%, and the Board of Education (BOE) prioritized a teacher supplement increase prior to any
 18 other budget request. He said the BOE determined this prioritization was needed to be able to
 19 compete for teachers in this region.

20 Tom Forcella said Project Advance will not affect this particular budget; but going
 21 forward, teacher compensation would be determined by professional growth instead of years of
 22 service.

23 Tom Forcella said the Board will see that CHCCS has worked closely with the Orange
 24 County Schools (OCS) on these budget requests.

25 Todd Wirt said the districts have worked together collaboratively on these proposed
 26 budgets, and the OCS budget supports their strategic plan.

27 Pam Jones and Todd LoFrese made the following PowerPoint presentation:

28
 29 **ORANGE COUNTY SCHOOLS**

30 **CHAPEL HILL-CARRBORO CITY SCHOOLS**

31 Pam Jones presented this portion of the presentation:

32
 33 **OCS 2016-17 Budget Request**

34
 35 **FY17 Student Enrollment Projection**

- 36 • **FY17 District Enrollment Projection: 7,981**
 - 37 – Includes DPI ADM projection of 7,551 (kids in seat)
 - 38 – Includes 519 charter students based on FY 2016 actual (additional)
 - 39 – Out-of-district students reduction (currently 89)
- 40 • Revenue at current per pupil: \$29,509,748

41
 42 **Total Continuation and Expansion Request**

- 43 • **Continuation:** \$1,886,240
 - 44 • FY2016 Per Pupil = \$3,697.50
 - 45 • Per Pupil required to fund continuation only is \$3,851
 - 46 • An additional \$153 per pupil required continuation only
- 47 • **Expansion (Supplements):** \$1,900,000
- 48 • **Total additional funds requested:** \$3,786,240
- 49 • Per Pupil required for **continuation and expansion** is \$4,088, a \$391 increase over
 50 FY2016.

Expenses: Continuation Only

• MANDATED SALARY/BENEFITS INCREASES:	
– Projected at 5% Certified; 3% Classified staff	
• Student Growth (25 students)	
• Charter School students growth (165 students)	\$ 1,496,240
• FEDERALLY FUNDED POSITIONS (e.g. Title I)	\$ 130,000
– Salary and benefit increases	
• Exceptional Children's Program added classes	\$ 260,000
Total:	<u>\$1,886,240*</u>

***\$153 increase in current per pupil would be required**

CHCCS

Todd LoFrese presented the following PowerPoint slides:

2015-17 Student Enrollment Projection

2016-17 DPI Enrollment Projection	12,017
Less: Out-of-County Students	(241)
Plus Charter School Students (projected)	<u>271</u>
Total County Resident Students	11,993

Projected Local Continuation Budget Increases**State Mandates**

• 5% state pay raise for teachers	\$1,106,000
• 3% pay raise for other employees	\$ 683,647
• State retirement match increase (15.32% to 15.47% estimated)	\$ 244,845
• Employer health insurance match increase (\$5471 to \$5580 estimated)	<u>\$ 96,200</u>
Subtotal	\$2,130,692

Continuation of Current Services

• Continued funding for state teacher assistant budget reduction	\$ 306,161
• Human Resources compliance position (mid-year hire)	\$ 55,000
• Accounts Payable technician/position upgrade (mid-year hire)	<u>\$ 30,000</u>
Subtotal	\$ 391,161

TOTAL OF CONTINUATION BUDGET REQUESTS \$2,521,853

Local Expansion Budget Requests**Priority Expansion Requests**

• Teachers' Local Supplement Proposal	\$1,840,983
• Classified Employee Pay Study Salary Adj. - 2nd Phase	\$ 200,000
• Tuition Reimbursement Program for EC Teacher Assists.	\$ 50,000
Total Expansion Requests	\$2,090,983

Total of State Mandates, Continuation of Current Services, and Priority Expansion Requests

• Mandates	\$2,130,692
• Current Services	\$ 391,161
• Expansion	<u>\$2,090,983</u>
GRAND TOTAL	\$4,612,836

1
2 **Revised Projected Local Revenue Changes**

3 ADDITIONAL REVENUE NEEDED	\$4,612,836
4 Less Projected Local Revenue Changes:	
5 • 1.5% Inflationary Increase to District Tax	\$ 331,415
6 • Net Changes to other Local revenues	<u>(183,784)</u>
7 • Total	\$ 147,631
8 Required Increase in County Appropriation	\$4,465,205

9 REQUIRED PER PUPIL INCREASE \$446.76

10 EQUIVALENT TO 4.40 CENTS AD VALORUM TAX INCREASE

11 CURRENT PER PUPIL \$3697.50+ \$446.76 increase = \$4,144.26 for 2016-17

12
13 **Recruitment and Retention is our Budget Priority**

- 14 • Turnover rates are at all-time highs
- 15 • Difficulty recruiting Math, Science, Exceptional Children, and even elementary
- 16 classroom teachers
- 17 • NC School of Education enrollment down 30% (source DPI)
- 18 • Increased regional competition
- 19 • Both districts have prioritized local supplement increases

20
21 Commissioner Rich asked if there is a specific body that oversees charter schools.

22 Todd LoFrese said a branch within the Department of Public Instruction (DPI), and the

23 district has no involvement, other than to serve as a pass through for funds.

24 Commissioner Jacobs asked if the funding per pupil in charter schools is the same as

25 students in regular public schools, even though public schools have to provide many additional

26 services than the charter schools.

27 Todd LoFrese said yes.

28 Commissioner Jacobs asked if it must be done this way.

29 Todd LoFrese said it is state law.

30 Pam Jones said legislation is expected that will allow charter schools to lay claim to local

31 districts fund balances and grant monies.

32 Commissioner Jacobs asked if a charter school purchases property and then goes out

33 of business, to whom would the property revert.

34 Todd LoFrese it would ultimately revert back to the local school district, but it more

35 common for charter schools to rent properties.

36 Pam Jones said virtual charter schools do not get the same funding as brick and mortar

37 charter schools.

38 Pam Jones resumed the presentation:

39
40 **Sole Expansion Request**

- 41 • \$1,900,000*: Supplement Adjustments

42 *EXPANSION REQUEST requires \$238 increase in current per pupil

43
44 **OCS Supplements**

45 * PAY BANDS BASED ON ORANGE COUNTY SCHOOLS EXPERIENCE ONLY

- 46 • CURRENT PAY BANDS*
- 47 • 10%--Non-Tenured
- 48 • 11.5%--Under 10 Years
- 49 • 14%--Over 10 Years
- 50 • 12%--Directors

- 1 • 8%--Coordinators
- 2 • 6%--Classified Staff
- 3
- 4 • **PROPOSED PAY BANDS***
- 5 • 14%--0-5 Years
- 6 • 16%--6-13 Years
- 7 • 18%--14-20 Years
- 8 • 20%--20+ Years
- 9 • 13%--Directors
- 10 • 9%--Coordinators
- 11 • 7%--Classified Staff

12

13 Commissioner Dorosin asked about supplements for experienced teachers that move
 14 from county to county. He clarified that OCS only recognizes experience within Orange County,
 15 and asked if CHCCS is the same.

16 Todd LoFrese said CHCCS recognizes experience from anywhere.

17 Commissioner Dorosin said starting a teacher with experience at zero, when they arrive
 18 in Orange County, seems counter intuitive to recruiting quality teachers. He asked if the
 19 practices of other counties are known.

20 Todd LoFrese said Wake County pays what is on the teacher's state license.

21 Commissioner Dorosin said there cannot be such disparity between the local counties,
 22 especially if the hiring of high quality teachers is the goal.

23 Tom Forcella said to rectify this practice and adjust the supplements all in one year,
 24 would require a substantially higher dollar amount.

25 Todd LoFrese said this practice was tied to the tenure process, and once a teacher is
 26 tenured, they are released according to years of experience on their certification.

27

28 **Assistant Principal Supplements**

29 *PAY BANDS BASED ON ORANGE COUNTY SCHOOLS EXPERIENCE ONLY

30

31 **CURRENT PAY BANDS***

32 Assistant Principals

- 33 – 11.5%--Under 10 Years
- 34 – 14% ---Over 10 Years

35

36 **PROPOSED PAY BANDS***

37 Assistant Principals

- 38 • Appropriate experience pay band plus:
- 39 – 1%--ELEMENTARY A/P
- 40 – 3%--MIDDLE SCHOOL A/P
- 41 – 5%--HIGH SCHOOL A/P

42

43 **Supplements**

- 44 • Supplement Increase
- 45 – Certified Staff \$1,783,000
- 46 – Classified Staff \$ 117,000
- 47 \$1,900,000

48

49 **Beginning Teacher Impact Example**

50 **CURRENT**

1	• 0 YEARS OF SERVICE	
2	• SALARY—BACHELOR’S:	\$35,000
3	• SUPPLEMENT (10%):	<u>\$ 3,500</u>
4	TOTAL ANNUAL SALARY-BACHELOR’S:	\$38,500
5		
6	• SALARY—MASTER’S:	\$38,500
7	• SUPPLEMENT:	<u>\$ 3,850</u>
8	TOTAL ANNUAL SALARY: MASTER’S	\$42,350
9		
10	• SALARY—DOCTORAL:	\$49,236
11	• SUPPLEMENT	<u>\$ 4,924</u>
12	TOTAL ANNUAL SALARY DOCTORAL	\$54,160
13		
14	PROPOSED	
15	• 0 YEARS OF SERVICE	
16	• SALARY—BACHELOR’S:	\$35,000
17	• SUPPLEMENT (14%):	<u>\$ 4,900</u>
18	TOTAL ANNUAL SALARY-BACHELOR’S	\$39,900
19		
20	• SALARY—MASTER’S:	\$38,500
21	• SUPPLEMENT:	<u>\$ 5,390</u>
22	TOTAL ANNUAL SALARY: MASTER’S	\$43,890
23		
24	• SALARY—DOCTORAL:	\$49,236
25	• SUPPLEMENT	<u>\$ 6,893</u>
26	TOTAL ANNUAL SALARY DOCTORAL	\$56,129
27		
28	<u>Veteran Teacher Impact Example</u>	
29	CURRENT	
30	• 20-YEARS OCS EXPERIENCE	
31	• SALARY—BACHELOR’S:	\$46,500
32	• SUPPLEMENT (14%):	<u>\$ 6,510</u>
33	TOTAL ANNUAL SALARY: BACHELOR’S	\$53,010
34		
35	• SALARY—MASTER’S:	\$51,150
36	• SUPPLEMENT:	<u>\$ 7,161</u>
37	TOTAL ANNUAL SALARY: MASTER’S	\$58,311
38		
39	• SALARY—DOCTORAL:	\$53,680
40	• SUPPLEMENT	<u>\$ 7,515</u>
41	TOTAL ANNUAL SALARY: DOCTORAL	\$61,195
42		
43	PROPOSED	
44	• 20-YEARS OCS EXPERIENCE	
45	• SALARY—BACHELOR’S:	\$46,500
46	• SUPPLEMENT (20%):	<u>\$ 9,300</u>
47	TOTAL ANNUAL SALARY: BACHELOR’S	\$55,800
48		
49	• SALARY—MASTER’S	\$51,150
50	• SUPPLEMENT	<u>\$10,230</u>

1	TOTAL ANNUAL SALARY: MASTER'S	\$61,380
2		
3	• SALARY—DOCTORAL:	\$53,680
4	• SUPPLEMENT	<u>\$10,736</u>
5	TOTAL ANNUAL SALARY: DOCTORAL	\$64,416

6
7 Commissioner Jacobs asked if OCS does exit interviews.

8 Pam Jones said the OCS Human Resources department does these, and some people
9 are forthcoming, while others are not.

10 Commissioner Jacobs said there is no empirical data to understand the reasons that
11 teachers are leaving.

12 Todd LoFrese said there is historical data reported on an annual basis, which highlights
13 by reason.

14 Commissioner Jacobs asked if this information could be forwarded to the Board.

15 Todd LoFrese resumed the presentation:

16
17 **CHCCS Supplement Expansion Request**

- 18 • Requesting \$1,840,983 to increase the district's local supplement

19
20 **Current CHCCS Supplements - graph**

21
22 **Area School District Supplements - graph**

23
24 **Current Teacher Supplement Wake vs. CHCCS - graph**

25
26 **Current Teacher Supplement Wake vs. CHCCS- Ex. Children - graph**

27
28 **April 7, 2016 Board Action**

29 --Approved a Supplement Increase for New Teachers and those who opt into ADVANCE

30 --Positively impacts 900+ teachers (over 75%)

31 --Restores Competitive Position

32 --Base Compensation is Critical

33
34 Chair McKee asked if the Wake County teacher assistant (TA) to child ratio is less than
35 CHCCS.

36 Todd LoFrese said yes. He said having a TA in a classroom is a benefit.

37 Commissioner Jacobs asked if there is survey data from teachers about what is the
38 basis for job satisfaction. He asked if it is the salary, the supplement, the TA, proximity to
39 home, additional support staff, etc.

40 Todd LoFrese said he does not have that information, but everything cited by
41 Commissioner Jacobs are factors.

42 Tom Forcella said in his experience in other parts of the country where there are
43 teachers' unions, salary was always the highest indicator of job satisfaction.

44 Commissioner Price clarified that Tom Forcella is saying teachers would rather have
45 higher salaries than a TA. She asked if this is true in CHCCS.

46 Tom Forcella said he cannot speak for every teacher, and he said the goal is to get
47 closer to the Wake County supplement. He said Teacher Assistants (TAs) are important, but if
48 a teacher cannot afford to pay rent and buy food, the value of the TA drops.

49 Commissioner Price asked if, as it relates to success in the classroom, it is more
50 important for a teacher to have a high salary than a TA.

1 Tom Forcella said he would prefer to have high quality teachers, and to do so, salaries
2 must be competitive.

3 Commissioner Jacobs asked if the budget proposal should be to reduce the number of
4 TAs in order to pay for the increase in the teacher supplement.

5 Tom Forcella said the best possible scenario is a high quality teacher with a TA in the
6 classroom. He said to remain competitive teachers' salaries must be raised.

7 Chair Barrett said CHCCS has larger class sizes in comparison to other districts across
8 the State. He said this is due to there being a TA in the classroom. He said it is a balancing
9 act.

10 Todd LoFrese resumed the presentation:

11
12 **2016-17 Certified Supplements - chart**

13
14 **Salaries, Supplement, and ADVANCE**

- 15 • Teacher pay = 3 components
 - 16 – State base
 - 17 – Local supplement (eventually all at 16%)
 - 18 – ADVANCE differentials beginning 2017-18
- 19 • Budget Request for 2016-17:
 - 20 – Fund 16% Supplement
 - 21 – Remain competitive
- 22 • 2017-18 and beyond: ADVANCE goal is to be cost neutral based on attrition

23
24 Commissioner Dorosin clarified that the request is to make the supplement 16% across
25 the board, regardless of experience, for new employees. He asked if the BOE approved the
26 Project Advance program on April 7th.

27 Todd LoFrese said that vote was to increase the supplement from 12-16% for all new
28 teachers, and for current teachers with zero to 19 years of experience.

29 Commissioner Dorosin said the District has already committed to fund this raise, and
30 asked if the BOCC does not fund the full request, will the BOE find the money somewhere in
31 existing funds, at the expense of other projects.

32 Todd LoFrese said yes, as this is the only way to stay competitive during recruitment
33 season.

34 Commissioner Dorosin said it seems that Wake County still has a graduated model, and
35 asked if the new model in CHCCS will be graduated.

36 Tom Forcella said no, but if the teachers earn the Advance dollars then CHCCS is
37 competitive to Wake County. He said the speed at which teachers earn these dollars will vary.

38 Commissioner Rich asked if teachers in Wake County must earn extra dollars.

39 Tom Forcella said CHCCS teachers will all get 16%, but must earn additional dollars
40 through professional development.

41 Todd LoFrese said Wake County is a longevity-based system.

42 Commissioner Jacobs asked if the goal of the Wake County Schools is to reach the
43 national average in teacher salary in the next five years.

44 Todd LoFrese said yes.

45 Commissioner Jacobs asked if CHCCS considered doing something similar, to allow
46 time for the legislature to change and release some of the burden on Orange County.

47 Todd LoFrese said the long-term cost of settling on third or fourth choice teachers is
48 unknown. He said the action taken in the fall was step one in a 5-year plan for Wake County.
49 He said CHCCS is trying to catch up with Wake County; but if Wake County keeps moving
50 forward, then the gap continues to increase.

1 Pat Heinrich said he echoed Todd LoFrese's comments. He said it is already difficult to
2 fill some of the Exceptional Children (EC) and elementary positions. He said this problem
3 would only increase if CHCCS continues to be behind Wake County.

4 Commissioner Dorosin asked if in CHCCS, unlike Wake County, there is not going to be
5 any differentials for EC teachers.

6 Todd LoFrese said signing bonuses are offered for high need teaching areas, such as
7 math, science and EC.

8 Commissioner Dorosin asked if the number of participants that the \$50,000 program
9 can cover is known.

10 Todd LoFrese said ten teachers over two years.

11 Commissioner Price said with the existing schedule, a teacher with 20 years of
12 experience does better in CHCCS than Wake County. She asked if this will be the same with
13 the new system.

14 Todd LoFrese said if a teacher moves through the Advance program at a reasonable
15 pace, that teacher would be at 20-25%; which makes up the difference. He said a teacher that
16 moves through the Advance system quickly could earn a higher salary faster than under the
17 current model.

18 Chair McKee asked if recruiting quality teachers is a problem across the State. He said
19 he understands that Wake County is experiencing these same problems.

20 Tom Forcella said Wake County did not have their new salary schedule in place during
21 recruitment season last spring.

22 Chair Barrett said Wake County has 157,000 students, so it will always be recruiting,
23 and have more openings at any given time than CHCCS, and thus more opportunities.

24 Commissioner Dorosin said CHCCS is proposing a 2.66% tax increase, and OCS is
25 proposing a 2.26% tax increase. He asked if the BOEs sense that Orange County residents will
26 pay more for schools. He said this is a lot to ask of the residents.

27 Steve Halkiotis said that is a decision the Board of County Commissioners has to make,
28 and the BOE are just asking for what the children need.

29 Rani Dasi said these requests have been communicated to the community, and it
30 seems the community will lend its support.

31 Chair McKee said CHCCS has moved forward with the plan to raise teacher
32 supplements, and asked if there is a fall back plan if the BOCC does not honor all of the
33 requests.

34 Chair Barrett said if the topic of cuts is greatly discussed, employees get nervous and
35 may look for other jobs. He said if the requests are not fully funded, then hard decisions will
36 have to be made going forward.

37 Chair McKee said deciding about the supplement before the Board of County
38 Commissioners has an opportunity to discuss it makes things difficult.

39 Pat Heinrich said the CHCCS BOE did conclude that if the requests are not fully funded,
40 there will have to be a dramatic shift in how the education is delivered to the children.

41 Chair McKee said he understands this, but noted there is also a bond on the horizon,
42 which will call for tax increases as well.

43 Commissioner Jacobs thanked the CHCCS BOE for taking a different approach than
44 their predecessors, who repeatedly used the threat of cuts to get what they wanted. He said
45 this ratcheted up the conversation and caused a lot of distress for all involved. He said he
46 greatly appreciates the straight discussion.

47 Commissioner Jacobs said the CHCCS took the 16% supplement action, on the
48 understanding that there may be consequences. He said this is the reason that he bought up
49 the idea of phasing it in.

50 Commissioner Jacobs suggested there should be a fall back position.

1 Chair Coffey said the budget requests were not easy decisions. She said the requests
2 could have been a lot larger, because the needs are great. She said if things do not improve in
3 Raleigh, the list of needs will only grow.

4 Chair Coffey said it is their responsibility to present the needs. She said tonight there is
5 a community-wide need, and this is the first time that these two budgets have been so similar.

6 Margaret Samuels said if teachers are weaker in the lower grades, issues for kids may
7 get worse going forward. She said this is the year that the teachers must be supported.

8 Commissioner Rich said all involved want to support teachers. She said this is a never-
9 ending issue, and it is difficult to sustain long term. She said higher taxes are driving people
10 out of the County.

11 Commissioner Price echoed Commissioner Rich's comments. She said there is an
12 income gap in Orange County, and it is one of the worst in the country.

13 Commissioner Price said she is concerned about the children in Orange County,
14 especially those on reduced and free lunches. She asked if free lunches can be provided to all,
15 so as to avoid the stigma of having to get special assistance.

16 Commissioner Dorosin said the loss of tenure will make the competition for staff worse.

17 Pam Jones resumed the presentation:
18

19 **Fund Balance Appropriation for OCS**

20 Fund Balance Appropriation approved for:

- 21 • **\$286,909:** One-year pilot: Universal Breakfast Service at K-5 schools
- 22 • **\$175,000:** One-year pilot: Elementary School Environmental Enhancement Program
- 23 • **\$62,000:** Efficiency study recommendations
- 24 • **\$86,000:** Wrecker for school buses
- 25 • **\$62,000:** Mini-track loader for Maintenance
- 26 • **\$30,000:** On-line enrollment program for students

27 **Total Fund Balance Appropriation: \$701,909**
28

29 Pam Jones said the threshold for the OCS fund balance is 3% and 5.5% for CHCCS.
30 She said OCS may raise this in the future.

31 Todd LoFrese resumed the presentation for CHCCS:
32

33 **Fund Balance Projection**

- 34 • Projected Unassigned Fund Balance as of 6/30/16:
35 \$3,900,000 to \$4,400,000
- 36 • FY2017 Fund Balance Appropriation: \$701,909
37

38 **Fund Balance**

- 39 • 6/30/2016 unassigned fund balance est. \$4.1 - \$4.6 million
- 40 • Board 2016-17 budget assigns \$1,868,000
- 41 • We estimate that we could appropriate up to \$900,000 for 2016-17 budget needs and
42 still maintain the targeted undesignated fund balance of 5.5%.
- 43 • Ideally this should be used for one-time expenditures
44

45 Chair McKee asked if the above figures exclude the fund balance that was appropriated
46 in December.

47 Todd LoFrese said that is correct. He said it is a part of the total budget request for
48 balancing the budget.

1 Commissioner Burroughs said she is pleased that the two districts are working
2 collaboratively.

3 Commissioner Burroughs said she is not in a panic yet about the budget requests, and
4 she complimented the Manager on her hires for the Chief Financial Officer and Deputy
5 Manager. She said more details will be known about the budget this year, and there may be a
6 little wiggle room.

7 Commissioner Burroughs said there are things that the BOCC can delay in funding.

8 Commissioner Dorosin appreciated the collaboration, and said the goal next time should
9 be to come in with the same per pupil request for both districts.

10 Commissioner Dorosin said it is a mistake to consider these times as a crisis, because
11 this is the current reality, which may last another four years given the issues in the legislature.
12 He said there are also other counties that do not prioritize education.

13 Commissioner Dorosin said the school districts should look at what else goes into
14 recruitment and retention of teachers. He said there are other factors besides pay that drives
15 teachers out of their jobs, some of which are uniquely in control of the BOE.

16 Commissioner Dorosin extended his sincere compliments to OCS for adopting a
17 resolution asking for the repeal of HB2.

18 Commissioner Pelissier said one of her concerns is that less people are going into
19 education training, and therefore there will be less people from which to recruit. She said she
20 wanted to know how many teachers are leaving due to actually leaving the profession. She
21 echoed the compliments to the districts for their collaborative efforts.

22 Commissioner Pelissier referred to the tax issue, and said her real concern is that
23 services continue to increase in cost, and the government needs to be able to respond
24 accordingly to be able to provide services and education. She said there certainly must be
25 serious thought given prior to raising taxes. She said it is a complex topic, and general
26 statements can be harmful. She said a lot is being done for those in need in Orange County.

27 Chair Barrett referred to Commissioner Burroughs comments regarding a state increase
28 in teacher pay, and said the legislature may cut other items, thus eradicating any buffer that
29 may be in place.

30 Chair Barrett said part of the reasons there are cuts in education at the state level is
31 because the income taxes were cut. He said this difference may have to be made up locally.

32 Steve Halkiotis thanked the Board of County Commissioners for what it can do in
33 regards to education. He said it was wonderful to see the two districts work together. He said
34 there is a rise in serious needs amongst the families of Orange County, but he knows the
35 BOCC and the BOEs are going to do the very best with the resources available in these times
36 where education is under attack.

37 Todd Wirt said for years the value of experience within Orange County Schools has
38 been stressed. He said OCS understands that a great number of variables go into recruitment
39 and retention, and commitments are being made to these things when possible. He said he
40 wants higher salaries for the teachers, and he wants TAs, as both are valuable.

41 Rani Dasi thanked the BOCC for its support of education. She said salary is not the
42 highest priority for teachers, when it is within a normal range. She said her salary as a starting
43 teacher 25 years ago is the same as what the districts are seeking to offer now, noting that
44 there are many inflationary issues to consider. She said the State has created this problem, but
45 the children cannot wait another year to have a quality teacher.

46 Commissioner Jacobs wanted to bring up the topic of raising school impact fees. He
47 said this topic should be considered going forward and possibly before the summer break. He
48 said this is a tool at their disposal, which should be pursued, especially given the expected
49 continued growth in Orange County in the coming years.

1 Chair Coffey asked if Commissioner Jacobs would like for both school boards to pass a
2 resolution. She said the OCS BOE has discussed this recently, and it may be in favor of
3 making this request.

4 Steve Halkiotis asked if a history of collections and appropriations for the last 10 years
5 could be provided.

6 Chair McKee asked staff to pull this information together and send it to both school
7 boards.

8 Chair McKee thanked the schools for their efforts.

9
10 A motion was made by Commissioner Rich, seconded by Commissioner Price to
11 adjourn the meeting at 9:20 p.m.

12
13 VOTE: UNANIMOUS

14
15
16 Donna Baker, Clerk to the Board

17
18
19 Earl McKee, Chair
20
21
22
23
24

ORD-2016-016

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No. 5-b**

SUBJECT: Fiscal Year 2015-16 Budget Amendment #9

DEPARTMENT: Finance and Administrative
Services

ATTACHMENT(S):

- Attachment 1. Budget as Amended Spreadsheet
- Attachment 2. Year-To-Date Budget Summary

INFORMATION CONTACT:

Gary Donaldson, (919) 245-2453
Paul Laughton, (919) 245-2152

PURPOSE: To approve budget and grant project ordinance amendments for fiscal year 2015-16.

BACKGROUND:

REVENUES:

Department of Social Services

1. The Department of Social Services has received notification of additional funds in the following programs:
 - **Smart Start Subsidized Child Care program** – receipt of \$170,238 in additional funds from the N.C. Division of Child Development and Early Education. This represents the fourth and final allocation, based on revised State Smart Start child care allocations for fiscal year 2015-16. This brings the total allocation for fiscal year 2015-16 to \$778,232. These additional funds will be used to pay program funds directly to childcare providers.
 - **Child Day Care program** - receipt of \$654,003 in additional funds from the N.C. Division of Child Development and Early Education. This represents the fourth and final allocation, based on revised State child care allocations for fiscal year 2015-16. This brings the total allocation for fiscal year 2015-16 to \$4,591,280. These additional funds will be used to provide childcare services and subsidies to low-income families.
 - **Veterans Services** - receipt of \$1,907 from the State to be used for events and services for the Orange County veteran community.

This budget amendment provides for the receipt of these additional funds. (See Attachment 1, column 1)

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goal is applicable to this agenda item:

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**

The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

To promote self-sufficiency to low income families by providing the Day Care funding necessary for continued employment, school enrollment, or training activities.

Technical Amendment

2. The Department on Aging - At the adoption of the FY2015-16 Commissioner Approved Budget, the Board of County Commissioners approved the grant project ordinance for the Orange County Senior Health Coordination Program Grant in the amount of \$100,196. The grant project ordinance incorrectly stated that a \$39,120 transfer from the General Fund would match approved expenditures not covered by grants and charges for services. The ordinance should have stated a transfer of \$41,196 from the General Fund. This budget amendment provides for this correction to the grant project ordinance by making an appropriation of \$2,076 from the General Fund's Unassigned Fund Balance. The additional County funds provides for expenditures associated with wellness classes and foot clinic services. This budget amendment amends the Grant Project Ordinance as follows: (See Attachment 1, column 2)

Senior Citizen Health Promotion Wellness Grant (\$2,076) - Project # 294303

Revenues for this project:

	Current FY 2015-16	FY 2015-16 Amendment	FY 2015-16 Revised
Senior Citizen Wellness Funds	\$93,750	\$0	\$93,750
From General Fund	\$41,185	\$2,076	\$43,261
Total Project Funding	\$134,935	\$2,076	\$137,011

Appropriated for this project:

	Current FY 2015-16	FY 2015-16 Amendment	FY 2015-16 Revised
Senior Citizen Wellness	\$134,935	\$2,076	\$137,011
Total Costs	\$134,935	\$2,076	\$137,011

SOCIAL JUSTICE IMPACT: There is no Orange County Social Justice Goal associated with this item.

Health Department and Planning Department

3. At the February 2, 2016 meeting, the Board of County Commissioners approved the creation of a 1.0 FTE time-limited Property Development Technician position in the Health Department to be funded from the central permitting software project with

available funds within the Capital Projects Fund, as well as a transfer of a .50 FTE permanent Property Development Specialist position. This budget amendment provides for the transfer of \$30,000 from the Information Technology Capital Projects Fund to the Health Department (General Fund) to cover the cost of the 1.0 FTE time-limited Property Development Technician position and approves an amended Information Technology Capital Project Ordinance. This budget amendment also provides for the transfer of \$12,142 from the Health Department to the Planning Department to cover the cost of the .50 FTE permanent Property Development Specialist position for FY 2015-16.

Information Technology Capital Project (\$30,000) - Project # 30007

Revenues for this project:

	Current FY 2015-16	FY 2015-16 Amendment	FY 2015-16 Revised
Debt Financing	\$6,866,600	\$0	\$6,866,600
From General Fund	\$1,415,257	(\$30,000)	\$1,385,257
Appropriated Fund Balance	\$200,000	\$0	\$200,000
Total Project Funding	\$8,481,857	(\$30,000)	\$8,451,857

Appropriated for this project:

	Current FY 2015-16	FY 2015-16 Amendment	FY 2015-16 Revised
Information Technology	\$8,481,857	(\$30,000)	\$8,451,857
Total Costs	\$8,481,857	(\$30,000)	\$8,451,857

SOCIAL JUSTICE IMPACT: There is no Orange County Social Justice Goal associated with this item.

Emergency Services

4. The Orange County Emergency Services Department has received additional grant funds totaling \$52,695 from the N.C. Department of Crime Control and Public Safety related to the 2015 Emergency Management Performance Grant awards. The department plans to use these funds to assist in maintaining the comprehensive Emergency Management Program. This budget amendment provides for the receipt of these grant funds, and amends the following grant project ordinance: (See Attachment 1, column 4)

Emergency Management Performance Grant (\$52,695) - Project # 71049

Revenues for this project:

	Current FY 2015-16	FY 2015-16 Amendment	FY 2015-16 Revised
EM Performance Grant funds	\$128,405	\$52,695	\$181,100
Total Project Funding	\$128,405	\$52,695	\$181,100

Appropriated for this project:

	Current FY 2015-16	FY 2015-16 Amendment	FY 2015-16 Revised
EM Performance Grant	\$128,405	\$52,695	\$181,100
Total Costs	\$128,405	\$52,695	\$181,100

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goal is applicable to this agenda item:

- **GOAL: CREATE A SAFE COMMUNITY**

The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

FINANCIAL IMPACT: Financial impacts are included in the background information above. This budget amendment provides for the receipt of these additional funds and increases the FY 2015-16 budget in the General Fund by \$856,148 and by \$54,771 in the Grant Projects Fund.

RECOMMENDATION(S): The Manager recommends the Board approve the budget and grant project ordinance amendments for fiscal year 2015-16.

Attachment 1. Orange County Proposed 2015-16 Budget Amendment

The 2015-16 Orange County Budget Ordinance is amended as follows:

Original Budget	Encumbrance Carry Forwards	Budget as Amended	Budget as Amended Through BOA # 8-A	#1. Social Services - additional revenue for Smart Start Subsidy (\$170,238); Child Day Care (\$654,003); and Veterans Services (\$1,907)	#2. Aging - Senior Citizen Health Promotion Wellness Grant - additional fund balance appropriation of \$2,076 from General Fund to cover Original Approved FY 2015-16 Transfer from General Fund	#3 Health Department and Planning Department- interfund transfer of \$30,000 from IT Capital Project to Health Department and an intrafund transfer of \$12,142 from Health Department to Planning Department	#4. Emergency Services - receipt of 2015 Emergency Management Performance Grant funds (\$52,695)	Budget as Amended Through BOA #9
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General Fund

Revenue								
Property Taxes	\$ 147,551,332	\$ -	\$ 147,551,332	\$ 147,551,332	\$ -	\$ -	\$ -	\$ 147,551,332
Sales Taxes	\$ 20,652,132	\$ -	\$ 20,652,132	\$ 20,652,132	\$ -	\$ -	\$ -	\$ 20,652,132
License and Permits	\$ 313,000	\$ -	\$ 313,000	\$ 313,000	\$ -	\$ -	\$ -	\$ 626,000
Intergovernmental	\$ 15,000,278	\$ -	\$ 15,000,278	\$ 19,884,252	\$ 826,148	\$ -	\$ -	\$ 20,710,400
Charges for Service	\$ 10,766,030	\$ -	\$ 10,766,030	\$ 10,857,633	\$ -	\$ -	\$ -	\$ 10,857,633
Investment Earnings	\$ 52,500	\$ -	\$ 52,500	\$ 52,500	\$ -	\$ -	\$ -	\$ 52,500
Miscellaneous	\$ 737,468	\$ -	\$ 737,468	\$ 979,524	\$ -	\$ -	\$ -	\$ 979,524
Transfers from Other Funds	\$ 1,052,600	\$ -	\$ 1,052,600	\$ 1,052,600	\$ -	\$ 30,000	\$ -	\$ 1,082,600
Fund Balance	\$ 10,650,770	\$ 1,317,958	\$ 11,968,728	\$ 12,164,024	\$ -	\$ 2,076	\$ -	\$ 12,166,100
Total General Fund Revenues	\$ 206,776,110	\$ 1,317,958	\$ 208,094,068	\$ 213,506,997	\$ 826,148	\$ 2,076	\$ 30,000	\$ 214,365,221

Expenditures

Governing & Management	\$ 17,114,396	\$ 215,612	\$ 17,330,008	\$ 17,453,331	\$ -	\$ -	\$ -	\$ 17,453,331
General Services	\$ 21,381,050	\$ 104,494	\$ 21,485,544	\$ 21,485,544	\$ -	\$ -	\$ -	\$ 21,485,544
DEAPR	\$ 3,464,888	\$ 33,759	\$ 3,498,647	\$ 3,544,153	\$ -	\$ -	\$ -	\$ 3,544,153
Economic Development	\$ 515,575	\$ 3,846	\$ 519,421	\$ 519,511	\$ -	\$ -	\$ -	\$ 519,511
Planning/Inspections and OPT	\$ 4,124,325	\$ 65,170	\$ 4,189,495	\$ 4,189,495	\$ -	\$ 12,142	\$ -	\$ 4,201,637
Non-Departmental	\$ 234,425	\$ 45,535	\$ 279,960	\$ 279,960	\$ -	\$ -	\$ -	\$ 279,960
Community & Environment	\$ 8,339,213	\$ 148,310	\$ 8,487,523	\$ 8,533,119	\$ -	\$ -	\$ 12,142	\$ 8,545,261
Child Support Enforcement	\$ 965,640	\$ -	\$ 965,640	\$ 965,640	\$ -	\$ -	\$ -	\$ 965,640
Cooperative Extension	\$ 379,843	\$ -	\$ 379,843	\$ 406,412	\$ -	\$ -	\$ -	\$ 406,412
Department of Social Services	\$ 18,153,438	\$ 612,103	\$ 18,765,541	\$ 22,578,309	\$ 826,148	\$ -	\$ -	\$ 23,404,457
Department on Aging	\$ 1,996,088	\$ 46,988	\$ 2,043,076	\$ 2,165,595	\$ -	\$ -	\$ -	\$ 2,165,595
Health	\$ 8,600,516	\$ 66,345	\$ 8,666,861	\$ 8,818,149	\$ -	\$ 17,858	\$ -	\$ 8,836,007
Housing, Human Rights & Comm Dev	\$ 218,823	\$ -	\$ 218,823	\$ 218,823	\$ -	\$ -	\$ -	\$ 218,823
OPC Area Program	\$ 1,355,973	\$ -	\$ 1,355,973	\$ 1,355,973	\$ -	\$ -	\$ -	\$ 1,355,973
Non Departmental	\$ 2,462,315	\$ 2,522	\$ 2,464,837	\$ 2,464,837	\$ -	\$ -	\$ -	\$ 2,464,837
Human Services	\$ 34,132,636	\$ 727,958	\$ 34,860,594	\$ 38,973,738	\$ 826,148	\$ -	\$ 17,858	\$ 39,817,744
Public Safety	\$ 23,316,875	\$ 120,396	\$ 23,437,271	\$ 23,535,712	\$ -	\$ -	\$ -	\$ 23,535,712
Culture & Recreation	\$ 2,866,171	\$ 1,188	\$ 2,867,359	\$ 2,898,589	\$ -	\$ -	\$ -	\$ 2,898,589
Education	\$ 94,484,256	\$ -	\$ 94,484,256	\$ 94,484,256	\$ -	\$ -	\$ -	\$ 94,484,256
Transfers Out	\$ 5,141,513	\$ -	\$ 5,141,513	\$ 6,142,708	\$ -	\$ 2,076	\$ -	\$ 6,144,784
Total General Fund Appropriation	\$ 206,776,110	\$ 1,317,958	\$ 208,094,068	\$ 213,506,997	\$ 826,148	\$ 2,076	\$ 30,000	\$ 214,365,221
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Attachment 1. Orange County Proposed 2015-16 Budget Amendment

The 2015-16 Orange County Budget Ordinance is amended as follows:

Original Budget	Encumbrance Carry Forwards	Budget as Amended	Budget as Amended Through BOA # 8-A	#1. Social Services - additional revenue for Smart Start Subsidy (\$170,238); Child Day Care (\$654,003); and Veterans Services (\$1,907)	#2. Aging - Senior Citizen Health Promotion Wellness Grant - additional fund balance appropriation of \$2,076 from General Fund to cover Original Approved FY 2015-16 Transfer from General Fund	#3 Health Department and Planning Department- interfund transfer of \$30,000 from IT Capital Project to Health Department and an intrafund transfer of \$12,142 from Health Department to Planning Department	#4. Emergency Services - receipt of 2015 Emergency Management Performance Grant funds (\$52,695)	Budget as Amended Through BOA #9
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Grant Project Fund

Revenues								
Intergovernmental	\$ 697,161		\$ 697,161	\$ 1,640,714			\$ 52,695	\$ 1,693,409
Charges for Services	\$ 34,000		\$ 34,000	\$ 84,000				\$ 84,000
Transfer from General Fund	\$ 49,120		\$ 49,120	\$ 127,076				\$ 127,076
Miscellaneous	\$ -		\$ -	\$ 101,033				\$ 101,033
Transfer from Other Funds	\$ -		\$ -	\$ 21,250	\$ 2,076			\$ 23,326
Appropriated Fund Balance	\$ -	\$ 30,069	\$ 30,069	\$ 30,069				\$ 30,069
Total Revenues	\$ 780,281	\$ 30,069	\$ 810,350	\$ 2,004,142	\$ -	\$ 2,076	\$ -	\$ 2,058,913

Expenditures

NCACC Employee Wellness Grant			\$ -	\$ -				\$ -
Electric Vehicle Charging Stations			\$ -	\$ -				\$ -
Governing and Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NPDES Grant (Multi-year)	\$ -	\$ -	\$ -	\$ -				\$ -
Orange-Alamance Connector (3 year)	\$ -	\$ -	\$ -	\$ 205,162				\$ 205,162
NC Tomorrow CDBG (Multi-year)	\$ -	\$ -	\$ -	\$ -				\$ -
Jordan Lake Watershed Nutrient Grant	\$ -	\$ -	\$ -	\$ -				\$ -
Growing New Farmers Grant			\$ -	\$ -				\$ -
Historic Resources Inventory Grant	\$ 15,000	\$ 25,000	\$ 40,000	\$ 45,000				\$ 45,000
Community and Environment	\$ 15,000	\$ 25,000	\$ 40,000	\$ 250,162	\$ -	\$ -	\$ -	\$ 250,162
Child Care Health - Smart Start	\$ 65,574		\$ 65,574	\$ -				\$ -
Senior Citizen Health Promotion(Wellness)	\$ 98,120	\$ 2,065	\$ 100,185	\$ 157,935	\$ 2,076			\$ 160,011
CARES Grant - Aging (Multi-Year)			\$ -	\$ 897,298				\$ 897,298
Reducing Health Disparities Grant (Multi-Yr)	\$ 63,000		\$ 63,000	\$ 56,906				\$ 56,906
Triple P Initiative Grant (Multi-Yr)			\$ -	\$ -				\$ -
Meaningful Use Incentive Grant (Multi-Yr)				\$ 40,250				\$ 40,250
Emergency Solutions Grant - DSS (Multi-Yr)	\$ 103,583		\$ 103,583	\$ 103,583				\$ 103,583
Community Response Program - DSS (Multi-Yr)	\$ 68,156		\$ 68,156	\$ 68,156				\$ 68,156
Susan G Komen Grant	\$ -		\$ -	\$ -				\$ -
Building Futures Program - DSS (Multi-Yr)	\$ 366,848	3004	\$ 369,852	\$ 369,852				\$ 369,852
Foster Youth Opportunities- DSS (1-yr, may be renewable)				\$ 60,000				\$ 60,000
Human Services	\$ 765,281	\$ 5,069	\$ 770,350	\$ 1,753,980	\$ -	\$ 2,076	\$ -	\$ 1,756,056
Hazard Mitigation Generator Project			\$ -	\$ -				\$ -
Buffer Zone Protection Program			\$ -	\$ -				\$ -
800 MHz Communications Transition			\$ -	\$ -				\$ -
Secure Our Schools - OCS Grant			\$ -	\$ -				\$ -
Citizen Corps Council Grant			\$ -	\$ -				\$ -
COPS 2008 Technology Program			\$ -	\$ -				\$ -
COPS 2009 Technology Program			\$ -	\$ -				\$ -
EM Performance Grant			\$ -	\$ -			\$ 52,695	\$ 52,695
2010 Homeland Security Grant - ES			\$ -	\$ -				\$ -
2011 Homeland Security Grant - ES			\$ -	\$ -				\$ -
Justice Assistance Act (JAG) Program			\$ -	\$ -				\$ -
FEMA Assistance to Firefighters Grant			\$ -	\$ -				\$ -
Public Safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 52,695
Total Expenditures	\$ 780,281	\$ 30,069	\$ 810,350	\$ 2,004,142	\$ -	\$ 2,076	\$ -	\$ 2,058,913

Year-To-Date Budget Summary

Fiscal Year 2015-16

General Fund Budget Summary

Original General Fund Budget	\$206,776,110
Additional Revenue Received Through Budget Amendment #9 (May 17, 2016)	
Grant Funds	\$36,005
Non Grant Funds	\$6,037,776
General Fund - Fund Balance for Anticipated Appropriations (i.e. Encumbrances)	\$1,317,958
General Fund - Fund Balance Appropriated to Cover Anticipated and Unanticipated Expenditures	\$197,372
Total Amended General Fund Budget	\$214,365,221
Dollar Change in 2015-16 Approved General Fund Budget	\$7,589,111
% Change in 2015-16 Approved General Fund Budget	3.67%

Paul:
includes \$5,000 for Orange County's additional share of the Historic Resources Inventory Grant, and \$72,956 in County funds toward the OC Building Futures Program Grant (BOA #1); \$75,340 for the Purchase of Mobile Field Computing Units for the Sheriff's Department (BOA #1-B); \$22,000 for the Purchase of a motorcycle unit from drug forfeiture funds for the Sheriff's Department (BOA #4); \$20,000 in support of drug treatment court screening and client support activities (BOA #7); \$2,076 to Senior Citizen Health Promotion Wellness Grant (BOA #9)

Authorized Full Time Equivalent Positions

Original Approved General Fund Full Time Equivalent Positions	862.625
Original Approved Other Funds Full Time Equivalent Positions	88.450
Position Reductions during Mid-Year	(1.000)
Additional Positions Approved Mid-Year	2.000
Total Approved Full-Time-Equivalent Positions for Fiscal Year 2015-16	952.075

Paul:
elimination of a vacant Senior Public Health Educator position in the Smart Start Grant Project (BOA #1)

Paul:
approved a 1.0 FTE Criminal Case Assessment Specialist position in the County Manager's Office (1/21/16)
approved 1.0 FTE position in Health related to the Central Permitting project (2/2/16)

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date May 17, 2016

**Action Agenda
Item No.** 5-c

SUBJECT: Approval of Purchase of Roll Carts for Rural Recycling Program Expansion

DEPARTMENT: Solid Waste Management

ATTACHMENT(S):

HGACBuy Contract Pricing Worksheet

INFORMATION CONTACT:

Gayle Wilson, 919-968-2885

Gary Donaldson, 919-245-2453

PURPOSE: To authorize the purchase of 4,060 roll carts (95 gallon size) from Rehrig Pacific for the expansion of the rural roadside recycling collection program, at a cost of \$234,000.

BACKGROUND: Orange County began offering roll carts for curbside recycling in a portion of the unincorporated areas of Orange County in the winter of 2015 with plans to provide like service to the remaining unincorporated areas.

A variety of methods, including a series of mailings to all improved properties (approximately 6,800) in the expansion area, was used to determine in advance how many in the program service area wished to receive a roll cart prior to finalizing a purchase recommendation for the Board of Commissioners (BOCC) consideration. Responses were requested to be made by March 30, 2016. As of April 22, 2016, 3,283 replies had been received. Of those, 2,411 have requested a 95 gallon recycling cart, 546 requested recycling bins and 326 have requested neither. Responses continue to be received.

In the 2015 implementation of roll carts in the initial rural area, similar response rates were received. In that instance, mailings and other outreach were made to 14,500 improved properties. Of those, 7,541 responses were received resulting in 6,840 requesting carts. In anticipation of demand, 7,600 carts were ordered. The 7,600 roll carts were distributed within the first few months of implementation and 1,200 additional carts were subsequently ordered and deployed. All rural carts have been deployed. There is currently a list of approximately 60 residences in the current rural area awaiting a roll cart. This waiting list grows weekly due to new construction and increased interest.

In light of the past experience, staff believes that additional requests for roll carts will be received by the Solid Waste Department both prior to the implementation and following the delivery of the carts. Additionally, some inventory of carts should be maintained to service new construction and to replace lost, stolen and damaged carts. Staff recommends that 4,060 rural roll carts be ordered at a cost of \$234,000.

Additionally, a route optimization study was performed last summer/fall to determine the most efficient collection schedules for the entire rural service area, including both the existing area and new expansion area. In order to achieve the most efficient collection operations, the new collection schedules will be assigned in conjunction with the expansion implementation. Most of the entire service area will be assigned new collection days. A substantive notification and outreach effort has started and will continue to notify all rural curbside participants of their new schedules.

FINANCIAL IMPACT: On April 19, 2016, the BOCC approved \$234,000 in financing for the proposed purchase of solid waste disposal carts as part of the FY 2015-16 Final Financing Resolution Authorizing the Issuance of \$8,150,000 in Installment Purchase Financing for Various Capital Investment Plan Projects. Repayment of the debt related to this portion of the financing will be made from the Solid Waste Enterprise Fund.

The cost of the carts is \$51.77 each as noted on the attached quote. Assembly and distribution costs of \$7.00 each for 3,400 of the carts being deployed immediately by Rehrig is also budgeted. It should be noted that the attached quote details 4,000 carts and a total cost of \$230,880. Staff has since increased the number of proposed carts by 60, to 4,060, and thereby bringing the total cost to \$234,000.

North Carolina General Statute (NCGS) 143-129 (e) (3) allows local governments to make purchases through a competitive bidding group purchasing program, which is a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies. The HGACBuy is a cooperative purchasing group that meets the requirements of NCGS 143-129 (e) (3). The specific contract number is HGACBuy Contract #RC01-16.

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice goal is furthered by this item:

- **GOAL: ESTABLISH SUSTAINABLE AND EQUITABLE LAND-USE AND ENVIRONMENTAL POLICIES**

The fair treatment and meaningful involvement of people of all races, cultures, incomes and educational levels with respect to the development and enforcement of environmental laws, regulations, policies, and decisions. Fair treatment means that no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies.

RECOMMENDATION(S): The Manager recommends that the Board authorize the purchase of 4,060 roll carts (95 gallon size) from Rehrig Pacific at a total cost of \$234,000.

HGACBuy	CONTRACT PRICING WORKSHEET	Contract No.:	RC01-16	Date Prepared:	4.24.16
	For Standard Equipment Purchases				

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	Orange Count, North Carolina	Contractor:	Rehrig Pacific Company
Contact Person:	Kristina Witosky	Prepared By:	Eric Voss
Phone:	919.612.0103	Phone:	770.312.6675
Fax:		Fax:	
Email:	kwitosky@orangecountync.gov	Email:	evoss@rehrig.com

Product Code:	AG259	Description:	4,000 - 95 Gallon Recycling Roll-Out Carts Includes Freight, RFID and IML @\$51.77
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract: \$207,080.00

B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable
 (Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
AG255 - AG268 - Assembly & Distribution	\$23,800.00	A&D for 3,400 Rural County Homes @ \$7.00 each	0
Subtotal From Additional Sheet(s):			
Subtotal B:			23800

C. Unpublished Options - Itemize below - Attach additional sheet if necessary
 (Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Subtotal From Additional Sheet(s):			
Subtotal C:			0

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). **For this transaction the percentage is:** 0%

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	230880	=	Subtotal D:	230880
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E. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
Subtotal E:			0

Delivery Date: **F. Total Purchase Price (D+E):** 230880

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No.** 5-d

SUBJECT: Approval of Contract Renewal for Disaster Management, Monitoring and Recovery Services

DEPARTMENT: Solid Waste Management

ATTACHMENT(S):

1. Proposed Contract Amendment (with Attachment)
2. Assignment of Neel-Shaffer, Inc. Contract to True North Emergency Management, LLC and 2011 Contract

INFORMATION CONTACT:

Gayle Wilson, 968-2885

UNDER SEPARATE COVER

3. *Attachments to 2011 Contract with Neel-Shaffer, Inc. - Only Available Electronically at:*
http://www.orangecountync.gov/document_center/1605175d3.pdf
-

PURPOSE: To approve a contract amendment renewing an agreement between the County and True North Emergency Management, LLC for the purpose of providing Disaster Debris Management and Monitoring Services.

BACKGROUND: In 2011 the Solid Waste Management Department along with Orange County Emergency Management prepared a needs assessment for storm debris management utilizing the Federal Emergency Management Agency's (FEMA) modeling to estimate quantities of waste materials that could possibly be generated in a moderate-to-heavy storm event (hurricane, ice storm, tornado, etc.).

A Request for Proposals (RFP) was generated and a contract was put in place with Neel-Schaffer, Inc. on June 30, 2011 for the management and monitoring of storm debris following any disaster that would require such oversight. In 2013 Neel-Schaffer assigned the contract to its sister company, True North Emergency Management, LLC.

The County has utilized the Contractor one time during the current contract and was satisfied with the working relationship between the County and the Contractor and the Contractor's fulfillment of the contract.

The original 2011 contract, provided at Attachment 2, allowed for one five (5) year extension of this contract. (The attachments to the contract are available electronically at: http://www.orangecountync.gov/document_center/1605175d3.pdf.)

FINANCIAL IMPACT: The primary purpose of this agreement is to maximize the eligibility for reimbursement of expenditures related to storm debris management following an emergency. There are no expenses related to this agreement barring an emergency declaration by the County.

Some hourly rates have been adjusted based on experiences with the 2014 ice storm event and some modification in how emergency events are managed and personnel are assigned.

SOCIAL JUSTICE IMPACT: There are no Orange County Social Justice Goals applicable to this item.

RECOMMENDATION(S): The Manager recommends that the Board approve the contract amendment (Attachment 1) renewing an agreement between the County and True North Emergency Management, LLC for the purpose of providing Disaster Debris Management and Monitoring Services and authorize the County Manager to sign the Contract Amendment.

NORTH CAROLINA

ORANGE COUNTY

CONTRACT AMENDMENT #1

THIS CONTRACT AMENDMENT ("Amendment") is made and entered into this ___ day of _____ 2016 by and between ORANGE COUNTY (hereinafter referred to as "County") and True North Emergency Management, LLC, (hereinafter referred to as "Provider").

WITNESSETH:

THAT WHEREAS, the County and Neel-Schaffer, Inc. entered into a contract dated June 11, 2011 for the provision of services to the County (hereinafter the "Original Agreement"), which Contract was assigned to True North Emergency Management, LLC effective as of 2013 (internally designated as 2013-501); and

WHEREAS, the County and Provider desire to extend the Original Agreement while keeping in effect all terms and conditions of the Original Agreement not inconsistent with the terms and conditions set forth below.

NOW THEREFORE, for and in consideration for the mutual covenants and agreements made in the Original Agreement and herein, the parties agree to amend the Original Agreement as follows:

1. The Term of the Original Agreement in Section 4(a) is hereby extended through June 30, 2021.
2. The hourly labor rates shall be set according to the attached Cost Proposal Form dated April 25, 2016 (Attachment A). These rates shall supersede those found in RFP #5167 (Section 4 Cost Proposal), incorporated by reference in Section 3(a)(i) of the Original Agreement.
3. A new condition be created at subsection 11(i) to state the following: "Provider certifies that, as of execution, it is not on the Final Divestment List as created by the State Treasurer pursuant to N.C.G.S. § 147-86.58. In compliance with the requirements of the Iran Divestment Act Designer shall not utilize in the performance of this Agreement any subcontractor that is identified on the Final Divestment List."
4. A new condition be created at subsection 11(j) to state the following: "Pursuant to the terms of North Carolina General Statutes no county may enter into a contract unless the contractor and its subcontractors comply with the requirements of

Article 2 of Chapter 64 of the North Carolina General Statutes. Where applicable, failure to maintain compliance with the requirements of Article 2 of Chapter 64 of the General Statutes constitutes Provider’s breach of this Agreement. By executing this Agreement Provider affirms Provider is in compliance with Article 2 of Chapter 64 of the North Carolina General Statutes.”

- 5. Except for the changes made herein, the Original Agreement shall remain in full force and effect to the extent it is not inconsistent with this Amendment.

IN TESTIMONY WHEREOF, this Amendment has been executed by the parties hereto, as of the date first above written.

ORANGE COUNTY:

PROVIDER:

Bonnie Hammersley, County Manager

Printed Name and Title
True North Emergency Management, LLC

COST PROPOSAL FORM - April 25, 2016

The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs will be billed to the County at cost without mark-up.

HOURLY RATES**POSITIONS**

Project Manager	\$ 85.00
Operations Managers	\$ 85.00
Scheduler/Expeditors	\$ 37.00
GIS Analyst	\$ 58.00
Field Supervisors	\$ 75.00
Debris Site/Tower Monitors	\$ 37.00
Environmental Specialist	\$ 58.00
Project Inspectors (Citizen Drop-Off Site Monitors)	\$ 37.00
Field Coordinators (Crew Monitors)	\$ 37.00
Load Ticket Data Entry Clerks (QA/QC)	\$ 29.00
Billing/Invoice Analysts	\$ 75.00
Project Coordinators	\$ 49.00
E-Ticket Unit	\$ 4.00

Proposer may include other positions, with hourly rates. Attach job description for each position.

**Assignment of Agreement With
Orange County, North Carolina
From Neel-Schaffer, Inc.
To True North Emergency Management, LLC**

Neel-Schaffer, Inc. entered into an agreement on June 30, 2011 with Orange County, North Carolina to provide debris monitoring and emergency management services. By mutual agreement of the parties, all rights, obligations and responsibilities of Neel-Schaffer, Inc. under this agreement are assigned to True North Emergency Management, LLC, effective as of the _____ day of _____, 2013. Neel-Schaffer, Inc. and True North Emergency Management, LLC are both wholly owned subsidiary companies of Neel-Schaffer Engineers and Planners, Inc. All terms and conditions of the original agreement now apply to the Assigned Agreement between Orange County and True North Emergency Management.

By: [Signature]
Printed Name: Michael S. Subject
Title: County Manager

Orange County, North Carolina

By: [Signature]
Printed Name: DEREK CHEATHAM
Title: VICE PRESIDENT

Neel-Schaffer, Inc.

State of Texas
County of Tarrant

Subscribed and sworn to before me
this 26 day of November 2013

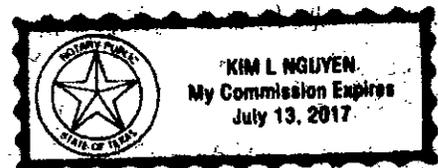


By: [Signature]
Printed Name: K. Nelson-Lewis
Title: Manager

True North Emergency Management, LLC

State of Texas
County of Tarrant

Subscribed and sworn to before me
this 22 day of November 2013



[Departmental Use Only]
 TITLE
 FY

NORTH CAROLINA

**SERVICES AGREEMENT OVER \$90,000.00
 RFP – NO REIMBURSABLE EXPENSES**

ORANGE COUNTY

This Services Agreement (hereinafter "Agreement"), made and entered into this 30th day of June, 2011, ("Effective Date") by and between Orange County, North Carolina a body politic and corporate of the State of North Carolina (hereinafter, the "County") and Neel Schaffer, Inc, (hereinafter, the "Provider").

WITNESSETH:

That the County and Provider, for the consideration herein named, do hereby agree as follows:

1. Services

a. Scope of Work.

- i) This Services Agreement ("Agreement") is for professional services to be rendered by Provider to County with respect to Disaster Management, Monitoring and Recovery Services.
- ii) By executing this Agreement, the Provider represents and agrees that Provider is qualified to perform and fully capable of performing and providing the services required or necessary under this Agreement in a fully competent, professional and timely manner.
- iii) Time is of the essence with respect to this Agreement.
- iv) The services to be performed under this Agreement consist of Basic Services, as described and designated in Section 3 hereof. Compensation to the Provider for Basic Services under this Agreement shall be as set forth herein.

2. Responsibilities of the Provider

- a. Services to be provided. The Provider shall provide the County with all services required in Section 3 to satisfactorily complete the Project within the time limitations set forth herein and in accordance with the highest professional standards.
- b. Standard of Care.
 - i) The Provider shall exercise reasonable care and diligence in performing services under this Agreement in accordance with the highest generally accepted standards of this type of Provider practice throughout the United States and in accordance with applicable federal, state and local laws and regulations applicable to the

performance of these services. Provider is solely responsible for the professional quality, accuracy and timely completion and/or submission of all work related to the Basic Services.

- ii) Provider shall be responsible for all errors or omissions, in the performance of the Agreement. Provider shall correct any and all errors, omissions, discrepancies, ambiguities, mistakes or conflicts at no additional cost to the County.
- iii) The Provider shall not, except for subcontracting to a wholly owned subsidiary of Provider's parent company or as otherwise provided for in this Agreement, subcontract the performance of any work under this Agreement without prior written permission of the County. No permission for subcontracting shall create, between the County and the subcontractor, any contract or any other relationship.
- iv) Provider is an independent contractor of County. Any and all employees of the Provider engaged by the Provider in the performance of any work or services required of the Provider under this Agreement, shall be considered employees or agents of the Provider only and not of the County, and any and all claims that may or might arise under any workers compensation or other law or contract on behalf of said employees while so engaged shall be the sole obligation and responsibility of the Provider.
- v) Provider agrees that Provider, its employees, agents and its subcontractors, if any, shall be required to comply with all federal, state and local antidiscrimination laws, regulations and policies that relate to the performance of Provider's services under this Agreement.
- vi) If activities related to the performance of this Agreement require specific licenses, certifications, or related credentials Provider represents that it and/or its employees, agents and subcontractors engaged in such activities possess such licenses, certifications, or credentials and that such licenses certifications, or credentials are current, active, and not in a state of suspension or revocation.

3. Basic Services

a. Basic Services.

- i) The Provider shall perform as Basic Services the work and services described herein and as specified in the County's Request for Proposals (the "RFP") "RFP Number 5167 for "Disaster Management, Monitoring and Recovery Services" issued September 7, 2010, and the Provider's proposal, which are fully incorporated and integrated herein by reference together with Attachments : #A-RFP #5167, #B-Addendum #1 dated September 16, 2010, #C-Addendum #1 Dated September 23, 2010, #D-Bid Proposal submitted September 28, 2010.. The services will include emergency management preparation/planning services and disaster response services such as debris management, monitoring and assistance with reimbursement/financial recovery. Prior to beginning development or updating of a planning document (such as a Debris Management Plan (DMP), Continuity of Operations Plan (COOP) or Comprehensive Emergency

Management Plan (CEMP). Provider will deliver to the County a specific scope, cost and schedule for the services. In the event a term or condition in any document or attachment conflicts with a term or condition of this Agreement the term or condition in this Agreement shall control. Should such conflict arise the priority of documents shall be as follows: This Agreement, the County's RFP together with attachments, Provider's Proposal together with attachments.

- ii) The Basic Services will be performed by the Provider in accordance with the following schedule: (Insert task list and milestone dates)

Task

1. Upon notification by Owner mobilize to site for predicted disasters. 4 Hours
2. Upon notification by Owner mobilize to site for unpredicted disasters. 12 Hours
3. Maintain adequate records to justify all charges. 5 Years
4. Consult and coordinate emergency planning activities with Orange County Staff as requested.
5. Debris estimation and damage assessment
6. Maximization of County eligibility and reimbursement from FEMA.
- 7.
- 8.
- 9.
- 10.

- iii) Should County reasonably determine that Provider has not met the Milestone Dates established in Section 3(a)(ii), County shall notify Provider of the failure to meet the Milestone Date. The County, at its discretion may provide the Provider forty-eight (48) hours to cure the breach. County may withhold the accompanying payment without penalty until such time as Provider cures the breach. In the alternative, County may immediately terminate this Agreement in writing, without penalty or incurring further obligation to Provider. This section shall not be interpreted to limit the definition of breach to the failure to meet Milestone Dates.

4. Duration of Services

- a. Term. The term of this Agreement shall be from June 30, 2011 to June 29, 2016 with an option to extend the agreement one additional term of 5 years.

- b. Scheduling of Services

- i) The Provider shall schedule and perform his activities in a timely manner so as to meet Dates listed in Section 3.
- ii) Should the County determine that the Provider is behind schedule, it may require the Provider to expedite and accelerate his efforts, including providing additional resources and working overtime, as necessary, to perform his services in accordance with the approved project schedule at no additional cost to the County.
- iii) The Commencement Date for the Provider's Basic Services shall be upon notification by the Orange County Solid Waste Department Director.

5. Compensation

- a. Compensation for Basic Services. Compensation for Basic Services shall include all compensation due the Provider from the County for all services under this Agreement. The maximum amount payable for Basic Services is N/A Dollars (\$N/A). Provider represents and acknowledges that the amount of reimbursement from FEMA will be determined based on the information and documentation provided by Provider and it is the intent of the County to seek maximum federal and state reimbursement for debris monitoring services. Provider shall be responsible for providing complete and accurate information to enable the County to seek the maximum reimbursement from FEMA. In the event FEMA denies reimbursement of all or part of amount expensed by the County for debris monitoring services due to the failure to provide complete and accurate information and documentation, Provider shall reimburse the County for the expenses incurred, to the extent the amount of reimbursement was based on the information to be provided by Provider.
- b. Additional Services. County shall not be responsible for costs related to any services in addition to the Basic Services performed by Provider unless County requests such additional services in writing and such additional services are evidenced by a task order or written amendment to this Agreement.

6. Responsibilities of the County

- a. Cooperation and Coordination. The County has designated the (*Solid Waste Director*) to act as the County's representative with respect to the Project and shall have the authority to render decisions within guidelines established by the County Manager and/or the County Board of Commissioners and shall be available during working hours as often as may be reasonably required to render decisions and to furnish information.

7. Insurance

- a. General Requirements. The Provider shall purchase and maintain and shall cause each of his subcontractors to purchase and maintain, during the period of performance of this Agreement:
 - i) Worker's Compensation Insurance for protection from claims under workers' or workmen's compensation acts;

- ii) Comprehensive General Liability Insurance covering claims arising out of or relating to bodily injury, including bodily injury, sickness, disease or death of any of the Provider's employees or any other person and to real and personal property including loss of use resulting thereof;
 - iii) Comprehensive Automobile Liability Insurance, including hired and non-owned vehicles, if any, covering personal injury or death, and property damage; and
 - iv) Professional Liability Insurance, covering personal injury, bodily injury and property damage and claims arising out of or related to the performance under this Agreement by the Provider or his agents, Providers and employees.
- b. Insurance Rating. The minimum insurance rating for any company insuring the Provider shall be Best's A. *(If the Provider does not meet the insurance requirements the County's Risk Manager must be consulted prior to finalizing this Agreement.)*
- c. Limits of Coverage. Minimum limits of insurance coverage shall be as follows:

INSURANCE DESCRIPTION	MINIMUM REQUIRED COVERAGE
• Worker's Compensation	Limits for Coverage A - Statutory State of N.C. Coverage B - Employers Liability \$500,000 each accident and policy limit and disease each employee
• Commercial General Liability	\$1,000,000 Each Occurrence; \$2,000,000 Aggregate.
• Automobile Liability	Combined Single Limit \$500,000
• Professional Liability	NOTE: Insert coverage limits required by <u>Risk Manager</u> if applicable.

- d. Additional Insured. All insurance policies (with the exception of Worker's Compensation and Professional Liability) required under this Agreement shall name the County as an additional insured party. Evidence of such insurance shall be furnished to the County, together with evidence that each policy provides the County with not less than thirty (30) days prior written notice of any cancellation, non-renewal or reduction of coverage.

8. Indemnity

- a. Indemnity. The Provider agrees to defend, indemnify and hold harmless the County from all loss, liability, claims or expense, including reasonable attorney's fees, arising out of or related to the Project and arising from bodily injury including death or property damage to any person or persons caused in whole or in part by the negligence or misconduct of the Provider except to the extent same are caused by the negligence or willful misconduct of the County. It is the intent of this provision to require the Provider

to indemnify the County to the fullest extent permitted under North Carolina law for such negligence or misconduct.

9. Amendments to the Agreement

- a. Changes in Basic Services. Changes in the Basic Services and entitlement to additional compensation or a change in duration of this Agreement shall be made by a written Amendment to this Agreement executed by the County and the Provider. The Provider shall proceed to perform the Services required by the Amendment only after receiving a fully executed Amendment from the County.

10. Termination

- a. Termination for Convenience of the County. This Agreement may be terminated without cause by the County and for its convenience upon seven (7) days prior written notice to the Provider.
- b. Other Termination. The Provider may terminate this Agreement based upon the County's material breach of this Agreement; provided, the County has not taken all reasonable actions to remedy the breach. The Provider shall give the County seven (7) days' prior written notice of its intent to terminate this Agreement for cause.
- c. Compensation After Termination.
 - i) In the event of termination, the Provider shall be paid that portion of the fees and expenses that it has earned to the date of termination, less any costs or expenses incurred or anticipated to be incurred by the County due to errors or omissions of the Provider.
 - ii) Should this Agreement be terminated, the Provider shall deliver to the County within seven (7) days, at no additional cost, all deliverables including any electronic data or files relating to the Project.
- d. Waiver. The payment of any sums by the County under this Agreement or the failure of the County to require compliance by the Provider with any provisions of this Agreement or the waiver by the County of any breach of this Agreement shall not constitute a waiver of any claim for damages by the County for any breach of this Agreement or a waiver of any other required compliance with this Agreement.

11. Additional Provisions

- a. Limitation and Assignment. The County and the Provider each bind themselves, their successors, assigns and legal representatives to the terms of this Agreement. Neither the County nor the Provider shall assign or transfer its interest in this Agreement without the written consent of the other, except for assignment to a wholly owned subsidiary or the Provider's parent company, or as the result of a merger or acquisition by another company.

- b. Governing Law. This Agreement and the duties, responsibilities, obligations and rights of respective parties hereunder shall be governed by the laws of the State of North Carolina.
- c. Dispute Resolution. Any and all suits or actions to enforce, interpret or seek damages with respect to any provision of, or the performance or non-performance of, this Agreement shall be brought in the General Court of Justice of North Carolina sitting in Orange County, North Carolina. It is agreed by the parties that no other court shall have jurisdiction or venue with respect to such suits or actions. The Parties may agree to nonbinding mediation of any dispute prior to the bringing of such suit or action.
- d. Entire Agreement. This Agreement, together with the RFP and its attachments and the Proposal and its attachments, represents the entire and integrated agreement between the County and the Provider and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both parties. Modifications may be evidenced by facsimile signatures.
- e. Severability. If any provision of this Agreement is held as a matter of law to be unenforceable, the remainder of this Agreement shall be valid and binding upon the Parties.
- f. Ownership of Work Product. Should Provider's performance of this Agreement generate documents, items or things that are specific to this Project such documents, items or things shall become the property of the County and may be used on any other project without additional compensation to the Provider. The use of the documents, items or things by the County or by any person or entity for any purpose other than the Project as set forth in this Agreement shall be at the full risk of the County.
- g. Non-Appropriation. Provider acknowledges that County is a governmental entity, and the validity of this Agreement is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of County's obligations under this Agreement, then this Agreement shall automatically expire without penalty to County immediately upon written notice to Provider of the unavailability and non-appropriation of public funds. It is expressly agreed that County shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure during a substantial fiscal crisis.

In the event of a change in the County's statutory authority, mandate and/or mandated functions, by state and/or federal legislative or regulatory action, which adversely affects County's authority to continue its obligations under this Agreement, then this Agreement shall automatically terminate without penalty to County upon written notice to Provider of such limitation or change in County's legal authority.

- h. Notices. Any notice required by this Agreement shall be in writing and delivered by certified or registered mail, return receipt requested to the following:

Orange County Solid Waste Representative
Attention: Gayle Wilson
P.O. Box 17177
Chapel Hill NC 27516

Provider's Name & Address
Neel-Schaffer, Inc.
Attention: Nelson Lucius
512 Main Street, Suite 415
Ft. Worth, TX 76102

IN WITNESS WHEREOF, the Parties, by and through their authorized agents, have hereunder set their hands and seal, all as of the day and year first above written.

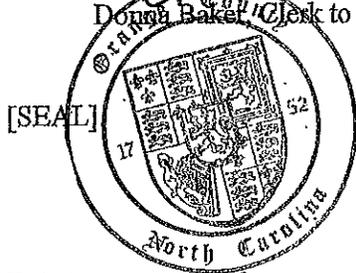
ORANGE COUNTY:

PROVIDER:

By: Bernadette Pelissier
Bernadette Pelissier, Chair
Orange County Board of Commissioners

By: K. Nelson Lucier
K. Nelson Lucier
Printed Name and Title
Sr. Vice President

Attest: Donna Baker
Donna Baker, Clerk to the Board



This instrument has been approved as to technical content.

Gayle Wilson
Gayle Wilson, Department Director

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

Clarence N. Brown
Office of the Finance Director

This instrument has been approved as to form and legal sufficiency.

[Signature]
Office of the County Attorney

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No.** 5-e

SUBJECT: Federal Transit Administration (FTA) Approved Procurement Policy for Orange Public Transportation

DEPARTMENT: Planning and Inspections

ATTACHMENT(S):

Orange Public Transportation
Procurement Policy and Procedures
Guide

INFORMATION CONTACT:

Peter Murphy, Transportation
Administrator, 919-245-2002
Craig Benedict, Planning Director,
919-245-2592

PURPOSE: To consider adoption of the Orange Public Transportation (OPT) Procurement Policy and Procedures Guide.

BACKGROUND: The OPT procurement policy was prepared to ensure the County could meet all of the Federal Transit Administration's (FTA) purchasing requirements for Federally Funded Transit Projects including but not limited to direct purchases of buses for urban use. Current County policies do not address specific transit purchasing standards and in order to meet all requirements under MAP-21 (Moving Ahead for Progress in the 21st Century), it is necessary for OPT to adopt new policy and procedures. Working with feedback and recommendations from staff at the US Department of Transportation FTA, a new policy and procedures guide was developed that meets all of the required standards.

The guide ([Attachment 1](#)) addresses the following topics:

- Applicability and Governance
- Standards of Conduct
- Contracting Authority
- General Procurement Policies and Standards
- Methods and Procedures of Procurement
- Protests and Disputes
- Appendix: Checklist and Forms

The guide has been approved by the FTA and the FTA requires that it be adopted by OPT's governing Board.

FINANCIAL IMPACT: Adoption of a procurement policy is required for continuation of Federal and State funding for the major portion of Orange Public Transportation's programs for bus purchasing, administrative assistance and future operating assistance. The guide adoption is necessary before staff can purchase the bus needed to run the Orange-Alamance Connector, which is part of OPT's 5-Year Bus Service Expansion Program. Failure to comply with FTA requirements could result in a suspension of funding or an inability to seek new funding.

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goals are applicable to this item:

GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY

The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential or economic status.

GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY

The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

GOAL: CREATE A SAFE COMMUNITY

The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

RECOMMENDATION(S): The Manager recommends that the Board adopt the proposed Orange Public Transportation Procurement Policy and Procedures Guide.



ORANGE PUBLIC TRANSPORTATION PROCUREMENT POLICY AND PROCEDURES GUIDE

I. APPLICABILITY AND GOVERNANCE

These policies apply to all Orange Public Transportation (OPT) contracts and purchases, except as specifically excluded herein. OPT does not and will not enter into agreement or contract with any sub-recipients. Therefore, contracts or purchases of sub-recipients of OPT is not applicable.

- A. OPT's procurement actions are primarily governed by North Carolina General Statutes 143-129 and 143-131 and by Federal Transit Administration (FTA) Circular 4220.1F (C 4220.1F). In any procurement utilizing any amount of Federal funds, federal requirements will generally supersede State law. Where no Federal funds are involved, procurement actions will be governed by applicable State law. References to statutes or regulations herein shall be deemed to refer to any subsequent revisions or amendments which may be enacted from time to time.
- B. If no applicable State or Federal law or regulation exists regarding a particular aspect of procurement, then Federal contract law principles defined in the Federal Acquisition Regulations (FAR) may be applied.
- C. Where State law does not conform to a mandatory provision of Federal law, regulation or other requirements, including but not limited to C 4220.1F, OPT may comply with such Federal requirements, notwithstanding the provisions of State law, only upon the written determination of the OPT Transportation Administrator that acceptance of the grant or contract funds under the applicable conditions are in the public interest.
- D. OPT's procurement actions shall be carried out in conformance with the "Orange County Financial Services Purchasing Policy Manual" as much as practicable, except when the policies and procedures herein conflict with that document. In this case, the policies and procedures herein shall supersede those provided in the "Orange County Financial Services Purchasing Policy Manual."

II. STANDARDS OF CONDUCT

These Standards of Conduct govern the performance of OPT or Orange County employees who are engaged in or otherwise involved in the award or administration of a contract.



ORANGE PUBLIC TRANSPORTATION PROCUREMENT POLICY AND PROCEDURES GUIDE

- A. Personal Conflicts of Interest.** No employee, officer, agent, transit services board member, County Commissioner or his or her immediate family member, partner, or organization that employs or is about to employ any of the foregoing individuals may participate in the selection, award, or administration of a contract funded by FTA if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of those individuals previously listed has a financial or other interest in the firm selected for award.
- B. Gifts.** OPT's officers, employees, agents, transit services board members, or County Commissioners may neither solicit nor accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. OPT has set minimum rules for acceptance of gifts:
1. Acceptance of any gift: Acceptance of any gift, favor, or service from any individual(s) interested in any business relationship with OPT, which would cause a reasonable person to question the officer's or employee's impartiality in the matter, is considered to be a conflict of interest (except those donated for a specific activity or purpose sanctioned by Orange County or OPT).
 2. Acceptance of any personal gift: Acceptance of any personal gift, favor, service or item, regardless of value, from an individual(s) for the employee's own economic benefit or as a trade for any OPT services (i.e., advertising space, etc.) is considered to be a conflict of interest.
 3. Acceptance of gifts from any source so frequent as to raise an appearance of the use of the employee's position for private gain is considered to be a conflict of interest.
- C. Violations.** To the extent permitted by the State of North Carolina, local law or regulations, penalties, sanctions, or other disciplinary action for violation of these standards up to and including termination shall apply.
- D. Conflicts of Interest Certification.** On an annual basis, OPT requires all employees who participate in the procurement process to sign a certification that they have read, understand, and will comply with OPT's Conflict of Interest Policy.



ORANGE PUBLIC TRANSPORTATION PROCUREMENT POLICY AND PROCEDURES GUIDE

III. CONTRACTING AUTHORITY

The OPT Transportation Administrator, as indicated by appropriate signature, shall function as OPT's Contracting Officer for contracts under \$1,000.

The County Manager, as indicated by appropriate signature, shall function as OPT's Contracting Officer for contracts \$1,000 - \$90,000.

The Board of County Commissioners, as indicated by appropriate signature, shall function as OPT's Contracting Officer for contracts above \$90,000.

In many cases, OPT's procurement will be executed through the State of North Carolina Department of Transportation, Public Transportation Division's procurement procedures as either a joint acquisition or as options.

IV. GENERAL PROCUREMENT POLICIES AND STANDARDS

A. Procurement Selection Procedures

OPT will provide written selection procedures for all procurement solicitations. All solicitations shall identify all requirements that offerors must fulfill and all other factors to be used in evaluating bids or proposals. The solicitation and resulting contract must identify those Federal requirements that will affect contract scope and performance.

B. Competition

It is the policy of OPT that all procurement transactions be conducted in a manner intended to maximize full and open competition. OPT will only make awards to responsive offers from responsible offerors. A responsive offer is one that complies with all material requirements of the solicitation. A responsible offeror is one possessing the technical, physical, financial and ethical capacity to successfully perform a specific contract.



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C. Cost or Price Analysis

For every procurement action, including contract modifications and regardless of method, either a cost or price analysis will be performed depending on the adequacy of competition. A price analysis will be performed when competition is adequate, and a cost analysis will be performed when competition is inadequate or severely limited.

D. Economic Purchasing

Proposed procurements will be reviewed to avoid duplicative or repetitive purchases to the greatest extent feasible and consistent with good procurement practices. Consideration should be given to consolidating or breaking out procurements to obtain more economic pricing. Where appropriate, analysis will be made of lease versus purchase alternatives or any other appropriate methodology to determine the most economical approach.

E. Contract Administration

OPT or Orange County will maintain a contract administration system designed to ensure conformance by all parties with the terms, conditions, and specifications of their contracts.

F. Sound and Complete Agreement

All contracts shall include provisions to define a sound and complete agreement appropriate to the type and complexity of the project. At a minimum, these include a well-defined statement of work or specification, a defined contract term, a clear statement of the price and payment terms, and all applicable clauses required by Federal, State, or local laws and regulations. Contracts should generally include all the proper specifications that allow for administrative, contractual, termination and legal remedies.

G. Independent Cost Estimates

For any procurement, an independent cost estimate shall be generated by OPT as a starting point for determining the reasonable pricing or costing of a product or service. Independent cost estimates shall be generated before receiving bids or proposals.

H. Federal Cost Principles

The Federal Acquisition Regulation part 31 cost principles will be incorporated by reference in all contracts where allowable costs must be determined for payment (e.g., all cost reimbursement contracts) and for negotiating all fixed-price contracts and modifications when costs are estimated by the contractor



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and then negotiated for purposes of establishing a contract price. In general, costs must be necessary and reasonable, allocable to the project, authorized or not prohibited by Federal law or regulation, and must comply with Federal cost principles applicable to the recipient.

I. Records

OPT shall maintain records detailing the history of a procurement in a manner consistent with the size, complexity and cost of the contract. These records shall, at a minimum, include:

1. The rationale for the method of procurement;
2. Selection of the contract type;
3. Reasons for contractor selection or rejection; and
4. The basis for the contract price

J. Contract Period

The period of contract performance for rolling stock and replacement parts shall not exceed five (5) years, inclusive of options, as defined in FTA C 4220.1F. The length of all other contracts shall be based upon sound business judgment, including consideration of issues such as the nature of the item being purchased, the need to afford the contractor a reasonable opportunity to recapture any start-up costs, the need to afford competing vendors the opportunity to do business with OPT, and the relative benefit to OPT of a longer or shorter contract term.



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K. Geographic Preferences

Procurement transactions will be conducted in a manner that prohibits the use of in-state or local geographical preferences in the solicitation and evaluation of bids or proposals, except in those cases where applicable statutes or regulations expressly mandate or permit geographic preference. This does not preempt State or local licensing laws. However, geographic location may be a selection criterion in procurements for architectural and engineering (A&E) services, provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

L. Restrictions On Competition

It is the policy of OPT and Orange County to conduct procurement transactions, to the greatest extent practicable, in a manner that facilitates full and open competition without providing an unfair competitive advantage to any potential vendor that may include:

1. Unreasonable qualification requirements placed on firms in order for them to qualify to do business;
2. Unnecessary or excessive experience, excessive bonding, insurance, warranty or similar requirements affecting an otherwise qualified firm's ability to compete;
3. Organizational conflicts of interest resulting in noncompetitive awards in which:
 - a. Other activities, relationships, or contracts of a contractor inhibit, affect, or prevent the contractor from rendering impartial assistance or advice to OPT;
 - b. A contractor's objectivity in performing the contract work is or might be otherwise impaired; or
 - c. A contractor has an unfair competitive advantage;
4. Arbitrary actions in the procurement process;
5. Specifying only a "brand name" product instead of allowing an equivalent product to be offered without listing its salient characteristics or other



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descriptive information sufficient to allow bidders to identify and propose such equivalent products;

6. The use of specification requirements and evaluation criteria that unnecessarily favor an incumbent contractor;
7. Prequalification of firms, products, or services without the following safeguards to ensure the solicitation is fair and competitive:
 - a. Lists used to prequalify are current;
 - b. Lists used to prequalify include enough qualified sources to ensure maximum and open competition; and
 - c. OPT permits potential bidders or proposers to qualify during the defined solicitation period.

Pre-qualification shall not ordinarily be used unless it is required by law or in situations in which the product or service involves an undefined market.

M. Payments to Contractors

OPT, in accordance with FTA policy, does not authorize and will not participate in funding payments to a contractor prior to the incurrence of costs by the contractor unless prior written concurrence is obtained from FTA. Progress payments are authorized if they are only made to the contractor for costs incurred in the performance of the contract and adequate security is obtained.

N. Liquidated Damages

OPT shall determine whether to use or not to use a liquidated damages provision for a specific procurement based on a reasonable expectation of suffering damages and the extent or amount of such damages would be difficult or impossible to determine. Liquidated damages may be imposed at a specific rate per day for each day of the overrun in contract time, and if imposed, it will be specified in the solicitation. The rate will be pre-determined and specified in a contract. Any liquidated damages incurred will be credited to the subject project unless FTA permits other uses of the liquidated damages.



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O. Federal Clauses

To the greatest extent possible, OPT will employ appropriate standard contract clauses for each type of procurement. Contract clauses are usually contained in a set of General Conditions, which are standard for all procurements of that type, and in a set of Special Provisions, which are customized to add to, delete or modify portions of the General Conditions. Each contract shall include all federally mandated clauses, in accordance with the matrix contained in FTA Procurement Circular 4220.1F, Appendix D, and in Appendix A of the FTA Best Practices Procurement Manual.

P. Debarment/Suspension

All contractors involved in a procurement involving Federal funding will be reviewed against the Federal Exclusive Parties List System (EPLS) that identifies those parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non-financial assistance and benefits.

Q. Disadvantaged Business Enterprises (DBE)

It is the policy of OPT that disadvantaged business enterprises (DBEs), as defined in 49 C.F.R. Part 26, shall have an opportunity to participate in awards of its contracts and subcontracts. OPT shall take positive actions to ensure utilization of DBEs. A review of DBE subcontracting opportunities shall be conducted for each U.S. Department of Transportation-funded solicitation over \$50,000 and a percentage goal for DBE participation established where appropriate subcontracting opportunities exist.

R. Buy America Standards/Policies

1. Steel or Manufactured Products:

Except as provided in 661.7 and 661.11 of 49 C.F.R. 661, no funds may be obligated by FTA for a grantee project unless all iron, steel, and manufactured products used in the project are produced in the United States. All steel and iron manufacturing processes must take place in the United States, except metallurgical processes involving refinement of steel additives. These steel and iron requirements apply to all construction materials made primarily of steel and iron and used in infrastructure projects such as transit or maintenance facilities, rail lines, and bridges. These items include, but are not limited to, structural steel or iron, steel or iron beams and columns, running rail and contact rail. These requirements do not apply to steel or iron used as components or subcomponents of



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other manufactured products or rolling stock, or to bimetallic power rail incorporating steel or iron components.

For a manufactured product to be considered produced in the United States:

- a. All of the manufacturing processes for the product must take place in the United States; and
- b. All of the components of the product must be of U.S. origin. A component is considered of U.S. origin if it is manufactured in the United States, regardless of the origin of its subcomponents.

2. Rolling Stock:

For procurements involving revenue service rolling stock purchased with FTA funds, a pre-award Buy America audit will be completed before entering into a formal contract for the purchase of such rolling stock. The audit shall include:

- a. A Buy America certification as described in Section 663.25 of 49 C.F.R. 663;
- b. A purchaser's requirements certification as described in Section 663.27 of 49 C.F.R. 663; and
- c. When appropriate, a manufacturer's Federal Motor Vehicle Safety certification information as described in Section 663.41 or Section 663.43 of 49 C.F.R. 663.

Upon delivery of revenue service rolling stock purchased with FTA funds, a post-delivery Buy America audit will be completed before title to the rolling stock is transferred to OPT. The audit shall include:

- a. A post-delivery Buy America certification as described in Section 663.35 of 49 C.F.R. 663;
- b. A post-delivery purchaser's requirements certification as described in Section 663.37 of 49 C.F.R. 663;



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- c. When appropriate, a manufacturer's Federal Motor Vehicle Safety Standard self-certification information as described in Section 663.41 or 663.43 of 49 C.F.R. 663.

S. Revenue Contracts

Contracts for which their principal purpose is to generate revenue for OPT are not subject to this procurement policy. However, when and where feasible, a competitive process suitable to the type and scope of the activity involved and the availability of competition should be conducted. Such contracts shall not exceed a term of five years unless FTA permits a longer term.

V. METHODS AND PROCEDURES OF PROCUREMENT

A. Micro-Purchases (Purchases less than \$3,000)

Micro-purchases are purchases of less than \$3,000. Purchases below this threshold may be made without obtaining competitive price quotes but shall provide for competition whenever practicable. An award may be made if it is determined that the price is fair and reasonable and there are no significant differences in quality or price among available vendors. These purchases typically involve items sold "off-the-shelf" to the general public in a retail or wholesale environment. Documentation for non-competitive micro-purchases must include a notation that the price is fair and reasonable, the reason for the determination, and the vendor selected. There should be equitable distribution among qualified suppliers, and procurements may not be split to avoid a competitive solicitation process. The Davis-Bacon Act applies to construction micro-purchases exceeding \$2,000. Micro-purchases are exempt from Buy America requirements.

B. Small Purchases (Price Quotes for Purchases of \$3,000 - \$29,999)

Small purchase procurements are simple and informal solicitations for services, supplies, or other property that cost \$3,000 or more but less than \$30,000. A clear and accurate description of the technical requirements for the material, product, or service to be procured must be provided with the solicitation. For these purchases, price or rate quotes shall be solicited from an adequate number of qualified sources depending upon their availability. However, in no case shall there be fewer than three (3) quotes obtained. The solicitation and quotes should ordinarily be written in either hard copy or electronic form. However, telephone quotes are acceptable so long as documentation of the call is maintained. Generally, the contract will be in the form of a purchase order subject to a firm fixed price.



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C. Informal Bids (For Purchases of \$30,000-\$89,999)

Informal bid procurements involve purchases of \$30,000 or more but less than \$90,000 and require the solicitation of written quotes from a minimum of three (3) bidders. A clear and accurate description of the technical requirements for the material, product, or service to be procured must be provided with the solicitation. The written quotes must be in hard copy or electronic form. A minimum of two (2) quotes must be received, and documentation of quotes solicited versus quotes received must be kept. Documentation of vendor selected must be kept. If the vendor with the lowest price quote is not selected, a basis/reason for the selection and justification (delivery date, better warranty/service, etc.) must be provided. The award may only be made to a responsible vendor/contractor and will generally be in the form of a purchase order subject to a firm fixed price.

D. Competitive Sealed Formal Bids (Purchases \$90,000+)

Formal bid purchases involve purchases of \$90,000 or more and require the solicitation through a formal invitation for bids (IFB) with a firm fixed-price contract (lump sum or unit price) being awarded to the lowest-priced responsive bid from a responsible bidder. When specified in bidding documents, factors such as discounts, transportation costs, and life cycle costs may be considered in determining the lowest bid if specified in the solicitation. The sealed bid method of procurement is appropriate when no discussion with bidders is needed. Any or all bids may be rejected if there is a sound documented business reason, which may include lack of responsiveness to the solicitation and lack of responsibility of the offeror. Selection of the successful bidder can be made principally on the basis of price.

The solicitation must provide written specifications including a clear and accurate description of the technical requirements for the material, product, or service to be procured and must be advertised in a newspaper and electronically on OPT's website at least seven (7) days prior to bid opening. A minimum of three (3) vendors must be solicited in addition to the posting of the advertisement. All bids must be sealed and opened at a stated time and place as prescribed in the IFB. A bid bond guarantee of 5% of the bid price must accompany each bid (discretionary requirement involving non-construction bids).

For procurements involving construction, alteration or repair of real property of \$100,000 or more, the following methods apply:



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1. A minimum of three (3) sealed bids must be received. If fewer than three (3) bids are received, an advertisement soliciting bids will be published again. If after the second advertisement fewer than three (3) competitive bids are received from reputable and qualified contractors, OPT may open the bid(s) and award to the lowest responsible bidder even if only one bid is received.
2. A bid must be secured by a bond, certified check, or other negotiable instrument equal to five percent (5%) of the bid price to assure that the bidder will execute contractual documents as may be required within the time specified.
3. The execution of a contract for a project must be secured by performance security through a performance surety bond that is equal to 100 percent (100%) of the contract.
4. The execution of a contract for a project must be secured by payment security assuring payment to all persons supplying labor and material for the project in accordance with the following prescribed amounts:
 - a. Fifty percent (50%) of the contract price if the contract price is not more than \$1 million;
 - b. Forty percent (40%) of the contract price if the contract price is more than \$1 million but not more than \$5 million; or
 - c. Two and a half million dollars if the contract price is more than \$5 million.

Cost plus a percentage of cost and percentage of construction cost methods of contracting may not be used.

Contractors awarded construction projects shall give hiring preference, to the extent practicable, to veterans who have the requisite skills and abilities to perform the work required under the contract. However, this standard shall not be understood, construed or enforced in any manner that would require an employer to give preference to any veteran over an equally qualified applicant who is a member of any racial or ethnic minority group, female, an individual with a disability, or former employee.

E. Competitive Negotiation (Requests for Proposals)



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The competitive negotiation procurement process is conducted through a formal Request for Proposals (RFP). This method of procurement is generally used when conditions are not appropriate for the use of sealed bids and are commonly used to procure professional services. The competitive negotiation method of procurement is appropriate when the following conditions exist:

1. A complete, adequate, and realistic specification or purchase description is not available;
2. Two or more responsible offerors are willing and able to compete effectively for the award;
3. The selection of the successful offeror requires consideration of factors other than price; and
4. Discussions with offerors are anticipated to be needed.

For a competitive negotiation procurement, either a fixed price or cost reimbursable type contract may be awarded. Each RFP will include a description of the factors, in addition to price, by which proposals will be evaluated. The RFP must be advertised in a newspaper and electronically on OPT's website at least seven (7) days prior to the evaluation of any proposals. Evaluation factors and sub-factors will be listed in order of their relative importance. Prior to the receipt of proposals, OPT and Orange County procurement staff will establish the method by which technical and price evaluations of the proposals received will be conducted and one or more awardees selected. The evaluation process shall be confidential, and technical evaluations shall be conducted prior to distribution of pricing proposals to ensure that non-technical considerations do not affect technical evaluations.

Unless the technical and price evaluators agree that only one proposer is capable of receiving an award, discussions and negotiations shall be conducted with all proposers found to be so capable. Award will be made to the responsible firm whose proposal is most advantageous to OPT, price and all other factors considered. Award may be made either to the proposer whose technically acceptable proposal offers the lowest price or to the proposer whose proposal offers the "best value" to OPT, defined as the greatest business value based upon an analysis of a tradeoff of qualitative technical factors and price/cost to identify the best combination of technical



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merit and price. The solicitation will contain language defining the basis upon which the award will be made.

F. Procurement of Architectural and Engineering Services (A&E) – Request for Qualifications

For procurement of architectural and engineering (A&E) services, OPT will use qualification-based competitive proposal procedures in accordance with the Brooks Act, Chapter 11 of Title 40 of the United States Code and 49 U.S.C, Section 5325(b). A&E services are defined to include program management, construction management, feasibility studies, preliminary engineering, design, architectural, engineering, surveying, mapping, or related services that are directly in support of, directly connected to, directly related to or lead to construction, alteration, or repair of real property.

The Brooks Act requires that:

1. An offeror's technical qualifications be evaluated;
2. Price be excluded as an evaluation factor;
3. A pricing proposal be requested from and negotiations be conducted only with the most qualified offeror; and
4. Failing agreement on price, the proposal must be rejected and negotiations conducted with the next most qualified offeror until a contract award can be made to the most qualified offeror whose price is fair and reasonable.

This qualifications-based procurement method can only be used for the procurement of A&E services for which any amount of Federal funds is utilized.

OPT may use either a design-bid-build or a design-build method of procurement for projects involving both architectural or engineering services and associated construction activities. When using a design-bid-build method, OPT will conduct separate solicitations and corresponding procurements for design services versus construction services. For design services, OPT will use the qualifications-based competitive proposal procedures based on the Brooks Act. For construction activities, OPT will use the competitive sealed formal bid method of procurement explained in Section V.D. of this manual. When using a design-build method, OPT will conduct a single solicitation and



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procurement combining both the design services and the construction activities. However, the type of service (design services vs. construction) with the greatest cost shall determine the procurement method used. When construction costs are predominant, OPT will use the competitive sealed formal bid method of procurement explained in Section V.D. of this manual. When design service costs are predominant, OPT will use qualifications-based competitive proposal procedures based on the Brooks Act.

G. Non-Competitive Procurements (Sole Source)

Non-competitive (sole source) procurements are accomplished through solicitation and acceptance of a proposal from only one source when a contract award is inadequate or infeasible under other procurement methods and at least one of the following conditions exists:

1. The item or service is only available from a single source;
2. An exigency or emergency situation will not permit a delay from competitive bidding;
3. FTA authorizes non-competitive negotiations; or
4. Competition is deemed inadequate.

A contract amendment or change order that is not within the scope of the original contract is considered a sole source procurement. In this case, OPT must justify why an amendment is the only feasible course of action and must comply with FTA requirements for cost analysis and profit negotiation. If the item to be procured is an associated capital maintenance item and is purchased directly from the original manufacturer or supplier of the item to be replaced, a sole source procurement is permissible, provided the manufacturer or supplier is the only source for said item and the price paid is no higher than the usual price paid for said item by like customers. A cost analysis is required for each sole source acquisition, except when price reasonableness of the proposed contract can be justified on the basis of a catalog or market price of a commercial product sold in large quantities to the general public, or when a law or regulation has established a price.

H. Options

An option is a unilateral right in a contract by which, for a specified period of time, OPT may elect to purchase additional equipment, supplies, or services called for by a contract, or may elect to extend the term of a contract. The use



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of options must be limited to quantities of goods or services that are reasonably anticipated to be required by OPT during the term of the contract. Options may not be included solely with the intent of assigning them to another entity in the future; however, contracts may include a provision allowing assignment to other agencies in the event of a change in OPT's anticipated requirements in accordance with FTA regulations and guidance.

The option quantities or periods must be defined in the solicitation, contained in the offer upon which a contract is awarded, and evaluated as part of the initial award process. When an option has not been evaluated as part of the award, the exercise of the option will be considered a sole source procurement and must be justified as such. The exercise of an option must be in accordance with the terms and conditions of the option as stated in the initial contract, and an option may not be exercised unless it is determined that the option price is better than prices available in the market or that the option is the more advantageous offer at the time the option is exercised, cost and other factors considered.

OPT may exercise options in contracts of other public agencies, known as "piggybacking," in accordance with FTA regulations and guidance. Piggybacking is an agency's use of another agency's existing contract when the awarding agency's contract did not originally envision its use by the piggybacking agency. In this case, agencies piggybacking on another agency's contract must ensure that the original contract contained an assignability clause and that the terms and conditions of that contract meet FTA requirements.

I. Cardinal Changes (Tag-ons)

Cardinal changes (or tag-ons) to a contract are impermissible. Cardinal changes are significant changes in contract work (property or services) that cause a major deviation from the original purpose of the work or the intended method of achievement or causes a revision of contract work so extensive, significant, or cumulative that, in effect, the contractor is required to perform very different work from that described in the original contract.

J. Time and Materials Contracts

Time and material contracts are to be used only after a documented determination that no other type of contract is suitable. Such contracts will specify a ceiling price that the contractor shall not exceed except at its own risk.



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K. Use of Existing Contracts

In many cases, OPT will use existing contracts between the North Carolina Department of Transportation – Public Transportation Division and vendors that supply capital items of interest to OPT in its functional operation. Any purchase from NCDOT’s contracts requires that the contract include all FTA terms and conditions (contract clauses and required vendor certifications). The use of a State contract that is not the result of a competitive process does not meet the FTA requirement for competition. In many cases, these procurements will be considered joint acquisitions rather than examples of “piggybacking.”

VI. PROTESTS AND DISPUTES

A. Protests

Any interested party wishing to protest a matter involving a proposed procurement or contract award must submit a written protest to the OPT Administrator.

1. Submittal Procedures: The protest must be addressed to the OPT Administrator and must include the following information:
 - a. Name, address, telephone number, fax number and email of the protestor;
 - b. Signature of the protestor or authorized agent;
 - c. The bid name and number;
 - d. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents;
 - e. Any supporting exhibits, evidence, or documents to substantiate any claims; and
 - f. The form of relief requested.

If the procurement uses Federal funds, an informal notice of receipt of a protest must be given to the appropriate regional office of the Federal Transit Administration (FTA). The form of notice may be specified by the regional office.



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2. Protests of the Solicitation Process (Pre-Bid Protest): A protest related to the technical scope or specification, terms, conditions, or form of a solicitation must be received no later than five (5) working days prior to the date established for opening bids or receipt of proposals. In no event may a protest of this nature be submitted after bids or proposals are received. Upon receipt of such a protest, the procurement officer shall notify all prospective offerors and other known interested parties of the receipt and nature of the protest and shall post a notice of the protest on OPT's website.

Unless there is a determination that delay will be prejudicial to the interest of OPT or that the protest lacks merit, the solicitation process will be extended pending resolution of the protest. Protests will be considered and either denied or sustained, in part or in whole, by the procurement officer in writing. A notice of the decision shall be provided to all parties given notice of the protest and posted to OPT's website.

Should the protest be upheld in whole or substantial part, the OPT Administrator may either amend the solicitation to correct the solicitation or process accordingly or cancel the solicitation in its entirety. If the solicitation is amended, the time for receipt of bids or proposals shall be equitably extended to permit all participants to revise their bids or proposals to reflect the decision. If the protest is denied, the solicitation shall proceed as if the protest had not been filed unless the protester pursues its protest with the FTA.

3. Protests of the Evaluation Process (Pre- and Post-Award Protest): All bidders/proposers will be notified of the recommended award. This notice will be transmitted to each proposer at the address contained in its proposal form and shall be posted on the OPT website. Any proposer whose proposal is valid at the time of the staff determination may protest the recommended award on one or more of the following grounds:
 - a. That the recommended awardee does not meet the requirements of the solicitation;
 - b. That the bid or proposal recommended for acceptance does not meet the criteria of the solicitation for award; or



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- c. That the evaluation process conducted by OPT is improper, illegal, or the decision to recommend award is arbitrary and capricious.

The protest must be received by OPT at the address specified in the solicitation no later than five (5) calendar days after the date such notification is publicly posted or sent to the bidder or proposer, whichever is earlier. A written decision stating the grounds for allowing or denying the protest will be transmitted to the protestor and the proposer recommended for award in a manner that provides verification of receipt. Such decision shall be final, except as provided by applicable law or regulation.

Upon receipt of a protest of this type, the OPT Administrator shall notify all offerors and any other known interested parties of the receipt and nature of the protest and request an extension of the validity period of their offers, if appropriate. Unless it is determined that delay will be prejudicial to the interest of OPT or that the protest lacks substantial merit, award will be withheld pending disposition of the protest. Should one or more offerors refuse a requested extension of the validity of an offer, the OPT Administrator may reject such proposal unless it is determined that the protest can reasonably be resolved and the award process continued without need for such extension. Should the protest be upheld in whole or substantial part, the OPT Administrator may either revise the evaluation process to correct the matter protested or cancel the solicitation in its entirety.

B. Disputes/Breach/Terminations

For any contract exceeding \$100,000, administrative, contractual, or legal remedies for violations or breach of contract will be included in the subject contract language. For procurements exceeding \$3,000 (small-purchase or greater procurements), administrative, contractual, or legal remedies for violations or breach of contract will be included in the subject contract language and will allow for contract termination. Termination may be based on cause or for convenience, and such provisions will be included in contract language.



**ORANGE PUBLIC TRANSPORTATION
PROCUREMENT POLICY AND PROCEDURES GUIDE**

APPENDIX:
CHECKLISTS AND FORMS

PROCUREMENT CHECKLIST

		<u>Date</u>	<u>Initials</u>
_____	Requisition	_____	_____
_____	ICE	_____	_____
_____	Federal Clauses	_____	_____
_____	Advertised	_____	_____
_____	Bid abstract	_____	_____
_____	Cost/Price Analysis	_____	_____
	Bonds:		
_____	Bid	_____	_____
_____	Performance	_____	_____
_____	Payment	_____	_____
_____	Responsibility Determination	_____	_____
_____	Fair & Reasonable Determination	_____	_____

PROCUREMENT CHECKLIST

		<u>Date</u>	<u>Initials</u>
_____	SAM Excluded Parties	_____	_____
_____	Buy America	_____	_____
_____	Pre-Award	_____	_____
_____	Post Delivery	_____	_____
_____	Federal Clauses	_____	_____

SAMPLE

Independent Cost Estimate

Contract Type: _____

Date of Estimate: _____

Description of Goods / Service: _____

Method of Obtaining the Estimate:

I have obtained the following estimate from....

- Published Price List / Past pricing (date)_____
- Engineering or technical estimate
- Independent Third Party estimate
- Other (specify)_____

Cost Estimate Details:

Through the method stated above it has been determined that the total cost of the goods/services is expected to be: \$_____. Details are shown below.

Cost of Standard Items

Product	Cost (\$/ea)	Cost (\$/ea)	Notes / Data Source
	Delivered	No Freight	
A			

Cost of Services, Repairs, or Non-Standard Items

Item / Task:							
Materials	Other Direct Costs	Labor (rate, hours)	Labor Class	Allocated overhead	SG&A	Profit	Total
B							

Signature of Preparer:

The preceding cost estimate was obtained or prepared by: _____

[For complex items or tasks, attach detailed spreadsheet(s) explaining rationale.]

Responsibility Determination Form

Bid/RFP No: _____

Supplier: _____

Date: _____

For each of the areas described below, check that the appropriate research has been accomplished and provide a short description of the research and the results.

	Acceptable	Comment
1. Appropriate financial, equipment, facility, and personnel	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____ _____
2. Ability to meet the delivery schedule	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
3. Satisfactory period of performance	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
4. Satisfactory record of integrity, not on debarred or suspended listings	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____
5. Receipt of all necessary data from supplier	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ _____ _____

Fair and Reasonable Price Determination

FAIR AND REASONABLE PRICE DETERMINATION

I hereby determine the price to be fair and reasonable based on at least one of the following:

Check one or more:

- Found reasonable on recent purchase.
- Obtained from current price list.
- Obtained from current catalog.
- Commercial market sales price from advertisements.
- Similar in related industry.
- Personal knowledge of item procured.
- Regulated rate (utility).
- Other.

Comments:

Copy of purchase order, quotes, catalog page, price list, etc. is attached.

Purchasing Agent

Date

SOW Template

Statement of Work Title: [Type text]

1.0 Project Background

- Describe the need for the goods or services, the current environment, and the Transit Agency's key objective(s) as it relates to this requirement. Provide a brief description/summary of the goods or services sought.
- Short statement of the problem to be resolved
- Expected project duration
- Transit Agency organizational units and/or key individuals involved in managing the project
- Alternative solutions or implementation strategies evaluated

a) Transit Agency requires these products and/or services due to:

b) Transit Agency is attempting to complete a project on _____ and requires
supplier/contractor assistance in the:

c) The completion of this work will help Transit Agency:

Statement of Work Title: [Type text]

1.0 Project Background

Describe the need for the goods or services, the current environment, and the Transit Agency's key objective(s) as it relates to this requirement. Provide a brief description/summary of the goods or services sought.

Short statement of the problem to be resolved

Expected project duration

Transit Agency organizational units and/or key individuals involved in managing the project

Alternative solutions or implementation strategies evaluated

a) Transit Agency requires these products and/or services due to:

b) Transit Agency is attempting to complete a project on _____ and requires
supplier/contractor assistance in the:

c) The completion of this work will help Transit Agency:

2.1 Results

Indicate the key end results that the project will achieve when successfully executed. Measurable performance indicators for anticipated benefits may also be listed here.

2.2 Anticipated Benefits

Describe what the organization will gain through completion of this project.

2.3 Business Processes Impacted

Review major changes in the way work will be conducted once the project is complete (if any).

2.4 Customers / End Users Impacted

Identify the specific individuals or groups whose work will be most affected during and after the project's execution.

3.0 Applicable Documents

List legal, regulatory, policy, security, and similar relevant documents. Include publication number, title, version, date and where the document can be obtained. If only certain portions of documents apply, state this. Indicate the definition of terms, if needed.

List any publications, manuals, and regulations that the supplier / contractor must abide by:

a) [Type text]

b) [Type text]

c) [Type text]

Definitions and Acronyms:

4.0 Summary of Requirements

These are the key tasks expected of the supplier / contractor according to the Schedule and the Statement of Work.

List the key technical and functional requirements for the project. Highlight up to 20 requirements that you consider to be essential to the ultimate success of the project. Include the expected outputs / outcomes and performance standards.

Write tasks to be performed in a logical and sequential arrangement of work to the extent possible. Describe the tasks in terms of outcomes expected, such as response time, cleanliness level, equipment up-time and functionality. Use "work" words, such as:

1) Review...

2) Analyze...

3) Repair...

4) Install...

5) Construct...

All tasks should have quantifiable or observable results.

5.0 Schedule and Deliverables

List all outputs / outcomes and submittals with specific due dates or time frames. Include type, quantity and delivery point (s). Include the acceptance criteria for each.

Milestone or Major Project Deliverable	Planned Completion Date

6.0 Quality Assurance Plan

Explain what the Transit Agency's quality expectations are, how (and how often) deliverables or services will be monitored and evaluated, and the process to follow when the outputs / outcomes are below performance standards.

The following levels of quality are to be judged acceptable under this contract:

a) All milestones or services will be achieved and all reports will be submitted on time in accordance with Section 5.0 of this SOW.

a) All milestones, services, products or reports will meet the outcomes noted in Section 4.0 of this document.

c) Supplier / Contractor work will be monitored by Transit Agency project and Contract Management Staff.

d) Specific quality requirements for this contract are as follows:

1) On time delivery= [Type text]

2) Acceptable quality = [Type text]

3) Responsiveness = [Type text]

4) Service Level = [Type text]

Sole Source Justification Form

Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids, or competitive proposals and at least one of the following circumstances applies:

Check one:

_____ The item is available only from a single source (sole source justification is attached).

_____ The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency condition is attached).

_____ FTA authorizes noncompetitive negotiations (letter of authorization is attached).

_____ After solicitation of a number of sources, competition is determined inadequate (record of source contacts is attached).

_____ The item is an associated capital maintenance item as defined in 49 U.S.C. §5307(a)(1) that is procured directly from the original manufacturer or supplier of the time to be replaced (price certification attached).

Comments:

_____ Independent Estimate and Cost Analysis are attached.

Purchasing Agent

Senior Manager

Date

Date

DETAIL DESCRIPTION OF COST ELEMENTS (continued)	Vendor A (\$)	Vendor B (\$)	Independent Estimate	Variance
C. INDIVIDUAL CONSULTANT SERVICES				
<i>TOTAL INDIVIDUAL CONSULTANT SERVICES</i>				
D. OTHER				
<i>TOTAL OTHER</i>				
<i>E. SUBTOTAL DIRECT COST AND OVERHEAD</i>				
6. GENERAL AND ADMINISTRATIVE (G&A) RATE %				
X \$ BASE (Use 5.E above)				
7. ROYALTIES (if any)				
8. <i>SUBTOTAL ESTIMATED COST</i>				
9. CONTRACT FACILITIES CAPITAL AND COST OF MONEY				
10. <i>SUBTOTAL ESTIMATED COST</i>				
11. FEE OR PROFIT				
12. <i>TOTAL ESTIMATED COST AND FEE OR PROFIT</i>				
13. Discounts				
14. Option Costs (specify)				
15. ADJUSTED COST				

ANALYSIS GUIDELINES

1. DIRECT MATERIAL

A. Analyze Purchased Parts: Provide a consolidated price analysis of material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc.).

B. Subcontracted Items: Analyze the total cost of subcontract effort and supporting written quotations from the prospective subcontractors

C. Other:

(1) Raw Material: Review any materials in a form or state that requires further processing. Analyze priced quantities of items required for the proposal. Consider alternatives and total cost impact.

(2) Standard Commercial Items: Analyze proposed items that the offeror will provide, in whole or in part, and review the basis for pricing. Consider whether these could be provided at lower cost from another source.

2. MATERIAL OVERHEAD

Verify that this cost is not computed as part of labor overhead (item 4) or General and Administrative (G&A) (Item 6).

3. DIRECT LABOR

Analyze the hourly rate and the total hours for each individual (if known) and discipline of direct labor proposed. Determine whether actual rates or escalated rates are used. If escalation is included, analyze the degree (percent) and rationale used. Compare percentage of total that labor represents for each bid.

4. LABOR OVERHEAD

Analyze comparative rates and ensure these costs are not computed as part of G&A. Determine if Government Audited rates are available,

5. OTHER DIRECT COSTS

A. Special Tooling/Equipment. Analyze price and necessity of specific equipment and unit prices.

B. Travel. Analyze each trip proposed and the persons (or disciplines) designated to make each trip. Compare and check costs.

C. Individual Consultant Services. Analyze the proposed contemplated consulting. Compare to independent estimate of the amount of services estimated to be required and match the consultants' quoted daily or hourly rate to known benchmarks.

D. Other Costs. Review all other direct charge costs not otherwise included in the categories described above (e.g., services of specialized trades, computer services, preservation, packaging and packing, leasing of equipment and provide bases for pricing. Scan for duplication or omissions.

6. GENERAL AND ADMINISTRATIVE EXPENSE

See notes on labor overhead above and check whether the base has been approved by a Government audit agency for use in proposals.

7. ROYALTIES

If more than \$250, analyze the following information for each separate royalty or license fee; name and address of licensor; date of license agreement; patent numbers, patent application serial numbers, or other basis on which the royalty is payable; brief description (including any part of model numbers or each contract item or component on which the royalty is payable); percentage or dollar rate of royalty per unit; unit price of contract item; number of units; and total dollar amount of royalties,

8. SUBTOTAL ESTIMATED COST

Compare the total of all direct and indirect costs excluding Cost of Money and Fee or Profit. Note reasons for differences.

9. CONTRACT FACILITIES CAPITAL AND COST OF MONEY

Analyze the offerors' supporting calculations and compare to known standards.

10. SUBTOTAL ESTIMATED COST

This is the total of all proposed costs excluding Fee or Profit. Determine the competitive range. Question outliers.

11. FEE OR PROFIT

Review the total of all proposed Fees or Profit.

12. TOTAL ESTIMATED COST AND FEE OR PROFIT

Analyze the range of total estimated costs including Fee or Profit, and explain variance to independent estimate. Identify areas for negotiation or areas to be challenged. Explain your conclusions regarding fair and reasonable pricing.

13. DISCOUNTS

Review basis for Discounts and range between offers.

ATTACH NARRATIVE COST ANALYSIS MEMO ADDRESSING ITEMS AS INSTRUCTED ABOVE.

Price Analysis

PO / Contract: _____

The evidence compiled by a price analysis includes:

- Developing and examining data from multiple sources whenever possible that prove or strongly suggest the proposed price is fair.
- Determining when multiple data consistently indicate that a given price represents a good value for the money.
- Documenting data sufficiently to convince a third party that the analyst’s conclusions are valid.

The pricing quoted on the attached sheet(s) is deemed to be fair and reasonable based on the following type of analysis:

____ Comparison with competing suppliers’ prices or catalog pricing for the same item. (Complete comparison matrix and attach supporting quotes or catalog pages.)

____ Comparison of proposed pricing with in-house estimate for the same item. (Attach signed in-house estimate and explain factors influencing any differences found. Complete summary matrix.)

____ Comparison of proposed pricing with historical pricing from previous purchases of the same item, coupled with market data such as Producer Price Index or Inflation Rate over the corresponding time period. (Attach data and historical price record).

____ Analysis of price components against current published standards, such as labor rates, dollars per pound etc. to justify the price reasonableness of the whole. (Attach analysis to support conclusions drawn.)

SUMMARY MATRIX

Item	Proposed Pricing	Average Market Price	Competitor A	Competitor B	In-House Estimate	Other

DATE: _____

PREPARED BY: _____

Attachments:

Procurement Summary**PROCUREMENT MEMORANDUM**

Date: _____ Completed by: _____
 PO / Contract No. _____
 Source of Funding: _____

Method of Procurement

Micro Purchase: _____ Competitive RFP: _____ Competitive Bid: _____
 Small Purchase: _____ A&E Services: _____ Sole Source: _____

Justification if Non-Competitive:**Reason for the Procurement**

Contract Type: _____
Rationale for contract type: _____

Reason for Contractor selection or rejection: _____ Lowest responsive, responsible bidder: _____
 Evaluation results were: _____

Basis for Contract Price:

Accepted contractor's proposed pricing: _____
 Negotiated Price (attached memorandum) _____
 Other: _____

Cost / Price Analysis:

The price offered by the supplier was within ____% of the independent estimate, and variance between the offerors constituted a range of _____. The competitive range was determined to be from \$ _____
 Pricing discrepancies between the offers was attributed to _____
 Other sources/data used to affirm price reasonableness were _____

Summary of Responsibility and Responsiveness Checks

Award _____ Date of contract award: _____
 Board Approval (Attach Meeting Minutes): _____

Change Orders

Identify each and summarize reason for change, dates, cost analysis, time impact, and modification number.

Procurement Decision Matrix

Micro-purchase

Amount <
\$3,000

Multiple
Sources

Competitive Procurement

Amount > \$3,000

Multiple Sources

Not an Emergency

Sole Source

Approved by FTA

OEM, Custom Item **OR**

Only One Source **OR**

Competition Inadequate
after Solicitation **OR**

Emergency/Public
Exigency

Small Purchase

Amount < \$100,000

Complete and Adequate
Specification or Description

Two or more quotes available

Sealed Bid (IFBs)

Complete and Adequate
Specification or Description

Two or more responsible
bidders willing to compete

Selection can be made on the
basis of price alone

Firm Fixed Price Contract

No discussion with bidders
required after receipt of bids

Type of Contract

Fixed price

Firm fixed unit prices

Cost plus fixed fee

Time and materials

Blanket purchase order

Indefinite Delivery

Indefinite Quantity (IDIQ)

Competitive Proposals (RFPs)

Complete Specifications Not
Feasible

Bidder Input Needed

Two or more responsible
bidders willing to compete

Discussion needed with
bidders after proposals

Fixed price can be set after
discussions **OR**

Change Order Review Checklist

Date				
Contract Number				
Contractor				
Contract Title				
Reviewer				
New Contract Total				
Change Order Number				
Dollar Value Increase				
Length of Time Extension Granted				
New Performance Period End Date				
Change Order Checklist	INCLUDED		N/A	Comment
1. In-House Estimate Prepared				
2. Project Manager Approval				
3. AWO Scope Meeting Held				
3a. Scope of Change Adequate for Bidding				
4. Contractor Proposal Includes Impact Costs, Price				
5. Cost Analysis Conducted				
5a. If Price > 10% of ICE, Evidence of MTA President Approval				
6. Negotiation Memorandum				
7. Written Record of Change				
7a. Signed Change Order in File				
8. Evidence of Board Approval Prior Initiation of Changed Work				
9. Notice to Proceed in file				
10. Work Authorized within Contract Scope				
11. No Evidence of Arbitrary Action				
Other Comment				

Piggybacking Checklist

Definition: *Piggybacking is the post-award use of a contractual document/process that allows someone who was not contemplated in the original procurement to purchase the same supplies/equipment through that original document/process.* ("FTA Dear Colleague" letter, October 1, 1998).

In order to assist in the performance of your review, to determine if a situation exists where you may be able to participate in the piggybacking (assignment) of an existing agreement, the following considerations are provided. Ensure that your final file includes documentation substantiating your determination.

WORKSHEET	YES	NO
1. Have you obtained a copy of the contract and the solicitation document, including the specifications and any Buy America Pre-award or Post- Delivery audits?		
2. Does the solicitation and contract contain an express "assignability" clause that provides for the assignment of all or part of the specified deliverables?		
3. Did the Contractor submit the "certifications" required by Federal regulations? See BPPM Section 4.3.3.2.		
4. Does the contract contain the clauses required by Federal regulations? See BPPM Appendix A1.		
5. Were the piggybacking quantities included in the original solicitation; i.e., were they in the original bid and were they evaluated as part of the contract award decision?		
6. If this is an indefinite quantity contract, did the original solicitation and resultant contract contain both a minimum and maximum quantity, and did these represent the reasonably foreseeable needs of the parties to the contract?		
7. If this piggybacking action represents the exercise of an option in the contract, is the option provision still valid or has it expired?		
8. Does your State law allow for the procedures used by the original contracting agency: e.g., negotiations vs. sealed bids?		
9. Was a cost or price analysis performed by the original contracting agency documenting the reasonableness of the price? Obtain a copy for your files. Have you performed a market analysis of the prices to be paid and have you determined the price to be fair and reasonable and in the best interests of the Agency?		
10. If the contract is for rolling stock or replacement parts, does the contract term comply with the five-year term limit established by FTA? See FTA Circular 4220.1F, Chapter IV, 2 (14) (i).		
11. Was there a proper evaluation of the bids or proposals? Include a copy of the analysis in your files.		
12. If you will require changes to the vehicles (deliverables), are they "within the scope" of the contract or are they "cardinal changes"? See BPPM Section 9.2.1.		

Note: This worksheet is based upon the policies and guidance expressed in (a) the FTA Administrator's "Dear Colleague" letter of October 1, 1998, (b) the *Best Practices Procurement Manual*, Section 6.3.3—*Joint Procurements of Rolling Stock and "Piggybacking,"*

Contract Clause Matrix

APPLICABILITY OF THIRD PARTY CONTRACT PROVISIONS

(excluding micro-purchases, except Davis-Bacon requirements apply to contracts exceeding \$2,000)

PROVISION	Professional Services/A&E	Operations/ Management	Rolling Stock Purchases	Construction	Materials & Supplies
No Federal Government Obligations to Third Parties (by Use of a Disclaimer)	All	All	All	All	All
False Statements or Claims Civil and Criminal Fraud	All	All	All	All	All
Access to Third Party Contract Records	All	All	All	All	All
Changes to Federal Requirements	All	All	All	All	All
Termination	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.	>\$10,000 if 49 CFR Part 18 applies.
Civil Rights (Title VI, EEO, ADA)	>\$10,000	>\$10,000	>\$10,000	>\$10,000	>\$10,000
Disadvantaged Business Enterprises (DBEs)	All	All	All	All	All
Incorporation of FTA Terms	All	All	All	All	All
Debarment and Suspension	>\$25,000	>\$25,000	>\$25,000	>\$25,000	>\$25,000
Buy America			>\$100,000	>\$100,000	>\$100,000
Resolution of Disputes, Breaches, or Other Litigation	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Lobbying	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Air	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Clean Water	>\$100,000	>\$100,000	>\$100,000	>\$100,000	>\$100,000
Cargo Preference			For property transported by ocean vessel.	For property transported by ocean vessel.	For property transported by ocean vessel.
Fly America	For foreign air transport or travel.	For foreign air transport or travel.	For foreign air transport or travel.	For foreign air transport or travel.	For foreign air transport or travel.

PROVISION	Professional Services/A&E	Operations/ Management	Rolling Stock Purchases	Construction	Materials & Supplies
Davis-Bacon Act				>\$2,000 (including ferry vessels)	
Contract Work Hours and Safety Standards Act		>\$100,000 (except transportation services)	>\$100,000	>\$100,000 (including ferry vessels)	
Copeland Anti-Kickback Act Section 1 Section 2				All All exceeding \$2,000 (including ferry vessels)	
Bonding				\$100,000	
Seismic Safety	A&E for New Buildings & Additions			New Buildings	
Transit Employee Protective Arrangements		Transit Operations			
Charter Service Operations		All			
School Bus Operations		All			
Drug Use and Testing		Transit Operations			
Alcohol Misuse and Testing		Transit Operations			
Patent Rights	Research & Development				
Rights in Data and Copyright Requirements	Research & Development				
Energy Conservation	All	All	All	All	All
Recycled Products		Contracts for items designated by EPA, when procuring \$10,000 or more per year		Contracts for items designated by EPA, when procuring \$10,000 or more per year	Contracts for items designated by EPA, when procuring \$10,000 or more per year
Conformance with ITS National Architecture	ITS Projects	ITS Projects	ITS Projects	ITS Projects	ITS Projects
ADA Access	A&E	All	All	All	All
Notification of Federal Participation for States	Limited to States	Limited to States	Limited to States	Limited to States	Limited to States

Name of Bidder

Contract/Invitation/Request Number: _____

Date Last Updated: April, 2014

PRE-AWARD COMPLIANCE CERTIFICATIONS

(In compliance with the federal requirements of 49 U.S.C. section 5323(m))

PRE-AWARD BUY AMERICA COMPLIANCE CERTIFICATION

As required by 49 CFR 663(b), the _____ (the recipient) is satisfied that the buses to be purchased, _____ (number and description of buses) from _____ (the manufacturer), meet the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended. The _____ (the recipient) has reviewed the documentation provided by the manufacturer, which lists: (1) proposed component and subcomponent parts of the buses identified by manufacturer, country of origin, and cost as a percentage; and (2) the proposed location of the final assembly point for the buses, including a description of the activities that will take place at the final assembly point and cost of final assembly.

PRE-AWARD PURCHASER'S REQUIREMENTS CERTIFICATION

As required by 49 CFR 663(b), the _____ (the recipient) certifies that the buses to be purchased, _____ (number and description of buses) from _____ (the manufacturer), are the same product described in the recipient's solicitation specification and that the proposed manufacturer is a responsible manufacturer with the capability to produce a bus that meets the specifications.

PRE-AWARD FMVSS COMPLIANCE CERTIFICATION

As required by 49 CFR 663(d), the _____ (the recipient) certifies that it received, at the pre-award stage, a copy of _____ (the manufacturer's) self-certification information stating that the buses, _____ (number and description of buses), will comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in 49 CFR 571.

Name of Committee/Recipient_____
(Signature of Representative)_____
(Date of Signature)_____
(Type or Print Name & Title of Representative)

Contract/Invitation/Request Number: _____
 Date Last Updated: April, 2014

Name of Bidder

POST-DELIVERY COMPLIANCE CERTIFICATIONS

(In compliance with the federal requirements of 49 U.S.C. section 5323(m))

POST-DELIVERY BUY AMERICA COMPLIANCE CERTIFICATION

As required by 49 CFR 663(c), the _____ (the recipient) certifies that it is satisfied that the buses received, _____ (description of buses) from _____ (the manufacturer), meet the requirements of Section 165(b)(3) of the Surface Transportation Assistance Act of 1982, as amended. The _____ (the recipient) has reviewed the documentation provided by the manufacturer, which lists (1) the actual component and subcomponent parts of the buses identified by manufacturer, country of origin, and cost; and (2) the actual location of the final assembly point for the buses, including a description of the activities that took place at the final assembly point and the cost of final assembly.

POST-DELIVERY FMVSS COMPLIANCE CERTIFICATION

As required by 49 CFR 663(d), the _____ (the recipient) certifies that it received, at the post-delivery stage, a copy of _____ (the manufacturer's) self-certification information stating that the buses, _____ (description of buses), comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in 49 CFR 571.

 Name of Committee/Recipient

 (Signature of Representative)

 (Date of Signature)

 (Type or Print Name & Title of Representative)

Contract/Invitation/Request Number: _____
 Date Last Updated: April, 2014

Name of Bidder

**POST-DELIVERY PURCHASER'S REQUIREMENT
 (ON-SITE INSPECTION REPORT) CERTIFICATION**

(In compliance with the federal requirements of 49 U.S.C. section 5323(m))

ON-SITE MANUFACTURER INSPECTION COMPLIANCE CERTIFICATION

(Rolling Stock Procurements for more than 10 vehicles for areas >200,000 in population)

As required by 49 CFR 663(c), the _____ (the recipient) certifies that a resident inspector, _____ (name of inspector not an agent or employee of the manufacturer), was at _____ (the manufacturer's) manufacturing site during the period of manufacture of the buses, _____ (description of buses). The inspector visually inspecting the buses, the _____ (the recipient) has reviewed the inspection documentation, maintains a copy of this report, and certifies that the buses meet the contract specifications.

ON-SITE MANUFACTURER INSPECTION COMPLIANCE CERTIFICATION

(Rolling Stock Procurements for more than 20 vehicles for areas <200,000 in population)

As required by 49 CFR 663(c), the _____ (the recipient) certifies that a resident inspector, _____ (name of inspector not an agent or employee of the manufacturer), was at _____ (the manufacturer's) manufacturing site during the period of manufacture of the buses, _____ (description of buses). The inspector visually inspecting the buses, the _____ (the recipient) has reviewed the inspection documentation, maintains a copy of this report, and certifies that the buses meet the contract specifications.

 Name of Bidder/Company Name

 (Signature of Representative)

 (Date of Signature)

 (Type or Print Name & Title of Representative)

 (Signature of Notary & Seal)

Subrecipient Monitoring Check List

GRANT MONITORING GUIDELINES		Date Report Completed:		FTA Grant Number:	
Project Name:		Subrecipient Name			
Project Description:		Capital/Operating/Mobility Management			
Project Duration:		Date Sub-Recipient Agreement Executed:			
Topic Area	Yes	No	N/A	Recommendations/Comments	
A. Program Operation					
1. Is the project progressing on schedule?					
2. Is the project functioning as described in agreement?					
3. Has there been a change in Primary Contacts?					
4. Do Progress Reports describe project activities?					
5. Is data provided to support project goals/outcomes"?					
6. Is compliance with required training documented?					
7. Is sub-recipient involved in lobbying activities?					
8. Have all <i>Special Conditions</i> of the agreement been met?					
9. Is there evidence of a change in project scope?					
B. Budget					
1. Will Project Meet Budget Time Frame? If not, why?					
2. Have Budget Adjustments Been Needed?					
3. Do expenses have supporting documentation?					
C. Personnel					
1. Are there Job Descriptions for ALL Grant-funded Positions?					
2. Are Time Sheets Maintained For ALL Grant Employees?					
D. Travel					
1. Is Travel Documented by date, distance, locations, purpose & rates?					
2. Is mileage reimbursement paid at the State rate or less?					
E. Supplies/Operating Expenses					
1. Have these been purchased according to budget?					

F. Equipment				
1. Has approved equipment been purchased?				
2. Was competitive bidding used to obtain equipment?				
3. Is equipment being used appropriately?				
4. Does grantee have current property control record on file?				
5. Does agency have physical inventory control procedures?				
6. Does agency have a maintenance program in place?				
G. Reports				
1. Are ALL required reports on file with Palm Tran?				
-- Financial Report				
-- Progress Report				
-- Annual Progress Report				
H. Professional and Contractual Services				
1. Have all contracts been received PRIOR execution And approval?				
2. Does Contract outline work to be performed and does it comply with program objectives?				
3. Was copy of RFP & list of bidders provided?				
4. Was competitive bidding used to obtain contract(s)?				
5. If Sole Source used, is approval on file?				
6. Is "Contractor" making regular & accurate billing?				
I. Federal Regulations				
1. Does sub-recipient have a Title VI Program in place?				
2. Agency has a policy on how to handle discrimination complaints from employees and agency beneficiaries.				
3. Have there been any discrimination complaints within the past 3 years?				
4. Is sub-recipient suspended/debarred from participation?				
5. Does sub-recipient maintain a drug-free workplace?				
6. Are DBE requirements included in documents?				
7. Are Vehicles ADA Compliant?				
J. Specific Issues				
1.				
K. SUMMARY INFORMATION				

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No. 5-f**

SUBJECT: Schools Adequate Public Facilities Ordinance – Approval and Certification of 2016 Report

DEPARTMENT: Planning and Inspections

ATTACHMENT(S):

1. Comments from Chapel Hill-Carrboro City Schools (CHCCS)
 2. Comments from Orange County Schools (OCS)
 3. Planning Staff's Response to OCS Comments
 4. Town of Carrboro Resolution
 5. Comments from Town of Chapel Hill
 6. 2016 SAPFOTAC Annual Report
 7. 11x17 Copies of Student Projection Charts
-

INFORMATION CONTACT:

Ashley Moncado, 919-245-2589
Craig Benedict, 919-245-2592

PURPOSE: To approve and certify the 2016 Schools Adequate Public Facilities Ordinance Technical Advisory Committee (SAPFOTAC) Report and certify portions of the Report.

BACKGROUND: At the December 7, 2015 Board of County Commissioners' meeting, the Board approved the November 13, 2015 actual membership and capacity numbers for both Orange County Schools (OCS) and Chapel Hill-Carrboro City Schools (CHCCS). Additional approvals/certifications, as outlined in the table below, are required by the SAPFO partners MOUs (Memorandum of Understanding).

At the March 1, 2016 BOCC meeting, the Board received for transmittal the draft 2016 SAPFOTAC Report. The draft report was also posted on the Orange County Planning Department's web site. A letter and the Executive Summary of the report were sent to all SAPFO partners on March 2, 2016 advising them of the availability of the draft Report and inviting comments. Comments were requested for submission by April 4, 2016.

Chapel Hill-Carrboro City Schools (CHCCS) administration presented the draft 2016 SAPFOTAC report to the CHCCS Board of Education at its March 17, 2016 meeting. The Board did not recommend any changes to the report. Attachment 1 contains a memorandum from CHCCS administration summarizing the discussion which includes comments regarding the slower growth rate, future renovation plans, existing school sites, and communication efforts with town officials.

Orange County Schools (OCS) administration presented the draft report to the OCS Board of Education on February 18, 2016. The Board did not recommend any changes to the report. Attachment 2 contains comments received from OCS administration regarding student generation rates, live birth rates, the Certificate of Adequate Public Schools (CAPS) system, and levels of service. Planning staff's response to these comments can be found in Attachment 3.

The Carrboro Board of Aldermen received the draft SAPFOTAC Report at its April 19, 2016 meeting and passed the Resolution contained in Attachment 4. The Chapel Hill Town Council received the draft SAPFOTAC Report at its April 11, 2016 Town Council meeting. Attachment 5 contains an e-mail from the Chapel Hill Planning Department summarizing the discussion and comments. The Town of Hillsborough received the draft report at its May 9, 2016 Town Board meeting.

Currently, SAPFO student projections illustrate when the adopted level of service capacities are forecasted to be met and/or exceeded in anticipation of CIP planning and the construction of a new school. However, as is being identified by both school districts, a new trend is emerging to renovate and expand existing facilities to address school capacity needs in a more feasible way. This process will pose some challenges to SAPFO compared to the existing process which indicates in advance when a completely new school is needed

In addition, the SAPFO Technical Advisory Committee has expressed concerns regarding the CAPS process and school capacity issues at the master planned development phase of large residential projects. SAPFOTAC members note that, in the next year, the committee can research and evaluate these trends and unique situations that have occurred over prior years and offer some suggestions on how SAPFO can be better tailored to this upcoming period of school capacity redevelopment/expansion and approved master planned development phasing following CAPS approvals.

The exact pages of the 2016 SAPFOTAC report that the BOCC will be acknowledging and certifying are listed below. The context (i.e.: definitions and standards) of the various SAPFO elements precedes the data to be certified and is within the full Report.

Element	Page in SAPFOTAC Report	Certification to be made by BOCC
Building Capacity with CIP changes (Change from previous year)	11 through 16	Building capacity and current year membership for OCS and CHCCS were approved at the December 7, 2015 meeting.
Student Membership Projection Methodology (No change from previous year)	19	Certification that the average of 5 models will be used, as noted in #3 on page 19
Student Membership Projections (Change from previous year)	37 and 38	<ul style="list-style-type: none"> • Orange County Elementary, Middle, and High Schools Student Projections (row that notes average only) (p. 37) • Chapel Hill/Carrboro Elementary, Middle, and High Schools Student Projections (row that notes average only) (p. 38)
Student Membership Growth Rate	39	<ul style="list-style-type: none"> • Orange County Elementary, Middle, and High Schools

(Change from previous year)		<ul style="list-style-type: none"> • Chapel Hill/Carrboro Elementary, Middle, and High Schools
Student/Housing Generation Rate	42	<ul style="list-style-type: none"> • Orange County Elementary, Middle, and High Schools • Chapel Hill/Carrboro Elementary, Middle, and High Schools
(No change from previous year)		

FINANCIAL IMPACT: Current 10-year student growth projections show no future needs for additional schools in the CHCCS District and OCS District.

SOCIAL JUSTICE IMPACT: The following Orange County Social Justice Goal is applicable to this agenda item:

- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**
The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.

RECOMMENDATION(S): The Manager recommends the Board approve the 2016 SAPFOTAC Annual Report and certify those aspects of the Report detailed in the summary table above.



Date: April 4, 2016

To: Craig Benedict, Orange County Planning Director

From: Todd LoFrese, Assistant Superintendent for Support Services

Re: SAPFOTAC Draft Annual Report Comments

On March 17, 2016, administration presented the draft SAPFOTAC annual report to the Board at the regular Board of Education meeting. As requested, Board members shared their thoughts and feedback with respect to the draft report. A summary of that feedback is contained below.

- Due to slower growth, the new projections show no new school needs at all levels within the 10-year planning period. However, projects at each level are just outside the 10-year window and we should be mindful that the district is currently operating close to capacity at all levels.
- The Board has approved and requested County financial support for a comprehensive solution to our older facilities' significant needs. Recommendations across all of the older schools include increased capacity as part of the needed renovations. If the recommendations are funded and completed, the need for Elementary #12 and the High School expansion could be delayed significantly; well beyond our 10 year planning window. This would also delay the significant operational expenses with opening new schools and help preserve the few remaining school sites. The potential bond referendum would be the first phase to address our older facilities. The Board requests access to planned new school funds that were included in the County's prior year CIP to address phase two projects. An overview of all of our projects is available at the following link: [March 2016 Facility Recommendations](#)
- There are very few potential new school sites remaining in our district. The Board reiterated our desire to maintain our options of potential new school sites, including potential new school sites at Carolina North, the Green Tract, and property adjacent to Morris Grove Elementary School.
- The Board wishes to maintain close communications with the Town officials regarding development applications and approvals.

Please let me know if you have any questions. Thanks to you and Ashley for leading this process.

CC: D. Andrews, R. Stancil



Patrick Abele
Chief Operations Officer

919.732.8126 Telephone
919.732.2696 Fax

February 9, 2016

Ashley E. Moncado, AICP
Planner II - Special Projects
Planning and Inspections Department
131 West Margaret Lane
PO Box 8181
Hillsborough, NC 27278

Ms. Moncado:

The Orange County Schools appreciates the opportunity to provide feedback on the 2016 Draft SAPFOTAC Annual Report. The Orange County Board of Education received the draft report as information on Monday, February 8, 2016.

The Orange County Schools would like review of the following comments:

- 1) Student Generation Rates (SGR) for Orange County Schools. The district would like continual review of the SGR compared to Chapel Hill/Carrboro City Schools.
- 2) Live Birth Rates. Information contained in the 2011 North Carolina live birth rates for Orange County residents indicates an increased number of births for 2011 which will equate to a larger incoming Kindergarten class in 2016/2017. The increase in live births for 2011 is approximately 7% over the previous year. The SAPFOTAC report utilizes a 1% increase for Kindergarten projections.
- 3) Inclusion of CAPS for the City of Mebane and the Town of Hillsborough. The Orange County Schools requests a CAPS process for the above jurisdictions in order to better plan capacity in schools from new growth and development in these areas.
- 4) CAPS Phasing with SGR. The Orange County Schools requests that the Orange County Planning Department monitor CAPS phasing for new development in order to know the exact year projected students may be enrolled as new development approved on the CAPS report is completed.
- 5) Levels of Service (LOS). The Orange County Schools believes there is a significant safety concern anytime a school is operating at or above 100% of the capacity for the building. The district requests review of the current LOS levels and modification of the LOS to a lower number especially for the high schools.

We appreciate your review of the above feedback. We look forward to submission of additional information in order to assist with the Tischler-Bise update.

Sincerely,

A handwritten signature in blue ink, appearing to read "Patrick Abele".

Patrick Abele
Chief Operations Officer

Enclosure

cc: Ms. Bonnie Hammersley, County Manager, Orange County
Mrs. Donna Coffey, Chair, Board of Education, Orange County Schools
Dr. Todd Wirt, Superintendent, Orange County Schools

PLANNING & INSPECTIONS DEPARTMENT
Craig N. Benedict, AICP, Director

Administration
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131 W. Margaret Lane
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Hillsborough, NC 27278



TO: Board of County Commissioners
FROM: Craig N. Benedict, Planning Director
 Ashley Moncado, Special Projects Planner
DATE: April 20, 2016
RE: Response to Orange County Schools' Comments Regarding the 2016
 SAPFOTAC Annual Report

On February 2, 2016 Orange County Schools (OCS) provided comments ([Attachment 4](#)) to Orange County Planning staff regarding the 2016 SAPFOTAC Annual Report. OCS requested follow up from Orange County staff regarding specific comments, which are provided below.

Student Generation Rates (SGR)

At the January 2014 SAPFO Technical Advisory Committee meeting, committee members discussed the increased number of students generated in both school districts from new development, particularly multifamily housing. The SAPFOTAC recommended further evaluation of the adopted Student Generation Rates and the impacts the number of bedrooms a particular housing type may have on student generation rates. New rates from the 2014 Student Generation Rates for Orange County Schools and Chapel Hill-Carrboro School District Report are based on an analysis of recently built units from January 1, 2004 to December 31, 2013. The SAPFOTAC reviewed and discussed the most recent student generation rate analysis included in the 2014 TischlerBise report. The student generation rates were approved as the standard for the SAPFO and CAPS system by the BOCC on May 19, 2015 as part of the 2015 SAPFOTAC Annual Report. Student generation rates for CHCCS and OCS are available for review on page 44 of the 2016 SAPFOTAC Report. These rates are annually reviewed by the SAPFOTAC in January. The existing student generation rates will remain intact until a new study is warranted and recommended by the SAPFOTAC.

CAPS for the City of Mebane and the Town of Hillsborough

Currently, the Town of Hillsborough is a party to the SAPFO process and does require CAPS to be issued prior to development approvals. The City of Mebane is not a party to the SAPFO agreement and therefore does not require that CAPS be issued prior to development approvals. Though the City of Mebane does not request CAPS from OCS as part of their process, students from new residential development are accounted for and included in the Capital Improvement Plan (CIP) needs assessment and student projection phase of the SAPFO process. This is when actual enrollment from new development and existing housing is counted. Orange County Planning staff continues to work with the City of Mebane to become a party to the SAPFO agreement.

CAPS Phasing with SGR

The current CAPS system allows for major residential developments consisting of multiple phases to be placed into the CAPS system by each phase. This allows for Orange County and Orange County Schools to see the number of students generated from each phase of the residential development. The current process accounting for students in the CAPS system once they are actually enrolled in the school system emphasizes a delay that exists from the time a residential development is approved and developed to when students begin to enter the system. For example, the significant proposed residential growth that has occurred in the recent past within Mebane's jurisdiction (and Hillsborough as well) has yet to be seen with OCS student membership numbers and fully realized into the historically based projection methods due to the recession, delayed construction, charter schools, and new family dynamics. Future efforts may include documenting when certificate of occupancies are issued for units in these developments and monitoring actual student membership numbers emerging from these developments. This may provide opportunity to review actual student membership compared to the original CAPS and a greater understanding of development timing. Since student addressing information is not accessible for Orange County Planning staff these efforts would require assistance from Orange County Schools.

Levels of Service

The adopted levels of services were originally developed based on information provided from the school districts, regarding existing school facilities and their functional ability to handle overcapacity situations, and discussions among the Schools and Land Use Council. The Schools and Land Use Council included members from the School Boards, the BOCC, and Orange County staff. The service levels were adopted in the two Memorandums of Understanding in 2003 between Orange County, Chapel Hill, Carrboro, and Chapel Hill-Carrboro City Schools (CHCCS) and Orange County, Hillsborough, and Orange County Schools (OCS) after three years of negotiation.

Level of service is illustrated as a percentage of a hybrid formula agreed to by the school districts and BOCC and the Department of Public Instruction (DPI) rated capacity of schools of a certain level added together. One of the reasons level of service standards above 100% were chosen as benchmarks is that membership may rise near the 100% mark and yet not create a long-term need. For example, if a couple of years have larger than normal grade level class sizes the need for more capacity may exist for only a limited time.

The level of service standard can be revised if all original parties are able to agree on new service levels. A level of standard revised upward is usually easier than the opposite because a reduction could potentially create a home building moratorium or create an immediate financial burden on the County. For example, based on the 2016 SAPFOTAC Annual Report, if level of service standards were reduced to 100% the following school needs would arise:

- Cedar Ridge High School expansion would be immediately needed
- CHCCS Elementary School #12 would be needed in 2022-23
- CHCCS Middle School #5 would be needed in 2019-20
- Carrboro High School expansion would be needed in 2020-21.

Currently, no school construction needs are identified in the 10-year projections included in the draft 2016 SAPFOTAC Annual Report for both school districts using present adopted level of service standards.

A motion was made by Alderman Haven-O'Donnell, seconded by Alderman Chaney, that this resolution be approved.

A RESOLUTION ACCEPTING AND COMMENTING ON THE SCHOOLS ADEQUATE PUBLIC FACILITIES TECHNICAL ADVISORY COMMITTEE (SAPFOTACT) 2016 REPORT

WHEREAS, the Town has had a longstanding interest in the success and excellence of the Chapel Hill- Carrboro City Schools; and

WHEREAS, the Town has participated in the development and implementation of the schools adequate public facilities ordinance provisions since 2003; and

WHEREAS, the annual technical advisory committee report has been prepared and distributed for comments.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Carrboro accepts the report.

This the 19th day of April, 2016

The motion carried by the following vote:

Aye: Alderman Gist, Alderman Haven-O'Donnell, Alderman Slade, Alderman Chaney, Alderman Seils, Mayor Lavelle and Alderman Johnson

Ashley E. Moncado

From: Gene Poveromo <gpoveromo@townofchapelhill.org>
Sent: Tuesday, April 26, 2016 10:55 AM
To: Craig Benedict; Perdita Holtz
Cc: Todd LoFrese; Ashley E. Moncado
Subject: April 11, 2016 SAPFO Meeting: Town of Chapel Hill Council

Craig and Perdita,

Good morning.

Please accept this email and a summary of action taken by the Town of Chapel Hill Town Council with respect to the [SAFPO 2016 Annual Technical Advisory Committee Report](#).

The Council received and discussed the report during the April 11, 2016 Business Meeting. The Council did have a question about level of service percentages. It seems the underlying interest was how approved development becomes part of SAPFO. Mayor Hemminger spoke about renovations with new capacity as a valuable way to update a school and add capacity.

Please let me know if you have question or need additional information.

Thanks and have a good day.

Gene Poveromo, Development Manager



Gene Poveromo, Development Manager
Current Development | Planning and Sustainability
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ORANGE COUNTY, NC
SCHOOLS ADEQUATE PUBLIC
FACILITIES ORDINANCE

**PREPARED BY A STAFF COMMITTEE: PLANNING DIRECTORS,
SCHOOL REPRESENTATIVES, TECHNICAL ADVISORY COMMITTEE
(SAPFOTAC)**

**(PURSUANT TO PROVISIONS OF A MEMORANDUM OF
UNDERSTANDING ADOPTED IN 2002 & 2003)
(ORDINANCES ADOPTED IN JULY 2003)**

Annual Report
2016

(BASED ON NOVEMBER 2015 DATA)

CERTIFIED BY THE BOCC ON MAY 17, 2016

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2016 SAPFOTAC Executive Summary

I. Base Memorandum of Understanding

A. Level of Service(No Change).....Pg. 1

	<i>Chapel Hill/Carrboro School District</i>	<i>Orange County School District</i>
<i>Elementary</i>	105%	105%
<i>Middle</i>	107%	107%
<i>High</i>	110%	110%

B. Building Capacity and Membership(Change).....Pg. 2

	<i>Chapel Hill/Carrboro School District</i>			<i>Orange County School District</i>		
	Capacity	Membership	Increase from Prior Year	Capacity	Membership	Increase from Prior Year
<i>Elementary</i>	5829	5501	(40)	3694	3318	59
<i>Middle</i>	2944	2844	(17)	2166	1739	(23)
<i>High</i>	3875	3701	(29)	2439	2469	(33)

C. Membership Date – November 15.....(No Change).....Pg.17

II. Annual Update to SAPFO System

A. Capital Investment Plan (CIP)(No Change).....Pg. 18

B. Student Membership Projection Methodology(No Change).....Pg. 19 *The average of 3, 5, and 10 year history/cohort survival, linear and arithmetic projection models.*

C. Student Membership Projections(Change).....Pg. 30

Analysis of 5 Years of Projections for 2015-16 School Year – Chapel Hill/Carrboro City Schools

(The first column for each year includes the student membership projection made for 2015-2016 in that given year. The second column for each year includes the number of students the projection was off compared to actual membership. An “L” indicates the projection was low compared to the actual, whereas an “H” indicates the projection was high compared to the actual.)

	Actual 2015 Membership	Year Projection Made for 2015-16 Membership									
		2010-2011		2011-2012		2012-2013		2013-2014		2014-2015	
Elementary	5501	5752	H251	5921	H420	5764	H263	5748	H247	5606	H105
Middle	2844	2951	H107	2949	H105	2972	H128	2947	H103	2895	H51
High	3701	3911	H210	3937	H236	3910	H209	3825	H124	3742	H41

Analysis of 5 Years of Projections for 2015-16 School Year – Orange County Schools

(The first column for each year includes the student membership projection made for 2015-2016 in that given year. The second column for each year includes the number of students the projection was off compared to actual membership. An “L” indicates the projection was low compared to the actual, whereas an “H” indicates the projection was high compared to the actual.)

		Year Projection Made for 2015-16 Membership									
	Actual 2015 Membership	2010-2011		2011-2012		2012-2013		2013-2014		2014-2015	
Elementary	3318	3617	H299	3649	H331	3574	H256	3555	H237	3285	L33
Middle	1739	1846	H107	1829	H90	1777	H38	1805	H66	1751	H12
High	2469	2375	L94	2379	L90	2359	L110	2411	L58	2510	H41

D. Student Membership Growth Rate(Change).....Pg. 39

Projected Average Annual Growth Rate over Next 10 Years										
	Chapel Hill/Carrboro School District					Orange County School District				
Year Projection Made:	2011-12	2012-13	2013-14	2014-15	2015-16	2011-12	2012-13	2013-14	2014-15	2015-16
Elementary	1.59%	1.18%	1.44%	1.11%	0.92%	1.6%	1.31%	1.30%	0.55%	0.80%
Middle	1.94%	1.59%	1.58%	1.15%	0.82%	2.01%	1.64%	1.42%	0.09%	0.67%
High	1.73%	1.60%	1.27%	1.22%	0.93%	1.61%	1.43%	1.35%	0.39%	0.56%

E. Student / Housing Generation Rate(No Change).....Pg. 42

SCHOOL ADEQUATE PUBLIC FACILITIES ORDINANCE STATUS

(based on future year Student Membership Projections)

CHAPEL HILL/CARRBORO SCHOOL DISTRICT

Elementary School Level

- A. Does not currently exceed 105% LOS standard (current LOS is 94.4%).
- B. The projected growth rate at this level is expected to decrease over the next 10 years, but remain positive (average ~0.92% per year compared to 1.7% over the past 10 years).
- C. Projections are not showing a need for an additional elementary school in the 10 year projection period. Last year’s projections showed a need in 2023-24.

Middle School Level

- A. Does not currently exceed 107% LOS standard (current LOS is 96.6%).
- B. The projected growth rate at this level is expected to decrease over the next 10 years, but remain positive (average ~0.82% compared to an average of 1.4% over the past 10 years).
- C. Projections are not showing a need for an additional middle school in the 10 year projection period. Last year’s projections showed a need in 2023-24.

High School Level

- A. Does not currently exceed the 110% LOS standard (current LOS is 95.5%).
- B. The projected growth rate at this level is expected to increase over the next 10 years (average ~0.93% compared to 0.79% over the past 10 years).
- C. Similar to last year, projections are not showing a need to expand Carrboro High School from the initial capacity of 800 students to the ultimate capacity of 1,200 students in the 10 year projection period.

ORANGE COUNTY SCHOOL DISTRICT**Elementary School Level**

- A. Does not currently exceed 105% LOS standard (current LOS is 89.8%).
- B. The projected growth rate at this level is expected remain the same over the next 10 years (average ~0.80% compared to 0.80% over the past 10 years).
- C. Similar to last year, projections are not showing a need for an additional Elementary School in the 10 year projection period.

Middle School Level

- A. Does not currently exceed 107% LOS standard (current LOS is 80.3%).
- B. The projected growth rate at this level is expected to decrease, but remain positive over the next 10 years (average ~0.67% compared to 1.04% over the past 10 years).
- C. Similar to last year, projections are not showing a need for an additional Middle School in the 10 year projection period.

High School Level

- A. Does not currently exceed 110% LOS standard (current LOS is 101.2%).
- B. The projected growth rate at this level is expected to decrease, but remain positive over the next 10 years (average ~0.56% compared to 1.99% over the past 10 years).
- C. Projections are not showing a need to expand Cedar Ridge High School from the initial capacity of 1,000 students to 1,500 students in the ten year projection period. Last year's projections showed a need in 2022-23.

ADDITIONAL INFORMATION

The Schools Adequate Public Facilities Ordinance (SAPFO) student projections illustrate when the adopted level of service capacities are forecasted to be met and/or exceeded in anticipation of CIP planning and the construction of a new school. However, as is being identified by both school districts, a new trend is emerging to renovate and expand existing facilities to address school capacity needs in a more feasible way. As this trend continues, additional capacity resulting from school renovations and expansions will be added to the projection models in stages, once funding is approved, versus the addition of greater capacity when a new school is constructed and completed. The renovation and expansion to existing facilities may delay construction of new schools further into the future. This process will pose some challenges to SAPFO compared to the existing process which indicates in advance when a completely new school is needed. Decisions on the timing of reconstruction funding would be indirectly linked to the SAPFO model.

Orange County, NC School Adequate Public Facilities Ordinance

Introduction

The Schools Adequate Public Facilities Ordinance and its Memorandum of Understanding are ordinances and agreements, respectively. Supporting documents are anticipated to be dynamic to incorporate the annual changing conditions of membership, capacity and student projections that may affect School Capital Investment Plan (CIP) timing. This formal annual report will be forthcoming to all of the Schools Adequate Public Facilities Ordinance partners each year as new information is available.

This updated information is used in the schools capital needs process of the Capital Investment Plan (Process 1) and within elements of the Schools Adequate Public Facilities Ordinance Certificate of Adequate Public Schools (CAPS) spreadsheet system (Process 2).

This report and any comments from the Schools Adequate Public Facilities Ordinance partners will be considered in the first half of each year by the Board of County Commissioners at a regular or special meeting. The various elements of the report are then “certified” and formally considered in the process of the upcoming Capital Investment Plan. The Certificate of Adequate Public Schools system is updated after November 15 when data is received from the school districts with actual membership and pre-certified capacity (i.e. CIP capacity or prior “joint action” capacity changes).

The Schools Adequate Public Facilities Ordinance and Memorandum of Understanding have dynamic aspects. The derivation of the baseline and update to the variables will continue in the future as a variety of school related issues are fine-tuned by technical and policy groups.

The primary facet of this report includes the creation of mathematical projections for student memberships by school levels (Elementary, Middle and High) and by School Districts (Chapel Hill/Carrboro and Orange County). This information is found in Section II, Subsections B, C, D, and E.

In summary, this report serves as an update to the dynamic conditions of student membership and school capacity which affect future projected needs considered in Capital Investment Planning.

Interested parties may make their comments known to the Board of County Commissioners prior to their review of the report and school CIP completion or ask questions of the SAPFOTAC members.

Schools Adequate Public Facilities Ordinance Partners

**ANNUAL REPORT AS OUTLINED IN
Schools Adequate Public Facilities Ordinance Memorandum
of Understanding (Schools APFO MOU)
SECTION 1d**

**RESPECTFULLY SUBMITTED
TO SCHOOLS ADEQUATE PUBLIC FACILITIES
ORDINANCE PARTNERS**

Chapel Hill/Carrboro School District School APFO	Orange County School District School APFO
Board of County Commissioners	Board of County Commissioners
Carrboro Board of Aldermen	Hillsborough Town Council
Chapel Hill Town Council	
Chapel Hill/Carrboro School Board	Orange County School Board

Planning Directors/School Representatives
Technical Advisory Committee
(aka SAPFOTAC)

Town of Carrboro
Trish McGuire, Planning Director
301 West Main Street
Carrboro, NC 27510

Town of Chapel Hill
Mary Jane Nirdlinger, Planning and Sustainability Executive Director
405 Martin Luther King, Jr. Blvd.
Chapel Hill, North Carolina 27514

Town of Hillsborough
Margaret Hauth, Planning Director
P.O. Box 429
Hillsborough, NC 27278

Orange County Planning Department
Craig Benedict, Planning Director and
Ashley Moncado, Special Projects Planner and
Gary Donaldson, Director of Finance and Administrative Services
131 W. Margaret Lane
P.O. Box 8181
Hillsborough, NC 27278

Orange County School District
Todd Wirt, Superintendent
Patrick Abele, Chief Operations Officer
200 E. King Street
Hillsborough, NC 27278

Chapel Hill-Carrboro School District
Todd LoFrese, Assistant Superintendent for Support Services and
Catherine Mau, Coordinator of Student Enrollment
750 Merritt Mill Road
Chapel Hill, NC 2751

I. Base Memorandum of Understanding

A. Level of Service

1. **Responsible Entity for Suggesting Change** – Change can only be effectuated by amendment to Memorandum of Understanding (MOU) by all School APFO partners.
2. **Definition** – Level of Service (LOS) means the amount (level) of students that can be accommodated (serviced) at a certain school system grade group [i.e., Elementary level (K-5), Middle Level (6-8), High School Level (9-12)].

3. **Standard for:**

Standard for:

Chapel Hill/Carrboro School District			Orange County School District		
Elementary	Middle	High School	Elementary	Middle	High School
105%	107%	110%	105%	107%	110%

4. **Analysis of Existing Conditions:**

Analysis of Existing Conditions:

Chapel Hill/Carrboro School District

Orange County School District

These standards are acceptable at this time.

These standards are acceptable at this time.

5. **Recommendation:**

Recommendation:

Chapel Hill/Carrboro School District

Orange County School District

No change from above standard.

No change from above standard.

B. Building Capacity and Membership

1. **Responsible Entity for Suggesting Change** – The Planning Directors, School Representatives, and Technical Advisory Committee (SAPFOTAC) will receive requested changes that are CIP related and adopted in the prior year. CIP capacity changes will be updated along with actual membership received in November of each year. Other changes will be sent to a ‘Joint Action Committee’ of the BOCC and Board of Education, as noted in the MOU, who will make recommendations and forward changes (on the specific forms with justification) to the full Board of County Commissioners for review and action. These non-CIP changes would be updated in the upcoming November CAPS system recalibration and included in the SAPFOTAC report.
2. **Definition** – “For purposes of this Memorandum, "building capacity" will be determined by reference to State guidelines and the School District guidelines (consistent with CIP School Construction Guidelines/policies developed by the School District and the Board of County Commissioners) and will be determined by a joint action of the School Board and the Orange County Board of Commissioners. As used herein the term "building capacity" refers to permanent buildings. Mobile classrooms and other temporary student accommodating classroom spaces are not permanent buildings and may not be counted in determining the school districts building capacity.”

3. **Standard for:**

Chapel Hill/Carrboro School District

The original certified capacity for each of the schools was certified by the respective superintendent and incorporated in the initialization of the CAPS system (Chapel Hill Carrboro School District April 29, 2002 - Base) Capacity changes were made each year as follows:

2003: Increase of 619 at Rashkis Elementary.

2004: No changes at Elementary, Middle, or High School levels.

2005: No changes at Elementary, Middle, or High

Standard for:

Orange County School District

The original certified capacity for each of the schools was certified by the respective superintendent and incorporated in the initialization of the CAPS system (Orange County School District April 30, 2002 - Base) Capacity changes were made each year as follows:

2003: No net increase in capacity at Elementary level. No changes at Middle School level. Increase of 1,000 at Cedar Ridge High School.

2004: No net increase in capacity at Elementary

Section I

School levels.

2006: No changes at Elementary, Middle, or High School levels.

2007: An increase of 800 at the High School level with the opening of Carrboro High School.

2008: An increase of 323 at the Elementary School level due to the opening of Morris Grove Elementary School and the implementation of the 1:21 class size ratio in grades K-3

2009: No changes at Elementary, Middle, or High School levels.

2010: An increase in capacity of 40 students at the High School level with Phoenix Academy High School becoming official high school within the district

2011: No changes at Elementary, Middle, or High School levels.

2012: No changes at Elementary, Middle, or High School levels.

2013: An increase in capacity of 585 students due to the opening of Northside Elementary School.

2014: An increase in capacity of 104 students due to the opening of the Culbreth Middle School addition.

2015: No changes at Elementary, Middle, or High School levels.

level. No changes at Middle or High School levels.

2005: An increase in capacity of 100 at Hillsborough Elementary with the completion of renovations.

2006: An increase in capacity of 700 at the Middle School level with the completion of Gravelly Hill Middle School and an increase of 15 at the High School level with the temporary location of Partnership Academy Alternative School. An increase of 2 at the Elementary level due to a change in the capacity calculation for each grade at each school.

2007: No changes at Elementary, Middle, or High School levels.

2008: A decrease of 228 at the Elementary School level due to the implementation of the 1:21 class size ratio in grades K-3 and an increase of 25 at the High School level with the completion of the new Partnership Academy Alternative School.

2009: No changes at Elementary, Middle, or High School levels.

2010: No changes at Elementary, Middle, or High School levels.

2011: No changes at Elementary, Middle, or High School levels.

2012: No changes at Elementary or Middle School levels. A decrease of 119 at High School level as a result of a N.C. Department of Public Instruction (DPI) study.

2013: No changes at Elementary, Middle, or High

4. Analysis of Existing Conditions:

Chapel Hill/Carrboro School District

The Schools Facilities Task Force developed a system to calculate capacity. Any changes year to year will be monitored, reviewed, and recorded by the SAPFOTAC on approved forms distributed to SAPFO partners and certified upon approval by the Board of County Commissioners each year. The requested 2015-16 capacity is noted on Attachment I.B.4

5. Recommendation:

Chapel Hill/Carrboro School District

Accept school capacities at all levels, as reported by CHCCS and shown in Attachment I.B.4.

School levels.

2014: No changes at Elementary, Middle, or High School levels.

2015: No changes at Elementary, Middle, or High School levels.

Analysis of Existing Conditions:

Orange County School District

The Schools Facilities Task Force developed a system to calculate capacity. Any changes year to year will be monitored, reviewed, and recorded by the SAPFOTAC on approved forms distributed to SAPFO partners and certified upon approval by the Board of County Commissioners each year. The requested 2015-16 capacity is noted on Attachment I.B.3

Recommendation:

Orange County School District

Accept school capacities at all levels, as reported by OCS and shown in Attachment I.B.3.

Attachment I.B.1 Orange County School Capacity (Elementary, Middle, & High)
(2014-15)
page 1 of 3

School APFO Capacity, Membership and Change Request Form

School District: Orange County Schools
SAPFO CAPS Year: November 14, 2014 - November 13, 2015
Capacity and Membership Submittal Date: November 14, 2014

Elementary School	Square Feet	2010-2011 Requested Capacity	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	Justification Footnote #	Membership
Cameron Park	70,812	565	565	565	565	565		591
Central	52,492	455	455	455	455	455		305
Efland Cheeks	64,316	497	497	497	497	497		426
Grady Brown	74,016	544	544	544	544	544		466
Hillsborough	51,106	471	471	471	471	471		457
New Hope	100,164	586	586	586	586	586		614
Pathways	85,282	576	576	576	576	576		400
Total	498,188	3,694	3,694	3,694	3,694	3,694		3,259

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. Due to November 15th falling on a Saturday this year, membership and capacity numbers shall be provided for Friday, November 14, 2014.

Justification:

Capacity Certification:

[Signature] 11/14/14
Superintendent Date

Earl M^cLee 12/9/14
BOCC Chair Date

Membership Certification:

[Signature] 11/14/14
Superintendent Date

Earl M^cLee 12/9/14
BOCC Chair Date

Attachment I.B.1 Orange County School Capacity (Elementary, Middle, & High)
(2014-15)
page 2 of 3

School APFO Capacity, Membership and Change Request Form

School District: Orange County Schools
SAPFO CAPS Year: November 14, 2014 - November 13, 2015
Capacity and Membership Submittal Date: November 14, 2014

Middle School	Square Feet	2010-2011 Requested Capacity	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	Justification Footnote #	Membership
A.L. Stanback	136,000	740	740	740	740	740		614
C.W. Stanford	107,620	726	726	726	726	726		650
Gravelly Hill	123,000	700	700	700	700	700		498
Total	366,620	2,166	2,166	2,166	2,166	2,166		1,762

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. Due to November 15th falling on a Saturday this year, membership and capacity numbers shall be provided for Friday, November 14, 2014.

Justification:

Capacity Certification:

[Signature] 12/9/14
Superintendent Date

Earl M. Lee 12/9/14
BOCC Chair Date

Membership Certification:

[Signature] 12/9/14
Superintendent Date

Earl M. Lee 12/9/14
BOCC Chair Date

Attachment I.B.1 Orange County School Capacity (Elementary, Middle, & High)
(2014-15)
page 3 of 3

School APFO Capacity, Membership and Change Request Form

School District: Orange County Schools
SAPFO CAPS Year: November 14, 2014 - November 13, 2015
Capacity and Membership Submittal Date: November 14, 2014

High School	Square Feet	2010-2011 Requested Capacity	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	Justification Footnote #	Membership
Orange	213,509	1,518	1,518	1,399	1,399	1,399		1,318
Cedar Ridge	206,900	1,000	1,000	1,000	1,000	1,000		1,154
Partnership	6,600	40	40	40	40	40		30
Total	427,009	2,558	2,558	2,439	2,439	2,439		2,502

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. The 2012-2013 capacity numbers for Orange High School (1,399) is based on a capacity analysis and facilities study completed by the Department of Public Instruction in August 2012. 3. Due to November 15th falling on a Saturday this year, membership and capacity numbers shall be provided for Friday, November 14, 2014.

Justification:

Capacity Certification:

Dalsman 11/17/14
Superintendent Date

Earl M'kee 12/9/14
BOCC Chair Date

Membership Certification:

Dalsman 11/17/14
Superintendent Date

Earl M'kee 12/9/14
BOCC Chair Date

Attachment I.B.2 Chapel Hill/Carrboro School Capacity (Elementary, Middle, & High)
(2014-15)
page 1 of 3

School APFO Capacity, Membership and Change Request Form

School District: Chapel Hill-Carrboro City Schools
SAPFO CAPS Year: November 14, 2014 - November 13, 2015
Capacity and Membership Submittal Date: November 14, 2014

Elementary School	Square Feet	2010-2011 Requested Capacity	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	Justification Footnote #	Membership (referenced school year)
Carrboro	60,832	533	533	533	533	533		500
Ephesus	66,952	448	448	448	448	448		431
Estes Hills	56,299	527	527	527	527	527		480
FP Graham	66,689	538	538	538	538	538		496
Glenwood	50,764	423	423	423	423	423		483
McDougle	98,000	564	564	564	564	564		478
Morris Grove	90,221	585	585	585	585	585		550
Northside	99,500	0	0	0	585	585		520
Rashkis	95,729	585	585	585	585	585		526
Scroggs	90,980	575	575	575	575	575		554
Seawell	52,896	466	466	466	466	466		523
Total	828,862	5,244	5,244	5,244	5,829	5,829		5,541

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. Due to November 15th falling on a Saturday this year, membership and capacity numbers shall be provided for Friday, November 14, 2014.

Justification:

Capacity Certification:

Thomas A. Ford 11/20/14
Superintendent Date

Earl M. Kee 12/9/14
BOCC Chair Date

Membership Certification:

Thomas A. Ford 11/20/14
Superintendent Date

Earl M. Kee 12/9/14
BOCC Chair Date

Attachment I.B.2 Chapel Hill/Carrboro School Capacity (Elementary, Middle, & High)
(2014-15)
page 2 of 3

School APFO Capacity, Membership and Change Request Form

School District: Chapel Hill-Carrboro City Schools
SAPFO CAPS Year: November 14, 2014 - November 14, 2015
Capacity and Membership Submittal Date: November 14, 2014

Middle School	Square Feet	2010-2011 Requested Capacity	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	Justification Footnote #	Membership (referenced school year)
Culbreth	122,467	670	670	670	670	774	Science wing addition	686
McDougle	136,221	732	732	732	732	732		721
Phillips	109,498	706	706	706	706	706		625
Smith	128,764	732	732	732	732	732		829
Total	496,950	2,840	2,840	2,840	2,840	2,944		2,861

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. Due to November 15th falling on a Saturday this year, membership and capacity numbers shall be provided from Friday, November 14, 2014.

Justification:

Capacity Certification:

Thomas J. Fowell 12/11/14
Superintendent Date

Earl M. Kee 12/9/14
BOCC Chair Date

Membership Certification:

Thomas J. Fowell 12/11/14
Superintendent Date

Earl M. Kee 12/9/14
BOCC Chair Date

Attachment I.B.2 Chapel Hill/Carrboro School Capacity (Elementary, Middle, & High)
(2014-15)
page 3 of 3

School APFO Capacity, Membership and Change Request Form

School District: Chapel Hill-Carrboro City Schools
SAPFO CAPS Year: November 14, 2014 - November 13, 2015
Capacity and Membership Submittal Date: November 14, 2014

High School	Square Feet	2010-2011 Requested Capacity	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	Justification Footnote #	Membership (referenced school year)
Carrboro	148,023	800	800	800	800	800		833
Chapel Hill	241,111	1,520	1,520	1,520	1,520	1,520		1,454
East Chapel Hill	259,869	1,515	1,515	1,515	1,515	1,515		1,410
Phoenix Acad.	5,207	40	40	40	40	40		33
Total	654,210	3,875	3,875	3,875	3,875	3,875		3,730

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. Due to November 15th falling on a Saturday this year, membership and capacity numbers shall be provided for Friday, November 14, 2014.

Justification:

Capacity Certification:

Theresa F. Fowles 11/20/14
Superintendent Date

Earl M. Lee 12/9/14
BOCC Chair Date

Membership Certification:

Theresa F. Fowles 11/20/14
Superintendent Date

Earl M. Lee 12/9/14
BOCC Chair Date

Attachment I.B.3 Orange County School Capacity (Elementary, Middle, & High)
 (2015-16)
 (page 1 of 3)

School APFO Capacity, Membership and Change Request Form

School District: Orange County Schools
SAPFO CAPS Year: November 13, 2015 - November 14, 2016
Capacity and Membership Submittal Date: November 13, 2015

Elementary School	Square Feet	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	2015-2016 Requested Capacity	Justification Footnote #	Membership
Cameron Park	70,812	565	565	565	565	565		609
Central	52,492	455	455	455	455	455		319
Efland Cheeks	64,316	497	497	497	497	497		428
Grady Brown	74,016	544	544	544	544	544		486
Hillsborough	51,106	471	471	471	471	471		466
New Hope	100,164	586	586	586	586	586		621
Pathways	85,282	576	576	576	576	576		389
Total	498,188	3,694	3,694	3,694	3,694	3,694		3,318

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. Due to November 15th falling on a Sunday this year, membership and capacity numbers shall be provided for Friday, November 13, 2015.

Justification:

Capacity Certification:


 Superintendent 11/19/15
 Date


 BOCC Chair 12/15/15
 Date

Membership Certification:


 Superintendent 11/19/15
 Date


 BOCC Chair 12/15/15
 Date

Attachment I.B.3 Orange County School Capacity (Elementary, Middle, & High)
(2015-16)
(page 2 of 3)

School APFO Capacity, Membership and Change Request Form

School District: Orange County Schools
SAPFO CAPS Year: November 13, 2015 - November 14, 2016
Capacity and Membership Submittal Date: November 13, 2015

Middle School	Square Feet	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	2015-2016 Requested Capacity	Justification Footnote #	Membership
A.L. Stanback	136,000	740	740	740	740	740		635
C.W. Stanford	107,620	726	726	726	726	726		654
Gravelly Hill	123,000	700	700	700	700	700		450
Total	366,620	2,166	2,166	2,166	2,166	2,166		1,739

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. Due to November 15th falling on a Sunday this year, membership and capacity numbers shall be provided for Friday, November 13, 2015.

Justification:

Capacity Certification:

[Signature] 11/19/15
Superintendent Date

Earl M^cfee 12/15/15
BOCC Chair Date

Membership Certification:

[Signature] 11/19/15
Superintendent Date

Earl M^cfee 12/15/15
BOCC Chair Date

Attachment I.B.3 Orange County School Capacity (Elementary, Middle, & High)
(2015-16)
(page 3 of 3)

School APFO Capacity, Membership and Change Request Form

School District: Orange County Schools
SAPFO CAPS Year: November 13, 2015 - November 14, 2016
Capacity and Membership Submittal Date: November 13, 2015

High School	Square Feet	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	2015-2016 Requested Capacity	Justification Footnote #	Membership
Orange	213,509	1,518	1,399	1,399	1,399	1,399		1,298
Cedar Ridge	206,900	1,000	1,000	1,000	1,000	1,000		1,140
Partnership	6,600	40	40	40	40	40		31
Total	427,009	2,558	2,439	2,439	2,439	2,439		2,469

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. The 2012-2013 capacity numbers for Orange High School (1,399) is based on a capacity analysis and facilities study completed by the Department of Public Instruction in August 2012. 3. Due to November 15th falling on a Sunday this year, membership and capacity numbers shall be provided for Friday, November 13, 2015.

Justification:

Capacity Certification:

 11/19/15
Superintendent Date

 12/15/15
BOCC Chair Date

Membership Certification:

 11/19/15
Superintendent Date

 12/15/15
BOCC Chair Date

Attachment I.B.4 Chapel Hill/Carrboro School Capacity (Elementary, Middle, & High)
 (2015-16)
 (page 1 of 3)

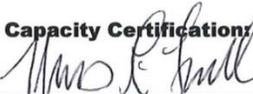
School APFO Capacity, Membership and Change Request Form

School District: Chapel Hill-Carrboro City Schools
SAPFO CAPS Year: November 13, 2015 - November 14, 2016
Capacity and Membership Submittal Date: November 13, 2015

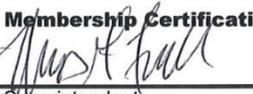
Elementary School	Square Feet	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	2015-2016 Requested Capacity	Justification Footnote #	Membership (referenced school year)
Carrboro	60,832	533	533	533	533	533		502
Ephesus	66,952	448	448	448	448	448		440
Estes Hills	56,299	527	527	527	527	527		485
Glenwood	50,764	423	423	423	423	423		454
FP Graham	66,689	538	538	538	538	538		531
McDougle	98,000	564	564	564	564	564		499
Rashkis	95,729	585	585	585	585	585		517
Scroggs	90,980	575	575	575	575	575		505
Seawell	52,896	466	466	466	466	466		525
Morris Grove	90,221	585	585	585	585	585		558
Northside	99,500	0	0	585	585	585		485
Total	828,862	5,244	5,244	5,829	5,829	5,829		5,501

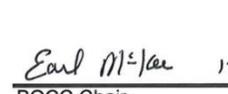
Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. Due to November 15th falling on a Sunday this year, membership and capacity numbers shall be provided for Friday, November 13, 2015.

Justification:

Capacity Certification:

 Superintendent _____ Date 12/15/15


 BOCC Chair _____ Date 12/15/15

Membership Certification:

 Superintendent _____ Date 12/15/15


 BOCC Chair _____ Date 12/15/15

Attachment I.B.4 Chapel Hill/Carrboro School Capacity (Elementary, Middle, & High)
 (2015-16)
 (page 2 of 3)

School APFO Capacity, Membership and Change Request Form

School District: Chapel Hill-Carrboro City Schools
SAPFO CAPS Year: November 13, 2015 - November 14, 2016
Capacity and Membership Submittal Date: November 13, 2015

Middle School	Square Feet	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	2015-2016 Requested Capacity	Justification Footnote #	Membership (referenced school year)
Culbreth	108,058	670	670	670	774	774		716
McDougle	136,221	732	732	732	732	732		689
Phillips	109,498	706	706	706	706	706		642
Smith	128,764	732	732	732	732	732		797
Total	482,541	2,840	2,840	2,840	2,944	2,944		2,844

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. Due to November 15th falling on a Sunday this year, membership and capacity numbers shall be provided for Friday, November 13, 2015.

Justification:

Capacity Certification:

Thos A. [Signature] 12/15/15
 Superintendent Date

Earl M. [Signature] 12/15/15
 BOCC Chair Date

Membership Certification:

Thos A. [Signature] 12/15/15
 Superintendent Date

Earl M. [Signature] 12/15/15
 BOCC Chair Date

Attachment I.B.4 Chapel Hill/Carrboro School Capacity (Elementary, Middle, & High)
 (2015-16)
 (page 3 of 3)

School APFO Capacity, Membership and Change Request Form

School District: Chapel Hill-Carrboro City Schools
SAPFO CAPS Year: November 13, 2015 - November 14, 2016
Capacity and Membership Submittal Date: November 13, 2015

High School	Square Feet	2011-2012 Requested Capacity	2012-2013 Requested Capacity	2013-2014 Requested Capacity	2014-2015 Requested Capacity	2015-2016 Requested Capacity	Justification Footnote #	Membership (referenced school year)
Chapel Hill	241,111	1,520	1,520	1,520	1,520	1,520		1,471
East Chapel Hill	259,869	1,515	1,515	1,515	1,515	1,515		1,373
Carrboro	148,023	800	800	800	800	800		824
Phoenix Acad.	5,207	40	40	40	40	40		33
Total	654,210	3,875	3,875	3,875	3,875	3,875		3,701

Special Note(s): 1. For the November 15, 2002 base year the board accepted the superintendent-certified capacities as part of the School Facilities Task Force review and 2003 Planners and School Representative Technical Advisory Committee Report. These capacities will remain effective until changed by (1) the School CIP or (2) an amended version of this form that is certified by the BOCC. 2. Due to November 15th falling on a Sunday this year, membership and capacity numbers shall be provided for Friday, November 13, 2015.

Justification:

Capacity Certification:

Miss F. Full 12/15/15
 Superintendent Date

Earl M. Lee 12/15/15
 BOCC Chair Date

Membership Certification:

Miss F. Full 12/15/15
 Superintendent Date

Earl M. Lee 12/15/15
 BOCC Chair Date

C. Membership Date

1. **Responsible Entity for Suggesting Change** – Change can be effectuated only by amendment to Memorandum of Understanding (MOU) by all School APFO partners. The Planning Directors, School Representatives, and Technical Advisory Committee (SAPFOTAC) may advise if a change in date would improve the reporting or timeliness of the report.

2. **Definition** – The date at which student membership is calculated. This date is updated each year and also serves as the basis for projections along with the history from previous years. “For purposes of this Memorandum, the term "school membership" means the actual number of students attending school as of November 15 of each year. The figure is determined by considering the number of students enrolled (i.e. registered, regardless of whether a student is no longer attending school) and making adjustments for withdrawals, dropouts, deaths, retentions and promotions. Students who are merely absent from class on the date membership is determined as a result of sickness or some other temporary reason are included in school membership figures. Each year the School District shall transmit its school membership to the parties to this agreement no later than five (5) school days after November 15.

<p>3. Standard for:</p> <p>Chapel Hill/Carrboro School District</p> <p style="text-align: center;">November 15</p> <p style="text-align: center;">of each year</p>	<p>Standard for:</p> <p>Orange County School District</p> <p style="text-align: center;">November 15</p> <p style="text-align: center;">of each year</p>
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4. **Analysis of Existing Conditions:**
 This will be analyzed in the future years to determine if it is an exemplary date.

<p>5. Recommendation:</p> <p>Chapel Hill/Carrboro School District</p> <p style="text-align: center;">No change at this time.</p>	<p>Recommendation:</p> <p>Orange County School District</p> <p style="text-align: center;">No change at this time.</p>
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II. Annual Update to Schools Adequate Public Facilities Ordinance System

A. Capital Investment Plan (CIP)

1. **Responsible Entity for Suggesting Change** – The updating of this section will be conducted by the Board of County Commissioners (BOCC) after review of the CIP requests from the School Districts. Action regarding CIP programs usually occurs during the BOCC budget Public Hearing process in the winter and spring of each year. The development of the CIP considers the conditions noted in the SAPFOTAC report released in the same CIP development year including LOS (level of service), capacity, and membership projections.
2. **Definition** – The process and resultant program to determine school needs and provide funding for new school facilities through a variety of funding mechanisms.
3. **Standard for:**

Chapel Hill/Carrboro School District	Orange County School District
Not Applicable	Not Applicable
4. **Analysis of Existing Conditions:**

The MOU outlines a system of implementing the SAPFO, including issuing Certificates of Adequate Public Schools (CAPS) to new development if capacity is available. The Requests for CAPS will be evaluated using the most recently adopted Capital Investment Plan. A new Capital Investment Plan is currently under development for approval prior to June 30, 2016.
5. **Recommendation:**

Not subject to staff review.

B. Student Membership Projection Methodology

1. ***Responsible Entity for Suggesting Change*** – This section is reviewed and recommended by the Planning Directors, School Representatives, and Technical Advisory Committee (SAPFOTAC) to the BOCC for change, if necessary.
2. ***Definition*** – The method(s) by which student memberships are calculated for future years to determine total membership at each combined school level (Elementary, Middle, and High School) which take into consideration historical membership totals at a specific time (November 15) in the school year. These methods are also known as ‘models’.
3. ***Standard for:***

<p>Chapel Hill/Carrboro School District</p> <p>Presently, the <u>average of five models</u> is being used: namely 3, 5, and 10 year history/cohort survival methods, Orange County Planning Department Linear Wave, and Tischler Linear methods. Attachment II.B.1 includes a description of each model.</p>	<p>Standard for:</p> <p>Orange County School District</p>
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4. ***Analysis of Existing Conditions:***

Performance of the models is monitored each year. The value of a projection model is in its prediction of school level capacities at least three years in advance of capacity shortfalls so the annual Capital Investment Plan (CIP) updates can respond proactively with siting, design, and construction. Attachment II.B.1 includes a description of each model. Attachment II.B.3 shows the performance of the models for the 2014-15 school year from the prior year projection.
5. ***Recommendation:***

More than ten years of projection results are now available. Analysis on the accuracy of the results is showing that some models have better results in one district while others have better results in the other district. The historic growth rate is recorded by the models, but projected future growth is more difficult to accurately quantify. In all areas of the county, proposed growth is not included in the SAPFO projection system until actual students begin enrollment. The system is updated in November of each year, becoming part of the historical projection base. This is especially pertinent in the Orange County School District which serves students living within the Orange County portion of the City of Mebane which have had little historic enrollment

Section II

impact. The significant proposed residential growth occurring within Mebane's jurisdiction has yet to be fully entered into the historically based projection methods. Although construction activity in this portion of the county has slowed, there are still a substantial number of approved, but undeveloped residential lots.

STUDENT MEMBERSHIP PROJECTIONS

PROJECTION TYPE	DESCRIPTION / CHARACTERISTICS	FORMULA	ASSUMPTIONS
Tischler Linear (OCS & CHCCS)	Mathematical formula; straight line projection	$y = ((c * b)^x) + b$ y=projected population; c=historical annual change; b=base year; x= projection years	Historical growth is reflected in projected growth
OCP Linear Wave (OCS)	Mathematical linear with percent variation among school levels; reflects progressing waves of membership	$BYM + (BYI + 5(n)) = EYM \quad EYM * \%SL = EYM/SL$ BYM= base year 2nd month membership; BYI=year student membership increment base; EYM=ensuing year membership; n=projection year; %SL=% of total membership per school level (i.e. elementary, middle, high); EYM/SL=ensuing year member by school level	Base year growth reflects 10-year average; increase in BYI of 5 every other year reflects increases in housing growth; reflects buildout constraints
OCP Linear Wave (CHCCS)	Mathematical linear with percent variation among school levels; reflects progressing waves of membership	$BYM + (BYI - 15(n)) = EYM \quad EYM * \%SL = EYM/SL$ BYM= base year 2nd month membership; BYI=year student membership increment base; EYM=ensuing year membership; n=projection year; %SL=% of total membership per school level (i.e. elementary, middle, high); EYM/SL=ensuing year member by school level	Base year growth reflects 10-year average; decrease in BYI of 15 until school year 2010-2011 reflects decreases in housing growth; reflects buildout constraints
3-Year Cohort (OCS & CHCCS)	Mathematical formula that computes the average advancement rate over the previous 3 years for each grade level and then uses each rate to calculate projected membership by school level; an assumed kindergarten membership is based on birth records and/or historical growth rates	$K_n = k_{n-1} + (k_{n-1} * 0.01)$ $n=1$ $a = (\sum G_n / g_{n-1}) / 3$ $n=3$ $b = g_{n-1} (a)$ K=kindergarten membership; n=given school year; G=given grade's membership(other than kindergarten); g= previous grade's membership; a=average advancement rate; b=projected membership	Assumes a 1% annual growth rate for the kindergarten grade level; assumes the same percentage of students in each grade level graduate to the next level each year
5 year Cohort (OCS & CHCCS)	Mathematical formula that computes the average advancement rate over the previous 5 years for each grade level and then uses each rate to calculate projected membership by school level; an assumed kindergarten membership is based on birth records and/or historical growth rates	$K_n = k_{n-1} + (k_{n-1} * 0.01)$ $n=1$ $a = (\sum G_n / g_{n-1}) / 5$ $n=5$ $b = g_{n-1} (a)$ K=kindergarten membership; n=given school year; G=given grade's membership(other than kindergarten); g= previous grade's membership; a=average advancement rate; b=projected membership	Assumes a 1% annual growth rate for the kindergarten grade level; assumes the same percentage of students in each grade level graduate to the next level each year
10 year Cohort (OCS & CHCCS)	Mathematical formula that computes the average advancement rate over the previous 10 years for each grade level and then uses each rate to calculate projected membership by school level; an assumed kindergarten membership is based on birth records and/or historical growth rates	$K_n = k_{n-1} + (k_{n-1} * 0.01)$ $n=1$ $a = (\sum G_n / g_{n-1}) / 10$ $n=10$ $b = g_{n-1} (a)$ K=kindergarten membership; n=given school year; G=given grade's membership(other than kindergarten); g= previous grade's membership; a=average advancement rate; b=projected membership	Assumes a 1% annual growth rate for the kindergarten grade level; assumes the same percentage of students in each grade level graduate to the next level each year

**Orange County School District
 School Membership 2014-15 School Year (November 14, 2014)**

	11/15/13 Actual 2013-14	2014 Report Projection for 2014-15	11/14/14 Actual 2014-15	Change between actual Nov 2013 - Nov 2014
Elementary	3433		3259	-174
<u>Model</u>			<u>Projection is</u>	
T		3493	H234	
OCP		3492	H233	
10C		3457	H198	
5C		3471	H212	
3C		3488	H229	
AVG		3472	H213	
	11/15/13		11/14/14	
Middle	1747		1762	+15
<u>Model</u>			<u>Projection is</u>	
T		1778	H16	
OCP		1777	H15	
10C		1796	H34	
5C		1799	H37	
3C		1793	H31	
AVG		1789	H27	
	11/15/13		11/14/14	
High	2421		2502	+81
<u>Model</u>			<u>Projection is</u>	
T		2463	L39	
OCP		2434	L68	
10C		2404	L98	
5C		2436	L66	
3C		2294	L208	
AVG		2406	L96	
Totals	11/15/13		11/14/14	
Elementary	3433		3259	
Middle	1747		1762	
High	2421		2502	
	7601		7523	-78
<u>Model</u>			<u>Projection is</u>	
T		7734	H211	
OCP		7703	H180	
10C		7657	H134	
5C		7706	H183	
3C		7575	H52	
AVG		7667	H144	

H means High
 L means Low

**Orange County School District
School Membership 2014-2015 School Year (November 14, 2014)**

Statistical Findings

<i>PROJECTION TYPE ABBREVIATIONS</i>	
'TISCHLER' LINEAR (T)	10-YEAR COHORT (10C)
ORANGE COUNTY PLANNING (OCP)	5-YEAR COHORT (5C)
	3-YEAR COHORT (3C)

Elementary School Level

- Projections were all high ranging from 198 students to 234 students high. On average, the projections were 213 students higher than actual membership.
- The membership actually decreased by 174 students between November 15, 2013 and November 14, 2014.

Middle School Level

- Projections were all high, ranging from 15 students to 37 students high. On average, the projections were 27 students higher than the actual membership.
- The membership actually increased by 15 students between November 15, 2013 and November 14, 2014.

High School Level

- Projections were all low ranging from 39 students to 208 students low. On average, the projections were 96 students lower than the actual membership.
- The membership actually increased by 81 students between November 15, 2013 and November 14, 2014.

TOTAL

- The totals of all school level projections were high, ranging from 52 to 211 above actual membership. On average, the projections were high by 144 students.
- The membership decreased in total by 78 students, which is the sum of -174 at Elementary, +15 at Middle, and +81 at High.

**Chapel Hill/Carrboro School District
 School Membership 2014-2015 School Year (November 14, 2014)**

	11/15/13 Actual 2013-14	2014 Report Projection for 2014-15	11/14/14 Actual 2014-15	Change between actual Nov 2013 - Nov 2014
Elementary	5554		5541	-13
<u>Model</u>			<u>Projection is</u>	
T		5647	H106	
OCP		5655	H114	
10C		5637	H96	
5C		5610	H69	
3C		5628	H87	
AVG		5635	H94	
	<u>11/15/13</u>		<u>11/14/14</u>	
Middle	2858		2861	+3
<u>Model</u>			<u>Projection is</u>	
T		2906	H45	
OCP		2889	H28	
10C		2957	H96	
5C		2930	H69	
3C		2943	H82	
AVG		2925	H64	
	<u>11/15/13</u>		<u>11/14/14</u>	
High	3764		3730	-34
<u>Model</u>			<u>Projection is</u>	
T		3827	H97	
OCP		3875	H145	
10C		3761	H31	
5C		3772	H42	
3C		3788	H58	
AVG		3805	H75	
Totals	<u>11/15/13</u>		<u>11/14/14</u>	
Elementary	5554		5541	
Middle	2858		2861	
High	3764		3730	
	12,176		12,132	-44
<u>Model</u>			<u>Projection is</u>	
T		12,380	H248	
OCP		12,419	H287	
10C		12,355	H223	
5C		12,312	H180	
3C		12,359	H227	
AVG		12,365	H233	

H means High
 L means Low

**Chapel Hill/Carrboro School District
 School Membership 2014-2015 School Year (November 14, 2014)**

Statistical Findings

<i>PROJECTION TYPE ABBREVIATIONS</i>	
'TISCHLER' LINEAR (T)	10-YEAR COHORT (10C)
ORANGE COUNTY PLANNING (OCP)	5-YEAR COHORT (5C)
	3-YEAR COHORT (3C)

Elementary School Level

- Projections were all high, ranging from 69 students to 114 students high. On average, the projections were 94 students higher than the actual membership.
- The actual membership decreased by 13 students between November 15, 2013 and November 14, 2014.

Middle School Level

- Projections were all high, ranging from 28 students to 96 students high. On average, the projections were 64 students higher than the actual membership.
- The actual membership increased by 3 students between November 15, 2013 and November 14, 2014.

High School Level

- Projections were all high, ranging from 31 students to 145 students high. On average, the projections were 75 students higher than the actual membership.
- The actual membership decreased by 34 students between November 15, 2013 and November 14, 2014.

TOTAL

- The total of all school level projections were all high, ranging from 180 students to 287 students above actual membership. On average, the projections were high by 233 students.
- The membership decreased in total by 44 students, which is the sum of -13 at Elementary, +3 at Middle, and -34 at High.

**Orange County School District
 School Membership 2015-16 School Year (November 13, 2015)**

	11/14/14 Actual 2014-15	2015 Report Projection for 2015-16	11/13/15 Actual 2015-16	Change between actual Nov 2014 - Nov 2015
Elementary	3259		3318	+59
<u>Model</u>			<u>Projection is</u>	
T		3309	L9	
OCP		3318	Equal	
10C		3279	L39	
5C		3268	L50	
3C		3251	L67	
AVG		3285	L33	
 				
	<u>11/14/14</u>		<u>11/13/15</u>	
Middle	1762		1739	-23
<u>Model</u>			<u>Projection is</u>	
T		1789	H50	
OCP		1791	H52	
10C		1730	L9	
5C		1722	L17	
3C		1721	L18	
AVG		1751	H12	
 				
	<u>11/14/14</u>		<u>11/13/15</u>	
High	2502		2469	-33
<u>Model</u>			<u>Projection is</u>	
T		2541	H72	
OCP		2545	H76	
10C		2456	L13	
5C		2488	H19	
3C		2520	H51	
AVG		2510	H41	
 				
Totals	<u>11/14/14</u>		<u>11/13/15</u>	
Elementary	3259		3318	
Middle	1762		1739	
High	2502		2469	
	7523		7526	+3
<u>Model</u>			<u>Projection is</u>	
T		7639	H113	
OCP		7654	H128	
10C		7465	L61	
5C		7478	L48	
3C		7492	L34	
AVG		7546	H20	

H means High
 L means Low

**Orange County School District
 School Membership 2015-2016 School Year (November 13, 2015)**

Statistical Findings

<i>PROJECTION TYPE ABBREVIATIONS</i>	
'TISCHLER' LINEAR (T)	10-YEAR COHORT (10C)
ORANGE COUNTY PLANNING (OCP)	5-YEAR COHORT (5C)
	3-YEAR COHORT (3C)

Elementary School Level

- The majority of projections were all low ranging from 9 students to 67 students below actual membership. One projection equaled actual membership. On average, the projections were 33 students lower than actual membership.
- The membership actually increased by 59 students between November 14, 2014 and November 13, 2015.

Middle School Level

- Projections were mixed low and high, ranging from 18 students below to 52 students above actual membership. On average, the projections were 12 students higher than the actual membership.
- The membership actually decreased by 23 students between November 14, 2014 and November 13, 2015.

High School Level

- The majority of projections were high, ranging from 19 to 76 students above actual membership. One projection was low with 13 students below actual membership. On average, the projections were 41 students higher than the actual membership.
- The membership actually decreased by 33 students between November 14, 2014 and November 13, 2015.

TOTAL

- The totals of all school level projections were mixed low to high, ranging from 61 students below to 128 students above actual membership. On average, the projections were 20 students higher than the actual membership.
- The membership increased in total by 3 students, which is the sum of +59 at Elementary, -23 at Middle, and -33 at High.

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**Chapel Hill/Carrboro School District
 School Membership 2015-16 School Year (November 13, 2015)**

	11/14/14 Actual 2014-15	2015 Report Projection for 2015-16	11/13/15 Actual 2015-16	Change between actual Nov 2014 - Nov 2015
Elementary	5541		5501	-40
<i>Model</i>			<i>Projection is</i>	
T		5625	H124	
OCP		5641	H140	
10C		5606	H105	
5C		5586	H85	
3C		5573	H72	
AVG		5606	H105	
	<u>11/14/14</u>		<u>11/13/15</u>	
Middle	2861		2844	-17
<i>Model</i>			<i>Projection is</i>	
T		2905	H61	
OCP		2898	H54	
10C		2910	H66	
5C		2888	H44	
3C		2874	H30	
AVG		2895	H51	
	<u>11/14/14</u>		<u>11/13/15</u>	
High	3730		3701	-29
<i>Model</i>			<i>Projection is</i>	
T		3787	H86	
OCP		3818	H117	
10C		3701	Equal	
5C		3707	H6	
3C		3696	L5	
AVG		3742	H41	
Totals	<u>11/14/14</u>		<u>11/13/15</u>	
Elementary	5541		5501	
Middle	2861		2844	
High	3730		3701	
	12,132		12,046	-86
<i>Model</i>			<i>Projection is</i>	
T		12,317	H271	
OCP		12,357	H311	
10C		12,217	H171	
5C		12,181	H135	
3C		12,143	H97	
AVG		12,243	H197	

H means High
 L means Low

**Chapel Hill/Carrboro School District
 School Membership 2015-2016 School Year (November 13, 2015)**

Statistical Findings

<i>PROJECTION TYPE ABBREVIATIONS</i>	
'TISCHLER' LINEAR (T)	10-YEAR COHORT (10C)
ORANGE COUNTY PLANNING (OCP)	5-YEAR COHORT (5C)
	3-YEAR COHORT (3C)

Elementary School Level

- Projections were all high, ranging from 72 students to 140 students above actual membership. On average, the projections were 105 students higher than the actual membership.
- The actual membership decreased by 40 students between November 14, 2014 and November 13, 2015.

Middle School Level

- Projections were all high, ranging from 30 students to 66 students above actual membership. On average, the projections were 51 students higher than the actual membership.
- The actual membership decreased by 17 students between November 14, 2014 and November 13, 2015.

High School Level

- Projections were mixed, ranging from 5 students below to 117 students above actual membership. One projection equaled actual membership. On average, the projections were 41 students higher than the actual membership.
- The actual membership decreased by 29 students between November 14, 2014 and November 13, 2015.

TOTAL

- The total of all school level projections were all high, ranging from 97 students to 311 students above actual membership. On average, the projections were high by 197 students.
- The membership decreased in total by 86 students, which is the sum of -40 at Elementary, -17 at Middle, and -29 at High.

C. Student Membership Projections

1. **Responsible Entity for Suggesting Change** – The updating of this section will be conducted by the Planning Directors, School Representatives, and Technical Advisory Committee (SAPFOTAC) and referred to the BOCC for annual report certifications. Projections will be distributed to SAPFO partners for review and comments to the BOCC prior to certification.
2. **Definition** – The result of the average of the five student projection models represented by 10 year numerical membership projections by school level (Elementary, Middle, and High) for each school district (Chapel Hill/Carrboro School District and Orange County School District).

<p>3. Standard for:</p> <p>Chapel Hill Carrboro School District</p> <p>The 5 model average discussed in Section II.B (Student Projection Methodology)</p> <p>See Attachment II.C.4</p>	<p>Standard for:</p> <p>Orange County School District</p> <p>The 5 model average discussed in Section II.B (Student Projection Methodology)</p> <p>See Attachment II.C.3</p>
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4. **Analysis of Existing Conditions**

The membership figures and percentage growth on the attachments show a decrease at the Chapel Hill/Carrboro City Schools’ elementary, middle, and high school levels and at the Orange County Schools’ middle and high school levels. The only increase in student membership was at the Orange County Schools’ elementary school level. Chapel Hill/Carrboro Schools projected average annual growth rates have decreased slightly, but remain positive. Future growth rates show positive growth at the elementary and high school levels, but varying positive and negative growth at the middle school level in the 10 year projection period. Projected average annual growth rates for Orange County Schools have increased slightly since the previous year. Orange County Schools’ future growth rates show varying positive and negative growth in the 10 year projection period for the elementary, middle, and high school levels. Attachment II.C.3 and Attachment II.C.4 show year by year percent growth and projected level of service (LOS). The projection models were updated using current (November 13, 2015) memberships. Membership numbers were collected on

November 13 due to November 15 falling on a Sunday in 2015. Ten years of student membership were projected thereafter.

Chapel Hill/Carrboro School District

Elementary

The previous year (2015-15) projections for November 2015 at this level were overestimated by 105 students. The actual membership decreased by 40 students. Over the previous ten years, this level has shown varying increases in growth rates including a decrease in actual membership in 2009-10 which was most likely due to the shorter enrollment period caused by the institution of the new date requiring kindergarteners to be five years old. Following that dip, membership numbers experienced an increase each year with a significant jump (168 students) in 2011-12 before experiencing a decrease in 2014-15 and this year. Growth rates during the past ten years have ranged from -1.57% to +3.92%. The district's eleventh elementary school, Northside Elementary School, opened in 2013. The need for an additional elementary school is not anticipated in the 10 year projection period. Last year's projections showed a need in 2023-24.

Although not included in SAPFO school capacity or membership numbers, Pre-K programs continue to impact operations at District elementary schools where Pre-K programs exist. Specific impacts of Pre-K programs at the elementary school level will continue to be reviewed and discussed in the coming year.

Middle

The previous year (2014-15) projections for November 2015 for this level were overestimated by 51 students. The actual membership decreased by 17. Over the previous ten years, this level has shown varying increases before experiencing a decrease this year. Growth rates during this time period have ranged from -0.59% to +2.86%. Capacity was increased in 2014 with the opening of the Culbreth Middle School science wing. The need for an additional middle school is not anticipated in the 10 year projection period. Last year's projections showed a need in 2023-24.

High School

The previous year (2014-15) projections for November 2015 for this level were overestimated by 41 students. The actual membership decreased by 29 students. Over the previous ten years, change has been variable with decreases in membership in five of the ten years. Growth rates during this time period have ranged from -1.74 to +3.27%. The need for additional high school

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capacity at Carrboro High School is not anticipated in the 10 year projection period. This is similar to last year's projections.

Additional Information for Chapel Hill/Carrboro School District

PACE Academy High School, located within the Chapel Hill/Carrboro School District, closed prior to the beginning of the 2015 school year. Students from this charter school were absorbed into the Chapel Hill/Carrboro School District and the Orange County School District. The newest charter school, The Expedition School, opened in the Town of Hillsborough for the 2014-15 school year and currently serves elementary and middle school students. The opening of this school continues to have an effect on CHCCS membership numbers at the elementary and middle school levels. Charter schools are not included as part of the SAPFO Annual Report and, as a result, their membership and capacity numbers are not monitored or included in future projections.

Student projections illustrate when the adopted level of service capacities are forecasted to be met and/or exceeded in anticipation of CIP planning and the construction of a new school. However, as is being identified by both school districts, particularly CHCCS, a new trend is emerging to renovate and expand existing facilities to address school capacity needs in a more feasible way. As this trend continues, additional capacity resulting from school renovations and expansion will be added to the projection models in stages, once funding is approved, versus the addition of greater capacity when a new school is constructed and completed. As a result, the renovation and expansion of schools to increase capacity may delay construction of new schools further into the future.

Orange County School District

Elementary

The previous year (2014-15) projections for November 2015 at this level were underestimated by 33 students. Actual membership increased by 59 students. Over the previous ten years, this level experienced varying growth rates including a decrease in membership in 2005-06. Following this decrease, membership and growth rates increased every school year until experiencing a significant decrease in 2014-15. Growth rates during this period have ranged from -5.07% to +2.80%. In the Orange County school system, historic growth is more closely related to new residential development than in the Chapel Hill/Carrboro School District, which

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has a sizeable number of new families in older, existing housing stock. The need for an additional Elementary School is not anticipated in the 10 year projection period. This is similar to last year's projections. Staff continues to closely monitor new sizeable residential projects in the Orange County portion of Mebane and Hillsborough.

Although not included in SAPFO school capacity or membership numbers, Pre-K programs continue to impact operations at District elementary schools where Pre-K programs exist. Specific impacts of Pre-K programs at the elementary school level will continue to be reviewed and discussed in the coming year.

Middle

The previous year (2014-15) projections for November 2015 for this level were overestimated by 12 students. The actual membership decreased by 23. Over the previous ten years, growth has varied widely and includes decreases in student membership in four of the ten years. Growth rates during this period have ranged from -2.20% to +4.00%. The district's third Middle School, Gravelly Hill Middle School, opened in October 2006. The need for an additional Middle School is not anticipated in the 10 year projection period. This is similar to last year's projections. Staff continues to closely monitor new sizeable residential projects in the Orange County portion of Mebane and Hillsborough.

High School

The previous year (2014-15) projections for November 2015 for this level were overestimated by 41 students. The actual membership decreased by 33. Over the previous ten years, growth varied considerably and included a decrease in membership in 2009-10. Following this decrease, membership and growth rates increased every school year before experiencing another decrease this year. Growth rates during this period ranged from -1.32% to 4.58%. In 2011-12 student membership increased by 32 while capacity decreased by 199 at Orange County High School as a result of a N.C. Department of Public Instruction (DPI) study. The need for additional capacity at Cedar Ridge High School is not anticipated in the 10 year projection period. This is similar to last year's projections.

Additional Information for Orange County School District

The City of Mebane lies partially within Orange County and students within the Orange County portion of Mebane attend Orange County schools. However, the City of Mebane is not a party to

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the SAPFO agreement and therefore does not require that CAPS (Certificate of Adequate Public Schools) be issued prior to development approvals. In previous years, development activity and platting of new subdivisions increased within the Orange County portion of Mebane. However, changed economic conditions have curbed new platting and new construction in the past few years. An uptick in residential activity is likely as the country emerges from “The Great Recession”. Increased coordination with the City of Mebane regarding development issues may be necessary in the future. OCS currently has capacity to serve additional growth, but it is possible that development in the Orange County portion of Mebane could quickly encumber available capacity.

Following the economic downturn, there has been an increase in multi-family residential development which has added to increasing student memberships in both districts. Staff will need to continue monitoring and evaluating the demand and growth of the multi-family market in Hillsborough and the entire county as well as its effect on student membership rates.

Orange Charter School, located in the Town of Hillsborough, continues operating in the Orange County School District. Additionally, a new charter school, The Expedition School, opened in the Town of Hillsborough for the 2014-15 school year and currently serves elementary and middle school students. The opening of this school continues to have an effect on OCS membership numbers at the elementary and middle school levels. Charter schools are not included as part of the SAPFO Annual Report and, as a result, their membership and capacity are not monitored or included in future projections.

5. Recommendation:

Use statistics as noted in 3 above.

Attachment II.C.4 – Chapel Hill/Carrboro Student Projections (Elementary, Middle, & High) (2015-16)

REVISED 10/19/2015

CHCCS Student Projections (1) (4)

Table with columns for School Year (2015-16 to 2024-25) and rows for Elementary metrics: Average Change, Capacity, Level of Service, and Annual Student Growth Rate. Includes a 'Notes' section at the bottom.

CHCCS Student Projections (1)

Table with columns for School Year (2015-16 to 2024-25) and rows for Middle metrics: Average Change, Capacity, Level of Service, and Annual Student Growth Rate. Includes a 'Notes' section at the bottom.

CHCCS Student Projections (1)

Table with columns for School Year (2015-16 to 2024-25) and rows for High metrics: Average Change, Capacity, Level of Service, and Annual Student Growth Rate. Includes a 'Notes' section at the bottom.

D. Student Membership Growth Rate

1. **Responsible Entity for Suggesting Change** – The updating of this section will be conducted by the Planning Directors, School Representatives, and Technical Advisory Committee (SAPFOTAC) each year and referred to the BOCC for annual report certification. Projections will be distributed to SAPFO partners for review and comments to the BOCC prior to certification.
2. **Definition** – The annual percentage growth rate calculated from the projections resulting from the average of the five models represented by 10 year numerical membership projections by school level for each school district. This does not represent the year-by- year growth rate that may be positive or negative, but rather the average of the annual anticipated growth rates over the next 10 years.

3. Standard for:

Chapel Hill/Carrboro School District

See Attachment II.D.2

4. Analysis of Existing Conditions:

Chapel Hill/Carrboro School District

The membership figures and percentage growth on the attachments show continued growth at each school level within the system.

Projected Average Annual Growth Rate over next ten years:

Year Projection Made:	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Elementary	1.59%	1.18%	1.44%	1.11%	0.92%
Middle	1.94%	1.59%	1.58%	1.15%	0.82%
High	1.73%	1.60%	1.27%	1.22%	0.93%

Standard for:

Orange County School District

See Attachment II.D.2

Analysis of Existing Conditions:

Orange County School District

The membership figures and percentage growth on the attachments show continued growth at each school level within the system.

Projected Average Annual Growth Rate over next ten years:

Year Projection Made:	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Elementary	1.6%	1.31%	1.30%	0.55%	0.80%
Middle	2.01%	1.64%	1.42%	0.09%	0.67%
High	1.61%	1.43%	1.35%	0.39%	0.56%

5. Recommendation:

Chapel Hill/Carrboro School District

Use statistics as noted.

Recommendation:

Orange County School District

Use statistics as noted.

Attachment II.D.1 – Orange County and Chapel Hill/Carrboro Student Growth Rates
(Chart dates from 2015-2025 based on 11/14/14 membership numbers) (2014-15)

2014-2015

Orange County Student Projections

Elementary

School Year	2014-2015 (actual)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Membership	3,259	3,285	3,274	3,234	3,226	3,227	3,267	3,310	3,354	3,398	3,442
Average % Increase		0.80%	-0.33%	-1.22%	-0.26%	0.03%	1.23%	1.33%	1.32%	1.31%	1.30%

Middle

School Year	2014-2015 (actual)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Membership	1,762	1,751	1,746	1,782	1,837	1,848	1,789	1,759	1,737	1,757	1,776
Average % Increase		-0.65%	-0.27%	2.08%	3.10%	0.60%	-3.21%	-1.70%	-1.23%	1.11%	1.10%

High School

School Year	2014-2015 (actual)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Membership	2,502	2,510	2,540	2,581	2,547	2,579	2,622	2,639	2,687	2,652	2,599
Average % Increase		0.32%	1.21%	1.60%	-1.30%	1.26%	1.63%	0.66%	1.81%	-1.29%	-2.02%

Chapel Hill/Carrboro Student Projections

Elementary

School Year	2014-2015 (actual)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Membership	5,541	5,606	5,662	5,730	5,795	5,839	5,911	5,981	6,051	6,118	6,185
Average % Increase		1.18%	0.99%	1.21%	1.13%	0.76%	1.23%	1.18%	1.16%	1.11%	1.10%

Middle

School Year	2014-2015 (actual)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Membership	2,861	2,895	2,928	2,966	3,009	3,058	3,087	3,118	3,127	3,167	3,208
Average % Increase		1.18%	1.15%	1.28%	1.46%	1.63%	0.95%	0.99%	0.29%	1.29%	1.29%

High School

School Year	2014-2015 (actual)	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Membership	3,730	3,742	3,798	3,858	3,920	3,979	4,015	4,063	4,138	4,167	4,209
Average % Increase		0.32%	1.51%	1.58%	1.59%	1.52%	0.89%	1.19%	1.86%	0.70%	1.01%

Attachment II.D.2 – Orange County and Chapel Hill/Carrboro Student Growth Rates
(Chart dates from 2016-2026 based on 11/13/15 membership numbers) (2015-16)

2015-2016

Orange County Student Projections

Elementary		2015-2016 (actual)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
School Year		3,318	3,326	3,308	3,319	3,332	3,390	3,430	3,470	3,511	3,551	3,594
Membership			0.21%	-0.52%	0.34%	0.39%	1.73%	1.18%	1.18%	1.17%	1.16%	1.20%
Average % Increase												

Middle		2015-2016 (actual)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
School Year		1,739	1,743	1,776	1,830	1,846	1,790	1,784	1,778	1,817	1,837	1,857
Membership			0.24%	1.91%	3.00%	0.90%	-3.02%	-0.36%	-0.33%	2.18%	1.09%	1.08%
Average % Increase												

High School		2015-2016 (actual)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
School Year		2,469	2,504	2,539	2,517	2,559	2,604	2,616	2,669	2,635	2,608	2,609
Membership			1.40%	1.42%	-0.86%	1.67%	1.73%	0.47%	2.05%	-1.30%	-1.01%	0.03%
Average % Increase												

Chapel Hill/Carrboro Student Projections

Elementary		2015-2016 (actual)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
School Year		5,501	5,552	5,584	5,622	5,634	5,699	5,768	5,835	5,902	5,966	6,030
Membership			0.93%	0.57%	0.69%	0.21%	1.16%	1.21%	1.15%	1.14%	1.09%	1.08%
Average % Increase												

Middle		2015-2016 (actual)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
School Year		2,844	2,830	2,854	2,915	2,995	2,996	2,997	2,974	3,006	3,045	3,084
Membership			-0.50%	0.86%	2.15%	2.74%	0.03%	0.00%	-0.75%	1.09%	1.28%	1.27%
Average % Increase												

High School		2015-2016 (actual)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
School Year		3,701	3,757	3,820	3,842	3,857	3,883	3,917	4,013	4,041	4,045	4,058
Membership			1.52%	1.68%	0.57%	0.37%	0.67%	0.89%	2.44%	0.71%	0.08%	0.32%
Average % Increase												

E. Student / Housing Generation Rate

1. ***Responsible Entity for Suggesting Change*** – The updating of this section will be conducted by Planning Directors, School Representatives, and Technical Advisory Committee (SAPFOTAC) and referred to the BOCC for certification.
Projections will be distributed to SAPFO partners for review and comments to the BOCC prior to certification.
2. ***Definition*** – Student generation rate refers to the number of public school students per housing unit constructed in each school district, as defined in the Student Generation Rate Study completed by TisherBise on October 28, 2014. Housing units include single family detached, single family attached/duplex, multifamily, and manufactured homes.
3. ***Standard for:***

Chapel Hill/Carrboro School District	Orange County School District
See Attachment II.E.1	See Attachment II.E.1

4. ***Analysis of Existing Conditions:***

At the January 2014 SAPFOTAC meeting, members discussed the increased number of students generated in both school districts from new development, particularly multifamily housing. The SAPFOTAC recommended further evaluation of the adopted Student Generation Rates and the impacts the number of bedrooms a particular housing type may have on student generation rates. As a result, Orange County entered into a contract with TischlerBise to update the student generation rate analysis. The new student generation rates were approved on May 19, 2015 and are shown in Attachment II.E.1. New rates from the 2014 Student Generation Rates for Orange County Schools and Chapel Hill-Carrboro School District Report are based on an inventory of recently built units from January 1, 2004 to December 31, 2013.

It should be noted that students are generated from new housing as well as from existing housing where new families have moved in. The CAPS system estimates new development impacts and associated student generation, but it is important to understand that student increases are a composite of both of these factors. This effect can be dramatic and can vary greatly between areas and districts where either new

housing is dominant or new families move into a large inventory of existing housing stock.

5. Recommendation:

No change at this time.

Attachment II.E.1 – Current Student Generation Rates (2015)

TischlerBise Student Generation Rates – 2014

Chapel Hill/Carrboro Schools				
	0-3 Bedrooms	4 Bedrooms	5+ Bedrooms	Weighted Average
Single-Family Detached	0.61	0.84	1.13	0.84
	0-2 Bedrooms	3+ Bedrooms		Weighted Average
Single-Family Attached	0.27	0.42		0.38
Multifamily/Other	0.11	0.47		0.18
Manufactured Home	0.268	0.86		0.78
Weight Average for Chapel Hill/Carrboro School District				0.49

Orange County Schools				
	0-3 Bedrooms	4 Bedrooms	5+ Bedrooms	Weighted Average
Single-Family Detached	0.35	0.57	0.57	0.44
	0-2 Bedrooms	3+ Bedrooms		Weighted Average
Single-Family Attached	0.07	0.17		0.15
Multifamily/Other	0.08	0.67		0.17
Manufactured Home	0.67	0.47		0.52
Weight Average for Orange County School District				0.37

Source: Student Generation Rates for Orange County School District and Chapel Hill-Carrboro School District, TischlerBise, October 28, 2014
Revised May 7, 2015

III. Flowchart of Schools Adequate Public Facilities Ordinance Process

Abstract: The Schools Adequate Public Facilities Ordinance process has two distinct components:

A. Capital Investment Plan (CIP) (Process 1)

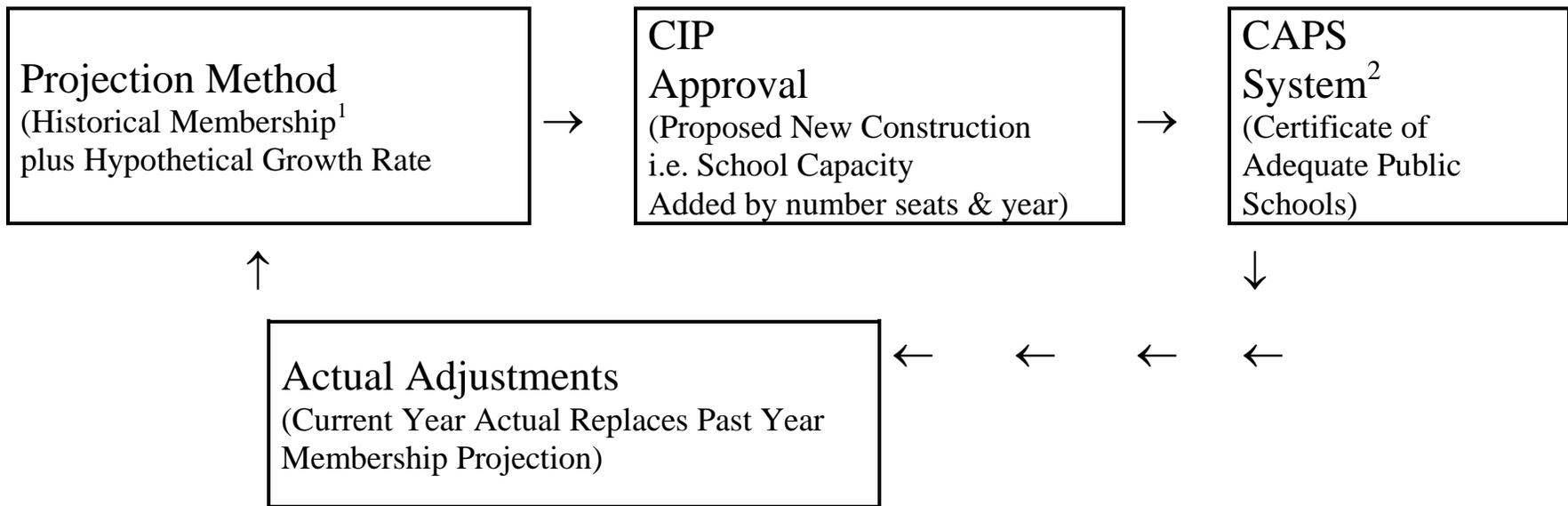
Timeframe: In November of each year, Student Membership and Building Capacity is transmitted from the school districts to the Orange County Board of Commissioners for consideration and approval and used in the following years CIP (e.g. November 15, 2015 membership numbers used to develop a CIP to be considered for adoption in June 2016).

Process Framework

1. SAPFOTAC projects future student membership from historical data, current membership and hypothetical growth rates from established methodologies.
2. School Districts and BOCC compare projections to existing capacity and proposed Capital Investment Plan.
3. SAPFOTAC forwards data and projections to all Schools APFO partners.
4. School Districts develop Capital Investment Plan Needs Assessment during this process
5. The Capital Investment Plan work sessions and Public Hearings are conducted by the BOCC in the spring of each year.
6. The adoption of CIP that sets forth monies and timeframe for school construction (future capacity) by BOCC.

School Adequate Public Facilities Ordinance

Process 1 - Capital Investment Planning (CIP)



¹Historical Membership is a product of students generated from: (1) pre-existing/approved undeveloped lots where new housing is built, (2) existing housing stock with new families/children, and (3) newly approved housing development (in the future this component will be known as CAPS approved development)

²The only part of the CAPS System (i.e., computer spreadsheet subdivision tracking) that receives data from the Process 1 CIP includes the actual membership (November 15 of preceding CIP year) and new school capacity amount (seats) in a specific year pursuant to the CIP.

B. Schools Adequate Public Facilities Ordinance Certificate of Adequate Public Schools (CAPS) Update (Process 2)

Timeframe: The CAPS system is updated approximately November 15 of each year when the school districts report actual membership and ‘pre-certified’ capacity, whether it is CIP associated or prior ‘joint action’ agreement. ‘Joint action’ determinations of changes in capacity due to State rules or other non-construction related items are anticipated to be done prior to the November 15 capacity and membership reporting date. This update may reflect the Board of County Commissioners action on the earlier year Capital Investment Plan (CIP) as it affects capacity and addition of new actual fall membership. The Schools Adequate Public Facilities Ordinance Certificate of Adequate Public Schools (CAPS) stays in effect until the following year – (e.g.: November 15, 2005 to November 14, 2006).

New development is originally logged for a certain year. As the CAPS system is updated, each CAPS projection year is ‘absorbed’ by the actual estimate of a given year. Later year CAPS projections of the same development remain in the future year CAPS system accordingly. For example, if a 50-lot subdivision is issued a CAPS, 15 lots may be assigned to “Year 1,” 10 lots to “Year 2,” 10 lots to “Year 3,” 10 lots to “Year 4,” and 5 lots to “Year 5.” When “Year 1” is updated, the students generated from the 15 lots are absorbed by the actual estimate. The students generated in “Years 2, 3, 4, and 5” are held in the CAPS system and added to the appropriate year when the CAPS system is updated.

As was discussed in Section II.C, The City of Mebane is not a party to the SAPFO and does not require that CAPS be issued prior to approving development activities. However, residential development within the Orange County portion of Mebane has increased dramatically prior to 2009, but has slowed considerably due to the current economic climate. Currently, there are approximately 1,000 approved undeveloped residential lots in the portion of Mebane that lies within Orange County. Increasing development within this area of the county has the potential to encumber a significant portion of the available capacity within the Orange County School District. Although the SAPFO system is not formally regulated in Mebane, staff monitors

Section III

development activity and when students enter the school system their enrollment is calculated and used in future school projection needs.

Please note that the two processes (CIP and CAPS) are on separate, but parallel tracks. However, the CIP does create a crossover of capacity information between the two processes. For example, the Schools APFO system for both school districts that will be established / initiated / certified each year in November and is based on prior year created and/or planned CIP capacity and current school year membership. The SAPFOTAC report including new current year membership and projections are to be used for upcoming CIP development as noted in Process 1.

CIP Process 1 (for CIP 2016 - 2026)

November 2015 – June 2016 (using 2016 SAPFOTAC Report)

Schools APFO CAPS Process 2 (for Schools APFO System 2016 – 2017)

November 2015 - November 2016

School Adequate Public Facilities Ordinance

Process 2 - Certificate of Adequate Public Schools (CAPS) Allocation

2016 CAPS system is effective November 15, 2015 through November 14, 2016.

The system is updated with new membership, CIP capacity changes, and any other BOCC/School District joint action approved capacity prior to November 15, 2015. This information is received within 5 days of November 15 and posted within the next 15 days. This CAPS system recalibration is retroactive to November 15, 2015.

CAPS Allocation System

1. Certified Capacity
2. LOS Capacity
3. Actual Membership
4. Year Start Available Capacity
5. Ongoing Current Available Capacity (includes available capacity decreases from approved CAPS development by year)
6. CAPS approved development
 - a. Total units
 - b. Single Family¹
 - c. Other Housing¹

CAPS System

$$AC^2 = SC^2 - (ADM^2 + ND1^2 + ND2^2 + \dots)$$

$AC \geq 0$ - Issue CAPS

$AC < 0$ - Defer CAPS to later date

¹Student Generation Rates from CAPS housing type create future membership estimate. Please note that this CAPS membership future estimate is different than the projection based on historical data and projection models used in the CIP process 1. This estimate only captures new development impact, which is the component that the SAPFO can regulate.

²AC - Available Capacity - Starts at Annual Update Capacity and reduces as CAPS approved development is entered into the system.

SC - Certified School Level Capacity

ADM - Average Daily Membership

ND - New Development; ND1 means first approved CAPS approved development

Attachment 7

OCS Student Projections (1) (4)

Elementary

Table with columns for School Year (2001-02 to 2025-26) and rows for Actual, Capacity, and Student Projections. Includes a yellow highlight for 2006-07 and a callout box for Hillsborough Elementary School.

Additional 100 new seats at Hillsborough Elementary School

Important Note: Per 2005 recommendation of School Collaboration Work Group and approved by BOCC with approval of 2008-09 Membership & Capacity numbers and certification of 2009 SAPFOTAC report of May 5, 2009, Grades K-3 class size reduced from 1:23 to 1:21 with opening of CHCCS Elementary #10-Morris Grove (to allow for prior legislative action re: reduced class size)

- (1) It is important to note that this reflects the November 15, 2015 date of membership as outlined in by the Schools Adequate Public Facilities Ordinance.
(2) The Tischler Model provides for the "Linear Method" of projections for both CHCCS and OCS.
(3) Annual growth rate calculated using actual membership for years 2001-02 through 2015-16 and average membership for years 2016-17 through 2025-26
(4) Class sizes for grades K-3 = 1:23 for school years 2000 through 2007-08.

OCS Student Projections(1)

Middle

Table with columns for School Year (2001-02 to 2025-26) and rows for Actual, Capacity, and Student Projections. Includes a yellow highlight for 2006-07 and a callout box for Middle School #3.

Middle School #3 opens in fall 2006 with 700 additional seats

- (1) It is important to note that this reflects the November 15, 2015 date of membership as outlined in by the Schools Adequate Public Facilities Ordinance.
(2) The Tischler Model provides for the "Linear Method" of projections for both CHCCS and OCS.
(3) Annual growth rate calculated using actual membership for years 2001-02 through 2015-16 and average membership for years 2016-17 through 2025-26

OCS Student Projections (1)

High

Table with columns for School Year (2001-02 to 2025-26) and rows for Actual, Capacity, and Student Projections. Includes yellow highlights for 2006-07 and 2016-17, and callout boxes for Partnership Academy Alternative School and Orange High capacity.

Partnership Academy Alternative School capacity added

Partnership Academy Alternative School relocated - capacity added

Orange High capacity decreased, per DPI study

- (1) It is important to note that this reflects the November 15, 2015 date of membership as outlined in by the Schools Adequate Public Facilities Ordinance.
(2) The Tischler Model provides for the "Linear Method" of projections for both CHCCS and OCS.
(3) Annual growth rate calculated using actual membership for years 2001-02 through 2015-16 and average membership for years 2016-17 through 2025-26

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No.** 7-a

SUBJECT: Criminal Justice Advisory Council

DEPARTMENT: Board of County
Commissioners

ATTACHMENT(S):

- 1) Proposed Structure
- 2) Proposed Charge

INFORMATION CONTACT:

Caitlin Fenhagen, 919-245-2303
Commissioner Barry Jacobs, 919-245-2130
Commissioner Bernadette Pelissier, 919-245-2130

PURPOSE: To consider the creation, charge and member structure for the proposed Criminal Justice Advisory Council (CJAC) and, if approved, appoint two Board members to the Council and direct the Clerk to the Board to solicit applicants for potential appointment to the other respective Council positions.

BACKGROUND: At its September 5, 2013 regular meeting, the Orange County Board of Commissioners created an *Assessment of Jail Alternatives Work Group (JAWG)*. The Board stated that before the planning of a new jail began, a comprehensive assessment of jail alternative programs needed to be completed to assess the impact of each on the jail population.

The charge of the JAWG was to investigate and make recommendations to the BOCC concerning alternatives to incarceration programs operating in Orange County, including but not limited to the following programs: Pretrial Release, Pretrial Diversion, Drug Court, Family Court and Adult Probation. The Work Group was directed to submit a Report back to the BOCC by March 31, 2014. At the recommendation of the BOCC, the composition of the JAWG included county and criminal justice leaders and stakeholders. Commissioners Barry Jacobs and Bernadette Pelissier also served as JAWG members. The last meeting of the JAWG was on March 1, 2016.

At that last meeting, the JAWG discussed the future of this short-term Work Group. Staff and group members have learned from conversations with stakeholders that there is an interest and commitment to having a permanent Criminal Justice Advisory Council operating in Orange County. A permanent advisory council would coordinate, inform and enhance the work underway and being considered in the criminal justice system and in the newly-created Criminal Justice Resource Office and would be aligned with the best practices for the administration of an effective, innovative and equitable criminal justice system.

A Criminal Justice Advisory Council would be an appointed body of elected and senior justice system leaders and stakeholders that convenes on a regular basis to coordinate systematic responses to justice system issues and problems. Membership could include stakeholders from the executive branch of government, the courts, corrections, law enforcement, health and human services agencies, community-based organizations, and the faith and business communities.

It is important to create a clear mission statement, a set of goals, a structure of leadership and a method for evaluating the group's effectiveness. It is recommended that a Chair and Vice-Chair be selected from within the Council, that sub-committees have an outlined purpose and that task force or ad hoc groups are carefully considered and limited to a specific task and time-frame. Typical goals for a Council include improving the jurisdiction's justice system through collaborative efforts and research, promoting safety, improving the just and efficient treatment of offenders and reducing incarceration rates, crime rates and recidivism.

Attachment 1 outlines a proposed membership structure that reflects input from the JAWG from its March 1, 2016 meeting. Attachment 2 outlines a proposed Charge for the Criminal Justice Advisory Council

FINANCIAL IMPACT: There no financial impact associated with the creation of a Criminal Justice Advisory Council.

SOCIAL JUSTICE IMPACT: The following Social Justice Goals are applicable to this item:

- **GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY**
The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential or economic status.
- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**
The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.
- **GOAL: CREATE A SAFE COMMUNITY**
The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

RECOMMENDATION(S): The Manager recommends that the Board:

- 1) approve the creation of, suggested Charge and Structure of a Criminal Justice Advisory Council (CJAC);
- 2) appoint two Board members to serve on the Council; and
- 3) direct the Clerk to the Board to solicit applicants for potential appointment to the other respective Council positions and present the list of applicants for potential appointment at the June 21, 2016 regular Board meeting.

Proposed Structure of the Criminal Justice Advisory Council

The proposed structure for the Criminal Justice Advisory Council is:

Position Number	Special Representation	Appointee/Designee
1	Senior Resident Superior Court Judge or Designee (1)	
2	Chief District Court Judge or Designee (1)	
3	District Attorney or Designee (1)	
4	Public Defender or Designee (1)	
5	Clerk of Court or Designee (1)	
6	Orange County Sheriff or Designee (1)	
7/8/9	Municipal Police Chiefs (3)	
10	Chief Magistrate or Designee (1)	
11	Department of Social Services Director (1)	
12	Health Department Director (1)	
13	Mental Health representative (1)	
14	Child Support Services Director (1)	
15	Faith Community representative (1)	
16	Probation Chief (1)	
17	Substance Use Treatment Provider (1)	
18	Re-Entry Advocate and/or Individual Formerly Involved in the Criminal Justice System (1)	
19	Juvenile Justice representative (1)	
20/21	Representatives from School Systems (2)	
22/23	County Commissioners (2)	

STAFF SUPPORT

Criminal Justice Resource Manager
Deputy County Manager

Proposed Charge of the Criminal Justice Advisory Council

The proposed charge for the Criminal Justice Advisory Council is:

- Creates systematic responses to specific problems
- Reduces the duplication of efforts or conflicting efforts
- Informs and improves the allocation of limited resources
- Increases the communication, cooperation and coordination between stakeholders
- Ensures the sharing of information and data between stakeholders
- Improves the quality of services and programs by implementing best practices
- Enhances accountability and transparency

1

**ORANGE COUNTY
BOARD OF COMMISSIONERS
ACTION AGENDA ITEM ABSTRACT
Meeting Date: May 17, 2016**

**Action Agenda
Item No. 7-b**

SUBJECT: Amendment to the Orange County Code of Ordinances – Sexually Oriented Businesses

DEPARTMENT: County Attorney

ATTACHMENT(S):

1. Draft Ordinance
2. Adoption Resolution

INFORMATION CONTACT:

John Roberts, (919) 245-2318

PURPOSE: To consider the adoption of rules regulating the licensing and operation of sexually oriented businesses in Orange County.

BACKGROUND: This item is related to the recent adoption of land use rules regulating the location of sexually oriented businesses in Orange County at the February 2, 2016 regular meeting of the Board of County Commissioners.

The proposed amendments establish new regulations governing the licensing of owners, operators, managers, supervisors, practitioners, and entertainers of sexually oriented businesses as well as limiting admission to such businesses. At the February 2, 2016 meeting, the Board of County Commissioners adopted new land use regulations governing the location and siting requirements for sexually oriented businesses. Within those land use regulations is a requirement that any sexually oriented business comply with all applicable licensing requirements found in Chapter 8 of the Orange County Code of Ordinances.

Among other things the recommended ordinance requires all persons with ownership interests in such a business or any form of employment or contractual relationship with such a business to be licensed, and restricts the presence on the premises of minors.

For additional information refer to the February 2, 2016 agenda item at <http://server3.co.orange.nc.us:8088/WebLink8/0/doc/40491/Page1.aspx>.

FINANCIAL IMPACT: Indirect costs associated with ordinance enforcement.

SOCIAL JUSTICE IMPACT: The following Social Justice Goal is applicable to this item.

- **GOAL: CREATE A SAFE COMMUNITY**

The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

RECOMMENDATION(S): The Manager recommends that the Board:

1. Deliberate as necessary on the proposed amendments; and
2. Consider the adoption of these sexually oriented business provisions into the Orange County Code of Ordinances; authorize the Chair to sign the attached Resolution of Adoption; and authorize the County Attorney to make any minor non-substantive changes or corrections that may be necessary prior to submission of the amendment to Municode.

Secs. 8-83—8-89. - Reserved.

ARTICLE IV. – SEXUALLY ORIENTED BUSINESSES

Sec. 8-90. - Scope.

Pursuant to the authority granted to counties by North Carolina General Statute §153A-121, §153A-134, §160A-181.1 and to protect public health, safety, and welfare the following regulatory license provisions and regulations are ordained for sexually oriented business owners, operators, managers, whether individuals or business entities; sexually oriented business practitioners and entertainers, and for the operation or carrying on of sexually oriented businesses as the term sexually oriented business is defined in Article 10 of the Orange County Code of Technical Ordinances.

Sec. 8-91. - Licensing of sexually oriented business operators.

(a) No person or business entity shall own, operate, maintain, run, manage, or supervise a sexually oriented business unless such person shall have first applied for and received the license required by this Section.

(b) Every application for the license prescribed in this Section shall be upon a form approved by the Orange County Manager and shall be filed with the Orange County Manager. As used in this Article Orange County Manager shall mean that individual appointed as such by the Orange County Board of Commissioners or that individual's designee. Every such application shall be made under oath and shall contain the following information:

(1) If the applicant is:

- a. A person; the name of the applicant, any aliases ever used by the applicant, the age, the sex, and past military identification number of the applicant; the residence address of the applicant and the residence addresses of the applicant for the ten years preceding the date of the application.
- b. A partnership, corporation, association, or any other business entity; the name of the partnership, corporation, association, or other entity, the name of each individual with an ownership or beneficial interest in the entity, the state of incorporation (if applicable), principal place of business, and the name, state of incorporation, and principal place of business of any and all associated business entities or predecessor in interest business entities.

(2) The address of the premises where the sexually oriented business shall be located;

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(3) A complete statement of all convictions of any person whose name is required to be given in subsections 8-91(a) or 8-91(b). The statement shall list convictions for all crimes including but not limited to any crime involving sexual misconduct and offenses pursuant to G.S. §§ 14-177 through and including 14-202.6, §§ 14-203 through and including 14-208, and §§ 14-208.5 through and including 14-208.45;

(4) A complete statement of any revocation, by any governmental unit, of any license and the existence of any license to operate a sexually oriented business or to engage in sexually oriented businesses, trades, or professions held or formerly held by any person whose name is required to be given in subsection 8-91(b)(1);

(5) The name and address and license information of any sexually oriented business or other entity owned or operated by any person whose name is required to be given in subsection 8-91(b)(1).

(c) In addition to the application required in subsection 8-91(b) the applicant shall submit, at the applicant's cost, a certified criminal background check conducted by the Clerk of Superior Court covering the immediately preceding five (5) year period for all locations in which the applicant has temporarily or permanently resided or operated any sexually oriented business.

(d) The application shall be approved if the County Manager determines that:

(1) The application contains no misstatement of fact;

(2) The applicant, or any person having any legal or beneficial ownership interest in the applicant, has not been convicted, for the five-year period preceding the date of the application, of any crime listed in subsection 8-91(b)(3);

(3) The applicant or any person having a legal or beneficial interest in the applicant has not, for the three-year period preceding the application, had a previously issued license for engaging in the business, trade, or profession regulated herein revoked.

(e) Upon approval of the application by the County Manager, and upon receipt of a license fee set from time to time, the collector of revenue shall issue a license to the applicant. License approval shall lapse if the license fee prescribed by this section is not received by the collector of revenue within 60 days of the date the application is approved.

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(f) A license issued pursuant to this section shall be revoked by action of the County Manager upon the County Manager's determination that:

- (1) The licensee has violated any provision of this Article; or
- (2) The licensee, or any agent of the licensee, employs or permits to be on the premises of the applicant's sexually oriented business any person practicing the business or profession who has not been issued a license required by Section 8-92 or whose license under Section 8-92 has been revoked; or
- (3) The licensee, or the legal or beneficial owner of any interest in the licensee, is, after the license under this section is issued, convicted of any crime listed in subsection 8-91(b)(3); or
- (4) Any employee of the licensee is, after the license under this section is issued, convicted of any crime listed in subsection 8-91(b)(3); or
- (5) The licensee violates any zoning, building, or fire prevention ordinance and fails to abate such violation within the time ordered to do so; or
- (6) Subject to 8-97, the licensee knowingly allows any individual to work upon or patronize the premises who is at the time of such employment or patronization under eighteen (18) years of age; or
- (7) The licensee ceases for thirty (30) consecutive days operating a sexually oriented business at the location required to be stated in the application for license pursuant to subsection 8-91(b)(2).

Sec. 8-92. - Licensing of Practitioners or Entertainers.

(a) No person shall engage in the business or profession of sexually oriented business practice or entertainment whether as employee, contractor, or subcontractor unless such person shall have first applied for and received the license provided by this section. A license issued pursuant to this section is a regulatory license issued to the applicant only and is not transferable.

(b) The application for the license required by this section shall be upon a form approved by the County Manager and shall be filed with the County Manager. Such application shall be given under oath and shall contain the following information:

- (1) The name of the applicant, any aliases ever used by the applicant, the age, the sex, and past military identification number of the applicant, the residence address of the applicant, and the county of residence of the applicant for the preceding three (3) years;

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(2) A complete statement of any prior employment in any sexually oriented business;

(3) A complete statement of all convictions of the applicant for any crime listed or referenced in subsection 8-91(b)(3);

(4) A complete statement of any revocation of any license granted by any governmental unit to the applicant to engage in any business related to a sexually oriented businesses.

(c) The applicant shall submit, as part of the application required in subsection 8-92(b), two recent photographs of the applicant's head and shoulders, of a size and quality prescribed by the County Manager. The applicant shall additionally submit, at his or her cost, a certified criminal background check conducted by the Clerk of Superior Court covering the immediately preceding five (5) year period for all locations in which the applicant has temporarily or permanently resided or worked as an employee or contractor with a sexually oriented business as part of the application required in subsection 8-92(b).

(d) An application in proper form shall be submitted to the County Manager together with all reports, documents, photographs, and records required by this section. The County Manager shall conduct an investigation of the applicant as provided herein. The application shall be approved if the County Manager determines:

(1) That the applicant is at least 18 years of age;

(2) The application contains no misstatement of fact;

(3) The applicant has not been convicted, for the five-year period preceding the date of the application, of any crime listed in subsection 8-91(b)(3);

(4) The applicant has not, for the three-year period preceding the application, had a previously issued license for engaging in the business of any sexually oriented business revoked;

(5) The applicant has not been previously convicted of any violation of any provision of this article;
and

(e) Upon approval of the application by the County Manager, and upon receipt of a license fee and any other fees as those fees are set from time to time, subject, however, to the provisions of Section 8-99, the collector of revenue shall issue a license to the applicant. License approval shall lapse if the license fee

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prescribed by this section is not received by the collector of revenue within sixty (60) days of the date the application is approved.

(f) A license issued pursuant to this section shall be revoked by action of the County Manager if the County Manager determines that:

- (1) The licensee has violated any provision of this Article;
- (2) The licensee is, after the license under this section is issued, convicted of any crime listed in subsection 8-91(b)(3); or
- (3) The licensee engaged in fraudulent, false, misleading or deceptive advertising to describe, promote, or advertise any type of business activity or service prohibited by this Article or is not defined in this Article.

Sec. 8-93. - Employer to use only licensed employees.

No person licensed under Section 8-91 of this Article shall allow or permit any person to engage in any form of entertainment upon the premises operated by the licensee unless the person is licensed under Section 8-92 of this Article.

Sec. 8-94. - Posting of license.

Every person or entity required to be licensed by this Article shall cause such license to be posted upon the premises of any sexually oriented business at which the person is engaged in entertainment, work, supervisory, or management activities. If the license cannot be posted, then the person or entity's representative shall have the license in his or her actual possession at all times they are on the premises.

Sec. 8-95. - Notice and hearing and Appeal.

- (a) Before the County Manager revokes a license issued pursuant to this Article, or before the Sheriff or Board of County Commissioners consider an appeal of this Article from a decision of the County Manager denying an application for or revoking a license, the County Manager, the Sheriff, or the Board of County Commissioners, as the case may be, shall cause a written notice to be sent by certified mail, return receipt requested, to the licensee affected or applicant affected, at the address stated in the license or application. This notice shall advise the affected party of a right to appear before the County Manager, Sheriff, or Board of County Commissioners, as the case may be, at a stated time and place, for the purpose of presenting

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any evidence relevant to such revocation, denial or appeal, and for the purpose of hearing all evidence submitted and examining or cross-examining any person providing such evidence.

- (b) Any person whose application for a license pursuant to this Article is denied or license revoked by the County Manager may appeal such decisions to the Sheriff for denials or revocations pursuant to 8-91(b), 8-91(f)(4), 8-92(b), or 8-92(f)(2) . Appeals for denials or revocations pursuant to any other section of this Article shall be made to the Board of County Commissioners. An appeal is taken by filing written notice of such appeal with the Sheriff or Board of County Commissioners, as the case may be, within ten (10) calendar days following the date of the decision. The Sheriff or Board of County Commissioners, as the case may be, shall set the appeal for hearing in the manner provided by this Section 8-95. The Sheriff or Board of County Commissioners may affirm, modify, or reverse the County Manager's decision.

Sec. 8-96. - Hours of operation.

- (a) No person licensed pursuant to Section 8-91 above shall operate a sexually oriented business before 10:00 a.m. or after 12:00 a.m., prevailing time.
- (b) No person licensed under Section 8-92 of this Article shall work or perform upon the premises of any sexually oriented business before 10:00 a.m. or after 12:00 a.m., prevailing time.
- (c) No person in charge of operating or managing a sexually oriented business shall allow, permit, or condone any activities, work, or entertainment before 10:00 a.m. or after 12:00 a.m., prevailing time.

Sec. 8-97. - Patronage of sexually oriented businesses by minors; employment of minors.

- (a) No person licensed pursuant to this Article shall allow, permit, or admit for patronage upon the premises of any sexually oriented business that serves alcohol, or allows alcohol to be possessed and/or consumed on the premises, any person under the age of twenty-one (21) years.
- (b) No person licensed pursuant to this Article shall allow, permit, or admit for patronage upon the premises of any sexually oriented business that does not serve alcohol, or allow alcohol to be possessed and/or consumed on the premises, any person under the age of eighteen (18) years.
- (c) No person licensed pursuant to this Article shall employ or contract for the services of any person under the age of eighteen (18) years in the operation of a sexually oriented business.

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Sec. 8-98. – Illegal activity.

It shall be unlawful for any licensee under any section of this Article to engage in any activity that would be in violation of any crime referenced in subsection 8-91(b)(3) on the premises of a sexually oriented business.

Sec. 8-99. – Annual License.

- (a) The licenses required under this Article are annual regulatory licenses. The annual license fee pursuant to Sections 8-91 and 8-92 shall be as determined annually by the Board of County Commissioners in the Commissioner Approved Fee Schedule.
- (b) Fees for the licenses shall be due and payable in the same manner as prescribed for other license fees of Orange County and may be collected in any manner authorized by law.

Sec. 8-100. – Remedies.

(a) Violation of this Article is a misdemeanor punishable as prescribed in G.S. § 14-4.

(b) Injunctive Relief:

(1) Whenever the County Manager has reasonable cause to believe that any person is violating or threatening to violate this Article or any rule or order adopted or issued pursuant to this Article, or any term, condition, or provision of a license issued pursuant to this Article, the County Manager may either before or after the institution of any other action or proceeding authorized by this Article, institute a civil action in the name of Orange County for injunctive relief to restrain the violation or threatened violation.

(2) Upon determination by a court that an alleged violation is occurring or is threatened, it shall enter such orders or judgments as are necessary to abate the violation or to prevent the threatened violation. The institution of an action for injunctive relief under this section shall not relieve any party to such proceedings from any civil or criminal penalty prescribed for violation of this Article.

Sec. 8-101. - Severability.

If any provision of this Article is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, independent provision and such holding shall not affect the validity of any other provision hereof, and to that end, the provisions of this Article are hereby declared to be severable.

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Sec. 8-102. - Effective date.

This Article shall be effective when adopted.

ORANGE COUNTY BOARD OF COMMISSIONERS

RESOLUTION OF AMENDMENT

A RESOLUTION AMENDING CHAPTER 8 OF THE ORANGE COUNTY CODE OF ORDINANCES

Be it Resolved and Ordained by the Board of Commissioners of Orange County, North Carolina:

WHEREAS, the State of North Carolina authorizes counties to regulate sexually oriented businesses through North Carolina General Statutes 153A-121, 153A-134, and 160A-181.1; and

WHEREAS, the Board of Commissioners of Orange County specifically finds that the operation of sexually oriented business has unsafe secondary impacts on the health, life, safety, and welfare of individuals and the community in which the sexually oriented business is located, which may include increases in crime rates, decreases in the property values of neighboring properties, and disturbances of the peace; and

WHEREAS, licensing is a legitimate and reasonable means of accountability to ensure that operators, contractors, and employees of sexually oriented businesses comply with reasonable regulations and to ensure that operators do not allow their establishments to be used improperly or as places of illegal activity or solicitation; and

WHEREAS, there is convincing documented evidence that sexually oriented businesses, because of their nature, have a deleterious effect on existing uses, including but not limited to businesses, schools, daycare facilities, religious institutions, parks, and rural fire departments around them and the surrounding residential areas adjacent to them, causing increased crime and the downgrading of property values; and

WHEREAS, tourism is an important aspect of the local economy that would be negatively affected by increased crime and downgraded quality of life resulting from the adverse effects of sexually oriented businesses; and

WHEREAS, the Board of Commissioners desires to minimize and control these adverse effects and thereby protect the health, safety, and welfare of the citizenry; protect the citizens and residents from increased crime; preserve the quality of life; preserve the property values and character of surrounding neighborhoods; and

WHEREAS, the Board of Commissioners has determined that locational criteria alone do not adequately protect the health, safety, and general welfare of the people of Orange County; and

WHEREAS, it is not the intent of this ordinance to suppress any speech activities protected by the First Amendment, but to enact a content neutral ordinance which addresses the secondary effects of sexually oriented businesses; and

WHEREAS, in order to protect the health, life, safety, and welfare of individuals engaged in the operations of sexually oriented businesses and that of individuals living, working, or otherwise engaged in activities in and around areas in which sexually oriented businesses are located and to

mitigate the adverse effects of such businesses it is appropriate to establish regulations for the licensing and operations of sexually oriented businesses.

NOW THEREFORE BE IT RESOLVED AND ORDAINED, that the Code of Ordinances, Orange County, North Carolina, Chapter 8, is hereby amended by adding sections to be numbered 8-90---8-102, which sections read as shown in the attached revised ordinance to regulate the licensing and operations of sexually oriented businesses in Orange County.

This Amendment shall become effective upon adoption.

Adopted by the Orange County Board of Commissioners this _____ day of _____, 2016.

By:

Attest:

Earl McKee, Chair
Orange County Board of Commissioners

Donna Baker, Clerk to the Board

[SEAL]

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No. 8-a**

SUBJECT: North-South Corridor Study Update – Locally Preferred Alternative (LPA)

DEPARTMENT: Planning and Inspections

ATTACHMENT(S):

1. LPA Recommendation
2. LPA Powerpoint

INFORMATION CONTACT:

Max Bushell, Transportation Planner,
Orange County, 919-245-2582
Mila Vega, Transit Service Planner,
Chapel Hill Transit, 919-969-4916

PURPOSE: To receive an update on the North-South Corridor Study and provide comment as appropriate.

BACKGROUND: The study corridor runs along Martin Luther King, Jr. Boulevard (Historic Airport Road/NC Hwy 86), South Columbia Street (including the portion of Pittsboro Street along the one-way pairing in this corridor through the UNC campus), and US 15-501 South. This corridor, which is approximately 7.3 miles long, has its northern terminus at Eubanks Road and Martin Luther King, Jr. Boulevard and its southern terminus at US 15-501 near the Southern Village mixed-use development.

The North-South Corridor study, funded through a combination of federal (Federal Transit Administration [FTA]) and local funds, identifies and evaluates a series of transit investment alternatives for implementation within the study corridor. It is managed by Chapel Hill Transit and guided by a Policy Committee, Technical Committee, Transit Partners Committee and a substantial public involvement process. The Technical Committee includes a representative from Orange County Planning.

The study expands on previous planning work to identify a locally-preferred transit investment alternative that facilitates safe, efficient and expanded levels of mobility within the increasingly busy study corridor, and to improve connectivity between the corridor and the Research Triangle region. Additional reasons for this study include improving connections with other local and regional transit routes (including the planned Durham-Orange Light Rail line), supporting future development within the corridor, and increasing transit mode share and ridership to the UNC campus/hospital. The Orange County Bus Rail Investment Plan (OCBRIP) has this project identified in its adopted 2012 plan, including some assumed local funding from the mobility tax.

The study process was guided by strategic and comprehensive public involvement process that included three rounds of public meetings that were well attended. The process also included

web-based outreach via project website (www.nscstudy.org), Facebook, Twitter and email. The project website provides valuable resources such as study documents, materials from all public meetings, presentations and a visualization video showing a range of potential improvements for the corridor.

Following a multi-phased alternative development and evaluation process, a Locally Preferred Alternative (LPA) recommendation, consisting of three (3) variations (i.e. Alternatives 6-1, 6-2, and 6-3), was developed by the Study Technical and Policy Committee and the Transit Partners Committee to be carried forward for more study (LPA recommendation is provided in Attachment 1). The LPA is the transit investment alternative that best meets the purpose and need for the project and is potentially competitive for funding through the FTA's New Starts/Small Starts capital funding program. The LPA developed for this corridor comprises Bus Rapid Transit (BRT) service. A draft report on the alternatives is available on the project website: <http://nscstudy.org/wp-content/uploads/Chapel-Hill-Detailed-Evaluation-of-Alternatives-v3-DRAFT-2016-04-report-only.pdf>.

The Chapel Hill Town Council adopted the LPA on April 27th and authorized staff to submit the LPA to the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) for adoption and integration into the 2040 Metropolitan Transportation Plan. Chapel Hill Transit Planner Mila Vega will provide more detail at the meeting using a powerpoint presentation (Attachment 2) and will respond to any questions the BOCC may have.

FINANCIAL IMPACT: There is no financial impact associated with receiving this update. The North-South Corridor Project will be financed in part by ½ cent sales tax revenues from Orange County. Initial estimates of the project costs vary from the conceptual project costs and extents within the OCBRIP and, if the LPA is approved, financial modification to the OCBRIP is required to be approved by the BOCC.

SOCIAL JUSTICE IMPACT: The following Social Justice Goals are applicable to this item:

- **GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY**
The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential or economic status.
- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**
The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.
- **GOAL: CREATE A SAFE COMMUNITY**
The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

RECOMMENDATION(S): The Manager recommends that the Board:

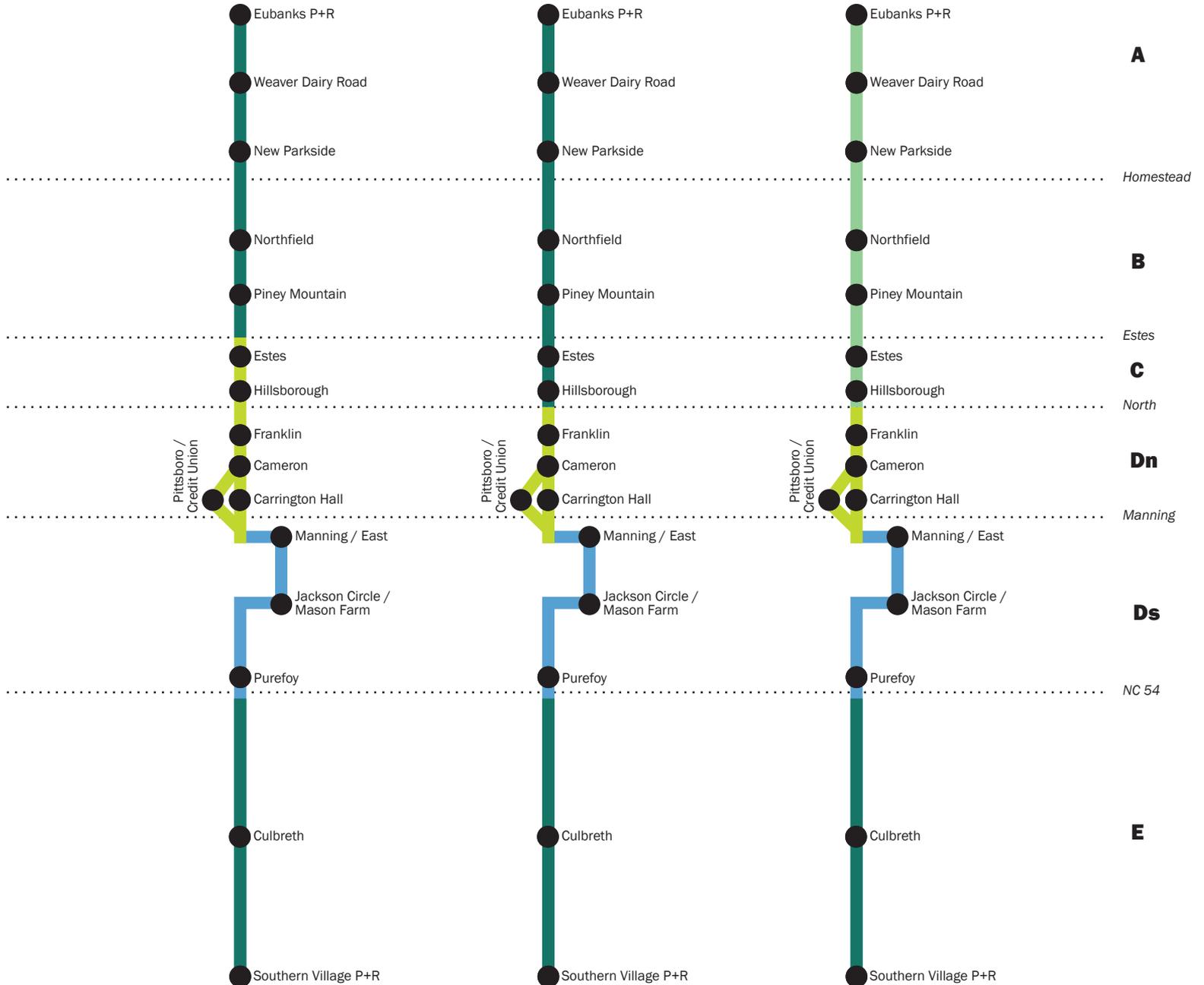
1. Receive the update; and
2. Provide comment as appropriate.



Alternative 6-1

Alternative 6-2

Alternative 6-3



North-South Corridor Study Update

Date: May 17, 2016

Board of County Commissioners
Orange County

Agenda

- Welcome and Introductions
- Project Status and Schedule
- The Need for Transit Investment
- The Alternatives
- Public Engagement Activities and Results
- The Recommended Locally-Preferred Alternative
- Next Steps

Study Origination

2020

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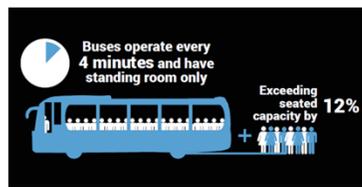
- Expands on previous regional and local planning
- Continues key theme identified in the Chapel Hill 2020 Comprehensive Plan - "Getting Around"
- Helps determine if the Town should move forward with the development of the North-South transit corridor and proceed to the next phase

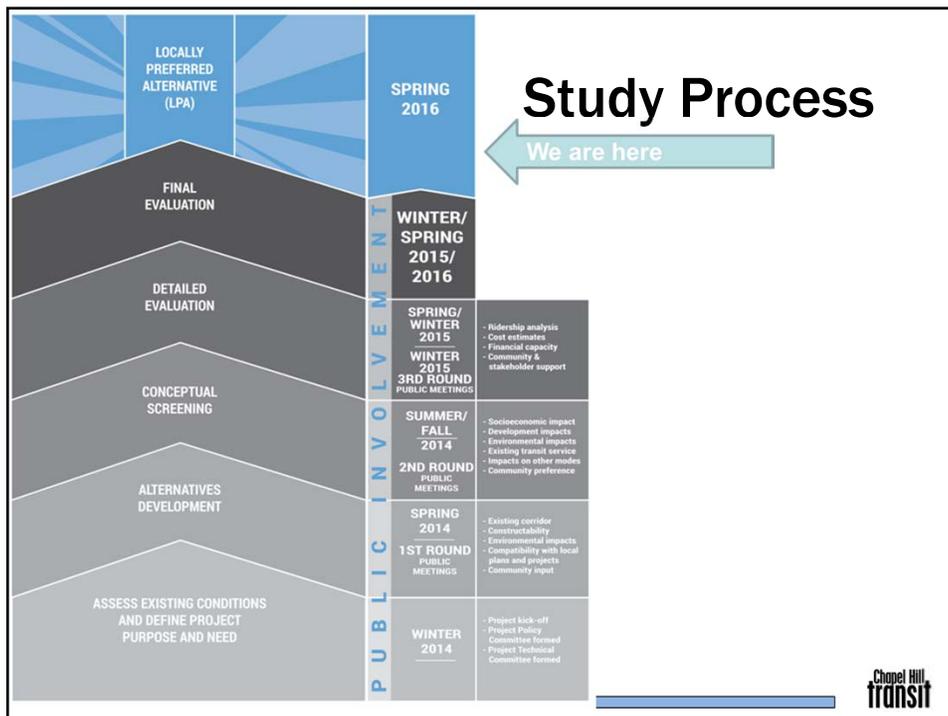
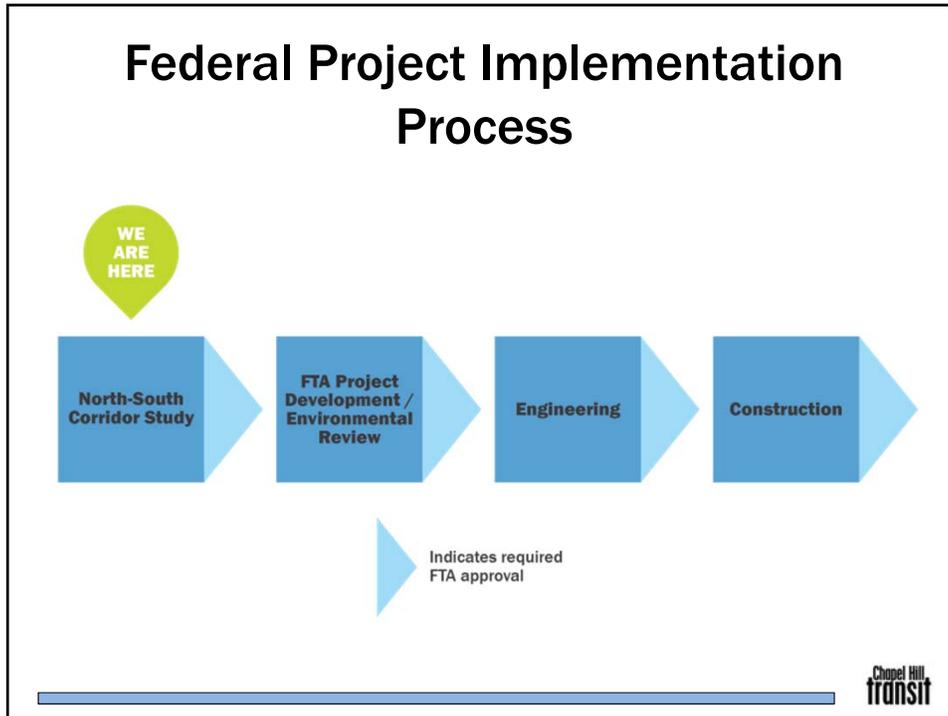


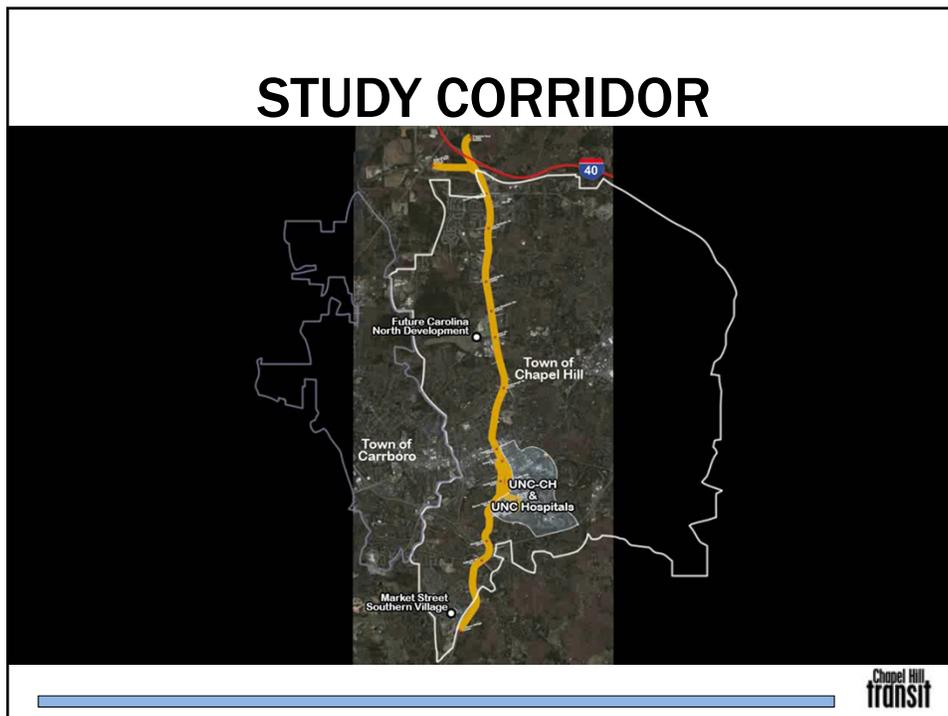
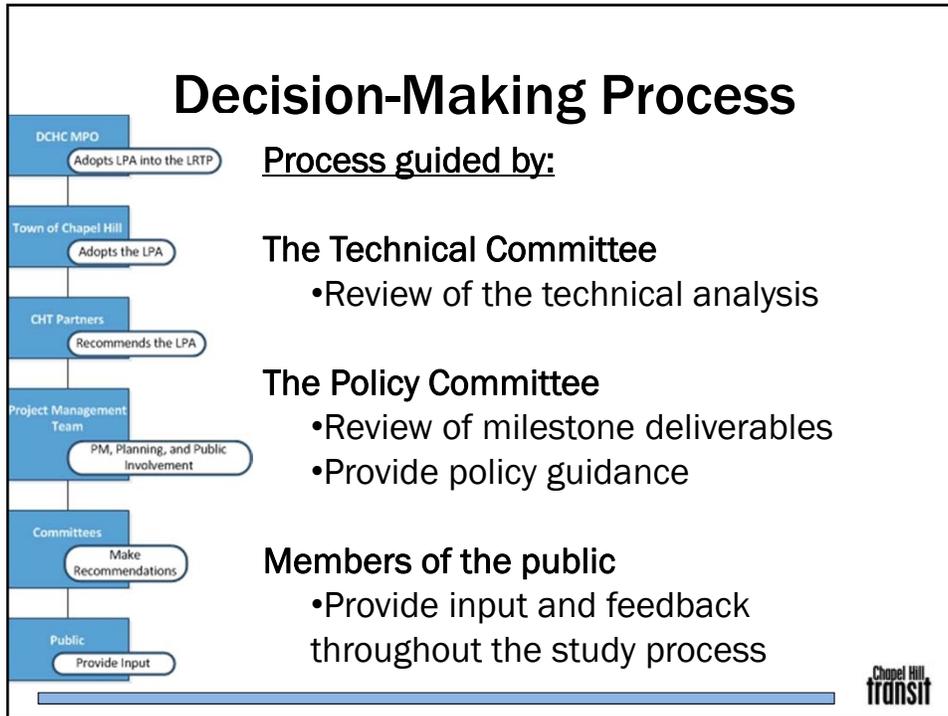
Context and Vision

Prepares the Town to meet mobility demand as the region continues to grow:

- Current system operates close to maximum capacity
- Proposed system provides a long-term, scalable solution available to residents and visitors of the community
- Connects to regional transit options
- Supports current and planned development in the corridor with a multi-modal system that serves cyclists, pedestrians and other users







Purpose and Needs Identified by Study Committees & the Public

- ✓ Make transit more efficient and attractive
- ✓ Improve connectivity along the corridor
- ✓ Improve connectivity of the corridor to the region
- ✓ Support planned land uses
- ✓ Contribute to regional equity, sustainability, and quality of life
- ✓ Develop a community-supported project

Alternatives: Transit Modes



No Build - PASS



BRT Low - PASS



BRT High - PASS



Streetcar - DEFER



LRT - DEFER



Commuter Rail - DEFER

Dedicated Center Lane – Convert a Lane



Dedicated Center Lane – Construct a Lane

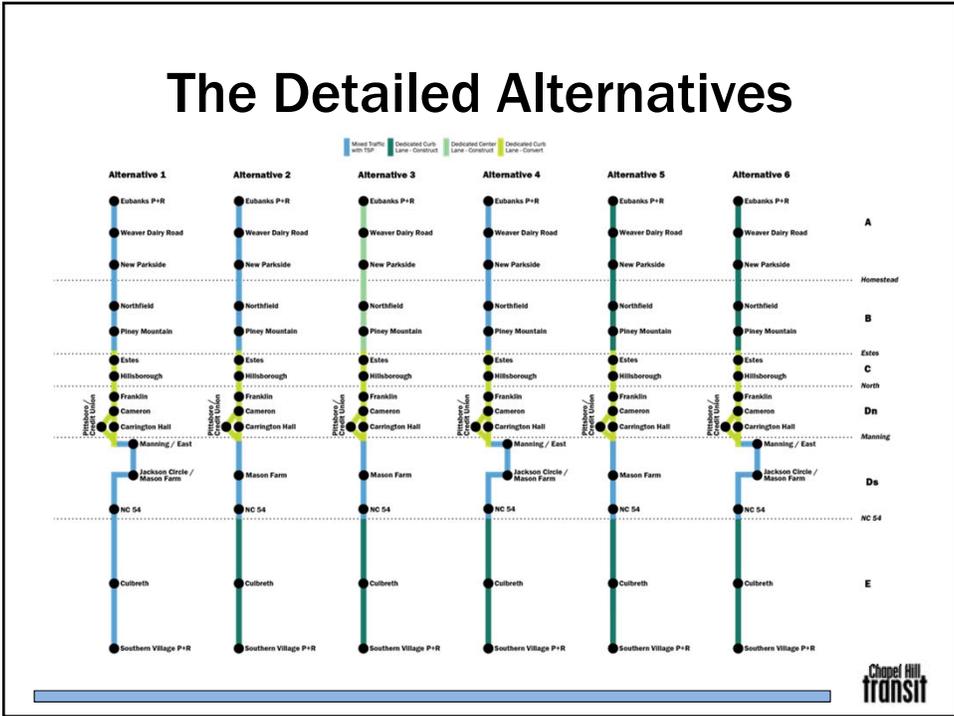


Dedicated Curb Lane – Convert a Lane



Dedicated Curb Lane – Construct a Lane





Public Input



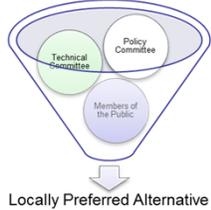
The public input is the foundation of the process. The public outreach is comprehensive and strategic.

In-person - three rounds of meetings:

- March 2014
- October 2014
- January 2016

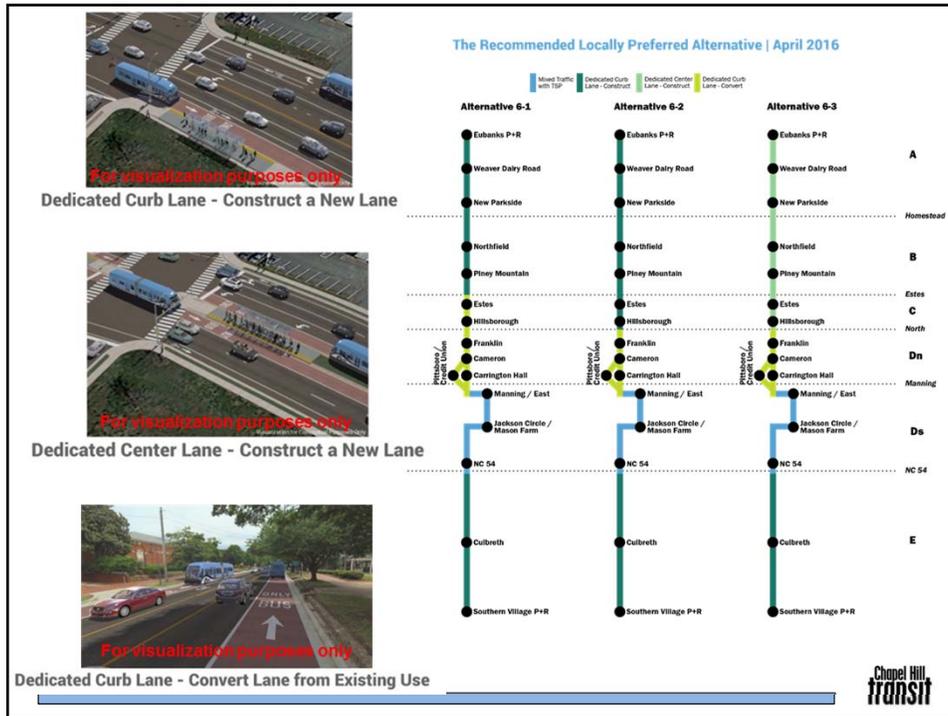
Web-based

- Project website www.nscstudy.org (presentations, reports, meeting materials)
- Facebook
- Twitter
- Email



Locally Preferred Alternative





LPA Summary

	6-1	6-2	6-3
Capital Cost	\$ 96.8 M	\$ 105.9 M	\$ 105.4 M
<i>Federal</i>	\$ 77.4 M	\$ 84.7 M	\$ 84.3 M
<i>Non-Federal</i>	\$ 19.4 M	\$ 21.2 M	\$ 21.1 M
O&M Cost		\$ 3.4 M	
Travel Time		33:10	
Travel Times Savings		03:51	
Draft Ridership – subject to change		8,575	
Average Peak-Hour Traffic Delay	02:28	00:23	00:49
Hours of operation	5:00 am – 11:00 pm during the week 8:00 am – 11:00 pm on the weekend		
Days of operation	7 days a week		
Frequency of service	Every 7.5 minutes during the day Every 10-20 minutes early morning and at night		

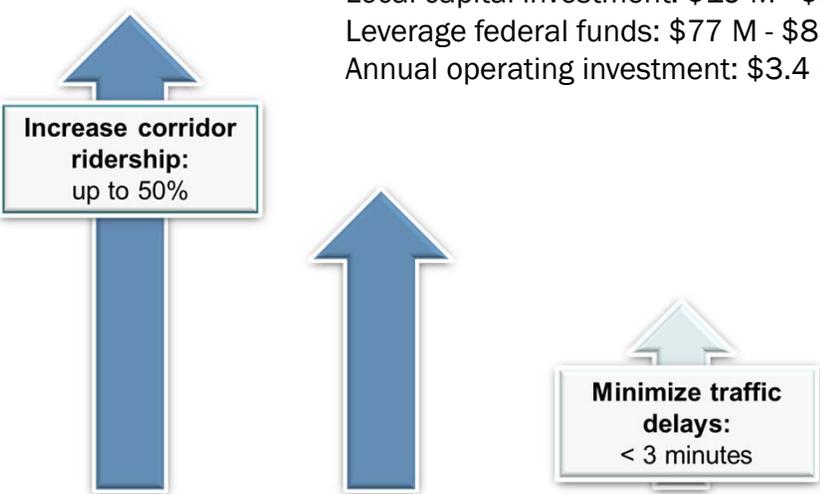
Next Phase - Project Development

The LPA is refined during environmental documentation and engineering:

- Refine ridership
- Refine costs
- Refine impacts
- Identify community preference

Potential Outcomes of BRT Investment

Local capital investment: \$19 M - \$22 M
Leverage federal funds: \$77 M - \$85 M
Annual operating investment: \$3.4 M



Increase corridor ridership:
up to 50%

Minimize traffic delays:
< 3 minutes

Benefits of North-South Corridor BRT

Provides regional connections

Improves reliability of the whole system

existing routes can also use the lanes, improving system-wide reliability and efficiency



Reduces CHT fleet age

provides access to capital funds for buses currently not available

Funds bike/pedestrian investments

provides non-Town resources to build bike lanes and improve pedestrian access



Designed for expansion

may be the first investment in a future BRT network

Chapel Hill
transit

Without BRT Investment in the North-South Corridor...

- Transit trips will take up to 9 minutes longer – and will likely get worse as congestion increases
- Traffic congestion will increase – driving through the corridor will take longer
- Buses will become more crowded and less reliable as they're stuck in traffic
- Additional parking spaces will be necessary throughout the corridor
- Development patterns will be less transit-supportive

Chapel Hill
transit

Chapel Hill Town Council Action

- On April 27th, 2016 the Council adopted the North-South Corridor Study Locally Preferred Alternative (LPA) as recommended by the Chapel Hill Transit Public Transit Committee and the Study's Technical and Policy Committees, and authorized staff to submit the LPA to the Durham - Chapel Hill - Carrboro Metropolitan Planning Organization (DCHC).



Questions, Comments, Discussion

MILA VEGA
Transit Service Planner
Chapel Hill Transit
6900 Millhouse Road
Chapel Hill, NC 27516-8175
(919) 969-4916 Phone
mvega@townofchapelhill.org
www.nscstudy.org



**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No. 11-a**

SUBJECT: Appointments to the Orange County Firearms Safety Committee

DEPARTMENT: Board of Commissioners

ATTACHMENT(S): Under Separate Cover
Public Service Announcement 03/03/2016
Member Roster
Applicant Interest List
Applications for Persons on the Interest
List

INFORMATION CONTACT:
Clerk's Office -919-245-2130

PURPOSE: The Board will consider making/confirming appointments to the Orange County Firearms Safety Committee.

BACKGROUND: The Orange County Board of Commissioners created the Orange County Firearms Safety Committee at their regular meeting on March 1, 2016.

The charge for the Firearms Safety Committee would include, but not necessarily be limited to:

- discuss the purpose of additional County firearm regulations, noise, property size, cost, posting of property signs, and safety concerns; and
- look at similar ordinances in other counties and to advise (or recommend) to the BOCC regarding a course of action regarding firearm regulations in the County.

The Work Group is directed to submit recommendations back to the Board of County Commissioners at a future meeting.

FINANCIAL IMPACT: There is a contract with the Dispute Settlement Center for the meeting facilitator, Andy Sachs, at a rate of \$125/hour, including but not limited to travel expenses, preparation, planning, consultations, meeting set-up, follow-up, meetings, process evaluation, and contract management.

RECOMMENDATION(S): The Manager recommends for the Board to make/confirm appointments to the Orange County Firearms Safety Committee and to choose a BOCC Liaison to this committee.

Position Number	Special Representation	Appointee/Designee
1	Orange County Resident	
2	Orange County Resident	
3	Orange County Resident	
4	Orange County Resident	
5	Orange County Resident	
6	Orange County Resident	
7	Orange County Resident	
8	Orange County Resident	
Technical Staff		
	County Manager or Designee	Travis Myren – Deputy County Manager
	County Attorney	John Roberts or designee
	Sheriff or designee	Jamie Sykes
	Planning Director	Craig Benedict
	N.C. Wildlife Resources Representative (1) 1	Forest Orr
	Board of County Commissioners Liaison (1)	



FOR IMMEDIATE RELEASE

Media Contact: Donna S. Baker, Clerk to the Board-Orange County Board of Commissioners (919) 245-2130 or Thom Freeman, Assistant to the Clerk (919) 245-2125

APPLICANTS NEEDED FOR ORANGE COUNTY FIREARMS SAFETY COMMITTEE

ORANGE COUNTY, NC (March 3, 2016) – One major way residents can have a positive impact on the future of Orange County is to volunteer to serve on the various advisory boards and commissions.

On February 16, 2016, the Board of County Commissioners (BOCC) voted to create the **Orange County Firearms Safety Committee**, modeled after the Orange County Hunting Ordinance work group. On March 1, 2016 the Board defined the purpose and composition of the committee.

As a newly created Orange County committee there are **8 openings** for Orange County residents. Applicants must be Orange County residents who reside or own property in the unincorporated areas of Orange County. The committee will include representatives who own and use firearms and those who do not.

The committee will also include technical staff representing the Orange County Sheriff, N.C. Wildlife Resources Department, County Manager, a Board of Commissioners' liaison, County Attorney and County Planning Director. This committee will have a facilitator.

The committee's charge will include, but not necessarily be limited to: discussing the purpose of additional county firearm regulations, noise, lot size, cost, posting of property signs, and safety concerns; and reviewing similar ordinances in other counties and advising or recommending to the BOCC a course of action regarding firearm regulations in the county.

If interested, apply at www.orangecountync.gov/boards .

Applications should be submitted by April 15, 2016 with a proposed appointment by the Board of Commissioners in early May.

Orange County strives for diversity on volunteer advisory boards. Minorities are encouraged to apply. Applicants must reside in Orange County. Volunteers appointed by the Board of County Commissioners have an opportunity to influence the way of life in Orange County.

For questions regarding the **Orange County Firearms Safety Committee** or for additional information, call Thom Freeman 919-245-2125 or email tfreeman@orangecountync.gov. You may also contact Donna Baker, Clerk to the Board at 919-245-2130 or email dbaker@orangecountync.gov .

Board and Commission Members

And Vacant Positions

Orange County Firearms Safety Committee

Meeting Times: TBA TBA

Meeting Place: TBA

Description: The groups charge would include, but not necessarily be limited to: to discuss the purpose of additional county firearm regulations, noise, lot size, cost, posting of property signs, and safety concerns; and to look at similar ordinances in other counties and to advise (or recommend) to the BOCC regarding a course of action regarding firearm regulations in the county. The composition is as follows: 8 Orange County Residents who either reside or own property in the unincorporated areas of Orange County and 6 Technical Staff member as listed below.

Terms:

Contact Person: Thom Freeman

Positions: 14

Length:

Contact Phone: 919-245-2125

1	VACANT	Day Phone:	Sex:	First Appointed:
		Evening Phone:	Race:	Current Appointment:
		FAX:	Township:	Expiration:
		E-mail:	Resid/Spec Req: Unincorporated Oran	Number of Terms:
			Special Repr: Orange County Resident	

2	VACANT	Day Phone:	Sex:	First Appointed:
		Evening Phone:	Race:	Current Appointment:
		FAX:	Township:	Expiration:
		E-mail:	Resid/Spec Req: Unincorporated Oran	Number of Terms:
			Special Repr: Orange County Resident	

3	VACANT	Day Phone:	Sex:	First Appointed:
		Evening Phone:	Race:	Current Appointment:
		FAX:	Township:	Expiration:
		E-mail:	Resid/Spec Req: Unincorporated Oran	Number of Terms:
			Special Repr: Orange County Resident	

4	VACANT	Day Phone:	Sex:	First Appointed:
		Evening Phone:	Race:	Current Appointment:
		FAX:	Township:	Expiration:
		E-mail:	Resid/Spec Req: Unincorporated Oran	Number of Terms:
			Special Repr: Orange County Resident	

5	VACANT	Day Phone:	Sex:	First Appointed:
		Evening Phone:	Race:	Current Appointment:
		FAX:	Township:	Expiration:
		E-mail:	Resid/Spec Req: Unincorporated Oran	Number of Terms:
			Special Repr: Orange County Resident	

Board and Commission Members

And Vacant Positions

Orange County Firearms Safety Committee

Meeting Times: TBA TBA

Meeting Place: TBA

Description: The groups charge would include, but not necessarily be limited to: to discuss the purpose of additional county firearm regulations, noise, lot size, cost, posting of property signs, and safety concerns; and to look at similar ordinances in other counties and to advise (or recommend) to the BOCC regarding a course of action regarding firearm regulations in the county. The composition is as follows: 8 Orange County Residents who either reside or own property in the unincorporated areas of Orange County and 6 Technical Staff member as listed below.

Terms:

Contact Person: Thom Freeman

Positions: 14 Length:

Contact Phone: 919-245-2125

6	VACANT	Day Phone: Evening Phone: FAX: E-mail:	Sex: Race: Township: Resid/Spec Req: Unincorporated Oran Special Repr: Orange County Resident	First Appointed: Current Appointment: Expiration: Number of Terms:
7	VACANT	Day Phone: Evening Phone: FAX: E-mail:	Sex: Race: Township: Resid/Spec Req: Unincorporated Oran Special Repr: Orange County Resident	First Appointed: Current Appointment: Expiration: Number of Terms:
8	VACANT	Day Phone: Evening Phone: FAX: E-mail:	Sex: Race: Township: Resid/Spec Req: Unincorporated Oran Special Repr: Orange County Resident	First Appointed: Current Appointment: Expiration: Number of Terms:
9	VACANT	Day Phone: Evening Phone: FAX: E-mail:	Sex: Race: Township: Resid/Spec Req: Technical Staff Special Repr: Orange County Sheriff (or designee)	First Appointed: Current Appointment: Expiration: Number of Terms:
10	VACANT	Day Phone: Evening Phone: FAX: E-mail:	Sex: Race: Township: Resid/Spec Req: Technical Staff Special Repr: N.C. Wildlife Resources Representative	First Appointed: Current Appointment: Expiration: Number of Terms:

Board and Commission Members

And Vacant Positions

Orange County Firearms Safety Committee

Meeting Times: TBA TBA

Meeting Place: TBA

Description: The groups charge would include, but not necessarily be limited to: to discuss the purpose of additional county firearm regulations, noise, lot size, cost, posting of property signs, and safety concerns; and to look at similar ordinances in other counties and to advise (or recommend) to the BOCC regarding a course of action regarding firearm regulations in the county. The composition is as follows: 8 Orange County Residents who either reside or own property in the unincorporated areas of Orange County and 6 Technical Staff member as listed below.

Terms:

Contact Person: Thom Freeman

Positions: 14 Length:

Contact Phone: 919-245-2125

11	VACANT	Day Phone: Evening Phone: FAX: E-mail:	Sex: Race: Township: Resid/Spec Req: Technical Staff Special Repr: County Manager (or designee)	First Appointed: Current Appointment: Expiration: Number of Terms:
12	VACANT	Day Phone: Evening Phone: FAX: E-mail:	Sex: Race: Township: Resid/Spec Req: Technical Staff Special Repr: County Commissioner liaison	First Appointed: Current Appointment: Expiration: Number of Terms:
13	VACANT	Day Phone: Evening Phone: FAX: E-mail:	Sex: Race: Township: Resid/Spec Req: Technical Staff Special Repr: County Attorney	First Appointed: Current Appointment: Expiration: Number of Terms:
14	VACANT	Day Phone: Evening Phone: FAX: E-mail:	Sex: Race: Township: Resid/Spec Req: Technical Staff Special Repr: Orange County Planning Director	First Appointed: Current Appointment: Expiration: Number of Terms:

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Firearms Safety Committee

Contact Person: Thom Freeman

Contact Phone: 919-245-2125

Dr. Jon Arvik

213 Weldon Ridge Ct.
Durham NC 27705

Day Phone: 9195978891

Evening Phone: 9195978891

Cell Phone: 9195978891

E-mail: jharvik@aol.com

Sex: Male

Race: Caucasian

Township: Eno

Res. Eligibility: County

Date Applied: 03/09/2016

Skills:

Also Serves On:

Roxanne Barksdale

3005 Ode Turner Rd.
Hillsborough NC 27278

Day Phone: (919)732-8722

Evening Phone: (919)732-4094

Cell Phone: (919)417-7786

E-mail: rbarks@mindspring.com

Sex: Female

Race: Caucasian

Township: Hillsborough

Res. Eligibility: County

Date Applied: 03/15/2016

Skills:

Also Serves On:

Glen A. Blumhardt

906 Borland Road
Hillsborough NC 27278

Day Phone: 919-929-7026

Evening Phone: 919-929-7026

Cell Phone: 919-929-7026

E-mail: anglblum@earthlink.net

Sex: Male

Race: Caucasian

Township: Chapel Hill

Res. Eligibility: County

Date Applied: 03/28/2016

Skills:

Also Serves On:

Thomas Brown

3500 Tree Farm Rd
Hillsborough NC 27278

Day Phone: 919-732-6369

Evening Phone: 919-732-6369

Cell Phone: 919-593-1013

E-mail: tlbrown@scicomms.com

Sex: Male

Race: Caucasian

Township: Bingham

Res. Eligibility: County

Date Applied: 03/09/2016

Skills:

Also Serves On:

Andy Cagle

3420 Mt. Willing Rd.
Efland NC 27243

Day Phone: 336-214-0149

Evening Phone: 336-214-0149

Cell Phone: 336-214-0149

E-mail: andycagle3@gmail.com

Sex: Male

Race: Caucasian

Township: Bingham

Res. Eligibility: County

Date Applied: 03/17/2016

Skills:

Also Serves On:

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Firearms Safety Committee

Contact Person: Thom Freeman

Contact Phone: 919-245-2125

Gilbert Carnathan

1904 East Chapman Court
Hillsborough NC 27278

Day Phone: 919-732-5788

Evening Phone: 919-732-5788

Cell Phone: 919-452-7676

E-mail: chipcarnathan@yahoo.com

Sex: Male

Race: Caucasian

Township: Hillsborough

Res. Eligibility: County

Date Applied: 03/07/2016

Skills:

Also Serves On:

John Chapman

2004 Crabtree Lane
Chapel Hill NC 27516

Day Phone: 9192704862

Evening Phone: 9199330765

Cell Phone: 9192704862

E-mail: jfcbhc@bellsouth.net

Sex: Male

Race: Caucasian

Township: Chapel Hill

Res. Eligibility: County

Date Applied: 03/07/2016

Skills:

Also Serves On:

Gary Clark

4027 devonwood rd
Hillsborough NC 27278

Day Phone: 9197325860

Evening Phone: 9197325860

Cell Phone: 9192806099

E-mail: Fcc23485@gmail.com

Sex: Male

Race: Caucasian

Township: Hillsborough

Res. Eligibility: County

Date Applied: 03/13/2016

Skills:

Also Serves On:

Sara Conti

1117 heron pond drive
Chapel hill NC 27516

Day Phone: 9199673375

Evening Phone: 9199673375

Cell Phone: 9193061713

E-mail: saraconti@bellsouth.net

Sex: Female

Race: Caucasian

Township: Bingham

Res. Eligibility: County

Date Applied: 03/14/2016

Skills:

Also Serves On:

Wayne Dixon

1005 Twin Elms
Chapel Hill NC 27516

Day Phone: 919-414-1426

Evening Phone: 919-414-1426

Cell Phone: 919-414-1426

E-mail: wdodixon@gmail.com

Sex: Male

Race: Caucasian

Township: Bingham

Res. Eligibility: County

Date Applied: 03/05/2016

Skills:

Also Serves On:

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Firearms Safety Committee

Contact Person: Thom Freeman

Contact Phone: 919-245-2125

Michael Ekholm

1002 Map Ridge Rd
Chapel Hill NC 27516

Day Phone: 919-370-8990

Evening Phone: 919-717-3590

Cell Phone: 919-717-3590

E-mail: michaeleholm@yahoo.com

Sex: Male

Race: Caucasian

Township: Bingham

Res. Eligibility: County

Date Applied: 03/08/2016

Skills:

Also Serves On:

Marjorie (Missy) Foy

1106 Lakeview Drive
Cedar Grove NC 27231

Day Phone: 919-644-1122

Evening Phone: 919-644-1122

Cell Phone: 919-302-0474

E-mail: missyfoy@hotmail.com

Sex: Female

Race: Caucasian

Township: Cedar Grove

Res. Eligibility: County

Date Applied: 03/08/2016

Skills:

Also Serves On:

Neal Douglas Galloway

2015 Crossroads Church Cemetery road
Hillsborough NC 27278

Day Phone: 919-732-0845

Evening Phone: 919-732-0845

Cell Phone: 919-636-1076

E-mail: None

Sex: Male

Race: Caucasian

Township: Hillsborough

Res. Eligibility: County

Date Applied: 03/08/2016

Skills:

Also Serves On:

George Goldbeck

110 Foxridge Road
Chapel Hill NC 27514

Day Phone: 919-906-2808

Evening Phone: 919-906-2808

Cell Phone: 919-906-2808

E-mail: goldbeck44@bellsouth.net

Sex: Male

Race: Caucasian

Township: Chapel Hill

Res. Eligibility: County

Date Applied: 03/08/2016

Skills:

Also Serves On:

Jan Graham

714 Whitney Lane
Chapel Hill NC 27516

Day Phone: 919.545.5146

Evening Phone: 919.545.5146

Cell Phone: 919.545.5146

E-mail: tudorhx@gmail.com

Sex: Female

Race: Caucasian

Township: Chapel Hill

Res. Eligibility: County

Date Applied: 04/04/2016

Skills:

Also Serves On:

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Firearms Safety Committee

Contact Person: Thom Freeman

Contact Phone: 919-245-2125

Robert Gray 205 Norwich Ct Efland NC 27243	Day Phone: 9192570154 Evening Phone: 9292570154 Cell Phone: 9192570154 E-mail: robgray2015@yahoo.com	Sex: Male Race: Caucasian Township: Cheeks Res. Eligibility: County Date Applied: 03/06/2016
Skills:	Also Serves On:	
William Hackenbracht 207 Bennington Drive Chapel Hill NC 27516	Day Phone: 2673152760 Evening Phone: 2673152760 Cell Phone: 2673152760 E-mail: william.hackenbracht@gmail.com	Sex: Male Race: Caucasian Township: Chapel Hill Res. Eligibility: Carrboro ETJ Date Applied: 03/03/2016
Skills:	Also Serves On:	
Jack Hunnell 201 Southwind Lane Hillsborough NC 27278	Day Phone: 919.491.1500 Evening Phone: 919.491.1500 Cell Phone: 919.491.1500 E-mail: jackehunnell@gmail.com	Sex: Male Race: Caucasian Township: Eno Res. Eligibility: County Date Applied: 03/14/2016
Skills:	Also Serves On:	
Michael Joerling 1117 heron pond drive Chapel hill NC 27516	Day Phone: 9193060995 Evening Phone: 9193060995 Cell Phone: 9193060995 E-mail: saraconti@bellsouth.net	Sex: Male Race: Caucasian Township: Bingham Res. Eligibility: County Date Applied: 03/14/2016
Skills:	Also Serves On:	
Keith Kirkland 5303 University Station Road Chapel Hill NC 27514	Day Phone: 919-215-1931 Evening Phone: 919-215-1931 Cell Phone: 919-215-1931 E-mail: kkirkland809@gmail.com	Sex: Male Race: Caucasian Township: Chapel Hill Res. Eligibility: County Date Applied: 03/11/2016
Skills:	Also Serves On:	

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Firearms Safety Committee

Contact Person: Thom Freeman

Contact Phone: 919-245-2125

Wilson Lamb 3117 Moorefields Rd. Hillsborough NC 27278	Day Phone: 9197324711 Evening Phone: 9197324711 Cell Phone: 9197324711 E-mail: infomet@embarqmail.com	Sex: Male Race: Caucasian Township: Cheeks Res. Eligibility: County Date Applied: 03/03/2016
Skills:	Also Serves On:	
Devon Landon 721 Borland Rd Hillsborough NC 27278	Day Phone: 919-619-2105 Evening Phone: 919-967-5461 Cell Phone: 919-619-2105 E-mail: Towingnc@gmail.com	Sex: Male Race: Caucasian Township: Bingham Res. Eligibility: County Date Applied: 03/03/2016
Skills:	Also Serves On:	
John Landreth 9222 bethel-hickory grove church road chapel hill NC 27516	Day Phone: 919-929-0051 Evening Phone: 919-929-0051 Cell Phone: 919-593-2017 E-mail: w79n36@gmail.com	Sex: Male Race: Caucasian Township: Chapel Hill Res. Eligibility: County Date Applied: 03/03/2016
Skills:	Also Serves On:	
William Letter 107 Alderberry Ct Hillsborough NC 27278	Day Phone: 267-994-1679 Evening Phone: 267-994-1679 Cell Phone: 267-994-1679 E-mail: C4S@LC-MS.com	Sex: Male Race: Caucasian Township: Hillsborough Res. Eligibility: County Date Applied: 03/13/2016
Skills:	Also Serves On:	
Dr Trudy Mathey 1878 Genesis Rd Chapel Hill NC 27516	Day Phone: 9199684759 Evening Phone: 9199684759 Cell Phone: 9199684759 E-mail: theny2003@yahoo.com	Sex: Female Race: Caucasian Township: Bingham Res. Eligibility: County Date Applied: 04/14/2016
Skills:	Also Serves On:	

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Firearms Safety Committee

Contact Person: Thom Freeman

Contact Phone: 919-245-2125

<p>Mike Mikels 4320 Murphy School Road Durham NC 27705</p>	<p>Day Phone: 919-724-5770 Evening Phone: 919-724-5770 Cell Phone: 919-724-5770 E-mail: mmikels357@gmail.com</p>	<p>Sex: Male Race: Caucasian Township: Chapel Hill Res. Eligibility: County Date Applied: 03/14/2016</p>
Skills:	Also Serves On:	
<p>Matt Moore 309 Joyce Rd. Hillsborough NC 27278</p>	<p>Day Phone: 919-632-9511 Evening Phone: 919-632-9511 Cell Phone: 919-632-9511 E-mail: mattmoore53@gmail.com</p>	<p>Sex: Male Race: Caucasian Township: Hillsborough Res. Eligibility: Hillsborough ETJ Date Applied: 03/05/2016</p>
Skills:	Also Serves On:	
<p>Dr John Moses 5612 Buckhorn Rd Efland NC 27243</p>	<p>Day Phone: 919-612-1478 Evening Phone: 919-525-3747 Cell Phone: 919-612-1478 E-mail: moses001@mc.duke.edu</p>	<p>Sex: Male Race: Caucasian Township: Hillsborough Res. Eligibility: County Date Applied: 03/19/2016</p>
Skills:	Also Serves On:	
<p>Matt Peretin 105 Lexington Dr Chapel Hil NC 27516</p>	<p>Day Phone: 9196212853 Evening Phone: 9196212853 Cell Phone: 9196212853 E-mail: mattperetin@gmail.com</p>	<p>Sex: Male Race: Other Township: Chapel Hill Res. Eligibility: Carrboro ETJ Date Applied: 03/09/2016</p>
Skills:	Also Serves On:	
<p>Rick Perry 827 McDade Store Road Hillsborough NC 27278</p>	<p>Day Phone: 9197300119 Evening Phone: 9197300119 Cell Phone: 9197300119 E-mail: perrysconst@gmail.com</p>	<p>Sex: Male Race: Caucasian Township: Cedar Grove Res. Eligibility: County Date Applied: 03/11/2016</p>
Skills:	Also Serves On:	

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Firearms Safety Committee

Contact Person: Thom Freeman

Contact Phone: 919-245-2125

Robert Porreca 5208 Orange Grove Rd. Hillsborough NC 27278	Day Phone: 919-942-3945 Evening Phone: 919-942-3945 Cell Phone: N/A E-mail: porrecarl@yahoo.com	Sex: Male Race: Caucasian Township: Bingham Res. Eligibility: County Date Applied: 03/05/2016
Skills:	Also Serves On:	
Robert Randall 519 Stagg Rd Hillsborough NC 27278	Day Phone: 919.732.4389 Evening Phone: 919.732.4389 Cell Phone: 919.638.5418 E-mail: randallb@embarqmail.com	Sex: Male Race: Caucasian Township: Eno Res. Eligibility: County Date Applied: 03/03/2016
Skills:	Also Serves On:	
Robert Reda 117 Wolf's Trail Chapel Hill NC 27516-9060	Day Phone: 919-942-2602 Evening Phone: 919-942-2602 Cell Phone: 919-593-2117 E-mail: robertreda01@gmail.com	Sex: Male Race: Caucasian Township: Chapel Hill Res. Eligibility: County Date Applied: 03/07/2016
Skills:	Also Serves On:	
Chad Resnik 5701 Island Rd Hillsborough NC 27278-9112	Day Phone: 919-524-2488 Evening Phone: 919-732-5460 Cell Phone: 919-524-2488 E-mail: sales@tacticalsuppressedweapons.com	Sex: Male Race: Native American Township: Little River Res. Eligibility: County Date Applied: 04/04/2016
Skills:	Also Serves On:	
Jason Richmond 2710 NC Highway 86 N Hillsborough NC 27278	Day Phone: 9199518064 Evening Phone: 9199518064 Cell Phone: 9199518064 E-mail: jrichmond@protected-pc.com	Sex: Male Race: Caucasian Township: Cedar Grove Res. Eligibility: County Date Applied: 03/03/2016
Skills:	Also Serves On:	

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Firearms Safety Committee

Contact Person: Thom Freeman

Contact Phone: 919-245-2125

Travis Roscher1007 Cane Valley Ln
Chapel Hill NC 27516

Day Phone: 7243096301

Evening Phone: 7243096301

Cell Phone: 7243096301

E-mail: travisroscher@gmail.com

Sex: Male

Race: Caucasian

Township: Bingham

Res. Eligibility: County

Date Applied: 03/09/2016

Skills:

Also Serves On:

Riley Ruske1721 Daniels Farm Road
Mebane NC 27302

Day Phone: 919.304.3119

Evening Phone: 919.304.3119

Cell Phone: 336.380.8657

E-mail: riley@rileyruske.com

Sex: Male

Race: Caucasian

Township: Cheeks

Res. Eligibility: County

Date Applied: 03/07/2016

Skills:

Also Serves On:

Charles Seelbach2128 meares rd
Owns property in unincorporated Orange County
Chapel hill NC 27514

Day Phone: 6024325961

Evening Phone: 6024325961

Cell Phone: 6024325961

E-mail: Chas.seelbach@gmail.com

Sex: Male

Race: Caucasian

Township: Chapel Hill

Res. Eligibility: Chapel Hill Township

Date Applied: 03/04/2016

Skills:

Also Serves On:

Arthur Sprinzeles610 Churton Grove Blvd.
Hillsborough NC 27278

Day Phone: 9194522757

Evening Phone: 9194522757

Cell Phone: 9194522757

E-mail: arthur.sprinzeles@gmail.com

Sex: Male

Race: Caucasian

Township: Hillsborough

Res. Eligibility:

Date Applied: 03/03/2016

Skills:

Also Serves On:

Ryan Stamey742 Dimmocks Mill Rd
Hillsborough NC 27278

Day Phone: 8284554254

Evening Phone: 8284554254

Cell Phone: 8284554254

E-mail: ryan.d.stamey@gmail.com

Sex: Male

Race: Caucasian

Township: Hillsborough

Res. Eligibility: Hillsborough ETJ

Date Applied: 03/08/2016

Skills:

Also Serves On:

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Firearms Safety Committee

Contact Person: Thom Freeman

Contact Phone: 919-245-2125

Manfred Stanfield 2005 Larkspur Ln Hillsborough NC 27278	Day Phone: 9193211613 Evening Phone: 9193211613 Cell Phone: 9199438057 E-mail: msuppan@gmail.com	Sex: Male Race: Caucasian Township: Hillsborough Res. Eligibility: County Date Applied: 03/10/2016
Skills:	Also Serves On:	
Vince Tesoro 6030 Dawn Dr Hurdle Mills NC 27278	Day Phone: 919 644 6465 Evening Phone: 919 971 5750 Cell Phone: 919 971 5750 E-mail: vince.tesoro@gmail.com	Sex: Male Race: Caucasian Township: Little River Res. Eligibility: County Date Applied: 03/03/2016
Skills:	Also Serves On:	
Don Thomas 2801 winton place hillsborough NC 27278	Day Phone: 9196040872 Evening Phone: 9196040872 Cell Phone: 9196040872 E-mail: donaldthomas1220@gmail.com	Sex: Male Race: Caucasian Township: Hillsborough Res. Eligibility: County Date Applied: 03/28/2016
Skills:	Also Serves On:	
Greg Tilley 3600 NC Hwy 54 West Chapel Hill NC 27516	Day Phone: 919-812-3536 Evening Phone: 919-968-7643 Cell Phone: 919-812-3536 E-mail: gregtilley@mindspring.com	Sex: Male Race: Caucasian Township: Bingham Res. Eligibility: County Date Applied: 03/30/2016
Skills:	Also Serves On:	
Scott Tutor 5130 Sperkling Ridge Ln. Efland NC 27243	Day Phone: 919-819-2976 Evening Phone: 919-819-2976 Cell Phone: 919-819-2976 E-mail: bowtoot2@icloud.com	Sex: Male Race: Caucasian Township: Bingham Res. Eligibility: County Date Applied: 03/08/2016
Skills:	Also Serves On:	

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Firearms Safety Committee

Contact Person: Thom Freeman

Contact Phone: 919-245-2125

Mark Steven Walker

4909 Schley Road
Hillsborough NC 27278

Day Phone: 919-270-7765

Evening Phone: 919-270-7765

Cell Phone: 919-270-7765

E-mail: msw2255@gmail.com

Sex: Male

Race: Caucasian

Township: Little River

Res. Eligibility: County

Date Applied: 03/09/2016

Skills:

Also Serves On:

Leon Waters

603 Joyce Road
Hillsborough NC 27278

Day Phone: 919-210-7353

Evening Phone: 919-732-3797

Cell Phone: 919-210-7353

E-mail: alw@reagan.com

Sex: Male

Race: Caucasian

Township: Hillsborough

Res. Eligibility: Hillsborough ETJ

Date Applied: 03/03/2016

Skills:

Also Serves On:

Keith Webster

2313 White Cross Rd.
Chapel Hill NC 27516

Day Phone: 919-730-1406

Evening Phone: 919-730-1406

Cell Phone: 919-730-1406

E-mail: kweb434@yahoo.com

Sex: Male

Race: Caucasian

Township: Bingham

Res. Eligibility: County

Date Applied: 03/17/2016

Skills:

Also Serves On:

Camilla Zapolsky

601 Lemontree Lane
Hillsborough NC 27278

Day Phone: 919-732-4331

Evening Phone: 919-732-4331

Cell Phone: 919-602-3919

E-mail: cdzapolsky@nc.rr.com

Sex: Female

Race: Caucasian

Township: Hillsborough

Res. Eligibility: Hillsborough ETJ

Date Applied: 04/12/2016

Skills:

Also Serves On:

Volunteer Application Orange County Advisory Boards and Commissions

Name: Dr. Jon Arvik
Name Called:
Home Address: 213 Weldon Ridge Ct.
 Durham NC 27705
Phone (Day): 9195978891
Phone (Evening): 9195978891
Phone (Cell): 9195978891
Email: jharvik@aol.com
Place of Employment: Retired
Job Title: N/A
Year of OC Residence: 2007
Township of Residence: Eno
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Assisted BOCC with technical input into the effects of airborne particulate emissions from materials-crushing facilities. Prepared and presented a white paper for the Board's use in evaluating risk of such emissions to citizen neighborhoods. Member of Bass Angler Sportsman's Society (BASS, North Carolina Coastal Conservation Association (CCA), National Rifle Association of America (NRA), and the Mebane Rifle and Pistol Club.

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I have been a firearms user essentially all of my life. Taught by a father with a very strict dedication to firearm safety, I first used his Winchester pump-action .22 caliber rimfire rifle. I received my first rifle, a bolt-action Remington .22, at the age of eleven. I still own that rifle, use it at my local rifle club, and will use it as a strict Grandfather dedicated to firearm safety, to train my grandson in its proper use.

I was a member of the Junior Rifle Club of my home town, shooting in competitions under the guidance of military-certified trainers from our Senior Club. I often served as Range Safety Officer and Range Manager. I have been a member of the Stennis Space Center (MS) Gun and Archery Club, and the Durham County Wildlife Club (DCWC, where I served as a Range Safety Officer for Pistol and Skeet). In each case, I was required to complete their firearms safety course as a requirement for membership. I currently am a member of the Buckhorn Rifle Club in Mebane. I was Team Captain of my college's Air Force Reserve Officer Training Corps competitive rifle squad. During military service as a Senior Combat Crew Commander in Strategic Air Command, I wore a sidearm routinely, and qualified as Expert Marksman repeatedly.

I am a National Rifle Association Certified Instructor, and have taught firearms safety courses to civilian groups and individuals. I have college degrees in education and in biological and environmental sciences. I had a Certified Teaching Certificate upon initial graduation.

My professional career has been in research in agricultural production, development of advanced technologies for agriculture, environmental issue management, new product development, commercialization of new products, and business management.

I served as Director, Commercial Development for the Mississippi State University's NASA-funded Remote Sensing Technologies Center, later as Chief Technologist, then Director of their GeoResources Institute at Stennis Space Center. I managed multi-University research on the application of satellite and aerial remote sensing programs focused on definition of appropriate locations for economic development, reclamation of abused and unused land for municipal use, real estate and commercial land development, and for a myriad of local, State, and Federal programs. Many of these projects included localities outside of the United States.

I have served on the Boards of Directors and Executive Committees of a variety of professional and technical associations, and am an Adjunct Professor to four Universities (Denver University, Denver, CO; Utah State University; University of Massachusetts; and Mississippi State University).

I have served as a pro bono technical consultant in legislative considerations and in legal disputes regarding environmental and private property protection.

I founded and managed my own company (Foundation Consulting Services: Experience to Build Upon), focusing on environmental issue management, application of space sciences to municipal and Agency problems, improvements in agricultural production, multi-use land designations, and other areas of citizen concern.

Reasons for wanting to serve on this board:

To assist the Board of County Commissioners and the management of the Committee to develop and implement policies and practices that enhance the safety of the citizens of Orange County while allowing use of firearms in appropriate locations and at times of convenience to all concerned.

To help promote clear and accurate policies and practices relative to the purchase, storage, and use of firearms by private citizens, recreational shooters, law enforcement officers, and other individuals and organizations involved in shooting sports.

To help provide clear and accurate policies and practices relevant to the acquisition, possession, use, and disposition of firearms by individuals not legally authorized to do so.

I have had considerable experience in the ownership, use, and effects of firearms in the home, at the range, and in the field. Outdoor sports are dear to me, and there is no issue more important in the practice of shooting sports than the safety of its participants and those around them. Similarly, the protection of my family, my neighbors, and the citizens of the County is paramount, and the ability of an individual to legally and safely provide such protection in the moments before law enforcement officers arrive on scene is critical. I would assist in the maintenance of firearm safety in any condition that it is required.

As a retiree, my schedule is flexible and will allow attendance to Committee meetings and participation in studies of alternative procedures from other organizations.

Conflict of Interest:

Supplemental Questions:

Other Comments:

Volunteer Application Orange County Advisory Boards and Commissions

Name: Roxanne Barksdale
Name Called:
Home Address: 3005 Ode Turner Rd.
 Hillsborough NC 27278
Phone (Day): (919)732-8722
Phone (Evening): (919)732-4094
Phone (Cell): (919)417-7786
Email: rbarks@mindspring.com
Place of Employment: (self) Roxanne Barksdale, MSW, LCSW; Hillsboro
Job Title: Clinical Social Worker/ Individual, Couple and Fam
Year of OC Residence: 1983
Township of Residence: Hillsborough
Zone of Residence: County
Sex: Female
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

- Member & participant of United Church of Chapel Hill
- Chair for Orange County Citizens(chapter) of North Carolinians Against Gun Violence
- member & participant of Save the Colonial Inn

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

Two relevant experiences:

1) My specific interest in gun violence prevention started when our daughter was a sophomore at Va Tech in 2007; at the time of the worst mass shooting in US history. That Monday morning 50 people were shot at least 3 times each and ended with 32 killed, 17 more wounded & the mentally ill shooter s suicide. My daughter had a friend killed and another wounded that morning. This happened on April 16- 9 years ago. I went to the University and particularly the Presbyterian Student Union and mothered kids all that week.

After returning home I sought to stay engaged in gun violence prevention which came when a group of us met with US Congressman David Price and at his recommendation we became active in North Carolinians Against Gun Violence. We were the original group that formed the Orange County Citizens (chapter) of NCGV. I became its chapter chair.

2) I have been Clinical Social Worker/psychotherapist working with couples, families and individuals since 1980. First with children and families at the Mental Health Center in Alamance Co./Burlington and since 1987 in private practice here in Orange County-Hillsborough. I have experience working clinically with domestic violence involving gun violence and even death. I also have experience with clients & friends who are safe handlers of these lethal tools.

Reasons for wanting to serve on this board:

In our nation we regulate medicines, cars, alcohol and unprescribed drugs yet we only minimally respect the tool of guns enough to legally bind their use. I would like to be a part of assisting our county in developing a comprehensive system of management of this tool, guns, which is statistically as lethal as a car. It is a significant challenge to reconcile the interests of those, who at one end of the spectrum, have a long safe history with gun use and at the other end of the spectrum, those who have no desire to handle or encounter guns; yet we here in Orange Co (as well as many parts of NC and the USA) live within walking distance of each other. This issue is particularly difficult in the rural parts of our landscape therefore here in Orange Co. Having lived in the semi rural part of our county for 34 years I can honestly say it is daunting to me to experience the impact of development in the sense of long existing residents who highly value their ability to to use guns to hunt on their expanses of property while with encroaching property development I believe it is our task to assure safe environments for our neighbors and ourselves.

Conflict of Interest:

Not that I am aware. My professional role is experience is part of this discussion.

Supplemental Questions:**Other Comments:**

This application was current on: 3/15/2016 10:16:06 AM

Date Printed: 3/17/2016

Volunteer Application
Orange County Advisory Boards and Commissions

Name: Glen A. Blumhardt
Name Called:
Home Address: 906 Borland Road
Hillsborough NC 27278
Phone (Day): 919-929-7026
Phone (Evening): 919-929-7026
Phone (Cell): 919-929-7026
Email: anglblum@earthlink.net
Place of Employment: Retired
Job Title: Retired
Year of OC Residence: 1987
Township of Residence: Hillsborough
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:
None.

Past Service on Orange County Advisory Boards:
None.

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

Military career w/detailed knowledge of weapons capabilities and safety.

Reasons for wanting to serve on this board:

To represent rural views on this issue.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/28/2016 11:46:00 AM

Date Printed: 3/29/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Thomas Brown
Name Called:
Home Address: 3500 Tree Farm Rd
Hillsborough NC 27278
Phone (Day): 919-732-6369
Phone (Evening): 919-732-6369
Phone (Cell): 919-593-1013
Email: tlbrown@scicomms.com
Place of Employment: Retired
Job Title: U.S. Navy Retired
Year of OC Residence: 2002
Township of Residence: Bingham
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:
None at this time.

Past Service on Orange County Advisory Boards:
Board of Adjustment

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

Being retired military, I have general experience with a variety of weapons, use and safety. My early years involved Military Law Enforcement experience both overseas and in the U.S.

Reasons for wanting to serve on this board:

I believe there is a balance that needs to be maintained between responsible use of weapons in rural areas and interaction with citizens in incorporated areas. Common sense and compromise will be needed on both sides.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/9/2016 8:25:15 AM

Date Printed: 3/10/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Andy Cagle
Name Called:
Home Address: 3420 Mt. Willing Rd.
Efland NC 27243
Phone (Day): 336-214-0149
Phone (Evening): 336-214-0149
Phone (Cell): 336-214-0149
Email: andycagle3@gmail.com
Place of Employment: Self
Job Title: Owner
Year of OC Residence: 1992
Township of Residence: Bingham
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Human relations commission, Schley grange, medical responder OGF

Past Service on Orange County Advisory Boards:

Human relations commission

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

I have been a resident of rural Orange County for 25 years and a avid sportsman my entire life. I hold two gun safety certifications. One with the state of North Carolina and one with the state of Missouri.

Reasons for wanting to serve on this board:

To offer a reasonable voice for the rural residents of Orange County.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 3/17/2016 4:35:52 PM

Date Printed: 3/21/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Gilbert Carnathan
Name Called:
Home Address: 1904 East Chapman Court
 Hillsborough NC 27278
Phone (Day): 919-732-5788
Phone (Evening): 919-732-5788
Phone (Cell): 919-452-7676
Email: chipcarnathan@yahoo.com
Place of Employment: (semi) retired
Job Title: Retired
Year of OC Residence: 2017
Township of Residence: Hillsborough
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

2013 - Present: North Carolinians Against Gun Violence Board of Directors Member (FY 2013-2014) and President (FY 2014 - 2015; FY 2015-2016) North Carolinians Against Gun Violence Board of Directors

2009 - Present: Organizing Committee, Durham CROP Hunger Walk

2009 - Present: University of Massachusetts Alumni Association; Triangle (NC) Chapter; Organizing Committee Member

2010 - 2014: Member, Board of Directors, Judea Reform Congregation; Durham

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I am currently serving on the Board of Directors of North Carolinians Against Gun Violence, a non-profit organization formed to educate the residents of North Carolina about gun safety and to advocate for laws promoting gun safety. For the last two years, I have served as the President of the Board.

Reasons for wanting to serve on this board:

I believe that gun owners have a responsibility to use and store their weapons in a safe manner in order to promote the safety of all citizens. I believe, also, that the vast majority of gun owners want to do the same. Unfortunately, the safety requirements expected of gun owners vary from city-to-city, county-to-county, and state-to-state, resulting in a unenforceable collection of

contradictory regulations. The Orange County Firearms Safety Committee represents an opportunity to look at the rules affecting Orange County gun owners and to create a system that will protect their Second Amendment rights while promoting the safety and well being of all citizens in the county. I would like to participate in this process.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/7/2016 1:38:37 PM

Date Printed: 3/9/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: John Chapman
Name Called:
Home Address: 2004 Crabtree Lane
 Chapel Hill NC 27516
Phone (Day): 9192704862
Phone (Evening): 9199330765
Phone (Cell): 9192704862
Email: jfcbhc@bellsouth.net
Place of Employment: Retired UNC Professor
Job Title: Professor Emeritus
Year of OC Residence: 1975
Township of Residence: Chapel Hill
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

WUNC-FM Leadership Circle & volunteer
 Former member Sir Walter Gun Club (24 years)
 Current Member Hickory Mountain Rifle and Pistol Club

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I am a lifelong sportsman who has engaged in firearm sports of all kinds, including rifle hunting (big Game & Small Game), wing shooting and recreational rifle, shotgun and pistol shooting at official firearm ranges as well as on private property. I am familiar with firearm safety and understand the basic characteristics and capabilities of most all types of firearms. I am a registered Orange County CC Permit holder.

Reasons for wanting to serve on this board:

I believe that citizens of Orange County deserve to have firearm safety regulations that provide for safety to themselves and others without being unduly prohibitive, burdensome or difficult to enforce.

By serving on this committee I believe I can help to create regulations that provide a balance between firearm safety and practicality for citizens of the county.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/7/2016 1:32:41 PM

Date Printed: 3/9/2016

**Volunteer Application
Orange County Advisory Boards and Commissions**

Name: Gary Clark
Name Called:
Home Address: 4027 devonwood rd
Hillsborough NC 27278
Phone (Day): 9197325860
Phone (Evening): 9197325860
Phone (Cell): 9192806099
Email: Fcc23485@gmail.com
Place of Employment: Retired
Job Title: Retired
Year of OC Residence: 1984
Township of Residence: Hillsborough
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Retired paramedic
Retired firefighter

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

Graduated from Cambell with a degree in psychology. Served in US Army from private to 1st Lt. served as paramedic/ firefighter in Hillsborough.

Reasons for wanting to serve on this board:

To protect the welfare of Orange County.

Conflict of Interest:

No

Supplemental Questions:

Other Comments:

This application was current on: 3/13/2016 5:59:30 PM

Date Printed: 3/14/2016

**Volunteer Application
Orange County Advisory Boards and Commissions**

Name: Sara Conti
Name Called:
Home Address: 1117 heron pond drive
Chapel hill NC 27516
Phone (Day): 9199673375
Phone (Evening): 9199673375
Phone (Cell): 9193061713
Email: saraconti@bellsouth.net
Place of Employment: Self
Job Title: Attorney
Year of OC Residence: 1984
Township of Residence: Bingham
Zone of Residence:
Sex: Female
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

North Carolina Bar Association, NAACP

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

My husband and I have lived in rural Orange County for over twenty-five years and are directly impacted by firearms safety. I have a law degree that could be useful in drafting and reviewing proposed regulations.

Reasons for wanting to serve on this board:

My family is directly impacted by firearms safety.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 3/14/2016 9:36:04 AM

Date Printed: 3/14/2016

**Volunteer Application
Orange County Advisory Boards and Commissions**

Name: Wayne Dixon
Name Called:
Home Address: 1005 Twin Elms
Chapel Hill NC 27516
Phone (Day): 919-414-1426
Phone (Evening): 919-414-1426
Phone (Cell): 919-414-1426
Email: wdotdixon@gmail.com
Place of Employment: BIC Inc
Job Title: Controller
Year of OC Residence: 1998
Township of Residence: Bingham
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

N/A

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I have been a target shooter and wildlife hunter for over 30 years. I hold an MBA from NC State.

Reasons for wanting to serve on this board:

I am recreational hand gun and long gun target shooter. I live in a residential county area with homes on mostly 10 acre lots. I have a high interest in land owner rights and gun safety balance.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/5/2016 9:10:16 AM

Date Printed: 5/4/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Michael Ekholm
Name Called:
Home Address: 1002 Map Ridge Rd
 Chapel Hill NC 27516
Phone (Day): 919-370-8990
Phone (Evening): 919-717-3590
Phone (Cell): 919-717-3590
Email: michaelekholm@yahoo.com
Place of Employment: Time Warner Cable
Job Title: Field Technician (FT-4)
Year of OC Residence: 2005
Township of Residence: Bingham
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

None at this time but, would like an opportunity to volunteer time working with the County and community.

Past Service on Orange County Advisory Boards:

None to this point in time.

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I was born at Fort Dix Army base in New Jersey to a Father who was a Drill Sergeant. He was also a firearms instructor in the Army. When he retired from the military, he became a Los Angeles County Deputy Sheriff where he worked for approx. 10 years before retiring due to injuries sustained on the job. I have been trained on firearm safety by the best and have continued my training throughout for over forty years. I have trained on many types of firearms form Flintlock to modern day sporting weapons. I own several different types of handguns, long guns and shot guns which I have taught my wife and children about. I keep them safely locked in a gun safe with a separate safe just for ammunition. I shoot at least once a week and maintain my own firearms.

Reasons for wanting to serve on this board:

I believe deeply in the 2nd amendment and want to keep it a constitutional right for generations to come. I feel that by assisting with this Safety Committee, I would be able to utilize my knowledge of firearms and firearm safety to help the community. I know that regulation is the hot word right now but, as a gun owner, I believe that certain regulations are in order for safe keeping, usage and, training on firearms. To myself and those like me, we realize that some firearms safety measures are common sense but to people who have not had the proper training and background things like, knowing what your target is AND what s beyond it, may not be common sense. I would like the opportunity to utilize my background and knowledge to assist the County with developing the proper regulations without infringing and the rights of lawful gun

owners.

Conflict of Interest:

N/A

Supplemental Questions:

Other Comments:

This application was current on: 3/8/2016 2:09:35 PM

Date Printed: 3/10/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Marjorie (Missy) Foy
Name Called:
Home Address: 1106 Lakeview Drive
 Cedar Grove NC 27231
Phone (Day): 919-644-1122
Phone (Evening): 919-644-1122
Phone (Cell): 919-302-0474
Email: missyfoy@hotmail.com
Place of Employment: UNC-Greensboro
Job Title: Professor
Year of OC Residence: 1987
Township of Residence: Cedar Grove
Zone of Residence: County
Sex: Female
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

American Diabetes Association, International Diabetes Foundation, Juvenile Diabetes Research Foundation, American Association for the History of Medicine, Holy Family Catholic Church, outreach for families of children newly diagnosed with diabetes (through Duke Hospital, JDRF, and IDF), host family for Olympic athletes (have hosted American athletes as well as Canadian, Australian, Irish, Kenyan, and Mexican).

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I have lived in Orange County for almost thirty years, nine years in the Schley community and twenty years in Cedar Grove. I grew up in a family that hunted, went target shooting, and participated in shooting competitions. I worked for the Federal Bureau of Prisons for several years before returning to school to earn my Ph.D. with concentrations in both History of Medicine and in Southern U.S. History. I have taught at the high school level, the college level, and the graduate level; I have also taught at a historically black college (St. Augustine s); an ivy league school (during a fellowship year at Harvard); and at a mid-level institution (UNCG). I grew up in a lower income family and worked incredibly hard to use education to improve my and my family s lives. In short, I am very, very familiar with a wide range of Orange County residents.

Reasons for wanting to serve on this board:

Even though I feel strongly about second amendment rights, I have experienced the negative impact that comes with the lack of any ordinances on the use of firearms in non-incorporated areas of Orange County. I believe that my mixed background on this issue can help committee members distinguish between those factors that apply to the convenience they want to maintain with regard to gun ownership and the safety issues that need to be addressed regarding the use

of firearms.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/8/2016 2:00:39 PM

Date Printed: 3/9/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Neal Douglas Galloway
Name Called:
Home Address: 2015 Crossroads Church Cemetery road
 Hillsborough NC 27278
Phone (Day): 919-732-0845
Phone (Evening): 919-732-0845
Phone (Cell): 919-636-1076
Email: None
Place of Employment: Retired
Job Title: Retired
Year of OC Residence: 1988
Township of Residence: Hillsborough
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Church, volunteer when needed at local nursing homes. Substitute teacher in the past.

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

US Navy, firearms background, UNC graduate, Orange County land owner. County land and homeowner since 1988.

Reasons for wanting to serve on this board:

Maintenance of property and firearms rights in Orange County. To insure safety in recreational shooting.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/8/2016 4:15:51 PM

Date Printed: 3/10/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: George Goldbeck
Name Called:
Home Address: 110 Foxridge Road
Chapel Hill NC 27514
Phone (Day): 919-906-2808
Phone (Evening): 919-906-2808
Phone (Cell): 919-906-2808
Email: goldbeck44@bellsouth.net
Place of Employment: Retired
Job Title: Retired
Year of OC Residence: 1995
Township of Residence: Chapel Hill
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Past volunteer at New Hope FD as firefighter and Board of Directors for 10 years. Sustaining member of Natl Rifle Assoc and NRAILA. Member of Train to Defend Shooting Club. Notary Public.

Past Service on Orange County Advisory Boards:

NA

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I have participated in the shooting sports my whole life. I have been properly trained and educated in this field and appreciate the importance of safety and education of others to be able to continue the sport.

Reasons for wanting to serve on this board:

I feel that I can be a positive voice for county residents that allows the continuation of property owners rights while insuring public safety.

Conflict of Interest:

Supplemental Questions:

Other Comments:

Volunteer Application Orange County Advisory Boards and Commissions

Name: Jan Graham
Name Called:
Home Address: 714 Whitney Lane
 Chapel Hill NC 27516
Phone (Day): 919.545.5146
Phone (Evening): 919.545.5146
Phone (Cell): 919.545.5146
Email: tudorhx@gmail.com
Place of Employment: self employed
Job Title: Biomedical Information Specialist
Year of OC Residence: 1998
Township of Residence: Chapel Hill
Zone of Residence: County
Sex: Female
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Church member

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I live in a now-densely populated area with several properties in the surrounding area where gun shooting practice takes place on an almost daily basis. These all-day intermittent sessions are annoying; the nighttime shooting is terribly annoying.

Reasons for wanting to serve on this board:

I would like to see some guidelines in place for length of practice, limits on automatic practice (e.g. NOT for 1/2 hour at a time); guidelines on property size and where one can aim (e.g. NOT across the creek toward a neighbor s house).

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 4/4/2016 8:06:25 PM

Date Printed: 4/5/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Robert Gray
Name Called:
Home Address: 205 Norwich Ct
 Efland NC 27243
Phone (Day): 9192570154
Phone (Evening): 9292570154
Phone (Cell): 9192570154
Email: robgray2015@yahoo.com
Place of Employment: Duke University
Job Title: Financial Practice Manager
Year of OC Residence: 2006
Township of Residence: Cheeks
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Director, Orange County Outdoors Ministry (non-profit NC Corporation)

Chairman, Finance Committee, Efland United Methodist Church

Past Service on Orange County Advisory Boards:

I briefly served on the Animal Services Board but was unfortunately unable to continue that position. It was, however, a fantastic group of people.

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

In brief, I was born and raised in Eden, North Carolina. I attended college at East Carolina University and I hold graduate degrees in both science (Physiology) and business (MBA). My professional career includes a 12 year (ongoing) career working for Duke University and Duke University Health Systems and I have also worked for companies within the Research Triangle Park. My entire life has been spent living and working in North Carolina and I love my home state.

My family (wife and two young boys) moved to Orange County in 2006 and instantly fell in love with the unique communities that make up Orange County. Our home is in Efland and we attend Efland United Methodist Church.

Living in a community like Efland and attending Efland United Methodist Church has taught me the importance of having strong community relationships. All of us can be great individually, but having a dedicated community is what really makes the most impact in our lives.

In September of 2015, I launched Orange County Outdoors Ministry (OCOM) and shortly thereafter, we were successful in becoming a North Carolina Nonprofit Corporation. One of the

main tenants of our group is to provide increased access to fresh meat for needy families in Orange County. We do this through hunting, harvesting, processing, and donating venison. While OCOM is not a hunting club and hunting is certainly not our only activity, hunting does make up a portion of our fellowship events. The safe use of firearms is critical when hunting and I have been working to develop a Firearms Safety seminar or course for the members of OCOM and the surrounding community.

In summary, I believe that I can add value to the Orange County Firearms Safety Committee because my interests and values have been formed and developed in North Carolina. I am a North Carolinian and very proud of the state that I call home. I am a strong supporter of the Constitution of the United States of America and believe deeply in the Bill of Rights, specifically the Safeguards of Liberty (the First, Second, and Third Amendments). Furthermore, I am currently involved in non-profit community work and can help develop and promote firearms safety and my ministry group has already started reviewing this issue in-depth. Lastly, I am a proud Christian, Hunter, and supporter of the Second Amendment. I will passionately defend each of these important areas of my life. With that said, everyone that I have ever had the pleasure of working with will tell you that while I have strong beliefs, I also will always strive to review issues from multiple perspectives and find common ground that will serve as commonsense solutions to very real problems.

Reasons for wanting to serve on this board:

First and foremost, my desire to join this board is a direct result of having a desire to serve and represent my community. I work full-time for Duke University and while I enjoy my job, I find my greatest personal satisfaction comes from my volunteer activity within Orange County.

Second, I am believer in the Constitution of the United States of America. I fully support the Bill of Rights and have a passion for the First, Second, and Third Amendments, which are our Safeguards of Liberty.

I am happy to see a committee being set up to focus on a topic such a firearms safety. Naturally, a firearms safety committee will certainly include not just the safe handling of firearms but also the safe uses of firearms. Furthermore, this will naturally lead to other areas of firearms related topics and the committee must be mindful of these topics as they relate to our Second Amendment.

The Second Amendment of the Constitution of the United States of America states that "a well regulated militia being necessary to the security of a free state, the right of the people to keep and bear arms shall not be infringed. I am a supporter of the Second Amendment and would to work with other members of the Firearms Safety Committee to develop unified ideas that result in increased firearms safety while also insuring that our Second Amendment rights are not infringed upon.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/6/2016 4:20:47 PM

Date Printed: 5/4/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: William Hackenbracht
Name Called:
Home Address: 207 Bennington Drive
 Chapel Hill NC 27516
Phone (Day): 2673152760
Phone (Evening): 2673152760
Phone (Cell): 2673152760
Email: william.hackenbracht@gmail.com
Place of Employment: Fort Bragg
Job Title: Army Officer
Year of OC Residence: 2014
Township of Residence: Chapel Hill
Zone of Residence: Carrboro ETJ
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Orange County Adult Soccer League

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

As an officer in the United States Army, I have extensive experience in designing ranges and planning their use. I am a graduate of the Army Safety Officer Course and the Army Range Safety Officer Course. During my 10 year career I have participated in the investigation of numerous firearms incidents, to include negligent discharges, errant rounds, and other range safety violations.

From the first day of military training, respect of the deadly potential of our firearms and their safe storage, handling, and use have been continually highlighted.

Reasons for wanting to serve on this board:

As I transition from Active Duty, I desire to play a more active role in my community. I come from an organization in which firearms are a familiar item, but as a tool of last resort - not things to be celebrated or glorified. 2nd Amendment rights are important, but must be balanced with the requirements of public safety. Inherent to the right to bear arms is the responsibility to secure them, maintain them, and practice with them in a way that respects the general public - that defends the safety of the community, not threaten it.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/3/2016 7:55:48 PM

Date Printed: 3/9/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Jack Hunnell
Name Called:
Home Address: 201 Southwind Lane
 Hillsborough NC 27278
Phone (Day): 919.491.1500
Phone (Evening): 919.491.1500
Phone (Cell): 919.491.1500
Email: jackehunnell@gmail.com
Place of Employment: Retired
Job Title: CEO of Durham Medical Laboratory Manufacturing
Year of OC Residence: 2004
Township of Residence: Eno
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Current and/or previous activities/organizations/boards/committees include Eno River Trail steward, Occaneechi Trail Captain, Wounded Warrior Volunteer, NRA Member, Concealed Carry Handgun Permit Holder for convenience as an avid hunter but not for routine carry, Trout Unlimited & NC Wildlife Life Member, Federation of Flyfisher Warm Water Advisory Board, Trout Unlimited Chapter President and NC State Director, numerous civic, business and professional boards, offices and committees, etc.

Past Service on Orange County Advisory Boards:

NONE

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I live in Fox Hill Farm South and farm 25 acres. On one side of our small farm is 75 acres within the subdivision and on the other is 155 acres not in the subdivision. Approximately 10 homeowners live in our subdivision and we are bound by restrictive covenants that prohibit the discharge of firearms. With problems of excessive numbers of geese, deer and coyotes, we have negotiated with those opposed to firearms to permit regulated control of the populations. Of equal concern of several homeowners is the rapid firing of semi-automated firearms not knowing that they are being discharged responsibly. I am an avid hunter and occasionally shoot clay pigeons and / or target shoot. As a former executive manager of a small multi-national medical laboratory manufacturing company, I have years of experience working with teams to work out reasonable solutions to the concerns of everyone.

Reasons for wanting to serve on this board:

I understand the concerns of the community as to firearm noise and safety and I am also very familiar with NC State Laws relating to firearms. I feel that I can represent the concerns of our community to balance the interests of the firearm enthusiasts and those that are concerned about noise and safety.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/14/2016 5:16:16 PM

Date Printed: 3/17/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Michael Joerling
Name Called:
Home Address: 1117 heron pond drive
Chapel hill NC 27516
Phone (Day): 9193060995
Phone (Evening): 9193060995
Phone (Cell): 9193060995
Email: saraconti@bellsouth.net
Place of Employment: Self
Job Title: Furniture maker
Year of OC Residence: 1984
Township of Residence: Bingham
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:
None

Past Service on Orange County Advisory Boards:
None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I have lived in Orange County for nearly thirty years and have a college education.

Reasons for wanting to serve on this board:

I am a gun owner and am concerned about firearms safety.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/14/2016 9:44:32 AM

Date Printed: 3/14/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Keith Kirkland
Name Called:
Home Address: 5303 University Station Road
 Chapel Hill NC 27514
Phone (Day): 919-215-1931
Phone (Evening): 919-215-1931
Phone (Cell): 919-215-1931
Email: kkirkland809@gmail.com
Place of Employment: Associated Scaffolding Company
Job Title: Corporate Safety Director
Year of OC Residence: 1956
Township of Residence: Chapel Hill
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Camp New Hope and Conference Center Board of Directors
 Member New Hope Church, Building & Grounds Committee
 Associated Builders and Contractors Safety Committee
 USAF Retired. Non-commissioned Officers Association

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I am a lifelong resident of Orange County and the New Hope community. I served over 30 years in the USAF Active & Reserve where firearms and range safety was strictly practiced. In addition to my firearms training with the Military I am a N.C. Basic Law Enforcement Training graduate. Hunting and Target shooting are Hobbies. My professional career includes teaching adults in OSHA compliance construction and industrial safety, workplace communication, diversity, and Human Resource Development.

Reasons for wanting to serve on this board:

Even with my passion for the 2nd amendment and shooting. I understand the concern some may have for their safety especially with the increase in the County population. Living in the Chapel Hill Township (New Hope area) I see both sides and believe compromises can be made that will be acceptable to the general public and firearms enthusiast.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/11/2016 2:22:53 PM

Date Printed: 3/15/2016

Volunteer Application
Orange County Advisory Boards and Commissions

Name: Wilson Lamb
Name Called:
Home Address: 3117 Moorefields Rd.
Hillsborough NC 27278
Phone (Day): 9197324711
Phone (Evening): 9197324711
Phone (Cell): 9197324711
Email: infomet@embarqmail.com
Place of Employment: Retired
Job Title: How can I have a job title if retired?
Year of OC Residence: 1997
Township of Residence: Cheeks
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:
None

Past Service on Orange County Advisory Boards:
None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

Lifelong safe casual shooter/hunter.

Reasons for wanting to serve on this board:

Help keep others safe.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/3/2016 1:17:06 PM

Date Printed: 3/3/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Devon Landon
Name Called:
Home Address: 721 Borland Rd
Hillsborough NC 27278
Phone (Day): 919-619-2105
Phone (Evening): 919-967-5461
Phone (Cell): 919-619-2105
Email: Towingnc@gmail.com
Place of Employment: Landon's Towing & Recovery
Job Title: Owner
Year of OC Residence: 1993
Township of Residence: Bingham
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

I am a member of Orange Grove Fire Department.
I am a founding member of the Historic Speedway Group.

Past Service on Orange County Advisory Boards:

No.

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

I hold a CCP. As well as hunt and fish in are county.

Reasons for wanting to serve on this board:

I am a young Business owner in Orange County and would speak for the young population that will one day be landowners.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 3/3/2016 1:28:57 PM

Date Printed: 3/3/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: John Landreth
Name Called:
Home Address: 9222 bethel-hickory grove church road
 chapel hill NC 27516
Phone (Day): 919-929-0051
Phone (Evening): 919-929-0051
Phone (Cell): 919-593-2017
Email: w79n36@gmail.com
Place of Employment: Apollo Specialists
Job Title: project manager
Year of OC Residence: 1985
Township of Residence: Chapel Hill
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

county:
 member of two Adopt-A-Highway groups.
 volunteer at the IFC.
 state:
 GRNC
 national:
 Red Cross
 NRA

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

possess a lifetime NC hunting license.
 member of both GRNC and NRA.
 have represented both at the NC General Assembly.
 have represented both at county/municipal meetings
 of both Democrat and Republican parties.
 have been interviewed on TV, radio, internet, and print.

Reasons for wanting to serve on this board:

since i live in Orange County, and will continue to do so,
 it is in my interest to become a part of the FSC so that
 i can contribute to the county my abilities of negotiation,
 compromise and resolution.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/3/2016 5:05:08 PM

Date Printed: 5/4/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: William Letter
Name Called:
Home Address: 107 Alderberry Ct
 Hillsborough NC 27278
Phone (Day): 267-994-1679
Phone (Evening): 267-994-1679
Phone (Cell): 267-994-1679
Email: C4S@LC-MS.com
Place of Employment: Chiralizer Services, LLC
Job Title: Scientist
Year of OC Residence: 2011
Township of Residence: Hillsborough
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Previously, HOA ACC Chairman.

Past Service on Orange County Advisory Boards:

None.

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

My background in firearms includes over 30 years as a collector and 20 years experience as a Firearms Instructor for pistol & rifle (NRA). Indoor and Outdoor shooting range experience with a variety of firearm types (CQB to 1,000 yards). Current NC State Certified Concealed Carry Firearms Instructor & NC Concealed Handgun permit holder. Past SIG & HK Certified Armorer training. Extensive practical knowledge and experience, through legal ownership and professional training, in the safe use and operation of many sporting and military style firearms. These include many types of NFA regulated Semi-Auto (SBR/SBS/AOW) & Full-Auto Firearms, Suppressors and the terminal ballistics and chemical/physical properties of many of the rounds fired from them.

Safety must be our number one priority. Policies which address firearms education, training and recreational shooting must not be motivated from irrational fears, but from fact based concerns. I believe that with proper firearms education, we can assist the county to investigate citizen or county concerns and propose firearm guidelines which address those concerns while maximizing safety.

Reasons for wanting to serve on this board:

My practical scientific information gathering skills and firearms training/knowledge may be useful to the board in understanding what types of precautions could be reasonably taken on private property ranges or to help answer firearms technical questions. I am always interested in how I can help make our county safer.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/13/2016 7:30:43 PM

Date Printed: 3/14/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Dr Trudy Mathey
Name Called:
Home Address: 1878 Genesis Rd
 Chapel Hill NC 27516
Phone (Day): 9199684759
Phone (Evening): 9199684759
Phone (Cell): 9199684759
Email: theny2003@yahoo.com
Place of Employment: Retired
Job Title: Educator/Nonprofit Director
Year of OC Residence: 1989
Township of Residence: Bingham
Zone of Residence: County
Sex: Female
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Own/operate small educational and market farm in Souther Orange County. Founder and Executive Director of Genesis Farm Educational Foundation and the NC Women of the Land Agricultural Network.

Past Service on Orange County Advisory Boards:

Past: Agricultural Board

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

As a former professor, I worked very hard to be fair with students. In faculty and administrative affairs, it was important to me to hear all sides of an argument before making a decision. I think the firearm ordinance is a serious issue, and all the people of Orange County must be represented and protected not just those who shoot guns, no matter what the reason.

Reasons for wanting to serve on this board:

We live in an area of Orange County that has a lot of gunfire, and it is a part of Orange County that is growing rapidly. We are in the rural buffer, yet there are many houses, including subdivisions. There is gunfire daily and not far away from other houses with kids playing nearby. Our nearest neighbor is not five hundred feet from us. We re surrounded by people even though we are rural. One neighbor calls gunfire "œunnerving". There are people in a subdivision not far from us who shoot constantly. It is loud, invasive, reckless and harmful. Being forced to listen to gunfire on a regular basis is psychologically harmful. It can create enormous stress and anxiety, and is not safe in this respect. Thus, I believe restrictions need to be in place for our health and safety.

At the initial BOCC meeting it appeared to be a pro-gun crowd who demanded the right to shoot on their property. I disagree with that premise. I don t have the right to do whatever I want

whenever I want on our property because there are people who live nearby and are definitely affected by what we do. We all live in our community together. We don't live in isolation. Everyone needs consideration, not just to those who shoot guns.

I realize this is a hot issue, and but I believe it is important for authorities to strike a balance re: duration and distance for those who shoot guns when people live close by vs invasion of privacy and right to quality of life. This should be nothing more than a matter of respect and consideration for one's neighbor, but unfortunately, that is not the world we live in.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 4/14/2016 4:40:53 PM

Date Printed: 4/18/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Mike Mikels
Name Called:
Home Address: 4320 Murphy School Road
 Durham NC 27705
Phone (Day): 919-724-5770
Phone (Evening): 919-724-5770
Phone (Cell): 919-724-5770
Email: mmikels357@gmail.com
Place of Employment: Retired Law Enforcement
Job Title: Retired Law Enforcement
Year of OC Residence: 1999
Township of Residence: Chapel Hill
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

New Horizon Church
 Buckhorn Range
 NRA

Past Service on Orange County Advisory Boards:

I have not previously served, but am interested in serving on the Firearms Safety Committee.

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

Served as a sworn law enforcement officer with Carrboro and Orange County for 28 years. I have extensive training in firearms regarding concealed carry training, armorer, and teaching firearms law, safety, and qualification to trainees, as well as for in-service. I have been an avid hunter for most of my life, and practice shooting skills at Buckhorn Range weekly. I am also on the security team for my church.

Reasons for wanting to serve on this board:

Due to the recent discussion of imposing laws on Orange County citizens in regards to when, where, and how they could practice or train with firearms, as well as the possibility of more hunting regulations, I believe my input would be valuable if considering similar restrictions in the future. I am extremely safety oriented when it comes to firearms in general, and am a very ethical hunter as well.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/14/2016 6:42:22 PM

Date Printed: 3/18/2016

**Volunteer Application
Orange County Advisory Boards and Commissions**

Name: Matt Moore
Name Called:
Home Address: 309 Joyce Rd.
Hillsborough NC 27278
Phone (Day): 919-632-9511
Phone (Evening): 919-632-9511
Phone (Cell): 919-632-9511
Email: mattmoore53@gmail.com
Place of Employment: Philip Post & Assoc.
Job Title: Survey Supervisor
Year of OC Residence: 2000
Township of Residence: Hillsborough
Zone of Residence: Hillsborough ETJ
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Carolina Canoe Club
Buckhorn Gun Club
Durham Pistol & Rifle Club
Central Carolina Gun Club

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

Lifelong recreational shooter.
Active member at 3 local shooting ranges.
Former NC Wildlife Hunter Safety Instructor.
Professional Land Surveyor--knowledge of property boundaries, land areas & topography.

Reasons for wanting to serve on this board:

I would like to help ensure that any proposed regulations are fair & fact-based. The original proposal (while hopefully well intended) had several issues that appeared quite arbitrary & not knowledge based.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

**Volunteer Application
Orange County Advisory Boards and Commissions**

Name: Dr John Moses
Name Called:
Home Address: 5612 Buckhorn Rd
Efland NC 27243
Phone (Day): 919-612-1478
Phone (Evening): 919-525-3747
Phone (Cell): 919-612-1478
Email: moses001@mc.duke.edu
Place of Employment: Duke University
Job Title: Associate Professor of Pediatrics
Year of OC Residence: 1998
Township of Residence: Hillsborough
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Board member of North Carolinians Against Gun Violence (NCGV)

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

As a pediatrician, I have seen injuries and deaths from unsafe use and storage of firearms.

Reasons for wanting to serve on this board:

I am interested in promoting safe and proper use of and storage of firearms to reduce injury and deaths.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 3/19/2016 12:06:54 PM

Date Printed: 3/21/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Matt Peretin
Name Called:
Home Address: 105 Lexington Dr
 Chapel Hill NC 27516
Phone (Day): 9196212853
Phone (Evening): 9196212853
Phone (Cell): 9196212853
Email: mattperetin@gmail.com
Place of Employment: NA
Job Title: NA
Year of OC Residence: 2005
Township of Residence: Chapel Hill
Zone of Residence: Carrboro ETJ
Sex: Male
Ethnic Background: Other

Community Activities/Organizational Memberships:

volunteer Boy Scout Troop 39
 member American Legion Post 6

Past Service on Orange County Advisory Boards:

None.

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

Military veteran with significant experience in firearm use and safety. Served as a Corps of Engineers officer with experience in weapons effects, trajectories and cover (bunkers, berms or backstop) design.

Close family member (now deceased) was a police officer.

Family suffered a handgun-related tragedy.

Mechanical Engineer experienced with building systems but also with some knowledge of noise abatement, sound transmission, building structures

Reasons for wanting to serve on this board:

To influence any resulting ordinance or regulation so that it is prudent, necessary and limited.

Conflict of Interest:

Supplemental Questions:

Other Comments:

Volunteer Application Orange County Advisory Boards and Commissions

Name: Rick Perry
Name Called:
Home Address: 827 McDade Store Road
 Hillsborough NC 27278
Phone (Day): 9197300119
Phone (Evening): 9197300119
Phone (Cell): 9197300119
Email: perrysconst@gmail.com
Place of Employment: GUNWORKS
Job Title: OWNER
Year of OC Residence: 1965
Township of Residence: Cedar Grove
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

OWNER/PRESIDENT OF PERRY S CONSTRUCTION CORP SINCE 1976
 VP SINCE 2001
 OWNER OF GUNWORKS SINCE 2008

Past Service on Orange County Advisory Boards:

HAVE NOT

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

GUNSMITH, SELL FIREARMS, HAVE HANDLED FIREARMS SINCE I WAS 12 YRS OLD

Reasons for wanting to serve on this board:

I FEEL THAT I CAN BRING AN OBJECTIVE VIEW FROM SOMEONE WHO HUNTS AND I HAVE AN I HAVE A FEDERAL FIREARMS LICENCE. I LIVE IN RURAL NORTHERN ORANGE CO.

Conflict of Interest:

Supplemental Questions:

Other Comments:

Volunteer Application Orange County Advisory Boards and Commissions

Name: Mr. Robert Porreca
Name Called:
Home Address: 5208 Orange Grove Rd.
 Hillsborough NC 27278
Phone (Day): 919-942-3945
Phone (Evening): 919-942-3945
Phone (Cell): N/A
Email: porreCarl@yahoo.com
Place of Employment: Retired-on-call FEMA Disaster Reservist
Job Title: FEMA Disaster Reservist, External Affairs
Year of OC Residence: 1974
Township of Residence: Bingham
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

I am volunteering to be an election judge. I am also an FEMA Disaster Reservist.

Past Service on Orange County Advisory Boards:

None.

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

G I am a former law-enforcement officer with experience at both local and Federal levels. I was certified as a Police Firearms Instructor by the National Rifle Association, completed a Federal Bureau of Investigation Police Firearms Instructor course and I was certified as a small arms range master by XVIII Airborne Corps running pistol and rifle ranges at Ft. Bragg. I am also a graduate of the FBI National Academy where there was extensive training in firearms. Currently, I am a target shooter both Rifle and Pistol. I have taught Firearms Safety and Marksmanship to police departments, military units and individuals for many years. I hold a BA in Political Science/History and I am current on firearm capabilities and functioning.

Reasons for wanting to serve on this board:

I think the citizens of Orange County deserve rational and safety conscious policies on the use of firearms that are within the bounds of current laws with the least infringement on citizens rights. My experience and training will provide a resource for other board members and, as my primary concern is always safety, assist in determining viable measures if necessary.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/5/2016 11:59:59 AM

Date Printed: 3/7/2016

**Volunteer Application
Orange County Advisory Boards and Commissions**

Name: Mr. Robert Randall
Name Called:
Home Address: 519 Stagg Rd
Hillsborough NC 27278
Phone (Day): 919.732.4389
Phone (Evening): 919.732.4389
Phone (Cell): 919.638.5418
Email: randallb@embarqmail.com
Place of Employment: Retired
Job Title: Retired
Year of OC Residence: 1975
Township of Residence: Eno
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Orange County Bd. of Elections board member
Grace Hill Presbyterian Church member

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

I have a BS degree. I attended a public school where the principles of the US Constitution were taught.

Reasons for wanting to serve on this board:

I want our constitutional rights preserved for my grandchildren.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 3/3/2016 10:23:12 PM

Date Printed: 3/4/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Robert Reda
Name Called:
Home Address: 117 Wolf's Trail
Chapel Hill NC 27516-9060
Phone (Day): 919-942-2602
Phone (Evening): 919-942-2602
Phone (Cell): 919-593-2117
Email: robertreda01@gmail.com
Place of Employment: Retired
Job Title: Retired
Year of OC Residence: 1993
Township of Residence: Chapel Hill
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Habitat For Humanity Orange County Board Member

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

I have 45 years of hunting, firearms, and bowhunting experience as well as having served on several voluntary boards including Habitat For Humanity Orange County and the Chapel Hill Planning Board when I lived in the Chapel Hill Town jurisdiction.

Reasons for wanting to serve on this board:

I believe that I can provide reasoned input with regard to the decisions that the Commissioners will be making about firearms and safety.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 3/7/2016 6:22:18 PM

Date Printed: 3/9/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Chad Resnik
Name Called:
Home Address: 5701 Island Rd
Hillsborough NC 27278-9112
Phone (Day): 919-524-2488
Phone (Evening): 919-732-5460
Phone (Cell): 919-524-2488
Email: sales@tacticalsuppressedweapons.com
Place of Employment: My Mechanic
Job Title: Owner
Year of OC Residence: 2004
Township of Residence: Little River
Zone of Residence: County
Sex: Male
Ethnic Background: Native American

Community Activities/Organizational Memberships:

- Certified concealed carry instructor
- Sniper instructor to U.S. Special Forces and NC SWAT in several counties in NC
- Competitor in national and state sniper competitions and 3-gun matches

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

I have extensive experience in all types of firearms training and knowledge of the workings of firearms. I own a firearms company. I know detailed knowledge of firearms capabilities such as ballistics and specific ranges of firearms, for example.

Reasons for wanting to serve on this board:

I would like to ensure gun use safety to the public while preserving American s Second Amendment rights.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

Volunteer Application Orange County Advisory Boards and Commissions

Name: Jason Richmond
Name Called:
Home Address: 2710 NC Highway 86 N
 Hillsborough NC 27278
Phone (Day): 9199518064
Phone (Evening): 9199518064
Phone (Cell): 9199518064
Email: jrichmond@protected-pc.com
Place of Employment: Protected PC, Inc.
Job Title: President
Year of OC Residence: 2002
Township of Residence: Cedar Grove
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Currently Past president of the Hillsborough/Orange County Chamber of Commerce (this places me on the Board of Directors)

Previously held positions of treasurer, and vice president of the chamber.

Past member and past chair of the Hillsborough Tourism Board

Past president of the Hillsborough Kiwanis Club

Girl Scout Leader

Girl Scout Adult Trainer

Lifeguard

Wilderness First Aid Certified

Canoe, Kayak, Small Craft certified instructor

CPR For the Professional Rescuer Certified

Active shooter of pistols, rifles, shotguns. Mostly at a private gun range (DPRC)

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I've been shooting since I was 5 years old.

Pistol, Shotgun, Rifle.

I am currently developing the curriculum and safety guidelines for Girl Scouts (NC Coastal Pines Council)

Reasons for wanting to serve on this board:

To help guide rational decisions on firearm ordinances.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/3/2016 6:33:17 PM

Date Printed: 5/4/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Travis Roscher
Name Called:
Home Address: 1007 Cane Valley Ln
Chapel Hill NC 27516
Phone (Day): 7243096301
Phone (Evening): 7243096301
Phone (Cell): 7243096301
Email: travisroscher@gmail.com
Place of Employment: Trifacta
Job Title: Senior Sales Engineer
Year of OC Residence: 2016
Township of Residence: Bingham
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:
None

Past Service on Orange County Advisory Boards:
None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I enjoy the safe, legal use of firearms. I m a private citizen with no law enforcement or military background, so my experience comes from my personal use of firearms. I m not a hunter either, just a guy who likes to shoot guns at paper when the opportunity presents itself. I m very safety minded, and tend to think I m very reasonable when it comes to firearms. I m an excellent communicator and believe I could be an active contributor to this committee.

Reasons for wanting to serve on this board:

My family and I have recently moved to the area and I would like to be more actively involved in the local community. This is a topic that I have an interest in and believe I could contribute to.

Conflict of Interest:

Supplemental Questions:

Other Comments:

Volunteer Application
Orange County Advisory Boards and Commissions

Name: Riley Ruske
Name Called:
Home Address: 1721 Daniels Farm Road
Mebane NC 27302
Phone (Day): 919.304.3119
Phone (Evening): 919.304.3119
Phone (Cell): 336.380.8657
Email: riley@rileyjruske.com
Place of Employment: retired
Job Title: Retiree
Year of OC Residence: 2010
Township of Residence: Cheeks
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:
none

Past Service on Orange County Advisory Boards:
none

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I am a legal U.S. citizen, a veteran and a resident of Orange County. As an Army officer, I took an oath to protect the Constitution and the United States of America. This committee provides the opportunity to continue to fulfill that oath.

Reasons for wanting to serve on this board:

To insure that only an absolutely necessary criminal ordinance is enacted, if any at all is required.

Conflict of Interest:

I believe in the Constitution and am a strong supporter of the First and Second Amendments to the Constitution.

Supplemental Questions:

Other Comments:

This application was current on: 3/7/2016 4:14:12 PM

Date Printed: 3/9/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Charles Seelbach
Name Called:
Home Address: 2128 meares rd
Owns property in unincorporated Orange County
Chapel hill NC 27514
Phone (Day): 6024325961
Phone (Evening): 6024325961
Phone (Cell): 6024325961
Email: Chas.seelbach@gmail.com
Place of Employment: Software consultant
Job Title: Sr software engineer
Year of OC Residence: 2009
Township of Residence: Chapel Hill
Zone of Residence: Chapel Hill Township within C.H. city limits
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:**Past Service on Orange County Advisory Boards:****Boards/Commissions applied for:****Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

left blank

Reasons for wanting to serve on this board:

left blank

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 3/4/2016 6:10:43 PM

Date Printed: 3/9/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Arthur Sprinczeles
Name Called:
Home Address: 610 Churton Grove Blvd.
Hillsborough NC 27278
Phone (Day): 9194522757
Phone (Evening): 9194522757
Phone (Cell): 9194522757
Email: arthur.sprinczeles@gmail.com
Place of Employment: Retired
Job Title: Gunsmithing
Year of OC Residence: 2006
Township of Residence: Hillsborough
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

sit on Orange County Affordable Housing Advisory Board im asst. Chair. also I sit on the Hillsborough Sewer & Water Board

Past Service on Orange County Advisory Boards:

Affordable Housing Advisory Board

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

I have completed Gunsmithing course also I have taken a few gun safty courses

Reasons for wanting to serve on this board:

sounds like the type of thing that I could be a help in working with others.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 3/3/2016 12:34:55 PM

Date Printed: 5/4/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Ryan Stamey
Name Called:
Home Address: 742 Dimmocks Mill Rd
Hillsborough NC 27278
Phone (Day): 8284554254
Phone (Evening): 8284554254
Phone (Cell): 8284554254
Email: ryan.d.stamey@gmail.com
Place of Employment: BuildSense Inc
Job Title: Superintendent
Year of OC Residence: 2003
Township of Residence: Hillsborough
Zone of Residence: Hillsborough ETJ
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

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Past Service on Orange County Advisory Boards:

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Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

I own a firearm, know how to use it safely, and have lived in rural North Carolina for my entire life.

Reasons for wanting to serve on this board:

I wish to use my knowledge regarding the safe use of firearms to serve the people of Orange County.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 3/8/2016 5:15:45 PM

Date Printed: 3/10/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Manfred Stanfield
Name Called:
Home Address: 2005 Larkspur Ln
 Hillsborough NC 27278
Phone (Day): 9193211613
Phone (Evening): 9193211613
Phone (Cell): 9199438057
Email: msuppan@gmail.com
Place of Employment: MDB, Inc.
Job Title: IT Director
Year of OC Residence: 2003
Township of Residence: Hillsborough
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Durham HOG
 Nash Street Homebrew Club
 Trub

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I have been hunting and target shooting for over 40 years. I am involved in gun rights and farming.

Reasons for wanting to serve on this board:

I own a home in a subdivision outside of Hillsborough and a 10+ farm in rural Orange county. I love to hunt and target shoot, and I would ensure that tradition continues with my sons.

I believe that a land owner has a right to use his/her property within reason. The use of one s property should never infringe upon one s neighbors enjoyment of their property.

I have nothing against a neighbor shooting as long as 1) his/her bullets do not leave their property and 2) they don t open a commercial/paid gun range.

Conflict of Interest:

None

Supplemental Questions:

Other Comments:

This application was current on: 3/10/2016 4:16:01 PM

Date Printed: 3/11/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Vince Tesoro
Name Called:
Home Address: 6030 Dawn Dr
 Hurdle Mills NC 27278
Phone (Day): 919 644 6465
Phone (Evening): 919 971 5750
Phone (Cell): 919 971 5750
Email: vince.tesoro@gmail.com
Place of Employment: Mechanical Solutions, Inc.
Job Title: President
Year of OC Residence: 1993
Township of Residence: Little River
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Past Board member HYAA, Longtime HYAA coach, Rotary Club of Hillsborough, Member Holy Family Catholic Church, Hillsborough Chamber. Volunteer work for various organizations. Orange County Rural Internet committee

Past Service on Orange County Advisory Boards:

Orange County Rural Internet committee with Jim Northrup

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I am a long time northern orange county resident and land owner as well as a property owner with in Hillsborough town limits and landlord. I operate a successful business in Hillsborough for 21 years. This puts me in a unique position to be engaged in both the county and town issues. I am a married man and father of 3 children all of whom are homeschooled. I am reasonable, concerned and respectful of those around me. I am well versed in negotiation and general procedure as I wear many hats during a normal day in my life. As a counselor for peaceful valley Boy scout camp my summers were spent as a Rifle range safety instructor. I am a weapons owner and CCP holder. I am not affiliated with any political party

Reasons for wanting to serve on this board:

I want to help determine if current laws concerning firearm safety are adequate to insure the safety of orange county residents. If not then develop recommendations that are fair and enforceable to the majority of people.

Conflict of Interest:

NO

Supplemental Questions:

Other Comments:

This application was current on: 3/3/2016 12:49:56 PM

Date Printed: 5/4/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Don Thomas
Name Called:
Home Address: 2801 winton place
 hillsborough NC 27278
Phone (Day): 9196040872
Phone (Evening): 9196040872
Phone (Cell): 9196040872
Email: donaldthomas1220@gmail.com
Place of Employment: duke university
Job Title: anesthetist
Year of OC Residence: 1990
Township of Residence: Hillsborough
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

NBCRNA
 NC BON
 AANA

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I am a native North Carolinian having grown up in rural NC; have 11 years post secondary education with a secondary educational emphasis in sociology; I am exposed to a wide and varied background of individuals at my workplace and even in orange county and have an understanding from many cultural backgrounds

Reasons for wanting to serve on this board:

I think growing up in rural NC gave me a sense of firearm heritage and an understanding of how many folks feel about possession, ownership and the discharge of firearms. I also understand that in a growing progressive county such as orange there has to be boundaries for everyone to enjoy their property and feel/be safe.

Conflict of Interest:

Supplemental Questions:

Other Comments:

Volunteer Application
Orange County Advisory Boards and Commissions

Name: Greg Tilley
Name Called:
Home Address: 3600 NC Hwy 54 West
Chapel Hill NC 27516
Phone (Day): 919-812-3536
Phone (Evening): 919-968-7643
Phone (Cell): 919-812-3536
Email: gregtilley@mindspring.com
Place of Employment: Greg Tilley's Pressure Cleaning
Job Title: Owner/operator
Year of OC Residence: 1965
Township of Residence: Bingham
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Orange Co Ducks Unlimited

Past Service on Orange County Advisory Boards:

Township Advisory Board many years ago

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

Land owner in Orange Co my whole life. Avid sportsman, hunter and gun owner

Reasons for wanting to serve on this board:

As a life long resident of Orange Co I feel it is my civil duty to get involve with local government.
With both our kids gone from home I feel this a great way to serve my community.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/30/2016 1:26:40 PM

Date Printed: 4/1/2016

Volunteer Application
Orange County Advisory Boards and Commissions

Name: Scott Tutor
Name Called:
Home Address: 5130 Sperkling Ridge Ln.
Efland NC 27243
Phone (Day): 919-819-2976
Phone (Evening): 919-819-2976
Phone (Cell): 919-819-2976
Email: bowtoot2@icloud.com
Place of Employment: Duke Medical Center
Job Title: Maint. Mech
Year of OC Residence: 1991
Township of Residence: Bingham
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Church, Orange Grove Fire Dept

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I am a life long hunter and target shooter. I have been a NC Hunter Education Instructor.

Reasons for wanting to serve on this board:

TO work with other to come up with a reasonable ordinance.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/8/2016 9:07:54 AM

Date Printed: 3/8/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Mark Steven Walker
Name Called:
Home Address: 4909 Schley Road
Hillsborough NC 27278
Phone (Day): 919-270-7765
Phone (Evening): 919-270-7765
Phone (Cell): 919-270-7765
Email: msw2255@gmail.com
Place of Employment: Retired
Job Title: Retired
Year of OC Residence: 1955
Township of Residence: Little River
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Member of the New Sharon United Methodist Church, Chair of trustees, and choir member.

Past Service on Orange County Advisory Boards:

None.

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

Hunter most of my life, Hunters Safety class in the 11th grade and have my concealed carry permit.

Reasons for wanting to serve on this board:

Fairness. Education and experience with anything is relevant to any discussion.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 3/9/2016 2:21:06 PM

Date Printed: 3/9/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Leon Waters
Name Called:
Home Address: 603 Joyce Road
Hillsborough NC 27278
Phone (Day): 919-210-7353
Phone (Evening): 919-732-3797
Phone (Cell): 919-210-7353
Email: alw@reagan.com
Place of Employment: Phelps Realty
Job Title: Realtor
Year of OC Residence: 1966
Township of Residence: Hillsborough
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Exchange Club of Hillsborough; NC Baptist Men s Disaster Relief Program; CERT

Past Service on Orange County Advisory Boards:

Not any presently nor in the past

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I enjoy firearms, use of, perform some hunting, etc.

Reasons for wanting to serve on this board:

Having reviewed the video of the event when county folks spoke of the proposed firearms ordinance it became apparent to me citizen input was greatly needed. I want to be a part of such input and subsequent recommendations.

Conflict of Interest:

As a realtor and working with both buyers and sellers of property I am well aware of their interest one way or the other in firearms and use and practice of same. However, I see no conflict of interest.

Supplemental Questions:

Other Comments:

Volunteer Application Orange County Advisory Boards and Commissions

Name: Keith Webster
Name Called:
Home Address: 2313 White Cross Rd.
 Chapel Hill NC 27516
Phone (Day): 919-730-1406
Phone (Evening): 919-730-1406
Phone (Cell): 919-730-1406
Email: kweb434@yahoo.com
Place of Employment: Town of Carrboro
Job Title: Police Lieutenant
Year of OC Residence: 1969
Township of Residence: Bingham
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Deacon at Antioch Baptist Church, Vice Chair of youth committee, Chair of the personal advisory committee at Antioch Baptist Church, Volunteer for White Cross Recreation center, Volunteer with PORCH in the Carrboro/Chapel Hill area, assist with fundraisers for the Cedar Ridge Lady Redwolves softball team, organizer for church mission trip fundraisers, instructor for the NC Carry Concealed Handgun course

Past Service on Orange County Advisory Boards:

Orange County Firearms Safety Committee

Boards/Commissions applied for:

Orange County Firearms Safety Committee

Background, education and experience relevant to this board:

I have been a life long citizen of Orange County. I have been a law enforcement officer for 23 years and currently work for the Carrboro police department. I am a Lieutenant and have been a criminal investigator, K9 officer and a narcotics investigator. I have been an instructor for the last five years of the NC Carry Conceal Handgun course. The main reason I began instructing was to educate citizens on the laws pertaining to the use of firearms and to insure safety when using firearms.

Reasons for wanting to serve on this board:

I want to be a fair, impartial sounding board for the citizens of Orange County concerning firearms safety. I feel that the my experience as a law enforcement officer and an instructor of the NC Carry Conceal course makes me an excellent candidate to serve on this committee. I have been approached by many citizens to apply for this committee because of my reputation of being fair and unbiased in my opinions.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 3/17/2016 9:58:43 PM

Date Printed: 3/24/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Camilla Zapolsky
Name Called:
Home Address: 601 Lemontree Lane
Hillsborough NC 27278
Phone (Day): 919-732-4331
Phone (Evening): 919-732-4331
Phone (Cell): 919-602-3919
Email: cdzapolsky@nc.rr.com
Place of Employment: N/A
Job Title: Retired
Year of OC Residence: 2002
Township of Residence: Hillsborough
Zone of Residence: Hillsborough ETJ
Sex: Female
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Volunteer at Orange County Animal Services

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:**Orange County Firearms Safety Committee****Background, education and experience relevant to this board:**

I have a B.S. degree in Business Administration from the University of Southern California.
Worked many years in the group health insurance industry and also worked as Manager for the Illinois Police Association.

Reasons for wanting to serve on this board:

I want to ensure the safety of all residents of Orange County.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 4/12/2016 4:02:30 PM

Date Printed: 4/13/2016

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No. 11-b**

SUBJECT: Chapel Hill Planning Commission – Appointment

DEPARTMENT: Board of Commissioners

ATTACHMENT(S):

Member Roster
Resolution Town of Chapel Hill
Mayor's Extension Letter
Application for Person Recommended
Applicant Interest List
Applications for Persons on the Interest
List

INFORMATION CONTACT:

PURPOSE: To consider making an appointment to the Chapel Hill Planning Commission.

BACKGROUND: The following information is for Board consideration:

- Appointment to a partial term (Position #2) "ETJ or JPA BOCC Appointee" representative for Katherine Roberts expiring 06/30/2017.

POSITION NO.	NAME	SPECIAL REPRESENTATIVE	EXPIRATION DATE
2	Katherine Roberts	ETJ or JPA BOCC Appointee	06/30/2017

NOTE - If the individuals listed above are appointed, the following vacancies remain:

- None

FINANCIAL IMPACT: None

SOCIAL JUSTICE IMPACT: Enable Full Civic Participation. Ensure that Orange County residents are able to engage government through voting and volunteering by eliminating disparities in participation and barriers to participation.

RECOMMENDATION(S): The Manager recommends that the Board consider making an appointment to the Chapel Hill Planning Commission.

Board and Commission Members

And Vacant Positions

Chapel Hill Planning Commission

Meeting Times: 7:00 pm first and third Tuesday of each month

Terms: 2

Contact Person: Amy Harvey

Meeting Place: the Chapel Hill Municipal Building

Positions: 2

Length: 3 years

Contact Phone: 919-969-5014

Description: The Board of Commissioners appoints citizens two positions on this board (JPA and ETJ). The board develops a comprehensive plan for the orderly growth and development of Chapel Hill. It reviews all plans for buildings, projects and facilities to be located within the Town's jurisdiction. It also formulates and recommends the adoption and amendment of ordinances.

Ms. Deborah J. Harris

Day Phone: 919-962-0679

Sex: Female

First Appointed: 06/16/2015

1

Evening Phone: 919-883-1258

Race: African American

Current Appointment: 06/16/2015

104 Jubilee Drive

FAX:

Township: Chapel Hill

Expiration: 06/30/2018

Chapel Hill NC 27516

E-mail: pukka2me@yahoo.com

Resid/Spec Req: ETJ

Number of Terms: 1

Special Repr: B.O.C.C. Appointee

VACANT

Day Phone:

Sex:

First Appointed:

2

Evening Phone:

Race:

Current Appointment:

FAX:

Township:

Expiration: 06/30/2017

E-mail:

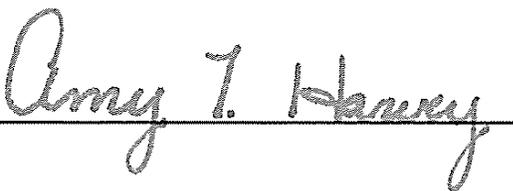
Resid/Spec Req: ETJ or JPA

Number of Terms:

Special Repr: B.O.C.C. Appointee

I, Amy T. Harvey, Acting Town Clerk of the Town of Chapel Hill, North Carolina, hereby certify that the attached is a true and correct copy of (2016-04-27/R-4) adopted as amended by the Chapel Hill Town Council on April 27, 2016.

This the 29th day of April, 2016.

A handwritten signature in cursive script, reading "Amy T. Harvey", is written over a horizontal line.

**Amy T. Harvey
Acting Town Clerk**



A RESOLUTION MAKING A RECOMMENDATION TO THE ORANGE COUNTY BOARD OF COMMISSIONERS REGARDING THE ETJ SEAT ON THE CHAPEL HILL PLANNING COMMISSION (2016-04-27/R-4)

WHEREAS, the Orange County Board of Commissioners has a resolution regarding the Orange County Appointment and Orientation Process for Boards and Commissions that specifies "... When a vacancy exists, the municipality will be requested to provide to the Board of County Commissioners a resolution with a recommendation for that vacancy;" and

WHEREAS, the Chapel Hill Planning Commission has reviewed the viable application and made a recommendation to the Chapel Hill Town Council.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council recommends the Orange County Board of Commissioners appoint Katherine Roberts to the Chapel Hill Planning Commission ETJ/JPA position.

BE IT FURTHER RESOLVED that the Council will ask the Orange County Board of Commissioners to engage in a conversation to reduce the number of ETJ seats to one position.

This the 27th day of April, 2016.

TOWN OF CHAPEL HILL
Office of the Manager

405 Martin Luther King Jr. Blvd.
Chapel Hill, NC 27514-5705

phone (919) 968-2743 fax (919) 969-2063
www.townofchapelhill.org



April 20, 2016

Earl McKee, Chairman
Orange County Board of Commissioners
P.O. Box 8181
200 South Cameron Street
Hillsborough, NC 27278

Re: Chapel Hill Planning Commission – Orange County Representation

Dear Chairman McKee,

The purpose of my letter is to grant the requested extension to May 31, 2016 to allow the Board of County Commissioners the necessary time to appoint a representative from Orange County to the Chapel Hill Planning Commission.

Sincerely,

A handwritten signature in blue ink, appearing to read "Pam Hemminger". The signature is fluid and cursive.

Pam Hemminger

Mayor, Chapel Hill

Volunteer Application Orange County Advisory Boards and Commissions

Name: Katherine Roberts
Name Called:
Home Address: 20 East Drive
 Chapel Hill NC 27516
Phone (Day): 919-929-8391
Phone (Evening): 919-929-8391
Phone (Cell): 919-525-7294
Email: katherine.roberts.nc@gmail.com
Place of Employment: Unknown
Job Title: College Instructor
Year of OC Residence: 2006
Township of Residence: Chapel Hill
Zone of Residence: ETJ - Chapel Hill
Sex: Female
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

None

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Chapel Hill Planning Commission

Background, education and experience relevant to this board:

Yes, if appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Chapel Hill Town Council. (Other Council committees and OWASA are excluded.) Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

Reasons for wanting to serve on this board:

I have abiding professional and personal interests in planning. As an instructor in the American Studies Department at UNC, I teach courses on the built environment every semester, focusing extensively on rural, suburban and urban land-use design issues and movements. Additionally, I am conducting research on the Orange County-Extra Territorial Jurisdiction Resident (ETJ) Occupation experiences of suburbia and New Urbanism. My husband, children and I are making Chapel Hill our home for the long haul, and I care about how our town and surrounding areas develop and cohere in the future. I would enjoy the opportunity to work with others in my community on guiding key planning processes toward an ever more livable, accessible, and equitable Chapel Hill.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 5/8/2016

Date Printed: 5/9/2016

Applicant Interest Listing

by Board Name and by Applicant Name

Chapel Hill Planning Commission

Contact Person: Amy Harvey

Contact Phone: 919-969-5014

Kelli Council-Lattie1730 Purefoy Drive
Chapel Hill NC 27516

Day Phone: 919-259-9625

Evening Phone: 919-259-9625

Cell Phone: 919-259-9625

E-mail: kelcl919@aol.com

Sex: Female

Race: African American

Township: Chapel Hill

Res. Eligibility: Chapel Hill ETJ

Date Applied: 04/28/2015

Skills:

Also Serves On:

Mr Ian Kane635 Totten Place
Chapel Hill NC 27514

Day Phone: 617-763-5641

Evening Phone: 919-914-619

Cell Phone: 617-763-5641

E-mail: ianbaruchkane@gmail.com

Sex: Male

Race: Caucasian

Township: Chapel Hill

Res. Eligibility: C.H. City Limits

Date Applied: 05/05/2016

Skills:

Also Serves On:

Beth Mueller724 Tinkerbelle Rd.
Chapel Hill NC 27517

Day Phone: 919-942-1337

Evening Phone: 919-942-1337

Cell Phone: 919-942-1337

E-mail: beth.mueller@sbcglobal.net

Sex: Female

Race: Caucasian

Township: Chapel Hill

Res. Eligibility: C.H. Twnshp; C.H.Cty.

Date Applied: 05/05/2016

Skills:

Also Serves On:

Katherine Roberts20 East Drive
Chapel Hill NC 27516

Day Phone: 919-929-8391

Evening Phone: 919-929-8391

Cell Phone: 919-525-7294

E-mail: katherine.roberts.nc@gmail.com

Sex: Female

Race: Caucasian

Township: Chapel Hill

Res. Eligibility: ETJ - Chapel Hill

Date Applied: 05/08/2016

Skills:

Also Serves On:

Blaine William Schmidt409 Perry Creek Drive
Chapel Hill NC 27514

Day Phone: 919-448-8066

Evening Phone: 919-448-8066

Cell Phone: 704-425-8225

E-mail: ocncdbrd@extemporaneous.org

Sex: Male

Race: Caucasian

Township: Chapel Hill

Res. Eligibility: Chapel Hill Township

Date Applied: 05/05/2016

Skills:

Also Serves On: Board of Equalization and Review (REQUIRES DISCL)

Volunteer Application Orange County Advisory Boards and Commissions

Name: Kelli Council-Lattie
Name Called:
Home Address: 1730 Purefoy Drive
 Chapel Hill NC 27516
Phone (Day): 919-259-9625
Phone (Evening): 919-259-9625
Phone (Cell): 919-259-9625
Email: kelcl919@aol.com
Place of Employment: Unknown
Job Title: Cosmetologist
Year of OC Residence: 2015
Township of Residence: Chapel Hill
Zone of Residence:
Sex: Female
Ethnic Background: African American

Community Activities/Organizational Memberships:
 None listed.

Past Service on Orange County Advisory Boards:
 None listed

Boards/Commissions applied for:

Chapel Hill Planning Commission

Background, education and experience relevant to this board:

Yes, if appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Chapel Hill Town Council. (Other Council committees and OWASA are excluded.) Members of advisory boards and commissions shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or commission. If the advisory board or commission member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or commission should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or commission establishes a conflict of interest, then the advisory board or commission member shall remove themselves from the voting area. Any advisory board or commission member may seek the counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or commission member should excuse himself/herself from voting. The advisory board or commission member may request the Town Attorney respond in writing.

Reasons for wanting to serve on this board:

I wish to serve on the board to be a voice for my community as well as to get an understanding of the decision making process. I was raised in the Carrboro Chapel Hill community and have resided here all my life. I feel I would be an asset to the community by sitting on the board and would represent the needs of the community. Being a native of this area I ve watched and seen growth and would love to give back to the community with the future growth. I would appreciate the opportunity to serve my neighbors and community. Thank you! Class of 88 CHHS ;)

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 4/28/2015 3:16:11 PM

Date Printed: 5/8/2015

Volunteer Application Orange County Advisory Boards and Commissions

Name: Mr Ian Kane
Name Called:
Home Address: 635 Totten Place
Chapel Hill NC 27514
Phone (Day): 617-763-5641
Phone (Evening): 919-914-619
Phone (Cell): 617-763-5641
Email: lanbaruchkane@gmail.com
Place of Employment: Fidelity Investments
Job Title: Director, Program Management
Year of OC Residence: 2014
Township of Residence: Chapel Hill
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Estes Hills Elementary School and Phillips Middle School volunteer.

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:**Chapel Hill Planning Commission****Background, education and experience relevant to this board:**

I have been and executive for a large financial firm with a role focused on long term planning and strategy. I have been responsible for constructing, designing and executing plans of all sizes over twelve years. Before I moved into my current role I was an analyst and managed a team of analysts with a focus on assessing projects and strategy using data and analysis. I believe my background in these areas would provide a valuable perspective to the commission.

Reasons for wanting to serve on this board:

As a fairly new resident of this community with a family that includes two younger children, I want to play a part in helping make the right decisions for the future of the area. A community needs to work together to plan thoughtfully for residents, education and businesses. My family lives, interacts, shops, dines and experiences Chapel Hill everyday. I would like to take these interactions and help play a part in the direction of the community.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

Volunteer Application Orange County Advisory Boards and Commissions

Name: Beth Mueller
Name Called:
Home Address: 724 Tinkerbell Rd.
 Chapel Hill NC 27517
Phone (Day): 919-942-1337
Phone (Evening): 919-942-1337
Phone (Cell): 919-942-1337
Email: beth.mueller@sbcglobal.net
Place of Employment: home
Job Title: homemaker
Year of OC Residence: 2010
Township of Residence: Chapel Hill
Zone of Residence: C.H. Twnshp; C.H.Cty.Lmts.
Sex: Female
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Chapel Hill Homeschoolers Resource Fair Committee
 Substitute in the Chapel Hill Carrboro school system

Past Service on Orange County Advisory Boards:

Former Vice-Chair of the Community Design Commission.
 Served 3 years on the Community Design Commission.

Boards/Commissions applied for:

Chapel Hill Planning Commission

Background, education and experience relevant to this board:

I have a Masters degree in Architecture. I have worked in Architecture in both large and small firms. I worked at URS in Columbus, Ohio where the engineering was done in house. I had the opportunity while there to be a part of very large projects that impacted the community. Part of my job involved making sure that the building codes were adhered to. I have been a part of community discussions on planning on both sides of the table. I think that experience would be useful on the Planning Commission.

I have lived in various places. We moved to Chapel Hill from Germany. Living in another country can open your eyes to different ways a community can be and what can be possible. I have been a part of many different pieces of Chapel Hill. I have been an assistant to local artists. I am a substitute in the local school system. I am a certified teacher in mathematics in the state of NC. I have had a child in the public, private, and now homeschooling group here in Chapel Hill. While part of the Community Design Commission I have taken developers on tours of Chapel Hill more than once. My knowledge of NC and other areas has given me the ability to explain to developers what could be. For instance I was able to explain to the developers of the Shortbread Lofts that they owed a streetscape to Rosemary Street. What followed from those discussions in the Design Commission later developed into great attention to Rosemary Street. I became a Certified Document Technologist (CDT) while at URS which means I have studied the code and had being clear, complete, and concise drilled into me. I have written specifications for

architectural projects. I have been a part of committees where various views are expressed and been a part of coming to a consensus. I have planned and worked with a school in implementing a student planted green roof and organized students planting 21 trees on their school property.

Reasons for wanting to serve on this board:

While being on the Community Design Commission and living in Chapel Hill, I have observed the effects of the Planning Commission on the community. I would love to join this insightful group as they plan the future for the people in Chapel Hill. I would like to be involved in the discussions while the decisions and recommendations to council are being made. I think I could provide another perspective and insight into the decisions of the planning board especially with the background I have. I think that there should be a voice of a person that has worked this closely with design and planning of the built environment on the planning board.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 5/5/2016

Date Printed: 5/5/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Blaine William Schmidt
Name Called:
Home Address: 409 Perry Creek Drive
Chapel Hill NC 27514
Phone (Day): 919-448-8066
Phone (Evening): 919-448-8066
Phone (Cell): 704-425-8225
Email: ocncdbrd@extemporaneous.org
Place of Employment: Cisco / Experis
Job Title: Consultant
Year of OC Residence: 2014
Township of Residence: Chapel Hill
Zone of Residence: Chapel Hill Township within C.H. city limits
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

None

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)

Background, education and experience relevant to this board:

Broad business and legal background (finances, processes), licensed NC attorney

Reasons for wanting to serve on this board:

Making permanent home in Orange County, want to contribute to business development

Conflict of Interest:

Chapel Hill Planning Commission

Background, education and experience relevant to this board:

Broad business and legal background (finances, processes), licensed NC attorney

Reasons for wanting to serve on this board:

Having lived and schooled in Chapel Hill, interested in orderly growth of the community

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 5/5/2016

Date Printed: 5/6/2016

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No. 11-c**

SUBJECT: Economic Development Advisory Board – Appointments

DEPARTMENT: Board of Commissioners

ATTACHMENT(S):

Member Roster
Recommendation
Applications for Persons Recommended
Attendance Record
Applicant Interest List
Applications for Persons on the Interest
List

INFORMATION CONTACT:

PURPOSE: To consider making an appointment to the Economic Development Advisory Board.

BACKGROUND: The following information is for Board consideration:

- Appointment to a second full term (Position #3) “UNC at Chapel Hill” representative for Jim Kitchen expiring 06/30/2019.
- Appointment to a second full term (Position #9) “Core Business Community” representative for Ronald Keizer expiring 06/30/2019.

POSITION NO.	NAME	SPECIAL REPRESENTATIVE	EXPIRATION DATE
3	Jim Kitchen	UNC at Chapel Hill	06/30/2019
9	Ronald Keizer	Core Business Community	06/30/2019

NOTE - If the individuals listed above are appointed, the following vacancies remain:

- None

FINANCIAL IMPACT: None

SOCIAL JUSTICE IMPACT: Enable Full Civic Participation. Ensure that Orange County residents are able to engage government through voting and volunteering by eliminating disparities in participation and barriers to participation.

RECOMMENDATION(S): The Manager recommends that the Board consider making an appointment to the Economic Development Advisory Board.

Board and Commission Members

And Vacant Positions

Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)

Meeting Times: 8:00 am second Monday every other month

Terms: 2

Contact Person: Steve Brantley

Meeting Place: Rotating

Positions: 10 Length: 3 years

Contact Phone: 919-245-2325

Description: Work cohesively with the County's Economic Development staff and other economic development partners to position Orange County as a competitive location for business opportunities.

1	Delores Bailey 109 N Graham Street Chapel Hill NC 27516	Day Phone: 919-967-8779 Evening Phone: 919-357-2700 FAX: 919-967-0710 E-mail: delores.bailey@gmail.com	Sex: Female Race: African American Township: Chapel Hill Resid/Spec Req: Special Repr: Non-Profit Agency	First Appointed: 05/15/2012 Current Appointment: 09/16/2014 Expiration: 06/30/2017 Number of Terms: 1
2	Mr. Nitin Khanna One Europa Drive Chapel Hill NC 27517	Day Phone: 919-968-4900 Evening Phone: 919-697-1715 FAX: E-mail: nkhanna@sheronchapelhill.com	Sex: Male Race: Asian American Township: Chapel Hill Resid/Spec Req: Special Repr: Tourism	First Appointed: 10/20/2015 Current Appointment: 10/20/2015 Expiration: 06/30/2018 Number of Terms: 1
3	Mr. Jim Kitchen 133 1/2 East Franklin Street Chapel Hill NC 27514	Day Phone: 919-801-5230 Evening Phone: FAX: E-mail: jim@jimkitchen.org	Sex: Male Race: Caucasian Township: Chapel Hill Resid/Spec Req: Special Repr: UNC at Chapel Hill	First Appointed: 05/15/2012 Current Appointment: 05/21/2013 Expiration: 06/30/2016 Number of Terms: 1
4	Mr. Nicholas Thomas 455 Melanie Court Chapel Hill NC 27514	Day Phone: 919-593-2516 Evening Phone: FAX: E-mail: nthomas@filmlab.tv	Sex: Male Race: African American Township: Chapel Hill Resid/Spec Req: Special Repr: Entrepreneur	First Appointed: 06/19/2012 Current Appointment: 09/16/2014 Expiration: 06/30/2017 Number of Terms: 1
5	Mr. James Watts 4321 Hope Valley Dr. Hillsborough NC 27278	Day Phone: 919-265-8480 Evening Phone: 919-672-5838 FAX: E-mail: james@weaverstreetmarket.coop	Sex: Male Race: Caucasian Township: Chapel Hill Resid/Spec Req: Special Repr: Agriculture	First Appointed: 10/20/2015 Current Appointment: 10/20/2015 Expiration: 06/30/2018 Number of Terms: 1

Board and Commission Members

And Vacant Positions

Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)

Meeting Times: 8:00 am second Monday every other month

Terms: 2

Contact Person: Steve Brantley

Meeting Place: Rotating

Positions: 10 Length: 3 years

Contact Phone: 919-245-2325

Description: Work cohesively with the County's Economic Development staff and other economic development partners to position Orange County as a competitive location for business opportunities.

6	Mrs. Paige Zinn 306 Rosburn Way Chapel Hill NC 27516	Day Phone: 919-929-0225 Evening Phone: 919-932-4802 FAX: 919-968-8278 E-mail: pzinn@jenningsco.com	Sex: Female Race: Caucasian Township: Chapel Hill Resid/Spec Req: Special Repr: Core Business Community	First Appointed: 01/22/2015 Current Appointment: 01/22/2015 Expiration: 06/30/2017 Number of Terms: 1
7	Mr. Donald Bryan Jr. Chair 400 Market Street Suite 115 Chapel Hill NC 27516	Day Phone: 919-880-1478 Evening Phone: 919-880-1478 FAX: 919-869-2702 E-mail: drb@bpropnc.com	Sex: Male Race: Caucasian Township: Chapel Hill Resid/Spec Req: Special Repr: Core Business Community	First Appointed: 06/19/2012 Current Appointment: 09/16/2014 Expiration: 06/30/2017 Number of Terms: 1
8	Mr. John Anderson 113 Hogan Woods Circle Chapel Hill NC 27516	Day Phone: 919-918-4832 Evening Phone: 919-918-4851 FAX: 919-918-4851 E-mail: john.anderson@wellsfargo.com	Sex: Male Race: Caucasian Township: Chapel Hill Resid/Spec Req: Special Repr: Core Business Community	First Appointed: 04/19/2016 Current Appointment: 04/19/2016 Expiration: 06/30/2018 Number of Terms: 1
9	Mr. Ronald Keizer 9602 Gallop Lane Bahama NC 27503	Day Phone: 919-732-6956 Evening Phone: 919-471-6743 FAX: E-mail: ronaldkeizer@usadutchinc.com	Sex: Male Race: Caucasian Township: Cedar Grove Resid/Spec Req: Special Repr: Core Business Community	First Appointed: 05/20/2014 Current Appointment: 05/20/2014 Expiration: 06/30/2016 Number of Terms: 1
10	Mr. Mark N. O'Neal Secretary 3004 Stepping Stone Lane Durham NC 27705	Day Phone: 919-493-0395 Evening Phone: 919-815-8303 FAX: 919-493-1523 E-mail: marko@pickett-sprouse.com	Sex: Male Race: Caucasian Township: Eno Resid/Spec Req: Special Repr: Core Business Community	First Appointed: 05/15/2012 Current Appointment: 10/20/2015 Expiration: 06/30/2018 Number of Terms: 2

Thom Freeman

From: Tina Love
Sent: Wednesday, March 30, 2016 2:15 PM
To: Thom Freeman
Cc: Steve Brantley
Subject: RE: Advisory Board Position Term Expirations June 30, 2016

Both Ron Keiser and Jim Kitchen have responded they would like to serve for a second term.

You have the most recent attendance that I sent last week.

From: Thom Freeman
Sent: Wednesday, March 30, 2016 9:21 AM
To: ckarhoff@tjcog.org; maxomason@yahoo.com; Janice Tyler; Kathie Kearns; Audrey Spencer-Horsley; Crystal Coble; David Stancil; ocabc@mindspring.com; 'Angel Neighbours' (angel077@mindspring.com); Bob Marotto; Paula Phillips; LaToya Strange; Colleen Bridger; Meredith Stewart; Lindsey Shewmaker; aharvey@townofchapelhill.org; Steve Brantley; Tina Love; James Davis; James Stanford; cpennington@tjcog.org; driscoll323@nc.rr.com; Michael Harvey
Cc: Donna Baker
Subject: Advisory Board Position Term Expirations June 30, 2016

To All:

This is a reminder that according to our records you have Advisory Board positions expiring on June 30, 2016. Please review the attached list and let me know if you have any questions regarding the expiration of the terms. PLEASE remember that the Board of County Commissioners (BOCC) will be on break the months of July and August. With that in mind, your recommendations would need to be in my hands no later than **JUNE 8, 2016!** I have listed below the upcoming BOCC meetings where appointments can be presented, so if you can get the recommendations to me earlier than the June meetings, please do so.

- April 19, 2016
- May 5, 2016
- May 17, 2016
- June 7, 2016
- June 21, 2016
- **NOTE: Recommendations must be in my hands a minimum of two weeks prior to a scheduled BOCC meeting in order to make the agenda.**

The boxes on the spreadsheet highlighted in yellow indicate that this Advisory Board member has reached the maximum term limit and must roll off for a year before consideration of for appointment.

Thanks,
Thom

Thom Freeman
 Assistant to the Clerk
 Orange County Board of Commissioners
 200 South Cameron Street
 PO Box 8181
 Hillsborough, NC 27278
 919-245-2125

FAX – 919-644-0246
tfreeman@orangecountync.gov



Volunteer Application Orange County Advisory Boards and Commissions

Name: Mr. Jim Kitchen
Name Called:
Home Address: 133 1/2 East Franklin Street
 Chapel Hill NC 27514
Phone (Day): 919-801-5230
Phone (Evening):
Phone (Cell):
Email: jim@jimkitchen.org
Place of Employment: JimKitchen.org
Job Title: Entrepreneur, Teach Entrepreneurship at UNC-CH
Year of OC Residence: 1982
Township of Residence: Chapel Hill
Zone of Residence: -
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Past Service on Orange County Advisory Boards:

Boards/Commissions applied for:

Supplemental Questions:

Work Experience: Entrepreneur, 1987 - Present
 University of North Carolina, 2010 - Present

Volunteer Experience: Board Member, Chapel Hill-Carrboro Public School Foundation
 Member, Chapel Hill Police Advisory Committee
 Board Member, Kramden Institute
 Board Member, Nourish International
 Board Member, Make a Wish
 Interfaith Council

Education: Bachelors of Arts, University of North Carolinam 1987
 Masters Business Administration, University Tennessee 2009
 Masters Management, George Washington University (will complete in 2013)

Other Comments:

I started a business incubator two years ago in Chapel Hill and believe we as a county can do more to promote business growth in this wonderful area in order to provide better paying jobs and lower taxes for all Orange County residents. I am very interested in serving on this Board and believe my experiences as a serial entrepreneur, connections

with UNC, and my involvement with many non-profits in our community will give me a unique perspective on economic development. STAFF COMMENTS: Originally (05/04/2012) applied for Economic Development Advisory Board. ADDRESS VERIFICATION:

Respectfully, please consider me for one of the 1 year appointments.

This application was current on: 5/4/2012 2:38:12 PM

Date Printed: 1/6/2014

Volunteer Application Orange County Advisory Boards and Commissions

Name: Mr. Ronald Keizer
Name Called:
Home Address: 9602 Gallop Lane
 Bahama NC 27503
Phone (Day): 919-732-6956
Phone (Evening): 919-471-6743
Phone (Cell): 919-210-1178
Email: ronaldkeizer@usadutchinc.com
Place of Employment: USA Dutch, Inc.
Job Title: President / Owner
Year of OC Residence: 1995
Township of Residence: Cedar Grove
Zone of Residence: Cedar Grove Twmsp
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Active in my industry association, the Fabricators and Manufacturers Association (FMA).

Was active in the Bahama Ruritan Club for many years, including serving as secretary and as a member of the board of directors for several years. Recently resigned from the club.

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)

Background, education and experience relevant to this board:

Though not an Orange County resident, I have been involved with my family's manufacturing business in Efland since 1995. I became sole owner of USA Dutch, Inc. in 2007.

USA Dutch is a company that does sheet metal fabrication and CNC machining. We employ 27, and are planning a \$2.8 million expansion later this year to accommodate the growth we have experienced.

I am a 1985 graduate of UNC Chapel Hill, and a 2000 graduate of Duke University's Fuqua School of Business.

I would bring to the Board the perspective of a small business owner and that of a manufacturing business.

Reasons for wanting to serve on this board:

I am interested in seeing Orange County succeed. Given my education and career experience, I believe I can help in the area of economic development.

I believe in the power of setting goals and in working together to achieve those goals. For that reason, it would be fun to me to serve on this board. It would also be educational to serve the citizens of Orange County in this capacity, and I do enjoy learning. Finally, it would be a way of passing forward to the community the success that our company has achieved to date.

Conflict of Interest:

I guess I don't know. Being a business owner, I suppose any discussion about infrastructure decisions might be considered to impact my business, and I don't know if that would be a conflict of interest or not. Likewise, any discussion about education or training could impact my business, as could discussion about incentives.

By the same token, I believe that my background also brings some important perspectives to the board. Is it possible to have one without the other?

I would be open to any guidance you may have on this issue.

Supplemental Questions:

Other Comments:

This application was current on: 3/13/2014 7:48:11 AM

Date Printed: 3/14/2014

BOCC Attendance Report For Advisory Boards
Economic Development Advisory Board Jan / 2015 – Mar / 2016

Member	Appointed	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Jim Kitchen	05/15/2012	P		A		P				P		P		P		P			
Ronald Keizer	05/20/2014	P		P		P				P		P		P		P			
P: Present A: Absent E = Excused R= Resigned																			
Current through - 03/31/2016																			

Applicant Interest Listing

by Board Name and by Applicant Name

Economic Development Advisory Board (REQUIRES

Contact Person: Steve Brantley

Contact Phone: 919-245-2325

<p>Duane Aaron Butner 331 Botan Way Hillsborough NC 27278</p> <p>Skills:</p>	<p>Day Phone: 8643610893 Evening Phone: 8643610893 Cell Phone: 8643610893 E-mail: aaronbutner@gmail.com</p> <p>Also Serves On:</p>	<p>Sex: Male Race: Caucasian Township: Hillsborough Res. Eligibility: Hillsborough Twnshp - Date Applied: 10/07/2015</p>
<p>Keith Coleman 1624 Riverside Drive Dr. Hillsborough NC 27278</p> <p>Skills:</p>	<p>Day Phone: 9197322171 Evening Phone: 9192181853 Cell Phone: 9192181853 E-mail: coleman.rk@gmail.com</p> <p>Also Serves On:</p>	<p>Sex: Male Race: Caucasian Township: Hillsborough Res. Eligibility: County Date Applied: 05/08/2016</p>
<p>Susie Enoch 4002 McGowan Creek Road Efland NC 27243</p> <p>Skills: Human Resources Director Skills: Human Resources Manager Skills: Pastoral Services</p>	<p>Day Phone: 336-260-7694 Evening Phone: 336-260-7694 Cell Phone: E-mail: enochts@aol.com</p> <p>Also Serves On: Human Relations Commission</p>	<p>Sex: Female Race: Other Township: Cheeks Res. Eligibility: County Date Applied: 03/24/2016</p>
<p>David Gephart 1401 Poplar Lane Hillsborough NC 27278</p> <p>Skills: Sales Management</p>	<p>Day Phone: 919-732-6464 Evening Phone: 919-732-9886 Cell Phone: 919-656-7104 E-mail: dave.gephart@halo.com</p> <p>Also Serves On:</p>	<p>Sex: Male Race: Caucasian Township: Eno Res. Eligibility: County Date Applied: 05/05/2016</p>
<p>Blaine William Schmidt 409 Perry Creek Drive Chapel Hill NC 27514</p> <p>Skills:</p>	<p>Day Phone: 919-448-8066 Evening Phone: 919-448-8066 Cell Phone: 704-425-8225 E-mail: ocncbrd@extemporaneous.org</p> <p>Also Serves On: Board of Equalization and Review (REQUIRES DISCL</p>	<p>Sex: Male Race: Caucasian Township: Chapel Hill Res. Eligibility: Chapel Hill Township Date Applied: 05/05/2016</p>

Applicant Interest Listing

by Board Name and by Applicant Name

Economic Development Advisory Board (REQUIRES

Contact Person: Steve Brantley

Contact Phone: 919-245-2325

Henry Sims5531 Ponderosa Dr
Durham NC 27705

Day Phone: 9197901900

Evening Phone: 8285080163

Cell Phone: 8285080163

E-mail: henrysims@hotmail.com

Sex: Male

Race: Caucasian

Township: Eno

Res. Eligibility: County

Date Applied: 06/05/2016

Skills:

Also Serves On:

Michelle Tartalio2007 Whitmore Circle
Chapel Hill NC 27516

Day Phone: 9194844918

Evening Phone: 9198697210

Cell Phone: 9179523826

E-mail: mtartalio@enlightresearch.com

Sex: Female

Race: Caucasian

Township: Chapel Hill

Res. Eligibility: Carrboro City Limits

Date Applied: 05/05/2016

Skills:

Also Serves On:

Volunteer Application Orange County Advisory Boards and Commissions

Name: Duane Aaron Butner
Name Called:
Home Address: 331 Botan Way
 Hillsborough NC 27278
Phone (Day): 8643610893
Phone (Evening): 8643610893
Phone (Cell): 8643610893
Email: aaronbutner@gmail.com
Place of Employment: BB&T - Chapel Hill
Job Title: Vice President - Small Business Market Leader
Year of OC Residence: 2015
Township of Residence: Hillsborough
Zone of Residence: Hillsborough Twnshp - In City Limits
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

APPLICATION FOR ECONOMIC DEVELOPMENT ADVISORY BOARD

- * CURRENTLY SERVING 4 YEAR TERM ON HILLSBOROUGH WATER & SEWER ADVISORY BOARD.
- * INVOLVED WITH CHAPEL HILL CHAMBER AND WORK WITH THE ECONOMIC DEVELOPMENT & PUBLIC POLICY COMMITTEE
- * VICE PRESIDENT AT BB&T - CHAPEL HILL
- * BB&T UNITED WAY LEADER FOR ORANGE COUNTY
- * ORIGINALLY FROM HILLSBOROUGH, NC

Past Service on Orange County Advisory Boards:

NONE

Boards/Commissions applied for:

Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)

Background, education and experience relevant to this board:

I am originally from Hillsborough and absolutely love Orange County. I have built a new home in Hillsborough and plan on living here for the rest of my life. I have worked for BB&T since 2001 and have many years of experience dealing with economic development; currently I am the Small Business Market Leader in Chapel Hill. I have studied abroad, living in Arequipa, Peru while also having the opportunity to travel into other parts of South America and the United Kingdom. While my bachelor's degree is in Theology and my Master's degree is in Counseling, I feel this helps me serve my clients and prospects by bringing honest and compassionate insight to what they face on a day to day basis.

I have experience in small business lending, winning BB&T's Sterling Award as the Best of the

Best. I understand what business owner s face, both from an existing operation to brand new start ups. I manage a team of sales people, so I understand what type of leadership is needed to help motivate a team to achieve goals. With all of that under my belt, along with having lived in different cultures abroad, I am confident I can be of great assistance to the future growth that is coming to Orange County!

Reasons for wanting to serve on this board:

I want to serve on the Economic Development Advisory Board because Orange County is my home and where I do business. My wife, daughter and I are dependent upon the future business development and economic growth of Orange County. My passion is to watch the economy grow in Orange County by helping bring fresh and innovative ideas to see how we can help small businesses thrive.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 10/7/2015 2:55:37 PM

Date Printed: 5/5/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Keith Coleman
Name Called:
Home Address: 1624 Riverside Drive Dr.
Hillsborough NC 27278
Phone (Day): 9197322171
Phone (Evening): 9192181853
Phone (Cell): 9192181853
Email: coleman.rk@gmail.com
Place of Employment: The News of Orange County
Job Title: General Manager
Year of OC Residence: 1953
Township of Residence: Hillsborough
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Board of Directors- Hillsborough Chamber of Commerce
Board Member- Town of Hillsborough Tourism Board
Member Union Grove United Methodist Church
Board of Directors of North Carolina Press Assoc.

Past Service on Orange County Advisory Boards:

Formerly served on the Hillsborough Board of Adjustment
Formerly served on the Economic Development Advisory Board

Boards/Commissions applied for:

Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)

Background, education and experience relevant to this board:

I believe that my number of years living in this community and the fact that I served on the board previously would make me a good member of this board.

Reasons for wanting to serve on this board:

I love Orange County and I would like to be a part of bringing quality businesses to our community.

Conflict of Interest:

Supplemental Questions:

Other Comments:

Volunteer Application Orange County Advisory Boards and Commissions

Name: Susie Enoch
Name Called:
Home Address: 4002 McGowan Creek Road
 Efland NC 27243
Phone (Day): 336-260-7694
Phone (Evening): 336-260-7694
Phone (Cell):
Email: enochts@aol.com
Place of Employment: Contractural Services
Job Title:
Year of OC Residence: 2009
Township of Residence: Cheeks
Zone of Residence: County
Sex: Female
Ethnic Background: Other

Community Activities/Organizational Memberships:

Contracted Qualified Professional @ Ethel's Footprints, - Burlington, NC (Feb 2014-Present)- provide counseling services in facility and at consumer's homes. Works independently to provide clinical interventions based on best practice counseling models and techniques to work effectively with children and families. Duties include but are not limited to: conducting clinical assessments, developing treatment plans with client and family participation, providing individual, family, and group therapeutic sessions, and providing on-call crisis intervention services.

Contracted Authorization Professional @ Just In Time Youth Services, -Burlington, NC (Nov 2113-Present) -Provide documentation to MCO's for managed specialized care (inpatient, outpatient, ancillary services for consumers. Ensuring that all initial and reauthorizations for services occur in a timely fashion.

Past Service on Orange County Advisory Boards:

Boards/Commissions applied for:

Durham Technical Community College Board of Trustees

Background, education and experience relevant to this board:

Reasons for wanting to serve on this board:

Conflict of Interest:

Board of Social Services**Background, education and experience relevant to this board:****Reasons for wanting to serve on this board:****Conflict of Interest:****Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)****Background, education and experience relevant to this board:****Reasons for wanting to serve on this board:****Conflict of Interest:****Historic Preservation Commission (APPLICANTS SHALL RESIDE WITHIN THE TERRITORIAL****Background, education and experience relevant to this board:****Reasons for wanting to serve on this board:****Conflict of Interest:****Supplemental Questions:****Durham Technical Community College Board of Trustees****What improvements do you believe can be made so that DTCC better serves the residents of Orange County?**

Durham Technical Community College is a vital source of education to many individuals seeking to improve their lifestyles, as well as their economic status within Orange County. Due to the population growth we are seeing in this area; it is imperative DTCC be on the forefront to provide the necessary tools for our residents to be competitive in the 21st century job market.

One of the major improvements DTCC can implement now and in the future is a science and mathematics program. Because we live in the shadow of the UNC Hospital, there is a high demand in the field of clinical research, medical, scientific and mathematical engineering. If we continue to grow both economically and socially in this area, and attract new businesses that highlight these particular career, we must be able to readily produce the individuals who can meet the demand, rather than recruit others from around the world to fulfill these perspective positions.

Orange County residents deserve the opportunity to take advantage of the high income jobs offered in their area. DTCC can provide the residents here that opportunity through the benefits of a quality education. DTCC needs to improve its recruitment process by aggressively offering courses that target our area and its' desire and need to be relevant. With DTCC's commitment to Orange County residents, we can readily be one of the most influential places to reside in North Carolina.

Thank you for the opportunity to voice my interest with DTCC and the privilege to serve my community of Orange County with pride and respect.

Respectfully Submitted,

Susie Wright Enoch, BA, Mdiv,

Work Experience: WrightCare Alternatives Services, Hillsborough, NC [Mar 2008 - May 2011]

Human Resource Director; Served in a pivotal role as a member of the senior leadership team, while providing organizational leadership for the alignment of WCAS workforce with the mission and vision. Worked closely with the Program Director and key clinical team to develop and implement HR strategies, functions and systems to facilitate the achievement of WCAS strategic directions and initiatives. Served as the staff advisor and liaison within various Committees of WCAS Board of Directors, as needed: Promoted and facilitated the mission and vision of the organization. Maintained the staff needed for client care. Created, directed, and implemented development strategies to solidify and expand the organization's employee and employer relationship. Developed a sound HR dept which allowed for effective delivery of excellent services while achieving the financial goals set for the organization. Oversaw all operations including hiring and supervising of staff, training, and developing and implementing organizational policies and procedures.

Qualified Professional: Served as Qualified Professional responsible for providing an array of case coordination and mental health services for MH/DD/SA clients. Determined the extent of each individual's mental health or crisis situations as well as the appropriate measures to be taken in each case. Upheld agency goals to meet the educational, vocational, residential, mental health treatment, financial, social and other non-treatment needs of the recipient. Managed the arrangement, and linkage or integration of multiple services as needed as it related to programs and other outside agencies. Assessed and reassessed recipient's needs for case management services; informed the recipient about benefits, community resources, and services.

Duke University Medical Center (Pastoral Services), Durham, NC [May 2010 - May 2011]
Chaplain Resident: Provided interfaith pastoral/spiritual care to patients, families, and staff in crisis situations. Evaluated emotional, social, spiritual and religious factors to determine the capacity to cope with illness and death through completed spiritual assessments outlining problems, goals and interventions. Served as a liaison with community pastoral care services, clergy and faith communities. Successfully educated patients, families, and staff, as well as participated in ethics consults. Developed sacerdotal functions, religious rituals, and services upon personal request of patients or their family members according to their beliefs, and religious orientations; personally or in conjunction with community spiritual leaders.

Durham Technical Community College, Durham, NC [2004 - 2005]
Continuing Education Instructor: Taught classes in basic money marketing skills, customer service, healthcare, and teaching careers for c.e.u certification, and associate/bachelor level degrees. Lead Job Fairs and provided classroom instruction in job assistance training [in both group/individual] settings. Successfully educated clients in job preparation through counseling, mock interviews and resume critique.

Bank of America (formerly NationsBank), Burlington, NC & Greensboro, NC [1998 - 2000]
Assistant Branch Manager/ Consumer Banker. Played a key role in developing sales programs that helped meet company goals. Maintained direct oversight of branch cash flow; resolved escalated issues and reported to management. Conducted monthly and quarterly branch audits, including security system tests. Open and closed the branch daily; supervised a staff of 12.

Great American Knitting Mills (Gold Toe), Burlington, NC [1995 - 1998] Credit/Account Analyst - Worked with a team of three analyst/collectors. Ensured that staff members complied with FDCPA guidelines. Conducted some training and team development sessions. Recovered \$750,000 in charged off collateral. Implemented a new goal oriented business plan detailing objectives, costs and accomplishments. Reduced delinquencies 20%

Volunteer Experience: New Covenant UHC (Burlington, NC) Clothing Giveaway (Evangelism Committee);

Education: Duke Univeristy Medical Center-Pastoral Services, Durham, NC C.P.E. Residency, 3 Units- May 2011

Duke Univeristy Medical Center-Pastoral Services, Durham, NC C.P.E. Internship, 1 Unit- May 08-Aug 08

Duke University Duke Divinity School, Durham, NC Master of Divinity, GPA: 2.89 -May 2009

Shaw University, Raleigh, NC BA Religion/Philosophy; Summa Cum Laude, GPA:3.89 - Dec-2004

Other Comments:

The community in which one lives should always be a matter of concern to them. The quality of life within the community reflects the heart and soul of its residents in regards to their values and principles they live by. With that said, I am most interested to be a part of the Orange County community not just as a mere resident, but one who desires to serve the community in a greater aspect within the Advisory Board, Commission, and or Committee(s) listed above. STAFF COMMENTS: Applied for Orange County Planning Board, Board of Social Services, and Interlocal Agreement committee for the Hillsborough Area-Orange county Strategic Growth Plan Phase II 12/29/2010. Updated application through Planning Department for OUTBoard 1/24/2011. UPDATED APPLICATION FOR OC PLANNING BOARD 02/13/2012. UPDATED APPLICATION 05/15/2012 TO INCLUDE Human Relations Commission, Commission for the Environment, Historic Preservation Commission, Orange Unified Transportation Board, Board of Social Sevices, Durham Technical Community College Board of Directors, and Economic Development Advisory Board. , ADDRESS VERIFICATION: 4002 McGowan Creek Road, Efland, NC is in Orange County Jurisdiction and Cheeks Township.

This application was current on: 3/24/2016

Date Printed: 3/24/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: David Gephart
Name Called:
Home Address: 1401 Poplar Lane
 Hillsborough NC 27278
Phone (Day): 919-732-6464
Phone (Evening): 919-732-9886
Phone (Cell): 919-656-7104
Email: dave.gephart@halo.com
Place of Employment: HALO Branded Solutions
Job Title: National Account Manager
Year of OC Residence: 1970
Township of Residence: Eno
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

President of Poplar Ridge Property Owners Association (25 houses) Hillsborough
 Chamber Chapel Hill Chamber Expiring term on the CH/OCVB (8 years) Previously -
 President Hillsborough Exchange Club (2 terms) Hillsborough Chamber Board (9 years)
 Vice-Chair Alliance for Historic Hillsborough Boy Scouts of America (District Chair,
 Scoutmaster, Cubmaster)

Past Service on Orange County Advisory Boards:

Expiring term on Chapel Hill Orange County Visitor s Bureau Orange County Energy Board

Boards/Commissions applied for:

Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)

Background, education and experience relevant to this board:

Having worked with several Chambers of Commerce I have a lot of experience and a love in working on Business Development and Economic Development! As a Marketing Manager Director with FedEx Supply Chain, I have a global understanding of the international supply chain and how important Orange County can be to relocating businesses.

Reasons for wanting to serve on this board:

For over 40 years I have chosen to live in Orange County (Chapel Hill, Carrboro, and Hillsborough) and I know many aspects of the county that some new comers are not aware of. I want to help Orange County to grow smart and to give back to the community where I live!

Conflict of Interest:

Supplemental Questions:

Work Experience: I am a senior sales and marketing professional

Volunteer Experience: Boy Scouts of America (2x- Cubmaster, Scoutmaster, District Chair)

Hillsborough Exchange Club

Hillsborough/Orange County Chamber (Board)

- Hog Day

Alliance for Historic Hillsborough (Bd. & Treas.)

Education: UNC-CH BSBA

Other Comments:

I was elected by the Board of the Alliance for Historic Hillsborough to serve as it's designated representative on the Chapel Hill/Orange County Visitors Bureau. I request to be appointed. STAFF COMMENTS: Originally applied for Chapel Hill/Orange County Visitors Bureau 9/26/2007. ADDRESS VERIFICATION: 1401 Poplar Lane, Hillsborough, NC is in Eno Township.

Updated applicatino 09/30/2014.

This application was current on: 5/5/2016

Date Printed: 5/5/2016

Volunteer Application Orange County Advisory Boards and Commissions

Name: Blaine William Schmidt
Name Called:
Home Address: 409 Perry Creek Drive
 Chapel Hill NC 27514
Phone (Day): 919-448-8066
Phone (Evening): 919-448-8066
Phone (Cell): 704-425-8225
Email: ocncdbrd@extemporaneous.org
Place of Employment: Cisco / Experis
Job Title: Consultant
Year of OC Residence: 2014
Township of Residence: Chapel Hill
Zone of Residence: Chapel Hill Township within C.H. city limits
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

None

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)

Background, education and experience relevant to this board:

Broad business and legal background (finances, processes), licensed NC attorney

Reasons for wanting to serve on this board:

Making permanent home in Orange County, want to contribute to business development

Conflict of Interest:

Chapel Hill Planning Commission

Background, education and experience relevant to this board:

Broad business and legal background (finances, processes), licensed NC attorney

Reasons for wanting to serve on this board:

Having lived and schooled in Chapel Hill, interested in orderly growth of the community

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 5/5/2016

Date Printed: 5/6/2016

**Volunteer Application
Orange County Advisory Boards and Commissions**

Name: Henry Sims
Name Called:
Home Address: 5531 Ponderosa Dr
Durham NC 27705
Phone (Day): 9197901900
Phone (Evening): 8285080163
Phone (Cell): 8285080163
Email: henrysims@hotmail.com
Place of Employment: Enterprise Rent a Car
Job Title: Branch Manager
Year of OC Residence: 2008
Township of Residence: Eno
Zone of Residence: County
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

I managed the Enterprise office on Franklin St. for 2 years and coached baseball for HYAA. My wife and I are involved with the S.I.T at New Elementary.

Past Service on Orange County Advisory Boards:

none

Boards/Commissions applied for:

Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)

Background, education and experience relevant to this board:

I have worked retail sales and service in Orange County over the last 4 years and have been a resident for the last 5 years. I know and am aware of the hardships that normal working class people face every day.

Reasons for wanting to serve on this board:

I want to be on the Economic Development Advisory Board because I want to help bring good paying jobs to Orange County.

Conflict of Interest:

Durham Technical Community College Board of Trustees**Background, education and experience relevant to this board:**

I want to be on this board because I know and live the difference between Chapel Hill and Orange County. I want to be able to help the rest of OC and I cannot think of any better way. Education is key and providing a way for residents to advance themselves, their education, and their lives is what I want to be a part of.

Reasons for wanting to serve on this board:

See above.

Conflict of Interest:**Orange County Planning Board (REQUIRES DISCLOSURE STATEMENT)****Background, education and experience relevant to this board:****Reasons for wanting to serve on this board:****Conflict of Interest:****Supplemental Questions:****Durham Technical Community College Board of Trustees****What improvements do you believe can be made so that DTCC better serves the residents of Orange County?**

3. What improvements do you believe can be made so that DTCC better serves the residents of Orange County? DTCC must offer programs that fits the hiring needs of the county and region. There needs to be more programs focused on vocational education and an emphasis put on marketing these options to the high schools and to the unemployed.

Orange County Planning Board (REQUIRES DISCLOSURE STATEMENT)**Please list the work/volunteer experience/qualifications that would add to your expertise for this board.**

I have managed 2 offices in OC over the last 3 years. I have become knowledgeable with the way

What unique perspective can you bring to the Orange County Planning Board?

I live it day to day. I am the average working class person.

What do you see as the responsibilities of this board, and what do you hope to accomplish if appointed?

I have applied for 3 boards. I think that each board has an directive to advance the rights and lives of OC residents.

What do you consider to be the most important issues facing Orange County related to growth?

Growth outside of Chapel Hill. Politics... Chapel Hill vs. greater OC.

What role should the Planning Board take in guiding and regulating growth?

The Planning Board should take into account Chapel Hill s needs vs greater OC. The majority can t trample on the minority.

How would you, as a member of the Planning Board, contribute to the implementation of the Board of Commissioners' adopted Goals and Priorities?

I would uses these Goals and Priorities as the guidelines for my decisions,.

Other Comments:

Summary Of Qualifications

Ability to lead, train and maintain an enthusiastic, productive staff. Proven skills to seek out potential sales in new market areas. Strong analytical planning skills combined with the ability to coordinate the efforts of many to meet organizational goals. Self-motivated, productive and organized efficient work habits.

Professional Experience

Extensive experience in management, operations, customer service, employee development, sales, marketing, negotiating, and high-pressure situations.

Experience

Area Rental Manager Enterprise Rent a Car 2014-Present

- Responsible for the financial success and growth of six Enterprise stores. Hired, trained, and developed area employees in sales and service moving employee retention from 59% to 73%. Managed the marketing efforts of each store resulting in 12% fleet growth. Conducted monthly goals and opportunity meetings with store managers resulting in 10% revenue growth. Managed and trained area employees in customer service yielding 7 point increase fiscal year to date. Managed and directed rental fleet logistics for area branches consisting of 900 units leading to 2% increase in utilization.

Branch Manager Enterprise Rent a Car 2007-2014

- Responsible for the overall management, performance and profitability of the largest home city rental car branch in NC with annual revenues of nearly \$4 million and a fleet of 340 rental units. Led efforts to reinvent office culture, which established new branch records for revenue, income, operating profit, customer satisfaction, and fleet growth. Managed the growth, development, and retention of 17 branch employees. □

Table Games Supervisor Harrah's Cherokee Casino 2000-2007

- Managed table games operations; assigned table games hosts and table limits to maximize forecasted demand. Trained and supervised dealers to ensure proper procedures of Gaming Rule. Tracked essential play to ensure compliance with Title 31. Managed personnel cost through employee scheduling and paid time off.

Education

Western Carolina University, Cullowhee, NC 1998-2002

Bachelor of Science in Business Administration

Volunteer Application Orange County Advisory Boards and Commissions

Name: Michelle Tartalio
Name Called:
Home Address: 2007 Whitmore Circle
 Chapel Hill NC 27516
Phone (Day): 9194844918
Phone (Evening): 9198697210
Phone (Cell): 9179523826
Email: mtartalio@enlightresearch.com
Place of Employment: Enlight Research, LLC
Job Title: Co-Founder, Research Director
Year of OC Residence: 2012
Township of Residence: Chapel Hill
Zone of Residence: Carrboro City Limits
Sex: Female
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Board of Directors, Easter Seals UCP of NC & VA
 Chairman of the Board of Advisors for Enlight Research, LLC a start-up research business based in the Triangle area.

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:

Economic Development Advisory Board (REQUIRES DISCLOSURE STATEMENT)

Background, education and experience relevant to this board:

I would consider myself a scout or an individual who has had success in identifying emerging areas for investment and opportunity. Although I am young, I have had a successful career working with Fortune 500 companies across the US and globally and have recently started a company in the community which is focused on improving strategy development and partnerships between boards and executives. I am looking for opportunities to put the skills I used for large for-profit businesses to work in the community.

Reasons for wanting to serve on this board:

I have recently started participating more in the community, particularly in my role with Easter Seals UCP of NC and VA and I have found giving back to the community to be extremely rewarding.

Conflict of Interest:

Supplemental Questions:

Other Comments:

This application was current on: 5/5/2016

Date Printed: 5/5/2016

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: May 17, 2016

**Action Agenda
Item No.** 11-d

SUBJECT: Orange County Parks and Recreation Council – Appointment

DEPARTMENT: Board of Commissioners

ATTACHMENT(S):

Member Roster
Recommendation
Application for Person Recommended
Applicant Interest List
Application for Person on the Interest
List

INFORMATION CONTACT:

Donna Baker, Clerk to the Board
919-245-2130

PURPOSE: To consider making an appointment to the Orange County Parks and Recreation Council.

BACKGROUND: The following information is for Board consideration:

- Appointment to a first full term (Position #5) “At-Large” representative for Robert Smith expiring 03/31/2019.

POSITION NO.	NAME	SPECIAL REPRESENTATIVE	EXPIRATION DATE
5	Robert Smith	At-Large	03/31/2019

NOTE - If the individuals listed above are appointed, the following vacancies remain:

- None

FINANCIAL IMPACT: None

SOCIAL JUSTICE IMPACT: Enable Full Civic Participation. Ensure that Orange County residents are able to engage government through voting and volunteering by eliminating disparities in participation and barriers to participation.

RECOMMENDATION(S): The Manager recommends that the Board consider making an appointment to the Orange County Parks and Recreation Council.

Board and Commission Members

And Vacant Positions

Orange County Parks and Recreation Council

Meeting Times: 6:30 pm first Wednesday of each month

Terms: 2

Contact Person: David Stancil

Meeting Place: Chapel Hill / Hillsborough Alternating

Positions: 12

Length: 3 years

Contact Phone: 919-245-2510

Description: Each member of the Council shall be a County resident appointed by the Orange County Board of Commissioners. The Council includes representatives from each of the county's townships plus its municipalities. This council consults with and advises the Department of Environment, Agriculture, Parks and Recreation, and the Board of County Commissioners on matters affecting parks planning, development and operation; recreation facilities, policies and programs; and public trails and open space.

Dr. Evelyn Daniel

1	Day Phone: 919-929-2237 Evening Phone: 919-929-2237 FAX: 919-962-8071 E-mail: daniel@ils.unc.edu 100 Cathy Road Carrboro NC 27510	Sex: Female Race: Caucasian Township: Chapel Hill Resid/Spec Req: Carrboro City Limits Special Repr:	First Appointed: 04/21/2015 Current Appointment: 04/21/2015 Expiration: 03/31/2018 Number of Terms: 1
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John Greeson

2	Day Phone: 919-531-1589 Evening Phone: 919-732-5207 FAX: E-mail: johngreeson@nc.rr.com 405 Rock Garden Lane Hillsborough NC 27278	Sex: Male Race: Caucasian Township: Hillsborough Resid/Spec Req: Hillsbr. Township Special Repr: Hillsbr. Township	First Appointed: 04/21/2015 Current Appointment: 04/19/2016 Expiration: 03/31/2019 Number of Terms: 1
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Mrs. Betty Khan

3	Day Phone: Evening Phone: 919-732-8251 FAX: E-mail: BKSKTX@aol.com 6023 Efland-Cedar Grove road PO Box 185 Cedar Grove NC 27231	Sex: Female Race: Caucasian Township: Cedar Grove Resid/Spec Req: Cedar Grove Twmsp. Special Repr: Cedar Grove Twmsp.	First Appointed: 10/16/2012 Current Appointment: 05/19/2015 Expiration: 03/31/2018 Number of Terms: 2
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Mr. Joel Bulkley

4	Day Phone: 968-8741 Evening Phone: 968-8741 FAX: same E-mail: Joelb13@earthlink.net 123 barclay rd. chapel hill NC 27516-1402	Sex: Male Race: Caucasian Township: Chapel Hill Resid/Spec Req: C.Hill City Limits Special Repr:	First Appointed: 11/15/2011 Current Appointment: 06/03/2014 Expiration: 03/31/2017 Number of Terms: 2
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VACANT

5	Day Phone: Evening Phone: FAX: E-mail:	Sex: Race: Township: Resid/Spec Req: At-Large Special Repr: At-Large	First Appointed: Current Appointment: Expiration: 03/31/2016 Number of Terms:
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Board and Commission Members

And Vacant Positions

Orange County Parks and Recreation Council

Meeting Times: 6:30 pm first Wednesday of each month

Terms: 2

Contact Person: David Stancil

Meeting Place: Chapel Hill / Hillsborough Alternating

Positions: 12

Length: 3 years

Contact Phone: 919-245-2510

Description: Each member of the Council shall be a County resident appointed by the Orange County Board of Commissioners. The Council includes representatives from each of the county's townships plus its municipalities. This council consults with and advises the Department of Environment, Agriculture, Parks and Recreation, and the Board of County Commissioners on matters affecting parks planning, development and operation; recreation facilities, policies and programs; and public trails and open space.

6	Mrs Rachel Massai 808 Hunters Run Mebane NC 27302	Day Phone: 919-923-6362 Evening Phone: 919-923-6362 FAX: E-mail: rachelmassai@yahoo.com	Sex: Female Race: Caucasian Township: Cheeks Resid/Spec Req: Cheeks Twmsp Special Repr: Cheeks Township	First Appointed: 05/19/2015 Current Appointment: 05/19/2015 Expiration: 03/31/2018 Number of Terms: 1
7	Mr. Neal Bench Chair 397 Lakeshore Lane Chapel Hill NC 27514	Day Phone: 919-260-9058 Evening Phone: 919-942-4050 FAX: E-mail: nj397bench@gmail.com	Sex: Male Race: Caucasian Township: Chapel Hill Resid/Spec Req: Chapel Hill Twmsp Special Repr: Chapel Hil Township	First Appointed: 11/15/2011 Current Appointment: 06/03/2014 Expiration: 03/31/2017 Number of Terms: 2
8	Mr. Robert Robinson 5600 Guess Road Rougemont NC 27572	Day Phone: 919-929-6921 Evening Phone: 919-606-1961 FAX: E-mail: third1261@gmail.com	Sex: Male Race: Caucasian Township: Little River Resid/Spec Req: Little River Townshi Special Repr: Little River Township	First Appointed: 12/10/2013 Current Appointment: 05/19/2015 Expiration: 03/31/2017 Number of Terms: 1
9	Mr. Allan Green 5604 Dairyland Road Hillsborough NC 27278	Day Phone: 919-933-5105 Evening Phone: 919-933-5105 FAX: E-mail: allan@woodcrestfarmnc.com	Sex: Male Race: Caucasian Township: Bingham Resid/Spec Req: Bingham Township Special Repr: Bingham Township	First Appointed: 12/14/2010 Current Appointment: 06/03/2014 Expiration: 03/31/2017 Number of Terms: 2
10	Dr. Tori Williams Reid 904 Chandler Court Hillsborough NC 27278	Day Phone: 919-241-5292 Evening Phone: FAX: E-mail: toridwms@gmail.com	Sex: Female Race: African American Township: Hillsborough Resid/Spec Req: Hillsbr. Town Limits Special Repr:	First Appointed: 04/09/2013 Current Appointment: 04/21/2015 Expiration: 09/30/2016 Number of Terms: 1

Board and Commission Members

And Vacant Positions

Orange County Parks and Recreation Council

Meeting Times: 6:30 pm first Wednesday of each month

Terms: 2

Contact Person: David Stancil

Meeting Place: Chapel Hill / Hillsborough Alternating

Positions: 12

Length: 3 years

Contact Phone: 919-245-2510

Description: Each member of the Council shall be a County resident appointed by the Orange County Board of Commissioners. The Council includes representatives from each of the county's townships plus its municipalities. This council consults with and advises the Department of Environment, Agriculture, Parks and Recreation, and the Board of County Commissioners on matters affecting parks planning, development and operation; recreation facilities, policies and programs; and public trails and open space.

11	Michael Dempsey 7514 Schley Rd Hillsborough NC 27278	Day Phone: 9196245264 Evening Phone: 9196245264 FAX: E-mail: mjdcowz@gmail.com	Sex: Male Race: Caucasian Township: Eno Resid/Spec Req: Eno Township Special Repr: Eno Township	First Appointed: 11/17/2015 Current Appointment: 11/17/2015 Expiration: 12/31/2018 Number of Terms: 1
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12	Dr. Thomas Rhodes 601 Elin Ct. Hillsborough NC 27278	Day Phone: 919-636-077 Evening Phone: 919-644-7300 FAX: E-mail: thrhodes@hotmail.com	Sex: Male Race: Caucasian Township: Hillsborough Resid/Spec Req: At-Large Special Repr: At-Large	First Appointed: 04/21/2015 Current Appointment: 04/19/2016 Expiration: 03/31/2019 Number of Terms: 1
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Orange County Parks and Recreation Council

PO Box 8181, 306-A Revere Road, Hillsborough, NC (919) 245-2510

May 5, 2016

Earl McKee, Chair
Board of County Commissioners
PO Box 8181
Hillsborough, NC 27278

Re: Recommended Appointment

Dear Chair McKee:

The Orange County Parks and Recreation Council (PRC) has discussed its current vacancy and unanimously recommends that applicant Robert Smith be appointed to the Council. He would be filling an At Large position.

Thank you for consideration of this appointment.

Sincerely,

David Stancil
Director, Department of Environment, Agriculture, Parks and Recreation

Copies: Tori Williams Reid, PRC Chair
 Haywood Rhodes, Vice-Chair, PRC.

Volunteer Application Orange County Advisory Boards and Commissions

Name: Mr. Robert Smith
Name Called:
Home Address: 5818 Guess Road
Rougemont NC 27572
Phone (Day): 732-598-4110
Phone (Evening): 919-732-6731
Phone (Cell): 732-598-4110
Email: bobjr4r@yahoo.com
Place of Employment: Swedish Imports
Job Title: Automotive Technician
Year of OC Residence: 2005
Township of Residence: Little River
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

HYAA board of Directors
Baseball team manager

Past Service on Orange County Advisory Boards:

None

Boards/Commissions applied for:**Orange County Parks and Recreation Council****Background, education and experience relevant to this board:**

Enjoy hunting, fishing, hiking, bicycle riding and being outside on nice days

Reasons for wanting to serve on this board:

To learn more and help in any way I can, I like to use the parks in Orange county and would like to help keep them in good condition.

Conflict of Interest:**Supplemental Questions:****Other Comments:**

This application was current on: 1/13/2016 9:52:51 PM

Date Printed: 1/19/2016

Applicant Interest Listing

by Board Name and by Applicant Name

Orange County Parks and Recreation Council

Contact Person: David Stancil
 Contact Phone: 919-245-2510

Brian Rowe
 3235 Rigsbee Road N
 Chapel Hill NC 27514

Day Phone: 919-389-2331
 Evening Phone:
 Cell Phone:
 E-mail: bsrowe67@aol.com

Sex: Male
 Race: Caucasian
 Township: Chapel Hill
 Res. Eligibility:
 Date Applied: 10/13/2014

Skills: Accounting Experience
 Skills: Insurance

Also Serves On:
 Also Serves On:

Robert Smith
 5818 Guess Road
 Rougemont NC 27572

Day Phone: 732-598-4110
 Evening Phone: 919-732-6731
 Cell Phone: 732-598-4110
 E-mail: bobjr4r@yahoo.com

Sex: Male
 Race: Caucasian
 Township: Little River
 Res. Eligibility: County
 Date Applied: 01/13/2016

Skills:

Also Serves On:

Volunteer Application Orange County Advisory Boards and Commissions

Name: Brian Rowe
Name Called:
Home Address: 3235 Rigsbee Road N
 Chapel Hill NC 27514
Phone (Day): 919-389-2331
Phone (Evening):
Phone (Cell):
Email: bsrowe67@aol.com
Place of Employment: Chapel Hill / Carrboro Chamber of Commerce
Job Title: Finance Director
Year of OC Residence: 2011
Township of Residence: Chapel Hill
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:

Past Service on Orange County Advisory Boards:

Boards/Commissions applied for:

Orange County Parks and Recreation Council

Background, education and experience relevant to this board:

Reasons for wanting to serve on this board:

Conflict of Interest:

Chapel Hill/Orange County Visitors Bureau

Background, education and experience relevant to this board:

Reasons for wanting to serve on this board:

Conflict of Interest:

Supplemental Questions:

Work Experience: OE Enterprises, Inc. - Hillsborough, NC; NC Mutual Life Insurance Company - Durham, NC; Builders Mutual Life Insurance Company - Raleigh, NC

Volunteer Experience: American Red Cross; Jimmy V Celebrity Golf Classic; Special Olympics

Education: Bryant College - Smithfield, RI; BS/BA '89 - Concentration in Finance & Accounting

Other Comments:

I have recently relocated to Orange County from Wake County and have an interest in contributing to my community through volunteer opportunities throughout the county.

STAFF COMMENTS: Originally applied (1/12/2012) for Orange County Emergency Services Work Group, Orange County Parks and Recreation Council, and Chapel Hill/Orange County Visitors Bureau. ADDRESS VERIFICATION: Rigsbee Road N is Orange County Jurisdiction, Eno Fire Tax, and Chapel Hill Township.

This application was current on: 10/13/2014

Date Printed: 5/5/2016

BOCC Meeting Follow-up Actions

(Individuals with a * by their name are the lead facilitators for the group of individuals responsible for an item)

Meeting Date	Task	Target Date	Person(s) Responsible	Status
5/5/16	Review and consider request by Commissioner Dorosin that the Board discuss body cameras	11/30/2016	Travis Myren, John Roberts, Sheriff Charles Blackwood & Jenny Galassi	Scheduled for work session after summer break; Manager's staff to provide Board with preliminary budget information during June budget work sessions
5/5/16	Review and consider request from Commissioner Jacobs that the Board understand more about the evaluation process used by Carrboro relative to Google	5/17/2016	Bonnie Hammersley	Manager to meet with Carrboro Manager and provide info to the Board
5/5/16	Review and consider request by Commissioner Jacobs that the County utilize a program that provides milkweed plants to be planted on County property to help support the strained butterfly population	5/17/2016	David Stancil	DONE County staff had previously moved forward and milkweed plants were already ordered.
5/5/16	Pursue adding the standard maintenance practices for voter lists to the County website so the public will know what to expect regarding remaining on the voter rolls	6/21/2016	Tracy Reams	To be pursued
5/5/16	As staff moves forward with establishing easements for the Rogers Road Sewer line installation, make sure to assess environmental sensitivity of easement locations and make sure to note efforts to be environmentally sensitive as easement establishment continues and the project moves forward	5/17/2016	Bonnie Hammersley Craig Benedict	DONE Manager has communicated with Planning staff the need for environmental sensitive approach to easement siting and overall project
5/5/16	Move forward with additional advertising in preparation for the Board filling the last at large seat on the Bond Education Committee	6/21/2016	Donna Baker	DONE

INFORMATION ITEM

Memorandum

To: Board of Orange County Commissioners

From: David Hunt, Deputy Clerk/ Information Specialist
Tracy Reams, Director of Elections

Subject: Response to BOCC on a petition from a member of the public on suggestions to expand election information on the Orange County website

Date: May 17, 2016

At the 4/19/16 BOCC regular meeting, Andrew Dykers came before the Board to request election resource enhancements to “make it easier for citizens to be informed about basic election information.”

(Mr. Dykers previously presented the concept to the Orange County Board of Commissioners on March 6, 2014 and also to the Orange County Board of Elections on March 4, 2014.)

During the April 19, 2016 BOCC meeting Mr. Dykers presented five items for consideration; memorable URL, signage, candidate links, discussion and user friendliness. Below are discussion points for each of the five items.

Memorable URL – create a short URL such as “VoteOrange.gov” or “OrangeVotes.gov”

Neither of the URLs mentioned are available. There are multiple Orange governments in the United States.

Currently the URL below can be used to find Orange County election information.

Orangetowntync.gov/elect

Signage – installing physical signs in public areas promoting the URL

This can be considered based on potential effectiveness of the resource.

Candidate Links – provide links to candidate created information

As a government entity funded by tax payers, Orange County is not legally allowed to influence voters in support of a candidate. Providing links to candidate campaign material may be considered a form of endorsement.

[§ 153A-456. Limitation on the use of public funds. A county shall not use public funds to endorse or oppose a referendum, election or a particular candidate for elective office. \(2010-114, s. 1.5\(a\).\)](#)

Not all candidates may have equal online/electronic resources. The request is for the Board of Elections to link to the candidate's promotional materials. There would be challenges identifying complete resources for each candidate. If some resources are missed, it could be interpreted as preferential treatment of a candidate.

(The Board of Elections website currently provides a listing of candidates who file in Orange County. Information includes name, affiliation, address, phone number, age and email address.)

Discussion – the request is for an online discussion board for candidates

This is an excellent suggestion for a non-government organization such as the League of Women Voters or Orange Politics.

A County hosted blog or discussion group for candidates might also be viewed as preferential if not all of the candidates chose to use the resource.

[§ 153A-456. Limitation on the use of public funds. A county shall not use public funds to endorse or oppose a referendum, election or a particular candidate for elective office. \(2010-114, s. 1.5\(a\).\)](#)

There would be additional challenges if the general public would also have the opportunity to pose questions and comments?

User Friendliness – modify terms, wording and descriptors on the current Board of Elections website

Mr. Dykers' suggestions have been shared with Tracy Reams and the Board of Elections webmaster for consideration.

INFORMATION ITEM

To: Board of County Commissioners

From: Gayle Wilson, Solid Waste Management Director

Date: May 17, 2016

Subject: Information Request – Eubanks Road Waste & Recycling Center

On February 2, 2016, the County received bids for the Expansion and Renovation Project for the Eubanks Road Waste and Recycling Center. Sealed bids were opened and evaluated and an apparent lower bidder was identified. The lowest bid substantially exceeded the project budget (\$3,175,858), thereby delaying the project while alternative courses of action could be evaluated.

The County Manager agreed to a staff recommendation to make design adjustments using a different engineering firm. The design adjustments will address changing the site layout to make it even more closely resemble the Walnut Grove Church Road Waste & Recycling Center and will incorporate areas where costs can be reduced or eliminated. The project will still use the building plans, DOT permit, OWASA approvals, geotechnical reports, and other aspects of the work done by the original design firm that are salvageable. Staff expects the revised layout, construction methods, and engineering approach to reduce costs to within the existing project budget.

County staff and our new consultant have met twice with the Town of Chapel Hill Planning Department to discuss the potential revisions to the plan. Planning Staff members have been very receptive to our proposed changes and are working with us to move the project along as quickly as possible. The design firm is targeting a rebid timeframe of the beginning part of July with an anticipated construction start occurring in late August to mid-September.

Solid Waste Management will implement the previously discussed comprehensive notification and education plan to inform users and the neighboring residences/businesses of construction plans and temporary site operations.

INFORMATION ITEM

BOCC INFORMATION REQUEST OUTLINE

Meeting Date: 3/22/2016 Response Date: 4/08/2016

NOTE: This outline is an abridged version of the Unified Development Ordinance (UDO) Amendment Outline. Many of these requests may evolve into an ordinance change if the BOCC suggests pursuit of the amendment idea.

ISSUE: Jordan Lake Allocation Update

Responding Department: Planning & Inspections

A. AMENDMENT TYPE

Map Amendments

Land Use Plan: Yes [] No [x] Maybe []

Zoning Yes [] No [x] Maybe []

Text Amendments

[] Comprehensive Plan Text: Yes [] No [x] Maybe []

[] UDO Text:

[] UDO General Text Changes Yes [] No [x] Maybe []

[] UDO Development Standards Yes [] No [x] Maybe []

[] UDO Development Approval Processes Yes [] No [x] Maybe []

Section(s): Not Applicable at this time

B. RATIONALE

1. Purpose/Mission

At the March 22, 2016 BOCC meeting, Commissioner Jacobs requested information regarding the ongoing round of Jordan Lake Allocations, specifically as it relates to Raleigh and Wake County municipalities.

2. Analysis

Orange County currently has a 1% allocation of the Jordan Lake Water Supply Pool, which is equivalent to approximately 1 million gallons per day (MGD). The annual cost for this allocation is outlined in the Fiscal Impact portion of this report. Despite the fact that Orange County has no water distribution facilities, this allocation is held to provide water as needed in the future to the City of Durham or the Town of Hillsborough for development in the County's economic development areas, which will be served by their respective utility systems. In conversations with these two municipalities, along with the City of Mebane, they have reported that they are actively planning for their own long term water supply. However, Durham and Hillsborough are not accounting for the areas the County has outlined as economic development areas. Though there will likely be available supply through the municipalities in the near future if these areas develop quickly, it is still prudent to secure and maintain our own water supply for the future of these areas. In addition, the allocation provides redundancy of supply in times of drought, which can be particularly difficult on the water supply in the "headwater" portion of the Piedmont where Orange County is located.

At this time, a total 63% of the estimated 100 MGD Water Supply Pool is allocated to six different entities (Cary, Chatham County, Durham, Holly Springs, Orange Water and Sewer Authority, and Orange County). Please note that the Cary allocation serves not only the Town of Cary, but also Apex, Morrisville and a portion of the Research Triangle Park. For more information regarding the Water Supply Pool and the other storage “accounts” into which the total volume of the lake is divided, see the attached sheet.

The North Carolina Division of Water Resources (DWR) received allocation requests for water from Jordan Lake in November of 2014, including a request for an additional 0.5% allocation from Orange County (which would bring our total allocation to 1.5%, or approximately 1.5 MGD). The applications for Jordan Lake allocation were supposed to project the applicant’s water demands through the year 2045. The allocation requests from the various applicants amounted to 105.9% of the Water Supply Pool (see attached table from a DWR presentation summarizing the requests). As shown on the attached table, the Town of Hillsborough is applying for an allocation in this round, but did not have an allocation previously. DWR staff has been reviewing these applications and comparing them to the combined Neuse-Cape Fear River water supply model to estimate the effects of the increased allocations on Jordan Lake and downstream users. DWR submitted draft recommendations for allocating the Jordan Lake water supply pool to the Environmental Management Commission (EMC) Water Allocation Committee (WAC) at its January 2016 meeting. The DWR recommendation was for approval of all the submitted allocation requests, with the exception of Fayetteville and Raleigh. This recommended approval would allocate 91.2% of the Water Supply Pool. The WAC agreed with denying the Fayetteville request but wanted the Raleigh request to be included in the recommended allocation presented to the public for comment. If approved, this would bring the total allocation percentage to 95.9% to cover water demands through the year 2045.

The WAC requested public meetings be held by DWR to present the allocation requests and receive feedback. The public meetings were held on March 22, 2016 and March 30, 2016, in Pittsboro and Wilmington, respectively. This public comment period will be open until May 18, 2016. At that point, DWR staff will review the allocation recommendations and make a final recommendation to the WAC in July 2016. A final ruling by the full EMC on the water supply allocations is expected in September 2016.

With regards to Wake County municipalities and specifically, Raleigh, there are two allocation requests which have been made. Cary, Apex, Morrisville and Wake County (supplying water to a portion of Research Triangle Park) have combined to request a total allocation of 46.2%, which is an increase of 7.2% from their current combined allocation. The City of Raleigh has requested an allocation of 4.7% in this round. Raleigh does not currently have a Jordan Lake Water Allocation.

All of the requests made by the various municipalities, with the exception of the City of Fayetteville, are consistent with the Triangle Regional Water Supply Plan (Plan). This Plan was developed by the Jordan Lake Partnership, a regional collaborative partnership consisting of Apex, Cary, Morrisville, Durham, Holly Springs, Hillsborough, Pittsboro, Raleigh, Chatham County, Orange County, Wake County and the Orange Water and Sewer Authority (OWASA). The Raleigh allocation was

not included in the preferred alternative outlined in the Plan for meeting the region's water needs. At the time of the development of the plan, Raleigh was planning on being able to meet all of its water needs with sources other than Jordan Lake. However, as the deadline for allocation application approached, Raleigh decided that it needed to apply for the small allocation as insurance in case some of the alternative sources either were not approved or did not come on line soon enough to cover their water demand at the time. The City has committed to utilizing the allocation, if it is needed, in a manner consistent with the Plan and the infrastructure planning of the other Jordan Lake Partners. To this end, Raleigh has agreed to include a contractual sunset of their allocation in the year 2045.

One important conclusion of the Plan is that all Triangle water supply systems, as well as water users downstream of Jordan Lake, will be able to meet their projected water needs for at least the next 50 years. This was determined by using the hydrologic water supply model for the basin and comparing the water demands through the year 2060 to the full range of recorded hydrologic conditions of the past 80+ years.

3. Comprehensive Plan Linkage (i.e. Principles, Goals and Objectives)

N/A

4. New Statutes and Rules

N/A

C. PROCESS

1. TIMEFRAME/MILESTONES/DEADLINES

- a. BOCC Authorization to Proceed

Not Applicable at this time

- b. Quarterly Public Hearing

Not Applicable at this time

- c. BOCC Updates/Checkpoints

Staff will update the BOCC in the upcoming months with the results of the EMC's decision on granting Orange County's Jordan Lake allocation request.

2. PUBLIC INVOLVEMENT PROGRAM

Mission/Scope:

- a. Planning Board Review: _____
- b. Advisory Boards: _____
- c. Local Government Review: _____
- d. Notice Requirements: _____
- e. Outreach _____

3. FISCAL IMPACT

The additional allocation, if granted, will result in additional cost to maintain the water allocation. The current allocation costs the County approximately \$2,500 per year. If the allocation request is approved, the annual costs will be approximately \$4,000, which has already been projected in the budget for the upcoming fiscal year 2017.

D. AMENDMENT IMPLICATIONS

N/A

E. SPECIFIC AMENDMENT LANGUAGE

Not Applicable at this time

Primary Staff Contact:

Kevin Lindley, PE
Planning and Inspections
919-245-2583
klindley@orangecountync.gov

Craig Benedict, Director
Planning and Inspections
919-245-2592
cbenedict@orangecountync.gov

Jordan Lake Storage

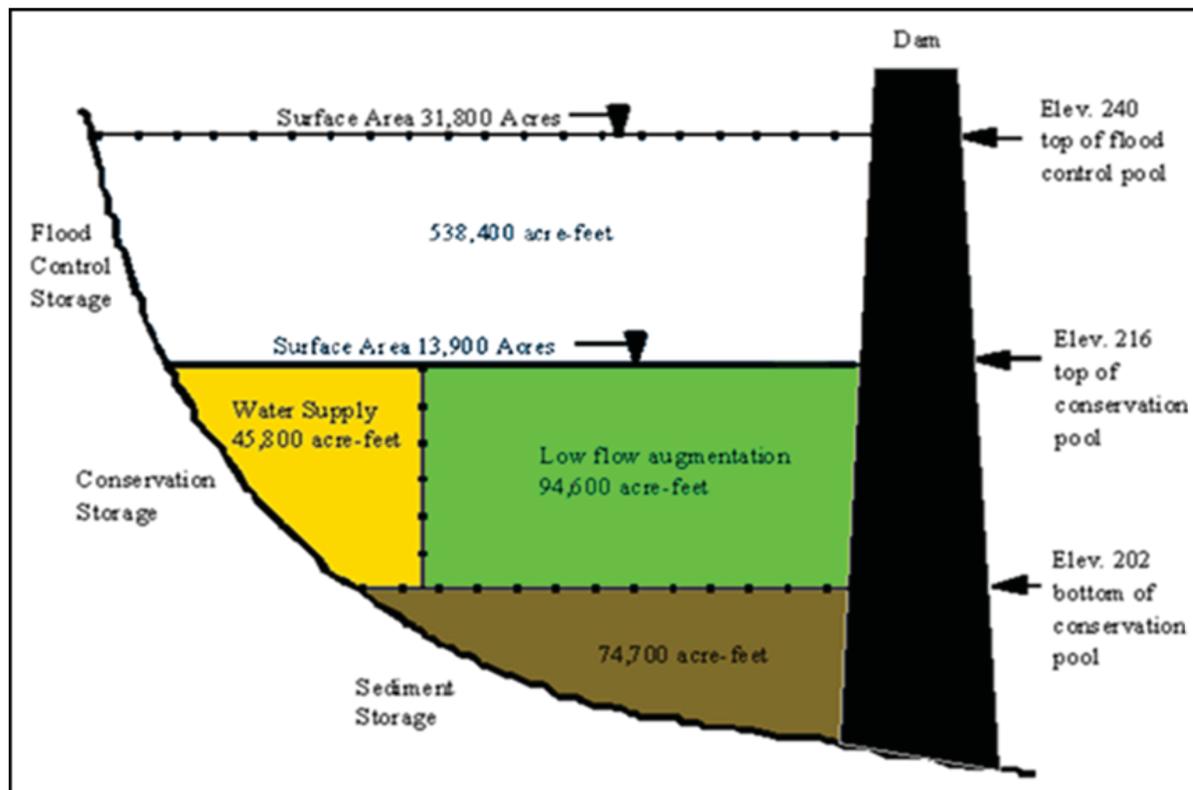
Divided into 4 separate accounts

Flood Control -- manage downstream flows during high precipitation events

Water Supply -- allocated by EMC

Water Quality -- augment downstream flows to meet management target

Sediment Storage -- compensation for storage loss due to sedimentation



Flood Storage

216-240 ft-msl

Water Supply 32.62%

202-216 ft-msl

Water Quality 67.38%

202-216 ft-msl

Sediment Storage

below 202 ft-msl

ft-msl = feet mean sea level

Requested Allocations



63% water supply storage allocated

DWR received

- 10 applications for
- 13 local governments

105.9% Total Round 4 allocation requests

Jordan Lake Water Supply Pool		
Applicant	Current	JLA-4 Requested
	Allocation Percent	Allocation Percent
Cary Apex Morrisville RTP	39	46.2
Chatham Co North*	6	13
Durham*	10	16.5
Holly Springs	2	2
Hillsborough	0	1
OWASA*	5	5
Orange Co	1	1.5
Pittsboro*	0	6
Raleigh	0	4.7
Fayetteville	0	10
Total Percent	63.0	105.9
* Western Intake Partners		

INFORMATION ITEM

Memorandum

To: Board of Orange County Commissioners
From: Gayle Wilson, Solid Waste Director
Subject: Impacts of Changing Recycling Collection Strategies
Date: May 9, 2016

At the April 19 BOCC meeting a commissioner petition inquired about the impacts to the County's recycling collection program resulting from changing from two-stream' collection with paper in one container and cans and bottles in the other to single stream with all recyclables in a single container to be sorted at a Materials Recovery Facility (MRF). This memo provides a response, but limits the analyses to the past four year period, thereby including the final two years of two-stream collection and the most recent two-and-a-half years of single stream collection.

In the first two years of data shown in the table below, Orange County ran two-stream collection in which paper of all types was kept separate from bottles and cans. The performance of a single-stream collection system is reflected in the 2013-14 data and forward, [NOTE: Orange County does include corrugated cardboard in curbside but collects it separately at drop-off sites and excludes it from its commercial and multifamily recycling programs due to capacity issues.] No analysis is included of the performance of the earlier more separated system which required a six-way sort that the County used from recycling's inception in 1987 until 2007 when the collection was converted to two-stream.

In the data presented below, when comparing 2014-15 (the first full year of single stream using carts at the curb plus carts and dumpsters in all other programs), to 2012-13,(the final year of two-stream using bins at the curb and carts and dumpsters in other programs), total tonnage from the five programs increased 14%. Urban curbside collection tonnage has increased 55%and rural curbside increased 14%.

The budgeted annual contract collection cost of the urban curbside recycling program for the current fiscal year is \$758,915. Had the cost per household remained at the same level it was in FY 12-13 when recycling was collected two-stream in bins, the cost would have been 13.5% higher at \$861,465, a savings of \$102,550, reflecting overall increases in collection efficiency and collector safety. Improvements in rural curbside recycling program collection efficiency enabled the addition of more households with no increase in staff or equipment. The percentage of urban households participating increased using carts although weekly set out rates declined; using larger carts rather than smaller bins results in a need for fewer set outs, another measure of efficiency improvement.

Drop-off tonnage declined 5% as might have been expected due to the convenience and increased capacity of carts at the curb. In the two smaller programs, commercial declined 14% and multifamily 10% during this period. We are not sure why these latter two categories have declined in tonnage but will continue to work on those sectors as well as overall program expansion and improvement.

When reviewing the data, it is important to take into account how the rapidly changing nature of the waste and recyclable materials' stream affect the recycling picture.

The key metric of tonnage recycled, while valuable, has limitations. Three examples of the 'evolving ton' as it's now spoken of in industry parlance, point out the difficulty in using weight as the sole criterion for judging program performance.

1. Printed paper: Over the past five years, the volume and weight of printed paper has declined, reducing the percent of fiber (paper) in the recycling stream from sixty -eight percent to fifty-nine percent. Paper has historically been the backbone of monetary value of public recycling and most sorting facilities were primarily designed to handle various paper grades. Cardboard from mail order has offset somewhat the decline in newsprint and other printed papers.
2. Light-weighting of containers: When the aluminum can was introduced it took 16 twelve ounce cans to generate a pound of recycling, now that number is 33. Similar light-weighting is taking place with all other containers, e.g. you can feel the difference in water bottles 'flimsiness'.
3. Changing technologies: Ground coffee came in a steel can in the 1980s, the 1990's saw the plastic bottle or jug (both recyclable using our current technology), and the current coffee packaging is laminated, multi-layered light weight pouches that are not recyclable using current technologies.

The fluctuating value of recyclable commodities also makes comparison of net costs difficult. Recyclables are, like most other commodities, internationally traded and affected by the unified world-wide economy. When markets for consumer goods or industrial goods decline or competing sources of raw material (think oil) are cheaper, the market value of recyclable materials also declines, although the environmental benefits and landfill space savings remain.

A third factor impacting any comparison is the changing nature of processing recyclables. For many years Orange County kept paper separate from cans and bottles thereby reaping additional revenue from MRFs. When all other communities selling to MRFs had converted to single stream, there was no longer any market advantage to maintaining separate stream. In addition, the added convenience and increased capacity of roll carts tends to increase participation and tonnage, over and above the increase in contamination. Both those impacts are universally ascribed to the advent of single stream programs everywhere. Orange County is not exempt from those influences. Bearing these issues in mind, please see the data tables on the following page in answer to the question of impact of conversion to single stream on County recycling programs.

Year	PROGRAM					Total Tons	Change in tons year-to-year	Annual Revenue	Comments
	Urban Curb	Rural Curb	Drop-Off	Multi Family	Commercial				
2011-12	3,387	1,867	4,709	1,125	1,089	12,177		\$755,891	All programs two-stream i.e. paper vs. cans & bottles (cardboard separate)
2012-13	3,578	1,715	4,607	1,255	1,205	12,360		\$550,906	Final year of two-stream
% change	6%	(-8%)	(-2%)	12%	11%	--	2%	(-27%)	
2013-14	4,696	1,759	4,975	1,208	1,051	13,689		\$427,230	Change to single stream in bins at curb and in all other programs (carts or dumpsters)
% change	31%	3%	8%	(-4%)	(-13%)		11%	(-22%)	
2014-15	5,563	1,947	4,376	1,128	1,034	14,048		\$288,683	Single stream in bins change to carts at curb. Other programs remain same.
% change	18%	11%	(-12%)	(-7%)	-2%	--	3%	(-32%)	
Overall % change: Last year of two stream (2012-13) vs. most recent year single stream 2014-15	55%	14%	(-5%)	(-10%)	(-14%)	--	14%	(-62%)	
2014-15 first half)	2,828	1,195	2,397	579	576	7,575		\$166,594	
2015-16 (first half)	2,847	1,724	1,940	550	529	7,590		\$106,930	(continued dist. of rural carts at curb)
% change	1%	44%	(-19%)	(-5%)	(-8%)	0.2%		(-36%)	

INFORMATION ITEM



EARL MCKEE, CHAIR
MARK DOROSIN, VICE CHAIR
MIA BURROUGHS
BARRY JACOBS
BERNADETTE PELISSIER
RENEE PRICE
PENNY RICH

Orange County Board of Commissioners
Post Office Box 8181
200 South Cameron Street
Hillsborough, North Carolina 27278

May 11, 2016

Dear Commissioners,

At the Board's May 5, 2016 regular meeting, petitions were brought forth which were reviewed by the Chair/Vice Chair/Manager Agenda team. The petitions and responses are listed below:

- 1) Review and consider a request by Commissioner Dorosin that the Board discuss body cameras.

Response: Scheduled for work session after summer break; Manager's staff to provide Board with preliminary budget information during June budget work sessions.

- 2) Review and consider a request by Commissioner Jacobs that the Board understand more about the evaluation process used by Carrboro relative to Google.

Response: Manager to meet with Carrboro Manager and provide info to the Board.

- 3) Review and consider a request by Commissioner Jacobs that the County utilize a program that provides milkweed plants to be planted on County property to help support the strained butterfly population.

Response: DONE. County staff had previously moved forward and milkweed plants were already ordered

Regards,

A handwritten signature in cursive script that reads "Earl McKee".

Earl McKee, Chair
Board of County Commissioners