



**Orange County  
Board of Commissioners**

**Agenda**

**Regular Meeting**

October 4, 2016

7:00 p.m.

Richard Whitted Meeting Facility

300 West Tryon Street

Hillsborough, NC 27278

**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**

**5. Public Hearings**

- a. School Impact Fee Updates



## **6. 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. Motor Vehicle Property Tax Releases/Refunds
  - c. Property Tax Releases/Refunds
  - d. Applications for Property Tax Exemption/Exclusion
  - e. North Carolina Governor's Highway Safety Program: Orange County Sheriff's Office Traffic Safety Project and Approval of Budget Amendment #1-B
  - f. Authorization to Declare Solid Waste Management Vehicles Surplus
  - g. Bid Award for the Purchase of Two (2) Hook Lift Trucks

## **7. Regular Agenda**

- a. Approval of 2017 Schedule of Values

## **8. Reports**

- a. Discussion of the Proposed Orange County FY 2016 – 2020 Affordable Housing Strategic Plan

## **9. County Manager's Report**

### **Projected October 6, 2016 Joint Meeting with Chiefs' Council Agenda Items**

- Fire Departments' Accomplishments During 2015
- Radio Infrastructure Including Paging
- Discussion on PageTrack Software
- Training Facilities for County First Responders

### **Projected October 6, 2016 Regular Work Session Items**

- Detention Center: Update on Project Schedule and Discussion of Potential Scope Expansion to Include Law Enforcement Center/Sheriff's Offices
- Discussion of Body-Worn Cameras
- Written Consent to Search Requirement for Law Enforcement

## **10. County Attorney's Report**

## **11. Appointments**

- a. Hillsborough Planning Board – Appointment
- b. Orange County Parks and Recreation Council – Appointment

## **12. Board Comments (Three Minute Limit Per Commissioner)**

## **13. Information Items**

- September 20, 2016 BOCC Meeting Follow-up Actions List
- Tax Collector's Report – Numerical Analysis



- Tax Collector's Report – Measure of Enforced Collections
- Tax Assessor's Report – Releases/Refunds under \$100
- State Transportation Improvement Program Regional Impact Funding Tier Project Prioritization
- Transmittal of the FY 2017-18 Human Services Funding Application
- BOCC Chair Letter Regarding Petitions from September 20, 2016 Regular Meeting

**14. Closed Session**

**15. Adjournment**

*Note: Access the agenda through the County's web site, [www.orangecountync.gov](http://www.orangecountync.gov)*

Orange County Board of Commissioners' regular meetings and work sessions are available via live streaming video at [orangecountync.gov/occlerks/granicus.asp](http://orangecountync.gov/occlerks/granicus.asp) and Orange County Gov-TV on channels 1301 or 97.6 (Time Warner Cable).

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

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

**SUBJECT:** School Impact Fee Updates

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**DEPARTMENT:** Planning and Inspections

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**ATTACHMENT(S):**

1. Table Showing Maximum Supportable Impact Fees at Various Percentage Levels
2. Code of General Ordinances - Educational Facilities Impact Fees
3. Legal Advertisement
4. Current School Impact Fees
5. Historical Impact Fee Activity
6. E-mail Regarding Housing Unit Assumptions and Information Received from Municipalities

**INFORMATION CONTACT: (919)**

Craig Benedict, Planning Director, 245-2592

Perdita Holtz, Planner III, 245-2578

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**PURPOSE:** To hold a public hearing on potential updates to current school impact fee levels and amendments to the General Code of Ordinances – Educational Facilities Impact Fees and to provide direction to staff on next steps.

**BACKGROUND:** On September 6, 2016 the Board of County Commissioners received draft school impact fee studies for both school districts that had been completed by TischlerBise, a consulting firm retained by the County. Agenda materials from the meeting, including the draft studies, are available at <http://server3.co.orange.nc.us:8088/weblink8/0/doc/42474/Page1.aspx>. Additionally, the reports are posted on the Planning Department's website: [http://www.orangecountync.gov/departments/planning\\_and\\_inspections/current interest\\_projects.php](http://www.orangecountync.gov/departments/planning_and_inspections/current_interest_projects.php)

School impact fees are fees charged to help defray the public costs of new development. The fee is charged once to all new residential development in both school districts. Fees charged must be proportional to the actual impact caused which is the reason a technical study is completed; the data-based study determines the proportional impact of housing types and the "maximum supportable impact fee" (MSIF) that can be charged for each type of housing. Proceeds from school impact fees can be used only to increase student membership capacity (e.g., Capital Facilities – new or expanded school buildings) in the school district in which the fee was collected. School impact fee proceeds cannot be used to fund operations or repairs of existing facilities.

Possible options for updated fee levels include:

1. As calculated, adopting at some percentage of the MSIF.
2. Collapsing the Single Family Detached category in the Orange County Schools district (due to an unexpected result in this category), charging the "Average" for this housing type in this district, charging fees as calculated for other housing types, and adopting at some percentage of the MSIF.
3. Collapsing all housing type categories in both or either school districts, charging the "Average" calculation by housing type, and adopting at some percentage of the MSIF.
  - a. Note for this option: Accessory dwelling units (e.g., granny flats) are included in the multi-family category (0-2 bedrooms) so setting the fee for the "average" calculation may result in an increase for accessory dwelling units, depending on the percentage of MSIF chosen.
4. Options 1-3 can also be implemented by increasing the percentage of MSIF over a period of time (e.g., adopt at x% effective 2017, y% effective 2018, and z% effective 2019).

It should be noted that the adopted percentage of MSIF must be the same for all housing types (e.g., fees cannot be adopted at 40% MSIF for one housing type and 60% MSIF for a different housing type).

Attachment 2 is the section of the County's General Code of Ordinances that pertains to the Educational Facilities Impact Fee with proposed amendments shown in "track changes" format. Proposed amendments to this section of the Code of Ordinances include:

- Adding definitions for the various housing types.
- Adding language in Section 30-33 that would require age restricted units that do not remain age restricted for at least 20 years be required to pay the difference between the age restricted fee paid and the non-age-restricted fee in effect at the time a unit is no longer age restricted.
- Adding language in Section 30-35(e) clarifying under what conditions a refund would be issued if impact fees were reduced for a particular housing unit type.
- Adding language in Section 30-38 to recognize conditional zoning, which was adopted in 2011 when the Unified Development Ordinance (UDO) was adopted.

Since 1995, Orange County has offered an impact fee reimbursement program for school impact fees paid on affordable housing units. From FY2009-10 through FY2015-16, \$606,318 in collected impact fees was reimbursed for the 77 affordable single-family housing units and one apartment building containing 6 affordable multi-family units constructed in that time period.

Planning staff held a public information meeting on September 26, beginning at 6:00 p.m. Despite publishing display ads in two newspapers, only one person (a staff member with the Town of Chapel Hill's Planning Department) attended the public information meeting. This topic was also discussed at the September 29 Joint BOCC/School Boards meeting. Staff from TischlerBise was in attendance at both of these meetings.

At the September 6 BOCC meeting, the proposed schedule indicated that updated fee levels could potentially be adopted after the conclusion of the October 4 public hearing. Due to agenda preparation constraints, staff is recommending that adoption consideration occur at the October 18, 2016 BOCC meeting.

**FINANCIAL IMPACT:** There is minimal financial impact (staff time and legal advertisement) in holding a public hearing. Continued residential growth in both school districts is expected to result in school capital costs which can be recouped by charging new residential development for its proportional impacts on school facilities. Attachment 5 provides Historical Impact Fee Activity.

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

1. Conduct a public hearing on potential updates to current school impact fee levels and amendments to the General Code of Ordinances – Educational Facilities Impact Fees;
2. Discuss the topic as desired;
3. Close the public hearing;
4. Direct the consultant, TischlerBise, to finalize the draft school impact fee studies; and
5. Direct staff to bring back amendments to the Code of General Ordinances - Educational Facilities Impact Fees for adoption consideration on October 18, 2016.

Attachment 1

<b>Chapel Hill - Carrboro City Schools</b>												<b>Current Fee (adopted at 60% of 2007 MSIF)</b>	<b>% Change - Current Fee vs. 60% of MSIF</b>
<b>Single Family Detached</b>	<b>MSIF</b>	<b>90% MSIF</b>	<b>80% MSIF</b>	<b>70% MSIF</b>	<b>60% MSIF</b>	<b>50% MSIF</b>	<b>40% MSIF</b>	<b>30% MSIF</b>	<b>20% MSIF</b>	<b>10% MSIF</b>	<b>0% MSIF</b>		
0-3 BR	\$13,114	\$11,803	\$10,491	\$9,180	\$7,868	\$7,344	\$5,246	\$3,934	\$2,623	\$1,311	\$0		-31.1%
4+ BR	\$25,139	\$22,625	\$20,111	\$17,597	\$15,083	\$12,570	\$10,056	\$7,542	\$5,028	\$2,514	\$0		32.0%
Average	\$17,492	\$15,743	\$13,994	\$12,244	\$10,495	\$8,746	\$6,997	\$5,248	\$3,498	\$1,749	\$0	\$11,423	-8.1%
<b>Single Family Detached &lt;800 sq. ft.</b>													
	\$3,848	\$3,463	\$3,078	\$2,694	\$2,309	\$1,924	\$1,539	\$1,154	\$770	\$385	\$0	included in SFD	-79.8%
<b>Single Family Attached</b>													
0-2 BR	\$10,266	\$9,239	\$8,213	\$7,186	\$6,160	\$5,133	\$4,106	\$3,080	\$2,053	\$1,027	\$0		-6.8%
3+ BR	\$16,414	\$14,773	\$13,131	\$11,490	\$9,848	\$8,207	\$6,566	\$4,924	\$3,283	\$1,641	\$0		49.0%
Average	\$14,608	\$13,147	\$11,686	\$10,226	\$8,765	\$7,304	\$5,843	\$4,382	\$2,922	\$1,461	\$0	\$6,610	32.6%
<b>Multifamily</b>													
0-2 BR	\$4,441	\$3,997	\$3,553	\$3,109	\$2,665	\$2,221	\$1,776	\$1,332	\$888	\$444	\$0		107.2%
3+ BR	\$18,914	\$17,023	\$15,131	\$13,240	\$11,348	\$9,457	\$7,566	\$5,674	\$3,783	\$1,891	\$0		782.5%
Average	\$6,990	\$6,291	\$5,592	\$4,893	\$4,194	\$3,495	\$2,796	\$2,097	\$1,398	\$699	\$0	\$1,286	226.1%
<b>Manufactured Home</b>													
	\$6,999	\$6,299	\$5,599	\$4,899	\$4,199	\$3,500	\$2,800	\$2,100	\$1,400	\$700	\$0	\$4,939	-15.0%
<b>Age Restricted Unit</b>													
	\$756	\$680	\$605	\$529	\$454	\$378	\$302	\$227	\$151	\$76	\$0	N/A - assessed by housing type	N/A

<b>Orange County Schools</b>												<b>Current Fee (adopted at 60% of 2007 MSIF)</b>	<b>% Change - Current Fee vs. 60% of MSIF</b>
<b>Single Family Detached</b>	<b>MSIF</b>	<b>90% MSIF</b>	<b>80% MSIF</b>	<b>70% MSIF</b>	<b>60% MSIF</b>	<b>50% MSIF</b>	<b>40% MSIF</b>	<b>30% MSIF</b>	<b>20% MSIF</b>	<b>10% MSIF</b>	<b>0% MSIF</b>		
0-3 BR	\$12,044	\$10,840	\$9,635	\$8,431	\$7,226	\$6,022	\$4,818	\$3,613	\$2,409	\$1,204	\$0		28.5%
4+ BR	\$8,952	\$8,057	\$7,162	\$6,266	\$5,371	\$4,476	\$3,581	\$2,686	\$1,790	\$895	\$0		-4.5%
Average	\$10,959	\$9,863	\$8,767	\$7,671	\$6,575	\$5,480	\$4,384	\$3,288	\$2,192	\$1,096	\$0	\$5,623	16.9%
<b>Single Family Detached &lt;800 sq. ft.</b>													
	\$3,317	\$2,985	\$2,654	\$2,322	\$1,990	\$1,659	\$1,327	\$995	\$663	\$332	\$0	included in SFD	-64.6%
<b>Single Family Attached</b>													
0-2 BR	\$3,665	\$3,299	\$2,932	\$2,566	\$2,199	\$1,833	\$1,466	\$1,100	\$733	\$367	\$0		26.2%
3+ BR	\$5,558	\$5,002	\$4,446	\$3,891	\$3,335	\$2,779	\$2,223	\$1,667	\$1,112	\$556	\$0		91.3%
Average	\$5,319	\$4,787	\$4,255	\$3,723	\$3,191	\$2,660	\$2,128	\$1,596	\$1,062	\$532	\$0	\$1,743	83.1%
<b>Multifamily</b>													
0-2 BR	\$2,656	\$2,390	\$2,125	\$1,859	\$1,594	\$1,328	\$1,062	\$797	\$531	\$266	\$0		-8.6%
3+ BR	\$20,677	\$18,609	\$16,542	\$14,474	\$12,406	\$10,339	\$8,271	\$6,203	\$4,135	\$2,068	\$0		611.8%
Average	\$5,498	\$4,948	\$4,398	\$3,849	\$3,299	\$2,749	\$2,199	\$1,649	\$1,100	\$550	\$0	\$1,743	89.3%
<b>Manufactured Home</b>													
	\$8,127	\$7,314	\$6,502	\$5,689	\$4,876	\$4,064	\$3,251	\$2,438	\$1,625	\$813	\$0	\$2,678	82.1%
<b>Age Restricted Unit</b>													
	\$623	\$561	\$498	\$436	\$374	\$312	\$249	\$187	\$125	\$62	\$0	N/A - assessed by housing type	N/A

## ARTICLE II. - EDUCATIONAL FACILITIES IMPACT FEE

## Sec. 30-31. - Legislative findings.

The Orange County Board of Commissioners makes the following legislative findings:

- (1) Orange County public school facilities are vital to the health, safety, welfare, and economic prosperity of Orange County;
- (2) That public school facilities in Orange County must be expanded in order to maintain current levels of service if new development is to be accommodated without decreasing current levels of service;
- (3) To finance the expansion of the public school facilities in Orange County necessary to maintain current levels of service while accommodating new residential growth, several methods of finance will be employed, one of which will require new residential development to pay an appropriate share of the reasonably anticipated new educational facilities in the form of school impact fees; and
- (4) These school impact fees will provide, in a reasonable manner, for the public health, safety, and welfare of persons residing within Orange County by providing a portion of the costs of new school facilities which bears a relationship to the benefits of the new school facilities to the new residential growth in Orange County.

(Ord. of 6-7-1993, § 1, eff. 7-1-1993)

## Sec. 30-32. - Definitions.

For the purposes of this Ordinance, the following terms shall have the following definitions:

*Accessory Dwelling Unit.* A dwelling unit located on the same lot as another dwelling unit and recognized as an accessory use by the local zoning code.

*Certificate of Occupancy.* A certificate issued by Orange County or a municipality located therein allowing the occupancy or use of a dwelling unit and certifying that the building or structure has been constructed and will be used in compliance with all applicable codes and ordinances.

*Dwelling Unit.* A room or group of rooms forming a single independent habitable unit with facilities used or intended to be used for living, sleeping, cooking, and eating by one family. Types of dwelling units include Manufactured Homes, Multifamily, Single Family Attached, and Single Family Detached. Each dwelling type may be Age Restricted or not.

*Dwelling Unit, Age Restricted Unit.* A dwelling unit, regardless of type (detached, attached, multi-family, etc.), located in a development that restricts the number of units with occupants aged under 55 years old and whereby the age restriction is achieved by deed restrictions, homeowners association documents, and/or restrictive covenants.

*Dwelling Unit, Manufactured Home.* A dwelling unit built in a factory in accordance with the federal Manufactured Home Construction and Safety Standards, commonly referred to as the 'HUD' Code.

*Dwelling Unit, Multifamily.* A group of dwelling units which share a common floor-to-ceiling wall or share the wall of an attached garage or porch with an adjacent dwelling, but not otherwise defined as a Single Family Attached Dwelling Unit.

*Dwelling Unit, Single Family Attached.* A group of dwelling units which share a common floor-to-ceiling wall or share the wall of an attached garage or porch with an adjacent dwelling and in which all units have a ground-floor living space. Units located above ground floor non-residential (i.e. retail or office) uses are not included in this definition.

Dwelling Unit, Single Family Detached. . A dwelling unit which is neither a Manufactured Home Dwelling Unit, Accessory Dwelling Unit, or attached to other dwelling units (as with Multifamily or Single Family Attached).

*Feepayer.* The person constructing or responsible for having constructed a new dwelling unit or new dwelling units. In the case of a mobile home, the person installing or responsible for having installed a new mobile home or new mobile homes.

(Ord. of 6-7-1993, § 2, eff. 7-1-1993)

Sec. 30-33. - School impact fees imposed on new residential dwelling units.

In addition to all other charges prescribed by ordinance or resolution now or hereafter in effect, there shall be public school impact fees charged to new residential dwelling units located within Orange County, and within the municipalities and their extraterritorial planning jurisdictions located within Orange County. No person may occupy any new residential dwelling unit until all applicable public school impact fees contained in the following schedule have been paid in full. No certificate of occupancy or other type of occupancy permit shall be issued for any new residential dwelling unit until the public school impact fees hereby required have been paid in full. Payment of such fees shall not relieve the feepayer from the obligation to comply with applicable land development regulations of Orange County or the municipalities located within Orange County.

Schedule of Public School Impact Fees

The amount of public school impact fee shall be as shown in the following tables:

<b>Chapel Hill – Carrboro City Schools District</b>				
	<b>Effective January 1, 2009</b>	<b>Effective January 1, 2010</b>	<b>Effective January 1, 2011</b>	<b>Effective January 1, 2012</b>
<b>Single-Family Detached</b>	<b>\$6,092</b>	<b>\$7,616</b>	<b>\$9,520</b>	<b>\$11,423</b>
<b>Single-Family Attached</b>	<b>\$3,525</b>	<b>\$4,406</b>	<b>\$5,508</b>	<b>\$6,610</b>
<b>Multifamily</b>	<b>\$686</b>	<b>\$858</b>	<b>\$1,072</b>	<b>\$1,286</b>
<b>Manufactured Homes</b>	<b>\$2,634</b>	<b>\$3,293</b>	<b>\$4,116</b>	<b>\$4,939</b>

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<b>Orange County Schools District</b>				
	<b>Effective January</b>	<b>Effective January</b>	<b>Effective January</b>	<b>Effective January</b>

	1,2009	1,2010	1,2011	1,2012
Single Family Detached	\$3,000	\$3,749	\$4,686	\$5,623
Single Family Attached / Multifamily	\$930	\$1,162	\$1,453	\$1,743
Manufactured Homes	\$1,428	\$1,785	\$2,232	\$2,678

[NOTE: The Tables below will be updated and/or completed after the public hearing and before adoption consideration. The precise levels of the impact fees are to be determined after the public hearing. The Tables below show the general fee classes]-

<u>Chapel Hill – Carrboro City Schools District</u>	
<u>Dwelling Unit Type</u>	<u>Fee</u>
<u>Single Family Detached</u>	
<u>Single Family Detached &lt;800 sq. ft.</u>	
<u>Single Family Attached</u>	
<u>Multifamily &amp; Accessory Dwelling Units</u>	
<u>Manufactured Home</u>	
<u>Age Restricted Unit</u>	

<u>Orange County Schools District</u>	
<u>Dwelling Unit Type</u>	<u>Fee</u>
<u>Single Family Detached</u>	
<u>Single Family Detached &lt;800 sq. ft.</u>	
<u>Single Family Attached</u>	
<u>Multifamily &amp; Accessory Dwelling Units</u>	
<u>Manufactured Home</u>	
<u>Age Restricted Unit</u>	

New residential dwelling units qualifying for the age restricted impact fee must remain age restricted for a minimum period of 20 years after the impact fee is paid. The owner of any age restricted dwelling unit changed to a non-age-restricted unit before the 20-year period expires shall be required to pay the difference between the age restricted impact fee paid and the impact fee in effect for the dwelling unit type at the time of the change.

(Ord. of 6-7-1993, § 3, eff. 7-1-1993; Amend. of 6-5-1995, eff. 7-1-1995; Amend. of 6-26-1996, eff. 7-1-1996; Amend. of 6-25-2001, eff. 7-1-2001; Amend. of 12-11-2008, eff. 1-1-2009, 6-1-2009, 1-1-2011, and 1-1-2013)

Sec. 30-34. - Public school impact fee exceptions.

Public school impact fees as provided in Section 30-33 shall not be imposed in the following circumstances:

- (1) Buildings or structures, including alterations, repairs, renovations or additions thereto, which are to be occupied and used solely for non-residential purposes.
- (2) Residential dwelling units for which a building permit was obtained prior to the effective date of this Ordinance.
- (3) Alterations, repairs, renovations or additions to a residential dwelling unit.
- (4) Replacement of a building, structure or mobile home used for residential purposes, including the following:
  - a. Installation of a replacement mobile home on a separate lot or mobile home park space when an educational facilities impact fee for such lot or space has been previously paid pursuant to this Ordinance or where a residential mobile home legally existed on such lot or space on or before the effective date of this Ordinance. For the purposes of this Ordinance, "legally existed" shall mean that a mobile home was located on the lot or space during the five-year period prior to the date of adoption of this Ordinance.
  - b. Replacement of a building, structure or mobile home damaged, destroyed or partially destroyed by: the exercise of eminent domain; human acts, such as riot, fire, accident, explosion; or flood, lightning, wind or other natural calamity, with a new building, structure or mobile home.

A residential building, structure or mobile home may be replaced with a new building, structure or mobile home of the same or dissimilar dwelling type. For example, a mobile home may be replaced with a mobile home. Likewise, a mobile home may be replaced with a stick-built structure. In either case, however, the number of dwelling units may not be increased.

- (5) Accessory buildings and structures, including, but not limited to, garages, decks, storage buildings, and similar structures, provided they are not used for residential purposes.
- (6) Temporary buildings and structures, provided they are not used for residential purposes. However, public school impact fees shall not be levied in the following cases:
  - a. A mobile home being used to provide custodial care under the provisions of an approved Special Use Permit.
  - b. A mobile home being used as a temporary residential dwelling during the installation of a replacement mobile home or the construction of a stick-built dwelling unit.

(Ord. of 6-7-1993, § 4, eff. 7-1-1993; Amend. of 6-5-1995, eff. 7-1-1995)

Sec. 30-35. - Collection of fees.

- (a) *Creation of public school benefit area trust funds.* Public school impact fees collected by Orange County pursuant to this Ordinance shall be kept separate from other revenue of the County. There shall be one trust fund established for each of the benefit areas. The benefit areas correspond to the school district boundaries as determined by the School Districts and as illustrated on the attached map labeled Public School Benefit Areas.
- (b) *Responsibility for fee collection.*
  - (1) All public school impact fees are due to Orange County and shall be paid to Orange County prior to a certificate of occupancy being issued for a dwelling unit. The fees will be collected by Orange County and/or by interlocal agreement between Orange County and a municipality located therein. All public school impact fees shall be properly identified by the appropriate benefit area and transferred for deposit in the appropriate trust account.
  - (2) Where there is an interlocal agreement in effect for collection of the public school impact fees by a municipality, the municipality shall remit the fees to Orange County as provided in the agreement, including a report of the amount of funds collected and the benefit area from which

the fees were collected. Upon receipt, the County shall deposit the fees in the appropriate trust fund.

- (c) *Limitation on expenditure of funds.* Funds withdrawn from public school impact fee trust accounts shall be used solely in accordance with the following provisions:
- (1) Funds shall be used for capital costs associated with the construction of new public school space, including new buildings or additions to existing buildings or otherwise converting existing buildings into new public school space where the expansion is related to new residential growth. Such capital costs include actual building construction; design, engineering, and/or legal fees; land acquisition and site development; equipment and furnishings; infrastructure improvements; and/or debt service payments and payments under leases through which to finance such costs.
  - (2) Funds shall be used exclusively for capital improvements within the benefit area from which the funds were collected.
  - (3) Funds may be used for providing reimbursements as permitted in subsection (e) of this Section.
  - (4) No funds shall be used for public school operating expenses, periodic or routine maintenance, or the administration of this public school impact fee program.
  - (5) Following their collection, funds shall be expended within ten (10) years, the time frame coinciding with the public school facilities capital improvements program (CIP) school impact fee period.

The disbursement of public school impact fee funds shall require the approval of the Board of County Commissioners upon recommendation of the County Manager.

- (d) *Interest on fees.* Any public school impact fee funds on deposit and not immediately necessary for expenditure shall be invested as allowed in N.C. General Statute 159-30 for other public moneys. All income derived shall be deposited in the applicable trust fund.
- (e) *Reimbursement of fees.*
- (1) Any funds not expended within the time frame established in subsection (c)(5) of this Section shall be returned to the feepayer, or the land owner if the address of the feepayer provided to Orange County is not current, with interest at a rate not to exceed that being paid on public school impact fees deposited in accordance with subsection (d) of this Section.
  - (2) If the Schedule of Public School Impact Fees as contained in Section 30-33 is reduced due to an updated school impact fee study that results in changes to impact fee levels charged, no refund of previously paid fees shall be made. If the Schedule of Public School Impact Fees as contained in Section 30-33 is reduced due to reasons other than an updated school impact fee study, the difference between the old and new fees shall be returned to the feepayer, or the land owner if the address of the feepayer provided to Orange County is not current, with interest at a rate not to exceed that being paid on public school impact fees deposited in accordance with subsection (d) of this Section. If the Schedule of Public School Impact Fees as contained in Section 30-33 is increased, no additional fees shall be collected from new construction for which certificates of occupancy have been issued.
  - (3) Where an impact fee has been collected erroneously, or where an impact fee has been paid, and the feepayer subsequently files for and is granted an exception as permitted in Section 30-34, the fee shall be returned to the feepayer.
- (f) *Annual report.* A report shall be made to the Board of County Commissioners each year showing where public school impact fees have been collected, what projects have been constructed with such fees, and what reimbursements have been made. The report shall also include an evaluation of this Ordinance, including its effectiveness and enforcement, and the methods and data used to calculate the Schedule of Public School impact Fees contained in Section 30-33.

The Board of County Commissioners shall review the report to determine if, within each benefit area, all areas of new construction are being benefited by the fees. If the Board of County Commissioners

determines that areas of new construction are not being benefited, then it shall readjust the capital improvements program to correct this condition. If, after review of the methods and data used to calculate the Schedule of Public School Impact Fees, the Board of County Commissioners determines that adjustments are required in the Schedule, then it shall direct the County Manager and staff to prepare a report which outlines recommended changes for its consideration.

(Ord. of 6-7-1993, § 5, eff. 7-1-1993; Amend. of 6-5-1995, eff. 7-1-1995; Amend. of 6-26-1996, eff. 7-1-1996)

Sec. 30-36. - Credits.

- (a) Any conveyance of land for a public school site or construction of new school facilities received and accepted by Orange County, a municipality located in Orange County, and/or the Orange County or Chapel Hill-Carrboro School Board from a landowner may, at the election of the landowner, be credited against the public school impact fee due if the conveyance or construction meets the same needs as the public school impact fee in providing new public school facilities. If the landowner elects to receive credit against the amount of the public school impact fee due for such conveyance or construction, the landowner shall, prior to the agreement to convey land for or construct new public school facilities, or the conveyance of land for or construction of new school facilities, enter into a fee agreement with the County. The fee agreement shall provide for the establishment of credits and payment of the fee in a specified manner and time, and shall, upon its execution by the landowner and the County, be binding upon the heirs and assigns of the landowner.
- (b) The value of land conveyed or facilities constructed by a landowner and accepted by the County, municipality or school board for purposes of this Section shall be determined by an appraisal based on the fair market value of the land or facilities as established by the County. Construction shall be in accordance with applicable County, municipal, school board, and State standards. Any land conveyed for credit under this Section shall be conveyed no later than the time at which public school impact fees are required to be paid. The portion of the public school impact fee represented by a credit for construction shall be deemed paid when the construction is completed and accepted for maintenance or when adequate security for the completion of the construction has been provided.

(Ord. of 6-7-1993, § 6, eff. 7-1-1993; Amend. of 6-26-1996, eff. 7-1-1996)

Sec. 30-37. - Penalties.

- (a) In addition to any other remedy allowed by N.C. General Statute 153A-123, the failure to pay a public school impact fee is hereby declared to subject the person responsible for payment of the public school impact fee to a civil penalty. The amount of the penalty shall be equal to the amount of the unpaid school impact fee, plus an interest charge of one-half percent (1/2%) per month compounded monthly and a service charge of one hundred dollars (\$100.00).
- (b) The County may assess this penalty against the landowner whereon new construction has occurred without payment of the public school impact fee. However, no service charge will be assessed when the County staff has made an error in the fee determination. Furthermore, no penalty shall be assessed until the person or persons alleged to be in violation are served by registered mail, certified mail - return receipt requested, or personal service with notice to pay.
- (c) The County Attorney is hereby authorized to institute a civil action in the name of Orange County in the appropriate division of the General Court of Justice in Orange County for recovery of the penalty. All moneys recovered shall be deposited in the appropriate trust fund.

(Ord. of 6-7-1993, § 7, eff. 7-1-1993)

Sec. 30-38. - Legal status provisions.

(a) All ordinances and clauses in conflict herewith are hereby repealed to the extent of said conflict. If any clause or Section of this Ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or application of this ordinance which can be given separate effect, and, to this end, the provisions of this Ordinance are declared to be severable.

(b) This Ordinance shall not diminish any prior contractual, conditional zoning, or special or conditional use district zoning obligation to pay for or install road, park or other improvements required by Orange County or a municipality located therein, nor shall the fulfillment of those obligations diminish any applicable public school impact fee owed to the County. This Ordinance shall not diminish any prior obligation of the County or a municipality located therein to reimburse persons for road, parks or other improvements, nor shall the fulfillment of those obligations by the County or a municipality diminish any applicable credit owed to the feepayer.

(Ord. of 6-7-1993, § 8, eff. 7-1-1993)

Secs. 30-39—30-70. - Appeal to the Orange County Board of Adjustment [Reserved].

Sec. 30-80. - Effective date.

This Ordinance shall be effective from and after the 1st day of July, 1993. This Ordinance shall only apply to residential dwelling units for which building permits are issued on and after the effective date of the Ordinance or any amendment thereto.

(Ord. of 6-7-1993, eff. 6-7-1993)

**NOTICE OF PUBLIC HEARING  
ORANGE COUNTY BOARD OF COMMISSIONERS**

A public hearing will be held at the Whitted Building, 300 West Tryon Street, 2nd Floor, Hillsborough, North Carolina, on Tuesday, October 4, 2016 at 7:00 PM for the purpose of giving all interested citizens an opportunity to speak for or against the following item:

**1. Draft Educational Facilities (School) Impact Fee Studies**

Effective July 1, 1993, the Board of County Commissioners established a system of impact fees to help fund a portion of the school capital needs created by growth in the county. Since that date, an impact fee has been collected for each new housing unit constructed or installed in the county. Fees collected in each of the two school districts within the county (Chapel Hill – Carrboro City Schools and Orange County Schools) are deposited into separate special accounts and used exclusively for increasing capacity (e.g., constructing new school facilities) in the school district in which the fee was collected. The impact fee supplements funds provided by the County from sales tax and property tax revenues for school capital projects. The educational facilities impact fee currently collected (last updated in 2008) in each district for each new residential unit is as follows:

<b>Chapel Hill – Carrboro City Schools Adopted School Impact Fees (2008)</b>				
	Effective January 1, 2009 (32% MSIF)	Effective January 1, 2010 (40% MSIF)	Effective January 1, 2011 (50% MSIF)	Effective January 1, 2012 (60% MSIF)
Single-Family Detached	\$6,092	\$7,616	\$9,520	\$11,423
Single-Family Attached	\$3,525	\$4,406	\$5,508	\$6,610
Multifamily	\$686	\$858	\$1,072	\$1,286
Manufactured Homes	\$2,634	\$3,293	\$4,116	\$4,939

<b>Orange County Schools Adopted School Impact Fees (2008)</b>				
	Effective January 1, 2009 (32% MSIF)	Effective January 1, 2010 (40% MSIF)	Effective January 1, 2011 (50% MSIF)	Effective January 1, 2012 (60% MSIF)
Single-Family Detached	\$3,000	\$3,749	\$4,686	\$5,623
Single-Family Attached / Multifamily	\$930	\$1,162	\$1,453	\$1,743
Manufactured Homes	\$1,428	\$1,785	\$2,232	\$2,678

The Board of County Commissioners contracted with a consultant to evaluate impact fee levels and determine the maximum legally defensible fee for new residential

development in each of the school districts with the County to subsequently decide what percentage of the maximum justifiable fee it will to charge. The full draft reports (one for each school district) are available on the Orange County website at:

[http://www.orangecountync.gov/departments/planning\\_and\\_inspections/current\\_interest\\_projects.php](http://www.orangecountync.gov/departments/planning_and_inspections/current_interest_projects.php)

The 2016 Technical Reports determined the Maximum Supportable Impact Fees (MSIF) as follows:

<b>Chapel Hill - Carrboro City Schools</b>		
<b>Single Family Detached</b>	<b>MSIF</b>	
0-3 BR		\$13,114
4+ BR		\$25,139
Average		\$17,492
<b>Single Family Detached &lt;800 sq. ft.</b>		
		\$3,848
<b>Single Family Attached</b>		
0-2 BR		\$10,266
3+ BR		\$16,414
Average		\$14,608
<b>Multifamily</b>		
0-2 BR		\$4,441
3+ BR		\$18,914
Average		\$6,990
<b>Manufactured Home</b>		\$6,999
<b>Age Restricted Unit</b>		\$756

<b>Orange County Schools</b>		
<b>Single Family Detached</b>	<b>MSIF</b>	
0-3 BR		\$12,044
4+ BR		\$8,952
Average		\$10,959
<b>Single Family Detached &lt;800 sq. ft.</b>		
		\$3,317
<b>Single Family Attached</b>		
0-2 BR		\$3,665
3+ BR		\$5,558
Average		\$5,319
<b>Multifamily</b>		
0-2 BR		\$2,656
3+ BR		\$20,677
Average		\$5,498
<b>Manufactured Home</b>		\$8,127
<b>Age Restricted Unit</b>		\$623

The Board of Commissioners will consider whether or not to change educational facilities impact fees after the public hearing. The maximum legally permissible fees calculated in the reports of the consultant are not a proposal to charge those levels of fees. Any change in the present fees will be determined by the Board of Commissioners following public comment at the public hearing and otherwise. In no event will educational facilities impact fees be changed to an amount(s) that exceed the maximums determined by the 2016 Technical Reports.

Purpose: To receive public comment on the Draft School Impact Fee Studies.

Changes may be made in the advertised proposal that reflect comment and discussion at the hearing. Accommodations for individuals with physical disabilities can be provided if the request is made to the Planning Director at least 48 hours prior to the Public Hearing by calling the one of the phone numbers below.

Questions regarding the proposal may be directed to the Orange County Planning Department located on the second floor of the County Office Building at 131 West Margaret Lane, Suite 201, Hillsborough, North Carolina. Office hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. You may also call (919)245-2575 or (919)245-2585 and you will be directed to a staff member who will answer your questions or you may e-mail questions to [planningdept@orangecountync.gov](mailto:planningdept@orangecountync.gov).

**PUBLISH:**

News of Orange  
September 21, 2016  
September 28, 2016

The Herald Sun  
September 21, 2016  
September 28, 2016

## Current School Impact Fees

(Adopted December 2008)

[The amount shown for the effective date of January 12, 2012 is 60% of the Maximum Supportable Impact Fee, as calculated during the study/analysis completed in 2007-08]

<b>Chapel Hill – Carrboro City Schools District</b>				
	Effective January 1, 2009	Effective January 1, 2010	Effective January 1, 2011	Effective January 1, 2012
Single-Family Detached	\$6,092	\$7,616	\$9,520	\$11,423
Single-Family Attached	\$3,525	\$4,406	\$5,508	\$6,610
Multifamily	\$686	\$858	\$1,072	\$1,286
Manufactured Homes	\$2,634	\$3,293	\$4,116	\$4,939

<b>Orange County Schools District</b>				
	Effective January 1, 2009	Effective January 1, 2010	Effective January 1, 2011	Effective January 1, 2012
Single-Family Detached	\$3,000	\$3,749	\$4,686	\$5,623
Single-Family Attached / Multifamily	\$930	\$1,162	\$1,453	\$1,743
Manufactured Homes	\$1,428	\$1,785	\$2,232	\$2,678

### Historical Impact Fee Activity

#### Revenues:

Fiscal Year	Orange County Schools	Chapel Hill- Carrboro City Schools	Total
Prior Year Balances	6,988,747	18,009,757	24,998,504
2005-06	873,017	991,880	1,864,897
2006-07	1,372,354	648,046	2,020,400
2007-08	1,049,731	454,791	1,504,522
2008-09	714,544	523,950	1,238,494
2009-10	658,148	556,671	1,214,819
2010-11	727,701	732,200	1,459,901
2011-12	646,733	1,001,502	1,648,235
2012-13	1,002,583	1,018,621	2,021,204
2013-14	874,549	937,395	1,811,944
2014-15	1,421,027	1,342,729	2,763,756
2015-16	1,649,205	1,063,735	2,712,940
Interest Earned	198,123	231,338	429,461
<b>Total Revenues</b>	<b>18,176,462</b>	<b>27,512,615</b>	<b>45,689,077</b>
<b>Expenditures:</b>			
Prior Year Balances	5,658,796	17,091,602	22,750,398
2005-06	970,000	1,600,000	2,570,000
2006-07	970,000	1,600,000	2,570,000
2007-08	970,000	1,100,000	2,070,000
2008-09	1,090,000	563,900	1,653,900
2009-10	660,663	557,093	1,217,756
2010-11	400,000	400,000	800,000
2011-12	520,000	520,000	1,040,000
2012-13	520,000	1,320,000	1,840,000
2013-14	520,000	1,020,000	1,540,000
2014-15	520,000	520,000	1,040,000
2015-16	1,063,831	686,169	1,750,000
<b>Total Expenditures</b>	<b>13,863,290</b>	<b>26,978,764</b>	<b>40,842,054</b>
<b>Available Balance</b>	<b>4,313,172</b>	<b>533,851</b>	<b>4,847,023</b>

**From:** Perdita Holtz  
**To:** [Barry Jacobs](#)  
**Cc:** [Earl McKee](#); [Bernadette Pelissier](#); [Mia Burroughs](#); [Penny Rich](#); [Renee Price](#); [Mark Dorosin](#); [Travis Myren](#); [Bonnie Hammersley](#); [Craig Benedict](#); [John Roberts](#)  
**Subject:** School Impact Fees - Housing Units Projected for Future  
**Date:** Wednesday, September 07, 2016 4:58:00 PM

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Hello Commissioner Jacobs,

At last night's meeting, you inquired as to the number of units approved that are not yet built. I'm writing draw your attention to Appendix A of the reports, particularly pages 25, 26, 34, and 35 of the CHCCS report (Appendix A is the same for both school districts) which contains information and assumptions on housing growth for the next ten years.

In summary, the reports assume the following (based on both past data and staff knowledge of recent permitting activity and approved but unbuilt units) for the next 10 years:

OCS	CHCCS
332 = avg. annual residential unit growth 2004-2013	273 = avg. annual residential unit growth 2004-2013
20% = assumed annual increase, based on large number of approved but unbuilt units and recent increases in permitting activity	25% = assumed annual increase, based on large number of approved but unbuilt units and recent increases in permitting activity
398 = projected future annual residential unit growth	341 = projected future annual residential unit growth
Projected Future Unit Mix:  60% Single family detached 15% Single family attached 20% Multi-family 5% Manufactured home	Projected Future Unit Mix:  20% Single family detached 15% Single family attached 65% Multi-family 0% Manufactured home
3,980 = Projected increase in housing units over next 10 years	3,410 = Projected increase in housing units over next 10 years

We are also attempting to collect data from the other planning jurisdictions regarding approved but unbuilt projects and hope to have this information available for the October 4<sup>th</sup> meeting date. When I discussed this issue with Town of Chapel Hill staff earlier this year, I learned that the projects in Chapel Hill associated with Development Agreements will be phased in over a period of 10-15 years, possibly longer.

I hope you find this information helpful and please let me know if you have any questions.

Perdita Holtz, AICP  
 Planning Systems Coordinator  
 Orange County, NC Planning Department  
 919.245.2578

**Approximate Number of Approved but Unconstructed Housing Units, by Jurisdiction**

Key: SFD = Single Family Detached; SFA = Single Family Attached; MF = Multi-family

<b>Orange County</b>			
<b>Development Name</b>	<b>Number of Unconstructed Units</b>		
	<b>SFD</b>	<b>SFA</b>	<b>MF</b>
Dunhill	10		
Henderson Woods	18		
Annandale at Creekwood	3		
Hart's Mill	38		
Stroud Creek	14		
Pleasant Green Phase 4	10		
Cabe Crossing	10		
The Orchard	5		
Fox Hill Farm	50		
Sterling Farms	25		
Various Minor Subdivisions	45		
<b>Totals</b>	<b>228</b>	<b>0</b>	<b>0</b>

<b>Town of Chapel Hill</b>				
<b>Development Name</b>	<b>Number of Unconstructed Units</b>			
	<b>SFD</b>	<b>SFA</b>	<b>MF</b>	<b>Undetermined</b>
Oxford Reserve	25	25		
Homestead Townhomes		44		
Amity Station			165	
Chapel Hill Retirement Community			136	
Columbia Street Annex	39			
Merin Road Community	70			
Residences at Grove Park			235	
Carraway Village Future Phases (The Edge)		195	195	
Bridgepoint		32		
Greenfield Place (Phase 1)			80	
Carraway Village Phase 1 (The Edge)			405	
The Graduate			97	

**Approximate Number of Approved but Unconstructed Housing Units, by Jurisdiction**

Timber Hollow Expansion			97	
Village Plaza Apartments			266	
McCauley Street Apartments		2		
Courtyards of Homestead	63			
Ramsley	14			
Carolina Square (123 W. Franklin)			285	
Evolve 1701 (Charterwood)		9	144	
Murray Hill		15		
Greene Street Apartments			6	
<i>Development Agreements: (Long Term Buildout)</i>				
Obey Creek (#'s from traffic study)		100	600	
Glen-Lennox (#'s from traffic study)				950
Hillmont (Master Land Use Plan)			60	
<b>Totals</b>	<b>211</b>	<b>422</b>	<b>2771</b>	<b>950</b>

<b>Town of Carrboro</b>			
<b>Development Name</b>	<b>Number of Unconstructed Units</b>		
	<b>SFD</b>	<b>SFA</b>	<b>MF</b>
Various subdivisions/developments - likely to develop in near-term	87		94
Various subdivisions - long-term development	42		
<b>Totals</b>	<b>129</b>	<b>0</b>	<b>94</b>

<b>Town of Hillsborough</b>				
<b>Development Name</b>	<b>Number of Unconstructed Units</b>			
	<b>SFD</b>	<b>SFA</b>	<b>MF</b>	<b>Undetermined</b>
<i>Approved &amp; Under Construction:</i>				
Cates Creek Apartments			210	
Corbin Creek Woods	3			

**Approximate Number of Approved but Unconstructed Housing Units, by Jurisdiction**

Corbinton Commons (SF)	70			
Elfin Pond		87		
Forest Ridge	164	32		
Waterstone Estates	61			
Waterstone Terrace		67		
<i>In the Pipeline:</i>				
515 N		24		
Bellevue			114	
Collins Ridge				1038
Corbinton Commons (senior apts.)			114	
Fiori Hill	46			
<i>Under Review:</i>				
Lennar Townhomes in Waterstone		200		
<b>Totals</b>	<b>344</b>	<b>410</b>	<b>438</b>	<b>1038</b>

City of Mebane			
Development Name	Number of Unconstructed Units		
	SFD	SFA	MF
The Meadows	168		
Mill Creek	27		
Ashbury	13		
Village at Lake Michel		119	
Northeast Village	99		
<b>Totals</b>	<b>307</b>	<b>119</b>	<b>0</b>
Note: The preliminary plats for two former projects have expired but the zoning changes made for the projects remain in place . The projects are The Landing at Lake Michel (379 SFD units) and Haven Stone Park (50 SFD units).			

	Number of Unconstructed Units			
	SFD	SFA	MF	Undetermined
<b>GRAND TOTALS</b>	<b>1219</b>	<b>951</b>	<b>3303</b>	<b>1988</b>

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No. 6-a**

**SUBJECT:** MINUTES

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**DEPARTMENT:** Board of County  
Commissioners

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**ATTACHMENT(S):**  
Draft Minutes

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

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**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.

September 8, 2016

BOCC Work Session

**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 **ORANGE COUNTY BOARD OF COMMISSIONERS**  
6 **Work Session**  
7 **September 8, 2016**  
8 **7:00 p.m.**

9 The Orange County Board of Commissioners met in a work session on Thursday, September 8,  
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, and Penny Rich

14 **COUNTY COMMISSIONERS ABSENT:** Commissioner Price

15 **COUNTY ATTORNEYS PRESENT:** John Roberts

16 **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 Vice Chair Commissioner Dorosin called the meeting to order at 7:02 p.m. He said  
21 Chair McKee will be a little late this evening.

22 Chair McKee arrived at 7:05 p.m.

23  
24 **1. Discussion of the Proposed Orange County FY 2016 - 2020 Affordable Housing**  
25 **Strategic Plan**

26 Bonnie Hammersley said the goal this evening is for staff to facilitate conversation.

27 Chair McKee said he spoke with Commissioner Elect Marcoplos about being a part of  
28 this year's retreat planning committee, and he decided not to be seated as part of this  
29 committee this year.

30 Chair McKee said the retreat planning committee will consist of himself, Commissioner  
31 Jacobs and Commissioner Price.

32 Audrey Spencer Horsley, Director of Housing, Human Rights, and Community  
33 Development, made the following PowerPoint presentation:

34  
35 **Affordable Housing Strategic Plan**  
36 **2016 – 2020**

37  
38 **Purpose of Work Session**

- 39 • Follow-up to the Board's Questions and Discussions on the Plan
- 40 • Consider Approval for Staff to Prepare the Final Draft of the Orange County Affordable  
41 Housing Strategic Plan: 2016 - 2020 for the Board's Adoption

42  
43 **What is the Affordable Housing GAP in Orange County and Special Needs?**

- 44 • Income and Poverty
- 45 • Rental and Owner Occupied Housing Stock and Housing Costs
- 46 • Cost Burden
- 47 • Housing for Special Needs, Persons with Disabilities, Seniors, Homeless, etc.
- 48 • Other Housing Problems
- 49 • Housing Types and Development Cost

1  
2 **Cost Burden – The Gap**

- 3 • 7,629 households were cost burdened by 30% to 50% and  
4 • 8,751 households were cost burdened by greater than 50%  
5 • The 1000 Units proposed by the Plan would address approximately 11% to 13% of the  
6 households cost burdened  
7

8 **The Affordable Housing Gap in Orange County and Special Needs**

- 9 • Based on resident surveys, stakeholder interviews, roundtable discussions, data  
10 analysis, and public meetings, the following needs were estimated for the non-homeless  
11 special needs population that totaled 955 units:  
12 • Elderly Persons/Older Adults - 450 housing units  
13 • Frail Persons - 200 housing units  
14 • Persons with Mental, Physical and Developmental Disabilities - 150 housing units  
15 • Persons with HIV/AIDS and their families - 5 housing units  
16 • Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking - 150  
17 housing units  
18

19 **The Affordable Housing Gap in Orange County Goal and Priorities**

20 **Affordable Housing Providers Services and Capacity for Growth**

- 21 • Orange County Affordable Housing Coalition collective assets among providers, current  
22 services and capacity for growth in new development, property management and  
23 partnerships  
24 • Providers of housing across spectrum of affordability and needs  
25 – Homelessness Assistance  
26 – Permanent Supportive Housing  
27 – Rentals income based  
28 – Elder housing & repairs  
29 – Workforce rentals & homeownership  
30 – Affordable Homeownership  
31 – Households rental and homeownership  $\leq$  30% AMI (409 units),  $\leq$  65% (1,093  
32 units), 80% AMI (235 units) to 115% AMI (32 units)  
33

34 **Affordable Housing Providers (Orange County Affordable Housing Coalition (OCAHC))**  
35 **Services and Capacity for Growth**

- 36 • Current and Planned (5yrs) Affordable Rentals  
37 – CASA 53 units current; 120 units planned growth  
38 – DHIC current n/a; 140 units planned growth  
39 – EmPOWERment 46 units current; 54 units planned growth  
40 – Chapel Hill Public Housing 336 units current\*; n/a planned growth  
41 Total Rental Current – 435 current units\*; Planned – 314 units  
42 • Current and Planned (5yrs) Affordable Homeownership Stock  
43 – Community Home Trust 245 current; 34 planned growth  
44 – Habitat 263 current; 90 planned growth  
45 Total Homeownership Current - 508 units; Planned – 124 units  
46

47 **Affordable Housing Providers Services and Capacity for Growth**

48 Total Rental and Homeownership Units Planned – 438 units  
49 New Subsidy Dollars Needed - 298 units (DHIC funded)

1	Rental (174 units)	\$ 6,720,000
2	Homeownership (124 units)	\$ 4,620,000
3	Urgent Repairs & Rehabilitation (242 units)	\$ 1,759,000
4	Housing Locator	\$ 200,000
5	Risk Mitigation Fund	<u>\$ 50,000</u>
6	Total	\$13,349,000

7  
8 Projected Resources by OCAHC - \$12, 550,00 (includes Chapel Hill Development  
9 Reserve and CDBG, Carrboro Affordable Housing Fund, HOME Funds and Orange  
10 County Affordable Housing Bond)

11  
12 Working cooperatively, sharing resources can identify better opportunities, optimize assets,  
13 have greater impact than separately.

14  
15 **Affordable Housing Gap: Goals and Priorities**

16 **Goal: 1000 affordable housing assisted units**

- 17 • Greatest needs priority:
- 18 – rental homes for extremely low income (persons and families with incomes at or
  - 19 below 30% of median income and special needs populations) - 500 units or more
  - 20 – Followed by workforce rental and homeownership assistance for persons and
  - 21 families at or below 50% to 80% median? – 500 units

22  
23 Commissioner Dorosin asked if the target income ranges for the 314 planned rental  
24 units are known.

25 Audrey Spencer Horsley said the full range: less than 30%, and up to 80%.

26 Commissioner Dorosin said having this information would be useful.

27 Commissioner Dorosin asked if the statistics about households that are cost burdened  
28 are linked to affordable housing. He said one could live in an expensive house, and still be cost  
29 burdened.

30 Audrey Spencer Horsley said the cost burden number represents people who are the  
31 lowest income, and of those people how many are paying more than 30% of their income for  
32 housing.

33 Commissioner Dorosin referred to the roughly 16,000 households on page 3, and asked  
34 if there is a cut off point for these households.

35 Audrey Spencer Horsley said these households range from those at 30% and 50% of  
36 median income.

37 Chair McKee asked if the median income could be identified.

38 Audrey Spencer Horsley said the median income for Orange County is about \$72,000  
39 for a family of four.

40 Commissioner Pelissier referred to the affordable housing providers listed on page 7,  
41 and asked if these prices assume you have to buy land.

42 Audrey Spencer Horsley said that information was not provided, but it can be obtained.

43 Commissioner Pelissier referred to the section urgent repairs and rehab, and asked if  
44 these units are currently occupied affordable housing units which are in danger of being  
45 unlivable.

46 Audrey Spencer Horsley said a program called Brush of Kindness, run by Habitat for  
47 Humanity, typically provides improvements to the exterior of a home. She said the Rebuilding  
48 Together program, also run by Habitat, involves more substantial rehabilitation. She said these  
49 units are not at risk of going offline.

1 Commissioner Jacobs asked if the programs just mentioned are different from the  
2 County's urgent repair and rehab program.

3 Audrey Spencer Horsley said the Rebuilding Together program does similar work.

4 Commissioner Jacobs asked if the funds budgeted by Orange County are included here.

5 Audrey Spencer Horsley said this does not include County funds.

6 Commissioner Jacobs asked if the housing locator position could be explained, and how  
7 it is different from Mr. Strowd, who was hired a few years ago.

8 Audrey Spencer Horsley said a normal housing locator usually works in conjunction with  
9 a homeless program and goes out to identify housing for hard to place residents.

10 Bonnie Hammersley clarified that Commissioner Jacobs is talking about the scope of  
11 services that changed in the 2016-17 budget for Mr. Strowd's focus.

12 Audrey Spencer Horsley said Mr. Strowd's expertise is economic development and  
13 working for homeowners, and he is working to increase home ownership numbers. He is  
14 currently working with lenders for residents who are ready to be homeowners.

15 Bonnie Hammersley said Mr. Strowd's focus shifted under the County's guidance, and is  
16 better using his expertise.

17 Commissioner Jacobs asked if there is a reason behind the number of 1,000 units over  
18 5 years.

19 Audrey Spencer Horsley said this was determined by looking at how many homes have  
20 been brought on line historically countywide with their housing providers, and trying to widen the  
21 partnerships. She said the 1,000 units will not be sufficient, but the examination of various  
22 factors determined the number. She said the number is 10% of the cost burden.

23 Commissioner Rich asked if Audrey Spencer Horsley could talk about her collaboration  
24 with the Towns, and what the future looks like with these partners.

25 Audrey Spencer Horsley said the HOME program is one example of multijurisdictional  
26 collaboration. She said the County has already been collaborating with the Towns, but it is  
27 hoped that it will be a more formalized partnership. She said one of the challenges has been  
28 trying to find places where the housing vouchers will be accepted. She said it is important to  
29 involve the elected officials in all jurisdictions.

30 Commissioner Rich asked if there is a way to include the Towns' strategic plans in an  
31 overarching strategic plan for the County.

32 Audrey Spencer Horsley said she would like for all jurisdictions to get together, look at  
33 the pools of funding, and sew the funding streams together to be used more effectively for  
34 affordable housing clients.

35 Bonnie Hammersley said once an action plan is adopted, and with the expanding scope  
36 of the HOME consortium, which includes elected officials and staff from all jurisdictions, there  
37 will be greater collaboration. She said the strategic affordable housing plan should be  
38 reviewed and updated annually, and then reviewed by the Affordable Housing Advisory Board.

39 Commissioner Dorosin referred to slide number 6, which discusses current and planned  
40 units. He said Chapel Hill Public Housing is listed, which is appropriate, but it is different from  
41 the other organizations. He said the Section 8 Housing voucher program should be added to  
42 this list as well.

43 Audrey Spencer Horsley said this can be done.

44 Chair McKee said he wants to make sure that the County does not run out in front of its  
45 partners, and he is making the assumption that this same conversation, regarding a unified  
46 effort, is going on in the Towns.

47 Audrey Spencer Horsley said yes, there is a unified commitment at the staff level, and it  
48 is hoped through the HOME Consortium that the elected officials will assist in closing the gap.

49 Chair McKee asked if there is a way to get to a unified effort at the elected officials'  
50 level.

1 Commissioner Dorosin said it is important to determine the next steps. He said there is  
2 a generalized list of goals, a list of providers, what they are doing, and a pot of money. He said  
3 the projects and funding need to be prioritized. He said all elected bodies need to come  
4 together to determine a process for evaluating projects in the queue, and those that are waiting  
5 to get into the queue.

6 Commissioner Dorosin said they need some type of criteria or matrix by which to  
7 prioritize projects. He said a plan can then be put in place, such as a project on the Greene  
8 Tract, etc. and the funding distributed. He said the plan needs to move forward in a concrete  
9 way. He said it would be helpful to have something for him to discuss at the Home Consortium.

10 Commissioner Burroughs agreed with that summary of getting to the next step. She  
11 said Orange County can drive the next agenda at the Consortium, and provide a draft matrix in  
12 order to facilitate a creative and collaborative conversation.

13 Chair McKee said this discussion is addressing his concern that the Board is just talking  
14 without any action.

## 15 **The Affordable Housing Gap in Orange County Goal and Priorities**

### 16 **Discussion Question #1**

- 17 • Are there any additional questions or priorities regarding the shared Goal of 1,000  
18 Affordable Assisted Units over the next five years (through community, nonprofit,  
19 intergovernmental and private sector partnerships)?  
20  
21

22 Commissioner Rich asked if the top priorities are known, and where to begin. She  
23 referred to the income levels of those that are almost ready to move out of Orange County,  
24 because it is too expensive to live here anymore. She asked if there is a plan to incorporate  
25 work force housing into the picture.

26 Commissioner Jacobs said work force housing is a priority, and this is where the  
27 University of North Carolina (UNC) can be engaged in the conversation, as many of their  
28 employees cannot afford to live in this community. He said Orange County so highly values  
29 education, yet teachers cannot afford to live here.

30 Commissioner Rich said it is important to identify a certain number of homes, for work  
31 force housing, as part of the 1,000 units.

32 Commissioner Dorosin said the lower income residents are not served as much as the  
33 higher income residents. He said if a matrix was set up, there could be a third of the units  
34 dedicated to a certain range, the next third at another range, and the final third at yet another  
35 range. He said the Board must work together to make this work, so that all the housing does  
36 not serve just one group.

37 Commissioner Jacobs said the Board must determine priorities and stick with them. He  
38 said it is useful to have a holistic view of the community.

39 Commissioner Burroughs said there are categories of work force housing that also fall in  
40 the lowest income levels, such as certified nursing assistants and teaching assistants. She said  
41 the Board must be very intentional about meeting the needs of those at the lowest income  
42 levels.

43 Commissioner Pelissier said workforce housing for lower level incomes, those with  
44 special needs, the homeless and seniors, have all been missed by the Board historically. She  
45 wants to prioritize those groups that have not been addressed in the past, as opposed to  
46 standard workforce housing. She said the Board should focus on those residents that are here  
47 in Orange County, and want to stay here.

48 Commissioner Rich said to also include the creative classes who bring diversity to  
49 Orange County.

50 Commissioner Dorosin said the bond money has to serve low-income residents.

1 John Roberts said the bond money will be limited to what is on the bond issue question  
2 on the ballot.

3 Commissioner Burroughs said the bond money is limited, and it is important to be  
4 focused.

5 Commissioner Jacobs said the Board could consider incentivizing one project, which  
6 does not fit into the bond money criteria, and work with the non-profits to make it work.

7 Commissioner Pelissier said the ballot says housing for low and moderate income, up to  
8 80% median of \$72,000 for a family of four.

9 Commissioner Dorosin said one of the factors in a matrix could be income range, while  
10 others may be a particular population; or access to public transportation, which will limit where  
11 you put units; or access to water and sewer; or strategic partnerships.

12 Commissioner Dorosin said this is a living document, and perhaps in the first year  
13 priorities a, b, and c are addressed, and in the following year(s) other priorities are addressed.

14 Commissioner Dorosin said there should be a list of questions to put into the  
15 prioritizations.

16 Chair McKee said work force housing and parameters of percentages of income were  
17 mentioned.

18 Chair McKee asked if the Board wants to indicate a preference for a particular target  
19 area, such as targeting work force, with a focus on low income; or target the entrepreneurs  
20 such as the creative class.

21 Commissioner Rich said the Board has not even talked about micro housing, and it is  
22 important to think outside of the box when making priorities. She said \$5 million is not a lot of  
23 money, and a matrix for how to use this funding needs to be determined, as well as what to do  
24 when this funding runs out.

25 Commissioner Jacobs said one of the handicaps for jobs in Orange County is the lack of  
26 public transportation, and the Board should consider the criteria to include in a plan for the  
27 usage of the bond money and beyond. He said the funds are for housing, but the overall plan  
28 should be bigger than just housing. He said the Board has yet to come to terms with how it  
29 wants to do land banking.

30 Commissioner Pelissier said to add land banking to the matrix, allocating points to  
31 different variables in proposed projects.

32 Commissioner Jacobs said there could be an incentive for not using public land or  
33 money.

34 Commissioner Pelissier said the biggest challenge is targeting income level, and may  
35 make it messier in terms of assigning points.

36 Audrey Spencer-Horsley said points can be assigned for serving a particular income  
37 level.

38 Chair McKee asked if the Board wants Audrey Spencer Horsley and her staff to come  
39 back with a matrix of prioritization areas, with some potential percentages, incorporating  
40 comments she has heard tonight.

41 The Board agreed by consensus.

42 Commissioner Dorosin suggested connecting with the Consortium on items that may  
43 need to go into the matrix.

44 Bonnie Hammersley said staff will move forward on this.

#### 46 **Land Banking for Affordable Housing**

#### 47 **Discussion Question #2**

#### 48 **What are the Board's criteria and priorities for land banking?**

49  
50 Chair McKee asked if there is a direction the Board would like to take.

1 Commissioner Burroughs suggested thinking broadly on this, like the model in  
2 Charlottesville.

3 Commissioner Jacobs suggested having a one-meeting working group to discuss the  
4 aspects of land banking, such as whether or not to use public land; mobile home parks; what  
5 are the alternatives, etc. He said there must be action soon or there will be no mobile homes  
6 left in the urban areas of Orange County.

7 Commissioner Dorosin asked if the discussion of land banking is limited to  
8 manufactured housing, or if it is broader, including developments like Phoenix Place. He asked  
9 if the Board should be looking at a 20-unit project or larger, and if the Board wants to look at  
10 ones that have water and sewer, or access to public transportation. He said Justice United just  
11 did a survey on residents of mobile home parks, which may be useful to review.

12 Audrey Spencer Horsley said there is the overall inventory of mobile homes in Orange  
13 County, and then there are the mobile home parks.

14 Commissioner Dorosin said the manufactured housing has overlaps with the land  
15 banking issue, but not wholly. He asked if there should there be funds in the emergency repair  
16 program that are available to do minor repairs in these units.

17 Commissioner Rich said the original intent for the safety net was for mobile home  
18 residents that lost their property, and to use the safety funds for new homes for these residents.

19 Chair McKee said that is correct.

20 Commissioner Rich said she did not want to lose sight of the original thought for this  
21 funding.

22 Commissioner Dorosin said the safety net would be more than moving the mobile unit if  
23 a park is sold. He said many units are too old to be moved. He asked if the safety net should  
24 be a County or non-profit owned park, to which people could simply move.

25 Commissioner Jacobs said the County could provide land and some infrastructure, and  
26 let others provide the housing, similar to a business park.

27 Chair McKee asked if the Board agreed with Commissioner Jacobs' suggestion  
28 regarding a one-time working group, and having staff set up a day and time.

29 The Board agreed.

30 Commissioner Dorosin asked if there was a priority list of the lands legacy land banking.

31 David Stancil, Department of Environment, Agriculture, Parks and Recreation (DEAPR)  
32 Director, said the lands legacy program already has a list of priority lands to land bank.

33 Bonnie Hammersley said this would help give staff direction for land banking.

34 Commissioner Rich suggested involving the Planning Department as well.

35 Craig Benedict, Planning Director, presented this portion of the PowerPoint:  
36

37 **Mobile Homes in the County: Affordable Housing Strategies**

38 Total mobile homes in Orange County	4236
39 Number of Mobile Home Parks	100
40 Number of Mobile Homes outside of parks in rural area	1959
41 Vacancies (in Mobile Home Parks)	250

42  
43 **Mobile Homes in the County: Affordable Housing Strategies (chart)**

44 There are 2,017 homes in the 100 mobile home parks of the County; a summary of conditions  
45 is shown below.

46  
47 **Mobile Homes in the County: Affordable Housing Strategies**

48 **Vacancies in Mobile Home Parks (chart)**

- 49 • Mobile Homes in the County: Affordable Housing Strategies  
50 • Sustaining existing inventory

- 1 • Reducing vacancies where possible (see lease options)
- 2 • Improving conditions within Mobile Home Park's
- 3 • Redeveloping where available unit potential may exist or be created
- 4 • Creating new inventory by Mobile Home Park development
- 5 • Land
- 6 • Ownership/Leasing
- 7 • Community Engagement (Depending on redevelopment or development)
- 8 • Planning and Zoning (AKA Entitlements)
- 9 • Utilities (Water, Sewer and fire hydrants)
- 10 • Mobile Home (HUD Standards), Building Construction and other
- 11 • Development Fees
- 12 • Financing
- 13 • Administration of Project

14  
15 Audrey Spencer Horsley asked about the land banking.

16 Commissioner Jacobs said to address mobile homes and other priorities.

17 Chair McKee said the \$1 million they budgeted for last year is for use by mobile home  
18 parks only.

19 Commissioner Dorosin said the land banking may be used in other ways.

20  
21 **Mobile Homes in the County: Affordable Housing Strategies**

22 **Discussion Question #3**

23 **Are the strategies provided viable options to consider and what are the concerns and the**  
24 **guidance by the Board?**

25  
26 **Use of County Owned Property**

27 **Leveraging Existing County And/or Other Local Government Owned Land**

- 28 • Small parcel uses - accepting existing housing units needing displacement.
- 29 • Small parcel uses - Making available parcels for small housing development through an  
30 RFP process.
- 31 • Large parcel uses - Making available parcels for a variety of affordable housing  
32 development through an RFP process.
- 33 • Continue collaborating with County municipalities on each jurisdiction's inventory of  
34 publicly owned land and housing units.

35  
36 Chair McKee asked if the Board felt there are enough viable options currently  
37 presented, or if there are any holes.

38 Commissioner Dorosin said these strategies are good.

39 Chair McKee echoed that this is a living document that can be changed.

40 Audrey Spencer Horsley asked for clarification regarding the purpose of land banking,  
41 and whether it will be done predominantly for mobile homes, or if mobile homes are a priority  
42 but other ideas are not precluded.

43 Commissioner Jacobs said to address mobile homes and other priorities, but the \$1  
44 million set aside last year is intended to create a safety net for existing mobile homes.

45 Chair McKee agreed. He said more money can be put aside for additional land banking.

46 Commissioner Rich asked the Manager if she has ever discussed the future of the  
47 urban mobile home parks with the Town Managers.

48 Bonnie Hammersley said she has not specifically discussed this, but Chapel Hill is land  
49 banking within the Town.

1 Commissioner Dorosin said the land banking may not be to build another mobile home  
2 park, but rather used for other ideas.

3 Commissioner Pelissier referred to page 21, and the listing of future amendments. She  
4 asked if there is a reason to limit tiny homes to a mobile home park, as opposed to a cluster of  
5 homes.

6 Craig Benedict said tiny homes that have wheels are considered recreational vehicles  
7 (RV), and cannot be in standard mobile homes. He said a mixed-use property could be  
8 designated for cottage homes, tiny home RVs, and mobile homes.

9 Craig Benedict said one way to create more mobile homes lots in existing mobile home  
10 parks is to provide infrastructure, as many are on well and septic. He said by removing the well  
11 and septic systems, and putting the property on public utilities, a park could possibly grow from  
12 15 to 25 lots. He said this idea could be enacted in a park that is near public utilities and  
13 transportation.

### 14 Use of County Owned Property

#### 15 Discussion Question #4- page 18 – slide

16 Staff is ready to move to next steps for use of some of county owned land and prepare  
17 request for proposals (with the exception of the two largest properties, the Greene tract  
18 and Southern Human Services Campus); is the Board in agreement with staff  
19 proceeding?  
20

21 Chair McKee asked if the Board is ready to have staff to move forward on this.

22 The Board agreed by consensus.

23 Bonnie Hammersley said there will be criteria that will have to be met, and their team will  
24 look at parcels, and make some requests/options on what the Board may want to put on these  
25 properties. She said staff will bring a progress report back to the Board.

26 Commissioner Dorosin said it is important to maximize the available space, getting the  
27 most housing possible.

28 Bonnie Hammersley agreed.  
29  
30

### 31 Planning Initiatives that Further Affordable Housing

32 Summary of Planning actions taken to date, being considered or regulations that currently exist  
33 to further affordable housing:

- 34 • **UDO does not set minimum square footage requirements for residential**  
35 **structures**
- 36 • **Variety of housing types allowed for residents** in the general use, economic  
37 development and conditional zoning districts by right
- 38 • **Two family dwellings (duplexes) and manufactured housing** permitted by right in  
39 several zoning districts
- 40 • **Group care facilities** currently permitted in nine residential zoning districts, six general  
41 commercial zoning districts, and one conditional zoning district
- 42 • **Rehabilitative care facilities** are permitted by right in general, economic development  
43 and conditional zoning districts.
- 44 • **Rooming houses** (also known as boarding houses) are permitted by right in four  
45 residential and one general commercial district (s).
- 46 • **Efficiency apartments/accessory dwelling units up to 800 square feet** are permitted  
47 as an accessory use to a single-family dwelling unit in several residential, general  
48 commercial, economic development, and conditional zoning districts.
- 49 • **Up to five persons who are not related may reside together** in a residential dwelling  
50 unit, which could promote co-housing.

- **Temporary Custodial Care Units** provide an affordable option for a caregiver to provide care for a mentally or physically impaired person.

#### **Future Amendments**

- **Revision to Existing Subdivision Standards** – revisions to existing minimum lot and offsite septic standards to allow for smaller lot sizes and accommodate micro housing, pocket neighborhoods and cluster developments.
- **Rural Master Plan Development Conditional Zoning District** – Allow for flexible residential development in the rural areas of the County; minimum lot sizes and cluster options.
- **Recreation Vehicles and Tiny Homes as Temporary Housing** – Establish a new district allowing for recreational vehicles in rural areas and tiny homes within a mobile home park
- **Continue to find ‘zoning techniques’ to promote private sector affordable housing and examining authority county was given in 1991 for density bonuses** in consideration of affordable housing related amendments recently proposed. The affordable housing density bonuses/references were deleted from Planning’s new amendment and will be analyzed to ensure within the bounds of legislation.

#### **Planning Initiatives to Further Affordable Housing**

##### **Discussion Question #5**

##### **Are there other planning issues and opportunities the Board believes need to be pursued or are we on the right track?**

Audrey Spencer Horsley said staff has tried to capture some of the criteria discussed by the Board over the past months, which can be found on page 24.

#### **Criteria Important to the Board from Previous Discussions and Community Engagement**

Summary of key points and criteria to be incorporated in the Plan and for considering affordable housing development projects:

Goal: 1,000 Assisted Homes to Address Greatest Affordable Housing Needs in Our Community

Highest Priority:

- Affordable Rental Homes for Households with Lowest Of Incomes and Persons with Special Needs; then Workforce Rental and Homeownership. Homes for Persons with Low To Moderate Income
- Range of Housing and Mixed Incomes in Diverse Neighborhoods (Not Concentrated
- Energy/Environmentally Efficient
- Universal Design
- Leveraging
- Transit Oriented Development
- Consider Transportation and Housing Costs
- Private and other Public Investment (non-county)
- Intergovernmental Collaboration and Investment
- Inclusiveness and Diversity
- Creativity/Innovations in Providing Access to Transportation/Community-wide (Eliminating Areas of Isolation)

- 1 • Access to Amenities (Services and Shopping including Grocery Stores/Food)
- 2 • Coordinating and Collaboration Among Other Related Initiatives For Stronger
- 3 Community Outcomes (e.g., Anti-poverty, FSA, Aging and Homelessness Initiatives)
- 4 • Assistance to persons transitioning from incarceration to community life
- 5 • Preservation of Existing Affordable Housing
- 6 • Access to Educational and Employment Opportunities
- 7 • Learning from Past Efforts (Studies, Plans and Projects)
- 8 • Learning from New Initiatives, Strategies and Evaluating Different Housing Models
- 9 • Dedicated Source of Future Funding
- 10 • Prepared for and or Creating Opportunities (Land Banking, strategic partnerships, etc.)
- 11 • Community Partnerships (including Nonprofits, Neighborhoods, Faith Based
- 12 Organizations and Intergovernmental and Private Sectors)

13  
 14 **Criteria Important to the Board from Previous Discussions and from Community**  
 15 **Engagement**

16 **Discussion Question #6**

17 **Are there any other major areas of emphasis or criteria the Board would like considered**  
 18 **for addressing affordable housing in the County?**

19  
 20 Chair McKee said this is a living document and will continue to evolve.

21  
 22 **Affordable Housing Strategic Plan: 2016 – 2020**  
 23 **Next Steps**

- 24 • Consider approval to direct staff to prepare the final draft of the Orange County
- 25 Affordable Housing Strategic Plan 2016 - 2020 for the Board's adoption
- 26 • The Plan is intended to be a “living” Plan and will need to be implemented in phases
- 27 • Comments and information provided will be incorporated into the final draft of the Plan
- 28 • With the Board’s approval of the Plan, staff will bring back to the Board more detailed
- 29 work plans and metrics in consultation and collaboration with community and municipal
- 30 partners and county agencies.

31  
 32 Bonnie Hammersley said staff will provide ongoing updates at regular Board of County  
 33 Commissioners (BOCC) meetings, as information becomes available. She said this practice  
 34 will allow for momentum to continue.

35 Chair McKee asked if any updates from the Towns could be shared as well, noting that  
 36 a strong partnership between the County and the Towns is important.

37  
 38 **2. Greene Tract Historical Information and Options**

39  
 40 **BACKGROUND:** The Greene Tract (164 acres) was acquired in 1984 for \$608,000 and came  
 41 to Orange County as an asset in the Solid Waste Fund. As a result of the 1998 Interlocal Solid  
 42 Waste Agreement, 60 acres of the Greene Tract was conveyed to Orange County for “Solid  
 43 Waste management purposes” (now known as Orange County SW 60 Acre Tract). The  
 44 Interlocal Agreement (amended April 12, 2000) provided for the three owning partners to  
 45 determine, over a two-year period, the ultimate disposition of the remaining 104 jointly held  
 46 acres. The Agreement further included a repayment mechanism to the Solid Waste Enterprise  
 47 Fund. The financial reimbursement to the Solid Was Fund began on July 1, 2008.  
 48 This link <http://server3.co.orange.nc.us:8088/WebLink8/DocView.aspx?id=27031&dbid=0>  
 49 provides a history of the Greene Tract from 1999 through 2008 which is a compendium of

1 various reports and studies which were presented at a 'Joint Greene Tract Work Session' on  
 2 April 29, 2008 and at an Assembly of Governments meeting on December 6, 2012. Attachment  
 3 A in agenda packet provides information regarding the last action taken by the Board of County  
 4 Commissioners (BOCC) on December 10, 2002. Although there has been considerable  
 5 discussion about the future of the Greene Tract, no action has been taken by the BOCC since  
 6 2002. Although not specific to the Greene Tract, multiple Historic Rogers Road Area (HRRRA)  
 7 small area studies and planning efforts have been conducted by the local governments over the  
 8 last 15 years. More recently, the HRRRA staff workgroup has been reviewing and developing two  
 9 new initiatives:

- 10 1. The Community First planning program (Rogers Road Eubanks Neighborhood Association
- 11 (RENA) and the Jackson Center) hired by the joint governments.
- 12 2. Multi-Jurisdiction Technical Environmental Scan of the Greene Tract. All aspects are being
- 13 researched and updated and maybe ready for a joint meeting in the fall.
- 14
- 15

16 The remaining 60 acres of the Greene Tract continues to be owned as an asset in the Solid  
 17 Waste Fund. However, the FY 2016-17 Capital Investment Plan (CIP) includes funds to  
 18 purchase the property. Over the years there have been many options (based on various  
 19 studies) discussed as a possible future use of the 104 acres jointly owned by Orange County,  
 20 Chapel Hill and Carrboro.

21 Listed below are the options that have been explored:

- 22 1. Joint Affordable Housing could be planned for 18.1 acres and the remaining 85.9 acres
- 23 would remain join open space.
- 24 2. The 104-acre tract should remain as open space to be protected by conservation easements.
- 25 3. The acreage for affordable housing could be placed in the Land Trust.
- 26 4. Chapel Hill Carrboro City Schools requested that part of the Greene Tract be reserved for a
- 27 future elementary school site. An approximate 11-acre area south of the 18 Affordable Housing
- 28 site was considered.
- 29 5. Rename the property to recognize the headwaters of Bolin Creek, Booker Creek and Old
- 30 Field Creek.
- 31

32 As a result of the Inter Local Agreement, 60 acres of the Greene Tract was conveyed to  
 33 Orange County for "Solid Waste management purposes".

34  
 35 Bonnie Hammersley said they would be giving some historical information on the  
 36 Greene Tract, and then move into some of the activities that are currently taking place.

37 Craig Benedict said there has been a multi-jurisdictional work group that has met over  
 38 30 times, and the initial priority was to get the sewer system into the design phase. He said the  
 39 objective tonight is to talk about the green infrastructure on this parcel. He said presently the  
 40 property is 164 acres, purchased by the Solid Waste Entity. He said when the property was  
 41 transferred to the County in 1998; 104 acres fell under the joint ownership of the County,  
 42 Chapel Hill and Carrboro. He said a 60-acre parcel remained as a Solid Waste asset, with  
 43 some other criteria on what the future use could be. He reviewed a few maps outlining the  
 44 area.

45 Craig Benedict said there was a multijurisdictional task force that worked to develop  
 46 some of the future uses of the 104 acres. He said this task force passed a resolution in 2002  
 47 stating that roughly 18 acres of the site next to the Rogers Road Neighborhood could be used  
 48 for affordable housing, and roughly 85 acres would be held in open space. He said of the 104  
 49 acres there is a somewhat isolated 5-acre parcel near the railroad tracks. He continued to  
 50 review portions of the area on the maps. He showed various utilities within this acreage and

1 areas that will be served by them. He said overall this site separates into three watersheds:  
 2 Old Field Creek flowing to the north, Bowling Creek, and Booker Creek. He said these three  
 3 watersheds makes running sewer difficult, as it is placed in watershed drainage-ways.

4 Craig Benedict said another issue to consider is the reevaluation of the work done since  
 5 2000. He said a cultural and archeological analysis is being completed, including existing  
 6 maps, photographs, and face-to-face conversations; with newer technology being used to  
 7 identify wetlands, stream buffers, and the like. He said all of this information will inform this  
 8 evening's discussion and decisions on how to move forward with this land.

9 Craig Benedict made the following PowerPoint presentation:

10  
 11 **Greene Tract**  
 12 **Board of County Commissioners Work Session**  
 13 **Southern Human Services Center**  
 14 **September 8, 2016**  
 15 **Item 2**

16  
 17 **Objective**

- 18 • Brief ownership history of the tract with green and gray infrastructure aspects as a  
 19 backdrop to discussing options for future use/preservation of the lands.
- 20 • Method
  - 21 – Briefing then facilitation/outcomes

22  
 23 **Outline**

- 24 • Background  
 25 (*Including Ownership/Multiple Subtracts/Land Use*)
- 26 • Environmental/Cultural Features

27 They are fine-tuning these features.

- 28 • Infrastructure
  - 29 – *Water- there is not water but adjacent to it*
  - 30 – *Existing and proposed sewer-*
  - 31 – *Roadways/Access*
- 32 • Affordable Housing Alternatives

33 Not in original plan for the 18 acres but depending on what the choices are with the local  
 34 governments, there could be. There is a community effort that has come up with some ideas  
 35 and options for this site.

- 36 • Outcome Action Plan
  - 37 – (AKA 'Decision Tree')

38  
 39 **Decisions** (6 slides - flow chart)

40  
 41 Craig Benedict said local residents and neighborhood groups have proposed some  
 42 ideas for affordable housing in the area, but did not necessarily consider jurisdictional  
 43 boundaries when doing so.

44 Commissioner Burroughs asked if the community mentioned the possibility of a school  
 45 in its ideas.

46 Craig Benedict said there was just a reference to a school, and it was not shown on the  
 47 map. He added that there are some areas that were previously considered as possible future  
 48 school sites.

1 Craig Benedict said all entities would need to be involved if the Board wants to change  
2 any part of the 2002 resolution. He said this resolution did not get into the specific uses of the  
3 open space acreage.

4 Commissioner Rich asked if there is a plan for mixed-use, and if the support services for  
5 this area can be identified.

6 Craig Benedict said the 2002 resolution only has a general amount of acreage and did  
7 not get into a mixed-use discussion. He said this discussion would need to be opened.

8 Commissioner Jacobs said he does have some historical knowledge of this tract.

9 Commissioner Jacobs said the parcel they did not discuss was the 60 acres, and they  
10 need to decide what to do with this and get it off the table. He said it was decided to keep it as  
11 protected open space with passive recreation, per the Town of Chapel Hill. He said an entity,  
12 that will conserve this parcel, should be found. He said if this can be accomplished, there  
13 would be a remarkable amenity in this area of Chapel Hill.

14 Commissioner Jacobs said the other issue is what to do with the other parcel. He said  
15 there was initially great resistance to mixed-use, but over time people started talking about it as  
16 a possible school site. He said also people began talking about opening up active recreation on  
17 the 99-acre site, in association with a school, and housing, etc. His historical recollection was  
18 that staff was directed to bring back a mixed-use proposal for this parcel, but this has not  
19 happened.

20 Commissioner Jacobs said he hoped that this meeting would lead to the 60-acre parcel  
21 being completed, and the 99 acres having a mixed-use scenario, including a school, active  
22 recreation and affordable housing.

23 Chair McKee said he has no issue with setting aside the 60-acre parcel, as originally  
24 intended. He said having a partner to do so, may be financially advantageous.

25 Commissioner Jacobs said his intent would be for this to be low impact recreation in the  
26 midst of an urbanized area.

27 David Stancil gave some historical background on the 60-acre parcel, and the possible  
28 conservation on this site.

29 Bonnie Hammersley referred to the multi-jurisdictional staff team, and said they are  
30 looking at the environmental of the Greene Tract site, which she shared with the Town  
31 Managers.

32 Chair McKee suggested bringing this back to the Assemblies of Governments (AOG),  
33 which would afford the opportunity to gauge the buy-in from all involved. He echoed  
34 Commissioners Rich and Jacobs' comments that only placing affordable housing in this area is  
35 irresponsible. He said there must be commercial as well.

36 Bonnie Hammersley said presenting to the AOG would be at the discretion of the Board.  
37 She said the work group has talked about the work that the Rogers-Eubanks Neighborhood  
38 Association (RENA) has done on this, and when she gets this report she will share it with the  
39 Board of County Commissioners.

40 Commissioner Pelissier endorsed Chair McKee's suggestion to add this topic to the  
41 AOG. She said this issue has to move forward.

42 Commissioner Burroughs said there are now only two places left for elementary schools:  
43 the Greene Tract and Carolina North sites, with the latter being shaky. She said part of the  
44 goal of the bond is to increase capacity in the schools. She said growth will continue, and the  
45 Greene Tract may be an option.

46 Commissioner Jacobs thanked the Manager and staff for their work on this item.

47 Commissioner Jacobs reiterated the previous suggestion of the County buying out its  
48 partners in this site, if they are not interested in pursuing something on it.

49 Commissioner Rich said she thinks people are ready to move forward with the Greene  
50 Tract.

1 Commissioner Dorosin asked if the next step could be identified.

2 Craig Benedict said as of now the 2002 resolution is firm, but a discussion on how to  
3 change the original resolution could be done at the AOG. He said staff cannot move forward to  
4 suggest other uses until the 2002 resolution is changed, but staff can start plotting out options  
5 to propose at the AOG.

6 Craig Benedict said it is good to hear from the community, and a report from the  
7 Jackson Center will offer this insight.

8 Commissioner Dorosin said the Board will receive the report from the Jackson Center  
9 and asked if the next step would be for all local governments to get together to discuss, or if  
10 Orange County should propose a change option for local governments to discuss.

11 Commissioner Dorosin suggested getting the Jackson Center report next week and  
12 bringing it back for discussion as part of decision tree options presented in the PowerPoint.

13 Commissioner Jacobs agreed. He suggested putting an action item on one of the  
14 Board's agendas about a conservation easement for the 60-acre site.

15 Commissioner Rich said a timeframe must be put on everything.

16 Chair McKee said to get an action item for Commissioner Jacobs' request, and options  
17 for the other parcel, put on an upcoming agenda.

18 Bonnie Hammersley said the 60 acres can be done anytime, and she will update all  
19 Town Managers about this evening's discussion.

20 Chair McKee said a decision on the 60 acres will set a tone from the Board, and he  
21 would like to make this decision sooner rather than later.

22 Chair McKee said to put options in another report, or agenda item, to discuss,  
23 and feedback can be gathered at AOG.

### 24 25 **3. General Fund Unassigned Fund Balance Policy- 9:45PM**

26 Gary Donaldson, Chief Financial Officer, said they met with the schools to develop a 5-  
27 year plan for the fund balance.

28 Gary Donaldson made the following PowerPoint presentation:

#### 29 30 **Work Session Update on Appropriate Level of Unassigned Fund Balance** 31 **Presentation to Orange County Board of County Commissioners** 32 **Gary Donaldson, Chief Financial Officer** 33 **September 8, 2016**

#### 34 35 **Regular Finance Updates to BOCC and Manager**

##### 36 **➤ *Financial Reporting***

- 37 • **Quarterly Financial Report** Provide General Fund Reserve Updates as part of  
38 regular financial reporting
- 39 • **New Five Year Financial Plan** Provide County General Fund balance  
40 information as part of the long-term financial planning

#### 41 42 **Best Practices for Unassigned General Fund Balance**

- 43 **➤** The Government Finance Officers Association (GFOA) of U.S. and Canada:  
44 • Updated the Best Practice on unassigned general fund balances in 2009  
45 • **At a minimum** an unassigned general fund balance of no less than 2 months of  
46 regular general fund operating revenues or operating expenditures  
47 • **Equates to 16.7%** of either general fund operating revenues or operating  
48 expenditures

#### 49 50 **Appropriate Use of Unassigned General Fund Balance**

- 1       ➤ The essential uses of General Fund reserves:
- 2             • Mitigate risk attributed to revenue shortfalls or unanticipated non-recurring
- 3             expenditures
- 4             • Provide a financial bridge during recessions or weak economic conditions
- 5             • Use for natural disasters and emergencies
- 6             • Cash Balance cushion

7

8       **S&P Scorecard (chart)**

9

10       **Moody's Scorecard (chart)**

11

12       **The Ten 'AAA' Rated Counties of North Carolina (chart)**

13

14       **General Obligation Bond Rating Scale (chart)**

15

16       **Audited Unassigned Fund Balance as a Percent of Expenditures—General Fund (graph)**

17

18       **Best Practice Unassigned Fund Balance**

- 19       ➤ In Summary
- 20             • **GFOA Recommends** Unassigned Fund Balance at 2 Months of Expenditures or
- 21             16.7%
- 22             • **North Carolina AAA Rated County Peers** Maintain at Least 2 Months; one
- 23             exception
- 24             • Strong Fund Balance provides Financial Bridge in Recession and Emergencies
- 25

26       **General Fund Cash flow**

27

28             Gary Donaldson said the long term financial plan is a better narrative, and the fund

29             balance becomes a part of this.

30             Commissioner Rich asked Gary Donaldson if he believes the County needs a fund

31             balance policy.

32             Gary Donaldson said yes, because the rating agencies weight it highly.

33             Chair McKee asked if, in his professional opinion, the fund balance should stay at 17%.

34             Gary Donaldson said when the current audit is concluded, there will be a clearer part of

35             the picture; and when a 5-year financial plan is developed, the question will be better answered.

36             He said he thinks 17% is a good level.

37             Commissioner Dorosin asked if any analysis was done prior to the balance being set at

38             17%. He clarified that Gary Donaldson is suggesting that the amount should be set by financial

39             projection and other variables.

40             Gary Donaldson said a plan is simply a plan, and the rating agencies will not necessarily

41             view a deviation from said plan as a negative. He said in his view, two months of expenditures

42             should be the model.

43             Commissioner Dorosin said the Local Government Commission (LGC) requires 8% and

44             the Government Finance Officers Association (GFOA) says 16%, the latter of which he thinks to

45             be overly conservative. He said the Board should consider lowering it. He knows there is a

46             financial aspect to this, but he likens it to a personal savings account, which one uses when one

47             needs it. He said he does think a policy is needed, but he finds the current fund balance of

48             18% to be too high.

1 Gary Donaldson said when the audit results are received, and a 5-year financial plan  
2 created, it will be easier to determine what the fund balance should be. He said a draft 5-year  
3 plan will be completed by January 2017.

4 Bonnie Hammersley said the rating agencies want policies and 5-year financial  
5 forecasts, but it is up to the elected officials to determine the policies. She said the  
6 organization must be sustainable, which is dependent on economic, environmental and social  
7 factors. She said no one knows the magic number, but if there are policies in place and the  
8 County is sustainable, then the number is what the elected officials want it to be.

9 Commissioner Jacobs said the decision to be fiscally conservative was made to  
10 navigate the recession years ago, but there have been surpluses every year since. He said  
11 there has to be a relationship to interest rates. He said it does seem reasonable to change the  
12 fund balance amount now.

13 Commissioner Jacobs said he would not want this to be a floating target, and having  
14 enough for two months expenditures is a starting point for a discussion.

15 Commissioner Burroughs said it does not take a large change to get some revenue.

16 Commissioner Dorosin said when people are being taxed, and there is an annual  
17 surplus, it is unfair. He said there are additional needs, for which the funds could be used.

18 Commissioner Burroughs said the Manager and staff have worked hard to tighten the  
19 budget, and there is still an overage.

20 Bonnie Hammersley said, over the last two budgets, she has been able to use some of  
21 the surplus for the betterment of the County. She said she adjusts the budget to what is  
22 available, and there are controls in place to follow the policy. She said the policy sets a rule to  
23 follow.

24 Commissioner Dorosin suggested lowering the fund balance to 16.2%.

25 Chair McKee said he would not oppose going to this rate, but he sees two issues: the  
26 fund balance, and the excess fund balance that exists each year. He said it is a question of  
27 spending it on the front end, or spending on the back end, as the fund balance always seems to  
28 get fed back in to the next budget. He said if the balance is moved to 16.2%, then next year  
29 there will be \$1 million to reduce taxes or spend. He asked if there is a million dollars savings  
30 in the first year only, or every year going forward.

31 Gary Donaldson said the fund balance is appropriated.

32 Chair McKee clarified that the fund balance is only appropriated down to 17%.

33 Bonnie Hammersley said yes.

34 Gary Donaldson said after the fund balance is appropriated, a projection is done in terms  
35 of how that metric aligns with the policy. He said this exercise happens each year.

36 Chair McKee said he still does not understand an answer to his original question as to  
37 whether there will be savings every year.

38 Gary Donaldson said there will be revenues and expenditures every year, and there has  
39 always been an appropriation of some level of fund balance. He said there is a target  
40 percentage that will be adhered to, and there will be a continuing savings every year.

41 Commissioner Pelissier said the \$1 million will not seem like a lot going forward, and it  
42 will not stretch as far in the years to come. She said there will always be more requests and  
43 additional monies needed.

44 Chair McKee said his reservation is simple: he fears that the Board is doing the  
45 standard government tactic of grasping for more money to spend.

46 Commissioner Burroughs said it will be a million more dollars of services that the Board  
47 will be able to provide, and that is the Board's job. She said there are needs for which more  
48 money must be grasped.

49 Commissioner Rich said the excess money will be worked into the new budget, and the  
50 Board will spend the money up front rather than at the end of the budget.

1 Commissioner Jacobs agreed with Chair McKee. He said government spending is like  
2 an accordion that expands and contracts, depending on external pressures or political will. He  
3 said the more easily it can expand, the more likely money is going to be spent. He said the only  
4 way to deal with that is to be rigorous in discussion and understanding of the burden of taxation.

5 Chair McKee said he would be comfortable with a half percent drop. He said when  
6 working in government, one can never know what tomorrow will bring, and he would prefer to  
7 have a rainy day account. He would not want to see a pattern develop where the fund balance  
8 gets lowered every few years.

9 Commissioner Burroughs asked if there is consensus on 16.2%.

10 Chair McKee said he heard no objection and asked if staff could bring this item back in  
11 November.

12

13 **4. Adjournment**

14

15 A motion was made by Commissioner Rich seconded by Commissioner Burroughs to  
16 adjourn the meeting at 10:26 p.m.

17

18 VOTE: UNANIMOUS

19

20

Earl McKee, Chair

21

22 Donna Baker

23 Clerk to the Board

24

25

26

27

28

29

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No. 6-b**

**SUBJECT:** Motor Vehicle Property Tax Releases/Refunds

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**DEPARTMENT:** Tax Administration

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**ATTACHMENT(S):**

Resolution  
Releases/Refunds Data Spreadsheet  
Reason for Adjustment Summary

**INFORMATION CONTACT:**

Dwane Brinson, Tax Administrator,  
(919) 245-2726

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**PURPOSE:** To consider adoption of a resolution to release motor vehicle property tax values for six (6) taxpayers with a total of six (6) bills that will result in a reduction of revenue.

**BACKGROUND:** : North Carolina General Statute (NCGS) 105-381(a)(1) allows a taxpayer to assert a valid defense to the enforcement of the collection of a tax assessed upon his/her property under three sets of circumstances:

- (a) "a tax imposed through clerical error", for example when there is an actual error in mathematical calculation;
- (b) "an illegal tax", such as when the vehicle should have been billed in another county, an incorrect name was used, or an incorrect rate code (the wrong combination of applicable county, municipal, fire district, etc. tax rates) was used;
- (c) "a tax levied for an illegal purpose", which would involve charging a tax which was later deemed to be impermissible under state law.

NCGS 105-381(b), "Action of Governing Body" provides that "Upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the taxing unit shall within 90 days after receipt of such a request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct liability or notify the taxpayer in writing that no release or refund will be made".

For classified motor vehicles, NCGS 105-330.2(b) allows for a full or partial refund when a tax has been paid and a pending appeal for valuation reduction due to excessive mileage, vehicle damage, etc. is decided in the owner's favor.

**FINANCIAL IMPACT:** Approval of these release/refund requests will result in a net reduction of \$1,548.66 to Orange County, the towns, and school and fire districts. Financial impact year to date for FY 2016-2017 is \$6,355.28.

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

**RECOMMENDATION(S):** The Manager recommends that the Board:

- Accept the report reflecting the motor vehicle property tax releases/refunds requested in accordance with the NCGS; and
- Approve the attached release/refund resolution.

NORTH CAROLINA

RES-2016-059

ORANGE COUNTY

**REFUND/RELEASE RESOLUTION (Approval)**

**Whereas**, North Carolina General Statutes 105-381 and/or 330.2(b) allows for the refund and/or release of taxes when the Board of County Commissioners determines that a taxpayer applying for the release/refund has a valid defense to the tax imposed; and

**Whereas**, the properties listed in each of the attached "Request for Property Tax Refund/Release" has been taxed and the tax has not been collected: and

**Whereas**, as to each of the properties listed in the Request for Property Tax Refund/Release, the taxpayer has timely applied in writing for a refund or release of the tax imposed and has presented a valid defense to the tax imposed as indicated on the Request for Property Tax Refund/Release.

**NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY THAT** the recommended property tax refund(s) and release(s) are approved.

Upon motion duly made and seconded, the foregoing resolution was passed by the following votes:

Ayes: Commissioners \_\_\_\_\_

\_\_\_\_\_

Noes: \_\_\_\_\_

I, Donna Baker, Clerk to the Board of Commissioners for the County of Orange, North Carolina, DO HEREBY CERTIFY that the foregoing has been carefully copied from the recorded minutes of the Board of Commissioners for said County at a regular meeting of said Board held on \_\_\_\_\_, said record having been made in the Minute Book of the minutes of said Board, and is a true copy of so much of said proceedings of said Board as relates in any way to the passage of the resolution described in said proceedings.

WITNESS my hand and the corporate seal of said County, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Clerk to the Board of Commissioners

## BOCC REPORT - REGISTERED MOTOR VEHICLES OCTOBER 4, 2016

NAME	ABSTRACT NUMBER	BILLING YEAR	ORIGINAL VALUE	ADJUSTED VALUE	FINANCIAL IMPACT	REASON FOR ADJUSTMENT
Brannon, Christopher	27697412	2015	13,129	500	(203.38)	Acquired antique plate (appraisal appeal)
Campbell, Linda Binder	28974280	2015	65,382	65,382	(512.39)	Situs error (illegal tax)
Miller, Gregory Dean	33186795	2016	16,200	500	(150.97)	Acquired antique plate (appraisal appeal)
Nettles, Linda	33128441	2016	21,981	21,981	(186.99)	Situs error (illegal tax)
Phelps, Jalissa	25371833	2015	20,389	20,389	(202.95)	Military exempt (illegal tax)
Sellew, Diane	18399927	2015	31,300	500	(291.98)	Acquired antique plate (appraisal appeal)
					<b>(1,548.66)</b>	<b>TOTAL</b>

<b>Adjustment Descriptions</b>
<i>Clerical error G.S. 105-381(a)(1)(a): e.g. when there is an actual error in mathematical calculation.</i>
<i>tax G.S. 105-381(a)(1)(b): e.g. when the vehicle should have been billed in another county, an incorrect name was used, or an incorrect rate code was used.</i>
<i>Tax levied for an illegal purpose G.S. 105-381(a)(1)(c): e.g. charging a tax that was later deemed to be impermissible under State law.</i>
<i>Appraisal appeal G.S. 105-330.2(b): e.g. reduction in value due to excessive mileage or vehicle damage.</i>

**Military Leave and Earning Statement:** Is a copy of a serviceman's payroll stub covering a particular pay period. This does list his home of record, which is his permanent state of residence where he would pay any state income taxes.

## Vehicle Titles

**Salvaged and Salvage Rebuilt:** Any repairs that exceed 75% of the vehicle's market value using NADA, Kelly Blue Book and various other publications. When the insurance company has totaled the vehicle, and the customer has received the claim check, four things can happen:

- Insurance company can keep the vehicle.
- Customer can keep the vehicle. The customer is instructed to contact the local DMV inspector to have an initial inspection done, for vehicles 2001 to 2006 (these dates change yearly, example in 2007 the models will be 2002-2007).
- Affidavit of Rebuilder- The inspector lists each part that needs to be repaired.
- Final inspection- if all work is cleared and approved by the inspector then the rebuilt status is then removed (salvaged status remains).

**Note: Finance companies will not finance a salvaged vehicle.**

**Total Loss:** Repairs were more than the market value of the vehicle and the insurance company is unwilling to pay for the repairs.

**Total Loss/Rebuilt:** Whatever the repairs were to make the vehicle road worthy after a Total Loss status has been given. Vehicle must be 5 years old or older. Vehicle status then remains as salvaged or rebuilt.

**Certificate of Reconstruction:** When work has been done on (vehicles 2001-2006 in year 2006) this is issued when the inspector didn't see the original damaged and the vehicle has been repaired.

**Certificate of Destruction:** NC DMV will not register this type of vehicle. It is not fit for North Carolina roads.

**Custom Built:** When the customer has built this vehicle himself or herself. Ex. parts taken from various vehicles to build one vehicle. Three titles are required from the DMV in this case. 1) Frame 2) Transmission 3) Engine. Then an indemnity bond must be issued. An indemnity bond must also be issued when the vehicle does not have a title at all.

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No. 6-c**

**SUBJECT:** Property Tax Releases/Refunds

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**DEPARTMENT:** Tax Administration

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**ATTACHMENT(S):**

Resolution  
Releases/Refunds Data Spreadsheet

**INFORMATION CONTACT:**

Dwane Brinson, Tax Administrator,  
(919) 245-2726

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**PURPOSE:** To consider adoption of a resolution to release property tax values for eight (8) taxpayers with a total of eight (8) bills that will result in a reduction of revenue.

**BACKGROUND:** The Tax Administration Office has received nine taxpayer requests for release or refund of property taxes. North Carolina General Statute 105-381(b), "Action of Governing Body" provides that "upon receiving a taxpayer's written statement of defense and request for release or refund, the governing body of the Taxing Unit shall within 90 days after receipt of such a request determine whether the taxpayer has a valid defense to the tax imposed or any part thereof and shall either release or refund that portion of the amount that is determined to be in excess of the correct liability or notify the taxpayer in writing that no release or refund will be made". North Carolina law allows the Board to approve property tax refunds for the current and four previous fiscal years.

**FINANCIAL IMPACT:** Approval of this change will result in a net reduction in revenue of \$26,024.81 to the County, municipalities, and special districts. The Tax Assessor recognized that refunds could impact the budget and accounted for these in the annual budget projections.

**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 attached resolution approving these property tax release/refund requests in accordance with North Carolina General Statute 105-381.

**NORTH CAROLINA**

RES-2016-060

**ORANGE COUNTY**

**REFUND/RELEASE RESOLUTION (Approval)**

**Whereas**, North Carolina General Statutes 105-381 and/or 330.2(b) allows for the refund and/or release of taxes when the Board of County Commissioners determines that a taxpayer applying for the release/refund has a valid defense to the tax imposed; and

**Whereas**, the properties listed in each of the attached "Request for Property Tax Refund/Release" has been taxed and the tax has not been collected: and

**Whereas**, as to each of the properties listed in the Request for Property Tax Refund/Release, the taxpayer has timely applied in writing for a refund or release of the tax imposed and has presented a valid defense to the tax imposed as indicated on the Request for Property Tax Refund/Release.

**NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ORANGE COUNTY THAT** the recommended property tax refund(s) and release(s) are approved.

Upon motion duly made and seconded, the foregoing resolution was passed by the following votes:

Ayes: Commissioners \_\_\_\_\_

\_\_\_\_\_

Noes: \_\_\_\_\_

I, Donna Baker, Clerk to the Board of Commissioners for the County of Orange, North Carolina, DO HEREBY CERTIFY that the foregoing has been carefully copied from the recorded minutes of the Board of Commissioners for said County at a regular meeting of said Board held on \_\_\_\_\_, said record having been made in the Minute Book of the minutes of said Board, and is a true copy of so much of said proceedings of said Board as relates in any way to the passage of the resolution described in said proceedings.

WITNESS my hand and the corporate seal of said County, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Clerk to the Board of Commissioners

**BOCC REPORT - REAL/PERSONAL  
OCTOBER 4, 2016**

Clerical error G.S. 105-381(a)(1)(a)  
 Illegal tax G.S. 105-381(a)(1)(b)  
 Appraisal appeal G.S. 105-330.2(b)

NAME	ABSTRACT NUMBER	BILLING YEAR	ORIGINAL VALUE	ADJUSTED VALUE	FINANCIAL IMPACT	REASON FOR ADJUSTMENT
*Crawford, Patricia A.	242882	2016	117,968	58,984	(559.17)	Exempt property (illegal tax)
**Franklin St Ale House LLC	1057996	2016	1,384,497	703,411	(11,451.77)	Doubled billed (illegal tax)
Jan Sassaman Trustee (University United Methodist Church)	323304	2016	620,000	0	(10,036.78)	Exempt property (illegal tax)
Jarrett, David	226316	2016	22,980	0	(284.12)	Assessed in error (clerical error)
Laube, Irene H.	1058402	2016	557,100	240,130	(3,047.98)	Incorrect value (clerical error)
***Lindsay, Rhonda	1058986	2016	24,040	0	(254.29)	Doubled billed (illegal tax)
Whicker, William F.	147276	2016	13,520	0	(128.17)	Assessed in error (clerical error)
****Wiseman, Carol A.	245467	2016	16,174	18,764	(262.53)	Incorrect value (clerical error)
					<b>(26,024.81)</b>	<b>Total</b>
*One qualifying for Homestead Exclusion receives 50% or \$25,000 reduction in tax assessment, whichever is greater.						
**Leasehold improvements were also listed on real estate						
***Billed entirely on another account in addition						
****Homestead Exclusion reduces the property assessment by 50% or \$25,000, whichever is greater. The financial impact listed here is a result of the total bill being extinguished, less the motor vehicle, since the property value is less than \$25,000. While the value increased, due to a billing error, the property still receives a full exclusion.						

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No. 6-d**

**SUBJECT:** Applications for Property Tax Exemption/Exclusion

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**DEPARTMENT:** Tax Administration

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**ATTACHMENT(S):**

Exempt Status Resolution  
Spreadsheet  
Requests for Exemption/Exclusion

**INFORMATION CONTACT:**

Dwane Brinson, Tax Administrator,  
(919) 245-2726

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**PURPOSE:** To consider five (5) untimely applications for exemption/exclusion from ad valorem taxation for five (5) bills for the 2016 tax year.

**BACKGROUND:** North Carolina General Statutes (NCGS) typically require applications for exemption to be filed during the listing period, which is usually during the month of January. Applications for Elderly/Disabled Exclusion, Circuit Breaker Tax Deferment and Disabled Veteran Exclusion should be filed by June 1<sup>st</sup> of the tax year for which the benefit is requested. NCGS 105-282.1(a1) does allow some discretion. Upon a showing of good cause by the applicant for failure to make a timely application, an application for exemption or exclusion filed after the close of the listing period may be approved by the Department of Revenue, the Board of Equalization and Review, the Board of County Commissioners, or the governing body of a municipality, as appropriate. An untimely application for exemption or exclusion approved under this provision applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.

The applicants are applying for homestead exclusion based on NCGS 105-277.1, which allows exclusion of the greater of twenty-five thousand dollars (\$25,000) or fifty percent (50%) of the appraised value of the residence.

Including these five (5) applications, the Board will have considered a total of twenty-one (21) untimely applications for exemption of 2016 taxes since the 2016 Board of Equalization and Review adjourned on May 28th. Taxpayers may submit an untimely application for exemption of 2016 taxes to the Board of Commissioners through December 31, 2016.

Based on the information supplied in the application and based on the above-referenced General Statutes, the application may be approved by the Board of County Commissioners. NCGS 105-282.1(a1) permits approval of such application if good cause is demonstrated by the taxpayer.

**FINANCIAL IMPACT:** The reduction in the County's tax base associated with approval of the exemption application will result in a reduction of FY 2016/2017 taxes due to the County, municipalities, and special districts in the amount of \$5,237.03.

**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 attached resolution for the above-listed applications for FY 2016/2017 exemption.

NORTH CAROLINA

RES-2016-061

ORANGE COUNTY

**EXEMPTION/EXCLUSION RESOLUTION**

**Whereas**, North Carolina General Statutes 105-282.1 empowers the Board of County Commissioners to approve applications for exemption after the close of the listing period, and

**Whereas**, good cause has been shown as evidenced by the information packet provided, and

**Whereas**, the Tax Administrator has determined that the applicants could have been approved for 2015 had applications been timely.

**NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF COUNTY**

**COMMISSIONERS OF ORANGE COUNTY THAT** the properties applying for exemption for 2015 are so approved as exempt.

Upon motion duly made and seconded, the foregoing resolution was passed by the following votes:

Ayes: Commissioners \_\_\_\_\_

\_\_\_\_\_

Noes: \_\_\_\_\_

I, Donna Baker, Clerk to the Board of Commissioners for the County of Orange, North Carolina, DO HEREBY CERTIFY that the foregoing has been carefully copied from the recorded minutes of the Board of Commissioners for said County at a regular meeting of said Board held on \_\_\_\_\_ said record having been made in the Minute Book of the minutes of said Board, and is a true copy of so much of said proceedings of said Board as relates in any way to the passage of the resolution described in said proceedings.

WITNESS my hand and the corporate seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Clerk to the Board of Commissioners

Late exemption/exclusion application - GS 105-282.1(a1)

**BOCC REPORT - REAL/PERSONAL  
OCTOBER 4, 2016**

NAME	ABSTRACT NUMBER	BILL YEAR	ORIGINAL VALUE	TAXABLE VALUE	FINANCIAL IMPACT	REASON FOR ADJUSTMENT
Clark, Martha S.	70013	2016	439,360	284,905	(2,487.34)	Late application for exemption G.S. 105-277.1 (Homestead Exemption)
Hinote, Stephanie A.	290957	2016	139,800	83,687	(531.95)	Late application for exemption G.S. 105-277.1 (Homestead Exemption)
Moore, Johnny T.	154662	2016	217,017	127,690	(877.64)	Late application for exemption G.S. 105-277.1 (Homestead Exemption)
Pring, Ralph E.	155398	2016	68,877	34,438	(331.17)	Late application for exemption G.S. 105-277.1 (Homestead Exemption)
Upchurch, Lorraine M.	56221	2016	236,817	131,490	(1,008.93)	Late application for exemption G.S. 105-277.1 (Homestead Exemption)
					<b>(5,237.03)</b>	<b>Total</b>

August 18, 2016 thru September 14, 2016

FILED

AUG 24 2016

ORANGE COUNTY  
TAX ADMINISTRATION



Request for Tax Relief  
Late Application Filing

Date: 8/24/16

To Whom It May Concern:

I, (PRINT NAME) Martha S Clark, wish to be considered for Property Tax Relief Exemption or Exclusion for the year 2016 on Parcel Identification Number (PIN) # 9779894426.

In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of "good cause" for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies on to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.

I was not aware that this exemption was available to me.

I just found out about the Property Tax Relief Program.

Other (please explain)

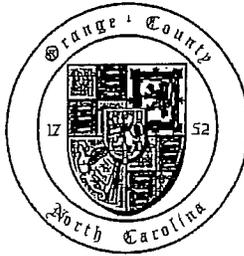
My income was too high in 2015  
was not by June 1st deadline

Thank you,

Martha S. Clark  
(Signature)

How did you find out about this exemption?

Tax office



**FILED**

**AUG 18 2016**

**ORANGE COUNTY  
TAX ADMINISTRATION**

### Request for Tax Relief Late Application Filing

Date: 8/18/16

To Whom It May Concern:

I, (PRINT NAME) Stephanie A. Hinote, wish to be considered for Property Tax Relief Exemption or Exclusion for the year 2016 on Parcel Identification Number (PIN) # 983.3693268.

In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of "good cause" for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies on to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.

I was not aware that this exemption was available to me.

I just found out about the Property Tax Relief Program.

Other (please explain)

\_\_\_\_\_  
\_\_\_\_\_

Thank you,

Stephanie A. Hinote  
(Signature)

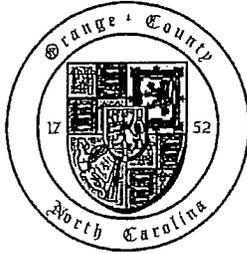
How did you find out about this exemption?

on my tax bill

FILED 7

AUG 03 2016

ORANGE COUNTY  
TAX ADMINISTRATION



Request for Tax Relief  
Late Application Filing

Date: 8-3-14

To Whom It May Concern:

I, (PRINT NAME) Johnny Moore, wish to be considered for Property Tax Relief Exemption or Exclusion for the year 2014 on Parcel Identification Number (PIN) # \_\_\_\_\_.

In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of "good cause" for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies on to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.

I was not aware that this exemption was available to me.

I just found out about the Property Tax Relief Program.

Other (please explain) Receiving it before wife  
deceased

Thank you,

Johnny Moore, Sharon Robertson (POA)  
(Signature)

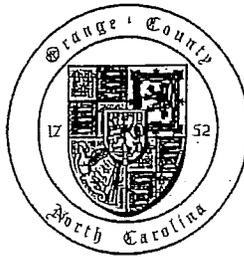
How did you find out about this exemption?

Tax Bill

FILED 8

AUG 05 2016

ORANGE COUNTY  
TAX ADMINISTRATION



### Request for Tax Relief Late Application Filing

Date: 8-4-2016

To Whom It May Concern:

I, (PRINT NAME) Ralph E. Pring, wish to be considered for Property Tax Relief Exemption or Exclusion for the year 2016 on Parcel Identification Number (PIN) # 9883371566.

In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of "good cause" for failure to make a timely application. An untimely application approved under G.S. 105-282.1 (a1) applies on to the property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.

I was not aware that this exemption was available to me.

I just found out about the Property Tax Relief Program.

Other (please explain)

\_\_\_\_\_  
\_\_\_\_\_

Thank you,

Ralph Eugene Pring  
(Signature)

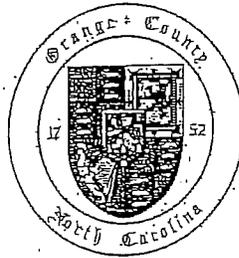
How did you find out about this exemption?

Bill

**FILED**

**AUG 17 2016**

**ORANGE COUNTY  
TAX ADMINISTRATION**



**Request for Tax Relief  
Late Application Filing**

Date: 8-17-16

To Whom It May Concern:

I, (PRINT NAME) LORRAINE M. UPDEGRAFF, wish to be considered for Property Tax Relief Exemption or Exclusion for the year 2016 on Parcel Identification Number (PIN) # 0805243852.

In accordance with North Carolina General Statute 105-282.1(a1), I submit the reason(s) set forth below for consideration as demonstration of "good cause" for failure to make a timely application. An untimely application approved under G.S. 105-282.1(a1) applies only to property taxes levied by the county or municipality in the calendar year in which the untimely application is filed.

- I was not aware that this exemption was available to me.
- I just found out about the Property Tax Relief Program.
- Other (please explain)

My husband applied for it last year and I thought I was still covered. Husband is deceased.

Thank you,

Lorraine M. Updegraff  
(Signature)

How did you learn of this exemption?

\_\_\_\_\_

ORD-2016-032

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No. 6-e**

**SUBJECT:** North Carolina Governor's Highway Safety Program: Orange County Sheriff's Office Traffic Safety Project and Approval of Budget Amendment #1-B

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**DEPARTMENT:** Sheriff's Office

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**ATTACHMENT(S):**

Traffic Safety Project Contract and Agreement of Conditions

Local Government Resolution

**INFORMATION CONTACT:**

Sheriff Charles S. Blackwood,  
919.245.2900

Jennifer Galassi, Legal Advisor,  
919.245.2952

T. Brian Whitehurst, Deputy and North Carolina Governor's Highway Safety Program Triangle Region Law Enforcement Liaison, 919.245.2900

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**PURPOSE:** To:

- Adopt a Resolution recognizing federal funding for traffic safety projects to the Sheriff's Office;
- Authorize the Chair to sign the Resolution; and
- Approve Budget Amendment #1-B.

**BACKGROUND:** The North Carolina Governor's Highway Safety Program (the "GHSP") partners with Law Enforcement Liaisons to promote highway safety awareness and to reduce the number of traffic crashes and fatalities in the State. Law Enforcement Liaisons ("LEL"), located in the eleven regions in which the GHSP divides the State, are full time law enforcement officers. An LEL serves as a coordinator and organizer for highway safety activities in his/her respective region and as liaison to the GHSP Office in Raleigh.

Some of the duties of an LEL include:

- promoting traffic safety measures in the region,
- supporting and informing law enforcement agencies within those regions of current and upcoming campaigns,
- providing information and guidance in the grant process by assisting agencies with questions, and
- directing them to the appropriate grant manager for their region.

LELs communicate on a regular basis with the county coordinators in their region and assist them with their efforts to promote activities and campaigns on the county level. "Booze It & Lose It" and "Click It or Ticket" are well known GHSP campaigns. Additionally, LELs monitor

campaign reporting in their regions and ensure all agencies are participating in the reporting of campaign statistics.

LELs are required to attend quarterly meetings held throughout the State with GHSP staff, the annual Lifesaver National Conference on Highway Safety Priorities in the spring, and assist with planning, set up, operations, and tear down of the annual North Carolina Highway Safety Symposium. To facilitate travel, training, and the other activities of the LELs, GHSP awards a grant to the employing agency of each LEL. The grant funds travel, training, and traffic safety equipment for the agency.

Deputy T. Brian Whitehurst of the Orange County Sheriff's Office is the Law Enforcement Liaison for Region 5. The GHSP approved the Sheriff's Office's application for fiscal year 2017 in the amount of \$40,000. The grant will allow the Sheriff's Office to purchase: 1) two radar units and have them installed in patrol vehicles; 2) two lidar units; 3) twelve (12) Pentax Pocketjet 6 mobile printers with power supply; and 4) a Seatbelt Convincer, an easy-to-use educational tool that allows riders to experience force, up to five times their body weight, similar to that of a 5-7 mph crash. It will also fund the LEL's travel to the required meetings, conference, and symposium.

**FINANCIAL IMPACT:** The Orange County Sheriff's Office will receive \$40,000 in grant funding. Full funding comes from federal sources and requires no local cash appropriation or matching funds. This Budget Amendment #1-B provides for the receipt of these grant funds.

**SOCIAL JUSTICE IMPACT:** The following 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.

Receipt of GHSP grant funding will allow the Orange County Sheriff's Office to advance the North Carolina Governor's Highway Safety Program's purpose to promote highway safety awareness and to reduce the number of traffic crashes and fatalities in the State, objectives which overlap with this Social Justice Goal.

**RECOMMENDATION(S):** The Manager recommends that the Board:

- Adopt the North Carolina Governor's Highway Safety Program Local Governmental Resolution recognizing federal funding for traffic safety projects to the Sheriff's Office;
- Authorize the Chair to sign the Resolution; and
- Approve Budget Amendment #1-B accepting the \$40,000 in grant funds.

## North Carolina Governor's Highway Safety Program Traffic Safety Project Contract – Form GHSP-01

### SECTION A – GENERAL INFORMATION

1. Agency: ORANGE COUNTY	4. Contact Person for Agency: Timothy Whitehurst
2. Agency Address: SHERIFF PO Box 8181 HILLSBOROUGH, NC 27278	5. Telephone Number: * +1 (919) 245-2900
3. Physical Location of Agency * 106 E. Margaret Lane Hillsborough, North Carolina 27278	6. Cell Phone: 919-201-8765
8. Federal Tax ID Number / Type of Agency  Federal Tax ID Number: *56-6000327 DUNS No : *                    0-44041796 County: * ORANGE COUNTY  Type of Agency <input type="radio"/> State <input type="radio"/> Non-Profit <input checked="" type="radio"/> County <input type="radio"/> Higher Education <input type="radio"/> Municipality <input type="radio"/> Hospital	7. Email of Contact Person * bwhitehurst@orangecountync.gov
11. Project Title: *    Region 5 LEL Grant	9. Project Year *  <input type="radio"/> New <input checked="" type="radio"/> Continuation  Year: <input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4+
10. Allocation of Funding *  Federal %    100.00                    Local %        0.00	

	Source of Funds		
12. Budget	Total Project Amount	Federal Amount	State/Local Amount
Personnel Costs			
Contractual Services			
Commodities Costs			
Other Direct Costs	\$40,000.00	\$40,000.00	\$0.00
Indirect Costs			
<b>Total Project Costs</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$0.00</b>

13. Specify How Non-Federal Share Will Be Provided:

Project Number:  PT-17-06-04	CFDA#: 20. 600 - State and Community Highway Safety  Work Type:    Enforcement
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### SECTION B – DESCRIPTION OF PROJECT

**Statement of Problem** ( Provide detailed information of the highway safety problems in your area to be addressed through this project. Include countywide crash data for the last three years and any other relevant information to validate the statements. For more detailed information see "How to write an effective traffic safety project" located at:  
<https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>)

A Regional Law Enforcement Liaison serves as coordinator and organizer for highway safety activities in his/her respective regions. The Governor's Highway Safety Program supports and oversees the Statewide "Booze It & Lose It and Click It or Ticket" programs. Coordination of these programs is accomplished by utilizing 11 regional "Law Enforcement Liaison" positions. Through the guidance and coordination efforts of the Liaisons, planning preparation and reporting activities from the event(s) occur. Efforts to continue to promote and involve law enforcement agencies in these lifesaving endeavors is of paramount importance to this statewide program. To this end, LEL's are required to host events , attend and conduct meetings, assist County Coordinators with organizing highway safety campaigns, and encouraging agencies to report activities.

As part of this project all law enforcement agencies must enter traffic enforcement citations data of their agency for the past three years.

Year 2013	Occupant Protection Citations	0	DWI Citations	3	Speed Citations	21
Year 2014	Occupant Protection Citations	0	DWI Citations	3	Speed Citations	66
Year 2015	Occupant Protection Citations	6	DWI Citations	11	Speed Citations	208

**Goals and Objectives** (Provide at least two SMART (Specific, Measurable, Attainable, Realistic and Timely) goals and objectives. For more detailed information see "How to write an effective traffic safety project" located at: <https://connect.ncdot.gov/municipalities/Law-Enforcement/Pages/Law-Enforcement-Reporting.aspx>)

Goal #1: \ Promote highway safety within Region 5 with increased efforts to raise seat belt use by 92.5% by September 30, 2017. Obtain 90-100% reporting of all law enforcement agencies in the Region 5 by September 30, 2017 and also to maintain professional relationships with all County Coordinators in the Region through informational sessions.

Objectives: Conduct at a minimum 4 Law Enforcement County Coordinator (LECC) meetings to discuss current highway safety activities, GHSP issues, training opportunities, and legal updates and concerns  
 Gather LECC monthly reports, awarding 25 GHSP Equipment points for Coordinators each month they submit.  
 Compile a quarterly regional report for GHSP that includes a summary of the reports from the LECCs and activities by the RLEL.  
 Promote night time seat belt initiatives, GHSP campaigns and events within Region 5.  
 Host annual "Kick Off" event meeting to set agendas, coordinate quarterly meetings, provide information flow with reference to GHSP campaigns.

Goal #2:

Objectives:

Goal #3:

Objectives:

**Below are the 5-year goals of the NC Governor's Highway Safety Program (GHSP). To be eligible for funding, your traffic safety project should match one or more of the GHSP goals. Check all that apply.**

- Reduce NC's traffic-related fatalities by 25% from the 2008-2012 average of 1,317 to 988 by 2020.
- Reduce NC's alcohol-related fatalities by 35% from the 2008-2012 average of 386 to 251 by 2020.
- Reduce NC's unrestrained fatalities by 30% from the 2008-2012 average of 407 to 285 by 2020.
- Reduce NC's speed-related fatalities by 25% from the 2008-2012 average of 479 to 359 by 2020.
- Reduce NC's young driver-involved fatal crashes by 30% from the 2008-2012 average of 196 to 137 by 2020.
- Reduce NC's motorcycle fatalities by 25% from the 2008-2012 average of 177 to 133 by 2020.
- Increase NC's seat belt usage rate 4.4 percentage points to 95% by 2020.

**SECTION C – BUDGET DETAIL**

**Personnel Costs**

#	Personnel Position	Salary
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Total Salaries Cost:

#	Personnel Fringe Benefits	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Total Fringe Benefits Cost:

Total Personnel Costs:

**Contractual Services**

#	Contractual Service To Be Provided	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Total Contractual Services:

**Commodities Costs**

#	Commodities	Cost
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

Total Commodities Cost:

**Other Direct Costs**

#	Equipment	Quantity	Cap Amount	Cost
1	Lidar-Includes shipping	2	\$3,500.00	\$7,000.00
2	Radar-Includes installation and shipping	2	\$2,500.00	\$5,000.00
3				
4				
5				
6				
7				
8				
Total Equipment Cost				\$12,000.00
#	Other Items and Equipment Direct Cost			Cost
1	12 Pentax Pocketjet 6 Mobile Printers with power supply			\$4,200.00
2	Seatbelt Convincer			\$20,000.00
3				
4				
5				
6				
7				
8				
Total Other Items and Equipment Direct Cost:				\$24,200.00
#	Travel			Cost
1	In-State Travel			\$2,000.00
2	Out-of-State Travel			\$1,800.00
Total Travel Cost:				\$3,800.00
Total Other Direct Costs:				\$40,000.00

**Indirect Costs**

#	Indirect Costs	Cost
1		
2		
3		
4		
Total Indirect Costs		

**SECTION D - SCHEDULE OF TASKS BY QUARTERS**

List the schedule of tasks by quarters, referring specifically to the objectives in Section B. Tasks should be a bulleted list of activities to be performed in each quarter.

**Conditions for Law Enforcement Only**

By checking this box, the above agency agrees to the terms below as additional activities to be performed as part of this project.

- A minimum of one (1) nighttime and one (1) daytime seat belt initiative per month;
- A minimum of one (1) impaired driving checkpoint per month;
- A minimum of 50% of seat belt initiatives must be conducted at night between the hours of 7:00 p.m. and 7:00 a.m.;
- Participation in all "Click It or Ticket" and "Booze It & Lose It" campaigns;
- Participation in any event or campaign as required by the GHSP;
- Attempt to utilize one of the Forensic Tests for Alcohol Branch's Mobile Breath Alcohol Testing (BATMobiles) units during at least one of the impaired driving checkpoints.

**First Quarter (October, November, December)**

Attend all GHSP meetings and events.

- Conduct a minimum of one County Coordinator meeting.
- Make contact with a minimum of three non-participating/reporting agencies within the Region.
- Collect monthly LECC reports and compile into the regional quarterly report.
- Attend and/or conduct minimum two night time seat belt initiatives.

**Second Quarter (January, February, March)**

Attend all GHSP meetings and events.

- Conduct a minimum of one County Coordinator meeting.
- Make contact with a minimum of three non-participating/reporting agencies within the Region.
- Collect monthly LECC reports and compile into the regional quarterly report.
- Attend and/or conduct minimum two night time seat belt initiatives.

Attend National Lifesavers

**Third Quarter (April, May, June)**

Attend all GHSP meetings and events.

- Conduct a minimum of one County Coordinator meeting.
- Make contact with a minimum of three non-participating/reporting agencies within the Region.
- Collect monthly LECC reports and compile into the regional quarterly report.
- Attend and/or conduct minimum two night time seat belt initiatives.
- Participate in yearly GHSP grant review meeting.

**Fourth Quarter (July, August, September)**

Attend all GHSP meetings and events.

- Conduct a minimum of one County Coordinator meeting.
- Make contact with a minimum of three non-participating/reporting agencies within the Region.
- Collect monthly LECC reports and compile into the regional quarterly report.
- Attend and/or conduct minimum two night time seat belt initiatives.

**AGENCY AUTHORIZING SIGNATURE**

I have read and accept terms and conditions of the grant funding and attached the Grant Agreement. The information supplied in this application is true to the best of my knowledge.

Name: PIN Date: **Note:**

1. Submitting grant application is not a guarantee of grant being approved.
2. Once form has been submitted, it cannot be changed unless it has a status of "Return".

North Carolina Governor's Highway Safety Program  
Agreement of Conditions

This Agreement is made by and between the North Carolina Department of Transportation, hereinafter referred to as the "Department", to include the Governor's Highway Safety Program, hereinafter referred to as "GHSP"; and the applicant agency, for itself, its assignees and successors in interest, hereinafter referred to as the "Agency". During the performance of this contract, and by signing this contract, the Agency agrees as follows:

**A. Federal Provisions**

1. **Equal Opportunity/Nondiscrimination.** The Agency will agree to comply with all Federal statutes and implementing regulations relating to nondiscrimination concerning race, color, sex, religion, national origin, handicaps, and age. These include but are not limited to:
  - (a) Title VI of the Civil Rights Act of 1964;
  - (b) Title IX of the Education Amendments of 1972, as amended;
  - (c) 49 CFR Part 21, Non-Discrimination in Federally-assisted programs of the United States Department of Transportation, hereinafter referred to as "USDOT", as amended;
  - (d) 49 CFR Part 27, Rehabilitation Act of 1973, as amended; and
  - (e) The Age Discrimination Act of 1975, as amended.
2. **Drug Free Workplace.** The Agency agrees to comply with the provisions cited in the Drug-Free Workplace Act of 1988 (49 CFR Part 29 Sub-part F).
3. **Federal Grant Requirements and Contracts.** The Agency shall comply with the following statutes and implementing regulations as applicable:
  - (a) 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
  - (b) 2 CFR 225, Cost Principles for State, Local, and Indian Tribal Governments, 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and all other relevant Federal regulations covering the Highway Safety Program;
  - (c) 5 U.S.C. §§ 1501-1508 and 5 CFR Part 151 "Political Activity of State and Local Offices, or Employees" (Hatch Act); and
  - (d) 23 U.S.C. §§ 313 Buy America
  - (e) NHTSA Highway Safety Grant Funding Guidance, as revised, July 2015 ([www.nhtsa.gov](http://www.nhtsa.gov)) and additions or amendments thereto.
4. **Lobbying.** The Agency agrees to comply with the restrictions of lobbying members of Congress, 18 USC, Section 1913; Section 326 of the FY 2000 DOT Applications Act, prohibiting the use of USDOT Federal funds for "grass roots" lobbying campaigns to encourage third parties, members of special interest groups, or the general public to urge members of a State legislature to support or oppose a pending legislative or appropriations matter.
5. **Audits.**
  - (a) **Audit Required.** Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of 2 CFR 200, Subpart F, § \_\_\_\_.500. Guidance on determining Federal awards expended is provided in 2 CFR 200, Subpart F, § \_\_\_\_.502.
  - (b) **Single Audit.** Non-Federal entities that expend \$750,000 or more in a year in Federal awards shall have a single audit conducted in accordance with 2 CFR 200, Subpart F, § \_\_\_\_.501, except when they elect to have a program-specific audit conducted in accordance with 2 CFR 200, Subpart F, § \_\_\_\_.501, paragraph (c).
  - (c) **Non-Governmental Entities.** Non-governmental entities (not-for-profit and for-profit entities) must adhere to North Carolina General Statute 143-6.1.
6. **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions.**
  - (a) The prospective lower tier participant (the Agency) certifies, by submission of this contract proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Federal Agency.
  - (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this contract proposal.

7. **Conditions for State, Local and Indian Tribal Governments.** State, local and Indian tribal government Agencies shall adhere to the standards established by 49 CFR Part 18, Uniform Administrative Requirements for Grants and Cooperative Contracts to State and Local Governments, and additions or amendments thereto. Agencies shall also adhere to the standards established by the Office of Management and Budget, and in particular, 2 CFR 200, Subpart E, Cost Principles and additions or amendments thereto, for principles for determining costs applicable to grants and contracts with state, local and Indian tribal governments.
8. **Conditions for Institutions of Higher Education.** If the Agency is an institution of higher education, it shall adhere to the standards established by 49 CFR Part 19, Uniform Administrative Requirements for Grants and Contracts with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations and 2 CFR 200, Subpart E, Cost Principles for determining costs applicable to grants and contracts with educational institutions.
9. **Conditions for Non-Profit Organizations.** If the Agency is a non-profit organization, it shall adhere to the standards established by 49 CFR Part 19, Uniform Administrative Requirements for Grants and Contracts with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations and 2 CFR 200, Subpart F, Cost Principles for determining costs applicable to grants and contracts with non-profit organizations.
10. **Conditions for Hospitals.** If the Agency is a hospital, it shall adhere to the standards established by 49 CFR Part 19, Uniform Administrative Requirements for Grants and Contracts with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations and 45 CFR Subtitle A, Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals.

#### B. General Provisions

1. **Contract Changes.** This document contains the entire agreement of the parties. No other contract, either oral or implied, shall supercede this Agreement. Any proposed changes in this contract that would result in any change in the nature, scope, character, or amount of funding provided for in this contract, shall require a written addendum to this contract on a form provided by the Department.
2. **Subcontracts Under This Contract.** The Agency shall not assign any portion of the work to be performed under this contract, or execute any contract, amendment or change order thereto, or obligate itself in any manner with any third party with respect to its rights and responsibilities under this contract without the prior written concurrence of the Department. Any subcontract under this contract must include all required and applicable clauses and provisions of this contract. The Agency must submit any proposed contracts for subcontracted services to the Governor's Highway Safety Program for final approval no less than 30 days prior to acceptance.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment.** In all solicitations, either by competitive bidding or negotiation, made by the Agency for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Agency of the Agency's obligations under this contract. Additionally, Agencies making purchases or entering into contracts as provided for by this contract must adhere to the policies and procedures of 49 CFR 18.36 (Common Rule). Additionally, Agencies making purchases or entering into contracts as provided for by this contract must adhere to the policies and procedures of 49 CFR 18.36 (Common Rule) and Executive Order 150 as it pertains to Historically Underutilized Businesses.
4. **Incorporation of Provisions in Subcontracts.** The Agency shall include the provisions of section A-1 through A-6 of this Agreement in every subcontract, including procurements of materials and leases of equipment, unless exempted by the regulations, or directives issued pursuant thereto. The Agency shall take such action with respect to any subcontract or procurement as the Department, the State of North Carolina, hereinafter referred to as the "State", the National Highway Traffic Safety Administration, hereinafter referred to as "NHTSA", or the Federal Highway Administration, hereinafter referred to as "FHWA", may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Agency becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Agency may request the Department or the State to enter into such litigation to protect the interests of the Department or the State. In addition, the Agency may request the NHTSA or FHWA to enter into such litigation to protect the interests of the United States.

5. **Outsourcing.** All work shall be performed in the United States of America. No work will be allowed to be outsourced outside the United States of America.
6. **Property and Equipment.**
  - (a) **Maintenance and Inventory.** The Agency shall maintain and inventory all property and equipment purchased under this contract.
  - (b) **Utilization.** The property and equipment purchased under this contract must be utilized by the Agency for the sole purpose of furthering the traffic safety efforts of the Agency for the entire useful life of the property or equipment.
  - (c) **Title Interest.** The Department and NHTSA retain title interest in all property and equipment purchased under this contract. In the event that the Agency fails or refuses to comply with the provisions of this Agreement or terminates this contract, the Department, at its discretion, may take either of the following actions:
    - (i) Require the Agency to purchase the property or equipment at fair market value or other mutually agreed to amount; or
    - (ii) Require the Agency to transfer the property or equipment and title of said property or equipment, if any, to the Department or to another Agency, as directed by the Department.
  - (d) **Non-expendable Property.** Non-expendable property is defined as property or equipment having a value of \$5000 or more with a life expectancy of more than one year. Non-expendable property purchased under this contract cannot be sold, traded, or disposed of in any manner without the expressed written permission of the Department.
7. **Promotional, Educational or Other Materials.** If allowed, any promotional, educational or other materials developed using funds from this contract must be reviewed and approved by the GHSP prior to their production or purchase. The cost of these materials is generally limited to a maximum of \$5.00 per item.
8. **Review of Reports and Publications.** Any reports, papers, publications, or other items developed using funds from this contract must be reviewed and approved by the GHSP prior to their release.
9. **Reimbursement.**
  - (a) **General.** Only actual allowable costs are eligible for reimbursement. Claims for reimbursement must be made a minimum of monthly and no more than quarterly via the Grants Management System. Claims for reimbursement not made within the three month threshold are subject to denial. The itemized invoice shall be supported by documentation of costs as prescribed by the Department. Reimbursements will not be processed if other required reports are incomplete or have not been submitted. Failure to submit complete reports by the required deadline may result in denial of reimbursement.
  - (b) **Approval.** The Governor's Highway Safety Program and the Department's Fiscal Section shall approve the itemized invoice prior to payment.
  - (c) **Unapproved Costs.** Any rejected or unaccepted costs shall be borne by the Agency. The Agency agrees that in the event the Department determines that, due to Federal or State regulations that grant funds must be refunded, the Agency will reimburse the Department a sum of money equal to the amount of Federal and State participation in the rejected costs.
  - (d) **Final Claims for Reimbursement.** Final claims for reimbursement must be received by the GHSP within 30 days following the close of the approved contract period. Project funds not claimed by this date are subject to reversion.
  - (e) **Expending Funds Under This Contract.** Under no circumstances will reimbursement be made for costs incurred prior to the contract effective date or after the contract ending date.
10. **Project Costs.** It is understood and agreed that the work conducted pursuant to this contract shall be done on an actual cost basis by the Agency. The amount of reimbursement from the Department shall not exceed the estimated funds budgeted in the approved contract. The Agency shall initiate and prosecute to completion all actions necessary to enable the Agency to provide its share of the project costs at or prior to the conclusion of the project.
11. **Program Income.** The Agency shall account for program income related to projects financed in whole or in part with federal funds in accordance with 49 CFR Part 18. Program income earned during the contract period shall be retained by the Agency and added to the funds committed to the project by the GHSP and be used to further eligible program objectives. Program income must be accounted for separately and the records made available for audit purposes.

12. **Project Directors.** The Project Director, as specified on the signature page of this Agreement, must be an employee of the Agency or the Agency's governing body. Any exception to this provision must have the expressed written approval of GHSP.
13. **Reports Required.**
- (a) **Quarterly Progress Reports.** Unless otherwise directed, the Agency must submit Quarterly Progress Reports to the GHSP, on forms provided by the Department, which reflect the status of project implementation and attainment of stated goals. Each progress report shall describe the project status by quarter and shall be submitted to GHSP no later than fifteen (15) days after the end of each quarter. If the Agency fails to submit a Quarterly Progress Report or submits an incomplete Quarterly Progress Report, the Agency will be subject to having claims for reimbursement withheld. Once a Quarterly Progress Report that substantiates adequate progress is received, cost reimbursement requests may be processed or denied at the discretion of GHSP.
  - (b) **Final Accomplishments Report.** A Final Accomplishments Report must be submitted to the GHSP within fifteen (15) days of completion of the project, on forms provided by the Department, unless otherwise directed. If the Agency fails to submit a Final Accomplishments Report or submits an incomplete Final Accomplishments Report, the Agency will be subject to having claims for reimbursement withheld. Once a Final Accomplishments Report that substantiates adequate progress is received, claims for reimbursement may be processed or denied at the discretion of GHSP.
  - (c) **Audit Reports.** Audit reports required in Section A-5 above shall be provided to the Department within thirty (30) days of completion of the audit.
14. **Out-of-State Travel.**
- (a) **General.** All out-of-state travel funded under this contract must have prior written approval by the Governor's Highway Safety Program.
  - (b) **Requests.** Requests for approval must be submitted to the GHSP, on forms provided by the Department, no less than thirty (30) days prior to the intended departure date of travel.
  - (c) **Agency Travel Policy Required.** For Agencies other than state agencies, out-of-state travel requests must include a copy of the Agency's travel policy, to include allowances for lodging, meals, and other travel-related expenses. For state agencies, maximum allowable subsistence is limited to the prevailing per diem rates as established by the North Carolina General Assembly.
  - (d) **Agenda Required.** Out-of-state travel requests must include a copy of the agenda for the travel requested.
15. **Conditions for Law Enforcement.** In addition to the other conditions provided for in this Agreement, grants to law enforcement agencies are subject to the following:
- (a) **Certifications Required.**
    - (i) **In-car Camera or Video System.** For any in-car camera or video system purchased under this contract, it is required that the operator of that equipment has successfully completed Standardized Field Sobriety Testing training (SFST). A copy of this certificate must be filed with GHSP prior to reimbursement of in-car camera or video systems.
    - (ii) **Radar.** For any radar equipment purchased under this contract, it is required that the operator of that equipment has successfully completed Radar Certification Training. A copy of this certificate must be filed with GHSP prior to reimbursement of radar equipment.
    - (iii) **Alcohol Screening Devices.** For any preliminary alcohol screening devices purchased under this contract, it is required that the operator of that equipment has successfully completed the Alcohol Screening Test Device training offered by the Forensic Test for Alcohol Branch.
  - (b) **Report Required - Monthly Enforcement Data Report.** In addition to the reports mentioned above, law enforcement agencies must submit a Monthly Enforcement Data Report on the form provided by the Department. If the Agency fails to submit a Monthly Enforcement Data Report or submits an incomplete Monthly Enforcement Data Report, the Agency will be subject to having cost reimbursement requests withheld. Once a Monthly Enforcement Data Report that substantiates adequate progress is received, cost reimbursement requests will be processed. The agency head must sign the form. However, the agency head may assign a designee to sign the form by providing written signature authority to the GHSP.
16. **Conditions for Local Governmental Agencies.**
- (a) **Resolution Required.** If the Agency is a local governmental entity, a resolution from the governing body of the Agency is required on a form provided by the Department.
  - (b) **Resolution Content.** The resolution must contain a commitment from the governing body to provide the local funds as indicated in this contract. Additionally, the resolution is required even if the funding

is one hundred percent from federal sources, as it serves as recognition by the governing body of federal funding for purposes of Section A-5 above.

17. **Seat Belt Policy and Use.** Agency must adopt and enforce a seat belt use policy required for all seating positions unless exempted by state law.
18. **Prohibited Interests.** No member, officer, or employee of the Agency during his or her tenure, and for at least one (1) year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof or therefrom.
19. **Continued Federal and State Funding.**
  - (a) **Federal Funding.** The Agency agrees and understands that continuation of this project with Federal funds is contingent upon Federal funds being appropriated by the United States Congress specifically for that purpose. The Agency further agrees and understands that in the event funds originally appropriated by Congress for these grants are subsequently reduced by further acts of Congress, funding to the Agency may be proportionately reduced.
  - (b) **State Funding.** The Agency agrees and understands that continuation of this project with funds from the State of North Carolina is contingent upon State funds being appropriated by the General Assembly specifically for that purpose. The Agency also agrees that any state funds received under this contract are subject to the same terms and conditions stated in this Agreement.
20. **Performance.** All grants provided by the Governor's Highway Safety Program are performance-based and, as such, require that continual progress be made toward the reduction of the number and severity of traffic crashes. Any agency, whose performance is deemed unsatisfactory by the GHSP, shall be subject to the sanctions as provided for in this contract. Additionally, unsatisfactory performance shall be cause for the Department to reduce or deny future funding.
21. **Resolution of Disputes.** Any dispute concerning a question of fact in connection with the work not disposed of by contract by and between the Agency and the Department, or otherwise arising between the parties to this contract, shall be referred to the Secretary of the North Carolina Department of Transportation and the authorized official of the Agency for a negotiated settlement. In any dispute concerning a question of fact in connection with the project where such negotiated settlement cannot be resolved in a timely fashion, the final decision regarding such dispute shall be made by the Secretary of the North Carolina Department of Transportation, with the concurrence of the Federal funding agency, and shall be final and conclusive for all parties.
22. **Department Held Harmless.**
  - (a) **For State Agencies.** Subject to the limitations of the North Carolina Tort Claims Act, the Agency shall be responsible for its own negligence and holds harmless the Department, its officers, employees, or agents, from all claims and liability due to its negligent acts, or the negligent acts of its subcontractors, agents, or employees in connection with their services under this contract.
  - (b) **For Agencies Other Than State Agencies.** The Agency shall be responsible for its own negligence and holds harmless the Department, its officers, employees, or agents, from all claims and liability due to its negligent acts, or the negligent acts of its subcontractors, agents, or employees in connection with their services under this contract.
23. **Records Access and Retention.** The Agency shall provide all information and reports required by the regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Department, the State, NHTSA, or FHWA, as appropriate, to be pertinent to ascertain compliance with such regulations, orders and instructions. Furthermore, the Agency shall maintain such materials during the contract period, and for three (3) years from the date of final payment from the Department, for such inspection and audit. Where any information required of the Agency is in the exclusive possession of another who fails or refuses to furnish this information, the Agency shall so certify to the Department, State, NHTSA, or FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information.
24. **Sanctions for Non-Compliance.** The applicant Agency agrees that if it fails or refuses to comply with any provisions and assurances in this contract, the Department may take any or all of the following actions:
  - (a) Cancel, terminate, or suspend this contract in whole or in part;
  - (b) Withhold reimbursement to the Agency until satisfactory compliance has been attained by the Agency;

- (c) Refrain from extending any further funding to the Agency under this contract with respect to which the failure or refusal occurred until satisfactory assurance of future compliance has been received from the Agency;
  - (d) Refer the case to the United States Department of Justice for appropriate legal proceedings.
- 25. Cancellation, Termination, or Suspension of Contract.**
- (a) **By the Department.** For noncompliance with any of the said rules, regulations, orders or conditions, this contract may be canceled, terminated, or suspended in whole or in part by the Department, by giving the Agency thirty (30) days advanced written notice. The Department, before issuing notice of cancellation, termination, or suspension of this contract, may allow the Agency a reasonable opportunity to correct for noncompliance.
  - (b) **(By the Agency.** The Agency may terminate this contract by providing thirty (30) days advanced written notice to the Department.
- 26. Completion Date.** Unless otherwise authorized in writing by the Department, the Agency shall commence, carry on, and complete the project as described in the approved Highway Safety Project Contract by September 30 of the Federal fiscal year for which it was approved.
- 27. E-Verify requirements.** If this contract is subject to NCGS 143-133.3, the contractor and its subcontractors shall comply with the requirements of Article 2 of Chapter 64 of the NC General Statutes.
- 28. Certification of Eligibility Under the Iran Divestment Act.** Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-55 et seq. requires that each Agency, prior to contracting with the State certify, and the undersigned Agency Authorizing Official on behalf of the Agency does hereby certify, to the following:
- (a) that the Agency is not now and was not at the time of the execution of the Contract dated below identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
  - (b) that the Agency shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
  - (c) that the undersigned Agency Authorizing Official is authorized by the Agency to make this Certification.
- 29. Signature.** By signing below, the Agency agrees to adhere to the terms and conditions of this Agreement.

AGENCY PROJECT DIRECTOR		
NAME	TITLE	ADDRESS
<i>Timothy B. Whitehurst</i>	<i>CORPORAL</i>	<i>106 E. Margaret Ln Hillsborough, N.C. 27278</i>
SIGNATURE	DATE	TELEPHONE NUMBER
<i>Cpl. T. B. Whitehurst</i>	<i>9-1-2016</i>	<i>919-245-2900</i>
AGENCY AUTHORIZING OFFICIAL		
NAME	TITLE	ADDRESS
SIGNATURE	DATE	TELEPHONE NUMBER
AGENCY OFFICIAL AUTHORIZED TO RECEIVE FUNDS		
NAME	TITLE	ADDRESS
SIGNATURE	DATE	TELEPHONE NUMBER

# North Carolina Governor's Highway Safety Program LOCAL GOVERNMENTAL RESOLUTION

WHEREAS, the Orange County Sheriff's Office (herein called the "Agency")  
(The Applicant Agency)

has completed an application contract for traffic safety funding; and that the Orange County Board of County Commissioners  
(The Governing Body of the Agency)

\_\_\_\_\_ (herein called the "Governing Body") has thoroughly considered the problem identified and has reviewed the project as described in the contract;

THEREFORE, NOW BE IT RESOLVED BY THE Orange County Board of County Commissioners IN OPEN  
(Governing Body)

MEETING ASSEMBLED IN THE CITY OF Hillsborough, NORTH CAROLINA,

THIS 4<sup>th</sup> DAY OF October, 20 16, AS FOLLOWS:

1. That the project referenced above is in the best interest of the Governing Body and the general public; and
2. That Sheriff Charles Blackwood is authorized to file, on behalf of the Governing  
(Name and Title of Representative)  
Body, an application contract in the form prescribed by the Governor's Highway Safety Program for federal funding in the amount of \$ 40,000.00 to be made to the Governing Body to assist in defraying  
(Federal Dollar Request)  
the cost of the project described in the contract application; and
3. That the Governing Body has formally appropriated the cash contribution of \$ 0 as  
(Local Cash Appropriation)  
required by the project contract; and
4. That the Project Director designated in the application contract shall furnish or make arrangement for other appropriate persons to furnish such information, data, documents and reports as required by the contract, if approved, or as may be required by the Governor's Highway Safety Program; and
5. That certified copies of this resolution be included as part of the contract referenced above; and
6. That this resolution shall take effect immediately upon its adoption.

DONE AND ORDERED in open meeting by \_\_\_\_\_  
(Chairperson/Mayor)

ATTESTED BY \_\_\_\_\_  
(Clerk)

SEAL

DATE \_\_\_\_\_

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No. 6-f**

**SUBJECT:** Authorization to Declare Solid Waste Management Vehicles Surplus

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**DEPARTMENT:** Solid Waste Management and Asset Management Services

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**ATTACHMENT(S):**

**INFORMATION CONTACT:**

Gayle Wilson, 968-2885  
Jeff Thompson 245-2658  
David Cannell 245-2651

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**PURPOSE:** To consider declaring various Solid Waste Management vehicles surplus.

**BACKGROUND:** The Director of Asset Management Services (AMS) is authorized to declare items surplus up to \$5,000. Currently, the Solid Waste Department has seven vehicles that are/were replaced or are no longer serviceable. Replacement is based upon many factors including mileage, age, intensity of use, the Department's experience with certain pieces of equipment, etc. For example, a front loader with relatively low miles has actually been worked much harder than it would indicate. The engine in the front loader will have excessive amount of service hours due to the way it is operated. A good portion of its life is spent idling as it operates the hydraulics to lift containers to empty garbage into the hopper, backing and maneuvering to position the truck in front of the next container, and operating at low speeds.

It is possible that all the vehicles below may exceed \$5,000 in value thereby requiring Board action to declare them as surplus.

<u>Description</u>	<u>Division</u>	<u>Year</u>	<u>Mileage</u>	<u>Vehicle/Equipment Number</u>
Dump Truck	Sanitation	1991	124,045	1232
Flat Bed Truck	Recycling	2000	114,024	1486
SUV	Environmental Support	2003	187,386	1566
Front Loader	Recycling	2009	96,654	1781
Front Loader	Sanitation	2009	83,917	1775
Front Loader	Sanitation	2009	95,010	1780
Hook Truck	Recycling	2007	223,469	1680

**FINANCIAL IMPACT:** Proceeds from the sale of these items, less any applicable fees, will be returned to the Solid Waste Management Department enterprise fund.

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

**RECOMMENDATION(S):** The Manager recommends that the Board 1) declare the items surplus and 2) authorize the AMS Director to affect the sale of the items through GovDeals.

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No.** 6-g

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**SUBJECT:** Bid Award for the Purchase of Two (2) Hook Lift Trucks

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**DEPARTMENT:** Solid Waste Management

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**ATTACHMENT(S):**

Price List  
Warranty Memorandum

**INFORMATION CONTACT:**

Gayle Wilson, Solid Waste 968-2885  
Gary Donaldson, 245-2453

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**PURPOSE:** To consider awarding a bid to Freightliner of Austin, 1701 Smith Road, Austin, TX for two (2) Hook Lift Trucks, one (1) for the Sanitation Division and the one (1) for the Recycling Division of the Solid Waste Management Department.

**BACKGROUND:** The Solid Waste Management Department equipment replacement schedule calls for the replacement a Sanitation Front-End Loader Truck (#1780 - purchased in FY-2007/08) with a Hook Lift Truck. A Front-End Loader is being replaced by a Hook Lift Truck because of the previously completed Walnut Grove Church Road Waste & Recycling Center and the pending Eubanks Road improvements, which is resulting in additional conversion to roll-off containers from front-end loader dumpster containers. Materials collected include appliances, clean wood, construction and demolition material, furniture, metal, tires and yard waste.

The Department's replacement schedule also calls for the replacement of a Recycling Hook-Lift Truck (#1680- purchased in FY2008-2009). This truck is used to service mixed recycling, rigid plastic and plastic film dumpsters at the 24-hour recycling drop-off sites and monitored waste and recycling convenience centers throughout the County.

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 Texas Local Government Purchasing Cooperative (BuyBoard) is a cooperative purchasing group that meets the requirements of NCGS 143-129(e) (3). The specific contract number is BuyBoard Contract #430-13. The terms of the contract call for items to be sold and serviced through a local dealer bid. Triad Freightliner and Carolina Environmental Systems have been identified as the local dealers (See attached letter).

Staff compiled a list of specifications that meet the County's needs and compared these specifications to information on units bid by the Texas Local Government Purchasing Cooperative. There were no noted deficiencies and staff determined that all specifications met the County's needs. The recommended units consist of 2017 Freightliner 122SD Cab and Chassis with a Swaploader SL650 Hook Lifts at a per unit cost of \$203,488. The Pricing Sheet and Warranty Memorandum are attached.

Action Agenda Item Number 6-f requests the BOCC to declare Truck #1780 and #1680 as surplus once the new trucks are received and put into service as they will likely exceed the \$5,000 value threshold.

**FINANCIAL IMPACT:** The purchase price of each Hook Lift Truck along with recommended options is \$203,488 for a total of cost of \$406,976 for two (2) units. The debt finance purchase of these trucks was included in the adopted 2016-17 Solid Waste Budget, and if approved, will be part of the Spring 2017 financing package.

**SOCIAL JUSTICE IMPACT:** There is no Orange County Social Justice Goal impact associated with the purchase of these trucks.

**RECOMMENDATION(S):** The Manager recommends that the Board approve awarding the purchase of two (2) Hook Lift Trucks to Freightliner of Austin, TX at a delivered cost of \$203,488 each for a total of \$406,976. The Manager also recommends that the Board: 1) declare Truck #1780 and #1680 surplus after receipt of the new trucks and 2) authorize the AMS Director to affect the sale of these items through GovDeals.



### FREIGHTLINER OF AUSTIN

1701 Smith Rd. (Hwy. 183 So.)  
Austin, Texas 78721

Bus: 512-389-0000  
FAX: 512-389-2663  
Wats: 1-800-395-2005

Invoice Number

Date: 8-1-2016

PURCHASING NAME Orange County		TELEPHONE 919-932-2988	
ADDRESS 200 S Cameron St	CITY Hillsborough	STATE NC	ZIP CODE 27278

YEAR	MAKE	MODEL/BODY	VIN	LICENSE PLATE
2017	Freightliner	122SD	Order	

MILEAGE:	
Tx Buy Board Contract 430-13	
2017 Freightliner 122SD chassis per specs provided	138,142.00
Swaploader Hook lift model SL650 per quote CES Dated 8-1-16	58,700.00
Extended engine, trans, and towing warranty	4,846.00
2 Spare alum wheels	1,400.00
Tx Buy Board fee (per PO)	\$400.00

**Disclaimer of Warranties**

Any warranties on the products sold hereby are those made by the factory. The Seller, Freightliner of Austin, hereby expressly disclaims all warranties, either expressed or implied including any implied warranty of merchantability or fitness for a particular purpose, and Freightliner of Austin, neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this vehicle.

CUSTOMER SIGNATURE *Tom Standard 8-16-16*  
SALESMAN SIGNATURE Tom Standard 512-468-7270

CONTRACTUAL DISCLOSURE STATEMENT FOR USED VEHICLE ONLY. \*The information you see on the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale.\*

MILEAGE:		TRADE-IN	
YEAR	MAKE	MODEL/BODY	VIN
MILEAGE:		TRADE-IN	
YEAR	MAKE	MODEL/BODY	VIN

		TOTAL	203,488.00
PAYOFF TO:		Trade Allowance	
ADDRESS:		Trading Difference	
		Sales Tax	
GOOD UNTIL:		Vehicle Inventory Tax	
QUOTED BY:		License Fee	
SHOW LEIN TO:		Body Type:	Documentary Fee
ADDRESS:		License Wt.:	Federal Excise Tax
		State Insp.:	TOTAL SALE PRICE 203,488.00
DATED:	LIEN AMOUNT \$	License:	Payoff on Trade
DRAFT FOR \$		Title:	Ext. Service Agreement
DRAFT THRU:		Transfer:	Less Deposit
ADDRESS:		Total Balance Due	203,488.00

**Carolina Environmental Systems, Inc.**

*306 Pineview Rd, Kernersville, NC 27284*  
*2701 White Horse Rd, Greenville, SC 29611*  
*800-239-7796*

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8-16-16

To: Orange County Solid Waste  
Attn: Jamie Rogers  
Ref: hook lift warranty coverage

Recap of quote of 7-26-16 Freightliner of Austin

Swaploader base hoist 48 months on parts, 1 year on labor  
Pioneer tarp system 12 months  
PTO 6 months  
Pump 12 months  
CES mounting 6 months

Freightliner base warranty 12 months  
" towing 12 months  
Detroit engine 60 month/200,000 miles extended EW4 program  
Allison transmission 60 months extended, unlimited  
Meritor rear axles 24 months  
Frame warranty 60 months

We appreciate the opportunity to submit this quotation. If you have questions or need additional information, please do not hesitate to contact me.

Sincerely,

***Matt Keeble***

Matt Keeble

Cc: Tom Standard

**DISTRIBUTORS for**  
**Heil, Schaefer, Busch Systems, Pac-Mac, Schwarze, SwapLoader, Pak\*Rat,**  
**Galbreath, Pioneer**

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No.** 7-a

**SUBJECT:** Approval of 2017 Schedule of Values

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**DEPARTMENT:** Tax Administration

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**ATTACHMENT(S):**

Order of Adoption

**INFORMATION CONTACT:**

Dwane Brinson, Tax Administrator,  
919-245-2726

**UNDER SEPARATE COVER**

***2017 Reappraisal Schedule of Values***

***ON FILE IN TAX ADMINISTRATION***

***OFFICE AND CLERK'S OFFICE AND***

***AVAILABLE ELECTRONICALLY AT:***

<http://www.orangecountync.gov/departments/tax/reevaluation.php>

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**PURPOSE:** To adopt an Order of Adoption approving the proposed 2017 Reappraisal Schedule of Values.

**BACKGROUND:** The proposed 2017 Schedule of Values was presented to the Board at the September 6, 2016 regular meeting. On September 7, 2016 the Tax Assessor advertised in the News of Orange, Herald Sun, and Chapel Hill News notice of the availability of the Schedule of Values for public inspection, and the date of the public hearing on the Schedule of Values. The Board held the public hearing regarding the Schedule of Values on September 20, 2016 regular meeting.

Per North Carolina General Statute (NCGS) 105-317(c)(1), "the [Tax] Assessor shall submit the proposed schedules, standards, and rules to the board of county commissioners not less than 21 days before the meeting at which they will be considered by the board. On the same day that they are submitted to the board for its consideration, the assessor shall file a copy of the proposed schedules, standard, and rules in his [or her] office where they shall remain available for public inspection."

In addition, NCGS 105-317(c)(2) states "upon receipt of the proposed schedules, standards, and rules, the board of commissioners shall publish a statement in a newspaper having general circulation in the county stating:

- a. That the proposed schedules, standards, and rules to be used in appraising real property in the county have been submitted to the board of county commissioners and are available for public inspection in the assessor's office; and

- b. The time and place of a public hearing on the proposed schedules, standard, and rules that shall be held by the board of county commissioners at least seven days before adopting the final schedules, standards, and rules.”

The timeline for the 2017 Reappraisal Schedule of Values adoption process is as follows:

- September 6, 2016: Submission to Orange County Board of Commissioners
- September 7, 2016: Advertise in newspaper
- September 20, 2016: Public hearing on SOV
- October 4, 2016: Adoption of SOV
- October 5, 2016: Publish 1<sup>st</sup> notice of adoption
- October 12, 2016: Publish 2<sup>nd</sup> notice of adoption
- October 19, 2016: Publish 3<sup>rd</sup> notice of adoption
- October 26, 2016: Publish 4<sup>th</sup> notice of adoption
- November 3, 2016: Last day for taxpayer to appeal the SOV

**FINANCIAL IMPACT:** There is no Financial Impact associated with this item.

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

**RECOMMENDATION(S):** The Manager recommends that the Board adopt and authorize the Chair to sign the attached Order of Adoption approving the proposed 2017 Reappraisal Schedule of Values and direct staff to publish in The Herald Sun, News of Orange and Chapel Hill News the proper advertisements concerning the notice of adoption.

ORDER ADOPTING THE SCHEDULES OF RULES,  
STANDARDS AND VALUES FOR MARKET VALUE  
AND PRESENT-USE VALUE

WHEREAS, pursuant to N.C.G.S. 105-286, all real property in Orange County will be reappraised in accordance with the provisions of N.C.G.S. 105-283 and N.C.G.S. 105-317 as of January 1, 2017; and

WHEREAS, pursuant to the provisions of N.C.G.S. 105-317, the Tax Administrator submitted the proposed Schedules of Rules, Standards and Values for Market Value and Present-Use Value to the Board of County Commissioners on September 6, 2016; and

WHEREAS, notice of submission to the Board of County Commissioners and the date of a required public hearing was advertised in the Chapel Hill News, Durham Herald Sun and News of Orange on September 7, 2016; and

WHEREAS, a public hearing on the proposed Schedules of Rules, Standards and Values was held on September 20, 2016;

NOW, THEREFORE, IT IS ORDERED that the submitted Schedules of Rules, Standards and Values to be used in appraising all real property located in Orange County as of January 1, 2017 is hereby adopted. Notice of this order of adoption shall be published once per week for four consecutive weeks in the Chapel Hill News, Durham Herald Sun and News of Orange. The adopted Schedules of Rules, Standards and Values shall be appealable to the State Property Tax Commission for thirty days, ending November 3, 2016. The adopted Schedules of Rules, Standards and Values is available for public inspection at the Orange County Tax Office, 228 S. Churton Street, Hillsborough, NC; Clerk to the Board of Commissioners, 200 S. Cameron Street, Hillsborough; all Orange County Public Libraries, the Chapel Hill Public Library, and electronically on the Orange County website.

So ordered this 4<sup>th</sup> day of October, 2016.

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Earl McKee, Chair  
Orange County Board of Commissioners

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No. 8-a**

**SUBJECT:** Discussion of the Proposed Orange County FY 2016 - 2020 Affordable Housing Strategic Plan

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**DEPARTMENT:** Housing, Human Rights and Community Development

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**ATTACHMENT(S):**

- 1) Options for Allocating Units by Income Targets
- 2) Draft Orange County Scoring Criteria (Matrix) with Listed Criteria Specific to Orange County and Discussed by the Board
- 3) Orange County Bond Criteria (as Amended)

**INFORMATION CONTACT:**

Audrey Spencer-Horsley, Director,  
Housing, Human Rights and Community  
Development, (919) 245-2492

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**PURPOSE:** To discuss the Draft of the *Proposed Orange County FY 2016 - 2020 Affordable Housing Strategic Plan* income targets and proposed scoring criteria for affordable housing projects that would be funded using affordable housing bond funding or other County funds available for affordable housing projects (A separate proposal is being created for a land banking strategy using the funds allocated in the Capital Investment Plan for that purpose including a specific strategy related to mobile home parks.).

**BACKGROUND:** On April 5, 2016 the Orange County Board of Commissioners (Board) received the *Proposed 2016 – 2020 Affordable Housing Strategic Plan* (Plan) that has been developed as the County's long-range vision for addressing affordable housing needs over the next five (5) years. After receiving an overview of the Plan by the Director of Housing, Human Rights and Community Development (Director) and public comment, the Board requested that the Director conduct additional community outreach on the Plan prior to holding a work session scheduled for May 10, 2016.

At the May 10, 2016 work session, the Board discussed all the recommendations of the Plan.

In follow-up to the Board's discussion above on the Plan recommendations, the Board held a work session on September 8, 2016. For the work session there were two major items that the Board had requested additional information and recommendations from staff:

- a mobile home strategy and
- the process for going forward with the Greene Tract (An update and options for the Greene Tract was also the subject of the second Item for the September 8<sup>th</sup> Work Session).

Staff included a few other discussion items for further clarification in moving forward:

- the Board's criteria and priorities on the use of land banking,
- moving forward on use of County owned property,
- planning initiatives to further affordable housing,
- the county's 1,000 units goal and special needs housing; and
- criteria or other areas of emphasis the Board would like included to address affordable housing needs in the county

Staff also included in the material examples of innovations and successes from other communities particularly with regard to use of mobile homes to meet special affordable housing needs.

To facilitate the discussion of the above items during the September 8<sup>th</sup> work session, staff provided the Board with six questions:

Question #1: Are there any additional questions or priorities regarding the shared Goal of 1,000 Affordable Assisted Units over the next five years (through community, nonprofit, intergovernmental and private sector partnerships)?

Following discussion of Question #1, the Board requested that staff, in consultation with nonprofit representatives of the Orange County Affordable Housing Coalition (Coalition), draft a matrix (Attachment 1) that incorporates a range of incomes and target populations that would include work force housing and small business owners for example as well as populations with very low incomes and special needs within the County's goal of helping to create 1,000 units.

Staff met with representatives of the Coalition to discuss target populations and a scoring matrix. Amid the discussion the evaluation criteria used by the Town of Chapel Hill for its funded affordable housing projects was discussed. The general consensus of the nonprofit representatives was that the Town's criterion was workable and represented a transparent and objective process. Town staff indicated that their criteria had been adapted from the County's Bond evaluation criteria attached (Attachment 3). It was also discussed that projects should be opportunity driven until target priorities are met.

Question #2: What are the Board's criteria and priorities for land banking?

Question #3: With regard to mobile homes, are the strategies provided viable options to consider and what are the concerns and the guidance by the Board?

During discussion of Questions #2 and #3, the Board clarified that the initial \$1 million set aside in the County's *Capital Investment Plan* was intended to specifically be utilized for land banking associated with mobile home strategies. The Board consensus was that any other funds set aside for affordable housing land banking could be utilized more flexibly.

On September 19<sup>th</sup>, a staff team met to begin developing parameters for land banking in relation to manufactured housing strategies and other affordable housing using the County's Lands Legacy Program model from the Department of Environment, Agriculture, Parks and Recreation. The team will report back in November 2016.

Question #4: Staff is ready to move to next steps for use of some of County owned land and prepare request for proposals (with the exception of the two largest properties, the Greene tract and Southern Human Services Campus). Is the Board in agreement with staff proceeding?

Question #5: Are there other planning issues and opportunities the Board believes need to be pursued or is staff proceeding on the right track?

With regard to Questions, #4 and #5, following discussion by the Board, there was general consensus that staff could proceed on these items.

Question #6: Are there any other major areas of emphasis or criteria the Board would like considered for addressing affordable housing in the County?

The Board recommended that the criteria summarized in relation to Question #6 be considered in developing a matrix and criteria to evaluate affordable housing projects. Draft evaluation criteria are provided (Attachment 2). For the Board's information, a copy of the evaluation criteria (as amended) used for the last County Bond funded projects is also attached (Attachment 3).

Following discussion by the Board, staff requests approval to prepare the final draft of the Plan incorporating Board guidance and community comments. The Plan is intended to be a living document and will need to be implemented in phases. Following the Board's approval of the Plan; staff will bring back to the Board detailed work plans and metrics in consultation and collaboration with community and municipal partners and County agencies.

**FINANCIAL IMPACT:** There is no financial impact regarding the discussion of the *Proposed 2016 – 2020 Affordable Housing Strategic Plan*.

**SOCIAL JUSTICE IMPACT:** The following Orange County Social Justice Goals are 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.

The creation and preservation of affordable housing options helps to meet a basic need and advances economic self-sufficiency.

- **GOAL: CREATE A SAFE COMMUNITY**  
The reduction of risks from vehicle/traffic accidents, childhood and senior injuries, gang activity, substance abuse and domestic violence.

Affordable housing options allow individuals to reduce risks associated with being unhoused.

- **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.

**RECOMMENDATION(S):** The Manager recommends that the Board review and discuss the information provided on the *Proposed 2016 – 2020 Affordable Housing Strategic Plan* and provide direction to staff.



DRAFT

Attachment 1

**Bond Funds to Help the County Reach a Countywide Shared Goal of 1,000  
Affordable Housing Units in Five Years: 2016 – 2020**

**OPTION: TARGETING INCOME and SPECIAL NEEDS by #UNITS and TYPE**

Household Income Range	Target Units	Percent of Units	Examples of Population Served
0 to < 30%	250 (all new rental)	25%	Minimum Wage Earners, Childcare Providers, Restaurant Service Workers and Artists
<30% to ≤ 50% Area Median Income	250 (all new rental)	25%	Maintenance Workers, Nursing Assistants and Health Aides, Teacher Assistants and Construction Helpers
≥ 50% to ≤ 80% of Area Median Income	250 (rental and homeowner; new and existing units)	25%	Workforce employees, teachers, small business owners and first responders
<b>Special Needs Populations</b>	250 (all new rental)	25%	Residents with disabilities, older adults/seniors, residents experiencing or at risk of homelessness, and victims/survivors of domestic violence
<b>Total</b>	1,000		

**U.S. Department of Housing and Urban Development (HUD) Income Limits as of April 13, 2016:**

**Area median income for Orange County is \$74,900 (family of four)**

**30%-\$21,200**

**50%-\$35,350**

**60%-\$42,420**

**80%-\$56,550**



<b>Attachment 2</b>
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**Bond Funds to Help the County Reach a Countywide Shared Goal of 1,000 Affordable Housing Units in Five Years: 2017 – 2020**

**DRAFT**

**PROPOSED AFFORDABLE HOUSING PROGRAM EVALUATION: SCORING CRITERIA**

**A. Income Targeting and Special Needs (45 points)**

Household Income Range	Points to be Awarded
0 to < 30%	25
<30% to ≤50% of Area Median Income	15
≥ 50% to ≤ 80% of Area Median Income	10
<b>Special Needs Populations</b>	20

**B. Leveraging (~~45~~20 points)**

Percent Funded by Bonds and Other County Funding	Points to be Awarded
60 – 80%	3
40 – 59%	6
20 – 39%	9
10 – 19%	15
<10%	20

Other Criteria	Points to be Awarded
1. The project pays property taxes	2
2a. The project repays the bond funds – principal only.	5
2b. The project repays the bond funds – both principal and interest.	10
3. The Project is a Mixed Income Project: <u>The project serves more than one income category and minimizes the concentration of affordable housing projects in a particular geographic area.</u>	<del>5</del> 10
4. The Project is a Mixed Use Project: <u>The project includes uses in addition to residential uses that offer access to employment opportunities and other day to day needs.</u>	10

### C. Design (20 points)

#### Building Design

Scoring Criteria	Maximum Points to Be Awarded
1. The project <u>meets or</u> exceeds the NC Housing Finance Agency Energy Efficiency Criteria.	3
2. The project is accessible to needed services for the target population such as healthcare, schools, and or grocery shopping.	4
3. The project provides for handicap accessibility and/or utilizes the principles of Universal Design in the building design.	3
4. Additional points may be awarded for meeting aspects associated with functionality and maintenance.	2
5. <u>The project is connected to <del>Water-water</del> and sewer <del>service are or will connect to existing service.</del> available</u>	4
6. Public transportation and related facilities and improvements are available where applicable, e.g., bus shelter, accessible stops, etc.	4

#### Community Design (10)

Scoring Criteria	Maximum Points to be Awarded
7. The project contributes to a mix of housing within an existing neighborhood.	3
8. Additional points may be awarded for criteria associated with building appearance, quality of construction, compatibility with surrounding housing, ability to foster a sense of a secure community, and contributes to neighborhood revitalization and or affordable housing preservation. (Details must be provided by applicant)	3
9. Environmental impacts are identified with plans included to adequately address minimizing impact on environment, e.g. reuse of building materials recycling, storm water management and water conservation.	4

### D. Community Sponsorship/Support (25 points)

Scoring Criteria	Maximum Points to be Awarded
1. The applicant can submit explicit evidence that they coordinated the application with other organizations to complement and/or support the proposed project.	8
2. The applicant involved the intended beneficiaries of the project in the planning process and describes outreach and marketing plan to be inclusive.	7
3. The applicant can demonstrate that it has been actively involved, or describes the steps it will take to become actively involved in the Community's Consolidated Planning process to identify and address a housing need or problem that is related in whole or part to the proposed	5

project.	
4. The applicant has developed, or describes plans to develop linkages with other community activities so solutions are holistic and comprehensive.	5

**E. Project Feasibility (30 points)**

<b>Scoring Criteria</b>	<b>Maximum Points to be Awarded</b>
1. The applicant can demonstrate site control, zoning, compliance, and a timely construction schedule that is feasible.	10
2. Funding (other than bond <u>or other County</u> funding) is in place at the time of application.	10
3. The applicant's proposal is complete and presents a proposed project budget that is reasonable and is based on reasonable assumptions.	10

**F. Developer Experience (25 points)**

<b>Scoring Criteria</b>	<b>Maximum Points to be Awarded</b>
1. Experience of the applicant in carrying out projects of comparable scope and nature (e.g., new construction, rental housing, rehabilitation, etc.) to that proposed, and has met regulatory compliance for prior projects.	10
2. Applicant has proposed a team with demonstrated development, managerial and financial management capabilities in prior projects.	5
3. Applicant has successful record of meeting proposed budgets and timetables.	10

**TOTAL POTENTIAL POINTS: 200**

**ADDITIONAL COMMENTS:**

# HOUSING BOND PROGRAM EVALUATION FORM

Applicant \_\_\_\_\_  
Reviewer \_\_\_\_\_

## A. Income Targeting (25 points)

Household Income Range	Points to be Awarded
< 30 % of Area Median Income (25)	
< 60 %, but $\geq$ 30 % of Area Median Income (20)	
< 80 %, but $\geq$ 60 % of Area Median Income (15)	

## B. Leveraging (20 points)

Percent Funded by Bonds	Points to Be Awarded
60 – 80 % (3)	
40 – 59 % (6)	
20 – 39 % (9)	
10 – 19 % (12)	
< 10 % (15)	

Other Criteria	Points to Be Awarded
1. The project pays property taxes (2)	
2a. The project repays the bond funds—principal only (2)	
2b. The project repays the bond funds – both principal and interest (3)	

## C. Design (15 points)

### Building Design

Scoring Criteria	Maximum Points to be Awarded
1. The project exceeds the NC Housing Finance Agency Energy Efficiency Criteria. (Attachment 4) (3)	
2. The project is accessible to needed services for the target population such as healthcare, schools or public transportation. (2)	
3. The project provides for handicap accessibility and/or utilizes the principles of Universal Design in the building design. (See Attachment 5 for further details). (3)	
4. Additional points may be awarded for meeting aspects associated with functionality and maintenance. (Details must be provided by applicant) (2)	

### Community Design

Scoring Criteria	Maximum Points to be Awarded
5. The project contributes to a mix of housing within an existing neighborhood. (2)	
6. Additional points may be awarded for criteria associated with building appearance, quality of construction, compatibility with surrounding housing, ability to foster a sense of a secure community, and contributes to neighborhood revitalization. (Details must be provided by applicant) (3)	

**D. Community Sponsorship/Support (10 points)**

<b>Scoring Criteria</b>	<b>Maximum Points to be Awarded</b>
1. The applicant can submit evidence that they coordinated the application with other organizations to complement and/or support the proposed project (please be explicit). (3)	
2. The applicant involved the intended beneficiaries of the project in the planning process. (2)	
3. The applicant can demonstrate that it has been actively involved, or describes the steps it will take to become actively involved in the Community's Consolidated Planning process to identify and address a housing need or problem that is related in whole or part to the proposed project. (2)	
4. The applicant has developed, or describes the plans to develop linkages with other community activities, programs or projects related to the proposed project (i.e. support services) to coordinate its activities so solutions are holistic and comprehensive. (3)	

**E. Project Feasibility (15 points)**

<b>Scoring Criteria</b>	<b>Maximum Points to be Awarded</b>
1. The applicant can demonstrate site control, zoning compliance, and a timely construction schedule that is feasible-4	
2. Funding (other than bond funding) is in place at the time of application (4)	
3. The applicant's proposal is complete and presents a proposed project budget that is reasonable and is based on reasonable assumptions (7)	

**F. Developer Experience (15 points)**

<b>Scoring Criteria</b>	<b>Maximum Points to be Awarded</b>
1. Experience of the applicant in carrying out projects of comparable scope and nature (e.g., new construction, rental housing, rehabilitation, etc.) to that proposed, and has met regulatory compliance for prior projects. (5)	
2. Applicant has proposed a team with demonstrated development, managerial, and financial management capabilities in prior projects. (5)	
3. Applicant has successful record of meeting proposed budgets and timetables. (5)	

**Additional Comments:**

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No.** 11-a

**SUBJECT:** Hillsborough Planning Board – Appointment

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**DEPARTMENT:** Board of Commissioners

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**ATTACHMENT(S):**

Member Roster  
Resolution  
Application for Person Recommended  
Application Interest List  
Applications for Persons on the Interest  
List

**INFORMATION CONTACT:**

Clerk's Office, 919-245-2130

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**PURPOSE:** To consider making an appointment to the Hillsborough Board of Adjustment.

**BACKGROUND:** The following information is for Board consideration:

- Appointment to a first full term (position #1) "Alternate Hillsborough ETJ / County" for Carl Edward Sain expiring 10/31/2019.

POSITION NO.	NAME	SPECIAL REPRESENTATIVE	EXPIRATION DATE
1	Carl Edward Sain	Hillsborough ETJ / County	10/31/2019

**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 Hillsborough Planning Board.

# Board and Commission Members

## And Vacant Positions

### ***Hillsborough Planning Board***

Meeting Times: 7:00 pm third Thursday of each month

Terms: 2

Contact Person: Margaret Hauth, Planning Director,

Meeting Place: the Hillsborough Barn

Positions: 3

Length: 3 years

Contact Phone: 919-732-1270 x 86

Description: The Board of Commissioners appoints three County residents to positions on this board. Applicants to this board should reside in Hillsborough Township. The board acquires and maintains information in order to understand past trends, prepare and amend the comprehensive plan for the development of the area, and prepare and recommend ordinances promoting orderly development. One In-Town seat is a Liaison from the Hillsborough Board of Adjustment and floats.

#### **Erin Eckert**

1

1811 Rams Way  
Hillsborough NC 27278

Day Phone: 919-768-3155

Evening Phone: 919-245-3777

FAX:

E-mail: elm.eckert@gmail.com

Sex: Female

Race: Caucasian

Township: Chapel Hill

Resid/Spec Req: Hillsb. ETJ

Special Repr: County

First Appointed: 10/19/2010

Current Appointment: 11/19/2013

Expiration: 10/31/2016

Number of Terms: 2

#### **Lisa Frazier**

2

810 Latimer Street  
Hillsborough NC 27278

Day Phone: 919-286-6960

Evening Phone: 919-695-6348

FAX:

E-mail: lmfrazier04@yahoo.com

Sex: Female

Race: African American

Township: Hillsborough

Resid/Spec Req: Hillsb. ETJ

Special Repr: County

First Appointed: 02/16/2016

Current Appointment: 02/16/2016

Expiration: 10/31/2018

Number of Terms: 1

#### **Janie Morris**

3

1318 Farmview Road  
Hillsborough NC 27278

Day Phone: 919-732-7125

Evening Phone:

FAX:

E-mail: librper@netzero.net

Sex: Female

Race: Caucasian

Township: Hillsborough

Resid/Spec Req: Hillsb. ETJ

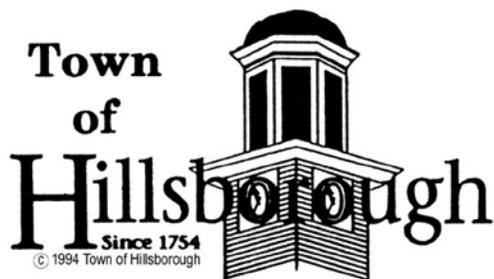
Special Repr: County

First Appointed: 05/03/2011

Current Appointment: 05/20/2014

Expiration: 05/31/2017

Number of Terms: 2



**RESOLUTION REQUESTING APPOINTMENT  
TO AN EXTRATERRITORIAL JURISDICTION SEAT  
ON THE HILLSBOROUGH PLANNING BOARD**

WHEREAS, as a result of the end of a term, it is necessary to appoint a volunteer to a seat reserved on the Hillsborough Planning Board for persons residing within the town's extraterritorial planning jurisdiction; and

WHEREAS, by state statute and town ordinance, the Orange County Board of Commissioners initially has the authority and responsibility to appoint ETJ members to the town's Planning Board; and

WHEREAS, the Town began recruiting for the position in June, but only received interest from residents outside the ETJ;

**NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH RESOLVES:**

Section 1. The Orange County Board of Commissioners is respectfully requested to appoint the following individual to an ETJ seat on the Hillsborough Planning Board, whose term would expire in October 31, 2019:

Mr. Carl Edward Sain  
1010 US 70 A East  
Hillsborough, NC 27278

Section 2. If the Orange County Board of Commissioners fails to appoint persons willing to serve in the capacity described above within 90 days after receiving this resolution, then the Hillsborough Town Board may make this appointment.

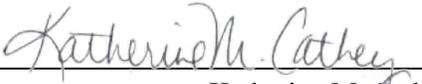
Section 3. The Town Clerk shall send a copy of this resolution to the Orange County Manager.

Section 4. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote received the following vote and was duly adopted this 12<sup>th</sup> day of September, 2016.

Ayes:   5    
Notes:   0    
Absent or excused:   0  

I, Katherine M. Cathey, Town Clerk of the Town of Hillsborough, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Hillsborough Town Board of Commissioners on September 12, 2016.

  
\_\_\_\_\_  
Katherine M. Cathey  
Human Resources Director/Town Clerk

## Volunteer Application Orange County Advisory Boards and Commissions

**Name:** Carl Edward Sain  
**Name Called:**  
**Home Address:** 1016 US 70A East  
 Hillsborough NC 27278  
**Phone (Day):** 919-732-9245  
**Phone (Evening):**  
**Phone (Cell):**  
**Email:** csain59@gmail.com  
**Place of Employment:** Retired  
**Job Title:** Retired  
**Year of OC Residence:** 2000  
**Township of Residence:** Hillsborough  
**Zone of Residence:** County  
**Sex:** Male  
**Ethnic Background:** Caucasian

### Community Activities/Organizational Memberships:

### Past Service on Orange County Advisory Boards:

### Boards/Commissions applied for:

#### Hillsborough Planning Board

##### Background, education and experience relevant to this board:

Have worked as master mechanic for Ford and Chevrolet  
 Volunteer Experience:  
 Have served on board of adjustment for 7 years in Hillsborough  
 Educational Experience:  
 High school diploma and auto technical training

##### Reasons for wanting to serve on this board:

To help our town with planning growth of our town

##### Conflict of Interest:

### Supplemental Questions:

Work Experience: 1192-present Ray Motor Company, 1982-1992 Don Lacefield Dealership, Shop Foreman

Volunteer Experience: Non-profit Car Club (Board Member) Active Church Member (New Sharon Church) Former Moose Lodge Member Toys fo Tots

Education: High School Graduate Automotive Continuing Education

### Other Comments:

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Interested in assisting with decisions made towards Hillsborough's future growth. Resident of Orange County for 46 years. STAFF COMMENTS: Originally applied for Hillsborough Board of Adjustment and Hillsborough Planning Board on the Town of Hillsborough site, was forwarded from Margaret Hauth 1/2008. ADDRESS VERIFICATION: 401 Rock Garden Lane, Hillsborough is Hillsborough Township.

**This application was current on:** 7/19/2016

**Date Printed:** 9/19/2016

# Applicant Interest Listing

by Board Name and by Applicant Name

## *Hillsborough Planning Board*

Contact Person: Margaret Hauth, Planning Direc  
Contact Phone: 919-732-1270 x 86

<p><b>Carolyn Helfrich</b> 1233 Highland Loop Hillsborough NC 27278</p> <p>Skills: Social Work Skills: Teacher</p>	<p>Day Phone: 757-871-6092 Evening Phone: Cell Phone: E-mail: Carolyn.helfrich@gmail.com</p> <p>Also Serves On: Also Serves On:</p>	<p>Sex: Female Race: Other Township: Hillsborough Res. Eligibility: Hillsborough ETJ Date Applied: 05/23/2016</p>
<p><b>Greg Hughes</b> 1601 Dunn Place Hillsborough NC 27278</p> <p>Skills:</p>	<p>Day Phone: 9199286438 Evening Phone: 9199286438 Cell Phone: 9199286438 E-mail: Hugo1380@gmail.com</p> <p>Also Serves On:</p>	<p>Sex: Male Race: Caucasian Township: Hillsborough Res. Eligibility: Date Applied: 08/01/2016</p>
<p><b>Frank Reynolds</b> 400 Settlers Trace Hillsborough NC 27278</p> <p>Skills:</p>	<p>Day Phone: (919)698-2148 Evening Phone: (239)470-7165 Cell Phone: (919)698-2148 E-mail: rscout1out@aol.com</p> <p>Also Serves On:</p>	<p>Sex: Male Race: Caucasian Township: Eno Res. Eligibility: County Date Applied: 06/02/2016</p>
<p><b>Carl Edward Sain</b> 1016 US 70A East Hillsborough NC 27278</p> <p>Skills:</p>	<p>Day Phone: 919-732-9245 Evening Phone: Cell Phone: E-mail: csain59@gmail.com</p> <p>Also Serves On:</p>	<p>Sex: Male Race: Caucasian Township: Hillsborough Res. Eligibility: County Date Applied: 07/19/2016</p>
<p><b>Dr. Edward Stirman</b> 554 E Hatterleigh Ave Hillsborough NC 27278</p> <p>Skills:</p>	<p>Day Phone: 919-241-4912 Evening Phone: 919-241-4912 Cell Phone: 423-677-3295 E-mail: monty.stirman@gmail.com</p> <p>Also Serves On:</p>	<p>Sex: Male Race: Caucasian Township: Eno Res. Eligibility: County Date Applied: 05/08/2016</p>

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# Applicant Interest Listing

by Board Name and by Applicant Name

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## *Hillsborough Planning Board*

Contact Person: Margaret Hauth, Planning Direc  
Contact Phone: 919-732-1270 x 86

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Rev. James Suber  
600 S. Charlton St  
Hillsborough NC 27278

Day Phone: 7705478154  
Evening Phone: 7705478154  
Cell Phone: 7705478154  
E-mail: jamesuber@hotmail.com

Sex: Male  
Race: African American  
Township: Hillsborough  
Res. Eligibility: Hillsborough ETJ  
Date Applied: 05/20/2016

Skills:

Also Serves On:

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## Volunteer Application Orange County Advisory Boards and Commissions

**Name:** Carolyn Helfrich  
**Name Called:**  
**Home Address:** 1233 Highland Loop  
 Hillsborough NC 27278  
**Phone (Day):** 757-871-6092  
**Phone (Evening):**  
**Phone (Cell):**  
**Email:** Carolyn.helfrich@gmail.com  
**Place of Employment:** Weaver St. Mkt  
**Job Title:** Clerk  
**Year of OC Residence:** 2008  
**Township of Residence:** Hillsborough  
**Zone of Residence:** Hillsborough ETJ  
**Sex:** Female  
**Ethnic Background:** Other

### Community Activities/Organizational Memberships:

Recently retired teacher, work at Weaver St. mkt

### Past Service on Orange County Advisory Boards:

#### Boards/Commissions applied for:

##### Hillsborough Planning Board

###### Background, education and experience relevant to this board:

As a life long walker and cyclist, I would be able to help make this community plan for these as well as possible expanded public transportation as Hillsborough grows.

###### Reasons for wanting to serve on this board:

###### Conflict of Interest:

##### Advisory Board on Aging

###### Background, education and experience relevant to this board:

As a person who is aging I recognize the necessity of recognizing how this process effects people physically and mentally. I have worked as a geriatric social worker and am a long time believer in the connection of maintaining physical and mental activities as well as connection to the larger community to help people age with integrity and dignity. Recently retiring as a high school teacher, I clearly see the importance of maintaining ties to a larger community to lessen the isolation created with retirement. I would like the opportunity to bring my ideas to a larger group in order to be more inclusive of the aging population.

###### Reasons for wanting to serve on this board:

###### Conflict of Interest:

### Supplemental Questions:

**Other Comments:**

STAFF COMMENTS: Originally (07/10/2013) applied for Advisory Board on Aging and Hillsborough Planning Board. ADDRESS VERIFICATION: 1233 Highland Loop is Hillsborough Township, Orange County Jurisdiction, Hillsborough ETJ, Hillsborough Town Limits, and R1 Rural Residential Zoning.

**This application was current on:** 5/23/2016

**Date Printed:** 5/23/2016

## Volunteer Application Orange County Advisory Boards and Commissions

**Name:** Mr Greg Hughes  
**Name Called:**  
**Home Address:** 1601 Dunn Place  
 Hillsborough NC 27278  
**Phone (Day):** 9199286438  
**Phone (Evening):** 9199286438  
**Phone (Cell):** 9199286438  
**Email:** Hugo1380@gmail.com  
**Place of Employment:** Department of Veterans Affairs  
**Job Title:** Director  
**Year of OC Residence:** 2008  
**Township of Residence:** Hillsborough  
**Zone of Residence:**  
**Sex:** Male  
**Ethnic Background:** Caucasian

### Community Activities/Organizational Memberships:

Orange rec basketball coach

### Past Service on Orange County Advisory Boards:

None

### Boards/Commissions applied for:

#### Board of Social Services

##### Background, education and experience relevant to this board:

I have worked as a social worker for the past 25 years and a licensed clinician

##### Reasons for wanting to serve on this board:

I am concerns about the services available to residents of the county.

##### Conflict of Interest:

#### Hillsborough Planning Board

##### Background, education and experience relevant to this board:

I have worked on strategic planning initiatives for both the Department of Veterans Affairs and the Commonwealth of Massachusetts as part of my work over the past 25 years including the development of schools, treatment facilities and residential programs.

##### Reasons for wanting to serve on this board:

I am concerned about my community and would like tone involved in planning for its future.

##### Conflict of Interest:

**Orange County Parks and Recreation Council****Background, education and experience relevant to this board:**

I have been involved in several recreation programs as a coach and would like to be more involved in the development of programs and resources..

**Reasons for wanting to serve on this board:**

**Conflict of Interest:**

**Supplemental Questions:****Other Comments:**

This application was current on: 8/1/2016 8:13:45 PM

**Date Printed:** 8/10/2016

## **Volunteer Application Orange County Advisory Boards and Commissions**

**Name:** Frank Reynolds  
**Name Called:**  
**Home Address:** 400 Settlers Trace  
Hillsborough NC 27278  
**Phone (Day):** (919)698-2148  
**Phone (Evening):** (239)470-7165  
**Phone (Cell):** (919)698-2148  
**Email:** rscout1out@aol.com  
**Place of Employment:** DR Horton Inc.  
**Job Title:** Land Acquisition/Land development Manager  
**Year of OC Residence:** 2015  
**Township of Residence:** Eno  
**Zone of Residence:** County  
**Sex:** Male  
**Ethnic Background:** Caucasian

### **Community Activities/Organizational Memberships:**

Recently located from South Florida to our new residence here in Hillsborough. I was active on a couple of committees with Lee County, FL...Construction Licensing and Development code. It will be 1 year this coming July that my family and I have moved here, and I look forward to becoming part of the community by volunteering where needed.

### **Past Service on Orange County Advisory Boards:**

N/A

### **Boards/Commissions applied for:**

#### **Orange County Parks and Recreation Council**

##### **Background, education and experience relevant to this board:**

My background and experience is such that I have been involved in Design, Budgeting, and implementation of projects involving parks with amenities.

##### **Reasons for wanting to serve on this board:**

I have always been involved with Volunteer work to better help my community. I can not think of a better way to get to know this community than by being involved with those people that know it so well.

##### **Conflict of Interest:**

There may be a concern that I work for a Homebuilder but I could never guess as to why there may be conflict.

**Hillsborough Planning Board****Background, education and experience relevant to this board:**

Background in Land Planning, Land Development Code, Land Feasibility, Development Budgeting, Construction Practices involving all scopes, Environmental Conditions and effects.

**Reasons for wanting to serve on this board:**

I would like to be considered for this board due to the knowledge I have gained over the years of being a land developer.

**Conflict of Interest:**

Being that I develop land for a Large Homebuilding Company may preclude me from being involved in any decision that me or my company could be involved with in the Hillsborough area.

**Orange County Housing Authority****Background, education and experience relevant to this board:**

Prior to being a Land Developer, I was involved in building homes. I have knowledge of all trades/scopes of work that are involved with this industry along with my Land Development background. I live by the ideology that everyone should have the ability to build/buy their own home.

**Reasons for wanting to serve on this board:**

Wanting to volunteer my time to help others in my community.

**Conflict of Interest:**

I do not believe my working for a Homebuilding company would be a conflict as much as an advantage for others.

**Supplemental Questions:****Other Comments:**

This application was current on: 6/2/2016 2:18:41 PM

Date Printed: 6/3/2016

## Volunteer Application Orange County Advisory Boards and Commissions

**Name:** Dr. Edward Stirman  
**Name Called:**  
**Home Address:** 554 E Hatterleigh Ave  
 Hillsborough NC 27278  
**Phone (Day):** 919-241-4912  
**Phone (Evening):** 919-241-4912  
**Phone (Cell):** 423-677-3295  
**Email:** monty.stirman@gmail.com  
**Place of Employment:** retired  
**Job Title:** retired  
**Year of OC Residence:** 2012  
**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:

#### Board of Health

**Background, education and experience relevant to this board:**  
 family practice physician in practice in TN for 34 years

**Reasons for wanting to serve on this board:**  
 would like to volunteer in area more likely to have some expertise

**Conflict of Interest:**

#### Hillsborough Planning Board

**Background, education and experience relevant to this board:**  
 physician from TN-retired

**Reasons for wanting to serve on this board:**  
 interested in helping Hillsborough improve

**Conflict of Interest:**

### Supplemental Questions:

### Other Comments:

**This application was current on:** 3/13/2014 2:40:34 PM

**Date Printed:** 3/14/2014

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** October 4, 2016

**Action Agenda  
Item No.** 11-b

**SUBJECT:** Orange County Parks and Recreation Council – Appointment

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**DEPARTMENT:** Board of Commissioners

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**ATTACHMENT(S):**

Member Roster  
Recommendation  
Application for Person Recommended  
Applicant Interest List  
Applications for Persons on the Interest  
List

**INFORMATION CONTACT:**

Donna Baker, Clerk to the Board  
919-245-2130

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**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 second full term (Position #10) "Hillsborough Town Limits" representative for Dr. Tori Williams Reid expiring 09/30/2019.

POSITION NO.	NAME	SPECIAL REPRESENTATIVE	EXPIRATION DATE
10	Dr. Tori Williams Reid	Hillsborough Town Limits	09/30/2019

**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 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; Lynn Hecht

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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#### **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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#### **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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#### **Robert Smith**

5	Day Phone: 732-598-4110 Evening Phone: 919-732-6731 FAX: E-mail: bobjr4r@yahoo.com 5818 Guess Road Rougemont NC 27572	Sex: Male Race: Caucasian Township: Little River Resid/Spec Req: At-Large Special Repr: At-Large	First Appointed: 05/17/2016 Current Appointment: 05/17/2016 Expiration: 03/31/2019 Number of Terms: 1
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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; Lynn Hecht

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	<b>Rachel Massai</b> 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	<b>Neal Bench</b> <b>Chair</b> 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	<b>Robert Robinson</b> 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	<b>Allan Green</b> 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	<b>Dr. Tori Williams Reid</b> 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; Lynn Hecht

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	<b>Michael Dempsey</b> 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	<b>Dr. Thomas Rhodes</b> 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

September 27, 2016

Earl McKee, Chair  
Board of County Commissioners  
PO Box 8181  
Hillsborough, NC 27278

Re: Recommended Reappointment

Dear Chair McKee:

The Orange County Parks and Recreation Council (PRC) requests that member Tori Williams Reid be appointed to a second full term ending 9/30/2018. Dr. Williams Reid has had regular attendance and participates fully in our meetings. She is currently serving her first term as the Council's chair.

Thank you for consideration of this appointment.

Sincerely,

David Stancil  
Director, Department of Environment, Agriculture, Parks and Recreation

Cc: Tori Williams Reid, PRC Chair and Haywood Rhodes, Vice-Chair, PRC.

---

**Volunteer Application**  
**Orange County Advisory Boards and Commissions**

**Name:** Dr. Tori Williams Reid  
**Name Called:**  
**Home Address:** 904 Chandler Court  
Hillsborough NC 27278  
**Phone (Day):** 919-241-5292  
**Phone (Evening):**  
**Phone (Cell):**  
**Email:** toridwms@gmail.com  
**Place of Employment:** Right at Home - Durham/Chapel Hill  
**Job Title:** Agency Director/Owner  
**Year of OC Residence:** 2001  
**Township of Residence:** Hillsborough  
**Zone of Residence:**  
**Sex:** Female  
**Ethnic Background:** African American  
**Community Activities/Organizational Memberships:**  
Hillsborough/Orange County Chamber of Commerce Board of Directors - incoming  
Treasurer  
Carol Woods Retirement Community - Board of Directors  
Alzheimer s Association - Speaker s Bureau volunteer  
**Past Service on Orange County Advisory Boards:**  
None  
**Boards/Commissions applied for:**  
**Supplemental Questions:**

**Other Comments:**

This application was current on: 11/19/2012 11:21:13 AM

**Date Printed:** 1/14/2014

# Applicant Interest Listing

by Board Name and by Applicant Name

## *Orange County Parks and Recreation Council*

Contact Person: David Stancil; Lynn Hecht  
Contact Phone: 919-245-2510

**Clay Hudson**  
2615 Millikan Rd.  
Chapel Hill NC 27516

Day Phone: 919-593-0892  
Evening Phone: 919-593-0892  
Cell Phone: 919-593-0892  
E-mail: plantsrus39@yahoo.com

Sex: Male  
Race: Caucasian  
Township: Bingham  
Res. Eligibility: County  
Date Applied: 06/15/2016

Skills:

Also Serves On:

**Greg Hughes**  
1601 Dunn Place  
Hillsborough NC 27278

Day Phone: 9199286438  
Evening Phone: 9199286438  
Cell Phone: 9199286438  
E-mail: Hugo1380@gmail.com

Sex: Male  
Race: Caucasian  
Township: Hillsborough  
Res. Eligibility:  
Date Applied: 08/01/2016

Skills:

Also Serves On:

**Frank Reynolds**  
400 Settlers Trace  
Hillsborough NC 27278

Day Phone: (919)698-2148  
Evening Phone: (239)470-7165  
Cell Phone: (919)698-2148  
E-mail: rscout1out@aol.com

Sex: Male  
Race: Caucasian  
Township: Eno  
Res. Eligibility: County  
Date Applied: 06/02/2016

Skills:

Also Serves On:

**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: 05/05/2016

Skills: Accounting Experience

Also Serves On:

Skills: Insurance

Also Serves On:

## Volunteer Application Orange County Advisory Boards and Commissions

**Name:** Mr Clay Hudson  
**Name Called:**  
**Home Address:** 2615 Millikan Rd.  
 Chapel Hill NC 27516  
**Phone (Day):** 919-593-0892  
**Phone (Evening):** 919-593-0892  
**Phone (Cell):** 919-593-0892  
**Email:** plantsrus39@yahoo.com  
**Place of Employment:** Self-Employed  
**Job Title:** Agricultural Educator  
**Year of OC Residence:** 2016  
**Township of Residence:** Chapel Hill  
**Zone of Residence:**  
**Sex:** Male  
**Ethnic Background:** Caucasian

### Community Activities/Organizational Memberships:

Substitue teacher during school year - Chapel Hill / Carrboro City Schools.

### Past Service on Orange County Advisory Boards:

OC Parks and Rec Advisory ( 08- 10) and OC Commish for the Env. ( 10- 11)

### Boards/Commissions applied for:

#### Agricultural Preservation Board

##### Background, education and experience relevant to this board:

BS, Biology, MS, Agricultural Education, worked many years in various Ag settings and my work focuses within the ageis represented by Agricultural Preservation...

##### Reasons for wanting to serve on this board:

Many. Not sure exactly what the board discusses, want to stay up to date on ongoings in the area, Agriculture is very important to me, Ag is the backbone of our community and need to be preserved...

##### Conflict of Interest:

N/A

#### Orange County Parks and Recreation Council

##### Background, education and experience relevant to this board:

See Above

##### Reasons for wanting to serve on this board:

Would love to have input / feedback on how , whan , etc, that the county is developing ideas for P and R...

##### Conflict of Interest:

N/A

**Commission for the Environment****Background, education and experience relevant to this board:**

I feel that my background in Agricultural Education aspects is paramount to interaction with various boards for advice...

**Reasons for wanting to serve on this board:**

I like to be involved with various endeavors in the area and feel that Environmental concerns are of the utmost importance.

**Conflict of Interest:**

N/A

**Supplemental Questions:****Other Comments:**

This application was current on: 6/15/2016 11:17:18 AM

Date Printed: 6/15/2016

## Volunteer Application Orange County Advisory Boards and Commissions

**Name:** Mr Greg Hughes  
**Name Called:**  
**Home Address:** 1601 Dunn Place  
 Hillsborough NC 27278  
**Phone (Day):** 9199286438  
**Phone (Evening):** 9199286438  
**Phone (Cell):** 9199286438  
**Email:** Hugo1380@gmail.com  
**Place of Employment:** Department of Veterans Affairs  
**Job Title:** Director  
**Year of OC Residence:** 2008  
**Township of Residence:** Hillsborough  
**Zone of Residence:**  
**Sex:** Male  
**Ethnic Background:** Caucasian

### Community Activities/Organizational Memberships:

Orange rec basketball coach

### Past Service on Orange County Advisory Boards:

None

### Boards/Commissions applied for:

#### Board of Social Services

##### Background, education and experience relevant to this board:

I have worked as a social worker for the past 25 years and a licensed clinician

##### Reasons for wanting to serve on this board:

I am concerns about the services available to residents of the county.

##### Conflict of Interest:

#### Hillsborough Planning Board

##### Background, education and experience relevant to this board:

I have worked on strategic planning initiatives for both the Department of Veterans Affairs and the Commonwealth of Massachusetts as part of my work over the past 25 years including the development of schools, treatment facilities and residential programs.

##### Reasons for wanting to serve on this board:

I am concerned about my community and would like tone involved in planning for its future.

##### Conflict of Interest:

**Orange County Parks and Recreation Council****Background, education and experience relevant to this board:**

I have been involved in several recreation programs as a coach and would like to be more involved in the development of programs and resources..

**Reasons for wanting to serve on this board:**

**Conflict of Interest:**

**Supplemental Questions:****Other Comments:**

This application was current on: 8/1/2016 8:13:45 PM

**Date Printed:** 8/10/2016

## **Volunteer Application Orange County Advisory Boards and Commissions**

**Name:** Frank Reynolds  
**Name Called:**  
**Home Address:** 400 Settlers Trace  
Hillsborough NC 27278  
**Phone (Day):** (919)698-2148  
**Phone (Evening):** (239)470-7165  
**Phone (Cell):** (919)698-2148  
**Email:** rscout1out@aol.com  
**Place of Employment:** DR Horton Inc.  
**Job Title:** Land Acquisition/Land development Manager  
**Year of OC Residence:** 2015  
**Township of Residence:** Eno  
**Zone of Residence:** County  
**Sex:** Male  
**Ethnic Background:** Caucasian

### **Community Activities/Organizational Memberships:**

Recently located from South Florida to our new residence here in Hillsborough. I was active on a couple of committees with Lee County, FL...Construction Licensing and Development code. It will be 1 year this coming July that my family and I have moved here, and I look forward to becoming part of the community by volunteering where needed.

### **Past Service on Orange County Advisory Boards:**

N/A

### **Boards/Commissions applied for:**

#### **Orange County Parks and Recreation Council**

##### **Background, education and experience relevant to this board:**

My background and experience is such that I have been involved in Design, Budgeting, and implementation of projects involving parks with amenities.

##### **Reasons for wanting to serve on this board:**

I have always been involved with Volunteer work to better help my community. I can not think of a better way to get to know this community than by being involved with those people that know it so well.

##### **Conflict of Interest:**

There may be a concern that I work for a Homebuilder but I could never guess as to why there may be conflict.

**Hillsborough Planning Board****Background, education and experience relevant to this board:**

Background in Land Planning, Land Development Code, Land Feasibility, Development Budgeting, Construction Practices involving all scopes, Environmental Conditions and effects.

**Reasons for wanting to serve on this board:**

I would like to be considered for this board due to the knowledge I have gained over the years of being a land developer.

**Conflict of Interest:**

Being that I develop land for a Large Homebuilding Company may preclude me from being involved in any decision that me or my company could be involved with in the Hillsborough area.

**Orange County Housing Authority****Background, education and experience relevant to this board:**

Prior to being a Land Developer, I was involved in building homes. I have knowledge of all trades/scopes of work that are involved with this industry along with my Land Development background. I live by the ideology that everyone should have the ability to build/buy their own home.

**Reasons for wanting to serve on this board:**

Wanting to volunteer my time to help others in my community.

**Conflict of Interest:**

I do not believe my working for a Homebuilding company would be a conflict as much as an advantage for others.

**Supplemental Questions:****Other Comments:**

This application was current on: 6/2/2016 2:18:41 PM

Date Printed: 6/3/2016

## 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:** 5/5/2016

**Date Printed:** 9/26/2016

**BOCC Meeting Follow-up Actions**

(Individuals with a \* by their name are the lead facilitators for the group of individuals responsible for an item)

<b>Meeting Date</b>	<b>Task</b>	<b>Target Date</b>	<b>Person(s) Responsible</b>	<b>Status</b>
9/20/16	Review and consider request by Commissioners Jacobs and Rich that staff begin a process for the review of the Table of Permitted Uses for Economic Development Districts in the Unified Development Ordinance	1/31/2017	Craig Benedict	Planning staff to move forward with steps to begin review of Permitted Uses in EDDs
9/20/16	Review and consider request by Commissioner Price that staff follow-up on efforts to make County website more ADA accessible, including possibly working with Orange County Disability Council	12/30/2016	Todd McGee	To be addressed with help from Disability Council as needed
9/20/16	Review and consider request by Commissioner Pelissier that the Board schedule a discussion on the County's potential role in providing capital need funding to non-profits and how non-profits might pursue applying for the possible funding	11/10/2016	Gary Donaldson & John Roberts	To become part of Board discussion on outside agency funding at November 10 <sup>th</sup> work session
9/20/16	Review and consider request by Commissioner Pelissier that staff provide a presentation to the Board on the new transportation routes, available human services data, and how that data might be used to improve services and add on to zonal routes.	2/1/2017	Peter Murphy & Human Services Leadership Team	Staff to review data and provide presentation to the Board of potential options
9/20/16	Review and consider request by Commissioner McKee that the County Attorney review alternatives to eminent domain as the Mountains to Sea Trail moves forward and provide report to BOCC	1/31/2017	John Roberts	County Attorney to provide follow-up information to the Board
9/20/16	Conform NCACC legislative goals resolution based on Board approval and send resolution and proposal forms to NCACC	9/23/2016	Greg Wilder Donna Baker	<b>DONE</b>
9/20/16	Add the size and composition of the Human Relations Commission and other advisory boards to the Board's planned November 10, 2016 work session discussion on board and commissions	11/10/2016	Donna Baker John Roberts	To be included with other boards and commissions topics for Board discussion

<b>Meeting Date</b>	<b>Task</b>	<b>Target Date</b>	<b>Person(s) Responsible</b>	<b>Status</b>
9/20/16	Pursue adding the topic of the concentration of free and reduced lunch and impacts on student performance for discussion at the September 29, 2016 joint meeting with school boards	9/29/2016	Travis Myren Paul Laughton	<b>DONE</b>

**INFORMATION ITEM**

**Tax Collector's Report - Numerical Analysis**

<b>Effective Date of Report: September 16, 2016</b>						
<b>Tax Year 2016</b>	<b>Amount Charged in FY 16-17</b>	<b>Amount Collected</b>	<b>Accounts Receivable</b>	<b>Amount Budgeted in FY 16-17</b>	<b>Remaining Budget</b>	<b>% of Budget Collected</b>
Current Year Taxes	\$ 137,207,067.00	15,048,123.11	\$ 121,401,388.78	\$ 137,207,067.00	\$ 122,158,943.89	10.97%
Prior Year Taxes	\$ 3,316,575.96	338,991.91	\$ 2,976,513.77	\$ 1,150,000.00	\$ 811,008.09	29.48%
<b>Total</b>	<b>\$ 140,523,642.96</b>	<b>15,387,115.02</b>	<b>\$ 124,377,902.55</b>	<b>\$ 138,357,067.00</b>	<b>\$ 122,969,951.98</b>	<b>11.12%</b>
<b>Tax Year 2015</b>	<b>Amount Charged in FY 15-16</b>	<b>Amount Collected</b>	<b>Accounts Receivable</b>	<b>Amount Budgeted in FY 15-16</b>	<b>Remaining Budget</b>	<b>% of Budget Collected</b>
Current Year Taxes	\$ 136,413,322.00	13,064,191.59	\$ 121,543,845.58	\$ 136,413,322.00	\$ 123,349,130.41	9.58%
Prior Year Taxes	\$ 3,467,594.46	361,165.90	\$ 3,105,064.46	\$ 1,150,000.00	\$ 788,834.10	31.41%
<b>Total</b>	<b>\$ 139,880,916.46</b>	<b>13,425,357.49</b>	<b>\$ 124,648,910.04</b>	<b>\$ 137,563,322.00</b>	<b>\$ 124,137,964.51</b>	<b>9.76%</b>
Current Year Overall Collection Percentage Tax Year 2016			11.05%			
Current Year Overall Collection Percentage Tax Year 2015			9.78%			

## INFORMATION ITEM

### Tax Collector's Report - Measures of Enforced Collections

*Fiscal Year 2016-2017*

**Effective Date of Report: August, 2016**

	July	August	September	October	November	December	January	February	March	April	May	June	YTD
Wage garnishments	32	4											36
Bank attachments	15	9											24
Certifications	-												-
Rent attachments	-												-
Housing/Escheats/Monies	-												-
Levies	-												-
Foreclosures initiated	4	1											5
NC Debt Setoff collections	\$ 178.90	\$ 2,146.82											2,326

**This report shows the Tax Collector's efforts to encourage and enforce payment of taxes for the fiscal year 2016-2017. It gives a breakdown of enforced collection actions by category, and it provides a year-to-date total.**

**The Tax Collector will update these figures once each month, after each month's reconciliation process.**

NAME	ABSTRACT NUMBER	BILLING YEAR	ORIGINAL VALUE	ADJUSTED VALUE	TAX	FEE	FINANCIAL IMPACT	REASON FOR ADJUSTMENT	TAX CLASSIFICATION	ACTION	Approved by CFO	Additional Explanation
Abbott, Brian	32711533	2016	800	800	(5.83)	(30.00)	(35.83)	Situs error (illegal tax)	RMV-VTS	Approved	9/12/2016	
Anand, Jatin	32753554	2015	25,270	21,218	(65.25)		(65.25)	Value adjustment (appraisal appeal)	RMV-VTS	Approved	8/25/2016	
Cook, Darrell	32648478	2016	1,060	1,060	(7.68)	(30.00)	(37.68)	Situs error (illegal tax)	RMV-VTS	Approved	8/25/2016	
Darling, Thomas	195979	2016	218,460	215,800	(41.45)		(41.45)	Listed in error (clerical error)	Personal	Approved	8/25/2016	Was not removed before billing
Deaton, Gerald	33088602	2015	3,000	500	(38.95)		(38.95)	Antique plate (appraisal appeal)	RMV-VTS	Approved	9/12/2016	
Debartolo, Zachary	32808076	2016	12,580	8,106	(42.42)		(42.42)	High mileage & damage (appraisal appeal)	RMV-VTS	Approved	8/25/2016	
Engler, Henry	31490467	2015	8,730	7,857	(14.07)		(14.07)	High mileage (appraisal appeal)	RMV-VTS	Approved	9/12/2016	
Gupton, Robert	1034641	2013	3,040	0	(27.90)		(27.90)	County changed to Durham (illegal tax)	RMV-VTS	Approved	8/25/2016	
Guthrie, John	1019738	2016	4,500	800	(35.08)		(35.08)	Assessed in error (clerical error)	Personal	Approved	8/25/2016	Purchase invoice provided
Holmes, Kenneth	1059107	2016	950	0	(9.91)		(9.91)	Double billed (illegal tax)	Personal	Approved	9/12/2016	double billed also on abstract #1057615
Hufner, David	18401259	2015	13,020	10,156	(27.54)		(27.54)	High mileage (appraisal appeal)	RMV-VTS	Approved	9/12/2016	
Hutson, Kimberly	30740880	2015	2,930	2,930	(50.93)		(50.93)	Situs error (illegal tax)	RMV-VTS	Approved	8/25/2016	
Hutson, Kimberly	24929634	2014	820	820	(5.94)	(30.00)	(35.94)	Situs error (illegal tax)	RMV-VTS	Approved	8/25/2016	
Jaffer, Shahsultan	30890158	2015	11,800	9,569	(37.38)		(37.38)	Damage (appraisal appeal)	RMV-VTS	Approved	9/12/2016	
Kerr, David	32722714	2016	5,000	500	(43.27)		(43.27)	Antique plate (appraisal appeal)	RMV-VTS	Approved	8/25/2016	
Maddrey, Jackie	293761	2015	248,076	245,576	(23.95)		(23.95)	Assessed in error (illegal tax)	Personal	Approved	9/12/2016	Permanent Resident Not Rental, bill paid.
Maddrey, Jackie	293761	2016	248,076	245,576	(23.95)		(23.95)	Assessed in error (illegal tax)	Personal	Approved	9/12/2016	Permanent Resident Not Rental
Maloney, Melissa	31574666	2015	33,064	29,758	(55.40)		(55.40)	Value adjustment (appraisal appeal)	RMV-VTS	Approved	8/25/2016	
Martin, Roy	1058499	2016	785	0	(7.55)		(7.55)	Situs error (illegal tax)	Personal	Approved	8/25/2016	Not in Orange County, resides in New Hanover County
Ordina, Bravilo	1031495	2016	950	0	(10.01)		(10.01)	Double billed (illegal tax)	Personal	Approved	9/12/2016	Double billed also on abstract #321574
Quian, Ye	1059428	2016	4,810	0	(85.19)		(85.19)	Assessed in error (clerical error)	Personal	Approved	8/25/2016	Vehicle sold in 2013, new owner did not register until May 2016
Shafer, Jennifer	31545159	2015	10,710	8,354	(39.61)		(39.61)	High mileage & damage (appraisal appeal)	RMV-VTS	Approved	8/25/2016	
Shelton, Delmar Lee	187661	2016	4,940	500	(46.30)		(46.30)	Over assessed (clerical error)	Personal	Approved	9/12/2016	Due to damage to boat, reduced to lowest value
Shue, Robert	33152106	2015	10,000	500	(90.40)		(90.40)	Antique plate (appraisal appeal)	RMV-VTS	Approved	8/25/2016	
Whicker, William F.	147276	2016	158,320	156,420	(18.01)		(18.01)	Assessed in error (clerical error)	Personal	Approved	8/25/2016	1989 Watercraft damaged in trailer accident structure and engine damage
							<b>Total \$ (943.97)</b>					

PLANNING & INSPECTIONS DEPARTMENT  
Craig N. Benedict, AICP, Director

Administration  
(919) 245-2575  
(919) 644-3002 (FAX)  
www.orangecountync.gov



131 W. Margaret Lane  
Suite 201  
P. O. Box 8181  
Hillsborough, NC 27278



## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Max Bushell, Orange County Transportation Planner  
**DATE:** September 6, 2016  
**SUBJECT:** INFORMATION ITEM – State Transportation Improvement Program Regional Impact Funding Tier Project Prioritization  
**ATTACHMENT 1:** DCHC MPO Projects Flow Chart

The Strategic Planning Office of Transportation (SPOT) recently released the funding decisions for transportation projects in the Regional Impact funding tier as part of the SPOT Prioritization 4.0 (P4.0) process.

### Orange County Regional Impact Tier Projects

Both the Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC MPO) and the Triangle Area Rural Planning Organization (TARPO) project priority lists included projects eligible for funding in the Regional Impact funding tier of the SPOT prioritization process P4.0. No projects eligible for funding in the Regional Impact funding tier are included in Orange County's portion of the Burlington-Graham MPO (BG MPO) jurisdiction. Of these projects, only the **I-40/NC 86 Interchange Improvements** project just north of Chapel Hill was selected for inclusion in the 2018-2027 State Transportation Improvement Program (STIP).

### Cascading Projects

As per the policy of the DCHC MPO, no projects are allowed to cascade to lower funding tiers. The TARPO policy, however, does allow projects to cascade between funding tiers. For the Orange County projects within the TARPO planning area, both the **NC 54 Operational Improvements** project and the **NC 54 and Orange Grove Road Intersection Improvements** project cascaded to the Division Needs funding tier from the Regional Impact funding tier. It is anticipated that both of these projects will receive Local Input Points from TARPO.

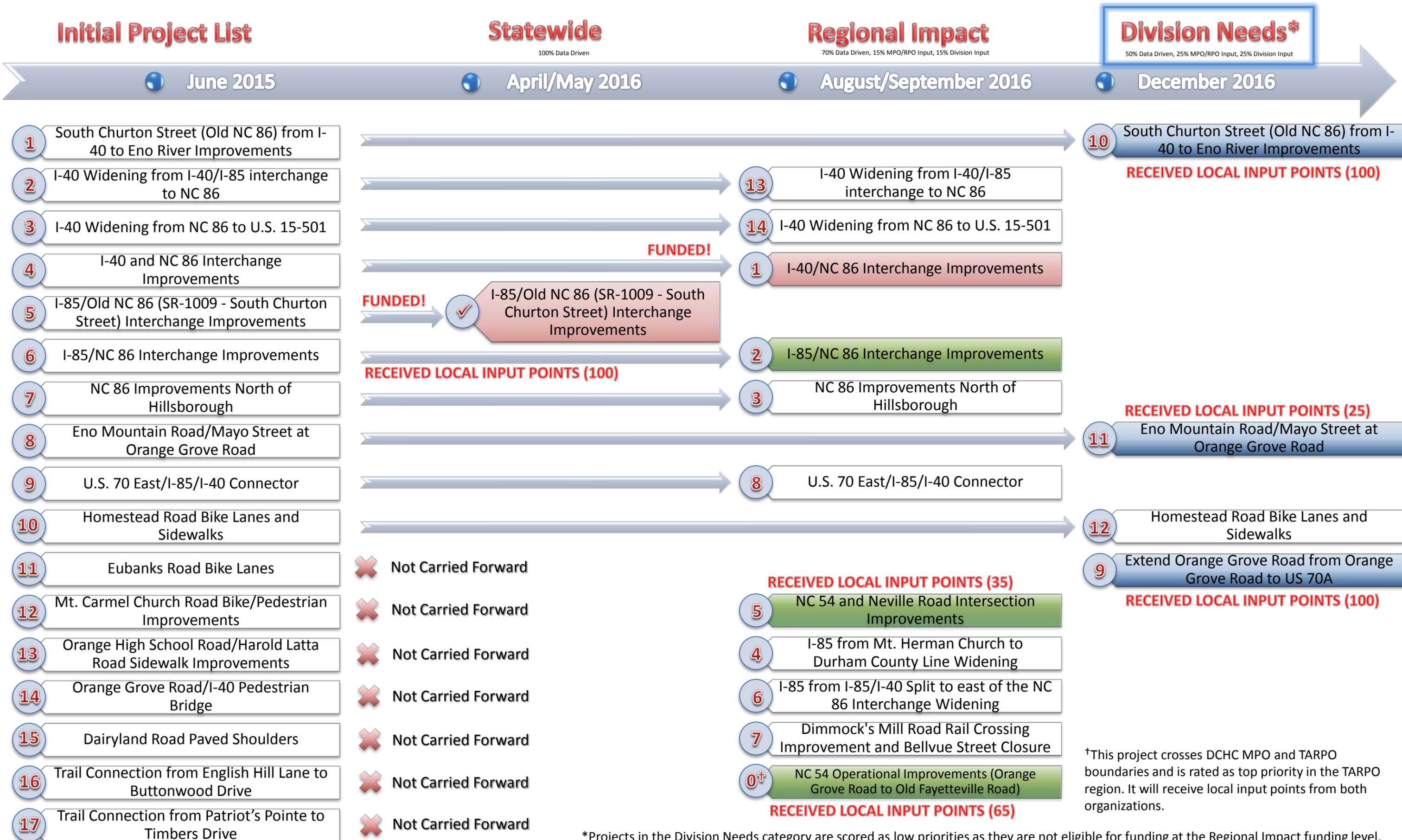
### Next Steps

Neither BG MPO nor TARPO has formally approved the assignment of Local Input Points to projects in the Division Needs tier, though Local Input Points were assigned for all projects before submitting projects for consideration at the Regional Impact level. Both TARPO and BG MPO will assign Local Input Points during the month of October at the

Division Needs tier, while DCHC MPO has already assigned Local Input Points to projects. Final Local Input Point assignments are due back to the North Carolina Department of Transportation by the end of October. Attachment 1 indicates the updated Local Point Assignment for Division Needs projects in DCHC MPO, the proposed Local Input Point assignment for Division Needs projects in TARPO, and funding decisions at the Regional Impact funding tier.

The Draft STIP is expected for release in Winter 2016 and is scheduled to be finalized in Summer 2017.

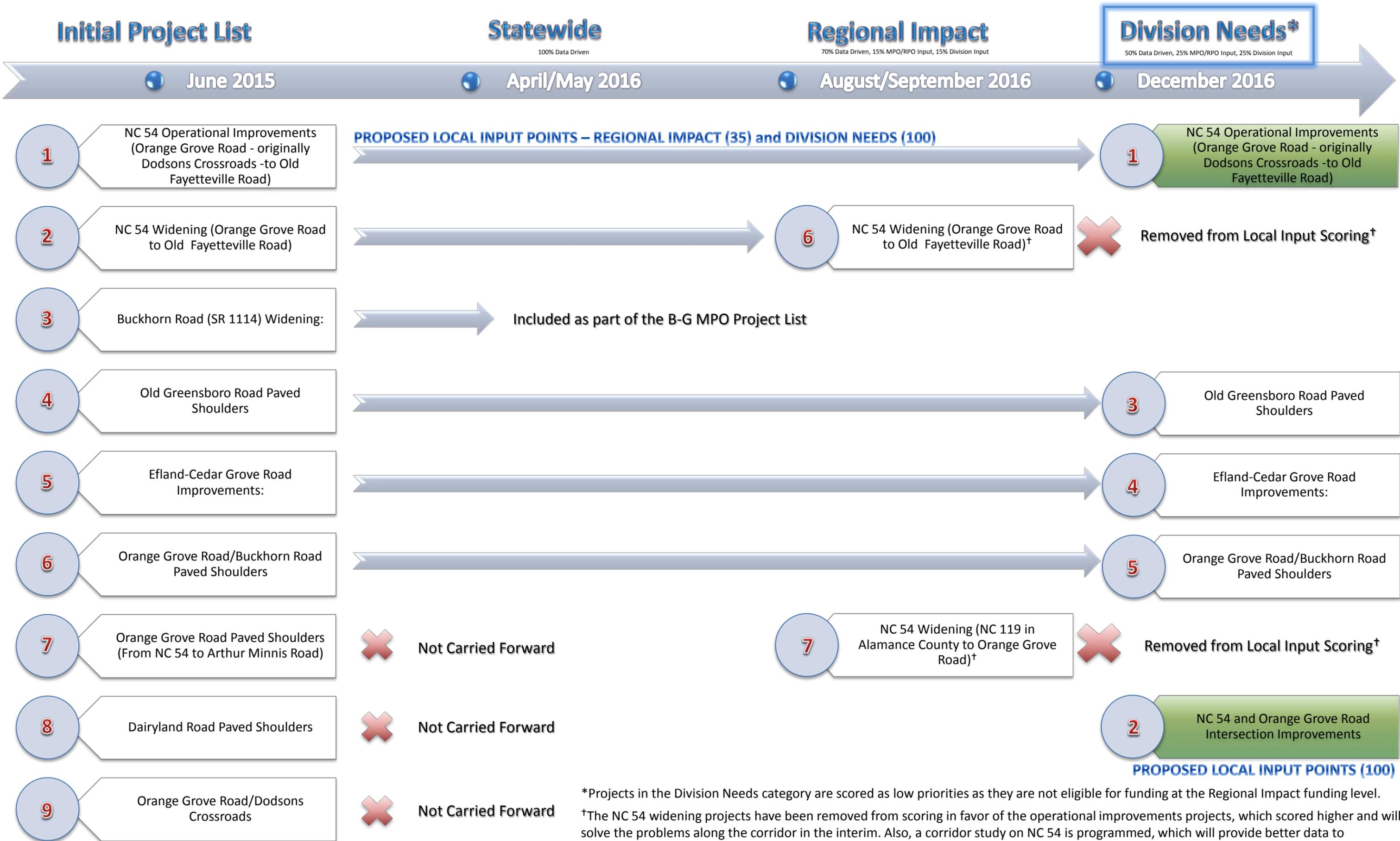
# Att 1: SPOT P4.0 Transportation Project Prioritization Process (STIP 2018 – 2027) – DCHC MPO



†This project crosses DCHC MPO and TARPO boundaries and is rated as top priority in the TARPO region. It will receive local input points from both organizations.

\*Projects in the Division Needs category are scored as low priorities as they are not eligible for funding at the Regional Impact funding level. Once the Regional Impact scores are returned from NCDOT in August/September, the projects will be reprioritized.

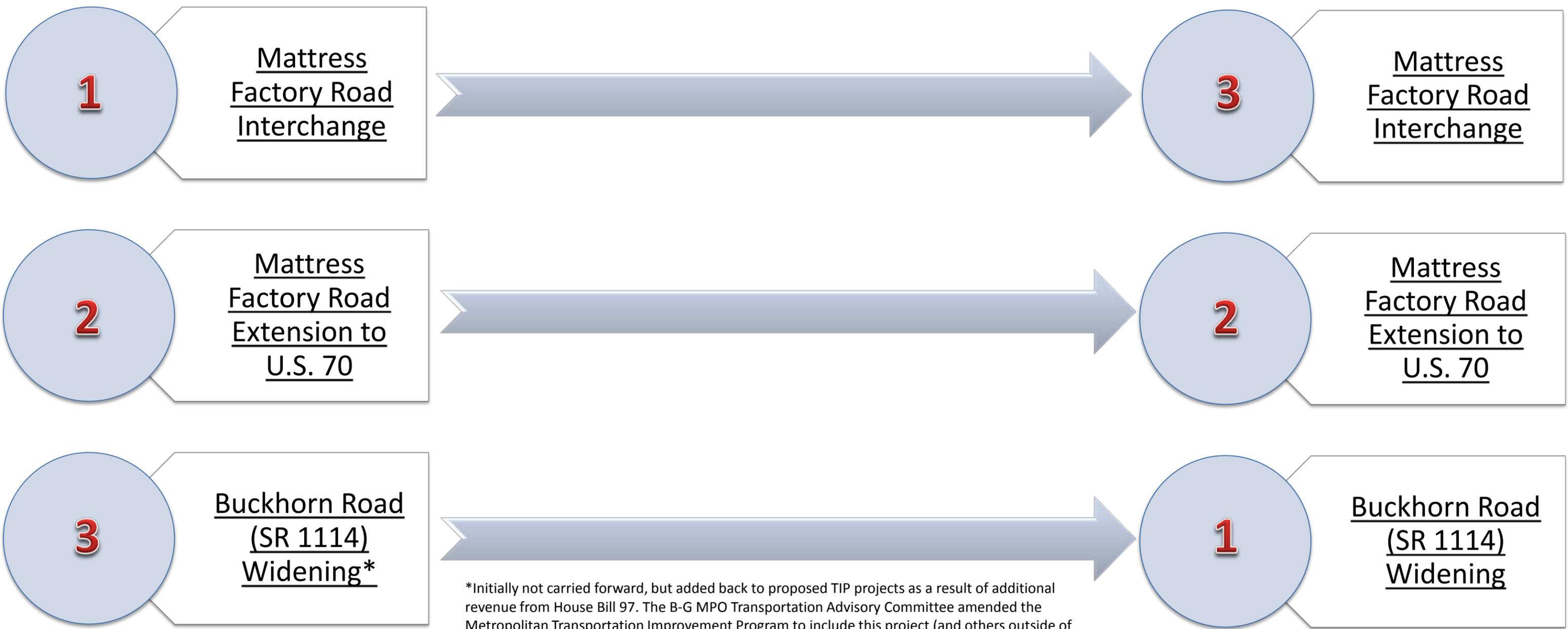
# Att 1: SPOT P4.0 Transportation Project Prioritization Process (STIP 2018 – 2027) – TARPO



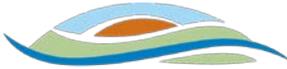
**PROPOSED LOCAL INPUT POINTS (100)**

\*Projects in the Division Needs category are scored as low priorities as they are not eligible for funding at the Regional Impact funding level.  
<sup>†</sup>The NC 54 widening projects have been removed from scoring in favor of the operational improvements projects, which scored higher and will solve the problems along the corridor in the interim. Also, a corridor study on NC 54 is programmed, which will provide better data to determine the best approach to solving (future) congestion issues on the roadway.

# Att 1: SPOT P4.0 Transportation Project Prioritization Process (STIP 2018 – 2027) – B-G MPO



\*Initially not carried forward, but added back to proposed TIP projects as a result of additional revenue from House Bill 97. The B-G MPO Transportation Advisory Committee amended the Metropolitan Transportation Improvement Program to include this project (and others outside of Orange County) on January 19, 2016.



**ORANGE COUNTY**  
NORTH CAROLINA  
**FINANCE AND ADMINISTRATIVE SERVICES**

**MEMORANDUM**

**TO:** Orange County Board of County Commissioners  
Town of Chapel Hill – Town Council  
Town of Carrboro – Board of Alderman

**FROM:** Funding Application Taskforce – Municipal and County Staff

**DATE:** September 9, 2016

**RE:** Transmittal of the FY 2017-18 Human Services Funding Application

Each fiscal year, non-profit organizations that deliver vital community services have the ability to apply for program funding from Orange County, the Town of Chapel Hill, and the Town of Carrboro. Prior to FY 2016-17, each jurisdiction required a separate and unique funding application to be submitted by non-profit organizations requesting program funding support. In an effort to streamline the application process, a common funding application was developed by the Town of Chapel Hill, Town of Carrboro and Orange County during the FY 2016-17 funding cycle. The FY 2016-17 application presented three types of available funding sources: Human Services (Outside Agencies), Community Development Block Grant (CDBG), and Home Investment Partnership Programs (HOME).

A variety of feedback was received concerning the FY 2016-17 Common Application. In an effort to be responsive to feedback from local non-profit agencies, a taskforce was formed in early July to address concerns related to the common funding application. The funding application taskforce was comprised of: municipal and county staff, representatives from the third sector alliance, various town and county advisory board members, and executive directors of local non-profits. From July through early September of 2016, the application taskforce collaborated and revised the Human Services funding application. Each section of the application was reviewed thoroughly. Questions within each section were discussed and restructured, allowing agencies to be clear and concise in their responses, while still providing vital information to application reviewers.

We are pleased to present to you the attached FY 2017-18 Human Services funding application that integrates all of the feedback received through the taskforce process. The municipal and county staff would like to thank each of the taskforce members, the local agencies, and many others who provided constructive feedback and unique insight, which helped shape and mold the FY 2017-18 Human Services funding application.

# FY 2017-2018

## Outside Agency Funding Application

### HUMAN SERVICES

- ORANGE COUNTY
- TOWN OF CARRBORO
- TOWN OF CHAPEL HILL

Orange County (OC)  
200 S. Cameron Street  
Hillsborough, NC 27278



Town of Carrboro (CA)  
301 W. Main Street  
Carrboro, NC 27510



Town of Chapel Hill (CH)  
405 Martin Luther King, Jr. Blvd.  
Chapel Hill, NC 27514



## INFORMATION

Each year, Orange County Government, the Town of Carrboro and the Town of Chapel Hill invite program funding requests from non-profit providers that support the delivery of vital community services.

The application process is very competitive and not all applicants will be awarded funding. Recommendations for funding may be for an award amount less than that requested by the applicant.

Agencies that are currently receiving funds from Orange County, the Town of Carrboro, or the Town of Chapel Hill local governments, and are also applying for new funds, must be in compliance with all terms of their current agreement(s) and must not have any outstanding audit findings, monitoring findings or concerns as determined by the municipality.

Recipients are required to submit written progress reports on their [SMART Measures](#) that include: goals, description of activities/challenges, revisions of timelines/budgets, and other relevant information

Funded projects will be monitored for progress and performance, financial and administrative management, and compliance with the terms of Performance/Development Agreement(s). Monitoring may involve site and/or office visit(s).

Once applications are received, they are reviewed by staff for completeness and eligibility. The applications are presented to a specific application review group, depending on the funding source. The review group will make a recommendation, based on available funding and the priorities identified by the participating jurisdiction. The recommendation is presented to the appropriate Board/Council for consideration and approval. The Board/Council approves/adopts the final allocations.

## TIMELINE

<b>October 18</b>	<b>Funding Application Posted on Websites</b>
<b>November 1</b>	<b>Funding Application Workshop Held</b>
<b>October 18-January 23</b>	<b>Agency Prepares Application</b>
<b>January 10</b> <b>January 24</b>	<b>Q&amp;A Session Held</b> <b>Application Submissions are Due</b>
<b>March - May</b>	<b>Application Review &amp; Agency Presentations</b>
<b>June</b>	<b>Agency Funding Approval by Board/Council</b>
<b>July</b>	<b>Contracts Executed &amp; Programs Begin</b>

## SUBMITTAL INFORMATION

Welcome to the Outside Agency Common Funding application for local/general funds, which will be distributed through this competitive application process. **All entities or organizations requesting funds must complete and submit this application prior to the deadline to be considered for FY 2017-2018 funding.**

The Application Submittal Deadline is: **Tuesday, January 24, 2017 5:00 PM**

In the event of inclement weather, check the website for each Town/County you are applying to, for further instructions.

Please note that late, handwritten, or incomplete applications will not be accepted. (Applications not signed by the Chair or President of the Board of Directors, are considered incomplete.)

An application orientation workshop will tentatively be held on **Tuesday, November 1, 2016 at 9 AM to Noon** to review the application and submittal requirements.

## SUBMITTAL REQUIREMENTS FOR EACH MUNICIPALITY

### Human Services– Town Of Carrboro

Applications are accepted once a year and reviewed by the Town's Human Services Advisory Commission, which makes a recommendation for funding to the Board of Aldermen for final approval.

For more information about the Town of Carrboro Human Services program, see [here](#).

Questions and submittals should be directed to:

**Annette Stone,**  
**301 W. Main Street**  
**Carrboro, NC 27510**  
 919-918-7319  
[astone@townofcarrboro.org](mailto:astone@townofcarrboro.org)

#### Submission:

- We strongly encourage applications to be single-spaced, with 12-point arial font and normal margins.
- Application: **One (1) original plus Seven (7) paper copies of the application must be hand delivered or mailed to Annette Stone, 301 West Main Street, Carrboro, NC 27510.**
- Attachments files must be submitted by email. Any .pdf files must be accompanied by the original file format of .doc, .xls, etc.

## Human Services – Town Of Chapel Hill

In 1982, the Town established local funding to support local nonprofit organizations that carry out human service work throughout the community.

Applications are accepted once a year and reviewed by the Town's Human Services Advisory Board, which makes a recommendation for funding to the Town Council for final approval.

For more information about the Town of Chapel Hill Human Services program, see [here](#).

Questions and submittals should be directed to:

**Jackie Thompson**  
**405 Martin Luther King Jr. Blvd.**  
**Chapel Hill, NC 27514**  
 919-969-5081  
[jthompson@townofchapelhill.org](mailto:jthompson@townofchapelhill.org)

Submission:

- We strongly encourage applications to be single-spaced, with 12-point arial font and normal margins.
- Application: **Two (2) paper copies of the application with ORIGINAL signatures must be hand delivered or mailed to Jackie Thompson, 405 Martin Luther King, Jr. Blvd., Chapel Hill, NC 27514**
- Attachments: The application submittal must be accompanied by a flash drive with **the application and all attachment** files in electronic format. Any .pdf files must be accompanied by the original file format of .doc, .xls, etc.

## Human Services– Orange County

For more information about the Orange County Human Services program, see [here](#).

Questions and submittals should be directed to:

**Allen Coleman**  
**PO Box 8181**  
**Hillsborough, NC 27278**  
 (919) 245-2151  
[acoleman@orangecountync.gov](mailto:acoleman@orangecountync.gov)

Submission:

- **Email application and ALL Attachments prior to the deadline.** Any .pdf files must be accompanied by the original file format of .doc, .xls, etc. Please request a delivery receipt of email with application and attachments.

Agency \_\_\_\_\_

Program(s) \_\_\_\_\_

FOR OFFICE USE ONLY

Received By \_\_\_\_\_

Date/Time \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Section	Subsection
1. Cover Page	a. <input type="checkbox"/> Applicant Contact Information b. <input type="checkbox"/> Funding Requests c. <input type="checkbox"/> Signed Application Cover Page d. <input type="checkbox"/> Signed Disclosure of Conflicts of Interest
2. Agency Information	a. <input type="checkbox"/> Agency's Years in operation b. <input type="checkbox"/> Agency's Purpose/Mission c. <input type="checkbox"/> Agency's Types of Services Provided d. <input type="checkbox"/> Agency's Experience with Programs e. <input type="checkbox"/> Other Pertinent Agency Information f. <input type="checkbox"/> Schedule of Positions g. <input type="checkbox"/> Living Wage h. <input type="checkbox"/> Agency Budget
3. Program Information  A separate Section 3 is required for <u>each</u> program.	a. <input type="checkbox"/> Human Services Needs Priority b. <input type="checkbox"/> Type of Program c. <input type="checkbox"/> Agency Collaboration d. <input type="checkbox"/> Summary of Program e. <input type="checkbox"/> Description of Identified Need f. <input type="checkbox"/> Description of Population to be Served g. <input type="checkbox"/> Program Staffing, Capacity, & Expertise h. <input type="checkbox"/> Program Implementation Timeline i. <input type="checkbox"/> Value of Investment j. <input type="checkbox"/> Impact of Reduced/No Allocation k. <input type="checkbox"/> Other Pertinent Information l. <input type="checkbox"/> Target Population/Beneficiary Chart m. <input type="checkbox"/> Work Statement n. <input type="checkbox"/> Program Budget, Detail, & Cost per Individual
4. Attachments	a. <input type="checkbox"/> Audit: Organizations receiving \$300,000 or more in Federal financial assistance, and/or organizations with more than \$500,000 of receipts and expenditures in a fiscal year, must secure an audit. b. <input type="checkbox"/> IRS Federal Form 990 c. <input type="checkbox"/> NC Solicitation License d. <input type="checkbox"/> IRS Federal Tax-Exemption Letter e. <input type="checkbox"/> Certificate of Insurance f. <input type="checkbox"/> List of Board of Directors g. <input type="checkbox"/> Solid Waste Program Fee (SWPF) Verification

**1. COVER PAGE**

**a) Applicant Contact Information**

Applicant Organization’s Legal Name: \_\_\_\_\_

Applicant Organization’s Physical Address: \_\_\_\_\_

Applicant Organization’s Mailing Address: \_\_\_\_\_

Applicant Organization’s Web Address: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_

**b) Funding Request**

**List all FY17-18 Human Services (HS) Funding Being Requested –  
For All Programs) and the Proposed Use of Funds (2-3 lines or less)**

<u>Program</u>	<u>Carrboro - HS</u>	<u>Chapel Hill - HS</u>	<u>Orange County-HS</u>	<u>Total</u>
Ex. Youth Afterschool Program Afterschool Program Coordinator salary and materials for youth activities and projects	\$10,000	\$15,000	\$5,000	\$30,000
<b>Totals</b>				

**c) To the best of my knowledge and belief all information and data in this application is true and current. The document has been duly authorized by the governing board of the applicant.**

**Signature:** \_\_\_\_\_  
Executive Director

\_\_\_\_\_ Date

**Signature:** \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_ Date

**d) DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

Are any of the Board Members or employees of the agency which will be carrying out this program or members of their immediate families, or their business associates...

**YES NO**

- a) Employees of or closely related to employees of the Town of Carrboro, the Town of Chapel Hill, or Orange County?
- b) Members of or closely related to members of the governing bodies of the Town of Carrboro, the Town of Chapel Hill, or Orange County?
- c) Current beneficiaries of the program for which funds are being requested?
- d) Paid providers of goods or services to the program or having other financial interest in the program?

If you have answered YES to any question, **please provide a full explanation below.**

**To the best of my knowledge and belief all of the above information is true and current. I acknowledge and understand that the existence of a potential conflict of interest does not necessarily make the program ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded.**

**Signature:** \_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date

**Signature:** \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

## 2. AGENCY INFORMATION (Be Very Brief and Concise)

Please provide the following information about your agency (2 pages OR LESS):

- a) **Years in Operation, Date of Incorporation** (*Month/Year*): \_\_\_\_\_
- b) **Agency's Purpose/Mission** (*no more than a few sentences*):
- c) **Types of Services the Agency Provides** (*bullet format*):
- d) **Agency's History with Providing These Services:**
- e) **Other Pertinent Agency Information** (*Ex. Has the agency experienced any major changes in the past year? Is there a new Executive Director? Are there new initiatives?*)
- f) **Schedule of Positions** (*For Entire Agency*)
- **Full Time Equivalent (FTE)** staff will be noted as 1.00; half time as .50; quarter time as .25, etc.
  - Calculate a Full Time Equivalent for all recorded volunteer hours using the following:  

$$\frac{\text{Total Volunteer Hours}}{2,080} = \text{Volunteer FTE}$$
- # of FTE - Full-Time Paid Positions:** \_\_\_\_\_
- # of FTE - Paid Part-Time Positions:** \_\_\_\_\_
- # of Volunteers:** \_\_\_\_\_      **# of FTE - Volunteers:** \_\_\_\_\_
- g) **Living Wage**
- Does this agency pay permanent employees a minimum **living wage**? (*Yes / No*) \_\_\_\_\_
- If yes, is this agency an **Orange County Living Wage Certified Employer**? \_\_\_\_\_
- If no, please explain.



- Orange County Human Services
    - Orange County Other (DO NOT Include HOME funding here)
  - Other Government Grants
    - Triangle United Way
    - State Government
    - Federal Government (CDBG/HOME/etc.)
    - Private Foundation Grants
  - Other Revenue
- Expenditures
  - Personnel (Salary & Benefits)
  - Rent & Utilities
  - Supplies & Equipment
  - Travel & Training
  - Other Expenses

iii. **Does your agency budget show a Surplus or Deficit?** \_\_\_\_\_

**Is there a significant change? Yes/No** \_\_\_\_\_

Please provide a brief explanation for Surplus or Deficit, and significant changes.

iv. **What is your agency's fiscal year?** \_\_\_\_\_  
 (Example: July 1, 2016 through June 30, 2017)

**3. PROGRAM INFORMATION (Submit a separate Section 3 for each program)**

Program Name: \_\_\_\_\_

Program Primary Contact and Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

a) Indicate the type of Human Service Needs Priority, if program applicable:

- Priority Area #1:** safety-net services for disadvantaged residents
- Priority Area #2:** education, mentorship, and afterschool programming for youth facing a variety of challenges
- Priority Area #3:** programs aimed at improving health and nutrition of needy residents

b) Indicate the type of program for which you are requesting funding  
(Check all that apply to this program)

Program Category	Youth	Adult	Elderly	Disabled	Public Housing Neighborhoods/Residents
Affordable Housing					
Affordable Healthcare					
Education					
Family Resources					
Jobs/Jobs Training					
Food					
Transportation					
Other: Please specify					

c) Provide a bulleted list of other agencies, if any, with which your agency coordinates/collaborates to accomplish or enhance the Projected Results in the Program(s) to be funded. For each, briefly describe the coordinated/collaborative efforts.

**Program Description (3 pages OR LESS)**

**Please provide the following information about the proposed program:**

- d) Summarize the program services proposed and how the program will address a Town/County priority/goal?
- e) Describe the community need or problem to be addressed in relation to the [Chapel Hill Human Services Needs Assessment](#), [Orange County BOCC Goals and Priorities](#), [Town of Chapel Hill Council Goals](#), Carrboro goals, or other community priorities (i.e. Council/Board Goals). Reference local data (using the provided links, i.e. Chapel Hill Human Services Needs Assessment) to support the need for this program.

- f)** Who is your target population of individuals to benefit from this program and how will they be identified and connected with the program?
  
- g)** Describe the credentials of the program manager and other key staff. *(Ex. Identify Program Manager and credentials, describe training provided to volunteers, etc.)*
  
- h)** Describe the specific period over which the activities will be carried out and include an implementation timeline.
  
- i)** Why is funding this program a good investment for the community? How does funding this program add value to the community? (250 words OR LESS)
  
- j)** Describe what would happen if requested funding is not awarded at all or if a reduced allocation is recommended.
  
- k)** Include any other pertinent information.

**Additional Program Information**

**I) Target Population**

Complete the following tables, with **numbers** (not percentages) of individuals served and to be served, to the best of your ability,

<b>Program Target Population Demographics</b>			
	Actual 2015-16	Estimated 2016-17	Projected 2017-18
<b>Gender</b>			
Male			
Female			
<b>Total</b>	0	0	0
<b>Ethnicity</b>			
African-American			
American Indian or Alaska Native			
Asian			
Caucasian			
Native Hawaiian or other Pacific Islander			
Other: specify _____			
<b>Total</b>	0	0	0
Of the above, how many Hispanic/Latino			
Of the above, how many non-Hispanic/Latino			
<b>Total</b>	0	0	0
<b>Age</b>			
0-5 years			
6-18 years			
19-50 years			
51+ years			
<b>Total</b>	0	0	0
<b>Geographic Location</b>			
Alamance County			
Chatham County			
Durham County			
Wake County			
<b>Orange County Breakdown</b>			
Chapel Hill Public Housing			
Town of Chapel Hill (Non-Public Housing)			
Town of Carrboro			
Town of Hillsborough			
City of Mebane (Orange County)			
Orange County (Outside Municipalities)			
<b>Total</b>	0	0	0

**Work Statement**

m) Complete the Work Statement Chart to describe the work to be performed.

*This chart is used to document program activities, program goals, performance measures, and actual results. (Add more rows as needed) If this is a new program, you will only document the projected information. Every program is required to have AT LEAST 1 Program Activity, which should be SMART (**S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. Click on [SMART Goals](#) to learn more.*

- **Program Activities** should outline major activities the agency implements to accomplish its program goals. *(i.e. Deliver meals to elderly/disabled residents.)*
- **Program Goal** should explain what the program is trying to achieve/accomplish. Goals are statements about what the program should accomplish. *(i.e. Deliver 100 meals per day, Monday-Friday.)*
- **Performance Measures** describe how you will evaluate the degree in which you achieved the stated goals. *(i.e. Will track the number of meals delivered each day.)*
- **Actual Program Results** use program results to indicate the actual measureable achievement of goals. If goals were not met, please explain. *(i.e. Delivered an average of 105 meals per day.)*

**Work Statement Chart for Program \_\_\_\_\_**

<b>1. Program Activity Name</b>	
<b>Program Goal</b>	
<b>Performance Measures</b>	
<b>Previous Year Program Results</b>	
<b>Current Year Estimated Results</b>	
<b>Next Year Projected Results</b>	
<b>2. Program Activity Name</b>	
<b>Program Goal</b>	
<b>Performance Measures</b>	
<b>Previous Year Program Results</b>	
<b>Current Year Estimated Results</b>	
<b>Next Year Projected Results</b>	
<b>3. Program Activity Name</b>	
<b>Program Goal</b>	
<b>Performance Measures</b>	
<b>Previous Year Program Results</b>	
<b>Current Year Estimated Results</b>	
<b>Next Year Projected Results</b>	
<b>4. Program Activity Name</b>	
<b>Program Goal</b>	
<b>Performance Measures</b>	
<b>Previous Year Program Results</b>	
<b>Current Year Estimated Results</b>	
<b>Next Year Projected Results</b>	

## n) Program Budget

1. **Submit your program budget.** You may complete the provided template (separate xls file) or you may submit your own budget file (as long as it contains the same information, in the same format, as requested in the provided template).

**Program Budgets are required to define budget amounts for the previous program year, current program year, and next program year for the following categories:**

- Revenues
  - Private Donations
  - Program Generated Revenue
  - Local Government Grants
    - Carrboro Human Services
    - Carrboro Other
    - Chapel Hill Human Services
    - Chapel Hill Other (DO NOT include CDBG funding here)
    - Orange County Human Services
    - Orange County Other (DO NOT Include HOME funding here)
  - Other Government Grants
    - Triangle United Way
    - State Government
    - Federal Government (CDBG/HOME/etc.)
    - Private Foundation Grants
  - Other Revenue
- Expenditures
  - Personnel (Salary & Benefits)
  - Rent & Utilities
  - Supplies & Equipment
  - Travel & Training
  - Other Expenses

2. **Program Budget Detail – Provide description of “other” budget items, not defined.**

3. **This program budget represents what percent of the agency budget? \_\_\_\_\_%**

### 4. **COST PER INDIVIDUAL**

This Cost per Individual must reflect the total program budget divided by the total number of program individuals in this application.

	Actual 2015-16	Estimated 2016-17	Projected 2017-18
<b>Total Cost of Program</b>			
<b>Total # of Individuals</b>			
<b>Cost Per Individual</b>			

## 4. ATTACHMENTS

### Description of Required Attachments

#### **a) Financial Audit**

A recent financial audit that should cover **CY 2015**, for calendar year agencies, and **FY 2015-16**, for fiscal year agencies. For agencies with prior year revenues totaling \$500,000 or more a financial audit, prepared by a certified public accountant is required. Agencies with prior year revenues of less than \$500,000 may submit a completed [Schedule of Receipts and Expenditures](#) form (see application materials), in lieu of an audit/report. Agencies with a certified audit/report should not complete the form.

#### **b) IRS Federal Form 990**

A copy of the agency's 2014 Form 990 is required. The specific form depends upon the agency's financial activity. Review the [IRS' table guide](#), for more details. For Form 990-N (e-postcard) filers, include a copy of the postcard, with the agency's application materials.

#### **c) NC Solicitation License**

A copy of the agency's current solicitation license is required. Organizations that solicit contributions in North Carolina, directly or through a third party, must renew their licenses annually. For more details, refer to the NC Secretary of State's [licensing website](#) and its [Frequently Asked Questions Guide \(PDF\)](#), about exemptions. If exempt per N.C.G.S. § 131F-3, include a copy of the exemption letter with the agency's application materials.

#### **d) IRS Federal Tax-Exemption Letter**

A copy of the agency's IRS tax-exempt letter that confirms its nonprofit status is required. An agency can request a copy of its letter from the [IRS' Customer Account Services](#).

#### **e) Certificate of Liability Insurance**

A copy of the agency's current certificate, from the agency's insurance carrier. Table 1 below outlines insurance types and minimums required, for each jurisdiction. If exempt from Worker's Compensation compliance, include a statement explaining why, with the agency's application materials. *\*Note: If Approved for Funding: Approved agencies must provide an updated insurance certificate. The update should reflect the funding jurisdiction as an additional insured party and certificate holder and provide coverage for the duration of the funding period (July 1 – June 30). Renewal certificates must be sent to the jurisdiction 30 days prior to any expiration date, cancellation or modification of any stipulated insurance coverage.*

**Table 1. Forms of Liability Insurance and Minimum Policy Amounts Required**

INSURANCE	TOWN OF CARRBORO	TOWN OF CHAPEL HILL	ORANGE COUNTY <sup>3</sup>
Worker's Compensation <sup>1</sup>	Limits for Coverage A - Statutory State NC, for each employee  Limits for Coverage B - Employers Liability of: \$1 million Each Occurrence \$1,000,000 BID <sup>2</sup> limit	Limits for Coverage A - Statutory State NC, for each employee  Limits for Coverage B - Employers Liability of: \$100,000 Each Occurrence \$100,000 BID for each employee \$500,000 BID limit	Limits for Coverage A - Statutory State NC, for each employee  Limits for Coverage B - Employers Liability of: \$500,000 each accident, \$500,000 BID for each employee \$500,000 for BID limit
Commercial General Liability	\$100,000 Property Damage Liability \$1,000,000 Bodily Injury and Property Damage Limit	\$1 million Each Occurrence \$2 million Aggregate	\$1 million Each Occurrence \$2 million Aggregate
Automobile Liability	Not Applicable	\$1 million Each Occurrence	\$500,000 Each Occurrence
Professional Liability	Not Applicable	Not Applicable	\$1 million Each Occurrence \$2 million Aggregate

1. Visit the [NC Industrial Commission's website](#) for more information regarding Coverage A. Also, note that if an agency uses subcontractors, it must require subcontractors to have workmen's compensation insurance.
2. Bodily Injury by Disease (BID)
3. Please visit Orange County's [contracts webpage](#) for more information about the County's risk assessment procedures.

**f) List of Board of Directors**

Provide the following information about each board of director's member: name, telephone number, address, occupation or affiliation of each member and the list must identify the principal officers of the governing body, and length of term.

**g) Solid Waste Program Fee (SWPF) Verification**

This fee finances Orange County's recycling and waste reduction program. Submit either a.) proof of payment of the agency's **FY 2016-17** Solid Waste Program Fee, OR b.) a statement on agency letter head indicating exemption and specify the person(s), business, etc. that is responsible for paying this fee.

**Agency Budget**  
**Operating Budget for Entire Agency**

AGENCY NAME: \_\_\_\_\_

AGENCY REVENUE	Actual 2015-16	Estimated 2016-17	Projected 2017-18	Percent Change
Private Donations	\$ -	\$ -	\$ -	0
Agency Generated Revenue (fees)	\$ -	\$ -	\$ -	0
<b>Local Government Grants:</b>				
Human Services - Town of Carrboro	\$ -	\$ -	\$ -	0
Other - Town of Carrboro	\$ -	\$ -	\$ -	0
Human Services - Town of Chapel Hill	\$ -	\$ -	\$ -	0
Other - Town of Chapel Hill	\$ -	\$ -	\$ -	0
Human Services - Orange County	\$ -	\$ -	\$ -	0
Other - Orange County	\$ -	\$ -	\$ -	0
Other - Town of Hillsborough	\$ -	\$ -	\$ -	0
<b>Other Government Grants</b>				
Triangle United Way	\$ -	\$ -	\$ -	0
State Government	\$ -	\$ -	\$ -	0
Federal Government (CDBG/HOME/etc.)	\$ -	\$ -	\$ -	0
Private Foundation Grants	\$ -	\$ -	\$ -	0
<b>Other Revenue</b>	\$ -	\$ -	\$ -	0
<b>Total Agency Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>
<b>AGENCY EXPENSES</b>				
Compensation	\$ -	\$ -	\$ -	0
Rent & Utilities	\$ -	\$ -	\$ -	0
Supplies & Equipment	\$ -	\$ -	\$ -	0
Travel & Training	\$ -	\$ -	\$ -	0
Other Expenses:	\$ -	\$ -	\$ -	0
<b>Total Agency Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>
<b>SURPLUS/(DEFICIT) FOR PERIOD:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>

**Program Budget  
Operating Budget for Program**

PROGRAM NAME \_\_\_\_\_

PROGRAM REVENUE	Actual 2015-16	Estimated 2016-17	Projected 2017-18	Percent Change
Private Donations	\$ -	\$ -	\$ -	0
Program Generated Revenue	\$ -	\$ -	\$ -	0
<b>Local Government Grants:</b>				
Human Services - Town of Carrboro	\$ -	\$ -	\$ -	0
Other - Town of Carrboro	\$ -	\$ -	\$ -	0
Human Services - Town of Chapel Hill	\$ -	\$ -	\$ -	0
Other - Town of Chapel Hill	\$ -	\$ -	\$ -	0
Human Services - Orange County	\$ -	\$ -	\$ -	0
Other - Orange County	\$ -	\$ -	\$ -	0
Other - Town of Hillsborough	\$ -	\$ -	\$ -	0
<b>Other Government Grants</b>				
Triangle United Way	\$ -	\$ -	\$ -	0
State Government	\$ -	\$ -	\$ -	0
Federal Government (CDBG/HOME/etc.)	\$ -	\$ -	\$ -	0
Private Foundation Grants	\$ -	\$ -	\$ -	0
<b>Other Revenue</b>	\$ -	\$ -	\$ -	0
<b>Total Program Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>
<b>PROGRAM EXPENSES</b>				
Compensation	\$ -	\$ -	\$ -	0
Rent & Utilities	\$ -	\$ -	\$ -	0
Supplies & Equipment	\$ -	\$ -	\$ -	0
Travel & Training	\$ -	\$ -	\$ -	0
Other Expenses:	\$ -	\$ -	\$ -	0
<b>Total Program Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>
<b>SURPLUS/(DEFICIT) FOR PERIOD:</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0</b>

## 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

September 28, 2016

Dear Commissioners,

At the Board's September 20, 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 request by request by Commissioners Jacobs and Rich that staff begin a process for the review of the Table of Permitted Uses for Economic Development Districts in the Unified Development Ordinance.

**Response:** Planning staff to move forward with steps to begin review of Permitted Uses in EDDs.

- 2) Review and consider a request by Commissioner Price that staff follow-up on efforts to make County website more ADA accessible, including possibly working with Orange County Disability Council.

**Response:** To be addressed with help from Disability Council as needed.

- 3) Review and consider a request by Commissioner Pelissier that the Board schedule a discussion on the County's potential role in providing capital need funding to non-profits and how non-profits might pursue applying for the possible funding.

**Response:** To become part of Board discussion on outside agency funding at November 10<sup>th</sup> work session.

- 4) Review and consider a request by request by Commissioner Pelissier that staff provide a presentation to the Board on the new transportation routes, available human services data, and how that data might be used to improve services and add on to zonal routes.

**Response:** Staff to review data and provide presentation to the Board of potential options.

- 5) Review and consider a request by Commissioner McKee that the County Attorney review alternatives to eminent domain as the Mountains to Sea Trail moves forward and provide report to BOCC.

**Response:** County Attorney to provide follow-up information to the Board.

Regards,

A handwritten signature in cursive script that reads "Earl McKee".

Earl McKee, Chair  
Board of County Commissioners