

# ORANGE COUNTY BOARD OF COMMISSIONERS

## AGENDA

BOCC Regular Work Session  
November 10, 2016  
Meeting – 7:00 p.m.  
Southern Human Services Center  
2501 Homestead Road  
Chapel Hill, NC

- |                |    |  |
|----------------|----|--|
| (7:00 – 8:15)  | 1. | Discussion of Outside Agency Funding Target and Funding for Non-Profit Capital Needs |
| (8:15 – 9:00)  | 2. | Orange County Property Naming Policy   |
| (9:00 – 10:00) | 3. | Boards and Commissions Discussion  |

Orange County Board of Commissioners' regular meetings and work sessions are available via live streaming video at [http://www.orangecountync.gov/departments/board\\_of\\_county\\_commissioners/videos.php](http://www.orangecountync.gov/departments/board_of_county_commissioners/videos.php) 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:** November 10, 2016

**Action Agenda  
Item No.   1**

**SUBJECT:** Discussion of Outside Agency Funding Target and Funding for Non-Profit  
Capital Needs

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**DEPARTMENT:** Finance and Administrative  
Services

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**ATTACHMENT(S):**

Attachment A: Bond Counsel  
Communication

**INFORMATION CONTACT:**

Bonnie Hammersley, (919) 245-2300  
Gary Donaldson, (919) 245-2453

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**PURPOSE:** To discuss potential Outside Agency Funding Targets and funding of Non-Profit Capital Needs.

**BACKGROUND:** The FY 2016-17 Approved Budget includes funding awards for 55 outside agencies totaling \$1,176,763. This amount includes \$83,530 for 12 new or previously unfunded agencies.

Each year, Outside Agencies submit funding applications to the County detailing program requests. These programs are reviewed by Advisory Boards and scored on a scale of 0-100 based on the following criteria:

- What is the program's *Mission*?
- Who are the program's *Customers* and what does the customer value?
- What are the program's *Results*?
- What is the program's *Plan* for implementation and improvement?

As a part of the budget development process, Outside Agencies applications and scorecards are provided to the County Manager to assist in recommending decisions as part of the Manager's Recommended Budget each year. The Board of County Commissioners then approves final funding amounts as part of the Budget Adoption process in June. Performance Agreements are executed for each funded Outside Agency, and funding allocations to the agencies are provided on a quarterly basis throughout the fiscal year.

The Finance staff has surveyed other local governments in North Carolina to review other funding target options for Outside Agencies.

The following are potential funding formulas for BOCC consideration:

- Percent of Budget
- Fixed Dollar Amount
- Incremental Unit of Tax Rate
- Dollar Per Capita

The staff presentation at the meeting will provide information on:

- Outside Agency Funding as a Percent of County Budget
- Outside Agency Dollar Requests versus Dollar Approved
- Other Potential Funding Formulas

The County currently provides funding to Outside Agencies for operating expenses only. At the request of the BOCC, a review of options for capital requests is attached (Attachment A) and addressed in the staff presentation.

These potential capital funding options include:

- Construct a building, and lease it long-term
- Make a restricted capital grant
- Make a multi-year grant that could be used for lease or loan payments
- Fund a loan-loss reserve to back loans to the outside agencies

**FINANCIAL IMPACT:** There are no financial impacts associated with discussion of possible Outside Agency funding targets and funding of Non-Profits capital needs.

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

- **GOAL: FOSTER A COMMUNITY CULTURE THAT REJECTS OPPRESSION AND INEQUITY**  
The fair treatment and meaningful involvement of all people regardless of race or color; religious or philosophical beliefs; sex, gender or sexual orientation; national origin or ethnic background; age; military service; disability; and familial, residential or economic status.
- **GOAL: ENSURE ECONOMIC SELF-SUFFICIENCY**  
The creation and preservation of infrastructure, policies, programs and funding necessary for residents to provide shelter, food, clothing and medical care for themselves and their dependents.
- **GOAL: 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 discuss potential Outside Agency funding targets and potential for any Non-Profit capital requirements and provide any direction to staff.

October 31, 2016

## **Orange County – capital funding for outside agencies**

There are a variety of ways in which the County could provide capital funding for outside agencies if it decided to do so. In each case, the legal basis for our approach represents a combination of the statute that allows the County to contract with private entities to carry out work that the County could carry out itself (Section 153A-449), and the statute that allows the county to enter multi-year continuing contracts for services (Section 153A-13). In many ways, these approaches mirror approaches used for affordable housing programs in which the units will be privately owned.

### **Build a building, lease it out long-term**

The County would build a building for use by the agency. The County would continue to own the building. The County could either pay cash for the building or undertake an installment financing for the building (whether the financing would qualify for tax-exempt financing or would require more expensive taxable financing would have to be determined at that time). The lease could either require a cash payment or provide that the use of the building is part of the County's consideration for the services to be provided by the agency. Matters of maintenance, taxes and insurance would also have to be resolved in connection with the lease. The construction of the building would likely be subject to the construction and bid laws otherwise applicable to County projects.

As an alternative, the County could establish a nonprofit corporation of its own to undertake the financing and construction, although the lenders would still look to the County to make the loan payments, and the construction and bids laws would likely still apply.

### **Make a restricted capital grant**

The County would use cash on hand to make a larger than usual grant that the agency could use for a capital expense. The performance agreement would restrict the use of the funds for the planned capital expense, and would extend for a term

commensurate with the size of the grant. Because County money would be the intended source for the payment of the construction costs, the construction of the building would likely be subject to the construction and bid laws otherwise applicable to County projects.

**Make a multi-year grant that could be used for lease or loan payments**

The outside agency would contract for a capital project, and the County would enter a multi-year grant agreement that was sized to provide for the agency’s lease or loan payments related to the project.

**Fund a loan-loss reserve to back loans to the outside agencies.**

As the County has done with its business loan programs, the County could fund a loan-loss reserve to support loans incurred by the outside agencies.

**Considerations for all approaches**

The function to be served by the outside agency must be a function the County is authorized to provide directly.

Each arrangement should be supported by a contract with the outside agency that specifies the work to be done by the agency. If the County uses a multi-year grant approach, then the contract should extend for the term of the grant. If the County uses a lease approach, then the performance contract should extend for the term of the lease. There should in all events be some level of proportionality between the funding from the County and the service by the agency.

In undertaking any program of this sort, the County should build a strong record documenting the public benefit expected from the arrangement. To the extent the County views the project and benefitting agencies as enhancing employment and business prospects in the County, the County would be well-served to also follow the statutory procedures (including public hearings) provided for in the business incentive statutes.

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Please let me know if you have any questions for me.

Thanks, as always.

Bob Jessup

**ORANGE COUNTY  
BOARD OF COMMISSIONERS  
ACTION AGENDA ITEM ABSTRACT**  
Meeting Date: November 10, 2016

Action Agenda  
Item No.   2  

**SUBJECT:** Orange County Property Naming Policy

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**DEPARTMENT:** County Manager

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**ATTACHMENT(S):**

- A. Orange County Property Naming Policy-AMENDED 11-9-2005
  - B. Orange County Property Naming Policy-AMENDED 3-3-2009
  - C. Orange County Property Naming Policy-AMENDED 11-17-2015
  - D. List of County Named Facilities
  - E. Comparison of Naming Policies
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**INFORMATION CONTACT:**

Bonnie Hammersley, 919-245-2300

**PURPOSE:** To discuss the Orange County Property Naming Policy and provide direction to staff.

**BACKGROUND:** On March 1, 2016 Commissioner Bernadette Pelissier petitioned that the Orange County Property Naming Policy be discussed at a BOCC work session. Specifically, Commissioner Pelissier as well as other Commissioners have requested that the naming policy discussion include clarification on the following issues:

- Under what circumstances should a property be named?
- What can be named?
- Should a county property be named for a living person?
- Definition of renaming a property?

Attached to this abstract are the three (3) previous abstracts to amend the policy, a list of County owned properties that have been named for an individual, and a benchmark analysis of organizational naming policies in the area. This item was initially scheduled for the May 10, 2016 Board work session, but was set aside to allow the Board to focus on review of the Draft Affordable Housing Strategic Plan.

**FINANCIAL IMPACT:** There is no immediate financial impact related to this discussion.

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

- **GOAL: 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 discuss and provide direction to staff on the property naming policy.

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**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: **November 9, 2005**

Action Agenda  
Item No.   4  

**SUBJECT:** Proposed Revisions to the Policy for Naming of County Owned Buildings and Facilities

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**DEPARTMENT:** Board of County  
Commissioners

**PUBLIC HEARING: (Y/N)**

No
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**ATTACHMENT(S):**

Policy for Naming of County Owned Buildings  
And Facilities

**INFORMATION CONTACT:**

Commissioner Moses Carey

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**PURPOSE:** To consider a proposed revision to the Policy for the Naming of County Owned Buildings and Facilities.

**BACKGROUND:** The Board of County Commissioners adopted a policy for the Naming of County Owned Buildings and Facilities (attachment) in 1989. Since then, there have not been any updates/revisions to the policy.

The Chair of the Board of County Commissioners, after discussion with the Vice-Chair, is proposing that the Board update its current policy for naming county owned buildings to exclude the Manager from the recommendation process (item #4 on current policy), and would like the Board to consider this revision to the policy.

- To revise the policy to remove the current process requirement that the Manager must make a recommendation to the Board of Commissioners after a request is made

Any policy change would not require a public hearing.

**FINANCIAL IMPACT:** None

**RECOMMENDATION(S):** The Manager recommends that the Board consider the proposed revision to the Policy for Naming of County Owned Buildings and Facilities.

POLICY FOR INSERTION INTO THE POLICY MANUALMEETING DATE: February 21, 1989NUMBER: A:0390EFFECTIVE DATE: February 21, 1989REVISIONS: \_\_\_\_\_POLICY:NAMING OF COUNTY OWNED BUILDINGS AND FACILITIES POLICYORANGE COUNTY POLICY AND PROCEDURE CONCERNING THE NAMING OF  
COUNTY OWNED BUILDINGS AND FACILITIES

The following policy and procedure shall apply to the naming or renaming of buildings and facilities owned by Orange County.

1. County owned buildings and facilities shall bear such names as the Orange County Board of Commissioners shall approve pursuant to this policy.
2. Any person, firm or association may propose a name for a County owned building or facility. Such proposal shall be made in writing and filed with the County Manager.
3. The County Manager shall prepare a report concerning the proposed naming. The report shall contain such information as the County Manager deems appropriate but should, in most instances, contain the following information;
  - a. The proposed name of the facility;
  - b. The existing name of the facility, if applicable;
  - c. Whether other County buildings or facilities bear the proposed name;
  - d. Whether the same name is proposed and currently pending for some other publicly owned building or facility within Orange County.
  - e. If the building or facility is frequented by the public for a number and variety of uses, whether the proposed name would be confusing because of other public or private facilities or structures bearing the same or similar name;
  - f. A brief description of the building or facility for which the name is proposed;
  - g. If the proposed name is that of an individual, an inclusive description of the individual's contribution to the community should be included.

4. The report and the Administration's recommendation shall be made to the Orange County Board of Commissioners by the County Manager.
5. Upon receipt of the report and the recommendation, the Board of Commissioners will consider the adoption of a resolution stating its intent to consider the naming or renaming of the building or facility at the next or some subsequent meeting determined by the Board of Commissioners. If the building or facility is a significant public structure, the Board may, at its option, direct that a notice be published informing the public of the Board's intent to consider the naming or renaming of the proposed building or facility and the fixing of a time and place for a public hearing on the question.
6. The building or other facility shall bear the name assigned to it by the Board from and after the date of the Board's approving action or such subsequent date as the Board of Commissioners may prescribe.
7. This policy and procedure does not apply to the naming of public streets, roads, alleys, and other similar thoroughfares.
8. Under unusual circumstances and for reasons satisfactory to the Board of Commissioners, the Board may name a County owned building or facility without following the procedures set forth herein.

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ORANGE COUNTY  
BOARD OF COMMISSIONERS

**ACTION AGENDA ITEM ABSTRACT**

Meeting Date: **March 3, 2009**

Action Agenda

Item No. 6-b

**SUBJECT:** Orange County Property Naming Policy

**DEPARTMENT:** County Manager

**PUBLIC HEARING:** (Y/N)

**ATTACHMENT(S):**

Draft Revised County Property Naming  
Policy  
Current Facility Naming Policy

**INFORMATION CONTACT:**

Laura Blackmon, 245-2300

**PURPOSE:** To consider a draft revision of the Orange County Facility Naming Policy.

**BACKGROUND:** Orange County adopted a Facility Naming Policy in 1989 that was last revised in 2005. This policy has played a major role over the last few years due to the County's comprehensive construction program. From time to time there have been issues raised in the naming of these new facilities that were not addressed in the current policy. For example, there has been confusion regarding the naming of facilities after individuals, the naming of facilities in conjunction with sponsorship by private entities, and the role of County advisory boards in proposing potential facility names.

Based on these concerns, the Board directed the County Manager to review the current policy and propose revisions to address these issues. The proposed new policy developed by the Manager is attached along with the County's current policy. Highlights of the new policy include:

- 1) An expansion of the term "property" to include buildings, facilities, land, portions of buildings, collections of books, records, etc.
- 2) Working titles to be given for buildings and facilities under construction or renovation and land that is being developed for parks or other county uses
- 3) Official names or titles for property based upon geographical, historical, ecological, or functional uses
- 4) Memorial naming of property in addition to the official name to be made in honor of a deceased individual
- 5) Property named for living persons to be specified only under certain conditions

Upon adoption, this policy would guide the Board and County government as a whole in addressing the naming of public property including facilities, buildings, parks, and sports complexes.

**FINANCIAL IMPACT:** There is no financial impact associated with Board consideration of the new proposed policy. Depending on the outcome of Board discussion, including any determinations regarding the naming of facilities in conjunction with sponsorship by private entities, some aspects of the policy implementation could have financial impacts.

**RECOMMENDATION(S):** The Manager recommends the Board discuss the newly proposed Orange County Property Naming Policy, provide feedback and questions to staff, and consider approval of the policy at this meeting or at a future meeting.

## Draft Proposed Orange County Property Naming Policy

### **Policy x.x “Policy Statement”**

County owned buildings, facilities and land shall bear such names as the Orange County Board of Commissioners shall approve pursuant to this policy. This policy follows all applicable local, state and federal laws, rules and regulations.

### **Purpose**

This policy is to establish the Board of County Commissioners as the responsible authority for naming County buildings, facilities, and land.

### **Guidelines**

- 2.1. The naming of public buildings, facilities and land shall be done only by the Board of County Commissioners by resolution adopted by majority vote.
  - 2.1.1. Property to be given names or titles shall be either owned by Orange County government or leased by Orange County government for its use.
  - 2.1.2. Properties to be named or given a title include buildings, any areas in buildings, other physical facilities, collections of books, records or other printed or audio-visual materials, land or water areas
  - 2.1.3. Official names or titles for property belonging to the County shall only be changed by the Board of County Commissioners as it deems appropriate.
  - 2.1.4. Current names for property belonging to the County shall remain the same unless changed by the Board of County Commissioners upon relocation or change in function of the property.
  - 2.1.5. No property belonging to Orange County shall be named for living persons with the following exceptions.
    - a. Living persons who make a significant monetary contribution to the development of a public building or facility when such a contribution is made with the intent and agreement of the Board of County Commissioners that said building or facility will be named for the contributor
    - b. Leased property that has been conferred a name by the lessor that is a person's name need not be renamed if it has locational or other value
  - 2.1.6 Official names or titles for property belonging to or leased by the County shall be based upon geographical, historical, ecological, functional, or other such factors as the Board of County Commissioners deems appropriate. If a geographical reference of locational value is derived from the name of a person, such as a street name, it may be used in naming County property.
    - a. A public building/facility under construction/renovation or land purchased for park development or conservation/preservation will be given a “working title” which will only become the official title of the property when formally approved as such by the BOCC
    - b. Memorial naming of a public building, facility or land is in addition to the official title of the building/facility/land and is bestowed in accordance with Section 2.2 of this policy

- c. Leased property naming will respect historical names that may already be attached to the facility or as may be negotiated with the owner of the building.
  - 2.1.7 Exceptions to this policy of naming property belonging to the County may be made by the Board of County Commissioners as it deems appropriate.
  - 2.1.8 This policy does not apply to the naming of public streets, roads, alleys and other similar thoroughfares.
  - 2.1.9 This policy shall not be construed as the mechanism for selling the naming rights to County structures, buildings, facilities or land.
- 2.2. Memorial Naming of Public Buildings, Facilities, or Land: In the event Orange County wishes to honor a deceased individual by naming a public building, facility or land after such an individual, the following shall apply:
- 2.2.1. The person who is being honored by such a memorial shall have made a significant contribution to the well-being and betterment of Orange County.
  - 2.2.2. The party requesting a memorial shall submit a brief biography of the person to Orange County government for recording purposes.
  - 2.2.3. The memorial naming of a public building, facility or land will be in addition to the official name as defined in Section 2.1.6 of this policy.
  - 2.2.4. It is prohibited to rename a public building, facility or land which has previously been named in honor of or in memorial to an individual except in extraordinary circumstances when the Board deems it appropriate.
  - 2.2.5. This policy does not apply to living persons or entities that make a significant monetary contribution to the development of a public building, facility or land when such a contribution is made with the intent and agreement of the Board of County Commissioners that said building, facility or land will be named for the contributor.

### **Procedures**

- 2.3. A public building/facility under construction/renovation or land purchased for park development or conservation/preservation shall be given a "working title" by staff for easy identification of the property.
- 2.4. The proposed naming of a public building, facility or land may be generated in the following manner.
  - a. Staff shall recommend to the BOCC an official title of the public building, facility or land in accordance with Section 2.1.6 of this policy. Such recommended by staff will be made prior to the completion of any project to construct, renovate or develop the property.
  - b. Any person, firm or association may propose a name for a County owned building, facility or land by submitting the proposal in writing to the County Manager or Clerk to the Board.
  - c. Under certain circumstances the BOCC may wish to set in place a public process for soliciting input in the official naming of a public building, facility or land.

- 2.5. The County Manager shall prepare a report with recommendations for the proposed naming of the public building, facility or land and present it to the BOCC for consideration at a regularly scheduled public meeting.
- 2.6. Upon receipt of the report and the recommendations of the manager the BOCC will state its intent to consider the adoption of a resolution for the naming or renaming of the public building, facility or land at the next or some subsequent meeting as determined by the BOCC.
- 2.7. The Board may determine the public building, facility or land is of significant public interest and direct a notice be published informing the public of the Board's intent to consider the naming or renaming of the public building, facility or land and fix a time and place for a public hearing on the question.
- 2.8. Upon approval of the resolution by the BOCC, the public building, facility or land shall bear the name assigned to it from and after the date of Board action or such subsequent date as the BOCC may prescribe.

## **POLICY FOR INSERTION INTO THE POLICY MANUAL**

MEETING DATE: February 21, 1989

NUMBER: A:0390

EFFECTIVE DATE: February 21, 1989

REVISIONS: November 9, 2005

### **POLICY:**

#### **NAMING OF COUNTY OWNED BUILDINGS AND FACILITIES POLICY**

##### ORANGE COUNTY POLICY AND PROCEDURE CONCERNING THE NAMING OF COUNTY OWNED BUILDINGS AND FACILITIES

1. County owned buildings and facilities shall bear such names as the Orange County Board of Commissioners shall approve pursuant to this policy.
2. Any person, firm or association may propose a name for a County owned building or facility. Such proposal shall be made in writing and filed with the County Manager and/or Clerk.
3. The County Manager shall prepare a report concerning the proposed naming. The report shall contain such information as the County Manager deems appropriate but should, in most instances, contain the following information
  - a. The proposed name of the facility;
  - b. The existing name of the facility, if applicable;
  - c. Whether other County buildings or facilities bear the proposed name;
  - d. Whether the same name is proposed and currently pending for some other publicly owned building or facility within Orange County.
  - e. If the building or facility is frequented by the public for a number and variety of uses, whether the proposed name would be confusing because of other public or private facilities or structures bearing the same or similar name;
  - f. A brief description of the building or facility for which the name is proposed;
  - g. If the proposed name is that of an individual, an inclusive description of the individual's contribution to the community should be included
4. The report shall be made to the Orange County Board of Commissioners by the County Manager
5. Upon receipt of the report and the recommendations, the Board of Commissioners will consider the adoption of a resolution stating its intent to consider the naming or renaming of the building or facility at the next or some subsequent meeting determined by the Board of Commissioners. If the building or facility is a significant public structure, the Board may, at its option, direct that a notice be published informing the public of the Boards intent to consider the naming or renaming of the proposed building or facility and the fixing of a time and place for a public hearing on the question.

6. The building or other facility shall bear the name assigned to it by the Board from and after the date of the Board's approving action or such subsequent date as the Board of Commissioners may prescribe.
7. This policy and procedure does not apply to the naming of public streets, roads, alleys, and other similar thoroughfares.
8. Under unusual circumstances and for reasons satisfactory to the Board of Commissioners, the Board may name a County owned building or facility without following the procedures set forth herein.
9. Portions of a building, such as a meeting room or resource center, may bear the name of an individual or group subject to the procedures outlined above.
10. This policy shall not be construed as a mechanism for selling the name rights to county structures or facilities.

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**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** November 17, 2015

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

**SUBJECT:** Amendment to the Orange County Property Naming Policy

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**DEPARTMENT:** County Manager

**PUBLIC HEARING: (Y/N)**

No
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**ATTACHMENT(S):**

- 1) Orange County Property Naming Policy-AMENDED

**INFORMATION CONTACT:**

Bonnie Hammersley, 919-245-2300

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**PURPOSE:** To discuss amending the Orange County Property Naming Policy and consideration adoption of the amendment.

**BACKGROUND:** On September 1, 2015 Commissioner Barry Jacobs petitioned that the Orange County Property Naming Policy be amended. Specifically, Commissioner Jacobs requested that the amendment to the policy include:

- The addition of language to the policy will provide the BOCC the ability to consider and adopt naming a “room” within a County property. This language has been included in the attached amended policy. Attachment 1
- The addition of language to the policy will provide the BOCC the ability to consider and adopt naming a County property for a person that secures funding for the construction/development of a building or facility. This language has been included in the attached amended policy. Attachment 1

**FINANCIAL IMPACT:** There is no immediate financial impact related to this discussion.

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

- **GOAL: 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 receive this information and adopt the policy as amended.

**POLICY FOR INSERTION INTO THE POLICY MANUAL**

MEETING DATE: February 21, 1989

NUMBER: A-0390

EFFECTIVE DATE: February 21, 1989

REVISIONS: November 9, 2005  
March 3, 2009November 17, 2015**POLICY: Orange County Property Naming Policy****Policy "Policy Statement"**

County owned buildings, facilities and land shall bear such names as the Orange County Board of Commissioners shall approve pursuant to this policy. This policy follows all applicable local, state and federal laws, rules and regulations.

**Purpose**

This policy is to establish the Board of County Commissioners as the responsible authority for naming County buildings, facilities, and land.

**Guidelines**

- 2.1. The naming of public buildings, facilities and land shall be done only by the Board of County Commissioners by resolution adopted by majority vote.
  - 2.1.1. Property to be given names or titles shall be either owned by Orange County government or leased by Orange County government for its use.
  - 2.1.2. Properties to be named or given a title include buildings, any areas or rooms in buildings, other physical facilities, collections of books, records or other printed or audio-visual materials, land or water areas
  - 2.1.3. Official names or titles for property belonging to the County shall only be changed by the Board of County Commissioners as it deems appropriate.
  - 2.1.4. Current names for property belonging to the County shall remain the same unless changed by the Board of County Commissioners upon relocation or change in function of the property.
  - 2.1.5. No property belonging to Orange County shall be named for living persons with the following exceptions.
    - a. Living persons who secure funding and/or make a significant monetary contribution to the development/construction of a public building or facility when such a contribution is made with the intent and agreement of the Board of County Commissioners that said building or facility will be named for the contributor
    - b. Leased property that has been conferred a name by the lessor that is a person's name need not be renamed if it has locational or other value

- 2.1.6 Official names or titles for property belonging to or leased by the County shall be based upon geographical, historical, ecological, functional, or other such factors as the Board of County Commissioners deems appropriate. If a geographical reference of locational value is derived from the name of a person, such as a street name, it may be used in naming County property.
- a. A public building/facility under construction/renovation or land purchased for park development or conservation/preservation will be given a "working title" which will only become the official title of the property when formally approved as such by the BOCC
  - b. Memorial naming of a public building, facility or land is in addition to the official title of the building/facility/land and is bestowed in accordance with Section 2.2 of this policy
  - c. Leased property naming will respect historical names that may already be attached to the facility or as may be negotiated with the owner of the building.
- 2.1.7 Exceptions to this policy of naming property belonging to the County may be made by the Board of County Commissioners as it deems appropriate.
- 2.1.8 This policy does not apply to the naming of public streets, roads, alleys and other similar thoroughfares.
- 2.1.9 This policy shall not be construed as the mechanism for selling the permanent naming rights to County structures, buildings, facilities or land.
- 2.2. Memorial Naming ( in honor of a deceased individual) of Public Buildings, Facilities, or Land: In the event Orange County wishes to honor a deceased individual by naming a public building, facility or land after such an individual, the following shall apply:
- 2.2.1. The person who is being honored by such a memorial shall have made a significant contribution to the well-being and betterment of Orange County.
  - 2.2.2. The party requesting a memorial shall submit a brief biography of the person to Orange County government for recording purposes.
  - 2.2.3. The memorial naming of a public building, facility or land will be in addition to the official name as defined in Section 2.1.6 of this policy.
  - 2.2.4. Renaming a public building, facility or land which has previously been named in honor of or in memorial to an individual shall only be done in extraordinary circumstances as determined by the Board.

## **Procedures**

- 2.3. A public building/facility under construction/renovation or land purchased for park development or conservation/preservation shall be given a "working title" by staff for easy identification of the property.

- 2.4. The proposed naming of a public building, facility or land may be generated in the following manner.
  - a. Staff shall recommend to the BOCC an official title of the public building, facility or land in accordance with Section 2.1.6 of this policy. Such recommended by staff will be made prior to the completion of any project to construct, renovate or develop the property.
  - b. Any person, firm or association may propose a name for a County owned building, facility or land by submitting the proposal in writing to the County Manager or Clerk to the Board.
  - c. Under certain circumstances the BOCC may wish to set in place a public process for soliciting input in the official naming of a public building, facility or land.
- 2.5. The County Manager shall prepare a report with recommendations for the proposed naming of the public building, facility or land and present it to the BOCC for consideration at a regularly scheduled public meeting.
- 2.6. Upon receipt of the report and the recommendations of the manager the BOCC will state its intent to consider the adoption of a resolution for the naming or renaming of the public building, facility or land at the next or some subsequent meeting as determined by the BOCC.
- 2.7. The Board may determine the public building, facility or land is of significant public interest and direct a notice be published informing the public of the Board's intent to consider the naming or renaming of the public building, facility or land and fix a time and place for a public hearing on the question.
- 2.8. Upon approval of the resolution by the BOCC, the public building, facility or land shall bear the name assigned to it from and after the date of Board action or such subsequent date as the BOCC may prescribe.

## Attachment D

**BOARD OF ORANGE COUNTY COMMISSIONERS  
LIST OF NAMED FACILITIES**

For Discussion Purposes  
November 10, 2016

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County owned properties (including County owned School properties) that are named for an individual are as follows:

<b>Facility</b>	<b>Facility Type/Location</b>	<b>Date Named (Estimated)</b>
Richard E. Whitted Facility	County Health, Recreation, and Administrative Services; Hillsborough	1987
Robert and Pearl Seymour Center	County Senior Center; Chapel Hill	2006
John M. Link, Jr. Government Services Center	County Administrative Services; Hillsborough	2006
Jerry M. Passmore Center	County Senior Center; Hillsborough	2016
David Price Farmers Market Pavilion	Farmers Market Pavilion	2016
McDougle Elementary School	Elementary School; Chapel Hill	1996
Scroggs Elementary School	Elementary School; Chapel Hill	1999
C.W. Stanford Middle School	Middle School; Hillsborough	1968

## Attachment E

## Summary Comparison of Adopted Local Government, Public School, and University Facility Naming Policies

Organization	Can Name for a Living Person	Requires Public Process	Can Name a Portion of a Facility (room, park, etc..)	Can Name for Capital Funding Contributors	Governing Board Voting Process	Latest Date of Revision
Town of Cary	Yes	Yes	No	Yes	Town Council	3/27/2014
Chapel Hill - Carrboro City Schools	Yes	Yes	Not specified	Yes	Board of Education	Not Listed
Durham County Library	Yes	Yes	Yes	Yes	Review by Library Committee before submission to County Board of Commissioners	Not listed
City of Greensboro Public Library	Yes	Yes ( public hearing	Yes	Yes	Two thirds of Library Board	8/17/1992
City of Greensboro Parks and Rec. Department	Yes	Yes (3 public hearings)	Yes	Yes	Park Commission approval before submission to City Council	1/11/2012
Lee County	Yes	Yes	Yes	Yes	County Board of Commissioners	5/2/2005
Mecklenburg County	Yes	Not specified	Not specified	Yes	County Board of Commissioners	10/15/2013
NC A& T University	Yes	Not specified	Yes	Yes	University Board of Trustees	2/18/2011
NC State University	Yes	Not specified	Not specified	Yes	University Board of Trustees	4/22/2011
New Hanover County Schools	Not Specified	Yes	Yes	Not specified	County Board of Education	2/15/14
UNC Chapel Hill	Yes	Not Specified	Yes	Yes	University Board of Trustees Approval	9/23/2010

**ORANGE COUNTY  
BOARD OF COMMISSIONERS**

**ACTION AGENDA ITEM ABSTRACT**

**Meeting Date:** November 10, 2016

**Action Agenda  
Item No.   3**

**SUBJECT:** Boards and Commissions Discussion

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**DEPARTMENT:** Board of County  
Commissioners

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**ATTACHMENT(S):**

- A - Excerpts from Minutes
- B - Training/Orientation Overview of the  
Various Orange County Advisory  
Boards and Commissions

**INFORMATION CONTACT:**

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

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**PURPOSE:** To discuss various Advisory Board issues.

**BACKGROUND:** The Orange County Board of Commissioners, at several of its past meetings, has identified specific topics related to Boards and Commissions that the Board wanted to further discuss. Attachment A provides excerpts from approved sets of minutes on the Board's prior discussion of the following items:

- Vetting of Applicants; Recommendations/No Recommendations from Advisory Boards
- Filling of Board Vacancies: Statutory and/or Board approved positions
- Advisory Board Meeting Times
- Advisory Boards- Size of Boards - 9/20/16 discussion

Attachment B contains a departmental Training/Orientation Overview of the various Orange County Advisory Boards and Commissions.

**FINANCIAL IMPACT:** There is no financial impact associated with discussing various Advisory Board issues.

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

- **GOAL: 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 the Board discuss and provide any direction to staff.

## Attachment A

### *Discussion Points for BOCC*

#### **1. Vetting of Applicants; Recommendations/No Recommendations from Advisory Boards**

##### **Excerpt from the May 17, 2016 APPROVED MINUTES:**

###### **Board Comments**

Commissioner Rich said she recently received a letter from a Chair of one of the BOCC's committees and also had a good in-person conversation with her. She said her take away from the conversation was that the Commissioners needed to do a better job of knowing who is being appointed, as some applicants are not viable.

Commissioner Rich said she also spoke with an applicant to the Chapel Hill Planning Board, and it was an enlightening conversation. She learned that some applicants are highly qualified, and others do not even know about the board to which they are applying. She said the BOCC should talk about this process going forward, in order to know who is being appointed. She said it is important to not pick randomly.

Commissioner Price said even though she has been hesitant to take recommendations from staff, it does provide some degree of vetting.

Commissioner Price said she attended another Habitat home dedication, which was a lovely community event.

Commissioner Jacobs said on the issue of appointments, there was discussion years ago regarding for which boards' recommendations should be accepted. He said the current attitude is that an applicant's capabilities do not seem to be as important as their socio-economic position or demographic characteristics. He said these latter factors are certainly valid, but it is important to have people who are knowledgeable and interested in serving. He said he would like to resume a more conscious appointment process.

##### Discussion Points:

- Does the Board want to pursue a vetting process or continue the process as is.

#### **2. Filling of Board Vacancies: Statutory and/or Board approved positions**

##### **Excerpt from the June 21, 2016 APPROVED MINUTES:**

- Orange County Board of Adjustment – Appointments**

The Board considered making appointments to the Orange County Board of Adjustment.

A motion was made by Commissioner Rich, seconded by Commissioner Price to appoint the following to the Orange County Board of Adjustment:

- Appointment to a first full term (Position #3) "At-Large" representative for Samantha Cabe expiring 06/30/2019.
- Appointment to a partial term (Position #4) "At-Large Alternate" for Karen Raleigh expiring 06/30/2017.

VOTE: UNANIMOUS

Discussion ensued about the Planning Board position on the Board of Adjustment that has been vacant for three years, and whether it was a statutory position, or if the Board could fill this position with an Orange County resident.

John Roberts said he would research this issue, and get back to the Board later in the meeting.

Discussion Point:

- How would the Board want to proceed with vacant positions with statutory or Board designated positions?

### **3. Advisory Board Meeting Times**

**Excerpt from the APPROVED BOCC Meeting Minutes from September 6, 2016:**

#### **6-k: Orange Unified Transportation Board (OUTBoard) Rules and Procedures**

The Board will consider an amendment to the OUTBoard-specific Rules and Procedures to revise its meeting time.

Commissioner Rich asked if there is a reason why the OUTBoard meeting time is being changed, and if this is done for other boards.

Commissioner Dorosin said boards should be able to determine meeting times, and he was surprised that this request had to come to the BOCC.

Commissioner Rich asked if other boards have made similar requests, and if boards know making such a request is possible.

John Roberts said when the Board of County Commissioners adopted the individual advisory policies, in about 50% of the cases, the BOCC determined a meeting time, and thus if a different time is desired, a request must come back to the Board of County Commissioners.

Commissioner Rich said it seems inconsistent.

Bonnie Hammersley said not all advisory boards meet at 7:00 p.m.

Commissioner Rich said the Board may want to consider letting the boards pick their own times, and make a policy change.

Commissioner Dorosin said this topic can be added to an upcoming work session.

A motion was made by Commissioner Rich, seconded by Commissioner Price to approve an amendment to the OUTBoard-specific Rules and Procedures to revise its meeting time to 6:30 p.m.

VOTE: UNANIMOUS

***Discussion Points:***

- Does the BOCC want to do a blanket change to advisory board policies to allow individual boards to decide their own meeting times?
- Or does the BOCC want to stay with the current status quo?

**4. Advisory Boards- Size of Boards- 9/ 20 discussion**

**Excerpt from September 20<sup>th</sup> APPROVED BOCC Meeting Minutes:**

a. Human Relations Commission – Appointments

The Board considered making appointments to the Human Relations Commission.

A motion was made by Commissioner Jacobs, seconded by Commissioner Rich to appoint the following to Human Relations Commission:

- Appointment of Agyei Ekundayo to a partial term in Position #1 – “At-Large” expiring 06/30/2018.
- #1 – “At-Large” expiring 06/30/2018.
- Appointment of Jessica Aguilar to a first full term for Position #3 – “At-Large” expiring 09/30/2018.
- Appointment of Timothy McNair to a partial term to Position # 4 “Town of Chapel Hill” expiring 06/30/2017.
- Appointment of Elizabeth O’Quinn to a first full term in Position #12 – “At-Large” expiring 06/30/2019.
- Appointment of to a first full term (position #6) “At-Large” for Robin R. Criffield expiring 09/30/2019.
- Appointment to a second full term (position #7) “At-Large” for Joyce Preslar expiring 06/30/2019.
- Appointment to a first full term (position #9) “At-Large” for Susie Enoch expiring 09/30/2019.
- Appointment to a second full term (position #10) “At-Large” for Monica Richard expiring 06/30/2019.
- Appointment to a partial term (position #13) “Town of Hillsborough” for Delvena Jones expiring 06/30/2017.
- Appointment to a first full term (position #15) “At-Large” for Deborah Stroman expiring 06/30/2019.

- Appointment to a partial term (position #17) “At-Large” for Jacquelyn Podger expiring 06/30/2017.

VOTE: UNANIMOUS

Commissioner Pelissier said she had concerns about the large size of this board, at 18 positions. She said any large board causes concern, since it is sometimes difficult to fill this many positions.

Commissioner Dorosin said that the Board will discuss various issues related to boards’ and commissions’ processes at the November 10<sup>th</sup> work session, and he asked the Clerk if she could add this topic to the list.

**Training/Orientation Overview of the Various  
Orange County Advisory Boards and Commissions**

**As of November 2016**

● **Adult Care Community Advisory Committee -**

*(Listed below are the topics covered in a full day training session)*

- >Introduction and Overview
- >Long Term Care System
- >Sensitivity to Aging
- >Residents Rights
- >Culture Change/Person Centered Processes
- >Role of the Community Advisory Committee
- >Community Advisory Committee Visitation
- >Communication
- >Communicating with Persons with Special Needs
- >Complaints/Mediation
- >Elder Abuse, Neglect and Exploitation

● **Advisory Board on Aging -**

- >Mission of the Orange County Department on Aging
- >Profile of Older Adults – Demographics for NC and Orange County
- >Advisory Board By-Laws
- >Membership and Meeting Schedule
- >Department Budget and Organizational Chart
- >Program Highlights
- >Master Aging Plan – Process, plan, implementation, evaluation and reporting
- >Other Boards and committees related to our department, including the Friends' organizations

**NOTE: all new board members receive a binder with the above information.**

● **Affordable Housing Advisory Board**

- >Brief overview of the organization (Mission Statement)
- >Individual board policies and procedures

- >List of members with contact information
- >Copies of the most recent plans (i.e. consolidated plan, strategic plans, and minutes and agendas, etc.)
- >BOCC policies and procedures
- >Meeting schedule

- **Agricultural Preservation Board (APB)**

*New members are welcomed by staff and given a brief overview of the program and activities of the APB, usually before or after a regular meeting. Topics include: the VAD/EVAD program; the Voluntary Farmland Preservation Program Ordinance; and the current activities of the board. New members are also provided with copies of the following relevant documents:*

- >Voluntary Farmland Preservation Program Ordinance
- >APB rules of procedure
- >List of members with contact information and meeting schedule
- >Copies of the most recent documents such as the Annual Report and Work Plan, agenda, and minutes
- >BOCC policies and procedures

- **Alcoholic Beverage Control Board**

- >Verbal orientation to include conflict of interest/gift policy, code of business ethics and conduct, and disclosure policy
- >Instructions on how to retrieve our Policy and Procedure handbook from the ABC website
- >They receive a hard copy of our Board of Directors handbook
- >At the time of appointment and at a 2<sup>nd</sup> term appointment, they will attend ethics training with UNC School of Government

- **Animal Services Advisory Board**

*(The following materials are given to each new member in a “New Member Orientation” packet)*

- >BOCC Advisory Board Policy
- >ASAB Policies and Procedures
- >Overview of Orange County Animal Services
- >Animal & Rabies Control Services information
- >Sheltering Services information

- >Free Roaming Cats explanation
- >Community Spay/Neuter Overview
- >Volunteer Program Opportunities

- **Animal Services Hearing Panel Pool**

*(The following is an outline of the training given by the Orange County Attorney)*

- >Authority of the panel
- >An outline of the “Charge” of the panel
- >The “Due Process” overview
- >The “Appeal Process” overview
- >Outline of “Testimony or Evidence”
- >Definitions to think about listed under (Sec. 4-37)
- >Outline of “Public Nuisance” (Sec. 4-45)
- >Discussion of Class I and Class II Kennels
- >Regulations for Pet Shops selling animals
- >Overview of “Vicious Animals”
- >General discussion of “Without Provocation”
- >Exceptions (such as law enforcement dogs)

- **Arts Commission**

- >Overview of the Arts Commission (“About Us”, “Our Mission”, and “Our Programs”)
- >Orange County Arts Commission Policies and Procedures
- >Current Board List
- >Current Fiscal Year Budget
- >Current year meeting schedule

- **Board of Equalization and Review**

- >General Orientation Overview
- >Review of NC DOR Appeals Handbook
- >List of members with contact information
- >BOCC policies and procedures
- >Meeting schedule

- **Board of Health**

- >General Orientation Overview
- >Discussion of County Structure (flowchart)
- >Health Department Structure and Operations

- >Health Department Division Specific Overview
- >Board Orientation Trainings (including a video)
- >BOH Responsibilities, Policies, and Procedures

- **Board of Social Services**

- >Mission Statement
- >A Background overview is given explaining the coverage area for Orange County DSS
- >Duties and Responsibilities of the Board
- >Relevant Statutes
- >Discussion of why “Closed Sessions” are sometimes necessary
- >Federal Administration’s Role
- >State Administration’s Role (including a flowchart)
- >County Administration’s Structure (flowchart)
- >DSS Leadership (flowchart)
- >Overview of the DSS budget
- >Detail information regarding DSS Programs (flowchart)
- >Overview of “Protection and Support of Vulnerable Populations
- >Overview of “Health Insurance Support”
- >Overview of “Financial Assistance
- >Overview of “Employment Services & Programs”
- >Overview of “Support Staff”

- **Chapel Hill/Orange County Visitors Bureau**

- >Each new board member meets with the Visitors Bureau Director within 30 days of appointment. This typically takes place over lunch to discuss local hospitality trends, demand, average daily rate, and history.
- >A second meeting takes place within 60 days of the appointment with the full Visitors Bureau Staff of five to learn about publications, publicity, marketing, and sales. They also discuss the operation of the “Walk-in Visitor Center”. Materials are shared with each new member, including economic impact reports, research of visitor profile, meeting planners guide to Orange County, and a sample media kit.

- **Commission for the Environment**

- >Provide new members with a packet of materials that includes: membership roster, meeting calendar, CFE Policies and Procedures, current CFE Annual Report and Work Plan, and copies of recent meeting agendas and meeting summaries.
- >Staff and CFE Chair and Vice-Chair meet with new member(s) for approximately one

*hour prior to their first regular meeting. The purpose is to review the packet of materials and answer questions.*

- **Economic Development Advisory Board**

*(new members are provided with the following)*

- >Current list of all advisory board members*
- >Calendar schedule of upcoming meetings in the year*
- >Copy of official minutes from the past 4-5 previous board meetings*
- >Descriptive materials about the key functions of the Economic Development Department*
- >Main uses of Article 26 funds (1/4 cent sales tax proceeds for economic development uses*
- >Applications, bylaws & guidelines and list of subcommittee board members on the Small Business Loan, Small Business Investment Grant & Agriculture Grant programs*
- >Package of the County's economic development marketing brochures, and maps of available sites & buildings that are marketed to investment prospects.*
- >Opportunity for a driving tour of the County's 3 economic development districts and industrial facilities*

- **Historic Preservation Commission (HPC)**

New members are asked to meet in person with staff for approximately one hour to discuss the following topics: overall goals/purpose and operation of the HPC; the Certified Local Government and National Register programs (both are partnership with the State Historic Preservation Office) and the Local Historic Landmark Program. Staff also reviews the current projects and activities of the HPC and provides an overview of the BOCC Policies and Procedures. Staff provides ongoing education programs about historic preservation, local historic resources and County preservation projects at each meeting.

The following key documents and resources are provided to new members:

- >HPC Policies and Procedures*
- >Historic Preservation Ordinance*
- >HPC Annual Report and Work Plan*
- >HPC's Design Guidelines*
- >Member Roster*
- >Meeting schedule*
- >Recent meeting agendas and minutes*

>BOCC Policies and Procedures

- **Human Relations Commission**

- >Brief overview of the organization (Mission Statement)

- >Individual board policies and procedures

- >Civil Right Ordinance

- >List of members with contact information

- >Copies of the most recent plans (i.e. consolidated plan, strategic plans, and minutes and agendas, etc.)

- >BOCC policies and procedures

- >Meeting schedule

- **Nursing Home Community Advisory Committee**

(Listed below are the topics covered in a full day training session)

- >Introduction and Overview

- >Long Term Care System

- >Sensitivity to Aging

- >Residents Rights

- >Culture Change/Person Centered Processes

- >Role of the Community Advisory Committee

- >Community Advisory Committee Visitation

- >Communication

- >Communicating with Persons with Special Needs

- >Complaints/Mediation

- >Elder Abuse, Neglect and Exploitation

- **Orange County Board of Adjustment**

(Items covered in orientation)

- >Legislative Rules (State, County, Municipalities)

- >Extraterritorial Jurisdiction (ETJ) regulations

- >County comprehensive plan and land use

- >County zoning

- >County Small Area Plans (SAP)

- >County watersheds map

- >Courtesy review agreement map

- >Future land use map

- > *Joint Planning Agreements (JPA) Chapel Hill/Carrboro (Transition Area/Rural Buffer)*
- > *Water and Sewer Management Planning and Boundary Agreement (WASMPBA)*
- > *Central Orange Coordinated Planning Area (Orange County/Hillsborough)*
- > *Interlocal Agreements*

- **Orange County Housing Authority**

- > *Brief overview of the organization (Mission Statement)*
- > *Individual board policies and procedures*
- > *List of members with contact information*
- > *Copies of the most recent plans (i.e. consolidated plan, strategic plans, and minutes and agendas, etc.)*
- > *BOCC policies and procedures*
- > *Meeting schedule*

- **Orange County Parks and Recreation Council**

- > *When a member is appointed, prior to the actual training, a copy of the OC General Advisory Board Policy, the most recent P&R Work Plan, the PRC Calendar, and the most recent PRC roster are mailed to the appointee.*
- > *(30 minutes prior to the appointees first meeting, the PRC Chair and David Stancil review the following information).*
- > *Council agenda protocol*
- > *Membership*
- > *Board rules from the Code of Ordinances*
- > *Review current and upcoming topics and projects.*
- > *Q&A*

- **Orange County Planning Board**

- > *(Items covered in orientation)*
- > *Legislative Rules (State, County, Municipalities)*
- > *Extraterritorial Jurisdiction (ETJ) regulations*
- > *County comprehensive plan and land use*
- > *County zoning*
- > *County Small Area Plans (SAP)*
- > *County watersheds map*
- > *Courtesy review agreement map*
- > *Future land use map*
- > *Joint Planning Agreements (JPA) Chapel Hill/Carrboro (Transition Area/Rural Buffer)*

- > *Water and Sewer Management Planning and Boundary Agreement (WASMPBA)*
- > *Central Orange Coordinated Planning Area (Orange County/Hillsborough)*
- > *Interlocal Agreements*

- **Orange County Unified Transportation Board (OUTBoard)**

- > *Background and Rules of Procedure for the OUTBoard*
- > *Brief Overview of Federal Transportation Legislation*
- > *North Carolina Transportation Legislation*
- > *Transportation Planning Organizations*
- > *Orange County Transportation Plans and Maps*
- > *Transportation Improvement Program (TIP)*
- > *Orange County Plans that Provide Guidance for Implementation*
- > *The Language of Transportation*