

**ORANGE COUNTY
BOARD OF COMMISSIONERS
ACTION AGENDA ITEM ABSTRACT**
Meeting Date: September 10, 2015

**Action Agenda
Item No. 4**

SUBJECT: Board of Commissioners DRAFT Meeting Calendar for Year 2016

DEPARTMENT: County Commissioners

PUBLIC HEARING: (Y/N)

No

ATTACHMENT(S):

Information from Other North Carolina
Jurisdictions
List of Meetings
Summary – Number of Meetings
Draft 2016 Calendar

INFORMATION CONTACT:

Board of County Commissioners
Donna Baker, 245-2130

PURPOSE: To discuss the proposed/draft regular meeting schedule for the Board of County Commissioners for calendar year 2016.

BACKGROUND: In accordance with 143.318.12 of the North Carolina General Statutes, a schedule of regular meetings shall be filed with the Clerk to the Board of County Commissioners. The schedule must show the date, time and place of each meeting.

During the budget process this past spring, Commissioners brought up the issue of board meetings and wanted the Board to be able to discuss the proposed meeting calendar in more detail at a work session, such as the volume of meetings, for the upcoming 2016 calendar year.

(There is still the potential to need to rearrange March meetings if the Presidential Primary is held on Tuesday, March 15.)

After discussion by the Board, any proposed changes will be incorporated and this Meeting Calendar will be scheduled for approval on the consent agenda for the October 6th BOCC meeting.

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

The Board adopts a meeting schedule for the entire year so that the public is aware of Board meeting times and places and can have the opportunity to attend meetings and address the Board. The Calendar is also developed with meetings occurring in both Hillsborough and Chapel Hill, allowing the opportunity for residents across the County to have closer access to Board meetings.

RECOMMENDATION(S): The Manager recommends that the Board discuss the proposed meeting calendar and provide feedback to staff.

OTHER COUNTIES/CITIES:

Guilford County:

- 22 Regular Meetings -First and Third Thursday of every month (We only have one meeting in July and one in September) Public Hearings are included in Regular Meeting Agendas.
- 12-18 work sessions per year (As needed, but on average once a month – we hold these immediately prior to the board meetings in most cases so that we only eat up one day of the Board's time that week – we normally only have 3 Budget Work Sessions (But they last ALL DAY)
- 1 (2 day) annual retreat in January.

Wake County:

- Two regular meetings a month (one meeting in December)- meetings start at 2pm. (1st and 3rd Mondays of month)-
- One work session per month-meetings start at 2pm (2nd Monday of the month)

Durham County:

- average 34 regular meetings (Work sessions/2 Regular sessions each month); Joint City-County Meetings (6); Joint County-School Board (6); Budget Work sessions (6); Closed Sessions (10-20); Crime Cabinet(6);Legislative Breakfast (1)

Durham City:

- Two meetings per month (approx. 24/year)

Town of Chapel Hill:

- As low as 35 (in FY 10-11) to as high as 62 (in FY 14-15).
- On average, between (FY 05-06 to current year), around 45 meetings per year. This number only includes 2 joint meetings with BOCC/Carrboro

Town of Carrboro:

- 35-45 meetings per year (Every 1st, 2nd, 3rd, and 4th Tuesdays except for Election Day, the last three weeks of December, the first week of January, and the months of July and August)

DRAFT
ORANGE COUNTY BOARD OF COMMISSIONERS
MEETING CALENDAR FOR YEAR 2016

NOTE: *All meetings will begin at 7:00 pm unless otherwise indicated*

January 21	BOCC Regular Meeting	Whitted Building–Hillsborough
January 26	BOCC Work Session	Southern Human Services Center – Chapel Hill
January 29	BOCC Retreat <i>(note: meeting to be from 9:00am-4:00pm)</i>	Whitted Building- Hillsborough
February 2	BOCC Regular Meeting	Whitted Building–Hillsborough
February 9	BOCC Work Session	Southern Human Services Center – Chapel Hill
February 16	BOCC Regular Meeting	Southern Human Services Center –Chapel Hill
February 18	Quarterly Public Hearing	Whitted Building- Hillsborough
February 20- 24	NACo Legislative Conference	Washington, D.C.
February 25	BOCC Joint meeting with Town of Hillsborough	Whitted Building–Hillsborough
March 1	BOCC Regular Meeting	Whitted Building–Hillsborough
March 3	BOCC Dinner Meeting with Advisory Board <i>(note: meeting to start at 5:30pm)</i>	Whitted Building–Hillsborough
March 3	BOCC Work Session <i>(note: meeting to start at 7:00pm)</i>	Whitted Building–Hillsborough
March 15	BOCC Regular Meeting	Southern Human Services Center –Chapel Hill
March 17	BOCC Joint Meeting with Chapel Hill	Southern Human Services Center –Chapel Hill
March 22	BOCC Work Session	Whitted-Hillsborough
April 5	BOCC Regular Meeting	Whitted Building –Hillsborough
April 7	Budget Work Session	Southern Human Services Center – Chapel Hill
April 12	BOCC Dinner Meeting with Advisory Board <i>(note: meeting to start at 5:30pm)</i>	Whitted Building –Hillsborough
April 12	BOCC Work Session <i>(note: meeting to start at 7:00pm)</i>	Whitted Building –Hillsborough
April 19	BOCC Regular Meeting	Southern Human Services Center – Chapel Hill

April 25	Legislative Breakfast <i>(note: meeting to start at 8:30am)</i>	Solid Waste Admin Offices- Chapel Hill
April 26	BOCC Joint Meeting with School Boards	Southern Human Services Center – Chapel Hill
April 28	Clerk and Attorney Annual Evaluations <i>(note: meeting starts at 6:00pm)</i>	Link Government Services Center - Hillsborough
May 5	BOCC Regular Meeting	Whitted Building+Hillsborough
May 10	BOCC Work Session	Southern Human Services Center – Chapel Hill
May 12	BOCC Budget Work Session	Whitted Building–Hillsborough
May 17	BOCC Regular Meeting	Southern Human Services Center – Chapel Hill
May 19	BOCC Budget Public Hearing	Whitted Building – Hillsborough
May 23	Quarterly Public Hearing	Whitted Building –Hillsborough
May 26	BOCC Budget Public Hearing	Southern Human Services Center – Chapel Hill
June 7	BOCC Regular meeting	Whitted Building – Hillsborough
June 9	BOCC Budget Work Session	Southern Human Services Center –Chapel Hill
June 14	BOCC Budget Work Session	Whitted Building –Hillsborough
June 16	BOCC Budget Work Session	Southern Human Services Center – Chapel Hill
June 21	BOCC Regular Meeting	Southern Human Services Center –Chapel Hill
June 23-25	NC City/County Manager’s Summer Conference	<i>TBD</i>
June 28	County Manager’s Annual Evaluation- Closed Session <i>(note: meeting to begin at 6:00pm)</i>	Link Government Services Center -Hillsborough
July 22-25	NACo Conference	Long Beach, California
August 11-14 <i>(Tentative)</i>	NCACC Conference	Forsyth County (N.C.)
September 6	Regular BOCC Meeting	Whitted Building – Hillsborough
September 8	BOCC Work Session	Southern Human Services Center –Chapel Hill
September 12	Quarterly Public Hearing	Whitted- Hillsborough

September 15	BOCC Joint Meeting with Town of Mebane <i>(note: meeting starts tentatively at 6:00pm)</i>	Mebane City Hall- Mebane
September 20	BOCC Regular Meeting	Southern Human Services Center –Chapel Hill
September 29	Joint Meeting with School Boards	Whitted- Hillsborough
October 4	Regular BOCC Meeting	Whitted– Hillsborough
October 6	Joint Meeting with Fire Departments/Work Session	Whitted – Hillsborough
October 13	BOCC Work Session	Southern Human Services Center –Chapel Hill
October 18	Regular BOCC Meeting	Southern Human Services Center –Chapel Hill
October 20	BOCC Joint Meeting with Town of Carrboro	Southern Human Services Center –Chapel Hill
November 1	Regular BOCC Meeting	Whitted- Hillsborough
November 10	BOCC Work Session	Southern Human Services Center – Chapel Hill
November 15	BOCC Regular Meeting	Southern Human Services Center – Chapel Hill
November 17	Assembly of Governments Meeting	Whitted – Hillsborough
November 21	Quarterly Public Hearing	Whitted- Hillsborough
December 5	Regular BOCC Meeting (Organizational Meeting)	Whitted Building– Hillsborough
December 13	Regular BOCC Meeting	Southern Human Services Center-Chapel Hill

Link Government Services Center, 200 S. Cameron St., Hillsborough
Southern Human Services Center, 2501 Homestead Rd., Chapel Hill
Solid Waste Operations Center, 1207 Eubanks Road, Chapel Hill, N.C.
Whitted Building, 300 West Tryon Street, Hillsborough, N.C.

Regular Meetings:	19
Work Sessions:	9
Closed Sessions	2
Dinner Meetings	2
Budget Work Sessions	5
Budget Public Hearings:	2
Quarterly Public Hearings	4
AOG	1
School boards	2
Towns	4
Legislative Breakfast	1
Retreat	1
Fire Departments/Work session	1
TOTAL	53

There are 15 joint meetings:

Town of Chapel Hill
Town of Carrboro
Town of Hillsborough
Town of Mebane (tentative)
2 Advisory Board Dinner Meetings
4 QPH with Planning Board
1 Assembly of Governments Meeting
1 Legislative Delegation Breakfast Meeting
2 Joint meetings with School Boards
1 Joint meeting with Fire Departments

PLEASE NOTE:

- Individual and Joint meetings with Towns/Schools – we have confirmations for Chapel Hill, Carrboro and Hillsborough dates and with CHCCS and OCS; the Mebane date is tentative as of now (their board will not review until next year)
- Open Weeks:
 - March 7-11- ACC Tournament Week (Chair Jacobs -out of town for work)
 - March 28-April 1-Spring Break for CHCCS and OCS
 - October 24-28—traditionally fall break week for BOCC
 - November 28-Dec 2- extra week after Thanksgiving that does not always occur
 - December 5th organizational meeting (first Monday in December by state statute)

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	W21	22	23
24	25	S26	27	28	W29	30
31						

27th 7:00 Work Session
30th 9:00 am - 4:00 pm Retreat @ Whitted

February						
S	M	T	W	T	F	S
	1	W2	3	4	5	6
7	8	S9	10	11	12	13
14	15	S16	17	W18	19	20
21	22	23	24	W25	26	27
28	29					

3-5th Managers Winter Conference
9th 7:00 pm Work Session
18th 7:00 pm QPH
20-24th NACo Legislative Conf. Wash. D.C.
25th 7:00 pm Town of Hillsborough

March						
S	M	T	W	T	F	S
		W1	2	S3	4	5
6	7	8	9	10	11	12
13	14	S15	16	S17	18	19
20	21	W22	23	24	25	26
27	28	29	30	31		

3rd 5:30 pm Dinner 7:00 pm Wk Ses
17th 7:00 pm Town of CH
22nd 7:00 pm Work Session

April						
S	M	T	W	T	F	S
					1	2
3	4	W5	6	S7	8	9
10	11	W12	13	14	15	16
17	18	S19	20	21	22	23
24	SW25	S26	27	L28	29	30

7th 7:00 pm Budget Work Session
12th 5:30 pm Dinner 7:00 Work Session
25th 8:30 am Legislative Breakfast @ SW
26th 7:00 pm Schools
28th 6:00 pm Closed Ses Atty & Clerk Eval

May						
S	M	T	W	T	F	S
1	2	Elec3	4	W5	6	7
8	9	S10	11	W12	13	14
15	16	S17	18	W19	20	21
22	W23	24	25	S26	27	28
29	30	31				

10th 7:00 pm Wk Ses
12th 7:00 pm Budget Work Session
19th 7:00 pm Budget Public Hearing
23rd 7:00 pm QPH
26th 7:00 pm Budget Public Hearing

June						
S	M	T	W	T	F	S
			1	2	3	4
5	6	W7	8	S9	10	11
12	13	W14	15	S16	17	18
19	20	S21	22	23	24	25
26	27	L28	29	30		

9th 7:00 pm Budget Work Session
14th 7:00 pm Budget Work Session
16th 7:00 pm Budget Work Session
23rd-25th Manager's Summer Seminar
23rd 6:00 pm Closed Ses Mgr Eval

July						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22nd - 25th NACo Conf - Long Beach, CA

August						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

11th - 14th NCACC Conf. Forsyth Co.

September						
S	M	T	W	T	F	S
				1	2	3
4	5	W6	7	S8	9	10
11	W12	13	14	M15	16	17
18	19	S20	21	22	23	24
25	26	27	28	W29	30	

8th 7:00 pm Work Session
12th 7:00 pm QPH
15th 5:30 pm City of Mebane
29th 7:00 pm Schools

October						
S	M	T	W	T	F	S
						1
2	3	W4	5	W6	7	8
9	10	11	12	S13	14	15
16	17	S18	19	S20	21	22
23	24	25	26	27	28	29
30	31					

6th 7:00 pm Fire Depts Wk Ses
13th 7:00 pm Wk Ses
20th 7:00pm Town of Carrboro

November						
S	M	T	W	T	F	S
		W1	2	3	4	5
6	7	Elec8	9	S10	11	12
13	14	S15	16	W17	18	19
20	W21	22	23	24	25	26
27	28	29	30			

10th 7:00 pm Work Session
17th 7:00 pm AOG
21st 7:00 pm QPH

December						
S	M	T	W	T	F	S
				1	2	3
4	W5	6	7	8	9	10
11	12	S13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Holidays	11
Regular BOCC Meetings	19
Work Sessions	9
Dinner Meetings	2
Budget Work Sessions	5
Budget Public Hearings	2
Quarterly Public Hearings	4
Assembly of Governments	1
School Boards	2
Closed Sessions	2
Towns	4
Legislative Breakfast	1
Retreat	1
Fire Departments Work Session	1

25 W	Whitted Building
24 S	Southern Human Services Cent
2 L	Link Government Ser Cent
1 SW	Solid Waste Adm Office
1 M	Mebane
53	Location Total

51 Meeting days
2 Two meetings same day
53 Total Meetings

Total Meetings 53