

ORANGE COUNTY BOARD OF COMMISSIONERS

AGENDA

BOCC Regular Work Session
February 13, 2014
Meeting – 7:00 p.m.
Link Government Services Center
200 South Cameron Street
Hillsborough, NC

- | | | |
|----------------|----|---|
| (7:00 – 8:00) | 1. | Cedar Grove Community Center Project Update |
| (8:00 – 9:15) | 2. | Space Study Follow-Up to November 12, 2013 BOCC Work Session |
| (9:15 – 10:00) | 3. | Follow-up Discussion on Potential Establishment of a Women’s Commission |

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: February 13, 2014

**Action Agenda
Item No. 1**

SUBJECT: Cedar Grove Community Center Project Update

DEPARTMENT: Asset Management Services
("AMS"), Department of
Environment, Agriculture,
Parks & Recreation ("DEAPR")

PUBLIC HEARING: (Y/N)

No

ATTACHMENT(S):

Available Electronically

PowerPoint Presentation located at
<http://orangecountync.gov/AssetMgmt/index.asp>

INFORMATION CONTACT:

Jeff Thompson, (919) 245-2658
David Stancil, (919) 245-2522

PURPOSE: To:

- 1) Receive an update regarding requested information from the Board of County Commissioners during its November 12, 2013 work session;
- 2) Confirm the project plan as approved in the FY2013-14 Capital Investment Plan; or
- 3) Provide new direction to staff.

BACKGROUND: At the November 12, 2013 Board work session, County staff and the project designer, MBAJ Architecture, presented the schematic design of the Cedar Grove Community Center for the Board's comment and feedback. Staff and the designer also presented a cost benefit analysis of the "mothball" option of the two classroom wings.

This presentation was the capstone event of the work performed by the designer; staff and the Resident Advisory Work Group through the summer and early fall of 2013. This group worked in a diligent, thoughtful and productive manner to achieve consensus on a schematic design for the Board's review, comment, and, hopefully, authorization to move forward with construction document preparation and construction bidding in the spring-summer of 2014.

The following joined Commissioners Barry Jacobs and Renee Price as members of the Resident Advisory Work Group:

**Melinda Bradsher
Jacqueline McConnell-Graf
Sucovis Hester
David Ogburn
Brenda Vanhook**

**Luther Brooks
Nancy Graves
Vivian Herndon Latta
Clifford Rogers
Hattie Vanhook**

**Sue Florence
Malcolm Hester
Sheila Vanhook McDonald
Roger Traynham
Cumilla White**

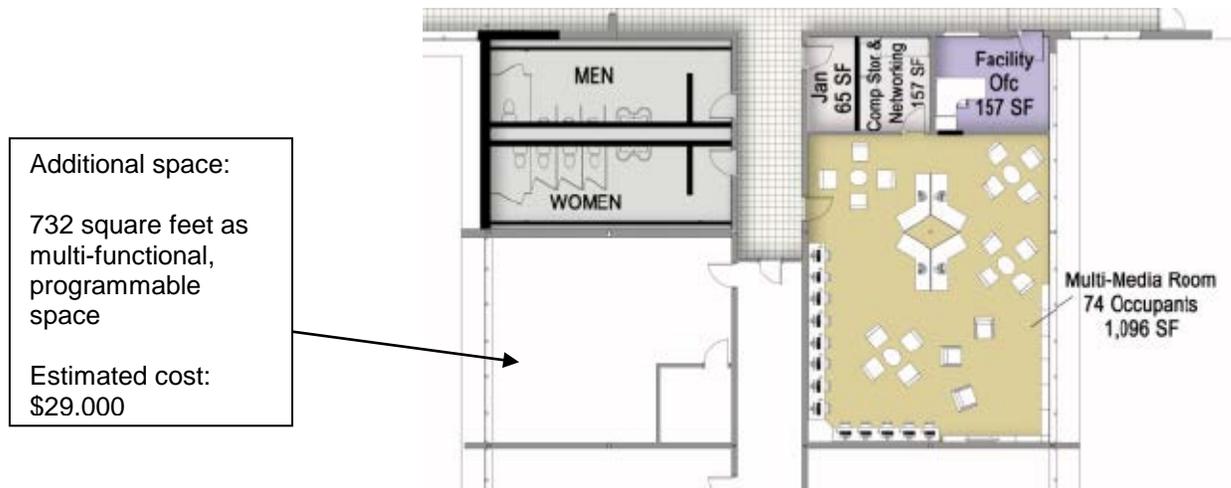
During and after the presentation on November 12, the Board provided thoughtful feedback and guidance to staff and asked for the following additional information with regard to the Community Center project and the existing classroom wings. After receiving Board feedback during this February 13, 2014 work session, staff will schedule a public meeting with the area residents and other interested persons with regard to programming needs and interests.

1. Status of bus service and associated parking (“Park & Ride”, “Kiss & Ride”) at the Cedar Grove Community Center

Orange County Planning confirms that bus service to the Cedar Grove site is the first service planned to be launched as part of the 5 year bus service program. The design and installation of the planned transit shelter and amenities (signage, schedules, etc.) can be coordinated with the Community Center design should the BOCC choose to move forward with the project. The BOCC should see the final bus service plan for approval in April 2014.

2. Cost-Benefit of including the additional classroom upfit and including it within the Community Center project.

The Board asked for the impact of including the following area previously outside of the scope of the project as part of the Community Center plan. The cost of the additional upfit for 732 square feet of multi-functional, programmable space is estimated at **\$29,000**.



3. Further cost-benefit analysis of classroom wings.

The Board may recall the “mothball” cost-benefit analysis from the November 12, 2013 work session. The estimated mothball “base” cost for 21,000 square feet of the classroom wings in order to protect the space for future use is **\$608,700**. This estimate includes \$28,800 for the design. The scope of the work includes restoring the building envelope systems (roof, windows, masonry) and providing adequate heating and cooling to preserve the internal areas. The annual utility cost to maintain this condition is estimated between \$3,000 and \$6,000.

The Board asked for clarification with regard to the base “mothball” option to be expanded into a **conditioned storage option** or a **fully programmed space option**. **Both options would require the full base “mothball” investment.**

Option A – Conditioned Storage. Should the area be upfit for conditioned storage, a more **extensive fire alarm system** would need to be installed at an estimated additional cost of

\$15,000. For bulk, palletized storage, an **oversized door** could be installed at the north wing entrance, allowing for cargo truck/lift gate deliveries into the north wing entrance. This feature could be installed for an estimated cost of **\$10,000.**

Option B – Fully Programmed Space.

The cost to convert the wings to fully programmed space involves major investments in the septic system upgrade to allow for the additional required wastewater flow as well as the interior space upfit (to include an expansion of the proposed Community Center HVAC system) that would provide comfortable office, meeting and services areas necessary for programmable space.

Septic Upgrade: MBAJ Architects and their engineering sub-consultants reviewed the construction documents and state that the system as designed is adequate for up to 7,000 gallons of daily flow. Full capacity design is estimated not to exceed **\$800,000**, which includes adequate contingency for unforeseen conditions.

This system was originally conceived and designed for the Board’s consideration for installation from the early 2000s through 2009. The Board chose not to pursue the additional 7,000 gallons of daily flow to support the rapidly declining occupancy and programming of the facility.

Upfit: A full occupancy upfit is estimated at \$100 per square foot. The estimated full cost for this upfit, which includes the expanded Community Center HVAC system, is **\$2,100,000.**

FINANCIAL IMPACT: The Board approved the FY2012-17 Capital Investment Plan (“CIP”) that included \$250,000 in FY 2012-13 for deconstruction of sections of the facility in preparation for the future use on the site. The Board also approved \$2.0 million in FY2014-15 for the design and construction of the new facility that, when combined with the \$250,000 authorized in FY 2012-13, brings the total project capital budget to \$2,250,000. The following illustration outlines the costs associated with the alternatives discussed:

Option A – Storage Use, additional classroom space (No septic upgrade)

	Estimated Cost	Current Revenues	Appropriations	Surplus/(Deficit)
Cedar Grove Project	\$2,000,000	\$2,250,000	\$2,250,000	\$250,000
Classroom Wing “Mothball” Design Fee	\$28,800	\$0	\$0	(\$28,800)
Classroom Wing “Mothball” Estimated Construction Cost*	\$579,900	\$0	\$0	(\$579,900)
Classroom Wing Storage Upgrade Estimated Cost	\$15,000	\$0	\$0	(\$15,000)
Palletized Storage Opening	\$10,000	\$0	\$0	(\$10,000)
Additional Classroom Space Upfit Estimated Cost	\$29,000	\$0	\$0	(\$29,000)
Totals:	\$2,662,700	\$2,250,000	\$2,250,000	(\$412,700)

*Annual operating costs for storage option are estimated between \$3,000 and \$6,000

Option A would require an additional appropriation of approximately \$412,700 for the project.

Option B – Program Use (Septic upgrade)

	Estimated Cost	Current Revenues	Appropriations	Surplus/(Deficit)
Cedar Grove Project	\$2,000,000	\$2,250,000	\$2,250,000	\$250,000
Classroom Wing "Mothball" Design Fee	\$28,800	\$0	\$0	(\$28,800)
Classroom Wing "Mothball" Estimated Construction Cost	\$579,900	\$0	\$0	(\$579,900)
Classroom Wing Upfit Cost (est. \$100 per square foot)	\$2,100,000	\$0	\$0	(\$2,100,000)
Septic System Upgrade Estimated Cost	\$800,000	\$0	\$0	(\$800,000)
Additional Classroom Space Upfit Estimated Cost	\$29,000	\$0	\$0	(\$29,000)
Totals:	\$5,537,700	\$2,250,000	\$2,250,000	(\$3,287,700)

*Annual utility and custodial costs for occupied, programmed space are between \$3.50 and \$4.50 per square foot.

Option B would require an additional appropriation of approximately \$3,287,700 for the project.

RECOMMENDATION(S): The Manager recommends the Board:

- 1) Receive an update regarding requested information from the Board of County Commissioners during its November 12, 2013 work session;
- 2) Confirm the project plan as approved in the FY2013-14 Capital Investment Plan; or
- 3) Provide new direction to staff.

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: February 13, 2014

**Action Agenda
Item No.** 2

SUBJECT: Space Study Follow-Up to November 12, 2013 BOCC Work Session

DEPARTMENT: Asset Management Services

PUBLIC HEARING: (Y/N)

No

ATTACHMENT(S):

- A) Board-Adopted Framework for Iterative, Continuous Space Study
- B) Executive Summary from Follow Up Report to November 12, 2013 Space Study Report

INFORMATION CONTACT:

Jeff Thompson, 919-245-2658
Wayne Fenton, 919-245-2628

Available Electronically

- C) *Follow Up Report to November 12, 2013 Space Study Report*
<http://orangecountync.gov/AssetMgmt/index.asp>
 - D) *Work Session PowerPoint Presentation*
<http://orangecountync.gov/AssetMgmt/index.asp>
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PURPOSE: To receive and discuss follow up to the space study presented at the Board's November 12, 2013 work session and to provide guidance and recommendations to the County Manager and staff in anticipation of the FY2014-15 goals, planning, and budget processes.

BACKGROUND: During the May 21, 2013 regular meeting, the Board of County Commissioners received a space study update report for review and comment. The abstract for this item can be found at <http://orangecountync.gov/occlerks/130521.pdf>, Item 8-b.

The Board requested that these presented space study initiatives: 1) return for the Board's review and continued discussion in anticipation of the Board's annual planning, prioritization, budgeting, and decision making processes; and 2) be delivered within a framework conducive to iterative, continuous study over time.

The Board adopted study framework is illustrated in Attachment A entitled "Board-Adopted Framework for Iterative, Continuous Space Study". The framework is founded in the original 2001 framework and guiding principles as well as the major space study framework update in 2005.

As part of this framework, the County engaged ECS Carolinas, LLP of Raleigh, NC to work with County management and its departments in developing baseline information and ongoing analysis and benchmarking tools in the areas of space utilization and facilities assessment. This information was provided to the Board at its November 12, 2013 Work Session. The abstract for this item can be found at <http://orangecountync.gov/occlerks/131112.pdf>

Attachment C, "Follow Up to November 12, 2013 Space Study Report" is provided electronically (hard copies available upon request) and responds to the Board's request that staff provide/return with additional information regarding:

- Options, costs and considerations for use or disposition of financially stressed facility assets
- Options, costs and considerations for use of available unused/underutilized space
- Availability and use of storage space by County departments and agencies, and identified needs

Attachment B is the Executive Summary from the Report provided at Attachment C.

Attachment D entitled "Work Session PowerPoint Presentation" is also provided electronically and outlines the talking points of the work session presentation. Hard copies of the presentation are available upon request.

FINANCIAL IMPACT: There is no financial impact related to receipt of this report. There may be financial impacts related to Board decisions regarding the long-term occupancy and use of referenced facilities.

RECOMMENDATION(S): The Manager recommends the Board receive and discuss the space study follow up information and provide guidance to the Manager and staff in anticipation of the FY2014-15 Capital Investment Planning process.

Attachment A

Space Study Framework (BOCC adopted on June 18, 2013)**1. Purpose:**

The purpose of this space study framework is to provide staff a Board adopted set of guidelines to systematically inventory, assess, and manage County facility needs on a continuous basis. Specifically, the framework addresses:

- a. Space inventory (facility report updated May 2013)
- b. Projected space requirements through 2020 (*short term; extended from original target of meeting needs up to 2010 in 2005 space study update*)
- c. Projected space needs that may fall beyond 2020 time frame (long term; extended from original target of meeting needs up to 2010 in 2005 space study update)
- d. Identified space issues that may affect quality of service to County customers
- e. The systematic gathering, review and management of departmental space needs that impact services (i.e. service trends, locational needs, technology, growth and/or contraction)
- f. The presentation of options and recommendations to the Board that prioritize, optimize, manage, and ultimately meet County space needs in a reasonable and useful manner

2. Guiding Principles:

- a. Board Adopted in 2001:
 - Co-location of departments with similar functions and/or those that serve the same customer base
 - Consolidation of County operations to as few sites as may be practicable in an attempt to gain operational efficiency and customer access
 - Owning facilities in which County operations are located, as opposed to leasing, except where there exists a compelling business reason to do so
- b. Additional Guiding Principle Board Adopted in 2005:
 - Building and maintaining facilities and spaces according to sustainable practices and high performance building standards (Board adopted Environmental Responsibility Goals)
- c. Suggested Principle for Board Adoption in 2013:
 - Evaluation of the relative cost and benefit of facilities use where those facilities are stressed –“fully and/or practically depreciated”. This principle is necessary in order to manage the facility to its highest and best use while planning and providing for the potentially displaced space need.

3. Basis of Study:

The study will include a review of the use of all County buildings, along with a description of the space needs of each County department and other users of County buildings (e.g. District Attorney).

These assessments will serve as a fundamental work product and will form the basis for the scope of the study:

- a. **Management and Staff Assessment and Input. The Metrics of this Assessment are as follows:**
 - i. Management evaluation and comment
 - ii. Staff evaluation, collected and documented by the user questionnaire established in 2001
- b. **Physical Assessment and Inventory. The Metrics of this Assessment are as follows:**
 - i. Physical report (staff and consultant)
 - ii. Maintenance and utility report (staff)
 - iii. Identification of stressed and under-utilized assets
 - iv. Valuation of stressed and under-utilized assets through a Net Present Value Calculation (staff)
- c. **Departmental Space Needs Programming housed within stressed or under-utilized assets (staff and consultant)**

4. Scope of Study:

The scope of the study will be based upon the before-mentioned Basis of Study data, analysis, and conclusions and will be framed by:

- a. **Space needs required no later than 2020; as well as beyond 2020 – based upon:**
 - i. management and staff assessments,
 - ii. facility assessments,
 - iii. identified stressed or underutilized assets,
 - iv. identified Board, management, and departmental needs;
- b. **Board adopted strategic planning initiatives**

5. Options and Recommendations:

The criteria and decision factors for recommended space study action that are suggested for Board adoption are as follows:

- a. Making decisions based upon the before-mentioned guiding principles:
 - o Consolidation
 - o Centralization
 - o Ownership
 - o Sustainable building operation and programming
 - o Cost and benefit analysis
- b. Minimizing under-utilized spaces
- c. Formulating reasonable, defensible courses of action for stressed facilities
- d. Providing exceptional facilities for County service delivery
- e. Meeting longstanding, publicly supported needs
- f. Recognizing, anticipating, and planning for growth (and contraction) trends

6. Timeline and Horizon:

Staff will recommend space need prioritization, scheduling and funding sources to the Board for comment and adoption each fall prior to the annual Capital Investment Planning process.

This space study framework is recommended to be fully updated every 5th year, with annual status reports to be presented to the Board each fall before the budget season. These updates may serve as a vehicle to recognize and address the trends and strategic directions and receive Board guidance outside of the budget process.

This space study framework will be used for a systematic study of County facility space needs in 2013.

Executive Summary

At the request of the BOCC during the November 12, 2013 work session, Asset Management Services (“AMS”) staff:

- Reviewed options for use of unused and under-utilized space in several County buildings, including the financially stressed Environment and Agriculture Center (EAC);
- Identified options for future use of the spaces; and
- Developed cost estimates for the work necessary to prepare spaces for use.

Each space has a number of options for future use, with varying associated costs for each.

AMS also developed more specific recommendations and options for the Board’s review concerning storage space utilization.

Stressed Asset/Under-Utilized Space.

The EAC on Revere Road was identified as a stressed asset by ECS Carolinas in the evaluation previously performed for the County. If this facility is to remain in use beyond the next four to five years, significant improvements will be required, estimated at \$1,433,000 (Plus upfit costs if layout is to be modified - see table below).

Another facility where significant investments would be required for occupancy by staff is the former Cedar Grove school/future Cedar Grove community center, if classroom wings were to be occupied. Should the Board decide to retain these wings, basic costs will be incurred for any future use, in order to meet building and fire code requirements. However, additional investment would be necessary if staff were to be relocated to the facility, due to current limits on the septic system.

Underutilized but very “healthy” space exists at the Government Service Annex, currently used to house elections equipment. This space could be upfit for use as offices rather than storage, as is currently the case for much of the building. Storage is not the highest and best use of this facility; it would serve much better as an office building, and could support office and collaborative uses in its current state. Investment will be required beyond the next four to five years to replace the existing HVAC system, and to address issues associated with the building being partially within the flood plain, if it is to remain in use.

Similarly, other underutilized but healthy spaces exist at the Whitted Center (approximately 2,565 assignable square feet) and Link Center (approximately 4,680 assignable square feet). Both would require basic renovations to create office and/or multi-functional space.

The tables below provide an overview of options for the Board to consider regarding potential uses of these facilities (equipment and/or staff) and associated cost estimates for each. The Board may choose to:

- 1) Continue to maintain the existing facilities and uses “as is” and commit the resources to maintaining them, even in an inefficient manner; or

- 2) Entertain maximizing the utility of the available spaces at their highest and best uses; or
- 3) Arriving at a blended strategy of both #1 and #2 above.

Input, guidance and direction provided by the Board at the February 13, 2014 work session will be used to identify associated costs for years six through ten of the CIP for preferred options, and to begin the necessary planning to develop these options.

Table 1

Department Relocation Options

Department	Current Location	Assignable Square Footage	Occupant Count	Relocation Options (Available assignable square footage)					
				Cedar Grove +/- 12,128 SF	Whitted Ctr 2,565 SF	GSA 4,875	Link GSC 4,680 SF	Blackwood Farm TBD SF	EAC 10,960 SF
DEAPR									
Support Svcs & Dir	EAC	3,741	5	Yes	Yes	Yes	Yes	Yes	N/A
Natural & Cultural Res	EAC		3	Yes	Yes	Yes	Yes	Yes	N/A
Soil & Water	EAC	717	5	Yes	No	Yes	No	Yes	N/A
Cooperative Ext	EAC	4,968	10	Yes	No	Yes	No	Yes	N/A
Farm Svc Agency	EAC	1,532	4	Yes	No	Yes	No	Yes	N/A
Elections *	GSA	4,875	4	No	No	N/A	Yes	No	Yes

* Elections assignable square footage at GSA includes storage space dedicated for election equipment and supply storage.

Table 2

Estimated Costs to Develop Available Space

Location	Upfit \$/SF	Max SF	\$ Total	Other costs					Estimated \$ Total
				Septic system	HVAC	Floodplain	Roof	Paving	
Cedar Grove	\$30.00	21,000	\$608,700	\$600,000					\$1,208,700
Link GSC	\$175	4,680	\$819,000						\$819,000
Whitted Center	\$80	2,565	\$205,200						\$205,200
GSA	\$80	4,875	\$390,000		\$350,000	\$400,000			\$1,140,000
Blackwood Farm	\$6,000,000 (Yr 6-10)								\$6,000,000
EAC *	\$80	10,960	\$876,800		\$663,000		\$560,000	\$210,000	\$2,309,800

*Should EAC be reconfigured for interior use (office, multi-purpose, controlled storage, etc.).

Systematic County storage programming and utilization.

The Board may recall that County storage practices are de-centralized and somewhat inefficient relative to overall space utilization within the County.

Since the November 12, 2013 report to Board, AMS staff surveyed County departments regarding their current storage practices, the regulatory requirements for retention of their department's records, and other storage needs and preferences. Thirty-six surveys were completed by twenty-one departments (multiple surveys were submitted for departments with multiple divisions and/or that have multiple locations). The following information was summarized from the completed surveys:

- Fifteen departments make use of the “off-site” conditioned storage lockers located at the EAC on Revere Road for records storage;
- Three departments store items in the unconditioned space at 510 Meadowlands Road;
- Twenty departments indicated that there are regulatory requirements for records retention for records for their departments;
- Fifteen departments indicated that they routinely retain records beyond the required retention period for their department/agency, primarily for historical reference and institutional memory;
- Eighteen departments indicated that electronic storage of at least some of the records they are required to retain is acceptable (would have additional unbudgeted cost implications for IT scanning project);
- Seventeen agencies indicated that off-site storage of required records is acceptable;
- Several departments currently use office space for storage of records, equipment, etc.

Recommendations/Next Steps

Asset Management Services staff is preparing a written policy for presentation to the Board for review and potential adoption for storage of records and other items requiring storage that will ensure:

- Frequently accessed records and other items needed to be housed “locally” will be stored within departments; infrequently accessed records and items will be efficiently stored in designated off-site storage locations;
- Designated office space is not used for records or equipment storage;
- Regulatory requirements for records retention are met;
- County needs and wishes for the identification and retention of records with historical significance are maintained beyond regulatory requirements, where applicable;
- Records that will not be maintained for historical reference are routinely destroyed and/or recycled at the end of the required retention period.

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

ACTION AGENDA ITEM ABSTRACT

Meeting Date: February 13, 2014

**Action Agenda
Item No. 3**

SUBJECT: Follow-up Discussion on Potential Establishment of a Women's Commission

DEPARTMENT: Board of Commissioners

PUBLIC HEARING: (Y/N)

No

ATTACHMENT(S):

Attachment A – October 8, 2013 Agenda
Abstract and Attachments
Attachment B – Excerpt from Approved
October 8, 2013 Work
Session Minutes
Attachment C - List of Interested Groups

INFORMATION CONTACT:

Clerk's Office, 245-2130
Cheryl Young, 245-2307
Commissioner Renee Price

PURPOSE: To discuss the potential establishment of a Women's Commission as an Orange County advisory board.

BACKGROUND: At the June 18, 2013 BOCC Meeting, Commissioner Renee Price petitioned the Board regarding the establishment of a Women's Commission as an Orange County advisory board to be staffed by and receive technical support from the Orange County Department of Economic Development. Commissioner Price provided a draft resolution (See within Attachment A), and stated that there is a disparity that persists between women and men in hiring for jobs that pay higher wages and salaries, with preference given to men over women; and women historically have received and continue to receive less pay and lower incomes than their male counterparts while fulfilling the same duties and responsibilities.

Commissioner Price noted that there currently was not an Orange County advisory board that addressed issues unique to women and to provide policy and program recommendations to the Orange County Board of County Commissioners since the former Commission for Women, established in 1978, was eliminated as an advisory board in 2010.

Commissioner Price suggested that the overarching charge of a Women's Commission should be to examine and expose the inequalities and inequities experienced by women in the business sector, the workplace, entrepreneurship, education and professional advancement and leadership in Orange County, and to advocate for women so as to give redress to such imbalances and discrimination via policy and program recommendations to the Orange County Board of County Commissioners.

The functions of the original Commission for Women (CfW) were made a responsibility of the Human Relations Commission (HRC) in 2011, and CfW as a separate entity was disbanded in April 2011.

The BOCC discussed this topic at its October 8, 2013 work session. There were various opinions related to how to proceed and the advisability of establishing an independent group. There was consensus that the issue warranted further discussion.

The possibility of having the Human Rights Commission establish a subcommittee was among the ideas discussed. The Human Rights Commission has discussed this matter and voted against creating a subcommittee whose sole focus is on issues of gender inequality. The HRC opted, instead, to create a subcommittee entitled Diversity Matters which will address a cornucopia of issues of inequality for different minority groups, i.e. women and persons with disabilities. This decision was based on the idea that if the HRC created a subcommittee that focuses only on women's issues, then there would be a need to create additional subcommittees with a targeted focus on a single minority group. The HRC is meeting on February 10, 2014, and any updates from that meeting will be provided at the work session.

Conversations have occurred with groups interested in women's issues. A listing of interested groups is included in Attachment C.

FINANCIAL IMPACT: There is no financial impact associated with discussing the potential establishment of a Women's Commission as an Orange County advisory board. If a Commission is established, potential budgetary and personnel impacts will need to be considered.

RECOMMENDATION(S): The Manager recommends that the Board receive the information and allow the HRC additional time to explore its role in addressing women's issues and provide a written report to the BOCC at the May 20, 2014 regular meeting.

**ORANGE COUNTY
BOARD OF COMMISSIONERS**

COPY

ACTION AGENDA ITEM ABSTRACT

Meeting Date: October 8, 2013

**Action Agenda
Item No. 1**

SUBJECT: Discussion on Potential Establishment of a Women’s Commission

DEPARTMENT: Board of Commissioners

PUBLIC HEARING: (Y/N)

No

ATTACHMENT(S):

Attachment A – Resolution to Establish the Women's Commission as an Advisory Board/ Commission to the Orange County Board of County Commissioners

Attachment B – Excerpt from Approved January 25, 2011 Minutes

Attachment C – February 1, 2011 Manager’s Memo Excerpt with Attached Memo from Tara Fikes

Attachment D – October 28, 2010 Memo from Tara Fikes

INFORMATION CONTACT:

Clerk's Office, 245-2130
Cheryl Young, 245-2307
Commissioner Renee Price

PURPOSE: To discuss the potential establishment of a Women’s Commission as an Orange County advisory board.

BACKGROUND: At the June 18, 2013 BOCC Meeting, Commissioner Renee Price petitioned the Board regarding the establishment of a Women’s Commission as an Orange County advisory board to be staffed by and receive technical support from the Orange County Department of Economic Development. Commissioner Price provided a draft resolution (Attachment 1), and stated that there is a disparity that persists between women and men in hiring for jobs that pay higher wages and salaries, with preference given to men over women; and women historically have received and continue to receive less pay and lower incomes than their male counterparts while fulfilling the same duties and responsibilities.

Commissioner Price noted that there currently was not an Orange County advisory board that addressed issues unique to women and to provide policy and program recommendations to the Orange County Board of County Commissioners since the former Commission for Women, established in 1978, was eliminated as an advisory board in 2010.

Commissioner Price suggested that the overarching charge of a Women's Commission should be to examine and expose the inequalities and inequities experienced by women in the business sector, the workplace, entrepreneurship, education and professional advancement and leadership in Orange County, and to advocate for women so as to give redress to such imbalances and discrimination via policy and program recommendations to the Orange County Board of County Commissioners.

The functions of the original Commission for Women (CfW) were made a responsibility of the Human Relations Commission (HRC) in 2011, and CfW as a separate entity was disbanded in April 2011. Eight women currently serve on the HRC (16 out of 18 filled positions).

FINANCIAL IMPACT: There is no financial impact associated with discussing the potential establishment of a Women's Commission as an Orange County advisory board. If a Commission is established, potential budgetary and personnel impacts will need to be considered.

RECOMMENDATION(S): The Interim Manager recommends that the Board discuss the potential establishment of a Women's Commission as an Orange County advisory board and provide direction to staff. If the Board proposes to establish a Women's Commission as a separate advisory group as proposed within the resolution, the Interim Manager recommends that, in lieu of placing this function within the County's Economic Development Department, it should be housed within Housing, Human Rights and Community Development. The Interim Manager further recommends that, prior to formal Board action, the Board direct staff to evaluate any potential budgetary and/or personnel impacts and provide that information to the Board.

Attachment A

RESOLUTION TO ESTABLISH **THE WOMEN'S COMMISSION**
AS AN ADVISORY BOARD/COMMISSION TO
THE ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS

Whereas on January 29, 2009, President Barack Obama signed the Lilly Ledbetter Fair Pay Act of 2009, the first bill that he signed into law to amend the Civil Rights Act of 1964 and the Age Discrimination in Employment Act of 1967; and

Whereas, a disparity persists between women and men in hiring for jobs that pay higher wages and salaries, with preference given to men over women; and

Whereas women historically have received and continue to receive less pay and lower incomes than their male counterparts while fulfilling the same duties and responsibilities; and

Whereas women historically have been neglected in cases of promotion, with promotions being awarded to or favoring men even though women have performed as well as or better than their male counterparts; and

Whereas no advisory board that addresses issues unique to women currently exists to provide policy and program recommendations to the Orange County Board of County Commissioners, since the former Commission for Women, established in 1978, was eliminated as an advisory board in 2010;

Therefore be it resolved that the Orange County Board of County Commissioners hereby establishes The Women's Commission as an advisory board to the Board of County Commissioners, to be staffed by and receive technical support from the Orange County Department of Economic Development; and

Be it further resolved that the overarching charge of The Women's Commission shall be to examine and expose the inequalities and inequities experienced by women in the business sector, the workplace, entrepreneurship, education and professional advancement and leadership in Orange County, and to advocate for women so as to give redress to such imbalances and discrimination via policy and program recommendations to the Orange County Board of County Commissioners; and

Moreover be it resolved that The Women's Commission, whenever possible, shall work in concert with other advisory boards, county departments and community organizations in fulfilling its purpose to help assure equity and achievement for women locally, regionally and nationally.

Commissioner Yuhasz said that he has a problem with this because this entity is funded primarily with Orange County funds but is not under the County's control.

Chair Pelissier said that there is enough concern that the Board should probably have a discussion specifically about this board.

Frank Clifton said that the Visitor's Bureau is under the County's control and that is the problem with some of the city partners.

Chair Foushee said that there needs to be a decision about whether this is going to be an Orange County department or a separate entity.

Commission for the Environment:

Chair Pelissier said that this board and others under the Department of Environment, Agriculture, Parks and Recreation (DEAPR) put their objectives in the context of the comprehensive plan. She said that she wanted to thank them for the layout of their goals.

Economic Development Commission:

The Board agreed to send a letter of acknowledgement for the work of the citizens on this board.

Historic Preservation Commission:

No comments.



Human Relations Commission (HRC):

Chair Pelissier said that she was concerned that there were no emerging issues in this summary report.

Commissioner Jacobs said that the HRC is still trying to get feedback.

Chair Pelissier suggested encouraging the HRC to forward their goals when they are ready.

Commissioner Gordon asked what happened with the Commission for Women and the issues with the HRC.

Chair Pelissier said that there is a report forthcoming, but the Board agreed to the concept of merging the two boards.

Donna Baker said that the status report would be coming through the Manager's Memo.

Nursing Home Community Advisory Committee:

No comments.

Orange County Board of Adjustment:

No comments.

Orange County Parks and Recreation Council:

Commissioner Jacobs said that there is no mention of working with non-profits.

Frank Clifton said that this is a new process for them and it has been advocated more at the staff level.

Commissioner Jacobs said that he would like to communicate to this board about this and Frank Clifton said that he would.

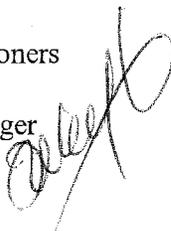
Commissioner Hemminger said that staff and this board had some disagreement as to what was to go in this report.

ORANGE COUNTY

HILLSBOROUGH
NORTH CAROLINA*Manager's Office**Established 1752*

MEMORANDUM

TO: Orange County Board of Commissioners

FROM: Frank W. Clifton, Jr., County Manager 

DATE: February 1, 2011

RE: Periodic Updates on Significant Topics

I am providing several updates for you as summarized below and in the enclosed attachments. Please contact me directly with any questions. This will enhance my understanding of the particular issue as well as help ensure that your concerns, if any, are addressed.

1. **Orange County Housing Authority Annual Update**

Attachment 1 is a memorandum from James Anderson, Chair of the Orange County Housing Authority Board (OCHA), with an annual update on the OCHA's activities during the past year. Please contact me if you have questions or would like more information.

 2. **Update on Efforts to Combine the Commission for Women and the Human Relations Commission**

In follow-up to a request from the Board's January 20, 2011 regular meeting, Housing, Human Rights and Community Development Director Tara Fikes has provided at Attachment 2 an update on efforts to merge the Commission for Women and the Human Relations Commission. Please let me know any comments or questions.

3. **Update on Sheltering of Cats Concern**

Provided at Attachment 3 is a memorandum from Assistant County Manager Gwen Harvey and Animal Services Director Bob Marotto regarding the sheltering of cats. Ms. Robin Cutson has expressed some concerns with the sheltering cats at the Animal Shelter, and the memo updates the Board on County staff's discussions with Ms. Cutson and related activities. Please contact me if you have any comments or questions.

4. **News & Information on Significant Outside Agency Relationships**

The following provides updates on two agencies recently/currently funded by the County and on an opportunity critical to child care service delivery in the midst of State budget concerns.

Adolescents in Need (AIN)

The final performance agreement for AIN has been executed and services fulfilled for FY 2010-11. During the fall Department of Social Services staff met with AIN principals to ensure timely and appropriate transition of involved youth. The AIN project began in 1981 with venture capital

Attachment 2



**Orange County
Housing, Human Rights and Community Development**

Date: January 27, 2011

To: Board of County Commissioners

From: Tara L. Fikes, Director

Subject: Commission for Women/Human Relations Commission Update

cc: Frank W. Clifton, Jr., County Manager
Willie Best, Assistant County Manager
Gwen Harvey, Assistant County Manager
Bryant Colson, Human Relations Commission Chair
James Spivey, Civil Rights Specialist

The purpose of this memorandum is to provide an update on efforts to merge the Commission for Women (CFW) with the Human Relations Commission (HRC).

In late October 2010, I talked with former CFW Chair Shannon Jackson and HRC Chair Bryant Colson about how the two groups could work together to address their respective issues. At that time, Shannon Jackson noted that she had not been able to contact her former board members for a variety of reasons including changes in family and work responsibilities, out-of-county relocations, the inability to add new members and re-appoint others during the BOCC review of all advisory boards and commissions and the manner in which the CFW was disbanded. As a result, she was the only interested member remaining. During our conversation she expressed an interest in continuing to champion women's issues and thinks the advisory role that the CFW had with the BOCC remains relevant. It should be noted that the HRC voted unanimously to incorporate the CFW function into their Commission.

Thereafter, the HRC agreed to recommend the appointment of Shannon Jackson to the Board of County Commissioners and her appointment was approved at your January 20, 2011. Further, Ms. Jackson has agreed to assist in recruitment efforts to engage others interested in women's issues. To accomplish this, we are pursuing advertising HRC vacancies in some non-traditional media outlets such as publications geared toward women's issues to recruit interested Orange County citizens. It is envisioned that a subcommittee on women's issues will be formed within the HRC as soon as recruitment has been completed.

In summary, James Spivey of my staff and I will continue to work with the HRC to "make this happen" and I will keep you informed of our progress. If you have questions or need additional information, please let me know. Thanks for your continued support.



Attachment D

**Orange County
Housing, Human Rights and Community Development**

Date: October 28, 2010

To: Frank W. Clifton, Jr., County Manager

From: Tara L. Fikes, Director

Subject: Commission for Women/Human Relations Commission

cc: Willie Best, Assistant County Manager
Gwen Harvey, Assistant County Manager
Donna Baker, Clerk to the Board of County Commissioners
Brian Colson, Human Relations Commission Chair
Shannon Jackson, Commission for Women Chair
James Spivey, Civil Rights Specialist

On October 20th I participated in a telephone conference call with Human Relations Commission Chair Brian Colson, Commission for Women Chair Shannon Jackson, and Civil Rights Specialist James Spivey to discuss your August 27th letter regarding the possible “merger” of the Commission for Women (CFW) and the Human Relations Commission (HRC). Everyone understood from your letter that the Board of County Commissioners (BOCC) had asked that the two groups talk about how they could collaborate in addressing their issues collaboratively.

Shannon Jackson noted that she had not been able to contact her former board members for a variety of reasons including changes in family and work responsibilities, out-of-county relocations, the inability to add new members and re-appoint others during the BOCC review of all advisory boards and commissions and the manner in which the CFW was disbanded. As a result, she is the only interested member remaining. During our conversation she expressed an interest in continuing to champion women’s issues and thinks the advisory role that the CFW had with the BOCC remains relevant. Therefore, Shannon is interested in joining with the HRC and assisting in recruitment efforts to engage others interested in women’s issues. To that end, we talked about the possibility of advertising in some non-traditional media outlets such as publications geared toward women’s issues to recruit interested Orange County citizens. Thus, by copy of this memorandum, I am asking the Clerk to the Board Donna Baker to let me know of any prohibitions when advertising for Commission members. Also, during the call, Brian Colson informed everyone that the Commission discussed your letter during their October 11th meeting and the HRC membership voiced support of the CFW merging with the HRC.

Therefore, both Ms. Jackson and the HRC are ready to move ahead with the merger and the necessary recruitment of new commission members who are particularly interested in women’s issues. There are currently 10 vacancies on the HRC which can currently have a total of 24 members so there is sufficient space to add members.

James Spivey of my staff and I will continue to work with the HRC to “make this happen” and I will keep you informed of our progress. If you have questions or need additional information, please let me know. Thanks.

Excerpt from Minutes

APPROVED 1/23/2014

**MINUTES
BOARD OF COMMISSIONERS
BUDGET WORK SESSION
October 8, 2013
7:00 p.m.**

The Orange County Board of Commissioners met for a Work Session on Tuesday, October 8, 2013 at 7:00 p.m. at the Link Government Services Center in Hillsborough, N.C.

COUNTY COMMISSIONERS PRESENT: Chair Jacobs and Commissioners Mark Dorosin, Alice M. Gordon, Earl McKee, Bernadette Pelissier, Renee Price and Penny Rich

COUNTY COMMISSIONERS ABSENT:

COUNTY ATTORNEYS PRESENT: John Roberts

COUNTY STAFF PRESENT: Interim County Manager Michael Talbert, Assistant County Managers Cheryl Young and Clarence Grier and Deputy Clerk to the Board David Hunt (All other staff members will be identified appropriately below)

Chair Jacobs called the meeting to order at 7:05 pm.

A motion was made by Commissioner Price, seconded by Commissioner Rich to add a closed session at the end of the meeting for the purpose of:

Per NCGS § 143-318.11. (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

VOTE: UNANIMOUS

1. Discussion on Potential Establishment of a Women's Commission

Cheryl Young reviewed the background on this issue. She noted that at the June 18, 2013 BOCC Meeting, Commissioner Renee Price petitioned the Board regarding the establishment of a Women's Commission. She noted that the former Commission for Women, established in 1978, was eliminated as an advisory board in 2010.

She said Commissioner Price provided a draft resolution (Attachment 1 in their packets), and stated that there is a disparity that persists between women and men in payment rates and salaries. She noted that women historically have received and continue to receive less pay and lower incomes than their male counterparts, while fulfilling the same duties and responsibilities. She said Commissioner Price had suggested that the overarching charge of a Women's Commission should be to examine and expose the inequities experienced by women in the business sector, the workplace, entrepreneurship, education and professional advancement and leadership in Orange County, and to advocate for women.

She noted that Commissioner Price suggested this be placed under the Economic Development Department.

Commissioner Price said she has spoken with several women who were a part of the original commission, as well as some younger women in the community. She said the feeling is that this more of an economic development issue than a women's rights advocacy group.

She said it would be good to see where Orange County stands with this issue, as well as the private sector.

Chair Jacobs noted the blue sheets provided from a meeting in 2010 when the commission for women was disbanded. He noted that this was done over the objections of members of the Commission for Women, as well as some of the Commissioners. He said it is good that this issue has come back.

Commissioner Pelissier said she would like to hear from the Economic Development Director to see how this would fit in.

Chair Jacobs said this was discussed and the decision was not to put the economic development director on the spot. He said the interim manager would speak to this.

Commissioner Rich asked how often this committee would meet and if there would be enough work to facilitate creation of a separate committee.

Michael Talbert said he talked to Steve Brantley about this. He said Steve Brantley said economic development's primary goal is the recruitment and retention of industry. He gave the example of Hi-chew. He said this partnership has tremendous potential for this community, and he would not like to take away from that effort.

Michael Talbert noted that much of the existing industry in Orange County is government, University and non-profit. He said the County does not yet have the private sector presence that it hopes to have in the future.

He said the initial resolution seems more like a policy statement than a work plan. He does not believe that this proposed commission belongs in the Economic Development Department. He feels the best fit at this time is in the housing and human relations area.

He said if the board wants to go forward with this and provide funding, it should be considered for next year's budget process. He said the Board would need to determine who will be on the commission and what the charge will be. He said once these things are determined, staff can figure out how to make it work and how to proceed.

Commissioner Rich said that she does not know how effective this board will be, but she has not thought it through yet.

Michael Talbert said he does not know yet either. He said the Board needs to define the expected outcomes.

Commissioner Dorosin said he thinks the proposed charge is too narrow. He said a commission on women ought to deal with all critical issues of gender discrimination. He said this seems like a time limited charge, and it needs to be broader.

Commissioner Price said she was trying to be more realistic because she realizes the limited time that staff has to give. She said this could go beyond income and could look at what happens in the workplace. She felt that it would be more realistic to start narrower and then get broader.

She asked Commissioner Rich for clarification on her concern with the charge.

Commissioner Rich said she didn't understand where it goes, as it looks more like a study.

Commissioner Price said this would start out more like a study.

She noted that when the Board went on a tour of one of the schools, there were no girls in the technology class. She noted the implications of this in the future workplace.

Commissioner Gordon said there is a need for a women's commission and one reason to start with the business side is because women are not represented well, and there is not equal pay for equal work.

She said other things would be important, but equal pay is the key. She suggested that the Board could endorse this concept, but then she would like to see the concept fleshed out.

Commissioner Gordon said that staff needs to work on the charge, the budget, and which department this best fits.

Commissioner Gordon suggested that this proposed commission could possibly come under the direction of Assistant County Manager Cheryl Young.

Chair Jacobs said he is not opposed to a women's commission, but he would like to bring others to the table, such as the Women's center, the Human Rights and Relations Board, and the Health Department. He suggested a possible study to develop a framework.

He said there is not enough information available to move forward with this.

He noted that the Board took all the volunteers that had worked so hard on all of these issues in the past and then did not listen to them. He said he would argue against making a decision without bringing in the people who have worked on these issues.

Commissioner McKee said he is supportive of bringing this back for discussion. He said he is not inclined to put this under the auspices of the Economic Development Department. He noted that this department has limited staff and several large projects in the pipeline.

Commissioner McKee supported the suggestion that this be brought back during the budget process. He said he would also be supportive of bringing in other interested parties.

Commissioner Pelissier said when the then Board made the decision in 2010 not to have a freestanding women's commission, the intent was to include the Commission for Women as part of the Human Relations Commission. She said this sub-committee did not take off and continue the work.

She does not feel that this means that a free standing Commission for Women is needed. She said this is a human rights and human relations issue, and some things do work well under one umbrella.

Commissioner Pelissier said the lack of equal pay for equal work is a national problem, and it is a difficult issue. She does not think this is a problem that can be solved by the County. She said that the County does need to encourage women in entrepreneurs, and there are collaborations with existing organizations, like the Chamber of Commerce that could help with this.

Commissioner Price said one of the reasons she proposed this commission was because the original commission had been disbanded. She said there seemed to be a lack of focus and interest. She said the plight of women is such that there needs to be a stand-alone advocacy. She said the issues are there, and the issues are broad.

She said she chose a narrow focus because she had seen it disbanding when fighting the basic issue of women's rights. She said she has no problem with working with the rest of the Board. She said it just needs to be viable.

Commissioner Price said she spoke with many people, including Lucy Lewis, the original staff person. She said the thought is that the focus needs to be on women and the economy. She said this is about higher paying jobs across the board for women, not just higher level jobs.

Commissioner Price said she understands that the Economic Development Department is a small department. She was trying to stay away from being just another women's rights committee looking at the same issues.

Commissioner Rich said she hears the Board asking for more information. She asked if there is a way that the Board can have a review of why the women's group is no longer in existence. She said she would like to understand the lessons learned from the previous group.

She said this is human relations, and it could be re-birthed under the same committee, as a separate subdivision.

Chair Jacobs said time is limited tonight. He said the Board is not at a decision point, and there have been several visions expressed. He suggested some groups be identified to give input. He suggested that Staff Attorney Annette Moore and Housing, Human Rights and

Community Development Director Tara Fikes might answer the whys of the abolition of the Women's Commission in 2010.

He said that the conversation could be continued once these questions are answered, and the Board can decide on the direction.

Commissioner Gordon clarified that this needs to be resolved before the budget process, as the budget process has to do with funding.

She suggested that Cheryl Young be one of the staff members working to put this together. She suggested the retreat in late January as a good time to discuss this.

Commissioner Dorosin said that he is one of the three different visions that were mentioned. He said he would defer to the women on the Board regarding this issue.

2. Review the Process of Creating a Solid Waste Collection and Disposal System Service District

Michael Talbert said the Board last held a work session in April, looking at four options for solid waste and recycling in Orange County. He said this evolved to a public hearing on April 23, reviewing the following top three options: 1) Create a solid waste management authority, 2) Create a solid waste service district; or 3) Eliminate curbside recycling.

He said, at the direction of the board, staff moved forward with determining willingness to participate, and ascertaining the needs and concerns of the towns with regard to the possible creation of a service district.

He said the Chair met with the three mayors, and adopted an interim funding plan for 2013-14, as directed. He said staff had also committed further investigation into a service district or authority.

He said the creation of an authority is actually creating a separate form of government. He said this would likely take more time than the County has to solve the recycling issues for the coming fiscal year.

He said the creation of a service district is similar to the creation of a fire district, and this could be accomplished by the end of the year. He said this is outlined on page 3 of the abstract.

He said a public hearing must be held in order to establish a service district. He said if the County is considering partnering with the three towns and the existing service district, this would mean 40-50 thousand property owners would have to be notified of a public hearing. He said this means up to 60 thousand parcels and multiple public hearings.

Michael Talbert said John Roberts has outlined a plan to make this work. He said towns can make an authorization. He said Chapel Hill put a section in their budget ordinance stating that the town "authorizes Orange County to provide recycling collection services within those areas of the town situated in Durham County and to impose and administer a fee for such services."

He said a similar statement could be used by all of the towns.

John Roberts said he has met several times in the past year with the town attorneys on this issue. He suggested that the municipal statutes in chapter 168 give specific authorization that towns can do recycling services within their jurisdictions and charge a fee for this service.

John Roberts said the towns initially did not agree with this, but he thinks Chapel Hill has had a change of opinion. He said if each of the towns is willing to do something similar to grant this authority to the County, the size of the solid waste district can be limited to the unincorporated areas. He said the municipal areas can continue under the authority delegated from the town.

ATTACHMENT C

List of Interested Groups

Human Relations Commission

Compass Center

Orange County Rape Crisis Center

Planned Parenthood

Orange County Health Department

League of Women Voters of Orange-Durham-Chatham