

Approximate Time*

Included in the 1993 Action Agenda was a request by the Board of Aldermen to review areas of possible cooperation between the Carrboro and Chapel Hill Fire Departments. In July of 1993 the Board authorized a joint contract with the Town of Chapel Hill to employ the services of Dr. Charlie Coe for evaluation of three options for cooperative fire protection between the town towns. Dr. Coe presented his findings to the Board in November of 1993. The purpose of this agenda item is to present the recommendation of the two Town Managers in carrying out the recommendations of the study.

8:45 - 8:50
NP

(2) Budget Amendment

The administration recommends adoption of a budget amendment transferring \$5,000 from Contingency to the Administrative Services budget to cover a liability insurance deductible incurred by the town as a result of a recent claim, and to transfer \$9,584 from unappropriated General Fund balance to the Recreation-Playground and Parks budget to cover a final payment on the resurfacing of the Wilson Park tennis courts budgeted in the 1992-93 fiscal year.

8:50 - 9:00
P/5

(3) Campaign Financing Disclosure

Existing state law that requires the disclosure of political campaign contributions does not apply to jurisdictions of less than 50,000 population. Alderman Nelson raised the question of whether the Town of Carrboro should seek special legislation, similar to that obtained by the Town of Chapel Hill in 1987, making this state law applicable to the Town of Carrboro. This item is before the Board for consideration of whether the Board wishes to seek such special legislation.

9:00 - 9:10 BREAK

9:10 - 9:30
P/5

(4) Authorization to Pay Dues to Triangle J Council of Governments

During last year's budget deliberations the Board of Aldermen directed the Town Manager not to pay the dues to Triangle J Council of Governments for the 1993-94 fiscal year until the Board authorized it. Triangle J COG has requested payment of these dues. The purpose of this agenda item is for the Board to decide whether it wishes to pay the dues for this year.

9:30 - 9:40 G. MATTERS BY MANAGER

9:40 - 9:50 H. MATTERS BY TOWN ATTORNEY

9:50 - 10:00 I. MATTERS BY BOARD MEMBERS

*The times listed on the agenda are intended only as general indications. Citizens are encouraged to arrive at 7:30 p.m. as the Board of Aldermen at times considers items out of the order listed on the agenda.

BOARD OF ALDERMEN
AGENDA ITEM ABSTRACT

ITEM NO. D(1)

MEETING DATE: March 1, 1994

SUBJECT: REQUEST TO SET A PUBLIC HEARING ON MARCH 22, 1994

DEPARTMENT: PLANNING DEPARTMENT	PUBLIC HEARING: YES <u>X</u> NO <u> </u>						
ATTACHMENTS: Location map	FOR INFORMATION CONTACT: Keith A. Lankford --968-7712						
THE FOLLOWING INFORMATION IS PROVIDED:							
<table style="width: 100%;"><tr><td style="width: 33%;">(X) Purpose</td><td style="width: 33%;">(X) Action Requested</td><td style="width: 33%;">() Analysis</td></tr><tr><td>(X) Summary</td><td>(X) Recommendation</td><td></td></tr></table>		(X) Purpose	(X) Action Requested	() Analysis	(X) Summary	(X) Recommendation	
(X) Purpose	(X) Action Requested	() Analysis					
(X) Summary	(X) Recommendation						

PURPOSE

To set a public hearing for the consideration of the issuance of a conditional use permit which would allow the creation of 420 lots on 310 acres.

SUMMARY

Brad Young of Young-Jewell & Associates has applied for a conditional use permit (CUP) that will allow the construction of 420 single family homes, in seven phases, on 310 acres. This will be an architecturally integrated subdivision (AIS) comprised of 124 lots of 1/4 acre each, 119 lots of 1/3 acres each, 104 lots of 1/2 acres each, and 73 lots of 3/4 acres each.

This property is located north of Homestead Road and east of Old Highway 86. The vast majority of the tract is currently zoned R-20, that requires minimum lot sizes of 20,000 square feet. An area of approximately five acres at the extreme northern part of this tract is zoned RR (rural residential) that requires one acre minimum lot sizes. Another area of approximately three acres at the extreme southern part of this tract is zoned R-15, that requires minimum lot sizes of 15,000 square feet. The lots which comprise this project's property are identified as tax map 109, lots 2, 3, 4, 5A, 6, 6A, 24 and 25.

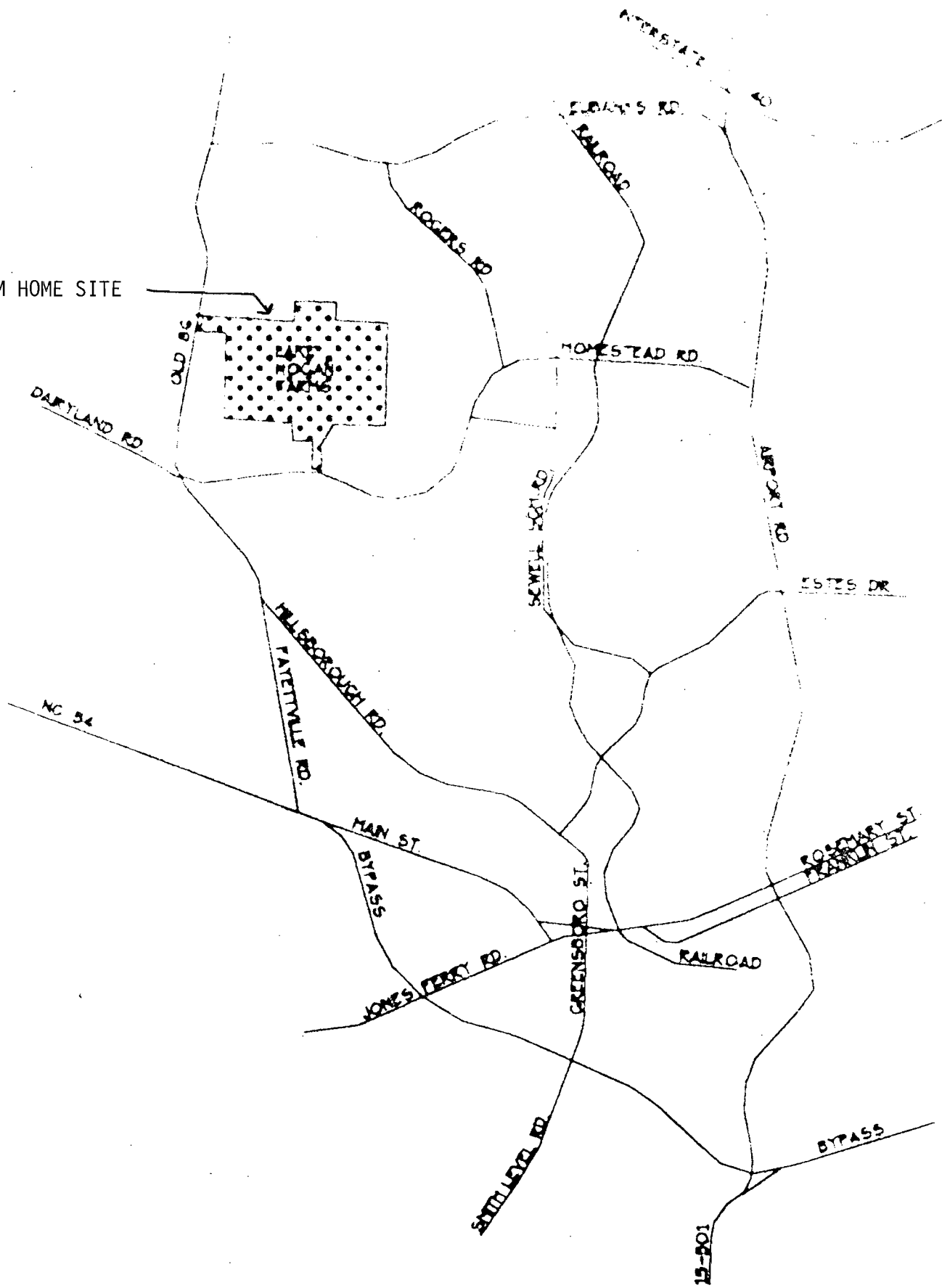
RECOMMENDATION

The Administration recommends that a public hearing be set for March 22, 1994.

ACTION REQUESTED

To set a public hearing.

LAKE HOGAN FARM HOME SITE



VICINITY MAP

BOARD OF ALDERMEN

ITEM NO. E(1)

AGENDA ITEM ABSTRACT

MEETING DATE: March 1, 1994

SUBJECT: Continuation of a public hearing to consider a CUP that would allow a 30 unit AIS, Bel Arbor Subdivision

DEPARTMENT: Planning	PUBLIC HEARING: YES <u>x</u> NO <u> </u>
Attachment(s): Staff Report Reduced Site Plans Summary of Advisory Board Recommendations CUP Worksheet A List of Citizen Concerns	For Information Contact: Wayne King 968-7712 Roy Williford 968-7714
The following information is provided: (x) Background (x) Action Requested () Analysis () Alternative (x) Recommendation	

BACKGROUND

Philip Post and Associates, Inc. has applied for a Conditional Use Permit that would allow for the construction of an architecturally integrated subdivision (30 single-family detached units) on 8.259 acres. The property is zoned R-10 and is located on Hillsborough Road near Dillard Street. The parcels are identified as Tax Map 107.B.21A (portion), Tax Map 107.B.21D, and Tax Map 107.B.21E. The minimum lot indicated on the plans will be 5,755 square feet and the maximum lot size indicated on the plans will be 9,700 square feet. The Board of Aldermen initially held a public hearing on February 8, 1994 concerning this project. At that meeting, the Board continued the hearing until February 22, 1994. An extension of the continuation of the public hearing was requested by the applicant and March 1, 1994 was slated as the date for resumption of the public hearing. The Board extended the hearing until March 1, 1994 at the February 22, 1994 meeting.

ACTION REQUESTED

Continuation of a public hearing to consider a conditional use permit

RECOMMENDATIONS

Staff recommends approval of the project as presented with the following conditions:

- 1) That prior to the final plat the staff and the Town Attorney approve the homeowners documents and notations on the plat;
- 2) That the total number of lots be reduced from 30 to 28 lots and the square footage of the lots be added to the open space

* See 3/8/94 Agenda Packet for Attachments.

allotment. As a suggestion, staff recommends that lots 26 and 27 be eliminated.

- 3) That the Homeowners Association will be responsible for construction and all associated maintenance of the walkways from the streets to the recreation areas that will be constructed across the street rights of way.

BOARD OF ALDERMEN

ITEM NO. F(1)

AGENDA ITEM ABSTRACT

MEETING DATE: March 1, 1994

SUBJECT: Staff Response to Consultant Report on Fire Department Cooperation

DEPARTMENT: Administration	PUBLIC HEARING: YES ____ NO <u>x</u> __
ATTACHMENTS: Resolution	FOR INFORMATION CONTACT: Robert Morgan, 968-7706

PURPOSE

Included in the 1993 Action Agenda was a request by the Board of Aldermen to review areas of possible cooperation between the Carrboro Fire Department and Chapel Hill Fire Department. In July of 1993 the Board authorized a joint contract with the Town of Chapel Hill to employ the services of Dr. Charles Coe of North Carolina State University for evaluation of three options for cooperative fire protection between the two towns. He presented his findings in November of 1993. The purpose of this agenda item is to present the recommendation of the two Town Managers in carrying out the recommendations of the study.

SUMMARY

If the recommendations are implemented , the following will occur:

1. An on-going and formal process of cooperation between the two fire departments will be initiated.
2. Initial areas for discussion and review under this process are shared purchasing, joint training, standardization of procedures, and cooperative public education programs.
3. Annual reports on cooperative achievements will be made to each elected Board.

ANALYSIS

The three options which Dr. Coe examined were:

1. Strengthen Existing Cooperation - Separate fire departments would be maintained but efforts would be expanded and formalized for cooperation in purchasing, training, communication, public education, planning and procedures.
2. Joint Command - The Chapel Hill Fire Chief and management staff would direct both departments, which would maintain separate identities.
3. Merged Departments - The resources and personnel of both departments would be merged into a single department providing services to both Towns under direction by one of the municipalities.

Unified command and merger options

We concur with Dr. Coe's findings that the options of merger and unified command would involve significant disadvantages.

- * In a merger, Dr. Coe estimated that balancing the levels of staffing and employee compensation between the two communities would cost the Town of Carrboro about \$227,000.

We believe this cost would make merger impractical.

- * In analyzing unified command, Dr. Coe noted that there is not a precedent in the U.S. for this approach. He expressed concern that there would be difficulty for a unified command structure in serving both Towns.

He also stated that personnel in the fire departments have legitimate concerns regarding simultaneous use of both Towns' personnel policies, budgeting and operating procedures; having a fire chief report to both Town Managers, etc.

Based on these concerns identified in Dr. Coe's report, we believe that unified command of the two departments would be problematic, and we do not recommend this approach.

Expanded cooperation

We believe that closer, more formal cooperation between the two fire departments would provide the best potential for the two communities. Dr. Coe identified several areas where this option could be of benefit.

1. **Joint purchasing** - Dr. Coe stated that joint purchases could result in savings through the larger volume of purchased items.

Staff response: A precedent for this effort occurred when Carrboro participated with Chapel Hill in the purchase of a breathing apparatus air compressor last year. Cooperative purchasing could include a variety of items from uniforms and tools to special equipment and routine supplies. The two departments would share purchasing plans and identify shared needs.

This effort would be enhanced over a long period of time with standardization of equipment types and supplies. Dialogue between the two departments during budget preparation would also facilitate this effort. Savings would be realized through quarterly buying and reduced duplication.

2. **Training** - Dr. Coe stated that additional joint training would help the departments at times when they fight a fire together.

Staff response: Although some joint training currently occurs, a greater percentage of training could be done jointly by identifying shared needs and planning the training to meet these needs. Specialized training such as safety, supervision, fire suppression strategy/ tactics and apparatus driving could be jointly delivered.

3. **Communications** - Dr. Coe supported the Chapel Hill Fire Department's purchase of additional VHF radios compatible with those used in Carrboro, and stated that savings might occur in joint purchase of portable radio equipment and maintenance services in the future.

Staff response: We continue to support these objectives. Plans to improve radio communication between the two departments were underway at the time of the study, and the compatibility of radio equipment will improve as new radio equipment is purchased by Chapel Hill.

4. **Public Education** - Dr. Coe recommended closer coordination in educating citizens about fire safety.

Staff response: We agree that this is an additional area where cooperative planning would enhance current efforts. Although there is some sharing of resources and programs, a formal effort to plan joint events and fire safety campaigns would be beneficial.

5. **Planning** - Dr. Coe recommended the two fire departments develop a plan dealing with items such as disaster response and compliance with job safety and other standards.

Staff response: Long- and short-range plans of both departments could be shared. Combined planning efforts to identify mutual goals and objectives would be of benefit to both departments. We have already identified planning as key to joint purchasing, training and public education. Additional in-depth planning could be undertaken to look at future apparatus and fire station needs.

This effort would involve the managers of both towns and ultimately decisions by the governing boards on budgeting and capital improvement programs.

6. **Fire Call Response and Operating Procedures** - Dr. Coe supported the desire of the two departments to have greater uniformity in operating procedures and to have greater use of automatic procedures in the future for assisting each other in some kinds of situations.

Staff response: Shared standard operating procedures serve to enhance mutual aid assistance between the towns. As more procedures are shared, mutual aid and joint response would become more effective.

The process of standardizing procedures began some time ago, but a more focused approach is needed. The changes would take time to fully implement because some related adjustments in equipment, training and staffing would also be needed.

RECOMMENDATION

If the Chapel Hill Town Council and Board of Aldermen give approval, we would proceed with identifying and planning specific cooperation projects for the two departments.

We believe the following areas should receive first priority for cooperative efforts:

1. Shared purchasing
2. Joint training
3. Standardizing procedures
4. Cooperative public education programs

We would establish a schedule of meetings between representatives of the two departments to discuss items based on the above priorities.

We would also report periodically so that both governing boards can monitor the progress of cooperation.

Many cooperative efforts could occur within current budgets and would not involve changes in policy regarding service to citizens. However, some areas such as cooperation in planning for future fire stations would need to involve decisions by the governing boards.

Conclusion

We believe both communities would benefit from increased cooperation between the fire departments.

By improving working procedures for fire fighting teams and increasing their familiarity through more frequent drills, increased efficiency and safety in mutual aid operations could be realized within six months.

We believe there would be cost savings from joint purchasing and training, although it is difficult now to estimate the amount and timing of these savings.

ACTION REQUESTED

It is requested that the Board adopt the attached resolution authorizing the Town Manager to initiate a formalization of the cooperative process between the Chapel Hill and Carrboro Fire Departments and to provide regular progress reports to the Board of Aldermen through quarterly reports.

The following resolution was introduced by Alderman _____ and duly seconded by Alderman _____.

A RESOLUTION REGARDING COOPERATION BETWEEN THE
CHAPEL HILL AND CARRBORO FIRE DEPARTMENTS
Resolution No. 40/93-94

WHEREAS, the Board of Aldermen authorized a consultant study of Chapel Hill and Carrboro Fire Departments to examine possible cooperative formats or programs; and

WHEREAS, the Board of Aldermen is committed to providing quality fire protection for the citizens of Chapel Hill; and

WHEREAS, increased cooperation between the Chapel Hill Fire Department and Carrboro Fire Department would enhance fire protection in both communities and produce cost savings.

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Board authorizes the Manager and staff to continue planning and implementing an expanded and formalized cooperative effort between the Chapel Hill and Carrboro Fire Departments; and to make periodic reports to the Board of Aldermen.

Section 2. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this ____ day of March, 1994:

Ayes:

Noes:

Absent or Excused:

*Side 2
2.1*
*P of 6 towns dev. a methodology
for identifying what data needs to be collected
to det. cost savings if any + for analyzing
such data to det. cost savings.
App 5, reg 1 (Anderson)*

BOARD OF ALDERMEN

ITEM NO. F(2)

AGENDA ITEM ABSTRACT

MEETING DATE: March 1, 1994

SUBJECT: Budget Amendment

DEPARTMENT: Admin. Services	PUBLIC HEARING: YES ____ NO <u>x</u> __
ATTACHMENTS: Budget Amendment	FOR INFORMATION CONTACT: Larry Gibson, 968-7701

PURPOSE:

The purpose of this item is to amend the FY 1993-94 budget to provide funds for unanticipated General Fund expenditures.

SUMMARY:

The attached ordinance amends the FY 1993-94 budget as follows:

(1) by transferring \$5,000 from the Contingency Fund to the Administrative Services budget to cover a liability insurance deductible incurred by the Town as a result of a recent claim filed under the law enforcement officials' liability policy.

(2) by transferring \$9,584 from unappropriated General Fund balance to the Recreation-Playground and Parks budget to cover a final payment on the resurfacing of the Wilson Park tennis courts. The Town paid the vendor, Court One Corporation, \$22,363 of the \$31,947 contract price during the 1992-93 fiscal year. (The 1992-93 budget appropriated \$35,000 for this work.) An encumbrance should have been set up to carry forward the remaining amount of \$9,584 owed to the vendor, but was not. This figure should have been incorporated in the appropriation from fund balance for encumbrances approved by the Board on November 9, 1993.

ACTION REQUESTED:

The administration requests that the Board adopt the attached ordinance amending the FY 1993-94 budget.

The following ordinance was introduced by Alderman _____ and duly seconded by Alderman _____.

AN ORDINANCE AMENDING FY'93-94 BUDGET ORDINANCE

WHEREAS, the Town Board of the Town of Carrboro on June 22, 1993 adopted the annual budget for the fiscal year beginning July 1, 1993 and ending June 30, 1994; and

WHEREAS, it is appropriate to amend the expense accounts in the funds listed to provide for increased expenses for the reasons stated.

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15, the following expense and revenue accounts are amended as shown and that the total amount for the funds are herewith appropriated for the purposes shown:

FUND	ACCOUNT TITLE	ACCOUNT NO.	INCREASE DECREASE	AMOUNT	FROM	TO
General	Contingency	10999.0000	Decrease	5,000	13,680	8,680
	Admin. Serv. - Public Off.					
	Liability Ins.	10445.5402	Increase	5,000	23,725	28,725

REASON: To appropriate funds for liability insurance deductibles.

General	Fund Balance Appr.	10398.0000	Increase	9,584	399,426	409,010
	Recreation - Parks					
	Construction	10621.7300	Increase	9,584	900	10,484

REASON: To appropriate funds for the final payment on the Wilson Park Tennis Court resurfacing. The funds for this payment were budgeted in the previous fiscal year, but were not encumbered.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 1994:

Ayes:

Noes:

Absent or Excused:

The following ordinance was introduced by Alderman Randy Marshall and duly seconded by Alderman Hank Anderson.

AN ORDINANCE AMENDING FY'93-94 BUDGET ORDINANCE
Ordinance No. 30/93-94

WHEREAS, the Town Board of the Town of Carrboro on June 22, 1993 adopted the annual budget for the fiscal year beginning July 1, 1993 and ending June 30, 1994; and

WHEREAS, it is appropriate to amend the expense accounts in the funds listed to provide for increased expenses for the reasons stated.

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15, the following expense and revenue accounts are amended as shown and that the total amount for the funds are herewith appropriated for the purposes shown:

FUND	ACCOUNT TITLE	ACCOUNT NO.	INCREASE DECREASE	AMOUNT	FROM	TO
General	Contingency	10999.0000	Decrease	5,000	13,680	8,680
	Admin. Serv. - Public Off.					
	Liability Ins.	10445.5402	Increase	5,000	23,725	28,725

REASON: To appropriate funds for liability insurance deductibles.

General	Fund Balance Appr.	10398.0000	Increase	9,584	389,426	399,426
	Recreation - Parks					
	Construction	10621.7300	Increase	9,584	900	10,484

REASON: To appropriate funds for the final payment on the Wilson Park Tennis Court resurfacing. The funds for this payment were budgeted in the previous fiscal year, but were not encumbered.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 1st day of March, 1994:

Ayes: Michael Nelson, Randy Marshall, Hank Anderson, Eleanor Kinnaird, Frances Shetley, Jay Bryan

Noes: None

Absent or Excused: Jacquelyn Gist

BOARD OF ALDERMEN

ITEM NO. **F(3)**

AGENDA ITEM ABSTRACT

MEETING DATE: March 1, 1994

SUBJECT: Campaign Financing Disclosure

DEPARTMENT: Attorney	PUBLIC HEARING: YES ____ NO <u>X</u>
ATTACHMENTS: Memo from Town Attorney	FOR INFORMATION CONTACT: Mike Brough, 929-3905

PURPOSE

Existing state law that requires the disclosure of political campaign contributions does not apply to jurisdictions of less than 50,000 population. Alderman Nelson raised the question of whether the Town of Carrboro should seek special legislation, similar to that obtained by the Town of Chapel Hill in 1987, making this state law applicable to the Town of Carrboro. This item is before the Board for consideration of whether the Board wishes to seek such special legislation.

SUMMARY

Existing state law establishes certain requirements regarding campaign contributions and expenditures that are applicable to all candidates for state, county and municipal offices, regardless of the size of the community. However, the law provides that contribution and expenditure reports are required to be filed with the local board of elections only if the election in question is conducted in a jurisdiction that has a population of 50,000 or more. In 1987, the Town of Chapel Hill obtained special legislation that made the general law applicable to that town, and the Town of Carrboro could do likewise by seeking a corresponding amendment to its charter. If that were done, then the following information would have to be disclosed to the Orange County Board of Elections:

- (1) An organization report that would list such information as the treasurer of the campaign and the bank where funds are deposited;
- (2) A report, filed ten (10) days before the election, that would itemize campaign expenditures (but identify the contributor only for contributions in excess of \$100.00) and that would list expenditures; and
- (3) An annual report, filed at the close of the calendar year.

ANALYSIS

(see attached memorandum)

RECOMMENDATION

The administration recommends that the Board decide whether or not to seek an amendment to the town charter as described above.

ACTION REQUESTED

To direct the attorney whether to draft the appropriate charter amendment and send this to the town's delegation to the General Assembly.

MICHAEL B. BROUGH & ASSOCIATES

MEMORANDUM

TO: Mayor and Board of Aldermen of the Town of Carrboro
FROM: Michael B. Brough *MBB*
DATE: December 21, 1993
RE: Campaign Financing Disclosure

Alderman Nelson raised the issue of the town becoming subject to the state campaign financing disclosure laws, and the board requested that I review the matter and report back.

As you are probably aware, state law (Article 22A of G.S. Chapter 163) establishes certain requirements regarding campaign contributions and expenditures that are applicable to all candidates for state, county and municipal offices, regardless of the size of the community. For example, all candidates must appoint a treasurer who must keep records of all contributions received and expenditures made. For contributions that do not exceed \$100.00, the record kept need not disclose the source of the contribution. However, the general law provides that these contributions and expenditure reports are required to be filed with the board of elections only if the election in question is conducted in a jurisdiction that has a population of fifty thousand or more. In addition, even in communities that are above this population limit, there is a \$1,000.00 threshold that applies to the reporting requirements. In other words, under G.S. 163-278.10A, campaigns that neither receive nor spend more than \$1,000.00 do not have to file the reports that would otherwise be required.

In 1987, the Town of Chapel Hill obtained special legislation that made the provisions of the state law applicable to elections conducted within Chapel Hill. That special legislation amended the charter of the Town of Chapel Hill by adding the following language:

"Notwithstanding G.S. 163-278.6(18) and G.S. 163-278.40(2), the provisions of Part 2 of Article 22A of Chapter 163 of the General Statutes are made applicable to municipal elections and election campaigns in the Town of Chapel Hill."

The Town of Carrboro could do likewise by seeking a corresponding amendment to its charter.

In summary, if the town were to obtain this special legislation, then the following information would have to be disclosed to the Orange County Board of Elections:

Mayor and Board of Aldermen
December 21, 1993
Page Two

- (1) An organizational report that would list such information as the treasurer of the campaign and the bank where funds are deposited;
- (2) A report, filed ten (10) days before the election, that would itemize campaign contributions (but identify the contributor only for contributions in excess of \$100.00) and that would list expenditures;
- (3) An annual report, filed at the close of the calendar year.

Again, candidates who declared that their campaigns involved neither contributions, loans, nor expenditures in excess of \$1,000.00, would be exempt from the reporting requirements.

I also learned from speaking to Yvonne Southerland, Deputy Director of the State Board of Elections, that there is a study committee appointed by the legislature that is reviewing campaign financing laws and considering whether to make the campaign reporting law universally applicable or whether to amend it in other ways. Recommendations from the study committee will probably be considered in the 1995 General Assembly.

If the board wishes to seek special legislation, that may be possible in the "short session" that will begin some time after the first of next year, so long as the matter is considered "noncontroversial." Please let me know how you wish to proceed.

BOARD OF ALDERMEN

ITEM NO. F(4)

AGENDA ITEM ABSTRACT

MEETING DATE: March 1, 1994

SUBJECT: Authorization to Pay Dues to Triangle J Council of Governments

DEPARTMENT: Administration	PUBLIC HEARING: YES ___ NO <u>x</u> ___
ATTACHMENTS: Goals for Triangle J COG, information concerning benefits of membership, memo from Town Attorney , invoice from Triangle J	FOR INFORMATION CONTACT: Robert Morgan, 968-7706

PURPOSE

During last year's budget deliberations the Board directed the Town Manager not to pay the dues to Triangle J Council of Government for this fiscal year until the Board authorized it. Triangle J has requested payment of these dues. The purpose of this agenda item is for the Board to decide whether it wishes to pay the dues (\$6,137) for this year.

SUMMARY

If the Town pays the dues, it can continue as a member of Triangle J Council of Governments with all the rights and privileges that it offers.

ANALYSIS

During the budget deliberations last year members of the Board of Aldermen raised the issue of whether the Town should continue its membership in Triangle J. The town administration was requested to look into the matter and report back to the Board. The Town Administration reported back to the Board that the Town had missed the necessary notification time for withdrawing its membership. In adopting the budget for 1993-94, the Board by consensus instructed the Town Manager not to pay the dues to Triangle J until it discussed it again.

The Town has been invoiced \$6,137 for dues for fiscal year 1993-94.

Attached to this abstract are the goals for Triangle J and information concerning benefits the town receives from being a member of the COG. Also included is a memorandum from the Town Attorney that the Board has already received on this membership issue.

ACTION REQUESTED

To give the town administration direction on paying dues to the Triangle J Council of Governments.



W o r l d
C l a s s
R e g i o n

RECEIVED NOV 15 1993

TRIANGLE J COUNCIL OF GOVERNMENTS

100 Park Drive, P.O. Box 12276
Research Triangle Park, NC 27709
919.549.0551 FAX: 919.549.9390

November 11, 1993

Robert Morgan
Town Manager
PO Box 829
Carrboro, NC 27510

Dear Bob:

Following up on our phone conversation today I am enclosing the results of the TJCOG Board's work this year in restructuring the Council.

The Board spent the past six months doing a thorough review of the mission and goals of this organization. Attached is the result of this work.

All 18 committees were sunsetted as of 1 October 1993. In their place are six Task Forces to focus the work of the COG on six main areas:

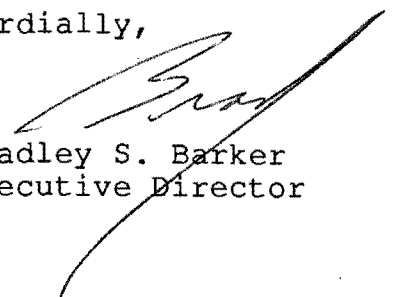
- (1) Cost Effective Public Service
- (2) Competitive Economy
- (3) Quality Growth
- (4) Sound Education
- (5) Elderly Care
- (6) Regional Lobbying

The Board elected new Officers, who have taken office November 1.

At this point the 25 member governments of the Council have said that they are ready to work together to do everything possible to make this Region a good place to live next year and 20 years from now.

We hope very much that Carrboro will be a key player in helping to build that future.

Cordially,


Bradley S. Barker
Executive Director



TJCOG FY 93/94 WORK PLAN
 Approved by Board of Delegates 9/22/93

Task Force I	Task Force II	Task Force III	Task Force IV	Task Force V	Task Force VI
Cost Effective Public Service *Cable TV *Waste Reduction	Competitive Economy *Economic Development Strategy	Quality Growth *Win-Win Resource Sharing *Major Development Review *Information Highway *Water Resource Management	Sound Education *Model Schools <u>Lower Priority</u> *Highly Skilled Workforce	Elderly Care *Quality Care in Rest Homes	Regional Lobbying *Legislative Agenda
Contractual	Contractual	Contractual		Contractual	
* Emergency Medical Services * HUD Work/Study	* Economic Development State Funds * Foreign Trade Zone #93& Subzones	* Water Quality Monitoring		*Aging Planning & Administration *Ombudsman *Title V, Sr. Community Service Employment *EPA, Sr. Employment Program	
Developing Future Agenda		Developing Future Agenda	Developing Future Agenda		
Telecommunications		*Regional Appearance *Triangle Development Awards	* Shared Educational Facilities		

Mission

The Triangle J Council of Governments will identify and undertake flexible, forward-looking actions to improve the quality of life for the region's citizens. The Council will be the regional forum which brings together officials and citizens to identify regional problems and solutions and help elected officials make well-informed decisions.

Goals

- I. Cost Effective Public Service**
To convene member governments when needed and to assist them, individually or collectively, to serve their citizens productively.
- II. A Competitive Economy**
To identify the key factors that will keep the region economically competitive and promote actions on the part of local, state and federal governments that will strengthen the region's economy.
- III. Quality Growth**
To promote the development of a Regional Growth and Environmental Management Strategy that will coordinate city and county land use plans and achieve the best possible balance between economic/population growth and protection of the environment.
- IV. Sound Education**
To assist the education/school system of the Region to achieve a much higher level of performance—to develop the vision, the resources and the working relationships that will produce technically and intellectually prepared people.
- V. Elderly Care**
To assist public and private organizations in the Region to develop a comprehensive system of care for older adults that meets their needs in a responsible, dignified manner.
- VI. A Regional Lobbying Force**
To provide effective lobbying for regional issues.

Task Forces

TJCOG Board

Task Force I	Task Force II	Task Force III	Task Force IV	Task Force V	Task Force VI
Cost Effective Public Service	Competitive Economy	Quality Growth	Sound Education	Elderly Care	Regional Lobbying
Project Options • Cable TV • Waste Reduction	Project Options • Economic Development Strategy	Project Options • Win-Win Resource Sharing • Major Development Review • Information Highway • Water Management	Project Options • Model Schools Lower Priority • Highly Skilled Workforce	Project Options • Quality Care in Rest Homes	Project Options • Legislative Agenda
Contractual	Contractual		Contractual	Contractual	

Overview

On July 28th, 1993 the Triangle J Board of Delegates adopted a mission statement and six goals. It also agreed to appoint a task force for each goal and to assign to the task forces significant, concrete projects that will bring us closer to our vision.

To help the Board make assignments to the task forces, the Executive Committee has selected 12 projects – projects discussed during our goal-setting work sessions, highlighted at our World Class Region Conference, or contractually required.

Some of these projects could take two to three years to complete. On the following pages, each project description includes an explanation of what we would ultimately accomplish (like a regional information highway/data center), why action is needed now, and one-year milestones for the task forces to meet. If the Board would like the Task Forces to tackle all the listed projects this year, the one-year milestones would probably need to be adjusted.

Other projects for which Triangle J currently has contractual obligations will continue, these include the Aging Program, Emergency Medical Services, HUD Work Study, Foreign Trade Zone, and Water Supply Monitoring. And Triangle J will continue to serve as the place where people with common interests can meet and work.

As you choose objectives and sets priorities for FY93-94, it is important to remember that staff work is contingent on available resources. Accomplishing the identified projects for all the Task Forces is dependent on the continued financial participation of Wake County as a member of Triangle J.

Getting the Big Picture and Looking Forward

The mission statement calls for Triangle J to identify and undertake flexible, forward looking actions. While it is important to focus on concrete projects, it is also important for the Triangle J Board and our member governments to state and explain the bigger picture, the relationships between issues, the future trends. We recommend that this integration and trend detection happen in two ways:

- the Executive Committee host *periodic forums* on:
 - 1) Quality and Efficient Growth—integrating the work of the task forces on Cost Effective Public Service, a Competitive Economy, and Quality Growth;
 - 2) Sound Education; and
 - 3) Elderly Care.
- the staff host *periodic focus groups* (for example, on the environment) to flag pending legislation, detect trends, and help “identify forward looking actions to improve the quality of life” in the region.

Task Force I: Cost Effective Public Service

Goal: To convene member governments when needed and to assist them, individually or collectively, to serve their citizens cost-effectively.

A. Project: Cable TV Regulation

Develop process of joint Cable TV rate regulation administration for the region's governments.

Why Now?

On September 1, 1993 the Federal Communications Commission (FCC) Cable TV Regulations will become effective. Most of our member governments are affected. The TJCOG member governments that regulate their CATV systems will recognize considerable annual savings in franchise fees by working together rather than independently administering rate regulations.

1-Year Milestone

- Obtain funding to administer a regional Cable TV Consortium.
- Complete FCC forms, analyze the cable operator's data, and provide other joint consulting services to give the region's local governments the proper information to effectively regulate CATV rates by April 1, 1994.

B. Project: Minimize waste and waste management cost

Develop recommendations to help local governments meet state and local waste reduction goals most cost-effectively.

Why Now?

Triangle J has been working on several fronts to help local governments meet the state mandated goals of 25% waste reduction by 1993 and 40% reduction by 2001, including issuing in early 1993 two reports: "Construction and Demolition Debris Reduction and Recycling: A Regional Approach" and "A Proposal for Regionally Coordinated Household Hazardous Waste Programs in Chatham, Durham, Orange, and Wake Counties." As a result, the latter four counties and the City of Durham have formally agreed to issue a joint Request for Proposal to identify the most cost effective ways to manage household hazardous waste. Also, a Construction and Demolition Waste Task Force was formed during the summer of 1993.

1-Year Milestones

- Based on the above 1993 study and joint RFP, develop recommendations on cost-effective regional coordination of household hazardous waste collection.
- Act on selected recommendations from the report, "Construction and Demolition Debris Reduction and Recycling: A Regional Approach," TJCOG, 1993; including reporting on the cost-effectiveness of separating and recycling residential construction waste.

Cost Effective Public Service Continued

C. Project: Shared Educational Facilities

Where feasible, reduce educational costs through shared specialized educational facilities.

Why Now?

Each county in the region funds the building of similar specialized educational facilities (for instance, vocational training centers). By joining together, the region's counties could build shared facilities and reduce the construction costs.

1-Year Milestone

- Working with school officials, identify opportunities for sharing existing or planned specialized educational facilities.
- Where feasible, develop agreements for joint funding and /or sharing of specialized educational facilities.

Task Force II: A Competitive Economy

Goal: To identify the key factors that will keep this Region economically competitive and promote actions on the part of local, state and federal governments that will strengthen the Region's economy.

Project: Unified Economic Development Strategy

Develop and disseminate a four-tiered economic development strategy for the region.

Why Now?

The World Class Region Conference called for a four-tiered economic development strategy that would support (1) early-stage growth companies*; (2) incubation of new firms; (3) investment in existing industries; and (4) recruitment of later-stage growth companies*. The result would be a coordinated economic development strategy for the region

1-Year Milestones

- With the Raleigh -Durham Regional Association and other Chambers of Commerce, create an economic development task force drawing from the TJCOG Economic Strategies Committee, the Regional Marketing Group and the World Class Regional Conference focus group.
 - Seek funding for a regional economic analysis which describes the region's major employers; the major types of employment; how manufactured goods are imported into and exported from the region; wage and work-force skill levels; trends in the size and composition of the work force; and trends in major types of businesses.
 - Seek funding for a regional economic forecasting model which builds on the above economic analysis; current state, national, and international economic trends; and the effects of new public policies and social trends upon businesses (e.g. health care and environmental regulatory trends).
 - Survey and assess economic development incentives provided by the member governments or available from the State resources.
 - Survey and assess the region's entrepreneurial environment - how new businesses are allowed or encouraged to start up. This environment includes the money available to loan people with ideas but no collateral; access to university faculty; a network of specialists and markets; etc.
 - Identify the types of industries that the Triangle J region should support, promote, and recruit.
 - Lobby for inclusion of the Triangle J region's economic development priorities in the State's "Comprehensive Economic Development Plan" to be adopted April, 1994 (SB27 - Current Operations Appropriations Act, Section 143B-434.1).
 - Continue contractual responsibilities for FTZ #93 and Subzones and meet requirements of State appropriation.
- * Early-stage companies are businesses still in their conceptual stage working on financing, appropriate technologies, markets, etc. Later-stage companies are the more established businesses working on expansion, restructuring of financing, using or developing new technologies and markets, etc.

Task Force III: Quality Growth

Goal: To promote the development of a Regional Growth and Environmental Management Strategy that will coordinate city and county land use plans and achieve the best possible balance between economic/population growth and protection of the environment.

A. Project: Regional Information Highway/Data Center

Design and develop a premier regional information highway/data center that will connect local governments and regional agencies, helping them to conduct studies, detect trends, and make well-informed decisions (Estimated duration: 3 years).

Why Now?

Often elected officials, local staff, and the business community need up-to-date information to make decisions. Increasingly these decisions must be made from a multi-jurisdictional or regional perspective. A regional information highway would allow elected officials to answer questions at the city, county, or regional level.

1-Year Milestones

- Obtain funding for and install a computerized communications highway (Internet) that will allow communities to connect to local, regional, and state data and that will help answer questions about growth, development, and environmental quality.
- Complete infrastructure facilities computer database including water and sewer systems, schools, and emergency facilities and an industrial/commercial site database.

Local departments have portions of this information on paper maps. Some have their water and sewer systems on an engineering mapping system. Using one geographic information database, local governments can more easily update and overlay information from multiple local departments, multiple jurisdictions and multiple agencies to see relationships, possible inter-connections, and to make decisions about growth and infrastructure investment.

Quality Growth continued.

B. Project: Win-Win Resource Sharing

Develop “win-win” techniques, such as tax base sharing, to share fiscal resources so that all communities share in the benefits and burdens of managing our region’s growth and environmental quality. (Estimated duration: 2 years)

Why Now?

Elected officials often face decisions that pose trade-offs between increasing the local tax-base and conserving important natural areas or protecting environmental quality. For example, limiting development in one jurisdiction may contribute to better water quality in another. In addition, large developments may have “spill-over” effects where tax revenues are captured by one community, but traffic, school, or other costs may be borne by other communities. The region might benefit from ways to share the fiscal benefits and burdens that go hand-in-hand with change, so that development and conservation decisions can be made without the specter of fiscal winners and losers.

1-Year Milestones

- Put together a small task force of public and private sector members to guide the effort.
- Develop an inventory of ways communities can remove fiscal barriers to making well-reasoned development and conservation decisions, including property tax-base sharing, regional distribution of sales tax revenues, a system to allow transfers of development density between jurisdictions (for example, within a watershed), and a regional trust fund to purchase easements or rights to development from landowners.
- Develop an in-depth proposal for one or more techniques, including legislative authority, management requirements, and potential impacts in the Research Triangle Region.

C. Project: Major Project Review

Develop a process for identifying and reviewing proposed projects of regional significance.

Why Now?

How does one town’s major development effect school capacity, new housing needs, and traffic jams in the neighboring town or county? Though we function in many ways as one major metropolitan area, our local governments are still individually responsible for providing public services and for representing very distinct communities - from large city to small towns, from farms to growing suburbs. As our region’s municipal areas continue to expand and merge, we need to identify and minimize potential border conflicts and unintended spillover impacts. Major project review may also bring about broader understanding and support for significant regional projects.

1-Year Milestone

- Put together a small task force from the public and private sector to define “major project” and to recommend a process for major project review.
- Develop ways for local governments to jointly identify, study, and plan for issues of common concern that straddle their boundaries—such as major roads, major development activity centers, or important natural areas—and put in place the means for these jurisdictions to communicate on a regular basis.

Quality Growth continued.

D. Project: Water Resources Management

Develop recommendations to protect and manage water resources, both surface water and ground water. The initial emphasis is to conduct a study of Falls Lake, in partnership with NCDEHNR, to establish the relationship between existing and future pollution sources and water quality.

Why Now?

SB26 established a \$150,000 Falls Lake Study Fund for the Department of the Environment, Health, and Natural Resources (DEHNR) and enabled local governments (specifically Wake and Durham Counties, as well as Raleigh and Durham Cities) to establish the "scope and parameters of the study." If the local proposal is not submitted by October 1st, 1993, SB26 requires the Secretary of the Department to determine the scope of the Falls Lake Study. In a separate but related action, the April 28th Watershed Summit established the "Falls Lake Working Group" - elected officials charged with determining what studies are needed to protect the Falls Lake Watershed.

1-Year Milestones

- Administer and provide staff support for the Falls Lake Working Group.
- If requested, obtain funding to establish and administer a Falls Lake Study Technical Coordinating Committee (TCC) comprised of local, state, and federal technical advisors.
- Work with the Falls Lake TCC to assist DEHNR in study design, identifying existing resources, reviewing/commenting on draft reports, and keeping policy makers up-to-date.
- Administer and provide staff support for a water resources committee.

Task Force IV: Sound Education

Goal: To assist the education/school system of the Region to achieve a much higher level of performance—to develop the vision, the resources and the working system that will produce technically and intellectually prepared people.

A. Project: Model Schools

Improve the quality of education in the region by establishing model schools that can be successfully replicated.

Why Now?

Developing educational systems that "produce technically and intellectually prepared people" and sets the stage for how students will later contribute to the region's economy and how they will participate as citizens.

1-Year Milestones

- Establish ten planning committees to plan Hillside High School.
- Strengthen efforts to share successes at New Hope (Model) Elementary School.
- Coordinate with Wake County schools and NCSU in establishing a model middle school on the NCSU Centennial Campus.

B. Project: Highly-Skilled Workforce Program

Explore ways to move our educational system towards a skilled workforce model, emphasizing the needs of the student in addition to the needs of the employer.

Why Now?

The World Class Region Conference called for businesses and schools to work together to both keep students in school and prepare a skilled, adaptable workforce. Other regions and other countries have succeeded in developing programs that move students gradually into the workforce while they continue to learn.

1-Year Milestones

- Form a task force with representatives from parents, students, business and industry, secondary education, post-secondary education, and public officials.
- Develop an inventory of skilled workforce initiatives, including apprenticeship programs.
- Outline one or more preliminary proposals for more detailed design and possible pilot projects.

Task Force V: Elderly Care

Goal: To assist public and private organizations in the Region to develop a comprehensive system of care for older adults that meets their needs in a responsible, dignified manner.

A. Project: Quality Care in Rest Homes

Seek introduction and passage of legislation that will bring domiciliary homes under the NC Controlled Substances Act and seek a ruling from the NC Social Services Commission that will establish certified training for all personal care staff in domiciliary homes.

Why Now?

A major breakdown in the system of care for older adults exists in the degree to which domiciliary care homes meet the challenges of caring for increasingly frail residents. The majority of substantiated complaints against domiciliary facilities involve residents not receiving medications as prescribed and personal care staff not following doctors orders. A significant cause for the high turnover rate of nursing assistants in these homes and quality of care problems is the result of the lack of a required state certified training course (which has been developed but subsequently rejected because of industry claims about its expense). This year, a state-wide Senior Tar Heel Legislature will be formed to advocate on behalf of the state's senior population.

1-Year Milestones

- Form a Task Force of elected officials, members of the County-appointed Domiciliary Community Advisory Committees in the Region, representatives from area facilities, nursing association, pharmacy association, and other knowledgeable persons, and working with the Senior Tar Heel Legislature, inform legislators about the problems related to medication management in domiciliary homes and work towards proposing legislation in 1994 that will remove the exemption of these facilities from the NC Controlled Substances Act.
- The Domiciliary Care Task Force will study the financial implications for domiciliary facilities should their personal care staff be required to be certified and if feasible, seek the establishment of this requirement from the NC Social Services Commission by June 1994.

Task Force VI: A Regional Lobbying Force

Goal: To provide effective lobbying for regional issues.

A. Project: Regional legislative/lobbying agenda.

1-Year Milestones

- The Triangle J Executive Committee will develop and lobby for the regional legislative agenda.

Examples of Lobbying Agenda:

- Enhance position of NC 55 from Durham to Fuquay-Varina in the NCDOT Transportation Improvement Plan.
- Propose legislation that will remove the exemption of domiciliary homes (e.g. nursing and retirement homes) from the NC Controlled Substances Act.
- Ensure that the Triangle region's economic development strategy is included in the State's "Comprehensive Economic Development Plan" to be adopted April, 1994.
- Actively support the \$740 million state bond package which includes money for universities, community colleges, state parks, and water and sewer projects - all subject to November referendums.
- Generate support for the Partnership for Quality Growth legislative study committee.

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Examples of Triangle J Projects for Carrboro 7/93- 1/94

Carrboro received assistance from three graduate student interns provided through **Triangle J's Community Development Work-Study program**. Since July 1, 1993, the three interns have worked for a total of about 1,000 hours, providing Carrboro with assistance valued at nearly \$16,000 at no cost to the town. The intern stipends are paid by the Department of Housing and Urban Development through a grant obtained by Triangle J. By June 1994, the interns are expected to work more than 1,500 hours for Carrboro, providing benefits valued at more than \$24,000.

Geographic Information System services. Triangle J entered into its regional GIS database the following information for all of Orange County (including Carrboro): existing and planned water and sewer lines; existing schools; detailed population, housing, and employment census data for census block groups and tracts; major commercial properties. It also developed two new services: a Targeted Real Estate Profile and Targeted Census Profile which allows us to quickly answer growth and development questions for specific geographic areas within the Greater Triangle. In addition, Triangle J provided GIS Data and Technical Assistance to the Triangle Transit Authority's Fixed Guideway Study.

Mutual Aid Compact for Water Supply Emergencies: Triangle J administered the amendment and extension of this compact signed by thirty local governments in the region (including Carrboro) and drafted a map of existing and potential interconnections needed to fully implement the compact agreement was also.

Triangle Area Water Supply Monitoring Project (12 local governments participating including Carrboro). Managed the monitoring of 34 sites throughout the region, including 5 sites related to Carrboro's existing and future water supplies. The Project's Progress Report for 1992-93 will be forwarded to your Manager at the end of February.

Maintained unified, regional position on **interbasin transfers** and successfully lobbied on Interbasin Transfer Act (ratified 7/93). Carrboro depends on interbasin transfers for its water supply, as do many communities in the Triangle region.

A cost-effectiveness study of regional collection and disposal of **Household Hazardous Waste** for Chatham, Durham, Orange (including Carrboro), and Wake County. This report and its recommendations has been forwarded to your Manager.

With a grant from the American Plastics Council, Triangle J coordinated a **regional study of residential recycling to increase recycling program performance** throughout Orange County and other jurisdictions. (The study found that Carrboro residents who recycle at the curb were putting 42% of their recyclable glass, metal, and plastic containers in their trash bins instead of their recycling bins.)

In addition, Triangle J has administered Elderly Services, Emergency Medical Services, and Foreign Trade Zone programs benefiting citizens and businesses throughout Orange County.

MICHAEL B. BROUGH & ASSOCIATES

MEMORANDUM

TO: Bob Morgan
FROM: Michael B. Brough *MBB*
DATE: May 20, 1993
RE: Withdrawal of Town from Membership in the Triangle Council of Governments

You have asked what procedure must be followed in order for the Town to withdraw from membership in the Triangle COG. Section 160A-474 reads as follows:

Any member government may withdraw from a regional council at the end of any fiscal year by giving at least 60 days' written notice to each of the other members. Withdrawal of a member government shall not dissolve the council if at least two members remain.

While the statute does not specifically state that the written notice must be given at least 60 days prior to the end of a fiscal year, I believe that is certainly implied by this section. Therefore, in order to without the consent of the COG, I believe we would have to provide 60 days' written notice prior to the end of a fiscal year.

If the Board wishes to withdraw, even though there is insufficient time remaining in this fiscal year to comply with this statutory requirement, there is no reason that we could not request waiver of this requirement and provide notification as soon as possible.

/nlj



TRIANGLE J COUNCIL OF GOVERNMENTS

100 Park Drive, P.O. Box 12276
Research Triangle Park, NC 27709
(919) 549-0551
(919) 549-9390 Fax

I N V O I C E

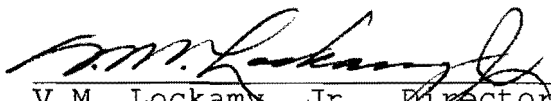
Apex
Benson
Broadway
Carrboro
Cary
Chapel Hill
Clayton
Durham
Four Oaks Clerk
Fuquay-Varina Town of Carrboro
Garner P.O. Box 337
Goldston Carrboro, NC 27510
Hillsborough
Holly Springs
Kenly
Knightdale
Micro
Morrisville
Pine Level
Pittsboro
Princeton
Raleigh
Rolesville
Sanford
Selma
Siler City
Smithfield
Wake Forest
Wendell
Zebulon

Date: June 1, 1993

Invoice No.: 93-004

FY 94 Local Assessment

\$ 6,137.00


V.M. Lockamy, Jr., Director
Finance/Administration

adm/vml/ml-invoi

RECEIVED JUN 25 1993

A WORLD CLASS REGION

Chatham • Durham • Johnston • Lee • Orange • Wake

TJCOG EXECUTIVE DIRECTOR SEARCH COMMITTEE

TJCOG Board

John Lloyd, Chair
Becky Heron
Vernon Malone
Alice Gordon
Don Rohrbaugh

Former TJCOG Chairs/Elected Officials

Jonathan Howes
Avery Upchurch
Mary Cates
Susan Lassiter

Management/Administration

Ron Owens
Jim Svara
Cal Horton
Richard Stevens
Orville Powell

TJCOG Staff

Kimberly Brewer

Private Sector

Earl Bardin
Jenny Dirienzo
David Thomas

1994 TJCOG SEARCH

Who's Who

- Technical Screening Committee:** comprised of staff members of local governments' personnel departments. Charged with screening applicants following criteria established by Search Committee, and assisting the Search committee in collecting information about candidates.
- Search Committee:** appointed by the TJCOG Executive Committee to develop process, qualifications, and ultimately recommend a candidate for the Executive Director's position.
- Executive Committee:** a committee of the TJCOG Board of Delegates, consisting of the TJCOG officers.
- Board of Delegates:** Delegates from each member government serve on this body, and are responsible for hiring the Executive Director.

Sequence of Events

- January 20 Steve Straus assists the Search Committee in establishing the qualities of the Executive Director; review the schedule and the groundrules for the process (decision rule, consistency in interview format, contact w/applicants, etc.)
- January 25 Technical Committee meets to begin reviewing applicants, make a first cut, and develop an applicant questionnaire to collect information for the second cut, develop a rating sheet.
- January 26 Search Committee presents its proposed process, criteria for selection, and salary range to the Board of Delegates for approval.
- February 1 Deadline for applications for position of Executive Director.
- February 2 Technical Committee meets to complete first cut of applications, sends out remaining questionnaires.
- February 3 Technical Committee reports to Search Committee on status of recruitment. Raises red flag if pool does not appear adequate. Search Committee decides whether to proceed with present applicants or to make a second recruitment effort.

the following is based on adequate first run pool of applicants

- February 15 Technical Committee begins review of questionnaire responses and starts second screening of applicants.
- February 18 Deadline for return of questionnaires.
- February 22 Technical Committee meets for final review of files, concludes second screening.
- February 23 Chairman gives status report to Executive Committee on the search process.

Sequence of events continued...

- February 24 Search Committee meets to review Technical Committee's recommendations for candidates to complete video interviews. Search committee decides which candidates will be asked to submit videos.
- March 11 Video interviews are concluded
- March 14-16 Optional viewing of TV interviews for Committee members unable to attend on 17.
- March 17 Search Committee meets to view and evaluate video interviews. If possible, decides on 2 or 3 candidates for personal interviews. If necessary, committee members will call references & others who know candidates.
- March 22 Search Committee meets again if necessary to decide on 2 or 3 candidates for personal interviews; determine questions to be asked during interview.
- March 23 Board of Delegates given the report by the Search Committee on the candidates to be invited for interviews.
- April 4-14 Arrange interviews.
Interview schedule will consist of time for a formal interview with the Executive Committee & Search Committee, meetings with the region's managers, TJCOG staff, and the Board of Delegates. Manager and Board meetings will occur over lunch & dinner respectively.
- By April 9 Within 3 days of the last interview, Search Committee recommends to the Executive Committee its candidate for Executive Director.
- April 27 Executive Committee recommends a candidate to the Board of Delegates for their approval.

January 21, 1994

The following municipalities are members of Triangle J
COG for FY 93/94.

Chatham County
Goldston
Durham Co.
Durham
Benson
Smithfield
Broadway
Sanford
Orange Co.
Chapel Hill
Hillsborough
Wake Co.
Apex
Fuquay-Varina
Garner
Holly Springs
Knightdale
Morrisville
Raleigh
Rolesville
Wake Forest
Wendell
Zebulon

Several municipalities withdrew this past summer and then
voted to renew their membership. The only one who did
not was the Town of Cary.

Benson
Cary
Holly Springs
Wake Forest
Zebulon

Lee and Johnston counties continue to contract with the
COG for Aging/EMS services and Lee county also has a
contract for Cable TV services.

Brad's effective date of retirement from the COG is June
1st although he has approximately 25 days of leave
accumulated.