



## Legislation Text

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File #: [19-0079], Version: 1

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### **Consider Approving a Memorandum of Understanding, Job Description, and Work Plan for Orange County Food Council.**

#### **Staff:**

Loryn Clark, Executive Director  
Sarah Osmer Viñas, Assistant Director  
Renée Moye, Community Development Program Manager

#### **Department:**

Housing and Community

**Overview:** The purpose of this agenda item is for the Council to consider entering into a Memorandum of Understanding (MOU) with Orange County, the Town of Carrboro, and the Town of Hillsborough for mutual support of the [Orange County Food Council](https://orangecountyfoodcouncil.wordpress.com/) <<https://orangecountyfoodcouncil.wordpress.com/>> (OCFC).



#### **Recommendation(s):**

That the Council consider approving the Memorandum of Understanding and associated Coordinator Job Description and Work Plan for the OCFC.

#### **Background:**

- OCFC is a coalition of community members committed to building a healthy food system for all Orange County.
- OCFC includes representatives from local government, educational institutions, and food-related agencies, as well as individual citizen-consumers, food producers, providers and entrepreneurs.
- OCFC's mission is to grow a community-driven food system that ensures access to nutritious foods for all, promotes sustainable agriculture, increases economic development, and advances social justice.
- The OCFC approached Orange County, and the Towns of Chapel Hill, Carrboro, and Hillsborough in the spring of 2018 with a proposal for a shared funding arrangement to fund a full-time Coordinator and operating expenses.

#### **Key Considerations:**

- The Town Council and staff provided input to Orange County in the development of the Memorandum of Understanding, Coordinator job description, and work plan. Responsive to the Town and other jurisdictions' input, the MOU stipulates the formation of an Executive Committee with representation of elected officials from each jurisdiction to oversee the OCFC. The work plan also includes more extensive measurable goals and performance measures.
- In April 2018, the Council approved a \$25,000 allocation for this use, as part of the 2018-2019 Community Development Block Grant (CDBG) program plan. Staff recommends that Council consider prorated funding, based on the effective date of the MOU for the remainder of the fiscal year. Staff anticipate that a maximum of five months of funding would be needed for the Town's portion for FY19 (\$9,900).
- Funding for the remainder of the time period of the MOU that extends beyond this fiscal year has

not yet been identified, and would need to be considered as part of the budget process for future year(s).







- The proposed MOU covers a 2-year period from the date of execution, which would be in effect for portions of fiscal years 2018-19, 2019-20, and 2020-21, and could renewed for up to five additional two-year terms.
- The MOU and resolution include requirements for the OCFC to provide progress reports every six months.
- The government entities would have the opportunity to evaluate the renewal of the MOU upon the expiration of each two-year terms.
- OCFC would need to demonstrate and report compliance with the U.S. Department of Housing and Urban Development's (HUD) CDBG National Objective of benefiting low-to-moderate-income persons, in order to be eligible for CDBG funds.
- CDBG reporting requirements include accomplishment reports and program beneficiary demographic and income information, by household served.
- The Towns of Hillsborough and Carrboro have already approved the OCFC MOU in December of 2018. If all of the Towns approve the MOU, it would then go to the Orange County Board of County Commissioners for final review and approval.

**Fiscal Impact/Resources:** In developing the Memorandum of Understanding (MOU), Orange County staff modeled the proposed agreement after that of the [Orange County Partnership to End Homelessness](https://www.ocpehnc.com/) MOU. The proposed budget for a full fiscal year is \$71,000, which includes \$58,774 in salary and benefits for the Coordinator position and \$12,226 in operating costs. The Food Council proposes a population-based formula to determine each jurisdiction's portion of funding. Based upon the 2010 Census data, the percentage contributions are as follows:

- Orange County 39% - \$27,690
- Town of Chapel Hill 41% - \$29,110
- Town of Carrboro 15% - \$10,650
- Town of Hillsborough 5% - \$3,550

On June 20, 2018, [Council approved up to \\$25,000 in funding](https://chapelhill.legistar.com/LegislationDetail.aspx?ID=3531758&GUID=0D7D5D2C-237E-444A-B9AD-DBF161B58C5E&Options=ID|Text|&Search=Community+Development+Block+Grant) in this year's program plan for the Community Development Block Grant Program to support this effort, of which we expect \$9,900 to be used in the current fiscal year. Additional funding for the remainder of the term of the MOU would need to be considered during future budget discussions.

#### Council Goals:

<input checked="" type="checkbox"/>		Create a Place for Everyone	<input type="checkbox"/>		Develop Good Places, New Spaces
<input type="checkbox"/>		Support Community Prosperity	<input checked="" type="checkbox"/>		Nurture Our Community
<input type="checkbox"/>		Facilitate Getting Around	<input type="checkbox"/>		Grow Town and Gown Collaboration



**Attachments:**

- Resolution
- Draft Staff Presentation
- Draft Food Policy Council Memorandum of Understanding
- Draft Food Policy Council Coordinator Job Description
- Draft Food Policy Council Work Plan

**A RESOLUTION TO APPROVE THE JOB DESCRIPTION AND WORK PLAN FOR THE ORANGE COUNTY FOOD COUNCIL COORDINATOR AND AUTHORIZE THE MAYOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE ORANGE COUNTY FOOD COUNCIL (2019-01-30/R-6)**

WHEREAS, the Town of Chapel Hill has a long-standing commitment to addressing poverty and hunger in the community; and

WHEREAS, the Orange County Food Council is a coalition of community members committed to building a healthy food system for all in Orange County; and

WHEREAS, the Orange County Food Council has requested a joint funding commitment to support their work with Orange County, the Town of Carrboro, the Town of Hillsborough, and the Town of Chapel Hill; and

WHEREAS, the Town of Chapel Hill will have an opportunity to regularly monitor the progress of the Orange County Food Council, with progress reports being provided to the Town every six months and evaluation for potential renewal upon the expiration of the two-year term of the executed Memorandum of Understanding.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Chapel Hill that the Council authorizes the Mayor to execute a Memorandum of Understanding with the Orange County Food Council and approves the job description and work plan for the Orange County Food Council Coordinator.

This the 30<sup>th</sup> day of January, 2019.

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**The Agenda will reflect the text below and/or the motion text will be used during the meeting.**

PRESENTER: Sarah Osmer Viñas, Assistant Director, Housing and Community

RECOMMENDATION: That the Council consider approval of the Orange County Food Policy Council Memorandum of Understanding, Coordinator job description, and Work Plan.