



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Meeting Agenda Town Council



Tuesday, January 18, 2022

6:00 PM

Remote Meeting - View Livestream or Cable TV

6:00-6:05

A. ROLL CALL

6:05-6:10

B. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

6:10-6:15

C. PUBLIC COMMENT

Comments are limited to three minutes per speaker.

6:15-6:20

D. CONSENT AGENDA

1. [17-682](#) Approval of December 7, 2021 Meeting Minutes
2. [22-15](#) Affordable Housing Update

PURPOSE: The purpose of this item is for the Council to receive an update on the Town's Affordable Housing activities.

Attachments: [Attachment A - Affordable Housing Activity - Projects](#)
[Attachment B - Affordable Housing Activity - Collaboration](#)

3. [21-385](#) Police Department Monthly Reports

PURPOSE: The purpose of this item is to provide a brief overview of calls for service for the month of November and December.

Attachments: [November 2021 Monthly Report](#)
[December 2021 Monthly Report](#)

4. [22-27](#) Police Department Sworn Officer Market Salary Adjustment
PURPOSE: The purpose of this item is to request a market salary adjustment for sworn police officers to address turnover and recruitment issues.
Attachments: [Resolution Sworn Police Officer Position and Pay Plan FY 2021-22](#)
5. [21-384](#) Stormwater Utility Monthly Report
PURPOSE: The purpose of this item is to provide the monthly update regarding Stormwater Utility projects and initiatives.
Attachments: [January 2022 Stormwater Report](#)
6. [22-18](#) Economic Development Monthly Report
PURPOSE: The purpose of this item is to provide a regular monthly activities and status report.
Attachments: [Attachment A - November/December Monthly Report](#)
7. [22-02](#) FY 2021-22 Second Quarter Budget Status Report
PURPOSE: The purpose of this item is to provide a budget status report to Town Council for all funds.
Attachments: [Attachment A - Second Qtr Budget Status Report - All Funds](#)
8. [22-16](#) Quarterly Report (2021 Q4) and 2021 Annual Report for the Town of Carrboro's CDBG-CV Grant No. 20-V-3525

PURPOSE: The purpose of this item is to receive the fourth quarter report, and an annual report for calendar year 2021, for the Town of Carrboro's Community Development Block Grant - Coronavirus (CDBG-CV) from the NC Department of Commerce.
Attachments: [Attachment A - Carrboro CY2021 4th Quarter Report - CDBG-CV](#)
[Attachment B - Carrboro CDBG-CV Annual Performance Report 2021](#)
9. [22-17](#) Resolution Supporting an Application for Triangle J Council of Government's FY23 Transportation Demand Management Grant Program, Triangle Transportation Choices, in Partnership with Chapel Hill
PURPOSE: The purpose of this agenda item is for the Town Council to consider a resolution authorizing the submittal of an application for Triangle J Council of Government's FY23 Triangle Transportation Choices grant program in partnership with the Town of Chapel Hill. The Town has participated in the TDM grant program as a subrecipient of Chapel Hill since FY11.
Attachments: [A - Resolution for TJCOG FY23 TDM Grant.doc](#)
[B - TJCOG Grant Program Overview](#)

10. [22-14](#) Request to Authorize the Town Manager to Approve a Contract Amendment Related to Professional Planning Services for the Implementation of a Town-wide Comprehensive Planning Process.
PURPOSE: The purpose of this item is for the Town Council to authorize the Town Manager to approve a contract amendment to extend the contract term and to increase the contracted amount for this project.

Attachments: [A - Teska Amend1](#)

11. [21-275](#) EPA 319 Grant Award and Ordinance
PURPOSE: The purpose of this agenda item is to authorize the Town Manager to accept an EPA 319 grant award and adopt an ordinance in support of a collaborative effort to stabilize streams and reduce erosion in an 11-acre drainage area in the Bolin Forest neighborhood.

Attachments: [Grant Project Ordinance](#)

[Staff Memo](#)

6:20-10:00

- E. CLOSED SESSION 143-318.11 (A)(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. General personnel policy issues may not be considered in a closed session. A public body may not consider the qualifications, competence, performance, character, fitness, appointment, or removal of a member of the public body or another body and may not consider or fill a vacancy among its own membership except in an open meeting. Final action making an appointment or discharge or removal by a public body having final authority for the appointment or discharge or removal shall be taken in an open meeting.**



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Agenda Item Abstract

File Number:17-682

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Approval of December 7, 2021 Meeting Minutes



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TITLE:

Affordable Housing Update

PURPOSE: The purpose of this item is for the Council to receive an update on the Town's Affordable Housing activities.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Rebecca Buzzard, Director, Housing and Community Services, 919-918-7438, Anne-Marie Vanaman, Management Specialist, 919-918-7321

INFORMATION: Town staff use the 2014 Goals and Strategies document as the main guide for the Town's affordable housing efforts. On [October 12, 2021 <https://carrboro.legistar.com/LegislationDetail.aspx?ID=5164426&GUID=0DCEE422-1BC5-4DDB-8130-ED60ED894D78>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=5164426&GUID=0DCEE422-1BC5-4DDB-8130-ED60ED894D78), staff presented the fiscal year 2020-2021 affordable housing and community services report, which included current local housing data, projects funded through the Affordable Housing Special Revenue Fund, the updated Goals and Strategies document, and information on the Department's COVID-19 response efforts.

The presentation and report reflected the Town's accomplishments towards the stated goals and provided additional information on progress being made toward Council identified targets. This will continue to be updated and reported on a yearly basis.

To stay abreast of Town affordable housing activities throughout the year, Council members have requested regular updates on current projects and collaborative activities. Attachment A provides a listing of current affordable housing projects. Attachment B provides information on local and regional collaborative housing efforts. It is anticipated that the affordable housing goals and strategies included in the Comprehensive Plan, once adopted, will guide future activities and collaborations.

FISCAL & STAFF IMPACT: None noted in relation to the receipt of this update.

RECOMMENDATION: Staff recommends that the Town Council receive this update.

Affordable Housing Update December 2021 - Projects

By 2024, increase the number of homeownership and rental units that are permanently affordable in Carrboro (updated annually):

Homeownership Goal = 85 affordable units. As of July 2021, there were 75 affordable units.

Rental Goal = 470 affordable units. As of July 2021, there were 379 rental units affordable to individuals and families earning less than 60% AMI.

Project - Partner (Location)	Units Supported, Added, or Preserved/Maintained	Details	Next Steps	Housing Goal
Development of Rental Units - CASA (Perry Place/Merritt Mill)	24 to be added	The Town contributed \$357,208 to the purchase of the land and approved ~\$30,000 in fee waivers for the project. The North Carolina Housing Finance Agency awarded tax credits for the project in August 2020. CASA conducted a contest to name the community; Perry Place was the winner, named after Velma Perry who was a Northside leader and activist. The property was conveyed to an LLC created by CASA in September 2021, as required by the LIHTC project.	Site preparation is underway. The anticipated timeline has been extended with a current expected place in service date of 12/23. Applications are not being accepted currently, but an interest list is being maintained.	2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI.
Development of Rental Units - Alliance of AIDS Services - Carolina, (North Greensboro Street)	7 to be added	The Orange Community Residence (OCR) has been vacant since 2016. AASC is rehabilitating the home to provide permanent supportive housing. The existing HUD agreement specifies that the home must be used for affordable housing until 2035 and AASC will keep that designation after that time.	In January 2021, the Council granted \$40,500 toward the rehabilitation of the home, and in October 2021 granted an additional \$20,000. Rehabilitation and repairs are underway and are expected to be complete in winter 2022, after having been delayed due to COVID and supply chain issues. Opening is expected by March 2022.	Goal 2.1 Increase the number of rental units that are permanently affordable to individuals earning less than 60% of AMI.
Development of Rental Units -Pee Wee Homes (town-owned parcel - Hill St)	3 to be added	3 small homes to be constructed on the Hill St. town-owned parcel. Homes will be affordable to households under 30% AMI. On June 22, 2021 the Town Council authorized the conveyance of the property to Pee Wee Homes contingent on the rezoning and provisions of permanent affordability to extremely low income residents, as recommended by the AHAC in February, 2021. The public hearing was held on September 28, 2021 and the rezoning was granted.	In October 2021 the Council approved the AHAC's recommendation to allocate \$60,000 from the AHSRF to support project costs. The contracting process for the land conveyance and grant funding is underway.	2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI. 3.1 Concerted Land Use Planning

Development of Owner Occupied Housing - Habitat for Humanity (Northside - Cobb St.)	4 added	\$100,000 AHSRF grant to support the construction costs of the 4-unit development. Construction began in April and members of the Town Council and AHAC participated in a volunteer build day on April 16, 2021.	Construction is expected to be complete in early 2022 after facing pandemic-related delays.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
Preservation of Affordable Housing Stock/Rehab & Repair - Rebuilding Together of the Triangle (RTT), Hope Renovations	2 homes are currently undergoing repairs	In the fall of 2021, AHSRF grants were awarded to Rebuilding Together of the Triangle and Hope Renovations to conduct significant repairs on two homes on King and Roberts St. Both homes are to receive weatherization as part of the projects.	Hope Renovations has completed their portion of the work on the King St. home. RTT conducted repairs will begin in the new year. It is possible that pandemic and supply chain issues may impact the pace of repairs.	1.3 A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. +opportunities to decrease utility payments. 1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
Development of Manufactured Home Preservation and Relocation Policy	N/A	On May 4th, 2021 Town Council discussed manufactured home parks in Carrboro and directed staff to work with regional partners to develop a collaborative draft MHP preservation strategy. Chapel Hill, Carrboro, Hillsborough, and Orange County have collaboratively developed a draft strategy document. The Comprehensive Plan's draft Affordable Housing Visions, Goals, and Strategies document also includes manufactured home initiatives.	The draft plan has been shared for feedback with the respective Town and County Managers, the HOME Collaborative, and the Housing Coalition. The plan was shared with the AHAC in September, and comments have been collected from all regional advisory boards. The draft strategy is undergoing final review by the HOME Collaborative before being presented to the Town Council in February.	1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
Manufactured Home Park Preservation/Displacement Prevention - Orange County/Possibly Nonprofit Partner (Pine Grove)	39 ownership units	The owner of Sustainable Properties, LLC is interested in preserving the property's use for affordable housing and would like to prevent the displacement of the current residents. Owners, town staff, and some members of the Orange County Affordable Housing Coalition have held multiple meetings to discuss possibilities to develop/preserve the property for affordable housing.	Town staff, the owner, and affordable housing partners meet regularly to strategize and collaborate on possible preservation and redevelopment models/opportunities. Meetings with ROC USA have taken place to explore an option of transitioning the MHP to a resident owned community. Staff is also following up with LIHTC developers as well.	2.5 Examine the current marketplace for mobile and modular homes

Emergency Housing Assistance - CDBG-CV	115 households	In Fall 2020, the Town applied to the NC Department of Commerce for \$900,000 in CDBG-CV funding for emergency housing assistance. The Town was awarded \$900,000, the maximum grant amount, in December. Orange County has utilized these funds for Carrboro residents since May 2021.	Staff is monitoring grant compliance. Funds are disbursed to the County on a reimbursement model and requisitioned from the Department of Commerce. Council is receiving quarterly reports. As of December 31, 2021 \$561,395.65 has been utilized. Regional workgroup discussing long term needs; funding and programmatic changes.	2.4 Reduce erosion of rental housing quality and affordability.
Energy-Efficiency Loan Fund	N/A	Town Housing, Economic, and Environmental Sustainability staff are working together to develop a process to access these funds for residential projects.	Environmental Sustainability Coordinator and Economic Development Director have assessed the program guidelines. Staff held initial discussions and are exploring parameters around this fund. A draft plan is anticipated to be completed in Spring 2022.	1.3 A2. Grants for critical home repairs, energy efficiency, up fits to accommodate changing mobility, etc. +opportunities to decrease utility payments. 3.6 Reduce utility costs
Comprehensive Plan	N/A	Provide input for affordable housing considerations during the comprehensive plan process. Staff contributed to the development of Carrboro Connects: Housing Issues and Opportunities and presented to the Task force. AHAC member Amy Singleton serves on the Affordable Housing committee for the Comprehensive Plan.	On January 19, 2022, the AHAC will review the final draft affordable housing section of the plan and make a recommendation to the Council to adopt the plan. Staff have provided comments as well.	3.1 Concerted Land Use Planning/small land use plan for three high priority/high potential areas. 3.2 Improve opportunities for developers and potential partners to identify affordability in a project. 3.5 Provide greater incentives for developers to include affordable housing in their projects
Landlord Outreach	N/A	Develop relationships with local landlords to easily share information with residents and encourage acceptance of vouchers. In December, Orange County held a Landlord Briefing to provide information on countywide housing programs.	Carrboro shared event information with landlords and is working closely with the new management staff of Carolina Spring on a variety of topics. Continue to share Landlord Incentive Program and Housing Helpline information with all landlords in database. Continue to make connections and meet landlords and managers.	2.4 Reduce erosion of rental housing quality and affordability

Tenant Advocacy	N/A	In response to a marked increase in resident complaints, staff are developing a tenant advocacy program. This will work to educate tenants about their housing rights and responsibilities, explain the town's ability to intervene, and provide support to tenants who are experiencing challenges with their rental housing.	In early 2022, staff will work with the AHAC to review and revise this program before bringing it to Council.	2.4 Reduce erosion of rental housing quality and affordability
Property Tracking	N/A	Community Home Trust created an MLS query for staff to keep track of homes and land coming on the market. This will allow staff to be better positioned to land bank, prevent gentrification, and identify potential properties for affordable housing.	Staff continue to track vulnerable neighborhoods, and potential lots for purchase. Current market pressures and limited funding prevent action on these properties at this time.	3.7 Acquisition of land/property
Pandemic Response	N/A	Housing & Community staff respond to community inquiries, direct residents to services, and go through step-by-step processes for help.	Residents continue to seek pandemic-relief assistance from the Town, primarily for rental and utility payment assistance. Staff stays abreast of relevant developments such as eviction moratoriums, funding opportunities, utility payment policies, etc.	2.4 Reduce erosion of rental housing quality and affordability
Rogers Road Sewer Connection Assistance	N/A	Jointly-funded effort between Orange County and the Towns of Chapel Hill and Carrboro in which the costs of new sewer connection may be fully covered at no expense property owners of "Heritage Lots with Existing Dwellings" that also qualify as Low-To-Moderate-Income (LMI) households as defined by HUD guidelines.	Two households are fully connected. MPA Summer intern drafted an outreach plan for the Rogers Road community which was presented to the AHAC for feedback in June. Staff developed a revised information packet based on this feedback and will work with RENA, Planning, and the Communications Director to do additional outreach this winter and spring. A Regional staff workgroup is working on a revised interlocal agreement to extend the timeline for funding for this project.	3.6 Reduce utility costs

Develop Process for Using Town Owned Land for Affordable Housing	N/A	Staff is researching and drafting possible approaches for the development of affordable housing on Town-owned land (Crest & Pathway).	Staff has drafted a plan that integrates the Affordable Housing Goals and Strategies, Comprehensive Plan feedback, and guidance from previous Council meetings. On January 19, 2022, the AHAC will conduct a second review of the draft and Council will be presented with the plan on February 8, 2022.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors. 2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI. 3.1 Concerted Land Use Planning
Draft Plan for the use of American Rescue Plan Act funds for Affordable Housing and Human Services.	N/A	Town staff is developing a draft strategy for the use of American Rescue Plan funds.	The Town Manager presented an update to the Town Council on October 19, 2021. The draft plan for the use of ARPA funding will be presented to Council in winter 2022. This will include feedback from nonprofits and funding for housing needs as noted in this report and from staff knowledge of possible future development.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors. 2.1 Increase number of rental units that are permanently affordable to individuals and families earning less than 60% of AMI. 2.4 Reduce erosion of rental housing quality and affordability

Affordable Housing Update December 2021 - Collaboration

Group	Group Mission	Activity	Topics/Future Work	Housing Goal
Orange County Affordable Housing Coalition	The Orange County Affordable Housing Coalition is an association of individuals and organizations working together to provide housing opportunities for all in Orange County, NC. The mission is to foster collaboration among providers and advocates to support affordable housing development and preservation in Orange County.	Participate in monthly group meetings. Keep non-profit partners up to date on projects in Carrboro.	Advise Coalition of upcoming development projects and opportunities.	1.1 Increase number of homeownership units that are permanently affordable. 2.2 Increase the number of rental units that are permanently affordable.
Orange County Affordable Housing Coalition - Development Review Subcommittee	Engage group in review of Carrboro developments at the appropriate time.	Participate in monthly meetings.	Discuss development plans or opportunities in Carrboro as they arise. Focused on Pee Wee and the 1307 West Main concept plan over the summer and early fall. Will share the concept plan for Hogan Ridge in January 2022.	3.2 Improve opportunities for developers and potential partners to identify affordability in a project.
Orange County Affordable Housing Coalition - Manufactured Home Subcommittee	Develop resident engagement messaging and messaging delivery systems. Participate in developing a regional policy for manufactured home park preservation and relocation, if needed.	Carrboro staff meets monthly with the subcommittee.	Working on developing their role within the framework of a regional manufactured home policy. Exploring best methods and practices of resident engagement, especially in partnership with EmPOWERment. Staff continue to update the group on Pine Grove discussions and get their feedback on potential opportunities for the park.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to homeownership retention, particularly among seniors. 3.6 Reduce utility costs

Orange County Local Government Affordable Housing Collaborative	Reviews HUD's HOME Investment Partnerships Program applications that fund a wide range of activities including construction, acquisition, and/or rehabilitating affordable housing for rent or homeownership, or to provide direct rental assistance to low-income people. Expanded mission in 2017 to increase collaboration and information sharing around affordable housing issues within the county.	Staff from Carrboro, Hillsborough, Chapel Hill, and Orange County meet monthly. Elected Officials (with staff) are now meeting monthly as well. The group decided to postpone recommending HOME-ARP funding allocations until the next funding cycle (FY23).	HOME applications for funding are due February 25th. The Collaborative has provided input on the draft regional manufactured home strategy and will review those edits at their meeting in February. Work on an approach to a Countywide housing plan.	Addresses all goals: 1. Affordable homeownership 2. Affordable Rentals 3. Overarching priorities, such as land use planning, identified funding sources, developer incentives, housing strategies, and acquisition of land.
Orange County Home Preservation Coalition	The Orange County Home Preservation Coalition is a county-wide network of organizations in Orange County, NC working together to improve accessibility and affordability of home repairs and preservation projects to Orange County Residents.	Participate in monthly meetings with local home repair organizations, representatives from the TJCOG, Orange County Department on Aging, and jurisdictional funding partners.	Stay abreast of Carrboro homes that are in the process of being repaired or assessed for repairs and weatherization. Work on streamlining available funds and funding criteria to help meet the need in manufactured home parks. OCHPC is discussing "complex cases" homes that have unique circumstances or require more work than the Coalition can provide and addressing the backlog of cases, exacerbated by the pandemic.	1.1 Increase number of homeownership units that are permanently affordable in Carrboro. 1.3 Decrease barriers to homeownership retention, particularly among seniors. 3.6 Reduce utility costs
Triangle J Council of Governments	TJCOG is a key player in regional efforts that span cross-jurisdictional boundaries, including transportation planning, development and land-use coordination, water resources and infrastructure, sustainability, and regional economic development strategies.	Housing Practitioners Group met last in the spring of 2020. Meetings have been postponed so that staff can address pandemic response efforts.	Staff is part of their effort to create a regional housing strategy. Exploring the use of an online tool to track regional affordable housing inventory. This group has not reconvened.	1.1 Increase number of homeownership units that are permanently affordable. 2.2 Increase the number of rental units that are permanently affordable.

Carrboro Affordable Housing Advisory Commission	The AHAC is tasked with furthering the Town of Carrboro's housing mission, which is to provide opportunities for safe, decent and affordable housing for all residents no matter their age, ability or income level.	Monthly meetings.	Gave feedback on multiple iterations of the draft Comprehensive Plan document for Affordable Housing. Made funding recommendations for the AHSRF to the Town Council in October 2021. No applications received in January. Reviewed the draft plans of a regional strategy for manufactured home park preservation and Town-owned Land this fall. Provided comments on two development concept plans. Working on a tenant advocacy program and town-owned land strategy. Completing racial equity training.	3.4 Ensure implementation of the Affordable Housing Strategy.
Orange County Master Aging Plan Housing Workgroup	The Orange County Affordable Housing Coalition is an association of individuals and organizations working together to provide housing opportunities for all in Orange County, NC. The mission is to foster collaboration among providers and advocates to support affordable housing development and preservation in Orange County.	Participate in quarterly meetings.	Update the 2017-2022 Master Aging Plan (Year 4 Implementation Plan). Planning for the 2022-2027 Master Aging Plan will get underway in February. The Housing Workgroup will consider senior housing through the lens of racial equity, the focus of the new 5-year plan. Engagement in affordable housing projects that could benefit seniors. Town staff continued engagement with Carolina Spring.	1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.
Northside Neighborhood Initiative	Engage group in review of Carrboro developments at the appropriate time.	Participate in regular meetings. Staff and the Town Manager participated in the neighborhood walk on November 18th.	Advocate for affordable housing in the Northside and Lloyd-Broad communities. Continue support of Pee Wee Homes to build 3 units on town-owned land on Hill St.	1.3 Decrease barriers to first-time homeownership and to homeownership retention, particularly among seniors.

Long Term Recovery Group	The Long-Term Recovery Group was established to inform and shape decisions about recovery by bringing together stakeholders of diverse backgrounds and expertise. The Long-Term Recovery Group is made up of smaller working groups, called Recovery Support Functions.	Project Management Team meets weekly. Provide input for affordable housing considerations and solutions during the long-term pandemic recovery process. Presented Long-Term Recovery Plan to Council on May 4th for review and comment. Response letter to elected official expected in October, slated for discussion at the Assembly of Governments meeting in January.	Staff participate in Recovery Support Functions related to Housing and Human Services to examine current initiatives and possible programmatic gaps. It is intended that the document be endorsed after the AOG meeting and that it be used as one of the guiding documents for ARPA planning.	Draft Plan addresses Carrboro's established housing goals.
Partnership to End Homeless - Leadership	The Orange County Partnership to End Homelessness (OCPEH) is a coalition of service providers, local governments, and community members who work together to coordinate funding and bring best practices to the work of ending homelessness in Orange County. The Leadership Team is the governing body of the Orange County Partnership to End Homelessness and as such makes policy to prevent and end homelessness in Orange County.	Leadership Team meets monthly.	Carrboro Housing and Community Services Director was appointed to the Leadership Team. Updated gaps analysis has been completed and will be presented to the AHAC and Town Council.	The Comprehensive plan process is examining how issues of homelessness fit in with established goals & strategies and recommend changes based on assessment.
Partnership to End Homeless - Project Review	To review, score and make recommendations for ESG funding applications and review grantee progress toward goals.	Meets as needed.	Meetings will resume in January 2022. Will reviewed performance standards and performance data for ESG and CoC funded programs.	Same as above.

Big, Bold Ideas Committee on Affordable Housing	Create a plan to provide 1,500 new units of affordable housing by 2026.	Led by the Chamber of Commerce, Carrboro staff, along with representatives from the other Orange County Jurisdictions, the University, developers (non and for profit), and others; have been meeting regularly to collaborate and provide input on regional affordable housing goals.	The committee developed a series of Affordable Housing Recommendations. Now they are seeking additional feedback on these recommendations, creating a communications plan, and finalizing the report. A select group of participants, including Town staff, will be meeting in the coming months to create an implementation plan.	There are many overlapping goals. 1.1 Increase number of homeownership units. 2.1 Increase the number of rental units. 3.3.B Develop a dedicated funding source; explore a public private fund.
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Agenda Item Abstract

File Number:21-385

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Police Department Monthly Reports

PURPOSE: The purpose of this item is to provide a brief overview of calls for service for the month of November and December.

DEPARTMENT: Police Department

CONTACT INFORMATION: Chief Chris Atack, 919-918-7407

INFORMATION: This report provides data on calls for service, traffic stops, citations, arrests, use of force, and traffic crashes.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: Staff recommend that Council accept the report.



CARRBORO POLICE DEPARTMENT

Community • Accountability • Respect • Ethics

NOVEMBER 2021

Calls for Service

Calls for service are generated either by citizen complaints or by officers self-initiating. These calls range from a request for a vehicle unlock, to a suspicious person, to a traffic stop, to more serious criminal matters with all requiring the presence or response of an officer to resolve, correct or assist in that situation.

In November 2021, The Carrboro Police Department recorded 1,318 calls for service as compared to 1,435 in the same month the previous year.

Top 5 Calls for Service by Frequency

Type:	Number:	% of Total:
Miscellaneous Officer Initiated	512	38.8%
Public Service	108	8.2%
Traffic Stop	106	8.0%
Alarms	60	4.5%
Disturbance/Nuisance	59	4.5%
Total for Top 5	845	64.1%

Traffic Stops: In November 2021, the Carrboro Police Department performed 101 traffic stops. As a result of those 101 stops, 36 citations were issued, 27 verbal warnings were given, 33 written warnings and in 2 instances, no action was taken. Three on-view arrests were made, one for DWI and two for drivers having an active warrant for arrest.

Citations: In November 2021, the Carrboro Police Department issued 47 citations. 26 were for speeding, 11 were for regulatory violations, 4 for alcohol sale violations, 1 each for trespassing and DWI, and 4 for traffic violations.

Arrests: In November 2021, the Carrboro Police Department made 18 on-view/custodial arrests. The charges were all misdemeanor arrests except for one for Felony drug possession. They ranged in severity from Failure to Appear in Court to Simple Assault.

Incident Reports: There were 208 Incidents reported to the Carrboro Police Department for the month of November, as compared to 245 in the same month from last year.

Crashes:

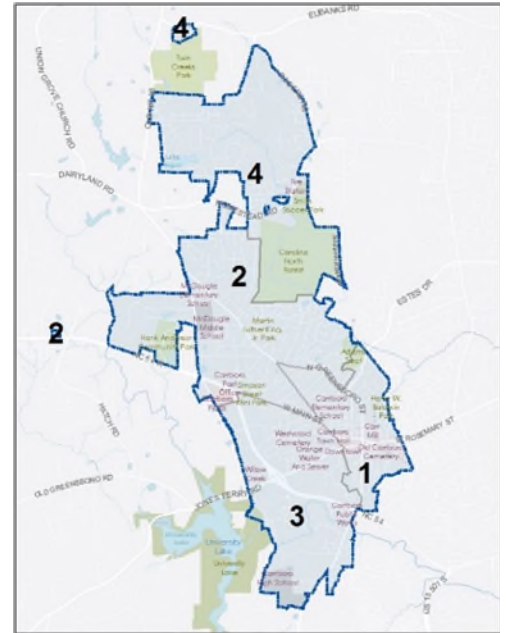
There were 37 traffic crashes in the month of November. No fatalities.

Calls for Service by Area:

includes cancelled events

NOVEMBER

AREA: 1-4	NUMBER OF CALLS	PERCENT OF TOTAL:
Area 1	488	32.4%
Area 2	244	16.3%
Area 3	656	43.7%
Area 4	114	7.6%
Total	1502	100%



November Items of Significance:

- Carrboro Officers served 2 involuntary commitment orders and provided transport for 6 voluntary commitments. All 8 individuals were taken to UNC Hospital for evaluation.
- There were 4 reported armed robberies in November – 3 in which a knife was used and 1 with guns. Two victims in these incidents suffered injuries that required medical attention.



CARRBORO POLICE DEPARTMENT

Community • Accountability • Respect • Ethics

DECEMBER 2021

Calls for Service

Calls for service are generated either by citizen complaints or by officers self-initiating. These calls range from a request for a vehicle unlock, to a suspicious person, to a traffic stop, to more serious criminal matters with all requiring the presence or response of an officer to resolve, correct or assist in that situation.

In December 2021, The Carrboro Police Department recorded 1,447 calls for service as compared to 1,342 in the same month the previous year.

Top 5 Calls for Service by Frequency

Type:	Number:	% of Total:
Miscellaneous Officer Initiated	512	35.4%
Public Service	115	7.9%
Traffic Stop	107	7.4%
Disturbance/Nuisance	69	4.8%
Alarms	65	4.5%
Total for Top 5	868	60%

Traffic Stops: In December 2021, the Carrboro Police Department performed 97 traffic stops. As a result of those 97 stops, 35 citations were issued, 29 verbal warnings were given, 23 written warnings and in 10 instances no action was taken.

Citations: In December 2021, the Carrboro Police Department issued 42 citations. 22 were for speeding, 13 were for regulatory violations, 2 for alcohol infractions, 1 each for trespassing and DWI, and 3 for traffic violations.

Arrests: In December 2021, the Carrboro Police Department made 18 on-view/custodial arrests. The charges were all misdemeanor arrests with the exception of one for Felony Flee to Elude Arrest. They ranged in severity from "Failure to Appear in Court" to Simple Assault.

Incident Reports: There were 247 Incidents reported to the Carrboro Police Department for the month of December, as compared to 209 in the same month from last year.

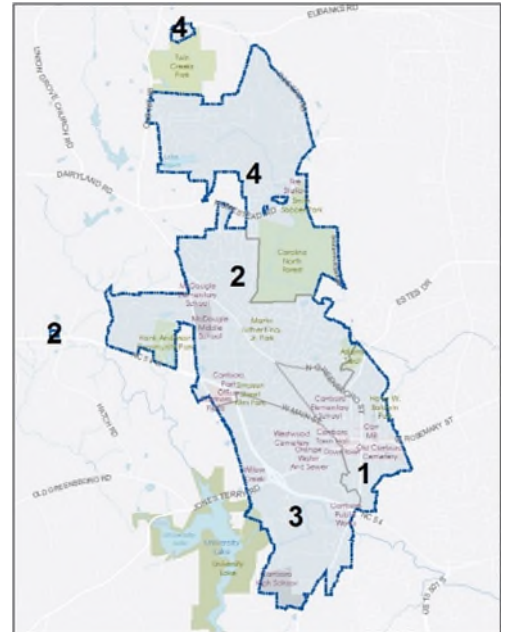
Crashes: There were 31 traffic crashes in the month of December. No fatalities.

Calls for Service by Area:

includes cancelled events

DECEMBER

AREA: 1-4	NUMBER OF CALLS	PERCENT OF TOTAL:
Area 1	536	32.7%
Area 2	313	19.1%
Area 3	692	42.2%
Area 4	98	6.0%
Total	1639	100%



December Items of Significance:

- Carrboro Officers served 7 involuntary commitment orders and provided transport for 3 voluntary commitments. All 6 individuals were taken to UNC Hospital for evaluation.



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Agenda Item Abstract

File Number:22-27

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Police Department Sworn Officer Market Salary Adjustment

PURPOSE: The purpose of this item is to request a market salary adjustment for sworn police officers to address turnover and recruitment issues.

DEPARTMENT: Town Manager's Office, Finance, Human Resources, Police

CONTACT INFORMATION: Town Manager Richard White (rwhite@townofcarrboro.org <<mailto:rwhite@townofcarrboro.org>>), Finance Director Arche McAdoo (amcadoo@townofcarrboro.org <<mailto:amcadoo@townofcarrboro.org>>), Human Resources Director Julie Eckenrode (jeckenrode@townofcarrboro.org <<mailto:jeckenrode@townofcarrboro.org>>), Police Chief Chris Atack (catack@townofcarrboro.org)

INFORMATION: Like many police departments across the state, the Carrboro Police Department is facing high turnover among police officers, difficulty recruiting, and a high number of vacancies which is currently at seven for sworn officers. Several officers have left town employment to join neighboring police departments which are paying higher salaries. These ongoing issues are affecting service delivery.

To continue providing high quality municipal services within our diverse community in a friendly, professional, and efficient manner to promote the safety, health, and quality of life of residents and employees, the Town will need to join other law enforcement agencies in the local labor market in taking steps to increase the minimum starting salary for sworn law enforcement officers.

Informal surveys with local law enforcement agencies in the local labor market by the Carrboro Police Chief and the Human Resources Director indicate that the sworn police officers' starting salaries within the Town's compensation plan currently lag the market by approximately \$4,000 placing the Town at or near the bottom of the starting salary range.

The Town Manager has identified salary adjustments (Attachment) necessary to allow the Town to be more competitive within the local labor market for sworn police officers. The minimum starting salary will increase from \$42,878 to \$46,878. In addition, to retain current officers and to not further exacerbate existing compression issues within the police pay structure, the Town Manager recommends that all sworn officers'

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

salaries be increased by \$4,000.

If approved, these adjustments will be made at the next payroll.

FISCAL & STAFF IMPACT: The total cost of these adjustments is \$194,532 and will be funded using salary savings within the Police Department FY22 Budget.

RECOMMENDATION: It is recommended that Council review the agenda item materials and approve the resolution.

**RESOLUTION ADOPTING CHANGES TO TOWN OF CARRBORO SWORN
POLICE OFFICER POSITION CLASSIFICATION AND PAY PLAN**

WHEREAS, the Town of Carrboro is dedicated to providing high quality municipal services within our diverse community in a friendly, professional, and efficient manner in order to promote the safety, health, and quality of life of residents and employees; and,

WHEREAS, the Carrboro Police Department like many other local law enforcement agencies is at a crucial juncture in staffing due to high turnover among sworn Police Officers, a high number of vacancies, and difficulty recruiting due to the decline in the labor force as well as the decline in applicants; and,

WHEREAS, informal surveys with law enforcement agencies in the local labor market by the Police Chief and Human Resources Director indicate that the Town’s compensation plan currently lags the market by approximately \$4,000 annually; and,

WHEREAS, law enforcement agencies in the local labor market are taking steps to increase the minimum starting salary for sworn law enforcement officers to at least \$46,000 annually; and,

WHEREAS, the Town Manager has identified salary adjustments necessary to allow the Town to be more competitive within the local labor market for sworn police officers.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Position Classification and Pay Plan minimum salary for sworn police officers is hereby modified as follows:

<u>Position</u>	<u>Salary Grade</u>	<u>Current Minimum Salary</u>	<u>New Minimum Salary</u>	<u>% Increase</u>
Police Trainee	6	\$ 33,393	\$ 37,393	12.0%
Police Officer I	11	\$ 42,878	\$ 46,878	9.3%
Police Officer II	12	\$ 45,020	\$ 49,020	8.9%
Police Officer III	13	\$ 47,175	\$ 51,175	8.5%
Police Sergeant	14	\$ 49,636	\$ 53,636	8.1%
Police Lieutenant	16	\$ 54,723	\$ 58,723	7.3%
Police Captain	19	\$ 63,348	\$ 67,348	6.3%
Police Chief	24	\$ 80,851	\$ 84,851	4.9%

Section 2. All other provisions of the Position Classification and Pay Plan remain unchanged.

Section 3. The Human Resources Director shall revise the Position Classification and Pay Plan to reflect the changes in Section 1 above.

Section 4. This resolution shall become effective upon adoption.



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Agenda Item Abstract

File Number:21-384

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Stormwater Utility Monthly Report

PURPOSE: The purpose of this item is to provide the monthly update regarding Stormwater Utility projects and initiatives.

DEPARTMENT: Public Works

CONTACT INFORMATION: Randy Dodd, Stormwater Utility Manager, 919 918-7341

INFORMATION: The report identifies 7 separate projects and initiatives that Stormwater staff are currently involved in. (Updates from the prior monthly report are provided **in bold**). These are specific efforts, some time-limited and others part of ongoing stormwater program development, that are above and beyond the baseline workload that includes but is not limited to: program administration; responding to requests for support and community outreach; stormwater system inspection and maintenance; reviewing development plans; stream determinations/buffer reviews; and illicit discharge response and pollution prevention.

For this report, an annual report with highlights of both 2021 accomplishments and 2022 plans is also provided.

FISCAL & STAFF IMPACT: There is no fiscal impact associated with this update.

RECOMMENDATION: It is recommended that the Council receive the staff report.

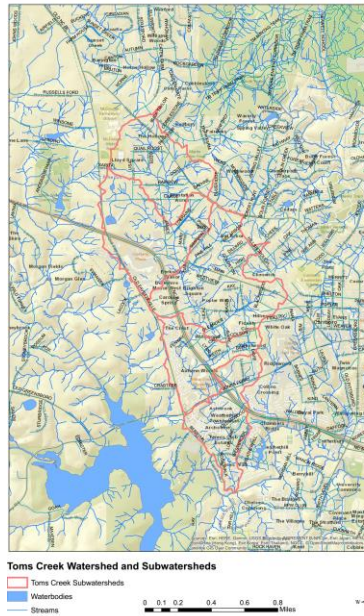
STORMWATER UTILITY MONTHLY REPORT

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PART 1: WATER QUANTITY DRIVEN WORK

1. RainReady Study Follow Up



Project Description: In 2019, the Council directed staff to move forward with a pilot study due to the persistent and ongoing need to address flooding issues, with the upper Toms Creek watershed serving as the geographic focus.

Project Background: For the Toms Creek watershed, flooding and drainage is a recurring and important theme. The upper watershed has received the most attention in recent years due to the degree of flooding and drainage issues experienced by residential property owners both in the regulated floodplain and other areas. A watershed-based approach is needed to comprehensively address the issues that exist. An emerging concern is resiliency in consideration of the growing number of recent intense storms and the potential for a shift to more flooding in the future due to climate change.

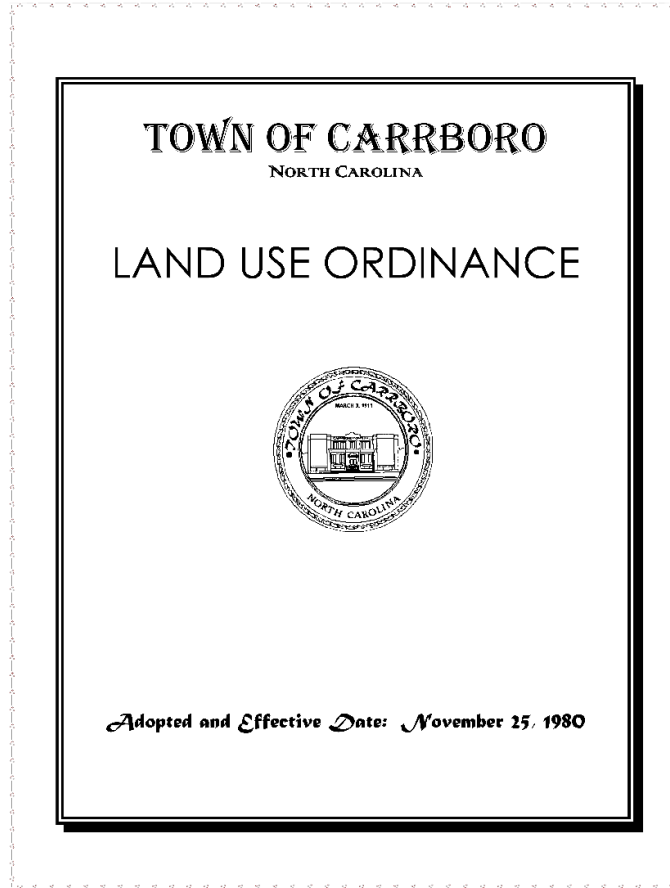
Status: Active. The Town contracted with the Center for Neighborhood Technology (CNT), resulting in a “RainReady” report in May 2020. Sungate Design has also completed engineering assessments for drainage issues along High Street and Goldston Ave as well as at the intersection of Keith Road and Lynjn Drive, and a project ordinance has been approved. **The Stormwater Advisory Commission received information on RainReady follow up work at their November meeting and provided review comments at their December meeting. A Barred Owl neighborhood meeting was held in November. Staff continue to pursue related follow up actions as recommended in the RainReady study. With regards to the stormwater infrastructure improvements, easements are being pursued and a construction bid will be ready to be posted within the next month.**

Fiscal and Staffing Considerations: There could be further implementation costs because of these projects. Any fiscal impact resulting from financial assistance to be provided as part of a new program will be determined through administrative and policy level review. There has been and will continue to be a staff impact associated with technical assistance. This impact will increase if staff will be administering a new program.

Additional Information: Additional information is available from multiple Council agenda items from 2013-2019. A [project website](#) has been created with relevant historical and project related information.

1/10/2022

2. Land Use Ordinance Stormwater Provisions Review



Project Description: LUO stormwater provisions are under review.

Project Background: At the April 16, 2019 meeting, the Council referred further review of the stormwater provisions in the LUO to staff and the Stormwater Advisory Commission in consideration of the flooding and drainage impacts being experienced and elevated risk for increasing impacts due to climate change.

Status: Planning. This has been referred to Stormwater and Planning staff, Sungate Design, and the Stormwater Advisory Commission. Staff and Sungate are currently researching and considering the scope of potential changes and anticipate working with the SWAC later in 2021.

Fiscal and Staffing Considerations: There is no fiscal impact with reviewing and amending the LUO. There will be a staff impact with performing the review.

Additional Information:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3919560&GUID=59CDD594-2973-4C2B-813C-738A1CF5707B&Options=&Search>

<http://www.townofcarrboro.org/DocumentCenter/View/698/Article-XVI-Floodways-Floodplains-Drainage-and-Erosion-PDF>

3. FEMA Hazard Mitigation Grant Program Applications (Acquisition and Elevation)



Project Description: The information presented below is for an acquisition project for 116 Carol Street, and a new elevation project for 100 James Street

Project Background: Following on Hurricane Florence and Tropical Storm Michael, FEMA announced new rounds of HMGP funding. In addition to the Lorraine Street properties discussed above, two additional homeowners at 116 Carol Street and 100 James Street (properties included in previous HMGP applications for acquisitions that did not move forward) have responded and were included in Letters of Interest submitted by the Town to the NC Department of Public Safety (NCDPS). Staff submitted one Letter of Interest for an acquisition project for 116 Carol Street and a second Letter of Interest for elevation of the home at 100 James Street in early 2019. Staff received notification in the summer of 2019 that the NCDPS would accept applications.

Status: Applications in Review. Application materials for the 116 Carol acquisition were submitted to the State in October 2019 under Hurricane Florence. Application materials for the 100 James Street elevation were submitted to the State in November 2019 under Tropical Storm Michael. Staff regularly check on the status, which has remained “pending obligation” since the applications were submitted. If approved, staff will follow up with pursuit of entering into (a) grant agreement(s) for one or both projects.

Fiscal and Staffing Considerations: If the Town is able to successfully enter into grant agreements (one for acquisition and one for elevation), costs for work covered by the grants will first be borne by the Town and then reimbursed to the Town with a combination of both Federal and State funds covering eligible costs, provided that all grant requirements are met. Elevation costs can be reimbursed at up to \$175k per home and acquisition costs at up to \$276k per home. Projects must be able to be completed with actual (not just budgeted costs) not exceeding these values to be eligible to receive grant funds. While there would be a significant staff impact to administer the grant funds, the staff capacity is sufficient to do so should FEMA decide to move forward.

Additional Information:

https://www.fema.gov/media-library-data/1493317448449-b83f27544e36b7bf67913f964a56b15a/HMA_Homeowners_Guide_040717_508.pdf

4. FEMA Public Assistance: Damage Recovery from Hurricane Florence



Overview

Public Assistance (PA) is FEMA's largest grant program providing funds to assist communities responding to and recovering from major disasters or emergencies declared by the President. The program provides emergency assistance to save lives and protect property, and assists with permanently restoring community infrastructure affected by a federally declared incident.

Eligible Applicants

Eligible applicants include states, federally recognized tribal governments (including Alaska Native villages and organizations so long as they are not privately owned), U.S. territories, local governments, and certain private non-profit (PNP) organizations.

PNPs must have "an effective ruling letter from the U.S. Internal Revenue Service, granting tax exemption under sections 501(c), (d), or (e) of the Internal Revenue Code of 1954, or satisfactory evidence from the State that the nonrevenue producing organization or entity is a nonprofit one organized or doing business under State law."¹ Additionally, for a PNP operated facility to be eligible, the PNP must demonstrate the facility provides a critical service or provides a non-critical, but essential government service and is open to the general public. A facility that provides a critical service is defined as one used for an educational, utility, emergency, or medical purpose.²

Project Categories

FEMA processes PA grant funding according to the type of work the applicant undertakes. Eligible work must be required as a result of the declared incident, be located in the designated area, be the legal responsibility of the applicant, and be undertaken at a reasonable cost.

Eligible work is classified into the following categories:

Emergency Work

Category A: Debris removal
Category B: Emergency protective measures

Permanent Work

Category C: Roads and bridges
Category D: Water control facilities
Category E: Public buildings and contents
Category F: Public utilities
Category G: Parks, recreational, and other facilities

Federal funding guidelines for each of these categories are listed in the *Public Assistance Program and Policy Guide*, which is located [online at https://www.fema.gov/media-library/assets/documents/111781](https://www.fema.gov/media-library/assets/documents/111781).

Application Process

After a federal declaration, the recipient (i.e. state, tribe, or territory) conducts Applicant Briefings to inform potential applicants (i.e. state, local, tribal, territorial, and PNP officials) of the assistance available and how to apply. Applicants must then file a Request for Public Assistance within 30 days of the date their respective area is designated by the federal declaration.

Following the approved request, FEMA and the applicants will conduct additional meetings to discuss disaster

Project Description: The Town has been working through the FEMA Public Assistance process for damage recovery from Hurricane Florence. This aspect of Public Assistance is associated with covering the costs for debris removal, emergency protective measures, restoring roads, equipment and facilities to pre-storm conditions, and administrative costs. It is considered separately from the activities described in #11 below, although also under the Public Assistance umbrella.

Project Background: Stormwater staff have been leading the Town's pursuit of FEMA Public Assistance funding. Staff have submitted claims for losses not covered by insurance and have been working with FEMA/NCDPS staff to document and receive reimbursement, as well as reimbursement for staff time associated with emergency response and follow up. This process has been underway since the winter.

Status: Closeout. The Florence damage recovery work and reimbursal has been completed. Staff are working with NCDPS and FEMA to close out the final review now that the stream restoration project (#11) is complete. The Town received \$106k in reimbursement for this project in July and expect to receive up to \$100k in addition in the near future.

Fiscal and Staffing Considerations: The Town has received about \$200k in uninsured costs from FEMA to date and could receive up to about \$100k of additional funds. This work has required over 500 hundred hours of Stormwater staff time.

Additional Information:

https://www.fema.gov/media-library-data/1534520496845-4b41646e3d8839c768deb3a7f4ded513/PADeliveryModelFactSheetFINAL_Updated_052418.pdf
https://www.fema.gov/pdf/government/grant/pa/fema323_app_handbk.pdf

PART 2: WATER QUALITY & FEDERAL/STATE REGULATORY DRIVEN WORK

5. NPDES Town Wide Permit

What is an MS4 Permit Compliance Audit?

An MS4 Audit is a structured review of the Stormwater Management Program to evaluate whether the MS4 is meeting the requirements specified in the NPDES MS4 Permit & Stormwater Management Plan (SWMP)



AKA do you have your ducks in a row?

Department of Environmental Quality



Regulatory Requirement: The Town is regulated under a town wide permit that requires the Town to implement a comprehensive stormwater management program that includes six minimum measures:

- (1) Public education and outreach on stormwater impacts
- (2) Public involvement/participation
- (3) Illicit discharge detection and elimination
- (4) Construction site stormwater runoff control (delegated to Orange County)
- (5) Post-construction stormwater management for new development and redevelopment, and
- (6) Pollution prevention/good housekeeping for municipal operations.

The initial Carrboro permit was issued effective July 1, 2005, renewed in 2011, and again in 2017.

Background: In 1990, under the authority of the federal Clean Water Act and starting with large (population >100k) municipalities (and industries), EPA began regulating stormwater runoff. In 2000, the scope was extended to smaller municipalities, and EPA delegated the authority to the State to issue these municipalities (including Carrboro) a stormwater permit.

Status: Regulatory Review Complete. The planned EPA/State NPDES Phase II stormwater permit audit was completed in August 2020. A Notice of Violation, as anticipated and previously reported, was provided in November 2020. Staff presented a draft Stormwater Management Plan to the Stormwater Advisory Commission in early January and subsequently submitted this plan to the NCDEQ. **NCDEQ formally accepted the plan and reissued the permit in December.**

Fiscal and Staffing Considerations: Preparing for and follow up from this audit and improving the Town's permit compliance and record keeping activities has been and will continue to be a significant undertaking.

Additional Information:

<https://deq.nc.gov/about/divisions/energy-mineral-and-land-resources/stormwater/stormwater-program/npdes-ms4-permitting>

6. Stormwater Control Measure Maintenance and Inspection Program



Background: The Town’s Land Use Ordinance (LUO) has required “Stormwater Control Measures” (SCMs) as part of development projects. SCMs treat runoff to reduce both water quantity and quality impacts. Since 2007, the LUO¹ has articulated requirements for private landowner maintenance of SCMs. (Prior to 2007, this responsibility was implicit rather than explicit.) In early 2020, the Council approved a rate increase to support the necessary capacity to expand program efforts in general, and specifically including SCM compliance oversight. In August 2020, NCDEQ audited the Town’s performance for its permit. Past oversight of SCM maintenance was a recognized permit performance deficiency. Moving forward with a compliant and comprehensive Town wide SCM maintenance oversight program is also seen as an immediate and effective action that the Town can take for flood/climate change resilience since there are many existing SCMs for which performance can be improved with proper maintenance, and risks of poorer future performance can also be avoided through preventative maintenance.

Status: Active. Staff have been actively moving forward with the SCM maintenance and inspection program activities in recent months with goals of:

- 1) A letter being sent to all owners of Town permitted SCMs outlining their responsibilities and clear communications about the program and what will be happening going forward (initiated in November 2020);
- 2) All owners of Town permitted SCMs being required to initiate their own annual reporting of their maintenance and inspection efforts;
- 3) Stormwater staff committing to complete staff inspections of all Town permitted SCMs.

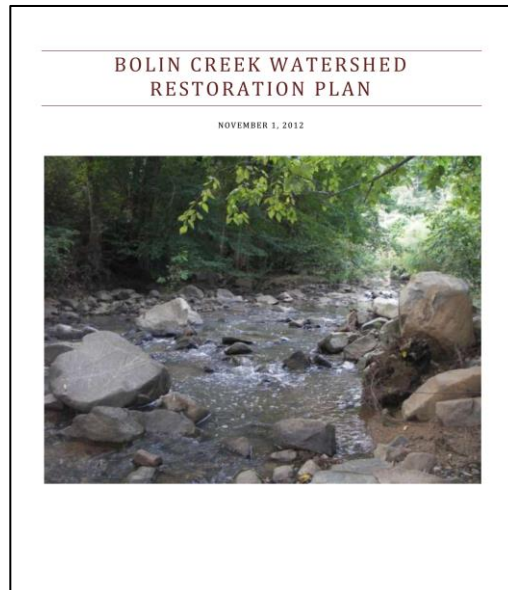
Staff have been reporting on activities to the Stormwater Advisory Commission. **The requirement for the first annual reporting from owners was December 31. Stormwater staff have been and will continue to be working with property owners and their consultants to provide assistance with maintenance and inspection activities for these Town regulated SCMs.**

Fiscal and Staffing Considerations: This activity is requiring a significant amount of staff time.

Additional Information: <http://www.townofcarrboro.org/751/Maintenance-and-Inspection>

¹ [Section 15-263.1 Maintenance of Structural BMPs](#)

7. Bolin Creek Watershed Restoration Plan Implementation



Regulatory Requirement: The downstream extent of Bolin Creek in Carrboro, and into Chapel Hill, is on the state/federal list of impaired waters. Local actions are needed to improve water quality.

Background: Carrboro staff worked with Chapel Hill and other local, state and federal agency staff in 2006 to create the Bolin Creek Watershed Restoration Team (BCWRT) because of the impaired waters listing. At the time, the Bolin Creek watershed was selected as one of only 7 watersheds in the state to receive focused state and federal assistance in preparing grant applications and leveraging other resources to remove Bolin Creek from the impaired waters list. The BCWRT's long term goal is to improve the health of Bolin Creek and its tributaries and remove it from the impaired waters list. This is an ambitious goal that will require a robust commitment for many years to come.

Status: Active. Between 2012 and 2020, watershed restoration plan implementation was inactive due to insufficient staff capacity and funding resources. In early spring, 2021, the Town Council approved and the Stormwater Advisory Commission reviewed the submittal of an EPA/NCDEQ 319 grant application with 3 HOAs in the Bolin Forest neighborhood and other partners to address an eroding gully as a restoration and demonstration project. The application was submitted in early May 2021. **Since November, staff have reviewed the draft contract agreement with NCDEQ, and are currently coordinating with project partners (9) on Memoranda of Agreements (MOAs). As soon as the MOAs are ready for execution, staff will present a Council agenda item accepting the grant award and creating a project ordinance. If the Council approves the grant award, the project work will begin.**

Fiscal and Staffing Considerations: The application is based on the Town offering an in kind but not cash match for the grant. There will be a staff impact with grant administration.

Additional Information:

<https://townofcarrboro.org/280/Bolin-Creek-Watershed-Restoration>



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Agenda Item Abstract

File Number:22-18

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Economic Development Monthly Report

PURPOSE: The purpose of this item is to provide a regular monthly activities and status report.

DEPARTMENT: Economic Development

CONTACT INFORMATION: Jon Hartman-Brown - 919-391-7846 - JHartman-Brown@TownofCarrboro.org

INFORMATION: This is a monthly report of the economic development activities and status updates to the Town Council for informational purposes.

FISCAL & STAFF IMPACT: None.

RECOMMENDATION: Staff recommend accepting the monthly report.



Economic Development Department

Monthly Update Report – November & December
2021

ACTIVITY

- **Attending CBA Marketing, Policy, and Leadership meetings**

I am currently attending CBA Marketing Committee, Policy Committee, and Leadership Council meetings to network with these business owners and find new ways the Department and the Tourism Development Authority can be a part of their initiatives. The 203 Project and Downtown Parking study have been the center of on-going concerns and discussions with the CBA and their respective committees.

- **Draft Parking Study Submitted, Staff Reviewing**

Walker Parking Consultants submitted the draft copy of the Downtown Carrboro Parking Study mid-December. Staff are currently reviewing the study. We anticipate a presentation and release to the Council in February 2022.

- **Business Alliance and ESC Mentor Program Under Development**

We are working to develop a new program for new businesses in Carrboro to be matched with a local business mentor. While this will be similar to SCORE's services, it will be less structured than SCORE's program and will primarily function as a networking opportunity for new start-ups. Both the CBA and the ESC are encouraged by this program and members are willing to participate. Progress on this program has been delayed due to the COVID-19 Mitigation Grant Program.

- **Wayfinding Program under Development for**

I have been working with Public Works and Communication staff regarding finalizing the development of a wayfinding program for downtown and particularly for public parking in downtown.

- **Collaborating with Regional Partners for Light Up Orange County Tourism Initiative**

The Carrboro TDA and I have been working with Downtown Chapel Hill, Hillsborough Economic Development, and the Orange County Visitor's Bureau to develop a winter tourism campaign. Light Up Orange County is meant to encourage visitors and citizens alike to come to Orange County to see our communities lit up since it gets dark so early this time of year. Orange County Visitor's Bureau is coordinating the initiative with Clean Design.

- **BIPOC Business Update**

Partnering with the Small Business Center at Durham Tech, we are working on developing some new entrepreneurship curriculum/training that will be targeted toward BIPOC entrepreneurs. We are targeting Q2 2022 for the program to start and run for approximately 10 weeks.

PROJECTS

- **Minority Business Roundtable – Implementation**
Current Status: Working to schedule a BIPOC Roundtable Meeting for Q1.
Next Steps: Continue to hold BIPOC Business Roundtable Meetings and develop a mentorship program.
Projected Completion: On-going. We anticipate these activities to continue and become a part of the economic development workflow process.
- **Project Arrange**
 We have received feedback that Project Arrange was very appreciate of the former Town Manager’s offer to expedite the development review process when they are ready to expand their physical space. The company has paused this project until they can reassess their needs post-COVID-19.
- **Economic Development Strategic Plan – Implementation of the Plan**
Current Status: The ESC has reviewed and accepted the draft goals and strategies that the Comprehensive Plan Taskforce and Teska have created.
Next Steps: ESC will begin the implementation of their elements of the Comprehensive Plan.
Projected Completion: On-going
- **Downtown Parking Study – Draft Study Submitted for Staff Review**
Current Status: Walker Consulting has submitted a draft copy of the study and staff are currently reviewing to provide feedback.
Next Steps: Walker will make a presentation and release the final study.
Project Completion: February 2022
- **COVID-19 Mitigation Business Grants**
Current Status: Agreements have been sent out and are being processed as we receive them.
Next Steps: Complete grant agreements and send out checks.
Project Completion: January 2022-June 2022
- **203 Project Parking Replacement**

Area	Spaces	Availability	Status	Completion
203 S. Greensboro (203 Project)	-100	24/7	--	
Dispute Settlement Center	+6	24/7	Not started	Q1 2022
CommunityWorx	+12	24/7	Not started	Q1 2022
309 N. Greensboro (Fitch)	+55	Evening & 24 hrs. Weekends	Staff Reviewing Plans	Q1 2022
502B N. Greensboro (Fitch)	+19	24/7	Completed	
300 E. Main (behind ArtsCenter)	+62	Daytime	Completed	
Net Change	+54	--	--	



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Agenda Item Abstract

File Number:22-02

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

FY 2021-22 Second Quarter Budget Status Report

PURPOSE: The purpose of this item is to provide a budget status report to Town Council for all funds.

DEPARTMENT: Finance

CONTACT INFORMATION: Arche McAdoo, Finance Director, 919-918-7439; Cary McNallan, Deputy Finance Director, 919-918-7301

INFORMATION: To engage in electronic payments, the Local Government Commission requires the Finance Officer to provide the Governing Board a budget status report by fund, at least quarterly, and is to include: budgeted accounts, actual revenues collected, payments made, amounts encumbered (including electronic obligations), and the amount of the unobligated budget.

Attachment A provides a summary budget status report as of December 31, 2021, for the General Fund, Special Revenue Funds, Capital Projects Funds, and Enterprise Funds.

Highlights of the General Fund, the Town’s operating fund, through the second quarter include: a) collection of over 60% of the Town’s revenue budget; and only 42% of the Town expenditure budget has been spent.

Percent of Revenue Budget Collected through December 31, 2021

Ad Valorem Taxes	96.5%
Local Sales Taxes	31.8%
Other Taxes/Licenses	48.8%
Hotel Occupancy Tax	71.3%
Intergovernmental	1.2%
Permit & Fees	42.9%
Other Revenues	55.1%
Fund Balance Appropriated	0.0%
Total Revenues	64.2%

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

For local sales tax revenues and other taxes collected by the State, there is a three-month lag period between the collection and distribution of revenues to localities.

Operating expenditures at this time of the year usually remain steady with a one-month lag between the actual date of service and payment of invoices.

FISCAL & STAFF IMPACT: There is no fiscal impact associated with this report.

RECOMMENDATION: That the Town Council receive the FY 2021-22 second quarter budget status report.

Town of Carrboro, NC
General Fund Budget Status Report

Quarter Ended: December 31, 2021
Unaudited amounts

<u>Description</u>	<u>FY22 Revised Budget</u>	<u>FY22 July-Dec Actual</u>	<u>FY22 YTD Encumb</u>	<u>FY22 Budget Balance</u>
Revenues:				
Ad Valorem Taxes	\$ 14,063,175	\$ 13,577,115		\$ (486,060)
Local Sales Taxes	4,895,670	1,558,486		(3,337,184)
Other Taxes/Licenses	1,454,496	709,359		(745,137)
Hotel Occupancy Tax	103,093	73,535		(29,558)
Intergovernmental	1,578,398	18,427		(1,559,971)
Permit & Fees	1,238,860	531,723		(707,137)
Other Revenues	464,389	255,751		(208,638)
Fund Balance Appropriated	2,270,142	-		(2,270,142)
Total Revenues	26,068,223	16,724,396		(9,343,827)
 Transfers In	 80,421	 80,421		 -
Total Revenues & Operating Trfs In	26,148,644	16,804,817		(9,343,827)
Expenditures:				
General Government	6,332,377	2,967,189	\$ 235,894	3,129,294
Public Safety	7,273,065	3,405,240	181,558	3,686,266
Planning	1,776,043	651,600	23,416	1,101,026
Transportation	2,011,768	780,003	-	1,231,765
Public Works	4,068,975	1,652,375	297,208	2,119,391
Recreation, Parks, & Cultural Res	1,909,149	732,920	136,386	1,039,843
Non-Departmental	913,367	-	-	913,367
Debt Service	876,790	428,053	-	448,737
Total Expenditures	25,161,534	10,617,380	874,462	13,669,689
 Transfers Out	 987,110	 696,810	 -	 290,300
Total Expenditures & Oper Trfs	26,148,644	11,314,190	874,462	13,959,989
Net Sources over (under) Uses	-	5,490,627	(874,462)	4,616,162

Special Revenue Funds

Budget Status Report

Period Ending December 31, 2021

Unaudited amounts

Revenues and Transfers In

	Carryover from Prior Year	FY 2022 Budget Appropriation	Total Revenue Budget	FY22 Actual Revenues		Revenue Budget Balance
<u>Special Revenue Funds</u>						
Affordable Housing	(80,063)	420,551	340,488	345,001		4,513
Grants Administration	1,414,746	(8)	1,414,738	385,087		(1,029,651)
Powell Bill	-	786,810	786,810	875,303		88,493
American Rescue Plan Act	6,200,000	553,199	6,753,199	3,377,598		(3,375,601)
Emergency Loan	-	20,517	20,517	20,517		-
Energy Efficiency Revolving Loan	-	5,048	5,048	5,048		-
Revolving Loan Fund	-	8,043	8,043	8,043		-
Total Revenues	7,534,683	1,794,160	9,328,843	5,016,597	-	(4,312,246)

Expenditures and Transfers Out

	Carryover from Prior Year	FY 2022 Budget Appropriation	Total Expenditure Budget	FY22 Actual Expenses	FY22 Encumbrances	Expense Budget Balance
<u>Special Revenue Funds</u>						
Affordable Housing	198,044	420,551	618,595	81,922	105,162	431,511
Grants Administration	1,275,794	(8)	1,275,786	420,520	338,604	516,662
Powell Bill	-	786,810	786,810	9,554	56,566	720,690
American Rescue Plan Act	6,200,000	553,199	6,753,199	-	-	6,753,199
Emergency Loan	164,921	20,517	185,438	-	-	185,438
Energy Efficiency Revolving Loan	133,690	5,048	138,738	-	-	138,738
Revolving Loan Fund	223,300	8,043	231,343	-	-	231,343
Total Expenditures	8,195,749	1,794,160	9,989,909	511,996	500,332	8,977,581

Revenues Over (Under) Expenses

4,504,601

* The revenue and expenditure budgets do not show as balanced due to the amounts carried over from prior years and the fact that revenues received do not always equal expenditures incurred in any given year.

Capital Project Funds

Budget Status Report

Period Ending December 31, 2021

Unaudited amounts

Revenues and Transfers In

	Carryover from Prior Year	FY 2022 Budget Appropriation	Total Revenue Budget	FY22 Actual Revenues	Revenue Budget Balance
<u>Capital Project Funds</u>					
Bond	3,934,494	-	3,934,494	66,805	(3,867,689)
Capital Projects	27,158,215	1,508,000	28,666,215	611,977	(28,054,238)
Other Funds	-	200	200	171	(29)
Total Revenues	31,092,709	1,508,200	32,600,909	678,952	(31,921,957)

Expenditures and Transfers Out

	Carryover from Prior Year	FY 2022 Budget Appropriation	Total Expenditure Budget	FY22 Actual Expenses	FY22 Encumbrances	Expense Budget Balance
<u>Capital Project Funds</u>						
Bond	3,728,990	-	3,728,990	26,691	308,959	3,393,340
Capital Projects	28,004,245	1,508,000	29,512,245	867,838	2,429,011	26,215,396
Other Funds	-	200	200	-	-	200
Total Expenditures	31,733,235	1,508,200	33,241,435	894,529	2,737,970	29,608,936

*

*

Revenues Over (Under) Expenses

(215,577)

* The revenue and expenditure budgets do not show as balanced due to the amounts carried over from prior years and the fact that revenues received do not always equal expenditures incurred in any given year.

Enterprise Funds

Budget Status Report

Period Ending December 31, 2021

Unaudited amounts

Revenues and Transfers In

	Carryover from Prior Year	FY 2022 Budget Appropriation	Total Revenue Budget	FY22 Actual Revenues		Revenue Budget Balance
<u>Enterprise Funds</u>						
Parking	-	290,500	290,500	12		(290,488)
Stormwater	(104,820)	1,010,922	906,102	862,199		(43,903)
Total Revenues	(104,820)	1,301,422	1,196,602	862,211	-	(334,391)

Expenditures and Transfers Out

	Carryover from Prior Year	FY 2022 Budget Appropriation	Total Expenditure Budget	FY22 Actual Expenses	FY22 Encumbrances	Expense Budget Balance
<u>Enterprise Funds</u>						
Parking	-	290,500	290,500	78,840	9,031	202,629
Stormwater **	268,741	1,010,922	1,279,663	243,884	49,172	986,607
Total Expenditures	268,741	1,301,422	1,570,163	322,724	58,203	1,189,236

*

*

Operating Revenues Over (Under) Expenses

539,487

* The revenue and expenditure budgets do not show as balanced due to the amounts carried over from prior years and the fact that revenues received do not always equal expenditures incurred in any given year.

** Includes Stormwater Operations and Capital Projects



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Agenda Item Abstract

File Number:22-16

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Quarterly Report (2021 Q4) and 2021 Annual Report for the Town of Carrboro's CDBG-CV Grant No. 20-V-3525

PURPOSE: The purpose of this item is to receive the fourth quarter report, and an annual report for calendar year 2021, for the Town of Carrboro's Community Development Block Grant - Coronavirus (CDBG-CV) from the NC Department of Commerce.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Rebecca Buzzard, Housing and Community Services Director,
rbuzzard@townofcarrboro.org <<mailto:rbuzzard@townofcarrboro.org>>, 919-918-7438

INFORMATION: On August 25, 2020, Governor Cooper announced funding for three initiatives to help North Carolinians with rental and utility payments in the wake of the COVID-19 pandemic. One of these initiatives provided the availability of \$27.5 million from a federal Community Development Block Grant - Coronavirus (CDBG-CV) to be administered by incorporated municipalities with under 50,000 residents and counties with under 200,000 residents, through the North Carolina Department of Commerce. Local governments were encouraged to prioritize the support of rental and utility payments and eviction prevention.

The Town of Carrboro applied for, and was awarded, \$900,000 in CDBG-CV funds to be used with the Orange County's existing Emergency Housing Assistance (EHA) program, which provides financial assistance to help Orange County residents with low incomes secure and maintain stable housing. All CDBG-CV funds must be obligated by March 17, 2023.

As part of the CDBG-CV grant compliance requirements, the Town of Carrboro must provide quarterly written status reports to the Town Council on the use of the CDBG-CV funds. Each quarterly report must be signed by the Mayor and submitted to the NC Department of Commerce. This report (Attachment A) covers the fourth quarter of the calendar year, from October 2021 to December 2021.

The Town of Carrboro must also submit an Annual Performance Report that covers CDBG-CV activities for the calendar year 2021 (Attachment B).

As the CDBG-CV money is expended, and as a result the HOPE program application period closing on

Agenda Date: 1/18/2022

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Version: 1

December 17, 2021, Orange County Housing and Community Development representatives are meeting regularly with staff from Carrboro, Chapel Hill, and Hillsborough to determine if and when program changes should occur. The County has allocated American Rescue Plan funding to the Emergency Housing Assistance Program and Carrboro residents will continue to receive rent, utility, and mortgage assistance after the CDBG-CV grant ends.

FISCAL & STAFF IMPACT: None noted in relation to the receipt of this report. Review and submission of quarterly reports is required to maintain compliance with the terms of the Town of Carrboro's \$900,000 CDBG-CV grant. After the first four quarters of Calendar Year 2021, \$338,604.35 remains in the grant fund and, at the current rate, it is expected that all funds will be spent by March 2022. Carrboro and Orange County staff are discussing longer term plans for EHA funding, but in the short term, Carrboro residents will continue to be supported through County allocations after the CDBG-CV grant is expended.

RECOMMENDATION: Staff recommends that the Town Council review Attachments A and B (4th Quarter and Annual Performance Reports) and authorize the Mayor to sign the reports for submission to the NC Department of Commerce.



Town of Carrboro
Housing and Community Services Department

Quarterly Report: Town of Carrboro CDBG-CV Grant No: 20-V-3525 - Emergency Housing Assistance

Quarter: Fourth Quarter - October, November, December 2021

Total Amount of Funds Disbursed: \$212,081.89

EHA Payments for Carrboro Residents: \$192,801.72

EHA Administration Costs: \$19,280.17

Number of Households Assisted: 48

Average Amount of Assistance Per Household: \$4,016.70

DEMOGRAPHICS

Applicant Race	Count	% of Total
Asian	1	2.1%
Black/African American	29	60.4%
Multiracial/Other	4	8.3%
White/Caucasian	13	27.1%
American Indian / Native American	1	2.1%

Applicant Ethnicity	Count	% of Total
Hispanic and/or Latinx	4	8.3%
Not Hispanic and/or Latinx	43	89.6%
Unknown	1	2.1%

Household Income	Count	% of Total
30% AMI	42	87.5%
50% AMI	4	8.3%
60% AMI	2	4.2%

ASSISTANCE PROVIDED

Expense Type	Amount	% of Total Funds Disbursed
Rent Payments (Current and/or Future)	\$88,406.02	45.85%
Rent Payments (Arrears)	\$91,813.70	47.62%
Rent Deposits/Fees/Bond	\$1,861.62	0.97%
Utility/Internet Payments	\$10,720.38	5.56%
Mortgage Payments (Current / Future)	\$0.00	0.00%
Mortgage Payments (Arrears)	\$0.00	0.00%

This quarterly report was received and reviewed by the Town Council for the Town of Carrboro on the _____ day of _____, 2022.

Damon Seils, Mayor
Town of Carrboro

**NORTH CAROLINA DEPARTMENT OF COMMERCE
STATE ADMINISTERED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

2021 ANNUAL PERFORMANCE REPORT COVER PAGE

Grantee Name: Town of Carrboro

Grant Number: 20-V-3525

Grants Management Representative: Rebecca Buzzard

Grantee Address: 301 West Main Street, Carrboro, NC 27510

Preparer Information

Name: Rebecca Buzzard

Address: 301 West Main Street, Carrboro, NC 27510

Telephone Number: 919-918-7438

Email Address: rbuzzard@townofcarrboro.org

Local Government Primary Contact: Rebecca Buzzard

Phone Number: 919-918-7438

Email: rbuzzard@townofcarrboro.org

The Annual Performance Report (APR) is required by 4 NCAC 19L.1101. **One original signed hardcopy of this report must be submitted to NC Commerce by January 31, 2022.** The grant recipient's Board Designated Representative certifies on this signatory Cover Page that all the Data in the APR Report are true and correct to the best of her/his knowledge and belief.

Damon Seils
Mayor, Town of Carrboro

Typed Name of Authorized Representative

Signature and Date of Authorized Representative

NC COMMERCE - RURAL DEVELOPMENT OFFICE USE ONLY			
Documents Included:			
Coversheet	<input type="checkbox"/>	Contractor Info	<input type="checkbox"/>
Main Summary	<input type="checkbox"/>	Fair Housing Report	<input type="checkbox"/>
Activity Indicators	<input type="checkbox"/>	LAP Report	<input type="checkbox"/>
Other Indicators	<input type="checkbox"/>	Section 3 Form	<input type="checkbox"/>
		Section 504 Report	<input type="checkbox"/>

Main Summary

Grantee: Town of Carrboro

Grant Number : 20-V-3525

Note: Reconstruction activities, Clearance activities related to Rehabilitation and Temporary Relocation related to Rehabilitation should all be classified under Rehabilitation.

Contents	Check
Acquisition	
Architectural Barriers	
Clearance Activities	
Code Enforcement	
Disposition	
Fire Protection	
Flood & Drainage	
Historic Preservation	
Machinery & Equipment	
Neighborhood Facilities	
Other Activities	
Other Public Facilities	
Parking Facilities	
Parks & Playgrounds	
Pedestrian Improvements	
Public Services	X
Public Utilities	
Rehabilitation, Commercial	
Rehabilitation, Private	
Rehabilitation, Public	
Relocation Assistance	
Senior Handicapped Centers	
Sewer Improvements	
Solid Waste Facilities	
Street Improvements	
Water and Sewer	
Water Improvements	
Working Capital	
Contractor Information	

An Activity Indicator Form or Other Indicators Form are not required for Administration or Planning. Please provided the requested information below:

Administration		
		State Office Use Only
Budgeted :	\$90,000	
Requisitions Paid between 01/01/2021 and 12/31/2021:	\$51,035.97	

Planning		
		State Office Use Only
Budgeted :		
Requisitions Paid between 01/01/2021 and 12/31/2021:		

**2020 Annual Performance Report
Activity Indicators**

Grantee: Town of Carrboro	Check (X) C-1:	
Project Name: Emergency Housing Assistance	Check (X) E-1:	
Grant Number: 20-V-3525	Check (X) L-1:	
Activity Name, Number and Code: <i>Select from Dropdown list below</i>		
<i>Emergency Housing Assistance, C1 EHA</i>		

Amount of money leveraged for the activity, if applicable (<i>Funds other than CDBG fund as part of activity.</i>)	\$36,816,72
---	--------------------

(Proposed is for entire grant activity, Actual is only for the year 2021.)

Housing Program Indicators	Proposed (For Entire Grant)	Actual (2021)
Housing Activities		
Single Units -Rental		
Total number of rental units acquired		
Total number of rental units cleared		
Total number of rental units disposed		
Total number of rental households relocated		
Total number of rental units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units occupied by elderly (62 years of age or above)		
Single Units - Owner		
Total number of owner units acquired		
Total number of owner units cleared		
Total number of owner units disposed		
Total number of owner households relocated		
Total number of owner occupied units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units occupied by elderly (62 years of age or above)		
Multi-Units Rental		
Total number of rental units acquired		
Total number of rental units cleared		
Total number of rental units disposed		
Total number of rental households relocated		
Total number of rental units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units occupied by elderly (62 years of age or above)		
Development of Single-Family Housing		
Total number of owner units created		
Number of affordable units created		
Development of Multi-Unit Rental Housing		
Total number of rental units created		

**2020 Annual Performance Report
Activity Indicators**

Two Digit NAICS Classification Number (http://www.census.gov/eos/www/naics/index.html)		
Non-Economic Development Public Facility Program Indicators	Proposed <i>(For Entire Grant)</i>	Actual (2021)
Number of persons assisted		
Number of persons assisted with new access to a public facility		
Number of persons assisted with improved access to a public facility		
Number of persons assisted where public facility quality was improved		
Non-Economic Development Public Infrastructure Program Indicators	Proposed <i>(For Entire Grant)</i>	Actual (2021)
Water		
Number of persons assisted		
Number of persons assisted with new access to public water		
Number of persons assisted with improved access to public water		
Number of persons assisted where public water quality was improved		
Sewer		
Number of persons assisted		
Number of persons assisted with new access to public sewer		
Number of persons assisted with improved access to public sewer		
Number of persons assisted where public sewer quality was improved		
Streets		
Number of persons assisted		
Number of persons assisted with new access to public streets		
Number of persons assisted with improved access to public streets		
Number of persons assisted where public street quality was improved		
Drainage		
Number of persons assisted		
Number of persons assisted with new access to public drainage		
Number of persons assisted with improved access to public drainage		
Number of persons assisted where public drainage quality was improved		
Sidewalks		
Number of persons assisted		
Number of persons assisted with new access to public sidewalks		
Number of persons assisted with improved access to public sidewalks		
Number of persons assisted where public sidewalk quality was improved		
Other Public Infrastructure		List:
Number of persons assisted		
Number of persons assisted with new access to public sidewalks		
Number of persons assisted with improved access to public sidewalks		
Number of persons assisted where public sidewalk quality was improved		
Public Service Program Indicators		
Number of persons assisted	125	115
Number of persons with new access to service	125	68
Number of persons with improved access to service	125	115
Number of persons where service quality was improved	125	115
Brownfield Projects		
Number of square acres of brownfields remediated		

Comments

**2020 Annual Performance Report
Other Indicators: Accomplishments and Beneficiaries**

Grantee:	Town of Carrboro	Check (X) C-1:	
Project Name:	Emergency Housing Assistance	Check (X) E-1:	
Grant Number:	20-V-3525	Check (X) L-1:	
Activity Name, Number and Code: <i>Select from Dropdown list below</i>			
Emergency Housing Assistance, C1 EHA			

	Check Box
Units	
Households	X
Persons	

Budgeted \$	\$	810,000.00
Actual \$	\$	510,359.68

General Information	Proposed (For Entire Grant)	Actual (2021)
Total Jobs		
Linear Feet		
Square Feet		
Properties		
Households Benefiting		
Rental Units		
One to One Replacement		
Displacements		
594 accessible units		
Elderly		
Female-Head of Household		
Census Data (http://www.census.gov/) or (http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml)	Proposed (For Entire Grant)	Actual (2021)
County Code		
Census Tract		
Block Groups		
Block Groups		
Census Tract		
Block Groups		
Block Groups		
Income Levels	Proposed (For Entire Grant)	Actual (2021)
Please Select One: <u> X </u> Households <u> </u> Persons		
Extremely Low		91 (79.1%)
Low		20 (13.8%)
Moderate		4 (4.4%)
Non-Low/Moderate		
Total		115

2020 Annual Performance Report
Other Indicators: Accomplishments and Beneficiaries

Race Code	Proposed		Actual	
	<i>(For Entire Grant)</i>		<i>(2021)</i>	
Please Select One: <input type="checkbox"/> Households <input type="checkbox"/> Persons				
Owner	Total	Hispanic	Total	Hispanic
11 White				
12 Black/African American			1	
13 Asian				
14 American Indian/Alaskan Native				
15 Native Hawaii/Other Pacific Islander				
16 American Indian/Alaskan Native & White				
17 Asian & White				
18 Black/African American & White				
19 Amer. Indian/Alaskan Native & Black/African Amer.				
20 Other multi-racial				
Race Code	Proposed		Actual	
Please Select One: <input type="checkbox"/> Households <input type="checkbox"/> Persons	<i>(For Entire Grant)</i>		<i>(2021)</i>	
Renter	Total	Hispanic	Total	Hispanic
11 White			27	6
12 Black/African American			68	1
13 Asian			2	
14 American Indian/Alaskan Native			1	
15 Native Hawaii/Other Pacific Islander				
16 American Indian/Alaskan Native & White				
17 Asian & White				
18 Black/African American & White				
19 Amer. Indian/Alaskan Native & Black/African Amer.				
20 Other multi-racial			15	13
Survey Data				
Percent of low and moderate income in service area				
Total number of low and moderate income in service area				
Total number of low and moderate income universe				

Comments: *If you are designating the number of households, how many households are in each unit and how many persons per household.*

Race code excludes those for whom the indicator was unknown.



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Agenda Item Abstract

File Number:22-17

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Resolution Supporting an Application for Triangle J Council of Government's FY23 Transportation Demand Management Grant Program, Triangle Transportation Choices, in Partnership with Chapel Hill

PURPOSE: The purpose of this agenda item is for the Town Council to consider a resolution authorizing the submittal of an application for Triangle J Council of Government's FY23 Triangle Transportation Choices grant program in partnership with the Town of Chapel Hill. The Town has participated in the TDM grant program as a subrecipient of Chapel Hill since FY11.

DEPARTMENT: Planning

CONTACT INFORMATION: Tina Moon, Planning Administrator, 919-918-7325, cmoon@townofcarrboro.org <<mailto:cmoon@townofcarrboro.org>>; Zachary Hallock, Transportation Planner, 919-918-7329, zhallock@townofcarrboro.org <<mailto:zhallock@townofcarrboro.org>>; Trish McGuire, Planning Director, 919-918-7327, pmcguire@townofcarrboro.org <<mailto:pmcguire@townofcarrboro.org>>

INFORMATION: Transportation Demand Management (TDM) is the application of strategies and policies to reduce reliance on single-occupancy vehicles (SOV) by encouraging other options for travel such as carpooling, public transit, biking, walking, remote or teleworking, and flexible work schedules. Since 2007, the Triangle J Council of Governments (TJCOG) has administered a TDM program for the Triangle Region. The plan has been updated twice, first in 2014 and again in 2019, and was rebranded with a new name, "Triangle Transportation Choices" and new logo in the summer of 2021. (The updated plan may be found at:

[draft_updated_tdm_plan.pdf](https://www.tjcog.org/sites/default/files/uploads/TDM/draft_updated_tdm_plan.pdf) ([tjcog.org](https://www.tjcog.org))

<https://www.tjcog.org/sites/default/files/uploads/TDM/draft_updated_tdm_plan.pdf>

TJCOG receives NCDOT funding from the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) and the Capital Area Metropolitan Planning Organization (CAMPO) for TDM activities. One of the key programs that TJCOG administers is an annual grant program for up to 50-percent reimbursement of activities designed to encourage behavior changes that lesson the demand for SOVs. Eligible activities include events, the development and dissemination of promotional and informational materials, and associated staff time.

The Town of Carrboro has participated in the TDM grant program for the last several years as a subrecipient of the Town of Chapel Hill, and previously funded activities have included Open Streets Day, the bike breakfast,

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Version: 1

bike on bus events, the annual Bike Night, Lighten Up Cruiser Ride, and safety workshops. Staff has discussed opportunities for increasing the number of eligible activities in the upcoming fiscal year and/or for future grant cycles. Thematic bicycle rides, developing more promotional and/or informational materials, incorporating some of the materials from the Green Neighborhood transportation modules into the Town's program, are all examples of activities that should be eligible for reimbursement if included in an approved grant proposal. TJCOG staff have encouraged FY23 applicants to consider expanding programs while retaining a smaller-scope proposal as a back-up plan. Of note, the Town's project budget for the FY22 grant was for \$7,500, providing up to \$3,750 in reimbursement; the largest grant budget was \$9,400 for a maximum reimbursement of \$4,700. With that in mind, staff would envision a potential grant budget request range of \$7,500 to \$15,000 for a possible reimbursement range of \$3,750 to \$7,500.

Carrboro's participation in TJCOG's TDM program in partnership with the Town of Chapel Hill is separate from the activities associated with the Duke Center for Advanced Hindsight (CAH), which involves the development of a new resident welcome packet to encourage alternate transportation choices such as carpooling, walking, bicycling, or taking public transit. The Duke CAH project began in August 2021, with the design of the welcome packets occurring in November 2021; the packets are anticipated to be ready for mailing in February 2022.

It is important to note that TJCOG's TDM grant provides funding for programming activities only. The Town applies for funding for transportation infrastructure (bricks and mortar projects) through an entirely different mechanism. Transportation projects, such as greenways and sidewalks are selected for (up to 80-percent) funding through NCDOT's prioritization process, a data-driven process used to develop the State Transportation Improvement Program (STIP). Other transportation improvements which the Town implements through other funding sources can also help shift the needle on transportation choices

TJCOG added a new emphasis on diversity, equity, and inclusion to the Triangle Transportation Choices program for FY22, and applicants for the upcoming FY23 grant cycle are encouraged to include strategies for residential-based outreach to REINVEST Neighborhoods. REINVEST Neighborhoods are those in which residents may particularly benefit from alternative transportation options due to their race/ethnicity, income, vehicle availability and status. TJCOG has also established a new special RFP pilot program for FY23, Equity & Inclusion Initiative, designed to provide funding for local non-profits and community-based organizations working to provide safe and affordable commuting options for equity priority communities. (Additional information about the FY23 Grant Application and Special RFP: Equity & Inclusion Initiative may be found here: [Triangle Transportation Choices | Triangle J Council of Government \(TJCOG\) <https://www.tjco.org/focus-areas-transportation/triangle-transportation-choices>](https://www.tjco.org/focus-areas-transportation/triangle-transportation-choices)).

FISCAL & STAFF IMPACT: There is no financial impact associated with receiving this item. Once the grants have been awarded, staff will bring back a separate agenda item relating to the project budget.

RECOMMENDATION: Staff recommends that Council consider the resolution (*Attachment A*) supporting continued participation in the TDM program with the submittal of an application for Triangle J

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Council of Government's FY23 Triangle Transportation Choices grant program in partnership with the Town of Chapel Hill.

A RESOLUTION SUPPORTING AN APPLICATION FOR TRIANGLE J COUNCIL
OF GOVERNMENT'S FY23 TRANSPORTATION DEMAND MANAGEMENT
PROGRAM, TRIANGLE TRANSPORTATION CHOICES, IN PARTNERSHIP
WITH THE TOWN OF CHAPEL HILL

WHEREAS, Transportation Demand Management (TDM) is a set of strategies designed to encourage alternative choices for travel and daily commuting such as biking, walking, public transit, telework, or some combination, to reduce the environmental impacts of driving alone, particularly during peak periods; and

WHEREAS, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO), the Capital Area Metropolitan Planning Organization (CAMPO), and the North Carolina Department of Transportation (NCDOT) have provided funding to the Triangle J Council of Governments (TJCOG) to support Transportation Demand Management activities in the region; and

WHEREAS, TJCOG has updated the TDM program, changing the name to Triangle Transportation Choices and adding a new emphasis on race and equity; and

WHEREAS, the Town has participated in TJCOG's TDM grant program as a subrecipient of the Town of Chapel Hill, since FY11; and

WHEREAS, the Town of Carrboro has partnered with the Town of Chapel Hill and the University of North Carolina at Chapel Hill to coordinate TDM activities for the last several years; and

WHEREAS, Carrboro is working with its partners to develop a set of activities, outreach and events as part of the upcoming FY23 TDM grant application; and

WHEREAS, the grant, if awarded, would provide up to 50% match of approved activities; and

WHEREAS, the TDM grant application requires a resolution of support from the Town Council.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council that the Town Council supports continued participation in the regional transportation demand management program, and authorizes staff to submit an application for FY23 Triangle J Council of Government's FY23, Triangle Transportation Choices grant program, as a subrecipient of the Town of Chapel Hill.

This the 18th day of January, 2022.

TRIANGLE TDM GRANT PROGRAM

ROLES AND RESPONSIBILITIES

Updated December 2019

NC DEPARTMENT OF TRANSPORTATION

The NC Department of Transportation (NCDOT) provides the overall policy framework for TDM in North Carolina and the state funding and fiscal oversight for regional TDM programs and individual Transportation Management Associations. NCDOT's involvement is guided by the Statewide Transportation Demand Management Plan (April 2004) and is administered by its Public Transportation Division. NCDOT also provides funding for the statewide ride-matching program software (managed by GoTriangle) as well as other TDM programs, projects (e.g., Fortify), and studies. NCDOT has given funding to the Triangle TDM program since 2007.

METROPOLITAN PLANNING ORGANIZATIONS

The two Triangle MPOs, Capital Area Metropolitan Planning Organization (CAMPO) and Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO), provide federal Congestion Mitigation and Air Quality (CMAQ) Improvement Program funding for the Triangle TDM Program. The MPOs serve as the coordinating agencies between local governments, NCDOT, and FHWA. They are responsible for carrying out an annual work program, a portion of which includes updating Metropolitan Transportation Improvement Programs (a seven-year project programming schedule) and the Long-Range Transportation Plan (a minimum twenty-year forecast of projects and programs). TDM has been a part of the Metropolitan Transportation Improvement Programs since 2008.

OVERSIGHT COMMITTEE

The Triangle TDM Program Oversight Committee is made up of representatives from the three program funders (NCDOT, CAMPO, and DCHC MPO) as well as the NC Department of Environment and Natural Resources' Division of Air Quality and Triangle J Council of Government (TJCOG). The three funders are the voting members of the Committee while the other two are in an advisory capacity.

The Oversight Committee releases the annual call for projects (Request for Proposals), reviews proposals and funding requests, provides comments as appropriate, and approves the budget for the program as well as budgets for individual sub-recipients. The Oversight Committee also provides strategic direction for the program, establishing program priorities and coordinating the program with other transportation issues and considerations and overseeing updates to the 7-Year Plan.

TDM PROGRAM ADMINISTRATOR

Triangle J Council of Governments (TJCOG) serves as the administrator of the Triangle TDM Program, linking state and MPO policies and funding with local and regional service providers. As such, TJCOG is primarily responsible for the Program Administration Performance Area in the 7-Year TDM Plan, which includes ensuring TDM programs are consistent with the 7-Year TDM Plan, providing overall management and dispersal of TDM funds as approved by the Triangle TDM Oversight Committee, and coordinating evaluation and monitoring activities for the Program (surveys, annual impact reports, etc.). In this role, TJCOG coordinates contracts, provides administrative support to the Oversight Committee, liaises between the Oversight Committee and Service Providers, as well as amongst the Service Providers themselves, answers budget questions, and attends monthly GoPartner meetings to help coordinate local and regional programs.

TJCOG has responsibilities under other Performance Areas as well. For example, TJCOG is responsible for several Strategies under the Planning Performance Area, such as identifying and promoting TDM-supportive public policies. TJCOG also administers the regional Best Workplaces for Commuters program which encourages employers to provide and support TDM employee benefits and recognizes their efforts.

REGIONAL SERVICE PROVIDER

As the only regional Service Provider funded by the Program, Go Triangle's TDM division implements and coordinates regional TDM services and is the lead agency on all regional marketing and outreach initiatives. GoTriangle coordinates closely with local Service Providers through the GoPartners committee to plan and conduct numerous TDM initiatives, campaigns, and services. GoTriangle also coordinates the region's ridematching system and vanpool services under the grant.

Additionally, GoTriangle functions as a local Service Provider for Wake County. It provides TDM services to all Wake County areas not covered by any other local Service Provider as well as certain hotspots specifically approved by the Oversight Committee.

LOCAL SERVICE PROVIDER

Local Service Providers are primarily responsible for developing and implementing campaigns to market TDM services and providing TDM outreach in their hotspots. They are expected to be experts in knowing the TDM related characteristics and needs of their target audience, thereby possessing the skill and knowledge to design strong campaigns to increase TDM participation. Additionally, the Local Service Providers work closely with the Regional Service Provider (GoTriangle). They attend GoPartner regional meetings, support and promote regional outreach efforts, and implement all regional campaigns. Further, they also collaborate with and support other Local Service Providers and create long lasting partnerships with any local organizations that can help them promote alternative transportation choices amongst residents.

The Local Service Providers are also responsible to monitor, track and report on their activities on a regular basis.



Town of Carrboro

Town Hall
301 W. Main St.
Carrboro, NC 27510

Agenda Item Abstract

File Number:22-14

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Request to Authorize the Town Manager to Approve a Contract Amendment Related to Professional Planning Services for the Implementation of a Town-wide Comprehensive Planning Process.

PURPOSE: The purpose of this item is for the Town Council to authorize the Town Manager to approve a contract amendment to extend the contract term and to increase the contracted amount for this project.

DEPARTMENT: Town Manager, Planning, Finance

CONTACT INFORMATION: Patricia McGuire, Planning Director - 919-918-7327, pmcguire@townofcarrboro.org <<mailto:pmcguire@townofcarrboro.org>>; Richard White, Town Manager - 919-918-7315, rwhite@townofcarrboro.org <<mailto:rwhite@townofcarrboro.org>>; Arche McAdoo, Finance Director - 919-918-7439, amcadoo@townofcarrboro.org <<mailto:amcadoo@townofcarrboro.org>>

INFORMATION: On March 10, 2020, the Town Council authorized the Town Manager to negotiate a contract for professional planning services related to undertaking a Town-wide comprehensive Plan. The proposal submitted by Teska Associates, Inc., with the assistance of The Center for Neighborhood Technology and Lockamy Consulting Services, included a cost estimate of \$180,451; the Town Manager was authorized to negotiate and award a contract up to \$200,000. The contract was executed in early June 2020, for the originally estimated amount, with a completion date of January 31, 2022.

Proceeding with the process during the global pandemic required rethinking, reinventing, and adjusting nearly every aspect of the project's engagement and additional costs have accrued to reach the desired level of engagement. These costs are associated with the extensive communications strategy developed to overcome challenges of conducting the plan during a global pandemic. Among other actions, the number of interviews was significantly increased (from 15 to over 60). Multiple, targeted group sessions with were held, issues and opportunities reports were completed for a number of plan topics, the affordable housing analysis was expanded to calculate the local demand, three versions of the draft plan were compiled for advisory board review, and much more. There is ample evidence of the success of these efforts, as the project has connected with over 1,300 individuals in over 3,500 touch points in the process to date. More information on engagement may be found in the public hearing draft of the plan, especially Chapter 2, Community Engagement, found at [Full Plan no page numbers \(teskaassociates.com\)](https://www.teskaassociates.com/wp-content/uploads/2021/11/2-Engagement.pdf) <<https://www.teskaassociates.com/wp-content/uploads/2021/11/2-Engagement.pdf>>. These efforts have also resulted in expending the original budget. Teska staff have estimated that up to approximately \$40,000 will be needed to complete the project, allowing their continued participation

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in project meetings and the completion of the plan edits and its production.

The attached resolution includes an increase in the contract compensation not to exceed \$230,000, in the event that some additional analyses or services are identified as the project wraps up. Some extension of the project schedule has been necessary as well. Extension of the contract term to January 31, 2023 will allow time for actions prior to and following adoption to complete the plan document.

FISCAL & STAFF IMPACT: Funds are available within the project budget to accommodate approval of this change.

RECOMMENDATION: Staff recommends that the Board adopt the resolution (*Attachment A*) authorizing the Town Manager to approve a contract amendment with Teska that extends the contract term and increases the contracted amount for professional services.

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT
AMENDMENT FOR COMPREHENSIVE PLANNING SERVICES

THE TOWN COUNCIL OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Town Council hereby authorizes the Town Manager to execute an amendment to its professional services contract with TESKA ASSOCIATES, INC., for comprehensive planning services, executed on June 5, 2020, to:

- a. Extend the term of the contract to January 31, 2023, and;
- b. Increase the payment to the contractor in an amount specified as not to exceed \$ 230,000.

Section 2. Within five (5) days after this resolution is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

Section 3. This resolution shall become effective upon adoption.



Agenda Item Abstract

File Number:21-275

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

EPA 319 Grant Award and Ordinance

PURPOSE: The purpose of this agenda item is to authorize the Town Manager to accept an EPA 319 grant award and adopt an ordinance in support of a collaborative effort to stabilize streams and reduce erosion in an 11-acre drainage area in the Bolin Forest neighborhood.

DEPARTMENT: Public Works, Finance

CONTACT INFORMATION: Emily Cochran, Stormwater Administrator (919) 918-7435; Randy Dodd, Stormwater Utility Manager (919) 918-7341; Arche McAdoo, Finance (919) 918-7439

INFORMATION: The lower extent of Bolin Creek in Carrboro has been on the State/Federal list of impaired waters for over 15 years because the aquatic insect community, a prime indicator of creek health, is suboptimal, as determined by both State and Town monitoring. In 2008/2009, both Carrboro and Chapel Hill received 319 grants which sponsored projects over a 4-year span to make progress in improving watershed/creek health. One of the outcomes was the completion of a Bolin Creek Watershed Restoration Plan in 2012 that met the requirements for eligibility for future federal/state support. Since the Stormwater Utility was formed in 2017, staff have been looking for an appropriate opportunity to submit a new 319 application. The best opportunity identified to date is for erosion and small stream stabilization in the Bolin Forest neighborhood. The watershed is comprised of a combination of single-family residential lots and open space from 3 Homeowners Associations (HOAs).

The project concept is to pursue stormwater management and ephemeral stream channel stabilization efforts in this 11-acre drainage. The Town submitted the grant application in May 2021 and has been awarded a grant in the amount of \$150,000. The Town will provide in kind support with grant administration. Nine other organizations (including the 3 HOAs) will provide in kind and cash match with a large amount of outreach and volunteer support. The other grant participants include OWASA, Orange County, NC Cooperative Extension, Friends of Bolin Creek, UNC Institute of the Environment and a Carrboro High School teacher and his students. The attached memo provides more information about the site and proposed project.

FISCAL & STAFF IMPACT: The total amount of financial support for the Bolin Creek 319 project is \$168k, which includes: \$150k (EPA); \$16.5k (HOAs) and \$1.5k (Friends of Bolin Creek). There will be a staff impact associated with grant administration, also as part of the match. Approximately 300 hours of staff time is estimated.

Agenda Date: 1/18/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

RECOMMENDATION: It is recommended that the Council adopt the attached project ordinance.

GRANT PROJECT ORDINANCE FOR BOLIN CREEK WATERSHED RESTORATION

WHEREAS, a Bolin Creek Watershed Restoration Plan was completed in 2012 which is the basis for the Town to continue to be eligible for 319 grant funding; and

WHEREAS, the Town Council approved the submittal of a new 319 grant application on April 6, 2021; and

WHEREAS, the North Carolina Department of Environmental Quality (NCDEQ) Division of Water Resources (DWR) has approved a grant for watershed restoration work in the Bolin Creek Watershed; and,

WHEREAS, the grant is federally funded through the US Environmental Protection Agency (EPA) and is commonly referred to as an EPA 319 Grant; and,

WHEREAS, NCDEQ has awarded \$150,000 to the Town of Carrboro to stabilize streams and reduce erosion in an 11-acre drainage area in the Bolin Forest neighborhood; and,

WHEREAS, Bolin Forest Phase 2 HOA, Bolin Forest Phase 3 HOA, Forest Court HOA, and Friends of Bolin Creek will each enter into a memo of understanding to provide various in-kind services for this project, along with cash contributions of \$6,500, \$5,000, \$5,000, and \$1,500 respectively; and,

WHEREAS, Carrboro's Stormwater Advisory Commission, OWASA, Orange County, the North Carolina Cooperative Extension Service, the UNC Institute for the Environment, the Bolin Forest Phase 1 and Ironwoods HOAs, and Stefan Klakovich from Carrboro High School have also provided letters of support; and

WHEREAS, the total project amount, including cash and in-kind support, equals \$258,036; and,

WHEREAS, the Town will pursue public right of way improvements estimated at \$20k, and provide Town staff for grant administration, as part of the local match for this grant; and,

WHEREAS, NCDEQ requires the Town to enter into a grant agreement to govern the receipt and use of these awards; and,

WHEREAS, the Town Council for the Town of Carrboro deems this activity to be a worthy and desirable undertaking;

NOW, THEREFORE PURSUANT TO N.C.G.S 159-13.2, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO THAT:

1. The Town Council accepts the EPA 319 Grant from the NCDEQ for the Bolin Creek Watershed Restoration project. and authorizes use of these grant funds to be used for eligible purposes as approved in the Grant Application.,

2. Excluding in-kind services, total revenues for the Bolin Creek Watershed Restoration project are as follows:

NC Department of Environmental Quality (NCDEQ)	\$150,000.00
Bolin Forest 2 HOA contribution	\$ 6,500.00
Bolin Forest 3 HOA contribution	\$ 5,000.00
Forest Court HOA contribution	\$ 5,000.00
Friends of Bolin Creek	<u>1,500.00</u>
Total	<u>\$168,000.00</u>

3. The Town and other partners listed above will provide a matching contribution of in-kind services, consisting of grant administration, project site work, and volunteer time. The value of these services is \$90,036, which includes 1700 volunteer hours valued at \$15.00 per hour per NCDEQ grant guidelines.
4. The funds in Section 2 and 3 above shall be available for expenditure until completion of the project.
5. The Town Manager is authorized to execute the required Grant Agreement(s) and any other required documents or certifications with NCDEQ for the receipt and use of these awards.
6. The Town Manager is authorized to negotiate and enter into agreement(s) with other project parties that have committed a cash donation or in-kind services.
7. All watershed restorations activities shall comply with the terms of the agreement.
8. The grant agreement expires on September 30, 2025.
9. The Finance Officer is authorized to make the necessary and appropriate transfer of funds identified in Section 2 above.
10. Upon adoption, the Town Clerk shall file a copy of this ordinance with the Finance Director within five (5) days of adoption.
11. This project ordinance is effective immediately.

The foregoing ordinance having been submitted to a vote received the following vote and was duly adopted this __ day of January 2022.



**TOWN OF
CARRBORO**

NORTH CAROLINA

**TRANSMITTAL
PUBLIC WORKS DEPARTMENT**

To: Richard White, Town Manager
Town Council

From: Emily Cochran, Stormwater Administrator
Randy Dodd, Stormwater Utility Manager

Through: Daniel Snipes, Interim Public Works Director

Date: January 11th, 2022

Subject: EPA 319 Grant Award

Summary

The purpose of this memo is to provide information regarding the 319 Grant that has been selected for funding by NCDEQ and EPA.

Information

What is an EPA 319 Grant?

Through Section 319(h) of the Clean Water Act, the U.S. Environmental Protection Agency provides states with funding to reduce nonpoint source pollution. North Carolina has received \$1.2 million for competitive funding of watershed restoration projects for the current cycle. State and local governments, interstate and intrastate agencies, public and private nonprofit organizations, and educational institutions are eligible to apply for 319 funding. An interagency workgroup reviews the proposals and selects those to be funded.

What will a 319 Grant fund?

Funds may be used to conduct projects such as stormwater and agricultural best management practices and restoration of impaired streams. Section 319 grant projects must be used to help restore waterbodies currently impaired by nonpoint source pollution in areas with approved watershed restoration plans.

What does Bolin Creek watershed restoration involve?

EPA's 319 program identifies "9 elements" of a watershed restoration plan. These are

1. An information/education component
2. A monitoring component
3. Identification of the causes (stressors) and sources or groups of similar sources that need to be controlled to reduce pollution
4. Identification of the needed restoration measures.
5. An assessment of the improvements associated with the chosen actions
6. Criteria used to determine whether substantial restoration progress is being made
7. An assessment of the resources (technical, financial) needed and authorities that will be relied upon, to implement the plan.

8. A longer term implementation plan and schedule
9. Identification of interim, measurable milestones to track progress in achieving restoration goals.

The Bolin Creek Watershed Restoration Plan (2012) was directed by these 9 elements and provides a comprehensive framework for restoration work. In addition, 319 funding heavily relies on “measurable results” of improvements. This involves water quality/water resources based metrics.

What is proposed in the application?

The purpose of the project is to stabilize soils and an eroding gully in a small catchment draining three adjoining neighborhoods both for its inherent importance and as a highly relevant demonstration for broader watershed restoration efforts. This project would restore approximately 700 linear feet of an ephemeral channel and treat stormwater runoff from 11 acres in the Bolin Creek watershed right at the upstream extent of where Bolin Creek is recognized as an impaired stream. The ephemeral channel directly conveys untreated stormwater from adjacent properties into Bolin Creek. The project area includes land owned by three homeowner’s associations (Phase 2 Bolin Forest HOA, Phase 3 Bolin Forest HOA and Forest Court HOA) and an easement of the Orange Water and Sewer Authority (OWASA). Preliminary design work has been completed/sponsored by the Bolin Forest Phase II and III HOAs and reviewed by all project partners.

This project will be a very important demonstration not only of a creative and effective technical solution for this setting, but of the critical importance of the public/private/nonprofit partnerships needed to address erosion and sediment delivery in small residential catchments and along headwater and ephemeral streams. Partners include the homeowner’s associations, Orange Water and Sewer Authority, Orange County, the Friends of Bolin Creek, the NC Cooperative Extension Service, UNC, the local school system, and the Town of Carrboro. There will be extensive volunteer work and publicity and outreach to fully leverage the grant funds. Land use in the Bolin Creek watershed, and especially in the upper Bolin Creek watershed, is dominated by single family residential neighborhoods, and geomorphic instability is a driver of water quality concerns. Considerable attention will be given to sharing solutions with other residents and neighborhoods in the Bolin Creek watershed. Outreach products will also be created that will be broadly applicable for other communities and watersheds.

Why was this project recommended?

This project was recommended because, in staff opinion: it presents a positive step towards watershed restoration; it will be of benefit to the neighborhoods and residents; it is a good example of what can be accomplished through a broad collaboration; and it promises to have community and watershed wide benefits.

What are the match requirements?

All projects must include non-federal matching funds of at least 40% of the project's total costs. For this effort, the match is proposed to be met mostly through in kind from all the project participants, but with some cash match from the HOAs and neighborhood residents.

What has occurred to date?

The grant application was submitted in May 2021 with a follow-up interview occurring in June. NCDEQ suggested that the Town apply for additional funds, so a final application was submitted in July. In October 2021, the Town was notified that the application was selected for award, and in November the Town received the contract documents from NCDEQ and EPA. Staff began administrative steps and held a community meeting in December to update neighbors on the grant status. Additionally, the neighborhood applied for a grant through the Orange County Soil and Water Conservation District for additional funds related to the planting of native vegetation in the area; selection for this grant is pending.

What is the grant schedule?

- January 2022 – Accept grant award, finish administrative steps, execute agreements
- Early 2022 – finish design and engineering work
- 2nd Quarter 2022 – begin construction and community workshops/education
- 3rd Quarter 2022 – finish construction
- 4th Quarter 2022 – begin planting
- 4th Quarter 2023 – additional planting, conclude workshops/education

Additional information about the grant opportunity, including the RFP, application, and review criteria is available at <https://deq.nc.gov/about/divisions/water-resources/planning/nonpoint-source-management/319-grant-program#2021-319-grant-application-materials>. Additional information about the Bolin Creek watershed restoration effort is available at <https://www.townofcarrboro.org/280/Bolin-Creek-Watershed-Restoration>

Recommendation

Staff recommend that the Council adopt the ordinance authorizing the Town Manager to accept the grant award and execute related documents.