

# **Town of Carrboro**

*301 W. Main St., Carrboro, NC 27510*



## **Meeting Agenda - Final**

**Tuesday, January 30, 2024**

**7:00 PM**

**Council Chambers - Room 110**

**Town Council**

**7:00-7:05****A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS****Black History Month****7:05-7:10****B. ANNOUNCEMENT OF UPCOMING MEETINGS****7:10-7:25****C. PUBLIC COMMENT****7:25-7:40****D. CONSENT AGENDA**

1. [23-346](#) Request to Issue a Street Closing Permit for *sladesign Fashion Show 2024*

**PURPOSE:** This agenda item is to request that the Town Council consider adopting a resolution to issue a Street Closing Permit Application submitted by Marcela Slade for the temporary closing and usage of East Weaver Street from 5:30 pm to 8:30 pm on Friday, April 12, 2024, to host the *sladesign Fashion Show 2024*.

**Attachments:** [A - Resolution](#)

[B – Street Closing Permit Application and Community Event](#)

[Pre-Application](#)

[C - Race and Equity Pocket Questions](#)

2. [24-008](#) Appointments to the Carrboro Tourism Development Authority (CTDA) and selecting a Chairperson

**PURPOSE:** This item is for the Town Council to consider appointments to the Carrboro Tourism Development Authority (CTDA), and to select a chairperson.

**Attachments:** [A - Resolution Making CTDA Appointment](#)

[B - Chapter 8A - Town Code](#)

[C - CTDA Information Matrix](#)

[D - TDA Applications & Chair Reports](#)

[E - Advisory Boards Commissions Recruitment- Racial Equity Lens](#)

3. [24-009](#) Appointment to the Racial Equity Commission

**PURPOSE:** This item is to make an appointment to the Racial Equity Commission.

**Attachments:** [A - Resolution for REC Appointment \(L Carter\)](#)

[B - Liz Carter Application & Chair Report](#)

[C - REC Information Matrix](#)

[D - Advisory Boards Commissions Recruitment- Racial Equity Lens](#)

4. [24-010](#) A Resolution Setting the Filing Fee and Filing Period for the November Special Election

**PURPOSE:** This item is to allow the Town Council to set the filing fee and filing period for the November special election to fill the vacancy on the Town Council that was created upon Mayor Foushee assuming the office of Mayor.

**Attachments:** [A - Resolution Setting Filing Fee and Filing Period](#)

[B - Pocket Questions for Filing Fee/Filing Period](#)

5. [24-003](#) Town Code Amendment to Codify Street Name Change

**PURPOSE:** To request that the Town Council amend the Town Code to change all references to Phipps Street to Lavender Street.

**Attachments:** [A - Town Code Amendment - Replacing Phipps with Lavender](#)

[B - Excerpts - Town Code & LUO](#)

[C - GIS Map of New Street Addresses](#)

[D - Pocket Questions - Lavender Street](#)

6. [24-004](#) Town Code Amendment to Establish a Four-Way Stop at W Poplar Ave and Davie Rd

**PURPOSE:** For the Town Council to consider adopting an amendment to the Carrboro Town Code that would establish a four-way stop at the intersection of West Poplar Avenue and Davie Road.

**Attachments:** [A - Town Code Amendment Four-Way Stop at W Poplar & Davie](#)

[B - Pocket Questions - Four-Way Stop at W Poplar & Davie](#)

7. [24-001](#) Accept \$5,000 Donation for Active Life Programs from Carol Woods Charitable Fund
- PURPOSE:** This agenda item is to request Town Council consider a budget amendment to accept and appropriate a \$5,000 contribution from the Carol Woods Charitable Fund to support the Recreation, Parks, and Cultural Resources Department's Active Life Programs, which provide enriching activities and opportunities for older adults in our community.
- Attachments:** [A - Carol Woods Contribution Resolution](#)  
[B - Carol Woods Charitable Fund Award Letter](#)  
[C - Racial Equity Pocket Questions - Carol Woods Grant Funding](#)
8. [24-007](#) Braxton Foushee Street Renaming-Cost Assistance:
- PURPOSE:** This item is to allocate funds for cost assistance to offset direct and indirect costs to residents affected by the renaming of East and West Carr Street to Braxton Foushee Street.
- Attachments:** [A - Street Renaming Budget Amendment FY24](#)  
[B - Race and Equity Pocket Questions-Street Renaming Cost Assistance.](#)
9. [24-014](#) Budget Amendment-Security Upgrades Town Hall Renovations
- PURPOSE:** In the FY 2023-24 budget adopted on June 20, 2023 Council approved the appropriation of \$1,000,000 in unassigned fund balance to be used for the purpose of Town Hall Renovations. \$145,000 of this funding will be appropriated for the purpose of Security Upgrades in the Capital Projects Fund.
- Attachments:** [A - Security Upgrades Budget Amendment FY.24](#)  
[B - Facility Security Policy Pocket Questions](#)
10. [24-020](#) Upgrade Deputy Town Clerk Position to Full Time
- PURPOSE:** To establish the Deputy Town Clerk position as a full-time role, effective immediately.
- Attachments:** [A - Deputy Town Clerk Pay Plan Changes Resolution](#)  
[B - Deputy Town Clerk Budget Amendment FY24-1](#)  
[C - Pocket Questions for Deputy Clerk PT to FT](#)

**7:40-8:40**



**E. OTHER MATTERS**

1. [24-021](#) Authorize the Mayor to execute an employment contract with Lamar Joyner for the position of Town Clerk.

**PURPOSE:** The purpose of this agenda item is to request that the Town Council consider the attached resolution to authorize the Mayor to execute an employment contract with Lamar Joyner for the position of Town Clerk.

**Attachments:** [A - Resolution Authorizing Mayor to Execute TC Contract](#)  
[B - Race and Equity Pocket Questions](#)

2. [24-022](#) Consideration of Additional 2024 Legislative Priorities

**PURPOSE:** This agenda item is so the Town Council can discuss and consider legislative priorities for 2024.

**Attachments:** [A - NCLM Legislative Goal Statements 2023-2024 Adopted Jan 2023](#)  
[B - Town Council Legislative Priorities](#)  
[C - Pocket Questions Legislative Priories](#)

3. [23-351](#) Resolution Adopting a Rewrite of the Business Revolving Loan Policy

**PURPOSE:** To adopt a rewrite of the Business Revolving Loan Program Policy.

**Attachments:** [A - Business Revolving Loan Program Policy Adoption Resolution](#)  
[B - Proposed Business Revolving Loan Program Policy](#)  
[C - Revolving Loan Equity Lens](#)

4. [24-006](#) Retiring Police Officer Service Weapon Policy

**PURPOSE:** This agenda item requests the Town Council approve a written policy for future police officer retirements when an officer makes a request under NCGS 20-187.2 to purchase their service sidearm.

**Attachments:** [A - Carrboro PD Policy for LE Retirement](#)  
[B - GS 20-187.2](#)  
[C - Pocket Questions for Officer Retirement](#)

5. [24-023](#) Adopt a Resolution to Award a Service Sidearm to a Retiring Police Officer

**PURPOSE:** Police Lieutenant Michael Metz will retire from the Town of Carrboro Police Department on February 1, 2024, after 25 years of service with the Town. The Police Department would like to award Lieutenant Metz his service sidearm to recognize his dedication to duty and his service to the Town of Carrboro. The Town Council is requested to adopt by resolution Town staff's recommendation to award the service side arm to Lieutenant Michael Metz.

**Attachments:** [A - Metz Resolution for Firearm Award](#)  
[B - GS 20-187.2](#)  
[C - Pocket Questions for Officer Retirement](#)

**8:40-8:55**

**F. MATTERS BY COUNCIL MEMBERS**



## Agenda Item Abstract

**File Number: 23-346**

**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

Request to Issue a Street Closing Permit for *sladesign Fashion Show 2024*

**PURPOSE:** This agenda item is to request that the Town Council consider adopting a resolution to issue a Street Closing Permit Application submitted by Marcela Slade for the temporary closing and usage of East Weaver Street from 5:30 pm to 8:30 pm on Friday, April 12, 2024, to host the *sladesign Fashion Show 2024*.

**DEPARTMENT:** Public Works

**CONTACT INFORMATION:** Dillon Dispennette, Streets & Grounds Supervisor, 919-918-7434, [ddispennette@carrboronc.gov](mailto:ddispennette@carrboronc.gov); Kristen Benoit, Assistant to Public Works Director, 919-918-7428, [kbenoit@carrboronc.gov](mailto:kbenoit@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

On April 24, 2018, Town Council approved revisions to Article III of Chapter 7 of the Town Code relating to regulation of street or other public events. The revised Town Code removed the requirement for a public hearing prior to approval of a street closing permit by the Town Council. Town Code requires:

Section 7-20 Staff Review - Upon receipt of the permit application, the administrator shall circulate it to the police chief, the fire chief, the public works director, and other appropriate persons, such as the Special Events Committee for their comment. The administrator may arrange to have a conference on the application with the applicant and one or more department heads.

Section 7-24: Street Closing in the Carrboro Town Code: “(a) If the administrator finds that the permit should be issued and that, to conduct the event, it is necessary to close a street or to reroute traffic, the Town Council may pass a resolution authorizing this to be done. No such resolution shall be passed affecting streets that are part of the street system without the approval of the State Department of Transportation.

(b) The resolution shall identify the street or portion thereof to be affected and shall indicate the date and time when the street or portion thereof is to be closed or traffic thereon is to be limited in some way. The resolution shall also direct the administrator to have appropriate traffic control devices installed to give notice of the temporary traffic controls.”

Race and Equity Pocket Questions are included as Attachment C.

**INFORMATION:** Marcela Slade submitted a Street Closing Permit Application for the temporary closing and usage of portions of East Weaver Street on Friday, April 12, 2024 (rain date Friday, April 19, 2024), from 5:30

pm to 8:30 pm to host the *sladesign Fashion Show 2024*. The event will take place between the hours of 6:00 pm and 8:00 pm, allowing one half hour before the event to setup and one-half hour after the event for cleanup. See Attachment B - Street Closing Permit Application and Town of Carrboro Community Event Pre-Application).

The Town’s Special Event Committee reviewed the Town of Carrboro Community Event Pre-Application and the event organizer met with Town staff to discuss logistics and needs from the Town.

*sladesign Fashion Show 2024* is a free event, open to the public. The event will consist of “handmade, one-of-a-kind” clothing including many upcycled pieces. The event is intended to provide entertainment and debut the new *sladesign* collection. There will be live musicians as well as seating area for attendees. Clothing will be available for purchase during the fashion show and there will be a “changing room” for customers to try items on. Businesses on East Weaver Street will be notified about the event and invited to participate or conduct business as usual.

**FISCAL IMPACT:** Carrboro Public Works and Police Department staff will help set up and maintain the required street closure. The applicant will be responsible for all costs incurred by the Town to facilitate the event. The applicant paid the Street Closing Permit Application fee.

**RECOMMENDATION:** The Interim Town Manager recommends the Town Council approve the attached resolution (Attachment A) issuing the street closing permit for the *sladesign Fashion Show 2024* on April 12, 2024, with a rain date Friday, April 19, 2024.

A RESOLUTION AUTHORIZING THE TEMPORARY CLOSING OF THE  
FOLLOWING STREETS TO ACCOMMODATE THE  
*SLADESIGN FASHION SHOW 2024*

Section 1. The following street shall be temporarily closed on Friday, April 12, 2024, or in the event of rain, on Friday April 19, 2024, from 5:30 pm to 8:30 pm to accommodate the *sladesign Fashion Show 2024*:

- East Weaver Street from North Greensboro Street to East Main Street.

This event is to be held in accordance with the permit issued by the Town Council pursuant to Article III of Chapter 7 of the Town Code.

Section 2. The Town shall supply the appropriate traffic control devices to give notice of the temporary traffic controls.

Section 3. No person may operate any vehicle contrary to the traffic control devices installed in accordance with Section 2 of this resolution.

Section 4. The Event Coordinator will be responsible for notifying Central Communications when the street is closed and when it is reopened to vehicular traffic.

Section 5. Applicant shall post signs at the intersections of East Weaver Street and North Greensboro Street and East Weaver Street and East Main Street, at least 7 days before the event, to notify the public about the of the upcoming event.

Section 6. Applicant will be responsible for all costs incurred by Police, Fire, and Public Works to facilitate this event. Applicant will be provided an itemized bill for the final costs incurred by Police, Fire, and Public Works.

Section 7. This resolution shall become effective upon adoption.

This the 30<sup>th</sup> day of January, 2024.

MISCELLANEOUS PAYMENT RECPT#: 82188  
TOWN OF CARRBORO  
CITY HALL  
301 West Main Street  
CARRBORO, NC 27510

DATE: 10/20/23      TIME: 15:50:18  
CLERK: cedwards      DEPT:  
CUSTOMER#:

COMMENT:

CHG: 433500 MISCELLANEOUS	85.00
-----	
REVENUE:	
1 5600 438505	85.00
STREET CLOSING	
REF1:	REF2:
CASH:	
01 115130	85.00
BBTGENRL	
-----	

AMOUNT PAID: 85.00

PAID BY: MARCELA SLADE  
PAYMENT METH: CASH

REFERENCE:

AMT TENDERED:	85.00
AMT APPLIED:	85.00
CHANGE:	.00

PAID

OCT 20 2023

ME  
cash

**STREET CLOSING PERMIT APPLICATION  
CONCERNING THE USE OF STREETS AND PUBLIC RIGHT-OF-WAY  
FOR STREET FAIRS, FESTIVALS, CARNIVALS, AND OTHER PUBLIC EVENTS**

**EVENT:** sladesign Fashion Show 2024

**EVENT SPONSOR:** xerrajeros is the main sponsor, other funds come from awarded grant from Orange County Arts Commission and hope to partner with Weaver St. Market

**IS THE SPONSOR A:**  NON-PROFIT  FOR PROFIT  OTHER: \_\_\_\_\_  
OCAC xerrajeros.com  
Weaver Street

**ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT:** Please see attached Grant Application with more info on sladesign Fashion Show.

**EVENT COORDINATOR INFO:**

**NAME:** Marcela Slade

**ADDRESS:** Residence: 115 South Peak Drive / Studio: 218 East Main Street Suite 210 Carrboro, NC 27510

**TELEPHONE NUMBER:** 9194484888

**PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:**

**DATE:** April 12, 2024 **TIME PERIOD: FROM:** 5:30pm **TO:** 8:30pm

**RAIN DATE:** April 19, 2024

**CLEAN-UP TIMETABLE: FROM:** 8:00pm **TO:** 8:30pm

**APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT:** 50+

STREET CLOSING PERMIT APPLICATION CONCERNING  
THE USE OF STREETS AND PUBLIC RIGHT-OF-WAY FOR  
STREET FAIRS, FESTIVALS, CARNIVALS, AND OTHER PUBLIC EVENTS  
UPDATED 2023-06

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES  NO

(Traffic control may be required, and event organizers may be required to reimburse the Town for any related expenses):

IF YES, PLEASE SPECIFY: I met with Charles Harrington, Public Works, Police and Fire, 10/19/2023.

We discussed fees and have come to agreements on fee, set-up, break-down and everyones role.

All businesses on Weaver Street will be notified of event and included in whatever form they might want to be a part of the event, they can conduct business as usual.

**ATTACH A SKETCH SHOWING:**

- Area where event is to take place.
- Any streets to be closed or obstructed.
- Any barriers or traffic control devices to be erected.
- Location of any concession stand, booth, or other temporary structures.
- Location of proposed fences, stands, platforms, stages, benches, or bleachers.

Attached 

**OTHER INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INSURANCE INFORMATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTIFICATION OF CENTRAL COMMUNICATIONS (911):**

The **APPLICANT** is responsible for notifying Central Communications (911):

- at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)
- on the day of the closing, prior to the actual closing of the street (dialing 911)
- on the day of the closing, when the street is re-opened (dialing 911)

**FEE: \$85.00 application fee.** Application fee must accompany the submittal of this application.



STREET CLOSING PERMIT APPLICATION CONCERNING  
THE USE OF STREETS AND PUBLIC RIGHT-OF-WAY FOR  
STREET FAIRS, FESTIVALS, CARNIVALS, AND OTHER PUBLIC EVENTS  
UPDATED 2023-06

**EVENT / STREET CLOSING CHECKLIST**

	<u>Date completed</u>	<u>Completed By</u> <u>(initial)</u>
Permit Application and Fee Received	[ 10/20/2023 ]	[ ]
Staff Review (See attached notes if applicable)	[ ]	[ ]
Insurance Certificate (if required)	[ ]	[ ]

Title **Marcela Slade** 06/10/2023  
 by **Marcela Slade in 2023-24 Artist Project Grant Application** id. 40719054  
 115 South Peak Drive  
 Carrboro, North Carolina  
 27510  
 United States  
 9194484888  
 marcelaslade@gmail.com

**Original Submission** 06/10/2023

APPLICANT INFORMATION

Name of primary contact Marcela Slade  
 Complete mailing address of primary contact 115 South Peak Drive  
 Carrboro, NC 27510  
 Email of primary contact marcelaslade@gmail.com  
 Phone number of primary contact 9194484888  
 Names and emails of co-applicants (if applying on behalf of a group)  
 Website <https://xerrajeros.com/sladesign-shows>  
 How did you hear about our grant program? Other  
 Did you attend or watch the Artist Project Grant Training Session? Yes

PROJECT/PROGRAM Tell us about your project or program INFORMATION

Title of Grant Request

Funds for sladesign Fashion Show 2024

Grant Amount Requested

2000

Project Start Date (no earlier than July 1, 2023)

~~May 10, 2024 OR June 14, 2024 (the project will take a while to create but the event will be one day)~~

changed to April 12, 2024

Project End Date (no later than June 30, 2024)

~~May 10, 2024 OR June 14, 2024 (the project will take a while to create but the event will be one day)~~

w/ rami date of

April 19, 2024 B.O.M

FRIDAYS for the 2nd Friday ARTWALK.

Project/Program  
Summary

The funds will go towards producing the sladesign Fashion Show 2024. sladesign Fashion Shows are unconventional, designed and produced by me, Marcela Slade. The show is more of a performance rather than just the debut of a new sladesign collection. Past sladesign Fashion Shows, have included: models jumping rope in high heels, while the Durham Bouncing Bulldogs jump in the background as a shadow show, models gliding down the runway in roller skates, riding a bike, and/or the stage transforming as the event is happening. sladesign models are diverse in size, age, gender, race and ethnicity. The collection is handmade one-of-a-kind and the materials include recycled materials, silks, cottons and many upcycled pieces which means they are existing pieces of clothing which I tweak to make more appealing or dynamic.

This sladesign Fashion Show (15th) will take place outdoors, pending approval from the Town of Carrboro, on East Weaver Street, the "short" street right in front of Weaver Street Market. The street will be closed off on both ends and will serve as the catwalk, stage for live musicians as well as a seating area for the audience/community. There will be some tree trunks spread randomly throughout the street to be used as pedestals for models to stand still upon or dance. Chairs will be lined up on one side for community members to sit and watch or people can bring their own chairs, like during local town parades. The musicians will sit at the public level, no stage but they will have amplification to reach the audience. It will be a continuous catwalk, (~1 hour) like a video loop, so people can come and go during the duration of the event, rather than have models walk once and then go change into a different outfit.

The collection will be for sale during the show and there will be a "changing room" where clients can try on the items as needed. The changing room will be a self-standing, temporary structure designed and produced specifically for this show.

The collection will take me about 9 months to complete and the event will take place during one night on a 2nd Friday ArtWalk from 6-8pm, the actual catwalk/show will be ~1 hour long with 30 minutes before and after to mingle. The set up will start at 4pm and the break down will be complete by 9pm. The show is FREE and a PUBLIC event.

The Town of Carrboro will be collaborating with Public Works closing off the streets and re-directing traffic as needed. Weaver Street Market will benefit as well as other surrounding businesses, Tesoro, Tandem, Venable, Napoli, OCSC, Jade Palace, Grata Cafe, Atlas, Spotted Dog, Armadillo Grill, as people will buy food and drinks for their needs, during the show, before and after.



**Community Impact** sladesign Fashion Shows always impact the community as they are unconventional and create conversation on many levels. They serve the community as entertainment as much as to debut the new sladesign collection. I have had several community members approach me a few days, weeks, months and even years after to express their fascination with the collection, the diversity of my models, the fact that I inspired their child to study Fashion Design or start upcycling their own clothes or even wearing something that might not be the "norm" for both child and parent.

**Artist Experience** Since 2007 I have had 14 different sladesign Fashion Shows, they are always FREE and open to the public. I have received funding for the last 2 shows but prior to that, I have funded these all on my own. This will be Fashion Show no. 15! !!

This will be the second time I use a street as a catwalk. In 2021, I closed off part of Old Pittsboro Street and lined one side of the street with chairs and some community members brought their own chairs. This was perfect as we were still using masks and social distancing.

Some of the past venues have been the Golden Belt's Cotton Room, Southern Rail's Station and Beer Garden, Cat's Cradle, El Pobre Diablo and xerrajeros galeria studio shop in Quito, Ecuador, The Carrack Modern Art, Smelt Art Gallery, Salon 2 Eleven and Casa Grande / Carrboro Greenspace on 116 Old Pittsboro Road, where I had the first one.

Attendance has ranged from 250 people at the larger venues to 45 people. They all have been successful events that have entertained the community, I have documented all of the shows with video and/or photography. I have collaborated with musicians in many of these events like: Mark Wells, Peter Lamb, Clark Blomquist, Dexter Romweber and DJ's Nate Dog and Spencer Pope. Other times I have simply had a record player going and the models have changed the records while modeling.

All the shows have been extremely successful. I have sold my work, gotten new commissions, been invited to other Fashion Shows and entertained the community in more than one way.

**How do you plan to market your project?** I will market this event on social media, including an event page, with posters which I will also print and post around orange county, radio time on WHUP and wcomfm and I will submit it to the local newspaper calendar and hopefully, they will also include an article highlighting the event, prior or after the show. The OCAC logo will always be included.

**PROJECT/PROGRAM BUDGET** Please fill out the charts below with your project's expenses and income. Use the "Explanation" box to offer details for each category. NOTE: The Total Cash Expense must equal the Total Cash Income.

**Budgeted Expense**

Expenses-english-revised.xlsx

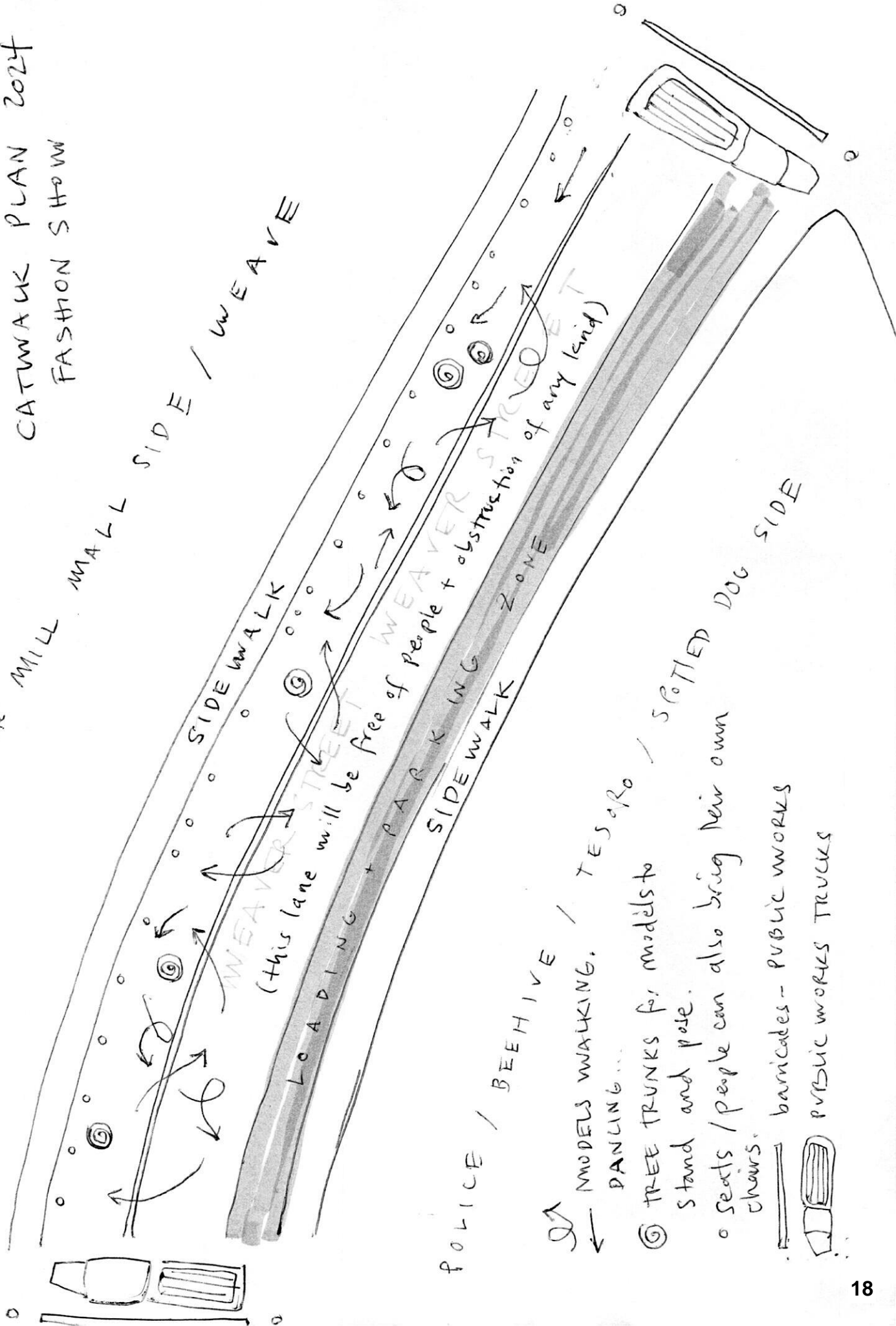
**Budgeted Income**

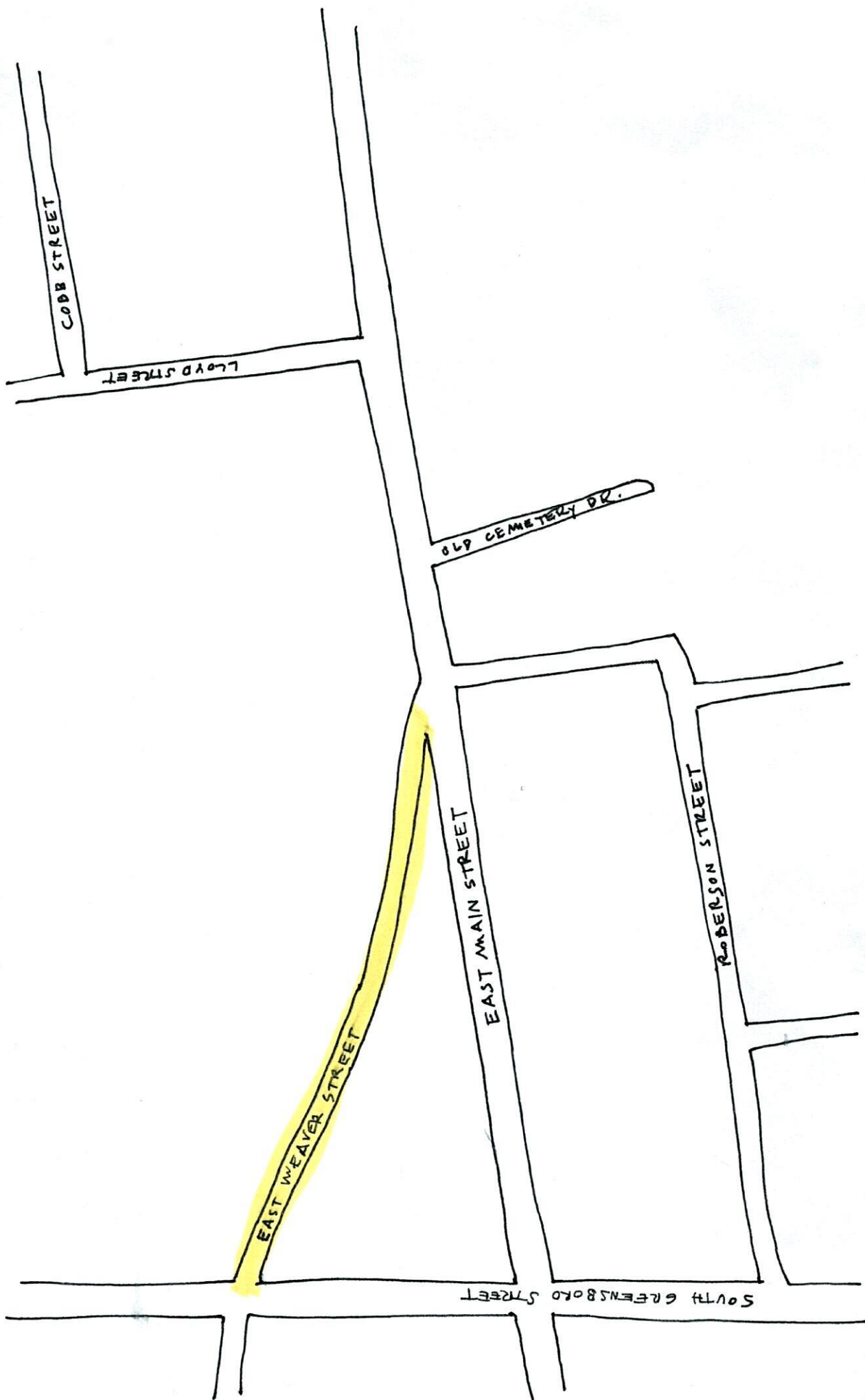
Income-english-revised.xlsx

sladesign

CATWALK PLAN 2024  
FASHION SHOW

CARR MILL MALL SIDE / WEAVER





## **Race and Equity Pocket Questions**

**Title and purpose of this initiative:** *sladesign Fashion Show 2024*

**Department:** Public Works

### **What are the racial and equity impacts?**

*sladesign Fashion Show 2024* is a free event, open to the public. The event will consist of “handmade one-of-a-kind” clothing including recycled and many upcycled pieces. The event is intended to provide entertainment and debut the new *sladesign* collection.

Due to a lack of engagement, access to opportunities and leadership in the event industry, people of color often feel dismissed or unwelcome. Racial diversity is crucial to events as they support multiple layers of small businesses, provides perspectives from different racial backgrounds; and provides an opportunity to foster relationships within a community.

Additionally, the fashion industry has been criticized for its lack of diversity across campaigns and behind the lens. The lack of diversity has led individuals to believe their bodies, how they dress, and subsequently their identities as not worthy. The racial impacts can affect many aspects of a person’s life, including their mental health or ability to concentrate on school or work.<sup>1</sup> According to event organizer, Marcela Slade, models involved in the fashion show “are diverse in size, age, gender, race, and ethnicity.”

### **Who is or will experience community burden?**

The *sladesign Fashion Show 2024* may burden:

- Community members with language barriers.
- Community members with disabilities that are unable to access the event.
- Community members not aware of the event.
- Shift workers and people who have limited time, transportation choices, and may have difficulty finding time to participate in the event.
- Community members who may be burdened financially may not have the means to fully participate in the event.
- Community members and businesses located on or near the event may be burdened due to traffic delays or accessibility to E. Weaver Street.
- Event organizers and partners due to time and costs involved in organizing and holding the event.
- Town staff due to time involved planning and holding the event.

### **Who is or will experience community benefit?**

The *sladesign Fashion Show 2024* will benefit community members who do not have any of the burdens listed above and are able to fully participate in event.



*sladesign* may benefit from event publicity and the sale of merchandise.

### **What are the root causes of inequity?**

Structural racism in government decisions, as well as residents' personal experiences, can alienate those that may find it difficult to attend events such as like working individuals and families and contribute to a reticence by historically marginalized people to participate in these events.

Economic disparities from historic racism, including education, job opportunities, lending policies, among others can contribute to disproportionate representation in shift or similar work schedules, which can lead to disparities between white and BIPOC residents and other community members in taking part in or hosting events. Costs associated with street closings such as the permit fee or the need for Town employees to staff the event, may limit BIPOC community members from hosting events.

As previously narrated, due to a lack of engagement, access to opportunities and leadership in the event industry, people of color often feel dismissed or unwelcome. "People in leadership roles for the more prominent special events-governing organizations, you will see less than 1% Blacks in a leadership position or as board members. The Black community is not represented at the table. This disparity has a domino effect on to the regional level of these organizations."<sup>2</sup>

Additionally, the fashion industry has been criticized for its lack of diversity across campaigns and behind the lens. For decades, the fashion industry has been heavily influenced by "European standards of beauty" that prioritize features such as fair skin or straight hair.<sup>1</sup>

### **What might be the unintended consequences of this action or strategy?**

Unintended consequences of the event may include:

- Some community members may have negative perception of the event.
- Due to lived experiences, members of historically marginalized communities may be uncomfortable interacting in some community events.
- Community members and businesses located on or near the event may be burdened due to traffic delays or accessibility to E. Weaver Street.

### **How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

Public Works will mitigate any burdens, inequities, and unintended consequences by:

- Continued use of the REAL and pocket questions.
- Continue to participate in the Town's Racial Equity training.
- Continue to engage and collaborate with community members.
- Continue to evaluate event policies and procedures.



Agenda Item Abstract

File Number: 24-008

Agenda Date: 1/30/2024  
In Control: Town Council  
Version: 1

File Type: Agendas

Appointments to the Carrboro Tourism Development Authority (CTDA) and selecting a Chairperson

**PURPOSE:** This item is for the Town Council to consider appointments to the Carrboro Tourism Development Authority (CTDA), and to select a chairperson.

**DEPARTMENT:** Town Clerk / Economic Development

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7310, wwelsh@carrboronc.gov;  
Jon Hartman-Brown, 919-918-7319, jhartman-brown@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity     Climate     Comprehensive Plan     Other

The Town Council follows the Advisory Board Recruitment and Appointment Policy which was adopted on 11-21-2017. Text amendments to this policy were approved by the Town Council on 12-1-2020 and 4-13-2021, respectively, to the section entitled “Composition” which related to expanding the racial and ethnic diversity on advisory boards and commissions. It should be noted that the Advisory Board Recruitment and Appointment Policy has been evaluated using the Racial Equity Lens tool which was finalized in May 2023. A copy of this completed lens is attached here as Attachment E.

The CTDA appointments fall under the section entitled “Appointments to Authorities” within the Advisory Board Recruitment and Appointment Policy which states the following: “The OWASA Board of Directors and Tourism Development Authority are considered “Authorities” under NC General Statutes. The Town Council will consider applications for those authorities and be responsible for making appointments as they are directed per law. The Council may at times choose to interview applicants for the representative seats by any method that they choose. All appointments will be made in open session by the ballot procedures established in the policy.”

**INFORMATION:** The CTDA was established by Chapter 8A in the Carrboro Town Code entitled Hotel and Motel Room Occupancy Tax. A copy of this chapter is included as attachment B.

Section 8A-5 within Chapter 8A is entitled Carrboro Tourism Development Authority: Appointment and Membership and states the following:

- (a) The Carrboro Tourism Development Authority (CTDA) is hereby created, which shall be a public authority under the Local Government Budget and Fiscal Control Act.
- (b) The CTDA shall consist of three members appointed by the Town Council. Members need not reside within

the Town, but at least one member must be affiliated with businesses that collect the tax in the Town and two members must be currently active in the promotion of travel and tourism in the Town.

- (c) Subject to subsection (d), members shall be appointed for terms of one year. The initial terms of all appointees shall expire on January 31 of the year that follows the initial appointments. Subsequent terms shall run from February 1 of one year to January 31 of the following year. Vacancies shall be filled for the remainder of the unexpired term. Members may be appointed to successive terms without limitation.
- (d) Members shall serve at the pleasure of the Town Council and may be removed by the Council at any time with or without cause.
- (e) Members shall serve without compensation.

Section 8A-6 Meetings of CTDA

- (b) A quorum for the CTDA shall consist of three members, except that if one seat is vacant, a quorum shall consist of two members. All actions of the CTDA shall be taken by majority vote, a quorum being present.

Currently, the CTDA has two active members, Bridget Pemberton-Smith and Huru Price. Mrs. Pemberton-Smith was first appointed 05/02/2023 and Mr. Price was first appointed on 09/19/2023. Both have expressed their desire for reappointment. The CTDA matrix is attached as Attachment C. The applications and chair reports are attached as Attachment D.

Ms. Pemberton-Smith operates a business in Carrboro, has been hired by the Chamber to serve as a staff person for the Carrboro Business Alliance and serves as a CTDA member who is currently active in the promotion of travel and tourism in the Town.

Mr. Price has worked in Carrboro for over 10 years, been part of the Carrboro Film Festival for nearly a decade and was a volunteer for the Mini Con hosted by The Baxter. Mr. Price serves as a CTDA member who is currently active in the promotion of travel and tourism in the Town.

**FISCAL IMPACT:** The Hotel/Motel Room Occupancy Tax is a tax for the Town of Carrboro and the distribution of the tax is outlined in Section 8A-4 of the Carrboro Town Code:

Section 8A-4. Distribution and Use of Tax Revenue states:

“The Town shall, on a quarterly basis, remit the net proceeds of the occupancy tax to the Carrboro Tourism Development Authority (CTDA). The CTDA shall use at least two-thirds of the funds remitted to it under this section to promote travel and tourism in Carrboro and shall use the remainder for tourism-related expenditures. The following definitions apply in this section:

- (1) Net Proceeds. Gross proceeds less the cost to the town of administering and collecting the tax, as determined by the finance officer, not to exceed three percent (3%) of the first five hundred thousand dollars (\$500,000) of gross proceeds collected each year and one percent (1%) of the remaining gross receipts collected each year.
- (2) Promote travel and tourism. To advertise or market an area or activity, publish and distribute pamphlets and

other materials, conduct market research, or engage in similar promotional activities that attract tourists or business travelers to the area. The term includes administrative expenses incurred in engaging in these activities.

(3) Tourism-related expenditures. Expenditures that, in the judgment of the CTDA, are designed to increase the use of lodging facilities, meeting facilities, and convention facilities in the town by attracting tourists or business travelers to the town. The term includes tourism-related capital expenditures.”

**RECOMMENDATION:** The Interim Town Clerk recommends that Town Council reappoint Bridget Pemberton-Smith and Huru Price for a term of one-year. Further, it is recommended that Town Council select Bridget Pemberton-Smith as chair for the CTDA, as she is the senior member of the authority (Attachment A) and is willing to serve in the role.

A RESOLUTION MAKING APPOINTMENTS TO THE  
CARRBORO TOURISM DEVELOPMENT AUTHORITY (CTDA)

**Section 1.** The Carrboro Town Council hereby appoints the following to the CTDA for a term to expire in January 2025:

<b>Appointee</b>	<b>Term Expiration</b>
Huru Price	01/2025
Bridget Pemberton-Smith	01/2025

Section 2. The Carrboro Town Council hereby selects the following person as chair of the CTDA: Bridget Pemberton-Smith

**Section 3.** This resolution is effective immediately upon adoption.

This the 30<sup>th</sup> day of January, 2024.

## Chapter 8A

### HOTEL AND MOTEL ROOM OCCUPANCY TAX

#### **Section 8A-1 Tax Levied**

There is hereby levied a room occupancy tax of three percent (3%) of the gross receipts derived from the rental of any room, lodging, or accommodation furnished by a hotel, motel, inn, tourist camp, or similar place within the Town that is subject to sales tax imposed by the State under G.S. 105-164.4(a)(3). This tax is in addition to any State or local sales tax. This tax does not apply to accommodations furnished by nonprofit charitable, educational, or religious organizations when furnished in furtherance of their nonprofit purpose.

#### **Section 8A-2 Payment of Tax**

(a) As provided in G.S. 160A-215(c), a retailer who is required to remit to the Department of Revenue the State sales tax imposed by G.S. 105-164.4(a)(3) on accommodations is required to remit a room occupancy tax to the Town on and after the effective date of this Chapter. The room occupancy tax applies to the same gross receipts as the State sales tax on accommodations and is calculated in the same manner as that tax. A rental agent or a facilitator, as defined in G.S. 105-164.4(a)(3), has the same responsibility and liability under the room occupancy tax as the rental agent or facilitator has under the State sales tax on accommodations.

(b) If a taxable accommodation is furnished as part of a package, the bundled transaction provisions in G.S. 106-164.4D apply in determining the sales price of the taxable accommodation. If those provisions do not address the type of package offered, the person offering the package may determine an allocated price for each item in the package based on a reasonable allocation of revenue that is supported by the person's business records kept in the ordinary course of business and calculate tax on the allocated price of the taxable accommodation.

(c) A retailer must separately state the room occupancy tax. Room occupancy taxes paid to a retailer are held in trust for and on account of the Town.

(d) The Town shall design and furnish to all appropriate businesses and persons in the Town the necessary forms for filing returns and instructions to ensure the full collection of the tax. An operator of a business who collects a room occupancy tax may deduct from the amount remitted to the Town a discount equal to the discount the State allows the retailer for State sales and use tax.

(e) As provided in G.S. 160A-215(d), the tax levied by this Chapter shall be due and payable to the Town finance officer in monthly installments on or before the 20<sup>th</sup> day of the month following the month in which the tax accrues. Every person, firm, corporation, or association liable for the tax shall, on or before the 20<sup>th</sup> day of each month, prepare and

render a return on a form prescribed by the Town. The return shall state the total gross receipts derived in the preceding month from rentals upon which the tax is levied. A room occupancy tax return filed with the Town is not a public record and may not be disclosed except in accordance with G.S. 160A-208.1.

### **Section 8A-3 Penalties**

As provided in G.S. 160A-215(e), a person, firm, corporation, or association who fails or refuses to file a room occupancy tax return or pay a room occupancy tax as required by this Chapter shall be subject to the civil and criminal penalties set by G.S. 105-236 for failure to pay or file a return for State sales and use taxes. The Town Council has the same authority to waive the penalties for a room occupancy tax that the Secretary of Revenue has to waive the penalties for State sales and use taxes.

### **Section 8A-4 Distribution and Use of Tax Revenue**

The Town shall, on a quarterly basis, remit the net proceeds of the occupancy tax to the Carrboro Tourism Development Authority (CTDA). The CTDA shall use at least two-thirds of the funds remitted to it under this section to promote travel and tourism in Carrboro and shall use the remainder for tourism-related expenditures. The following definitions apply in this section:

(1) *Net Proceeds*. Gross proceeds less the cost to the Town of administering and collecting the tax, as determined by the finance officer, not to exceed three percent (3%) of the first five hundred thousand dollars (\$500,000) of gross proceeds collected each year and one percent (1%) of the remaining gross receipts collected each year.

(2) *Promote travel and tourism*. To advertise or market an area or activity, publish and distribute pamphlets and other materials, conduct market research, or engage in similar promotional activities that attract tourists or business travelers to the area. The term includes administrative expenses incurred in engaging in these activities.

(3) *Tourism-related expenditures*. Expenditures that, in the judgment of the CTDA, are designed to increase the use of lodging facilities, meeting facilities, and convention facilities in the Town by attracting tourists or business travelers to the Town. The term includes tourism-related capital expenditures.

### **Section 8A-5 Carrboro Tourism Development Authority: Appointment and Membership**

(a) The Carrboro Tourism Development Authority (CTDA) is hereby created, which shall be a public authority under the Local Government Budget and Fiscal Control Act.

(b) The CTDA shall consist of three members appointed by the Town Council. Members need not reside within the Town, but at least one member must be affiliated with businesses that collect the tax in the Town and two members must be currently active in the promotion of travel and tourism in the Town.

(c) Subject to subsection (d), members shall be appointed for terms of one year. The initial terms of all appointees shall expire on January 31 of the year that follows the initial appointments. Subsequent terms shall run from February 1 of one year to January 31 of the following year. Vacancies shall be filled for the remainder of the unexpired term. Members may be appointed to successive terms without limitation.

(d) Members shall serve at the pleasure of the Town Council and may be removed by the Council at any time with or without cause.

(e) Members shall serve without compensation.

#### **Section 8A-6 Meetings of CTDA**

(a) The CTDA shall meet as necessary to carry out its powers and duties as specified below. All meetings shall be held in conformity with the Open Meetings Law.

(b) A quorum for the CTDA shall consist of three members, except that if one seat is vacant, a quorum shall consist of two members. All actions of the CTDA shall be taken by majority vote, a quorum being present.

(c) Upon the initial appointment of members to the CTDA and upon the commencement of each new term, the Town Council shall appoint one member to serve as chair of the CTDA during that term. If a vacancy occurs during a term, the Council shall designate another member to serve as chair for the remainder of that term. The chair may take part in all deliberations and vote on all issues.

#### **Section 8A-7 Powers and Duties of the CTDA**

(a) The CTDA shall expend the net proceeds of the tax levied under this Chapter for the purposes provided in this Section 8A-4. The Authority shall promote travel, tourism, and conventions in the Town, sponsor tourist-related events and activities in the Town, and finance tourist-related capital projects in the Town. The Town's finance officer shall serve ex officio as the finance officer for the CTDA.

(b) The CTDA shall report quarterly and at the close of the fiscal year to the Town Council on its receipts and expenditures for the preceding quarter and for the year in such detail as the Council may require.



## Membership Information Matrix Carrboro Tourism Development Authority (CTDA)

Last Name	First Name	Address	Year of Birth	Race (as noted by applicant)	Ethnicity (as noted by applicant)	Sex	Occupation/Expertise Content	Appointed Date
<b>CURRENT MEMBERS</b>								
<b>Price</b>	<b>Huru</b>	401 NC 54, Apt E-16	1974	African-American	Non provided	Male	Manager	1/30/2023
<b>Pemberton-Smith</b>	<b>Bridget</b>	408 Ridgecrest Dr.	1969	White	Not provided	Female	Art Therapist	1/30/2023
<b>VACANT</b>								

# Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Thursday, January 18, 2024 8:53 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

## Advisory Board Application

First Name	Bridget
Last Name	Pemberton-Smith
Date	1/18/2024
Address1	205 Lloyd St
Address2	Ste 203
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	9196052081
Email Address	bridgetpemsmith@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1969
Race	white
Sex	female
Ethnicity	white

Occupation	Art therapist
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	55 years
Length of Residence in the Town of Carrboro	1 year
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Tourism Development Authority*
Advisory Board Preference	Tourism Development Authority
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Bridges Art Therapy/Self-employed
Number of Years Employed	1 year
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	I have been on the leadership board of the Carrboro Business Alliance since it was founded. I am the chair of the CBA Marketing Committee.
Community Activities/Organizational Memberships	Leadership Council of the CBA Chair of the CBA Marketing Committee
Relevant Experience:	I served on the board last year.
Reasons You Wish to be Appointed	I believe in community service work and I believe my experience with the CBA could inform work I do for the TDA.Carrboro
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of	Carrboro prides itself on being welcoming and diverse and it is important that that attitude is reflected in all that the community does. Carrboro is racially diverse and is home to dozens of refugees and immigrants. There are also lots of community members who live with mental and or physical illness or who are differently able. Carrboro should strive to make all aspects of life in Carrboro to all different types of people. It's part of what makes Carrboro such a special place.

local government and community work.

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Have you ever served on any Town of Carrboro Committee or Board?	Yes
--	-----

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If yes, which one(s)?	Tourism Development Authority
-----------------------	-------------------------------

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Are you currently serving on a Town Board or Committee?	Yes
---	-----

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If yes, are you applying for a third consecutive term?	No
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If yes, please describe how you meet one, or more, of the following exceptions noted below.	<i>Field not completed.</i>
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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 24, 2024 3:26 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Huru
Last Name	Price
Date	1/24/2024
Address1	401 NC 54 E-16
Address2	<i>Field not completed.</i>
City	Carrboro
State	NC
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	7577748788
Email Address	yohuru@yahoo.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1974
Race	African American
Sex	male
Ethnicity	<i>Field not completed.</i>

Occupation	Manager
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	25 years
Length of Residence in the Town of Carrboro	20 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Tourism Development Authority*
Advisory Board Preference	Tourism Development Authority
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Amante Pizza
Number of Years Employed	20
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	Have served on the planning committee of the Carrboro Film for the past six years and been a volunteer for several years, before that
Community Activities/Organizational Memberships	300 East Main st employee for last two decades; Visart video, The Art Center, Amante Pizza and Cat's Cradle
Relevant Experience:	Previously served on the CTDA.
Reasons You Wish to be Appointed	Would like to further help in the promotion of the Town of Carrboro.
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of	It's important that government that represents the community, reflect and are made up of that community.

local government and community work.

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Have you ever served on any Town of Carrboro Committee or Board?      Yes

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If yes, which one(s)?      CTDA

---

Are you currently serving on a Town Board or Committee?      No

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If yes, are you applying for a third consecutive term?      No

---

If yes, please describe how you meet one, or more, of the following exceptions noted below.      *Field not completed.*

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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, January 23, 2024 9:33 AM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Tourism Development Authority
Chair Name	Jon Hartman-Brown
Applicant First Name:	Bridget
Applicant Last Name:	Pemberton-Smith
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	.5
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>



9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: *Field not completed.*

---

10. If no, briefly explain: *Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison. Diversity

---

If other, please explain: Promotion of the Town

---

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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, January 23, 2024 9:33 AM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Tourism Development Authority
Chair Name	Jon Hartman-Brown
Applicant First Name:	Huru
Applicant Last Name:	Price
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	.5
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	Yes (Skip to Last Question)
4. Is the applicant already serving on this advisory board and completed their two full terms?	<i>Field not completed.</i>
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board: *Field not completed.*

---

10. If no, briefly explain: *Field not completed.*

---

11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison. Diversity

---

If other, please explain: Promotion of the Town

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TOWN OF CARRBORO • NC  
FACING RACE, EMBRACING EQUITY

## Racial Equity Assessment Lens (REAL)

**NAME OF INITIATIVE PROGRAM/PROJECT: Advisory Board & Commission Recruitment Process**

**Department: Clerk's Office**

### **ORIGIN AND DESCRIPTION**

The process for appointments to town advisory boards and commissions are typically completed in February-March of each year, for expiring and vacant terms, leading up to the consideration by Town Council. The Clerk's office works with staff liaisons and advisory board chairs on applications received and/or eligible member reappointments. These recruitment efforts follow the current advisory board recruitment and appointment policy. The Advisory Board Recruitment & Appointment Policy was initially adopted on 11-21-2017. Since then, several text amendments to this policy have been discussed and adopted by the Town Council on 12-1-2020 and 4-13-2021, respectively. These amendments have been within the section entitled "Composition" on page 2 of the policy, which details expanding the racial and ethnic diversity on advisory boards and commissions (full policy attached at the end of this document). As the policy currently states, consideration of advisory board appointments should not be brought forth to Town Council for consideration unless a diverse applicant pool is present. The exception to this rule is if any advisory board or commission is experiencing issues with achieving a quorum due to multiple vacancies, which prevents the board or commission from conducting business.

Processes for advisory board & commission recruitments also follow this policy. Vacancies occur throughout the year on all boards and commissions, and appointments are made by Council at various times outside of February-March as needed. The main recruitment efforts begin in late fall of each year leading up to February-March and includes creation & production of marketing materials for distribution, announcements on website/social media, "word of mouth" recruitment and recruitment assistance from the Town Council. The Clerk's office helps coordinate these recruitment materials & announcements with assistance by the Communications & Engagement Dept. The Clerk's office also notifies Town Council of any issues of diverse applicant pools for advisory boards and commissions and requests their assistance on recruitment, per the policy. As the applicants are submitted, the Clerk's office fields these to the appropriate staff liaison & chair and keeps record of the applications received. Further, the Clerk's office maintains a roster of current members and applicants, bringing forward applicants to Council for consideration following the policy.

**What is the specific desired result statement –**

The desire is to create a diverse and fair recruitment process and have options that appeal to all demographics with solutions to common barriers e.g., meeting schedule, childcare/transportation options, member stipends, and that there are multiple ways of advertising opportunities that range from print to digital to interpersonal to keep interest levels high and at the forefront.

**BENEFITTING INDIVIDUALS OR GROUPS**

1. Racial and ethnically diverse communities would benefit from more representation on advisory boards. Having diverse advisory boards will be more likely to recognize, create and promote initiatives that benefit the areas underrepresented traditionally.
2. Those who can afford childcare and/or transportation could still be an advisory board member and attend meetings with little to no issue. Further, those who can afford childcare and transportation, most likely has easier access to use digital means to attend meetings & receive news on recruitment efforts. Advisory board initiatives may proceed that further benefit these groups or individuals because they have a means to attend and participate in meetings with less hardships.

**BURDENED INDIVIDUALS OR GROUPS**

1. Potentially qualified advisory board members are not able to participate due to lack of childcare or not being able to afford childcare or transportation to attend meetings. Further, these potential members may not have adequate access to internet and could miss out on recruitment efforts, which is why it is important to promote in non-digital ways. This could leave a gap in the voice at the table of/for a particular demographic. As a result, an advisory board may create or proceed with initiatives that further isolate or alienate certain demographics or people who aren't at the table.

<b>Type</b>	<b>Potential Unintended Consequence</b>	<b>Mitigation Strategies to Prevent Consequences and Advance Racial Equity</b>
<p><b>SOCIAL</b> Consider native and long-term residents, rural residents, transit, trust in government, education, etc.</p>	<p>People of color and other demographics may not trust government’s outreach. They may feel that it needs to be broader in its reach. They may feel that the outreach is targeted to one set demographic or neighborhoods of “higher significance.”</p>	<p>There could be additional outreach measures added to community outreach and expand the forms of public relations to those other than digital platforms.</p> <p>Council has worked to enhance and promote diverse applicants to advisory boards by amending the advisory board recruitment &amp; appointment policy several times and not making appointments to boards until a diverse pool is achieved (unless there is a quorum issue).</p>
<p><b>ECONOMIC</b> Consider wages, competition, tourism, unemployment, small businesses, etc.</p>	<p>If stipends were to be made available for advisory board members, it would need to be in an equitable fashion across all boards and consistent (e.g., option to opt-in or out of stipend)</p>	<p>Stipends could be provided for Advisory Board members which could be used for childcare needs and transportation. Public transit vouchers could be given as well.</p>
<p><b>HEALTH</b> Consider impacts on pollution, health access, existing health disparities, etc.</p>	<p>None identified by staff</p>	<p>None identified by staff</p>
<p><b>ENVIRONMENT</b> Consider impacts on pollution, natural resources, transit, etc.</p>	<p>None identified by staff</p>	<p>None Identified by staff</p>
<p><b>OTHER</b> Consider how a resident might interact with this measure "start to finish."</p>	<p>None identified by staff</p>	<p>None identified by staff</p>

## RECOMMENDATIONS

1. Continue adhering to the Advisory Board Recruitment & Appointment Policy as written (or as amended in the future).
2. Continue to broaden outreach and recruitment of Advisory Board/Commissions outside of digital means.
3. Place recruitment emphasis on sectors of community where there are more people of color and lower income.
4. Explore stipend or pay for Advisory Board members for attending meetings, for childcare and/or transportation needs. Also consider meeting schedule. Town Council work session will be held to address various advisory board topics and more recommendations may transpire from the Council.
5. Include questions on citizen survey on advisory board participation and seek what limitations may exist.
6. The Advisory Board System is complex. We suggest looking at the system as a whole including “recruitment”, “appointment” and “service including board roles/missions and terms.” These processes are interrelated. For example, a barrier to recruitment may be that the lengths of service, about three years, which may be considered a longtime commitment to some residents.
7. We would like to see additional attachments – primarily data showing the demographic makeup of existing boards. The Town will not know about our progress to diversify boards and commissions without creating an excellent tracking system. This may require assistance from GIS or other data-professionals. It would be important to also show a geographic representation of membership residences across town. We should create a dashboard that is publicly available for review, at the forefront - perhaps on a central webpage. Can we set some goals and track progress for the next five years?
8. Can we consider an exit survey for board members?
9. Advisory boards and commissions need to consider meeting dates/times.
10. Do we have a definition of “diverse applicant pool” within the policy? We use the term frequently – but it’s not defined. Is it reflective of the town population or is there another measurement?
11. Reviewing the calendar for the appointment process, we’re wondering whether the February month for term expirations could be an issue. If the calendar was shifted so that recruitment took place at the beginning of the school year (August or September), would that be helpful to residents?
12. Regarding the note about funding for the initiative (stipends, childcare, etc.), please also include funding for recruitment/advertising. Many clubs and marketing initiatives offer bonuses for existing members who bring in new members. Could we test something like that?
13. The Citizens Academy is often considered a recruitment method for advisory boards. How does this play into the analysis?
14. Remove obstacles from participating.
15. Advertise board and commission vacancies using multiple platforms – radio stations – WCOM, newspapers (?), kiosks/information centers, drop off locations that community members frequent, cybrary , churches and UNC.

- 16.** Set goals to fill seats with diverse voices on every board and commission.
- 17.** Spend time in the community and share information along with other important services, etc. Information should be in different languages.
- 18.** Is it possible to have a “hotline” where people can call in to find out about vacancies and other information items?
- 19.** What is the Town of Chapel Hill doing to fill the seats with representatives that look like us?
- 20.** Can meetings be held throughout Town and not in one place all the time? In community?
- 21.** How about virtual opportunities for those that don’t have internet access?
- 22.** Consider providing childcare for members and transportation to and from meetings (pickup stops). Could be a great part-time job for someone. Rent or use a town van.
- 23.** Offer opportunities for community members to experience serving on a board or commission.
- 24.** Provide training for new members about protocol, etc.
- 25.** Be creative and welcoming to all members of the community.





Agenda Item Abstract

File Number: 24-009

Agenda Date: 1/30/2024  
In Control: Town Council  
Version: 1

File Type: Consent Agenda

Appointment to the Racial Equity Commission

**PURPOSE:** This item is to make an appointment to the Racial Equity Commission.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7310, wwelsh@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

The Town Council follows the Advisory Board Recruitment and Appointment Policy which was adopted on 11-21-2017. Text amendments to this policy were approved by the Town Council on 12-1-2020 and 4-13-2021, respectively, to the section entitled “Composition” which related to expanding the racial and ethnic diversity on advisory boards and commissions. It should be noted that the Advisory Board Recruitment and Appointment Policy has been evaluated using the Racial Equity Lens tool which was finalized in May 2023. A copy of this completed lens is attached here as Attachment D.

**INFORMATION:** The Racial Equity Commission is composed of nine members (residents of the Town) appointed by Town Council which includes the following:

- One (1) voting liaison member shall be selected from the Affordable Housing Advisory Commission
- One (1) voting liaison member shall be selected from the Environmental Advisory Board
- One (1) voting liaison member shall be selected from the Economic Sustainability Commission
- One (1) voting liaison member shall be selected from the Carrboro Farmer's Market Board or BIPOC business owner
- Two (2) voting members shall have lived in the Town for at least twenty (20) years and be people of color
- Two (2) voting members shall have lived in the Town for at least ten (10) years and be people of color
- One (1) voting member shall be a youth member

Additionally, one non-voting, liaison member shall be the Town's Race & Equity Officer and two non-voting, liaison members shall be selected from the membership of the Town Council.

Racial equity Commission member Liz Carter’s first full term is up for renewal, and she has indicated her interest in being reappointed for another term.

Carrboro Town Code, Chapter 3, Section 3-46 (c) states “Commission members will serve two-year terms, with

an option to serve for two sequential terms.”

<https://www.carrboronc.gov/DocumentCenter/View/99/Chapter-3---Administration-PDF?bidId=>>

Liz Carter’s application is included as Attachment B.

A current information matrix of the Racial Equity Commission is included as Attachment C, and the Racial Equity Lens for Advisory Boards and Commissions is Attachment D.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** It is recommended that Town Council appoint Liz Carter to another two-year term to the Racial Equity Commission (Attachment A).

**A RESOLUTION MAKING AN APPOINTMENT TO THE  
RACIAL EQUITY COMMISSION**

Section 1. The Carrboro Town Council hereby appoints the following applicant(s) to the Racial Equity Commission

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Person of Color - 20 Year Resident	Liz Carter	2/2026

Section 2. This resolution shall become effective upon adoption.

This the 30<sup>th</sup> day of January, 2024.

## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, January 24, 2024 9:01 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Elizabeth
Last Name	Carter
Date	3/6/1951
Address1	203 King St
Address2	<i>Field not completed.</i>
City	Carrboro
State	North Carolina
Zip	27510
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	ETJ
Telephone (111)-111-1111	9192603223
Email Address	liz3651@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1951
Race	Blk/African American
Sex	Female
Ethnicity	<i>Field not completed.</i>

Occupation	Retired
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	72 years
Length of Residence in the Town of Carrboro	72 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Racial Equity Commission
Advisory Board Preference	Racial Equity Commission
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Retired
Number of Years Employed	<i>Field not completed.</i>
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	NAACP and NAACP Youth Council, ABC Board and Currently apart Racial Equity Commission
Relevant Experience:	Former CHCCS School Board President, Currently apart of the Racial Equity Commission
Reasons You Wish to be Appointed	To continue to serve another term on REC due to low participant and members
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of	Racial equity, diversity, and inclusion are important as we are all one community and everyone should be treated the same, and afforded fair opportunities.

local government and community work.

---

Have you ever served on any Town of Carrboro Committee or Board? Yes

---

If yes, which one(s)? Racial Equity Commission

---

Are you currently serving on a Town Board or Committee? Yes

---

If yes, are you applying for a third consecutive term? Yes

---

If yes, please describe how you meet one, or more, of the following exceptions noted below. *Field not completed.*

---

Email not displaying correctly? [View it in your browser.](#)

## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Thursday, January 25, 2024 2:31 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

### Advisory Board Chair Report (Complete One Per Applicant)

Advisory Board Name:	Racial Equity Commission
Chair Name	Donald Hawkins II
Applicant First Name:	Elizabeth
Applicant Last Name:	Carter
1. Has the applicant previously served on this or another advisory board?	Yes
2. If yes, how many total years have they served?	3
3. Is the applicant already serving on this advisory board and seeking reappointment to their second, full term?	No
4. Is the applicant already serving on this advisory board and completed their two full terms?	No
5. Is the applicant applying for a special or expert seat on the advisory board?	No
6. If yes, which seat?	<i>Field not completed.</i>
7. Did the applicant attend an advisory board meeting?	Yes
8. If applicant did not attend an advisory board meeting, did you contact them via phone or email?	<i>Field not completed.</i>

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Diversity, Occupation, Experience, or Special Skills
If other, please explain:	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)



## Membership Information Matrix Racial Equity Commission

First Name	Last Name	Race (as noted by applicant)	Ethnicity (as noted by applicant)	Sex	Address	City, St, Zip	YOB	Occupation/Expertise Content	Appointed Date	REC Seat Designation
<b>CURRENT MEMBERS</b>										
Donald	Hawkins	Black	Not indicated	M	300 S. Camellia St., #406	Chapel Hill, NC 27516	1986	Entrepreneur	3/21/2023	Person of Color- 10 Year Resident
VACANT										
Liz	Carter	Black	Not indicated	F	203 King St.	Carrboro, NC 27510	1951	Retired	1/30/2024	Person of Color- 20 Year Resident
VACANT										
Betty	Curry	Black	Not indicated	F	501 Jones Ferry Rd., T1	Carrboro, NC 27510	1960	Bookseller	9/20/2022	AHAC Representative
Namdi	Brandon	Black	Not indicated	M	103 Riverbirch Pt.	Carrboro, NC 27510	1987	Mathematician	10/11/2022	EAB Representative
Courtnei	McWilliams	Black	Not indicated	F	201 NC 54, # 512	Carrboro, NC 27510	1992	Branding & Marketing Consultant	5/2/2023	ESC Representative
VACANT										
VACANT										
VACANT										
<b>APPLICANTS</b>										
N/A										



## Racial Equity Assessment Lens (REAL)

**NAME OF INITIATIVE PROGRAM/PROJECT: Advisory Board & Commission Recruitment Process**

**Department: Clerk's Office**

### **ORIGIN AND DESCRIPTION**

The process for appointments to town advisory boards and commissions are typically completed in February-March of each year, for expiring and vacant terms, leading up to the consideration by Town Council. The Clerk's office works with staff liaisons and advisory board chairs on applications received and/or eligible member reappointments. These recruitment efforts follow the current advisory board recruitment and appointment policy. The Advisory Board Recruitment & Appointment Policy was initially adopted on 11-21-2017. Since then, several text amendments to this policy have been discussed and adopted by the Town Council on 12-1-2020 and 4-13-2021, respectively. These amendments have been within the section entitled "Composition" on page 2 of the policy, which details expanding the racial and ethnic diversity on advisory boards and commissions (full policy attached at the end of this document). As the policy currently states, consideration of advisory board appointments should not be brought forth to Town Council for consideration unless a diverse applicant pool is present. The exception to this rule is if any advisory board or commission is experiencing issues with achieving a quorum due to multiple vacancies, which prevents the board or commission from conducting business.

Processes for advisory board & commission recruitments also follow this policy. Vacancies occur throughout the year on all boards and commissions, and appointments are made by Council at various times outside of February-March as needed. The main recruitment efforts begin in late fall of each year leading up to February-March and includes creation & production of marketing materials for distribution, announcements on website/social media, "word of mouth" recruitment and recruitment assistance from the Town Council. The Clerk's office helps coordinate these recruitment materials & announcements with assistance by the Communications & Engagement Dept. The Clerk's office also notifies Town Council of any issues of diverse applicant pools for advisory boards and commissions and requests their assistance on recruitment, per the policy. As the applicants are submitted, the Clerk's office fields these to the appropriate staff liaison & chair and keeps record of the applications received. Further, the Clerk's office maintains a roster of current members and applicants, bringing forward applicants to Council for consideration following the policy.

**What is the specific desired result statement –**

The desire is to create a diverse and fair recruitment process and have options that appeal to all demographics with solutions to common barriers e.g., meeting schedule, childcare/transportation options, member stipends, and that there are multiple ways of advertising opportunities that range from print to digital to interpersonal to keep interest levels high and at the forefront.

**BENEFITTING INDIVIDUALS OR GROUPS**

1. Racial and ethnically diverse communities would benefit from more representation on advisory boards. Having diverse advisory boards will be more likely to recognize, create and promote initiatives that benefit the areas underrepresented traditionally.
2. Those who can afford childcare and/or transportation could still be an advisory board member and attend meetings with little to no issue. Further, those who can afford childcare and transportation, most likely has easier access to use digital means to attend meetings & receive news on recruitment efforts. Advisory board initiatives may proceed that further benefit these groups or individuals because they have a means to attend and participate in meetings with less hardships.

**BURDENED INDIVIDUALS OR GROUPS**

1. Potentially qualified advisory board members are not able to participate due to lack of childcare or not being able to afford childcare or transportation to attend meetings. Further, these potential members may not have adequate access to internet and could miss out on recruitment efforts, which is why it is important to promote in non-digital ways. This could leave a gap in the voice at the table of/for a particular demographic. As a result, an advisory board may create or proceed with initiatives that further isolate or alienate certain demographics or people who aren't at the table.

<b>Type</b>	<b>Potential Unintended Consequence</b>	<b>Mitigation Strategies to Prevent Consequences and Advance Racial Equity</b>
<p><b>SOCIAL</b> Consider native and long-term residents, rural residents, transit, trust in government, education, etc.</p>	<p>People of color and other demographics may not trust government’s outreach. They may feel that it needs to be broader in its reach. They may feel that the outreach is targeted to one set demographic or neighborhoods of “higher significance.”</p>	<p>There could be additional outreach measures added to community outreach and expand the forms of public relations to those other than digital platforms.</p> <p>Council has worked to enhance and promote diverse applicants to advisory boards by amending the advisory board recruitment &amp; appointment policy several times and not making appointments to boards until a diverse pool is achieved (unless there is a quorum issue).</p>
<p><b>ECONOMIC</b> Consider wages, competition, tourism, unemployment, small businesses, etc.</p>	<p>If stipends were to be made available for advisory board members, it would need to be in an equitable fashion across all boards and consistent (e.g., option to opt-in or out of stipend)</p>	<p>Stipends could be provided for Advisory Board members which could be used for childcare needs and transportation. Public transit vouchers could be given as well.</p>
<p><b>HEALTH</b> Consider impacts on pollution, health access, existing health disparities, etc.</p>	<p>None identified by staff</p>	<p>None identified by staff</p>
<p><b>ENVIRONMENT</b> Consider impacts on pollution, natural resources, transit, etc.</p>	<p>None identified by staff</p>	<p>None Identified by staff</p>
<p><b>OTHER</b> Consider how a resident might interact with this measure "start to finish."</p>	<p>None identified by staff</p>	<p>None identified by staff</p>

## RECOMMENDATIONS

1. Continue adhering to the Advisory Board Recruitment & Appointment Policy as written (or as amended in the future).
2. Continue to broaden outreach and recruitment of Advisory Board/Commissions outside of digital means.
3. Place recruitment emphasis on sectors of community where there are more people of color and lower income.
4. Explore stipend or pay for Advisory Board members for attending meetings, for childcare and/or transportation needs. Also consider meeting schedule. Town Council work session will be held to address various advisory board topics and more recommendations may transpire from the Council.
5. Include questions on citizen survey on advisory board participation and seek what limitations may exist.
6. The Advisory Board System is complex. We suggest looking at the system as a whole including “recruitment”, “appointment” and “service including board roles/missions and terms.” These processes are interrelated. For example, a barrier to recruitment may be that the lengths of service, about three years, which may be considered a longtime commitment to some residents.
7. We would like to see additional attachments – primarily data showing the demographic makeup of existing boards. The Town will not know about our progress to diversify boards and commissions without creating an excellent tracking system. This may require assistance from GIS or other data-professionals. It would be important to also show a geographic representation of membership residences across town. We should create a dashboard that is publicly available for review, at the forefront - perhaps on a central webpage. Can we set some goals and track progress for the next five years?
8. Can we consider an exit survey for board members?
9. Advisory boards and commissions need to consider meeting dates/times.
10. Do we have a definition of “diverse applicant pool” within the policy? We use the term frequently – but it’s not defined. Is it reflective of the town population or is there another measurement?
11. Reviewing the calendar for the appointment process, we’re wondering whether the February month for term expirations could be an issue. If the calendar was shifted so that recruitment took place at the beginning of the school year (August or September), would that be helpful to residents?
12. Regarding the note about funding for the initiative (stipends, childcare, etc.), please also include funding for recruitment/advertising. Many clubs and marketing initiatives offer bonuses for existing members who bring in new members. Could we test something like that?
13. The Citizen’s Academy is often considered a recruitment method for advisory boards. How does this play into the analysis?
14. Remove obstacles from participating.
15. Advertise board and commission vacancies using multiple platforms – radio stations – WCOM, newspapers (?), kiosks/information centers, drop off locations that community members frequent, Cybrary, churches and UNC.

- 16.** Set goals to fill seats with diverse voices on every board and commission.
- 17.** Spend time in the community and share information along with other important services, etc. Information should be in different languages.
- 18.** Is it possible to have a “hotline” where people can call in to find out about vacancies and other information items?
- 19.** What is the Town of Chapel Hill doing to fill the seats with representatives that look like us?
- 20.** Can meetings be held throughout Town and not in one place all the time? In community?
- 21.** How about virtual opportunities for those that don’t have internet access?
- 22.** Consider providing childcare for members and transportation to and from meetings (pickup stops). Could be a great part-time job for someone. Rent or use a town van.
- 23.** Offer opportunities for community members to experience serving on a board or commission.
- 24.** Provide training for new members about protocol, etc.
- 25.** Be creative and welcoming to all members of the community.



## Agenda Item Abstract

**File Number:** 24-010

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**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

---

A Resolution Setting the Filing Fee and Filing Period for the November Special Election

**PURPOSE:** This item is to allow the Town Council to set the filing fee and filing period for the November special election to fill the vacancy on the Town Council that was created upon Mayor Foushee assuming the office of Mayor.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, [wwelsh@carrboronc.gov](mailto:wwelsh@carrboronc.gov)

**INFORMATION:** Mayor Barbara Foushee was elected as Mayor while still serving as Council Member for the Town of Carrboro. At the time of the Mayor's swearing-in, the seat on the Town Council became vacant with an unexpired term of December 2025. Pursuant to Section 2-2 (f) of the Town Code, as authorized by the North Carolina General Assembly, the Town Council has the authority to fill that vacant seat by an appointment process or by calling a special election as authorized by the general Assembly in the 2013 session.

The Town Clerk has provided a resolution to set the filing fee and filing period for the November 5, 2024 special election that will coincide with the general election.

**FISCAL IMPACT:** A special election will require contracting with Orange County Board of Elections to organize and operate the election. Since there is already a general election planned for November 5, 2024, the estimated cost associated with the Town of Carrboro is zero dollars.

**RECOMMENDATION:** It is recommended that the Town Council adopt the attached resolutions for setting the filing fee and filing period for the November special election.

A RESOLUTION SETTING THE FILING FEE AND FILING PERIOD FOR THE  
NOVEMBER SPECIAL ELECTION TO FILL A VACANCY  
ON THE CARRBORO TOWN COUNCIL

WHEREAS, Barbara Foushee was elected as Mayor; and,

WHEREAS, Barbara Foushee's current term as Council Member does not expire until December 2025; and,

WHEREAS, the Council Member seat is now vacant; and,

WHEREAS, the Charter of the Town of Carrboro requires that whenever a seat on the Town Council (other than that of the Mayor) becomes vacant that the Town Council decide to fill that seat by appointment or by calling a special election; and,

WHEREAS, a special election shall be called by the Town Council by the adoption of a resolution pursuant to G.S. 163-287.

NOW, THEREFORE, BE IT RESOLVED BY THE CARRBORO TOWN COUNCIL THAT:

1. A special election is hereby called for November 5, 2024 to coincide with the General Election date.
2. The filing Fee shall be: \$10.00.
3. The filing period shall be:

Beginning at noon on Monday, June 10, 2024, and ending at noon on Friday, July 5, 2024.
4. The Town Clerk is hereby authorized to work with the Orange County Board of Elections to ensure the success of the special election.
5. This resolution shall be effective immediately upon adoption.

This the 30<sup>th</sup> day of January 2024.



## **Race and Equity Pocket Questions**

### **Title and purpose of this initiative:**

A Resolution Setting the Filing Fee and Filing Period for the November Special Election to Fill the Vacancy on the Town Council

This item is to allow the Town Council to set the filing fee and filing period for the November special election to fill the vacancy on the Town Council that was created upon Mayor Foushee assuming the office of Mayor.

**Department:** Town Clerk

### **What are the racial and equity impacts?**

Setting a low filing fee (\$10) and filing period early reduces the impact of equity. Setting the filing period five months in advance gives people who might be interested in running for office the time to explore options for doing so.

### **Who is or will experience community burden?**

Marginalized communities facing historical disparities in political participation, like people of color, low-income residents, or non-English speakers, may have limited access to resources that allow them to run for an elected office.

### **Who is or will experience community benefit?**

Setting the fee low and early benefit all residents, including those from marginalized communities. Everyone has ample time to strategize on how to go through the process of competing in an election.

### **What are the root causes of inequity?**

Groups facing historical discrimination or neglect from local government may already feel excluded from running for office. Individuals unfamiliar with navigating government processes or public participation might feel intimidated or unsure how to engage in the election process, leading to lower participation rates.

### **What might be the unintended consequences of this action or strategy?**

Groups who are already marginalized or lack access to resources to run in an election could be excluded from the democratic process and further affect their faith in our system of government.

### **How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

The town staff will publish the filing fee and filing period through multiple channels to ensure widespread understanding.



## Agenda Item Abstract

**File Number:** 24-003

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**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Town Code Amendment to Codify Street Name Change

**PURPOSE:** To request that the Town Council amend the Town Code to change all references to Phipps Street to Lavender Street.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon, Planning Administrator, 919-918-7325, [cmoon@carrboronc.gov](mailto:cmoon@carrboronc.gov); Patricia McGuire, Planning Director, 919-918-7327, [pmcguire@carrboronc.gov](mailto:pmcguire@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Section 15-223 of the Land Use Ordinance outlines the process for assigning street names, including appropriate street suffixes as part of development proposals (*Attachment B*); Section 7-32 of the Town Code outlines the process for the Town administrator to assign building numbers. Racial Equity pocket questions are provided (*Attachment D*).

**INFORMATION:** The Town received a request from Brian Pence to change the name of Phipps Street to Lavender Street to disassociate the street from its namesake Luther James Phipps, a local attorney, judge and known segregationist. Planning staff received the formal petition with signatures from all ten affected property owners in August of 2023. The street changing process involves a series of steps including notifying the Post Office, Orange County, Emergency Services for 911 calls, and utility companies. The process was completed in late September. New street signs were installed shortly thereafter.

Chapter 6 of the Town Code, “Motor Vehicles and Traffic” outlines regulations for local streets, including but not limited to speed limits, parking restrictions, and the placement of signage such as stop signs. A draft ordinance to the Town Code has been prepared changing references from Phipps Street to Lavender Street (*Attachment A*).

**FISCAL IMPACT:** The process for changing a street name involves costs and staff time for preparing mailings, and fabricating and installing new street signs.

**RECOMMENDATION:** Staff recommends that the Town Council approve the draft amendment (*Attachment A*) changing all references for Phipps Street in the Town Code to Lavender Street.

AN ORDINANCE AMENDING THE CARRBORO TOWN CODE TO REPLACE PHIPPS  
STREET WITH LAVENDER STREET

\*\*1-10-2024\*\*

THE CARRBORO TOWN COUNCIL ORDAINS:

**Section 1.** Chapter 6 Carrboro Town Code, “Motor Vehicles and Traffic” is amended by replacing Phipps Street with Lavender Street as noted in the following table.

No.	Article	Section	Change
1	Article II – Traffic Control and Traffic Devices	Section 6-4 Stop Signs Required at Certain Intersections (b) The intersection of the following streets are declared to be 4-way intersections	Replace “Phipps Street” with “Lavender Street.”
2	Article II – Traffic Control and Traffic Devices	Section 6-4 Stop Signs Required at Certain Intersections (c) The intersections of the following streets are declared to be 3-way intersections.	Replace “Phipps Street” with “Lavender Street.”
3	Article II – Traffic Control and Traffic Devices	6-11. Weight Limitations on Certain Streets (b) The following streets or portions thereof are hereby designated “no thru truck” streets	Replace “Phipps Street” with “Lavender Street.”
4	Article III – Speed Limits	6-16. Speed Limits (4) (Twenty-five (25) miles per hour.	Replace “Phipps Street” with “Lavender Street.”

**Section 2.** All provisions of any town ordinance in conflict with this ordinance are repealed.

**Section 3.** This ordinance shall become effective upon adoption.

This the 30<sup>th</sup> day of January, 2024.

**Excerpt of Town Code Chapters 7 and 15 – Street Naming/Numbering Provisions**

**Section 7-32 House and Building Numbers**

(a) The owner of every house and every principal building shall display or cause to be displayed on the front thereof, or on the grounds in a position easily observed from the street, the number assigned to the owner's house or building by the administrator. The owner shall comply with this section within thirty (30) days after receiving a written notice from the administrator requesting the owner to do so and specifying the house or building number assigned.

(b) No person may display or cause to be displayed on any house or building any number other than the number assigned by the administrator.

(c) No person may remove, obliterate or destroy any number displayed in accordance with subsection (a).

(d) The administrator shall assign house and building numbers in accordance with a house and building numbering system that adheres as closely as possible to the principles set forth in this section. However, matters of interpretation regarding the following principles shall rest within the sound discretion of the administrator.

(1) The Town shall be divided by two axes. The north-south axis shall be Greensboro Street and Hillsborough Road, and the east-west axis shall be Main Street through Jones Ferry Road.

(2) Numbers shall run in an ascending order from east to west on streets to the west of the north-south axis. Numbers shall run in an ascending order from west to east on streets to the east of the north-south axis. Numbers shall run in ascending order from south to north on streets to the north of the east-west axis. Numbers shall run in ascending order from north to south on streets to the south of the east-west axis. 7-21

(3) All dead-end streets shall begin numbering at the open end no matter which compass direction they follow.

(4) Streets with both ends opening from the same direction shall begin numbering on the end closest to the axis. (

5) Streets which do not run north-south or east-west shall begin numbering at the end closest to the axis.

(6) Streets which connect to both axes shall begin numbering on the end coming off the east-west axis.

(7) Each block shall begin a new number series, for examples, 101, 201, or 301.

(8) Numbers shall remain unassigned in order to accommodate future development and block numbering that anticipates additional development shall be reserved in undeveloped areas

**Section 15-223 Street Names and House Numbers.**

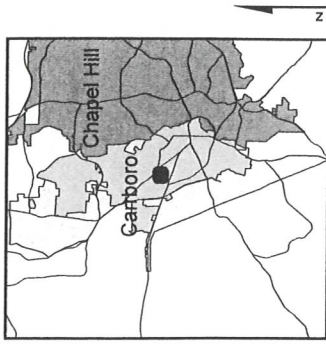
(a) Street names shall be assigned by the developer subject to the approval of the permit issuing authority. Proposed streets that are obviously in alignment with existing streets shall be given the same name. Newly created streets shall be given names that neither duplicate nor are phonetically

similar to existing streets within the town's planning jurisdiction, regardless of the use of different suffixes [such as those set forth in subsection (b)].

- (b) Street names shall include a suffix such as the following:
  - (1) Circle: A short street that returns to itself.
  - (2) Court or Place: A cul-de-sac or dead-end street.
  - (3) Loop: A street that begins at the intersection with one street and circles back to end at another intersection with the same street.
  - (4) Street: All public streets not designated by another suffix.
- (c) Building numbers shall be assigned by the town as provided in Section 7-32 of the Town Code.

# Street Name Change and Address Re-Assignment

**Address Change:  
Lavender Street  
Formerly Phipps Street**

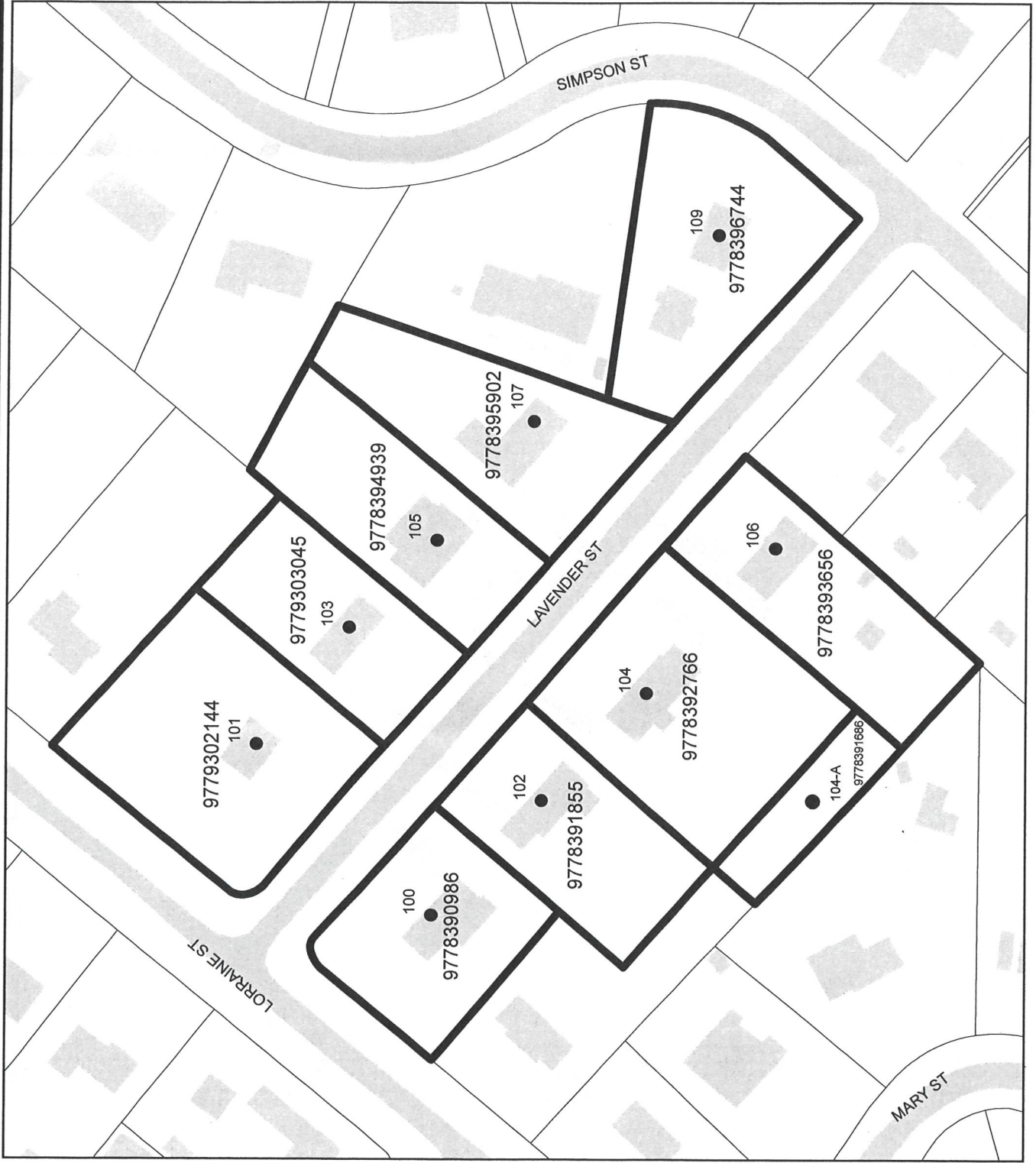


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NO RELIANCE MAY BE PLACED IN ITS  
ACCURACY**

The Town of Carboro assumes no liability for damages caused by inaccuracies in this map or supporting data and makes no warranty, expressed or implied, as to the accuracy of the information presented. The fact of distribution does not constitute such a warranty.



**TOWN OF CARBORO**  
301 W. Main St.  
Carboro, NC 27510  
Sept. 27, 2023



## **Race and Equity Pocket Questions**

### **Title and purpose of this initiative:**

Town Code Amendment to Codify Street Name Change. The purpose of this agenda item is to amend the Town Code to change all references to Phipps Street to Lavender Street.

### **Department:**

Planning

### **What are the racial and equity impacts?**

For many people street names have special significance, particularly the street on which they live or the street on which they were raised. In his article, “Street Names as Commemorative Landscapes: the Case of Martin Luther King, Jr.,” Derek H. Alderman argues that “Through the street name, public commemoration is made part of the language—visual and verbal—of the city and its inhabitants.” Phipps Street was named for Luther James Phipps, an attorney (for some time serving as Carrboro Town Attorney), judge and known segregationist. In addition to reports of many acts of support for his alma mater and community, Phipps is known to have prosecuted the case against four Freedom Riders in 1947 ([75th Anniversary of the Journey of Reconciliation | Carolina Public Humanities \(unc.edu\)](#)) and been influential in preventing the Reverend Dr. Martin Luther King Jr. from speaking in the University Baptist Church sanctuary during his 1960 visit to Chapel Hill. Replacing this name with another allows negative impacts from this recognition to be reduced.

### **Who is or will experience community burden?**

Residents living along the street corridor will experience the burden and associated costs for changing their address information.

### **Who is or will experience community benefit?**

Lavender Street residents who requested and supported the name change will experience the most direct benefit, but all residents will benefit in the desire to support a more inclusive community.

### **What are the root causes of inequity?**

Structural racism in government decisions, particularly those relating to transportation, as well as residents’ personal experiences with government, can further contribute to a reticence by historically marginalized people to speak in a public setting.

### **What might be the unintended consequences of this action or strategy?**

The burden of changing address information may be more costly than anticipated. There may be a transitional period where mail is misdelivered, or other challenges associated with directions.

### **How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

Planning Department GIS staff administers the process for assigning street names, including reviewing candidate street names with Orange County EMS to prevent selecting names that are already in use or too similar to existing street names, and shepherding property owners through the various steps and notifications. Cost assistance based on income is proposed for the Braxton Foushee renaming recently initiated by the Town. Town staff plan to explore policy development to provide cost assistance in other street renaming situation, both voluntary and involuntary.





Agenda Item Abstract

File Number: 24-004

**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

Town Code Amendment to Establish a Four-Way Stop at W Poplar Ave and Davie Rd

**PURPOSE:** For the Town Council to consider adopting an amendment to the Carrboro Town Code that would establish a four-way stop at the intersection of West Poplar Avenue and Davie Road.

**DEPARTMENT:** Planning & Public Works

**CONTACT INFORMATION:** Christina Moon, Planning Administrator, 919-918-7325, cmoon@carrboronc.gov; Patricia McGuire, Planning Director, 919-918-7327, pmcguire@carrboronc.gov; Kevin Belanger, Public Works Director, 919-918-7427, kbelanger@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Standards relating to local street signs and other traffic control devices are articulated in the Chapter 6 of the Carrboro Town Code. Changing the standards, to add new street signs and/relocate existing signs require amending the Town Code. Racial and Equity Pocket Questions have been prepared (*Attachment B*).

**INFORMATION:** The Town has been monitoring traffic safety at West Poplar Avenue and Davie Road at the request of neighboring property owners and concerns regarding observed conflicts between vehicles traveling through the intersection. Stop signs are currently in place at both the northbound and southbound sides of Davie Road. The east- and westbound lanes of W. Poplar are currently uncontrolled.

Staff consulted with the Town Engineer, who referenced the AASHTO Green Book and the NCDOT Roadway Design Manual guidance for stopping sight distance at grade intersections. Poplar Street has a posted speed limit of 25 mph, so the design speed is 30 mph which requires a minimum of 205 feet for stopping sight distance. Based on this guidance, a draft ordinance has been prepared. If adopted, the intersection at West Poplar Avenue and Davie Road would be converted to a four-way intersection and new “stop ahead” warning signs would be installed along West Poplar approximately 300 feet east and 600 feet west of the intersection.

The Traffic and Parking Committee reviewed the proposed changes on January 11, 2024, and recommended moving forward with the installation including the “stop ahead” warning signs. The committee also recommended that the Town continue to monitor the location, particularly during the first six months after the installation.

**FISCAL IMPACT:** There are minor fiscal impacts associated with fabrication/procurement and installation of signage, as well as any staff time associated with outreach (and enforcement if deemed necessary).

**RECOMMENDATION:** Staff recommends that the Town Council adopt the Town Code amendment



*(Attachment A)* establishing a four-way stop at West Poplar Avenue and Davie Road.

AN ORDINANCE AMENDING THE TOWN CODE TO ADD A FOUR-WAY STOP ON WEST  
POPLAR AVENUE AT DAVIE ROAD

\*1/24/2024\*

THE CARRBORO TOWN COUNCIL ORDAINS:

**Section 1.** Article II of Chapter 6 of the Town Code, Section 6-4, “Stop Signs Required at Certain Intersections” is amended by deleting the following streets from subsection (a):

**Stop Street**

Davie Rd (from the North)  
Davie Rd (from the South)

**Through Street**

W Poplar Ave  
W Poplar Ave

**Section 2.** Article II of Chapter 6 of the Town Code, Section 6-4, “Stop Signs Required at Certain Intersections” is amended by adding the following streets to subsection (b) to indicate the establishment of a four-way stop:

Davie Rd

W Poplar Ave

**Section 3.** Article II of Chapter 6, is amended by adding a new Section 6-5.1, “Stop Ahead Signs,” to read as follows:

Section 6-5.1 Stop Ahead Signs

A stop ahead warning sign shall be used where a stop sign is not visible for a sufficient distance to allow the road user to bring the vehicle to a stop at the stop sign. The administrator shall erect stop ahead signs at the locations indicated below. The effect of such stop ahead signs on vehicles and pedestrians shall be as provided in G.S. 20-158 and G.S. 20-172.

W Poplar Ave (eastbound) approximately 300 feet west of Davie Rd  
W Poplar Ave (westbound) approximately 600 feet east of Davie Rd

**Section 4.** All provisions of any town ordinance in conflict with this ordinance are repealed.

**Section 5.** This ordinance shall become effective upon adoption.

This the 30<sup>th</sup> day of January, 2024.

## **Race and Equity Pocket Questions**

### **Title and purpose of this initiative:**

Town Code Amendment to Establish a Four-Way Stop at W Poplar Ave and Davie Rd.  
The purpose of this item is for the Town Council to consider adopting an amendment to the Carrboro Town Code that would establish a four-way stop at the intersection of West Poplar Avenue and Davie Road.

### **Department:**

Planning

### **What are the racial and equity impacts?**

W. Poplar Avenue is located in an area determined by NCDOT to be Transportation Disadvantaged based on income and employment conditions, percent of residents who speak English 'less than well,' proportion of environmental conditions that lead to vulnerability, The area's census tract is designated as a QCT due to 50 percent of households with incomes below 60 percent of the Area Median Gross Income (AMGI) or have a poverty rate of 25 percent or more. Residents living north of Jones Ferry Road to W. Poplar Avenue and west towards Old Fayetteville Road, have a median income of \$44,357; approximately 70.7% are listed as White, 15.1% Black, 19.1% Hispanic/Latinx, 10.7% Asian, and 3.5% multi/other. A 2022 report by the American Journal of Preventive Medicine reported transportation related fatalities rates based on race or ethnic origin: 75% higher rate for passenger vehicle fatality for non-Hispanic Blacks than non-Hispanic whites, 118% higher rate for pedestrian fatality and 384% higher rate for cycling fatality.<sup>1</sup> Bike and pedestrian facilities are located along W. Poplar Avenue. Residents using transit services must walk or bike to routes that run along W. Main Street, NC Highway 54 West, and Jones Ferry Road. Converting the intersection to a four-way may provide improved safety for these residents.

### **Who is or will experience community burden?**

The burden will fall primarily on Public Works staff to fabricate and install the signage and associated pavement markings, and the Police Department to conduct additional patrols in the area and issue warnings/tickets as may be appropriate. Drivers who are not familiar with the change may also experience a burden if they fail to stop at the new signs.

Some residents who travel along West Poplar may experience temporary inconvenience during installation. All four signs would be installed roadside. Installation would involve driving an anchor post into the ground with a small machine and bolting the pre-assembled sign/post into the anchor. Temporary traffic tape would be installed as stop bars in front of the each of the two stop signs. All total, the installation would take less than an hour.

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<sup>1</sup> [Disparities in Activity and Traffic Fatalities by Race/Ethnicity - American Journal of Preventive Medicine \(ajpmonline.org\)](https://ajpmonline.org); [Motor Vehicle Fatality Disparities by Race or Ethnic Origin - Injury Facts \(nsc.org\)](https://www.nsc.org)

**Who is or will experience community benefit?**

Reduced conflicts and increased safety are expected to result from the installation of two additional stop signs at this intersection.

**What are the root causes of inequity?**

Structural racism in government actions, particularly those relating to transportation and land use, as well as residents' personal experiences with government, can contribute to a reticence by historically marginalized people to access processes to request changes to regulations and policies, to speak in a public setting, and to participate as advisors or decisionmakers. Working individuals and families may also find it difficult to attend public meetings when transportation projects are discussed due to work schedules and/or access to transportation.

**What might be the unintended consequences of this action or strategy?**

A potential concern would be the possibility of rear-end collisions for vehicles travelling on West Poplar Avenue and/or accidents with vehicles crossing West Poplar from Davie Road. Some drivers may receive tickets for failure to stop until they become accustomed to the new traffic pattern.

**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

Possible mitigation plans would involve attaching orange flags to the new stop signs to make them more visible and monitoring the intersection for the first several months to ensure that drivers are stopping at all four legs of the intersection. The Town could also prepare a news flash to alert residents of the new stop location and associated signage. The Police Department could issue warnings rather than tickets for a certain period of time.



## Agenda Item Abstract

**File Number:** 24-001

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**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Accept \$5,000 Donation for Active Life Programs from Carol Woods Charitable Fund

**PURPOSE:** This agenda item is to request Town Council consider a budget amendment to accept and appropriate a \$5,000 contribution from the Carol Woods Charitable Fund to support the Recreation, Parks, and Cultural Resources Department’s Active Life Programs, which provide enriching activities and opportunities for older adults in our community.

**DEPARTMENT:** Finance and Recreation, Parks and Cultural Resources

**CONTACT INFORMATION:** Langston W. Ramseur, Deputy Finance Director, 919-918-7345, lramseur@carrboronc.gov, Charles Harrington, 919-918-7377, charrington@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Donation to improve the shared community experience through supporting the Active Life/Senior program activities offered by Town of Carrboro Recreation, Parks, and Cultural Resources Department.

**INFORMATION:** The Town had been awarded \$5,000 by Carol Woods to support the Recreation, Parks, and Cultural Resources Department Active Life Programs. These contributions are restricted to the purpose(s) as stated by the donor. They cannot be used for any other purpose, unless authorized by the donor. The attached amendment to the annual budget ordinance adopted by the Town on June 20, 2023, increases the revenues and expenditures by the above amount.

**FISCAL IMPACT:** These contributions are restricted to the purpose(s) stated by the donors.

**RECOMMENDATION:** The Town Manager recommends that the Town Council adopt the attached budget amendment (Attachment A).

**AMENDMENT TO FY 2023-24 ANNUAL BUDGET ORDINANCE  
TO APPROPRIATE CONTRIBUTION TO RECREATION, PARKS AND CULTURAL  
RESOURCES DEPARTMENT FOR ACTIVE LIFE PROGRAMS**

*Ordinance No. FY 23/24*

WHEREAS, the Town of Carrboro has been awarded \$5,000 by Carol Woods to support the Recreation & Parks Department Active Life programs; and,

WHEREAS, the Town Council is grateful for the generosity of Carol Woods; and,

WHEREAS, it is appropriate to amend the FY 2023-24 General Fund budget to incorporate this restricted contribution;

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15:

Section 1. The Town thanks Carol Woods Charitable Fund for the contribution of \$5,000 to support the Active Life programs of the Recreation, Parks and Cultural Resources Department.

Section 2. The contributions identified in Section 1 above shall be used solely for the purpose(s) stated by the donors.

Section 3. This budget amendment is effective immediately and a copy of this amendment shall be forwarded to the Town's Finance Officer within five (5) days.

This the 30<sup>th</sup> day of January, 2024.



# THE CAROL WOODS CHARITABLE FUND, INC.

750 Weaver Dairy Road, Chapel Hill, NC 27514-1502  
TEL 919·918·3280 • FAX 919·918·3227

December 21, 2023

Mayor Damon Seils  
Town of Carrboro  
301 W. Main St.  
Carrboro, NC 27510

Dear Mayor Seils,

To advance our mission and serve the broader community, the Carol Woods Board of Directors approved the enclosed charitable gift of \$5,000 to the Town of Carrboro. It is our hope that this gift will support for the Active Life program to better serve older citizens of Carrboro and Orange County.

As a condition of the use of these funds, we ask that you submit a gift usage report, by September 1, 2024, informing us how the funds have been used to date and how any remaining funds will be used by the end of the calendar year. Specific instructions on report submission will be sent separately.

Charitable gifts are made possible through resident revenue. At the first Residents Association of the New Year, charitable gift recipients are invited to speak to residents in the Assembly Hall at Carol Woods. Specifically, residents are interested in hearing how the funds will support the lives of older adults in the community at-large. Due to time constraints, we ask each organization to speak for no more than two minutes. We invite you or a representative from your organization to attend. The meeting is scheduled for January 9, 2024, at 10:00 AM, and we typically gather at 9:30am for coffee and networking. An RSVP is required to include you or another representative from your organization on the list of speakers.

**Please RSVP, by December 31, 2023, using this form <https://forms.gle/7nV5gevvoT99o6Y99>.**  
Additional details will follow in a separate communication once you RSVP.

If you have any questions, feel free to reach out to [CWCharitableGifts@carolwoods.org](mailto:CWCharitableGifts@carolwoods.org). Thank you for the important work you do for our community, and best wishes for a happy holiday season.

Sincerely,

Marianne Ratcliffe  
President and CEO



## **Race and Equity Pocket Questions**

### **Title and purpose of this initiative:**

Accept \$5,000 Donation for Active Life Programs from Carol Woods Charitable Fund

This agenda item is to request Town Council consider a budget amendment to accept and appropriate a \$5,000 contribution from the Carol Woods Charitable Fund to support the Recreation, Parks, and Cultural Resources Department's Active Life Programs, which provide enriching activities and opportunities for older adults in our community.

### **Department:**

Finance & Recreation, Parks, & Culture Resources/Finance

### **What are the racial and equity impacts?**

As part of the One Orange Racial Equity Lens evaluation on the Recreation, Parks & Cultural Resources Department's programming, demographic information from our registration system indicated that participation among underserved populations, especially African American participants, was higher on average in our Active Life/Senior programming than in other programming categories. Therefore, this funding has a direct impact in supporting affordable programming for these residents as well as residents of all races and ethnicities.

### **Who is or will experience community burden?**

Due to the nature of the activities provided, we do not anticipate anyone will experience burden from the acceptance and use of these funds.

### **Who is or will experience community benefit?**

The primary beneficiaries of these funds will be our older adult population who participate in our Active Life programming. Indirectly, these funds help to offset the impact of programming recreation services through the general fund and thus reduce fiscal pressure of taxpayer funded programming.

### **What are the root causes of inequity?**

Participation in recreational programming by seniors is often adversely affected due to program costs. The Town strives to provide free to low-cost programming for this group to address income inequities that may be the result of historical differences in compensation, retirement benefits, etc. Additionally, transportation can sometimes lead to inequity, so this funding allows the department to periodically take some programs to senior facilities such as Covenant Place, Carolina Springs, and Manley Estates.

### **What might be the unintended consequences of this action or strategy?**

We do not anticipate any negative unintended consequences. Positive outcomes from the participation in diverse and well-rounded recreational opportunities should provide physical, mental, and social benefits for those who participate.





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**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

With no anticipated burdens, inequities, or unintended consequences associated with this funding, the department does not currently plan to implement any mitigation strategies.



Agenda Item Abstract

File Number: 24-007

**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

Braxton Foushee Street Renaming-Cost Assistance:

**PURPOSE:** This item is to allocate funds for cost assistance to offset direct and indirect costs to residents affected by the renaming of East and West Carr Street to Braxton Foushee Street.

**DEPARTMENT:** Finance

**CONTACT INFORMATION:** Bret Greene, Finance Director, 919-918-7300 Langston W. Ramseur, Deputy Finance Director, 919-918-7345

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

On November 29, 2023, Carrboro Town Council approved the renaming of East and West Carr Street to Braxton Foushee Street. In consideration of the action, Town Council expressed support for cost assistance related to changing addresses to residents with incomes at or below 80 percent of the median income. Racial Equity pocket questions have been completed.

**INFORMATION:** The Town of Carrboro will assist residents with incomes equal to or less than 80 percent of the area median income who are directly affected by an address change specified by the Town and unrelated to direction from Emergency Services providers due to addressing duplication. This assistance will consist of \$100 to offset some of the direct and indirect costs associated with changing addresses. Income limits for assistance eligibility in relation to household size will be evaluated based on the US Housing and Urban Development calculations presented in the table below.

FY 2023 Income Limit Area	Median Family Income	FY 2023 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Durham- Chapel Hill NC HUD Metro FMR Area	\$116,200	Extremely Low (30%) Income Limits (\$)	21,250	24,300	27,350	30,350	35,250	40,280	45,420	50,560
		Very Low (50%) Income Limits (\$)	35,400	40,450	45,500	50,550	54,600	58,360	62,700	66,750
		Low (80%) Income Limits (\$)	56,650	64,750	72,850	80,900	87,400	93,850	100,350	106,800

**FISCAL IMPACT:** \$13,500 is the estimated maximum cost associated with funding this initiative. The streets include 45 residential addresses; average household size is approximately 2.66 persons. Possible impact to up

to 135 who could be affected by the address change has been estimated. (See Budget Amendment Attachment A)

**RECOMMENDATION:** It is recommended that council approve this funding.

**AMENDMENT TO FY 2023-24 ANNUAL BUDGET ORDINANCE TO APPROPRIATE FUNDING FOR BRAXTON FOUSHEE STREET RENAMING COST ASSISTANCE**

*Ordinance No. FY 23/24*

WHEREAS, the Town of Carrboro will appropriate \$13,500 to fund the Braxton Foushee Street Renaming Cost Assistance Initiative.

WHEREAS, it is appropriate to amend the FY 2023-24 General Fund budget to incorporate this initiative;

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15:

NOW THEREFORE, BE IT RESOLVED by the Carrboro Town Council that:

Section 1. The following General Fund appropriations are modified as follows:

Project/Activity	Change Increase/(Decrease)
Unassigned Fund Balance	(\$13,500)
Braxton Foushee Street Renaming-Cost Assistance	\$13,500

Section 2. Funding be granted to households in accordance with the process determined.

Section 3. This resolution is effective immediately and a copy of this resolution shall be forwarded to the Town’s Finance Officer within (5) days.

This the 30<sup>th</sup> day of January, 2024.



## **Race and Equity Pocket Questions**

**Title and purpose of this initiative:** Braxton Foushee Street Renaming-Cost Assistance

**Department:** Finance

### **What are the racial and equity impacts?**

The goal of this Cost Assistance initiative is to provide equity to all citizens via financial support for costs associated with changing of address.

### **Who is or will experience community burden?**

The community burden will be experienced by citizens currently living on what is now East and West Carr Street. These citizens will experience the burden of having to change their address, when relating to personal documentation. The goal of this cost assistance initiative is to mitigate costs associated with the change of address.

### **Who is or will experience community benefit?**

Citizens living on this street will experience the benefit.

### **What are the root causes of inequity?**

Inequity in many communities often stems from the unequal allocation of financial resources. Because of this, citizens living in minority/underserved communities often feel a bigger burden as it pertains to finances. The goal of the cost assistance initiative is to mitigate any financial inequity, by providing financial assistance to citizens of the community directly affected by the changing of address.

### **What might be the unintended consequences of this action or strategy?**

Residents whose addresses are changed due to addressing problems and identified by emergency service providers who are not covered by this proposed funding allocation.

### **How is your department planning to mitigate any burdens, inequities, and unintended consequences.**

The overall purpose of this initiative is to mitigate financial burdens that are created by renaming. Town staff plan to explore policy development to provide cost assistance in other street renaming situations, both voluntary and involuntary.



## Agenda Item Abstract

**File Number: 24-014**

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**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Budget Amendment-Security Upgrades Town Hall Renovations

**PURPOSE:** In the FY 2023-24 budget adopted on June 20, 2023 Council approved the appropriation of \$1,000,000 in unassigned fund balance to be used for the purpose of Town Hall Renovations. \$145,000 of this funding will be appropriated for the purpose of Security Upgrades in the Capital Projects Fund.

**DEPARTMENT:** Town Manager, Finance, and Information Technology

**CONTACT INFORMATION:** Marie Parker, Interim Town Manager, 919-918-7343 Bret Green, Finance Director, 919-918-7300 Andy Vogle, IT Director, 919-918-7305

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

In the FY 2023-24 budget, Town Council authorized the use of unassigned fund balance for the purpose of Town Hall Renovations.

**INFORMATION:**

These funds will be used for the purpose of Security Upgrades at Town Hall. This project is intended to enhance the safety of both the public and Town Hall staff.

**FISCAL IMPACT:** \$145,000 to be appropriated from unassigned fund balance in the General Fund to Capital Projects Fund for the purpose of Security Upgrades at Town Hall.

**RECOMMENDATION:** Council approval to allocate \$145,000 of unassigned fund balance for the implementation of Town Hall security upgrades.

**AMENDMENT TO FY 2023-24 ANNUAL BUDGET ORDINANCE TO APPROPRIATE FUNDING FOR SECURITY UPGRADES ASSOCIATED WITH TOWN HALL RENOVATIONS.**

*Ordinance No. FY23/24*

WHEREAS, the Town of Carrboro will appropriate \$145,000 from unassigned fund balance to fund Security Upgrades associated renovations at Town Hall.

WHEREAS, in the FY 2023-24 budget adopted on June 20, 2023 Council approved the appropriation of \$1,000,000 in unassigned fund balance to be used for the purpose of Town Hall Renovations.

WHEREAS, \$145,000 of this funding will be appropriated from unassigned fund balance to the Capital Projects Fund.

WHEREAS, the adopted Fund Balance Policy requires formal action by the Town Council to commit the use of fund balance in the current year of future year’s budget;

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15:

NOW THEREFORE, BE IT RESOLVED by the Carrboro Town Council that:

Section 1. The following General Fund/Capital Project Fund appropriations are modified as follows:

Project/Activity	Current Appropriation	Change Increase(Decrease)	New Appropriation
Town Hall Renovation- Unassigned Fund Balance (General Fund)	\$1,000,000	(\$145,000)	\$855,000
Security Upgrades- Town Hall Renovation (Capital Projects)	-	\$145,000	\$145,000

Section 2. Any funds not used in the renovation of Town Hall shall revert back to the unassigned fund balance in the General Fund.

Section 3. This resolution is effective immediately and a copy of this resolution shall be forwarded to the Town’s Finance Officer within (5) days.

This the 30<sup>th</sup> day of January, 2024.

## **Race and Equity Pocket Questions**

**Title and purpose of this initiative:** Facility Security Policy

**Department:** HR, Finance, and IT

### **What are the racial and equity impacts?**

Privacy versus security is a balancing act. This security policy proposes to strike a balance between the two that both supports community involvement in local government and protects the security and safety of people in Town-owned buildings. Certain community sub-groups may be sensitive to limiting public access to certain areas of some Town-owned buildings and having security cameras present in some public areas.

### **Who is or will experience community burden?**

Government surveillance is an issue that remains at the forefront of civil liberties discussions. Historically, different groups have been subject to differing levels of surveillance as a result of political affiliation, religion, race, sex, etc. This concern has intensified with the increase in security cameras and applications available to the government and private individuals in recent years. It is almost impossible these days to go about daily life without being recorded by a security system. People who are sensitive to the perception of government surveillance may be bothered by the installation of security cameras in Town-owned buildings. The security policy attempts to strike a balance and recognize community concerns along these lines. In addition, people engaged in criminal or suspicious behavior in and around Town-owned buildings may experience burden.

### **Who is or will experience community benefit?**

The community in general, and all people that utilize Town-owned buildings (community members, elected officials, employees, visitors, etc.), will have a more consistent and thorough security policy. Town employees will have both a plan and procedures to maintain their safety in the workplace. People who are victims of crime will potentially have additional evidence to investigate their incidents if the crimes occur on areas covered by security cameras.

### **What are the root causes of inequity?**

As mentioned above, government surveillance is an issue that remains at the forefront of civil liberties discussions. Historically, different groups have been subject to differing levels of surveillance as a result of political affiliation, religion, race, sex, etc. Government overreach in the past can shape current concerns regarding the adoption of this security policy.

### **What might be the unintended consequences of this action or strategy?**

Some people may find the presence of security cameras in public buildings a reason not to visit that building. Security cameras are omnipresent in many aspects of daily life. Awareness of these concerns and the potential impact on community members guided the policy creation.





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**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

Aside from concerns about privacy and access to, and retention of, recordings, none are known. This policy will be evaluated routinely as part of the larger Town policy review process and future concerns can be addressed in that process.



Agenda Item Abstract

File Number: 24-020

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**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Other Matters

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Upgrade Deputy Town Clerk Position to Full Time

**PURPOSE:** To establish the Deputy Town Clerk position as a full-time role, effective immediately.

**DEPARTMENT:** Human Resources and Finance

**CONTACT INFORMATION:** Julie Eckenrode, Human Resources Director, 919-918-7308, jeckenrode@carrboronc.gov, Bret Green, Finance Director, 919-918-7300, bgreene@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

To upgrade the status of the Deputy Clerk position from its current Part-Time status to Full-Time.

**INFORMATION:** To modify the Position Classification and Pay Plan to officially change the Assistant to the Mayor/Deputy Clerk position from a .5FTE to 1FTE. This change will enhance the efficiency and effectiveness of the Town Clerk's office.

**FISCAL IMPACT:** No additional funding is required, as the existing budget allocation for the part-time Deputy Town Clerk position will be adjusted to cover the costs of a full-time role. (Budget amendment details available in Attachment B)

**RECOMMENDATION:** Staff recommend Council approve the position and pay of the Deputy Town Clerk from a Part-Time to Full-Time status.

RESOLUTION ADOPTING CHANGES TO TOWN OF CARRBORO POSITION  
CLASSIFICATION AND PAY PLAN

WHEREAS, the Town Council has adopted a comprehensive Position Classification and Pay Plan for the Town of Carrboro;

WHEREAS, the Town Council has passed a budget for FY 2023-24 including a Position Classification and Pay Plan; and

WHEREAS, the proposed changes require a budget amendment, and requests an increase in .5 FTE.

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

Section 1. The Position Classification and Pay Plan is hereby modified as follows:

- a. Change the Assistant to the Mayor / Deputy Clerk position from .5 FTE to 1 FTE

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.

Section 4. This resolution shall become effective January 30, 2024.

This the 30<sup>th</sup> day of January 2024.

**AMENDMENT TO FY 2023-24 ANNUAL BUDGET ORDINANCE TO APPROPRIATE FUNDING**

***Ordinance No. FY 23/24***

WHEREAS, in the FY 2023-24 budget adopted on June 20, 2023 Council approved the appropriation to fund a Part-Time position with the Town Clerks office for a Deputy Town Clerk.

WHEREAS, funding originally appropriated to fund the Part-Time Deputy Town Clerk Position, is now being re-appropriated to fund all Full-Time positions within the Town Clerks Office.

WHEREAS, contingent upon Town Council approval of a position and pay resolution to change the current Part Time Deputy Clerk position to Full-Time status.

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15:

NOW THEREFORE, BE IT RESOLVED by the Carrboro Town Council that:

Section 1. The following General Fund appropriations are modified as follows:

Project/Activity	Current Budget Appropriation	Change Increase(Decrease)	New Appropriation
Town Clerk Salaries (Full-Time)	\$35,299	\$22,731	\$58,030
Town Clerk Salaries (Part-Time)	\$22,731	(\$22,731)	-

Section 2. This resolution is effective immediately and a copy of this resolution shall be forwarded to the Town’s Finance Officer within (5) days.

This the 30th day of January, 2024.

**Clerk PT - FT Deputy Town Clerk**

1/23/2024

Start Date	3/1/2024
FY End	6/30/2024
Months	3

**Current Run Rate**

Part Time Deputy Town Clerk

Wages	\$27.50
Hours / Week	25
Cost / Week	\$687
Cost / Month	\$2,987
Remaining Fiscal Year Cost	\$8,960

**New Roles with Start Dates and Current Salaries**

<b>Full Time Deputy Town Clerk</b>	<b>3 Months</b>	<b>Full Time Town Clerk</b>	<b>2 Months</b>
Start Date	3/1/2024	Start Date	3/25/2024
Salary	\$59,432	Salary	\$80,000
Benefits	\$26,489	Benefits	\$36,000
Total Annual	\$85,921	Total Annual	\$116,000
Monthly	\$7,160	Monthly	\$9,667
Fiscal Year Cost	\$21,480	Fiscal Year Cost	\$19,333
<b>Increase to Current FY</b>	<b>\$12,520</b>	<b>Increase to Current FY</b>	<b>\$19,333</b>

**Budget Impacts**

<b>Part Time Salaries</b>	<b>426.500300</b>	<b>Full Time Salaries</b>	<b>426.500200</b>
Funding Source (Lapsed Salaries)		Funding Source (Lapsed Salaries)	
FY Budget	\$31,916.00	FY Budget	\$76,750.00
FY Forecast Through 2/28/2024	\$9,185.10	FY Forecast Through 2/28/2024	\$41,450.98
Variance to Budget	\$22,730.90	Variance to Budget	\$35,299.02
Anticipated FY Cost	\$9,185.10	Anticipated FY Cost	\$73,304.23
<b>Under / (Over) Budget</b>	<b>\$22,730.90</b>	<b>Under / (Over) Budget</b>	<b>\$3,445.77</b>
<b>Under Budget</b>	<b>71%</b>	<b>Under Budget</b>	<b>4%</b>

Total Salaries

FY Budget	\$108,666.00
FY Forecast Through 2/28/2024	\$50,636.08
Variance to Budget	\$58,029.92
Anticipated FY Cost	\$82,489.33
	<b>\$26,176.67</b>
	<b>24%</b>

## **Race and Equity Pocket Questions**

### **Title and purpose of this initiative:**

Consideration to change the Deputy Town Clerk position from Part Time to Full Time

To change the classification and pay of the Deputy Town Clerk from a Part Time to Full Time status.

**Department:** Human Resources

### **What are the racial and equity impacts?**

Reclassifying an existing position from part-time to full-time increases the access to benefits for the individual occupying the position. This increases financial security and overall well-being of the employee, particularly those who may have had limited access to benefits in the past. The full-time position offers hire pay and career advancement, narrowing the pay gap. More responsibilities and opportunities for career advancement open doors for talented individuals from underrepresented backgrounds. Full-time employees have greater job security and are less vulnerable to layoffs. The increase in hours and demands can create challenges for maintaining a healthy work-life balance.

### **Who is or will experience community burden?**

Full-time work may leave less time for individuals to volunteer or participate in community activities, which would be partially offset with more time spent within the community and increased investment of both time and money. A marginal increase would not have a significant burden on town resources and infrastructure after the 90-day probationary period leading to flexible work scheduling. The facility in which the position is held would experience a negligible increase in wear and tear and utility expense.

### **Who is or will experience community benefit?**

The individual in the position will benefit as detailed above. Staff will have more access to a deputy clerk for assistance and the Town Clerk will have more help to complete projects and tasks. The town residents will have more access to a deputy clerk to respond to questions and serve as a notary if needed.

### **What are the root causes of inequity?**

Groups facing historical discrimination or neglect from local government may feel excluded from full-time employment opportunities. Individuals unfamiliar with navigating government processes might feel intimidated or unsure how to apply to full time positions.

### **What might be the unintended consequences of this action or strategy?**

An individual that is currently occupying a part-time position and the full-time position is offered at a flat rate salary leaves the individual with no negotiating power and must accept what is offered. No option to negotiate salary is a right that all employees have when hired but the



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individual loses that right and must take what is offered. 88 of the 97 active part time positions within the Town of Carrboro are part time temporary within Recreation, Parks and Cultural Resources and would likely never be considered for conversion to a full-time role (basketball officials, for example). Six of the remaining positions are designated part time temporary in various departments. The final two could be candidates for full time conversion if greater needs were identified within those departments, subject to management and council approval. These roles would have the same potential unintended consequences previously stated.

**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

The town staff will openly communicate with employees throughout the process to build trust and ensure fairness by providing flexible work arrangements. Ways to mitigate burdens, inequities, and unintended consequences include using best practices for writing job descriptions including allowing for an educational requirement or years of experience, using a variety of advertising methods to try to attract diverse candidate pools, and periodically reviewing demographic data related to the Town's employee make-up.



## Agenda Item Abstract

**File Number:** 24-021

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**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Authorize the Mayor to execute an employment contract with Lamar Joyner for the position of Town Clerk.

**PURPOSE:** The purpose of this agenda item is to request that the Town Council consider the attached resolution to authorize the Mayor to execute an employment contract with Lamar Joyner for the position of Town Clerk.

**DEPARTMENT:** Human Resources

**CONTACT INFORMATION:** Julie Eckenrode, Human Resources Director, 919-918-7308,  
jeckenrode@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

**INFORMATION:** Town Council contracted with BakerTilly to conduct a national search for the position of Town Clerk. Council has selected Lamar Joyner for the position. The employment contract will outline the details of Mr. Joyner's employment.

**FISCAL IMPACT:** The Town Clerk's position is fully budgeted for FY24.

**RECOMMENDATION:** Staff recommends that Council approve the attached resolution.



A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN EMPLOYMENT  
CONTRACT FOR THE POSITON OF TOWN CLERK

WHEREAS, the Town Council entered into contract with BakerTilly US LLP to conduct an executive recruitment for Town Clerk; and

WHEREAS, a national search was completed and yielded Mr. Larmar Joyner as Council's selected candidate for the position;

NOW, THEREFORE BE IT RESOLVED by the Carrboro Town Council that the Council authorizes the Mayor to execute an employment contract with Mr. Lamar Joyner for the position of Town Clerk for a starting salary of \$80,000.

This 30<sup>th</sup> day of January, 2024.

## **Race and Equity Pocket Questions**

### **Title and purpose of this initiative:**

Authorize the Mayor to execute an employment contract with Lamar Joyner for the position of Town Clerk.

### **Department:**

Town Council/Human Resources

### **What are the racial and equity impacts?**

The recruitment process for the Town Clerk position aimed to cast as wide net as possible with the assistance of a recruitment firm to receive a diverse applicant pool and find a highly qualified candidate for the position.

### **Who is or will experience community burden?**

The community-at-large may be burdened in terms of levels of customer service when a key position like Town Clerk is vacant.

### **Who is or will experience community benefit?**

The community will benefit from the efficiencies and expertise the selected candidate will provide within the Town's organizational structure.

### **What are the root causes of inequity?**

The GARE Core team has discussed root causes of inequity in hiring for a few years. Some root causes include unconscious bias (names that are generally associated with a particular race, for example) and systemic and structural racism related to education opportunities for BIPOC individuals and how that correlates with minimum job requirements.

### **What might be the unintended consequences of this action or strategy?**

Unintended consequences of this action may include reinforcing the aforementioned root causes of inequity. An example may include strict educational requirements for job descriptions in lieu of equivalent experience. Additionally, when recruitments include qualified internal candidates who are not selected to promote within the organization, employees may look elsewhere for promotional opportunities. This results in the loss of organizational knowledge and impacts employee morale.

### **How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

Ways to mitigate burdens, inequities, and unintended consequences include using best practices for writing job descriptions including allowing for an educational requirement or years of



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experience, using a variety of advertising methods to try to attract diverse candidate pools, and periodically reviewing demographic data related to the Town's employee make-up.

Organizational development opportunities can help current employees grow in their roles. The Town aims to keep a pulse on employee morale with appreciation events and opportunities for employee feedback including employee surveys and listening sessions.



## Agenda Item Abstract

**File Number:** 24-022

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**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Other Matters

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Consideration of Additional 2024 Legislative Priorities

**PURPOSE:** This agenda item is so the Town Council can discuss and consider legislative priorities for 2024.

**DEPARTMENT:** Town Clerk / Town Council

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7309, [wwelsh@carrboronc.gov](mailto:wwelsh@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

The Town Council will consider all directions of race/equity, climate, and the comprehensive plan as part of considering legislative priorities.

**INFORMATION:** At the January 10, 2023 Town Council meeting, the Town Council considered an item entitled “Consideration of North Carolina League of Municipalities (NCLM) Municipal Advocacy Goals and Other Legislative Priorities” and discussed the 16 legislative goals recommended by the NCLM Board of Directors as part of NCLM’s legislative goals development process. The Council approved by unanimous vote to endorse the following 10 legislative priorities from the 16 legislative goals recommended by the NCLM Board of Directors and to designate the Town Clerk to be the voting delegate for the Town on the following goals:

1. Expand federal and state resources for affordable housing.
2. Create an adequate and permanent funding stream for local infrastructure.
3. Allow municipalities to use local resources and capabilities to expand broadband access in their communities through innovative partnerships.
4. Extend deadlines for completion of federal infrastructure projects.
5. Expand state transportation funding streams for construction and maintenance for municipal and state-owned secondary roads.
6. Support integrated and multi-modal transportation solutions.
7. Increase state funding for public transportation operations.
8. Expand incentives and funding for local economic development.
9. Provide authority to municipal water systems to recoup costs of clean-up from polluters.

10. Provide local revenue options beyond property tax.

(Attachment A)

Agenda materials from the January 10, 2023 meeting can be accessed here:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=5988204&GUID=A1A5B248-B29C-4C29-BF88-989C315FE23D&Options=ID|Text|Other|&Search=legislative+priorities>

Furthermore, a list of the Town Council-approved legislative priorities for the Town of Carrboro for adoption is found in Attachment B.

Typically, the legislative priorities for the Town are considered and adopted by the Town Council in January each year with a legislative breakfast or dinner to follow in late January to allow Council to discuss these priorities with the local General Assembly members. The legislative priorities are scheduled for late January and the legislative breakfast for 2024 will be early February to stay ahead of schedule of typical bill filing deadlines at the General Assembly.

A legislative breakfast is scheduled for Friday, February 2nd at 8:00 a.m. at Carrboro Town Hall.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** It is recommended that Town Council consider any additional legislative priorities to discuss with the local delegation at the upcoming legislative breakfast.

**Biennial Legislative Goal Statements  
Top Ten Voted on by Carrboro Town Council 2023  
Out of the 16 Recommended by NCLM Board of Directors**

Passed 01/10/2023

1. Expand federal and state resources for affordable housing.
2. Create an adequate and permanent funding stream for local infrastructure.
3. Allow municipalities to use local resources and capabilities to expand broadband access in their communities through innovative partnerships.
4. Extend deadlines for completion of federal infrastructure projects.
5. Expand state transportation funding streams for construction and maintenance for municipal and state-owned secondary roads.
6. Support integrated and multi-modal transportation solutions.
7. Increase state funding for public transportation operations.
8. Expand incentives and funding for local economic development.
9. Provide authority to municipal water systems to recoup costs of clean-up from polluters.
10. Provide local revenue options beyond property tax.

# LEGISLATIVE GOAL STATEMENTS

**10 Voted on out of 16 RECOMMENDED BY  
THE NCLM BOARD OF DIRECTORS**

- Expand federal and state resources for affordable housing.
  - Housing affordability is a growing problem across North Carolina, affecting cities and towns of all sizes and people across different income levels.
  - Increasingly, the lack of affordable housing acts as a major impediment to business and workforce recruitment.
  - Ongoing state and federal revenue streams to address housing affordability are extremely limited, with much of the burden for solutions left with cities and towns
  
- Create an adequate and permanent funding stream for local infrastructure.
  - Infrastructure – including roads, water, sewer, stormwater, parks and beaches – are critical to economic development and job creation.
  - Many cities in the state are growing, creating a constant need for investment to keep pace with population growth; many cities and towns also have aging infrastructure that must be replaced.
  - Creating more permanent funding streams for local infrastructure, such as a dedicated tax source, would allow for better planning to meet needs.
  
- Allow municipalities to use local resources and capabilities to expand broadband access in their communities through innovative partnerships.
  - Slow and unreliable internet service threatens educational and professional opportunities, and the economic future of entire communities.
  - Municipalities own existing infrastructure – including dark fiber, towers and electric poles – that could be utilized in innovative partnerships and assist in making broadband service more affordable.
  - Failure to utilize local government assistance and assets will continue to create digital gaps that have real-world consequences for North Carolinians.

- Extend deadlines for completion of federal infrastructure projects.
  - Current deadlines for the allocation and expenditure of American Rescue Plan Act funding may make more complex infrastructure projects unrealistic.
  - High inflation and worker shortages are leading to higher project costs; extending ARPA and other funding deadlines will spread projects out and may help lower costs.
  - Cities and towns require flexible deadlines to get the best bang for their buck out of this funding.
  
- Expand state transportation funding streams for construction and maintenance for municipal and state-owned secondary roads.
  - Current Powell Bill and other state funding is not adequate to address transportation needs, particularly as they affect municipal and state-owned secondary roads.
  - In many cities and towns, major commuting corridors are not receiving the level of investment needed to keep pace with traffic.
  - More investment is needed for these roads if existing residents are to embrace business and residential growth.
  
- Support integrated and multi-modal transportation solutions.
  - Today, cities and towns seek to make downtowns and other areas accessible to residents and visitors, whether traveling by foot, bike, car, mass transit and other means.
  - Making areas accessible in this manner requires integrated planning and funding with the state.
  - Only through recognizing the need for multi-modal transportation solutions can cities and towns maximize tourism and other economic opportunities, ensuring that local businesses thrive.
  
- Increase state funding for public transportation operations.
  - Road construction is not keeping pace with transportation needs in any many areas, and public transportation provides a means to reduce the burden of building roads.
  - Investment in public transportation can improve traffic safety, air quality and residents' accessibility to businesses and public services.



- One of the biggest impediments to economic growth is traffic and commuting times, which can be alleviated through public transportation options.
  - Expand incentives and funding for local economic development.
    - Funding is simply inadequate in many cities and towns to encourage job growth.
    - State grants and incentives are often targeted in ways that fail to assist the areas in greatest need of job creation.
    - Maintaining or expanding funding for film tax credits, major industrial site development, downtown development and renewable energy tax credits helps cities and towns across the state.
  - Provide authority to municipal water systems to recoup costs of clean-up from polluters.
    - Local municipal water systems are increasingly being looked to for the clean-up of PFAS and other “forever” chemicals found in surface waters.
    - State regulators plan to set surface water standards for these chemicals and propose Maximum Contaminant Levels for PFAS chemicals in drinking water.
    - To date, cities’ only recourse to try to recoup the cost for utility ratepayers is through the courts.
  - Provide local revenue options beyond property tax.
    - Roughly 40 percent of municipal general fund revenue is generated by local property taxes.
    - Cities have little to no authority to raise significant revenue in other ways.
    - A lack of diverse, local tax options can affect economic growth, as well as cause large swings in revenue based on economic changes.
-

## **TOWN OF CARRBORO LEGISLATIVE PRIORITIES FOR THE 2021 LONG SESSION**

January 26, 2021: Motion was made by Council Member Seils, seconded by Council Member Slade to adopt the legislative priorities below:

- Funding assistance to fill revenue losses associated with COVID-19 Pandemic
- Broadband flexibility for local governments in a manner that would allow leasing infrastructure to private service providers
- Flooding and stormwater assistance
- Statewide source of funds (or another source of funds for schools to address utilities/stormwater mitigation)
- Police video camera footage viewing and release for governing boards
- Begin policy making and enact a program to allocate funding for reparations to governments at the local level, healing some of the deepest wounds we face today and reaffirming our commitment to a more inclusive future
- Full restoration of the public transportation budget's State Maintenance Assistance Program (SMAP)
- Authority for OWASA to safely reuse certain potable waters

Ayes (7): Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

## **TOWN OF CARRBORO ADDITIONAL LEGISLATIVE PRIORITIES FOR THE 2024 SESSION**

- State building code reform and state level zoning reform for missing middle housing
- Expanding access to gender-affirming health care and reducing barriers to gender-affirming documentation and administration
- Legislation to raise the minimum wage to a living wage and to authorize local governments to raise the minimum wage in their jurisdictions above the state floor
  - to provide paid leave, such as sick leave and parental leave
  - to repeal “right to work” laws and extend the right to collective bargaining to public sector employees
- Statewide plan to safeguard water systems from PFAS/PFOA “forever chemicals,” including stricter drinking water standards
  - monitoring of forever chemicals in reservoirs, emergency intakes, community sewer and septic systems, and soil
  - carbon/reverse osmosis filtration systems; and public education and outreach
- Expand Central Pines Regional Council model municipal solar power buyers’ group
  - Protect Solar net metering
  - NC solar industry businesses need protection from changes proposed by Duke Energy to residential net metering
  - Demand transparency on Dukes attempt to change the rules for businesses and nonprofits who install solar. These changes would reduce the value of solar systems for those customers. Duke Energy has buried the changes deep in its ongoing rate-increase cases at the commission
- Expand EV vehicle charging stations
  - Establish subsidy programs to achieve equitable access for EV vehicle purchase

## **Race and Equity Pocket Questions**

### **Title and purpose of this initiative:**

Consideration of Additional 2024 Legislative Priorities

This agenda item is so the Town Council can discuss and consider additional legislative priorities for 2024.

**Department:** Town Council

### **What are the racial and equity impacts?**

Setting legislative priorities can ensure transparency and public engagement can ensure policies are informed by equitable concerns. Policy makers can be held accountable for the racial and equitable impacts of their decisions and can help ensure equity is a central consideration in the legislative process. Prioritizing policies that address historical injustices, systematic discrimination, and access to essential resources and services can help create a more equitable society and level the playing field for marginalized communities. Unintentionally prioritizing policies that benefit certain groups can exacerbate existing inequalities and marginalized already disadvantaged communities.

### **Who is or will experience community burden?**

Marginalized communities facing historical disparities in political participation, like people of color, low-income resident, or non-English speakers, may have limited access to have a chance for input into legislative processes. Residents relying on public decisions for service could be dissatisfied with council priorities. With public scrutiny on council decisions, marginalized groups may feel part of the process and therefore demand accountability and responsiveness from the council regarding their concerns.

### **Who is or will experience community benefit?**

Legislative priorities that prioritize policies that address historical injustices, systematic discrimination, and access to essential resources and services could benefit all residents, including those from marginalized communities. The council, and as a result the residents, will benefit from having issues important to them in the forefront that will obtain exposure on larger arena when expressed to state and federal representatives.

### **What are the root causes of inequity?**

Groups facing historical discrimination or neglect from local government may already feel excluded and distrustful of official channels. Individuals unfamiliar with navigating government processes or public participation might feel intimidated or unsure how to engage through alternative formats, leading to lower participation rates. Communities with limited internet access or digital literacy skills could be disproportionately excluded from the public input process. Lack of translated materials or multilingual support in alternative engagement formats can marginalize non-English speakers and limit their understanding of council decisions.

**What might be the unintended consequences of this action or strategy?**

Even well-intentioned policies can have unintended negative consequences for certain groups. Policies aimed at correcting one wrong may impact jobs in communities of color if alternative industries or support programs are not implemented.

**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

The town council has published clear priorities and will allow the community a chance to speak to them. Using plain language and avoiding technical jargon to ensure widespread understanding to all residents. The council will convey their priorities to the state and federal representative so they can also bring these issues forward in larger platforms.



## Agenda Item Abstract

**File Number: 23-351**

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**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Other Matters

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Resolution Adopting a Rewrite of the Business Revolving Loan Policy

**PURPOSE:** To adopt a rewrite of the Business Revolving Loan Program Policy.

**DEPARTMENT:** Economic Development

**CONTACT INFORMATION:** Jon Hartman-Brown, Economic Development Director; 919-918-7319;  
JHartman-Brown@CarrboroNC.gov

**COUNCIL DIRECTION:**

Race/Equity     Climate     Comprehensive Plan     Other

This policy rewrite removes some collateral requirements and lowers barriers for certain businesses and entrepreneurs that do not have access to real or personal property. This revision is also a part of fulfilling Comprehensive Plan Economic Development Strategies 1.2 and 1.3.

**INFORMATION:**

The business revolving loan fund was created in 1986 for projects that result in the creation or retention of jobs. Loans from the fund were made to private non-profit and for-profit firms for projects such as construction or renovation of a building, purchasing existing buildings, the acquisition of equipment, and extension of utilities or streets to new sites, parking lots, and inventory. Other potential projects are explored with applicants if it can be shown that new employees will be hired or employees who would otherwise lose their jobs will be retained. The interest rate charged was based on cash flow projections and other means of documented need. Currently, the applicant secures all loans through an agreement conveying to the town a financial interest in the property the applicant owns.

At the current time the Revolving Loan Program is operated on very subjective terms set forth by the Economic Sustainability Commission and approved by the Town Council rather than by setting forth a written policy on terms. As we work to focus on equity, subjectivity introduces the opportunity for certain groups to be granted more favorable terms than others. This policy rewrite sets forth different loan products and terms based on the credit rating or standing of the applicant, the amount borrowed, and (if applicable) the amount of collateral that is provided.

Significant changes in this draft policy create an appropriate security system based on the amount of funding that is being requested to provide some level of financing to entrepreneurs who may not have personal or real property to put up as collateral. This draft policy also incorporates an internal credit system to help ensure that entrepreneurs with a solid business idea and plan can obtain at least \$3,000 in start-up financing and can work up to higher levels of financing if the original loan has payments made on-time and paid off on schedule.

Of note, interest rates in this policy are based on the Prime Rate as set by the Federal Reserve but may be lowered to match a private financial institution's rate if the terms are comparable. This is primarily due to certain requirements in the State Constitution (and subsequent case law) that requires local governments to not provide more favorable terms than the private sector but give us the flexibility to match the private sector in cases where additional financing is acquired.

Additionally, recognizing that Carrboro's local economy extends beyond its Town Limits, this draft policy also supports and encourages agriculturally based businesses with Carrboro's "Area of Economic Influence" to give then access to these loan funds as well. These businesses support the Town's local economy directly by providing fresh food for our restaurants, agricultural-based production such as cider or beer, or raw materials for artisanal producers in-town such as wool.

**FISCAL IMPACT:** Estimated impact to the Revolving Loan Fund is expected to be overall positive due to expected increase in the number of loans caused by a combination of more favorable terms and expanding the geographic scope of the loan to include agricultural establishments outside of the Town Limits. Expected neutral impact on the General Fund in the short-term due to no significant or a modest increase in the number of small businesses in Carrboro.

**RECOMMENDATION:** The Economic Sustainability Commission recommends approval of the resolution adopting the rewritten policy.

**BEFORE THE CARRBORO TOWN COUNCIL**

**A RESOLUTION ADOPTING A REWRITE OF  
THE BUSINESS REVOLVING LOAN PROGRAM  
POLICY**

**WHEREAS**, the Carrboro Town Council created the Business Revolving Loan Fund in 1986 for business and development projects that result in the creation or retention of jobs; and

**WHEREAS**, on June 7, 2023 the Carrboro Town Council approved the Carrboro Connects Comprehensive Plan; and

**WHEREAS**, Economic Sustainability Strategies 1.2 and 1.3 of the Carrboro Connects Comprehensive Plan call for supporting and attracting new businesses and the expansion of capital for businesses, especially locally-owned and BIPOC businesses; and

**WHEREAS**, the Carrboro Town Council has expressed a desire to remove barriers to racial equity and justice in Town policies and programs; and

**WHEREAS**, a rewrite of the Business Revolving Loan Program Policy is necessary in order to remove certain racial equity barriers such as collateral requirements and increasing access to capital by permitting low value loans to not require any collateral; and

**WHEREAS**, this policy has been presented to and reviewed by the Economic Sustainability Commission and the Racial Equity Commission.

**NOW THEREFORE, BE IT RESOLVED** by the Carrboro Town Council that:

- Section 1. The Business Revolving Loan Program Policy in Attachment B be adopted in its entirety and any previous or other policies in conflict with this policy be repealed.
- Section 2. Staff take appropriate steps to modify the program to conform this this policy and its administration.
- Section 3. This resolution is effective immediately and a copy of this resolution shall be forwarded to the Town’s Finance Officer.

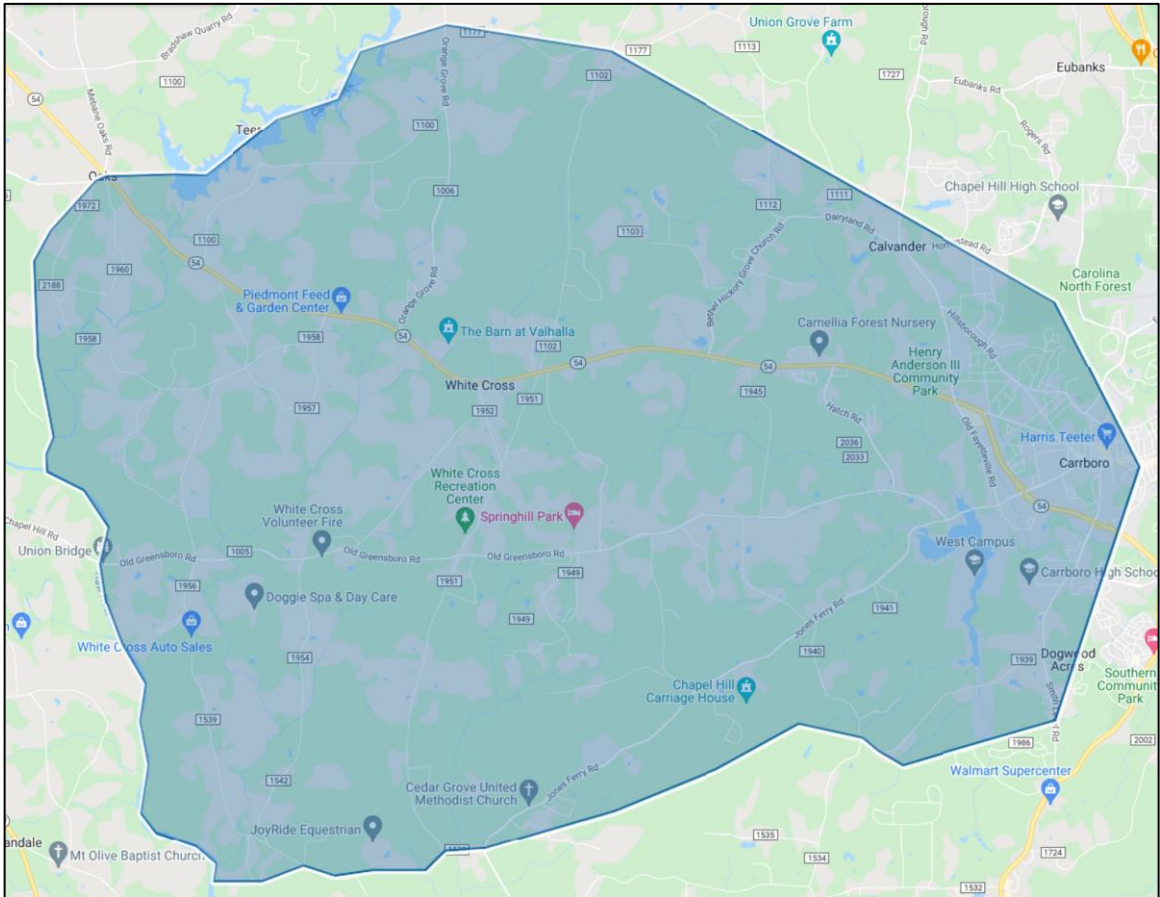
This the 30<sup>th</sup> day of January, 2024.



# **Carrboro Business Revolving Loan Program Policy**

## **1. General and Eligibility Requirements**

- 1.1. Each applicant is limited to one loan from the program at any given time.
- 1.2. Loans are available to for-profit and social businesses in Carrboro Town Limits or agricultural-based businesses (as defined by NAICS Codes) within the Carrboro Economic Region (see map below). Agricultural-based businesses must show economic ties in the form of direct-to-consumer base, retail distribution network, or incorporating items produced within the Carrboro Town Limits. Business outside of the Carrboro Town Limits are restricted to Agricultural Level loan program.



- 1.3. A personal guarantee shall be required for all investors who hold more than 20% ownership in the enterprise.
- 1.4. Enterprise owners shall collectively have a minimum of 10% contribution to the total investment.
- 1.5. Loans may only be granted to businesses which have less than 50 employees and applicants must not have any outstanding taxes or fees due to the Town of Carrboro or

Orange County.

- 1.6. No more than 30 percent of the total revolving loan fund value may be loaned outside of the Carrboro Town Limits.

## **2. Available Loan Types, Terms, and Conditions**

### 2.1. Start-Up Level - \$1,000-\$7,000

- Rate: fixed Base Rate + 1%
- Term: up to 48 months, no payment due for first 6-months
- Security: Unsecured promissory note
- Low-to-Moderate Income or BIPOC up to \$10,000
- Up to 12,000 available 2nd time in-good standing and with full-repayment.
- Any FICO score below 580 limited to \$3,000 first time.
- Must seek bi-annual consultation with SBTDC or SBC for first 3 years.
- RESTRICTED to business less than 2 years old.

### 2.2. Growing Level - \$3,000-\$12,000

- Rate: fixed Base Rate + 1%
- Term: up to 48 months, no payment due for first 3-months
- Security: Unsecured promissory note
- Low-to-Moderate Income or BIPOC up to \$15,000
- Any FICO score below 580 limited to \$5,000 first time.
- RESTRICTED to business greater than or equal to 2 years old.
- Secured with a personal line of credit.

### 2.3. Capital Level - \$10,000-\$35,000

- Rate: fixed Base Rate
- Term: up to 120 months, no payment due for first 3-months
- Security: Secured promissory note. Real or personal property. Loan shall not exceed 80% of the appraised value.
- Preferred to have other financing sources at a 2:1 ratio.
- Any FICO score less than 670 limited to \$15,000 if no borrow history in good standing in last 5 years.

### 2.4. Investment Level - \$25,000-\$80,000

- Rate: fixed Base Rate
- Term: up to 120 months
- Security: Secured promissory note. Real property. Loan shall not exceed 80% of the appraised value.
- Must have other financing sources at a 2:1 ratio.
- Must have a FICO score greater than 670 or previous borrow history in good standing in last 5 years.

### 2.5. Agricultural Level - \$5,000-\$35,000

- Rate: fixed Base Rate

- Term: up to 60 months, no payment due for first 3-months
- Security: Secured promissory note. Real or personal property for loans greater than \$10,000. Loan shall not exceed 80% of the appraised value.
- Any FICO score below 580 limited to \$5,000 if no borrow history in good standing in last 5 years.
- Preferred to have 33% of sales to retail, restaurants, or direct-to-consumer sales within the Carrboro Town Limits.
- RESTRICTED to agricultural-based businesses with at least 2 years of experience, \$25,000 in gross revenue, 1/3 acre growing area, and have completed North Carolina Farm School or Small Business and Technology Development Center training or consulting.

2.6. Base Rate Exceptions. The Base Rate for any loan type previously listed may be lowered to match a rate provided by a private financial institution so long as the loan principle and term are equal to or greater than the principle and term of a loan from this program.

### **3. Other Terms and Conditions**

3.1. No loan greater than \$80,000 shall be issued through this program.

3.2. Loans from this program may be a second position loan recorded against property with an existing loan for applicants with a FICO score greater than 580 or in good standing.

3.3. Job Retention and Expansion. The business must commit to retain the same number of positions at the time of the loan approval or (in the case of new businesses) must add at least 1 full-time equivalent position for the term of the loan.

3.4. Late Payments and Fees. A \$35 late payment fee will be charged for payments greater than 30 days past due. The total sum of late fees during the term of the loan will be deducted from the final payment due or refunded so long as the account is paid in full by the end of the term. If the loan payment becomes 90 days overdue the loan will be considered delinquent, and the town may implement procedures for the collection of the loans.

3.5. Use of Loan Funds. The funds may be used for inventory, working capital, equipment purchase, leasehold improvements, or owner-user real estate and, in the case of equipment or real estate, may be used as security against the loan.

3.6. Pay-offs. There are no additional fees or charges should the loan be paid in full before the end of the term.

3.7. Business Wages and Salary. All businesses are encouraged to provide a living wage as defined in this policy, however, businesses with 10 or more employees at any time during the term of the loan shall either (a) be certified by Orange County Living Wage

or (b) pay all employees living wage.

- 3.8. The business shall maintain all appropriate licenses, insurance, permits, and other legal requirements for operation during the term of the loan.
- 3.9. Processing and Closing Fees. The loan processing and closing fees for any loan is equal to one percent of the approved loan amount. The fee will be due at the closing of the loan.

#### **4. Definitions**

- 4.1. Good standing. No more than one payment greater than 60 days past due per year and the balance of the loan paid in full by the end of the term.
- 4.2. Base Rate. The upper limit of the Federal Funds Target Range from the Federal Reserve, plus three percentage points. Also known as the prime loan rate.
- 4.3. BIPOC Business. A business or social business in which persons who identify as a person of color hold an ownership stake of 51 percent or more in the business, or where one-third of the board members, the chief executive officer, and at least half of the CEO's direct reports identify as a person of color.
- 4.4. Business. An enterprising entity legally organized as one of the following types: corporation, sole proprietorships, partnerships, and cooperatives.
- 4.5. Living Wage. A minimum hourly wage for a non-exempt employee which is calculated by taking the most recent Fair Market Rent (FMR) dataset for a one-bedroom unit in Orange County, NC as determined by the Department of Housing and Urban Development, dividing this number by 0.3, multiplying the quotient by 12, then dividing the product by 2,080 (see formula below). The living wage may be discounted by 10 percent if the employer provides health insurance to the employee.

$$[Living Wage] = (([Orange County FMR] \div 0.3) \times 12) \div 2,080$$

- 4.6. Low-to-Moderate Income. A household whose income is less than or equal to 80 percent of the area median income for Orange County as determined by the Department of Housing and Urban Development Income Limits dataset.
- 4.7. Social business. An enterprise that applies commercial strategies (primarily selling of goods and services to consumers) to maximize profits in order to fund other social or environmental programs, and to sustain the organization. Social business shall be directly engaged in the production and/or sale of goods and services, have a written statement with an explicit aim to provide financial, social, or environmental benefit to the community, and receive 30 percent or less of the total revenue from charitable giving, grants, and fundraising (averaged from Part I, Line 8 of the organization's 990 from the last 3 years).



## Racial Equity Assessment Lens (REAL)

### NAME OF INITIATIVE

**PROGRAM/PROJECT:** Revolving Loan  
Equity Lens

**Department:** Economic Development

### ORIGIN AND DESCRIPTION

Existing initiative – The Revolving Loan Program was originally started from a grant received by the Town to seed a revolving loan for small businesses to purchase or make improvements to their building in the 1990s. Since then, the original program funds have been 100 percent turned over and the program has morphed into a general revolving loan fund available for a variety of uses for small businesses – including start-up funding, gap financing, and building purchases and improvements.

What is the specific desired result statement –

The outcome goals are to generally increase the number of small businesses in Carrboro, the growth of existing small businesses in Carrboro, a general improvement in the appearance of business buildings, and to help small businesses purchase their buildings.

### BENEFITTING INDIVIDUALS OR GROUPS

1. Downtown will see an increase in property values and increase in demand for more businesses.
2. Willow Creek/Carrboro Plaza Shopping Center will see an increase in demand for more businesses

### BURDENED INDIVIDUALS OR GROUPS

1. Likely cause an increase in rent rates making it more difficult for low capitalized businesses.

<b>Type</b>	<b>Potential Unintended Consequence</b>	<b>Mitigation Strategies to Prevent Consequences and Advance Racial Equity</b>
<p><b>SOCIAL</b> Consider native and long term residents, rural residents, transit, trust in government, education, etc.</p>	<p><b>Certain populations in the community are excluded from access the fund.</b></p>	<p><b>The policy should be modified to lower the barriers to take out a loan.</b></p>
<p><b>ECONOMIC</b> Consider wages, competition, tourism, unemployment, small businesses, etc.</p>	<p><b>Less businesses would be started as a limit on access to the fund.</b></p>	<p><b>The policy should be modified to make the fund more accessible for first-time entrepreneurs.</b></p>
<p><b>HEALTH</b> Consider impacts on pollution, health access, existing health disparities, etc.</p>	<p><b>With fewer businesses and certain populations excluded from the fund, there would be less opportunity to afford or provide healthcare. There are lots of health-based/focused businesses that may or may not be opening based on available space and funding.</b></p>	<p><b>Successful business creation should be at the center of the policy which would include removing certain barriers for low resourced populations.</b></p>
<p><b>ENVIRONMENT</b> Consider impacts on pollution, natural resources, transit, etc.</p>	<p><b>None expected.</b> Businesses by their nature require resources and energy. If new facilities are being constructed, there will be an environmental impact. Supplies and raw materials that the business requires all have an environmental impact. Increased energy use will result in increases in pollution and greenhouse gas emissions making it harder to meet the Town's climate goals. There are ways to mitigate this - for example the business uses renewable energy or the nature of the business is focused on more sustainable solutions and/or products.</p>	<p>NA</p>

	Also, a new business could increase vehicular traffic to an area and its associated impacts. The degree of the impacts depends entirely on the nature of the business.	
<b>OTHER</b> Consider how a resident might interact with this measure "start to finish." Think through the best and worst case scenarios	<b>Businesses and entrepreneurs who may not have business or personal finances in-order will struggle to illustrate their financial need and may not get funding needed.</b>	<b>Provide application assistance through Town staff or third-parties to ensure all documentation is complete and submitted.</b>

**RECOMMENDATIONS**

1. Attach policy
2. Provide a few simple sentences on how the program works. I see the criteria and application on the website but no further description.
3. After review of the Policy through the equity lens, it has become clear that there is a strong need to revamp to policy to make it much more accessible to more populations in our community – including low-income and minority populations.
4. Lower or remove real property or other collateral requirements, Could there be differing interest rates? Could those with fewer resources be allowed to pay a lower interest rate which may make it easier to pay back the loan. Maybe this is done in conjunction with longer payback periods. Could there be potential deferments allowed, similar to student loans in times of economic crises (community or personal)? Maybe they only have to pay the interest during these times. Could repaying the loan be deferred until the business is up and running? EP especially for smaller loan amounts.
5. Provide opportunities for those with poor credit ratings to still access some level of funding.
6. Allow opportunities for BIPOC or low-income entrepreneurs to access additional funding, since access to funding may be more difficult in the private market.
7. Obtain feedback and input on the policy from other local, knowledgeable organizations – especially those that work with BIPOC entrepreneurs.
8. Emphasize in the description that this policy provides administrative/financial opportunities to businesses. Impact of physical business structures should be evaluated within another lens.
9. Track data of the program
10. Engage stakeholders to seek recommendations
11. Evaluate annually and share with business community
12. Reach out to communities about the benefits of business ownership and advertise this opportunity including flyers with contact information and QR codes for more information.
13. Decision makers of this loan program should be a diverse group.
14. REC supports this program and the recommendations from staff.



## Agenda Item Abstract

**File Number:** 24-006

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**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Retiring Police Officer Service Weapon Policy

**PURPOSE:** This agenda item requests the Town Council approve a written policy for future police officer retirements when an officer makes a request under NCGS 20-187.2 to purchase their service sidearm.

**DEPARTMENT:** Police Department

**CONTACT INFORMATION:** Chief Chris Atrack, 919-918-7407, [catack@carrboronc.gov](mailto:catack@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

This agenda item involves a retirement policy for sworn police officers.

**INFORMATION:** NCGS 20-187.2 allows a retiring police officer to request that they be allowed to purchase their service weapon from the Town. This agenda item creates a written policy for the Town and the police department for future officer retirements.

**Background:**

- The Council has traditionally awarded a retiring officer their service firearm at no cost, upon request.
- During the retirement of Lieutenant Willie Quick in July 2023, a Council member raised questions about this practice.
- To inform policy development, a statewide survey of law enforcement agencies was conducted through the NC Association of Chiefs of Police and local agencies were contacted.
- The survey received 14 responses, with 13 agencies confirming they award service weapons under the authority of NCGS 20-187.2. Specific agency details are available upon request.

**Local agencies that award duty weapon upon retirement:**

Hillsborough PD - if officer has at least 10 years of service with HPD

Orange County Sheriff's Office - if entire career or higher rank

UNC Chapel Hill PD - officer can buy for \$1

UNC Hospital PD



Pittsboro PD

Siler City PD

**Other agencies that award duty weapon upon retirement:**

Greensboro PD - officer can buy for \$1

Hendersonville PD - officer can buy for \$1

Morganton Dept. of Public Safety

Southern Shores PD

NC ALE

Canton PD

Eden PD - officer can buy for \$1 to \$200 based on length of service

**FISCAL IMPACT:** The service weapon is valued at \$250.

**RECOMMENDATION:** Staff recommends that the Council approve the attached policy.

## **CARRBORO POLICE DEPARTMENT**

### **RETIRING SWORN OFFICER SERVICE WEAPON POLICY**

**Policy:** It is the policy of the Carrboro Police Department that sworn personnel who are retiring and have served at least 10 years with the Carrboro Police Department shall qualify for the benefit(s) listed in NCGS 20-187.2 (attached).

**Procedure:** Sworn personnel employed by the Carrboro Police Department for at least 10 years may request at time of retirement that the department allow them to purchase their duty firearm. This authority is vested in NCGS 20-187.2 which allows the governing body of an organization, in this case the Carrboro Town Council, to award the firearm to the retiring officer. The retiring officer must make the request to qualify under this policy. Officers do not have to utilize this option if they don't want to.

Once a request is made, the police chief, or designee, will prepare an agenda item for the Town Council requesting authorization to award the retiring officer their duty weapon at a specified cost. Traditionally the Town Council has awarded the retiring officer their service weapon at no cost.

**§ 20-187.2. Badges and service side arms of deceased or retiring members of State, city, and county law enforcement agencies; weapons of active members.**

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city, and county law enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon determining that the person receiving the weapon is not ineligible to own, possess, or receive a firearm under the provisions of State or federal law, or if the weapon has been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law enforcement officers, the head of the department.

(b) Active members of North Carolina State, city, and county law enforcement agencies, upon change of type of weapons, may purchase the weapon worn or carried by such member at a price which shall be the average yield to the State, city, or county from the sale of similar weapons during the preceding year.

(c) For purposes of this section, certified probation and parole officers shall be considered members of a North Carolina State law enforcement agency. (1971, c. 669; 1973, c. 1424; 1975, c. 44; 1977, c. 548; 1979, c. 882; 1987, c. 122; 2013-369, s. 19; 2016-77, s. 9(b); 2021-116, s. 1.3.)

## **Race and Equity Pocket Questions**

**Title and purpose of this initiative: Police Officer Retirement**

**Department: Police**

**What are the racial and equity impacts?**

This is a tradition for sworn members of the police department who are retiring. There are no known racial impacts as all retiring officers qualify for this benefit. Retiring officers may opt to receive, or not receive, their duty sidearm if they wish.

**Who is or will experience community burden?**

No one will experience a burden as this is a traditional retirement benefit option for officers.

**Who is or will experience community benefit?**

Sworn employees with the police department who retire from the police department will experience benefit.

**What are the root causes of inequity?**

Officers who do not retire from the police department do not qualify for this benefit.

**What might be the unintended consequences of this action or strategy?**

There may be concerns about a firearm being in the community, but the person receiving it has been trained and demonstrated safe handling and storage as part of their official responsibilities.

**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

None are indicated. If any arise, they will be addressed appropriately.



## Agenda Item Abstract

**File Number:** 24-023

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**Agenda Date:** 1/30/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Adopt a Resolution to Award a Service Sidearm to a Retiring Police Officer

**PURPOSE:** Police Lieutenant Michael Metz will retire from the Town of Carrboro Police Department on February 1, 2024, after 25 years of service with the Town. The Police Department would like to award Lieutenant Metz his service sidearm to recognize his dedication to duty and his service to the Town of Carrboro. The Town Council is requested to adopt by resolution Town staff's recommendation to award the service side arm to Lieutenant Michael Metz.

**DEPARTMENT:** Police Department

**CONTACT INFORMATION:** Chief Chris Atack, 919-918-7407, [catack@carrboronc.gov](mailto:catack@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

This item involves retirement policies for sworn police department employees.

**INFORMATION:** Lieutenant Metz, a certified law enforcement officer in North Carolina, is retiring from the Carrboro Police Department. Under NCGS 20-187.2, retiring officers have the right to request to purchase their service weapon from the Town. Lieutenant Metz has chosen to exercise this right and has requested to purchase his on-duty handgun. Historically, the Carrboro Town Council has awarded retiring officers their service sidearms free of charge as a token of appreciation for their service.

**FISCAL IMPACT:** The value of the service weapon is \$250.

**RECOMMENDATION:** Staff recommends that the Council approve the attached resolution.

**ATTACHMENT A**

**A RESOLUTION AWARDING A SERVICE SIDE ARM TO RETIRING POLICE OFFICER**

**WHEREAS**, Lieutenant Michael Metz is retiring from the Town of Carrboro Police Department on February 1, 2024, after twenty-five years of total service; and

**WHEREAS**, Lieutenant Metz has demonstrated his dedication to duty and to the citizens of the Town of Carrboro; and

**WHEREAS**, North Carolina General Statute 20-187.2 allows the governing body of a law enforcement agency to award to a retiring member, upon request, the service side arm of the retiring member;

**NOW, THEREFORE, BE IT RESOLVED** by the Carrboro Town Council that the Council members adopt this resolution awarding the service side arm to Lieutenant Metz.

This is the 30th day of January 2024.

**§ 20-187.2. Badges and service side arms of deceased or retiring members of State, city, and county law enforcement agencies; weapons of active members.**

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city, and county law enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon determining that the person receiving the weapon is not ineligible to own, possess, or receive a firearm under the provisions of State or federal law, or if the weapon has been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law enforcement officers, the head of the department.

(b) Active members of North Carolina State, city, and county law enforcement agencies, upon change of type of weapons, may purchase the weapon worn or carried by such member at a price which shall be the average yield to the State, city, or county from the sale of similar weapons during the preceding year.

(c) For purposes of this section, certified probation and parole officers shall be considered members of a North Carolina State law enforcement agency. (1971, c. 669; 1973, c. 1424; 1975, c. 44; 1977, c. 548; 1979, c. 882; 1987, c. 122; 2013-369, s. 19; 2016-77, s. 9(b); 2021-116, s. 1.3.)

## **Race and Equity Pocket Questions**

**Title and purpose of this initiative: Police Officer Retirement**

**Department: Police**

**What are the racial and equity impacts?**

This is a tradition for sworn members of the police department who are retiring. There are no known racial impacts as all retiring officers qualify for this benefit. Retiring officers may opt to receive, or not receive, their duty sidearm if they wish.

**Who is or will experience community burden?**

No one will experience a burden as this is a traditional retirement benefit option for officers.

**Who is or will experience community benefit?**

Sworn employees with the police department who retire from the police department will experience benefit.

**What are the root causes of inequity?**

Officers who do not retire from the police department do not qualify for this benefit.

**What might be the unintended consequences of this action or strategy?**

There may be concerns about a firearm being in the community, but the person receiving it has been trained and demonstrated safe handling and storage as part of their official responsibilities.

**How is your department planning to mitigate any burdens, inequities, and unintended consequences?**

None are indicated. If any arise, they will be addressed appropriately.