



Town of Carrboro

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

Meeting Agenda Town Council



Tuesday, June 21, 2022

7:00 PM

Council Chambers-Room 110

7:00-7:05

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

1. [22-224](#) Proclamation-Parks and Recreation Month

7:05-7:10

B. ANNOUNCEMENT OF UPCOMING MEETINGS

7:10-7:25

C. PUBLIC COMMENT

Comments are limited to three minutes per speaker.

7:25-7:30

D. CONSENT AGENDA

1. [22-225](#) Approval of Minutes from the March 22, 2022 Meeting
2. [22-36](#) A Request to Adopt a Resolution to Award a Service Sidearm to a Retiring Police Officer

PURPOSE: Police Captain Anthony Westbrook II will retire from the Town of Carrboro Police Department on July 1, 2022 after 20 years of service with the Town and 30 years of total law enforcement service. The Police Department would like to award Captain Westbrook 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 Captain Anthony Westbrook II.

Attachments: [Westbrook Resolution 2022](#)

3. [22-201](#) Police Department Monthly Reports

PURPOSE: The purpose of this item is to provide a brief overview of service

calls for the month of May.

Attachments: [May 2022 Monthly Report](#)

4. [22-202](#) Police Department Quarterly Equity Report
PURPOSE: The Purpose of this agenda item is to provide the Town Council a brief overview of the quarterly equity report for the first quarter of 2022.
Attachments: [Police Equity Quarterly 2022 Q1](#)
5. [22-33](#) Fire Department Monthly Report
PURPOSE: To provide the Town Council a monthly overview of calls for service.
Attachments: [Attachment A - May 2022 Monthly Report](#)
6. [22-220](#) Economic Development Monthly Report
PURPOSE: The purpose of this agenda item is to provide a regular monthly activities and status report.
Attachments: [Attachment A - May Economic Development Report](#)
7. [22-218](#) Stormwater Utility Monthly Report
PURPOSE: The purpose of this agenda item is to provide the monthly update regarding Stormwater Utility projects and initiatives.
Attachments: [June 2022 Stormwater Report](#)
8. [22-219](#) Consideration of Human Services Funding for FY23
PURPOSE: The purpose of this agenda item is for the Carrboro Town Council to consider human services funding recommendations for FY23.
Attachments: [Attachment A Resolution](#)
[Attachment B FY23 HSC 06.15.22](#)
[Attachment C Human Services FY23 Funding Recommendations](#)
9. [22-221](#) Permit Extension Request for Previously Issued Conditional Use Permit, now Special Use Permit-A, for Mixed Use Building at 603 Jones Ferry Road
PURPOSE: The purpose of this agenda item is for Town Council to consider approving a request for an extension of the date when a Conditional Use Permit would otherwise expire for a Mixed-Use Building at 603 Jones Ferry Road. Town Staff recommends approval of the request.
Attachments: [Attachment A - Resolution Approving Permit Extension](#)
[Attachment B - Letter from Applicant Explaining Extension Request](#)
[Attachment C - Staff Report](#)
[Attachment D - CUP Document](#)
10. [22-227](#) Revised Town Council Committee Assignments

PURPOSE: The purpose of this item is to allow the Town Council to consider a revision of committee assignments for 2022.

Attachments: [Revised Town Council Committee Assignments 2022](#)

11. [22-226](#) A Resolution Canceling the June 28, 2022 Town Council Meeting

PURPOSE: The purpose of this item is to cancel the Council's June 28, 2022 meeting.

Attachments: [Attachment A- Resolution to Cancel the June 28, 2022 Council Meeting](#)

12. [22-229](#) Authorization for the Town Manager to Accept Payment for Damages to Fire Station 2 and Sign the Release for Property Damage Only.

PURPOSE: The purpose of this agenda item is to authorize the Town Manager to accept payment for damages to Fire Station 2 by Utility Line Construction Services, LLC (ULCS) and authorize the Release for Property Damage Only.

Attachments: [Attachment A - Property Damage Release Only](#)

13. [22-180](#) Designation of Fund Balance for FY22 Budget Items Not Yet Spent or Encumbered

PURPOSE: The Town Council is requested to designate fund balance in the General Fund to carry over to next year for certain budget items where funds have not been spent or encumbered.

Attachments: [ATTACHMENT A - Designation of Fund Balance for FY22](#)

7:30-7:40

E. PUBLIC HEARING

1. [22-231](#) Request to Hold a Quasi-Judicial Hearing and Consider Issuing a Reasonable Accommodation Request for 714 West Main Street.

PURPOSE: The purpose of this agenda item is for the Town Council to hold a quasi-judicial hearing and consider issuing a reasonable accommodation request for property at 714 West Main Street.

Attachments: [Attachment A - Land Use Ordinance Section 15-97](#)

[Attachment B - Applicant's Explanation of Need for Reasonable Accommodation](#)

[Attachment C - Applicant's Site Plan Exhibit](#)

[Attachment D - Applicant's Power of Attorney Document](#)

[Attachment E - Letter from Applicant's Doctor](#)

F. OTHER MATTERS**7:40-8:10**

1. [22-139](#) Racial Equity Commission Annual Synopsis
PURPOSE: The purpose of this agenda item is for the Town Council to accept the Racial Equity Commission's Annual Synopsis and consider approving a change in the commission make-up.
Attachments: [Attachment A - Racial Equity Resolution](#)
[Attachment B - Racial Equity Commission Annual Synopsis](#)

8:10-8:40

2. [22-222](#) Request to Issue Special Use Permit-A for a New Commercial Building at 201 North Greensboro Street.
PURPOSE: The purpose of this agenda item is for the Town Council to consider making a decision on the request for a Special Use Permit-A application for a new commercial building at 201 North Greensboro Street.
Attachments: [Attachment A - Draft Decision](#)

8:40-9:00

3. [22-223](#) Town Manager's Contracting Authority
PURPOSE: The purpose of this agenda item is for the Town Council to consider modifying the contracting authority for the Town Manager.
Attachments: [Attachment A: Town Code Amendment to Manager's Contracting Authority 3-1](#)
[Attachment B: Manager Contact Authority Other Govts](#)

9:00-9:30

4. [22-185](#) Adoption of the FY 2022-23 Annual Budget
PURPOSE: The purpose of this agenda item is for the Town Council to adopt the annual budget for fiscal year 2022-23.

Attachments: [ATTACHMENT A - Budget Ordinance 2022-23](#)
[ATTACHMENT B - Changes to Position and Pay Plan FY 2022-23](#)
[ATTACHMENT C - Salary and Wage Adjustment Resolution 2022-23](#)
[ATTACHMENT D - Contract for Town Attorney Resolution 2022-23](#)
[ATTACHMENT E - Vehicles Capital Projects Ordinance 2022-23](#)
[ATTACHMENT E-1 - Reimbursement Resolution for Equip and Vehicles 2022-23](#)
[ATTACHMENT F -Miscellaneous Fees and Charges Resolution 7-1-2022](#)
[ATTACHMENT F-1 - Town of Carrboro 2022-23 Fee Schedule](#)
[ATTACHMENT G - Medical Insurance Provider and Third Party Admin for MERP 2022-23](#)
[ATTACHMENT H - Dental Insurance Provider for FY 2022-23](#)

9:30-10:00

5. [22-228](#) Appointments to the Orange Water and Sewer Authority (OWASA) Board of Directors

PURPOSE: The purpose of this agenda item is for the Town Council to consider making appointments to both Town seats on the OWASA Board of Directors.

Attachments: [Attachment A- OWASA Applications Received 2022](#)
[Attachment B- June 2022 Demographics of OWASA Board](#)
[Attachment C- Applicant Matrix for OWASA Board- June 2022](#)
[Attachment D- A Resolution Making Appointments to the OWASA Board of Directors 6-21-22](#)

G. MATTERS BY COUNCIL MEMBERS



Town of Carrboro

Town Hall
301 W. Main St.
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Agenda Item Abstract

File Number:22-224

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Proclamation-Parks and Recreation Month



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Carrboro, NC 27510

Agenda Item Abstract

File Number:22-225

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Approval of Minutes from the March 22, 2022 Meeting



Town of Carrboro

Town Hall
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Carrboro, NC 27510

Agenda Item Abstract

File Number:22-36

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

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

PURPOSE: Police Captain Anthony Westbrook II will retire from the Town of Carrboro Police Department on July 1, 2022 after 20 years of service with the Town and 30 years of total law enforcement service. The Police Department would like to award Captain Westbrook 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 Captain Anthony Westbrook II.

DEPARTMENT: Police

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

INFORMATION: As a certified law enforcement officer in North Carolina, Captain Westbrook has the right under NCGS 20-187.2 to request that he be allowed to purchase his on-duty handgun from the Town. He has made such a request. The Council has traditionally awarded service sidearm to retiring officers free of charge. Based upon the action taken by the Town Council for previous retiring police officers, Town staff recommends that the Town Council award Captain Westbrook his service side arm at no charge.

FISCAL & STAFF IMPACT: The value of the handgun is \$250.

RECOMMENDATION: Staff recommends that the Town Council adopt the attached resolution.

ATTACHMENT A

**A RESOLUTION AWARDING A SERVICE SIDE ARM TO RETIRING POLICE
OFFICER
Draft Resolution No.**

WHEREAS, Police Captain Anthony Westbrook II is retiring from the Town of Carrboro Police Department on July 1, 2022, after approximately thirty years of total service; and

WHEREAS, Captain Westbrook II 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 Captain Anthony Westbrook II.

This is the 21th day of June 2022.



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Agenda Item Abstract

File Number:22-201

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Police Department Monthly Reports

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

DEPARTMENT: Police Department

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

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

FISCAL & STAFF IMPACT: There is no fiscal or staff impacted associated with the acceptance of this report.

RECOMMENDATION: Staff recommends that the Town Council accept the report.



CARRBORO POLICE DEPARTMENT

Community • Accountability • Respect • Ethics

MAY 2022

Calls for Service

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

In May 2022, The Carrboro Police Department recorded 1,480 calls for service as compared to 1,241 in the same month the previous year (2021).

Top 5 Calls for Service by Frequency

Type:	Number:	% of Total:
Miscellaneous Officer Initiated	540	36%
Traffic Stops	186	13%
Public Service	119	8%
Disturbance/Nuisance	66	4%
Alarms	50	3%
Total for Top 5	961	64%

Traffic Stops: In May 2022, Carrboro Police performed 171 traffic stops. As a result of those stops, 85 citations were issued, 4 where no action was taken, 36 verbal warnings given, 41 written warnings issued, and 5 on-view arrests occurred.

Citations: In May 2022, Carrboro Police issued 95 citations. 39 were regulatory traffic citations, 6 were safety/moving violations, 40 were for speeding, 7 were for possession of alcohol in the passenger area of a vehicle, 2 were for possession of drugs/paraphernalia, 1 was for noise violation.

Arrests: In May 2022, the Carrboro Police Department made 35 on-view/custodial arrests. 33 charges were misdemeanor arrests: ranging from DWI, Intoxicated and Disruptive, Larceny, Break or Enter a Vehicle, 2nd degree Trespass, Failure to Appear in Court, Simple Assault, and Assault on a Female. 2 were felonies: Felony Drug Possession and Kidnapping.

Incident Reports: There were 236 Incidents reported to the Carrboro Police Department for the month of May 2022, as compared to 281 in the same month from last year (2021).

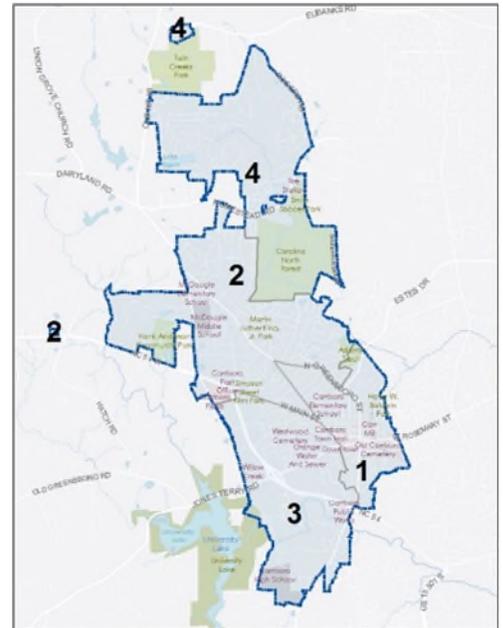
Crashes: There were 21 traffic crashes in the month of May, which included no fatalities.

Calls for Service by Area:

includes cancelled events

MAY 2022

AREA: 1-4	NUMBER OF CALLS	PERCENT OF TOTAL:
Area 1	459	27.8%
Area 2	323	19.6%
Area 3	745	45.1%
Area 4	124	7.5%
Total	1,651	100%



May Items of Significance:

- Carrboro Officers served 7 involuntary commitment orders and provided transport for 2 voluntary commitments. All individuals were taken to UNC Hospital for evaluation.
- Domestic with a firearm – Case cleared by arrest with charges of Kidnapping, Possession of Firearm by Felon, and Assault by Pointing Gun
- Sexual Assault and Attempted Rape – Jones Ferry Road – under investigation



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Agenda Item Abstract

File Number:22-202

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Police Department Quarterly Equity Report

PURPOSE: The Purpose of this agenda item is to provide the Town Council a brief overview of the quarterly equity report for the first quarter of 2022.

DEPARTMENT: Police Department

CONTACT INFORMATION: Chief Chris Atack, 919-918-7397

INFORMATION: This report will provide information for the quarter on traffic stops, searches, citations, arrests, use of force, and citizen complaints

FISCAL & STAFF IMPACT: There is no fiscal or staff impact associated with the Town Council accepting this report.

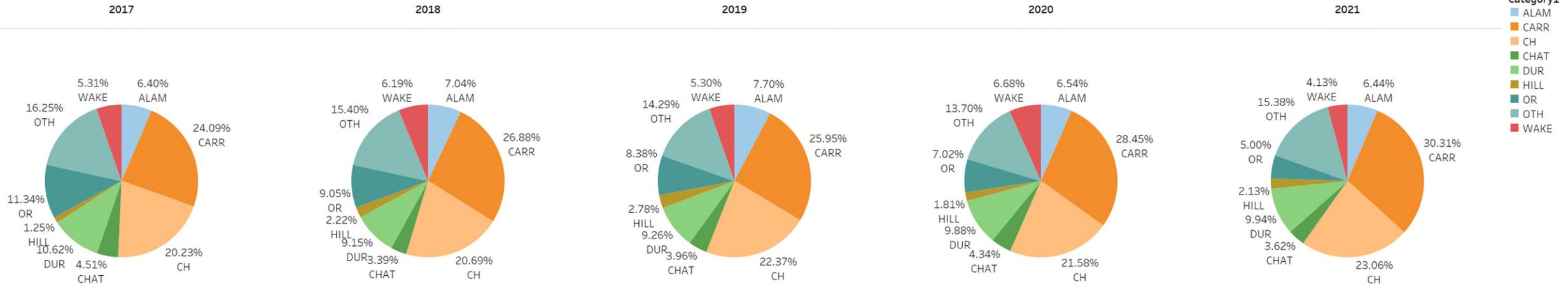
RECOMMENDATION: Staff recommends the Town Council receive and accept this report.

Policing Equity in Carrboro 2022 Q1

Update on efforts towards bias free policing

Residency Tracking

Residency of Stopped Drivers



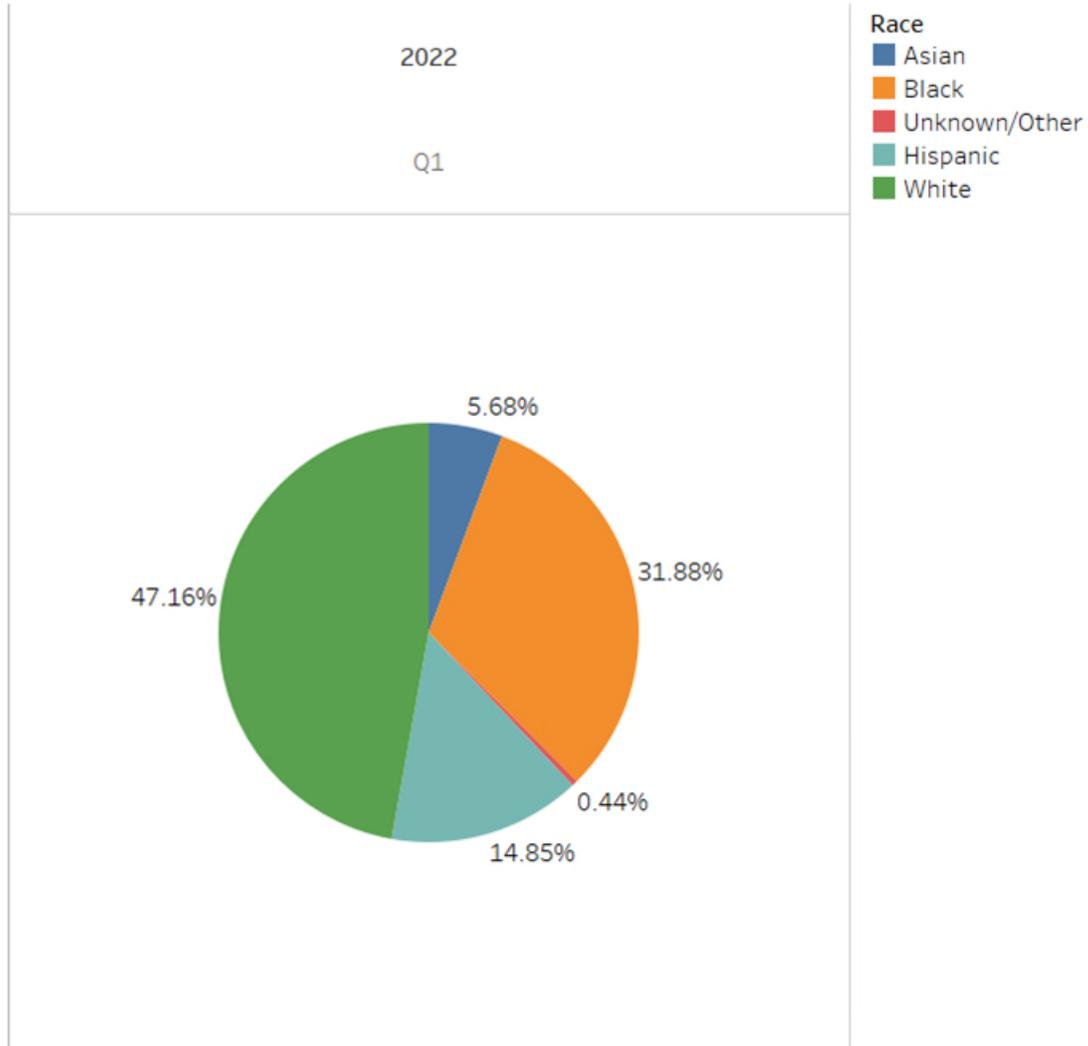
Weighted Population Estimates

White 62%
 Black 15%
 Asian 8%
 Hispanic 12%
 Other 3%

The above chart is the estimated demographics of Carrboro drivers, based on area of residence of stopped drivers.

Overall Stop Rate 2022 Q1

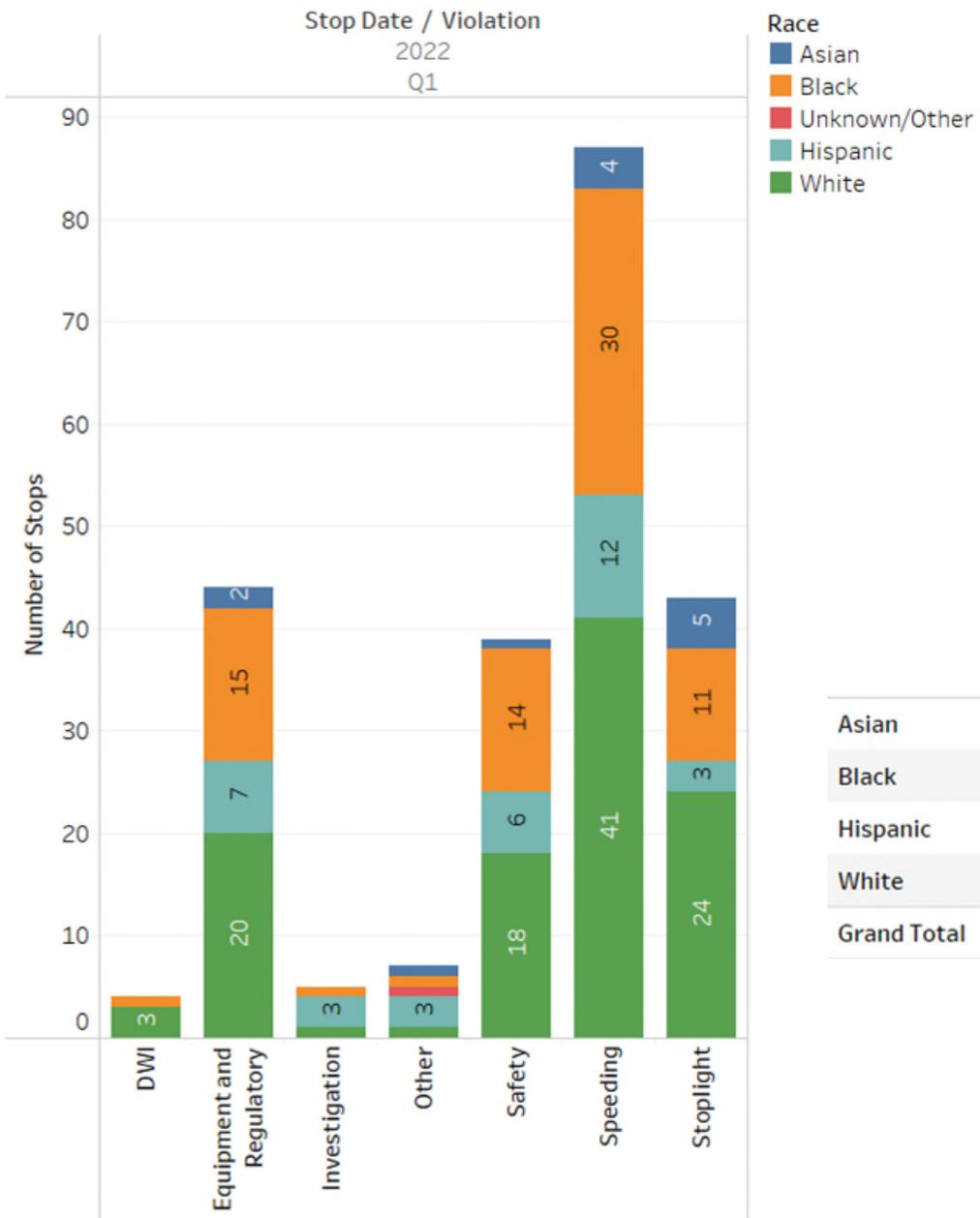
Overall Stop Rate



Overall Stop Rate

	2022
	Q1
Asian	13
Black	73
Hispanic	34
White	108
Unknown/Other	1

Reason for Stop



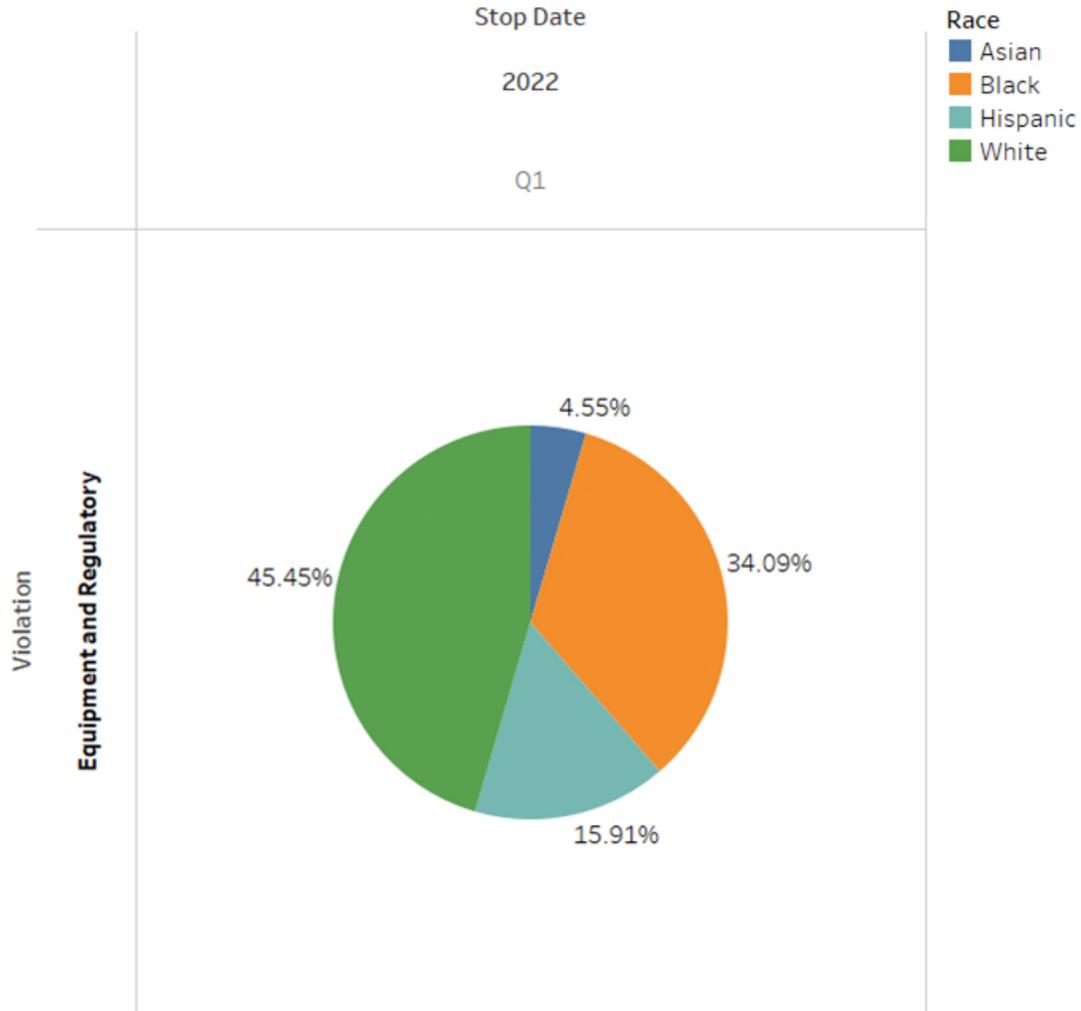
Reason for Stop

Reason for Stop

	DWI 2022 Q1	Equipment and Regulatory 2022 Q1	Investigation 2022 Q1	Other 2022 Q1	Safety 2022 Q1	Speeding 2022 Q1	Stoplight 2022 Q1
Asian		2		1	1	4	5
Black	1	15	1	1	14	30	11
Hispanic		7	3	3	6	12	3
White	3	20	1	1	18	41	24
Grand Total	4	44	5	6	39	87	43

Equipment and Regulatory Violations

Equipment and Regulatory Violations



Equipment and Regulatory Violations

	2022 Q1
Asian	2
Black	15
Hispanic	7
White	20

Types of Searches

Reason for All Searches

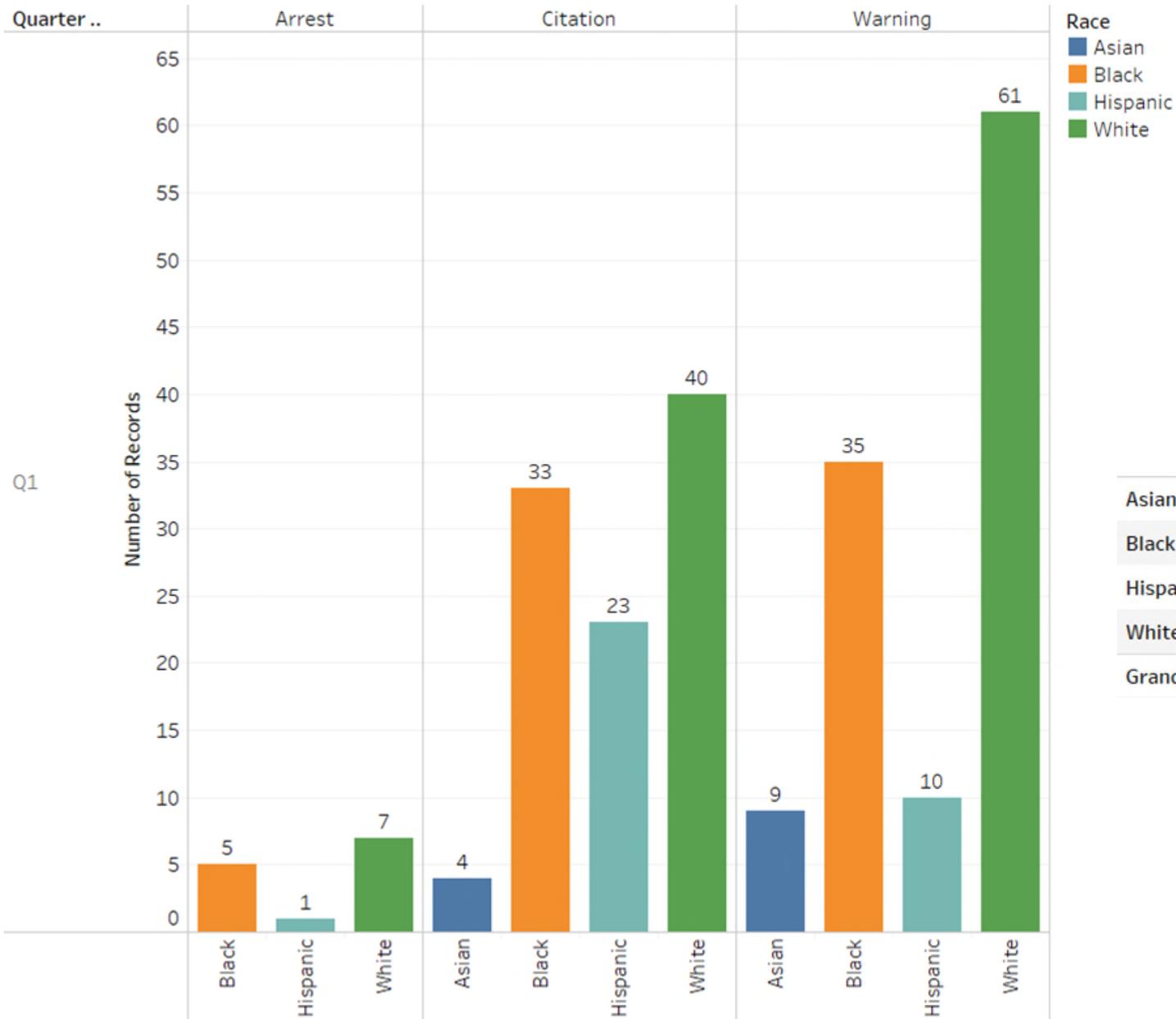
		Erractic/ Suspicious Behavior	Observation of Contraband	Other Official Information	Probable Cause	Suspicious Movement	Witness Observation
DRIV	Asian	0	1	0	1	1	0
	Black	1	3	0	4	4	0
	Unknown/Other	0	0	0	0	0	0
	Hispanic	1	2	0	2	0	0
	White	1	2	0	3	7	0
PASS	Asian	0	1	0	1	0	0
	Black	0	4	0	7	4	0
	Hispanic	0	1	0	1	0	0
	White	0	2	0	2	1	0

Search Productivity

Search Productivity for All Searches

		Alcohol Found 2022	Drugs Found 2022	Money Found 2022	No Contraband Found 2022	Other Contraband Found 2022
		Q1	Q1	Q1	Q1	Q1
DRIV	Asian	0	1	0	0	0
	Black	1	5	0	3	0
	Unknown/Other	0	0	0	0	0
	Hispanic	1	1	0	1	0
	White	1	3	0	6	1
PASS	Asian	1	1	0	0	0
	Black	3	7	0	1	0
	Hispanic	1	0	0	0	0
	White	2	2	0	1	0
Grand Total		10	20	0	12	1

Enforcement Action



Enforcement Action

	Arrest 2022 Q1	Citation 2022 Q1	Warning 2022 Q1	Grand Total
Asian		4	9	13
Black	5	33	35	73
Hispanic	1	23	10	34
White	7	40	61	108
Grand Total	13	100	115	228

Probable Cause Searches

Probable Cause Searches

		Arrest	Citation	Warning
		2022	2022	2022
		Q1	Q1	Q1
DRIV	Asian		1	0
	Black	1	3	0
	Hispanic	0	2	0
	White	1	2	0
PASS	Asian		1	
	Black	1	6	
	Hispanic		1	
	White	0	2	0
Grand Total		3	18	0

Use of Force

- Three use of force incidents in 2022 Q1.
- Suspects involved:
 - 1 Hispanic female
 - 1 Black male

Citizen Complaints

- No citizen complaints in 2022 Q1.



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Agenda Item Abstract

File Number:22-33

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Fire Department Monthly Report

PURPOSE: To provide the Town Council a monthly overview of calls for service.

DEPARTMENT: Fire Department

CONTACT INFORMATION: Chief David Schmidt, (919) 918-7349

INFORMATION: This report will provide information on Fire Department calls for service that occurred in Carrboro, South Orange Fire District, and neighboring jurisdictions.

FISCAL & STAFF IMPACT: There is no fiscal or staff impact associated with the Town Council accepting this report.

RECOMMENDATION: Staff recommends that the Town Council accept the report.



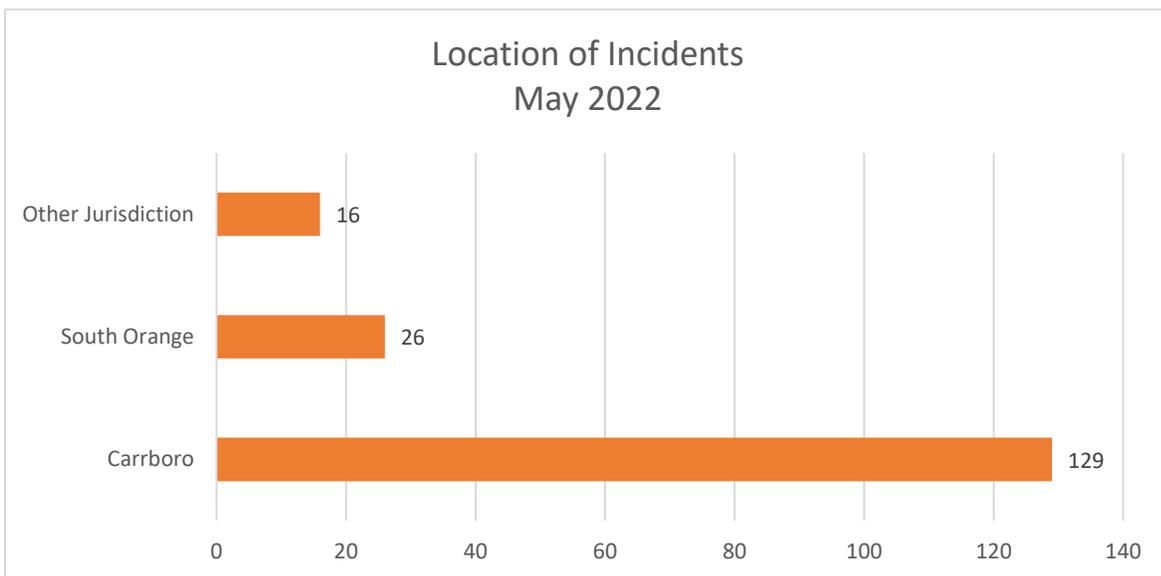
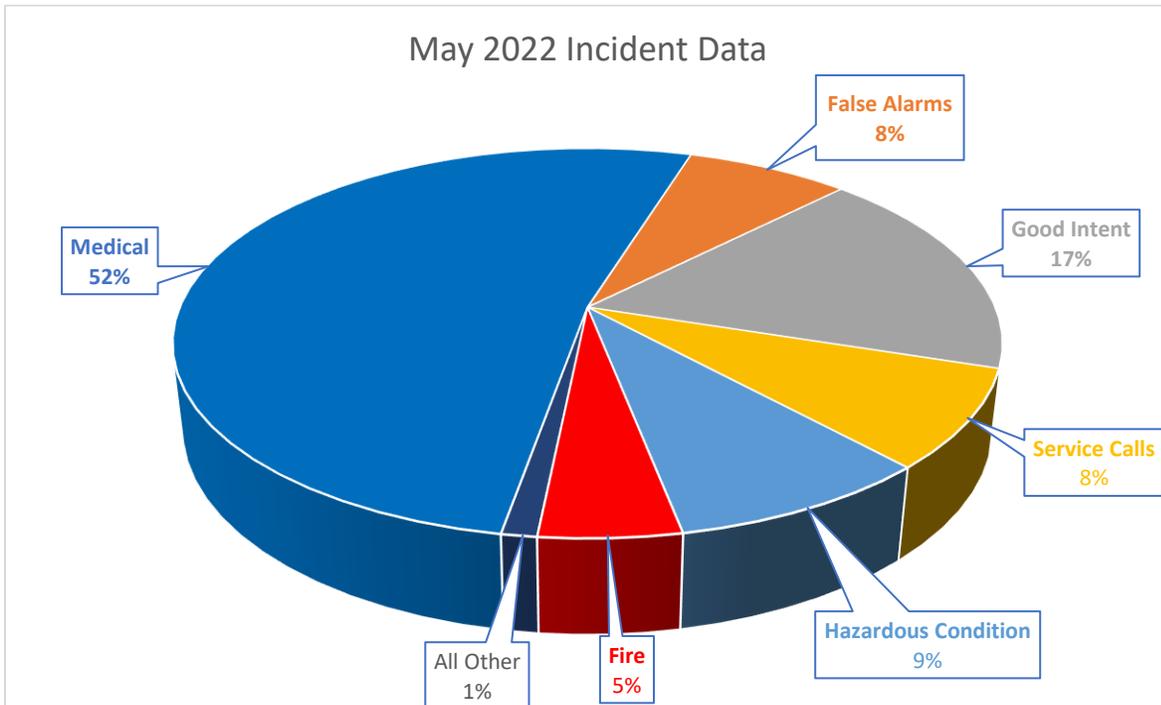
Carrboro Fire Rescue Monthly Report

MAY 2022



Operations:

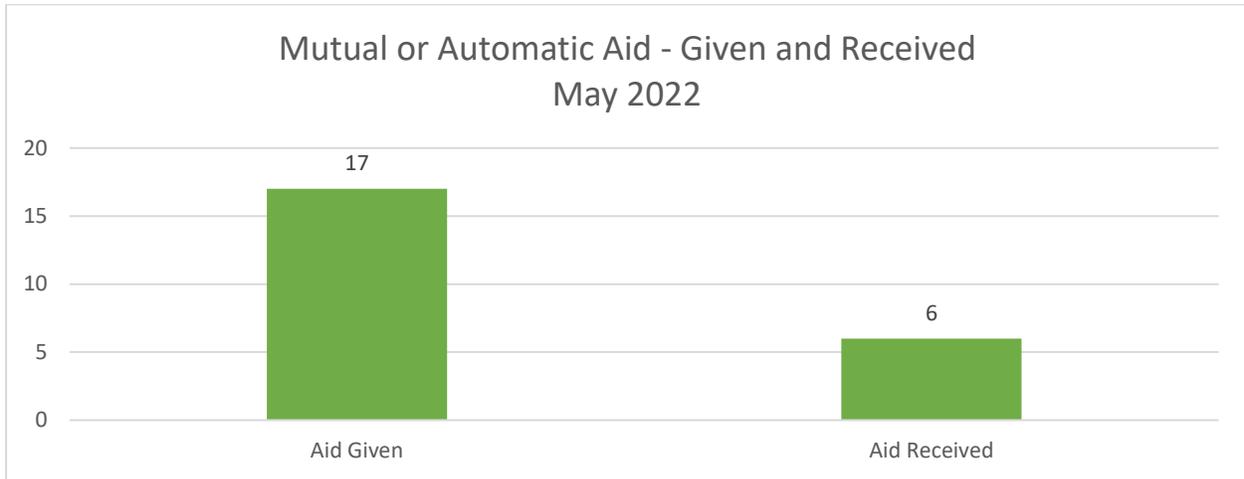
The Fire-Rescue Department responded to 171 calls for service in May, which was a 22.1% increase over May 2021. This amount of the increase continues to be due to the impact on COVID and calls for service during 2021. The following charts depict a breakdown in our types of calls as well as the number of times we provided aid to a neighboring fire department and the number of times we received their aid.





Carrboro Fire Rescue Monthly Report

MAY 2022



Personnel:

We hosted a large oath of office and promotion ceremony on May 26th that saw eight new firefighters receive their oath of office, one Lieutenant promoted to Captain, one Firefighter promoted to Lieutenant, and one Firefighter promoted to Driver Operator. The size of the ceremony was due to prior COVID restrictions and wanting to wait so that all personnel could bring their family and be part of such a significant day in their lives. The majority of these promotions/hirings occurred either last Fall or January 1st of this year.

Name	Disposition
Lt. Chad Woods	Promoted to Captain
D/O Hugh Miles	Promoted to Lieutenant
FF Cassandra Kreplak	Promoted to Driver Operator
Bryan Mariani	Oath of Office - Firefighter
Cory Horner	Oath of Office - Firefighter
Tally Lassiter	Oath of Office - Firefighter
Michael Lane	Oath of Office - Firefighter
Taylor Burton	Oath of Office - Firefighter
Nicholas Clapp	Oath of Office - Firefighter
Christian Pacheco	Oath of Office - Firefighter
Eric Nichols	Oath of Office - Firefighter

May brought us the first of several firefighters who are leaving Carrboro for other Fire Departments. The reasons expressed for the departures have been both financial and additional opportunities for career advancement. We were fortunate as we had a candidate on our eligibility list that had all his firefighting



Carrboro Fire Rescue Monthly Report

MAY 2022



certifications, so he was able to start of shift after a one week orientation. It is confirmed we will be losing additional firefighters this summer, so we are preparing to conduct an entry level examination to establish a new eligibility list.

Health & Safety:

As was mentioned during last month's report, Carrboro Firefighters teamed up with UNC's Department of Exercise Science and Sports for their NIOSH project related to fall protection for firefighters. As part of the grant award, UNC is working with fire departments in North Carolina, South Carolina, and Virginia. In an effort to create awareness within the fire service, our firefighters were featured in a short video presentation.

The link to the presentation is here: [UNC NIOSH Firefighter Recruiting Video](https://vimeo.com/700919428/f374f55443?embedded=true&source=video_title&owner=57963094)

In case the hyperlink doesn't work, you can copy and paste this in a browser:

https://vimeo.com/700919428/f374f55443?embedded=true&source=video_title&owner=57963094

Apparatus:

The commissioning of the new water tank truck took place immediately following the Promotion/Oath of Office ceremony. The commissioning also included pushing the vehicle into the station. This is a tradition that goes back to the horse drawn fire apparatus days, as the horses could not walk backwards while attached to the apparatus. This is also the first water tank truck since the 1970's. This vehicle will proudly serve the Town of Carrboro and South Orange Fire District for many years to come.



Facilities:

Work has begun on the conversion of the conference room to additional dormitory room space. It is anticipated the work will be completed in early July. Because of the additional dormitory space, the existing dormitory room will be able to be modified to add privacy walls in there as well. One third of



Carrboro Fire Rescue Monthly Report

MAY 2022



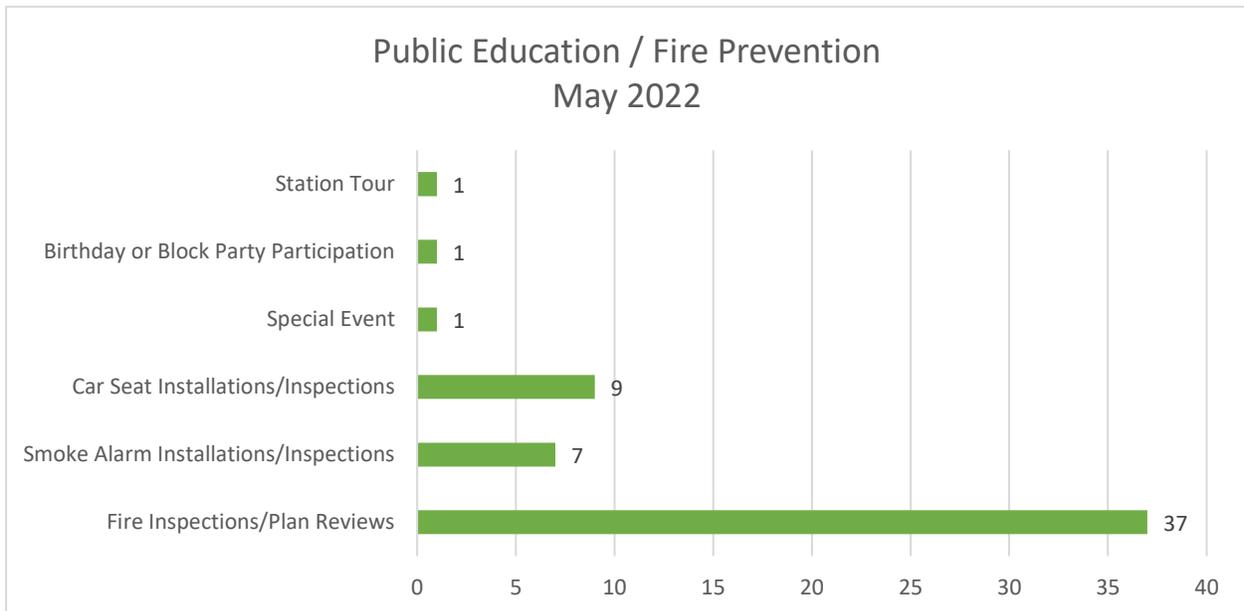
the new lockers have been delivered with the remainder not due to be delivered until August 31st. It should be noted that this work would not have been possible without the assistance of the Town Manager as well as Arche McAdoo to secure funding for these projects.

Training:

Our training hours continue to exceed the monthly requirements as we continue to train the probationary firefighters as well as train on the new Tanker that was placed into service. We also sent two personnel to a car seat installation class for children with special needs. This is a certification that only a select few people have. One of our goals will be to attempt to send additional personnel to this training or even host the training in Carrboro.

Fire Prevention / Public Education:

We had a tremendous turnout of Carrboro Day on May 1st. We saw approximately 150 – 200 children along with numerous adults. In addition to provide fire safety and community risk information, our junior firefighter obstacle course was once again our most popular item.





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Agenda Item Abstract

File Number:22-220

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Economic Development Monthly Report

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

DEPARTMENT: Economic Development

CONTACT INFORMATION: Jon Hartman-Brown, Economic Development Director, 919-391-7846 -
JHartman-Brown@carrboronc.gov

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

FISCAL & STAFF IMPACT: There is no fiscal or staff impact.

RECOMMENDATION: Staff recommends that the Town Council accept the monthly report.



ACTIVITY

- **Attending CBA Marketing, Policy, and Leadership meetings**
I am currently attending CBA Marketing Committee, Policy Committee, and Leadership Council meetings to network with these business owners and find new ways the Department and the Tourism Development Authority can be a part of their initiatives. The 203 Project and Downtown Parking study have been the center of on-going concerns and discussions with the CBA and their respective committees.
- **Business Alliance and ESC Mentor Program Under Development**
We are working to develop a new program for new businesses in Carrboro to be matched with a local business mentor. While this will be similar to SCORE's services, it will be less structured than SCORE's program and will primarily function as a networking opportunity for new start-ups. Both the CBA and the ESC are encouraged by this program and members are willing to participate. Progress on this program has been delayed due to the COVID-19 Mitigation Grant Program. Targeting final policy completion by September 2022.
- **Wayfinding and Parking Signage**
I have been working with Public Works and Communication staff regarding finalizing the development of a wayfinding program for downtown and particularly for public parking in downtown. The more formal signage program is proposed in the 2023 fiscal year budget, but signage for temporary lots the town has acquired leases on is slated for installation within the next month. Additionally, public parking locations have been added to Apple Maps, Google Maps, and Waze to help those using navigation apps easily locate public parking. We have also created a map on our website and will be posting this on social media channels as well.
- **Inter-City Visit Meetings Underway for Fall 2022 Visit**
I have been working with the Chamber and other jurisdictions to meet and discuss options for moving forward with an Inter-City visit again this year since postponing the 2020 trip. The location has yet to be determined.
- **Entrepreneurship Training with Durham Tech Now Completed**
The Town has partnered with Durham Tech to provide a location for two entrepreneurship and existing business training cohorts to take place here in Carrboro. The Town is renting the space and providing refreshments, while Durham Tech is providing the curriculum and facilitators. Scholarships provided by Wells Fargo are available for those who may be unable to pay for the class. We completed our partnership and graduated over 13 participants from the program – 7 of which were BIPOC entrepreneurs. Two of the participants were existing businesses in Carrboro working to move their business to the next level.

- **BIPOC Business Update**

A BIPOC Business Owner’s Roundtable meeting was held on May 31st with over 13 in attendance. The owners of Present Day on Main were in attendance and there was some discussion of the business lending closet during the meeting. Additional follow-up research and areas to explore further include additional BIPOC business training classes, explore potential pre-negotiated professional service contracts open to BIPOC businesses to use, explore business-to-business lending or resource sharing opportunities, and potentially moving the meetings to a more convenient time.

PROJECTS

- **Minority Business Roundtable – Implementation**

Current Status: BIPOC Roundtable held on May 31st

Next Steps: Follow-up on comments from previous Roundtable and schedule another for next quarter.

Projected Completion: On-going. We anticipate these activities to continue and become a part of the economic development workflow process.

- **Downtown Parking Study – Presentation to Advisory Boards**

Current Status: The Council accepted the presentation and referred the study to the advisory boards.

Next Steps: Staff are working with advisory boards to have the study placed on their next meeting agenda.

Project Completion: September 2022

- **COVID-19 Mitigation Business Grants – Routing Agreements for Signature**

Current Status: The grant agreements have been received from the recipients and are being routed for Town signatures.

Next Steps: Issue checks to businesses.

Project Completion: June 2022

- **203 Project Parking Replacement**

Area	Spaces	Availability	Status	Completion
203 S. Greensboro (203 Project)	-100	24/7	--	
Dispute Settlement Center	+6	24/7	Not started	Q2 2022
CommunityWorx	+12	24/7	Under Review	Q2 2022
309 N. Greensboro (Fitch)	+51	Evening & 24 hrs. Weekends	Completed	
502B N. Greensboro (Fitch)	+20	24/7	Completed	
300 E. Main (behind ArtsCenter)	+62	Daytime	Completed	
Net Change	+51	--	--	



Town of Carrboro

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

Agenda Item Abstract

File Number:22-218

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Stormwater Utility Monthly Report

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

DEPARTMENT: Public Works

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

INFORMATION: The report identifies eight separate projects and initiatives that Stormwater staff are currently involved in with updates from the previous month underlined. These are specific efforts, some time-limited, and others part of ongoing stormwater program development, that are above and beyond the baseline workload that includes but is not limited to: complying with two EPA/State NPDES permits; program administration; responding to requests for support and community outreach; stormwater system inspection and maintenance; reviewing development plans; stream determinations/buffer reviews; and illicit discharge response and pollution prevention.

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

RECOMMENDATION: Staff recommends that the Town Council receive the staff report.

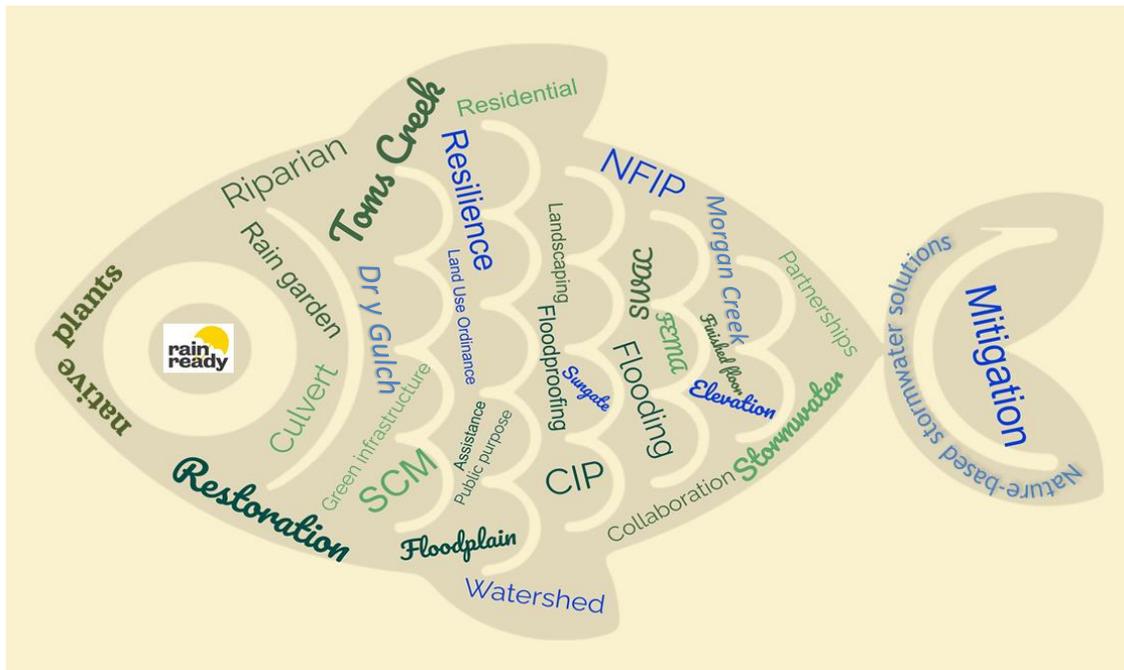
STORMWATER UTILITY MONTHLY REPORT

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PART 1: WATER QUANTITY DRIVEN WORK

1. Flood Resilience Framework



Description: The purpose of this project is to draft a new Flood Resilience Framework to help guide community scale resilience, risk reduction and mitigation efforts.

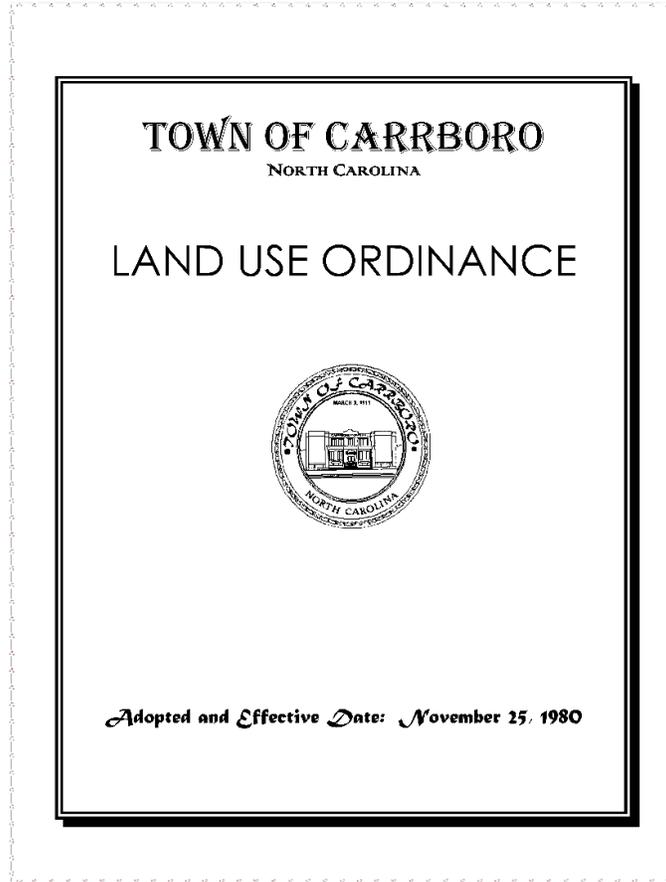
Background: Carrboro and many other communities face water related challenges that are significant and complex. We are trying to simultaneously manage: the effects of more frequent and intense storms with more in store due to climate change; the challenges of historical and future land use and development; and the impacts to both residents and local aquatic ecosystems. This multi-faceted problem requires a multi-faceted solution beginning with the establishment of a framework.

Status: Active. In 2019, the Council directed staff to move forward with a pilot study to address flooding issues that have come to light over the past decade. The Town contracted with the Center for Neighborhood Technology (CNT), resulting in a “RainReady” report in May 2020. The Stormwater Advisory Commission received information on RainReady follow up work and provided review comments. Staff continue to pursue related follow up actions, with active work including but not limited to: drafting a town wide flood resilience framework; exploring obtaining contractual support with single family residential scale technical assistance/assessments; and compiling and publishing a directory of contractors available to provide assistance to residents. The other items (2-8) in this monthly report are also relevant.

Fiscal and Staffing Considerations: Any fiscal impact resulting from financial assistance to be provided as part of a new program will be determined through administrative and policy level review. This work has required and will continue to require a significant amount of staff time which would further increase if staff will be administering a new program.

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

2. Land Use Ordinance Stormwater Provisions Review



Project Description: Review of LUO stormwater provisions.

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

Status: On Hold. This has been referred to Stormwater and Planning staff, Sungate Design, and the Stormwater Advisory Commission. Staff will begin researching and considering the scope of potential changes in the first half of 2022 and anticipate working with the SWAC in late 2022 or early 2023.

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

Additional Information:

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

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

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



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

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

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

Fiscal and Staffing Considerations: If the Town can successfully enter into grant agreements (one for acquisition and one for elevation), costs for work covered by the grants will first be borne by the Town and then reimbursed to the Town with a combination of both Federal and State funds covering eligible costs, provided that all grant requirements are met. If the Town chooses to incur costs prior to entering into the agreement, these costs will not be reimbursable with grant funds. While there would be a significant staff impact to administer the grant funds, the staff capacity is sufficient to do so should FEMA decide to move forward.

Additional Information:

[https://www.fema.gov/media-library-data/1493317448449-b83f27544e36b7bf67913f964a56b15a/HMA Homeowners Guide 040717 508.pdf](https://www.fema.gov/media-library-data/1493317448449-b83f27544e36b7bf67913f964a56b15a/HMA_Homeowners_Guide_040717_508.pdf)

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

4. Stormwater Control Measure Maintenance and Inspection Program



Background: SCMs (“Stormwater Control Measures”) treat runoff to reduce both water quantity and quality impacts. The Town’s Land Use Ordinance (LUO) requires stormwater management with SCMs as part of development projects. A ‘Post Construction Stormwater Program’ ensuring SCMs are properly regulated and maintained is also a requirement of the Town’s NPDES permit with EPA, as administered by the NCDEQ. In early 2020, the Council approved a rate increase to support the necessary capacity to expand program efforts in general, and specifically including SCM compliance oversight. Moving forward with a compliant and comprehensive Town wide SCM maintenance oversight program is also seen as an immediate and effective action that the Town can take for flood/climate change resilience since there are existing regulated SCMs for which performance can be improved with proper maintenance, and risks of poorer future performance can also be avoided through preventative maintenance.

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

- 1) A letter being sent to all owners of Town permitted SCMs outlining their responsibilities and clear communications about the program and what will be happening going forward (initiated in November 2020).
- 2) All owners of Town permitted SCMs being required to initiate their own annual reporting of their maintenance and inspection efforts.
- 3) Stormwater staff committing to complete staff inspections of all Town permitted SCMs during the recently renewed 5-year NPDES permit cycle.

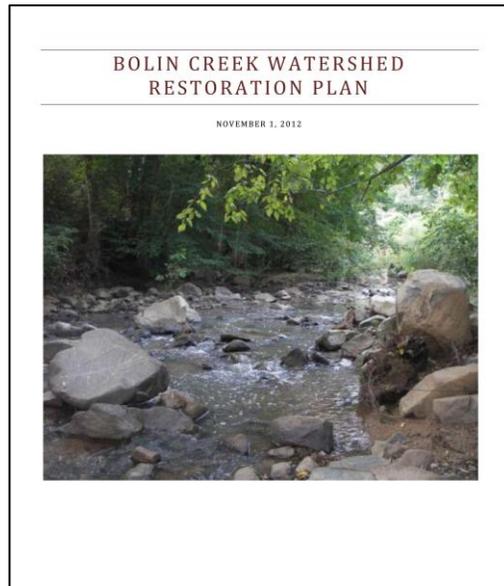
Staff have been reporting on activities to the Stormwater Advisory Commission. Stormwater staff have been and will continue to be working with property owners and their consultants to provide compliance assistance with maintenance and inspection activities. A total of 52 responsible entities have been identified and/or contacted, representing 178 SCMs.

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

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

6/15/2022

5. Bolin Creek Watershed Restoration Plan Implementation



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

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

Status: Active. Between 2012 and 2020, watershed restoration plan implementation was inactive due to insufficient staff capacity and funding resources. In the early spring of 2021, the Town Council approved and the Stormwater Advisory Commission reviewed the submittal of an EPA/NCDEQ 319 grant application with 3 HOAs in the Bolin Forest neighborhood and other partners to address an eroding gully as a restoration and demonstration project. In January 2022, the Council approved accepting the grant agreement. Staff continue to move forward with coordinating with project partners. Kris Bass Engineering was selected to provide engineering support for the project in May and has initiated their work.

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

Additional Information:

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

PART 3: WATER QUANTITY AND WATER QUALITY DRIVEN WORK

6. Stormwater Infrastructure Condition Assessment

STORMWATER CONVEYANCE CONDITION ASSESSMENT	
Excellent	No visible defects, new or near new condition, may still be under warranty if applicable
Good	Good condition, but no longer new, may have some slight defective or deteriorated component(s), but is overall functional
Adequate	Moderately deteriorated or defective component(s), but has not exceeded useful life.
Critical	Defective or deteriorated component(s) in need of replacement; exceeded useful life.
Failed	Failed/damaged components(s) or in need of immediate repair; well past useful life.

Project Description: The purpose of this project is to assess the condition of Town-maintained stormwater infrastructure to inform: life cycle asset management and program revenue needs; capital, smaller project, and repair and maintenance planning and prioritization; and coordination of stormwater infrastructure work with other right of way and facilities maintenance and improvement projects.

Project Background: The Town has pursued work to inventory the Town's stormwater infrastructure over the past 15-20 years. This infrastructure includes features such as inlets, catch basins, pipes, culverts, junction boxes, outlets, ditches and swales, energy dissipation, and Stormwater Control Measures. There was an initial effort that captured much of the inventory and the inventory has been updated as new development has been constructed. Most recently, Stormwater and GIS staff have collaborated to employ new hardware and software tools to facilitate the ongoing maintenance and improvement of the infrastructure inventory. However, a comprehensive condition of stormwater infrastructure does not currently exist.

Status: Active. Stormwater staff are actively planning for completing a comprehensive stormwater infrastructure condition assessment. This will require a phasing/prioritization of infrastructure types (e.g., age, material, size, closed/below ground or open/above ground system) and location and risks and impacts of disrepair/failure of infrastructure to assess over the next several years. The assessments will be more involved and expensive for closed (underground) systems. Staff have been very actively preparing for this work and have included this new initiative as part of the FY 22-23 operating budget submittal.

Fiscal and Staffing Considerations: This will require a combination of contracted services and Town staff work. Slightly over \$100k has been submitted in the budget request for contractual support for FY 23 for priority areas and infrastructure.

Additional Information: A webpage will be created soon and updated as this work progresses.

7. Community Outreach and Engagement



Project Description: Staff continue to expand community outreach and engagement efforts.

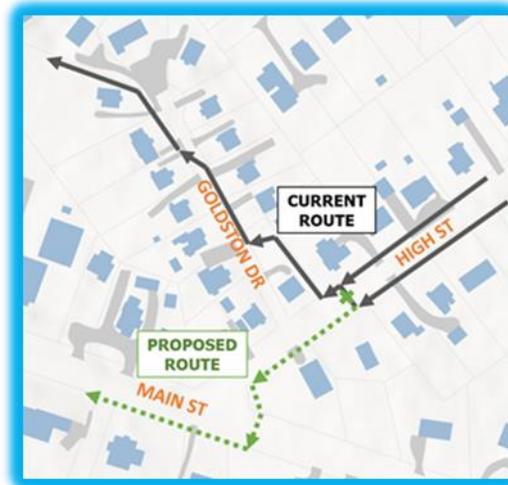
Project Background: Since the Stormwater Utility and Division were created in 2018, staff have developed and pursued a number of methods and means for community outreach and engagement. For example, staff created a Homeowners Manual and have shared it with residents via the website and with social media and virtual and in-person events. Staff have also collaborated with Chapel Hill for two annual Joint Stream Clean-ups. A variety of other specialized outreach materials and activities have been pursued such as “Tree Tags”, a virtual stream buffer restoration presentation, and an event at the dog park. Staff have provided one-on-one and neighborhood scale technical assistance to residents on topics such as pollution prevention, roof disconnects, erosion control, riparian restoration, tree plantings, land records access, federal, state, and local permitting and assistance and more. Many online and print outreach materials have been created.

Status: Ongoing. Stormwater staff were present at the Carrboro Farmers Market on May 21st. One focus in May and early June was on publicizing and continuing to populate a new [contractor directory](#). (Listing in the directory does not require prequalification nor represent an endorsement of the company or its services.) New stormwater content continues to be created as part of the town wide website revamp. Stormwater staff continue to work with the Town’s Communications Director to create new content to feed into newsflashes and weekly newsletters. Staff have also been working on a trash cart sticker to provide information on whom to contact with different Public Works related questions. Staff plan to continue to plan for and ramp up work with the Recreation and Parks Department, neighborhoods, and the school system.

Fiscal and Staffing Considerations: This work is integrated into the ongoing work of staff and the operating budget; no new impact is anticipated.

Additional Information: The [Stormwater Outreach webpage](#) has more information.

8. Stormwater Capital Projects



Project Description: Staff continue to implement and plan for stormwater capital projects.

Project Background: Since the Stormwater Utility and Division were created in 2018, a Stormwater section of the annually updated Capital Improvement Program has been included, and stormwater capital projects have been pursued. Two capital projects have been completed, a stream restoration at Public Works and a culvert replacement on Broad Street.

Status: Ongoing. There is one currently active and approved capital project funded by the Stormwater Enterprise Fund. It is for infrastructure improvements in the West Main Street vicinity. Construction bids were received, and a contractor (Hollins Construction Services) selected. Construction is scheduled to start in June. This project will divert some of the runoff generated along High Street out to Main Street instead of the current conveyance route along Goldston Ave. and continuing through downstream private properties. Staff continue with future project planning and development work; recommendations have been passed on for the annual update to the Capital Improvement Program. The condition assessment work referenced in #6 is an important aspect of this work. Staff are also working to identify new green stormwater infrastructure opportunities for Town owned/maintained facilities and rights of way.

Fiscal and Staffing Considerations: This work is integrated into the ongoing work of staff; no new impact is anticipated aside from the fiscal impact identified as part of future project approval.

Additional Information: Information on the Town's CIP is available at [this link](#). A [project webpage](#) has been created for the High Street project,



Town of Carrboro

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

Agenda Item Abstract

File Number:22-219

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Consideration of Human Services Funding for FY23

PURPOSE: The purpose of this agenda item is for the Carrboro Town Council to consider human services funding recommendations for FY23.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Anne-Marie Vanaman, Management Specialist, 919-918-7321, amvanaman@townofcarrboro.org <mailto:amvanaman@townofcarrboro.org>

INFORMATION: The Town Manager's Recommended Budget for FY23 includes an appropriation of \$274,000 to be distributed to local nonprofit agencies providing services to the residents of Carrboro.

The FY23 Outside Agency/Human Services application cycle received 51 applications from nonprofit agencies, requesting a total of \$641,986. The Town's Human Services Advisory Commission reviewed the applications and held a total of six public hearings in February and March. During the hearings, the Commission heard presentations from applicants and asked questions related to performance, financial and organizational information, and current services.

On April 11, 2022, the Human Services Commission made a preliminary recommendation to fund all 51 agencies for a total \$274,000. They reconvened on June 15th to reallocate funds for one non-profit which has closed; revise their recommendation for IFC in light of the Town Council's decision to support IFC's request for shelter funding; and to address a potential correction. Their final recommendation can be found as Attachment B, and final recommended allocations are provided in Attachment C.

Conflict of Interest Statute for Public Officials in G.S. § 14-234.3

On April 29, 2022, Town Attorneys presented a memorandum to Mayor Seils and the Town Council regarding the conflict-of-interest statute in G.S. § 14-234.3 for public officials holding leadership positions with nonprofit entities. This statute, which took effect on January 1, 2022, prohibits public officials who also serve as directors, officers, or governing board members for nonprofits from participating "in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation" with those

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

nonprofits that the public official is associated with.

As required per this statute, Council Members who hold leadership positions with any of the Human Services nonprofit applicants will recuse themselves from deliberation and voting on FY23 Human Services funding.

FISCAL & STAFF IMPACT: The FY23 Town Manager's Recommended Budget includes an appropriation of \$274,000 for Human Services funding.

RECOMMENDATION: Staff recommends that the Town Council consider approving the Human Services funding recommendations. A resolution is provided as Attachment A.

**A RESOLUTION APPROVING THE HUMAN SERVICES ADVISORY COMMISSION
FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2022-2023**

June 21, 2022

WHEREAS, the Town of Carrboro established as a policy to support human services agencies that provide invaluable services to Carrboro citizens; and

WHEREAS, fifty-one (51) agencies applied for funding through the established Human Services funding process; and

WHEREAS, the Human Services Advisory Commission has reviewed all the applications that applied for funding in the 2022-2023 funding cycle; and

WHEREAS, the Town of Carrboro's budgeted human services funding level for fiscal year 2022-2023 is \$274,000; and

WHEREAS, the Human Services Advisory Commission recommended funding fifty (50) agencies for a total of \$274,000.

NOW THEREFORE, THE CARRBORO MAYOR AND TOWN COUNCIL RESOLVE THAT:

Section 1. The Carrboro Town Council approves and allocates the funding recommendations of the Human Services Advisory Commission as indicated in Attachment C of this agenda item for fiscal year 2022-2023 in the amount of \$274,000.

Section 2. This resolution is effective immediately and a copy of this resolution shall be forwarded to the Town's Finance Officer.



TOWN OF CARRBORO

Human Services Advisory Commission

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

JUNE 15, 2022

Human Services Funding Recommendations

Motion was made by Janet Archer, and seconded by Quinton Harper, that the Human Services Advisory Commission recommends that the Town Council consider the following nonprofit funding recommendations reflected below and in the attached document:

The Human Services Advisory Commission received fifty-one (51) applications for funding for FY 2022–2023.

With \$274,000 available in Human Services funding for FY 2022-2023, the Human Services Commission recommends funding 50 nonprofits for a total of \$274,000.

Comments:

VOTE:

YES: (Josie Hartman, Earleen Burch, Janet Archer, Quinton Harper, Ronni Zuckerman, Wes Knepper)

ABSENT/EXCUSED: (Vicky Cruz)

NOES: (0)

ABSTENTIONS: (0)

By a unanimous show of hands, the Human Services Commission membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

(Chair)

(Date)

Town of Carrboro FY 23 Human Services Funding Recommendations

Agency	Received FY2022	Requested FY2023	Recommended FY2023	Staff Notes
A Helping Hand	\$ 1,500.00	\$ 3,000.00	\$ -	Agency Closed
Art Therapy Institute	\$ 3,500.00	\$ 10,000.00	\$ 4,750.00	
Big Brothers Big Sisters of the Triangle, Inc.	\$ 2,000.00	\$ 5,000.00	\$ 2,500.00	
Boomerang Youth, Inc.	\$ 2,700.00	\$ 5,000.00	\$ 2,700.00	
CH-Carrboro Public School Foundation	\$ 900.00	\$ 5,000.00	\$ 2,750.00	
Chapel Hill - Carrboro Meals on Wheels	\$ 12,800.00	\$ 14,000.00	\$ 12,500.00	
Chapel Hill Training & Outreach-Kidscope	\$ 1,000.00	\$ 2,000.00	\$ 1,200.00	
Charles House Assoc.	\$ -	\$ 1,000.00	\$ 500.00	
Child Care Services Assoc.	\$ 3,800.00	\$ 7,500.00	\$ 3,800.00	
Club Nova Community Inc.	\$ 18,000.00	\$ 25,000.00	\$ 15,000.00	
Community Empowerment Fund	\$ 2,600.00	\$ 6,000.00	\$ 3,500.00	
Compass Center	\$ 8,000.00	\$ 9,900.00	\$ 8,000.00	
Diaper Bank of NC	\$ 3,000.00	\$ -	\$ -	Did not apply
Dispute Settlement Center of Orange County	\$ 5,000.00	\$ 8,000.00	\$ 4,500.00	
Duke Hospice	\$ 1,000.00	\$ -	\$ -	Did not apply
El Centro Hispano	\$ 19,500.00	\$ 21,450.00	\$ 19,000.00	
El Futuro, Inc	\$ 6,200.00	\$ 7,068.00	\$ 6,500.00	
EmPOWERment Inc.	\$ 19,200.00	\$ 25,000.00	\$ 20,000.00	
Exchange Club Family Center in Alamance County	\$ 500.00	\$ 500.00	\$ 500.00	
Freedom House Recovery Center	\$ 8,500.00	\$ 18,579.00	\$ 7,750.00	
Grow to Life/CH Parks & Rec	\$ 3,400.00	\$ 26,000.00	\$ 2,500.00	
Hope Renovations	\$ 1,000.00	\$ 12,000.00	\$ 2,000.00	
IFC for Social Service	\$ 25,000.00	\$ 25,000.00	\$ 5,000.00	Shelter Program will be funded outside this process in FY23; Request and recommendation support Kitchen/Food only
IFC for Social Service(Food for the Summer)	\$ 1,500.00	\$ -	\$ -	Did not apply
Marion Cheek Jackson Ctr for Saving/Making HX	\$ 6,000.00	\$ 25,000.00	\$ 22,500.00	Correction of an application error for Northside Neighborhood Initiative request (\$16,000).
OE Enterprise, INC	\$ 1,900.00	\$ 5,000.00	\$ 1,500.00	
Orange Co Literacy Council	\$ 3,000.00	\$ 5,000.00	\$ 2,800.00	
Orange Co Partnership for Young Children	\$ 3,000.00	\$ 4,500.00	\$ 3,000.00	
Orange Co Rape Crisis Center	\$ 15,000.00	\$ 18,000.00	\$ 16,250.00	
Orange County Dept on Aging(Senior Lunch Program)Volunteer Connect 55+	\$ 3,500.00	\$ 4,450.00	\$ 3,000.00	
Orange County Living Wage	\$ 650.00	\$ 1,000.00	\$ 650.00	
Oxford House	\$ 6,500.00	\$ 15,000.00	\$ 6,000.00	
Piedmont Health Services	\$ 21,750.00	\$ 30,000.00	\$ 22,000.00	
Piedmont Wildlife Center	\$ 500.00	\$ 3,000.00	\$ 500.00	
Planned Parenthood South Atlantic	\$ 860.00	\$ 1,000.00	\$ 1,000.00	
PORCH, Inc.	\$ 4,250.00	\$ 6,600.00	\$ 4,500.00	
Rebuilding Together of the Triangle, Inc.	\$ 2,865.00	\$ 5,000.00	\$ 2,900.00	
Refugee Community Partnership	\$ 7,000.00	\$ 10,000.00	\$ 7,500.00	
RENA-Rogers Eubanks Neighborhood Assoc.	\$ 21,200.00	\$ 52,860.00	\$ 22,000.00	
TABLE	\$ 8,000.00	\$ 16,000.00	\$ 7,500.00	
The ARC of the Triangle	\$ 3,400.00	\$ 7,500.00	\$ 2,500.00	

Town of Carrboro FY 23 Human Services Funding Recommendations

Agency	Received FY2022	Requested FY2023	Recommended FY2023	Staff Notes
Transplanting Traditions Community Farm, Inc.	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	
E3 Camp	\$ -	\$ 1,500.00	\$ 1,000.00	New Applicant
Family Reading Partners	\$ -	\$ 2,000.00	\$ 1,000.00	New Applicant
Farmer Foodshare	\$ -	\$ 15,300.00	\$ 2,000.00	
Friends of the Mountain to Sea Trail	\$ -	\$ 5,000.00	\$ 500.00	New Applicant
Pee Wee Homes	\$ -	\$ 5,676.00	\$ 2,250.00	New Applicant
Senior Care of Orange	\$ -	\$ 2,000.00	\$ 800.00	
Reintegration Support Network	\$ -	\$ 4,103.00	\$ 1,500.00	New Applicant
Triangle BikeWorks	\$ 2,500.00	\$ 5,000.00	\$ 2,500.00	
Triangle Disability Awareness (Orange County Disability Awareness Council)	\$ 4,125.00	\$ 27,000.00	\$ 3,500.00	
Voices Together	\$ -	\$ 5,000.00	\$ 750.00	
Volunteers for Youth, Inc.	\$ 1,400.00	\$ 2,000.00	\$ 1,400.00	
WCOM-LP Radio(Public Gallery of Carrboro)	\$ 1,000.00	\$ 1,500.00	\$ 750.00	
Total	\$ 274,000.00	\$ 532,986.00	\$ 274,000.00	



Town of Carrboro

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

Agenda Item Abstract

File Number:22-221

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Permit Extension Request for Previously Issued Conditional Use Permit, now Special Use Permit-A, for Mixed Use Building at 603 Jones Ferry Road

PURPOSE: The purpose of this agenda item is for Town Council to consider approving a request for an extension of the date when a Conditional Use Permit would otherwise expire for a Mixed-Use Building at 603 Jones Ferry Road. Town Staff recommends approval of the request.

DEPARTMENT: Planning Department

CONTACT INFORMATION: Marty Roupe, Development Review Administrator, 919-918-7333, mroupe@carrboronc.gov <<mailto:mroupe@carrboronc.gov>>

INFORMATION: On behalf of Mr. Francis Chan, Mr. Tom Wiltberger has requested an extension of the date on which a previously issued Conditional Use Permit (CUP) would otherwise expire on June 26, 2022. The Council originally granted this CUP on June 26, 2020. The permit allows construction of a mixed-use building consisting of office space on the ground floor and four residential units on the second floor. Construction of the project has not commenced. The construction plans are under review. A resolution approving the request is included as Attachment A should the Council choose to approve it.

The applicant has submitted a letter, included as Attachment B, related to compliance with LUO Section 15-62 and specifically requesting a two-year extension. A staff report regarding compliance with Section 15-62 is included as well as Attachment C.

Lastly, the original CUP document is included as Attachment D for reference.

FISCAL & STAFF IMPACT: The applicant has paid the applicable fee associated with this request. No other impact is noted.

RECOMMENDATION: Town Staff recommends that the Town Council adopt the attached resolution approving the permit extension request. The new expiration date for the permit would be June 26, 2024.

A RESOLUTION APPROVING THE EXTENSION OF THE DATE ON WHICH THE CUP, NOW SUP-A, FOR A MIXED USE BUILDING AT 603 JONES FERRY ROAD WOULD OTHERWISE EXPIRE

WHEREAS, the Town Council approved a Conditional Use Permit for a Mixed Use Building at 603 Jones Ferry Road on June 26th, 2018; and

WHEREAS, the Town Council approved a Conditional Use Permit Extension Request for the project, extending the date to June 26, 2022; and

WHEREAS, Section 15-62(a) of the Town of Carrboro Land Use Ordinance allows for permit extensions; and

WHEREAS, the Town Council finds, per Section 15-62(c) of the LUO, that: 1) the permit has not expired, and 2) the permit recipient has proceeded with due diligence and good faith, and 3) conditions have not changed so substantially as to warrant a new application.

NOW, THEREFORE BE IT RESOLVED by the Town Council that the expiration date for the permit for a Mixed Use Building at 603 Jones Ferry Road is hereby extended to June 26, 2024.

This the 21st day of June 2022.

June 16, 2022

Mr. Marty Roupe
Zoning Department
Town of Carrboro
301 W. Main Street
Carrboro, NC 27510

Subject: CUP Permit Extension for 603 Jones Ferry Road project – Permit #BALD-000544-2020

Dear Marty,

I am working with Francis Chan on the development of the property located at 603 Jones Ferry Road. As we've discussed, the CUP for this development is set to expire on June 26th. As communicated to you in May, we respectfully request that the Town Council extend the permit for 2 years. We have pre-paid the extension fee.

In accordance with Land Use Ordinance Section 15-62(c)(ii) and (iii), the Owners/ Developers of 603 Jones Ferry Road property have "proceeded with due diligence and in good faith" and that "conditions have not changed so substantially as to warrant a new application." Our understanding is that "extensions may be granted without resort to the formal processes and fees required for a new permit."

We realize that a prior extension was granted, primarily to a decline in Francis Chan's health condition. While that health situation has improved to some degree, it is ongoing. Furthermore, the challenges presented by disruptions in the construction and development business due to the pandemic have created further delays.

For the above reasons, we are seeking a two-year extension of this CUP. We hope that Town Council will consider the factors and grant the extension.

Please contact me if you have any questions.

Respectfully,



Tom Wiltberger
Terra Nova Global Properties
310 E. Main St. Ste. #305
Carrboro, NC 2510
Ph. (919)451-0740

cc: Francis and Jenny Chan
101 Harkness Circle
Durham, NC 27701
Ph. (919) 260-8848

STAFF REPORT

TO: Town Council

DATE: June 17, 2022

PROJECT: Conditional Use Permit, now Special Use Permit-A,
Extension Request for Mixed Use Building at 603 Jones
Ferry Road

APPLICANT: Mr. Tom Wiltberger
Terra Nova Global Properties
310 East Main Street, #305
Carrboro, NC 27510

OWNERS: FJC Trust
Contact: Francis and Jenny Chan
101 Harkness Circle
Durham, NC 27705

PURPOSE: Request for an extension of date when Conditional Use
Permit would otherwise expire for a Mixed Use Building at
603 Jones Ferry Road. This CUP permit will otherwise
expire on June 26th, 2022.

EXISTING ZONING: O (Office)

PIN: 9778-34-6032

LOCATION: 603 Jones Ferry Road

TRACT SIZE: 1.1 acres (47,916sf)

EXISTING LAND USE: Vacant

PROPOSED LAND USE: Mixed Use Building-1st floor to be office space (use#
3.120) and 2nd floor to be four (4) residential units (use#
1.200)

**SURROUNDING
LAND USES:** North: O, Willow Creek Office Complex
South: R-3, Ashbrook Apartments
West: R-3, Poplar Place Apartments
East: R-3, Ashbrook Apartments

RELEVANT

ORDINANCE SECTIONS: Section 15-62 Expiration of Permits

BACKGROUND

The applicant is requesting that the date on which a previously issued Conditional Use Permit (CUP) would otherwise expire, on June 26th, 2022, be extended two years to an expiration date of June 26, 2024.

The Town Council originally granted the Conditional Use Permit on June 26, 2018. Town Council subsequently approved an extension request that created the current expiration date of June 26, 2022. The CUP allows for the construction of 1st floor to be office space (use# 3.120) and 2nd floor to be four (4) residential units (use# 1.200).

APPLICABLE LUO PROVISIONS

Extensions to the date on which a permit would otherwise expire must be granted in accordance with Section 15-62 (Expiration of Permits) of the LUO. Specifically, please note that Section 15-62(a) of the LUO dictates that the CUP would expire, on June 26, 2022 in this case, because less than ten percent (10%) of the total cost of all construction, erection, alteration, excavation, demolition, or similar work on the development authorized by the permit has been completed on the site. Construction plans are under review, onsite work has not commenced.

Section 15-62(c) gives the permit-issuing authority (Town Council) the authority to grant an extension to the date on which the permit would otherwise expire. Section 15-62(c) reads as follows:

“(c) The permit-issuing authority may extend for a period up to two years the date when a permit would otherwise expire pursuant to subsections (a) and (b) if it concludes that (i) the permit has not yet expired, (ii) the permit recipient has proceeded with due diligence and in good faith, and (iii) conditions have not changed so substantially as to warrant a new application. Successive extensions may be granted for periods up to two years upon the same findings. All such extensions may be granted without resort to the formal processes and fees required for a new permit.”

Staff offers the following information related to the conditions outlined in Section 15-62(c):

1. The permit has not yet expired.

COMPLIANCE: *No, the permit has not expired. The permit is set to expire on June 26th, 2022.*

2. The permit recipient has proceeded with due diligence and in good faith.

COMPLIANCE: *Yes, the permit recipient has proceeded with due diligence and in good faith. Mr. Francis Chan has been dealing with a personal health issue as well as navigating market disruptions associated with the pandemic, as explained in the applicant's letter.*

3. Conditions have not changed so substantially as to warrant a new application.

COMPLIANCE: *Yes, it is true that conditions have not changed so substantially as to warrant a new application. No changes to the property have taken place since the permit was originally approved.*

RECOMMENDATION

Town Staff recommends that the Town Council adopt the attached resolution approving the permit extension request. The new expiration date for the permit would be June 26, 2024.

M
MK



20180911000174820 S/INS
Bk:RB6520 Pg:266
09/11/2018 01:22:52 PM 1/3

FILED Mark Chilton
Register of Deeds, Orange Co. NC
Recording Fee: \$26.00
NC Real Estate TX: \$.00

JB

PREPARED BY AND RETURN TO:

**TOWN CLERK
TOWN OF CARRBORO
301 West Main Street
CARRBORO, NORTH CAROLINA 27510**



**ORANGE COUNTY
NORTH CAROLINA**

**TOWN OF CARRBORO
CONDITIONAL USE PERMIT GRANTED**

On the date(s) listed below, the Board of Aldermen of the Town of Carrboro met and held a public hearing to consider the following application:

APPLICANT: FJC Trust
OWNERS: Francis Chan
PROPERTY LOCATION: 603 Jones Ferry Road
PINs 9778-34-6032 <i>WR</i>
PROPOSED USE OF PROPERTY: Mixed Use Building – 1st floor to be office space, 2nd floor to be four residential units
CARRBORO LAND USE ORDINANCE USE CATEGORY: 3.120 and 1.200
MEETING DATES: June 26, 2018

Having heard all the evidence and arguments presented at the hearing, the Board finds that the application is complete, that the application complies with all of the applicable requirements of the Carrboro Land Use Ordinance for the development proposed, and that therefore the application to make use of the above-described property for the purpose indicated is hereby approved, subject to all applicable provisions of the Land Use Ordinance and the following conditions:

1. The applicant shall complete the development strictly in accordance with the plans submitted to and approved by this Board, a copy of which is filed in the Carrboro Town Hall. Any deviations from or changes in these plans must be submitted to the Development Review Administrator in writing and specific written approval obtained as provided in Section 15-64 of the Land Use Ordinance.
2. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.

3. That the applicant must obtain a driveway permit from NCDOT prior to construction plan approval.
4. That prior to Construction Plan approval, the applicant provide letters from electric, gas, telephone and cable providers that this project can be served to this development.
5. That prior to Construction Plan approval, the applicant provide the necessary light pollution plan sheet in order to verify compliance with the .2 footcandle requirements at the property line per Section 15-242.5 of the LUO.
6. That the applicant shall provide to the Zoning Division, prior to the recordation of the final plat for the project or before the release of a bond if some features are not yet in place at the time of the recording of the final plat, Mylar and digital as-builts for the stormwater features of the project. Digital as-builts shall be in DXF format and shall include a base map of the whole project and all separate plan sheets. As-built DXF files shall include all layers or tables containing storm drainage features. Storm drainage features will be clearly delineated in a data table. The data will be tied to horizontal controls.
7. That 3-4 native tree species instead of 1 (Willow Oak) species be planted to insure the longevity and health of the plantings.
8. That conduit and electrical wiring will be added to support high-speed charging of electric vehicles.
9. That LED be used for outdoor lighting and energy efficiency and to minimize light pollution.

This permit shall automatically expire within two years of the date of issuance if the use has not commenced or less than 10 percent (10%) of total cost of construction has been completed or there has been non-compliance with any other requirements of Section 15-62 of the Carrboro Land Use Ordinance.

All street construction on those streets proposed for acceptance by the Town of Carrboro shall be certified by an engineer. Engineering certification is the inspection by the developer's engineer of the street's subgrade, base material, asphalt paving, sidewalks and curb and gutter, when used. The developer's engineer shall be responsible for reviewing all compaction tests that are required for streets to be dedicated to the town. The developer's engineer shall certify that all work has been constructed to the town's construction specifications.

If this permit authorizes development on a tract of land in excess of one acre, nothing authorized by the permit may be done until the property owner properly executes and returns to the Town of Carrboro the attached acknowledgment of the issuance of this permit so that the town may have it recorded in the Orange County Registry.



NORTH CAROLINA
ORANGE COUNTY

IN WITNESS WHEREOF, the Town of Carrboro has caused this permit to be issued in its name, and the undersigned being all of the property above described, do hereby accept this Conditional Use Permit, together with all its conditions, as binding upon them and their successors in interest.

THE TOWN OF CARRBORO

ATTEST:

Catherine C. Dorando (SEAL)
Town Clerk

BY David Andrews
Town Manager

I, Andressa Thorne a Notary Public in and for said County and State, do hereby certify that Catherine C. Dorando, Town Clerk for the Town of Carrboro, personally came before me this day and being by me duly sworn says each for himself that she knows the corporate seal of the Town of Carrboro and that the seal affixed to the foregoing instrument is the corporate seal of the Town of Carrboro, that David Andrews, Town Manager of said Town of Carrboro and Catherine C. Dorando, Town Clerk for the Town of Carrboro subscribed their names thereto; that the corporate seal of the Town of Carrboro was affixed thereto, all by virtue of a resolution of the Board of Aldermen, and that said instrument is the act and deed of the Town of Carrboro.

IN WITNESS THEREOF, I have hereunto set by hand and notarial seal this the 30th day of August, 2018.

Andressa Thorne (SEAL)
Notary Public

My Commission Expires: 6-10-2023

Andressa Thorne, Notary Public
Orange County, North Carolina
My Commission Expires 6/10/2023

I, **Francis Chan**, owner, do hereby acknowledge receipt of this Conditional Use Permit. The undersigned owner does further acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding upon them and their successors in interest.

Francis Chan
By: Francis Chan
Authorized Agent/Owner

NORTH CAROLINA

Derham COUNTY

I, Sonye T. Jones, a Notary Public for said County and State, do hereby certify that, Francis Chan, representing FJC Trust a limited liability company, personally appeared before me this day and acknowledged the due execution of the foregoing instrument on behalf of the company.

Witness my hand and official seal this the 30th day of August, 2018.

Sonye T. Jones
Notary Public

SONYE T. JONES
NOTARY PUBLIC
PERSON COUNTY, NC

My Commission Expires: March 8, 2023

(Not valid until fully executed and recorded)

**PREPARED BY AND RETURN TO:
TOWN CLERK
TOWN OF CARRBORO
301 West Main Street
CARRBORO, NORTH CAROLINA 27510**





Town of Carrboro

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

Agenda Item Abstract

File Number:22-227

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Revised Town Council Committee Assignments

PURPOSE: The purpose of this item is to allow the Town Council to consider a revision of committee assignments for 2022.

DEPARTMENT: Town Council / Clerk's Office

CONTACT INFORMATION: Mayor Seils

INFORMATION: The Town Council have responsibilities on various Town and other governmental committees. This will allow the Council to discuss the revised committee assignments.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: It is recommended that the Town Council approve the revised committee assignments document.

Town Council Committee Assignments

June 21, 2022

Committee	Assignment
Town Advisory Boards	
Affordable Housing Advisory Commission	Posada
Appearance Commission	Posada
Arts Committee	Nowell
Board of Adjustment	Seils
Climate Action Team	Haven-O'Donnell, Slade
Community Safety Task Force	Seils, Foushee, Slade
Economic Sustainability Commission	Haven-O'Donnell, Romaine
Environmental Advisory Board	Haven-O'Donnell
Greenways Commission	Seils, Haven-O'Donnell
Human Services Commission	Foushee
Northern Transition Area Advisory Committee	Romaine
Planning Board	Nowell
Racial Equity Commission	Foushee, Haven-O'Donnell
Recreation and Parks Commission	Nowell
Stormwater Advisory Commission	Slade
Transportation Advisory Board	Seils
Truth Plaque Task Force	Romaine
Youth Advisory Board	Seils
Intergovernmental Bodies	
Chamber for a Greater Chapel Hill-Carrboro Board of Directors	Seils
Chapel Hill Public Transit Committee ("Transit Partners Committee")	Seils, Haven-O'Donnell
Chatham-Orange Joint Planning Task Force	Nowell
Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Board	Seils, Nowell (alternate)
Family Success Alliance Advisory Council	Posada
Intergovernmental Parks Work Group	Romaine
North Carolina Metropolitan Mayors Coalition	Seils
Orange County Food Council	Slade
Orange County Local Government Affordable Housing Collaborative	Romaine
Orange County Partnership to End Homelessness Leadership Team	Foushee
Orange County Solid Waste Advisory Group	Seils, Haven-O'Donnell
Orange County Transit Plan Policy Steering Committee	Foushee
Orange County Visitors Bureau Board of Directors	Seils
Triangle J Council of Governments Board of Delegates	Haven-O'Donnell, Posada (alternate)



Town of Carrboro

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

Agenda Item Abstract

File Number:22-226

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

A Resolution Canceling the June 28, 2022 Town Council Meeting

PURPOSE: The purpose of this item is to cancel the Council's June 28, 2022 meeting.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Mary Bryant, 919-918-7310

INFORMATION: The resolution attached cancels the June 28, 2022 meeting.

FISCAL & STAFF IMPACT: None

RECOMMENDATION: Staff recommends that the Council adopt the attached resolution.

A RESOLUTION CANCELING THE JUNE 28, 2022 TOWN COUNCIL MEETING

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

Section 1. The June 28, 2022 Town Council meeting is canceled.



Town of Carrboro

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

Agenda Item Abstract

File Number:22-229

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Authorization for the Town Manager to Accept Payment for Damages to Fire Station 2 and Sign the Release for Property Damage Only.

PURPOSE: The purpose of this agenda item is to authorize the Town Manager to accept payment for damages to Fire Station 2 by Utility Line Construction Services, LLC (ULCS) and authorize the Release for Property Damage Only.

DEPARTMENT: Public Works

CONTACT INFORMATION: Daniel Snipes, Interim Public Works Director, 919-918-7424, dsnipes@carrboronc.gov <<mailto:dsnipes@carrboronc.gov>>; Arche McAdoo, Finance Director, 919-918-7439, amcadoo@carrboronc.gov <<mailto:amcadoo@carrboronc.gov>>

INFORMATION: On March 4, 2022, Utility Line Construction Services, LLC (ULCS) was contracted by Duke Energy to perform electrical work on the parking lot lights located at Fire Station 2. During the work being performed, the building experienced a surge of power damaging the hot water heater, five transformers in the air-conditioning, microwave oven, and surge strips. Damages to the facility totaled \$5,207.64. ULCS has issued a check to the Town of Carrboro, in the amount of \$5,207.64, for reimbursement of the cost of repairs undertaken by the Public Works Department. ULCS is requesting that the Town accept payment for the damages and release ULCS in full of all claims.

FISCAL & STAFF IMPACT: ULCS has provided the Town reimbursement for all repairs done by the Public Works Department totaling \$5,207.64.

RECOMMENDATION: Staff recommends that the Town Council authorize the Town Manager to accept payment for damages to Fire Station 2 and sign the Release for Property Damage Only (See attachment A - Release for Property Damage Only).

PROPERTY DAMAGE RELEASE ONLY
CLAIM # 4A22037HSNX0001
Town of Carrboro

That the undersigned, being of lawful age, for the sole consideration of Five Thousand Two Hundred Seven Dollars 64/100 (**\$5,207.64**) to the undersigned in hand paid by Utility Line Construction Services, LLC., after receipt of this fully executed release the Town of Carrboro hereby releases and forever discharges, acquits, and forgives, Utility Line Construction Services, LLC., and his, her, their or its agents, servants, successors, heirs, executors, administrators and all other person, firms, corporations, associations or partnerships from any additional known property damage claims, including loss of use on account of or in any way growing out of any and all known property damage and the consequences thereof resulting or to result from the accident or event which occurred on or about the 4th day of March, 2022, at or near 1411 Homestead Road, Chapel Hill, NC. 27516.

It is understood and agreed that this settlement is the compromise of a claim and that the payment made is not to be construed as an admission of liability on the part of the party or parties hereby released and is intend merely to avoid litigation of the released claims.

The undersigned further declare(s) and represents(s) that no promise, inducement or agreement not herein expressed has been made to the undersigned, and that this Release contains the entire agreement between the parties hereto, and that the terms of this Release are contractual and not a mere recital.

THE UNDERSIGNED HAS READ THE FOREGOING RELEASE AND FULLY UNDERSTANDS IT.

Signed, sealed, and delivered this 21st day of June, 2022.

CAUTION: READ BEFORE SIGNING

Witness

Signature –

Signature –

THE TOWN OF CARRBORO

By: _____
Richard White, Town Manager

ATTEST:

By: _____
Wesley Barker, Town Clerk

[SEAL]

STATE OF _____

COUNTY OF _____

On the ____ day of _____, 20____, before me personally appeared _____ to me known to be the person(s) named herein and who voluntarily executed the foregoing Release and he/she acknowledged to me that they executed the same.

My term expires _____, 20____.

Notary Public



Agenda Item Abstract

File Number:22-180

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Designation of Fund Balance for FY22 Budget Items Not Yet Spent or Encumbered

PURPOSE: The Town Council is requested to designate fund balance in the General Fund to carry over to next year for certain budget items where funds have not been spent or encumbered.

DEPARTMENT: Finance

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

INFORMATION: The Town Manager has identified several activities/programs in the adopted FY 2021-22 general fund budget where funds appropriated have not been spent or encumbered. These funds total \$1,170,554 and will be needed when activities/programs are developed, and a vendor identified for the service or item. Included in the designated fund balance for carryover are the following items that were added in the recent budget amendment for the General Fund:

Finance	Software upgrades	\$ 75,000
Fire	Fire Engine Equipment	\$ 75,000
Rec, Park, & CR	Govt Advanced Racial Equity	\$ 141,860
Non-Departmental	Comp and Class Study	\$ 660,220
	Total	<u>\$ 952,080</u>

As part of the transition from one fiscal year to the next, Finance requests all departments to identify budgeted activities/programs that are not complete, so that the funding for these unspent budgeted items may be considered for carry over at year-end for use at a future date. This avoids possible interruption of the planning or implementation for these activities/programs. Designating fund balance for the use of these budgeted, but unspent or not encumbered funds, allows for a more accurate presentation of the undesignated fund balance portion of the General Fund in the annual audit report.

The resolution to designate fund balance (Attachment A) authorizes the carryover to next fiscal year of unexpended budget balance for specified item(s) contingent upon confirmation by the independent audit for the year ending June 30, 2022. The Town Manager is also authorized to transfer these funds to the appropriate department.

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

FISCAL & STAFF IMPACT: The budget items identified total \$1,170,554 to be carried over from FY 2021-22 to FY 2022-23. If not carried over, an appropriation in the FY 2022-23 budget may be necessary to continue these activities/programs.

RECOMMENDATION: The Town Council is requested to consider for adoption the attached resolution designating fund balance for the items identified.

**A RESOLUTION APPROVING DESIGNATION OF FUND BALANCE
FOR FY 2021-22 BUDGET FUNDS NOT YET SPENT OR ENCUMBERED**

WHEREAS, the Town Manager has described to the Town Council the desirability of adopting a resolution to designate fund balance for certain projects:

BE IT RESOLVED by the Town Council that fund balance in the General Fund is designated to fund the following items:

**Designated Fund Balance
FY 2021-22**

<u>Department</u>	<u>Description</u>	<u>Amount</u>
Advisory Boards	Truth Plaque	\$ 14,411.00
Climate Action	Fleet Electrification Study	100,000.00
Climate Action	Grassroots Partnerships	25,000.00
Finance	Software upgrades	75,000.00
Police	Seizure Funds - State	28,993.00
Fire	Fire Engine Equipment	75,000.00
Public Works	Traffic Calming Devices	20,000.00
Public Works	OWASA Subsidy	30,070.00
Rec, Park, & CR	Govt Advanced Racial Equity	141,860.00
Non-Departmental	Comp and Class Study	660,220.00
	Total	<u>\$ 1,170,554.00</u>

Summary of Designated Fund Balance Budget Items

Truth Plaque – These funds are used to create historical markers throughout the Town.

Fleet Electrification Study – Carryover of funds for the completion of a fleet electrification study for the Town owned vehicles and equipment.

Grassroots Partnerships – These funds are used for grassroots outreach efforts related to various Town green initiatives.

Finance Software Upgrades – The funds will be used to purchase a lease tracking software and implement an upgrade to the Munis to allow for additional cash payment options.

Seizure Funds (State) – The Police Department uses these restricted revenues to supplement ongoing investigations. Unexpended funds each year are carried over to the next year.

Fire Engine Equipment – These carryover funds will be used for the purchase of various equipment and tools for the new fire engine scheduled to arrive in the fall.

Traffic Calming Devices – The unspent portion will be used to fund traffic calming devices for next year.

OWASA Subsidy – The unspent portion of the OWASA sewer subsidy budget is reserved annually until spent entirely.

Government Advanced Racial Equity – The unspent portion of these funds will be used to implement the race and equity framework and provide additional training and education opportunities.

Compensation and Classification Study – This funding is reserved for the implementation of the results of the Town’s employee compensation and classification study which is expected to be completed in Fall 2022.

BE IT FURTHER RESOLVED, that upon confirmation of the actual amount by the independent audit for the year ending June 30, 2022, the Town Manager may transfer fund balance up to the amount confirmed by the independent audit to the appropriate department(s) without further action by the Town Council.



Town of Carrboro

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

Agenda Item Abstract

File Number:22-231

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Request to Hold a Quasi-Judicial Hearing and Consider Issuing a Reasonable Accommodation Request for 714 West Main Street.

PURPOSE: The purpose of this agenda item is for the Town Council to hold a quasi-judicial hearing and consider issuing a reasonable accommodation request for property at 714 West Main Street.

DEPARTMENT: Planning Department

CONTACT INFORMATION: Marty Roupe, Development Review Administrator, Phone: 919-918-7333 Email: mroupe@carrboronc.gov <<mailto:mroupe@carrboronc.gov>>; Nick Herman, Town Attorney, Phone: 919-919-3905, Email: herman@broughlawfirm.com <<mailto:herman@broughlawfirm.com>>

INFORMATION: Tom ODwyer, under Power of Attorney for property owner Rose Crawford, has submitted information requesting that a reasonable accommodation request be issued by the Town Council for construction of an access ramp at 714 West Main Street. Ms. Crawford has medical issues necessitating the construction of an access ramp on her property to reasonably be able to get to and from the inside of her home.

Reasonable accommodation requests are processed in accordance with Land Use Ordinance Section 15-97, attached as *Attachment A* for reference. Town Council must hold a quasi-judicial hearing on the proposal and decide on the request based on a majority vote of Council Members. Subsection (f) of 15-97 describes the manner in which Council should make their decision, based on the proposed accommodation being both reasonable and necessary.

Mr. ODwyer has submitted information explaining the requested accommodation, see *Attachment B*. The application was submitted on a variance application form. While this is a reasonable accommodation request, not a variance, the application provided an established format for explaining the matter and why it is necessary to vary from the ordinance provision that otherwise would apply. Specifically, the information submitted explains why it is both reasonable and necessary to construct an access ramp that would otherwise encroach on the regulatory setbacks of Land Use Ordinance Section 15-184. A site plan exhibit is included as *Attachment C* showing where the ramp would be located in relation to where vehicles drop off and pick up Ms. Crawford. Also included, as *Attachment D*, is the Power of Attorney document, legally establishing Mr. ODwyer's right to present the request and act upon the behalf of the property owner, Ms. Rose Crawford. Lastly, a letter from Ms. Crawford's doctor is included as *Attachment E*. The letter explains the medical reasons necessitating the

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

reasonable accommodation request.

Of note the request, if approved, is only valid for the current resident / property owner and will be considered void if the current resident is no longer living at the property for whatever reason. Any subsequent resident needing a similar accommodation would need to apply separately and that application would come back before Town Council for consideration.

Lastly, the applicant is requesting that Town Council consider voting on this matter on the same night it is received, June 21, 2022, because of the pending summer break from Council meetings. A draft decision document will be available at the meeting Tuesday night for Council's consideration.

FISCAL & STAFF IMPACT: No fees may be charged by the Town for a reasonable accommodation request. Staff impacts include time to prepare and present the application to Town Council.

RECOMMENDATION: Town staff recommends that the Town Council hold a quasi-judicial hearing and consider issuing the reasonable accommodation request.

Land Use Ordinance excerpt:

Section 15-97 Reasonable Accommodations. (Amended 6/26/19)

(a) The Town is authorized to grant reasonable accommodations under the Federal Fair Housing Act and Americans with Disabilities Act under the circumstances set forth in this section.

(b) An application for a reasonable accommodation may be filed only by the owner of the land affected by the reasonable accommodation; an agent, lessee, or contract purchaser specifically authorized by the owner to file such application; or any unit of government that is not the owner of the lot but proposes to acquire the lot by purchase, gift or condemnation.

(c) An application for a reasonable accommodation shall be filed with the Administrator and contain: (1) the applicant's contact information (name, mailing address, telephone number, fax number, and email address); (2) the contact information for the owner(s) of the property (if different from the applicant); (3) the address of the property at which the reasonable accommodation is requested; (4) a description of the reasonable accommodation requested; (5) a statement explaining how and why the request meets the standards for a reasonable accommodation (see subsection (f) below); and (6) the notarized signature of the applicant and property owner(s) (if different from the applicant). No filing fee shall be required for the application.

(d) The Council shall hold a quasi-judicial hearing on the proposed reasonable accommodation and shall decide the request upon a majority vote of the members.

(e) The quasi-judicial hearing shall be noticed in accordance with Section 15-102(1) and conducted in accordance with Sections 15-103 through 15-106 to the extent not inconsistent with this Section.

(f) The Council shall grant a reasonable accommodation to any provision of the Land Use Ordinance if the Council finds by the greater weight of the evidence that the proposed reasonable accommodation is both reasonable and necessary, in accordance with the following:

- (1) Reasonable: An accommodation will be determined to be reasonable if it would not undermine the legitimate purposes and effects of existing zoning regulations, and if it will not impose significant financial and administrative burdens upon the Town and/or constitute a substantial or fundamental alteration of the Town's Land Use Ordinance provisions; and
- (2) Necessary: An accommodation will be determined to be necessary if it would provide direct or meaningful therapeutic amelioration of the effects of the particular disability or handicap, and would afford persons with disabilities equal opportunity to enjoy and use housing in residential districts in the Town.

(g) After the Council approves a reasonable accommodation, the applicant shall follow all applicable Land Use Ordinance procedures for the approval of any permits, certificates, or other approvals required in order to proceed with development or use of the property. All orders, decisions, determinations, and interpretations made by administrative officers under those procedures shall be consistent with the reasonable accommodation granted by the Council.

TOWN OF CARRBORO



VARIANCE REQUEST

ATTACHMENT A

FORM #: D-88-14

"Dear Potential Business Operator:

Please be advised that it may be necessary to meet with several members of Town staff as well as outside agencies to identify and fully understand all rules, regulations, and policies applicable to your business. Please refer to the 'Checklist for Opening a Business in Carrboro.'

DATE: 5/25/2022

STREET ADDRESS: <u>714 WEST MAIN ST.</u>	TAX MAP, BLOCK, LOT <u>P53174 PIN#9778488134</u>
---	---

DESCRIBE THE VARIANCE REQUESTED AND GIVE APPROPRIATE ORDINANCE SECTIONS:

Allow 4 FT. VARIANCE AT REAR OF PROPERTY TO ALLOW A
DISABILITY RAMP AS DIRECTED BY MEDICAL PROVIDER (ATTACHED LETTER)
PLAN FOR THE NEWLY PROPOSED RAMP INCLUDED
THERE ARE NO HOUSES CONNECTED TO THE REAR OF HER PROPERTY, ONLY PUBLIC
SECTION 15-97 REASONABLE ACCOMMODATIONS EASEMENT - 12'
ACROSS

REASON(S) FOR VARIANCE REQUEST:

ROSE CRAWFORD, AGE 90, HAS MULTIPLE AMBULATORY DISABILITIES
AS EXPLAINED IN THE MEDICAL PROVIDER'S LETTER ATTACHED. SHE LIVES
ALONE IN HER HOME AND NEEDS SAFE ACCESS AND EGRESS TO HER HOME.

THE BOARD OF ADJUSTMENT SHALL GRANT A VARIANCE IF IT CONCLUDES THAT STRICT ENFORCEMENT OF THE ORDINANCE WOULD RESULT IN UNNECESSARY HARDSHIPS FOR THE APPLICANT; AND THAT BY GRANTING THE VARIANCE THE SPIRIT OF THE ORDINANCE WILL BE OBSERVED, PUBLIC SAFETY AND WELFARE SECURED AND SUBSTANTIAL JUSTICE DONE. THE BOARD MAY REACH THESE CONCLUSIONS IF IT FINDS THAT:

1. *Unnecessary hardship would result from the strict application of this ordinance. It shall not be necessary to demonstrate that, in the absence of the variance, no reasonable use can be made of the property;*

Statement by Applicant supporting this finding:

WITHOUT A DISABILITY RAMP, THE RESIDENT AND OWNER
WOULD FACE A HARDSHIP. SHE NEEDS A RAMP ASAP.

- 2. *The hardship results from conditions that are peculiar to the property, such as location, size, or topography. Hardships resulting from personal circumstances, as well as hardships resulting from conditions that are common to the neighborhood or the general public, may not be that basis for granting the variance;*

Statement by Applicant supporting this finding:

IN ORDER TO CREATE A Disability Ramp THAT IS A 1:12
SLOPE AND TERMINATE WHERE A CAR CAN PARKING THE RAMP
WOULD NEED TO BE BEHIND HER DECK, 48" INTO 'HER 12' SET BACK

- 3. *The hardship did not result from actions taken by the applicant or the property owner. The act of purchasing property with knowledge that circumstances exist that may justify the granting of a variance shall not be regarded as a self-created hardship;*

Statement by Applicant supporting this finding:

ROSE DID NOT CREATE THE HARDSHIP, Her AGE AND HEALTH
REQUIRE A RAMP FOR HER SAFETY

- 4. *The requested variance is consistent with the spirit, purpose, and intent of the ordinance, such that public safety is secured, and substantial justice is achieved;*

Statement by Applicant supporting this finding:

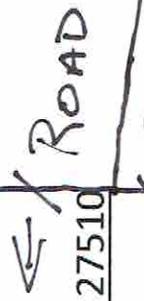
THIS REQUEST IS IN KEEPING WITH THE ORDINANCE

APPLICANT'S SIGNATURE  (Power of Attorney for Rose ~~CR~~ CRAWFORD) DATE: 5/25/2022

Please see Attached P.O.A. Document

Disability Ramp for the Residence of : Rose Crawford 714 West Main Street , Carrboro 27510

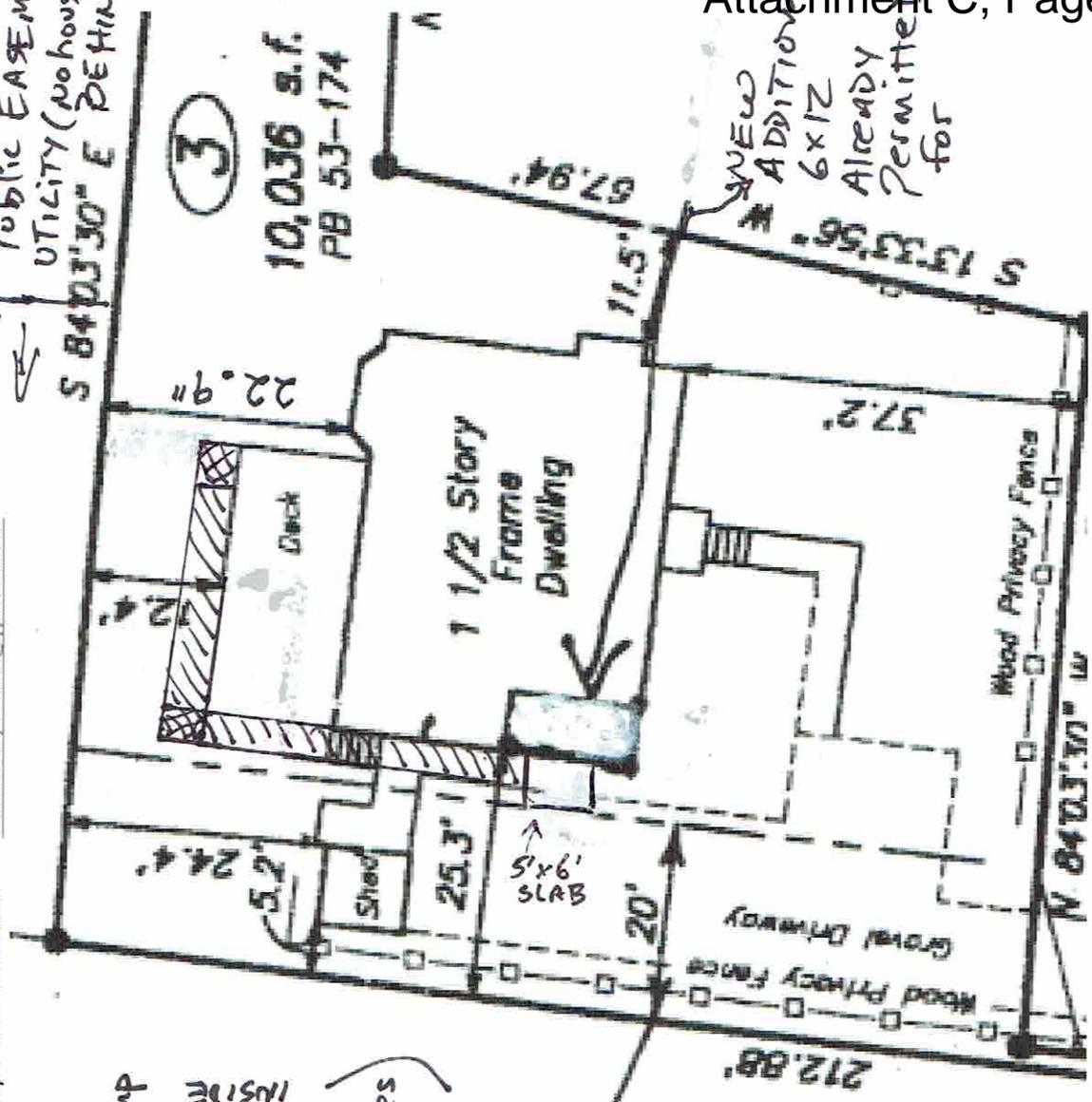
Designer; Tom ODwyer 919-906-0581 Tomodwyer205@gmail.com



Public EASEMENT UTILITY (No houses) S 84°03'30" E 22.9"

3

10,036 s.f. PB 53-174



NEW ADDITION 6x12 Already Permitted for

LEGEND: Proposed Disability Ramp ADD TO EXISTING DECK



SLOPE 1:12

No houses BEHIND (ROAD & UTILITIES ONLY)

20' Pedestrian and Water Easement (Lots 2 and 3)

Proposed Disability Ramp:

Ramp to existing residence's 38 inch tall deck, requires 42 feet of ramp and turning platform, 48 inch width (36 inch interior clearance)

POWER OF ATTORNEY

NOTICE: THE POWERS GRANTED BY THIS DOCUMENT ARE BROAD AND SWEEPING. THEY ARE DEFINED IN CHAPTER 32C OF THE NORTH CAROLINA GENERAL STATUTES.

IMPORTANT INFORMATION

This power of attorney authorizes another person (your agent) to make decisions concerning your property for you (the principal). Your agent will be able to make decisions and act with respect to your property (including your money) whether or not you are able to act for yourself. The meaning of authority over subjects listed on this form is explained in the North Carolina Uniform Power of Attorney Act.

This power of attorney does not authorize the agent to make health care decisions for you. You make exercise a health care power of attorney to do this.

You should select someone you trust to serve as your agent. Unless you specify otherwise, generally the agent's authority will continue until you become incapacitated or revoke the power of attorney or the agent resigns or is unable to act for you. You do have the right to terminate or revoke the power of attorney and any or all powers granted within at any time up to the point of your incapacity.

Your agent is entitled to reasonable compensation unless you state otherwise.

If your agent is unable or unwilling to act for you, your power of attorney will end unless you have named a successor agent. You may also name a second successor agent.

This power of attorney becomes effective immediately unless you state otherwise.

If you have questions about the power of attorney or the authority you are granting to your agent, you should seek legal advice before signing this form.

THIS Power of Attorney is given by me, Rose A. Crawford (the "Principal"), presently of 714 West Main Street, Carrboro, in the State of North Carolina, on this 19th day of April, 2021.

Previous Power of Attorney

1. I REVOKE any previous power of attorney granted by me.

Agent

2. I APPOINT Thomas D, ODwyer, of 105 Boulder Lane, Chapel Hill, North Carolina, to act as my Agent.

Governing Law

3. This document will be governed by the laws of the State of North Carolina. Further, my Agent is directed to act in accordance with the laws of the State of North Carolina at any time he or she may be acting on my behalf.

Liability of Agent

4. My Agent will not be liable to me, my estate, my heirs, successors or assigns for any action taken or not taken under this document, except for willful misconduct or gross negligence.

Effective Date

5. This Power of Attorney will start immediately and will cease to be in effect upon a finding of my mental incapacity or mental infirmity which may occur after my execution of this Power of Attorney.

Powers of Agent

6. My Agent will have the following power(s):

Initials**X ~~Business Operating Transactions~~**

- a. To take any action my Agent deems necessary with any business that I may own or have an interest in by doing any act which can be done through an Agent. This power includes, but is not limited to, the power to execute, seal and deliver any instrument; participate in any legal business of any kind; execute partnership agreements and amendments; to incorporate, reorganize, consolidate, merge, sell, or dissolve any business; to elect or employ officers, directors and agents; and to exercise voting rights with respect to any stock I may own, either in person or by proxy.

X RAC **First Specified Power**

- b. Thomas ODwyer to have Power of attorney for insurance claims on 714 West Main St. , Carrboro and to represent and make decisions for Rose Crawford for bathroom renovation and addition and repairs to 714 west Main Street.

Agent Compensation

7. My Agent will be compensated as follows:
- a. My Agent will be reimbursed for all out of pocket expenses associated with the carrying out of my wishes; and
- b. Thomas ODwyer shall be Compensated \$45 per hour.

Co-owning of Assets and Mixing of Funds

8. My Agent may not mix any funds owned by him or her in with my funds and all assets should remain separately owned if at all possible.

Personal Gain from Managing My Affairs

9. My Agent is not allowed to personally gain from any transaction he or she may complete on my behalf.

Delegation of Authority

10. My Agent may not delegate any authority granted under this document.

Termination of Power of Attorney

11. This Power of Attorney will cease to be in effect at 11:59 PM, local time on the 14th day of April, 2022.

Agent Restrictions

12. This Power of Attorney is not subject to any conditions or restrictions other than those noted above.

Notice to Third Parties

13. Any third party who receives a valid copy of this Power of Attorney can rely on and act under it. A third party who relies on the reasonable representations of my Agent as to a matter relating to a power granted by this Power of Attorney will not incur any liability to the Principal or to the Principal's heirs, assigns, or estate as a result of permitting the Agent to exercise the authority granted by this Power of Attorney

up to the point of revocation of this Power of Attorney. Revocation of this Power of Attorney will not be effective as to a third party until the third party receives notice and has actual knowledge of the revocation.

Severability

- 14. If any part of any provision of this document is ruled invalid or unenforceable under applicable law, such part will be ineffective to the extent of such invalidity only, without in any way affecting the remaining parts of such provisions or the remaining provisions of this document.

Acknowledgment

- 15. I, **Rose A. Crawford**, being the Principal named in this Power of Attorney hereby acknowledge:
 - a. I have read and understand the nature and effect of this Power of Attorney;
 - b. I am of legal age in the State of North Carolina to grant a Power of Attorney; and
 - c. I am voluntarily giving this Power of Attorney.

IN WITNESS WHEREOF I hereunto set my hand and seal at the City of Carrboro in the State of North Carolina, this 19 day of APRIL, 2021.

SIGNED, SEALED, AND DELIVERED

in the presence of:

Witness: *Laura Carey* (Sign)
 Witness Name: Laura Carey
 Address: 100 Hwy 54
Carrboro NC 27510

Witness: *Kyle F Hoopes* (Sign)
 Witness Name: KYLE F HOOPES
 Address: 100 NW 454
CARRBORO, NC 27510

Rose A Crawford
 Rose A. Crawford (Principal)

NOTARY ACKNOWLEDGMENT

STATE OF NORTH CAROLINA

COUNTY OF Orange

On this 19th day of April, 2021, Rose A. Crawford, personally appeared before me, the said named (Principal), to me known and known to me to be the person described in and who executed the foregoing instrument and he/she acknowledged that he/she executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

My Commission Expires March 31, 2024

Allison F. Lallier

(Signature of Notary Public)

Notary Public (Official Seal)



IMPORTANT INFORMATION FOR AGENT**Agent's Duties**

When you accept the authority granted under this power of attorney, a special legal relationship is created between you and the principal. This relationship imposes upon you legal duties that continue until you resign or your authority is terminated or the power of attorney is terminated or revoked. You must:

1. Do what you know the principal reasonably expects you to do with the principal's property or, if you do not know the principal's expectations, act in the principal's best interest;
2. Act in good faith;
3. Do nothing beyond the authority granted in this power of attorney; and
4. Disclose your identity as an agent whenever you act for the principal by writing or printing the name of the principal and signing your own name as "agent" in the following manner: (Principal's Name) by (Your Signature) as Agent.

Unless this power of attorney states otherwise, you must also:

1. Act loyally for the principal's benefit;
2. Avoid conflicts that would impair your ability to act in the principal's best interest;
3. Act with care, competence, and diligence;
4. Keep a record of all receipts, disbursements, and transactions made on behalf of the principal;
5. Cooperate with any person that has authority to make health care decisions for the principal to do what you know the principal reasonably expects, or if you do not know the principal's expectations, to act in the principal's best interest;

6. Attempt to preserve the principal's estate plan if you know the plan and preserving the plan is consistent with the principal's best interest; and
7. Account to the principal (or a person designated by the principal (if any)).

Termination of Agent's Authority

You must stop acting on behalf of the principal if you learn of any event that terminated or revoked this power of attorney or your authority under this power of attorney. Events that terminate a power of attorney or your authority to act under a power of attorney include:

1. Death of a principal;
2. Incapacitation of a principal;
3. The principal's revocation of the power of attorney or the termination of your authority;
4. The occurrence of a termination event stated in the power of attorney;
5. The purpose of the power of attorney is fully accomplished; or
6. If you are married to the principal, your divorce from the principal, unless this power of attorney states that your divorce from the principal will not terminate your authority.

Liability of Agent

The meaning of the authority granted to you is defined in the North Carolina Uniform Power of Attorney Act. If you violate the North Carolina Uniform Power of Attorney Act or act outside the authority granted, you may be liable for any damages caused by your violation.

If there is anything about this document or your duties that you do not understand, you should seek legal advice.



CARRBORO FAMILY MEDICINE CENTER, P.A.

Rosemary Carrboro Community Board

610 Jones Ferry Rd., Suite 102

Carrboro, NC 27510

Phone 919-929-1747

Fax 919-929-4862

05/11/2022

RE: Town variance concerning ramp size

My Patient, ROSE CRAWFORD, has been treated for lumbago with sciatica and osteoarthritis. She will need a ramp at her home. Please allow her the variance to rebuild the ramp as needed.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nicole Brown".

Nicole Brown, FNP



Town of Carrboro

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

Agenda Item Abstract

File Number:22-139

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Racial Equity Commission Annual Synopsis

PURPOSE: The purpose of this agenda item is for the Town Council to accept the Racial Equity Commission's Annual Synopsis and consider approving a change in the commission make-up.

DEPARTMENT: Manager's Office

CONTACT INFORMATION: Anita Jones-McNair, Race and Equity Officer-Recreation, Parks and Cultural Resources Director, 919.918.7381, amcnair@carrboronc.gov

INFORMATION: Donald Hawkins II, Racial Equity Commission Chair, will make the presentation. This presentation includes the commission charge, opportunities where the commission dived deeper in the work, a proposed plan of action and community feedback from the Carrboro Day Survey. (See Attachment B)

The charge of the Racial Equity Commission is to advise and work with the Town Council, Race and Equity Officer, and Town staff to educate, provide leadership, and facilitate on-going equitable engagement within the immediate and greater Carrboro community toward the goal of creating a community of inclusiveness in which political, economic, social, and cultural institutions are no longer predicated and influenced by race.

The Town Council established the Racial Equity Commission in January 2021. The Commission started meeting June 2021. The need to work on a clear direction and message is a focal point of the commission. Many discussions about the work of the commission are uncharted territory. An ongoing question - what does the work of the commission look like? Unfortunately, people of color are suffering, and the commission should help mitigate harm, be a catalyst in forging a new direction/vision and actionable items. An emphasis should be on economic justice.

The Racial Equity Commission requests that the Town Council approve a change to the commission membership by adding "or BIPOC business owner" to the representative from the Farmer's Market Board. The change reads - representative from the Farmer's Market Board or BIPOC business owner.

FISCAL & STAFF IMPACT: There are no fiscal or staff impacts associated with this presentation.

RECOMMENDATION: Staff recommends that the Town Council accept the annual synopsis and

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

approve the change to the commission membership.

RESOLUTION TO ACCEPT THE RACIAL EQUITY COMMISSION ANNUAL SYNOPSIS
AND APPROVE A CHANGE TO THE RACIAL EQUITY COMMITTEE MAKE-UP

WHEREAS, the charge of the Racial Equity Commission is to advise and work with the Town Council, Race and Equity Officer, and Town staff to educate, provide leadership, and facilitate on-going equitable engagement within the immediate and greater Carrboro community toward the goal of creating a community of inclusiveness in which political, economic, social, and cultural institutions are no longer predicated and influenced by race; and

WHEREAS, the Racial Equity Commission held their first meeting on June 23, 2021; and

WHEREAS, the Town of Carrboro seeks to incorporate equitable policies, procedures and practices; and

WHEREAS, the Racial Equity Commission request the Town Council accept the annual synopsis which includes a proposed plan of action; and

WHEREAS, The Racial Equity Commission requests that the Town Council approve a change to the commission membership by adding “or BIPOC business owner” to the representative from the Farmer’s Market Board. The change reads - representative from the Farmer’s Market Board or BIPOC business owner.

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

Section 1. Accept the Annual Racial Equity Commission Synopsis

Section 2. Add or BIPOC business owner to the Commission membership –
1 representative from the Farmer’s Market Board or BIPOC Business owner

Section 3. The resolution is effective upon adoption.

Racial Equity Commission Annual Synopsis

A Deeper Dive

Participated in Advancing Racial Equity, The Role of Government training
Listened to presentations about the following and engaged in on-going conversation:
Carrboro Connects
Chapel Hill Transit
IFC
Orange County Partnership to End Homelessness
Transportation Management Grant Application Ideas – Promoting Travel Choices
Carrboro Day table - talked with residents, shared information, and conducted a brief survey

Proposed Plan of Action

Emphasize the importance of acquiring property to support affordable housing
Revisit housing definition – affordable vs low income
Training and leadership facilitation for commission members (emphasis on racial equity)
Revisit mission statement
Develop a Carrboro Reparation proposal including funding considerations
Fill three vacant commission seats
Conduct community listening opportunities throughout the year including parents of school-aged children
Review and discuss completed departmental racial equity assessment lens evaluations
Assist with voter registration efforts
Search for grant funds to install playground equipment the Oakwood Housing Complex
Work with Chapel Hill when possible
Mental health services for community members
Monitor progress of bus stops and shelters
Partner with IFC on work in the community
Add highlighted language to commission membership:
2 residents of color -10/20 years of living in the community
2 residents of color – 20/30 years of living in the community
1 representative from the AHAC
1 representative EAB
1 representative ESC
1 representative from the Farmer’s Market Board or BIPOC Business owner
2 non-voting Council member – Council Liaison
Race and Equity Officer – Staff Liaison

Community Feedback from the Carrboro Day survey

What can the Town do to help racial equity in the community?
- Vote down development issues for expensive developers & incentivize affordable housing
- Initiate a town-wide minimum wage, and housing price control
- Address police profiling and mistreatment of BIPOC individuals
- Equitable policies / hear from families of color for their thoughts

- Listen to resident needs/wants, don't assume, follow through on word commitments
- Increase outreach in communities/neighborhoods
- Housing equity, tenant rights
- Diversity in housing & community events
- Unsure
- Listen to the people who are affected by inequity. Give historically oppressed people a platform & governmental power
- Do more to look into understanding the AAPI (Asian American and Pacific Islander) community and that we're not a "model minority" and above platitudes. Also, painting murals and hanging flags doesn't solve anything.
- Listen! Listen to black people. Listen & pay attention
- Affordable housing and good police re-training
- Wage raise, econ justice, reparations, unions for all. Affordable housing & health care & more!
- Promote the commission and understanding of our town history & how that impacts inequity today
- Continue to be present by exposing people to the importance of racial equity
- Hold meetings & open fora
- Affordable housing!
- Affordable housing!
- Educate the police as well as community leaders about racial equity
- The town needs to recruit & pay community members to be involved in town government & boards
- Improve housing, job opportunities
- Events, support
How are you willing to help our town advance racial equity?
- Speak out as an ally for affordable housing and against discriminatory lending practices
- Financially, volunteer, etc.
- Please keep me informed on what y'all doing, maybe I can help in some way
- Not sure what's needed; willing to learn and be an ally
- Yes, I'm interested in possibly being in one of the vacant seats. I also am interested in using my skills in data analysis to create graphics for better understanding of issues
- Can serve on a committee to create initiatives
- Anything I can do as a white person to support racial equity
- Advocate and represent Asian-American experiences and pointing out issues and biases where I can
- Affordable housing and making the schools more equitable
- Yes, any way I can
- By listening and advocating
- Anyway, I can
- I would happily help advocate for affordable housing
- Would like to learn more about the commission and support its efforts
- Sign petitions, fundraise, attend events
- I would be happy to attend meetings & spread word about the commission
- Attend trainings
- Be conscious of my own actions & behavior
- Affordable housing!



Town of Carrboro

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

Agenda Item Abstract

File Number:22-222

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Request to Issue Special Use Permit-A for a New Commercial Building at 201 North Greensboro Street.

PURPOSE: The purpose of this agenda item is for the Town Council to consider making a decision on the request for a Special Use Permit-A application for a new commercial building at 201 North Greensboro Street.

DEPARTMENT: Planning Department

CONTACT INFORMATION: Marty Roupe, Development Review Administrator, Phone: 919-918-7333 Email: mroupe@carrboronc.gov <<mailto:mroupe@carrboronc.gov>>

INFORMATION: On June 7, 2022, Town Council continued and then closed a public hearing related to a request for a Special Use Permit-A to allow for a new three-story commercial building at 201 North Greensboro Street. Materials from the previous meeting, including a staff report and various attachments, are viewable here:

[Town of Carrboro - File #: 22-130 \(legistar.com\) <https://carrboro.legistar.com/LegislationDetail.aspx?ID=5565550&GUID=10F8921A-D129-4B0A-BF38-E1EE24718B0D&Options=&Search=>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=5565550&GUID=10F8921A-D129-4B0A-BF38-E1EE24718B0D&Options=&Search=>)

[Town of Carrboro - File #: 22-194 \(legistar.com\) <https://carrboro.legistar.com/LegislationDetail.aspx?ID=5677721&GUID=4B54F778-B28E-47DE-8D70-7054DE2A5DD4&Options=&Search=>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=5677721&GUID=4B54F778-B28E-47DE-8D70-7054DE2A5DD4&Options=&Search=>)

Following the public hearing, Council Members deliberated the request and directed town staff to provide a draft decision at its June 21, 2022 meeting granting the SUP-A, and to include the conditions recommended by the staff on the SUP-A. The draft decision is included as Attachment A.

FISCAL & STAFF IMPACT: Fiscal and staff impacts are associated with holding the hearing, legal, engineering and staff time. The applicant has paid all applicable fees.

RECOMMENDATION: Town staff recommends that the Town Council review and consider adopting the attached findings of fact, conclusions, and decision.

DECISION ON SPECIAL USE PERMIT-A
201 North Greensboro Street Commercial Project

On April 26 and June 7, 2022, the Town Council held a quasi-judicial hearing on the application of Coulter Jewel Thames PA, on behalf of the property owner, CKE III, LLC, for a Special Use Permit-A to allow the property owner to construct a new three-story commercial building and infrastructure at 201 North Greensboro Street and 100 Center Street in Carrboro, North Carolina. Based on the evidence submitted at the hearing, the Council makes the following Findings of Fact, Conclusions, and Decision:

Findings of Fact

1. The properties that are the subject of the application, located at 201 North Greensboro Street and 100 Center Street in Carrboro, North Carolina, PIN Nos. 9778-86-3587 and 9778-86-2555, are 0.53 acres in size. The 201 North Greensboro Street parcel is vacant and has an existing parking lot on the 100 Center Street parcel. The 201 North Greensboro Street parcel is zoned B-1(c) within the Downtown Neighborhood Protection overlay district, and the 100 Center Street parcel is zoned B-2.
2. The surrounding land uses are: to the North, B-1(c) and B-2-CZ – commercial buildings; to the South, B-1(c) – public street; to the West, B-2 and B-2-CZ – public street and commercial building; and to the East, B-1(c) – public street.
3. The property owner proposes to construct a three-story commercial building (16,186 sf) on the property to include multiple commercial uses, which are permitted uses with a Special Use Permit-A in the B-1(c) and B-2 districts under the use classifications listed on the project plans, with utilization of the existing parking on the property and additional parking to be created, totaling 40 parking spaces.
4. The forty (40) parking spaces are sufficient to serve the 201 North Greensboro Street project based on information provided by the applicant regarding the alternative modes of transportation to get to and from the 201 North Greensboro Street project.
5. According to the Staff Report, the Application is complete and the proposed use satisfies all of the Land Use Ordinance requirements regarding traffic,

parking, bike parking, tree protection, screening, shading of the parking lot, tree canopy, drainage and grading, and requirements pertaining to utilities and refuse collection.

6. The property owner proposed to keep the existing 5-foot-wide sidewalk along the 100 Center Street parcel as a continuation of a nonconforming situation.
7. Mr. Tom Tolley, a N.C. Certified Appraiser, rendered the opinion that the proposed use would not adversely impact any neighboring property values and would likely enhance the residential and commercial values of the nearby properties based on the nature of the proposed use.

Conclusions

1. The Application is complete.
2. The Application complies with all applicable requirements for the Land Use Ordinance. In addition, per Land Use Ordinance Section 15-178(b), the design of the project substantially achieves the purpose of the architectural standards for downtown development such that compliance with the standards set forth in Section 15-178(a) is not required.
3. The proposed use will not materially endanger the public health or safety.
4. The proposed use will not substantially injure the value of adjoining or abutting property.
5. The proposed use will be in harmony with the area in which its is to be located.
6. The proposed use will be in general conformity with the Land Use Plan and Thoroughfare Plan.

Decision

Based on the foregoing findings of fact and conclusions, the Council grants the requested Special Use Permit-A to CKE III, LLC.

The plan approved by Town Council is the updated / revised plan presented to Council during the June 7, 2022 meeting, with changes including but not limited to a revised dumpster location and a total of 40 parking spaces included instead of 41.

The applicant must obtain driveway permits from NCDOT or the Town of Carrboro Public Works Department prior to construction plan approval.

The applicant shall provide to the Zoning Division, prior to the recordation of the final plat for the project or before the release of a bond if some features are not yet in place at the time of the recording of the final plat, mylar and digital as-builts for the stormwater features of the project. Digital as-builts shall be in .dxf format and shall include a base map of the whole project and all separate plan sheets. As-built .dxf files shall include all layers or tables containing storm drainage features. Storm drainage features will be clearly delineated in a data table. The data will be tied to horizontal controls.

Proposed use #2.110 (high volume traffic generation) is not a permissible use within the B-2 zoning district. This use must be removed from the “table of proposed uses” during the Construction Plan review process.

The applicant agrees to restrict the hours when the on-site dumpster can be emptied to between ___ am and ___ pm.

The sidewalk in front of the 100 Center Street parcel, currently showing a five foot wide existing sidewalk, must be widened to approximately 7.5 feet on the construction plans for the project, by way of eliminating the verge / grass strip between the edge of the existing sidewalk and the back edge of the existing curb along West Weaver Street.

Signed, this the ___ day of June 2022.

Damon Seils,
Mayor, Town of Carrboro



Town of Carrboro

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

Agenda Item Abstract

File Number:22-223

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Town Manager's Contracting Authority

PURPOSE: The purpose of this agenda item is for the Town Council to consider modifying the contracting authority for the Town Manager.

DEPARTMENT: Finance, Town Manager, and Town Attorney

CONTACT INFORMATION: Richard J. White III, Town Manager, 918-7315; Arche McAdoo, Finance Director, 918-7439; Nicholas Herman, Town Attorney, 919-929-3905

INFORMATION: Under Town Code Section 3-1 (b)(9)(i), the Town Manager is authorized to enter into contractual agreements that commit the Town to purchase goods and services when authorized by the Town Council. If not previously authorized by the Town Council, the Town Manager has authority to enter into contractual agreements when the acquisition amount for such goods or services is less than \$5,000.

Authorization by the Town Council is understood to mean the item or items have been approved in the annual operating budget.

In the summer of 2021, several service and construction contracts exceeding \$5,000 needed to be signed by the Town Manager while the Town Council was on break. In July 2021, the Town Council authorized temporary contract authority to the Town Manager to enter into and execute all contracts necessary for the operation of the Town. This temporary authority expired on September 14, 2021 at which time contracting authority for the Town Manager returned to the less than \$5,000 threshold for goods and services.

Rather than having one set of contracting thresholds for the summer months and another for non-summer months, a uniform standard that is applicable year-round is requested. This standard should also be expanded to cover contracts for construction and repair, equipment and apparatus. Based on a review of contracting threshold for some municipalities similar in size to Carrboro there does not seem to be a "one size fits all" approach to setting limits. Some have no limit for Manager's contracting authority and some have limits at less than \$5,000 (Attachment B).

In recommending new contract thresholds for the Town Manager, the following information was considered:

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

1. Formal bids are required for equipment and apparatus when the cost is above \$90,000.
2. For construction and repair contracts, State statutes require formal bids when the cost is \$500,000 or more; however, the Town has set a threshold of \$300,000 for formal bidding of construction and repair contracts..
3. Service contracts not covered by state statutes; however, the Town has established a limit of \$30,000 for formal bids. Also, Uniform Guidance requirements apply to service contracts when using federal funds.

To provide for uniformity and more efficient contracting, staff recommend that Section 3-1 (b)(9)(i), of the Town Code be revised to read as follows:

“Enter into contracts for the purchase of goods or services or for construction or repairs when the Council has previously authorized the purchase of such goods or services or construction or repairs; or if the Council has not previously provided such authorization, when the amount of the contract for the purchase of goods or services does not exceed \$60,000, purchase of equipment and apparatus does not exceed \$60,000, and the amount of the contract for construction or repairs does not exceed \$150,000.”

FISCAL & STAFF IMPACT: There is no fiscal impact associated with this modification of Town Code.

RECOMMENDATION: Staff recommend that the Town Council consider adoption of Attachment A to modify the Town Manager’s contracting authority.

ATTACHMENT A

**AN ORDINANCE AMENDING SECTION 3-1(b)(9)(i) OF THE CARRBORO TOWN CODE
TO AUTHORIZE THE TOWN MANAGER TO ENTER INTO CERTAIN CONTRACTS**

THE TOWN COUNCIL OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Section 3-1(b)(9)(i) of the Town Code is amended to read as follows:

Enter into contracts for the purchase of goods or services or for construction or repairs when the Council has previously authorized the purchase of such goods or services or construction or repairs; or if the Council has not previously provided such authorization, when the amount of the contract for the purchase of goods or services does not exceed \$60,000 and the amount of the contract for construction or repairs does not exceed \$150,000.

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

Section 3. This ordinance shall become effective upon adoption.

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

Ayes:

Noes:

Absent or Excused:

Contract Authority for Town Managers

Organization	Carrboro	Carrboro	Clemmons	Lumberton	Hillsborough	Chapel Hill	Shelby	Cary	Burlington
Population	21,295		20,230	20,875	7,809	63,639	20,087	168,160	53,748
<u>Contract Authority amount for:</u>	<u>Authority up to:</u>	<u>Proposed</u>	<u>Authority up to:</u>						
Service or Professional srves	\$ 4,999.99	\$ 60,000.00	\$ 9,999.99	\$ 4,999.99	\$ 4,999.99	No Limit	no limit	no limit	\$ 49,999.99
Construction or Repair	\$ 4,999.99	\$ 150,000.00	\$ 9,999.99	\$ 4,999.99	\$ 4,999.99	No Limit	\$ 499,999.99	\$ 499,999.99	\$ 499,999.99
Equipment and Apparatus	\$ 4,999.99	\$ 60,000.00	\$ 9,999.99	\$ 4,999.99	\$ 4,999.99	No Limit	No Limit	No Limit	No Limit *
Vehicle Purchases	\$ 4,999.99	\$ 60,000.00	\$ 9,999.99	\$ 4,999.99	\$ 4,999.99	No Limit	No Limit	No Limit	No Limit *

All l contracts approved in budget ordinance | No Limit | No Limit

Council approval required for:

Contracts that require the budget to be amended by Council

Contracts of \$5K or more if Board hasn't previously appropriated funds

* Board approval required for all federally funded contracts

Notes:

There is no dollar limit on contract authority if the Board has previously authorized acquisition of such goods and services by specific appropriation



Town of Carrboro

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

Agenda Item Abstract

File Number:22-185

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Adoption of the FY 2022-23 Annual Budget

PURPOSE: The purpose of this agenda item is for the Town Council to adopt the annual budget for fiscal year 2022-23.

DEPARTMENT: Town Manager

CONTACT INFORMATION: Richard J. White III, Town Manager, 918-7315; Arche McAdoo, Finance Director, 918-7439; Cary McNallan, Deputy Finance Director, 918-7301

INFORMATION: The North Carolina Local Government Budget and Fiscal Control Act (LGBFCA) requires that the Town Manager submit a recommended budget and budget message to the Mayor and Councilmembers no later than June 1st; that the Town Council hold a public hearing on the budget; and that the Town Council adopt an annual budget ordinance each year by July 1st. The budget must be balanced which is defined by LGBFCA as “the sum of estimated net revenues and appropriated fund balance in each fund shall be equal to appropriations in that fund”.

On February 1, 2022, the Town Council held a public hearing to receive community input prior to beginning the budget process for FY23. On May 24, 2022, the Town Manager presented to the Town Council a recommended budget for FY23 totaling \$90.5 million, and the budget document was filed with the Town Clerk. It has remained available on the Town’s website, and in the Town Clerk’s Office for public inspection. The notice of its availability was published in the local media. On June 7, 2022, a public hearing was held on the Manager’s Recommended Budget.

Based on the public hearing and Town Council budget work session on June 14, 2022, the final budget presented for adoption includes the following changes:

Affordable Housing Special Revenue Fund

Funds are included in the Affordable Housing Special Revenue Funds budget for funding:

1. Interfaith Council housing assistance program in the amount of \$129,976; and,
2. Orange County Partnership to End Homelessness in and amount of \$92,950.

This funding will be transferred from the General Fund to Affordable Housing Special Revenue Fund and is for one year. The Town Manager will work with the partners over the next year to identify and discuss methods that this funding might be sustained in the future, including clarification on the role of municipalities in the delivery of human services.

Additional Funding for Affordable Housing

Additional funding in the amount of \$129,355 (equal to ½ cents of property tax rate) will be made available using the American Rescue Plan Act (ARPA) Special Revenue Funds.

Stipend for Advisory Board Members

The current budget of \$89,000 for advisory boards includes \$6,000 for childcare and travel reimbursement; however, Council has not adopted criteria for these uses. The non-departmental budget includes \$28,400 for advisory board stipends. Once the Council adopts criteria for the payment of these stipends, the advisory board budget will be modified to include these funds.

Interpretation Services

The Town does not have a firm on retainer for providing interpretation services. These services have in the past been provided on an as-needed basis. Until it is determined how best to provide professional interpretation services and the cost for such, interpretation services can continue on an as-needed basis. Once specific information on the best way to provide this service is identified, a request to amend the budget to fund the service will be prepared.

With the above additions, the General Fund Budget will increase from \$27,479,482 to \$27,667,675. The total budget for FY 2022-23 is as follows:

General Fund	\$ 27,667,675
Special Revenue Fund	11,156,649
Capital Projects Fund	<u>50,825,396</u>
<i>Total Governmental Funds</i>	<u>\$ 89,649,720</u>
Stormwater Utility Enterprise Fund	\$ 1,081,601
Parking Enterprise Fund	<u>143,190</u>
<i>Total Enterprise Funds</i>	<u>\$ 1,224,791</u>
Grand Total Budget	<u>\$ 90,874,511</u>

The General Fund is the Town’s operating fund. The total budget increased 9.15% from the current year. The Final General Fund Budget presented for adoption is \$27,667,675 which is \$188,193 more than the Recommended Budget.

The Capital Projects Fund includes construction, renovations, or other improvements to the Town’s capital assets. Major projects include park parking lot paving, wayfinding, vehicle and equipment purchases, street resurfacing, greenways and multi-paths, and the 203 S. Greensboro Street facility to house Town recreation administrative offices and the Orange County Southern Branch Library.

The Affordable Housing Fund in the Special Revenue Fund supports a major goal of the Town Council. To provide a steady and reliable revenue source for affordable housing activities, a property tax rate of 1.5 cents will continue for FY23, and will be dedicated to affordable housing.

Along with the Budget Ordinance, the Town Council needs to adopt several other resolutions. These include: Position Classification and Pay Plan, across-the-board salary adjustment, resolution for Town Attorney contract, Miscellaneous Fees and Charges Schedule, health insurance providers.

Annual Budget Ordinance - Attachment A

The attached Annual Budget Ordinance includes General Fund appropriation of \$27,667,675 by function for operation of the Town beginning July 1, 2022. The Annual Budget Ordinance also includes the estimated revenues that are expected to be available during the fiscal year.

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The property tax rate shall remain the same at 60.44 cents for each \$100 valuation of taxable property with 1.50 cents of that amount dedicated for the Affordable Housing Special Revenue Fund.

Position Classification and Pay Plan - Attachment B

The Annual Budget for FY23 includes changes to be incorporated into the Position Classification and Pay Plan. These changes increase the Town's total authorized FTE's from 169.5 to 175.0, are listed in the resolution titled Attachment B.

There will be no merit or performance pay provided to Town employees in FY23.

Salary and Wage Adjustment Resolution - Attachment C

Effective July 2, 2023, a \$3,000 across-the-board salary increase will be added to base salary for all current full-time permanent and appointed employees; a prorated increase of \$3,000 will be added to the base salary for all permanent part-time employees based on the full-time equivalency; and, Town elected officials and temporary part-time employees will receive an living wage increase of 2.9%, equal to the Orange County Living Wage of \$15.85 per hour.

Town Attorney - Attachment D

This resolution is to contract for legal services.

Capital Project Ordinance for FY23 Vehicle Purchases - Attachment E

The ordinance authorizes a capital project to be established for the purpose of purchasing the FY23 vehicles approved in the adopted budget.

Reimbursement Resolution for FY23 Vehicle Purchases - Attachment E-1

The resolution authorizes the Town to be reimbursed by financing proceeds for any capital expenditures, for the purpose of purchasing the FY23 vehicles approved in the adopted budget, that may occur prior to issuing installment financing.

Fee Schedule - Attachment F

The resolution establishes various Miscellaneous Fees and Charges Schedule beginning July 1, 2022. Attachment F-1 includes highlighted changes for FY23. Fees eliminated include: Planning: Conditional Use Rezoning Fees. Other rate changes are noted below:

FY23 Changes in Town's Misc Fees and Charges Schedule

<u>Facility/Program</u>	<u>Description</u>	<u>FY22 Rate</u>	<u>FY23 Rate</u>
108 Bim Street	Dr. Martin Luther King Jr Park - Large Shelter	\$ -	\$ 25.00
Exempt Subdivisic	Combination or recombination of existing lots	60.00	100.00
Exempt Subdivisic	Special review - per Carrboro Town Code 15-78.1	-	100.00
Payment-In-Lieu	Recreation Facilities-Land Use Ordinance	210.30	292.30
Payment-In-Lieu	Affordable Housing	32,167.00	42,966.00
Publications	Carrboro Connects 2022-2042 Comprehensive Plan	-	50.00
Publications	Bicycle Master Plan Update	-	25.00

Medical Insurance Plan - Attachment G

The resolution authorizes the Town Manager to enter a contract with the Town’s medical insurance providers.

Dental Insurance Plan - Attachment H

The resolution authorizes the Town Manager to enter into a contract with the Town’s dental insurance provider.

FISCAL & STAFF IMPACT: The total FY2022-23 General Fund Budget presented for adoption is \$27,667,675. The grand total budget including all funds is \$90,874,511.

RECOMMENDATION: The Town Council is requested to adopt the following attachments:

- A. Annual Budget Ordinance for FY 2022-23
- B. Resolution adopting Changes to Position Classification and Pay Plan;
- C. Resolution approving the minimum salary and hourly rates for employees;
- D. Resolution for the Town Attorney contract;
- E. Capital Project Ordinance for FY22-23 Vehicle Purchases; and Attachment E-1 - Reimbursement Resolution Equipment and Vehicles.
- F. Resolution approving the Miscellaneous Fees and Charges Schedule (Attachment F-1);
- G. Resolution to authorize contracts for the Town’s Medical Insurance Plan.
- H. Resolution to authorize a contract for the Town’s Dental Insurance Plan.

**ANNUAL BUDGET ORDINANCE FY 2022-23
Town of Carrboro, North Carolina**

WHEREAS the recommended budget for FY 2022-23 was submitted to the Town Council on May 24, 2022, by the Town Manager pursuant to G.S. 159-11 and filed with the Town Clerk pursuant to G.S. 159-12; and

WHEREAS, on June 7, 2022, the Town Council held a public hearing on the budget pursuant to G.S. 159-12; and

WHEREAS, on June 21, 2022, the Town Council adopted a budget ordinance making appropriations and levying taxes in such sums as the Town Council considers sufficient and proper in accordance with G.S. 159-13;

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO, NORTH CAROLINA:

ARTICLE I – GENERAL FUND

Section 1. General Fund Appropriations

The General Fund is the Town of Carrboro’s operating account. The following amounts are hereby appropriated by function for the operation of the Town and its activities for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

GENERAL GOVERNMENT		\$ 7,016,275
Mayor and Town Council	\$ 436,713	
Advisory Boards	60,600	
Town Manager	747,767	
Economic Development	395,916	
Climate Action	217,846	
Communication & Engagement	245,808	
Housing & Community Services	600,129	
Town Clerk	147,240	
Finance	1,299,080	
Human Resources	712,094	
Information Technology	2,153,082	
PUBLIC SAFETY		7,744,873
Police	4,498,675	
Fire	3,246,198	
PLANNING		1,646,398
TRANSPORTATION		2,108,180
PUBLIC WORKS		4,056,942
RECREATION, PARKS, & CULTURAL RESOURCES		1,980,683
NONDEPARTMENTAL		1,746,107
DEBT SERVICE		1,368,217
TOTAL GENERAL FUND		<u><u>\$ 27,667,675</u></u>

Section 2. General Fund Revenues

It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2022, and ending June 30, 2023, to meet the general fund expenditures:

Ad Valorem Tax	\$ 15,340,000
Local Sales Tax	5,419,200
Other Taxes/Licenses	1,652,822
Intergovernmental	1,510,298
Fees and Permits	1,299,813
Sales and Services	184,700
Investment Earnings	15,000
Other Revenues	261,120
Other Financing Sources	1,984,722
Total General Fund	<u>\$ 27,667,675</u>

ARTICLE II – AFFORDABLE HOUSING SPECIAL REVENUE FUND

Section 1. Affordable Housing Fund Appropriation

The Affordable Housing Special Revenue Fund was created by the Town Council to increase the stock of affordable, safe and decent housing within the Town and its' planning jurisdiction. The following amounts are hereby appropriated for Affordable Housing Special Revenue Fund activities:

Community Home Trust	\$ 73,452
Home Consortium Match	14,000
Partnership to End Homelessness	131,677
Interfaith Council Housing	92,950
AHSRF Deferred Loan Program	5,000
Affordable Hsg Advisory Board	500
Critical Home Repair	80,000
Rental Deposits Program	37,000
Acquisition and Development	120,000
Unexpended Reserves	13,844
Total Appropriation	<u>\$568,423</u>

Section 2. Affordable Housing Special Revenue Fund Revenues

There is hereby levied a tax rate of \$.0150 (1.5 cent) on each one hundred dollars (\$100) valuation of taxable property as listed for taxes on January 1, 2022, that shall be devoted solely to the affordable housing activities noted above. In addition, an amount of \$188,193 will be transferred in from the General Fund.

ARTICLE III – CAPITAL PROJECTS

Pursuant to GS 159-13.2, the Town Council may authorize and budget for capital projects and special revenue funds in its annual budget or project ordinance. The project ordinance appropriates revenues and expenditures for however long it takes to complete the project rather than for a single fiscal year.

ARTICLE IV – STORMWATER UTILITY ENTERPRISE FUND

Section 1. Stormwater Utility Enterprise Fund

The purpose of the Stormwater Utility Enterprise Fund is to comprehensively address stormwater management and flooding issues throughout the Town, including making sure the Town stays in compliance with state and federal rules and regulations. A total of \$1,081,601 is appropriated for stormwater activities.

Section 2. Revenues for Stormwater Utility Enterprise Fund

Revenues to support stormwater activities are generated through the fee structure established in the Town Code, Chapter 18, Article II, Section 18-6.

ARTICLE V – PARKING ENTERPRISE FUND

Section 1. Parking Enterprise Fund

The purpose of the Parking Enterprise Fund is to manage parking facilities and services within the Town and monitor related expenses. A total of \$143,190 is appropriated for parking activities.

Section 2. Revenues for Parking Enterprise Fund

Revenues to support the Parking Enterprise Fund include a transfer of funds in the amount of \$143,160 from the General Fund to the Parking Enterprise Funds.

ARTICLE VI – MISCELLANEOUS FEES AND CHARGES

Charges for services and fees by Town Departments are levied in the amounts set forth in the Miscellaneous Fees and Charges Schedule (Attachment F-1 to this ordinance) as adopted by the Town Council.

ARTICLE VII – GENERAL AUTHORITIES

Section 1. The following authorities shall apply:

- a. The Town Manager may transfer funds between departments and functions within the General Fund for pay adjustments; service level benefits; law enforcement separation allowance; unemployment insurance; retiree, dependent, health insurance benefits; and, for any other purpose deemed necessary by the Town Manager without further action by the Town Council.

ATTACHMENT B

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; and

WHEREAS, the Town Manager has submitted a budget for FY 2022-23 with proposed changes to the Position Classification and Pay Plan; and

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. Establish an Assistant to the Manager position, Salary Grade 17
- b. Establish an Assistant Town Manager position, Salary Grade 26
- c. Establish a Race & Equity Officer position, Salary Grade 25
- d. Establish a Race & Equity Manager position, Salary Grade 20
- e. Establish a Grants Manager position, Salary Grade 17
- f. Establish a Fire Trainee position, Salary Grade 6
- g. Reclassify the Communication & Engagement Specialist position from part-time (.5 FTE) to full-time (1.0 FTE), Salary Grade 10

Section 2. There will be no Merit or Performance Pay provided to Town employees in FY 2022-23.

Section 3. All other provisions of the Position Classification and Pay Plan remain unchanged.

Section 4. The Human Resources Director shall revise the Position Classification and Pay Plan to reflect the changes in Section 1.

Section 5. This resolution shall become effective July 1, 2022.

SALARY AND WAGE ADJUSTMENT RESOLUTION FOR FY 2022-23

BE IT RESOLVED that the Town of Carrboro Town Council hereby approves the following as a part of the Annual Budget for FY 2022-23:

Section 1: All Town permanent full-time and appointed employees shall receive an across-the-board salary increase of \$3,000 effective July 2, 2022.

Section 2: All permanent part-time employees shall receive a pro-rated, across-the-board salary increase of \$3,000 that is based on their position's full-time equivalency, effective July 2, 2022.

Section 3: All Town elected officials shall receive an across-the-board salary increase of 2.9%.

Section 4: Permanent full-time Town employees shall be paid a minimum annual salary that is at least equal to the Minimum Housing Wage of \$31,158.

Section 5: The Town Manager shall increase the salary of any permanent full-time Town employees earning less than \$31,158 to the annual Minimum Housing Wage.

Section 6: All Town temporary part-time employees shall receive an across-the-board hourly wage increase of 2.9%.

Section 7: Effective July 2, 2022, the Town of Carrboro will pay all part-time employees an hourly wage that is equal to the Orange County Living Wage, which is currently \$15.85 per hour.

Section 8: This resolution shall become effective July 2, 2022.

ATTACHMENT D

A RESOLUTION APPROVING CONTRACT FOR TOWN ATTORNEY

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO:

Section 1: The Town Council hereby approves a contract for legal services with the Brough Law Firm for FY 2022-23 beginning July 1, 2022, and ending June 30, 2023.

Section 2: This resolution shall become effective upon adoption.

FOR FY2022-23 VEHICLE PURCHASES

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO, UNDER GS 159-13.2, THAT:

Section 1: The following vehicles are authorized for purchase in FY 2022-23:

Department	Vehicles/Equipment	Cost Estimate
Fire	Ford Hybrid PIU	58,000
Public Works	Isuzu ODB Leaf Truck	195,000
Public Works	Ford F-250	45,000
Rec and Park	Ford F-150 Hybrid	38,000
Rec and Park	Ford Maverick	32,000
	Total	\$ 368,000

Section 2. The total amount appropriated for the vehicles listed in Section 1 shall not exceed \$368,000 with the understanding that the Town may seek installment financing for these purchases.

Section 3: Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

Section 4: This capital project ordinance shall be effective July 1, 2022.

ATTACHMENT E-1

REIMBURSEMENT RESOLUTION FOR EQUIPMENT AND VEHICLES

WHEREAS, the Town Manager, has described to the Town Council the desirability of adopting a resolution, as provided under federal tax law, to facilitate the Town’s use of financing proceeds to restore its funds when the Town makes capital expenditures prior to closing on a lease-purchase installment financing.

BE IT RESOLVED by the Town of Carrboro Town Council that:

Section 1. The equipment and vehicles budgeted for purchase in FY 2022-23 include the following:

Department	Vehicles/Equipment	Cost Estimate
Fire	Ford Hybrid PIU	58,000
Public Works	Isuzu ODB Leaf Truck	195,000
Public Works	Ford F-250	45,000
Rec and Park	Ford F- 150 Hybrid	38,000
Rec and Park	Ford Maverick	32,000
	Total	\$ 368,000

Section 2. The expected type of financing (which may be subject to change) for the above equipment and vehicles is installment purchase financing as allowed in North Carolina General Statutes Section 160A-20.

Section 3. Funds that have been advanced, or may be advanced, from the Capital Fund for the aforementioned items are intended to be reimbursed from the financing proceeds up to an amount of \$368,000.00.

Section 4. The adoption of this resolution is intended as a declaration of the Town Council’s official intent to reimburse project expenditures from financing proceeds.

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

Section 6: This resolution shall become effective July 1, 2022.

ATTACHMENT F

**A RESOLUTION APPROVING THE
MISCELLANEOUS FEES AND CHARGES SCHEDULE**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO:

Section 1: The Town Council hereby approves the attached Miscellaneous Fees and Charges Schedule (Attachment F-1) for FY 2022-23.

Section 2: This resolution shall become effective on July 1, 2022.

TOWN OF CARRBORO
MISCELLANEOUS FEES AND CHARGES SCHEDULE
EFFECTIVE JULY 1, 2022

ATTACHMENT F-1

ITEM	CURRENT FEE
Motor Vehicle Tax	\$30.00 (Comprised of: General Municipal Vehicle Tax - \$25.00; Municipal Vehicle Tax for Public Transportation - \$5.00)
Alcohol/Beer & Wine Sales G.S. 105-113.77	
Beer (consumed on premises)	\$15.00
Beer (sold to be taken off premises)	\$5.00
Wine (consumed on premises)	\$15.00
Wine (sold to be taken off premises)	\$10.00
Fingerprinting	\$20.00 for each fingerprinting
Commercial Solicitation – Permit Application Fee	\$10.00
Commercial Solicitation – Permit Renewal Fee	\$5.00
Commercial Solicitation – Deposit Fee for Permit Card – Fee Returned Upon Receipt of Permit Cards	\$10.00
Animal Fees	
Dogs (unsterilized)	\$20.00
(sterilized)	\$3.00
Cats (unsterilized)	\$10.00
(sterilized)	\$3.00
Cemetery Fees	
Resident or Property Owner	\$ 750.00 per space
Non-Resident	\$1,500.00 per space
Plot Staking	\$25.00
Monument/Marker Staking	\$15.00

Compost Fees Large Compost Bins Compost Buckets	\$45.00 \$ 5.00
RECREATION FEES Picnic Shelters Dr. Martin Luther King Jr. Park Large Shelter Amphitheater 108 Bim Street Building Amenities	Insurance may be needed if the event includes major physical activity and moderate/severe exposure to participants; expected attendance of over 500; large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property; and food will be served, sold and/or given to the general public. If insurance is required, the event sponsor must sign the reservation contract to hold harmless, defend and indemnify the Town of Carrboro, provide general liability insurance with a minimum limit of \$1 million general liability coverage endorsed to name the Town as an additional insured and provide a certificate for documentation. \$45.00 per 0-4 hours \$55.00 above 4 hours \$50.00 per hour, 2-hour minimum \$50.00 per hour \$25.00 per hour \$150 Party Trailer rental if used with any pavilion/shelter rental. (Includes five tables, 30 chairs, outdoor games, and cooler)
TOWN COMMONS FACILITY FEES Organizations Approved To Sell Goods And Services	\$75.00 per hour; minimum two hours; no fee if town staff does not work during event, no public access to Town Hall bathrooms, no money is exchanged during event, no electricity used, the event is open to the public, reservations limited to no more than once per month by any one group, or once per week for food trucks, and subject to Town insurance guidelines. A one-time fee of \$25 per event is charged if the event is approved to sell goods or services. Renters may be required to hire parking attendants when events are expected to draw more than 100 vehicles. Additional fees that may be required for use of Town Commons include: Police Officer - \$35.00 per hour, \$10.00 per vehicle

Fire Fighter - \$30.00 per hour
 Command vehicle/pick up - \$25.50/hr
 Engine pumper truck - \$91.00/hr
 Aerial truck - \$140.81/hr
 Tent Permit (20' x 20' and larger) - \$50.00
 Open Flame Permit - \$50.00
 Assembly Permit - \$50.00
 Public Works employee - \$30.00 per hour
 Vehicle Usage - \$30/hr.
 Street Closings plus cost of advertising public hearing & mailings - \$85.00

Concessionaires

Long-Term

Seasonal Fees: Deposit \$150 (Seasonal is the length of program concessionaire is servicing).

For- Profit Organization

Non-Profit Organization

Ex: Food trucks or trailers
 \$500 (Spring baseball/softball,
 Fall softball/baseball)

Ex: Food trucks or trailers
 \$300 (Spring baseball/softball
 Fall softball/baseball)

One-two item vendor/carts \$250

One-two item vendor/carts \$150

Special Event

Flat Fee to be determined by the nature and projected attendance of the event.
 Fee paid in advance upon acceptance of application.

Event Booths (Nonprofit Groups, etc.)

Fee dependent upon the nature of the event \$15.00 - \$45.00 per booth.

Short-Term

Deposit \$50. Covers sporting, special events or community/neighborhood parks.

DAYS

For-Profit Organization

Non-Profit Organization

1-2	\$25/day	\$12/day
3-5	\$20/day	\$10/day
6-plus	\$15/day	\$ 8/day

Vendor Fees

\$150 per year for use of the Town Commons no more than once per week

	Except when events are scheduled
<p>Field and Court Rentals (which includes ball and multi-purpose fields, and tennis and basketball courts) Team/Group Rates (1-hour time block per field)</p> <ol style="list-style-type: none"> (1) Use without lights (2) Use with lights (3) Field Preparation (baseball, softball, football, soccer and lacrosse) <p>Tennis or Pickleball participants - first come first serve play (walk up)</p> <p>Free reservations of tennis courts - Wilson and Hank Anderson Park Monday through Sundays with the criteria below:</p> <ul style="list-style-type: none"> • Reservation times: 8:00am to 3:00pm • One-hour reservations, once per day per patron • Reservations cannot occur on consecutive days at the same time slot 	<p>\$20 for 60 minutes \$40 for 60 minutes \$22/time - 1st field, \$18 each additional field if prepared at same time \$45/time – 1st field, \$40 each additional field if prepared at the same time</p>
<p>Multipurpose field #2 at Anderson Park (near tennis courts) allows set up of temporary tents, awnings, or similar structures. All tents must be removed at the end of the rental period.</p>	

Anderson Park Disc Golf Course (Tournament Rental)	One Round Tournament: \$35/day Two Round Tournament: \$45/day
<p>Soccer Field (1-hour time block per field)</p> <ol style="list-style-type: none"> (1) Use without lights (2) Use with lights 	<p>\$20 for 60 minutes \$40 for 60 minutes</p>
<p>Tournament Rates (per ball field or multipurpose)</p> <ol style="list-style-type: none"> (1) Use without lights (2) Use with lights (3) Field Preparation (4) Maintenance Fee and Damage Deposit (5) Weekend tournament use will require a charge of 	<p>\$50 \$25/60 minutes, \$37.50/90 minutes \$22.00/time - 1st field, \$18.00 each additional field (if prepared at same time) \$300.00 (may be increased by Recreation and Parks Director if circumstances warrant) \$40.00 per day</p>

<p>\$40.00 for each day to reimburse the town for costs incurred in specific maintenance duties related to impact from the tournament rental. Tournament renters will still be required to perform all maintenance duties such as cleaning their fields and adjoining areas, parking lot(s), etc. in order to receive a return on the maintenance and damage deposit.</p> <p>(6) Police security will be required for all tournaments. Renter may retain sworn law officer(s) by submitting a written request, including names of officer(s) and times scheduled. Prior approval of Police and Recreation and Parks Departments are required. (Using any portion of minimum rate above constitutes the full charge.)</p> <p>(7) Organizations that book two or more tournaments in a calendar year may opt to be invoiced for rental balance due. Process follows current guidelines for Century Center rentals.</p>	<p>Cost of assigned officer is \$35/hr.</p>
<p>Equipment Rental Fee (non-perishable)</p>	<p>\$10.00/activity</p>

<p>Out-of-County Fee *No Out-of-County Fee is assessed to programs that recover 100% or more of direct cost.</p>	<p>Annual Out-of-County Fee, Fiscal Year 2022-23: \$81.00</p> <p><u>Per Activity Fees:</u> PROGRAMS (leagues, classes, camps, workshops) = Annual Out-of-County Fee divided by three. Fiscal Year 2022-23: \$27.00</p> <p>When out of county fees apply, participants should provide documentation of county residency.</p>
<p>General Programs Special Events and Workshops of a Specific Interest Nature (Road Run, Tennis Clinics, Special Interest Workshops)</p> <p>Program Souvenirs</p>	<p>Recover 100% of direct costs</p> <p>Fees or charges to be determined by the nature of the program and type of product produced. Price determined by nature of event, direct cost to produce and anticipated demand. Price range \$0.25 to \$50. To include but not limited to CD's, books and publications.</p>

Special Activity Trips	100% of direct costs
Leisure Classes	100% of direct costs
Day Camp Program	100% of direct costs Payment is due at the time of registration or \$40 camp deposit per camp registration. Balance is due by designated date.
Special Populations (activities, workshops, events, sports activities, etc.)	15%-50% of direct costs in overall program
Athletics Youth Sports	\$55 per participant (uniform used and returned) \$65 per participant (uniform item retained) <u>Non-Returned Town Issued Equipment</u> For activities where participants check out equipment from the Town for use during a particular program, the equipment must be returned to the Town within a specified time frame or within four weeks of the completion of the program, whichever is the shorter amount of time. Failure to do so may result in the following: <ol style="list-style-type: none"> 1. Participant will be issued an invoice for the replacement cost of the equipment. 2. A fee in the amount of the replacement cost will be placed on the participant's Rec Trac registration account until the cost is paid to the Town or the equipment is returned in satisfactory condition. 3. The Rec Trac account of the participant will be frozen and future registrations will not be accepted until the cost is paid to the Town or the equipment is returned in satisfactory condition. 4. Participants in the Town's Financial Assistance Program (FAP), will forfeit their FAP privileges until the cost is paid to the Town or the equipment is returned in satisfactory condition.
Athletic Instructional Camps	100% of direct costs
Adult Sports Leagues	80% of direct costs
Admission Fees Drop-In Program	Drop-in program fee determined by the nature of the event and direct cost. Participation fee ranging from \$0 to \$10 per participant. Includes virtual events.
Performance/Concert Tickets	Tickets for performances or concerts based on the nature of the event, direct programming costs of conducting event. Price ranges from \$5 to \$100.

Protest Fee	\$25.00 per protest (fee returned if protest ruled to be valid)
Financial Assistance Membership Program	<p>For individuals and families accepted in the Financial Assistance Membership Program. This entitles a household to receive a full fee waiver for activities or 25% of the cost. Applications are considered annually.</p> <p>To be considered: review the Income Eligibility Guidelines chart, fill out the application and attach documentation of your financial status through one of the following options:</p> <p>Living in public housing, receive SNAP, Medicaid or Work First, receive financial support from school system, or tax documents – copy of last year’s federal income tax return and two current pay stubs.</p> <p>Membership discounts begin after approval. Program registrations made prior to department approval will not be eligible for discounts. Seeking cancellations to use discounted membership will not apply.</p> <p>Each eligible participant can participate in, and up to, six activities per fiscal year (July 1st-June 30th) at the approved discounted rate.</p> <p>Refunds or cancellations will be based on your discounted rate and the refund timeframe. Memberships can be suspended if participants do not show up for activities. Staff will follow up via phone or email for the first “no-show”. A formal letter will be sent out for the second “no-show”. On the third “no-show”, the membership will be suspended for the remainder of the fiscal year unless written documentation is provided and accepted.</p>

Special Fee Waiver(s)	<p>Youth Athletic Head Coach Waiver - The registration fee for one child of a youth athletic league head coach shall be waived. The volunteer needs to be recognized as the “head” coach and the parent, guardian, or grandparent of the youth participant.</p> <p>Town Employees and Family Waiver - Town employees and their family in their household will receive a 25% discount off all preregistered classes and/or facility rentals.</p>
Volunteer Credit Certificate	Volunteers providing the following number of hours serving Carrboro

Recreation and Parks sponsored programs during the year will be awarded the following:

- 1 or more service hours = invitation to the volunteer recognition social.
- 15 service hours = \$10 credit certificate to be applied toward a preregistered Carrboro Recreation and Parks Department sponsored program.

Restrictions

Each Credit Certificate may be used once.

Must be used within twelve months, immediately following volunteer service. Credit Certificates may not be applied toward co-sponsored programs where revenue sharing is used.

No refunds, exchanges, or redemptions toward cash.

Credit Certificates may only be applied toward a family account.

Credit Certificates will expire one year from the date of issue.

Accumulative maximum of \$65 credit.

Co-Sponsored Programs

Fees for programs co-sponsored with other agencies and organizations will be set at the most reasonable rate as mutually determined by all co-sponsors.

Promotional Display Ad (for web pages)- Fee or charges to be determined by the nature of the event coordinator, size of promotional ad, and length of time the promotion is posted on-line. Priced from \$1.00 per day to \$20.00 per week.

Special Event Requests

When a Community Event Pre-application form or a Special Event Request form is submitted, the date(s) and time(s) requested on the forms will be reserved during the time needed for the Special Event Committee to review the request. All forms are due, at a minimum of, 20 days prior to the requested day of the event. All information is needed, and fees received, within seven days of notification of the Special Events Committee's decision. If waiving of fees is requested, there is a maximum of two waived events for each group, per year

Block party trailer usage is also available through the Special Events Committee approval process. An application needs to be completed and submitted. The trailer must be used for events within the Town limits of the Town of Carrboro. See website for a list of trailer inventory.

Trailer Fees:

Deposit - \$100 (Returned unless items are missing or damaged. Damaged or missing items in excess of \$100 will be billed at cost of replacement.)

Rental - \$200

Potential fees for special events:

Police Officer - \$35.00 per hour, \$10.00 per vehicle

Fire Fighter - \$30.00 per hour

Command vehicle/pick up \$25.50/hr

Engine pumper truck \$91.00/hr

Aerial truck \$140.81/hr

Tent Permit (20' x 20' and larger) - \$50.00

(800 square feet and bigger if it is enclosed and has side walls)

(1800 square feet and bigger if open on sides)

Open Flame Permit - \$50.00

Assembly Permit - \$50.00

Public Works employee - \$30.00 per hour

Vehicle Usage - \$30/hr.

Street Closings plus cost of advertising public hearing and mailings - \$85.00

Equipment Bag Rental

Each bag rents for \$10.00 plus a separate deposit for the value of the equipment. Bags are rented for one night or weekend. All equipment needs to be returned by noon on the following business day.

1. Basic Adult Bags 1 & 2-(1) volleyball net (1) volleyball (3) softball bats (1 set) horseshoes (1) Frisbee (1) basketball Deposit: \$263.00
2. Basic Child Bags 3 & 4-(1) volleyball net (1) volleyball (1) playground ball (1) plastic bat (1) whiffle ball (1) Frisbee (1) basketball Deposit: \$87.00
3. Croquet Bag 5-(1) Croquet Set Deposit: \$90.00
4. Basic Volleyball Bag 6-(1) volleyball net (1) volleyball Deposit: \$52.00
Customized Bags-Must have staff approval; Volleyball Net: \$39.00
Volleyball: \$13.00 Softball Bat: \$40.00 Softball: \$4.00
Horseshoe Set: \$60.00 Frisbee: \$9.00 Basketball: \$10.00
Playground Ball: \$5.00 Wiffle Ball Bat: \$8.00 Wiffle Ball: \$2.00
Croquet Set: \$90.00
5. Wilson Park Gate Key-check will be deposited if key is lost or not returned Deposit: \$300.00

CARRBORO CENTURY CENTER

ITEM	CURRENT FEES		
	STANDARD FEE	SPECIAL EVENT FEE	OTHER FEES
Rooms Hours of operation 9:00 a.m. to 11:00 p.m.	Covers: receptions, parties, dances, meetings, or any other private gathering	Covers: All events that are free and open to the public.	Rental requests outside of normal operating hours are subject to additional fees.
Century Hall (3 hr. minimum usage) (Each additional half hour pro-rated at the set charge) Weekday Use: (for Three Hours) Weekend Use: (for Three Hours)	 \$165.00 \$276.00	 \$87.00 \$138.00	Nonrefundable prepayment Fee (all rooms and Hall – 10% of contract total) required to confirm rental. Use of Hall prior to or after normal operating hours – \$92 per hour For Hall use on weekends; before or after normal operating hours – \$138 per hour
Activity Rooms 1 – 4 (2 hr. min.) Rooms 2 and 3 charged at single use rate	\$47.00	\$29.00	Use of Activity Rooms prior to or after normal operating hours – \$35 per hour
Kitchen (1 hr. minimum usage)	\$32.00	\$19.00	Room Reset Fee (changes occurring the day of the event): Activity Rooms - \$15.00; Century Hall - \$25.00. Room Rental Cancellation Fees: Cancellations three weeks or more prior to event receive refund of rental payment minus 10% nonrefundable prepayment fee; Century Hall, kitchen and Activity Rooms 1-4 <u>not cancelled</u> three weeks (21 days) in advance forfeit all rental fees.
Century Center Equipment Fees AV equipment (example: TV, DVD, Laptop computer, portable screen) LCD Projector Large Sound Board	\$10.00 per use \$20.00 per use \$40.00 per use		

Patrons who maintain Century Hall rentals 10 times or more per calendar year may pay a flat rate deposit of \$50 per calendar year for their events instead of 10% of the contract total. These patrons may make one reservation per month per 12 month calendar year applying this flat rate deposit. . **Patrons who receive the flat rate but cancel two or more booked rentals thereafter during the calendar year will be required to pay the 10% booking fee minus**

\$50 after two or more cancellations. Any additional bookings are subject to 10% of the contract. All bookings for the calendar year must be completed on one contract.

For the purpose of clarification:

1. Reservations are first come, first serve subject to availability of space. Reservations may start no earlier than 7:00 a.m. and must conclude (including cleanup and takedown) by 1:30 a.m.
2. The 2-hour and 3-hour time blocks are the minimum that each room area may be rented. Less time than the minimum will result in the full charge as listed above. Times over the minimum block will be charged at half hour intervals pro-rated from the hourly rate in each category of use. Early arrivals or late departures charged at half hour intervals.
3. Groups renting the Century Hall for a single Standard Event with a rental length of 6 or more hours may schedule a rehearsal in the Century Hall on any date prior to their event if space is available. In the case of rehearsals, the Town will charge a prorated hourly rate instead of the full 3 hour minimum.
4. Approved Chapel Hill-Carrboro School System rentals will be charged at \$16 per hour per space.
5. Rental payments not received 21 days prior to event will be assessed a \$25.00 late fee. Rentals will be cancelled if full balance of rental is not received seven (7) days prior to the event.
6. Fee waived events, Town Sponsored Events, Orange County local government boards and school boards' use and meetings of same are free. The Town manager or designee shall determine whether any event has rental fees waived or is a town sponsored event, considering all relevant factors related to the town's participation in or control over the event. However, the presence of one or more of the following factors shall generally lead to a determination that an event has rental fees waived or is town sponsored:
 - a. The town expends town funds for the planning and/or staging of the event, or
 - b. The town anticipates receiving revenue from the staging of the event, or
 - c. The town makes a substantial in-kind contribution toward the planning and/or staging of the event, or
 - d. The town exercises substantial managerial control over the planning and/or staging of the event. The event substantially advances the Town's policies or goals of Vision 2020. Waiving fees for a maximum of two events per year, per individual, group, or organization.
7. Community Art Groups may rent Century Hall on the First Sunday of the month from 2:00 p.m. to 5:00 p.m. for artistic events such as musicals, literary works, visual arts, including paintings, sculpture, etc: \$80. Each group is limited to one discounted rental per year. All other Century Center rental requirements apply. (If the hall is being used for a departmental event during a first Sunday request, staff will try to accommodate the request on another Sunday during that month).
8. Town of Carrboro retains all rights to sales and concessions taking place in the building. Event sponsors may sell only items that are associated with their activity with prior department approval. Event sponsors can sell items only within the room in which the activity is taking place.
9. Equipment fees are listed above.
10. Building supervisor costs are included in above fee.
11. Event sponsors must book dates and space needed for ongoing events.
12. Space will not be held for ongoing events/programs until a contract has been signed, deposit received and the reservation has been confirmed.
13. Changes to weekend rentals that may result in additional fees to the cost of the existing rental agreement must be paid at the time

of the request via check or cash.

14. Fee waivers for sound equipment may be requested by certified non-profit 501c3 organizations.

<p style="text-align: center;">Catering/Meal Services</p> <p>Fee for all refreshments and/or food service activity (Century Hall Only) Clean-up Fee</p> <p>A refundable clean-up/damage deposit may be required for any event where food and/or beverages are present.</p> <p>Event organizers are responsible for ensuring that the Century Hall is clean and that all litter is removed immediately following the event. Failure to do so will forfeit the clean-up/damage deposit. If town property is destroyed or damaged by reason of event sponsor's use, event, or activity, and the damage or destruction is directly attributable to the event sponsor, the event sponsor will be required to reimburse the town for the actual replacement or repair cost of the destroyed or damaged property.</p>	<p style="text-align: center;">Fees</p> <p>5% of the room rental</p> <p>\$300</p>
<p style="text-align: center;">Century Center Services</p> <p>Overnight storage (only available when no events are scheduled after the event that requires storage) Pre-Program overnight storage (example for wedding receptions deliveries) Piano Tuning beyond routine tuning (2x/yr) Booth Rental at Century Center Events 100th Birthday party or 50th Wedding Anniversary (Carrboro Residents only)</p>	<p style="text-align: center;">Rate</p> <p>\$50.00 per night – Century Hall \$25.00 per night – Activity Rooms, first floor \$100.00 per day Activity Rooms, first floor \$175.00 per day – Century Hall At cost \$25/no electricity or \$35/with electricity 50% discount</p>

Refunds

1. All refunds/withdrawals from programs should be requested in writing and sent to the Administrative Assistant of the Recreation and Parks department.
2. In the event there is a change in the nature of the program, activity, or reservation or cancellation, participants will be contacted, and a transfer, full credit or refund will be given.
3. Injury or illness of a participant. Doctor's documentation is needed. (If the program is underway, the refund will be prorated).

PROGRAMS/ACTIVITIES

1. When program/activity refund requests are received more than three (3) business days prior to the start of a recreation program, a refund less a \$5.00 administrative fee, or full credit or transfer will be given. Athletics program requests should be received three business days prior to the first practice/game.
2. \$40 for a withdrawal per summer camp that is made after the designated date and prior to the start of the camp.
3. After the camp has started, the \$40 administration fee is applied, along with the balance prorated (in accordance to how many days the camp has been held).
4. When a request is received in three business days or less a pro-rated credit will be placed on your account minus administrative fee. If a program is more than 50% complete it is left to discretion of the program coordinator.

Note: It is the discretion of the program supervisor whether a refund will be given on commodity (supplies, tickets, apparel, etc.) that has already been purchased by the participant.

FACILITIES

1. Century Center Room Rental Cancellation Fees: Cancellations three weeks or more prior to the event receive refund of rental payment minus 10% prepayment fee. Events not cancelled three weeks (21 days) in advance forfeit all rental fees. The Department may cancel a reservation in the case of severe weather conditions, a Town emergency, and if all of the contract stipulations are not followed. All reservation fees will be returned in full if a situation occurs which is beyond facility or event sponsor control.
2. Park Facility Cancellations: Cancellations made three days or more prior to the event receive refund minus \$5.00 administration fee. Any rental over \$20 not cancelled three business days prior to the rental will receive a refund of 75% of the rental fee minus the \$5.00 administrative fee. Any rental less than \$20 will be refunded less the \$5.00 administrative fee.

PUBLIC WORKS FEES

Roll Out Containers	\$50.00 per container
Yard Waste Containers	\$50.00 per container
Extra Roll Out Container Service	\$2.00/container
Extra Dumpster Collection for Multi-Family Dwellings	\$22.00 8 cubic yard \$17.00 6 cubic yard \$12.00 4 cubic yard \$ 7.00 2 cubic yard
Non-Residential Dumpster Fees	Cost Per Quarter (13 weeks service)
Dumpster Size (Cubic Yards)	Per Pickup (each time)
2	\$13.69
4	\$16.46
6	\$19.23
8	\$21.92
Large amount of yard waste/brush	First 10 minutes free of charge. For collections requiring longer than 10 minutes, a fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. The fee must be paid in advance.
Driveway Pipe	100% of cost of materials (if available in inventory)
Street Cut Repairs	\$95.00 per sq. yd
Street Signs	Actual cost of materials and cost of labor, if installation required. Payment required in advance.
Driveway Permit Fee & Encroachment Permit	\$120.00
Building Structure Moving Permit Fee	\$125.00
Encroachment Permit	
Attachment to Town-owned pole	\$50.00 for existing poles; Actual cost of "make ready" work as defined in the LUO
Encroachment Fee	\$100.00 (This fee is waived for rights-of-way encroachments where the fee for Zoning Permit is paid.)
Consultant review fee, as needed	\$500.00 per application. (Per G.S. 160D-934 this fee must be based on the Town's actual costs.)
Street Closings	\$85.00 plus the cost of advertising the public hearing, including mailings.
Processing Fee for Permanent Right-of-Way Closing	\$85.00, plus the cost of advertising, certified mailing and first-class mailings
Full or Partial Street Improvement Inspection Fee (including storm drains, sidewalk, curb and gutter, paving, grading and appurtenant work in or adjacent to public rights-of-way)	\$2.60 per linear foot
Utility Service Improvement Inspection Fee (including excavation, backfill, and appurtenant work relating to the installation, repair, replacement, or removal of sewer, water, gas, telephone, electric, and/or similar utility facilities in or adjacent to public rights-of-way).	\$1.00 per linear foot

POLICE FEES**Precious Metal Dealer Fees**

Annual Permit Application Fee	\$180.00
Fingerprinting Fee Per Person	\$38.00
Employee Initial Registration Fee	\$10.00
Employee Subsequent Renewal Fee	\$3.00

PLANNING FEES

Online Permitting and Access (charged on each individual permit)	\$40.00
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CONSTRUCTION PERMIT FEES**Building Permits**

Minimum Permit Fee	\$65.00
Demolition permit	\$65.00
Relocation of Structures	\$65.00
Mobile home set up	\$65.00
Modular units (approved by NC Dept. of Ins)	\$120.00
Accessory Structures (less than 144 square feet)	No Charge
Manufactured, Assembled or Packaged	\$75.00
Re-inspection Fee	\$75.00
Homeowners Recovery Fund Fee	\$10.00
Replacement Permit Card Fee	\$50.00
Damaged or Missing Plans Fee	\$50.00
Technical Review	\$50.00

Residential Construction

New Construction	.26/sq. ft.
Renovation or alteration	.21/sq. ft.

Commercial Construction

New Construction	.26/sq. ft.
New Construction (Open Parking Structure)	30% of New Construction Fee
Renovation or Alteration	.21/sq. ft.
Replacement/Renovation not covered by minimum square footage (commercial), and renovations to existing commercial building located in the University Lake watershed	\$275.00
CO Certification (commercial)	\$100.00
Stocking Fee (Furniture/equipment/stock installation prior to issuance of CO)	.05/sq. ft.

Plumbing	
Minimum permit fee	\$50.00
Residential Additions	\$50.00
Commercial Fit up	\$50.00
Modular home (approved by NC Dept. of Ins.)	\$120.00
Sewer ejector pumps	\$35.00
Grease traps	\$35.00
Re-inspection Fee	\$75.00
Fixtures – (Defined as any opening into the waste and/or vent system. Also, items such as water heaters, disposals, water pumps and dishwashers are deemed as such.)	.16/sq. ft.
Water/Sewer Only	\$50.00 minimum fee
Replacement/Renovation not covered by square footage (Commercial)	\$275.00
Mechanical	
Minimum Permit Fee	\$50.00
Replacement or system conversion	\$50.00
Installation of woodstove or factory-built fireplace	\$50.00
Re-inspection Fee	\$75.00
Heating Equipment and Appliances (Gas or Oil)	.16/sq. ft.
Gas Lines	\$75.00
Modular Home (approved by NC Dept. of Insurance)	\$125.00
Replacement/Renovation not covered by square footage (Commercial)	\$275.00
Residential HVAC Change-out	\$100.00
Commercial Hoods	
0-25 sq. ft.	\$100.00
25.1-50 sq. ft.	\$125.00
Over 50 sq. ft.	\$150.00
Gasoline and Oil Tanks (Per Tank)	\$225.00

Electrical	
Minimum permit fee	\$50.00
Temporary electrical service	\$50.00
Residential Applications	Sq. Footage x .16
Residential & Commercial Additions (receptacles, switches, etc.)	\$45.00
Conditional Power	\$150.00
Commercial – Open Parking Structure	30% of Residential Application Fee
Service changes	
Up to 400 AMP	\$150.00
401 - 1,000 AMP	\$250.00
Mobile home electrical connection	\$75.00
Modular Home (approved by NC Dept. of Insurance)	\$125.00
Swimming pool	\$75.00
Sign Installation	\$75.00
Gas pump Installation	\$75.00/pump
Re-inspection fee	\$75.00
Electric Motors and Generators	
Minimum charge	\$50.00
Each Additional Motor transformer etc.	\$10.00
Commercial – New Construction	Sq. Ft. x .16
Commercial electrical work not included in additions or not including a square footage component	\$275.00
Online Permitting and Access (charged on each individual permit)	\$40
Refunds	
Refunds approved at the discretion of the Chief Building Inspector or Designee	
Recycled Materials Permit	10% of the total assessed building permit fee
Work initiated without required construction permits	Twice the original permit fee
Engineering Inspection Fee - Residential	\$165/ Certificate of Occupancy
Engineering Inspection Fee - Commercial	\$350/Certificate of Occupancy

Fire Prevention	
Blasting Permit	\$100.00
Renewal Fee (Must be renewed every 30 days)	\$50.00

Burning Permit	\$75.00
Pyrotechnic Permit	\$100.00
Hazardous Materials Permit	\$150.00
Fire Alarm and Detection System Permit	\$100.00
- Initiating or supervisory device (automatic or manual - pull station, water-flow switch, tamper switch, heat and smoke detectors, etc.). Commercial projects	\$2.00 per initiating device
Fire Sprinkler/Standpipe/Fire Pump/Extinguishing System Permit Sprinkler head, fusible links, frangible bulbs, water flow switch, supervisory device, etc.	\$100.00 \$2.00 per initiating device
All other Fire Code Permits not listed above	\$50.00
Re-inspection fee	\$75.00
Life Safety Violation	\$250.00
Non-compliance fee per code violation	\$25.00
False Burglar and Fire Alarms	\$75.00 for each false burglar or fire alarm sounded by a private alarm system. This fee would be billed only after two such alarms were sounded during a given month for a particular business.
Fire-Rescue Address Signs	\$15.00 (sign only) \$20.00 (sign and post)
Work initiated without required construction permits	Twice the original permit fee
LAND USE PERMIT FEES	
Engineering plan review and requested inspections/site visit costs have been included with permit fees.	

CONDITIONAL USE OR SPECIAL USE PERMITS (New Requests)	
Residential (up to 3 rounds of review)	\$1,300 .00+ \$110.00 per unit
Residential >3 rounds of review)	\$ 750.00 +\$55.00 per unit
Commercial (up to 3 rounds of review)	\$1,200.00 + \$.06 per square foot of commercial building space
Commercial (>3 rounds of review)	\$600.00 +\$.03 per square foot of commercial building space
Mixed Use (up to 3 rounds of review)	\$1,200.00 + \$.06 per square foot of commercial building space + \$36.00 per residential unit
Mixed Use (>3 rounds of review)	\$600.00 +\$.03 per square foot of commercial building space +\$18.00 per residential unit
Miscellaneous, less than 3 acres (up to 3 rounds of review)	\$750.00
Miscellaneous, less than 3 acres (>3 rounds of review)	\$375.00
Miscellaneous, 3 acres or more (up to 3 rounds of review)	\$1,500.00
Miscellaneous, 3 acres or more (>3 rounds of review)	\$750.00

Watershed Subdivision, 4 lots or less	\$450.00 + \$75/lot
Child Day Care Facility-S.U.P. (Large Child Day Care Homes - 12 pre-school or 15 school-aged children)	\$450.00 + 0.025 per square foot of building area
ZONING PERMITS	
Residential	\$75.00 per unit + \$75/unit or lot, and per .025 per square foot of building area when engineering review
Commercial	\$60.00 or \$0.06/ per sq. ft. of commercial area, whichever is greater and .025 per square foot of building area when engineering review
Home Occupation	\$75.00
Site Re-inspection	\$60.00
Small Cell Wireless Facilities	\$100 per facility for first five; \$50 for each additional facility (i.e. six thru 25). A “substantial modification” as defined in the LUO requires a second fee. There is no fee for micro-wireless antennae attached to cables strung between two poles.
Wireless telecommunications application Consultant review fee, as needed	\$500 per application (Per G.S. 160D-934 this fee must be based on the Town’s actual costs.)
Substantial Modification of any wireless facility (treated as a new application by statute)	The original fee charged shall be charged again.
SIGN PERMITS	
Single Sign Permit	\$40.00 per sign
Unified Sign Plan Permit	\$150 per sign unified sign plan
Individual Sign in accordance with approved plan	\$30.00 per sign
Sign on Historic Building (SUP, per Section 15-174 of the LUO)	\$50.00
VILLAGE MIXED USE OR OFFICE/ASSEMBLY CONDITIONAL USE DISTRICT	
Rezoning	\$1,500 + \$40/acre
Master Plan	\$ 750 + \$20/acre
CUP Special use permit attached to any VMU or O/A Rezoning Request (up to 3 rounds of review)	\$1,500 + \$100 per residential unit + \$0.13/square foot of commercial space
CUP Special use permit attached to any VMU or O/A Rezoning Request (> 3 rounds of review)	\$1,500 + \$100 per residential unit + \$0.13/square foot of commercial space

CONDITIONAL USE REZONING	
Rezoned to RR-CU, R-20-CU, R-15-CU, R-10-CU, R-7.5-CU	\$700 + \$30.00/acre
Rezoned to R-3-CU, R-2-CU, R-S.I.R-CU, R-S.I.R. 2-CU	\$850 + \$30.00/acre
Rezoned to B-1(c)-CU, B-1(g)-CU, B-2-CU, B-3-CU, B-4-CU,	\$1200 + \$30.00/acre

CT-CU, B-3-T-CU, O-CU, M-1-CU, and M-2-CU	
Conditional Use Permit attached to any CU Rezoning Request (up to 3 rounds of review)	\$1000 + \$105.00/unit + \$.13/square foot of commercial building space
Conditional Use Permit attached to any CU Rezoning Request (>3 rounds of review)	\$500 + \$50.00 per unit + \$.07/square foot of commercial building space + \$75/unit when engineering plan review
CONCEPT PLAN/PRE-APPLICATION	
Walk-about/Concept Plan Review	\$150 + \$25/unit or lot
Yield Plan Review	\$150 + \$25/unit or lot
Pre-Application with technical review	\$50/lot and/or .025/ square foot of building area
Pre-Application with technical review > 3 rounds of review	\$300/lot and/or .025/ square foot of building area
CONDITIONAL OR SPECIAL USE PERMIT MODIFICATIONS	
Minor Modification with hearing	\$600.00 + \$50/lot and/or .025/ square foot of building area
Minor Modification without hearing	\$300.00 + \$50/lot and/or .025/ square foot of building area
Insignificant Deviations	\$150 + \$50/lot and/or .025/ square foot of building area
CONDITIONAL, SPECIAL USE OR ZONING PERMIT EXTENSIONS OR RENEWALS	
Residential, Commercial, or Mixed Use	\$350
PHASING CHANGES AND REVIEW (IF SEPARATE FROM INITIAL APPROVAL)	
Residential, Commercial, or Mixed Use	\$300
FINAL PLAT APPROVALS	
1. Less than 5 acres	\$180 + \$30.00 per unit or lot, + \$50 per unit or lot when engineering review
2. 5 to 10 acres	\$250 + \$30.00 per unit or lot +, and \$50 per unit or lot when engineering review
3. More than 10 acres	\$300 + \$30.00 per unit or lot +, and \$50 per unit or lot when engineering review
VARIANCES	\$350.00 +, and \$50 per unit or lot when engineering review
APPEALS	\$300.00
SPECIAL EXCEPTIONS	\$250.00

EXEMPT SUBDIVISIONS

Creation of additional lots	\$150.00
Combination or recombination of existing lots	\$100.00
Special review – per Carrboro Town Code 15-78.1	\$100.00
Re-recording Existing Survey	No Fee
ZONING/PROJECT COMPLIANCE LETTER	\$120.00
CONSTRUCTION PLAN REVIEW	
Residential	
25 or more units	\$950.00 + \$80 per unit
5 to 25 units	\$500.00 per construction plan review + \$80 per unit
less than 5 units	\$250.00 per construction plan review + \$80 per unit
Commercial	\$750 + \$.18 per square foot of commercial building space
Mixed Use	\$600 + \$.15 per square foot of commercial building space + \$25 per residential unit + \$50/unit and/or .025/square foot of building area when engineering review
Construction Plan Revisions	(if separate from initial approval) = \$300.00
PAYMENT-IN-LIEU	
Payment-in-Lieu	\$292.30 per point in accordance with Appendix G in the Land Use Ordinance
Open Space	Payment based on number of sq. ft. of open space not provided on-site multiplied by the unadjusted tax value per sq. ft. of land listed by Orange County multiplied by the increase in the Consumer Price Index since the date of evaluation.
Affordable Housing	\$42,966 (Determined by multiplying the average of median home sales prices, as obtained from MLS data, of the previous three years for the Chapel Hill Carrboro City School District, by 10%)
ZONING MAP AMENDMENTS	
To a Conditional Zone, Residential	\$1,200 + \$30/acre + \$50/unit when engineering review
To a Conditional Zone, Commercial or Mixed-Use	\$1,200 + \$30/acre + \$50/unit when engineering review
To C, NPD, WR, RR, R-20, R-15, R-10, R-7.5, HD, JLWP	\$850.00 + \$35.00 per acre
To R-2, R-3, R-SIR, R-SIR-2, PUD, HR-R	\$1000.00 + \$35.00 per acre
To B-1G, B-1C, B-2, B-3, B-3T, B-4, B-5, M-1, EAT, WM-3, O, OA, PID, RHDC Overlay, CT, HR-CC	\$1,450.00 + \$35.00 per acre
To PF	\$600.00+ \$35.00 per acre
ZONING TEXT AMENDMENT	\$475.00

MAPS AND SERVICES	
<i>Zoning Map</i>	
Large, wall map	\$20.00
E-size (34 x 44)	\$15.00
D-size (22 x 34)	\$12.00
11 x 17	\$10.00
<i>City Limits Map</i>	
E-size	\$15.00
11 x 17	\$10.00
<i>Natural Constraints Map</i>	
E-size	\$15.00
11 x 17	\$10.00
<i>Custom Maps</i> (15-minute production time limit)	
E-size	\$40.00
D-size	\$30.00
C-size (17 x 22)	\$25.00
11 x 17	\$20.00
8 ½ x 11 (color)	\$10.00
8 ½ x 11 (black/white)	\$5.00
With Orthography	\$45.00
Other Custom Maps	Map charge (shown above) + \$40.00 per hour (\$50.00 minimum)
<i>Blueprint Maps</i>	
1979 and 1985 Topographic Maps ((Print of Digital Data)	\$30.00
<i>Digital Data</i>	
Existing Data Layer	\$30.00
Customized Data Layer	\$30.00 + \$40.00 per hour (\$50.00 minimum)
Digital Published Map	\$30.00
Public Hearing Notification Mailing (if stamped, addressed envelopes not provided by applicant)	\$30.00 + \$.75/ address
(Requests for Orange County digital data will be referred to Orange County)	
STREAM DETERMINATION AND WATER QUALITY BUFFER MITIGATION	
Ephemeral Stream	\$60.00
Intermittent or Perennial Stream	\$120.00
Mitigation Fees for Impacts to Ephemeral Stream Water Quality Buffers	

Removal of Vegetation	\$.99 per sq. ft*1.5
Grading or Other Changes That Modify Natural Conditions of Diffuse Flow	\$12.50 per linear foot or stream disturbance for one or both sides of stream channel, depending on area of impact
Disturbance of Stream Channel	\$349 per linear foot of stream disturbance

BMP Inspections (applicable to owners who have not provided adequate documentation of self-inspection and maintenance and who have not voluntarily entered into a maintenance agreement)	
Sites with 1 or 2 BMPs	\$125.00
Sites with more than 2 BMPs	\$250.00
BMP Re-inspection	\$75.00
PUBLICATIONS - fees are the lesser of the amount listed below or the actual cost to generate the publication	
Carrboro Architectural and Historical Inventory	\$7.50
Carrboro Bicycle Policy and Sidewalk Policy	\$1.00
Carrboro Connects 2022-2042 Comprehensive Plan	\$50.00
Carrboro Downtown Guidelines for Design	\$10.00
Carrboro Connector Roads Policy	\$1.00
Downtown Carrboro New Vision	\$15.00
Carrboro Vision 2020 Report	\$7.50
Small Area Plan for Carrboro's Northern Study Area	\$20.00
Neighborhood Preservation District Guidelines	\$10.00
Carrboro Land Use Ordinance	\$25.00
Conceptual Master Plan Town of Carrboro, N.C. Bolin Creek Greenway	\$35.00
Bicycle Master Plan Update; Comprehensive Bicycle Master Plan	\$25.00
Other Publications	10¢/page + 50¢/color page
TOWN CODE	\$20.00
HOUSING CODE (Chapter 17)	\$5.00
XEROX COPIES OF MISCELLANEOUS DOCUMENTS	10¢ per page
HISTORIC CARRBORO PLAQUE	\$135.00 per plaque
BAD CHECKS	\$35.00 per check
PARKING FEE SCHEDULE FOR YAGGY PARKING LOT	\$25.00 per space per month
REGISTRATION OF DOMESTIC PARTNERS	
Registration	\$40.00

Affidavit of Termination	\$40.00
Amendment to Statement	\$40.00
Copies of Domestic Partner Registrations	\$2.00
COPIES OF VIDEO OR AUDIO RECORDINGS	\$5.00 per tape, CD or DVD
TRANSLATION EQUIPMENT RENTAL – TRANSLATORS NOT PROVIDED WITH EQUIPMENT	
Security Deposit - People or organizations checking out the translation equipment will be liable for any damage to equipment or missing equipment up to or beyond the \$150 security deposit. (The security deposit will be waived for any governmental entities, including UNC-CH.)	
Rental Fee for use of equipment for up to 3 days – must be paid upfront.	\$25.00 (nonrefundable)
Late Fee (for any day beyond established rental time)	\$10.00 per day
INDEX OF COMPUTER DATABASES	
Digital Copy of Index of Computer Databases - CD, DVD, USB Solis State Drive	\$5.00
Digital Copy of Database Media and Costs - CD, DVD, USB Solis State Drive	\$15.00
Report Reproduction Cost List NOTE: These fees do not apply to GIS related report and mapping reproduction; those fees are covered elsewhere in the Miscellaneous Fees and Charges Schedule.	\$.10 for each printed, plotted, or photographic database output page
Custom Services Costs – Custom Report Preparation	Starting at \$100.00 per hour billable in 15-minute increments, and listed cost of digital and printed reproduction media. The ability to process custom requests is based upon staff and resource availability, and requesters should note that all requests may not be filled due to such limitations.

A RESOLUTION TO APPROVE AN EMPLOYEE MEDICAL INSURANCE PLAN WITH BLUE CROSS BLUE SHIELD OF NC, AND NONSTOP WELLNESS AS A THIRD-PARTY MEDICAL INSURANCE ADMINISTRATOR

WHEREAS, the Town has provided employees and retirees with medical insurance plans for many years; and,

WHEREAS, the Town has incurred medical insurance rate increases over the past few years; and,

WHEREAS, staff have reviewed cost saving options for insurance plans and recommend a high deductible medical health insurance plan (HDHP) in order to save on premiums costs; and,

WHEREAS, staff recommends retaining Blue Cross Blue Shield of NC (BCBSNC) as the Town's medical insurance provider; and,

WHEREAS, a third-party administrator, Nonstop Wellness (NSW) will assist with creating a medical expense reimbursement plan (MERP), in conjunction with the BCBSNC medical insurance plan, to provide benefits to Town employees and retirees; and,

WHEREAS, Town employees will continue to have access to the vast BCBSNC in-network provider pool for medical services with no changes in covered services and/or prescription medications;

NOW THEREFORE, BE IT RESOLVED that the Town of Carrboro Town Council hereby approves the following as a part of the Annual Budget for FY 2022-23:

Section 1: The Town will offer all employees and retirees a HDHP and MERP through the medical insurance provider of BCBSNC and a third-party administrator, Nonstop Wellness.

Section 2: The Town Manager is authorized to enter a contract with the providers stated in Section 1, for fiscal year 2022-23.

Section 3: The premiums for these new plans, and this resolution, shall become effective on July 1, 2022.

ATTACHMENT H

**A RESOLUTION TO APPROVE AN EMPLOYEE DENTAL INSURANCE PLAN
WITH BLUE CROSS BLUE SHIELD OF NC**

WHEREAS, the Town has provided employees with dental insurance plans for many years; and,

WHEREAS, the Town has incurred dental insurance rate increases over the past few years; and,

WHEREAS, staff recommends a change in providers to have Blue Cross Blue Shield of NC (BCBSNC) provide a dental insurance plan for the Town; and,

WHEREAS, Town employees will maintain the vast in-network provider pool for dental services; and,

NOW THEREFORE, BE IT RESOLVED that the Town of Carrboro Town Council hereby approves the following as a part of the Annual Budget for FY 2022-23:

Section 1: The Town will offer all current employees a dental insurance plan through BCBSNC.

Section 2: The Town Manager is authorized to enter a contract with the provider stated in Section 1, for fiscal year 2022-23.

Section 3: The premiums for this new plan, and this resolution, shall become effective on July 1, 2022.



Town of Carrboro

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

Agenda Item Abstract

File Number:22-228

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 2

TITLE:

Appointments to the Orange Water and Sewer Authority (OWASA) Board of Directors

PURPOSE: The purpose of this agenda item is for the Town Council to consider making appointments to both Town seats on the OWASA Board of Directors.

DEPARTMENT: Clerk's Office

CONTACT INFORMATION: Wesley Barker, 919-918-7309, wbarker@carrboronc.gov or Mayor Damon Seils

INFORMATION: The OWASA Board of Directors is made up of a nine-members. Chapel Hill Town Council appoints five board members, Carrboro Town Council appoints two board members, and the Orange County Board of Commissioners appoints two board members. The OWASA Board adopts the annual budget; sets rates, fees and charges based on cost-of-service principles; approves bond issues to fund capital projects; makes policy decisions; and appoints the Executive Director, General Counsel, and independent auditor.

The Town of Carrboro has two seats on the OWASA Board of Directors. One of these two seats is currently vacant and has been since June 30, 2021. The other seat is currently held by Yinka Ayankoya, with her term expiring June 30, 2022. Yinka has served two full terms, and OWASA Board Members ordinarily only serve two three-year terms. After June 30, 2022, Carrboro would not have any representation on the OWASA Board, until appointments are made by the Town Council. Appointed members serve a three-year term.

Applications were received from Katherine Baer, Joe Brown, W. Patrick Gale, Melody Kramer, and Elmira Mangum. These are included as attachment A.

According to the Town Code Chapter 2: Procedures of Governing Body, Article V: Miscellaneous, Section 2-41: Appointments-

Unless the Council agrees by majority vote or consensus to follow another procedure, the Council shall use the following procedure to appoint individuals to various subordinate boards and offices:

- (1) The mayor shall open the floor to nominations, whereupon the names of possible appointees shall be put forward by the members and debated. Upon the conclusion of the debate, the mayor shall propose each name in alphabetical order, and the members shall cast their votes.
- (2) If only one appointee is to be selected, the voting shall continue until one nominee receives a majority of the votes cast, where-upon they shall be appointed.

Agenda Date: 6/21/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 2

(3) If more than one appointee is to be selected, then each member shall have as many votes as there are slots to be filled. A member must cast all their votes and cast them for different nominees. The nominees receiving the highest number of votes shall be appointed.

[<https://www.carrboronc.gov/DocumentCenter/View/98/Chapter-2---Procedures-of-Governing-Body-PDF?bidId=>](https://www.carrboronc.gov/DocumentCenter/View/98/Chapter-2---Procedures-of-Governing-Body-PDF?bidId=>)

This also aligns with the procedures set out in the Town of Carrboro Advisory Board Recruitment and Appointment Policy, pages 4 & 5:

- a. The Town Clerk will provide a ballot listing the names of all applicants presented in the agenda packet to each Council Member.
- b. Prior to voting, the Council shall open the floor for discussion of the applications.
- c. Each Council Member shall sign their name to the ballot and indicate their choice in candidate(s) by marking next to the candidate(s) name.
- d. Each Council Member will vote only for the number of candidates that there are vacant seats to fill.
- e. The Clerk shall collect the ballots and announce the candidate(s) receiving the highest number of votes and indicate the position that each candidate has been appointed to fill.
- f. The Town Clerk shall then read into the record the names of the candidates receiving the highest number of votes. The Town Council shall then make appointments per motion and second. The minutes shall indicate fully the written and verbal voting record of each Council Member.

[<https://www.carrboronc.gov/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy->](https://www.carrboronc.gov/DocumentCenter/View/5358/Town-of-Carrboro-Advisory-Board-Recruitment-and-Appointment-Policy->)

OWASA has confirmed that the two Carrboro seats on the OWASA Board will have varying expiration dates. One seat will have an expiration date of June 30, 2024, and the other seat will have an expiration date of June 30, 2025. Voting ballots will be created and distributed to the Council at the meeting for voting on these appointments. The applicant receiving the highest number of votes will be appointed to the full three-year term ending in 2025, and the applicant receiving the next highest number of votes will be appointed to the partial term ending in 2024.

Current OWASA Board of Directors demographics, provided by OWASA, are included as attachment B.

A matrix of the applicants received are included as attachment C.

A resolution making appointments to the OWASA Board of Directors is included as attachment D.

FISCAL & STAFF IMPACT: There is no fiscal or staff impact associated with these appointments.

RECOMMENDATION: Staff recommend that the Town Council vote on these applicants via voting ballot at the June 21, 2022 Council meeting and adopt the attached resolution making appointments to the OWASA Board of Directors.

Print

Advisory Board Application - Submission #5841

Date Submitted: 9/15/2021

First Name*

Katherine

Last Name*

Baer

Date*

9/13/2021

Select today's date

Address1*

702 Bolin Creek Dr

Address2

City*

Carrboro

State

NC

Zip*

27510

Is this address located within the corporate limits of the Town of Carrboro?*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?*

No

Telephone (111)-111-1111*

4102924619

Please enter your primary contact phone number.

Email Address*

katherinebaer@hotmail.com

Enter your primary email address.

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.

Current Age*

2/13/1969

Race*

White

Please enter your race.

Sex*

F

Please enter your sex.

Ethnicity*

non Latino

Occupation*

Vice President, River Programs

Please enter your occupation.

Are you a registered Orange County Voter?*

Yes

Please answer Yes or No

Length of Residence in Orange County*

11 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

11 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission |
| <input type="checkbox"/> Appearance Commission/NPDC | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee | <input checked="" type="checkbox"/> OWASA Board of Directors |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Climate Action Team | <input type="checkbox"/> Racial Equity Commission |
| <input type="checkbox"/> Community Safety Task Force | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> Stormwater Advisory Commission |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Tourism Development Authority* |
| <input type="checkbox"/> Human Services Commission | <input type="checkbox"/> Transportation Advisory Board |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

Other (advisory board not listed):

Please indicate by typing the advisory board that you are applying for.

Advisory Board Preference*

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

****Employer/Self Employed**

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

Number of Years Employed

Enter the number of years you have been employed at the organization listed to the left.

**** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

Required only for the Tourism Development Authority Application.

Community Activities/Organizational Memberships*

Please enter the requested information.

Relevant Experience:*

Over my career in the environmental field, I've worked with both water utility associations (e.g. National Association of Clean Water Agencies), individual utilities and community organizations. As VP for River Programs at River Network, a national capacity building organization, I have developed programming on drinking water including our Drinking Water Guide and Equitable Water Infrastructure Toolkit. Previously, I worked with a number of water associations to advocate for water infrastructure funding and the use of green infrastructure.

Reasons You Wish to be Appointed*

Although I've worked on water-related issues for much of my career, it's only been in the last five years that I've gotten to learn more about drinking water and related issues such as affordability, consolidation and lead service line replacement. It's been amazing to work with a number of groups across the country who are working on issues of drinking water, stormwater and wastewater at the intersection of community and river health, equity and climate change, and I'm interested in serving on the OWASA Board to have similar engagement in my own community.

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 local government and community work.*

Equity, diversity and inclusion are critical to address to lift up our entire community. In the water arena, equity issues play out in numerous ways including disparate impacts of land use and flooding, water shutoffs and access to sewage treatment. These and so many others issues are essential to consider in our community decisions and investments.

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

If yes, which one(s)?

No

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

Yes
 No

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

Yes
 No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Application - Submission #5734

Date Submitted: 7/12/2021

First Name*

Joe

Last Name*

Brown

Date*

7/12/2021

Select today's date

Address1*

305 Lindsay St

Address2

City*

Carrboro

State

NC

Zip*

27510

Is this address located within the corporate limits of the Town of Carrboro?*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?*

Unsure

Telephone (111)-111-1111*

9193608752

Please enter your primary contact phone number.

Email Address*

joebrown@unc.edu

Enter your primary email address.

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.

Current Age*

12/15/1978

Race*

White

Please enter your race.

Sex*

Male

Please enter your sex.

Ethnicity*

White

Occupation*

Professor at UNC

Please enter your occupation.

Are you a registered Orange County Voter?*

Yes

Please answer Yes or No

Length of Residence in Orange County*

1 year most recently. In total 8 years.

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

1 year most recently. In total 3 years.

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission |
| <input type="checkbox"/> Appearance Commission/NPDC | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee | <input checked="" type="checkbox"/> OWASA Board of Directors |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Climate Action Team | <input type="checkbox"/> Racial Equity Commission |
| <input type="checkbox"/> Community Safety Task Force | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> Stormwater Advisory Commission |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Tourism Development Authority* |
| <input type="checkbox"/> Human Services Commission | <input type="checkbox"/> Transportation Advisory Board |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

Other (advisory board not listed):

Please indicate by typing the advisory board that you are applying for.

Advisory Board Preference*

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

****Employer/Self Employed**

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

Number of Years Employed

Enter the number of years you have been employed at the organization listed to the left.

**** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

Required only for the Tourism Development Authority Application.

Community Activities/Organizational Memberships*

Please enter the requested information.

Relevant Experience:*

Reasons You Wish to be Appointed*

I am passionate about water and sanitation and interested in helping by serving on the OWASA Board. I think I could be an informed voice at the table. I'm willing to learn more about OWASA.

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 local government and community work.*

Diversity, equity, and inclusion (DEI) are vital to ensuring all voices are represented in the decision-making process, and intentional focus on DEI helps make sure outcomes are the best they can be for everyone. I support this 100%. And, I would only add: I'm a white man, and I would NOT want to take a seat that could be held by a willing volunteer who might represent an under-represented perspective.

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

If yes, which one(s)?

No

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

Yes

No

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

Yes

No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Application - Submission #6343

Date Submitted: 5/4/2022

First Name*

W. Patrick

Last Name*

Gale

Date*

5/4/2022

Select today's date

Address1*

300 Barnes St

Address2

City*

Carrboro

State

NC

Zip*

27510

Is this address located within the corporate limits of the Town of Carrboro?*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?*

Unsure

Telephone (111)-111-1111*

9196121485

Please enter your primary contact phone number.

Email Address*

w.patrick.gale@gmail.com

Enter your primary email address.

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?*

1973

Race*

Caucasian

Please enter your race.

Sex*

Male

Please enter your sex.

Ethnicity*

Caucasian

Occupation*

Applications Analyst

Please enter your occupation.

Are you a registered Orange County Voter?*

Yes

Please answer Yes or No

Length of Residence in Orange County*

15 years +

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

10 years +

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission |
| <input type="checkbox"/> Appearance Commission/NPDC | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee | <input checked="" type="checkbox"/> OWASA Board of Directors |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Climate Action Team | <input type="checkbox"/> Racial Equity Commission |
| <input type="checkbox"/> Community Safety Task Force | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> Stormwater Advisory Commission |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Tourism Development Authority* |
| <input type="checkbox"/> Human Services Commission | <input type="checkbox"/> Transportation Advisory Board |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

Advisory Board Preference*

OWASA

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

Other (advisory board not listed):

Please indicate by typing the advisory board that you are applying for.

****Employer/Self Employed**

UNC Chapel Hill

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

Number of Years Employed

16

Enter the number of years you have been employed at the organization listed to the left.

**** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

NA

Required only for the Tourism Development Authority Application.

Community Activities/Organizational Memberships*

Carolina Godiva Track Club (current membership manager) TrailHeads Running Group (informal website manager and race director)

Please enter the requested information.

Relevant Experience:*

I analyze data for quality assurance and abnormalities. I also design processes for the collection and storage of data and create tools to manage and report on data.

Reasons You Wish to be Appointed*

I love our community and listened to the May 3, 2022 Carrboro Town Council meeting mentioning the shortage of board members. I am conscious of the importance of our water sources and want to help ensure we have safe and reliable water sources in the future.

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 local government and community work.*

I understand and appreciate the importance of diversity in community discussions and advisory boards. With regards to water management, we all have different uses for and access to water, but no matter who you are, water is a critical piece to our entire community. So having perspectives different from my own is important to understand what is happening and important 'outside' of my bubble.

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

If yes, which one(s)?

No

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

- Yes
- No

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

- Yes
- No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Application - Submission #6321

Date Submitted: 4/19/2022

First Name*

Melody

Last Name*

Kramer

Date*

4/18/2022

Select today's date

Address1*

103 Richard Dixon Court

Address2

City*

Carrboro

State

NC

Zip*

27510

Is this address located within the corporate limits of the Town of Carrboro?*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?*

No

Telephone (111)-111-1111*

2159641992

Please enter your primary contact phone number.

Email Address*

melodykramer@gmail.com

Enter your primary email address.

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?*

1984

Race*

White

Please enter your race.

Sex*

Female

Please enter your sex.

Ethnicity*

White

Occupation*

Communications

Please enter your occupation.

Are you a registered Orange County Voter?*

Yes

Please answer Yes or No

Length of Residence in Orange County*

Almost 8 years!

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

Almost 8 years!

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission |
| <input type="checkbox"/> Appearance Commission/NPDC | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee | <input checked="" type="checkbox"/> OWASA Board of Directors |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Climate Action Team | <input type="checkbox"/> Racial Equity Commission |
| <input type="checkbox"/> Community Safety Task Force | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> Stormwater Advisory Commission |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Tourism Development Authority* |
| <input type="checkbox"/> Human Services Commission | <input type="checkbox"/> Transportation Advisory Board |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

Advisory Board Preference*

OWASA Board of Directors

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

Other (advisory board not listed):

Please indicate by typing the advisory board that you are applying for.

****Employer/Self Employed**

UNC-CH

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

Number of Years Employed

3

Enter the number of years you have been employed at the organization listed to the left.

**** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

Required only for the Tourism Development Authority Application.

Community Activities/Organizational Memberships*

I serve on my daycare's outdoor committee and was previously on the Board of the UNC Victory Village daycare. I also frequently write about happenings around town on Triangle Blog Blog and on Twitter. I am currently in library school (part time, at night, doesn't overlap with this.) It has been somewhat challenging to participate in a lot of activities due to the pandemic and having two kids under 5.

Please enter the requested information.

Relevant Experience:*

I am a Peabody award-winning journalist with experience in national and local newsrooms, large non-profit organizations, the federal government, and higher education. I currently work with demographers and public health experts, translating their work for policymakers, the public, other academics, and the media. In all of these roles, I have had to think about audience(s), how to convey different messages to those audiences, and how to measure and adapt responses. I have a really decent understanding of current/future demographic changes in North Carolina, and how those changes will affect the ways we live in work - I often prepare presentations, one-pagers, and websites on these topics. I know that the Board of Directors of OWASA acts as advisors on a lot of different issues, and with the upcoming focus on the long-range water supply and ways to update the community plan, communications and thinking about different audiences will be key. I have long admired the work of Blake Hodge - and would love to help out with thinking about dissemination to different communities across our community – and ensuring that everyone has the ability to give feedback, even if they can't attend meetings due to childcare, transportation, or work commitments.

Reasons You Wish to be Appointed*

I was fortunate enough to participate in 2022 Creek Week, where I toured the OWASA facility with my 5-year-old and 3-year-old. It was an informative and engaging tour, and I learned a lot about how our treatment plant works. A few things got my attention: 1) That it's increasingly hard to find workers (Yay High School Water Academy!) 2) That thinking about water/sewage requires both short and long-term thinking and 3) That most people don't know how a modern water/sewage-treatment plant works. (Also, that everyone now knows we can measure how much COVID is in our wastewater!) I am excited by the idea of working with so many different people across our community to think both short and long-term about Jordan Lake and other resources. I also think it's really important to show my kids that we actively participate in our community, that we care about the community that we live in, and that we help others where we live.

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 local government and community work.*

Shortly after I moved to Carrboro, I read a piece in the New Yorker about fighting environmental racism in NC, which focused on the Rogers-Eubank community. It took generations to see movement on promises made to the community, while (as the article notes) "the county requested grants from the E.P.A. to extend water and sewer services to two mostly white communities in the same watershed." There is so much to repair, and there are so many ways in which town and board-level decisions in Southern towns have discriminated against neighborhoods as well as individuals. These, in turn, have lasting effects on both individual and community level measures of health. (This is a good overview: <https://www.npr.org/sections/health-shots/2020/11/19/911909187/in-u-s-cities-the-health-effects-of-past-housing-discrimination-are-plain-to-see>). I am not sure the statement "We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important" is strong enough. I would want to include the following: "We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important, and we actively work to implement policies that work to eliminate racial bias and racial disparities."

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

If yes, which one(s)?

No

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

Yes
 No

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

Yes
 No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Wesley Barker

From: noreply@civicplus.com
Sent: Friday, June 3, 2022 9:43 AM
To: Wesley Barker; Mary Bryant
Subject: Online Form Submittal: Advisory Board Application

Advisory Board Application

First Name	Elmira
Last Name	Mangum
Date	6/4/2022
Address1	102 Rivercreek Place
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?	Planning Jurisdiction
Telephone (111)-111-1111	9193603035
Email Address	emangum61@gmail.com
<p>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.</p>	
What Year Were You Born?	1953
Race	Black
Sex	Female
Ethnicity	African- American

Occupation	Retired Education Administrator- Education Consultant
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	13 years, homeowner for 22years
Length of Residence in the Town of Carrboro	13 years, homeowner 22 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	OWASA Board of Directors, Planning Board
Advisory Board Preference	Planning Board, currently serving, not intending to resign. 2. OWASA new application
Other (advisory board not listed):	OWASA
**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	TOC Planning Board Public School Foundation Board NAACP Empowerment Fund Raising Sanmita Advisory Board Carrboro Connects Task Force
Relevant Experience:	I have served many years as a public servant in this community, working at UNC, service on CCH School System design and program teams. I am a trained environmental scientist having worked as the operations officer for the Wisconsin Geological & Natural History Survey, a congressional intern for NC, served on USDA Trade Advisory Committee, worked on water resource management with USGS in early career as well as Sea Shore Advisory Committee. I am also a degreed urban and regional planner. I understand community development and sustainability and

have worked to create and educate communities about the impact and importance of agriculture, water resource management, and global positioning for the future.

Reasons You Wish to be Appointed

Interested in providing knowledge, perspective, and representation for a community that is underrepresented at the policy and decision making table in our town and county.

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 local government and community work.

I fully support democracy and the need for all contributors to be heard. I do not believe in the exclusion of any contributing member - especially based on socially constructed phenomena. I believe in humanity and that steps must be taken to stop the bleeding of rights that should be afforded to all by using politically constructed or motivated reasoning and research that has proven to be false over time. For me it's as simple as acknowledging the past wrongs, working to make them right using a variety of methods, policies, processes, and treating everyone with respect and humanity. The idea of treating people like you want to be treated can begin with not just listening but hearing them and giving them a seat and voice at the table.

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

Yes

If yes, which one(s)?

Currently serving on the Planning Board

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.

1. To retain diversity

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

Demographics - OWASA Board of Directors

Non-Board Specific Criteria	Current Membership Composition/Factors
Age	[0] 18-25 [0] 25-34 [2] 35-54 [5] Over 55
Race/Ethnicity	[1] African American [0] American Indian/Alaskan Native Aleutian [0] Asian or Pacific Islander [6] Caucasian/Non-Hispanic [0] Hispanic [0] (Other, Unknown, Prefer not to Answer)
Gender Identification	[2] Female [5] Male [0] Non-binary or third gender [0] Prefer to self-describe [0] Prefer not to say

June 16, 2022

Applicant Information Matrix
 For OWASA Board of Directors *(full details in Attachment A)*

Member Name	Address	DOB	Race	Ethnicity	Sex	Occupation	Length of Residence in Carrboro
Katherine Baer	702 Bolin Creek Dr., Carrboro, NC 27510	2/13/1969	White	Non-Latino	Female	Vice President, River Programs, River Network	11 years
Joe Brown	305 Lindsay St., Carrboro, NC 27510	12/15/1978	White	White	Male	Professor at UNC	3 years
W. Patrick Gale	300 Barnes St., Carrboro, NC 27510	1973	Caucasian	Caucasian	Male	Applications Analyst UNC-CH	10+ years
Melody Kramer	103 Richard Dixon Ct., Carrboro, NC 27510	1984	White	White	Female	Communications UNC-CH	8 years
Elmira Mangum	102 Rivercreek Pl., Carrboro, NC 27510	1953	Black	African-American	Female	Retired Education Administrator	13 years, homeowner for 22 years

A RESOLUTION MAKING APPOINTMENTS TO THE ORANGE WATER AND SEWER
AUTHORITY (OWASA) BOARD OF DIRECTORS

WHEREAS, The Town of Carrboro has two seats on the Orange Water and Sewer Authority (OWASA) Board of Directors; and,

WHEREAS, these two seats will both be vacant as of June 30, 2022; and,

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

Section 1:

_____ is hereby appointed as the Town's representative on the OWASA Board of Directors for a term to expire on June 30, 2025; and,

_____ is hereby appointed as the Town's representative on the OWASA Board of Directors for a term to expire on June 30, 2024.

Section 2: A copy of this resolution shall be forwarded to OWASA.

Section 3. This resolution shall become effective upon adoption.

