

# Town of Carrboro

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



## Meeting Agenda - Final

Tuesday, March 5, 2024

7:00 PM

Council Chambers - Room 110

Town Council

7:00-7:15

**A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS**

**Women's History Month and International Women's Day**

**Transit Operator Appreciation Day**

**Femicide Awareness**

**2024 Paul Murray Award - Navaeh' Hodge**

7:15-7:20

**B. ANNOUNCEMENT OF UPCOMING MEETINGS**

7:20-7:30

**C. PUBLIC COMMENT**

7:30-7:45

**D. CONSENT AGENDA**

- 1. [24-028](#) Resolution to Authorize a Contract for Professional Services

**PURPOSE:** To request that the Town Council authorize the Town Manager to negotiate and execute a contract for professional planning services for the development of a Downtown Area Plan.

**Attachments:** [A - Resolution for Professional Services](#)  
[B - Pocket Questions for Professional Planning Services](#)

2. [24-036](#) Appointments to Northern Transition Area Advisory Committee

**PURPOSE:** This agenda item is for the Town Council to make reappointments to the Northern Transition Area Advisory Committee. This does not include any new appointments.

**Attachments:** [A - Resolution Making Appointment to NTAAC](#)  
[B - NTAAC Apps and Chair Form](#)  
[C - NTAAC Information Matrix](#)  
[D - Advisory Boards Commissions Recruitment- Racial Equity Lens](#)

3. [24-045](#) Appointments to the Climate Action Team

**PURPOSE:** The purpose of this agenda item is for Council to make reappointments to the Climate Action Team. This does not include new appointments.

**Attachments:** [A - Resolution Making Appointments to CAT](#)  
[B - Reappointment Apps and Chair Forms](#)  
[C - Climate Action Team Information Matrix](#)  
[D - Advisory Boards Commissions Recruitment - Racial Equity Lens](#)

4. [24-042](#) Follow-up to FY 2022-2023 Audit Finding

**PURPOSE:** The purpose of this agenda item is to provide a response letter for planned corrective actions relating to the audit findings presented to Council on January 9, 2024

**Attachments:** [A- Response to Audit Findings FY 2023](#)  
[B - Pocket Questions for Response to Audit Inquiry](#)

5. [24-044](#) A Resolution Approving Services Agreement with Orange County

**PURPOSE:** This agenda item is to request that the Town Council consider adopting a resolution to authorize the Town Manager to enter into an agreement with Orange County for the provision of fire protection and emergency services within the South Orange Fire Service District.

**Attachments:** [A - Resolution Authorizing Approval of the Agreement](#)  
[B - Fire Protection and Emergency Services Agreement for the South Orange Fire Service District](#)  
[C - Race and Equity Pocket Questions - Fire Protection and Emergency Services Agreement](#)

6. [24-037](#) Adopt a Resolution to Award a Service Sidearm to a Retiring Police Officer

**PURPOSE:** The purpose of this agenda item is to acknowledge the retirement of Police Captain Tony Frye from the Town of Carrboro Police Department on April 1, 2024, following 20 years of service with the Town and over 25 years in law enforcement. The Police Department proposes to honor Captain Frye's dedication to duty and his contributions to the Town of Carrboro by presenting him with his service sidearm. The Town Council is asked to consider and adopt, through resolution, the recommendation of Town staff to award the service sidearm to Captain Tony Frye.

**Attachments:** [A - Frye Resolution for Firearm Award](#)  
[B - Carrboro PD Policy for LE Retirement](#)  
[C - Pocket Questions for Officer Retirement](#)

**7:45-8:15**

**E. OTHER MATTERS**

1. [24-039](#) Public Parking Update Presentation and Discussion

**PURPOSE:** To provide an update presentation on the status of public parking enforcement and gather feedback regarding paid parking.

**Attachments:** [A - Pocket Questions - Public Parking Update](#)

**8:15-8:30**

**F. MATTERS BY COUNCIL MEMBERS**



## Agenda Item Abstract

**File Number: 24-028**

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**Agenda Date:** 3/5/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Resolution to Authorize a Contract for Professional Services

**PURPOSE:** To request that the Town Council authorize the Town Manager to negotiate and execute a contract for professional planning services for the development of a Downtown Area Plan.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Patricia McGuire, Planning Director - 919-918-7327, pmcguire@carrboronc.gov; Bret Greene, Finance Director - 919-918-7439, bgreene@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

Advancing Racial Equity is one of the two foundational commitments of the Town’s comprehensive plan, adopted in June 2022. Preparation of a downtown area plan was included in the plan’s top 35 priorities, selected based on the opportunity to advance equity and support climate action and sustainability, as Strategy 2.1. See page 7 at <https://www.townofcarrboro.org/DocumentCenter/View/12191/7-Econ-Sustainability?bidId=>>. Pocket questions are included as *Attachment B*.

**INFORMATION:** In September 2023, the Town released a Request for Proposals for a Downtown Area Plan. No responses were received by the submittal date of October 2. The Town released a Request for Qualifications (RFQ) in November and seven responses were received by the December deadline. A committee composed of the Interim Town Manager, Finance Director, Public Works Director, Chief Race and Equity Officer, Economic Development Director, Planning Director, and Planning and Transportation Administrator reviewed the responses. Four of the teams were selected to advance to interviews. Based on the evaluation process, including the response to the RFQ and the interviews, the review committee recommends the team of Freese and Nichols, Inc., in conjunction with Pritchett Steinbeck Group, Inc., for this work.

The professional services to be provided by the consultant team for the downtown area plan will include Project Coordination and Management, Community Engagement, Vision, Goals, and Objectives, Land Use Evaluation, Property Redevelopment Identification, Streetscape Design, Building Appearance Standards, and Downtown Transportation and Infrastructure. The project will use include analyses to gauge whether proposed changes are serving Carrboro’s community in ways that advance racial equity and climate resilience. These analyses will include maps and data and qualitative input from community engagement. Other deliverables for this project are to include:

1. Maps, survey results and other data from engagement activities,
2. Land use analyses of zones for commercial, residential, mixed use and public spaces,

3. Recommended land use regulations and site development standards to support the revitalization efforts to be coordinated with update/rewrite of land use ordinance provisions,
4. Assessments of existing properties for redevelopment potential and prioritization for revitalization and possible uses,
5. Recommended strategies for attracting private investment and avoiding racial or socioeconomic gentrification to residents and businesses,
6. Streetscape design plan integrating green spaces, public art, and other aesthetic elements and enhancing overall connectivity and accessibility,
7. Guidelines for building facades, signage, historic preservation, and architectural design,
8. Assessment of current and potential future infrastructure capacity needed in relation to future development including but not limited to utilities and transportation.

**FISCAL IMPACT:** The town expects to execute the contract not to exceed \$298,000, within the \$300,000 budgeted for these services. Staff time from all departments will be necessary to engage with the community on land use alternatives and program service levels.

**RECOMMENDATION:** The Town Manager recommends that the Town Council approve the attached resolution (*Attachment A*) to authorize the Town Manager to negotiate the final terms and execute a contract with Freese and Nichols, Inc. for professional planning services for development of a downtown area plan.

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT FOR PROFESSIONAL PLANNING SERVICES FOR A DOWNTOWN AREA PLAN

THE TOWN COUNCIL OF THE TOWN OF CARRBORO RESOLVES:

Section 1. The Town Council hereby authorizes the Town Manager to negotiate and execute a contract with Freese and Nichols, Inc. in an amount not to exceed \$298,000.

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

Section 3. This resolution shall become effective upon adoption.

This the 5<sup>th</sup> day of March in the year 2024.

## **Race and Equity Pocket Questions**

**Title and purpose of this initiative:** Resolution to Authorize the Town Manager to Negotiate and Execute a Contract for Professional Planning Services for a Downtown Area Plan. To request that the Town Council authorize the Town Manager to negotiate and execute a contract for professional planning services for the development of a Downtown Area Plan.

**Department:** Town Manager, Planning

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

The Downtown Area Plan is a project implementing two strategies of Carrboro Connects (2022), Economic Sustainability Strategy 2.1 and Land Use Strategy 8.1. In the RFQ, the Town has communicated its interest in seeking ways to redevelop, beautify, and enhance the downtown area to create opportunities for more density, livability, and job creation. One of three of Carrboro's commercial areas, the downtown serves as the center of the Town's identity, a location for many businesses and organizations, and the services they provide, is served by extensive transit options, connects the Town to Chapel Hill and nearby the NC 54 corridor, and add to the diversified tax base via sales tax redistributed by Orange County. Engagement with the community in this planning effort will utilize varied strategies to ensure representative participation as well as focused participation by those historically less involved. Consultant responses included information on their experience in this type of engagement and the selected consultants have demonstrated their understanding, capacity, and relevant previous experience.

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

The consultant teams not selected for this work will not receive business from the town. Town staff will have responsibilities in project management with the selected team and the planning activities. All the stakeholders may be experiencing some burden of needing to spend time on this versus another activity. The process may not yield outcomes that satisfy the interests of all, and some stakeholders may experience a burden because none of the participation and engagement options are available to them. In addition, some stakeholders may prefer the Town's funds are spent on different projects or saved to offset or limit tax burdens in future years.

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

The town and community members will benefit from the expertise of the planning and design team, from the opportunity to examine existing conditions and to identify how and what can and should be done to achieve the stated purpose of this project. The planning and design team will benefit from the contract with the Town for these services and especially for completing work under the interests and conditions regarding racial equity and sustainability which are foundational to the Town's values.



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

Root causes of inequities are subconscious bias that has led to discrimination and intentional and unintentional acts at individual, institutional, and governmental levels to limit or prevent access to education and knowledge, leadership, decision making, and opportunity. Inequity in governmental service, longevity, wealth, and other areas have resulted with disproportionate effects among Black populations and other populations of color. Working individuals and families may find it difficult to attend public meetings, may be reticent to speak in a public setting and may have an overall distrust in government, and by association, in governmental activities and events related to planning for areas of Town.

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

The results of the planning process might not meet some stakeholders' needs and interests. Some ideas for the downtown may be determined to be infeasible. The time and effort spent on this project could prevent action on a project that had greater potential benefits.

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

The department will continue to review and modify the ways in which planning processes are scoped and carried out. The department will work with Communication and Engagement and other departments so that there are not disparities in participation based on race and seek opportunities to better disseminate information about how to engage meaningfully, how to ensure that a diversity of perspectives is incorporated into the planning process. The department will continue to evaluate the environmental justice and equity tools used in these processes for selecting and proceeding with projects and programs in relation to the racial equity lens.



## Agenda Item Abstract

**File Number:** 24-036

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**Agenda Date:** 3/5/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Appointments to Northern Transition Area Advisory Committee

**PURPOSE:** This agenda item is for the Town Council to make reappointments to the Northern Transition Area Advisory Committee. This does not include any new appointments.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7310, [wwelsh@carrboronc.gov](mailto:wwelsh@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

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

**INFORMATION:** The Northern Transition Area Advisory Committee consists of five members.

- Three are recommended by the Town of Carrboro and appointed by Orange County Board of Commissioners
- Two are appointed by the Town Council.

All members shall be residents of the unannexed portions of the Northern Study Area.

The Northern Transition Area Advisory Committee (NTAAC) currently has one member up for reappointment by the town council, Lisa Brown. There is also one member that needs to be reappointed by Orange County Board of Commissioners, Anahid Vrana.

Lisa Brown is a 17-year resident of the Northern Transition Area and is up for reappointment. Lisa is active in nonprofit management as a consultant and is well informed on Carrboro and Orange County events. Her belief in the importance of NTA representation underscores her dedication to ensuring the board reflects the voices of those it serves.

Anahid Vrana is the chair and is up for reappointment for her fourth term. Anahid is a 45-year resident of the Northern Transition Area and members have asked her to continue to bring history and continuity to the group. Anahid has served on many committees for Carrboro and has a passionate interest in the area’s future. Being of

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Armenian descent, Anahid knows the importance of diversity and culture for a healthy community and hopes to incorporate new members into the group, but she is willing to serve a fourth term.

The council needs to recommend Anahid Vrana's appointment to the Board of County Commissioners for reappointment. It should be noted that there are no new applicants for this designated seat.

Information on these members is included as Attachment B.

A matrix of NTAAC is included as Attachment C.

**FISCAL IMPACT:** N/A

**RECOMMENDATION:** It is recommended that the Town Council reappoint Lisa Brown to the NTAAC for a second full-term and recommend Anahid Vrana to be reappointed by the Board of County Commissioners (Attachment A)

**A RESOLUTION MAKING REAPPOINTMENTS TO THE  
Northern Transition Area Advisory Committee (NTAAC)**

Section 1. The Carrboro Town Council hereby appoints the following applicant(s) to the Northern Transition Area Advisory Committee (NTAAC):

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
Carrboro	Lisa Brown	2/2027
Orange County	Anahid Vrana	2/2027

Section 2. This resolution shall become effective upon adoption.

This the 5<sup>th</sup> day of March 2024.

## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Wednesday, February 21, 2024 3:00 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Anahid
Last Name	Vrana
Date	2/21/2024
Address1	8217 Old NC 86
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	NC
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	No
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Northern Transition Area
Telephone (111)-111-1111	9192150329
Email Address	anahid.vrana@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1951
Race	White
Sex	Female
Ethnicity	Armenian

Occupation	B&B manager / Art Consultant
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	51 years
Length of Residence in the Town of Carrboro	NTA resident not Town
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Northern Transition Area Advisory Committee
Advisory Board Preference	Northern Transition Area Advisory Committee
Other (advisory board not listed):	Northern Transition Area Advisory Committee
**Employer/Self Employed	Morehead-Cain Foundation
Number of Years Employed	8 years
** 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	I am active member of my church group, in the past served on PTA Boards in Chapel Hill /Carrboro City Schools in addition to President of PTA Seawell elementary many years ago. Active in NC Botanical gardens, Acklund Museum
Relevant Experience:	I have served on this committee for 9 years and am asking for one more 3 year service in order to bring history and continuity to the group. The committee members have specifically asked me to be reappointed as I can explain the relevant history of how our area is being developed. This is for a land planning perspective since we are not Carrboro residents but fall into the Carrboro Planning board rules and restrictions. I have been an active spokes person for our area and with my history of living at same location for 45 years I know the neighbors and neighborhood well. I have served on the Carrboro Vision planning for the future campaign, the 2020 vision the development of Lake Hogan Farm s advisory committees etc etc. the bike planning/transportation reviews. The list is long I

can not remember all their proper names but if it affected this area I was totally attentive.

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Reasons You Wish to be Appointed	Listed above, I am a resident with true knowledge of what has happened in this area in past, the problems we currently face and I have passionate interest in the areas's future as my Grandchildren now live in the same neighborhood.
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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 am of a persecuted ethnic background being of Armenian descent. My maiden name is Kavookjian. I was raised to honor my heritage and bring that heritage proudly with me where ever I live. I know first hand the importance of diversity and especially relocation of cultures as my parents and grandparents were driven from the massacres of the Armenians in 1915 to find new worlds to settle in. This background helps me recognize similar struggles of all races, religions and backgrounds and helps me value the importance of diversity in a healthy community.
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Have you ever served on any Town of Carrboro Committee or Board?	Yes
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If yes, which one(s)?	NTAAC
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Are you currently serving on a Town Board or Committee?	Yes
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If yes, are you applying for a third consecutive term?	Yes
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If yes, please describe how you meet one, or more, of the following exceptions noted below.	I bring knowledge of history of the area to the committee, along with diversity . Most important, we need my continued participation to meet quorum,, we have tried for years to incorporate new members but our population is small and thus hard to find participants. I am ready , willing and able to serve again. Susan Romaine was the last representative on our committee from the Council. During her tenure she tried too to recruit for our committee without success. So here I am ready to serve again. Thanks for the consideration. Anahid
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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Saturday, February 17, 2024 4:54 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Lisa
Last Name	Brown
Date	2/17/2024
Address1	1006 Karen Woods Rd
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	Nc
Zip	27516
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?	Northern Transition Area
Telephone (111)-111-1111	9198125796
Email Address	downtownlb@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1968
Race	white
Sex	female
Ethnicity	<i>Field not completed.</i>



Occupation	consultant
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	26
Length of Residence in the Town of Carrboro	17
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Northern Transition Area Advisory Committee
Advisory Board Preference	Northern Transition Area
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Self Employed
Number of Years Employed	8
** 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	Active in nonprofit management as a consultant, and the previous 2 y provided support to a major funder of nonprofits in NC. Community support is what I do in my work. Membership only to health-related organizations (UNC Health and Wellness)
Relevant Experience:	I have lived in the NTA for the last 17 years. I stay up to date on town and Orange Co events. Live, work and participate in Orange Co, Carrboro and Chapel Hill experiences.
Reasons You Wish to be Appointed	There are very few people on our NTA. There is a need for more awareness around the NTA. We can't vote for Carrboro persons but are held in its jurisdiction. It is necessary to have representation for this area.
We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important.	I believe in racial equity and work to be in support of solutions to ensure our community is more equal, more hopeful and more supportive to people of color, and those of different backgrounds and circumstances. The NTA area is very diverse

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.

in people, for color, economics, backgrounds, interests. Hope we can get more different kinds of people to serve in the future.

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

Yes

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If yes, which one(s)?

Northern Transition Area

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Are you currently serving on a Town Board or Committee?

Yes

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

No

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

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*Field not completed.*

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## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Sunday, February 18, 2024 8:01 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

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

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

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:	Yes
10. If no, briefly explain:	<i>Field not completed.</i>
11. In addition to your comments above, please check other qualities that the applicant offers that would help the Advisory Board meet its goals for community representation. Please note that candidates who do not meet any of these qualities are still eligible for appointment. Please communicate any urgent needs and priorities for Advisory Board composition to your Town Council liaison.	Occupation, Experience, or Special Skills
If other, please explain:	This applicant has shown dedicated and consistent interest in the issues raised by our committee. She is a thoughtful, and insightful member of our committee and is always eager to "do her homework" and help us as needed. We need her on this committee and I am very pleased she is offering her services for a second term.

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## Membership Information Matrix Northern Transition Area Advisory Committee (NTAAC)

Name	Address	Year of Birth	Race	Ethnicity	Gender	Seat Designation	Occupation/Expertise Content	Appointed Date	Term Expires
<b>CURRENT MEMBERS</b>									
<b>Lisa Brown</b>	1006 Karen Woods Rd.	1968	Caucasian	Not indicated	Female	Carrboro Rep	Nonprofit Consultant and Manager	03/05/2024	02/2027
<b>Meg McGurk</b>	108 Dublin Rd.	1973	Caucasian	Not indicated	Female	Carrboro Rep	Executive Director	03/07/2023	02/01/2026
<b>Edward Witkin</b>	420 Britton Dr.	1960	White	Not indicated	Male	Orange Co. Rep	Solar Energy Design/Install	05/16/2023	01/31/2026
<b>Anahid Vrana</b>	8217 Old NC 86	1951	White	Not indicated	Female	Orange Co. Rep	Art Consultant & Morehead House BB Mgr	03/05/2024	02/2027
<b>Jennifer Conrad</b>	1002 Karen Woods Rd.	1959	White	Non-Hispanic White	Female	Orange Co. Rep	Professor	11/01/2022	01/31/2026
<b>Reappointment</b>									
<b>APPLICANTS</b>									
<b>None</b>									



## Racial Equity Assessment Lens (REAL)

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

**Department: Clerk's Office**

### **ORIGIN AND DESCRIPTION**

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

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

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

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

**BENEFITTING INDIVIDUALS OR GROUPS**

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

**BURDENED INDIVIDUALS OR GROUPS**

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

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



might interact with this measure "start to finish."		
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**RECOMMENDATIONS**

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

- 13.** The Citizens Academy is often considered a recruitment method for advisory boards. How does this play into the analysis?
- 14.** Remove obstacles from participating.
- 15.** Advertise board and commission vacancies using multiple platforms – radio stations – WCOM, newspapers (?), kiosks/information centers, drop off locations that community members frequent, cybrary , churches and UNC.
- 16.** Set goals to fill seats with diverse voices on every board and commission.
- 17.** Spend time in the community and share information along with other important services, etc. Information should be in different languages.
- 18.** Is it possible to have a “hotline” where people can call in to find out about vacancies and other information items?
- 19.** What is the Town of Chapel Hill doing to fill the seats with representatives that look like us?
- 20.** Can meetings be held throughout Town and not in one place all the time? In community?
- 21.** How about virtual opportunities for those that don’t have internet access?
- 22.** Consider providing childcare for members and transportation to and from meetings (pickup stops). Could be a great part-time job for someone. Rent or use a town van.
- 23.** Offer opportunities for community members to experience serving on a board or commission.
- 24.** Provide training for new members about protocol, etc.
- 25.** Be creative and welcoming to all members of the community.



## Agenda Item Abstract

**File Number:** 24-045

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**Agenda Date:** 3/5/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Agendas

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Appointments to the Climate Action Team

**PURPOSE:** The purpose of this agenda item is for Council to make reappointments to the Climate Action Team. This does not include new appointments.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Wendy Welsh, Interim Town Clerk, 919-918-7310, [wwelsh@carrboronc.gov](mailto:wwelsh@carrboronc.gov)

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

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

**INFORMATION:** The Climate Action Team is composed of 13 members. Members shall be residents, business owners, or employees in the Town or extraterritorial planning jurisdiction or the Town’s joint planning transition area. All such members shall be interested in or have expertise relevant to the duties of the CAT.

- At least one member should have experience related to community organizing or environmental justice.
- One seat should be reserved for a Carrboro resident currently enrolled in public, private, or home school at the high school level.

Tilly Pick is the chair and is up for reappointment. Mr. Pick is a 5-year resident of Carrboro and is an Account Manager for Deque Systems, Inc. Tilly has been a long-time environmental activist and wants to help put the Climate Action Plan in to action.

Lauren Nyland is up for reappointment. Ms. Nyland is a 23-year resident of Carrboro and is a retired teacher. As an educator and professional experience in communication, Lauren would also like to put the Climate Action Plan into action.

Applications and Chair Forms are included as Attachment B.

An informational matrix is included as Attachment C.

**FISCAL IMPACT:** There is no fiscal impact related to this item.

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**Agenda Date:** 3/5/2024  
**In Control:** Town Council  
**Version:** 1

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**File Type:** Agendas

**RECOMMENDATION:** It is recommended that Town Council reappoint Tilly Pick and Lauren Nyland to the Climate Action Team (Attachment A).

A RESOLUTION MAKING REAPPOINTMENTS TO THE  
CLIMATE ACTION TEAM

The Carrboro Town Council hereby appoints the following to the Climate Action Team:

<b>Appointee</b>	<b>Term Expiration</b>
Tilly Pick	2/2027
Lauren Nyland	2/2027

This resolution shall become effective upon adoption.

This the 5<sup>th</sup> day of March 2024.

## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Monday, February 19, 2024 11:00 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

### Advisory Board Application

First Name	Tilly
Last Name	Pick
Date	2/19/2024
Address1	144 n Fields Circle
Address2	<i>Field not completed.</i>
City	Chapel Hill
State	North Carolina
Zip	27516
Is this address located within the corporate limits of the Town of Carrboro?	Yes
Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?	Unsure
Telephone (111)-111-1111	6127190178
Email Address	tillypick@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1969
Race	Caucasian
Sex	Male
Ethnicity	<i>Field not completed.</i>

Occupation	Account Management
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	5
Length of Residence in the Town of Carrboro	5
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Climate Action Team
Advisory Board Preference	Climate Action Team
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	Deque Systems, Inc
Number of Years Employed	4.5 years
** 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	CURRENT: Carrboro Climate Action Team; Lake Hogan Farms HOA Architectural Review Board PAST: Boston Area Sustainability Group; Lake Hogan Farms Climate Change Group; Manchester by the Sea Zoning Board of Appeals
Relevant Experience:	<p>I am the current Chair of the Climate Action team and have been a member of the CAT since its beginning.</p> <p>I was one of five co-organizers of the Boston Area Sustainability Group. BASG brings sustainability-minded folks together to share ideas, experiences and best practices to further our sustainability knowledge and networks. (Since moving to Carrboro last year, I continued in my role remotely until 2 years ago (<a href="https://basgdotorg.wordpress.com/">https://basgdotorg.wordpress.com/</a>))</p> <p>I co-founded the Lake Hogan Farms Climate Change Group and created its website resource. We came together early 2020</p>

around a mutual interest in environment-friendly ideas to address climate change where we live.  
<http://www.lakehoganfarmsclimatechangegroup.com/> and  
<https://thelocalreporter.press/battling-climate-change-in-lake-hogan-farms/>

I volunteered my time to support Orange County's recycling and composting activities.

Reasons You Wish to be Appointed

To help put our town's climate plan into action.

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.

When we think of all the questions and issues our world is facing, it is quite possible that achieving racial as well as gender equality, diversity, and inclusion is the one answer that will lead us to all the other answers.

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

Yes

If yes, which one(s)?

Climate Action Team

Are you currently serving on a Town Board or Committee?

Yes

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

No

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

*Field not completed.*

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



## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Monday, February 19, 2024 5:15 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

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

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

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

---

*Field not completed.*

10. If no, briefly explain:

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*Field not completed.*

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

---

Occupation, Experience, or Special Skills

If other, please explain:

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*Field not completed.*

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

## Wendy Welsh

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**From:** noreply@civicplus.com  
**Sent:** Thursday, February 22, 2024 12:26 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Application

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### Advisory Board Application

First Name	Lauren
Last Name	Nyland
Date	2/18/2024
Address1	241 Stable Rd
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?	No
Telephone (111)-111-1111	9199282836
Email Address	mills.lauren@gmail.com
The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.	
What Year Were You Born?	1969
Race	white

Sex	female
Ethnicity	<i>Field not completed.</i>
Occupation	retired teacher
Are you a registered Orange County Voter?	Yes
Length of Residence in Orange County	23 years
Length of Residence in the Town of Carrboro	23 years
I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):	Climate Action Team
Advisory Board Preference	Climate Action Team
Other (advisory board not listed):	<i>Field not completed.</i>
**Employer/Self Employed	retired
Number of Years Employed	<i>Field not completed.</i>
** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.	<i>Field not completed.</i>
Community Activities/Organizational Memberships	NC Warn member for 26 years. Less active member of other environmental groups - followed and supported denial of ACP Joined Haw River Assembly 2019. Am a Trash-trap volunteer. Trained as a Climate Reality Leader 2020, Volunteer program director for RTP High School Sailing, Active with HOA - committee focusing on invasive plants, garden manager, former Board President
Relevant Experience:	I was member of a group that met fall 2019 to support the Carrboro Climate Action Plan. We met with Sammy Slade and Randee Haven-O'Donnell. We familiarized ourselves with the plan and areas that were town responsibilities and areas that were for residents/businesses. Projects included an outreach during a Saturday Farmer's Market and generating education modules.

I was a coordinator for the outreach event and organized information for the Transportation Module to be used for a template for other modules. - Prior to being a teacher, I was a contract employee at the EPA, managing a neurotoxicology lab. I am interested in research and good practices for health and the environment. - When I was a teacher, a personal and professional interest was in communication, conflict resolution, and working in groups to solve problems. I am trained in the Mutual Learning Approach and Non-violent Communication. I was a member, then chair of our Social Inclusion Group, which worked with students, parents, and staff. I appreciate working in groups on projects, with the solutions that can come when all perspectives are heard and incorporated. Part of my work in communication at my school led to work on diversity with experiences with the Racial Equity Institute, Conversations on Equity series, book study, podcasts that continues to present with attempts to expose and remind myself of anti-racist thoughts, learning, and action. I have been a member of the CAT advisory board for the past two years. With many groups that I am involved in, I was active in education, outreach, and coordination. I would like to use those skills and experience on the Climate Action Team

Reasons You Wish to be Appointed	The Carrboro Climate Action Plan is a solid and impressive plan. I would like to see it implemented and would like to help.
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.	Keeping racial equity, diversity, and inclusion central is important as the government is a role model and is making core decisions that have impact. The decisions that are made have an opportunity to directly affect people's lives, as well as addressing the structural racism that exists in our lives and government. Issues of racial equity can arise in any part of life and require awareness and action at all levels. Racism has impacted the way life is set up now and we must continue to learn and be aware of how things came to be and how to change that when making decisions for the future. I was grateful that the Town Council kept the BLM signs on the the Town Hall. I appreciate the importance that I have seen regarding thought given in Council decisions to allocate resources equitably and to have race and equity be a focus of the implementation of this plan.
Have you ever served on any Town of Carrboro Committee or Board?	Yes

If yes, which one(s)?                      Climate Action Team

---

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

---

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

---

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

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## Wendy Welsh

---

**From:** noreply@civicplus.com  
**Sent:** Monday, February 26, 2024 9:46 PM  
**To:** \_Group - Town Clerk; Wendy Welsh  
**Subject:** Online Form Submittal: Advisory Board Chair Report (Complete One Per Applicant)

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

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

9. Applicant has demonstrated a clear understanding of the time commitment, roles, and responsibilities of serving on the advisory board:

Yes

---

10. If no, briefly explain:

*Field not completed.*

---

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

Occupation, Experience, or Special Skills

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If other, please explain:

*Field not completed.*

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## Membership Information Matrix & Applicants Climate Action Team

NAME	ADDRESS	DOB	RACE	ETHNICITY	Gender	SEAT DESIGNATION	OCCUPATION	APPOINTED	TERM EXPIRATION
<b>CURRENT MEMBERS</b>									
Tilly Pick, Chair	144 N Fields Circle	1969	White		Male	Member	Project Management	3/5/2024	2/2027
Meg Molloy, Vice-Chair	102 Amber Ct.	1961	White		Female	Experience related to Community Organizing or Environmental Justice	Public Health/Non-Profit	4/4/2023	2/2025
Lauren Nyland	241 Stable Road	1969	White		Female	Member	Retired Teacher	3/5/2024	2/2027
Greg Randolph	1905 Pathway Dr.	1962	White		Male	Member	Public Health Consultant	4/4/2023	2/2027
Jane Danielewicz	110 Waverly Forest Ln	1952	White		Female	Member	Retired UNC Professor	4/4/2023	2/2028
Nicholas Stover	501 NC 54, Apt H1	1990	White	Non-Hispanic	Male	Member	Student	4/4/2023	2/2029
VACANT						Member			
VACANT						High School Student			
VACANT						Member			
VACANT						Member			
VACANT						Member			
VACANT						Member			
Reappointment									
<b>APPLICANT Ready to appoint when NEW appointments are allowed</b>									
Alesia Bregu	1807 Claymore Rd.	2006	White		Female		Student		
<b>*Applicant has attended CAT Meeting and/or met with Chair</b>									



## Racial Equity Assessment Lens (REAL)

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

**Department: Clerk's Office**

### ORIGIN AND DESCRIPTION

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

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

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

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

**BENEFITTING INDIVIDUALS OR GROUPS**

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

**BURDENED INDIVIDUALS OR GROUPS**

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

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

## RECOMMENDATIONS

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

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



## Agenda Item Abstract

**File Number: 24-042**

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**Agenda Date:** 3/5/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

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Follow-up to FY 2022-2023 Audit Finding

**PURPOSE:** The purpose of this agenda item is to provide a response letter for planned corrective actions relating to the audit findings presented to Council on January 9, 2024

**DEPARTMENT:** Finance

**CONTACT INFORMATION:** Bret Greene, (919) 918-7439, bgreene@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

This agenda item ensures continued compliance for financial operations and continued improvement in this space. Findings and suggestions have been reviewed by both staff and the independent auditor prior to presentation to Council.

**INFORMATION:** In the audit ending June 30, 2023, the independent auditors identified a material weakness in the balances provided for certain asset and liability accounts which required material adjusting journal entries during the audit process to correct these improperly reported balances. Recommended actions for the FY 2024 and beyond are outlined below and formalized in the attachment.

1. The Finance Director position has been backfilled and Finance Department is fully staffed.
2. New role of Comptroller has been established to strategically govern and lead the accounting process, including approving all journal entries input by Staff Accountant and Accounting Technician.
3. The Deputy Finance Director and Finance Director will lead internal reporting metrics including:
  - a. Monthly Balance Sheet account reconciliation.
  - b. Monthly variance reporting on Actual vs. Budget and Reforecast vs. Budget
  - c. Continually monitor unassigned fund balance goal of 22.5-35.0%.
  - d. Simplify fund reporting process by aggregating smaller funds into grouped reporting as pursuant to North Carolina Law.
  - e. Review all balance sheet accounts, across funds.
  - f. Review and assess system processes for capital assets, accounts receivable and accounts payable.
  - g. Develop, with finance staff, procedures for reconciliations of all balance sheet accounts across funds to ensure that trial balances do not contain errors.
  - h. Recommend necessary training for accounting staff.

4. The above tasks in Item #3 above are to be completed no later than May 31, 2024.
5. Over-expenditures that occurred in the shared transportation fund were the result of the failure to properly budget for and anticipate the annual true-up described in the joint agreement with the Town of Chapel Hill. The agreement is structured with a straight-line contribution from the entities based on actual expenses in FY 2021-2022, subjected to a one-time annual true-up in June of the ending Fiscal Year. In Fiscal Year 2022-2023, the true-up was not anticipated and invoiced in June 2023, at which point the charge of \$123,568.20 was accrued as an accounts payable on 6/30/2023, resulting in a budget expenditure overage and budget violation identified in October, 2023. Additionally, the Transportation Fund has minimal annual activity other than this obligation from the Town and was not able to initiate a staff-level reclass of dollars to cover the unforeseen expense, thus requiring a Council approved Budget Amendment. The Finance Department has instituted various budgetary review processes and is now fully staffed to prevent future occurrences, described in item (3) above.
6. The Finance Director shall report to the Town Council on the outcomes of the above by September 19, 2024.

**FISCAL IMPACT:** No fiscal impact for findings in the prior fiscal year

**RECOMMENDATION:** That the Town Council accept this letter in response to audit findings from Fiscal Year 2022-2023.



RESOLUTION FOR CORRECTIVE ACTION PLAN TO CORRECT INTERNAL CONTROL  
WEAKNESSES FOR FINANCIAL REPORTING AND BUDGET VIOATION  
FOR FY 2022-2023

WHEREAS, the Town Council has received a presentation of the Financial Statements and Independent Audit for the Fiscal Year Ended June 30, 2023, from independent auditors, FORVIS, LLP; and,

WHEREAS, the Independent Auditors, FORVIS, LLP, has provided a favorable opinion for the Town's Annual Comprehensive Financial Statements; and,

WHEREAS the Independent Auditors identified a material weakness in internal controls for financial reporting and identified a budget violation where an over expenditure was identified in FY 2022-2023; and,

WHEREAS this material weakness caused an inaccurate reconciliation of certain asset and liability accounts which required material adjusting journal entries during the audit process to correct these improperly reported balances; and,

WHEREAS it is important that financial reporting be accurate and complete to disclose the financial condition of the Town and for management decision making; and,

WHEREAS 20 NCAC 03 .0508 requires the governing body to develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters" (Response) signed by a majority of the members of the governing body; and submit such Response to the Secretary of the Local Government Commission within 60 days after the presentation.

NOW THEREFORE, BE IT RESOVLED by the Town Council of the Town of Carrboro, North Carolina that:

1. The Finance Director position has been backfilled and Finance Department is fully staffed.
2. New role of Comptroller has been established to strategically govern and lead the accounting process, including approving all journal entries input by Staff Accountant and Accounting Technician.
3. The Deputy Finance Director and Finance Director will lead internal reporting metrics including:
  - a. Monthly Balance Sheet account reconciliation.
  - b. Monthly variance reporting on Actual vs. Budget and Reforecast vs. Budget
  - c. Continually monitor unassigned fund balance goal of 22.5-35.0%.
  - d. Simplify fund reporting process by aggregating smaller funds into grouped reporting as pursuant to North Caolina Law.
  - e. Review all balance sheet accounts, across funds.
  - f. Review and assess system processes for capital assets, accounts receivable and accounts payable.

- g. Develop, with finance staff, procedures for reconciliations of all balance sheet accounts across funds to ensure that trial balances do not contain errors.
  - h. Recommend necessary training for accounting staff.
- 4. The above tasks in Item #3 above are to be completed no later than May 31, 2024.
- 5. Over-expenditures that occurred in the shared transportation fund were the result of the failure to properly budget for and anticipate the annual true-up described in the joint agreement with the Town of Chapel Hill. The multi-year agreement is contracted in the final month of the fiscal year to cover the next fiscal year. The budget in Fiscal Year 2022-2023 carried over the standard monthly payment and was not updated to reflect terms of the new contract, executed 6/24/2023. Although the 2022-2023 FY budget did account for potential unknown increased operating costs compared to the prior fiscal year, it was not enough to cover the operating cost increase outlined in the new contract. Therefore, a one-time true-up of \$123,568.20 was accrued as an accounts payable on 6/30/2023, resulting in a budget expenditure overage and budget violation identified in October, 2023. Additionally, the Transportation Fund has minimal annual activity other than this obligation from the Town and was not able to initiate a staff-level reclass of dollars to cover the unforeseen expense, thus requiring a Council approved Budget Amendment. The Finance Department has instituted various budgetary review processes and is now fully staffed to prevent future occurrences, described in item (3) above.
- 6. The Finance Director shall report to the Town Council on the outcomes of the above by September 19, 2024.
- 7. A copy of this resolution shall be provided to the Town's Finance Director within five days of adoption.
- 8. A copy of this resolution and signed Council letter with majority approval shall be provided to the Secretary of the Local Government Commission upon adoption.

This the 5<sup>th</sup> day of March, 2024.

## **Race and Equity Pocket Questions**

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

The purpose of this agenda item is to provide a response letter for planned corrective actions relating to the audit findings presented to Council on January 9, 2024

**Department:** Finance

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

The State LGC requires a response to certain findings from the annual independent audit. Although unlikely, non-response to these findings could levy additional strain on staff time and potential uses of unanticipated Town resources, which could adversely affect individuals within the community.

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

The Finance department does not anticipate any community burden based on the recommendation; as stated above, delay in response could have both a minor financial and Town resource burden if not filed in compliance with State laws.

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

The Town stakeholders will benefit from adopted practices to increase the accuracy and transparency of financial reporting, including garnering higher credit ratings that would lead to lower borrowing rates due to stronger financial controls and fully staffed department.

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

As related to this agenda item, some root causes of inequity could be access to the financial reports as they are housed online, historical lack of inclusion for dis-advantaged businesses in the independent auditor space, and lack of education to interpret the findings presented to the Council from the Independent Auditor.

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

Unintended consequences to approve the response to the audit findings could be rushing into a response to meet state deadlines without adequately explaining intended restorative practices. The Finance Department feels this risk is mitigated due to current staffing levels, segregation of duties, and collaborative review of recommended action items based on audit findings.

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

To proactively mitigate these potential consequences, the Finance Department has put deliberate efforts into corrective measures because of the audit findings to ensure efficient operations to allow staff time spent on other matters critical to the successes of the Town. Furthermore, the



TOWN OF CARRBORO • NC  
FACING RACE, EMBRACING EQUITY

department is committed to attracting traditional and disadvantaged businesses when it comes to contracts with the Finance Department.



## Agenda Item Abstract

**File Number:** 24-044

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**Agenda Date:** 3/5/2024  
**In Control:** Town Council  
**Version:** 1

**File Type:** Consent Agenda

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A Resolution Approving Services Agreement with Orange County

**PURPOSE:** This agenda item is to request that the Town Council consider adopting a resolution to authorize the Town Manager to enter into an agreement with Orange County for the provision of fire protection and emergency services within the South Orange Fire Service District.

**DEPARTMENT:** Fire-Rescue Department

**CONTACT INFORMATION:** Will Potter, Fire Chief, (919) 918-7349, wpotter@carrboronc.gov

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

This agenda item relates to providing fire protection and emergency services for the South Orange Fire Service District.

**INFORMATION:** The South Orange Fire Service District (District) was first established 1968 as permitted in Chapter 153A, Article 16 of the North Carolina General Statutes. Orange County has contracted with the Town of Carrboro to provide fire and emergency services to the District since its inception. The proposed agreement is submitted to allow the Town of Carrboro to continue to provide these services.

**FISCAL IMPACT:** Pursuant to NCGS 153A-307, and as stipulated in the agreement, Orange County will continue to levy a special tax to fund the agreement.

**RECOMMENDATION:** Town Staff recommends the Town Council approve the attached resolution (Attachment A) to authorize the Town Manager to enter into a fire protection and emergency services agreement (Attachment B) with Orange County for the South Orange Fire Service District.

**RESOLUTION APPROVING FIRE PROTECTION AND EMERGENCY SERVICES  
AGREEMENT WITH ORANGE COUNTY FOR SOUTH ORANGE FIRE SERVICE  
DISTRICT**

WHEREAS Orange County created the South Orange Fire Service District (District) and desires to contract with the Town of Carrboro for fire protection and other services; and,

WHEREAS Orange County will levy a special tax to pay the Town of Carrboro for providing fire protection and other services to the District; and

WHEREAS, the Town of Carrboro has provided fire protection services to the District through similar agreements since the formation of the District in 1968; and,

WHEREAS, the Town of Carrboro, desires to enter into this contract with Orange County to continue providing fire protection and other services for the District;

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council authorizes the Town Manager to enter into an agreement with Orange County for the provision of fire protection and emergency services in the District, and to make changes and/or modifications as necessary provided the original intent of the contract is unchanged.

This resolution shall become effective upon adoption.

This the 5<sup>th</sup> day of March, 2024.

**STATE OF NORTH CAROLINA  
ORANGE COUNTY**

**FIRE PROTECTION AND EMERGENCY SERVICES AGREEMENT**

**THIS AGREEMENT** (this "Agreement"), made and entered into this   7th   day of   March  , 2024 by and between Orange County, hereinafter referred to as the "County" and Town of Carrboro, hereinafter referred to as the "Town", both referred to herein as "Party" and/or jointly as the "Parties".

**WITNESSETH:**

1. County created the South Orange Fire Service District (the "District") as a County Service District to this Agreement pursuant to Chapter 153A, Article 16 of the North Carolina General Statutes and desires to contract with the Town for fire protection and other services as set out herein.
2. Pursuant to §NCGS 153A-307, the County agrees that it will cause to be assessed or levied a special tax of not more than fifteen cents (\$.15) per one-hundred dollar (\$100) valuation of all real and personal property in the District unless otherwise limited or prohibited by law or a vote of the people, and will collect said tax as a part of the ad valorem taxes of Orange County; provided however, the amount levied annually shall be based on the needs projected in the budget estimate submitted by the Town to the County as approved by the County.
3. That a special or separate fund shall be maintained by the County for funds collected as a result of said special tax.
4. That from said special tax ninety-eight and one-half percent (98.5%) of current delinquent funds collected on real and personal property excluding motor vehicles shall be remitted to the Town in quarterly payments by the 15<sup>th</sup> day of the first month of each quarter for the first three quarters and the final quarterly payment will be made based on the County Finance Director's estimate of overall tax collections through the fiscal year end not to exceed the appropriation amount.
5. The Town shall provide and furnish adequate fire protection services and shall provide the necessary equipment, personnel, and other resources as determined by the North Carolina Department of Insurance, Fire and Rescue Service Division, and the Insurance Service Office for all persons and property located within the District. Town will furnish fire and rescue services free of charge to all persons and individuals within the District (excluding non-public commercial transportation). Fire Department shall strive to maintain the current ISO rating of 4 or look to achieve an ISO rating of 3 or better. Town will furnish fire, rescue, community risk reduction and medical responder services on the same basis and in the same manner as it provides such services within the Town free of charge to all persons and individuals within the district, provided, however that this Agreement shall not prevent the Town from imposing fees, so long as such fees are the same for properties in the District and in the Town. By way of illustration, but not limitation, in the event the Town was to establish a charge for responding to a false alarm, it may assess such fees within the District to the same extent that such fees are assessed to properties within the Town.

6. That all funds paid to the Town by the County shall be used exclusively by the Town to provide fire protection services within the District, and the Town may also use said funds to provide Emergency Medical Technician and rescue services within the District, and to pay other legitimate fire, rescue, and Emergency Medical Technician expenses attributable to the services rendered within the District.
7. The Town shall provide Emergency Medical Technician Services within the District to provide basic emergency medical care to the residents within the District on the same manner in which such services are provided within the Town. Emergency Medical Technician Services are defined as the provision of basic life support treatment as needed until such time as more highly trained personnel arrive on scene. Such Emergency Medical Technician Services may be provided through mutual aid agreements or through third party contracts.
8. The Fire Department shall provide Hazardous Materials Response Services according to the North Carolina Department of Insurance North Carolina Fire Rescue Commission Haz-Mat 1 Responder level for all operational responses in the district. Hazardous Materials Response Services are defined as defensive actions necessary to protect life, property and the environment from the effects of the release.
9. The Town shall provide rescue services within the District to provide basic rescue services to the citizens within the District in the same manner in which such services are provided within the Town. Rescue services are defined as the removal, extrication, or freeing of individuals from vehicle confinement or danger. Currently the fire department is certified through the Rescue Association in Light Rescue. The Fire Department shall maintain current rescue certifications through the Rescue Association. Such rescue services may be provided through mutual aid agreements or through third party contracts.
10. In providing the services contemplated herein the Town shall operate in compliance with all applicable State and local laws and regulations including, but not limited to the North Carolina Fire Incident Reporting System (G.S. 58-79-45, NC Administrative Code, §.0402). The Town shall submit electronic incident reports on a quarterly basis to the North Carolina Department of Insurance and shall provide written notification to the Orange County Emergency Services' Fire & Life Safety Division at the time of submission to the State. Town further agrees to file with Orange County Emergency Services' Fire & Life Safety Division a current list of its Town Council no later than 14 days after members take office. The Town shall provide a copy of the certified personnel roster submitted to the N.C. State Firefighter Association to the Orange County Emergency Services' Fire & Life Safety Division at the time of submission to the association. Accompanying the roster shall be an annual training report. The Town shall provide confirmation of criminal history checks for all members on the roster in accordance with N.C. General Statute § 143B-943. The fire department agrees to work with Emergency Management to resource type personnel, apparatus including pump and tank size, and specialized fire suppression equipment in Salamander or other software used by Emergency Services. The County shall have the right to inspect all books and accounts for the Town Fire Department at any time. Said inspection shall be conducted by the Orange County Emergency Services' Fire & Life Safety Division and/or Orange County Finance Office and/or their designee. The following minimal



performance standards are agreed upon by the County and the Town and are a part of this contract:

- A. Dispatching Protocols. Town shall comply with Orange County dispatching protocols and policies. The County shall consult with the Town prior to implementing new or changing said protocols.
- B. Response Time. Town should have the goal of having a response time that exercises due diligence to responding to all emergencies when notified of the emergency.
- C. Personnel on Scene. Town should have adopted standard operating guidelines that address the appropriate number of firefighters needed on all type fire calls. The National Incident Management System shall be used at all incidents to manage personnel.
- D. Training. Town shall have the minimum standard training requirements set forth by the State of North Carolina and NC Department of Labor for providing fire and emergency services provided by the Fire Department. For purposes of this agreement emergency services includes both Emergency Medical Technician services, hazardous materials services, and rescue services.
- E. Fire Investigations. The Town officer in charge at all fire scenes shall attempt to determine the cause and origin of every fire. When the officer in charge cannot determine the cause and origin of the fire, the officer in charge may request assistance from the Orange County Emergency Services' Fire & Life Safety Division.
- F. Reports. Town shall keep all records according to state law for retention. All State and county required reports and rosters shall be submitted by the applicable deadlines.
- G. Fire Hydrants. Fire hydrants in the Town shall be tested by the Orange Water and Sewer Authority on the same schedule and in the same manner as OWASA test hydrants in the Town.
- H. Emergency/Disaster Response. Town shall follow the Town of Carrboro and Orange County Emergency Operations Plan (EOP) when responding to an emergency or disaster in the District.
- I. State of Emergency. County requests that the Town, when available, assist with the following services, but not limited to, before, during, and following times of emergency/disaster: 1) Debris Removal; 2) Traffic Control; 3) Alert and Notification; 4) Search and Rescue; 5) Evacuation Notification and Coordination; and 6) other lifesaving and property protection measures as necessary. All operations shall be in accordance with the Town and Orange County Emergency Operations Plan.

- J. Medical Responder Services. When Town provides Emergency Medical Technician Services assistance, it shall be done in accordance with the protocols set forth by the Orange County Medical Director.
11. The Town shall present the County with an annual audit by a Certified Public Accountant, which shall be in conformity with General Accepted Accounting Principles. Such audit to be provided and be in conformity with the most recent audit policies of the North Carolina Local Government Commission. Further, the Town agrees to comply with County budgeting procedures including a mid-year financial statement for its fire department and other procedures provided for by State Law and agree to submit budget estimates to the Board of Commissioners on the standard forms used by County departments. The Town agrees to have the annual audit published for Public review. The Town also agrees to use standard line items for accounting as requested by the County Finance Department.
- A. In the event that the audit reveals any reportable and/or material issue(s) with regard to compliance with generally accepted accounting principles, or any material weakness or significant deficiencies, the Town shall provide a written statement to the county that contains an explanation of each issue and an action plan (with implementation timetable) for resolving each such issue, weakness and/or deficiency, and shall provide periodic reports to the county on progress made in resolution of each issue, weakness and/or deficiency. If resolution of such issues, weakness or deficiencies requires professional advice on the part of the Town (or county's) auditor, the Town shall bear the cost of such advice.
  - B. Should the Town fail to submit its audit report to the county within the above time period, the county will suspend all funds immediately until the audit is delivered as set forth above, except that the county's Chief Financial Officer may grant a reasonable submittal extension if the Town is unable to deliver the audit for reasons beyond the control of the fire department or the auditor.
  - C. The Town agrees that if its financial records are judged to be un-auditable for purposes of an audit or establishment of a budget by the county's chief financial officer or, if a regular or special audit by a certified public accountant reveals competent evidence of reckless or willful financial mismanagement practices or intentional or criminal wrongdoing, the Town Council will be notified by the County. At that time, the County and Town Council may jointly name a trustee who will assume responsibility for management and financial decision-making for the fire department until such time as the county and Town agree that the Town fire department's finances have been stabilized to the extent required to satisfy the financial management provisions of this contract.
12. The Town shall comply with the County budgeting procedures and purchasing procedures provided for by state law and shall submit annual budget estimates for the Town Fire Department in accordance with established County budget timetables along with a supporting letter of request for the proposed tax rate shall be signed by the Town's Town Manager upon approval of its Town Council. The County will provide

the Town with standard forms for budget submission and the Town shall use such standard forms.

13. The Town agrees to the extent allowed by law to hold harmless and indemnify the County from and against any and all liability and expenses including attorney fees, court costs and other costs incurred by the County caused by any act or omission of the Town, its agents and employees. The Town shall purchase and maintain, during the term of this Agreement, and any extension hereof, at least the following insurance coverage:
- A. Workers Compensation: Coverage to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include employer's liability with a limit of \$100,000 for each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.
  - B. Comprehensive General Liability: Shall have minimum limits of one million dollars (\$1,000,000) per occurrence combined single limit for bodily injury liability and property damage liability. This shall include premises and/or operations, independent contractors, products and/or completed operations, broad form property damage and explosion, collapse and underground damage coverage, sudden and accidental pollution losses, and a contractual liability endorsement.
  - C. Business Auto Policy: Shall have minimum limits of one million dollars (\$1,000,000) per occurrence combined single limit for bodily injury liability and property damage liability. This shall include: owned vehicles, hired and non-owned vehicles and employee non-ownership.
  - D. Special Requirements: The Town of Carrboro will name Orange County as the additional insured on the Comprehensive General Liability policy.
  - E. Current, valid insurance policies meeting the above requirements shall be maintained. Renewal certificates shall be sent to Orange County thirty (30) days prior to any expiration date. There shall also be a 30-day notification to Orange County in the event of cancellation or modification of any stipulated insurance coverage. Certificates of Insurance on an Acord 25 (8/84) or similar form meeting the required insurance provisions shall be forwarded to Orange County. Wording on the certificate of insurance which states that no liability shall be imposed upon the company for failure to provide such notice is not acceptable.
14. In connection with the performance of this Agreement, the Town agrees not to discriminate against any employee, member, or applicant for employment or membership because of race, color, national origin, religion, creed, ethnicity, sex, sexual orientation, age, disability, political affiliation, and Vietnam-Era or disabled

veteran status. Employees, members and applicants must be competent and capable of performing the requirements of the job. The Town agrees to take all reasonable measures to ensure that applicants are employed, and that employees are treated appropriately, during their employment, without regard to their race, color, national origin, religion, creed, ethnicity, sex, sexual orientation, age, disability, political affiliation, and Vietnam-Era or disabled veteran status.

15. This Agreement shall continue for a term of five (5) years unless terminated as hereinafter provided. This Agreement may be renewed for two additional five-year terms upon mutual agreement of the Parties. Either Party may terminate this Agreement effective at the end of any fiscal year by giving the other Party notice at least one (1) year in advance of the end of the fiscal year that the Agreement is to terminate.

16. This Agreement sets forth the entire understanding of the parties and supersedes any and all prior agreements, arrangements, and understandings related to the subject matter hereto. This Agreement may not be changed or terminated except in writing and as provided herein, and no notice shall be effective unless evidenced by a written instrument duly executed by the Party or Parties, hereto and delivered as follows:

If to County  
Orange County  
Attn: County Manager  
P.O. Box 8181  
Hillsborough, NC 27278

If to Town  
Town of Carrboro  
Attn: Town Manager  
301 West Main Street  
Carrboro, NC 27510

17. That this agreement shall be binding upon and ensure to the benefit of the parties and their respective successors, legal representatives and assigns, but this agreement may not be assigned by either party without prior written consent of the other party, which may be withheld in the sole discretion of a party.

18. No act or failure to act by the County or the Town shall constitute a waiver of any right or duty granted to the Parties by the terms of this Agreement. Nor shall any act or failure to act constitute any approval except as specifically agreed to in writing.

IN WITNESS WHEREOF, the County has caused this instrument to be executed by the Chairperson of the Board of County Commissioners and attested by the Clerk to the Board of County Commissioners, and the Town has caused this instrument to be signed in its corporate name by its Town Manager, attested by its Clerk, and its corporate seal hereto affixed.

Acknowledged and agreed to the day and date first above recorded.

**ORANGE COUNTY**

**Town of Carrboro**

BY: \_\_\_\_\_  
Chair

BY: \_\_\_\_\_  
Town Manager

ATTEST:  
  
\_\_\_\_\_  
Clerk Board of Commissioners

ATTEST:  
  
\_\_\_\_\_  
Town Clerk

(County Seal)

(Corporate Seal)

County Clerk attests date this the  
\_\_\_\_ day of \_\_\_\_\_, 2024.

Town Clerk attests date this the  
\_\_\_\_ day of \_\_\_\_\_, 2024.

Approved as to Form & Authorization

\_\_\_\_\_  
Town Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

\_\_\_\_\_  
Finance Officer

\_\_\_\_\_  
Fire Chief

# Dollar Thresholds in North Carolina Public Contracting Statutes

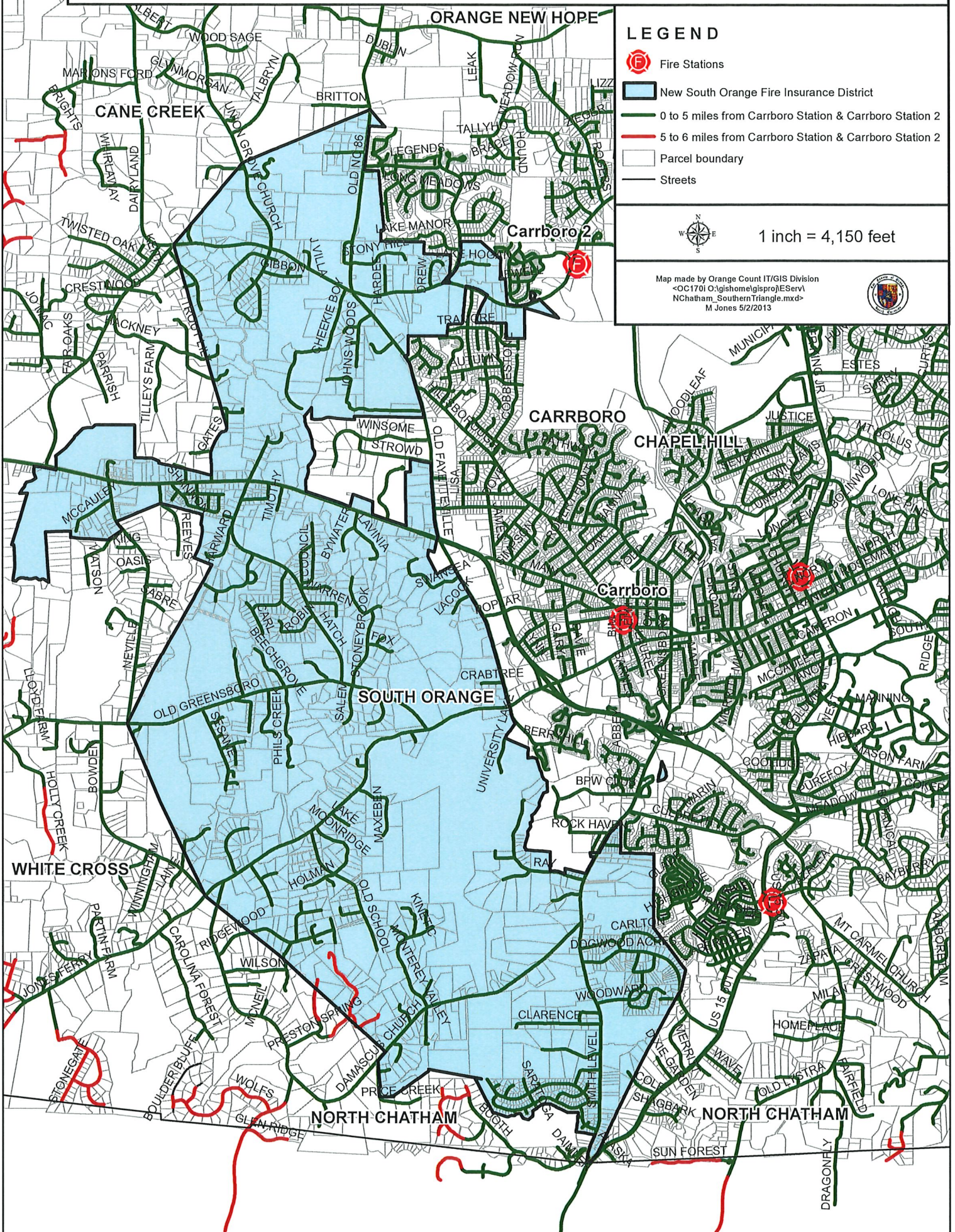


Dollar limits and statutory authority current as of November 1, 2015

Requirement	Threshold	Statute
<b>Formal bidding</b>		
	<i>(estimated cost of contract)</i>	
Construction or repair contracts	\$500,000 and above	G.S. 143-129
Purchase of apparatus, supplies, materials, and equipment	\$90,000 and above	G.S. 143-129
<b>Informal bidding</b>		
	<i>(actual cost of contract)</i>	
Construction or repair contracts	\$30,000 to formal limit	G.S. 143-131
Purchase of apparatus, supplies, materials, and equipment	\$30,000 to formal limit	G.S. 143-131
<b>Construction methods authorized for building projects</b>		
	Over \$300,000	G.S. 143-128(a1)
Separate Prime	<i>(estimated cost of project)</i>	
Single Prime		
Dual Bidding		
Construction Management at Risk (G.S. 143-128.1)		
Design-Build and Design-Build Bridging (G.S. 143-128.1A; G.S. 143-128.1B)		
Public Private Partnership (P3) (G.S. 143-128.1C)		
<b>Historically Underutilized Business (HUB) requirements</b>		
Building construction or repair projects		
– Projects with state funding ( <i>verifiable 10% goal required</i> )	\$100,000 or more	G.S. 143-128.2(a)
– Locally funded projects ( <i>formal HUB requirements</i> )	\$300,000 or more	G.S. 143-128.2(j)
– Projects in informal bidding range ( <i>informal HUB requirements</i> )	\$30,000 to \$500,000*	G.S. 143-131(b)
*Note: Formal HUB requirements should be used for informally bid projects costing between \$300,000 and \$500,000		
<b>Limit on use of own forces (force account work)</b>		
	<i>(not to exceed)</i>	G.S. 143-135
Construction or repair projects	\$500,000 (total project cost) or \$200,000 (labor only cost)	
<b>Bid bond or deposit</b>		
Construction or repair contracts ( <i>at least 5% of bid amount</i> )	Formal bids (\$500,000 and above)	G.S. 143-129(b)
Purchase contracts	Not required	
<b>Performance/Payment bonds</b>		
Construction or repair contracts ( <i>100% of contract amount</i> )	Each contract over \$50,000 of project costing over \$300,000	G.S. 143-129(c); G.S. 44A-26
Purchase contracts	Not required	
<b>General contractor's license required</b>		
	\$30,000 and above	G.S. 87-1
Exemption	Force account work ( <i>see above</i> )	
Owner-builder affidavit required	Force account work ( <i>see above</i> )	G.S. 87-14(a)(1)
<b>Use of licensed architect or engineer required</b>		
Nonstructural work	\$300,000 and above	G.S. 133-1.1(a)
Structural repair, additions, or new construction	\$135,000 and above	
Repair work affecting life safety systems	\$100,000 and above	
<b>Selection of architect, engineer, surveyor, construction manager at risk, or design-build contractor</b>		
"Qualification-Based Selection" procedure (QBS)	All contracts unless exempted	G.S. 143-64.31
Exemption authorized	Only projects where estimated fee is less than \$50,000	G.S. 143-64.32



# South Orange Fire Service District / New South Orange Fire Insurance District



## LEGEND

- Fire Stations
- New South Orange Fire Insurance District
- 0 to 5 miles from Carrboro Station & Carrboro Station 2
- 5 to 6 miles from Carrboro Station & Carrboro Station 2
- Parcel boundary
- Streets



1 inch = 4,150 feet

Map made by Orange County IT/GIS Division  
<OC1701 O:\gishome\gisproj\EServ\NChatham\_SouthernTriangle.mxd>  
M Jones 5/2/2013





## **Race and Equity Pocket Questions**

**Title and purpose of this initiative:** Fire Protection and Emergency Services Agreement with Orange County for the South Orange Fire Service District

**Department:** Fire-Rescue Department

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

This agreement will allow the Town of Carrboro to continue to provide fire and emergency services for all persons and property located within the District on the same basis and in the same manner as such services are provided within the Town.

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

No community burden is anticipated because of this agreement.

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

All persons and individuals within the District will experience benefit due to the provision of fire and emergency services within the District.

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

There is a history of inequality with regards to the provision of fire protection and emergency services in unincorporated areas of Orange County. Historically, these areas have had higher percentages of minorities as well as those of a lower socio-economic status. The proposed agreement will allow the Town of Carrboro to assist in addressing historical inequity.

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

No unintended consequences are anticipated because of this agreement.

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

No burdens, inequities, or unintended consequences are anticipated because of this agreement. Should any issues arise staff will address them as quickly as possible.





## Agenda Item Abstract

**File Number:** 24-037

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**Agenda Date:** 3/5/2024  
**In Control:** Town Council  
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Adopt a Resolution to Award a Service Sidearm to a Retiring Police Officer

**PURPOSE:** The purpose of this agenda item is to acknowledge the retirement of Police Captain Tony Frye from the Town of Carrboro Police Department on April 1, 2024, following 20 years of service with the Town and over 25 years in law enforcement. The Police Department proposes to honor Captain Frye's dedication to duty and his contributions to the Town of Carrboro by presenting him with his service sidearm. The Town Council is asked to consider and adopt, through resolution, the recommendation of Town staff to award the service sidearm to Captain Tony Frye.

**DEPARTMENT:** Police Department

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

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

This item involves retirement policies for sworn police department employees.

**INFORMATION:** Captain Frye, a certified law enforcement officer in North Carolina, is retiring from the Carrboro Police Department. According to NCGS 20-187.2, retiring officers are entitled to request to purchase their service weapon from the Town. Captain Frye has opted to exercise this right and has submitted a request to purchase his on-duty handgun. In the past, the Carrboro Town Council has honored retiring officers by granting them their service sidearms at no cost, as a gesture of gratitude for their service. This practice aligns with the policy established by the Council on January 30, 2024.

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

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

**ATTACHMENT A**

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

**WHEREAS** Captain Tony Frye is retiring from the Town of Carrboro Police Department on April 1, 2024, after thirty years of total service; and

**WHEREAS** Captain Frye 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 Frye.

This is the 5th day of March 2024.

## **CARRBORO POLICE DEPARTMENT**

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

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

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

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

## **Race and Equity Pocket Questions**

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

**Department: Police**

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

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

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

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

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

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

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

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

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

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

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

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



## Agenda Item Abstract

**File Number:** 24-039

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Public Parking Update Presentation and Discussion

**PURPOSE:** To provide an update presentation on the status of public parking enforcement and gather feedback regarding paid parking.

**DEPARTMENT:** Economic Development

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

**COUNCIL DIRECTION:**

Race/Equity  Climate  Comprehensive Plan  Other

The Council expressed an intent last year to move forward with enforcing the 2-hour parking limit in public parking and to explore paid parking.

**INFORMATION:** In April 2023, the Town Council held a work session to discuss public parking and expressed an intent to move forward with Staff enforcing the 2-hour parking requirement already in the Town Code. The Council also expressed an interest in exploring paid parking and desired options for moving forward with paid parking.

Staff will provide a presentation including a status update on public parking enforcement and will provide some options for paid public parking should this be of interest to the Council. Policy direction or feedback from Council is sought by Staff to best determine how to move forward with enforcement solutions.

**FISCAL IMPACT:** No fiscal impacts are anticipated from this specific agenda item. Both paid parking and parking enforcement will generate some additional revenues.

**RECOMMENDATION:** Staff recommend Council explore the implementation of a paid parking program to manage current capacities in public parking locations and generate revenues to pay for the expenses of the program.

## **Race and Equity Pocket Questions**

**Title and purpose of this initiative:** Parking Enforcement Update and Discussion

**Department:** Economic Development

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

Public parking, while open to everyone, is truly only utilized by those who can afford a vehicle and (in cases where there is a charge for public parking) the cost of parking that vehicle. These most certainly would be middle- to upper-income households and may include some moderate-income households.

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

Depending on the route Council chooses to take, low-income households would be most burdened by implementing a paid parking program and those who work or need to spend extensive time in Downtown would be burdened by implementing parking enforcement. Presumably, these would be low- to moderate-income households.

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

The benefit of moving to parking enforcement or paid parking would most benefit those households who own a car and/or could afford to pay for the parking. Presumably, these would be middle to upper-income households. The benefit they would receive would be the increased availability of parking due to higher turn-over or the lack of downtown visitation by those who cannot afford or choose not to pay for parking.

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

In the past, a limited number of households could actually afford a vehicle. These households tended to be upper-income households. This left other lower income households to utilize public transportation to access their daily needs. Over the decades as cars became more affordable, middle- to moderate-income households were able to afford a reliable vehicle. The more households that were able to afford a car, the demand for access to parking became a necessity for commercial districts (especially those which had previously been walkable and bikeable) to survive. Much of this same thinking is with us today in downtown districts as we look at public parking, however, even with the affordability of vehicles where they are today, many low-income households still cannot afford the ownership and maintenance of a reliable vehicle. This lineage has led to inequity in the use of public parking.

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

Unintended consequences of parking enforcement may include shoppers spending less time in the downtown district and, therefore, spending less money in this district. Unintended consequences of paid parking may include fewer low- to moderate-income households visiting and utilizing services and businesses in the downtown district. Naturally, this could result in



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downtown becoming a “premium” commercial district where businesses would set their prices to appropriate levels for middle- to upper-income households. Additionally, this could result in higher commercial rent rates edging out start-ups and lower income entrepreneurs.

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

Generally, ensuring adequate and easy access to downtown either by foot, bike, or public transit would be the most equitable approach to ensure our downtown is accessible to all residents and visitors. Additionally, paid parking equity could be ensured through a variety of mechanisms if this policy path is chosen, including only charging in high demand lots, offering discounted parking solutions, or providing an annual stipend to be used for public parking.