



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Tuesday, February 4, 2014

7:30 PM

Board Chambers - Room 110

7:30-7:45

A. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

1. [14-0017](#) Phillips Middle School Trash Terminators Team Presentation

B. OTHER MATTERS

7:45-8:00

1. [13-0509](#) Request to Approve a Town Code Amendment Relating to Bicycling on Town Streets

PURPOSE: The Board of Aldermen is asked to consider an ordinance amending Subsection 6-37(3) of the Town Code relating to the lateral position of a bicycle on a roadway.

Attachments: [Attachment A - Draft ordinance](#)
[Att B - Current Sec 6-37](#)
[Att C - Current state law - NCGS 20-146](#)

8:00-8:20

2. [14-0018](#) Manager's Presentation of Capital Improvements Program Update

PURPOSE: This item is to present to the Board of Aldermen the annual update of the Capital Improvements Program (CIP) for FY 2014-15 through FY 2019-20.

Attachments: [Resolution Accepting CIP Update](#)
[CIP Document 14-15](#)

8:20-8:30

3. [14-0007](#) A Resolution Making Appointments to the Carrboro Tourism Development Authority

PURPOSE: The purpose of this item is for the Board of Aldermen to consider appointing members to the Carrboro Tourism Development

Authority (CTDA).

Attachments: [A Resolution Making Appointments to the Carrboro Tourism Development Authority](#)

8:30-9:00

4. [14-0014](#) Proposed Revisions to the DCHC-MPO Memorandum of Understanding

PURPOSE: On October 9, 2013, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) Transportation Advisory Committee endorsed revisions to the MPO's Memorandum of Understanding (MOU). Member jurisdictions are asked to consider approving the revised MOU by February 20, 2014.

Attachments: [Attachment A - Resolution - MPO MOU update](#)
[Attachment B - 2013 DCHC MPO MOU - recommended for member gov approval - 2014-01-07](#)
[Attachment C - 2013 DCHC MPO MOU - recommended - marked - 2014-01-07](#)
[Attachment D - Current MOU for DCHC MPO](#)
[Attachment E - Letter to Managers re 2013 MOU update - 2013-11-20 - Carrboro - signed](#)
[Attachment F - MPO MOU update - Town of Carrboro comments - 9-13-2013](#)
[Attachment G - Summary of Comments and TAC Response - 2013-11-13](#)

9:00-9:20

5. [14-0016](#) Statewide Transportation Improvement Program and STP-DA and TAP Funding

PURPOSE: The Board of Aldermen received information on, and adopted resolutions relating to, the Statewide Transportation Improvement Program (STIP) and Surface Transportation Program-Direct Apportionment (STP-DA) and Transportation Alternatives Program (TAP) funding, during its November 12 and November 19, 2013, meetings. This item follows up on these topics and requests further action from the Board.

Attachments: [Attachment A - Resolution - FY 15 and 16 STP-DA and TAP projects](#)
[Attachment B - November 12, 2013 agenda item](#)
[Attachment C - November 19, 2013 agenda item](#)
[Attachment D - DCHC Policy 3 - DCHC MPO federal funds proposed - 2014-01-08 TAC](#)
[Attachment E - SPOT P3.0 Highway list - considered by the TAC - Jan 8 2014](#)
[Attachment F - SPOT P3.0 Bike-Ped list - considered by the TAC - Jan 8 2014](#)
[Attachment G - Table of STP-DA and TAP funding - Carrboro](#)

- E. MATTERS BY TOWN CLERK**
- F. MATTERS BY TOWN MANAGER**
- G. MATTERS BY TOWN ATTORNEY**
- H. MATTERS BY BOARD MEMBERS**



Town of Carrboro

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

Agenda Item Abstract

File Number: 13-0509

Agenda Date: 1/28/2014

Version: 1

Status: Consent Agenda

In Control: Board of Aldermen

File Type: Abstract

Agenda Number: 1.

TITLE:

Request to Approve a Town Code Amendment Relating to Bicycling on Town Streets

PURPOSE: The Board of Aldermen is asked to consider an ordinance amending Subsection 6-37(3) of the Town Code relating to the lateral position of a bicycle on a roadway.

DEPARTMENT: Planning, Town Clerk, Town Attorney

CONTACT INFORMATION: Jeff Brubaker - 918-7329; Tina Moon - 918-7325; Cathy Wilson - 918-7309

INFORMATION: At the October 4, 2011, Board of Aldermen meeting, the Board received a public comment requesting an amendment to the Town Code that would conform the Code to State law as it affects travel by bicyclists on Town streets.

Currently, Subsection 6-37(3) of Chapter 6 of the Town Code reads:

Except on a street or portion thereof designated with a shared lane marking, bicyclists using a roadway shall ride as far to the right as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction. On a street or portion thereof designated with a shared lane marking, bicyclists must ride in the direction of traffic, upon the right half of the roadway, and may travel in any lateral position within the right half of the roadway. (Amend. 9/21/2010)

The current Section 6-37 is included in *Attachment B*.

Currently, N.C. General Statute, § 20-146(b) states:

(b) Upon all highways any vehicle proceeding at less than the legal maximum speed limit shall be driven in the right-hand lane then available for thru traffic, or as close as practicable to the right-hand curb or edge of the highway, except when overtaking and passing another vehicle proceeding in the same direction or when preparing for a left turn.

This statute is included in *Attachment C*.

The primary difference between the two provisions is that the Town Code requires that bicyclists “shall ride as far to the right as practicable” on any street not including a shared lane marking, regardless of the speed at which they are traveling. The state statute limits the applicability of the requirement to vehicles traveling less than the speed limit.

N.C. General Statute § 20-4.01 (49) defines bicycles as vehicles.

Prior to the follow-up agenda item being brought to the Board, the citizen asked if the item could be delayed for the time being. The item is now being brought back to the Board for consideration.

FISCAL & STAFF IMPACT: No fiscal and staff impact is expected to accrue from adopting the ordinance.

RECOMMENDATION: Staff recommend that the Board consider the ordinance in Attachment A.

AN ORDINANCE AMENDING CHAPTER 6 OF THE TOWN CODE TO DELETE THE
REQUIREMENT THAT BICYCLISTS STAY TO THE RIGHT OF A TRAFFIC LANE,
THEREBY CONFORMING THE CODE TO STATE LAW

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Subsection 6-37(3) is rewritten as follows:

(3) Bicyclists travelling within a street (outside of any bikeway or bikelane) shall ride in the direction other traffic is moving in the travel lane occupied by such bicyclists. Bicyclists may travel in any lateral position within such travel lanes, except that, as provided in G.S. 20-146(b), bicyclists proceeding at less than the maximum speed limit shall ride in the right-hand lane then available for thru traffic, or as close as practicable to the right-hand curb or edge of the highway, except when overtaking and passing another vehicle proceeding in the same direction or when preparing for a left turn. Bicyclists shall exercise ~~Except on a street or portion thereof designated with a shared lane marking, bicyclists using a roadway shall ride as far to the right as practicable, exercising~~ due care when passing a standing vehicle or one proceeding in the same direction. ~~On a street or portion thereof designated with a shared lane marking, bicyclists must ride in the direction of traffic, upon the right half of the roadway, and may travel in any lateral position within the right half of the roadway.~~

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

Section 3. This ordinance shall become effective upon adoption.

- e. The Bolin Creek Greenway trail beginning at Lake Hogan Farm Road and extending approximately 2470 feet to the east and approximately 3050 feet to the west (Amend. 6/20/2006)
 - f. The Roberson bikepath between Purple Leaf Place and Wesley Street (Amend. 11/16/2010)
- (3) Bikeways designated by shared lane markings are established on the following streets or portions thereof: (Amend. 9/21/2010)
- a. Brewer Lane
 - b. Hargraves Street from Brewer Lane to Wesley Street (Amend. 11/16/2010)
 - c. Wesley Street (Amend. 11/216/2010)

Section 6-35 Direction of Travel

Except for bikepaths, all bikeways shall carry bicycle traffic only in the direction of the nearest adjacent traffic lane. Traffic may proceed in both directions along the Libba Cotten bikepath, subject to the remaining provisions of this article.

Section 6-36 Restrictions Upon Use of Bikeways By Motor Vehicles

- (1) No person may drive a motor vehicle upon or across a bikeway except at the intersections of streets or driveways, or buses loading or unloading passengers at bus stops.
- (2) Prohibitions against parking in bikelanes are contained in Section 6-18 (a)(14) of this code.

Section 6-37 Shared Usage By Bicyclists and Pedestrians

While roadways are provided primarily for the safety and convenience of motor vehicles, sidewalks are provided primarily for the safety and convenience of pedestrians, and bikeways are provided primarily for the safety and convenience of bicycles, it is recognized that in many instances such facilities may be shared. Where these facilities are shared, pedestrians and bicyclists shall exercise extreme caution and the following regulations shall apply:

- (1) When using bikepaths where there is no designated pedestrian area, pedestrians shall walk as far to the right as practicable, shall walk no more than two abreast, and shall exercise due care. Bicyclists shall give an audible signal before passing a pedestrian on a bikepath where there is no designated pedestrian area.
- (2) When using those sidewalks where bicycle traffic is permitted, bicyclists shall not exceed seven miles per hour; shall yield the right-of-way to pedestrians; and, when passing pedestrians from the rear, shall pass only on the left and only after giving an audible warning to such pedestrians; and shall not ride on any sidewalk in such a way as to endanger pedestrians.

- (3) Except on a street or portion thereof designated with a shared lane marking, bicyclists using a roadway shall ride as far to the right as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction. On a street or portion thereof designated with a shared lane marking, bicyclists must ride in the direction of traffic, upon the right half of the roadway, and may travel in any lateral position within the right half of the roadway. (Amend. 9/21/2010)
- (4) Persons riding bicycles upon a roadway, sidewalk, or bikeway shall ride single file, when to do otherwise would obstruct traffic or create a hazard. In no case should there be more than two bicycles riding abreast.
- (5) The area along the north side of East Poplar Avenue shall be a pedestrian lane, and no person may ride, drive or park any vehicle (including a bicycle) upon such pedestrian lane.

Section 6-38 Bicycle and Motor Vehicles Prohibited on Certain Sidewalks (Amend. 10/13/98)

- (a) No person riding a bicycle may go upon the sidewalks of any of the following areas of Town:

Both sides of Main Street from the intersection of Greensboro St. to the intersection of Weaver Street.

- (b) No person may operate upon any sidewalk a motor vehicle (including without limitation on any riding lawn mower or other motorized device designed to carry one or more persons, but not including a motorized wheelchair or similar device designed principally to convey a person with limited inability). (Amend. 10/13/98)

Section 6-39 Bicycles Subject to General Statutes

(1) Unless otherwise specifically provided in this chapter, bicycles shall be deemed vehicles and every rider of a bicycle upon a street, bikeway, or sidewalk shall be subject to the provisions of this chapter and all the rules of the road set forth in state law applicable to the driver of a vehicle except those which by their nature can have no application. Without limiting the foregoing, persons riding bicycles:

- (a) Shall obey the instructions of official traffic control signs and other traffic control devices applicable to vehicles and bicycles, unless directed otherwise by a police officer.
- (b) Shall yield the right-of-way to vehicles, other bicycles, and pedestrians according to the rules of the road applicable to other vehicles.
- (c) Shall not pass other vehicles on the right except to the limited extent that motor vehicles are authorized to pass on the right as set forth in G.S. 20-150.1.
- (d) Shall merge with traffic at the end of bike lanes at intersections.

§ 20-146. Drive on right side of highway; exceptions.

(a) Upon all highways of sufficient width a vehicle shall be driven upon the right half of the highway except as follows:

- (1) When overtaking and passing another vehicle proceeding in the same direction under the rules governing such movement;
- (2) When an obstruction exists making it necessary to drive to the left of the center of the highway; provided, any person so doing shall yield the right-of-way to all vehicles traveling in the proper direction upon the unobstructed portion of the highway within such distance as to constitute an immediate hazard;
- (3) Upon a highway divided into three marked lanes for traffic under the rules applicable thereon; or
- (4) Upon a highway designated and signposted for one-way traffic.

(b) Upon all highways any vehicle proceeding at less than the legal maximum speed limit shall be driven in the right-hand lane then available for thru traffic, or as close as practicable to the right-hand curb or edge of the highway, except when overtaking and passing another vehicle proceeding in the same direction or when preparing for a left turn.

(c) Upon any highway having four or more lanes for moving traffic and providing for two-way movement of traffic, no vehicle shall be driven to the left of the centerline of the highway, except when authorized by official traffic-control devices designating certain lanes to the left side of the center of the highway for use by traffic not otherwise permitted to use such lanes or except as permitted under subsection (a)(2) hereof.

(d) Whenever any street has been divided into two or more clearly marked lanes for traffic, the following rules in addition to all others consistent herewith shall apply.

- (1) A vehicle shall be driven as nearly as practicable entirely within a single lane and shall not be moved from such lane until the driver has first ascertained that such movement can be made with safety.
- (2) Upon a street which is divided into three or more lanes and provides for the two-way movement of traffic, a vehicle shall not be driven in the center lane except when overtaking and passing another vehicle traveling in the same direction when such center lane is clear of traffic within a safe distance, or in the preparation for making a left turn or where such center lane is at the time allocated exclusively to traffic moving in the same direction that the vehicle is proceeding and such allocation is designated by official traffic-control device.
- (3) Official traffic-control devices may be erected directing specified traffic to use a designated lane or designating those lanes to be used by traffic moving in a particular direction regardless of the center of the street and drivers of vehicles shall obey the direction of every such device.
- (4) Official traffic-control devices may be installed prohibiting the changing of lanes on sections of streets, and drivers of vehicles shall obey the directions of every such device.

(e) Notwithstanding any other provisions of this section, when appropriate signs have been posted, it shall be unlawful for any person to operate a motor vehicle over and upon the inside lane, next to the median of any dual-lane highway at a speed less than the posted speed limit when the operation of said motor vehicle over and upon said inside lane shall impede the steady flow of traffic except when preparing for a left turn. "Appropriate signs" as used herein shall be construed as including "Slower Traffic Keep Right" or designations of similar import. (1937, c. 407, s. 108; 1965, c. 678, s. 2; 1973, c. 1330, s. 3; 1975, c. 593; 1985, c. 764, s. 25; 1985 (Reg. Sess., 1986), c. 852, s. 17; 2001-487, s. 11.)



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Agenda Item Abstract

File Number: 14-0018

Agenda Date: 1/28/2014

Version: 1

Status: Agenda Ready

In Control: Board of Aldermen

File Type: Abstract

Agenda Number: 2.

TITLE:

Manager's Presentation of Capital Improvements Program Update

PURPOSE: This item is to present to the Board of Aldermen the annual update of the Capital Improvements Program (CIP) for FY 2014-15 through FY 2019-20.

DEPARTMENT: Town Manager

CONTACT INFORMATION: David Andrews, 918-7315, Arche McAdoo, 918-7439

INFORMATION: The six-year CIP is a planning tool that is updated annually to reflect changes in priorities and needs. It provides the Board an opportunity to review and make suggestions or changes. The CIP planning process seeks to forecast or plan for capital improvement needs necessary to deliver services to the community and at the same time maintain the Town's positive financial position. Projects are funded in the annual operating budget or through project ordinances adopted by the Board.

This CIP update marks the first time where we have identified energy sustainability measures underway or to be incorporated into proposed project activities. Because the CIP represents long-term investments and have been planned or underway for numerous years, we have sought to streamline the CIP plan by focusing more on the project descript and project benefits. As in the past, we also seek to gauge the impact of the CIP on future operating budget and the Town's debt capacity.

Over the past year we have completed the Wilson Park Multi-Use Path section of the Bolin Creek Greenway; completed two more sidewalk projects for a total of 22 projects covering 4.72 miles; acquired an office condo at 110 East Main Street for economic development purposes; acquired the parking lot at South Greensboro Street; and funded the purchase of a new fire truck. The Town appropriated \$450,000 of its \$900,000 commitment for Rogers Road Remediation to be undertaken with Orange County and the Town of Chapel Hill.

The CIP proposed for FY 2014-15 through FY 2019-20 totals \$45.8 million. This is an increase of \$5.5 million over last year. This increase is due primarily to the Current Projects which now include the addition of Rogers Road Remediation, Town Commons Grounds Improvements,

and inclusion of the estimated full cost to complete Morgan Creek Multi Use Path rather than only the phase one segment. Mandated Stormwater Management projects increased by \$1.0 million. There is, however, a reduction of almost \$1 million dollars for costs associated with technology, vehicles/equipment, and new projects. Proposed new projects include the addition of Century Center HVAC, replacement of Street Lights with LED fixtures, and Town Hall Improvements. Construction of Town parking lots and a new Public Works facility continue to be deferred to the outer years beyond 2020-21.

FISCAL & STAFF IMPACT: The majority of the proposed funding for the \$45.8 million CIP consists of debt financing. Installment financing comprises 52.0% (\$23.0 million), and general obligation bonds comprise 10% (\$4.6 million). Intergovernmental revenues represent 14.4% of total financing; however, the challenge will be to provide matching funds for such revenues. General Fund revenues comprise 23.7% for capital reserves, operating and million in 2019-20. The need for Capital Reserves will average \$1.1 million per year over the next six years.

Debt service as a percentage of the Town's projected operating budget is projected to average 6.5% over the next six years, increasing to 7.29% in FY 2016-17 and decreasing to 5.8% in FY 2019-20. The Town's stated goal is to keep debt service as a percentage of operating budget to 12% or less.

RECOMMENDATION: The Board is requested to review the attached CIP and make suggestions or changes, and adopt the attached resolution.

**RESOLUTION TO ADOPT THE RECOMMENDED CAPITAL IMPROVEMENTS PROGRAM FOR FY
2014-15 THROUGH 2019-20**

WHEREAS, the Town of Carrboro recognizes that a Capital Improvements Program enables staff and the Board of Aldermen to plan for future capital needs and investments necessary to provide quality services to residents; and,

WHEREAS, the Capital Improvements Program is a six year planning tool designed to address the Town's immediate and long-term capital needs with regards to: 1) maintaining the existing infrastructure in order to protect the Town's investments; 2) expanding the Town's tax base in a way that will benefit both future and current citizens; 3) complying with state and federal mandates; 4) incorporating energy and climate protection strategies; 5) providing Town services in the most efficient and safe manner; and, 6) managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans (e.g., Vision 2020, Downtown Visioning Plan, Downtown Traffic Circulation Study, Recreation and Parks Master Plan, etc.)

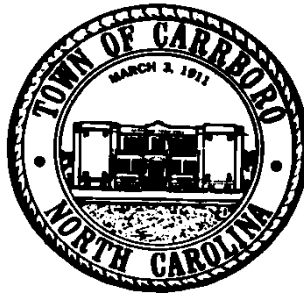
WHEREAS, the recommended FY 2014-15 through FY 2019-20 Capital Improvements Program has been updated from last year's; and,

WHEREAS, funds for capital projects may be appropriated in the annual operating budget or through project ordinances adopted by the Board;

THEREFORE BE IT RESOLVED that the Town of Carrboro Board of Aldermen has received the recommended Capital Improvements Program for FY 2014-15 through FY 2019-20 and adopts it with the following changes:

- 1.
- 2.
- 3.
- 4.

TOWN OF CARRBORO, NORTH CAROLINA



CAPITAL IMPROVEMENTS PROGRAM

FY 2014-15 THROUGH FY 2019-20

**TOWN OF CARRBORO, NORTH CAROLINA
CAPITAL IMPROVEMENTS PROGRAM
FY 2014-15 THROUGH FY 2019-20**

BOARD OF ALDERMEN

Lydia Lavelle, Mayor
Sammy Slade, Mayor Pro-Tempore
Jacquelyn Gist
Randee Haven-O'Donnell
Michelle Johnson
Damon Seils

TOWN MANAGER

David L. Andrews, ICMA-CM

DEPARTMENT HEADS

Travis Crabtree, Fire Chief
Walter Horton, Police Chief
Anita Jones-McNair, Recreation and Parks Director
Arche L. McAdoo, Finance Director
Patricia McGuire, Planning Director
George Seiz, Public Works Director
Annette Stone, Economic & Community Development Director
Cathy Wilson, Town Clerk

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Message from the Manager

January 15, 2014

Dear Mayor and Board of Aldermen,

It is with pleasure that I submit to you the Town of Carrboro's Capital Improvements Program (CIP) for FY 2014-15 through FY 2019-20. The CIP represents a best planning effort to identify needed capital developments, renovations or acquisitions necessary to implement the Board of Aldermen's vision and strategic priorities for the Town, with emphasis on quality of life policies such as walkability, environmental protection, recreation and local economic development.

The major goal of the CIP is to assemble a plan that addresses the Town's immediate and long-term capital needs, particularly those related to:

- a. Maintaining the existing infrastructure in order to protect the Town's investments
- b. Expanding the Town's tax base in a way that will benefit both current and future citizens
- c. Complying with state and federal mandates
- d. Incorporating energy and climate protection strategies
- e. Providing Town services in the most efficient and safe manner
- f. Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans (e.g., Vision 2020, Downtown Visioning Plan, Downtown Traffic Circulation Study, Recreation and Parks Master Plan, etc.)

This CIP marks the first time where staff has identified energy sustainability measures underway or to be incorporated into proposed project activities. Because many of the projects in the CIP represent long-term investments and have been planned or underway for numerous years, we have sought to streamline the CIP plan by focusing more on the project description and project benefits. As in the past, we also seek to gauge the impact of the CIP on future operating budgets and the Town's debt capacity.

Accomplishments and CIP Highlights

Over the past year we have achieved several major capital development milestones. These include the completion of the Wilson Park Multi-Use Path, completion of two more sidewalk projects for a total of 22 projects covering 4.72 miles, purchase of parking lot at 203 South Greensboro Street, acquisition of office condo at 110 East Main Street for economic development purposes, and funding for a new fire truck. The Town appropriated \$450,000 of its \$900,000 commitment for Rogers Road Remediation project to be undertaken with Orange County and Town of Chapel Hill. The Town will also initiate in the current fiscal year a planning study related to improvements to the Town Commons and begin updating the Master Plan for Martin Luther King Jr. Park.

In the current fiscal year the Town established a staff work group on energy and climate protection to identify, evaluate and plan for implementation of energy efficiency strategies in

Town facilities and infrastructure. Thus, new projects proposed in the CIP include replacement of street lights with LED lights, evaluation of Century Center HVAC system, and study of Town Hall infrastructure for more effective use of finished and unfinished space, including energy efficiency measures.

The CIP includes a number of stormwater management projects that must be undertaken by the Town to comply with the Jordan Lake Rules. Under these Rules, the Town is required by 2023 to reduce nitrogen loading from existing development by 8% and beginning in 2014 must install two retrofits per year.

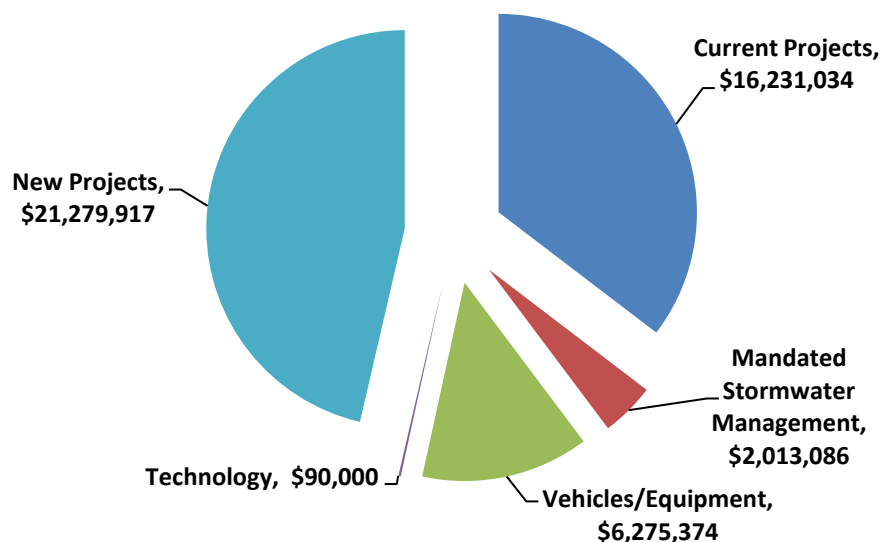
The Town continues its investment in road infrastructure with a planned 15-year cycle street resurfacing program. The CIP for FY 2014-15 through FY 2019-20 also includes schedule for replacement of vehicle and equipment with a focus on economical use, maximum utilization, and evaluation of alternative fuel or hybrid vehicles. All vehicles and equipment acquired in FY 2014-15 and thereafter should reflect energy and climate protection strategies. As is the past, actual vehicles and equipment to be acquired in any year will be dependent upon the Town's financial condition and debt tolerance.

Parking lot construction and a new public works facility are also included for possible funding beyond FY 2019-20. Construction of a new Public Works facility with estimated construction costs of over \$11.8 million would be the most expensive project ever undertaken by the Town.

Estimated Cost

The total estimated cost of the CIP for FY 2014-15 through FY 2019-20 is \$45.9 million. Current projects total \$16.2 million or 35.4% of the total; and \$21.2 million or 46.4% are proposed for new projects. To comply with the Jordan Lake Rules, the estimated cost is \$2.0 million or 4.4%. For vehicles and equipment the CIP includes \$6.2 million or 13.7% over the next six years.

RECOMMENDED CIP PROJECTS BY TYPE THROUGH FY 2019-20



Overall the proposed net increase of costs over the current CIP is \$5.5 million. This is due primarily to increases for current projects, which includes the appropriation of \$450,000 for Rogers Road Remediation, inclusion of the full cost to complete Morgan Creek Multi-Use Path (\$3.1 million compared to \$600,000 for phase one), and Town Commons improvements. Conversely, there is a reduction of almost one million dollars for costs associated with technology, vehicles/equipment, and new projects.

	<u>CURRENT CIP THROUGH FY 2018-19</u>	<u>RECOMMENDED CIP THROUGH FY 2019-20</u>	<u>CHANGE</u>
Current Projects	\$ 10,757,219	\$ 16,231,034	\$ 5,473,815
Mandated Stormwater Management	979,900	2,013,086	\$ 1,033,186
Vehicles/Equipment	6,894,459	6,275,374	\$ (619,085)
Technology	207,500	90,000	\$ (117,500)
New Projects	21,470,384	21,279,917	\$ (190,467)
TOTAL	\$ 40,309,462	\$ 45,889,411	\$ 5,579,949

Project costs are updated periodically depending on the type of project. For example:

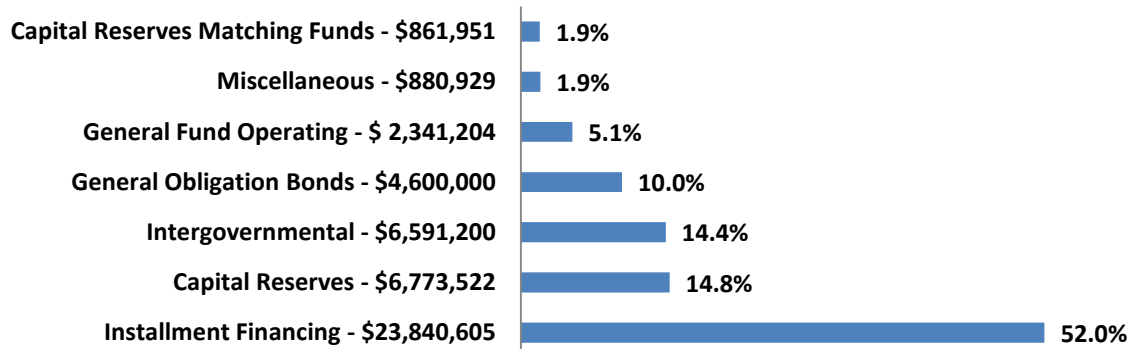
- Street resurfacing costs are adjusted each year due to the fluctuation of petroleum product costs;
- Sidewalk costs are updated based on calculating a cost per foot;
- Proposed Public Works facility projected cost is not based on any final design. The original estimate prepared by a consultant in 2005 has been updated to keep construction estimates as current as possible.
- Greenways costs have increased due to new estimates for construction and the inclusion of the full costs to complete the entire Morgan Creek Multi-Use Path.

Information Technology CIP projects are those that cost \$50,000 or more that are designed to increase or provided new technology capacity. IT projects related to software replacements, upgrades or maintenance costs are provided for in the annual operating budget. Included in the CIP for FY 2014-15 are costs for Mobile Video Recording (MVR) technology for the Police Department. This technology will consist of the installation of MVR units in police vehicles and Body Worn Cameras to officer's uniform.

Funding for CIP

The majority of the proposed funding for the \$45.8 million CIP consists of debt financing. Installment financing comprise 52.0% or \$23.0 million, and general obligation bonds comprise 10% (\$4.6 million) of the proposed funding. While intergovernmental revenues represent 14.4% of total financing, the challenge for the Town will be to provide matching funds for such revenues. General operating funds will comprise 23.7% for capital reserves, operating and miscellaneous.

CIP Funding By Source FY 2014-15 through 2019-20



Should the Town decide to undertake all projects requiring debt financing, debt service as a percentage of the operating budget is projected to increase to 7.3% in FY 2016-17 and gradually decrease to 5.8% in 2019-20. On the other hand, should the Town decide to maintain current debt financing trend, the debt service percent of the operating budget steadily declines from 5.5% to 2.0% in 2019-20. The Town's goal is to keep total debt below 12% of operating budget.

Impact on Town's Annual Operating Budget shows (Appendix B), debt service will increase from \$1.3 million in FY 2013-14 to \$1.7 million in FY 2019-20. The need for Capital Reserve Fund resources for future projects will average \$1.1 million over the next six years. Capital Reserve funds will increase from \$1.5 million in 2013-14 to 2.0 million in 2015-16 and then decline to less than half a million dollars in 2018-19.

As with major financing decisions, there are challenges and choices the Town must make in carrying out its CIP over the coming years. With a tax base comprised of mostly residential properties and limited commercial base, the ability to sustain a large Capital Improvements Program will require a combination of debt financing and the use of capital reserve funds. To minimize increases in the Ad Valorem tax rate for residents, it will require continuous evaluation of capital needs and priorities. Additionally, efforts need to continue to be undertaken to diversify the Town's tax base beyond the heavy reliance on residential property taxes. Such diversification might include impact fees for recreation and/or transportation purposes, meal taxes, special tax districts for economic development, real estate transfer taxes, and grants.

I am proud of the progress the Town has made in implementing its Capital Improvements Program. I look forward to discussing the projects included in the CIP for FY 2014-15 through FY 2019-20 and working to bring to life the vision of our residents and the Board.

Sincerely,

David L. Andrews, ICMA-CM
Town Manager

INTRODUCTION

The major goal of the CIP is to assemble a plan that addresses the Town's immediate and long-term capital needs, particularly those related to:

- a. Maintaining the existing infrastructure in order to protect the Town's investments
- b. Expanding the Town's tax base in a way that will benefit both current and future citizens
- c. Complying with state and federal mandates
- d. Incorporating energy and climate protection strategies
- e. Providing Town services in the most efficient and safe manner
- f. Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans (e.g., Vision 2020, Downtown Visioning Plan, Downtown Traffic Circulation Study, Recreation and Parks Master Plan, etc.)

The six-year Capital Improvement Program is a planning tool, not a budget. Funding for projects and activities in the CIP is done through appropriation in the operating budget or enactment of project ordinance. Adjustments for anticipated projects may be made each year during development of the annual operating budget.

Town staff develops and maintains a projection of capital projects for the next six years based on previous capital plans, community needs assessments, and projects approved by the Board of Aldermen. Each proposed project in the CIP is tied to projected revenues that equal expenditures.

Future planning considers periods of revenue surplus and shortfall and adjusts future programs accordingly. The CIP includes long-term maintenance and other operational requirements for proposed projects. Each fiscal year, the CIP is updated to include current information for review by the Board of Aldermen.

The CIP includes projects that cost \$100,000 or more; large in size; irregular in frequency; and involve assets that last for many years. Vehicles and capital equipment that cost \$25,000 or more per item for additions and replacements are considered for the Town's lease-purchase schedule based on criteria established in the Town vehicle replacement policy. As a general rule, vehicles with less than 100,000 miles will not be replaced unless it is determined to be a "lemon" and annual repairs in a two year period exceed the cost of a new vehicle. Note: All vehicles for purchase in 2014-15 and thereafter are expected to reflect fuel efficiencies as identified in the Town's Strategic Energy and Climate Protection Plan.

Also included are Information Technology (IT) projects which cost \$50,000 or more and are designed to increase or provide new technological capacity. IT projects related to software replacements, upgrades or maintenance costs are to be provided for in the annual operating budget.

The CIP recognizes the Town's borrowing limitation and debt tolerance. The CIP plan includes a financial analysis and impact of the CIP on the Town's operating budget impact and debt

levels. Issuing debt is appropriate when facilities have a long life. Debt service payments spread the costs over the life of the facility. This ensures intergenerational equity; that is, the facility will be paid for by all citizens who will use and benefit from the facility, both when borrowing occurs and throughout the life of the debt issue.

Summary of CIP Projects by Fiscal Year

	Previous Expenditures	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21 & BEYOND	TOTAL
CURRENT PROJECTS										
Homestead-CHHS MUP (Bolin Creek Phase IB Gway)	214,740	69,444	827,060							1,111,244
Morgan Creek MU Path	124,480	194,628	856,417	-	540,833				1,436,114	3,152,472
Park Maintenance and Repair	46,115	410,025	239,348	221,219	240,460	267,312	113,300	250,000	250,000	2,037,779
Rogers Road Remediation	-	450,000	225,000	225,000	-	-	-	-	-	900,000
Sidewalks	4,314,754	677,678	1,094,224	-	-	-	-	-	-	6,086,656
Street Resurfacing	-	601,400	-	601,400	-	601,400	-	601,400	-	2,405,600
Town Commons	-	10,000	15,000	141,000	-	-	-	-	-	166,000
Wilson Park MUP	356,583	14,700								371,283
TOTAL CURRENT PROJECTS	5,056,672	2,427,875	3,257,049	1,188,619	781,293	868,712	113,300	851,400	1,686,114	16,231,034
MANDATED STORMWATER MANAGEMENT										
Anderson Park				25,000	158,000					183,000
Carrboro Elementary/Shetley Bike Path		20,000	20,000	334,400	-					374,400
Carrboro Plaza				15,000	85,000					100,000
McDougle School Retrofit					82,974	261,625	261,624	194,732	194,731	995,686
MLK Retrofit					10,000	65,000				75,000
Morgan Creek Retrofit		20,000	20,000	122,500	122,500	-				285,000
MANDATED STORMWATER MANAGEMENT	-	40,000	40,000	496,900	458,474	326,625	261,624	194,732	194,731	2,013,086
VEHICLES/EQUIPMENT										
	397,320	745,176	1,784,261	826,260	657,145	647,386	351,624	866,202	-	6,275,374
TECHNOLOGY PROJECTS										
	-	-	90,000	-	-	-	-	-	-	90,000
NEW PROJECTS										
Century Center HVAC	-	-	30,000	180,000	-	-	-	-	-	210,000
Greensboro-Lloyd Street Bike Way	-	-	-	40,000	160,512	-	-	-	-	200,512
Jones Creek Greenway	-	-	29,388	308,569	-	-	-	-	745,167	1,083,124
Martin Luther King Park	596,250	25,000	-	-	205,420	1,711,542	-	-	-	2,538,212
PW Facility	756,236	-	-	-	-	-	-	-	11,814,833	12,571,069
Replacement of Street Lights w/ LED Lights	-	-	96,250	166,250	-	-	-	-	-	262,500
South Greensboro Sidewalk	-	-	105,130	440,896	-	262,500	242,774	-	-	1,051,300
Town Hall Improvements	-	-	60,000	420,480	2,382,720	-	-	-	-	2,863,200
Town Parking Lots	-	-	-	-	-	-	-	-	500,000	500,000
TOTAL NEW PROJECTS	1,352,486	25,000	320,768	1,556,195	2,748,652	1,974,042	242,774	-	13,060,000	21,279,917
TOTAL ALL PROJECTS	6,806,478	3,238,051	5,492,078	4,067,974	4,645,564	3,816,765	969,322	1,912,334	14,940,845	45,889,411

SUMMARY OF CIP REVENUES, FY 2013-14 THROUGH 2019-20

	Previous Expenditures	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21 & BEYOND	TOTAL
Capital Reserves	388,811	1,501,425	280,000	1,464,300	458,474	928,025	261,624	796,132	694,731	6,773,522
Capital Reserves - Matching Funds	-	-	215,171	61,714	140,269	-	-	-	444,797	861,951
General Fund Operating Funds	102,065	35,000	515,598	567,469	240,460	267,312	113,300	250,000	250,000	2,341,204
GO Bonds	3,252,544	556,326	791,130	-	-	-	-	-	-	4,600,000
Installment Financing	1,427,556	745,176	1,784,261	1,246,740	3,245,285	2,358,928	351,624	866,202	11,814,833	23,840,605
Intergovernmental	1,037,700	400,124	1,836,846	614,751	561,076	210,000	194,219	-	1,736,484	6,591,200
Miscellaneous (e.g., Payment in Lieu)	597,802	-	69,072	113,000	-	52,500	48,555	-	-	880,929
TOTAL REVENUES	6,806,478	3,238,051	5,492,078	4,067,974	4,645,564	3,816,765	969,322	1,912,334	14,940,845	45,889,411

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INDIVIDUAL PROJECT DESCRIPTIONS

CURRENT PROJECTS

Street Resurfacing

Project Description

The Town currently maintains approximately 44.16 miles of paved roads and makes an annual allocation for maintaining and resurfacing streets. The street resurfacing schedule is based on a pavement condition survey performed every 3 years. The next study is scheduled for the spring of 2014. Based on the February 2011 study, the Average Pavement Conditions Rating (PCR) for the entire maintained road system was 89.0%. This is higher than the 2008 Average PCR value of 85.7% and is an indication that our program is effective in the short term. Both ratings fall within the Good Category range of 81%-90%.

Project Benefits

Resurfacing each street every 15 years prevents critical surface deterioration and avoids expensive roadway replacement or reconstruction. To maintain the 15 year cycle, approximately 5 to 5 1/2 miles of streets need to be resurfaced every 2 years. A two-year bid cycle reduces administrative time and construction cost.

Energy Sustainability Measures

This project, though necessary and important to the overall health of the Town's street network, has a negative impact on carbon emissions due to the use of asphalt (a petroleum product) and the heavy equipment needed for resurfacing. However, the use of warm asphalt with an additive that requires less heat for placement than regular asphalt is still in trial stages and under review by the NCDOT. Should NCDOT adopt the use of warm asphalt in the future, this may provide a means to reduce carbon emissions.

Operating Impact

Streets kept in good condition through resurfacing reduce the need for repair and patching which is labor intensive and expensive.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design		\$ 1,400		\$ 1,400		\$ 1,400		\$ 1,400		\$ 5,600
Construction		\$ 600,000		\$600,000		\$ 600,000		\$600,000		\$ 2,400,000
TOTAL COST	\$ -	\$ 601,400	\$ -	\$601,400	\$ -	\$ 601,400	\$ -	\$601,400	\$ -	\$ 2,405,600

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Capital Reserves		\$ 601,400		\$601,400		\$ 601,400		\$601,400		\$ 2,405,600
TOTAL FUNDING	\$ -	\$ 601,400	\$ -	\$601,400	\$ -	\$ 601,400	\$ -	\$601,400	\$ -	\$ 2,405,600

Sidewalks

Project Description

In 2003 the citizens approved \$4.6 million of general obligation bonds for a sidewalk and greenway construction program. The list of sidewalks to be constructed is reviewed on occasion by the board. The Town has completed 22 sidewalks covering 4.72 miles.

Sidewalks Completed

Ashe St.	Jones Ferry Rd (at Old Fay.)
Bim St.	Lisa Drive
Bolin Forest	Lloyd St.
Brewer Lane	N. Greensboro St.
Cheek St.	Old Fayetteville Rd.
Davie Rd.	Pine St.
Elm St.	Pleasant
Fowler St.	Quail Roost
Hanna St.	S. Greensboro St.
James St.	West Main St. (near Post Office)
Jones Ferry Rd. (Rt. 54)	Williams St.

Several sidewalks have been supplemented by non-bond funds.

- Safe Routes to School funds were used to help fund the sidewalk construction on Elm Street that was completed in September of 2012.
- Rogers Road sidewalk project (one mile in length) is funded with a combination of bond funds and STP-DA funds. It is currently under design with construction anticipated for FY 2014-15.
- Smith Level Road improvements by NCDOT will include sidewalk installation with the Town providing a 30 % local match, currently estimated at \$42,412. Construction is expected to be completed in FY 2014-15.

Project Benefits

This project increases the safety and convenience of walking throughout the Town's neighborhoods and to major facilities such as schools, bus stops, shopping areas and recreational facilities. The Town encourages all state road improvements to include bike lanes on both sides of the road and, where feasible, sidewalks.

Energy Sustainability Measures

A good sidewalk network reduces the reliance on automobiles and thereby reduces the Town's overall carbon footprint.

Operating Impact

The construction of new sidewalks is not expected to have an immediate impact on the town's

operating budget. In the long-run additional sidewalk facilities will produce an increase in sidewalk maintenance costs.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design	\$ 723,588	\$ 190,278	\$ 125,025							\$ 1,038,891
Construction	\$ 2,502,328	\$ 380,400	\$ 956,949							\$ 3,839,677
Other	\$ 1,088,838	\$ 107,000	\$ 12,250							\$ 1,208,088
TOTAL COST	\$ 4,314,754	\$ 677,678	\$ 1,094,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,086,656

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Capital Reserves	\$ 383,811									\$ 383,811
Pay-As-You-Go	\$ 11,700									\$ 11,700
GO Bond	\$ 2,931,770	\$ 517,400	\$ 713,702							\$ 4,162,872
Intergovernmental Revenues	\$ 691,642	\$ 160,278	\$ 380,522							\$ 1,232,442
Other	\$ 295,831									\$ 295,831
TOTAL FUNDING	\$ 4,314,754	\$ 677,678	\$ 1,094,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,086,656

Recreation and Parks Facilities Maintenance Fund

Project Description

This is an annual source of funds for recreational parks and facilities maintenance and replacement. This concept, modeled after the Town's street resurfacing funding program, will offset costs such as field maintenance, court resurfacing, and refurbishment of park facilities.

Included in FY 2014-15 are four new projects:

Anderson Park basketball and tennis courts are in need of resurfacing. The gradual wear of tennis and basketball courts can eventually result in hazardous conditions for players and potential liability issues for the Town. For this reason, tennis and basketball courts should be professionally resurfaced every 4-5 years.

Baldwin Park currently has a half-court basketball court which closely borders the Baldwin Park Community Garden. Renovation of the court would make play safer by moving the court away from the garden fencing. Also, extending the court to a full court would bring about a much needed amenity for all age range participants that frequent the park.

The Wilson Park Tennis courts require the complete removal of the playing surface. Irregularities in the sub surface base beneath the courts cause continuous cracks and low spots to develop which is hazardous to players. Patching and filling those areas provides a temporary solution, but the problems reoccur in 6-12 months of being repaired. Complete replacement of the courts will provide a safer playing surface and reduce the need for costly crack repairs during future court resurfacing.

Project Benefits

Historically, park maintenance needs have been deferred and funded without support of a long-range schedule or plan to ensure the orderly upkeep of the Town's parks and recreational facilities. Park infrastructures need to be renovated or replaced on a fixed schedule to minimize liability risk and conform to current safety standards.

Energy Sustainability Measures

Energy sustainability measures will be considered when planning and undertaking replacement and maintenance activities.

Operating Impact

The orderly replacement and maintenance of facilities and associated equipment minimizes the additional maintenance costs incurred compared to when facilities are in a state of disrepair.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design		\$ 10,000								\$ 10,000
Construction		\$ 400,025								\$ 400,025
Equipment/Furnishing	\$ 46,115									\$ 46,115
Other			\$ 239,348	\$ 221,219	\$ 240,460	\$ 267,312	\$ 113,300	\$ 250,000	\$ 250,000	\$ 1,581,639
TOTAL COST	\$ 46,115	\$ 410,025	\$ 239,348	\$ 221,219	\$ 240,460	\$ 267,312	\$ 113,300	\$ 250,000	\$ 250,000	\$ 2,037,779

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Capital Reserves		\$ 400,025								\$ 400,025
Pay-As-You-Go (General Fund)	\$ 46,115	\$ 10,000	\$ 239,348	\$ 221,219	\$ 240,460	\$ 267,312	\$ 113,300	\$ 250,000	\$ 250,000	\$ 1,637,754
TOTAL FUNDING	\$ 46,115	\$ 410,025	\$ 239,348	\$ 221,219	\$ 240,460	\$ 267,312	\$ 113,300	\$ 250,000	\$ 250,000	\$ 2,037,779

SUMMARY OF PARK MAINTENANCE PROJECTS	PREVIOUS YEARS EXPENSES	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FUTURE YEARS	TOTAL
Century Center Drape Replacement	\$ 25,115									\$ 25,115
Century Center LCD TV Installation	\$ 10,000									\$ 10,000
Anderson Park Dog Fence	\$ 11,000									\$ 11,000
Anderson Park Bathroom Facility		\$ 251,459								\$ 251,459
Anderson Multi-purpose Field Renovation		\$ 148,566								\$ 148,566
Planning/Design Work for Anderson Park		\$ 10,000								\$ 10,000
Anderson Park Basketball Court Resurfacing			\$ 12,127							\$ 12,127
Anderson Park Tennis Court Resurfacing			\$ 9,095							\$ 9,095
Baldwin Basketball Court Renovation			\$ 50,039							\$ 50,039
Wilson Park Tennis Court Replacement			\$ 168,087							\$ 168,087
Town Commons Play Equipment				\$ 48,000						\$ 48,000
Anderson Fitness Stations				\$ 45,195						\$ 45,195
Anderson Park Pavillion Replacement				\$ 48,024						\$ 48,024
Anderson Ball Park Fence Replacement				\$ 80,000						\$ 80,000
Anderson and Wilson Playground Renovation					\$ 152,460					\$ 152,460
Century Center Floor Replacement					\$ 88,000					\$ 88,000
Brewer's Lane Basketball Court Renovation						\$ 74,947				\$ 74,947
Century Center Renovation (New Elevator)						\$ 192,365				\$ 192,365
Baldwin Park 2-5 Playground Equipment							\$ 61,800			\$ 61,800
Anderson Park Basketball Lights							\$ 51,500			\$ 51,500
Proposed Funding Level								\$ 250,000		\$ 250,000
Proposed Funding Level									\$ 250,000	\$ 250,000
Total	\$ 46,115	\$ 410,025	\$ 239,348	\$ 221,219	\$ 240,460	\$ 267,312	\$ 113,300	\$ 250,000	\$ 250,000	\$ 2,037,779

Greenway Trails

Project Description

A system of multi-use greenways in Carrboro's Planning Area, will link existing and planned trails in Chapel Hill and Orange County, as well as Town neighborhoods and park facilities. The development of these greenways is proposed by the Carrboro Recreation and Parks Comprehensive Master Plan and supported by the Carrboro Vision 2020 and Carrboro Comprehensive Bicycle Transportation Plan. Through the Metropolitan Planning Organization project funding process, the Town has secured partial financing for construction of Morgan Creek Greenway for the portion from University Lake to Smith Level Road; and, Bolin Creek Greenway from Estes Drive to Homestead Road.

The Bolin Creek Greenway system has the potential to link with Chapel Hill's system and will eventually stretch seven miles throughout Carrboro's northern planning area. The construction for Phase 1A, Wilson Park Multi-Use Path, is complete. Preliminary engineering for Bolin Creek Phase 1B and Morgan Creek is underway with construction anticipated to begin by summer 2014.

In addition to those recommended in the Comprehensive Master Plan, one new trail is proposed: Jones Creek Greenway which will extend the Town's greenway network north of Homestead Road connecting with the Twin Creeks Greenway and Bolin Creek Greenway Phase 1B. A Congestion Mitigation and Air Quality grant has allocated \$308,569 for design but a non-federal match of \$67,592 has not been identified.

Project Benefits

Overall, the construction of greenways provides an option for walking and cycling to school, as well as not being in close proximity to moderate-speed and-volume automobile traffic. Morgan Creek greenway will connect with sidewalks and bike lanes under construction on Smith Level Rd. A bridge over Morgan Creek and a connector path to BPW Club Rd. would allow pedestrian and bicycle access between several neighborhoods and destinations such as Carrboro High School, Jones Ferry Park-and-Ride, Renee Lynne Court offices, University Lake recreation area, and Chapel Hill Tennis Club. When combined with the ultimate build-out of the 2.2-mile Morgan Creek Greenway, cyclists and pedestrians will have an off-road option to reach Frank Porter Graham Elementary School. When the westernmost Chapel Hill segment of the greenway is constructed, options will expand to destinations east of Carrboro.

Bolin Creek Greenway will connect existing and future neighborhoods north and south of Homestead Rd. with the area where three schools are located: Chapel Hill High School, Smith Middle School, and Seawell Elementary School. The greenway would allow for a grade-separated crossing of Homestead Rd. and provide an alternative to walking and bicycling down Homestead and High School Roads. This could help alleviate the spot congestion that occurs during peak high school drop-off time.

Energy Sustainability Measures

Construction of greenways will reduce emissions by providing safe walking and cycling options between origins and destinations. It is estimated that these projects will result in an annual reduction of 3082 kg of carbon monoxide emissions, 153 kg of volatile organic compound emissions, and 191 kg of nitrogen oxides emissions. The project will also reduce greenhouse gas emissions.

Operating Impact

Additional personnel and equipment for maintenance as well as the possibility of police personnel for added security may be needed. Some maintenance may be needed if extreme weather or flooding damages a portion of the greenway.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design	\$ 393,696	\$ 264,072	\$ 141,095		\$ 70,543				\$ 399,322	\$ 1,268,728
Construction	\$ 302,107	\$ 14,700	\$ 1,571,770	\$ 308,569	\$ 470,290				\$ 1,771,284	\$ 4,438,720
Equipment/Furnishing										\$ -
Other									\$ 10,675	\$ 10,675
TOTAL COST	\$ 695,803	\$ 278,772	\$ 1,712,865	\$ 308,569	\$ 540,833	\$ -	\$ -	\$ -	\$ 2,181,281	\$ 5,718,123

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Capital Reserves	\$ 5,000									\$ 5,000
Capital Reserves-Matching Funds			\$ 215,171	\$ 61,714	\$ 108,167				\$ 444,797	\$ 829,849
Pay-As-You-Go	\$ 1,000									\$ 1,000
GO Bond	\$ 320,774	\$ 38,926	\$ 77,428							\$ 437,128
Intergovernmental Revenues	\$ 346,058	\$ 239,846	\$ 1,372,220	\$ 246,855	\$ 432,666				\$ 1,736,484	\$ 4,374,129
Payment in Lieu			\$ 48,046							\$ 48,046
Other	\$ 22,971									\$ 22,971
TOTAL FUNDING	\$ 695,803	\$ 278,772	\$ 1,712,865	\$ 308,569	\$ 540,833	\$ -	\$ -	\$ -	\$ 2,181,281	\$ 5,718,123

Town Commons Grounds Improvements

Project Description

Farmer's Market representatives have approached Town staff about the possibility of doing some major grounds improvements since the additional foot traffic and vendors vehicle traffic is taking its toll on the turf and grounds. The Town Commons area, built in 2001, is host to Weekly Farmer's Markets, Recreation and Parks annual events such as Carrboro Day, July 4th, Music Festival, and Halloween with activities taking place under the shelters and on the grounds. Special events such as the Tift Merritt concert in 2012 are also held on the Commons grounds. The usage of the Town Commons by the Farmer's Market has increased over time, not only in terms of the number of vendors, but also in frequency (Wed. & Sat.) and length of season (Saturday market is now year round).

A comprehensive planning/engineering study is expected to be completed in FY 2013-14 that will identify needs and possibilities. The specific improvements are unknown at this time, but it is anticipated that the improvements will include some re-grading and seeding, storm sewer modification along with the possible addition of pervious pavers. Electrical upgrades, plumbing upgrades and the installation of an irrigation system may also be considered.

In the FY 2013-14 operating budget \$10,000 was included for the engineering study. For future years, approximately \$15,000 will be needed for engineering design in FY 2014-15; \$100,000 for construction in FY 2015-16; and, \$15,000 for construction inspection engineering in FY 2015-16.

Project Benefit

It is anticipated the improvements will improve turf conditions, provide a better area for market vendors not located next to the shelters, provide an adequate area for youth activities during special events and an overall aesthetic improvement of the commons.

Energy Sustainability Measures

The installation of LED lights or the replacement of existing fixtures with LED lights will be considered to either reduce energy usage or maintain levels of energy usage if additional lights are warranted. Increased bicycle racks would seek to reduce the number of vehicles traveled to Town Commons.

Operating Impact

These improvements may result in reduced operational maintenance costs currently associated with maintaining this facility. Additional infrastructure (irrigation system, storm drainage) could possibly increase annual operating costs. More energy efficient lighting would reduce electric use.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design		\$ 10,000	\$ 15,000	\$ 15,000						\$ 40,000
Construction				\$ 100,000						\$ 100,000
Other				\$ 26,000						\$ 26,000
TOTAL COST	\$ -	\$ 10,000	\$ 15,000	\$ 141,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,000

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Capital Reserves		\$ 10,000	\$ 15,000	\$ 141,000						\$ 166,000
TOTAL FUNDING	\$ -	\$ 10,000	\$ 15,000	\$ 141,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,000

Rogers Road Remediation Project

Project Description

This project is a joint effort with Chapel Hill and Orange County to undertake remedial activities in the Rogers Eubanks Road Neighborhood due to closure of the County Landfill. Remediation activities include installation of a public sewer system and construction of a community center. The Town has committed up to \$900,000 for its share of anticipated remedial costs. The Town will enter into a cost sharing inter-local agreement with Chapel Hill and Orange County.

Project Benefit

The Remediation effort will allow homes to connect to the public water and sewer system.

Energy Sustainability Measures

N/A

Operating Impact

None.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Construction		\$ 450,000	\$ 225,000	\$ 225,000						\$ 900,000
TOTAL COST	\$ -	\$ 450,000	\$ 225,000	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Capital Reserves		\$ 450,000	\$ 225,000	\$ 225,000	\$ -	\$ -	\$ -	\$ -		\$ 900,000
TOTAL FUNDING	\$ -	\$ 450,000	\$ 225,000	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900,000

MANDATED PROJECTS

Stormwater Management

Project Description

The Jordan Lake Rules require the Town to reduce nitrogen loading from existing development by 8% by 2023. To comply with these Rules the Town is required to install two retrofits per year beginning in FY 2013-14. Six sites have been identified as possible retrofit projects that are either on or adjacent to: 1) Carrboro Elementary School and the Frances Shetley bike path; 2) Morgan Creek, the Public Works facility and land owned by the Canterbury Town Homes Home Owners Association; 3) Anderson Park between/behind the recreational fields, 4) Carrboro Plaza, 5) McDougle Middle School, and 6) Martin Luther King, Jr. Park.

Project Benefits

These requirements are designed to improve water quality in Jordan Lake, and should have the added benefit of improving water quality and reduced flooding in Bolin Creek, Toms Creek, and Morgan Creek.

Energy Sustainability Measures

N/A

Operating Impact

The stormwater wetlands will have to be maintained after installation. Maintenance costs could include personnel and material costs, and/or the cost of contracting out these services. Annual maintenance activities can include minor grading, monitoring condition of vegetation and replanting, if necessary.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design		\$ 40,000	\$ 40,000	\$ 40,000	\$ 92,974					\$ 212,974
Construction				\$ 456,900	\$ 365,500	\$ 326,625	\$ 261,624	\$ 194,732	\$ 194,731	\$ 1,800,112
TOTAL COST	\$ -	\$ 40,000	\$ 40,000	\$ 496,900	\$ 458,474	\$ 326,625	\$ 261,624	\$ 194,732	\$ 194,731	\$ 2,013,086

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Capital Reserves		\$ 40,000	\$ 40,000	\$ 496,900	\$ 458,474	\$ 326,625	\$ 261,624	\$ 194,732	\$ 194,731	\$ 2,013,086
TOTAL FUNDING	\$ -	\$ 40,000	\$ 40,000	\$ 496,900	\$ 458,474	\$ 326,625	\$ 261,624	\$ 194,732	\$ 194,731	\$ 2,013,086

VEHICLES AND EQUIPMENT

Lease-Purchase Schedule for Vehicles and Equipment

Project Description

The Town's policy and practice is to provide adequate maintenance of Town vehicles and equipment and for their orderly rehabilitation and replacement, within available revenue and budgetary limits. The Town funds vehicle and equipment exceeding \$25,000 per item using installment financing. In regards to vehicles, the Town evaluates whether there are suitable hybrids or alternative fuel vehicles available before purchasing non-hybrids or non-alternative vehicles. The Public Works Department reviews all vehicle requests and makes recommendations based on replacement criteria identified in the Town's policies.

The schedule for FY 2014-15 totals \$1.7 million and includes additions to the fleet of a vacuum leaf loader truck and a VBox salt spreader. Each year when the operating budget is developed, the vehicle and equipment schedule is reviewed and re-prioritized based on the Town's anticipated revenues and debt tolerance.

Project Benefits

Regular and appropriate replacement cycles ensure an efficient service delivery system that is not hampered by time lost to repairs, broken parts, or maintaining outdated equipment or vehicles.

Energy Sustainability Measures

Every effort is being made to review and evaluate the Town's Vehicle and Equipment Replacement Schedule to include vehicles that use less fossil fuels, vehicles that use alternative fuels, and vehicles or equipment that allow for more efficient service and reduce the total equipment needs for the Town.

The Town's carbon emissions from the vehicle and equipment fleet have been decreasing over the past few years. Emissions, expressed as Metric Tons of Carbon Dioxide Equivalent (MTCDE), were 685.09 MTCDE in FY10-11, 682.10 (-0.44%) in FY11-12 and 672.27 (-1.44%) in FY12-13. As older vehicles are replaced with newer, more efficient models, this trend should continue.

It is too early to estimate the emissions for FY13-14, but based on early information the increase in emissions due to transporting Solid Waste to Durham may not be as large as expected. For FY 14-15, if vehicles are replaced, added and deleted as planned, the vehicle fleet should produce 658.19 MTCDE, a decrease of 2.09% from FY12-13. That metric assumes the removal of two vehicles from the fleet, the addition of one fuel-using vehicle (a Vacuum Leaf Loader that performs the work currently requiring four pieces of equipment), the replacement of 3 police vehicles with newer, more-efficient vehicles and a more efficient Fire Engine. Other vehicles and equipment are assumed to consume the same amount of fuel as the pieces they replace. Additional opportunities to decrease GHG emissions in the Town's fleet in FY14-15 include receipt of grant funding for a hybrid MSW collection vehicle (decreasing emissions to 653.41 MTCDE or a reduction of 2.81% from FY 12-13 levels); increased foot patrols and reduced

vehicle idling in the Police Department; and use of supplementary battery systems in Police vehicles that allow the vehicle's systems to run without the engine. Additional strategies under consideration for future years include downsizing/rightsizing vehicles up for replacement and converting portions of the fleet to LP gas (or another alternative fuel).

Operating Impact

Replacement vehicles should be acquired with the goal of minimizing operational costs by replacing the vehicles in a timely manner.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Equipment/Furnishing	\$ 397,320	\$ 745,176	\$ 1,784,261	\$ 826,260	\$ 657,145	\$ 647,386	\$ 351,624	\$ 866,202		\$ 6,275,374
TOTAL COST	\$ 397,320	\$ 745,176	\$ 1,784,261	\$ 826,260	\$ 657,145	\$ 647,386	\$ 351,624	\$ 866,202	\$ -	\$ 6,275,374

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Installment Financing	\$ 397,320	\$ 745,176	\$ 1,784,261	\$ 826,260	\$ 657,145	\$ 647,386	\$ 351,624	\$ 866,202	\$ -	\$ 6,275,374
TOTAL FUNDING	\$ 397,320	\$ 745,176	\$ 1,784,261	\$ 826,260	\$ 657,145	\$ 647,386	\$ 351,624	\$ 866,202	\$ -	\$ 6,275,374

Fiscal Year 2014-2015			
Replacement	Public Works	Streets-New Holland Tractor Replace #044/Boom Mower-Replace #040	\$ 104,000
Replacement	Public Works	Streets-Sweeper Truck-Replace vehicle #008	\$ 240,000
Replacement	Public Works	Solid Waste-Condor Labire #800	\$ 282,240
Replacement	Police	Patrol Vehicles-Replace vehicle #224	\$ 40,845
Replacement	Police	Patrol Vehicles-Replace vehicle #225	\$ 40,845
Replacement	Police	Patrol Vehicles-Replace vehicle #226 K-9	\$ 40,845
Replacement	Police	Investigations-Replace # 227	\$ 32,965
Replacement	Fire-Rescue	Engine-1998 Ferrara-Replace #931	\$ 729,678
Addition	Public Works	Vacuum Leaf Loader Truck	\$ 210,000
Addition	Public Works	Monroe Salt/Brine Spreader	\$ 33,075
Replacement	Public Works	Ventrac Tractor Edger/72" Mower - Replaces Units #091 and #098	\$ 29,768
TOTAL			\$ 1,784,261
Fiscal Year 2015-2016			
Replacement	Public Works	Solid Waste - Replace #801	\$ 282,240
Replacement	Public Works	Fleet Maintenance-Hybrid Sedan-Replace vehicle #220	\$ 28,000
Replacement	Public Works	Streets-F-350 4x4 Truck-Replace vehicle #041	\$ 36,465
Replacement	Public Works	L&G-Dump Truck-Replace vehicle #031	\$ 53,600
Replacement	Public Works	L&G John Deere Tractor-Replace vehicle #064	\$ 41,000
Replacement	Rec & Parks	Ford E-350 Van-Replace vehicle # 701	\$ 33,700
Replacement	Police	Patrol Vehicles-Replace vehicle #230	\$ 40,845
Replacement	Police	Patrol Vehicles-Replace vehicle #231	\$ 40,845
Replacement	Police	Patrol Vehicles-Replace vehicle #235 K-9	\$ 40,845
Addition	Police	Patrol Vehicle	\$ 40,845
Replacement	Police	Investigations-Replace #234	\$ 33,000
Replacement	Police	Community Services-Replace vehicle #228	\$ 40,845
Replacement	Police	Community Services-Replace vehicle #232	\$ 40,845
Replacement	Police	Community Services-Replace vehicle #233	\$ 40,845
Replacement	Planning	Hybrid Honda Civic	\$ 32,340
TOTAL			\$ 826,260
Fiscal Year 2016-2017			
Replacement	Public Works	Fleet Maintenance-Ford Ranger 4x4 Replace vehicle #700	\$ 24,441
Replacement	Public Works	Streets-580/Case Backhoe Super M #060	\$ 87,106
Replacement	Public Works	L&G-Ford F350 With Flat Bed Utility #602	\$ 32,162
Replacement	Public Works	Solid Waste-Condor Labire #802	\$ 334,000
Replacement	Police	Investigations-Replace vehicle # 237	\$ 34,842
Addition	Police	Patrol Vehicle	\$ 42,880
Replacement	Fire-Rescue	Ford F-250 HD 4x4 Shift Comander Replace vehicle # 987	\$ 53,470
Replacement	Public Works	Streets - Replace Lee Boy Roller #039	\$ 48,244
TOTAL			\$ 657,145
Fiscal Year 2017-2018			
Replacement	Public Works	Streets - Dump Truck Replace vehicle #033	\$ 108,000
Replacement	Public Works	L&G-Ford F-250 HD 4 X 2 Replace vehicle #604	\$ 28,670
Replacement	Public Works	Solid Waste - Autocar Frontloader #804	\$ 294,000
Replacement	Police	Patrol Vehicles-Replace vehicle #202	\$ 45,024
Replacement	Police	Patrol Vehicles-Replace vehicle #236 K-9	\$ 45,024
Replacement	Police	Patrol Vehicles-Replace vehicle #238	\$ 45,024
Addition	Police	Patrol Vehicle	\$ 45,024
Replacement	Fire-Rescue	Supervision-Ford Expedition #986	\$ 36,620
TOTAL			\$ 647,386
Fiscal Year 2018-2019			
Replacement	Public Works	Streets - Dump Truck Replace vehicle # 501	\$ 162,524
Replacement	Police	Patrol Vehicles-Replace vehicle #239	\$ 47,275
Replacement	Police	Patrol Vehicles-Replace vehicle #240	\$ 47,275
Replacement	Police	Patrol Vehicles-Replace vehicle #241	\$ 47,275
Replacement	Police	Patrol Vehicles-Replace vehicle #242	\$ 47,275
TOTAL			\$ 351,624
Fiscal Year 2019-2020			
Replacement	Police	Patrol Vehicles-Replace vehicle #244	\$ 49,639
Replacement	Police	Patrol Vehicles-Replace vehicle #245	\$ 49,639
Replacement	Police	Patrol Vehicles-Replace vehicle #246	\$ 49,639
Replacement	Police	Patrol Vehicles-Replace vehicle #247	\$ 49,639
Replacement	Police	Patrol Vehicles-Replace vehicle #248	\$ 49,639
Replacement	Police	Patrol Vehicles-Replace vehicle #249	\$ 49,639
Replacement	Fire-Rescue	Fire- Ford Expedition #988	\$ 40,373
Replacement	Planning	Pickup F-150 #708	\$ 31,907
Replacement	Planning	Pickup F-150 #709	\$ 31,907
Replacement	Public Works	Fleet Maintenance-Pool #711	\$ 35,398
Replacement	Public Works	Building and Maintenance #710	\$ 35,000
Replacement	Public Works	Streets #503	\$ 67,000
Replacement	Public Works	Streets #061	\$ 100,826
Replacement	Public Works	L&G #605	\$ 58,708
Replacement	Public Works	Sold Waste Pickup F-250 #803	\$ 29,142
Replacement	Public Works	Solid Waste Boom Truck #805	\$ 138,107
TOTAL			\$ 866,202

TECHNOLOGY PROJECTS

Information Technology Schedule

Project Description

Information Technology projects that cost \$50,000 or greater are included on the Information Technology Schedule. Upgrades for existing technology products and funding are included in the annual operating budget. Included in FY 2014-15 are costs for Mobile Video Recording technology (MVR) within the Carrboro Police Department by implementing In-car and Body Worn Cameras (BWC). In-car MVR technology is installed in the interior of the patrol vehicle, and BWC's will be attached to the officer's uniform. Five MVR systems will be purchased initially and thirty (30) BWC will be purchased for Patrol Officers, Community Service Officers, and School Resource Officers.

Project Benefits

MVR will be used to document encounters and provide an objective record of police officers' interactions with citizens. MVR would enhance officers' and the court's ability to obtain convictions and increase the number of guilty pleas. This would reduce court case loads and reduce officer court time. MVR would allow officers to review recorded incidents and prepare detailed accounts of actions that transpired. This will allow officers to reduce the time they actually spend in court and allow them to remain in the community protecting and serving the citizens.

Having objective video documentation of incidents would assist in the investigation of these incidents. Reviewing previous incidents could be used to train and develop officers on tactics that keep them safer.

Energy Sustainability Measures

With the reduction of travel time to and from court, fuel usage and carbon emissions should be reduced.

Operating Impact

The operating impact is the cost of annual software support and upgrades.

<u>ESTIMATED COSTS</u>	<u>PRIOR</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE</u>	<u>TOTAL</u>
	<u>YEARS</u>								<u>YEARS</u>	<u>PROJECT</u>
Equipment/Furnishing	\$ -	\$ -	\$ 90,000							\$ 90,000
TOTAL COST	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000

<u>ESTIMATED FUNDING</u>	<u>PRIOR</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE</u>	<u>TOTAL</u>
	<u>YEARS</u>								<u>YEARS</u>	<u>PROJECT</u>
Pay-As-You-Go			\$ 90,000							\$ 90,000
TOTAL FUNDING	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000

NEW PROJECTS

Martin Luther King, Jr. Park

Project Description

The Town purchased 9.5 acres of land in the Hillsborough Road/Pathway Drive area in December 1999 and designated it as a neighborhood park. On June 15, 2004, the Board of Aldermen approved a park design and officially named the park Martin Luther King, Jr. Park. While the original master plan and design has not been implemented, a community garden has been established at the park. Requests for space to hold art and vendor-oriented events have increased. The original master plan is currently being updated to document the needs/wishes of the community. Therefore, staff is proposing an alternative plan be considered. In addition to the community garden, possible amenities to be considered for the park are a spray ground, restroom, picnic shelter, two pavilions, ping pong tables, farm-themed playground, amphitheatre, sculpture garden, adult fitness circuit, and skate park.

Project Benefit

Wilson Park is the closest neighborhood park in this area; however, the service radius neither serves the neighborhoods that the MLK Park is intended to serve. The development of Martin Luther King, Jr. Park will serve neighborhoods in the northern area and accommodate the ultimate growth north of Hillsborough Road from the Old Fayetteville to Calvander intersection. Currently, there is not a neighborhood park available for the northern area of Town.

Energy Sustainability Measures

Energy sustainability measures will be considered and incorporated with the update of the park master plan.

Operating Impact

Additional personnel and equipment will be required to maintain the park grounds.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design	\$ 42,533	\$ 25,000			\$205,420	\$ 80,778				\$ 353,731
Construction						\$1,630,764				\$ 1,630,764
Other	\$553,717									\$ 553,717
TOTAL COST	\$596,250	\$ 25,000	\$ -	\$ -	\$205,420	\$1,711,542	\$ -	\$ -	\$ -	\$ 2,538,212

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Pay-As-You-Go	\$ 43,250	\$ 25,000								\$ 68,250
Installment Financing	\$274,000				\$205,420	\$1,711,542				\$ 2,190,962
Payment in Lieu	\$279,000									\$ 279,000
TOTAL FUNDING	\$596,250	\$ 25,000	\$ -	\$ -	\$205,420	\$1,711,542	\$ -	\$ -	\$ -	\$ 2,538,212

Greensboro-Lloyd Bikeway

Project Description

Construct a multi-use (bicycle and pedestrian) path connecting Greensboro and Lloyd Streets, including a railroad crossing. The project would serve as a spur to the Campus-to-Campus Bicycle Connector Project. A feasibility study is expected to be conducted in FY15-16 to determine the best location for the bikeway.

Project Benefits

Provide a safe east-west access for bicycle and pedestrian traffic that is an alternative to segments of E. Main St., Weaver St., and N. Greensboro St. that experience heavy motor vehicle traffic. The connector would traverse two traffic analysis zones (TAZs) estimated to have approximately 1,200 jobs and 400 residents.

Energy Sustainability Measures

The project is projected to achieve daily reductions of 1.1 kg of carbon monoxide, 100 g of volatile organic compounds, and 100 g of nitrogen oxides.

Operating Impact

Additional maintenance costs would be incurred from the additional length of path. However, the costs could be mitigated with an adopt-a-path sponsorship program, and by using a durable surface such as concrete.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design				\$ 40,000	\$ 36,748					\$ 76,748
Construction					\$ 123,764					\$ 123,764
TOTAL COST	\$ -	\$ -	\$ -	\$ 40,000	\$ 160,512	\$ -	\$ -	\$ -	\$ -	\$ 200,512

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Capital Reserves-Matching Funds					\$ 32,102					\$ 32,102
Intergovernmental Revenues				\$ 32,000	\$ 128,410					\$ 160,410
Payment in Lieu				\$ 8,000						\$ 8,000
TOTAL FUNDING	\$ -	\$ -	\$ -	\$ 40,000	\$ 160,512	\$ -	\$ -	\$ -	\$ -	\$ 200,512

South Greensboro Sidewalk

Project Description

Construct a sidewalk on the west side of S. Greensboro St. from the northern end of Old Pittsboro Rd. to the NC-54 eastbound off-ramp.

Project Benefits

The sidewalk would fill a major gap for pedestrians from the higher-density area along Smith Level Rd., south of NC-54 bypass, to downtown. It will provide access to downtown transit service for residents along S. Greensboro St. and Smith Level Rd., as well as access to the J bus stop on S. Greensboro St. across from Rand Rd. It will contribute to a safer and more comfortable walking environment for pedestrians traveling north and south on S. Greensboro St. and underneath NC-54 bypass.

Energy Sustainability Measures

This may serve to reduce reliance on motor vehicles for access and thus reduce motor vehicle emissions.

Operating Impact

Additional maintenance and policing staff hours may be necessary as a result of the project, although the exact extent of hours cannot be predicted at this time.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design			\$ 105,130							\$ 105,130
Construction				\$ 420,896		\$ 262,500	\$ 242,774			\$ 926,170
Other				\$ 20,000						\$ 20,000
TOTAL COST	\$ -	\$ -	\$ 105,130	\$ 440,896	\$ -	\$ 262,500	\$ 242,774	\$ -	\$ -	\$ 1,051,300

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Intergovernmental Revenues			\$ 84,104	\$ 335,896		\$ 210,000	\$ 194,219			\$ 824,219
Other			\$ 21,026	\$ 105,000		\$ 52,500	\$ 48,555			\$ 227,081
TOTAL FUNDING	\$ -	\$ -	\$ 105,130	\$ 440,896	\$ -	\$ 262,500	\$ 242,774	\$ -	\$ -	\$ 1,051,300

Town Parking Lots

Project Description

The Regional Technology Strategies (RTS) report that assesses Carrboro's economic development needs, recommends providing more adequate parking downtown and that a more comprehensive study of downtown parking be done to find the most cost-effective, environmentally appropriate, and business friendly parking structure.

To date the Town has purchased two parking lots - one at the corner of Rosemary Street and Sunset Drive and the other at 203 S. Greensboro Street. The Town also leases lots at 106 E. Main St., 108 E. Main St., 200 E. Main St., 105 Laurel Ave., 303 Weaver St., and 100 Roberson St., and spaces in the new parking deck at 300 E. Main Street. A comprehensive study of parking is proposed for FY 2014-15.

Project Benefits

Parking in the downtown has always been limited to private parking facilities associated with businesses until the Town developed the parking lots currently under its control. As vacant properties in downtown are developed for commercial use, the lots that are currently leased by the Town as parking lots become more attractive to developers for building purposes. This project will maintain public parking in the downtown area to support the commercial business district.

Energy Sustainability Measures

Energy sustainability measures will be considered when the comprehensive parking study is done.

Operating Impact

The operating budget impact is unknown at this time due to the fact that no specific decisions have been made regarding the parking arrangements in the downtown area. Maintenance and upkeep would vary depending on whether the lots would be paved or gravel. If a parking deck is considered, it would cost approximately \$20,000 per space to develop.

<u>ESTIMATED COSTS</u>	<u>PRIOR</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE</u>	<u>TOTAL</u>
	<u>YEARS</u>								<u>YEARS</u>	<u>PROJECT</u>
Planning/Design									\$500,000	\$500,000
TOTAL COST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$500,000	\$500,000

<u>ESTIMATED FUNDING</u>	<u>PRIOR</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE</u>	<u>TOTAL</u>
	<u>YEARS</u>								<u>YEARS</u>	<u>PROJECT</u>
Capital Reserves									\$500,000	\$500,000
TOTAL FUNDING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$500,000	\$500,000

Public Works Facility

Project Description

The Town purchased 23 acres of land off Old NC 86 in anticipation of constructing a new public works facility to move it from its Smith Level Rd. location and provide a more modern structure to improve operations and adequate storage. The current facility is on 2.5 acres with approximately 40 percent of the site located within a designated flood plain on Smith Level Road.

Project Benefits

A new facility would provide more storage for vehicles and equipment so they aren't exposed to the elements, larger office space with better lighting, a larger fleet maintenance garage with floor drains, updated bathroom and locker room facilities and additional rooms for crew leaders, storage and meetings.

Energy Sustainability Measures

The current metal building is more than 30 years old and is not energy efficient. A new facility, even though likely to be larger than the current one, will include energy efficient measures, including potentially solar hot water heaters, LED light fixtures, and thermal envelope sealing.

Operating Impact

Daily and annual operating costs would depend upon facility size. Estimated increase in annual operating costs is approximately \$7,000 to \$8,000.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design	\$ 4,355								\$ 1,700,727	\$ 1,705,082
Construction									\$ 8,503,635	\$ 8,503,635
Equipment/Furnishing									\$ 1,455,339	\$ 1,455,339
Other	\$ 751,881								\$ 155,132	\$ 907,013
TOTAL COST	\$ 756,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,814,833	\$ 12,571,069

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Installment Financing	\$ 756,236								\$ 11,814,833	\$ 12,571,069
TOTAL FUNDING	\$ 756,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,814,833	\$ 12,571,069

Century Center HVAC Replacement

Project Description

This project is an engineering study for replacement of the HVAC system at the Century Center. The system is comprised of a boiler and chiller that are controlled by electronic sensors and a web based interface for making adjustments. The controls (i.e. sensors and thermostats) are outdated; and, parts are becoming difficult to obtain creating service outages when parts need to be replaced.

Project Benefits

The building has a number of meeting and recreational rooms which are controlled at a constant rate throughout the day and year. Significant savings could be achieved by changing the control parameters based on use and weather; however the existing interface used to adjust the controls is highly technical preventing the users of the rooms to adjust the temperature. This study would provide recommendations for a control system that would allow the building to be adjusted based on weather and use.

This study would also provide replacement and/or maintenance recommendations for the entire HVAC system to ensure that the unit is functioning at the highest efficiency.

Energy Sustainability Measures

The Century Center comprised of 16.8% of total municipal emissions in 2012. This study will seek to find areas to reduce emissions within the HVAC system and provide more comprehensive recommendations than those previously provided in limited studies by Waste Reduction Partners (2009) and Big Woods Engineering (2010).

Operating Impact

A new control system for the HVAC unit would decrease natural gas use at the facility, resulting in a cost savings. Exact savings would not be known until the study is completed.

<u>ESTIMATED COSTS</u>	<u>PRIOR</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE</u>	<u>TOTAL</u>
	<u>YEARS</u>								<u>YEARS</u>	<u>PROJECT</u>
Planning/Design			\$ 30,000	\$ 54,000						\$ 84,000
Construction				\$ 126,000						\$ 126,000
TOTAL COST	\$ -	\$ -	\$ 30,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000

<u>ESTIMATED FUNDING</u>	<u>PRIOR</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE</u>	<u>TOTAL</u>
	<u>YEARS</u>								<u>YEARS</u>	<u>PROJECT</u>
Pay-As-You-Go			\$ 30,000	\$ 180,000						\$ 210,000
TOTAL FUNDING	\$ -	\$ -	\$ 30,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000

Replacement of Streetlight Fixtures with LED Lights

Project Description

This project involves replacing existing streetlights (currently leased from utility companies) on Town maintained streets with LED fixtures. The project assumes that a rate option and structure will be available that allows the Town to own street light fixtures; and, that the fee schedule will make the project fiscally beneficial for the Town. The initial plan is to replace the roughly 700 fixtures on Town maintained streets starting in FY 14-15 and completing the project in FY 2015-16. The remaining 200 fixtures on the state maintained system would be considered for replacement in the future.

Project Benefits

LED lights typically last over 100,000 hours, or 20+ years, and feature a “plug and play” electrical system which lowers maintenance costs. The LED lamps would be owned by the Town, rather than leased from the utility company, which would result in operational savings. It is anticipated that the LED streetlights would have a relatively rapid payback that could result in roughly a 10% municipal footprint reduction for the year(s) in which fixture replacement occurs.

Energy Sustainability Measures

This project offers significant energy efficiency improvements. LED lighting is on average 50% more efficient than current standard lighting fixtures (High Pressure Sodium or Mercury Vapor), yielding a relatively short payback period for capital investment (3 years or less). This offers the potential to capitalize future energy savings with the cost savings for LED lighting.

Street lighting is a large contribution to all municipal emissions (22%). In FY10-11, street lighting accounted for 408.72 Metric Tons of Carbon Dioxide Equivalent (MTCDE). In FY11-12, street lighting decreased slightly to 408.58 MTCDE (-0.03%), and in FY12-13 it decreased again to 406.66 MTCDE (-0.47%). Installation of LED lighting could reduce carbon emissions due to street lighting to approximately 204 MTCDE in FY 16-17 when fully installed.

Operating Impact

It is anticipated that the overall impact would result in savings in the annual operating budget equivalent to the capital cost incurred within roughly three years. It will be necessary for the Town to utilize a contractor to maintain the fixtures.

<u>ESTIMATED COSTS</u>	<u>PRIOR</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE</u>	<u>TOTAL</u>
	<u>YEARS</u>								<u>YEARS</u>	<u>PROJECT</u>
Planning/Design			\$ 26,250	\$ 26,250						\$ 52,500
Construction			\$ 70,000	\$ 140,000						\$ 210,000
TOTAL COST	\$ -	\$ -	\$ 96,250	\$ 166,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262,500

<u>ESTIMATED FUNDING</u>	<u>PRIOR</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE</u>	<u>TOTAL</u>
	<u>YEARS</u>								<u>YEARS</u>	<u>PROJECT</u>
Pay-As-You-Go			\$ 96,250	\$ 166,250						\$ 262,500
TOTAL FUNDING	\$ -	\$ -	\$ 96,250	\$ 166,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 262,500

Town Hall Improvements

Project Description

The last comprehensive building study of the Town Hall was done in 1995 and intended to provide a space needs analysis through 2010. Since the 1995 study, the use of Town Hall has changed. Police and Recreation and Parks departments have moved into the Century Center. Other Town departments that remain in Town Hall have expanded. This study seeks to provide a long-term plan for usability, energy efficiency and infrastructure utilization of existing finished and unfinished space. It will identify work that would need to be done to use unfinished space, as well as improvements to bring the building up to code.

There has been interest in exploring installing photoelectric solar panels on roofs at Town facilities, similar to what was done on the Town Commons structure. This study will look at the roof at Town Hall and other facilities and make a recommendation on the feasibility of installing solar panels at Town Hall and other facilities. The estimate for the initial cost for the evaluation study is \$60,000. Based on a renovation cost of \$150 per square feet, the total cost to renovate Town Hall is estimated to be \$2,803,200.

Project Benefits

The infrastructure at the Town Hall needs to be evaluated to determine the upgrades needed to allow for other improvements. Any significant upgrades or changes to the building will likely result in substantial infrastructure improvements. Additionally, the building, built in 1922 as Carrboro Town School, has been upgraded over the years and may have infrastructure items in need of repair and/or upgrades for existing use.

Energy Sustainability Measures

Town Hall comprised of 3.8% of total municipal emissions in 2012. This study will seek to find areas to reduce emissions, and to provide more comprehensive recommendations through remodeling or retrofitting than those previously provided as part of limited studies by Waste Reduction Partners (2009) and Big Woods Engineering (2010). These include (but are not limited to) lighting, HVAC controls, roofing materials and roofing insulation, and water fixtures.

Public Works staff has taken steps to reduce emissions within Town Hall by replacing older (T-12 fluorescent) lighting ballasts and bulbs with higher efficiency (T-8) ballasts and bulbs, installing programmable HVAC thermostats, and installing motion-sensing water faucets; these efforts will continue until in the near future.

Operating Impact

Any upgrades to Town Hall will have an impact on the operating budget.

<u>ESTIMATED COSTS</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Planning/Design			\$ 60,000	\$ 420,480	\$ 420,480					\$ 900,960
Construction					\$ 1,962,240					\$ 1,962,240
TOTAL COST	\$ -	\$ -	\$ 60,000	\$ 420,480	\$ 2,382,720	\$ -	\$ -	\$ -	\$ -	\$ 2,863,200

<u>ESTIMATED FUNDING</u>	<u>PRIOR YEARS</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>FUTURE YEARS</u>	<u>TOTAL PROJECT</u>
Pay-As-You-Go			\$ 60,000							\$ 60,000
Installment Financing				\$ 420,480	\$ 2,382,720					\$ 2,803,200
TOTAL FUNDING	\$ -	\$ -	\$ 60,000	\$ 420,480	\$ 2,382,720	\$ -	\$ -	\$ -	\$ -	\$ 2,863,200

Potential Future Projects

Gymnasium

The Town's Comprehensive Parks and Recreation Master Plan strongly recommends the construction of a gymnasium to include two basketball courts, a meeting room, and office and storage spaces. During the public input process, citizens identified a facility such as this as the top priority for Carrboro as critical to meeting general and athletic programming needs in the community.

Outdoor Swimming Pool

The Town's Comprehensive Master Parks and Recreation Plan recommends one public pool for each set of 25,000 people. Carrboro is currently without a swimming facility. Several public input sessions within the community have expressed support for an outdoor pool.

Roberson Street Improvements

The Downtown Carrboro: New Vision report recommends improvements to Roberson Street. These improvements have the potential to enliven the downtown core and will highlight Roberson Street as a priority location for development. The improvements include underground utilities, sidewalk improvements, on-street parking, lighting, and connections throughout the area.

Impact on Town's Financial Condition and Operating Budget

To understand the potential impact of the CIP on the Town's overall financial condition and annual operating budget, the CIP planning process includes an estimation of debt burden and debt service ratios. These debt ratios are monitored by the Local Government Commission and credit rating agencies in assessing the financial condition of the Town. The Town currently has the following credit ratings: AA+ with Standard and Poor's; Aa2 with Moody's; and 83 with North Carolina Municipal Council. These are considered very favorable ratings for municipalities similar in size to Carrboro.

The Town's current debt portfolio consists of GO debt for sidewalk and greenways, installment financing for fire station #2, and vehicle/lease purchases. As Appendix A shows, the Town's current debt service cost is expected to steadily decline through FY 2019-20. Additional debt of \$23.0 million would be necessary to fund capital projects through FY 2020-21. The issuance of additional General Obligation Bond debt is not proposed for any of the projects. Installment financing debt with various beginning dates is proposed for the Martin Luther King Jr. Park (\$1.7 million), Town Hall Improvements (2.8 million), Town Parking (\$.5 million), and Public Works Facility (\$11.8 million) with terms of 15 years and an assumed average interest rate of 5%. For vehicles and equipment, installment lease purchases will total \$6.2 million with terms from five to seven year at an annual rate of 3%. Actual financing rates for vehicles and equipment for past two years have been less than 2%.

One measure of a debt capacity calculated by the Local Government Commission (LGC) is the *percent of outstanding principal (debt) to assessed valuation*, and the other is *debt per capita basis*. The Town compares these two debt ratios to its peer group (i.e., towns with population of 10,000 to 24,999). The LGC calculates the debt-to-assessed valuation ratio for each jurisdiction and determines the overall debt-to-assessed valuation ratio as being low, average, or high. The Town strives to avoid the "high" debt burden.

Debt to Assessed Valuation

The Town's debt-to-assessed valuation ratio is above the average and considerably below the high level, for municipalities comparable in size. As of June 30, 2012 the average outstanding principal (debt) as percent of assessed valuation ratio for municipalities with population 10,000-24,999, was .253% with a high level being 1.475%. Carrboro's ratio at June 30, 2012 was .458% and is projected to gradually decrease to .17% by FY 2019-20. With the additional proposed CIP and steadily declining to .35% in 2019-20.

Overall the Town's debt is well below the legal limit required by NC General Statutes, GS 159-55 which limits net debt to eight percent (8%) or less of a local government's total property valuation. For Carrboro the legal debt limit is \$152,417,005 based on the June 30, 2012 audited financial statements with a valuation of \$11,972,777,796.

Debt Per Capita

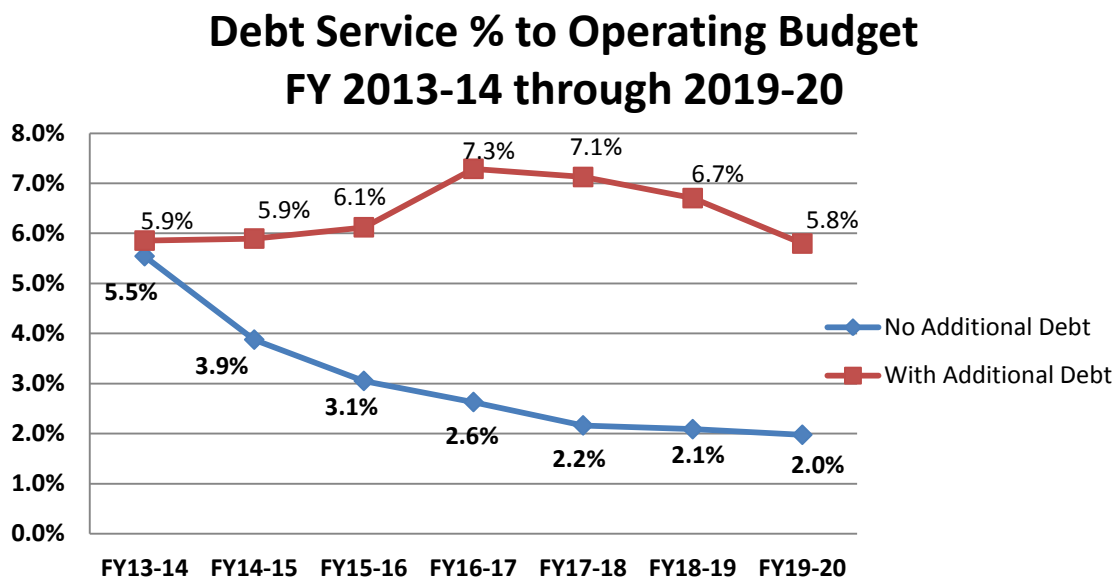
At June 30, 2012 the Town's per capita debt reported by the LGC was \$454 compared to the average of \$242 for peer group. The peer group high was \$1,580. The estimated per capita debt ratio for the Town in FY 2013-14 is \$355. With no additional debt this ratio estimate will

gradually decrease to \$170 in FY 2019-20. With the CIP proposed additional debt, this ratio will peak in 2016-17 at \$554 and gradually decrease to \$364 in FY 2019-20.

Debt Burden and Operating Budget

Debt service can be a major part of a government's operating budget fixed costs. Credit firms consider debt exceeding 20% of operating revenues as a potential problem while 10% is considered an acceptable debt burden. The LGC advises that local governments should have a reasonable debt burden. A heavy debt burden may be evidenced by a ratio of General Fund Debt Service to General Fund Expenditures exceeding 15%, or a Debt per Capita or Debt to Appraised Property Value exceeding that of similar units. The Town's goal is to keep total debt service at or below 12%, considering this to be a moderate level of debt.

The Town's current debt service as a percentage of the FY 2013-14 operating budget is estimated to be 5.5%. With the issuance of \$4.6 million Sidewalk and Greenway General Obligation Bonds in December 2012 with first year debt service costs of \$359,667, the Town opted to retire some of its older debt at higher interest rates in the spring of 2013 to minimize the impact of the GO debt on the operating budget. Without any additional debt, the percent of debt service to operating budget is expected to decrease to less than 2% in 2019-20. With the additional debt service proposed in the CIP, the percentage of debt service in the operating budget is anticipated to increase to 7.3% in FY 2016-17 and gradually decrease to 5.8% in 2019-20.



The most significant impact of the CIP is the potential property tax burden that may occur over the next six years *should* the Town implement all of the projects proposed. As the Impact on Town's Annual Operating Budget shows (Appendix B), debt service will increase from \$1.3 million in FY 2013-14 to \$2.0 million in 2016-17 when installment financing is proposed for construction of the Martin Luther King, Jr. Park and Town Hall improvements.

The need for Capital Reserve Fund resources for future projects is estimated to increase from \$1.5 million in 2013-14 to over \$2.0 million in 2015-16. This is necessary primarily for

mandated storm water management compliance projects and/or funds needed to match other federal or state grants.

As with most financing decisions, there are challenges and choices the Town must make in carrying out its CIP over the coming years. With a tax base consisting mainly of residential properties and limited commercial base, the ability to sustain the CIP yet minimize increases in the tax rate for citizens will require a continuous on-going evaluation of capital needs and priorities. Financing this CIP will require a reasonable and careful balance of debt financing and the use of general fund balance resources that may be dedicated in the Capital Reserve Fund. Funding for actual CIP projects will depend upon the Town's overall financial condition during a given fiscal year, as well as its ability to cover any new debt service costs.

Appendix A

Impact of CIP on Debt Ratios

CURRENT DEBT SERVICE COSTS	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21 AND BEYOND
General Obligation Debt	\$ 359,667	\$ 350,000	\$ 345,000	\$ 340,000	\$ 332,500	\$ 327,500	\$ 322,500	\$ 3,300,625
Installment Purchase Debt, Long Term	\$ 315,873	\$ 307,055	\$ 298,236	\$ 289,418	\$ 280,600	\$ 271,781	\$ 262,963	\$ 1,182,539
Installment Purchase Debt, Vehicles & Equipment	\$ 514,976	\$ 241,890	\$ 143,648	\$ 81,924	\$ -			\$ -
TOTAL CURRENT DEBT SERVICE	\$ 1,190,516	\$ 898,945	\$ 786,884	\$ 711,342	\$ 613,100	\$ 599,281	\$ 585,463	\$ 4,483,164

ADDITIONAL DEBT SERVICE COSTS, RECOMMENDED IN CIP								
General Obligation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Installment Purchase Debt, Long Term	\$ -	\$ -	\$ 130,664	\$ 440,036	\$ 440,395	\$ 440,035	\$ 440,036	\$ 21,510,427
Installment Purchase Debt, Vehicles & Equipment	\$ 157,973	\$ 540,194	\$ 717,194	\$ 857,965	\$ 996,649	\$ 913,999	\$ 717,335	\$ 1,386,333
FUTURE DEBT SERVICE	\$ 157,973	\$ 540,194	\$ 847,858	\$ 1,298,001	\$ 1,437,044	\$ 1,354,034	\$ 1,157,371	\$ 22,896,760
TOTAL CURRENT & FUTURE DEBT SERVICE OBLIGATIONS	\$ 1,348,489	\$ 1,439,139	\$ 1,634,743	\$ 2,009,343	\$ 2,050,144	\$ 1,953,315	\$ 1,742,834	\$ 27,379,924

TOTAL DEBT (OUTSTANDING PRINCIPAL)								
GO Bond, Long Term Debt	\$ 4,350,000	\$ 4,100,000	\$ 3,850,000	\$ 3,600,000	\$ 3,350,000	\$ 3,100,000	\$ 2,850,000	\$ 2,850,000
Installment Purchase, Long Term Debt	\$ 2,275,000	\$ 2,058,333	\$ 1,841,667	\$ 1,625,000	\$ 1,408,333	\$ 1,191,667	\$ 975,000	\$ 758,333
Installment Purchase, Vehicles & Equipment	\$ 455,882	\$ 221,170	\$ 81,008	\$ -	\$ -	\$ -	\$ -	\$ -
CURRENT OUTSTANDING PRINCIPAL	\$ 7,080,882	\$ 6,379,503	\$ 5,772,675	\$ 5,225,000	\$ 4,758,333	\$ 4,291,667	\$ 3,825,000	\$ 3,608,333

ADDITIONAL DEBT (OUTSTANDING PRINCIPAL):								
Installment Purchase, Long Term Debt	\$ -	\$ -	\$ -	\$ 4,456,480	\$ 4,236,554	\$ 4,005,494	\$ 3,762,736	\$ 1,598,097
Installment Purchase, Vehicles & Equipment	\$ 587,203	\$ 2,013,946	\$ 2,186,283	\$ 2,055,668	\$ 1,772,793	\$ 1,267,601	\$ 609,977	\$ 1,267,601
FUTURE OUTSTANDING PRINCIPAL	\$ 587,203	\$ 2,013,946	\$ 2,186,283	\$ 6,512,148	\$ 6,009,347	\$ 5,273,095	\$ 4,372,713	\$ 2,865,698
TOTAL OUTSTANDING PRINCIPAL, CURRENT & ADDITIONAL DEBT	\$ 7,668,085	\$ 8,393,449	\$ 7,958,957	\$ 11,737,148	\$ 10,767,681	\$ 9,564,762	\$ 8,197,713	\$ 6,474,031

Population (Assumes 2% growth)	19,974	20,373	20,781	21,196	21,620	22,053	22,494	22,053
Projected Assessed Valuation (Assumes 2% growth)	\$ 2,052,478,019	\$ 2,093,527,579	\$ 2,135,398,131	\$ 2,178,106,094	\$ 2,221,668,215	\$ 2,266,101,580	\$ 2,311,423,611	\$ 2,266,101,580

WITHOUT ADDITIONAL DEBT								
Projected Budget - 2% growth w/short term debt and w/o additional long-term debt only + CIP PAYG only	\$ 21,474,790	\$ 23,187,470	\$ 25,780,859	\$ 27,037,549	\$ 28,333,856	\$ 28,697,590	\$ 29,628,090	\$ 35,062,459
ESTIMATED RATIOS								
% Outstanding Principal to Assessed Valuation	0.34%	0.30%	0.27%	0.24%	0.21%	0.19%	0.17%	N/A
% Debt Service to Total Budget	5.54%	3.88%	3.05%	2.63%	2.16%	2.09%	1.98%	N/A
Debt Per Capita	\$ 355	\$ 313	\$ 278	\$ 247	\$ 220	\$ 195	\$ 170	N/A

Note: LGC report shows Town ratios at .458% to assessed valuation and per capita at \$454 for FY 2011-12

WITH ADDITIONAL DEBT								
Projected Budget + Additional Debt Service + CIP PAYG and Operating Impact Costs	\$ 23,029,465	\$ 24,410,174	\$ 26,706,497	\$ 27,567,659	\$ 28,774,251	\$ 29,137,625	\$ 30,068,126	N/A
ESTIMATED RATIOS								
% Outstanding Principal to Assessed Valuation	0.37%	0.40%	0.37%	0.54%	0.48%	0.42%	0.35%	N/A
% Debt Service to Total Budget	5.86%	5.90%	6.12%	7.29%	7.12%	6.70%	5.80%	N/A
Debt Per Capita	\$ 384	\$ 412	\$ 383	\$ 554	\$ 498	\$ 434	\$ 364	N/A

LGC DEBT RATIOS Population (10,000-24,999) FY 2011-12	AVERAGE	HIGH
Outstanding Principal (Debt) as % of Assessed Valuation	0.25	1.48
Outstanding Principal (Debt) Per Capita	\$ 242	\$ 1,580

CREDIT RATING AGENCY ACCEPTABLE STANDARD	
Debt Service % of the Operating Budget	10%

Appendix B

Impact on Annual Operating Budget

CURRENT DEBT SERVICE	FY13-14	FY14-15	FY15-16	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21 & BEYOND
SEWAGE AND GREENWAYS GO BONDS	359,667	350,000	345,000	340,000	332,500	327,500	322,500	3,300,625
FIRE SUBSTATION	315,873	307,055	298,236	289,418	280,600	271,781	262,963	1,182,539
VEHICLE AND EQUIPMENT	514,976	241,890	143,648	81,924	-	-	-	-
CURRENT DEBT SERVICE	\$ 1,190,516	\$ 898,945	\$ 786,884	\$ 711,342	\$ 613,100	\$ 599,281	\$ 585,463	\$ 4,483,164

FUTURE INSTALLMENT DEBT SERVICE								
MARTIN LUTHER KING JR. PARK	\$ -	\$ -	\$ -	\$ 178,708	\$ 178,708	\$ 178,708	\$ 178,708	\$ 2,055,145
TOWN HALL IMPROVEMENTS			\$ 130,664	\$ 261,328	\$ 261,687	\$ 261,327	\$ 261,328	\$ 3,005,257
PUBLIC WORKS FACILITY								15,950,025
TOWN PARKING								500,000
FUTURE INSTALLMENT DEBT SERVICE	\$ -	\$ -	\$ 130,664	\$ 440,036	\$ 440,395	\$ 440,035	\$ 440,036	\$ 21,510,427

FUTURE VEHICLE & EQUIPMENT DEBT	\$ 157,973	\$ 540,194	\$ 717,194	\$ 857,965	\$ 996,649	\$ 913,999	\$ 717,335	\$ 1,386,333
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TOTAL CURRENT & FUTURE DEBT	\$ 1,348,489	\$ 1,439,139	\$ 1,634,743	\$ 2,009,343	\$ 2,050,144	\$ 1,953,315	\$ 1,742,834	\$ 27,379,924
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CAPITAL RESERVE FUND - FUTURE PROJECTS	\$ 1,554,675	\$ 1,219,504	\$ 2,093,483	\$ 839,203	\$ 1,195,337	\$ 374,924	\$ 1,046,132	\$ 750,000
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OPERATING IMPACT OF CIP PROJECTS - ADDITIONAL \$\$ NEEDED								
GREENWAYS	\$ -	\$ -	\$ -	\$ -	\$ 9,800	\$ 9,800	\$ 9,800	\$ 9,800
INFORMATION TECHNOLOGY	\$ -	\$ 3,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MARTIN LUTHER KING JR. PARK	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,674
STORMWATER MANAGEMENT	\$ -	\$ -	\$ 1,000	\$ 1,500	\$ 3,000	\$ 4,500	\$ 3,500	\$ 3,500
OPERATING IMPACT OF PROJECTS	\$ -	\$ 3,200	\$ 1,000	\$ 1,500	\$ 12,800	\$ 14,300	\$ 13,300	\$ 44,974

GRAND TOTAL COSTS FOR CIP IMPLEMENTATION	\$ 2,903,164	\$ 2,661,843	\$ 3,729,226	\$ 2,850,046	\$ 3,258,281	\$ 2,342,539	\$ 2,802,266	\$ 28,174,898
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LESS FUNDS ALREADY SET ASIDE IN CAPITAL RESERVE/DESIGNATED FUND BALANCE	2,000,000	2,000,000	-	-	-			-
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CAPITAL AND OPERATING COSTS								
DIFFERENCE FROM PRIOR FISCAL YEAR	905,047	(241,321)	(932,617)	(879,179)	408,235	(915,742)	459,727	24,916,618
REVENUE PER PENNY OF TAX	\$ 201,164	\$ 205,187	\$ 209,291	\$ 213,477	\$ 217,746	\$ 222,101	\$ 226,543	\$ 222,101
TAX RATE EQUIVALENT (CENTS) FOR BOTH CAPITAL AND OPERATING COSTS	4.50	(1.18)	(4.46)	(4.12)	1.87	(4.12)	2.03	N/A

CAPITAL COSTS ONLY								
DIFFERENCE IN CAPITAL COSTS FROM PRIOR FISCAL YEAR	\$ 905,047	\$ (244,521)	\$ 1,069,583	\$ (879,679)	\$ 396,935	\$ (917,242)	\$ 460,727	\$ 24,884,444
REVENUE PER PENNY OF TAX	\$ 201,164	\$ 205,187	\$ 209,291	\$ 213,477	\$ 217,746	\$ 222,101	\$ 226,543	\$ 231,074
TAX RATE EQUIVALENT (CENTS) - CAPITAL COSTS ONLY	4.50	(1.19)	5.11	(4.12)	1.82	(4.13)	2.03	N/A

Revenue per penny of tax for FY13-14 as stated in adopted budget

Revenue per penny of tax assumes 2% growth after 2013-14



Town of Carrboro

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

Agenda Item Abstract

File Number: 14-0007

Agenda Date: 1/28/2014

Version: 1

Status: Other Matters

In Control: Board of Aldermen

File Type: Abstract

Agenda Number: 3.

TITLE:

A Resolution Making Appointments to the Carrboro Tourism Development Authority

PURPOSE: The purpose of this item is for the Board of Aldermen to consider appointing members to the Carrboro Tourism Development Authority (CTDA).

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Cathy Wilson - 918-7309

INFORMATION: The CTDA was established by Section 8A of the Carrboro Town Code. The Board made the initial appointments to the CTDA in June of 2013. At that time, two appointments were made. The current members of the Board, Barbara Leedy and Phaedra Kelly, have both indicated that they would like to continue to serve. The Town Clerk has also received an additional application from Erin Jobe for the Board to consider.

FISCAL & STAFF IMPACT:

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

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

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

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

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

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

RECOMMENDATION: Staff recommends that the Board of Aldermen review the applications to the CTDA.

A Resolution Making Appointments to the Carrboro Tourism Development Authority

Section 1. The Board of Aldermen hereby appoints:

- 1.
- 2.
- 3.

Section 2. The Board appoints (INSERT NAME OF BOARD MEMBER) as the Chair.

Section 3. The terms shall expire January 31, 2015

Section 4. This resolution is effective immediately upon adoption.

This the 21st day of January, 2014



Town of Carrboro

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

Agenda Item Abstract

File Number: 14-0014

Agenda Date: 1/28/2014

Version: 1

Status: Other Matters

In Control: Board of Aldermen

File Type: Abstract

Agenda Number: 4.

TITLE:

Proposed Revisions to the DCHC-MPO Memorandum of Understanding

PURPOSE: On October 9, 2013, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) Transportation Advisory Committee endorsed revisions to the MPO's Memorandum of Understanding (MOU). Member jurisdictions are asked to consider approving the revised MOU by February 20, 2014.

DEPARTMENT: Planning

CONTACT INFORMATION: Jeff Brubaker - 918-7329

INFORMATION: The MOU governs MPO participation in the MPO planning process for member jurisdictions and agencies.

Federal law requires the designation of metropolitan planning organizations (MPOs) for urbanized areas of more than 50,000 residents [23 USC 134(d)] and requires that MPOs, "in cooperation with the State and public transportation operators, shall develop long-range [metropolitan] transportation plans [MTPs] and transportation improvement programs [TIPs] through a performance-driven, outcome-based approach to planning for metropolitan areas of the State" [23 USC 134(c)].

MTPs and TIPs must be developed via a "continuing, cooperative, and comprehensive" planning process that provides for "the development and integrated management and operation of transportation systems and facilities (including accessible pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system for the metropolitan planning area and as an integral part of an intermodal transportation system for the State and the United States." [23 USC 134(c)].

State law requires that the MPO also develop a comprehensive transportation plan (CTP), similar to an MTP but not fiscally constrained [NCGS 136, Sec. 66.2(b)].

The current MOU was executed by the NC Secretary of Transportation and member jurisdictions in January 1994. The MPO is proposing updates to the MOU to "reflect current federal and state legislation and regulations, planning practices of the MPO, updated population figures, and best planning principles" (Attachment E).

The major proposed changes to the MOU are summarized in the letter in Attachment E and repeated here for ease of reference:

- References to new and updated federal and state legislation and regulations;
- More descriptive names for the MPO's governing board and staff board;
- Addition of required planning procedures and processes to the MPO's responsibilities;
- Addition of Triangle Transit to the MPO's member governments and inclusion as a voting member of the governing board to fulfill a new federal requirement;
- Additional voting and non-voting membership on the MPO's staff board;
- Changes to the MPO's responsibilities and member governments' responsibilities to reflect the approved cost-sharing among member governments for the local match associated with the MPO's work program; and adjustment to the weighted voting provision to reflect current population figures...[The table in Attachment B shows 2010 Census population figures and recommended weighted voting proportions based on these figures.]

This summer, MPO staff notified member jurisdictions of the opportunity to review the proposed revisions. The Town's TAC representative and alternate reviewed the revisions with Town staff and offered the comments represented by the letter on September 10, 2013 (Attachment F).

The MPO's responses to these and other member jurisdictions' comments is in Attachment G. Two of the TAC representatives' suggested changes were made and two were not made.

Since the MPO's requested deadline for consideration of approval of the revised MOU is February 20, 2014, the Board may wish to either take action regarding approval at this meeting or use one of the February meetings prior to February 20 as a follow-up agenda item. Options are therefore provided in the draft resolution in Attachment A. Attachments B and C include the revised MOU, in both clean and tracked-changes versions, respectively. Attachment D includes the current MOU.

FISCAL & STAFF IMPACT: There are no substantial fiscal or staff impacts associated with approving the resolution in Attachment A. Annual Unified Planning Work Programs (UPWPs) do have fiscal impacts given match requirements for local jurisdictions included in the MOU. However, these are approved separately by the MPO.

RECOMMENDATION: Staff recommend that the Board consider the resolution in Attachment A.

A RESOLUTION RELATING TO REVISIONS TO THE DURHAM-CHAPEL HILL-
CARRBORO METROPOLITAN PLANNING ORGANIZATION MEMORANDUM OF
UNDERSTANDING

WHEREAS, Section 134 of Title 23 of the United States Code establishes requirements for the designation of metropolitan planning organizations (MPOs), plans to be developed, transportation modes to be included in the planning process, and other factors; and,

WHEREAS, the aforementioned section requires a “performance-driven, outcome-based approach to planning” for an intermodal (including bicycle and pedestrian) transportation system; and,

WHEREAS, Section 66.2 of Chapter 136 of the North Carolina General Statutes requires that MPOs develop comprehensive transportation plans (CTP); and,

WHEREAS, the Town of Carrboro has participated in the regional transportation process as an active member of the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO); and,

WHEREAS, the planning activities of the DCHC-MPO are governed by a Memorandum of Understanding (MOU) approved and signed by the State and all MPO member jurisdictions; and,

WHEREAS, the current MOU was executed in January 1994; and,

WHEREAS, several changes are necessary to “reflect current federal and state legislation and regulations, planning practices of the MPO, updated population figures, and best planning principles”, as stated by MPO staff; and,

WHEREAS, the Transportation Advisory Committee of the MPO approved the revisions on October 9, 2013, but it must be approved by member jurisdictions’ governing bodies in order to be fully executed; and,

WHEREAS, the Town of Carrboro continues to be committed to working with all MPO member jurisdictions to further cooperative, comprehensive, and continuing transportation planning; and,

WHEREAS, the Board of Aldermen has reviewed the revisions to the MOU;

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the Board of Aldermen:

1. [Option 1] Approves the revised Durham-Chapel Hill-Carrboro Memorandum of Understanding as included in Attachment B.
2. [Option 2] Directs that the item be continued at the February [___], 2014, meeting [note: MPO deadline: Feb. 20], along with the following additional information:
 - a. _____
 - b. _____

c. _____
3. [Option 3 – other action as defined by the Board]: _____

This is the 28th day of January in the year 2014.

**DURHAM-CHAPEL HILL-CARRBORO
METROPOLITAN PLANNING ORGANIZATION**

**MEMORANDUM OF UNDERSTANDING
FOR
COOPERATIVE, COMPREHENSIVE, AND CONTINUING
TRANSPORTATION PLANNING**

Between

THE GOVERNOR OF THE STATE OF NORTH CAROLINA,
CITY OF DURHAM, TOWN OF CHAPEL HILL, TOWN OF CARRBORO
TOWN OF HILLSBOROUGH, COUNTY OF DURHAM,
COUNTY OF ORANGE, COUNTY OF CHATHAM, TRIANGLE TRANSIT, AND
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

in cooperation with

THE UNITED STATES DEPARTMENT OF TRANSPORTATION

November 13, 2013

WITNESSETH THAT

WHEREAS, Section 134(a) of Title 23 United States Codes states:

Policy – It is in the national interest—

(1) to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes identified in this chapter; and (2) to encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators as guided by the planning factors identified in subsection (h) and section 135(d).

WHEREAS, Section 134(c) of Title 23 United States Codes states:

General Requirements.—

(1) Development of long-range plans and TIPs.— To accomplish the objectives in subsection (a), metropolitan planning organizations designated under subsection (d), in cooperation with the State and public transportation operators, shall

develop long-range transportation plans and transportation improvement programs through a performance-driven, outcome-based approach to planning for metropolitan areas of the State.

(2) Contents.— The plans and TIPs for each metropolitan area shall provide for the development and integrated management and operation of transportation systems and facilities (including accessible pedestrian walkways and bicycle transportation facilities) that will function as an intermodal transportation system for the metropolitan planning area and as an integral part of an intermodal transportation system for the State and the United States.

(3) Process of development.— The process for developing the plans and TIPs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems to be addressed.

WHEREAS, Chapter 136, Section 66.2(a) of the General Statutes of North Carolina states:

Each MPO, with cooperation of the Department of Transportation, shall develop a comprehensive transportation plan in accordance with 23 U.S.C. Section 134. In addition, an MPO may include projects in its transportation plan that are not included in a financially constrained plan or are anticipated to be needed beyond the horizon year as required by 23 U.S.C. Section 134. For municipalities located within an MPO, the development of a comprehensive transportation plan will take place through the metropolitan planning organization. For purposes of transportation planning and programming, the MPO shall represent the municipality's interests to the Department of Transportation.

WHEREAS, Chapter 136, Section 66.2(b) of the General Statutes of North Carolina states:

After completion and analysis of the plan, the plan shall be adopted by both the governing body of the municipality or MPO and the Department of Transportation as the basis for future transportation improvements in and around the municipality or within the MPO. The governing body of the municipality and the Department of Transportation shall reach agreement as to which of the existing and proposed streets and highways included in the adopted plan will be a part of the State highway system and which streets will be a part of the municipal street system. As used in this Article, the State highway system shall mean both the primary highway system of the State and the secondary road system of the State within municipalities.

WHEREAS, Chapter 136, Section 66.2(d) of the General Statutes of North Carolina states:

For MPOs, either the MPO or the Department of Transportation may propose changes in the plan at any time by giving notice to the other party, but no change shall be effective until it is adopted by both the Department of Transportation and the MPO.

WHEREAS, a transportation planning process includes the operational procedures and working arrangements by which short and long-range transportation plans are soundly conceived and developed and continuously evaluated in a manner that will:

1. Assist governing bodies and official agencies in determining courses of action and in formulating attainable capital improvement programs in anticipation of community needs; and,
2. Guide private individuals and groups in planning their decisions which can be important factors in the pattern of future development and redevelopment of the area;

WHEREAS, it is the desire of these agencies that a continuing, cooperative, and comprehensive transportation planning process, be established for the Durham-Chapel Hill-Carrboro Metropolitan Planning Area in compliance with Title 23 U.S.C. Section 134 and any subsequent amendments to that statute, and any implementing regulations; Title 49 U.S.C. Chapter 53 and any subsequent amendments to these statutes, and any implementing regulations; and the Clean Air Act of 1970, as amended, [42 U.S.C. 7504 and 7506(c)].

WHEREAS, it is the desire of these parties that all prior Memoranda of Understanding between the parties be superseded and replaced by this Memorandum of Understanding.

NOW THEREFORE, the following Memorandum of Understanding is made:

Section I

It is hereby agreed that the City of Durham, Town of Chapel Hill, Town of Carrboro, Town of Hillsborough, County of Durham, County of Orange, County of Chatham, and the North Carolina Department of Transportation in cooperation with the United States Department of Transportation will participate in a continuing, cooperative, and comprehensive transportation planning process with responsibilities and undertakings as related in the following paragraphs:

1. The Durham-Chapel Hill-Carrboro Metropolitan Planning Area, will consist of the Durham Urbanized Area as defined by the United States Department of Commerce, Bureau of the Census, plus that area beyond the existing urbanized area boundary that is expected to become urbanized or be affected by urban policies within a twenty-year planning period. This area is hereinafter referred to as the Metropolitan Planning Area.
2. The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) shall include the boards of general purpose local government – the Durham City Council, Chapel Hill Town Council, Carrboro Board of Aldermen, Hillsborough Board of Commissioners, Durham County Board of Commissioners, Orange County Board of Commissioners, and Chatham County Board of Commissioners; the North Carolina Department of Transportation; a MPO Board hereinafter defined, a MPO Technical

Committee hereinafter defined, and the various agencies and units of local, regional, state, and federal government participating in the transportation planning for the area.

3. The Metropolitan Planning Area boundary will be periodically reviewed and revised in light of new developments, basic data projections for the current planning period, and as may otherwise be required by federal and state laws.
4. The continuing transportation planning process will be a cooperative one reflective of and responsive to the programs of the North Carolina Department of Transportation, and to the comprehensive plans for growth and development of the Municipalities of Durham, Chapel Hill, Carrboro, and Hillsborough; and the Counties of Durham, Orange, and Chatham. Attention will be given to cooperative planning with the neighboring metropolitan and rural planning organizations.
5. The continuing transportation planning process will be in accordance with the intent, procedures, and programs of Title VI of the Civil Rights Act of 1964, as amended.
6. The continuing transportation planning process will be in accordance with the intent, procedures, and programs of Clean Air Act of 1970, as amended.
7. Transportation policy decisions within the MPO are the shared responsibility of the MPO Board, the N.C. Board of Transportation, and participating local governments.
8. Transportation plans and programs, and land use policies and programs, for the Planning Area, having regional impacts, will be coordinated with Triangle Transit, the neighboring metropolitan and rural planning organizations, and Triangle J Council of Governments.
9. A MPO Board is hereby established with the responsibility for cooperative transportation decision-making for the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO). The MPO Board shall have the responsibility for keeping the policy boards informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of the policy boards, and for providing opportunities for citizen participation in the transportation planning process.

The MPO Board will be responsible for carrying out the provisions of 23 U.S.C. Section 134; Title 49 U.S.C. Chapter 53; and 42 U.S.C. 7504 and 7506(c); including but not limited to:

- a. Establishment of goals and objectives for the transportation planning process;

- b. Review and approval of a Prospectus for transportation planning which defines work tasks and responsibilities for the various agencies participating in the transportation planning process;
- c. Review and approval of the transportation Unified Planning Work Program;
- d. Review and approval of changes to the National Highway System, Functional Classification, and Metropolitan Planning Area boundary;
- e. Review and approval of the Comprehensive and Metropolitan Transportation Plans. As specified in General Statutes Section 136-66.2(a), the Comprehensive Transportation Plan shall include the projects in the Metropolitan Transportation Plan and may include additional projects that are not included in the financially constrained plan or are anticipated to be needed beyond the horizon year as required by 23 U.S.C. Section 134. As specified in General Statutes Section 136-66.2(d) revisions to the Comprehensive Transportation Plan are required to be jointly approved by the North Carolina Department of Transportation and the MPO Board;
- f. Review and approval of the Transportation Improvement Program and changes to the Transportation Improvement Program. As specified in 23 U.S.C. Section 134(k), all federally funded projects carried out within the boundaries of a metropolitan planning area serving a transportation management area (excluding projects carried out on the National Highway System) shall be selected for implementation from the approved TIP by the metropolitan planning organization designated for the area in consultation with the State and any affected public transportation operator;
- g. Review and approval of planning procedures for air quality conformity and review and approval of air quality conformity determination for projects, programs, and plans;
- h. Review and approval of a Congestion Management Process;
- i. Review and approval of the distribution and oversight of federal funds designated for the DCHC MPO under the provisions of MAP-21 and any other subsequent Transportation Authorizations;
- j. Review and approval of a policy for public involvement for the DCHC MPO;
- k. Review and approval of an agreement between the MPO, the State, and public transportation operators serving the Metropolitan Planning Area that defines mutual responsibilities for carrying out the metropolitan planning process in accordance with 23 C.F.R. 450.314;

- l. Oversight of the Lead Planning Agency staff;
- m. Revision in membership of the MPO Technical Committee hereinafter defined;
- n. Development and approval of committee bylaws for the purpose of establishing operating policies and procedures;
- o. Review and approval of cooperative agreements with other transportation organizations, transportation providers, counties, and municipalities.

The membership of the MPO Board shall include:

- a. Two members of the Durham City Council;
- b. One member of the Chapel Hill Town Council;
- c. One member of the Carrboro Board of Aldermen;
- d. One member of the Hillsborough Board of Commissioners;
- e. One member of the Durham County Board of Commissioners;
- f. One member of the Orange County Board of Commissioners;
- g. One member of the Chatham County Board of Commissioners;
- h. One member of the North Carolina Board of Transportation;
- i. One member of the Triangle Transit Board of Trustees.

Municipal and county public transit providers shall be represented on the MPO Board through their respective municipal and county local government board members.

It shall be the responsibility of each member jurisdiction to appoint a representative and an alternate(s) to the MPO Board.

A quorum of the MPO Board shall consist of a majority of the voting members whose votes together represent a majority of the possible weighted votes identified in the weighted vote schedule below. A majority vote shall be sufficient for approval of matters coming before the committee with the exception that a committee member may invoke the following weighted vote provisions on any matter:

<u>Government Body</u>	<u>Votes</u>
City of Durham	16*
Town of Chapel Hill	6
Durham County	4
Orange County	4
Town of Carrboro	2
Chatham County	2
Town of Hillsborough	2
N.C. Board of Transportation	1

Triangle Transit	<u>1</u>
Total	38

* 8 votes per representative

Representatives from each of the following bodies will serve as non-voting members of the MPO Board:

- a. A representative of the Federal Highway Administration;
- b. A representative of the Federal Transit Administration;
- c. Other local, regional, state, or federal agencies impacting transportation in the planning area at the invitation of the MPO Board.

The MPO Board will meet as often as it is deemed appropriate and advisable. On the basis of a majority vote, the MPO Board may appoint members of the Board to act as Chair and Vice-Chair with the responsibility for coordination of the Board's activities. A member of the Lead Planning Agency staff will serve as Secretary to the Board and will work cooperatively with the staff of other jurisdictions.

10. A MPO Technical Committee shall be established with the responsibility of general review, guidance and coordination of the transportation planning process for the planning area and with the responsibility for making recommendations to the respective local, state, and federal governmental agencies and the MPO Board regarding any necessary actions relating to the continuing transportation planning process. The MPO Technical Committee shall be responsible for development, review and recommendations for approval and changes to the Prospectus, Unified Planning Work Program, Transportation Improvement Program, National Highway System, Functional Classification, Metropolitan Planning Area boundary, Metropolitan Transportation Plan, and Comprehensive Transportation Plan, for planning citizen participation, and for documenting reports of various transportation studies.

Membership of the MPO Technical Committee shall include technical representatives from local and state agencies directly related to and concerned with the transportation planning process for the planning area. Representatives will be designated by the chief executive officer of each represented agency. Departments or divisions within local and state agencies that should be represented on the MPO Technical Committee include, but are not limited to, those responsible for transportation planning, land use planning, transportation operations, public works and construction, engineering, public transportation, environmental conservation and planning, bicycle and pedestrian planning, and economic development. Initially, the membership shall include, but not be limited to, the following:

- a. The City of Durham 5 representatives
- b. The Town of Chapel Hill 3 representatives

c. The Town of Carrboro	2 representatives
d. The Town of Hillsborough	1 representative
e. Durham County	3 representatives
f. Orange County	3 representatives
g. Chatham County	1 representative
h. The N.C. Department of Transportation	5 representatives
i. Triangle J Council of Governments	1 representative
j. Duke University	1 representative
k. N.C. Central University	1 representative
l. The University of North Carolina	1 representative
m. The Raleigh-Durham Airport Authority	1 representative
n. Triangle Transit	1 representative
o. The Research Triangle Park Foundation	1 representative
p. The N.C. Department of the Environment and Natural Resources	1 representative

The City of Durham's membership shall not include members of the Lead Planning Agency staff.

In addition to voting membership, the following agencies shall have non-voting membership:

a. The Federal Highway Administration	1 representative
b. The Federal Transit Administration	1 representative
c. The U.S. Army Corps of Engineers	1 representative
d. The U.S. Environmental Protection Agency	1 representative
e. The U.S. Fish and Wildlife Service	1 representative
f. The N.C. Department of Cultural Resources	1 representative
g. The N.C. Department of Commerce	1 representative
h. The U.S. Department of Housing and Urban Development	1 representative
i. The N.C. Railroad Company	1 representative
j. The N.C. Trucking Association	1 representative
k. The N.C. Motorcoach Association	1 representative
l. Regional Transportation Alliance	1 representative

The MPO Technical Committee shall meet when it is deemed appropriate and advisable. On the basis of a majority vote, the MPO Technical Committee may appoint voting members of the Committee to act as Chair and Vice-Chair with the responsibility for coordination of the Committee's activities.

11. The Durham City Council, Chapel Hill Town Council, Carrboro Board of Aldermen, Hillsborough Board of Commissioners, Durham County Board of Commissioners, Orange County Board of Commissioners, and Chatham County Board of Commissioners shall

serve as the primary means for citizen input to the continuing transportation planning process. During the Metropolitan Transportation Plan reevaluation, citizen involvement in the planning process shall be encouraged during re-analysis of goals and objectives and plan formation. This citizen involvement will be obtained through procedures outlined in the MPO's policy for public involvement.

The MPO Board may also receive public input or hold public hearings as may also be required by federal or state law.

Section II

It is further agreed that the subscribing agencies will have the following responsibilities, these responsibilities being those most logically assumed by the several agencies:

The Municipalities and the Counties

The municipalities and the counties will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the Prospectus. The municipalities and the counties shall coordinate zoning and subdivision approval within their respective jurisdictions in accordance with the adopted Metropolitan Transportation Plan and the Comprehensive Transportation Plan.

Additionally, the City of Durham will serve as the Lead Planning Agency for the transportation planning process in the Planning Area.

The municipalities and the counties will participate in funding the portion of the costs of the MPO's work program not covered by federal or state funding as reflected in the annual Planning Work Program approved by the MPO Board. The portion to be paid by each municipal and county member government will be based upon its pro rata share of population within the MPO Planning Area, utilizing the most recent certified North Carolina Office of State Planning municipal and county population estimates. In addition, MPO members may also voluntarily contribute additional funds for other purposes such as to participate in funding the costs of special studies, or other specialized services as mutually agreed upon.

Funding provided by member agencies will be used to provide the required local match to federal funds. Failure by member agencies to pay the approved share of costs would impact the MPO's ability to match federal funds and could have the effect of invalidating the MPO's Unified Planning Work Program and the annual MPO self-certification, and could also result in the withholding of transportation project funds. Failure by member governments to pay the approved share of costs may also result in the withholding of MPO services and funding.

The municipalities and the counties receiving federal transportation funding designated for the Durham Urbanized Area as approved by the MPO Board through the Unified Planning Work Program shall comply with adopted reporting and oversight procedures.

North Carolina Department of Transportation

The Department will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the Prospectus. Should any authorized local government body choose to adopt or amend a transportation corridor official map for a proposed public transportation corridor pursuant to N.C.G.S. § 136-44.50, the Department may offer assistance by providing mapping, data, inventories, or other Department resources that could aid the local government body in adopting or amending a transportation corridor official map.

Triangle Transit

Triangle Transit will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the Prospectus. Triangle Transit shall comply with adopted reporting and oversight procedures for the receipt of federal transportation funding designated for the Durham Urbanized Area as approved by the MPO Board through the Unified Planning Work Program.

E-Verify Compliance for All Parties to this Agreement

Each of the parties covenants that if it enters into any subcontracts in order to perform any of its obligations under this contract, it shall require that the contractors and their subcontractors comply with the requirements of NC Gen. Stat. Article 2 of Chapter 64. In this E-Verify Compliance section, the words contractors, subcontractors, and comply shall have the meanings intended by applicable provisions of NC Gen. Stat. Chapters 153A and 160A.

Section III

Parties to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving ninety (90) days written notice to the other parties prior to the date of termination. If any party should terminate participation, this Memorandum of Understanding shall remain in force and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization shall continue to operate as long as 75% or more of the population within the Metropolitan Planning Area is represented by the remaining members. For the purpose of determining 75% representation, the populations within incorporated areas are represented by the respective municipal governments and the populations within the unincorporated areas are represented by the respective county governments.

Section IV

In witness whereof, the parties of this Memorandum of Understanding have been authorized by appropriate and proper resolutions to sign the same, the City of Durham by its City Manager, the Town of Chapel Hill by its Mayor, the Town of Carrboro by its Mayor, the Town of Hillsborough by its Mayor, Durham County by its Chair, Orange County by its Chair, Chatham County by its Chair, Triangle Transit by its Chair, and the Secretary of Transportation on behalf of the Governor of the State of North Carolina and the North Carolina Department of Transportation, this the _____ day of _____, ____.

(Seal)

City of Durham

Clerk

By _____
Manager

(Seal)

Town of Chapel Hill

Clerk

By _____
Mayor

(Seal)

Town of Carrboro

Clerk

By _____
Mayor

(Seal)

Town of Hillsborough

Clerk

By _____
Mayor

(Seal)

County of Durham

Clerk

By _____
Chair

(Seal)

County of Orange

Clerk

By _____
Chair

(Seal)

County of Chatham

Clerk

By _____
Chair

(Seal)

Triangle Transit

Clerk

By _____
Chair

(Seal)

North Carolina Department of
Transportation

By _____
Secretary

**DURHAM-CHAPEL HILL-CARRBORO
METROPOLITAN PLANNING ORGANIZATION**

**MEMORANDUM OF UNDERSTANDING
FOR
COOPERATIVE, COMPREHENSIVE, AND CONTINUING
TRANSPORTATION PLANNING**

Between

THE GOVERNOR OF THE STATE OF NORTH CAROLINA,
CITY OF DURHAM, TOWN OF CHAPEL HILL, TOWN OF CARRBORO
TOWN OF HILLSBOROUGH, COUNTY OF DURHAM,
COUNTY OF ORANGE, COUNTY OF CHATHAM, TRIANGLE TRANSIT, AND
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

Comment [BE1]: Added

in cooperation with

THE UNITED STATES DEPARTMENT OF TRANSPORTATION

November 13, 2013

WITNESSETH THAT

WHEREAS, Section 134(a) of Title 23 United States Codes states:

Comment [BE2]: Reference U.S.C. first as it establishes the basis for MPOs

Policy – It is in the national interest—

(1) to encourage and promote the safe and efficient management, operation, and development of surface transportation systems that will serve the mobility needs of people and freight and foster economic growth and development within and between States and urbanized areas, while minimizing transportation-related fuel consumption and air pollution through metropolitan and statewide transportation planning processes identified in this chapter; and
(2) to encourage the continued improvement and evolution of the metropolitan and statewide transportation planning processes by metropolitan planning organizations, State departments of transportation, and public transit operators as guided by the planning factors identified in subsection (h) and section 135(d).

WHEREAS, Section 134(c) of Title 23 United States Codes states:

General Requirements.—

(1) Development of long-range plans and TIPs.— To accomplish the objectives in subsection (a), metropolitan planning organizations designated under subsection (d), in cooperation with the State and public transportation operators, shall

1 develop long-range transportation plans and transportation improvement
2 programs through a performance-driven, outcome-based approach to planning
3 for metropolitan areas of the State.

4 (2) Contents.— The plans and TIPs for each metropolitan area shall provide for
5 the development and integrated management and operation of transportation
6 systems and facilities (including accessible pedestrian walkways and bicycle
7 transportation facilities) that will function as an intermodal transportation
8 system for the metropolitan planning area and as an integral part of an
9 intermodal transportation system for the State and the United States.

10 (3) Process of development.— The process for developing the plans and TIPs
11 shall provide for consideration of all modes of transportation and shall be
12 continuing, cooperative, and comprehensive to the degree appropriate, based
13 on the complexity of the transportation problems to be addressed.

14
15 WHEREAS, Chapter 136, Section 66.2(a) of the General Statutes of North Carolina states:

16 Each MPO, with cooperation of the Department of Transportation, shall develop a
17 comprehensive transportation plan in accordance with 23 U.S.C. Section 134. In
18 addition, an MPO may include projects in its transportation plan that are not included in
19 a financially constrained plan or are anticipated to be needed beyond the horizon year
20 as required by 23 U.S.C. Section 134. For municipalities located within an MPO, the
21 development of a comprehensive transportation plan will take place through the
22 metropolitan planning organization. For purposes of transportation planning and
23 programming, the MPO shall represent the municipality's interests to the Department of
24 Transportation.
25
26

27 WHEREAS, Chapter 136, Section 66.2(b) of the General Statutes of North Carolina states:

28 After completion and analysis of the plan, the plan shall be adopted by both the
29 governing body of the municipality or MPO and the Department of Transportation as
30 the basis for future transportation improvements in and around the municipality or
31 within the MPO. The governing body of the municipality and the Department of
32 Transportation shall reach agreement as to which of the existing and proposed streets
33 and highways included in the adopted plan will be a part of the State highway system
34 and which streets will be a part of the municipal street system. As used in this Article,
35 the State highway system shall mean both the primary highway system of the State and
36 the secondary road system of the State within municipalities.
37
38

39 WHEREAS, Chapter 136, Section 66.2(d) of the General Statutes of North Carolina states:

40 For MPOs, either the MPO or the Department of Transportation may propose changes
41 in the plan at any time by giving notice to the other party, but no change shall be
42 effective until it is adopted by both the Department of Transportation and the MPO.
43
44

Comment [BE3]: Reference N.C. General Statutes second as it establishes a requirement for MPOs

1 WHEREAS, a transportation planning process includes the operational procedures and working
2 arrangements by which short and long-range transportation plans are soundly conceived and
3 developed and continuously evaluated in a manner that will:

- 4
5 1. Assist governing bodies and official agencies in determining courses of action and in
6 formulating attainable capital improvement programs in anticipation of community
7 needs; and,
8
- 9 2. Guide private individuals and groups in planning their decisions which can be important
10 factors in the pattern of future development and redevelopment of the area;
11

12 WHEREAS, it is the desire of these agencies that a continuing, cooperative, and comprehensive
13 transportation planning process, be established for the Durham-Chapel Hill-Carrboro
14 Metropolitan Planning Area in compliance with Title 23 U.S.C. Section 134 and any subsequent
15 amendments to that statute, and any implementing regulations; Title 49 U.S.C. Chapter 53 and
16 any subsequent amendments to these statutes, and any implementing regulations; and the
17 Clean Air Act of 1970, as amended, [42 U.S.C. 7504 and 7506(c)].

18
19 WHEREAS, it is the desire of these parties that all prior Memoranda of Understanding between the
20 parties be superseded and replaced by this Memorandum of Understanding.
21

22 NOW THEREFORE, the following Memorandum of Understanding is made:

23
24 Section I
25

26 It is hereby agreed that the City of Durham, Town of Chapel Hill, Town of Carrboro, Town of
27 Hillsborough, County of Durham, County of Orange, County of Chatham, and the North Carolina
28 Department of Transportation in cooperation with the United States Department of
29 Transportation will participate in a continuing, cooperative, and comprehensive transportation
30 planning process with responsibilities and undertakings as related in the following paragraphs:
31

- 32 1. The Durham-Chapel Hill-Carrboro Metropolitan Planning Area, will consist of the
33 Durham Urbanized Area as defined by the United States Department of Commerce,
34 Bureau of the Census, plus that area beyond the existing urbanized area boundary that
35 is expected to become urbanized or be affected by urban policies within a twenty-year
36 planning period. This area is hereinafter referred to as the Metropolitan Planning Area.
37
- 38 2. The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) shall
39 include the boards of general purpose local government – the Durham City Council,
40 Chapel Hill Town Council, Carrboro Board of Aldermen, Hillsborough Board of
41 Commissioners, Durham County Board of Commissioners, Orange County Board of
42 Commissioners, and Chatham County Board of Commissioners; the North Carolina
43 Department of Transportation; a MPO Board hereinafter defined, a MPO Technical

Comment [BE4]: Changed from “Durham Urbanized Area” in response to NCDOT comment.

Comment [BE5]: Changed reference from Federal Transit Act of 1991 to the U.S.C. related to Metropolitan Planning and public transportation

Comment [BE6]: Added Clean Air Act – references U.S.C. requirements on conformity

Comment [BE7]: Added.

Comment [BE8]: Metropolitan Planning Area – not Metropolitan Area Boundary – is term used in U.S.C.

Comment [BE9]: Changed from Durham-Chapel Hill-Carrboro Urbanized Area. Census uses “Durham Urbanized Area”

Comment [BE10]: New name for TAC

Committee hereinafter defined, and the various agencies and units of local, regional, state, and federal government participating in the transportation planning for the area.

Comment [BE11]: New name for TCC

Comment [BE12]: Added regional. Could refer to TJCOG, Triangle Transit, etc.

3. The Metropolitan Planning Area boundary will be periodically reviewed and revised in light of new developments, basic data projections for the current planning period, and as may otherwise be required by federal and state laws.

4. The continuing transportation planning process will be a cooperative one reflective of and responsive to the programs of the North Carolina Department of Transportation, and to the comprehensive plans for growth and development of the Municipalities of Durham, Chapel Hill, Carrboro, and Hillsborough; and the Counties of Durham, Orange, and Chatham. Attention will be given to cooperative planning with the neighboring metropolitan and rural planning organizations.

Comment [BE13]: Changed to more inclusive language (previously only referenced CAMPO).

5. The continuing transportation planning process will be in accordance with the intent, procedures, and programs of Title VI of the Civil Rights Act of 1964, as amended.

6. The continuing transportation planning process will be in accordance with the intent, procedures, and programs of Clean Air Act of 1970, as amended.

Comment [BE14]: Added

7. Transportation policy decisions within the MPO are the shared responsibility of the MPO Board, the N.C. Board of Transportation, and participating local governments.

Comment [BE15]: Changed from "Planning Area" in response to NCDOT comment.

8. Transportation plans and programs, and land use policies and programs, for the Planning Area, having regional impacts, will be coordinated with Triangle Transit, the neighboring metropolitan and rural planning organizations, and Triangle J Council of Governments.

Comment [BE16]: Changed to more inclusive language (previously only referenced CAMPO).

9. A MPO Board is hereby established with the responsibility for cooperative transportation decision-making for the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO). The MPO Board shall have the responsibility for keeping the policy boards informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of the policy boards, and for providing opportunities for citizen participation in the transportation planning process.

The MPO Board will be responsible for carrying out the provisions of 23 U.S.C. Section 134; Title 49 U.S.C. Chapter 53; and 42 U.S.C. 7504 and 7506(c); including but not limited to:

Comment [BE17]: Updated reference to public transportation U.S.C.

Comment [BE18]: Added. References Clean Air Act requirements.

- a. Establishment of goals and objectives for the transportation planning process;

- 1 b. Review and approval of a Prospectus for transportation planning which defines
2 work tasks and responsibilities for the various agencies participating in the
3 transportation planning process;
4
5 c. Review and approval of the transportation Unified Planning Work Program;
6
7 d. Review and approval of changes to the National Highway System, Functional
8 Classification, and Metropolitan Planning Area boundary;
9
10 e. Review and approval of the Comprehensive and Metropolitan Transportation
11 Plans. As specified in General Statutes Section 136-66.2(a), the Comprehensive
12 Transportation Plan shall include the projects in the Metropolitan Transportation
13 Plan and may include additional projects that are not included in the financially
14 constrained plan or are anticipated to be needed beyond the horizon year as
15 required by 23 U.S.C. Section 134. As specified in General Statutes Section 136-
16 66.2(d) revisions to the Comprehensive Transportation Plan are required to be
17 jointly approved by the North Carolina Department of Transportation and the
18 MPO Board;
19
20 f. Review and approval of the Transportation Improvement Program and changes
21 to the Transportation Improvement Program. As specified in 23 U.S.C. Section
22 134(k), all federally funded projects carried out within the boundaries of a
23 metropolitan planning area serving a transportation management area
24 (excluding projects carried out on the National Highway System) shall be
25 selected for implementation from the approved TIP by the metropolitan
26 planning organization designated for the area in consultation with the State and
27 any affected public transportation operator;
28
29 g. Review and approval of planning procedures for air quality conformity and
30 review and approval of air quality conformity determination for projects,
31 programs, and plans;
32
33 h. Review and approval of a Congestion Management Process;
34
35 i. Review and approval of the distribution and oversight of federal funds designated
36 for the DCHC MPO under the provisions of MAP-21 and any other subsequent
37 Transportation Authorizations;
38
39 j. Review and approval of a policy for public involvement for the DCHC MPO;
40
41 k. Review and approval of an agreement between the MPO, the State, and public
42 transportation operators serving the Metropolitan Planning Area that defines
43 mutual responsibilities for carrying out the metropolitan planning process in
44 accordance with 23 C.F.R. 450.314;

Comment [BE19]: Old MOU includes “urban area boundary”. Urbanized area set by Census. Smoothed UZA no longer necessary.

Comment [BE20]: Changed from “as well as” in response to NCDOT comment

Comment [BE21]: Changed from “may be” in response to NCDOT comment.

Comment [BE22]: Updated to reflect current names of plans and legislation.

Comment [BE23]: Added reference to specific language for selection of TIP projects in Transportation Management Areas.

Comment [BE24]: Added

Comment [BE25]: Added

Comment [BE26]: Changed from “Durham Urbanized Area” in response to NCDOT comment.

Comment [BE27]: Added

Comment [BE28]: Added

Comment [BE29]: Added

1
2 l. Oversight of the Lead Planning Agency staff;

Comment [BE30]: Added

3
4 m. Revision in membership of the MPO Technical Committee hereinafter defined;

5
6 n. Development and approval of committee bylaws for the purpose of establishing
7 operating policies and procedures;

8
9 o. Review and approval of cooperative agreements with other transportation
10 organizations, transportation providers, counties, and municipalities.

Comment [BE31]: Added.

11
12 The membership of the MPO Board shall include:

- 13
14 a. Two members of the Durham City Council;
15 b. One member of the Chapel Hill Town Council;
16 c. One member of the Carrboro Board of Aldermen;
17 d. One member of the Hillsborough Board of Commissioners;
18 e. One member of the Durham County Board of Commissioners;
19 f. One member of the Orange County Board of Commissioners;
20 g. One member of the Chatham County Board of Commissioners;
21 h. One member of the North Carolina Board of Transportation;
22 i. One member of the Triangle Transit Board of Trustees.

23
24 Municipal and county public transit providers shall be represented on the MPO Board
25 through their respective municipal and county local government board members.

Comment [BE32]: Added to address MAP-21
requirement that transit providers be voting members
of the MPO Board.

26
27 It shall be the responsibility of each member jurisdiction to appoint a representative and
28 an alternate(s) to the MPO Board.
29

30 A quorum of the MPO Board shall consist of a majority of the voting members whose
31 votes together represent a majority of the possible weighted votes identified in the
32 weighted vote schedule below. A majority vote shall be sufficient for approval of
33 matters coming before the committee with the exception that a committee member
34 may invoke the following weighted vote provisions on any matter:
35

Government Body	Votes
City of Durham	16*
Town of Chapel Hill	6
Durham County	4
Orange County	4
Town of Carrboro	2
Chatham County	2
Town of Hillsborough	2
N.C. Board of Transportation	1

Triangle Transit	1
Total	38

* 8 votes per representative

Representatives from each of the following bodies will serve as non-voting members of the MPO Board:

- a. A representative of the Federal Highway Administration;
- b. A representative of the Federal Transit Administration;
- c. Other local, regional, state, or federal agencies impacting transportation in the planning area at the invitation of the MPO Board.

The MPO Board will meet as often as it is deemed appropriate and advisable. On the basis of a majority vote, the MPO Board may appoint members of the Board to act as Chair and Vice-Chair with the responsibility for coordination of the Board's activities. A member of the Lead Planning Agency staff will serve as Secretary to the Board and will work cooperatively with the staff of other jurisdictions.

10. A MPO Technical Committee shall be established with the responsibility of general review, guidance and coordination of the transportation planning process for the planning area and with the responsibility for making recommendations to the respective local, state, and federal governmental agencies and the MPO Board regarding any necessary actions relating to the continuing transportation planning process. The MPO Technical Committee shall be responsible for development, review and recommendations for approval and changes to the Prospectus, Unified Planning Work Program, Transportation Improvement Program, National Highway System, Functional Classification, Metropolitan Planning Area boundary, Metropolitan Transportation Plan, and Comprehensive Transportation Plan, for planning citizen participation, and for documenting reports of various transportation studies.

Membership of the MPO Technical Committee shall include technical representatives from local and state agencies directly related to and concerned with the transportation planning process for the planning area. Representatives will be designated by the chief executive officer of each represented agency. Departments or divisions within local and state agencies that should be represented on the MPO Technical Committee include, but are not limited to, those responsible for transportation planning, land use planning, transportation operations, public works and construction, engineering, public transportation, environmental conservation and planning, bicycle and pedestrian planning, and economic development. Initially, the membership shall include, but not be limited to, the following:

- a. The City of Durham 5 representatives
- b. The Town of Chapel Hill 3 representatives

Comment [BE33]: Proposed Weighted Voting is based on the current MOU, but makes Durham County and Orange County equivalent due to similar populations and increases Chapel Hill due to comparatively larger size. In response to Carrboro's comments, all local governments receive a minimum of two votes. The number of weighted votes for all jurisdictions were doubled from the draft MOU. Quorum is 6 members who represent 20 weighted votes.

Comment [BE34]: Current MOU "A Division Administrator(s) of the Federal Highway Administration and/or the Federal Transit Administration, or their representative(s);"

Comment [BE35]: Changed from City of Durham Department of Transportation

Comment [BE36]: Changed from "the transportation study" in response to Orange County comment.

Comment [BE37]: Added.

- c. The Town of Carrboro 2 representatives
- d. The Town of Hillsborough 1 representative
- e. Durham County 3 representatives
- f. Orange County 3 representatives
- g. Chatham County 1 representative
- h. The N.C. Department of Transportation 5 representatives
- i. Triangle J Council of Governments 1 representative
- j. Duke University 1 representative
- k. N.C. Central University 1 representative
- l. The University of North Carolina 1 representative
- m. The Raleigh-Durham Airport Authority 1 representative
- n. Triangle Transit 1 representative
- o. The Research Triangle Park Foundation 1 representative
- p. The N.C. Department of the Environment and Natural Resources 1 representative

Comment [BE38]: Increased to 3 to be equal with Durham County.

Comment [BE39]: Added due to air quality and Merger Process roles

The City of Durham's membership shall not include members of the Lead Planning Agency staff.

Comment [BE40]: Added

In addition to voting membership, the following agencies shall have non-voting membership:

- a. The Federal Highway Administration 1 representative
- b. The Federal Transit Administration 1 representative
- c. The U.S. Army Corps of Engineers 1 representative
- d. The U.S. Environmental Protection Agency 1 representative
- e. The U.S. Fish and Wildlife Service 1 representative
- f. The N.C. Department of Cultural Resources 1 representative
- g. The N.C. Department of Commerce 1 representative
- h. The U.S. Department of Housing and Urban Development 1 representative
- i. The N.C. Railroad Company 1 representative
- j. The N.C. Trucking Association 1 representative
- k. The N.C. Motorcoach Association 1 representative
- l. Regional Transportation Alliance 1 representative

Comment [BE41]: Current MOU says 2 from USDOT. Proposed MOU specifically requests one from FHWA and one from FTA.

Comment [BE42]: Added – all have role in Merger Process

Comment [BE43]: Added due to Livability Initiative.

Comment [BE44]: Added to incorporate freight interests.

Comment [BE45]: Added as a substitute for the Greyhound membership currently in the TCC bylaws. Represents private charter bus operators.

Comment [BE46]: Added to incorporate economic development interests.

The MPO Technical Committee shall meet when it is deemed appropriate and advisable. On the basis of a majority vote, the MPO Technical Committee may appoint voting members of the Committee to act as Chair and Vice-Chair with the responsibility for coordination of the Committee's activities.

11. The Durham City Council, Chapel Hill Town Council, Carrboro Board of Aldermen, Hillsborough Board of Commissioners, Durham County Board of Commissioners, Orange County Board of Commissioners, and Chatham County Board of Commissioners shall

1 serve as the primary means for citizen input to the continuing transportation planning
2 process. During the Metropolitan Transportation Plan reevaluation, citizen involvement
3 in the planning process shall be encouraged during re-analysis of goals and objectives
4 and plan formation. This citizen involvement will be obtained through procedures
5 outlined in the MPO's policy for public involvement.

Comment [BE47]: Deleted "...goals and objectives surveys, neighborhood forums, and public hearings in accordance with..."

6
7 The MPO Board may also receive public input or hold public hearings as may also be
8 required by federal or state law.
9

Comment [BE48]: Changed from "North Carolina Highway Action Plan"

10 Section II

11
12 It is further agreed that the subscribing agencies will have the following responsibilities, these
13 responsibilities being those most logically assumed by the several agencies:
14

15 The Municipalities and the Counties

Comment [BE49]: Condensed into one section. Current MOU includes identical language for all seven municipalities and counties.

16
17 The municipalities and the counties will assist in the transportation planning process by
18 providing planning assistance, data, and inventories in accordance with the Prospectus.
19 The municipalities and the counties shall coordinate zoning and subdivision approval
20 within their respective jurisdictions in accordance with the adopted Metropolitan
21 Transportation Plan and the Comprehensive Transportation Plan.
22

23 Additionally, the City of Durham will serve as the Lead Planning Agency for the
24 transportation planning process in the Planning Area.
25

26 The municipalities and the counties will participate in funding the portion of the costs of
27 the MPO's work program not covered by federal or state funding as reflected in the
28 annual Planning Work Program approved by the MPO Board. The portion to be paid by
29 each municipal and county member government will be based upon its pro rata share of
30 population within the MPO Planning Area, utilizing the most recent certified North
31 Carolina Office of State Planning municipal and county population estimates. In
32 addition, MPO members may also voluntarily contribute additional funds for other
33 purposes such as to participate in funding the costs of special studies, or other
34 specialized services as mutually agreed upon.
35

Comment [BE50]: Added in response to Chapel Hill comment.

Comment [BE51]: Added. Uses same language as CAMPO.

36 Funding provided by member agencies will be used to provide the required local match
37 to federal funds. Failure by member agencies to pay the approved share of costs would
38 impact the MPO's ability to match federal funds and could have the effect of
39 invalidating the MPO's Unified Planning Work Program and the annual MPO self-
40 certification, and could also result in the withholding of transportation project funds.
41 Failure by member governments to pay the approved share of costs may also result in
42 the withholding of MPO services and funding.
43
44

Comment [BE52]: Added. This paragraph was rewritten in response to NCDOT and Orange County comment.

1 The municipalities and the counties receiving federal transportation funding designated
2 for the Durham Urbanized Area as approved by the MPO Board through the Unified
3 Planning Work Program shall comply with adopted reporting and oversight procedures.

Comment [BE53]: Added

4 North Carolina Department of Transportation

5
6
7 The Department will assist in the transportation planning process by providing planning
8 assistance, data, and inventories in accordance with the Prospectus. Should any
9 authorized local government body choose to adopt or amend a transportation corridor
10 official map for a proposed public transportation corridor pursuant to N.C.G.S. § 136-
11 44.50, the Department may offer assistance by providing mapping, data, inventories, or
12 other Department resources that could aid the local government body in adopting or
13 amending a transportation corridor official map.

Comment [BE54]: Changed from “The Department, to the fullest extent possible and as permitted by existing state and federal regulations, will provide assistance in the protection of necessary rights-of-way for those transportation facilities designated in the adopted Metropolitan Transportation Plan and Comprehensive Transportation Plan” in response to NCDOT comment.

14 Triangle Transit

15
16
17 Triangle Transit will assist in the transportation planning process by providing planning
18 assistance, data, and inventories in accordance with the Prospectus. Triangle Transit
19 shall comply with adopted reporting and oversight procedures for the receipt of federal
20 transportation funding designated for the Durham Urbanized Area as approved by the
21 MPO Board through the Unified Planning Work Program.

Comment [BE55]: Added.

22 E-Verify Compliance for All Parties to this Agreement

23
24
25 Each of the parties covenants that if it enters into any subcontracts in order to perform
26 any of its obligations under this contract, it shall require that the contractors and their
27 subcontractors comply with the requirements of NC Gen. Stat. Article 2 of Chapter
28 64. In this E-Verify Compliance section, the words contractors, subcontractors, and
29 comply shall have the meanings intended by applicable provisions of NC Gen. Stat.
30 Chapters 153A and 160A.

Comment [BE56]: Added in response to City of Durham comment.

31 Section III

32
33
34 Parties to this Memorandum of Understanding may terminate their participation in the
35 continuing transportation planning process by giving ninety (90) days written notice to the
36 other parties prior to the date of termination. If any party should terminate participation, this
37 Memorandum of Understanding shall remain in force and the Durham-Chapel Hill-Carrboro
38 Metropolitan Planning Organization shall continue to operate as long as 75% or more of the
39 population within the Metropolitan Planning Area is represented by the remaining members.
40 For the purpose of determining 75% representation, the populations within incorporated areas
41 are represented by the respective municipal governments and the populations within the
42 unincorporated areas are represented by the respective county governments.

Comment [BE57]: Changed from “thirty (30)” in response to Carrboro and City of Durham comment.

43 Section IV

1
2 In witness whereof, the parties of this Memorandum of Understanding have been authorized
3 by appropriate and proper resolutions to sign the same, the City of Durham by its Manager, the
4 Town of Chapel Hill by its Mayor, the Town of Carrboro by its Mayor, the Town of Hillsborough
5 by its Mayor, Durham County by its Chair, Orange County by its Chair, Chatham County by its
6 Chair, Triangle Transit by its Chair, and the Secretary of Transportation on behalf of the
7 Governor of the State of North Carolina and the North Carolina Department of Transportation,
8 this the _____ day of _____, ____.

Comment [BE58]: Added in response to
NCDOT comment.

9
10 (Seal) _____ City of Durham

11
12
13
14 _____ By _____
15 Clerk _____ Manager

16
17 (Seal) _____ Town of Chapel Hill

18
19
20
21 _____ By _____
22 Clerk _____ Mayor

23
24 (Seal) _____ Town of Carrboro

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28 _____ By _____
29 Clerk _____ Mayor

30
31 (Seal) _____ Town of Hillsborough

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34
35 _____ By _____
36 Clerk _____ Mayor

37
38 (Seal) _____ County of Durham

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42 _____ By _____
43 Clerk _____ Chair

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(Seal) County of Orange

Clerk By _____
Chair

(Seal) County of Chatham

Clerk By _____
Chair

(Seal) Triangle Transit

Clerk By _____
Chair

(Seal) North Carolina Department of
Transportation

By _____
Secretary

Comment [BE59]: Signature lines will be on separate pages in the final MOU for easier execution.

NORTH CAROLINA

DURHAM-CHAPEL HILL-CARRBORO
METROPOLITAN PLANNING ORGANIZATION

MEMORANDUM OF UNDERSTANDING

for

CONTINUING, COOPERATIVE, AND COMPREHENSIVE
TRANSPORTATION PLANNING

between

THE GOVERNOR OF THE STATE OF NORTH CAROLINA,
CITY OF DURHAM, TOWN OF CHAPEL HILL, TOWN OF CARRBORO,
TOWN OF HILLSBOROUGH, COUNTY OF DURHAM,
COUNTY OF ORANGE, COUNTY OF CHATHAM, AND
THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

in cooperation with

THE UNITED STATES DEPARTMENT OF TRANSPORTATION

September 10, 1993

WITNESSETH THAT

WHEREAS, Chapter 136, Article 3A, Section 136-66.2(a) of the General Statutes of North Carolina require that:

"Each municipality with the cooperation of the Department of Transportation, shall develop a comprehensive plan for a street system that will serve present and anticipated volumes of vehicular traffic in and around the municipality. The plan shall be based on the best information available including, but not limited to, population growth, economic conditions and prospects, and patterns of land development in and around the municipality and shall provide for the safe and effective use of streets and highways through such means as parking regulations, signal systems, and traffic signs, markings, and other devices. The Department of Transportation may provide financial and technical assistance in the preparation of such plans."; and,

WHEREAS, the said Chapter 136, Article 3A, Section 136-66.2(b) provides that:

"After completion and analysis of the plan, the plan may be adopted by both the governing body of the municipality and the Department of Transportation as the basis for future street and highway improvements in and around the municipality. As a part of the plan, the governing body of the municipality and the Department of Transportation shall reach an agreement as to which of the existing and proposed streets and highways included in the plan will be a part of the State highway system and which streets will be part of the Municipal street system. As used in this article, the State highway system shall mean both the primary highway system of the State and the secondary road system of the State within municipalities."; and,

WHEREAS, the said Chapter 136, Article 3A, Section 136.66.2(d) provides that:

"Either the municipality or the Department of Transportation may propose changes in the plan at any time by giving notice to the other party, but no change shall be effective until it is adopted by both the Department of Transportation and the municipal governing board."; and,

WHEREAS, Section 134(a) of Title 23 United States Code states:

"It is in the national interest to encourage and promote the development of transportation systems, embracing various modes of transportation in a manner which will efficiently maximize mobility of people and goods within and through urbanized areas and minimize transportation-related fuel consumption and air pollution. To accomplish this objective, metropolitan planning organizations, in cooperation with the State, shall develop transportation plans and programs for urbanized areas of the State. Such plans and programs shall provide for the development of transportation facilities (including pedestrian walkways and bicycle transportation facilities) which will function as an inter-modal transportation system for the State, the metropolitan areas, and the Nation. The process for developing such plans and programs shall provide for consideration of all modes of transportation and shall be continuing, cooperative, and comprehensive to the degree appropriate, based on the complexity of the transportation problems."; and,

WHEREAS, a transportation planning process includes the operational procedures and working arrangements by which short and long-range transportation plans are soundly conceived and developed and continuously evaluated in a manner that will:

1. Assist governing bodies and official agencies in determining courses of action and in formulating attainable capital improvement programs in anticipation of community needs; and,
2. Guide private individuals and groups in planning their decisions which can be important factors in the pattern of future development and redevelopment of the area; and,

WHEREAS, it is the desire of these agencies that a continuing, cooperative, and comprehensive transportation planning process, be established for the DURHAM-CHAPEL HILL-CARRBORO Urban Area to comply with Title 23 U.S.C. 134; and Sections 3(a)(2), 4(a), 5(g)(1), and 5(1) of the Federal Transit Act of 1991, and the Intermodal Surface Transportation Efficiency Act of 1991 {49 U.S.C. 1602(a)(2), 1603(a), 1604(g)(1), and 1604(1)}. NOW THEREFORE the following MEMORANDUM OF UNDERSTANDING is made:

Section I.

It is hereby agreed that the CITY OF DURHAM, TOWN OF CHAPEL HILL, TOWN OF CARRBORO, TOWN OF HILLSBOROUGH, COUNTY OF DURHAM, COUNTY OF ORANGE, COUNTY OF CHATHAM, AND THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION in cooperation with the UNITED STATES DEPARTMENT OF TRANSPORTATION, will participate in a continuing transportation planning process with responsibilities and undertakings as related in the following paragraphs:

1. The Durham-Chapel Hill-Carrboro Planning Area (as defined by the Metropolitan Area Boundary) will be the Durham-Chapel Hill-Carrboro Urbanized Area, as defined by the United States Department of Commerce, Bureau of the Census, plus that area beyond the existing urbanized area boundary that is expected to become urbanized or be affected by urban policies within a twenty year planning period.
2. The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) for the Durham-Chapel Hill-Carrboro Urban Area shall include the boards of general purpose local government -- the Durham City Council, Chapel Hill Town Council, Carrboro Board of Aldermen, Hillsborough Board of Commissioners, Durham County Board of Commissioners, Orange County Board of Commissioners, and Chatham County Board of Commissioners; the North Carolina Department of Transportation; a Transportation Advisory Committee hereinafter defined; a Technical Coordinating Committee

hereinafter defined; and the various agencies and units of local, State, and federal government participating in transportation planning for the area.

3. The Metropolitan Area Boundary (MAB) will be periodically reviewed and revised in light of new developments, basic data projections for the current planning period, and as may otherwise be required by federal and State laws.
4. The continuing transportation planning process will be a cooperative one and all planning discussions will be reflective of and responsive to the programs of the North Carolina Department of Transportation, and to the comprehensive plans for growth and development of the Municipalities of Durham, Chapel Hill, Carrboro, and Hillsborough; and the Counties of Durham, Orange, and Chatham. Attention will be given to cooperative planning with the Capital Area Metropolitan Planning Organization (CAMPO).
5. The continuing transportation planning process will be in accordance with the intent, procedures, and programs of Title VI of the Civil Rights Act of 1964, as amended.
6. Transportation policy decisions within the Planning Area are the shared responsibility of the Transportation Advisory Committee, the N. C. Board of Transportation, and participating local governments.
7. Transportation plans and programs, and land use policies and programs, for the planning area, having regional impacts, will be coordinated with the Triangle Transit Authority (TTA), the Capital Area Metropolitan Planning Organization (CAMPO), and the Triangle J Council of Governments.
8. A TRANSPORTATION ADVISORY COMMITTEE (TAC) is hereby established with the responsibility for cooperative transportation planning decision making for the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO). The Transportation Advisory Committee shall have the responsibility for keeping the policy boards informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of the policy boards; and for providing opportunities for citizen participation in the transportation planning process.

The TRANSPORTATION ADVISORY COMMITTEE will be responsible for carrying out the provisions of 23 U.S.C. 134; and Sections 5(1) and 8(a) and 8(c) of the Urban Mass Transportation Act of 1964 as amended {49 U.S.C. 1604(1) and 1607(a) and

1607(c)); including, but not limited to:

- a. Establishment of goals and objectives for the transportation planning process;
- b. Review and approval of a *Prospectus* for transportation planning which defines work tasks and responsibilities for the various agencies participating in the transportation planning process;
- c. Review and recommendation of changes to the National Highway System, Functional Classification, Urban Area Boundary, and Metropolitan Area Boundary;
- d. Review and approval of the transportation *Unified Planning Work Program* (UPWP);
- e. Review and approval of the comprehensive transportation plan and any changes to the Plan. (The Thoroughfare Plan is an element of the comprehensive transportation plan, and as required by General Statutes' Section 136-66.2(d) revisions in the Thoroughfare Plan must be jointly approved by the local governing boards and the North Carolina Department of Transportation);
- f. Review and approval of the *Transportation Improvement Program* and changes to the *Transportation Improvement Program* for multi-modal capital and operating expenditures and to insure coordination between local and State capital and operating improvement programs;
- g. Revision in membership of the Technical Coordinating Committee hereinafter defined; and
- h. Development and approval of committee bylaws for the purpose of establishing operating policies and procedures.

The membership of the TRANSPORTATION ADVISORY COMMITTEE shall include:

- a. Two members of the Durham City Council;
- b. One member of the Chapel Hill Town Council;
- c. One member of the Carrboro Board of Aldermen;
- d. One member of the Hillsborough Board of Commissioners;
- e. One member of the Durham County Board of Commissioners;
- f. One member of the Orange County Board of Commissioners;

- g. One member of the Chatham County Board of Commissioners; and
- h. One member of the North Carolina Board of Transportation.

It shall be the responsibility of each member jurisdiction to appoint a representative(s) and an alternate(s) to the Transportation Advisory Committee.

A quorum of the Transportation Advisory Committee shall consist of a majority of the voting members whose votes together represent a majority of the total possible weighted votes identified in the weighted vote schedule below. A majority vote shall be sufficient for approval of matters coming before the committee with the exception that a committee member may invoke the following weighted vote provisions on any matter:

<u>Governmental Body</u>	<u>Votes</u>
City of Durham	6*
Town of Chapel Hill	2
Durham County	2
Town of Carrboro	1
Town of Hillsborough	1
Orange County	1
Chatham County	1
N. C. Board of Transportation	1
Total	15

* Three (3) votes per representative

Representatives from each of the following bodies will serve as non-voting members of the Transportation Advisory Committee:

- A Division Administrator(s) of the Federal Highway Administration and/or the Federal Transit Administration, or their representative(s);
- A member of the Triangle Transit Authority (TTA) Board of Trustees; and
- Other local, regional, State, or federal agencies impacting transportation in the planning area at the invitation of the TAC.

The Transportation Advisory Committee will meet as often as it is deemed appropriate and advisable. On the basis of a majority vote, the Transportation Advisory Committee may appoint members of the Committee to act as Chair and Vice-Chair with the responsibility for coordination of the Committee's activities. A member of the staff of the City of Durham Department of Transportation will serve as Secretary to the Committee and will work cooperatively with the staff of other jurisdictions.

9. A TECHNICAL COORDINATING COMMITTEE (TCC) shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the Planning Area and with the responsibility for making recommendations to the respective local, State, and federal governmental agencies and the Transportation Advisory Committee regarding any necessary actions relating to the continuing transportation planning process. The TCC shall be responsible for development, review, and recommendation for approval and changes to the *Prospectus*, *Unified Planning Work Program*, *Transportation Improvement Program*, *National Highway System*, *Functional Classification*, *Urban Area Boundary*, the *Metropolitan Area Boundary*, and the *Comprehensive Transportation Plan*, for planning citizen participation, and for documenting reports of the transportation study.

Membership of the Technical Coordinating Committee shall include technical representatives from local and State agencies directly related to and concerned with the transportation planning process for the Planning Area. Representatives will be designated by the chief executive officer of each represented agency. Initially, the membership shall include, but not be limited to, the following:

- | | |
|--|---------------------|
| a. The City of Durham | (5 representatives) |
| b. The Town of Chapel Hill | (3 representatives) |
| c. The Town of Carrboro | (2 representatives) |
| d. The Town of Hillsborough | (1 representative) |
| e. Durham County | (3 representatives) |
| f. Orange County | (2 representatives) |
| g. Chatham County | (1 representative) |
| h. The N. C. Department
of Transportation | (5 representatives) |

- i. Triangle "J" Council of Governments (1 representative)
- j. Duke University (1 representative)
- k. N. C. Central University (1 representative)
- l. The University of North Carolina (1 representative)
- m. The Raleigh-Durham Airport Authority (1 representative)
- n. The Triangle Transit Authority (1 representative)
- o. The Research Triangle Park Foundation (1 representative)

In addition to voting membership, the U. S. Department of Transportation shall have two (2) non-voting representatives.

The Technical Coordinating Committee shall meet when it is deemed appropriate and advisable. On the basis of majority vote of its membership, the Technical Coordinating Committee may appoint voting members of the Committee to act as Chair and Vice-Chair with the responsibility for coordination of the Committee's activities.

10. The Durham City Council, Chapel Hill Town Council, Carrboro Board of Alderman, Hillsborough Board of Commissioners, Durham County Board of Commissioners, Orange County Board of Commissioners, and Chatham County Board of Commissioners shall serve as the primary means for citizen input to the continuing transportation planning process. During the comprehensive transportation plan reevaluation, citizen involvement in the planning process shall be encouraged during re-analysis of goals and objectives and plan formation. This citizen involvement will be obtained through goals and objectives surveys, neighborhood forums, and public hearings in accordance with procedures outlined in the "North Carolina Highway Action Plan."

The Transportation Advisory Committee may also receive public input or hold public hearings as may also be required by federal or State law.

Section II.

It is further agreed that the subscribing agencies will have the following responsibilities, these responsibilities being those most logically assumed by the several agencies:

City of Durham

The Department of Transportation of the City of Durham will serve as the LEAD PLANNING AGENCY for the transportation planning process in the Planning Area and will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the *Prospectus*. Additionally, the City shall coordinate zoning and subdivision approvals within its jurisdiction in accordance with the adopted Comprehensive Transportation Plan and the mutually adopted Thoroughfare Plan.

Town of Chapel Hill

The Town of Chapel Hill will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the *Prospectus*. Additionally, the Town shall, coordinate zoning and subdivision approval within its jurisdiction in accordance with the adopted Comprehensive Transportation Plan and the mutually adopted Thoroughfare Plan.

Town of Carrboro

The Town of Carrboro will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the *Prospectus*. Additionally, the Town shall, coordinate zoning and subdivision approval within its jurisdiction in accordance with the adopted Comprehensive Transportation Plan and the mutually adopted Thoroughfare Plan.

Town of Hillsborough

The Town of Hillsborough will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the *Prospectus*. Additionally, the Town shall, coordinate zoning and subdivision approval within its jurisdiction in accordance with the adopted Comprehensive Transportation Plan and the mutually adopted Thoroughfare Plan.

Durham County

Durham County will assist in the transportation planning process by providing planning assistance, data, and inventories in

accordance with the *Prospectus*. Additionally, Durham County shall, coordinate zoning and subdivision approval within its jurisdiction in accordance with the adopted Comprehensive Transportation Plan and the mutually adopted Thoroughfare Plan.

Orange County

Orange County will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the *Prospectus*. Additionally, Orange County shall, coordinate zoning and subdivision approval within its jurisdiction in accordance with the adopted Comprehensive Transportation Plan and the mutually adopted Thoroughfare Plan.

Chatham County

Chatham County will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the *Prospectus*. Additionally, Chatham County shall coordinate zoning and subdivision approval within its jurisdiction in accordance with the adopted Comprehensive Transportation Plan and the mutually adopted Transportation Plan.

North Carolina Department of Transportation

The Department will assist in the transportation planning process by providing planning assistance, data, and inventories in accordance with the *Prospectus*. The Department, to the fullest extent possible and as permitted by existing State and federal regulations, will provide assistance in the protection of necessary rights-of-way for those thoroughfares designated in the adopted Comprehensive Transportation Plan and the mutually adopted Thoroughfare Plan.

Section III.

Parties to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving 30 days written notice to the other parties prior to the date of termination. If any party should terminate participation, this Memorandum of Understanding shall remain in force and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization shall continue to operate as long as 75% or more of the population within the Metropolitan Area Boundary is represented by the remaining members. For the purpose of determining 75% representation, the populations within incorporated areas are represented by the respective municipal governments and the populations within the unincorporated areas are represented by the respective county governments.

Section IV.

In witness whereof, the Secretary of Transportation, on behalf of the Governor of the State of North Carolina has signed this Memorandum of Agreement and the parties of this Memorandum of Understanding have been authorized by appropriate and proper resolutions to sign the same, the City of Durham by its City Manager, the Town of Chapel Hill by its Mayor, the Town of Carrboro by its Mayor, the Town of Hillsborough by its Mayor, Durham County by its Chair, Orange County by its Chair, Chatham County by its Chair, and the North Carolina Department of Transportation by the Secretary of Transportation, this 28th day of January, 1994.

(Seal)

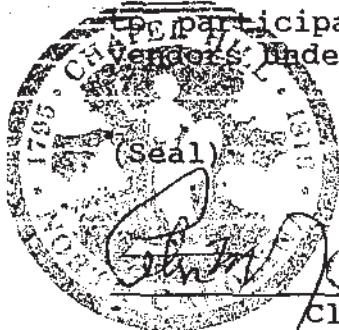
Margaret M Bowers
Clerk



CITY OF DURHAM

John S. Howell
City Manager

Policy of City of Durham. (a) THE CITY OF DURHAM OPPOSES THE PRACTICE OF APARTHEID IN THE REPUBLIC OF SOUTH AFRICA AND URGES EACH OF ITS CONTRACTORS TO REFRAIN FROM INVESTING OR DOING BUSINESS IN THE REPUBLIC OF SOUTH AFRICA. (b) The City of Durham opposes discrimination on the basis of race and sex and urges all its contractors to provide a fair opportunity for minorities and women to participate in their work force and as subcontractors and vendors under City contracts.



(Seal)

John S. Howell
Clerk

TOWN OF CHAPEL HILL

By Kenneth S. Brown
Mayor

(Seal)

James C. Williamson
Clerk

TOWN OF CARRBORO

By Deen G. Kinross
Mayor

This Instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

(Seal)

TOWN OF HILLSBOROUGH

Donna Ray
Clerk

By *Harold H. Johnson*
Mayor

(Seal)

COUNTY OF DURHAM

Harry E. Winstead
Clerk

By *Mark V. [illegible]*
Chair

(Seal)

COUNTY OF ORANGE

Kathleen Baker
Deputy Clerk

By *Moses Carey*
Chair

(Seal)

COUNTY OF CHATHAM

Sandra B. Cape
Clerk

By *Henry W. Dunsley*
Chair

GOVERNOR OF THE STATE OF
NORTH CAROLINA AND THE
NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

By *[Signature]*
Secretary of Transportation

Approved for Execution for Michael Easley, Attorney General

1/21/94
date

By *James E. Magner Jr.*
Assistant Attorney General

Member Organizations: Town of Carrboro • Town of Chapel Hill • County of Chatham • City of Durham
Durham County • Town of Hillsborough • NC Department of Transportation • Orange County

November 20, 2013

Mr. David Andrews
Manager
Town of Carrboro
301 W. Main St.
Carrboro, NC 27510

Dear Mr. Andrews:

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) requests that the Town of Carrboro approve our updated Memorandum of Understanding (MOU). The MPO is a partnership of the member governments in the Durham Urbanized Area and the North Carolina Department of Transportation in cooperation with the United States Department of Transportation. A draft MOU was sent to our member jurisdictions in June 2013 for review and comment. On October 9, 2013, the MPO's Board considered these comments and endorsed a recommended MOU for approval by its member jurisdictions.

The DCHC MPO's current MOU was executed in 1994 and is provided as an attachment to this letter. Several updates and changes are recommended to reflect current federal and state legislation and regulations, planning practices of the MPO, updated population figures, and best planning principles. A clean version of the MPO's recommended MOU is included as an attachment to this letter. A marked version of the recommended MOU is also included which indicates changes made from the current MOU.

In summary, the major proposed changes in the recommended MOU are:

- References to new and updated federal and state legislation and regulations;
- More descriptive names for the MPO's governing board and staff board;
- Addition of required planning procedures and processes to the MPO's responsibilities ;
- Addition of Triangle Transit to the MPO's member governments and inclusion as a voting member of the governing board to fulfill a new federal requirement;
- Additional voting and non-voting membership on the MPO's staff board;
- Changes to the MPO's responsibilities and member governments' responsibilities to reflect the approved cost-sharing among member governments for the local match associated with the MPO's work program; and
- Adjustment to the weighted voting provision to reflect current population figures. The table below displays the 2010 Census population figures for the MPO for reference. The

recommended weighted voting provision was adjusted by the MPO Board in October in response to member government comments.

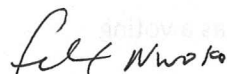
Agency	2010 Census Population	2010 Census Population Share	Current MOU Weighted Votes	Current MOU Weighted Voting Share	Rec. Number of TAC Members	Rec. MOU Weighted Votes	Rec. MOU Weighted Voting Share
Durham City	228,330	0.58	6	0.40	2	16	0.42
Chapel Hill	57,233	0.15	2	0.13	1	6	0.16
Durham County	35,384	0.09	2	0.13	1	4	0.11
Orange County	34,172	0.09	1	0.07	1	4	0.11
Carrboro	19,582	0.05	1	0.07	1	2	0.05
Chatham County	13,809	0.03	1	0.07	1	2	0.05
Hillsborough	6,087	0.02	1	0.07	1	2	0.05
NC DOT	N/A	N/A	1	0.07	1	1	0.03
Triangle Transit	N/A	N/A	N/A	N/A	1	1	0.03

*The County population figures only include the non-incorporated population. The Town of Cary has 1,422 residents in the portion of Chatham County within the MPO. The City of Raleigh has 1,067 residents in Durham County within the MPO. These residents are not included in the county population figures above. The Town of Cary and City of Raleigh are both members of the NC Capital Area MPO.

Coordinating an update to the MPO's MOU is a complex and time-consuming task as it requires agreement and execution by the governing boards of all of the MPO's member governments. The MPO appreciates your organization's review of the document over the summer. The MPO Board fully considered these comments and made adjustments to the document when appropriate and practical. See the enclosed table for an explanation of the MPO's response to these comments. We are hopeful that the recommended MOU can be quickly approved by all of our members. We request that you approve the MOU by February 20, 2014.

MPO staff members are available to meet and discuss this document with the Town of Carrboro and can assist with any necessary presentation of the document to staff or governing boards. Please contact Felix Nwoko at felix.nwoko@durhamnc.gov or 919-560-4366 x 36424 with any questions or to schedule a meeting.

Sincerely,



Felix Nwoko
Planning Manager

cc: Jeff Brubaker, Town of Carrboro
Patricia McGuire, Town of Carrboro
Tina Moon, Town of Carrboro



TOWN OF CARRBORO

NORTH CAROLINA

WWW.TOWNOFCARRBORO.ORG

September 10, 2013

Felix Nwoko, PhD

Transportation Planning Manager – Durham DOT

Administrator – Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO)

101 City Hall Plaza, 4th Floor

Durham, NC 27701

Dear Mr. Nwoko:

The Town of Carrboro appreciates the opportunity to review and provide initial comments on the proposed changes to DCHC-MPO's Memorandum of Understanding.

Town staff have met with the Town's representative and alternate on the Transportation Advisory Committee to discuss the proposed changes. Accordingly, the TAC representatives have the following comments (with page numbers referring to the marked-up version):

1. On p. 6, the minimum number of weighted votes for all parties should be two (2), except for the N.C. Board of Transportation and Triangle Transit, who should receive one (1) weighted vote. This reflects the fact that the N.C. Board of Transportation and Triangle Transit are distinct from the other parties in that they are represented by appointed, and not elected, officials.
2. On p. 9, in the "The Municipalities and the Counties" section, language should be added establishing an oversight process for activities conducted under the MPO's work plan, as has been agreed to by MPO staff and member jurisdiction staff.
3. On p. 9, a limitation on the percent annual increase in the UPWP budget should be added.
4. On p. 10, in "Section III", the written notice period for termination of participation in the transportation planning process should be changed from thirty (30) days to ninety (90) days.

We understand that the revisions will eventually be presented to all governing bodies of the various MPO members for review and consideration of approval. The Town looks forward to continuing to coordinate with the MPO on this matter.

Please let me know if you have any questions or need additional information.

Sincerely,

David Andrews

Town Manager

Cc: Arche McAdoo, Finance Director

Patricia McGuire, Planning Director

Christina Moon, Planning Administrator

Jeff Brubaker, Transportation Planner

DLA/jsb

**DCHC MPO Memorandum of Understanding
Summary of Comments Received from DCHC Members**

Note: Page and line references refer to marked version of MOU.

Town of Hillsborough Comments – Received 8/28/13

Comment	TAC Response
No comments	N/A

Chatham County Comments – Received 9/6/13

Comment	TAC Response
Page 6, beginning on line 36. The Chatham County Board of Commissioners is unanimously opposed to the weighted voting provisions.	Weighting voting provisions are in the MOU. The number of votes was adjusted so that all local governments have more votes than Triangle Transit and NCDOT. The proposed weighted voting is based on the current MOU, with small adjustments to account for current populations. Population distribution is not the only factor in developing the current weighted voting structure as the City of Durham only represents 42% of the weighted votes yet represents about 58% of the population of the MPO. Weighted voting has been very rarely invoked by MPO Board members.
General comment: The Board of Commissioners is also concerned about the 20% local match, citing the population differences between the urbanized area and the planning area of the MPO boundary within Chatham County.	No change. Federal regulations require the MPO to plan and conduct other activities within the entire planning area, not just the urbanized area.

NCDOT Comments – Received 9/6/13

Comment	TAC Response
Page 3, line 13-14. The MPO is required to plan for the entire area, not just the Durham Urbanized Area as defined by the US Census. Change “Durham Urbanized Area” to “Durham-Chapel Hill-Carrboro Metropolitan Planning Area”	Change made
Page 4, line 21. Change “Planning Area” to “MPO”	Change made
Page 4, line 35. What is MPO policy for PI [public involvement]? Expecting the public to show up in downtown Durham, in the morning, and pay to park may be limiting your PI.	No change. The MPO approved a revised Public Involvement Policy on 11/14/2012. The Policy prescribes the procedures for disseminating information to the public and receiving public input into the MPO’s decision-making process. The MPO holds meetings and workshops at night and in locations other than downtown Durham as

	appropriate. Public involvement is also part of the Certification Review process.
Page 5, line 13. NC General Statutes require the plan to include MTP projects and says that it may include other projects not in the fiscally constrained plan. Delete “as well as” and add “and may include additional.”	Change made
Page 5, line 16. NC General Statutes requires that any revisions to the CTP shall be jointly approved by the MPO Board and N.C. Board of Transportation. Change “may be” to “are.”	Change made
Page 5, line 36. Change “Durham Urbanized Area” to “DCHC MPO.”	Change made.
Page 6, line 2. NCDOT comment: “You’re going to put the management of Durham staff under the MPO board. You may need to remove this or use another word.”	No change. LPA staff and member jurisdictions have a clear understanding of the term oversight as used in the MOU.
Page 6, line 36. Since you are specifying weighted voting below, you need to be clear about the number of votes under a non-weighted voting scheme.	No change. The MOU at page 6, line 32 states that a majority vote shall be sufficient for approval of matters coming before the committee.
Page 6, line 14. Why does City of Durham have two voting members and no one else does?	No change. Based on the 2010 census, about 58 percent of the MPO population lives in the City of Durham.
Page 6, line 44. Should there be a BOT member for each Division represented (5, 7, and 8)? Is one board member going to be able to represent the other Division counties?	No change. There needs to be on-going consultation between the Board of Transportation members for Divisions 5, 7, and 8.
Page 6, line 32. Simple majority or 2/3rds majority? Can one abstain? And how does that affect the vote?	No change. A simple majority is sufficient. The bylaws address abstentions (abstentions are not included in the tally of the vote).
Page 8, line 17. Need to address votes per [MPO Technical Committee] member.	No change. Voting procedures are discussed in the bylaws.
Page 8, line 14. Why is DENR a voting member here?	No change. DENR was added to reflect air quality and Merger Process roles.
Page 8, line 20. What is the purpose of non-voting membership for some agencies? Is this just to define their role and also state they have no voting capacity?	No change. Non-voting members have various interests in the transportation planning process and can participate in TCC meetings but not vote.
Page 8, line 17. Need to discuss quorum and majority vote for TCC. Simple majority or 2/3rds majority? Would 2/3rds be more appropriate? For example, when the TCC is not sure/split on an action, probably wouldn’t want to forward to TAC.	No change. Voting procedures are discussed in the bylaws.
Page 9, line 36. There is nothing in the Federal Planning regulations that address paying of local shares or invalidation of PWP or self-certification.	Change to read as follows: “Funding provided by member agencies will be used to provide the required local match to federal funds. Failure by

This should be removed or reference made to local MPO policies.	member agencies to pay the approved share of costs would impact the MPO's ability to match federal funds and could have the effect of invalidating the MPO's Unified Planning Work Program and the annual MPO self-certification, and could also result in the withholding of transportation project funds. Failure by member governments to pay the approved share of costs may also result in the withholding of MPO services and funding."
Page 10, line 8. Remove sentence "The Department, to the fullest extent possible and as permitted by existing state and federal regulations, will provide assistance in the protection of necessary rights-of-way for those transportation facilities designated in the adopted Metropolitan Transportation Plan and Comprehensive Transportation Plan." and replace with "Should any authorized local government body chose to adopt or amend a transportation corridor official map for a proposed public transportation corridor pursuant to N.C.G.S. § 136-44.50, the Department may offer assistance by providing mapping, data, inventories or other Department resources that could aid the local government body in adopting or amending a transportation corridor official map."	Change made.
Page 10, line 41. Add "Triangle Transit by its Chair"	Change made.

Orange County Comments – Received 9/6/13

Comment	TAC Response
Page 7, line 1. Concern over Triangle Transit becoming a voting member of the MPO Board.	The federal MAP-21 law requires that transit providers be voting members of the MPO Board.
Page 7, line 30. The phrase "of the transportation study" needs further description or clarification. What transportation study?	Change "the transportation study" to "various transportation studies."
Page 9, line 36. The phrase "Failure to pay the approved share of costs...." needs clarification. The members share? The subscribing agencies share?	Change "Failure to pay the approved share of costs" to "Failure by member agencies to pay the approved share of costs."

Town of Chapel Hill Comments – Received 9/13/13

Comment	TAC Response
Page 9, line 27. Add "reflected in the annual Planning Work Program" before the word	Change made.

“approved” in the following sentence: “The municipalities and the counties will participate in funding the portion of the costs of the MPO’s work program not covered by federal or state funding as approved by the MPO Board.”	
The remainder of Section II, on page 9-10, attempts to deal with the recently established requirement that local governments provide a portion of the local match required to support MPO staff activities. While the local governments and MPO have agreed to establish an oversight committee that will develop the annual work program and related annual budget Chapel Hill believes the MOU does not address the issue of potential disagreements between the member jurisdictions and the MPO staff over the budget and related local payments. This section needs some improvement.	No change. The MOU is not the appropriate mechanism to address these concerns. Oversight mechanisms have been addressed in the document entitled “FY 2014 Unified Planning Work Program (UPWP) LPA Oversight Structures and Highlights” that was approved as part of the UPWP at the May 2013 TAC meeting.

Town of Carrboro Comments – Received 9/13/13

Comment	TAC Response
Page 6-7, line 36-4. The minimum number of weighted votes for all parties should be two (2), except for the N.C. Board of Transportation and Triangle Transit, who should receive one (1) vote, to reflect the fact that they are distinct from the other parties in that they are represented by appointed, and not elected, officials.	Change made. The number of weighted votes for each local government was doubled. Triangle Transit and N.C. Board of Transportation each have one vote.
Page 9, line 36. Language should be added establishing an oversight process for activities conducted under the MPO’s work plan, as has been agreed to by MPO staff and member jurisdiction staff.	No change. The MOU is not the appropriate mechanism to address this concern. Oversight mechanisms have been addressed in the document entitled “FY 2014 Unified Planning Work Program (UPWP) LPA Oversight Structures and Highlights” that was approved as part of the UPWP at the May 2013 TAC meeting.
Page 9, line 26. A limitation on the percent annual increase in the UPWP budget should be added.	No change. The MPO Board has the authority to control the level of spending in the UPWP.
Page 10, line 26. The written notice period for termination of participation in the transportation planning process should be changed from thirty (30) days to ninety (90) days.	Change made.

City of Durham Comments – Received on 9/16/13

Comment	TAC Response
Page 10, line 26. The written notice period for	Change made.

termination of participation in the transportation planning process should be changed from thirty (30) days to ninety (90) days.	
Add E-Verify Compliance language in response to state law adopted on 9/4/2013	Change made. Language added on page 10.

Durham County Comments – None received as of 9/19/13

Triangle Transit Comments – None received as of 9/19/13



Town of Carrboro

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

Agenda Item Abstract

File Number: 14-0016

Agenda Date: 1/28/2014

Version: 1

Status: Other Matters

In Control: Board of Aldermen

File Type: Abstract

Agenda Number: 5.

TITLE:

Statewide Transportation Improvement Program and STP-DA and TAP Funding

PURPOSE: The Board of Aldermen received information on, and adopted resolutions relating to, the Statewide Transportation Improvement Program (STIP) and Surface Transportation Program-Direct Apportionment (STP-DA) and Transportation Alternatives Program (TAP) funding, during its November 12 and November 19, 2013, meetings. This item follows up on these topics and requests further action from the Board.

DEPARTMENT: Planning

CONTACT INFORMATION: Jeff Brubaker - 918-7329

INFORMATION: Background agenda items:

- Consent agenda informational item: November 12, 2013 - Link in Attachment B
- Regular item: November 19, 2013 - Link in Attachment C

The Board adopted several resolutions at the November 19, 2013, meeting. In summary, the Board:

- Approved three highway projects to be included in the SPOT process
- Approved four bicycle and pedestrian projects to be included in the SPOT process
- Approved requesting that the MPO transfer STP-DA funding from existing project allocations to the Rogers Road sidewalk project
- Approved a preliminary list of three projects to be considered for STP-DA funding for FY15 and FY16

Since that meeting, the following MPO actions have taken place:

- The MPO Transportation Advisory Committee received SPOT and STP-DA updates at its December 11, 2013, meeting. Residents of S. Greensboro St. provided comments at this meeting in support of a sidewalk on S. Greensboro St.
- The MPO Technical Coordinating Committee (staff-level) met on December 18, 2013, and:
 - recommended that the TAC approve list of highway, bicycle and pedestrian, and

rail projects for submission to SPOT 3.0.

- The list included the three highway projects approved by the Board of Aldermen - which were already in the SPOT database because they had been submitted for previous prioritizations - plus a list of 17 new highway projects that could be submitted, none of which are in Carrboro. It also includes projects near Carrboro on Eubanks Rd. (widen outside lanes), Seawell School Rd. (bike/ped/transit/safety), and Old Greensboro Rd. (add 4-ft. shoulders).
- The bicycle and pedestrian list, a total of 20 projects, included the four Carrboro projects, with the following rankings (abbreviated descriptions used):
 - Morgan Creek Greenway: 1
 - NC-54 Sidepath (James St. to Anderson Park): 5
 - Estes Dr. bike lanes, sidewalk, transit: 6
 - S. Greensboro St. sidewalk: 18
- Since only 20 projects could be submitted to SPOT, but MPO jurisdictions submitted 32 projects total, 12 projects were screened out. (None of the Carrboro projects were screened out.) However, any bicycle and pedestrian projects could still be submitted by the NCDOT Division office.
- Be aware that it is very unlikely that more than a small number of these projects, at most, will be scheduled for construction, due to limited funding and statutory restrictions on bicycle and pedestrian project selection.
- No rail projects were submitted within Carrboro. More information can be provided at the meeting if Board members have questions about these projects.
- recommended approval of revisions to MPO Policy #3: Policy Framework for DCHC MPO Federal Funds, including revisions setting the parameters for the next STP-DA Call for Projects.
- The MPO TAC met on January 8, 2014, approving the highway and bicycle/pedestrian lists with some changes, and approving the MPO Policy #3 revisions. In February, the TAC will take up the current STP-DA funding amendment and may approve, or progress toward the approval of, the funding for the FY 15 and FY 16 projects.
- The TCC met on January 22, discussing further the SPOT 3.0 list, recommending a list of rail projects for TAC approval, and referring STP-DA / TAP funding to a TCC subcommittee.

With the upcoming MPO actions, and MPO staff preferring to receive specifics on STP-DA / TAP projects by January 29, the Board has the opportunity to provide further direction on FY15 and 16 STP-DA / TAP projects. The Board's preliminary list adopted on November 19, 2013, included three projects:

- S. Greensboro St. - north end of Old Pittsboro Rd. to Public Works Driveway - construct sidewalk on the west side of the road
- Morgan Creek Greenway - provide additional funding for the construction of the

greenway. [Future needs include design of Phases 3 and 4 and construction of Phases 2, 3, and 4.]

- Jones Creek Greenway - provide additional funding for the construction of the greenway, extending the Twin Creeks Greenway south and west (supplementing currently allocated Congestion Mitigation and Air Quality funds) as planned for Phase 2 of the Bolin Creek Greenway

Expected STP-DA and TAP funding levels for FY 15 and FY 16 - combined - are based on the parameters in MPO Policy #3 (Attachment D). Specifically:

- The Town is projected to receive \$479,361 in the Local Discretionary category for FY15 and FY16 combined.
- \$2,976,863 is projected to be available to the MPO in the Regional Bicycle and Pedestrian Category for FY 15 and FY 16 combined. This category applies to projects of regional scale that span or connect multiple jurisdictions, with a minimum construction cost of \$1,000,000. All TAP funding is applied to this category. Since TAP funding is federally required to be distributed through a competitive process, funds are allocated from the Regional Bicycle and Pedestrian Category through the competitive process described on p. 5 of Policy #3. A Morgan Creek Greenway project that includes the development of segments of the greenway in both Carrboro and Chapel Hill, and costs over \$1,000,000 total, would be eligible to utilize this funding category. Additionally, if a preliminary-engineering-only phase is proposed, the funding amount could be less than \$1,000,000.
- The funding for the Local Discretionary and Regional Bicycle and Pedestrian projects can be distributed in any manner over the two fiscal years. For example, it could be frontloaded in FY 15 or backloaded in FY 16 depending on the recipient's expected project schedule.
- The Transit category is available for funding Chapel Hill Transit and DATA capital projects.
- The Special Requests category is available for MPO members, such as the counties and Triangle Transit, who do not otherwise have a sub-allocation, like the municipalities do for Local Discretionary.
- Staff and Routine Planning and Extra Planning categories are allocated through the Unified Planning Work Program (UPWP) process.

Considering together the November 19 list and Policy #3, the strategy in the table in Attachment G is offered for applying STP-DA and TAP funding to the Board's stated needs.

Given the limits on Local Discretionary funding compared with the cost estimate for the entire length of the S. Greensboro St. sidewalk (\$1,051,300), it is necessary, absent another significant funding source, to phase the construction; the northern segment, between the two Old Pittsboro intersections, is proposed here as the first phase, to be constructed in 2016.

Seeking additional funding for the Morgan Creek Greenway attempts to respond to Board priorities (March 16, 2010 - concept plan approval) and Greenways Commission discussions about pursuing additional funding for the Morgan Creek Greenway. It is noted that for most

additional federal transportation funding, the Board should be prepared to make a local commitment, unless external (private, other public) funding can be identified.

Given the current Congestion Mitigation and Air Quality (CMAQ) funding already available for the area of the Jones Creek Greenway (Bolin Creek Greenway Phase 2), providing Twin Creeks Greenway access to northern neighborhoods, it is not shown as receiving additional STP-DA funding in these two fiscal years. However, future STP-DA allocations or other funding could serve to extend the greenway along the full length of Bolin Creek Greenway Phase 2.

SPOT 3.0

The following lists of projects were voted on by the TAC at their January 8, 2014, meeting. Keep in mind some smaller changes were made to the lists, but the minutes of the meeting have not yet been approved.

- Highway: Attachment E
- Bicycle and Pedestrian: Attachment F

Recall that the projects will be / are being evaluated by both NCDOT and the MPO. It still remains to be seen how the projects will fare in final SPOT rankings, and if/when they would make it into the STIP and be scheduled for construction.

FISCAL & STAFF IMPACT: There is no fiscal or staff impact to receiving an update on the SPOT 3.0 prioritization.

The fiscal impacts of the STP-DA projects are shown in the above tables.

- S. Greensboro St. sidewalk: Total non-federal match needed for STP-DA funding: \$119,840.
 - If half-cent sales tax revenues for improving access to transit are secured as the non-federal match, they represent a new revenue source.
- Morgan Creek Greenway: The fiscal impact depends on the level of allocation from Regional Bicycle and Pedestrian funds, as well as potential coordination with the Town of Chapel Hill.
- The need for a non-federal match for the existing CMAQ grant for the Jones Creek Greenway connection is \$69,991.

At least 0.25 FTE is required to manage a federally-funded, locally-managed project, such as would be the case for the Greensboro St. sidewalk project. Additional funding for the Morgan Creek or Jones Creek Greenway would not have the same incremental staff impact, insofar as they are already existing or proposed projects, not entirely new projects.

Background on Board action on projects for which to seek half-cent sales tax funding

On September 17, 2013, the Carrboro Board of Aldermen adopted a resolution prioritizing four sidewalk projects providing direct access to transit stops.

The four prioritized projects are, in order of priority:

1. South Greensboro Street
2. Estes Drive Extension
3. West Main Street
4. Old Fayetteville Road

The Board resolution requested that half-cent sales tax revenues allocated for bus capital projects be allocated to at least one of these projects. Together, these projects improve pedestrian access within a half-mile (network distance) of nine Chapel Hill Transit routes, plus a potential future extension of the Triangle Transit 405 route.

RECOMMENDATION: Staff recommend that the Board of Aldermen consider the resolution in Attachment A.

**A RESOLUTION PROVIDING DIRECTION ON THE SUBMITTAL OF A LIST OF
SURFACE TRANSPORTATION PROGRAM – DIRECT APPORTIONMENT AND
TRANSPORTATION ALTERNATIVES PROGRAM PROJECTS TO THE DURHAM-
CHAPEL HILL-CARRBORO METROPOLITAN PLANNING ORGANIZATION FOR
FISCAL YEARS 2015 AND 2016**

WHEREAS, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) 2040 Metropolitan Transportation Plan (MTP) includes Objective 1b, which states: “Select and program transportation projects, which are consistent with community goals and are a cost-effective use of funds”; and,

WHEREAS, Objective 4h of the 2040 MTP states: “Pursue strong funding commitment for building both pedestrian and bicycle facilities”; and,

WHEREAS, federal Surface Transportation Program-Direct Apportionment (STP-DA) funding is made available to metropolitan areas to support regional and local transportation priorities; and,

WHEREAS, STP-DA funding has been a significant source of funding for the Town of Carrboro’s transportation priorities; and,

WHEREAS, the MPO is seeking project lists from member jurisdictions for STP-DA allocations for fiscal years 2015 and 2016; and,

WHEREAS, the MPO has also received federal Transportation Alternatives Program (TAP) funds to develop non-motorized transportation improvements;

NOW THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Board:

1. Approves a request that the MPO allocate \$479,361 of STP-DA Local Discretionary funding sub-allocated to the Town of Carrboro for federal fiscal years 2015 and 2016 for preliminary engineering and construction of a sidewalk on South Greensboro Street.
2. Authorizes Town staff to seek non-federal matching funds from half-cent sales tax revenues providing access to transit stops, as provided for in the Orange County Bus and Rail Investment Plan.
3. Directs Town staff to pursue STP-DA Regional Bicycle and Pedestrian funding for federal fiscal years 2015 and 2016 for the Morgan Creek Greenway, coordinating with the Town of Chapel Hill as necessary.
4. Directs Town staff to communicate this resolution to DCHC-MPO as appropriate.

This is the 28th day of January in the year 2014.

POLICY FRAMEWORK FOR DCHC MPO FEDERAL FUNDS

Under federal legislation, the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC MPO) is responsible for programming and maintaining the seven-year Transportation Improvement Program (TIP), coordinating updates of the State Transportation Improvement Program (STIP) and selecting projects to receive funds from four federal funding programs:

- Surface Transportation Program – Direct Apportionment (STP-DA)
- Transportation Alternatives Program (TAP)
- Congestion Mitigation and Air Quality (CMAQ)
- Federal Transit Administration (FTA)

Under MAP-21, DCHC MPO is required to document the process used for programming these funds. The “Policy Framework for the DCHC MPO’s Federal Funds” provides policy direction and guidelines for the recommendation and selection of projects to receive DCHC MPO funds. In addition to more general policy direction, this Policy Framework contains specific information for DCHC MPO’s project selection process for programming DCHC MPO funds, as part of the development of the TIP. This policy focuses and provides guidance for programming DCHC MPO funds and support implementation and tracking of projects established in the MPO’s Metropolitan Transportation Plan.

Transportation Improvement Plan (TIP)

The TIP contains the transportation project list developed and approved through the MPO’s decision-making process. The TIP is focused on the development and implementation of projects that are part of or directly support key local and state transportation policies and plans, including designated projects in the 2040 MTP. Under federal law, the TIP must be a four-year program of projects that is updated at least every two years. At a minimum, federal and state legislation requires a TIP to contain all of the transportation projects requesting federal transportation funding under Titles 23 CFR (highways) and 49 CFR (transit) in the United States Code, as well as all the non-federally funded, significant projects. The TIP will therefore include:

- Projects using federal funds managed by the DCHC MPO (STP-DA, TAP, CMAQ, and FTA);
- Projects using federal and state funds managed by NCDOT;
- Projects of significance, regardless of funding source, required to be included in the air quality analysis and conformity determination of the TIP;
- Projects carried forward from the previous TIP funding, with funds not yet obligated.

As part of the development of the TIP, DCHC is responsible for reviewing all projects submitted for programming. DCHC has primary responsibility for selecting projects to receive DCHC-managed federal funds from the STP-DA, TAP, CMAQ, and FTA federal funding programs. The process is summarized in the subsequent sections of this policy.

DCHC MPO Funds - Eligibility Requirements

As previously stated, DCHC is responsible for selecting projects to receive STP-DA, TAP, CMAQ, and FTA funds. Each federal funding program has specific eligibility requirements, as follows:

- STP-DA funds are the most flexible of DCHC funds and can be used for a variety of transportation projects, transit projects, and planning activities.
- TAP funds may only be used for transportation alternatives including bicycle and pedestrian facilities, trails, scenic areas, community improvement activities, environmental mitigation and safe routes to school programs.
- CMAQ funds are available for specific categories of transportation projects and programs that improve air quality by increasing the efficiency of existing transportation facilities or reducing travel demand on those facilities. General purpose roadway projects are not eligible.
- FTA funds may be used *only* for transit related projects serving the DCHC's federal urbanized area.

DCHC MPO Funds - STP-DA and TAP Funding Policy

The following three step process has been developed for allocating STP-DA and TAP funding.

Step 1 – Distribution guidance

The MPO funds identified are distributed through a partially competitive and partially non-competitive process. This process is based on the requirements of current transportation legislation, with additional guidance provided by the *2040 MTP*, the MPO's long-range metropolitan transportation plan and other local comprehensive plans.

The process begins with the calculation of our “expected” annual STP-DA and TAP funds available. It is calculated by combining our annual allocation over the 2 year period with any prior year uncommitted balance.

The total expected STP-DA and TAP funds available is initially reduced by the following items:

1. *Special Requests* (up to 5%) - distributed to parties who do not have a specific sub-allocation of funding through the policy (e.g. county governments, Triangle Transit) as needed and approved by the TAC.
2. *Staff and Routine Planning* - funding level varies depending on LPA needs, subject to UPWP approval
3. *Extra Planning* - funding level varies depending on LPA needs, subject to UPWP approval

After those items have been accounted for, the remainder of STP-DA and TAP funds is allocated to 3 sub-categories as follows:

1. 25% to *Transit* (non-competitive split: 50% Chapel Hill Transit, 50% Durham Area Transit Authority)
2. 25% to *Regional Bicycle and Pedestrian* (competitive – for projects of regional scale and importance). All TAP funding will be programmed for projects in this category. The total funding will be inflated by 30% to result in an over-programming of funding. The over-programming will help ensure funding is obligated even if projects fall behind schedule.
3. 50% to *Local Discretionary* (distributed to participating members on a non-competitive basis). The total funding will be inflated by 30% to result in an over-programming of funding. The over-programming will help ensure funding is obligated even if projects fall behind schedule.

Step 2 – Distribution of STP-DA and TAP within the each distribution category

Special Requests – This category is intended to be used for special requests from parties who do not have a specific sub-allocation of funding through other categories (e.g. county governments, Triangle Transit). No guidelines have been proposed for distribution by jurisdiction so that the MPO has flexibility in responding to needs that may vary significantly from year to year. Up to 5% can be used for these projects. Any funding not used will be assigned to other distribution categories as required by this policy.

Staff and Routine Planning – This category is for LPA staff and routine planning activities either performed by the LPA or by other agencies (TJ COG or the Model Service Bureau) on behalf of the LPA. There is no need for guidelines for the distribution of funding within this category because all funding is for MPO-wide activities – no funding is allocated to individual jurisdictions. The specific funding amount will be approved through the annual

UPWP.

Extra Planning – This category is for special emphasis projects either performed by the LPA or member jurisdictions. This category is for larger, more expensive planning projects that will enhance transportation planning in the MPO but are not required. No guidelines have been proposed for distribution by jurisdiction. All of the projects that have been approved are for MPO-wide activities. The specific funding amount will be approved through the annual UPWP.

Transit – 50% of funding will be programmed for Chapel Hill Transit and 50% of funding will be programmed for DATA

Regional Bicycle and Pedestrian – There is no distribution formula for funding within this category. All TAP funds will be programmed to projects in this category. As required, a competitive process will be used to select projects.

Local Discretionary – There is a guaranteed \$70,000 minimum for each municipality per programmed year and then the remainder is distributed proportionate to the municipal populations.

Step 3 – Allocate STP-DA and TAP funds to specific projects within each category

All funding of specific projects within each category must be presented to the TAC for approval and must be included in the MPO's adopted TIP. There is no sub-allocation of funding directly to member governments.

These categories are approved annually with the UPWP process:

Staff and Routine Planning – The LPA Staff will submit estimated staffing and routine planning activities annually for this category.

Extra Planning – The LPA Staff will submit new or continued projects for this category.

Projects funded through the 4 other categories will approved prior to the beginning of FY 2015. Amendments can be made in the interim as needed:

Special Requests - Counties and Triangle Transit can submit their requests to the LPA. The TCC will make a recommendation and the TAC will approve the projects.

Transit – Transit agencies will submit projects to the LPA. The TCC will make a recommendation and the TAC will approve the projects.

Regional Bicycle and Pedestrian – Members will submit requests to the LPA. Projects will be evaluated based on the following screening criteria and scoring methodology. The TCC will make a recommendation and the TAC will approve the projects. The following serves to satisfy the requirement that all TAP funding be selected through a competitive process.

Screening Criteria

- Projects must anticipate a minimum of \$1,000,000 (federal) funding for construction. Design and right-of-way phases can request less than \$1,000,000 (federal) if the construction phase is expected to exceed \$1,000,000 (federal);
- Only the next imminent project phase should be requested (i.e. construction funding should only be requested once design and right-of-way is complete);
- Projects must be part of the adopted Regional Routes as listed in the current Metropolitan Transportation Plan or they must be routes greater than 1 mile in length that span multiple municipalities.

Scoring Methodology

- 40% Project readiness – priority will be given to projects that are ready to be constructed or are ready to move to the next phase of project development:
 - 100 points - Construction funding requested - right-of-way and design complete
 - 50 points - Right-of-way funding requested – design complete
 - 25 points - Planning requested
- 30% Safety
 - Variable score from 0-100 points based on the relative number of bike/ped crashes on the facility or parallel facility.
- 15% Spans multiple jurisdictions
 - 100 points – spans more than two local jurisdictions
 - 50 points – spans more than one local jurisdiction
- 15% Density
 - Variable score from 0-100 points based on the relative population and employment density of a 0.5 mile buffer of the corridor.

Local Discretionary – Each municipality will submit new or continued projects for this category to the LPA. The TCC will make a recommendation and the TAC will approve the projects. The TAC will approve with the expectation that this category

offers municipalities flexibility in funding projects that reflect their own priorities and needs.

DCHC-MPO Funds – STP-DA Project Approval Process

DCHC has an established process for recommending and selecting projects to receive DCHC funds. STP-DA funds are distributed based on the aforementioned funding proposal methodology and the following funding policy that was adopted by TAC in 2003:

“Funding priority will be given to projects in the adopted DCHC Metropolitan Transportation Plan in the following categories and not for roadway projects:

- Public transit;
- Bicycle and pedestrian facilities;
- Transportation System Management, Transportation Demand Management, Intelligent Transportation Systems;
- Scenic and environmental enhancements;
- Planning studies that support the implementation or development of the adopted and future versions of DCHC’s Metropolitan Transportation Plan and air quality programs.

When projects are being considered, equity and funding in jurisdictions over time will be considered.”

Projects that are submitted for funding requests will be given priority separately according to the six project groups and the following guiding principles:

1. Special Requests includes:
 - a. County or Triangle Transit projects that comply with the adopted funding policy.
2. Routine Planning includes:
 - a. New and existing LPA staff positions;
 - b. Activities that are required to be completed such as air quality planning, congestion mitigation planning, modeling, etc.
3. Extra Planning includes:
 - a. LPA and local government planning activities that are optional such as special emphasis projects.
4. Transit includes:
 - a. DATA and CHT projects that comply with the adopted funding policy.

5. Regional bicycle and pedestrian projects includes:
 - a. Projects of regional scale and importance that span or connect multiple jurisdictions.
 - b. Minimum project size of \$1,000,000 (federal)
6. Local Discretionary –This is the most flexible category. Projects can include:
 - a. Large bicycle and pedestrian projects;
 - b. Scenic and environmental enhancements to highway TIP projects;
 - c. Transit projects;
 - d. Planning projects.

DCHC MPO Funds – CMAQ Funding

Federal CMAQ funds are apportioned annually to each state according to the severity of its criteria air problems. The CMAQ program is funded by the Federal Highway Administration (FHWA); therefore CMAQ projects must follow federal laws and regulations. Since transportation and environmental program priorities fluctuate, a limited portion of CMAQ apportionment can be transferred to other federal-aid highway programs such as:

- Surface Transportation Program (STP)
- National Highway System (NHS)
- Highway Bridge Program (HBP)
- Interstate Maintenance (IM)
- Recreational Trails Program (RTP)
- Highway Safety Improvement Program (HSIP)

The transfer of funds has specific monetary provisions and will differ each year. It is also a requirement that any transfer of such funds must still be obligated in nonattainment and maintenance areas.

The CMAQ program is based on a competitive process for which proposals for candidate transportation projects are submitted to North Carolina Department of Transportation (NCDOT). MPOs and RPOs responsible for transportation planning in air quality non-attainment & maintenance areas are encouraged to work cooperatively with their member jurisdictions to develop and submit project proposals. There is currently a minimum project threshold of \$100,000.

Transit project(s) selected as part of the CMAQ competitive process are flexed to the Federal Transit Administration (FTA) and retain the funding laws and regulation under the CMAQ program. FTA is ultimately responsible for the administration of flexed CMAQ funds.

Travel demand management - Funding for the TDM will be shared equally by CAMPO. The MPO's share of TDM will be provided using CMAQ funds. TDM offers very high air quality benefits and competes very favorably for CMAQ funding. CMAQ funds have been approved for FY 2013 through 2017 for TDM.

Project Tracking System

DCHC would like to implement a Project Tracking System to monitor the progress of DCHC's STP-DA, TAP, CMAQ, and FTA funds. The following is a proposed tracking system. The project tracking policies contained within this document apply to the following federal funds for which the DCHC has primary responsibility for project selection through the current congressional appropriations bill:

- Surface Transportation Program Direct Attributable (STP-DA),
- Transportation Alternatives Program (TAP),
- Congestion Mitigation and Air Quality Improvement Program (CMAQ), and
- Federal Transit Administration (FTA) – Section 5307

The purpose of the project tracking system is to ensure the timely use of all MPO-managed federal funds (referred to as "MPO funds"). Four (4) important goals of the system are to:

- Implement approved qualified/quantifiable projects
- Identify the reasons and accountability for, and possible solutions to, project delays
- Ensure a consistent process is followed for any distribution of MPO funds
- Ensure minimal impact to DCHC's UZA in the event of future rescissions

Each project sponsor will be responsible for identifying the appropriate estimated obligation date for each phase of their project receiving MPO funds and update as necessary via the project tracking database. A one-year grace period beyond the estimated obligation date is established for each project. The estimated obligation date identified by each project sponsor, once funds are programmed in the Transportation Improvement Program (TIP), is used to monitor the progress of the funds and the projects.

This project tracking system will monitor the obligation of STP-DA, TAP, and CMAQ funds, as well as the timely realignment of these funds when necessary. A decision on the need to develop policies and procedures for monitoring the expenditures of STP-DA and TAP will be instituted at a future date. LPA staff is currently working to develop a CMAQ project

evaluation analysis policy. This policy will monitor CMAQ projects to evaluate whether or not they have met their intended objectives and will also be used in decisions for future CMAQ funding.

Policies - Obligations & Monitoring

A. Obligation Monitoring of STP-DA, TAP, and CMAQ Funds

Each phase of a project with STP-DA, TAP, and/or CMAQ funds is allowed a one-year grace period beyond the allocation year. If project funds remain un-obligated by the end of this grace period, funds are at risk of being removed from the project. The MPO staff will provide regular reports to both the TCC and the TAC of those projects with STP-DA, TAP, and/or CMAQ funds that are approaching this milestone. These reports will include information on the age of the funds, the phases programmed, and the length of time passed beyond the estimated obligation date (i.e., months “past due”).

LPA staff will notify the project sponsor when any STP-DA, TAP, or CMAQ funds are six months past the estimated obligation date (before the one-year grace period expires). The project sponsor will be required to prepare a narrative outlining the reasons for the delay in preparation for presentation to the TCC. The LPA staff, along with the TCC’s input will determine whether or not an obligation date extension is warranted.

1. The length of any obligation date extension will be determined on a case-by-case basis and may be allowed for any date within the 7-year time span of the current TIP. The TCC will then make a recommendation to the TAC.
2. If the LPA staff and subsequent TCC determination is that an obligation date extension is not warranted, the recommendation to the Committee will be to remove the funds in question from the project. Project sponsors will be provided the opportunity to present their case to the Committee if they choose to appeal the recommendation. The LPA Staff will be regularly notified well in advance of all delayed projects with “at risk” funds via the reports mentioned above, and will be taking action on all subsequent activities. Any redistribution of these funds will follow the policies contained in Section E of this document.
3. LPA staff will obtain a monthly report from NCDOT that will be used to develop a report to reconcile project obligations. This will provide a “real-time” status of project obligations.

B. *Expenditure Monitoring of STP-DA, TAP, and CMAQ Funds*

A decision on the need to develop policies and procedures for monitoring the expenditures of STP-DA and TAP will be instituted at a future date. LPA staff is currently working to develop a CMAQ project evaluation analysis policy. This policy will monitor CMAQ projects to evaluate whether or not they have met their intended objectives and will also be used in decisions for future CMAQ funding.

C. *Obligation and Expenditure Monitoring of FTA Funds*

These funds include STP-DA and CMAQ funds flexed from FHWA. The TAC will approve the flexed amount each year at the first meeting for the federal fiscal year. (Typically October TAC meeting) Once the TAC has approved the flexed amount, the request is made through NCDOT-PTD to transfer (flex) these funds, making them available through the FTA grant application process.

1. Each transit agency receiving funding will submit an application to FTA via the Transportation Electronic Award Management (TEAM) system within 45 days of TAC's authorization. The application is used to obligate Section 5307 funding for approved project (s) *(The application will be assigned a 10-digit application number beginning with NC-90-XXXX-XX)*
 - a. Any time there is an application amendment; updated copies must be sent to DCHC.
2. Each transit agency must forward a copy of the approved application and certificate of award/grant agreement to DCHC within 30 days of receipt of FTA documents.
3. The mandatory reports and applicable due dates are as follows:
 - 1st Quarter* - due Feb. 15th;
 - 2nd Quarter* - due May 15th;
 - 3rd Quarter* - due Aug. 15th;
 - 4th Quarter* - due Nov. 15th
 - a. **Narrative reports** - Each transit agency must forward a copy of their quarterly narrative reports to DCHC according to the deadlines dictated above. *(The standard FTA narrative report includes complete project information, the Federal Financial Report (SF-425) and a Milestone/Project Progress report.*

b. **UPWP Detail Composite Report** - Each transit agency/participating member government must complete the detailed composite expense report in the standard UPWP task format according to the deadlines dictated above.

c. **Project Funds/Status** - Each transit agency will forward a “print-screen” copy of the Project Funds/Status – Project funding tab only to DCHC according to the deadlines dictated above. (This report will give details on obligations, disbursements, de-obligation & refunds over the life of the project.)

D. *Scope Changes to Projects Awarded STP-DA, TAP, CMAQ and/or FTA Funds*

Requests for a change in scope for a project that received DCHC funds must be submitted to the TCC for evaluation. All projects awarded CMAQ funds were selected via a competitive process based upon the expectation that the project as described in the grant application would be delivered in the time frame specified. During the selection process of CMAQ projects, each project went through an extensive sub-committee review and quality analysis. As a result, proposed scope changes may have consequences that require careful review and evaluation by LPA staff before they can be recommended for approval.

If a change is requested such that the MPO funds will implement some reduced scope of the existing project, the project sponsor will be asked to provide information on their intent to complete the full project and the request will be sent to the TAC for approval. An existing project’s scope may not be modified so substantially as to effectively constitute a new project. This will be reviewed on a case-by- case basis, but a change in location or outcome may be considered a new project (e.g., changing the scope from a high occupancy vehicle lane to a general purpose lane). A key factor will be how the project was described and evaluated during the competitive process – any scope changes will then be reviewed to determine if the project is essentially meeting the spirit of the original evaluation.

E. *Distribution of New and “Returned” STP-DA, TAP, CMAQ and FTA Funds*

New and “Returned” funds are defined as follows:

1. **New funds** are defined as additional funds to the MPO/UZA from the reauthorization of federal legislation or other sources.
2. **Returned funds** may originate from several sources: un-committed funds remaining from each project category, unused funds from completed projects, unused funds remaining from cancelled projects, or funds “returned” from projects

due to a variety of reasons (such as an indefinite delay to a project, a change in priorities, or the receipt of other funding sources).

The TCC and TAC will approve the following:

- STP-DA and TAP funds will be over-programmed by 30% in anticipation that projects may fall behind schedule, be canceled or delayed, or receive other funding. These projects should already be approved by the TAC and be included in the TIP.
- Cost over-runs will be considered on a case-by-case basis by the TCC and TAC. If the MPO's unobligated balance can accommodate the request and the funding is necessary for the project to move forward, the LPA staff will recommend approval of the request.
- A MPO wide CMAQ contingency list will be retained based on originally submitted proposals that met the program requirements during the current competitive selection process, but were otherwise unable to be funded due to funding availability.

The FTA funds distributed noncompetitively will not be affected by this policy, yet transit projects may be highly considered as contingency projects due to the increased ability to obligate these funds/projects.

Proposed Changes January 8, 2014 TAC
Original Adopted by TAC on June 9, 2010.

2040 Metropolitan Transportation Plan

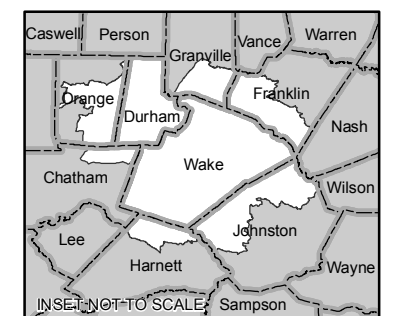
May 3, 2013

On-Road Facilities

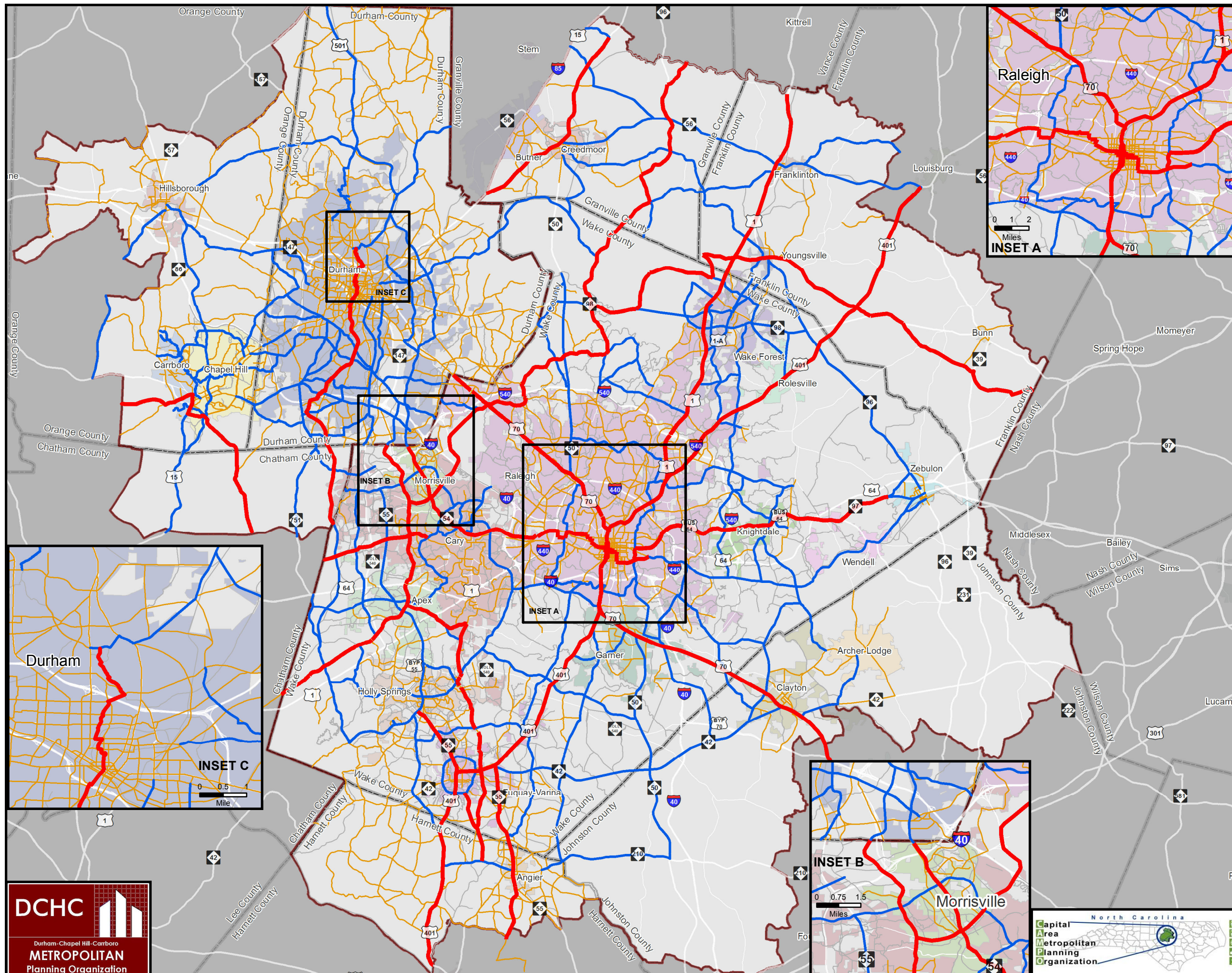
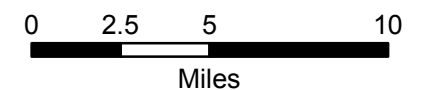
- State Bicycle Facilities
- Regional Bicycle Facilities
- Local Bicycle Facilities
- Off-Road Facilities

*All of the DCHC MPO State and Regional bicycle facilities are shown on the On-Road Facilities map. Appendix 4 provides a listing of the routes

*The DCHC MPO and Capital Area MPO have adopted universal access and complete street policies. This map illustrates a hierarchy of bicycle and pedestrian facilities and does not constitute approval of a limited set of facilities. Appropriate bicycle and pedestrian improvements should be included in all transportation facilities unless demonstrated to be impracticable.



This map was compiled using the best available data, however, the Capital Area MPO is not responsible for errors, omissions, and/or misuse. Subject to change.



Town of Carrboro proposed STP-DA and TAP funding strategy for FY 15 and 16

			Proposed federal funding (80%)		Min. non-federal match needed (20%)	
Project	Phase	FY	Amount	Category	Amount	Proposed source
S. Greensboro St. sidewalk	Preliminary engineering	2015	\$84,104	STP-DA Local Discretionary	\$21,026	Orange Co. Transit Plan Bus Capital (1/2-cent sales tax approved Nov. 2012)
S. Greensboro St. sidewalk	Construction of sidewalk on the west side of the road - north end of Old Pittsboro Rd. to south end of Old Pittsboro Rd.	2016	\$395,257 (*Note: exceeds draft CIP amount based on STP-DA allocation being higher than originally estimated.)	STP-DA Local Discretionary	\$98,814	Orange Co. Transit Plan Bus Capital (1/2-cent sales tax approved Nov. 2012)
Morgan Creek Greenway	Construct Phase 2 [extending from the terminus of the current phase]	2015 or 2016	TBD: Coordinate with Town of Chapel Hill	STP-DA Regional Bicycle and Pedestrian	*Match must be identified from local revenues or other non-federal source.	
Jones Creek Greenway [Phase 2]	Current CMAQ grant to extend Twin Creeks Greenway south to provide access to northern Carrboro neighborhoods. <ul style="list-style-type: none">CMAQ amount (80%): \$279,965 (includes funding for supporting encouragement programming for Safe Routes)Required non-federal match (20%): \$69,991					