



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



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Tuesday, April 21, 2015

7:30 PM

Board Chambers - Room 110

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**A. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR**

**B. RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS**

1. **15-0107** Solarize Carrboro Proclamation

**Attachments:** Solarize Carrboro

2. **15-0108** Bike Month Proclamation

**Attachments:** Bike Month 2015

3. **15-0114** Charges Issued to Recently Appointed Advisory Board Members

**C. CONSENT AGENDA**

1. **15-0120** Approval of Previous Meeting Minutes

2. [15-0058](#) Request to Make Reappointments to the Board of Adjustment

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make reappointments to the Board of Adjustment.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Board of Adjustment Recommendation Form - Richard Ellington.pdf](#)

3. [15-0121](#) Request to Make an Appointment to the Recreation and Parks Commission

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make an appointment to the Recreation and Parks Commission.

**Attachments:** [Attachment A - Appointment Resolution](#)  
[Attachment B - Recreation and Parks Advisory Board Chair Recommendation Form](#)

4. [15-0110](#) Consideration of a Town Code Amendment Restricting Parking along Pleasant Drive

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider an amendment to the Town Code restricting on-street parking along Pleasant Drive to one side of the street. The Board must receive public comments before taking action on this amendment.

**Attachments:** [Attachment A - Draft Town Code Amendment restricting parking on Pleasant Drive 3-13-15](#)  
[Attachment B - Excerpts from Town Code Chapter 6 - Motor Vehicles and Traffic \(PDF\) 201406051619196657 excerpts](#)

5. [15-0116](#) Independent Audit Contract for FY 2014-15

**PURPOSE:** To award contract for the Town's annual independent audit for the fiscal year ending June 30, 2015.

**Attachments:** [A RESOLUTION AWARDING 2015 AUDIT CONTRACT](#)  
[Audit Contract and Engagement Letter YE June 2015](#)  
[Town of Carrboro Local Government Employees' Retirement System examination 12 31 2014](#)

6. [15-0115](#) Authorize Facilitated Process for Discussion of Lloyd Farm Development Plan

**PURPOSE:** The purpose of this item is for the Board of Aldermen to authorize the Town Manager to execute a contract amendment with the Dispute Settlement Center to coordinate and facilitate a process for discussing the Lloyd Farm development plan.

**Attachments:** [Attachment A - Resolution regarding contract amendment](#)

7. [15-0117](#) A Request to Issue Permits for the Annual Four on the Fourth Road Race, Carrboro 10K Road Race, and the Gallop and Gorge 8K Road Race

**PURPOSE:** The purpose of this item is to consider Street Closing Permit Applications submitted by Cardinal Track Club for the following three annual road races: Four on the Fourth Road Race, Carrboro 10 K Road Race, and the Gallop and Gorge 8 K Road Race.

**Attachments:** [Cardinal Track Club Resolution 2014](#)  
[4on4th Course Map](#)  
[Carrboro10K Course Map](#)  
[Gallop and Gorge Route](#)  
[Street Closing Permits](#)

8.      **15-0118**      Authorization of Orange County to impose and administer the Orange County Solid Waste Programs Fee.

**PURPOSE:** The purpose of this item is for the Board of Aldermen (BOA) to authorize Orange County to impose and administer a solid waste and recycling service fee.

**Attachments:**      SWAG Draft Meeting Summary April 1 2015 (2)  
                                 2015\_03\_17\_BoA\_M  
                                 March 17 BOA abstract - fee options  
                                 SWAG Fee Rec - March 6 2015 Memo to Boards\_3-9-15 (2)  
                                 SWAG Key Issues - Funding Option 1\_NEW  
                                 SWAG Key Issues - Funding Option 2\_NEW  
                                 Fee assessment summary  
                                 SWAG-FUNDING OPTIONS - Presentation  
                                 RESOLUTION AUTHORIZING ORANGE COUNTY TO COLLECT AND  
                                 ADMINISTER A SOLID WASTE AND RECYCLING SERVICES FEE  
                                 WITHIN THE TOWN OF CARRBORO

9.      [15-0119](#)      Approval of Resolution Regarding Intentions and Expectations for Sharing Costs for the Rogers Road Sewer Improvements

**PURPOSE:** The purpose of this agenda item is to provide the Board of Aldermen an opportunity to express its intentions and expectations regarding cost -sharing for the Rogers Road Sewer Improvements.

**Attachments:**      [Attachment A - Resolution Re Intentions and Expectations Regarding Cost-Sharing.pdf](#)

**D.      OTHER MATTERS**

1.      **15-0097**      UNC Capstone Report on Community Greenhouse Gas Emissions

**PURPOSE:** The purpose of this agenda item is for a UNC Capstone Team to present a report updating Carrboro's community inventory of greenhouse gas emissions.

**Attachments:**      Capstone GHG Inventory Resolution  
                                 2012 GHG Emission Inventory

2.      [15-0112](#)      Update on Developing a Parking Management Plan

**PURPOSE:** The purpose of this item is to provide the Board with an update on the status of the parking management plan and to provide a near final scope of work in preparation for the release of an RFP.

**Attachments:**      [Attachment A - Resolution - Parking Plan Update](#)  
                                 [Attachment B Draft Scope of Work](#)

3.      **15-0122**      A Request for Further Direction from Staff Regarding an Ordinance  
to Allow Alternate Board and Commission Members

**PURPOSE:** The purpose of this item is to allow the Town Attorney to ask questions regarding the request to research a process to allow the appointment of alternate members to the Planning Board.

**E.      BRIEF UPDATES FROM MAYOR AND BOARD**

**F.      MATTERS BY TOWN CLERK**

**G.      MATTERS BY TOWN MANAGER**

**H.      MATTERS BY TOWN ATTORNEY**

**A PROCLAMATION RECOGNIZING NEIGHBORHOODS  
AND RESIDENTS PARTICIPATING IN “SOLARIZE CARRBORO”  
AND ANNOUNCING A SECOND SOLARIZE CAMPAIGN**

**WHEREAS**, Solarize Carrboro, an initiative pioneered by the Carrboro based non-profit Next Climate, Inc., resulted in Carrboro residents installing 45 new photovoltaic systems as part of the first Solarize Carrboro campaign; and

**WHEREAS**, neighbors in Arcadia installed 7 photovoltaic systems, neighbors in Roberson Place installed 4 photovoltaic systems, and neighbors in Quarterpath Trace installed 3 photovoltaic systems; and

**WHEREAS**, Carrboro has signed on to the Mayor’s Climate Protection Agreement and Cities for Climate Protection, and passed a climate protection resolution in 2009, and in doing so, seeks to facilitate renewable energy generation by Carrboro residents to demonstrate Carrboro’s commitment to climate protection.

**NOW THEREFORE BE IT RESOLVED** that I, Mayor Lydia E. Lavelle, do proclaim Arcadia as winner of the neighborhood competition for most solar installations through the initial Solarize Carrboro campaign, and also recognize Roberson Place and Quarterpath Trace as the 2<sup>nd</sup> and 3<sup>rd</sup> place neighborhoods.

**FURTHERMORE**, I recognize and thank all Carrboro residents participating in “Solarize Carrboro”, encourage Carrboro residents to consider participating in a second Solarize campaign that has just been launched, and invite citizens to a Solar Seminar on April 29<sup>th</sup> at 7:00pm in Town Hall that will explain how you can lower your electric bill by producing your own solar energy at your home or business.

This the 21<sup>st</sup> day of April 2015

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Lydia E. Lavelle, Mayor



P R O C L A M A T I O N  
DESIGNATING MAY 2015 AS “BIKE MONTH”; MAY 6, 2015 AS “WALK AND BIKE TO  
SCHOOL DAY”; THE WEEK OF MAY 11-15, 2015 AS “BIKE TO WORK WEEK”; AND  
MAY 15, 2015 AS “BIKE TO WORK DAY”

WHEREAS, the League of American Bicyclists (LAB) is promoting May 2015 as National Bike Month, the week of May 11-15, 2015 as Bike to Work Week, and May 15, 2015, as Bike to Work Day; and

WHEREAS, the National Center for Safe Routes to School and the LAB are promoting May 6, 2015, as National Walk and Bike to School Day; and

WHEREAS, the Carrboro Comprehensive Bicycle Transportation Plan recommends promoting National Bike Month and Bike to Work Day; and

WHEREAS, the Town of Carrboro is a Silver-level Bicycle Friendly Community working towards Gold; and

WHEREAS, encouraging bicycling as a mode of transportation helps the Town of Carrboro is one of the Mayors’ Challenge for Safer People, Safer Streets activities; and

WHEREAS, a short trip made by bicycle instead of a single-occupancy vehicle prevents 3.6 pounds of pollutants per mile from being emitted into the atmosphere; and

WHEREAS, a round-trip bike commute of 10 miles saves roughly \$10 per day and prevents 10 lbs. of carbon dioxide emissions per day, compared with driving; and

WHEREAS, research has shown that bike facilities lead to increased retail sales in business districts and higher property values; and

WHEREAS, a lack of physical activity plays a leading role in rising rates of obesity, diabetes, and other health problems among children and adults, and bicycling is a fitness activity that may lower these health risks.

NOW, THEREFORE BE IT RESOLVED that I, Lydia Lavelle, the Mayor of the Town of Carrboro, North Carolina, do hereby proclaim that May 2015 is designated as “Bike Month”; May 6, 2015 is designated as “Walk and Bike to School Day”; May 11-15, 2015 is designated as “Bike to Work Week”; and May 15, 2015 is designated as “Bike to Work Day”.

This the 21<sup>st</sup> day of April 2015

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Lydia E. Lavelle, Mayor







# Town of Carrboro

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## Agenda Item Abstract

**File Number:** 15-0058

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**Agenda Date:** 4/21/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make Reappointments to the Board of Adjustment

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make reappointments to the Board of Adjustment.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Wilson, 919-918-7309

**INFORMATION:** Richard Ellington and Joseph Collins are Board of Adjustment members whose terms expired in February 2015. Both have indicated that they would like to be reappointed. However, only Richard Ellington submitted an application.

Catherine DeVine was the chair of the Board of Adjustment at the time of review for Richard Ellington's application and provided the recommendation form for him. After providing the summary form, Catherine DeVine resigned from the Board of Adjustment and is no longer serving. Since she resigned, there has not been a meeting of the Board of Adjustment to appoint a new chair.

To facilitate the reappointment process, the Town Clerk confirmed that Joseph Collins does wish to be reappointed (email provided to Board of Aldermen). He had not intended to reapply if there were new applicants to the Board, but at this time, there are none. The attached resolution reappoints Richard Ellington and Joseph Collins to the Board of Adjustment. After those appointments are made, there will be one vacant in-town seat (vacated by Catherine DeVine) and two vacant Orange County appointed seats.

**FISCAL & STAFF IMPACT:** N/A

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution.

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
ECONOMIC SUSTAINABILITY COMMISSION**

Section 1: THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING  
APPLICANT(S) TO THE ECONOMIC SUSTAINABILITY COMMISSION:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	Richard Ellington	2/2018
In-Town	Joseph Collins	2/2018

Section 2. This resolution shall become effective upon adoption.

To Board Chairs: Please summarize applications **as received**; contact each applicant for any update one year after last **contact**; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

ADVISORY BOARD NAME:

| Board of Adjustment |

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

ADVISORY BOARD NAME:

**Applicant(s) recommended at this time (1 per open seat)**

Applicant 1: <u>Richard Gillingham</u>
Outstanding qualifications: <u>Lifelong citizen of Cambridge with intimate understanding of the town and community</u>
How applicant compliments current board composition: <u>Senior member who knows how the town works</u>
Other comments: <u>Does not automatically fall with "unanimous" votes - makes the board think &amp; discuss</u>
Applicant 2: _____
Outstanding qualifications: _____
How applicant compliments current board composition: _____
Other comments: _____
Applicant 3: _____
Outstanding qualifications: _____
How applicant compliments current board composition: _____
Other comments: _____

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

ADVISORY BOARD NAME:

Name: Richard Ellington  
Date of application/last contact: 3/20/15

**Summary of qualifications:**

- Lifelong Resident of Cambridge
- Town Historian
- Longtime member of Board of Adjustment

**Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.**

4/8/15  
☒ Yes ☐ No (Briefly explain: Applicant wishes to be reappointed)

**Applicant attended Advisory Board meeting prior to BOA review.**

☒ Yes (Date:           ) ☐ No (Briefly explain: Applicant attends regularly)

**Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.**

☒ Yes ☐ No  
Briefly explain:

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

           Gender diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

ADVISORY BOARD NAME:

\_\_\_\_ Racial or ethnic diversity

☒ Age range diversity

✓ Neighborhood/geographic diversity

\_\_\_\_Occupation, experience or special skills

☒ Previous public service or community involvement

Other: \_\_\_\_\_



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## Agenda Item Abstract

**File Number:** 15-0121

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**Agenda Date:** 4/21/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Make an Appointment to the Recreation and Parks Commission

**PURPOSE:** The purpose of this agenda item is for the Mayor and Board to make an appointment to the Recreation and Parks Commission.

**DEPARTMENT:** Town Clerk

**CONTACT INFORMATION:** Cathy Wilson, 919-918-7309

**INFORMATION:** The Recreation and Parks Commission currently has three seats available for appointment. Two seats are in-town seats and one seat is designated as an out-of-town seat. Daniel Siler is the current chair of the Recreation and Parks Commission and provided a recommendation form for the Board's review. The attached resolution appoints Kethcrine Hosier to the Recreation and Parks Commission.

**FISCAL & STAFF IMPACT:** N/A

**RECOMMENDATION:** It is recommended that the Mayor and Board adopt the attached resolution.

**ATTACHMENT A**

**A RESOLUTION MAKING APPOINTMENT(S) TO THE  
RECREATION AND PARKS COMMISSION**

Section 1: THE BOARD OF ALDERMEN HEREBY APPOINTS THE FOLLOWING  
APPLICANT(S) TO THE RECREATION AND PARKS COMMISSION:

<b>Seat Designation</b>	<b>Appointee</b>	<b>Term Expiration</b>
In-Town	Katharine Hosier	2/2017

Section 2. This resolution shall become effective upon adoption.



To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

ADVISORY BOARD NAME: RECREATION AND PARKS

Name: Katharine Hosier

Date of application/last contact: 1 April 2015

Summary of qualifications:

Ms Hosier brings previous experience in volunteering for community boards and commissions from her time in Arizona. That participation demonstrated a clear understanding of the time commitment and the duration of an appointment. Provided her full time studies do not increase in intensity, she will make an admirable addition to the Recreation and Parks Commission.

Advisory Board Chair reconfirmed applicant's interest in serving by phone or e-mail.

☒ Yes    ☐ No

Applicant attended Advisory Board meeting prior to BOA review.

☐ Yes (Date: \_\_\_\_\_)    ☒ No (Briefly explain: ☐ No meeting has taken place since the application was submitted.

Applicant has demonstrated a clear understanding of the time commitment, roles and responsibilities of serving on the Advisory Board.

☒ Yes    ☐ No

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

☐ Gender diversity

☐ Racial or ethnic diversity

To Board Chairs: Please summarize applications as received; contact each applicant for any update one year after last contact; when positions are open, invite each applicant to attend a board meeting prior to making a recommendation.

ADVISORY BOARD NAME: RECREATION AND PARKS

☐ Age range diversity

☐ Neighborhood/geographic diversity

☐ Occupation, experience or special skills

☒ Previous public service or community involvement

☐ Other: \_\_\_\_\_



# Town of Carrboro

Town Hall  
301 W. Main St.  
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## Agenda Item Abstract

**File Number:** 15-0110

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**Agenda Date:** 4/21/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Consideration of a Town Code Amendment Restricting Parking along Pleasant Drive

**PURPOSE:** The purpose of this item is for the Board of Aldermen to consider an amendment to the Town Code restricting on-street parking along Pleasant Drive to one side of the street. The Board must receive public comments before taking action on this amendment.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Christina Moon - 919-918-7325; Nick Herman - 919-929-3905; Mike Brough - 919-929-3905

**INFORMATION:** During the fall of 2014, Town staff received a request from a resident of Pleasant Drive to post signs prohibiting parking along the south side of Pleasant Drive from North Greensboro Street until Mulberry Street. The resident indicated that at one time signage was posted to limit parking to one side of Pleasant Drive but it was later removed for consistency with the Town Code, which did not at that time include a prohibition to parking along that segment of the street.

The cross section of Pleasant Drive is approximately 26 feet from curb to curb with only 22 feet of paved surface, sufficient width for on-street parking along one side of the street. Parking on both sides of the street, however, substantially decreases the width of the travelway and, in effect, reduces the street to one-way travel.

On-street parking is discussed in Chapter 6, Article IV, of the Town Code, and more specifically in Section 6-19, Parking Prohibited in Certain Locations at Certain Times. Subsection 6-19(b)(1)(t) speaks to parking along Pleasant Drive. Parking is currently prohibited along the north side of Pleasant Drive from its intersection with Crest Street to the end of the street, including the unpaved section to the end of the right of way. If adopted, the proposed amendment would prohibit parking along the south side of Pleasant from North Greensboro Street until Crest Street, and continue the current prohibition along the north side of Pleasant from Crest Street until the end of the Pleasant Drive right of way.

The provisions of the Town Code apply only within the Town limits.

**FISCAL & STAFF IMPACT:** Minimal staff impact associated with updating Town Code.

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**Agenda Date:** 4/21/2015

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**RECOMMENDATION:** Staff recommends that the Board of Aldermen consider the draft ordinance amending the Town Code provided as Attachment A.

AN ORDINANCE AMENDING THE TOWN CODE TO SPECIFY PARKING RESTRICTIONS  
ALONG PLEASANT DRIVE

\*Draft 4-14-2015\*

THE CARRBORO BOARD OF ALDERMEN ORDAINS:

Section 1. Article IV of Chapter 6, Section 6-19 of the Carrboro Town Code (Parking Prohibited in Certain Locations at Certain Times)(b)(1)(t) is amended to read as follows:

(t) The south side of Pleasant Drive from its intersection with North Greensboro Street to its intersection with Crest Street, and the north side of Pleasant Drive from its intersection with Crest Street north, including the end of the pavement and remaining right-of-way.

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

Section 3. This ordinance shall become effective upon adoption.

## Chapter 6

### MOTOR VEHICLES AND TRAFFIC

#### Article I - Definitions and Interpretations

##### Section 6-1 Definitions and Rules of Construction (Amend. 3-10-92)

#### Article II - Traffic Control and Traffic Devices

##### Section 6-2 Stoplights Required at Certain Intersections and Locations

##### Section 6-3 Flashing Red and Yellow Lights Required at Certain Intersections and Locations

##### Section 6-4 Stop Signs Required At Certain Intersections (Amend. 2/18/14)

##### Section 6-5 Stop Signs At Places Other Than Intersections

##### Section 6-6 One-Way Streets

##### Section 6-7 Yield Right-of-Way Signs At Certain Intersections

##### Section 6-8 Turning Regulated (Amend. 9/6/11)

##### Section 6-9 Unlawful Passing

##### Section 6-10 Crosswalks and Safety Zones

##### Section 6-11 Weight Limitations On Certain Streets

##### Section 6-12 Play Street

##### Section 6-13 Blocking Intersections and Crosswalks

##### Section 6-14 Driveway Openings Near Intersections

##### Section 6-14.1 Bikeway and Pedestrian Path Regulations

#### Article III - Speed Limits

##### Section 6-15 General Speed Limit

##### Section 6-16 Speed Limits (Amend. 2-18-14)

##### Section 6-17 Reserved

#### Article IV - Parking

##### Section 6-18 Parking Prohibited In Certain Locations - No Traffic Control Devices Required

##### Section 6-19 Parking Prohibited In Certain Locations at Certain Times (Amend. 2/2/14)

##### Section 6-20 Parking Prohibited For Certain Purposes

##### Section 6-21 Parking Close to Curb; Marked Spaces

##### Section 6-22 Angle Parking

#### Article V - Loading and Unloading Zones

##### Section 6-23 Generally

##### Section 6-24 School Loading Zones

##### Section 6-25 Commercial Loading Zones

##### Section 6-26 Public Carrier Loading Zones

#### Article VI - Miscellaneous

##### Section 6-27 Funeral Processions

Section 6-28 Special Provisions for Bicycles, Toy Vehicles, Etc.  
Section 6-28.1 Jogging at Night Without Reflective Clothing Prohibited  
Section 6-28.2 Solicitation of Business from Motor Vehicles  
Section 6-28.3 House Moving (Amend. 1/10/89)

Article VII - Registration and License Tax

Section 6-29 Payment of Motor Vehicle License Tax  
Sections 6-30 through 6-33 Reserved

Article VIII – Bicycles (Created 3/10/92)

Section 6-34 Establishment of Bikeways (Amend. 9/6/11, 6/11/13)  
Section 6-35 Direction of Travel  
Section 6-36 Restrictions Upon Use of Bikeways by Motor Vehicles  
Section 6-37 Shared Usage by Bicyclists and Pedestrians (Amend. 2-18-14)  
Section 6-38 Bicycles and Motor Vehicles Prohibited on Certain Sidewalks  
Section 6-39 Bicycles Subject to General Statutes  
Section 6-40 Voluntary Registration of Bicycles  
Section 6-40.1 Helmets Required for Bicycles

Article IX - Penalties and Remedies

Section 6-41 Penalties and Remedies

Article IV

PARKING

Section 6-18. Parking Prohibited in Certain Locations - No Traffic Control Devices Required

(a) No person may park any vehicle or permit it to stand in any of the following locations:

- (1) As provided in G.S. 20-162, in front of a private driveway.
- (2) As provided in G.S. 20-162, within 15 feet of either direction of a fire hydrant whether or not located in a public right-of-way, or the entrance to a fire station.
- (3) As provided in G.S. 20-162, within 25 feet of the intersection of curb lines, or if none, then within 15 feet of the intersection of property lines at an intersection of highways. (Amend. 3/4/03)
- (4) Within an intersection or on a marked crosswalk.
- (5) Within 30 feet of any traffic control device installed at an intersection regardless of whether the vehicle is located within or outside of the public right-of-way. (Amend. 8/22/78)
- (6) On a sidewalk or on the space between the sidewalk and the curb.
- (7) Subject to subsection (c), in any portion of a roadway intended to carry traffic at the time such vehicle is parked or left standing. (Amend. 2/11/79)
- (8) On the roadway side of any vehicle stopped, standing, or parked at the edge of a curb or street.
- (9) Alongside or opposite any street excavation or obstruction when such parking or standing would obstruct traffic.
- (10) Upon any bridge, overpass, or other elevated structure or within any tunnel or other underpass structure.
- (11) Within 50 feet of the nearest rail of a railroad crossing.
- (12) In any alley or private road in such a manner or under such conditions as to leave available less than 10 feet of the width of the roadway for the free movement of vehicular travel or to block the driveway entrance to any abutting property.



- (13) In any parking space clearly marked as reserved for the handicapped, whether on public or private property unless the driver of or a passenger in such vehicle is handicapped.
- (14) In any bikeway referenced in Section 6-34, with the exception of 6-34 (j), as noted in Section 6-19(b)(5). These bikeways shall be posted with No Parking/Bike Lane/Tow Zone signs. (Amend. 3/10/92)

(b) The administrator may install no parking signs, yellow curb markings or other traffic control devices to indicate where parking and standing is prohibited in accordance with subsection (a) of this section but enforcement of the provisions of this section is not dependent on the installation of such devices.

(c) Notwithstanding the other provisions of this section, the board finds that parking should be allowed on one side of the following lightly traveled, narrow, residential streets, even when vehicles so parked may extend onto the traveled portion of such streets. Therefore, parking shall be allowed on the indicated side of the following streets when the administrator installs signs indicating that parking is allowed only on the one side of such streets authorized below: (Amend. 12/11/79)

On the west side of Broad Street (Amend. 2/2/88)

#### Section 6-19. Parking Prohibited in Certain Locations at Certain Times

(a) Subject to subsection (c), whenever, pursuant to subsection (b) of this section, the administrator has installed signs, yellow pavement or other traffic control devices clearly indicating that parking or standing within a specified area is prohibited, or is allowed only at certain times or for a certain duration, no person may park any vehicle or permit it to stand contrary to the directions of those traffic control devices. (Amend. 5/16/95)

(b) The administrator shall install no parking signs, yellow curb markings, or traffic control devices to indicate that parking and standing is prohibited under the following circumstances at the following locations:

##### (1) No Parking At Any Time

- (a) Both sides of Jones Ferry Road from a point 200 feet south of the intersection of the centerlines of Jones Ferry Road with Main Street. (Amend. 10/27/81, 3/10/92)
- (b) East side of Broad Street (Amend. 1/13/81, 2/2/88)
- (c) Both sides of Lloyd Street from the Intersection of East Main Street to the intersection of Cobb Street. (Amend. 7/10/79, 2/2/88)

- (d) Both sides of North Greensboro Street from the intersection of East Poplar Avenue to the intersection of Hillsborough Road.(Amend. 1/13/81, 10/1/91, 3/10/92)
- (e) Both sides of East Poplar Avenue from the intersection of West Main Street to the intersection of North Greensboro Street. (Amend 2/24/81)
- (f) The west side of Davie Road from the center line of Colson Street running northward a distance of 60 feet. (Amend. 3/24/81)
- (g) Both sides of Roberson Street from the intersection of East Main Street to a point 135 feet east of the centerline of Maple Avenue Extension and the south side of Roberson Street from Maple Avenue Extension to a point 95 feet west of the centerline of Maple Avenue Extension. (Amend. 10/14/81, 02/16/2010)
- (h) Both sides of Fidelity Street from its intersection with Main Street to its intersection with Davie Road, except that parking shall be allowed in the following cases: (1) on the south side of Fidelity Street adjacent to the town cemetery during funerals; (2) on the south side of Fidelity Street from the intersection of Bim Street to a point 720 feet (excluding the fire zone) at the western end of White Oak Townhomes during the hours of 3:00 p.m. – 7:00 p.m. on Wednesdays, 7:00 a.m. to 2:30 p.m. on Saturday and 1:00 p.m. to 6:00 p.m. on Sunday; and (3) the north side of Fidelity Street from the centerline of the intersection of Bim Street to a point 540 feet west during the hours of 3:00 p.m. – 7:00 p.m. on Wednesdays, 7:00 a.m. to 2:30 p.m. on Saturday and 1:00 p.m. to 6:00 p.m. on Sunday. (Amend. 3/9/82, 3/10/92, 2/20/96, 6/25/96, 6/26/07, 9/4/07)
- (i) Both sides of West Weaver Street from a point 250 feet west of the intersection of the centerline of Greensboro Street and Weaver Street to a point 550 feet east of the western intersection of the centerline of Weaver Street and Main Street. (Amend. 3/23/82, 3/10/92)
- (j) The west side of Merritt Mill Road from a point 55 feet from the intersection of Merritt Mill Road and Rosemary Street to a point 55 feet from the intersection of Merritt Mill Road and East Main/West Franklin Street except on Sundays between ~~9:30~~ 8:00 a.m. and ~~1:30~~ 2:00 p.m. (Amend. 10/11/83, 11/12/96, 8/17/99, 9/21/04, 1/11/05).
- (k) Both sides of Blackwood Drive from its intersection with Main Street to a point 185 feet south of the intersection of the centerlines of Main Street and Blackwood Drive. This no parking area shall

extend for the full 30-foot width of the right-of-way on Blackwood Drive. (Amend. 5/8/84)

- (l) Both sides of West Poplar Avenue from the intersection of N.C. 54 to West Main Street. (Amend. 3/10/87, 3/10/92)
- (m) The north side of Shelton Street between Elm Street and North Greensboro Street. (Amend. 3/10/87)
- (n) Both sides of Cemetery Road. (Amend. 5/26/87)
- (o) East side of Lloyd Street from the intersection of Cobb Street to the intersection of Hill Street. (Amend. 2/2/88)
- (p) North side of Cobb Street (Amend. 2/2/88)
- (q) South side of Cobb Street from the intersection of Lloyd Street to a point 150 feet east of the intersection of Lloyd Street (Amend. 2/2/88)
- (r) North side of Fowler Street (Amend. 2/2/88)
- (s) North side of Hill Street (Amend. 2/2/88)
- (t) The north side of Pleasant Drive from its intersection with Crest Street north, including the end of the pavement and remaining right-of-way. (Amend. 9/25/90)
- (u) Both sides of Hillsborough Road from the intersection of Main Street to the intersection of Lorraine Street. (Amend. 10/1/91, 3/10/92)
- (v) Both sides of Main Street from the intersection of Hillsborough Road to the intersection of James Street. (Amend. 10/1/91, 3/10/92)
- (w) Both sides of Short Street. (Amend. 10/20/92)
- (x) Both sides of Oak Avenue from the intersection of Weaver Street to the intersection of North Greensboro Street. (Amend. 5/2/95)
- (y) Both sides of Bim Street between the intersection of Jones Ferry Road to the intersection of Fidelity Street, with the exception that parking shall be allowed on the east side of Bim Street for a distance of 103 feet from the beginning of the wooden planter beams to a point 17 feet north of the southernmost exist of the parking lot during the hours of 3:00 p.m. to 7:00 p.m. on Wednesdays, 7:00 a.m.

to 2:30 p.m. on Saturdays, and 1:00 p.m. to 6:00 p.m. on Sundays.  
(Amend. 2/20/96, 6/25/96, 4/5/05, 6/26/07)

- (z) Both sides of Laurel Avenue between the intersection of Jones Ferry Road to the intersection of Main Street, with the exception that parking shall be allowed on the west side of Laurel Avenue bordering the Town's property for a distance of 196 feet during the hours of 3:00 p.m. to 7:00 p.m. on Wednesdays, 7:00 a.m. to 2:30 p.m. on Saturdays and 1:00 p.m. to 6:00 p.m. on Sundays. (Amend. 2/20/96, 6/25/96, 4/5/05, 6/26/07)
- (aa) Both sides of Watters Road from its intersection with North Greensboro Street to the end of town maintenance along the street.
- (bb) The west side of Prince Street from its intersection with Queen Street to the street's northern terminus. (Amend. 4/28/98)
- (cc) Both sides of Cates Farm Road from its intersection with Hillsborough Road to its intersection with Pathway Drive. (Amend. 9/8/98)
- (dd) The west side of Sweet Bay Place from its intersection with Roberson Street to a point 570 feet south of the Roberson Street intersection. (Amend. 3/14/2000, 4/15/2003)
- (ee) The east side of Sweet Bay Place from the point 570 feet south of the Roberson Street intersection to its intersection with Red Sunset Place. (Amend. 3/14/2000, 4/15/2003)
- (ff) ~~The west side of Sweet Bay Place from its intersection with Wannamaker Place to its intersection with Red Sunset Place.~~  
(Amend. 3/14/2000, Amend. 3/4/03)
- (gg) The east side of Red Sunset Place from its intersection with Sweet Bay Place to its intersection with Purple Leaf Place. (Amend. 3/14/2000)
- (hh) The west side of Red Sunset Place from its intersection with Sweet Bay Place to its intersection with Purple Leaf Place. (Amend. 3/14/2000)
- (ii) On the east side of Purple Leaf Place from its intersection with Wannamaker Place to its terminus. (Amend. 3/14/2000)
- (jj) The west side of Purple Leaf Place from its intersection with Wannamaker Place to its terminus. (Amend. 3/14/2000)

(kk) Both sides of Wannamaker Place from its intersection with Sweet Bay Place to its intersection with Purple Leaf Place. (Amend. 3/14/2000)

(ll) Both sides of Mulberry Street (Amend. 11-20-2001), effective 9-1-2004)

(mm) Along both sides of E. Carr Street (Amend. 12/8/2009)

(nn) Both sides of Renee Lynne Court (Amend 9/7/2010)

(oo) On the north side of West Carr Street from its intersection with South Greensboro Street to a point 80 feet west of the centerline of South Greensboro Street (Created 2/2/14)

(2) No Parking From 6 a.m. to 6 p.m.:

Both sides of Barnes Street from the intersection of Barnes Street and Jones Ferry Road to the intersection of Queen Street.

(3) Parking for Not More Than One Hour, Between 7 a.m. and 5:30 p.m.:  
(Amend. 7/23/85)

(a) Beginning at a point approximately 220 feet east of the intersection of the centerlines of

Weaver Street and North Greensboro Street and running east for approximately 45 feet; and

(b) Beginning at a point approximately 375 feet east of the intersection of the centerlines of Weaver Street and North Greensboro Street and running east for approximately 80 feet.

~~(c) Within the municipal parking lot located at the northwest corner of the intersection of Rosemary Street and Sunset Drive. (This restriction shall be in effect Monday through Friday only.) (Amend. 10/23/2001) (Amend. 10/25/05)~~

(c) On the south side of Rosemary Street beginning at a point approximately 110 feet west of the intersection of the centerlines of Rosemary Street and Merritt Mill Road and running west for approximately 180 feet. (This restriction shall be in effect Monday through Saturday only.) (Amend. 6/21/05)

(d) On the east side of Boyd Street beginning at a point approximately 25 feet south of the intersection of curb lines at the intersection of Boyd Street and Main Street and running south for approximately 105 feet. (This restriction shall be in effect Monday through Saturday only.) (Amend. 6/21/05)

- (4) Parking for Not More Than Two Hours, Between 7:00 a.m. and 5:30 p.m.:  
(Amend. 5/4/2004)
- (a) In the municipal parking lot located at 106 / 108 / 110 East Main Street. Notwithstanding the foregoing, nine designated spaces in the lot are reserved from 8:30 a.m. to 5:30 p.m. for owners and tenants of 106 / 108 / 110 East Main Street. (Amend. 6/22/2004)
  - (b) In the municipal parking lot located at the southeast corner of the intersection of Roberson Street and Main Street. (Amend. 6/22/2004)
  - (c) Within the municipal parking lot located at the northwest corner of the intersection of Rosemary Street and Sunset Drive. (This restriction shall be in effect Monday through Friday only.) Amend. 10/25/05
  - (d) Within the municipal parking lot located at 303 West Weaver Street (Amend. 2/21/06)
  - (e) Within the municipal parking lot located at the southeast corner of the intersection of S. Greensboro Street and Roberson Street. (Amend. 12/8/2009)
  - (f) Within the municipal parking located on Laurel Avenue (Amend. 6/25/13)
  - (g) Within the leased parking spaces at the 300 East Main Street Development (Amend. 6/25/13)
- (5) No parking from 7:00 a.m. to 9:00 a.m. and from 4:00 p.m. to 6:30 p.m., Monday through Friday: (Amend. 6/26/90)
- Both sides of Pathway Drive from a point beginning at the end of the pavement 200 feet northwest of the intersection of Cobblestone Drive and Pathway Drive running east 3,619 feet to the southeast end of Pathway Drive.
- Both sides of Cates Farm Road from its intersection with Pathway Drive to its terminus at the intersection with Autumn Drive. (Amend. 9/8/98)
- (6) No parking or standing from 7:00 a.m. to 9:00 a.m. and from 2:00 p.m. to 4:00 p.m., Monday through Friday: (Amend. 2/4/2003)
- Both sides of Barington Hills Road from its intersection with Hillsborough Road to its intersection with Bruton Drive.

~~(7) — Parking for not more than two hours, between 7:00 a.m. and 5:30 p.m.:  
(Amend. 4/15/2003)~~

~~(a) — The east side of Sweet Bay Place from its intersection with Roberson Street to a point 570 feet south of the Roberson Street intersection.  
(Deleted 11/20/07)~~

- (8) The municipal parking lot located at the southwest corner of the intersection of Greensboro Street and Weaver Street is reserved for visitors and staff of the Carrboro Century Center. Notwithstanding the foregoing, ten designated spaces in the lot are reserved for Carrboro Police Department vehicles from 8:30 a.m. to 5:30 p.m. and one designated space is for parking for not more than 30 minutes. (Amend. 6/22/2004)
- (9) The municipal parking lot located on the east side of the Carrboro Century Center is reserved for Town of Carrboro vehicles only. (Amend. 6/22/2004)
- (10) In the municipal parking lot located at Carrboro Town Hall and the Carrboro Town Commons, four designated spaces are reserved for visitor parking for not more than two hours, eight designated spaces are reserved for Town of Carrboro vehicles, and one designated space is reserved for use as a loading zone. (Amend. 6/22/2004)
- ~~(11) No Parking from 3:00 am. To 5:00 a.m. — (Created. 6/25/13, Deleted 2/18/14)~~

All town parking lots

Section 6-20. Parking Prohibited for Certain Purposes

No person may park any vehicle or permit it to stand upon any street for any of the following principle purposes:

- (1) Displaying it for sale, except foreclosure and judicial sales;
- (2) Washing, greasing, changing tires, or repairing such vehicle, except to the extent necessitated by an emergency;
- (3) Storing it;
- (4) Advertising.

Section 6-21. Parking Close to Curb; Marked Spaces

(a) Except as otherwise provided in this article, no person may park a vehicle or permit it to stand in a roadway other than parallel with the edge of the roadway, heading in the direction of

lawful traffic movement, and with the wheels of the vehicle within eighteen (18) inches of the curb or the edge of the roadway.

(b) The administrator may mark any street where parking is permitted with lines that indicate that parking space for vehicles, and no person may park any vehicle outside such lines.

Section 6-22. Angle Parking

(a) Whenever, pursuant to subsection (b), pavement markings have been installed to indicate that angle parking is permitted, no person may park or permit a vehicle to stand within an area so marked unless the vehicle is located entirely within a marked space.

(b) Parking at an angle of approximately 45 degrees to the curb shall be allowed at the following areas to indicate that only angle parking is permitted:

None





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 15-0116

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**Agenda Date:** 4/21/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Independent Audit Contract for FY 2014-15

**PURPOSE:** To award contract for the Town's annual independent audit for the fiscal year ending June 30, 2015.

**DEPARTMENT:** Finance

**CONTACT INFORMATION:** Arche L. McAdoo, 918-7439

**INFORMATION:** The Local Government Budget and Fiscal Control Act (LGBFCA) requires each local government to prepare an annual financial report on their financial position at the end of the fiscal year and financial results of operations. The LGBFCA also requires that this financial report be audited by an independent certified public accountant.

Dixon Hughes Goodman LLP, the Town's independent auditor, has submitted a contract to audit the Town's accounts and letter of engagement for the fiscal year ending June 30, 2015. The audit cost is estimated to be \$50,000. This cost is unchanged from last year. At the request of the Town, Dixon Hughes Goodman LLP has included preparation of the Town's annual financial statements at an additional cost of \$3,000.00.

As part of the compliance process for GASB Statements 67 and 68 testing of the pension census data at the employer participant level is now required. The Office of State Auditor (OSA) has selected the Town to provide assurance on the accuracy of certain elements of our census data. This will require additional work by the independent auditor under a separate contract to examine the Town's employee census data provided to the Local Government Employees' Retirement System (LGERS). The fee for this additional work will be billed at a rate of \$150 per hour, not to exceed a total of \$7,500.

**FISCAL & STAFF IMPACT:** Funds for the cost of the annual audit, financial statement preparation, and additional work for GASB 67 and 68 compliance have been requested in the Finance FY 2015-16 operating budget.

**RECOMMENDATION:** That the Board: 1) award a contract to Dixon Hughes Goodman LLP for a total cost of \$53,000.00 for audit of Town accounts and preparation of annual financial statements for fiscal year ending June 30, 2014; 2) authorize the Mayor to sign the Audit Contract required by the Local

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**Agenda Date:** 4/21/2015

**File Type:**Abstract

**In Control:** Board of Aldermen

**Version:** 1

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Government Commission and the Dixon Hughes Goodman LLP Letter of Engagement; and 3) authorize the Mayor to execute the letter of engagement for examination of the Town's employee census data and related payroll records to determine if the data provided to the Local Government Employees' Retirement System is materially correct.

## **A RESOLUTION AWARDING THE CONTRACT FOR THE FY 2014-15 AUDIT**

BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO THAT:

Section 1. The audit contract for the fiscal year ending June 30, 2015 is awarded to Dixon Hughes Goodman LLP for a total cost of \$53,000.

Section 2. The Mayor is authorized to sign the Audit Contract required by the Local Government Commission and Dixon Hughes Goodman LLP Letter of Engagement.

Section 3. The Mayor is authorized to execute the Letter of Engagement with Dixon Hughes Goodman LLP for 2015 pension attesting to provide certain assurances to the Office of State Auditor with the cost of such engagement not to exceed \$7,500.

Section 4. This resolution shall become effective upon adoption.

**CONTRACT TO AUDIT ACCOUNTS**Of the Town of Carrboro, North CarolinaGovernmental Unit and Discretely Presented Component Unit (DPCU) if applicableOn this 30th day of March, 2015,Auditor: Dixon Hughes Goodman LLP

Auditor Mailing Address: \_\_\_\_\_

1829 Eastchester Drive, High Point, NC 27265

Hereinafter referred to as The Auditor

and the Board of Aldermen(Governing Board (s)) of the Town of Carrboro, North Carolina

: hereinafter referred to as the Governmental Unit (s), agree as follows:

Governmental Unit (s)

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning July 1, 2014, and ending June 30, 2015. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCU's, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 Audits of States, Local Governments, and Non-Profit Organizations and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).

County and Multi-County Health Departments: The Office of State Auditor will designate certain programs that have eligibility requirements to be considered major programs in accordance with OMB Circular A-133 for the State of North Carolina. The LGC will notify the auditor and the County and Multi-Health Department of these programs. A County or a Multi-County Health Department may be selected to audit any of these programs as major.

3. If an entity is determined to be a component of another government as defined by the group audit standards - the entity's auditor will make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment..

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2015. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.

**Contract to Audit Accounts (cont.)**

the Town of Carrboro, North Carolina

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent to: [lgc.invoice@nctreasurer.com](mailto:lgc.invoice@nctreasurer.com). Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

**Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]** N/A

**Audit** \$50,000 for the audit

**Preparation of the annual financial statements** \$3,000

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. **The 75% cap for interim invoice approval for this audit contract is \$ 39,750** **\*\* NA if no interim billing**

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included) by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and other lawful purposes of the Governmental Unit without subsequent consent of the

**Contract to Audit Accounts (cont.)**

**the Town of Carrboro, North Carolina**

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

The LGC's process for submitting contracts, audit reports and Invoices is subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item #17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
17. Special provisions should be limited. Please list any special provisions in an attachment. See attached engagement letter.
18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not issued and the DPCU is included in the primary government audit, the DPCU must be named along with the parent government on this audit contract. Signatures from the DPCU Board chairman and finance officer also must be included on this contract.
19. The contract must be executed, pre-audited, physically signed by all parties including Governmental Unit and Auditor signatures and submitted in PDF format to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of April, 2014. These instructions are subject to change. Please check the NC Treasurer's web site at [www.nctreasurer.com](http://www.nctreasurer.com) for the most recent instructions.
20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
22. Municipal & County Contracts: The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void.
23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

**Contract to Audit Accounts (cont.)**

**the Town of Carrboro, North Carolina**

Name of Governmental Unit and Discretely Presented Component Unit's (DPCU) if applicable

**Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.**

**Audit Firm Signature:**

**Dixon Hughes Goodman LLP**

Name of Audit Firm

By **John A. Frank, CPA**

Authorized Audit firm representative name: Type or print

*John A. Frank*

Signature of authorized audit firm representative

**John.Frank@dhgllp.com**

Email Address of Audit Firm:

Date **March 30, 2015**

**Governmental Unit Signatures:**

By **Lydia Lavelle, Mayor**

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By

DPCU Chairperson: Type or print name and title

Signature of Chairperson of DPCU if applicable

Date

**Unit Signatures (continued):**

By

Chair of Audit Committee - Type or print name

Signature of Audit Committee Chairperson

Date

**\*\* If Governmental Unit has no audit committee, this section should be marked "N/A." \*\***

**PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)**

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

By **Arche McAdoo**

Governmental Unit Finance Officer: Type or print name

**Finance Officer Signature**

**amcadoo@townofcarrboro.org**

Email Address of Finance Officer

Date

(Pre-audit Certificate **must be dated.**)

**Date Governing Body Approved Audit Contract - G.S. 159-34(a)**

**Board Approval Date - Primary Government**

**Board Approval Date - DPCU**

March 30, 2015

Board of Aldermen  
Town of Carrboro  
301 West Main Street  
Carrboro, North Carolina 27510

We are pleased to confirm our understanding of the services we are to provide for Town of Carrboro, (the "Town") for the year ending June 30, 2015. This attachment to item 17, "Contract to Audit Accounts" (LGC-205) is intended to further clarify certain provisions of the Contract.

#### **AUDIT SERVICES**

We will audit the financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Town as of and for the year ending June 30, 2015.

#### **AUDIT OBJECTIVES**

The objective of our audit is the expression of opinions as to whether the Town's financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with Single Audit Act Amendments of 1996 and Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations* ("OMB Circular A-133") and the *State Single Audit Implementation Act*.



The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe (1) the scope of testing of internal control over financial reporting and compliance and the result of that testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, (2) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and (3) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance; and, OMB Circular A-133 and the *State Single Audit Implementation Act* in considering internal control over compliance and major program compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the Town is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the provisions of OMB Circular A-133; and the *State Single Audit Implementation Act*, and will include tests of accounting records, a determination of major program(s) in accordance with Circular A-133 and the *State Single Audit Implementation Act*, and other procedures we consider necessary to enable us to express such an opinion. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

#### **AUDIT PROCEDURES - GENERAL**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental

regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures may include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of certain assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from the Town's attorneys as part of the engagement, and they may bill the Town for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters. Because of the importance of management's written or verbal representations to an effective audit, management agrees to release Dixon Hughes Goodman LLP and its personnel from any liability and costs relating to our services under this letter attributable to any misrepresentations by management.

In providing our audit services we are required by law and our professional standards to maintain our independence from the Town. We take this mandate very seriously and thus guard against impermissible relationships which may impair the very independence which the Town and the users of our report require. As such the Town should not place upon us special confidence that in the performance of our audit services we will act solely in its interest. Therefore, management acknowledges and agrees we are not in a fiduciary relationship with the Town and we have no fiduciary responsibilities to the Town or management in the performance of our services described herein.

#### **AUDIT PROCEDURES - INTERNAL CONTROLS**

Our audit includes obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over financial reporting. Accordingly we will express no such opinion. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under auditing standards generally accepted in the United States of America, *Government Auditing Standards*, OMB Circular A-133 and the *State Single Audit Implementation Act*.

As required by OMB Circular A-133 and the *State Single Audit Implementation Act*, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal and state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to OMB Circular A-133 and the *State Single Audit Implementation Act*.

## **AUDIT PROCEDURES - COMPLIANCE**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

OMB Circular A-133 and the *State Single Audit Implementation Act* require that we also plan and perform the audit to obtain reasonable assurance about whether the Town has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Circular A-133 Compliance Supplement* and the *Audit Manual for Governmental Auditors in North Carolina* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. The purpose of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our reports on compliance issued pursuant to OMB Circular A-133 and the *State Single Audit Implementation Act*.

## **MANAGEMENT'S RESPONSIBILITIES**

Management is responsible for designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Town and the respective changes in financial position and, where applicable, cash flows in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements. The responsibility for the financial statements and all representations contained therein remains with management and those charged with governance, which includes officers and directors of the Town. Management is also responsible for establishing and maintaining effective internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

Management is responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation and other matters. Management also agrees to provide us with any additional information that we may request from management for the purpose of the audit as well as unrestricted access to any person within the Town from whom we determine it necessary to obtain audit evidence. Because this engagement qualifies as a group audit management agrees to facilitate unrestricted access to information related to components of the Town as well as persons at components (including management and those charged with governance) and component auditors.

Management's responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance and for the accuracy and completeness of that information. Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design, implementation and maintenance of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Town involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Management's responsibilities include informing us of its knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, grantors, regulators, or others. In addition, management is responsible for identifying and ensuring that the Town complies with applicable laws and regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report. As required by OMB Circular A-133 and the *State Single Audit Implementation Act*, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a Summary Schedule of Prior Audit Findings and a Corrective Action Plan if necessary.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit Objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as management's planned corrective actions, for the report, and for the timing and format for providing that information.

We understand that the Town's employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

#### **REQUIRED SUPPLEMENTARY INFORMATION**

Our audit is for the purpose of forming an opinion on the financial statements taken as a whole. Accounting principles generally accepted in the United States ("GAAP") provide for certain required supplementary information ("RSI") to accompany the basic financial statements. We understand the following RSI will accompany the basic financial statements:

1. Management's Discussion and Analysis ("MD&A")
2. Law Enforcement Officers' Special Separation Allowance - Schedule of Funding Progress
3. Law Enforcement Officers' Special Separation Allowance - Schedule of Employer Contributions

4. Notes to the Required Schedules for the Law Enforcement Officers' Special Separation Allowance
5. Other Postemployment Benefits - Schedule of Funding Progress
6. Other Postemployment Benefits - Schedule of Employer Contributions
7. Notes to the Required Schedules for Other Postemployment Benefits

Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

The Town's management is responsible for the fair presentation of the RSI. As part of our engagement, we will apply certain limited procedures to the RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### **SUPPLEMENTARY INFORMATION**

We understand that the following supplementary information other than RSI will accompany the basic financial statements:

1. Combining non-major fund statements, if applicable
2. Budgetary schedules for all funds required to adopt a budget other than the General Fund and annually adopted major special revenue funds
3. Schedule of Ad Valorem Taxes Receivable
4. Analysis of Current Tax Levy - Town-Wide Levy
5. Financial Data Schedule
6. Schedule of Expenditures of Federal and State Awards

Such information is presented for the purpose of additional analysis of the financial statements and is not a required part of the basic financial statements. The Town's management is responsible for the fair presentation of the supplementary information. We will subject the supplementary information to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the accounting and other records used to prepare the financial statements or to the financial statements themselves in accordance with auditing standards generally accepted in the United States of America.

Management's responsibilities include acknowledging to us in the written representation letter that (a) management is responsible for presentation of the supplementary information in accordance with GAAP; (b) that management believes the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation

have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) management has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Our responsibility is to report whether such information is fairly stated in all material aspects in relation to the basic financial statements taken as a whole. Management agrees to include our report on the supplementary information other than RSI in any document that contains, and indicates that we have reported on, the supplementary information other than RSI. Management also agrees to include the audited financial statements with any presentation of the supplementary information other than RSI that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information other than RSI no later than the date the supplementary information other than RSI is issued with our report thereon.

#### **OTHER INFORMATION**

Our audit is for the purpose of forming an opinion on the basic financial statements taken as a whole. We understand the Town will prepare an introductory section and statistical section. Such information is presented for the purpose of additional analysis and is not a required part of the basic financial statements. The Town's management is responsible for such information. We will not subject such information to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we will not express an opinion or provide any assurance on it.

#### **MANAGEMENT'S RESPONSIBILITY FOR NONATTEST SERVICES**

Management agrees to assume all management responsibilities and to oversee the non-attest services we will provide by designating an individual possessing suitable skill, knowledge and/or experience. Management is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services. Management is responsible for designing, implementing, and maintaining internal controls.

We will provide the following non-attest services:

- We will assist with preparation of the Town's financial statements, Schedule of Expenditures of Federal and State Awards, and related notes.
- We will advise management about appropriate accounting principles and their application and will assist in preparation of the Town's basic financial statements. The responsibility for the basic financial statements and all representations contained therein remains with management, which includes members of the governing board.
- At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide to management the required electronic copy of the financial reporting package (including the basic financial statements, Schedule of Expenditures of Federal and State Awards, auditors' reports on internal controls and compliance, Schedule of Findings and Questioned Costs, Corrective Action Plan (if required) and a Summary Schedule of Prior Audit Findings (if required) along with the Data Collection Form) to be uploaded on the federal clearinghouse's website.

- At the conclusion of the engagement, we will upload the audited financial statements and compliance reports on the North Carolina State Treasurer's website.
- We will compile financial statement data for inclusion in the Annual Financial Information Report (AFIR).

Management is responsible for evaluating the adequacy and results of the above non-attest services performed and accepting responsibility for the results of such services. This includes management's review and approval of all adjustments we may propose to the accounting records of the Town or its financial statements as a result of these services.

#### **USE OF FINANCIAL STATEMENTS**

If the Town's financial statements are to be included in a client prepared document, other than the Town's *Comprehensive Annual Financial Report*, which includes other information, the Town should notify us of the nature of the document and allow us to read such document prior to submitting the document to others. An example of another document would be an official statement in connection with a public debt offering.

#### **AUDIT ADMINISTRATION, FEES AND OTHER**

In connection with providing our professional services, we may engage the assistance of outside service providers. We may share confidential information about the Town with these service providers, but remain committed to maintaining the confidentiality and security of the Town's information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of the Town's information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of the Town's information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of the Town's confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, management will be asked to provide its consent prior to the sharing of the Town's confidential information with the third-party service provider. Furthermore, we are responsible for the adequate oversight of all services provided by the third-party service provider and for ensuring that all services are performed with competence and due professional care.

The audit documentation for this engagement is the property of Dixon Hughes Goodman LLP and constitutes confidential information. However, we may be requested to make certain audit documentation available to the U.S. Department of Health and Human Services or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office or North Carolina Office of the State Auditor pursuant to authority given to it by law or regulation. If requested, access to such audit documentation will be provided under the supervision of Dixon Hughes Goodman LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

This engagement is limited to the services outlined above. We will perform all services in accordance with applicable professional standards.

John Frank is the engagement member and is responsible for supervising the engagement and signing the report of authorizing another individual to sign. We plan to begin our audit work in August 2015.



Board of Aldermen  
Town of Carrboro  
March 30, 2015  
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Our fee for these services will be \$50,000 for the audit and \$3,000 for preparation of the financial statements. This estimate is based on the assumption there will be no significant bookkeeping assistance required or significant changes in the Town's operations including (but not limited to): issuance of new debt; new construction projects; creation of new funds; new or "State Mandated" major programs required to be tested for Single Audit; or additional procedures required in response to the discovery of fraud. We will issue contract addendums for additional fees related to any bookkeeping or changes mentioned above. The additional fees will be billed at our standard hourly rates depending on the experience level of the individuals performing the work.

Progress billings will be submitted to the North Carolina Office of the State Treasurer for approval and then mailed to the Town. All invoices are payable upon presentation.

Should the Town require additional services incidental to those specified herein which are not the subject of a separate engagement letter, upon management's request for the performance of those services we will confirm to management in writing or by electronic mail the requested services we will provide. Such services, including our fees, shall be rendered subject to and in accordance with the provisions of this letter.

Many of our clients choose to communicate with us by email, and we may use email in connection with this engagement unless management directs us otherwise. We will use reasonable precautions to protect the Town's confidential information, but we have no obligation to employ any measures that the Town does not regularly employ in protecting its confidential information. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed, we cannot guarantee or warrant that email from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim any liability or responsibility whatsoever for interception or unintentional disclosure or communication of email transmissions, or for the unauthorized use or failed delivery of emails transmitted by us in connection with the performance of this engagement or the disclosure or communication of confidential or proprietary information arising therefrom.

In providing our services we may direct management to provide the Town's information to us through a separate web based client portal in an effort to provide greater security with respect to the information. In the event we request the Town provide its information to us through such a client portal, to the extent management fails to do so or in using the client portal management fails to monitor and restrict access only to its authorized personnel (any such failure being referred to herein as a "Portal Failure") we disclaim, and the Town releases us from, any and all liability for loss and damage, including direct, indirect, consequential, incidental, and special damages such as loss of revenue or anticipated profits, arising from any interception, unintentional disclosure or communication or unauthorized use of such information incident to a Portal Failure.

This agreement and any claim arising out of the services provided shall be governed by the laws of the state of North Carolina, exclusive of its conflict of laws rules. The parties agree that any action between them related to or arising out of this engagement shall be brought only in the state or federal courts of North Carolina.



Board of Aldermen  
Town of Carrboro  
March 30, 2015  
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Whenever possible, each provision of this agreement shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision hereof shall be ineffective, or invalid, such ineffectiveness or invalidity shall be only to the extent of such prohibition or invalidity, without invalidating the remainder of the provision or the remaining provisions of this agreement, which shall otherwise remain in full force and effect. The agreements of Town of Carrboro and Dixon Hughes Goodman LLP contained in the Contract to Audit Accounts and this attachment shall survive the completion or termination of this engagement.

*Government Auditing Standards* require that we provide the Town with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Town of Carrboro and believe this letter accurately summarizes the significant terms of our engagement. If management has any questions, please let us know. If management agrees with the terms of our engagement as described in this letter, please sign the enclosed copy and the Contract to Audit Accounts and return it to us.

Sincerely,

*Dixon Hughes Goodman LLP*

**Dixon Hughes Goodman LLP**

JAF/vll

**ACKNOWLEDGED:**

This letter correctly sets forth the understanding of the Town of Carrboro.

By: \_\_\_\_\_  
Lydia Lavelle, Mayor

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Arche McAdoo, Finance Officer



**Peer Review Program**

Administered by the National Peer Review Committee

American Institute of CPAs  
220 Leigh Farm Road  
Durham, NC 27707-8110

October 31, 2014

Kenneth Max Hughes, CPA  
Dixon Hughes Goodman LLP  
6525 Morrison Blvd Ste 500  
Charlotte, NC 28211

Dear Mr. Hughes:

It is my pleasure to notify you that on October 31, 2014 the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is August 31, 2017. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,

Larry Gray  
Chair, National Peer Review Committee  
nprc@aicpa.org 919 402.4502

cc: Candace E Wright; David W Hinshaw

Firm Number: 10017108

Review Number 359179

Letter ID: 935009

## System Review Report

To the Partners of Dixon Hughes Goodman LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Dixon Hughes Goodman LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended February 28, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included (engagements performed under *Government Auditing Standards*; audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations Service Organizations Control (SOC) 1 and 2 engagements.

In our opinion, the system of quality control for the accounting and auditing practice of Dixon Hughes Goodman LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended February 28, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Dixon Hughes Goodman LLP has received a peer review rating of *pass*.

*Postlethwaite & Netterville*

Baton Rouge, Louisiana  
August 15, 2014

April 15, 2015

Mr. Arche McAdoo  
Town of Carrboro, North Carolina  
301 West Main Street  
Carrboro, North Carolina 27510

We are pleased to confirm our understanding of the services we are to provide for the Town of Carrboro, North Carolina (the "Town").

We will examine the Town's employee census data and related underlying payroll records to determine the employee census data provided to the Local Government Employees' Retirement System ("LGERS") for the year ended December 31, 2014 is materially correct. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Accordingly, it will include tests of your records and other procedures we consider necessary to enable us to express an opinion as to whether the Town's employee census data is in compliance with the criteria set forth on pages 9 through 17 of the LGERS' Employer Manual (revised January 2014). If, for any reason, we are unable to complete the examination, we will not issue a report as a result of this engagement.

Our report to be submitted is not intended to be a legal opinion on the Town's compliance.

Our engagement will not include a detailed inspection of every employee and cannot be relied on to disclose all material errors, fraud, or other violations of laws or regulations, that may exist. However, we will inform you of any material errors or fraud that comes to our attention. We will also inform you of any other violations of laws or regulations that come to our attention, unless clearly inconsequential.

Our examination will include obtaining an understanding of internal controls used by the Town sufficient to assess the risks of material misstatement of eligible employee census information submitted to the Department of State Treasurer's Retirement Systems Division (the "State") and to design the nature, timing, and extent of further substantive procedures, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control over employee census information submitted to the State. Accordingly we will express no such opinion. This examination is not designed to provide assurance on internal control or to identify deficiencies in internal control.

We understand that you will provide us with the basic information required for our examination and that you are responsible for the accuracy and completeness of that information.

At the end of the engagement, we will require a representation letter from management that will include, among other items, management's assertion as to the completeness and accuracy of the employee census data reported to the State for the year ended December 31, 2014.

Mr. Arche McAdoo  
Town of Carrboro, North Carolina  
April 15, 2015  
Page 2 of 3

Management is responsible for making all employee census data and related payroll information available to us and for the accuracy and completeness of that information. Management is also responsible for providing us with access to all information of which management is aware that is relevant to the LGERS. You also agree to provide us with any additional information that we may request from management for the purpose of this examination as well as unrestricted access to any person within the Town from whom we determine it necessary to obtain additional evidence. Your responsibilities include adjusting employee census data that may have been previously submitted in error.

Management is responsible for assuming all management responsibilities and for overseeing all management functions; for designating an individual with suitable skill, knowledge, and/or experience to oversee this examination and for evaluating the adequacy and results of this examination and accepting responsibility for them.

John Frank is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our examination in June 2015 and issue our report by the required October 16, 2015 deadline specified by the Office of the State Auditor.

Our fees for this engagement will be billed at a rate of \$150 per hour, not to exceed \$7,500.

Our invoices for this engagement are subject to approval by the Fiscal Management Section of the State Treasurer's Office and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us. If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

Very truly yours,

A handwritten signature in black ink that reads "Dixon Hughes Goodman LLP". The signature is written in a cursive, flowing style.

**Dixon Hughes Goodman LLP**

JAF/vll

Mr. Arche McAdoo  
Town of Carrboro, North Carolina  
April 15, 2015  
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ACKNOWLEDGED:

This letter correctly sets forth the understanding of the services to be performed for the Town of Carrboro.

Approved:

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
Arche McAdoo, Finance Officer



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 15-0115

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**Agenda Date:** 4/21/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Authorize Facilitated Process for Discussion of Lloyd Farm Development Plan

**PURPOSE:** The purpose of this item is for the Board of Aldermen to authorize the Town Manager to execute a contract amendment with the Dispute Settlement Center to coordinate and facilitate a process for discussing the Lloyd Farm development plan.

**DEPARTMENT:** Planning Department

**CONTACT INFORMATION:** Marty Roupe, Development Review Administrator, 918-7333; Patricia McGuire, Planning Director, 918-7333; and Tina Moon, Planning Administrator, 918-7325

**INFORMATION:** The Board of Aldermen authorized moving forward on the feasibility assessment in November. A report on the Feasibility Assessment of the possibility of bringing stakeholders together to discuss the Lloyd Farm development plan was provided to the town on February 20, 2015. The report included a proposal for a facilitated discussion of the development plan by three, five-person groups. One group would represent the development application/owners, a second would represent the Town, and a third would represent neighborhood stakeholders who are not in favor of the development plan. The facilitated discussion is proposed to consist of six, four-hour meetings, with the goal of the meetings being:

1. Establish background on the property, economic, financial, and owner interests in the current plan
2. Establish background on development concepts from Town policy and planning sources
3. Establish background on neighborhood, including street network and stormwater integration
4. Discuss plan revisions in response to background concepts and interests
5. Agree on a revised concept plan
6. Discuss the facilitated process

As the final step in the feasibility assessment, representatives to each team were identified and were assembled for a meeting on April 1 to review the meeting proposal. The consensus of the group was to move forward with the process. Town staff attended the April 1<sup>st</sup> meeting as technical support, and will attend the six meetings described above, but is not to participate as members of any team.

**FISCAL & STAFF IMPACT:** The cost for the feasibility assessment was \$15,000.00. Ted Barnes of

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Argus Development, agreed to cover half of this, up to \$7,500. The cost of the six facilitated discussions has been estimated at \$10,800, and Mr. Barnes has agreed to cover half of these costs, as well. Staff has identified funds in the Planning Department budget that will not be used this fiscal year that could cover the additional cost of these discussions.

**RECOMMENDATION:** Staff recommends that the Board consider the attached resolution (Attachment A) which authorizes the Town Manager to execute a contract amendment for the facilitated discussion.



A RESOLUTION DIRECTING FOLLOW-UP REGARDING A FACILITATED DISCUSSION ON  
THE LLOYD FARM DEVELOPMENT PLAN

WHEREAS, the Carrboro Board of Aldermen seeks ways for disparate points of view and interests to be discussed and integrated towards a common or shared outcome, and

WHEREAS, the Dispute Settlement Center (DSC) has carried out for the Town a feasibility assessment of key stakeholders associated with the Lloyd Farm development, and

WHEREAS, the DSC has heard a guarded willingness on the part of key stakeholders to participate in facilitated discussions with each other.

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen authorizes the Town Manager to work with the Dispute Settlement Center to amend the contract on the feasibility assessment to include coordination and facilitation of stakeholder meetings on the Lloyd Farm development plan as described in “A proposed facilitated process for discussing the Lloyd Farm concept plan (February 20, 2015 and updated per stakeholder check in on April 1, 2015”.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 15-0117

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**Agenda Date:** 4/21/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

A Request to Issue Permits for the Annual Four on the Fourth Road Race, Carrboro 10K Road Race, and the Gallop and Gorge 8K Road Race

**PURPOSE:** The purpose of this item is to consider Street Closing Permit Applications submitted by Cardinal Track Club for the following three annual road races: Four on the Fourth Road Race, Carrboro 10 K Road Race, and the Gallop and Gorge 8 K Road Race.

**DEPARTMENT:** Public Works

**CONTACT INFORMATION:** George Seiz, 918-7427

**INFORMATION:** In an effort to be more efficient, Cardinal Track Club has submitted three Street Closing Permit Applications at one time for the temporary closing and usage of the following races (see attached maps for race routes):

Four on the Fourth Road Race: Friday, July 4, 2015 from 7:45 AM to 10:00AM:

Carrboro 10K Road Race: Saturday, October 3, 2015 from 7:45 AM to 10:00 AM:

Gallop and Gorge 8K Road Race: Thursday, November 26, 2015 from 7:45 AM to 10:00 AM:

The Four on the Fourth and Carrboro 10K follow the same routes as the 2014 races. The Gallop and Gorge 8k has a modified route in order to move the start/finish line to Weaver St. See the attached maps for route details of each race.

This is the 11<sup>th</sup> year the Cardinal Track Club has put on these races. Pursuant to Section 7-19 of the Town Code, a Public Hearing to receive public input prior to issuing a Street Closing Permit is not required for these particular events.

Proceeds for the three races benefit the Cardinal Track Club's Community Partners, all of which are non-profit organizations are based in Orange County, as required by Section 7-23 of the Town Code. In 2014, the three races generated \$45,000 that was distributed to Club's Community Partners.

**FISCAL & STAFF IMPACT:** Applicant will be responsible for all costs incurred by Police and Public Works to facilitate the events. Applicant will be sent an itemized bill for the final costs incurred by Police and Public Works per event. The applicant has paid the application fees.

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**Agenda Date:** 4/21/2015

**File Type:**Abstract

**In Control:** Board of Aldermen

**Version:** 1

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**RECOMMENDATION:** It is recommended that the Board approve the attached resolution with the following stipulations:

1. Applicant shall post signs at roadway intersections along race courses, 5-7 days before the event, to notify the public about the running race.
2. Applicant will be responsible for all costs incurred by Police and Public Works to facilitate these events. Applicant will be sent an itemized bill for the final costs incurred by Police and Public Works.

**A RESOLUTION AUTHORIZING THE TEMPORARY CLOSING OF THE  
FOLLOWING STREETS TO ACCOMMODATE THE *FOUR ON THE FOURTH ROAD  
RACE, CARRBORO 10K ROAD RACE, AND GALLOP AND GORGE 8K ROAD RACE.***

Section 1. The following streets shall be temporarily closed on Friday, July 4, 2015 from 7:45 am to 10:00 am to accommodate the *Four on the Fourth Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Old Fayetteville Rd. to Carol St.
2. Carol Street to Lorraine St.
3. Lorraine Street to Hillsborough Rd.
4. Hillsborough Road to West. Main St.
5. West Main Street to James St.
6. James Street to Carol St.
7. Carol St. to Old. Fayetteville Rd.
8. Finish at McDougle Middle School

The following streets shall be temporarily closed on Saturday, October 3, 2015 from 7:45 AM to 10:00 AM to accommodate the *Carrboro 10 K Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Old Fayetteville Rd. to Carol St.
2. Carol St. to James St.
3. James St. to Lorraine St.
4. Lorraine St to Hillsborough Rd.
5. Hillsborough Road to Simpson St.
6. Simpson St. to West Main St.
7. West Main St. to Hillsborough St.
8. Hillsborough St. to Oak St.
9. Oak St. to North Greensboro St.
10. North Greensboro St. to Morningside Dr.
11. Morningside Dr. to Blueridge Rd.
12. Blueridge Rd. to Spring Valley Rd.
13. Spring Valley Rd to Pathway Dr.
14. Pathway Dr. to Parkview Dr.
15. Parkview Dr. to Hillsborough Rd.
16. Hillsborough Rd. to James St.
17. James St. to Rainbow Dr.
18. Rainbow Dr. to Lisa Dr.
19. Lisa Dr to Carol St.
20. Carol St. to Old Fayetteville Rd
21. Finish at McDougle Middle School

The following streets shall be temporarily closed on Thursday, November 26, 2015 from 7:45 am to 10:00 am to accommodate the *Gallop and Gorge 8K Road Race*. This event is to be held in accordance with the permit issued by the Board of Aldermen pursuant to Article III of Chapter 7 of the Town Code.

1. Weaver St. to Elm St.
2. Elm St. to E. Poplar St.
3. E. Poplar to W. Main St.
4. W. Main St. to Hillsborough Rd.
5. Hillsborough Rd. to High St.
6. High St. to W. Main St.
7. W. Main St. to Simpson St.
8. Simpson St. to Mary St.
9. Mary St. to Lorraine St.
10. Lorraine St. to James St.
11. James St. to Carol St.
12. Carol St. to Lisa Dr.
13. Lisa Dr. to Quail Roost Dr.
14. Quail Roost Dr. to James St.
15. James St. to Hillsborough Rd.
16. Hillsborough Rd. to Cheek St.
17. Cheek St. to Milton Dr.
18. Milton Dr. to N. Greensboro St.
19. N. Greensboro St. to Shelton St.
20. Shelton St. to Oak Ave.
21. Oak Ave. to W. Weaver St.
22. Finish on E. Weaver St.

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

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

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

Section 5. Applicant shall post signs at roadway intersections along race course, 5-7 days before the event, to notify the public about the running race.

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

Section 7. This resolution shall become effective upon adoption.

# Four on the Fourth

## RACE INFORMATION

**Race Starts:** July 4th, at 8:00 AM.

**Race Lenth:** 4 miles

More info: [www.cardinaltrack.com](http://www.cardinaltrack.com)

**Directions:**

From the west:, take exit 148, 54 east off of I-85/40 @ Burlington. Turn left onto Old Fayetteville Rd.

From the East: Take exit 273, 54 west off of I-40, follow 54 around Chapel Hill, turn right onto Old Fayetteville Rd.







## Proposed 2014 Gallop & Gorge 8K Route -- v.2





STREET CLOSING PERMIT APPLICATION

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

EVENT: Four on the Fourth Road Race

EVENT SPONSOR: Cardinal Track Club

IS THE SPONSOR A: ☒ NON-PROFIT ☐ FOR PROFIT ☐ OTHER: \_\_\_\_\_

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT: Event is same as  
previous 5 years.

EVENT COORDINATOR INFO:

NAME: Kristen Pate  
ADDRESS: PO Box 1088, Carrboro, NC 27510  
TELEPHONE NUMBER: 912-596-7109 (cell)

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE: 7/4/2015 Time Period: From: 7:45 AM  
RAIN DATE: none To: 10 AM

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT: 900

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN? YES ☒ NO ☐  
(traffic control may be required, and event organizers may be required to reimburse the Town for any related expenses):

If YES, specify

Police - Traffic control along course  
PW - Traffic cones

ATTACH A SKETCH SHOWING:

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

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

INSURANCE INFORMATION: National Casualty Company 11991

## NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

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

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

## NOTIFICATION OF THE PUBLIC:

A public hearing is required for all street closing permit applications and the applicant must speak with the Town Clerk about requesting this public hearing. The public must be notified by a formal advertisement in a local newspaper. The Public Works Department *will submit* the advertisement copy to the newspaper. **However, the applicant will be responsible for reimbursing the Town for the full cost of the advertisement (an estimated \$30-\$40).**

Any other notification of the public of this event will be the Applicant's responsibility.

## NOTIFICATION OF ABUTTING PROPERTY OWNERS:

The **APPLICANT** is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished at least seven days prior to the Public Hearing. The notification must include:

- the DATE, TIME and LOCATION of the proposed street closing; and
- the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing

The Public Works Department must receive in writing from the APPLICANT the following at least five days prior to the Public Hearing:

names of all property owners notified  
copy of the notification  
method used to notify these property owners (mail or hand delivery)

## CLEAN-UP TIME TABLE:

Same Day

**FEES:**      **\$ 85.00 application fee plus 100% of the cost of the Public Hearing advertisement**  
Application fee must accompany the submittal of this application



STREET CLOSING PERMIT APPLICATION

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

EVENT:

Carrboro 10K

EVENT SPONSOR:

Cardinal Track Club

IS THE SPONSOR A:



NON-PROFIT

☐ FOR PROFIT

☐ OTHER:

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT:

same as previous years.

EVENT COORDINATOR INFO:

NAME:

Kristen Pate

ADDRESS:

P.O. Box 1088, Carrboro, NC 27510

TELEPHONE NUMBER:

919-596-7109

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE:

10/3/15

Time Period:

From:

7:45 AM

RAIN DATE:

none

To:

10 AM

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT:

600

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN?

YES ☒

NO ☐

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

If YES, specify

Police - Traffic control

PW - cones

ATTACH A SKETCH SHOWING:

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

OTHER INFORMATION:

INSURANCE INFORMATION:

Nat'l Casualty Company 11991

## NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

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

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- *on the day of the closing, when the street is re-opened (dialing 911)*

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copy of the notification  
method used to notify these property owners (mail or hand delivery)

CLEAN-UP TIME TABLE: Same Day

**FEES:**      **\$ 85.00 application fee plus 100% of the cost of the Public Hearing advertisement**  
Application fee must accompany the submittal of this application



STREET CLOSING PERMIT APPLICATION

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

EVENT:

Gallop + Gorge Road Race

EVENT SPONSOR:

Cardinal Track Club

IS THE SPONSOR A:



NON-PROFIT



FOR PROFIT



OTHER:

ANY OTHER INFORMATION ABOUT SPONSOR OR EVENT:

Same as last year.  
new course 2014

EVENT COORDINATOR INFO:

NAME:

Kristen Pate

ADDRESS:

PO Box 1088, Carrboro, NC 27510

TELEPHONE NUMBER:

919-596-7109

PROPOSED DATE AND TIME PERIOD PROPOSED FOR CLOSING:

DATE:

11/26/2015

Time Period:

From:

7:45 am

RAIN DATE:

none

To:

10 am

APPROXIMATE NUMBER OF PERSONS EXPECTED TO ATTEND THE EVENT:

1500

ARE ANY SPECIFIC SERVICES REQUESTED OF THE TOWN?

YES ☒

NO ☐

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

If YES, specify

Police - Traffic control

PW - cones

ATTACH A SKETCH SHOWING:

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

OTHER INFORMATION:

INSURANCE INFORMATION:

National Casualty Company 11991

## NOTIFICATION OF CENTRAL COMMUNICATIONS (911):

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

- *at least five (5) days in advance of the event in writing (Orange County EMS, Post Office Box 8181, Hillsborough, NC 27278)*
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## NOTIFICATION OF THE PUBLIC:

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Any other notification of the public of this event will be the Applicant's responsibility.

## NOTIFICATION OF ABUTTING PROPERTY OWNERS:

The **APPLICANT** is responsible for notifying all abutting property owners of the Public Hearing. Such notification must be accomplished at least seven days prior to the Public Hearing. The notification must include:

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- the DATE, TIME and LOCATION of the Public Hearing as well as the subject matter of this Public Hearing

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names of all property owners notified  
copy of the notification  
method used to notify these property owners (mail or hand delivery)

CLEAN-UP TIME TABLE: Same Day

**FEES:**      **\$ 85.00 application fee plus 100% of the cost of the Public Hearing advertisement**  
Application fee must accompany the submittal of this application







# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 15-0118

**Agenda Date:** 4/21/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Authorization of Orange County to impose and administer the Orange County Solid Waste Programs Fee

**PURPOSE:** The purpose of this item is for the Board of Aldermen (BOA) to authorize Orange County to impose and administer a solid waste and recycling service fee.

**DEPARTMENT:** Public Works Department

**CONTACT INFORMATION:** George Seiz, Director of Public Works, 918-7425

**INFORMATION:** On March 17, 2015 the BOA discussed two funding options proposed by the Solid Waste Advisory Group (SWAG). Town staff and Orange County Solid Waste staff provided detailed information on the two options which are included in the attachments. The two options discussed were:

Option 1: \$94 per improved urban property per year

\$118 per improved rural property per year

Option 2: \$103 per improved property per year.

There was further discussion of these two options at the Assembly of Governments Meeting (AOG) on March 26, 2015. On April 1, 2015, the SWAG approved selecting funding Option 2 (single fee funding option) which is named "Orange County Solid Waste Programs Fee. It was noted at the meeting that before a fee can be imposed by the County the BOA of Carrboro must authorize the County to do so.

**FISCAL & STAFF IMPACT:** There will be no impact to the Town's budget as the fee will be billed to residents on the property tax bill from Orange County. The fee will be imposed on all improved properties.

**RECOMMENDATION:** It is recommended the BOA adopt the attached resolution authorizing Orange County to impose and administer a single fee funding mechanism for solid waste and recycling services provide by Orange County within the Town of Carrboro.

RESOLUTION AUTHORIZING ORANGE COUNTY TO IMPOSE AND ADMINISTER THE  
ORANGE COUNTY SOLID WASTE PROGRAMS FEE WITHIN THE TOWN OF  
CARRBORO.

WHEREAS, Orange County operates and/or contracts for the operation of solid waste and recyclable materials collection and processing services for the County and Towns within its jurisdiction; and

WHEREAS, the Town of Carrboro must authorize Orange County to impose and administer the Orange County Solid Waste Programs Fee; and

WHEREAS, on April 1, 2015 Solid Waste Advisory Group adopted a recommendation in support of a county-wide annual single fee per improved property for solid waste and recycling services; and

WHEREAS, the current estimate for the single fee option is \$103, but the actual fee may change based on the County's budget for fiscal year 2015/16 which is currently being developed.

NOW THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Carrboro authorizes Orange County to provide solid waste and recyclable materials collection and processing services within the Town of Carrboro, and to impose and administer the Orange County Solid Waste Programs Fee for the fiscal year 2015/2016 for all improved properties located within the Town.

## Solid Waste Advisory Group Meeting Summary

DATE: April 1, 2015

LOCATION: Solid Waste Administration Training Room

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MEMBERS PRESENT: Hillsborough Commissioner Kathleen Ferguson, Orange County Commissioner Barry Jacobs, Chapel Hill Mayor Mark Kleinschmidt, Carrboro Mayor Lydia Lavelle, Orange County Commissioner Penny Rich, UNC-Chapel Hill Representative Bruce Runberg, Chapel Hill Councilmember Jim Ward

MEMBERS ABSENT: UNC-Chapel Hill Representative Matt Fajack, Carrboro Alderman Randee Haven-O'Donnell, UNC-Healthcare Representative Mel Hurston, Hillsborough Commissioner Brian Lowen

STAFF PRESENT: OC Solid Waste Eric Gerringer, County Manager Bonnie Hammersley, Hillsborough Public Works Director Ken Hines, OC Solid Waste Jennie Knowlton, Chapel Hill Public Works Director Lance Norris, OC Solid Waste Blair Pollock, Carrboro Public Works Director George Seiz, Chapel Hill Solid Waste Wendy Simmons, OC Solid Waste Paul Spire, UNC-CH Solid Waste Program Manager BJ Tipton, OC Solid Waste Management Director Gayle Wilson, OC Solid Waste Kristina Witosky, Assistant County Manager Cheryl Young

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### Meeting Summary approval

- Correct "Chapel Hill Public Works Director Lance Norris" listed as Member Present to Staff Present
- March 6, 2015 Meeting Summary approved

### Follow-up Discussion of March 26 Assembly of Governments Meeting

- Lavelle makes a motion to recommend Option 2, the County-Wide SW Program Fee, to respective boards
  - Motion passes 5 yeas (Ferguson, Jacobs, Kleinschmidt, Lavelle, Rich) 1 nay (Ward)
  - Fee recommendation will be shared with each Town and County Board, each board will vote individually. Towns must authorize County to charge SW Program Fee
  - Kleinschmidt states that CH Council needs to approve recommendation, CH Council will then direct Town Manager to include authorization in the budget ordinance
  - The County fee authorization may be renewed each year unless another procedure is developed
- Jacobs requests a study from the School of Government concerning the equity of county tax distribution benefits
  - Ward requests that all Towns are included in the creation of the study
- Kleinschmidt suggests on-going analysis and data collection of recycling services
  - Jacobs suggests adding a strategy for measuring the different solid waste services and to track them over time for the staff priority short/mid-term list

### Towns and County Staff Priority Solid Waste Issue Report

- "Local Waste Disposal Facility" is clarified as Transfer Station/Landfill
  - SWAG agrees that future discussions should include the option of siting a local landfill
- Include "Community Impacts of Facility Siting, Programs, Policies/Ordinances" under "4. Consider Development of Local Waste Disposal Facility"

- Include "Minimize neighborhood impacts" under "4. Consider Development of Local Waste Disposal Facility"
- Include both "Environmental Education and Outreach" and "Public Involvement" under "Guiding Principles"
- Include "Alternative Technologies" under "4. Consider Development of Local Waste Disposal Facility"
  - Alternative Technologies may not be available for evaluation, development, implementation and permitting in needed timeframe.
  - Restrict to only proven/short-term alternative technologies under "4. Consider Development of Local Waste Disposal Facility"
  - Request for staff to create list of priorities/criteria to use in order to evaluate new alternative technologies
- Include "Residential Organics" in Short and Mid-Term Priorities
- Include "Pay-As-You-Throw waste collection" in Short and Mid-Term Priorities
- Include "Bio-Solids" in Long Term Issues
- Currently three closed landfills (1 C&D, 2 MSW). Stringent regulations do not begin to taper off for at least 30 years
- Current system hauling costs should be considered when discussing any new disposal systems
- Timeframes are requested for each priority
- SWAG will continue until Interlocal Agreement is complete
  - future of Work Group details will be included in Interlocal Agreement
  - consider a Metropolitan Planning Organization (MPO) model as is used in regional transportation planning decision making
  - Lavelle recommended a term for the Interlocal Agreement of 3-5 years.

#### Other

- Update of County Staff's Continuing Discussions with UNC-CH Staff Regarding Recycling Opportunities
  - Discussions have begun on plastic film, mixed paper collection, and multi-cart sites
  - Students in Residence Halls are required to carry trash, cardboard and mixed recycling to outdoor cart sites
- SWAG Next Steps
  - Reorder and revise Priority Solid Waste Issues
  - Reintroduce the Interlocal Agreement
- Next Meeting-April 22, 6pm, SW Administration Building

#### Public Comments

- None

Meeting adjourned at: 8:10pm

Name of Minute Taker: Jennie Knowlton



## **Town of Carrboro**

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

### **Meeting Minutes**

### **Board of Aldermen**

**Tuesday, March 17, 2015**

**7:30 PM**

**Board Chambers - Room 110**

**Present:** Mayor Lydia Lavelle, Alderman Damon Seils, Alderman Bethany Chaney, Alderman Jacquelyn Gist, Alderman Michelle Johnson, Alderman Randee Haven-O'Donnell

**Absent:** Alderman Sammy Slade

**Also Present:** David Andrews, Town Manager, Cathy Wilson, Town Clerk, Nick Herman, Town Attorney

### **BILL MADDEN - SUNSHINE WEEK IN NORTH CAROLINA**

Mr. Madden read NCGS 132-1 (b) and stated that his experience requesting public records in Carrboro has not been as idyllic as the General Statute. He was told that he was required to have an ID to obtain any records at the Police Department and that no information would be provided in addition to what was included in the blotter. He stated that he has consulted an attorney and that he will be filing a lawsuit for his records request.

The Town Manager stated that the request was for personnel records and those were not made public only after consultation with the attorney.

Alderman Seils suggested that the Town Manager meet with Mr. Madden to discuss his requests. Alderman Haven-O'Donnell also requested that the Town Attorney meet with them. Alderman Gist suggested that if these discussions do not lead to a resolution, that mediation be considered.

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### **EARTH HOUR RESOLUTION**

The purpose of this agenda item was to present a resolution supporting Earth Hour.

**A motion was made by Alderman Chaney, seconded by Alderman Haven-O'Donnell, that this resolution be approved.**

## **A RESOLUTION FOR PARTICIPATION IN EARTH HOUR ON MARCH 28, 2015**

WHEREAS, March 28th, 2015, 8:30 PM has been designated as “Earth Hour” by the World Wildlife Fund as a reminder that, by working together, people can make a positive impact in the fight against climate change;

WHEREAS, Carrboro is joining with others across the country and around the world to raise awareness and demonstrate commitment to addressing climate change by supporting “Earth Hour,” and;

WHEREAS, “Earth Hour” involves something quite simple:—turning off lights for one hour, and otherwise raising awareness and building a global commitment;

WHEREAS, “Earth Hour” is the largest event of its kind in the world;

WHEREAS, Carrboro has joined Cities for Climate Protection, and is committed to reducing greenhouse emissions;

WHEREAS, the Board of Aldermen adopted a climate protection resolution in December, 2009;

THEREFORE, the Carrboro Board of Aldermen, do hereby proclaim, March 28, 2015 from 8:30 – 9:30 p.m. as “Earth Hour” in Carrboro and call upon all residents and businesses of Carrboro to join in supporting the aims and goals of this effort.

FURTHERMORE, the Carrboro Board of Aldermen, do hereby direct staff to send out a public service announcement to publicize “Earth Hour”.

This 17th day of March, 2015.

### **The motion carried by the following vote:**

**Aye:** Mayor Lavelle, Alderman Chaney, Alderman Gist, Alderman Haven-O'Donnell, Alderman Johnson and Alderman Seils

**Absent:** Alderman Slade

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### **ACCEPTANCE OF SILVER-LEVEL BICYCLE FRIENDLY COMMUNITY STATUS AND COMMITMENT TO SUPPORT PURSUIT OF GOLD-LEVEL STATUS**

The Board was asked to accept the plaque designating the Town of Carrboro a Bicycle Friendly Community at the Silver level and to pledge its commitment toward pursuing the Gold level status before the next renewal in 2018.

Alderman Haven-O'Donnell noted the key steps to gold level recognition and pointed out that: 1) continue to expand bike resources for those that are differently challenged 2) for seniors in the community and 3) expand the opportunity for bike rentals in town.

Alderman Gist asked if the Coalition received recognition for the Open Streets Event. Members from the Coalition stated that it was used for ratings but that the rating agency, the League of American

Bicyclists, does not show the breakdown of awarded points.

Mayor Lavelle read the resolution and accepted the award from the League of American Bicyclists.

**A motion was made by Alderman Seils, seconded by Alderman Chaney, that this resolution be approved.**

**A RESOLUTION EXPRESSING CARRBORO'S ACCEPTANCE OF SILVER-LEVEL BICYCLE  
FRIENDLY COMMUNITY STATUS, AND COMMITMENT TO PURSUING GOLD-LEVEL  
STATUS**

WHEREAS, on November 18th, 2014, the League of American Bicyclists designated the Town of Carrboro a Bicycle Friendly Community at the Silver level; and

WHEREAS, Carrboro is the only Silver-level Bicycle Friendly Community in North Carolina; and

WHEREAS, numerous goals outlined in Carrboro Vision2020 speak to the Town's commitment toward safe and multi-modal transportation options within the Town's jurisdiction and particularly in the downtown; and

WHEREAS, the Town has received a report card from the League of American Bicyclists noting the Town's achievements and listing 'Key Steps to Gold';

NOW, THEREFORE BE IT RESOLVED by the Board of Aldermen of the Town of Carrboro accepts the Silver-Level Bicycle Friendly Community status from the League of American Bicyclists.

NOW, THEREFORE BE IT FURTHER RESOLVED that the Board of Aldermen of the Town of Carrboro expresses its commitment to pursue Gold-Level Bicycle Friendly Community status before the renewal date in 2018.

This the 17th day of March 2015.

**The motion carried by the following vote:**

**Aye:** Mayor Lavelle, Alderman Chaney, Alderman Gist, Alderman Haven-O'Donnell, Alderman Johnson and Alderman Seils

**Absent:** Alderman Slade

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**APPROVAL OF PREVIOUS MEETING MINUTES - MARCH 3, 2015 AND MARCH  
10, 2015**

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN JOHNSON TO APPROVE THE MINUTES OF MARCH 3, 2015 AND MARCH 10, 2015, AS AMENDED. VOTE: AFFIRMATIVE ALL, ABSENT ONE (SLADE)

\*\*\*\*\*

## **REQUEST FOR A CUP PERMIT EXTENSION FOR SHELTON STATION**

The Board was asked to review and consider approving a request for an extension of the date when a Conditional Use Permit would otherwise expire for the Shelton Station CUP. Town staff recommends approval of the request.

**A motion was made by Alderman Seils, seconded by Alderman Johnson, that this resolution be approved.**

A RESOLUTION APPROVING AN EXTENSION OF THE DATE ON WHICH A  
CUP WOULD OTHERWISE EXPIRE FOR THE SHELTON STATION CUP  
LOCATED IN THE 400 BLOCK OF NORTH GREENSBORO ST.

WHEREAS, the Carrboro Board of Aldermen approved a Conditional Use Permit for the Shelton Station CUP in the 400 Block of N. Greensboro St on April 2<sup>nd</sup>, 2013; and

WHEREAS, the expiration date for this permit is April 2<sup>nd</sup>, 2015; and

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

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the expiration date for the Shelton Station CUP is hereby extended by one year to April 2<sup>nd</sup>, 2016.

This the 17th day of March 2015.

**The motion carried by the following vote:**

**Aye:** Mayor Lavelle, Alderman Chaney, Alderman Gist, Alderman Haven-O'Donnell, Alderman Johnson and Alderman Seils

**Absent:** Alderman Slade

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## **SOLID WASTE ADVISORY GROUP (SWAG) - RECYCLING FEE RECOMMENDATIONS**

The purpose of this item was to allow town and county staff to provide an overview of recycling program funding options prior to Assembly of Governments meeting on March 26, 2015

George Seiz, the Town's Public Works Director, made the staff presentation.

Gayle Wilson, the County's Public Works Director, presented the second half of the staff presentation.

Mayor Lavelle noted that it is anticipated that all county residents will receive a rollout recycling container.

Alderman Gist expressed concern that the owners of apartment complexes may pass on the fee and



increase the rate for low-income residents. Mr. Wilson stated that they have not had a complaint about billing since 2004. Alderman Seils asked if a tenant of a multi-family apartment can apply individually for the subsidy. The Board stated that they will discuss this with Orange County during the joint meeting on March 26, 2015.

Alderman Haven-O'Donnell asked if there is a way to prevent landlords from price gouging the fee when it is passed on to residents and asked for staff to look into ways to prevent this from happening. Mr. Wilson stated that they can investigate the complaints if they come in but stated that they have not received complaints, regarding this matter, in the past.

Alderman Chaney stated that there should be equity in the provision and costs for county services. She spoke in favor of Option 2 and stated that it does not seem fair to charge the rural areas of the county more for the cost.

Alderman Johnson suggested that Justice United engage with residents regarding their education and understanding of utility bills from their landlords.

Alderman Seils stated that he would like information regarding the eligibility of tenants, rather than owners, for the subsidy program.

**A motion was made by Alderman Seils, seconded by Alderman Haven-O'Donnell, to accept the report. Vote: Affirmative Six, Absent One (Slade)**

\*\*\*\*\*

### **UPDATE ON THE WATCH FOR ME NC PEDESTRIAN AND BICYCLE SAFETY CAMPAIGN**

The Board was asked to receive an update on Watch for Me NC, a statewide pedestrian and bicycle safety campaign led by the NCDOT Division of Bicycle and Pedestrian Transportation and UNC's Highway Safety Research Center, and consider a resolution establishing Town participation in year three of the campaign.

Bergen Watterson, the Town's Transportation Planner, made the staff presentation.

Alderman Gist stated that she would like to see more emphasis on bicyclists following the rules of the law.

Alderman Haven-O'Donnell stated that the North Greensboro/Shelton Street crosswalk needs a flashing light in the middle of the street for pedestrian crossing. She also asked that pedestrians be educated on proper rules of the law and for staff to think creatively about reaching pedestrians.

Alderman Chaney stated that explaining "what it means to be in the crosswalk" would be helpful.

Alderman Johnson stated that the crosswalk at Short Street and Greensboro is very dangerous to cross the streets and that people are driving faster than the speed limits.

Alderman Seils stated that improvements will be made after the Shelton Station development is constructed. He asked if DOT has changed their policy on installing flashers at crosswalks.

**A motion was made by Alderman Haven-O'Donnell, seconded by Alderman Seils, that this resolution be approved.**

A RESOLUTION SUPPORTING THE PARTICIPATION IN THE WATCH FOR ME NC  
PEDESTRIAN/BICYCLE SAFETY CAMPAIGN IN COOPERATION WITH THE NORTH  
CAROLINA DEPARTMENT OF TRANSPORTATION

WHEREAS, Carrboro Vision 2020 states that the “safe and adequate flow of bus, auto, bicycle and pedestrian traffic within and around Carrboro is essential” (Policy 4.0); and

WHEREAS, the Comprehensive Bicycle Transportation Plan recommends, among other educational and enforcement activities, developing bicycle safety educational materials, enforcing unsafe behavior, producing education messages in distributions and media, and developing training sessions for local law enforcement (Ch. 4); and

WHEREAS, the Mayors’ Challenge for Safer People, Streets calls for communities to ‘educate and enforce proper road use behavior by all’ (Activity 7); and

WHEREAS, the Town of Carrboro recognizes the importance of educating pedestrians, bicyclists and drivers on how to share the road safely; and

WHEREAS, the North Carolina Department of Transportation and UNC’s Highway Safety Research Center are leading a statewide pedestrian and bicycle safety campaign, known as Watch for Me NC; and

WHEREAS, the North Carolina Department of Transportation and the Highway Safety Research Center are seeking commitment from North Carolina communities for involvement in the Watch for Me NC 2015 campaign; and

WHEREAS, the Watch for Me NC campaign would provide safety education for pedestrians, cyclists and drivers through various strategies; and provide training to officers to support enforcement activities and provide information for campaign evaluation.

NOW THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Board of Aldermen pledges, in cooperation with the North Carolina Department of Transportation, to participate in the 2015 Watch for Me NC campaign.

BE IT FURTHER RESOLVED that the Planning Department, Police Department, and other departments if directed by the Town Manager, are directed to coordinate with staff from other municipalities and stakeholders involved in the Watch for Me NC campaign as necessary to ensure successful participation.

This the 17th day of March 2015.

**The motion carried by the following vote:**

**Aye:** Mayor Lavelle, Alderman Chaney, Alderman Gist, Alderman Haven-O'Donnell, Alderman Johnson and Alderman Seils

**Absent:** Alderman Slade

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**REQUEST FOR A MINOR MODIFICATION TO THE CARR MILL MALL CUP**

The Board was asked to consider approving a Minor Modification to the Carr Mill Mall CUP allowing for the removal of a well house building.

Jeff Kleaveland, the Town's zoning and development review administrator, made the staff presentation. He noted that the historic pump house was damaged by a truck.

Alderman Chaney asked if someone is responsible for updating the National Register.

At the request of Alderman Seils, the photographs of the damaged pump house have been included as Exhibit A to the minutes.

**A motion was made by Alderman Chaney, seconded by Alderman Seils, that this resolution be approved.**

**A RESOLUTION APPROVING A MINOR MODIFICATION TO THE CARR MILL MALL  
CONDITIONAL USE PERMIT TO ALLOW FOR REMOVAL OF A WELLHOUSE STRUCTURE  
FROM THE PROPERTY**

WHEREAS, the Carrboro Board of Aldermen approved a Conditional Use Permit for Carr Mill Mall;  
and

WHEREAS, Mr. Nathan Milian has requested permission to remove a wellhouse structure from the property because of damage done to the structure by a large vehicle; and

WHEREAS, Town Staff has determined that this request constitutes a Minor Modification to the Conditional Use Permit; and

WHEREAS, the criteria in the Town's Land Use Ordinance related to Minor Modifications have been met.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Minor Modification to the Carr Mill Mall Conditional Use Permit is hereby approved.

This the 17th day of March 2015.

**The motion carried by the following vote:**

**Aye:** Mayor Lavelle, Alderman Chaney, Alderman Gist, Alderman Haven-O'Donnell, Alderman Johnson and Alderman Seils

**Absent:** Alderman Slade

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## **REQUEST FOR A MINOR MODIFICATION TO THE SHELTON STATION CUP**

Mark Mosier, on behalf of Shelton Station, LLC, requested a Minor Modification to the Shelton Station Conditional Use Permit (CUP). The Board was asked to review, deliberate and make a decision regarding the applicant's request.

Jeff Kleaveland, the Town's Zoning and Development Specialist, made the staff presentation.

Alderman Gist stated that she would like to see the crosswalk issue resolved before Horizon's moves into the location.

**A motion was made by Alderman Seils, seconded by Alderman Chaney, that this resolution be approved.**

A RESOLUTION APPROVING A MINOR MODIFICATION TO THE SHELTON STATION MIXED USE CONDITIONAL USE PERMIT PROJECT LOCATED IN THE 400 BLOCK OF N. GREENSBORO ST. FOR REVISION TO THE ORIGINALLY APPROVED SITE PLAN THEREBY REDUCING THE SIZE OF THE MULTIFAMILY BUILDING (BUT NOT THE NUMBER OF UNITS) IN ORDER TO REPOSITION ONE OF THE PARKING BAYS FURTHER EASTWARD SO AS TO PROVIDE OUTDOOR "PROGRAM SPACE" FOR THE COMMERCIAL BUILDING.

WHEREAS, the Carrboro Board of Aldermen approved a Conditional Use Permit for the Shelton Station CUP on April 2, 2013; and

WHEREAS, the Town of Carrboro desires to see developments constructed in the Town's jurisdiction in a responsible and marketable manner; and

WHEREAS, Town Staff has determined that this request constitutes a Minor Modification to the Conditional Use Permit; and

WHEREAS, the applicant has met the criteria in the Town's Land Use Ordinance related to Minor Modifications.

NOW, THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Minor Modification to the Shelton Station Conditional Use Permit is hereby approved.

This the 17th day of March 2015.

**The motion carried by the following vote:**

**Aye:** Mayor Lavelle, Alderman Chaney, Alderman Gist, Alderman Haven-O'Donnell, Alderman Johnson and Alderman Seils

**Absent:** Alderman Slade

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**REQUEST-TO-SET A PUBLIC HEARING ON LAND USE ORDINANCE AMENDMENTS TO  
CREATE A NEW M-3-CU SPECIAL LIGHT MANUFACTURING DISTRICT**

The purpose of this item was for the Board to consider amending the Land Use Ordinance to create a new M-3-CU special light manufacturing conditional use district.

Tina Moon, the Town's Planning Administrator, made the staff presentation.

Runyon Woods stated that the bollards will be left up to results from the community conversations but that they have not asked for them to be removed.

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN CHANEY TO AMEND THE PREVIOUSLY ADOPTED MINUTES OF THE BOARD'S JUNE 24, 2014, MEETING BY CORRECTING USE CLASSIFICATION 16.000 TO USE CLASSIFICATION 16.100 ON PAGE 18; AND ACCORDINGLY TO CORRECT THE TABLE OF PERMISSIBLE USES BY ADDING THE LETTER "S" OPPOSITE USE CLASSIFICATION 16.200 UNDER THE M-1 DISTRICT COLUMN TO INDICATE THAT THIS USE IS PERMISSIBLE WITH A SPECIAL USE PERMIT IN THAT DISTRICT. VOTE: AFFIRMATIVE ALL, ABSENT ONE (SLADE)

Alderman Haven-O'Donnell asked that Alderman Slade's request for the Town to look into amending the ordinance to require or prefer the use of LED lighting in developments.

**A motion was made by Alderman Haven-O'Donnell, seconded by Alderman Gist, that this resolution be approved.**

**A RESOLUTION SETTING A PUBLIC HEARING ON AN ORDINANCE AMENDING THE  
CARRBORO LAND USE ORDINANCE TO CREATE A NEW M-3-CU SPECIAL LIGHT  
MANUFACTURING DISTRICT**

WHEREAS, the Board of Aldermen seeks to provide ample opportunities for the public to comment on proposed amendments to the Land Use Ordinance;

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen sets a public hearing on April 28, 2015, to consider adopting "An Ordinance Amending the Carrboro Land Use Ordinance to Create a new M-3-CU special light manufacturing district."

BE IT FURTHER RESOLVED that the draft ordinance is referred to Orange County, the Town of Carrboro Planning Board and the following Town of Carrboro advisory boards and commissions for consideration and recommendation prior to the specified public hearing date: Appearance Commission, Transportation Advisory Board, Environmental Advisory Board, Economic Sustainability Commission.

This the 17th day of March 2015.

**The motion carried by the following vote:**

**Aye:** Mayor Lavelle, Alderman Chaney, Alderman Gist, Alderman Haven-O'Donnell, Alderman Johnson and Alderman Seils

**Absent:** Alderman Slade

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**REQUEST-TO-SET A PUBLIC HEARING ON THE CUP/CONDITIONAL USE DISTRICT  
REZONING AT 501 SOUTH GREENSBORO STREET**

The Town received applications for an M-3-conditional use rezoning (M-3-CU) and a conditional use permit (CUP) to allow for the construction of a mixed-use development including restaurants on the property located at 501 South Greensboro Street, also known the former Rogers-Triem site. Prior to reaching a decision on these requests the Board of Aldermen must receive public input. A hearing date of April 28, 2015, was identified.

Tina Moon, the Town's Planning Administrator, made the staff presentation.

**A motion was made by Alderman Johnson, seconded by Alderman Seils, that this resolution be approved.**

**A RESOLUTION CALLING A PUBLIC HEARING ON THE PROPOSED CUP/CONDITIONAL  
USE DISTRICT REZONING AT 501 SOUTH GREENSBORO STREET**

**WHEREAS**, the Carrboro Board of Aldermen seeks to provide ample opportunities for the public to comment on proposed projects; and

**WHEREAS**, an application has been received for a Conditional Use Permit/Conditional Use District Rezoning for the property located at the base of South Greensboro Street, known as 501 South Greensboro Street; and

**WHEREAS**, the application includes a petition to rezone the property at 501 South Greensboro Street (Orange County PIN #9778-93-0728) from M-1 to M-3-Conditional Use.

**NOW, THEREFORE BE IT RESOLVED** by the Carrboro Board of Aldermen that the Aldermen call a public hearing on April 28, 2015 to discuss the rezoning petition and the proposed project at 501 South Greensboro Street.

**BE IT FURTHER RESOLVED** that the rezoning petition and conditional use permit application is referred to the Town of Carrboro Planning Board and the following Town of Carrboro advisory boards and commissions for consideration and recommendation prior to the specified public hearing date: Appearance Commission, Transportation Advisory Board, Environmental Advisory Board, Economic Sustainability Commission.

This the 17th day of March 2015.

**The motion carried by the following vote:**

**Aye:** Mayor Lavelle, Alderman Chaney, Alderman Gist, Alderman Haven-O'Donnell, Alderman Johnson and Alderman Seils

**Absent:** Alderman Slade

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**RESOLUTION IN OPPOSITION TO OFFSHORE EXPLORATION AND PRODUCTION OF PETROLEUM RESOURCES ON THE CONTINENTAL SHELF OFF THE COAST OF NORTH CAROLINA**

**Motion was made by Alderman Haven-O'Donnell, seconded by Alderman Gist, to approve the resolution below:**

**RESOLUTION IN OPPOSITION TO OFFSHORE EXPLORATION AND PRODUCTION OF PETROLEUM RESOURCES ON THE CONTINENTAL SHELF OFF THE COAST OF NORTH CAROLINA**

**WHEREAS**, the Town of Carrboro is committed to being a sound steward of the environment with the stated goal to “lead by example”; and

**WHEREAS**, in 2001, the Town of Carrboro joined the Cities for Climate Protection program and is committed to pursuing initiatives to decrease dependence on fossil fuels, implement energy efficiency, and expand the use of alternative energy sources; and

**WHEREAS**, the Carrboro Board of Aldermen has implemented energy efficiency and climate action initiatives, reducing municipal emissions and the Town’s carbon footprint; and

**WHEREAS**, in his February 2013 State of the State address, Governor McCrory reaffirmed his commitment to “immediate action to begin drilling off [the] Atlantic coast,” a commitment that calls for a strong response by North Carolina’s coastal communities, environmental conservation organizations, and all interested persons and businesses to stand firmly in opposition to this serious economic and environmental threat; and

**WHEREAS**, the Town of Carrboro stands with her sister coastal municipalities in their pursuit of shoreline protection and preservation; and

**WHEREAS**, exploratory and commercial drilling, extraction, and transportation of offshore oil and gas resources pose a significant risk of spill; and

**WHEREAS**, offshore drilling requires substantial onshore infrastructure, such as pipelines and/or refineries, which will further risk the health and safety the environment, character and natural beauty of North Carolina’s coast; and

**WHEREAS**, it is known that the 20 counties that comprise North Carolina’s coastal region generate more commercial and personal income, public revenues, and employment opportunities than the petroleum and natural gas industry is estimated to generate for the State, specifically,

1. In 2013 a record \$20.2 billion in domestic visitor/tourism spending was realized in North Carolina; and
2. Out of the 100 counties in the State of North Carolina, in terms of travel expenditures, three of the top 10 counties, in 2012, are coastal counties; and
3. Direct tourism employment in North Carolina is approximately 197,700 persons, with direct tourism payroll of \$4.6 billion; and
4. Visitors to North Carolina generated more than \$3 billion in federal, state and local taxes in 2013; and

5. The National Marine Fisheries Service reported fish landings in 2012 in North Carolina to be worth \$72,905,625; and
6. Because of North Carolina's tourism industry, each North Carolina household saves \$435 in state and local taxes as a direct result of visitor spending in the state; and

**WHEREAS**, in 2013, Dr. Mike Walden, William Neal Reynolds Professor of Agriculture and Resource Economics study, "The Economic Potential from Developing North Carolina's Onshore and Offshore Energy Resources" found that offshore drilling would generate \$181 million in annual income, over a seven-year build up period; and

**WHEREAS**, were North Carolina to pursue the industrialization of the oceans beyond the first seven years, over a 30- year period estimates suggest that offshore drilling would generate \$1.9 billion in income annually, a fraction of the 2013 record \$20.2 billion in domestic visitor and tourism dollars spent on the North Carolina coast; and

**WHEREAS**, visitors from all over the world come to enjoy the natural beauty of our clean beaches, salt and freshwater marshes, inlets, estuaries and tributaries; and

**WHEREAS**, North Carolina is rich in natural areas that provide sanctuary, nesting and breeding grounds for diverse groups of migratory birds, turtles, dolphin, whales, fish and other wildlife; and

**WHEREAS**, North Carolina's coastal waters and natural habitats provide the world with some of the best wild-caught seafood, renowned for its freshness and exceptional quality; and

**WHEREAS**, the inherent risks to North Carolina's 320 miles of valued coastline from offshore oil and natural gas exploration and drilling have the potential to irrevocably harm our natural environment, our economic well-being and our overall quality of life, evidenced by considering just two massive oil spills in waters contiguous to the United States:

1. The Exxon Valdez in 1989, which leaked 10.8 million gallons of crude oil into Prince William Sound, causing \$300 million dollars in environmental damage, and causing 32,000 water and fisher people, who made their living mostly on commercial fishing, economic harm, and reduced tourism by 35 percent in southwest Alaska in the year after the spill; and
2. The Deepwater Horizon oil spill in the Gulf of Mexico in 2010, which leaked 205.8 million gallons of crude oil, contaminating 1,100 linear miles of coastline, and causing damage and impact to both the seafood industry and tourism from Louisiana to Florida, across four states; and

**WHEREAS**, in 2010, in response to the Deepwater Horizon oil spill event in the Gulf of Mexico, the North Carolina Legislature and Governor ratified Senate Bill S836, to protect North Carolina waters and coastline with the Oil Spill Liability, Response and Preparedness Act which:

1. Clarifies liability for damages caused by the discharge of natural gas, oil or drilling waste into state coastal fishing waters or offshore waters;
2. Provide for the review of information required for a proposed offshore fossil fuel facility in order to determine consistency with state guidelines for the coastal area;
3. Direct the Coastal Resources Commission to review existing laws and regulations that pertain to offshore energy exploration and production in light of the explosion, sinking and subsequent discharge of oil from the British Petroleum Deepwater Horizon offshore drilling rig;
4. Direct the Department of Crime Control and Public Safety to immediately review and update the state oil spill contingency plan in order to prepare the state in the event that oil discharged from the



British Petroleum Deepwater Horizon offshore drilling rig is transported by currents or other mechanisms to the North Carolina coast.

5. Direct the Department of Environment and Natural Resources to review limitations on recovery by the state for damage to public resources and for the cost of oil or other hazardous substance cleanup established pursuant to G.S. 143-215.89; and

**WHEREAS**, it stands to reason that as the state of North Carolina has determined and legislated that it is necessary to the safety, health and welfare of the state to protect our coast from oil exploration and production generated in the Gulf of Mexico, further, it should protect and preserve her coastline and adjoining continental shelf from petroleum exploration and production; and

**NOW, THEREFORE, BE IT RESOLVED**, the Carrboro Board of Aldermen is opposed to the exploration and production of petroleum resources on the continental shelf or elsewhere off the coast of North Carolina; and

**BE IT FURTHER RESOLVED** the Board of Aldermen stands in solidarity with North Carolina coastal communities and communities who may be affected by the onshore infrastructure supporting offshore exploration and drilling and who may suffer long-term social, economic and environmental impacts from offshore exploration and production of petroleum resources on the continental shelf off the coast of North Carolina.

**BE IT FURTHER RESOLVED** the Board of Aldermen calls upon all North Carolina municipal and county governing bodies of North Carolina to pass similar resolutions to this one and that the Triangle J Council of Governments and the League of Municipalities join in this effort.

**BE IT FURTHER RESOLVED** the Board of Aldermen urges Governor McCrory and the entire North Carolina General Assembly to oppose offshore petroleum production policies that risk the health, safety and sound environmental stewardship of North Carolina's coastline whose natural beauty attracts a proven tourism-driven economy.

This the 17th day of March 2015.

**The motion carried by the following vote:**

**Aye:** Mayor Lavelle, Alderman Chaney, Alderman Gist, Alderman Haven-O'Donnell, Alderman Johnson and Alderman Seils

**Absent:** Alderman Slade

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## **ADJOURNMENT**

MOTION WAS MADE BY ALDERMAN SEILS, SECONDED BY ALDERMAN JOHNSON TO ADJOURN THE MEETING. VOTE: AFFIRMATIVE ALL, ABSENT ONE (SLADE)



# ARCHIVED AGENDA ABSTRACT

Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 15-0081

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**Agenda Date:** 3/17/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Solid Waste Advisory Group (SWAG) - Recycling Fee Recommendations

**PURPOSE:** Provide an overview of recycling program funding options prior to Assembly of Governments meeting on March 26, 2015

**DEPARTMENT:** Public Works Department

**CONTACT INFORMATION:** George Seiz, Director of Public Works, 919/918-7427

**INFORMATION:** The Solid Waste Advisory Group (SWAG), created by the Board of County Commissioners, has been working on a new inter-local agreement, partnership opportunities with UNC-CH and UNC Healthcare, discussing the future role of SWAG and reviewing funding options for the recycling program. Town staffs and Orange County Solid Waste staff will be giving their respective elected boards an update of these activities, concentrating on two recycling program funding options. Orange County staff will be at the BOA meeting to participate in the presentation and answer questions. Finalizing selection of a funding option will be discussed at the AOG meeting March 26, 2015.

**FISCAL & STAFF IMPACT:** There is no fiscal impact or staff impact with accepting this report.

**RECOMMENDATION:** It is recommended the Board of Aldermen accept the report.

## Memorandum

To: Carrboro Board of Alderman  
Chapel Hill Town Council  
Hillsborough Board of Commissioners  
Orange County Board of Commissioners

From: George Seiz, Carrboro Public Works Director  
Lance Norris, Chapel Hill Public Works Director  
Ken Hines, Hillsborough Public Works Director  
Gayle Wilson, Orange County Solid Waste Director

Subject: Solid Waste Advisory Group – Recycling Fee Recommendations

Date: March 6, 2015

The Board of County Commissioners created a Solid Waste Advisory Group at its June 3, 2014 meeting. The Group is comprised of two members each from the elected boards of the Towns and County. Additionally, there are one representative each from UNC-CH and UNC-Healthcare. This multi-jurisdictional Group held its first meeting on August 25, 2014 and has been meeting regularly from that time forward.

The SWAG has been focusing on a new interlocal agreement for recycling and solid waste services currently provided by Orange County, with most of the meetings addressing recycling/convenience center funding options. Another area of discussion has been the future role of the SWAG. Additional focus has been on how to incorporate UNC-CH and UNC-Healthcare into an agreement and exploring opportunities for cooperation. Town's and county staffs have also conducted several meetings and discussions with regard to SWAG funding options and processes.

The County Attorney has spoken to the SWAG and has indicated that the options under consideration are consistent with state statutes. Each Town would be required to authorize the county to impose the fee within the municipality.

A preliminary progress report by the SWAG was made at the November 20, 2014, Assembly of Governments meeting. At the SWAG's March 6 meeting a consensus was reached to forward two funding alternatives for discussion by each of the Town elected boards and the Board of County Commissioners. The SWAG requested that each of the Town and County boards discuss the two SWAG funding options and be prepared to discuss making a final decision among the two options at a joint meeting of the Towns and County scheduled for March 26.

**Option 1** is a two part annual fee; One Comprehensive Solid Waste Program Fee for all Municipal Units - \$94/year (based on FY 14/15 budget revenue requirement), and One

Comprehensive Solid Waste Program Fee for all Rural units - \$118/year (based on FY 14/15 budget revenue requirement).

Option 1 would establish an urban fee and a rural fee that would be applied to each developed property and multi-family units throughout the county, including tax exempt properties, except for UNC-CH properties that are served by the University's separate recycling program. Option 1 would incorporate an approximate 33% solid waste convenience center costs into the Urban fee component and an approximate 66% solid waste convenience center costs into the Rural fee component.

**Option 2** is a Single Comprehensive Fee - \$103/year (based on FY-14/15 budget revenue requirement) that would be applied equally to all developed properties and multi-family units throughout the county, including tax exempt properties, except for UNC-CH properties that are served by the University's separate recycling program. Option 2 would evenly distribute solid waste convenience center costs across all sectors.

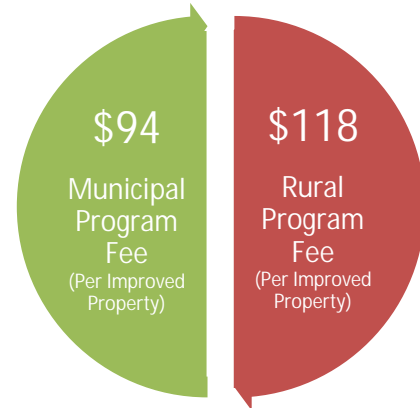
Further details of the two options are provided in the attachments.

It is important that a funding decision be made in a timely manner given that such funding would have to be incorporated into the Fiscal 2015/16 budget currently being crafted, and in order for County Tax Administration and Solid Waste Management Departments to complete the various preparations necessary to meet the 2015 tax billing schedule. The SWAG, based on recommendations by staff, has indicated that a final decision should be reached by the end of April to allow time for implementation into the budget process and for the fee to be ready for billing on the 2015 property tax bills.

Town and County SWAG representatives requested that each elected board discuss and fully consider each option prior to the March 26 joint meeting. Town and County staffs are available to explain the fee options and to respond to questions.

## FUNDING OPTION 1

OPPORTUNITIES
<ul style="list-style-type: none"><li>• Simplified fee structure</li><li>• Easy to administer, manage, and explain</li><li>• Includes phased expansion of rural curbside service, increasing recycling and waste reduction rate</li><li>• Flexibility in providing services without being constrained by rigid categories<ul style="list-style-type: none"><li>○ Example: If a business is located on a residential route (urban or rural) and generates recyclables in quantities similar to a residence, it can be assigned to a residential route without concern that there is not an appropriate fee category.</li></ul></li></ul>



### Key Factors

- Rural curbside service is proposed to be phased in to entire unincorporated area over three year period, equalizing services by the fourth year.
  - The rural fee will increase incrementally over phasing period.
- Efforts to provide more equitable services among all the program users could be implemented over time by improving service efficiencies and availability of services.
- Single family, multi-family and developed non-residential property owners in the rural sector pay \$24 more than property owners in the urban sector.

### Universal Elements for Both Options

- Undeveloped properties do not pay a fee.
- All developed properties including tax-exempt properties pay a fee.
- The fee structure is stable and predictable.
- Fee impacts for potential service expansions, improvements, and changes can be easily determined and made available for elected boards to consider.
- Some property owners may consider the proposed fee rates a significant increase because no fee for rural or urban curbside service or multi-family service has been assessed for the past two years.
- Failure of elected boards to approve a funding mechanism for the FY 2015-16 Budget may lead to suspension of services or further debiting of the solid waste landfill closure and post-closure reserves account.
- Orange County will continue to provide financial assistance for qualifying low-income residents who are unable to pay for solid waste program fees. In 2014, approximately 700 parcels were provided assistance through the County's 3R Fee Financial Assistance program.
- Funding option proposals are based on FY 2014-15 budget revenue requirements. For FY 2015-16, minor fee adjustments may be implemented to align with the actual FY 2015-16 budget revenue requirements.

## FUNDING OPTION 2

### OPPORTUNITIES

- Most simplified fee structure
- Easiest option to administer, manage, and explain
- Includes phased expansion of rural curbside service, increasing recycling and waste reduction rate
- Flexibility in providing services without being constrained by rigid categories is maximized.
  - Example: If a business is located on a residential route (urban or rural) and generates recyclables in quantities similar to a residence, it can be assigned to a residential route without regard to changing categories or fee rates.

**\$103**

**County-Wide  
SW Program**

**(Per Improved  
Property)**

### Key Factors

- Rural curbside service is proposed to be phased in to entire unincorporated area over three year period, equalizing services by the fourth year.
  - The program fee will increase incrementally over phasing period.
- All developed properties pay the same amount, although eligibility for services may vary between jurisdictions and sectors.
- Efforts to provide more equitable services among all the program users could be implemented over time by improving service efficiencies and availability of services.
- This option presents a new funding paradigm and new way of viewing solid waste program funding by offering a singular fee. This holistic approach to funding eliminates any division between rural and urban boundaries, creating a truly integrated and comprehensive approach to program funding county-wide.

### Universal Elements for Both Options

- Undeveloped properties do not pay a fee.
- All developed properties including tax-exempt properties pay a fee.
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- Orange County will continue to provide financial assistance for qualifying low-income residents who are unable to pay for solid waste program fees. In 2014, approximately 700 parcels were provided assistance through the County's 3R Fee Financial Assistance program.
- Funding option proposals are based on FY 2014-15 budget revenue requirements. For FY 2015-16, minor fee adjustments may be implemented to align with the actual FY 2015-16 budget revenue requirements.

FUNDING OPTION	FUNDING OPTION GENERAL DESCRIPTION	OTHER FUNDING DETAIL	TOTAL REVENUE REQUIREMENT	REVENUE REQUIREMENT DETAIL	REVENUE REQUIREMENT DETAIL CONT.	NUMBER OF UNITS	FUNDING COMPONENT NAME	FUNDING COMPONENT DESCRIPTION	PER UNIT ESTIMATED ANNUAL FEE	PER UNIT APPRX. MONTHLY COST	ANNUAL INCREASE/DECREASE OF FEE FROM CURRENT FEE STRUCTURE	APPRX. INCREASE/ DECREASE COST PER MONTH FROM CURRENT FEE STRUCTURE
SW FUNDING OPTION #1	1 Comprehensive Solid Waste Program fee for all Urban units, and 1 Comprehensive Solid Waste Program fee for all Rural units.	Includes approx. 35% cost of SWCC and first year cost of rural curbside expansion. .	\$6,208,944	\$3,498,247	<u>BASIC 3-R</u> - \$1,707,690 <u>URBAN RECYCLING</u> - \$1,076,350 <u>MULTI-FAMILY RECYCLING</u> - \$313,443 <u>SWCC</u> - \$400,764	37,409	Municipal SW Program Fee	All improved units located within town limits.	\$94	\$8	Non-Residential (urban) - \$47 more Urban Single-Family \$32 less Multi-Family (urban) - \$24 more	Non-Residential (urban) - \$4 more Urban Single-Family \$3 less Multi-Family (urban) - \$2 more
				\$2,710,697	<u>BASIC 3-R</u> - \$1,049,657 <u>RURAL RECYCLING</u> - \$750,108 <u>MULTI-FAMILY RECYCLING</u> - \$3,166 <u>SWCC</u> - \$801,528 <u>Y1 CURBSIDE EXPANSION</u> - \$106,238	22,994	Rural SW Program Fee	All improved units outside town limits.	\$118	\$10	Non-Residential (rural) - \$71 more Rural Single-Family (in curbside service area) - \$22 less Rural Single-Family (outside of curbside service area) - \$31 more Multi-Family (rural) - \$48 more	Non-Residential (rural) - \$6 more Rural Single-Family (in curbside service area) - \$2 less Rural Single-Family (outside of curbside service area) - \$3 more Multi-Family (rural) - \$4 more
SW FUNDING OPTION #2	One County-Wide Solid Waste Program Fee for all improved units located in the county, no matter location inside or outside of town limits or type of unit.	Includes approx. 35% cost of SWCC and first year cost of rural curbside expansion costs.	\$6,208,944	\$6,208,944	<u>BASIC 3-R</u> - \$2,757,347 <u>URBAN RECYCLING</u> - \$1,076,350 <u>RURAL RECYCLING</u> - \$750,108 <u>MULTI-FAMILY</u> - \$316,609 <u>SWCC</u> - \$1,202,292 <u>CURBSIDE EXPANSION</u> - \$106,238  <u>Y1</u>	60,403	County-Wide SW Program Fee	All improved units are charged one single comprehensive fee, no matter type, or location inside or outside of town limits.	\$103	\$9	Non-Residential (urban) - \$56 more Urban Single-Family - \$23 less Multi-Family (urban) - \$33 more Non-Residential (in rural curbside service area) - \$56 more Non-Residential (outside of rural curbside service area) - \$56 more Rural Single-Family (in curbside service area) - \$37 less Rural Single-Family (outside of curbside service area) - \$16 more Multi-Family (rural) - \$33 more	Non-Residential (urban) - \$5 more Urban Single-Family - \$2 less Multi-Family (urban) - \$3 more Non-Residential (in rural curbside service area) - \$5 more Non-Residential (outside of rural curbside service area) - \$5 more Rural Single-Family (in curbside service area) - \$3 less Rural Single-Family (outside of curbside service area) - \$1 more Multi-Family (rural) - \$3 more

# RECYCLING PROGRAM FUNDING OPTIONS





# PURPOSE

- Provide an overview of recycling program funding options prior to Assembly of Governments meeting on March 26, 2015.
  - Finalizing selection of a funding option will be discussed at AOG meeting

# SWAG

- SOLID WASTE ADVISORY GROUP (SWAG)
  - Board of County Commissioners created SWAG in June 2014.
  - Representatives:
    - Two members from each elected board of Carrboro, Chapel Hill, Hillsborough and Orange County
    - One member from UNC-Chapel Hill
    - One member from UNC Healthcare

# SWAG

- SWAG began meeting on August 25 to develop an Interlocal Agreement for recycling and solid waste services currently provided by Orange County.
  - Curbside, Multifamily and Commercial Recycling
  - 24 Hour Recycling Drop-off Centers
  - Staffed Convenience Centers
  - C&D Landfill and Vegetative Debris Mulching Facility
  - Commercial Food Waste Collections
  - HHW, Electronics, White Goods, Tires, Scrap Metal, Clean Wood and Mattress Recycling



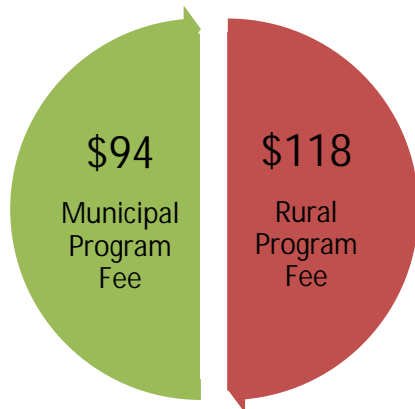
# SWAG

- SWAG discussions have included:
  - Funding options for recycling program
  - Interlocal Agreement
  - Partnership Opportunities with UNC-CH and UNC Healthcare
  - Future role of SWAG

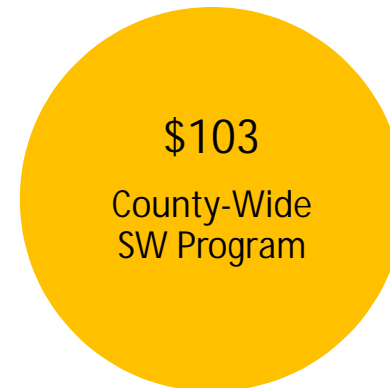
# SWAG

- Two recycling program funding options are being proposed by the SWAG for consideration by all elected boards.

Option 1



Option 2



# UNIVERSAL ELEMENTS



# UNIVERSAL ELEMENTS

- All developed properties including tax-exempt properties pay a fee.
- Undeveloped properties do not pay a fee.
- The fee structure is stable and predictable.
- Some property owners may consider the proposed fee rates a significant increase because no fee for rural or urban curbside service or multi-family service has been assessed for the past two years.
- Both options include the phased expansion of rural curbside collection service to all remaining ~7,000 rural residential units, increasing the recycling and waste reduction rate.

# UNIVERSAL ELEMENTS

- All options assume the current use of fees to fund approximately 35% of Solid Waste Convenience Centers (SWCC) costs, and assumes approximately \$1.85 million in General Fund contributions to fund the remaining costs.





# UNIVERSAL ELEMENTS

- Funding option proposals are based on FY 2014-15 budget revenue requirements. For FY 2015-16, minor fee adjustments may be implemented to align with the actual FY 2015-16 budget revenue requirements.



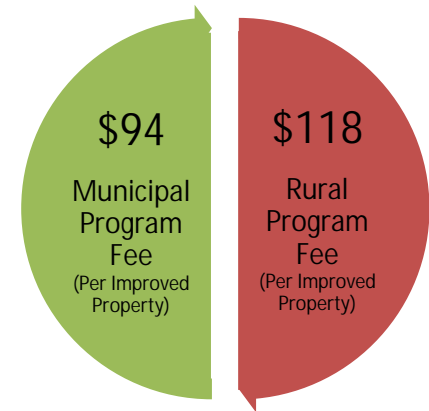
# UNIVERSAL ELEMENTS

- Failure of elected boards to approve a funding mechanism may lead to suspension of services or further debiting of the solid waste landfill closure and post-closure reserves account.
- Orange County will continue to provide financial assistance for qualifying low-income residents who are unable to pay for solid waste program fees. In 2014, approximately 700 parcels were provided assistance through the County's 3-R Fee Financial Assistance program.

# OPTION #1

- KEY FACTORS

- Simplified fee structure: 2 Fees
- Easy to administer, manage & explain
- Incremental rural fee increase over phased expansion of rural curbside service
- Single family, multi-family, and developed non-residential property owners in the rural sector pay \$24 more than property owners in the urban sector.



# OPTION #2

- KEY FACTORS

- Simplified fee structure: 1 Fee
- Easy to administer, manage, and explain
- Incremental fee increase over phased expansion of rural curbside service
- All developed properties pay the same amount, although eligibility for services may vary between jurisdictions and sectors.
- This option presents a new funding paradigm and new way of viewing solid waste program funding by offering a singular fee. This holistic approach to funding eliminates any division between rural and urban boundaries, creating a truly integrated and comprehensive approach to program funding county-wide.

\$103

County-Wide  
SW Program  
(Per Improved  
Property)

# NEXT STEPS

- Assembly of Governments meeting on March 26
  - Selection of funding option
- Approval of funding option by each elected board to authorize County to charge fee
  - Approval needed before end of April
- Finalize Comprehensive Interlocal Agreement by January 1, 2016

# Questions & Comments

- Staff is available to answer questions.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 15-0119

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**Agenda Date:** 4/21/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Approval of Resolution Regarding Intentions and Expectations for Sharing Costs for the Rogers Road Sewer Improvements

**PURPOSE:** The purpose of this agenda item is to provide the Board of Aldermen an opportunity to express its intentions and expectations regarding cost -sharing for the Rogers Road Sewer Improvements.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Patricia McGuire - 919-918-7327; [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)

**INFORMATION:** On March 4, 2014, the Board of Aldermen authorized the allocation of Town funds to be used to contribute to a 14 percent share, \$18,200, of the cost of preliminary engineering of the sewer installation for the 86 parcels identified in the 2012 conceptual sewer layout. On September 16, 2014, the Board of Aldermen authorized the manager to execute an interlocal agreement on the Town's behalf to participate in the funding for the preliminary engineering and community outreach at the cost share of 14, 43, and 43 percent.

Work at the technical staff, manager, and consultant levels has continued through the fall, winter, and spring. Report on the outreach efforts was distributed in November 2014. OWASA staff reported to other staff and managers in March regarding the outcome of the preliminary engineering, particularly its findings on the feasibility and updated estimated cost of the sewer installation. The report was released late last week and distributed to Board members via email on April 15<sup>th</sup>. On April 23<sup>rd</sup>, the OWASA Board of Directors will be discussing an interlocal agreement with Orange County that, if executed, will authorize design and permitting of the sewer project to begin. An interlocal agreement between the Towns and Orange County will follow; a date for its presentation to the Board of Aldermen is not yet known. This agenda item has been prepared as an update in advance of the OWASA Board's consideration of moving forward with design and permitting step.

Mary Darr, Director of Engineering and Planning at OWASA will make a brief presentation to the Board on the preliminary engineering and field investigations at the May 5<sup>th</sup> meeting.

**FISCAL & STAFF IMPACT:** The preliminary engineering report estimates that design and permitting costs will total approximately \$370,000 (not including easements). The Town's share, at 14 percent, consistent with the recommendations of the Historic Rogers Road Neighborhood Task Force would be approximately

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**Agenda Date:** 4/21/2015

**File Type:**Abstract

**In Control:** Board of Aldermen

**Version:** 1

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\$52,000.

**RECOMMENDATION:** Staff recommends that the Board of Aldermen consider adopting the attached resolution (Attachment A) expressing its commitment to contributing towards the engineering and design for the Rogers Road sewer project, at a 14 percent share, and its expectation that funding for the construction of the Rogers Road sewer project will be consistent with the 14 percent (Carrboro) - 43 percent (Chapel Hill) - and 43 percent (Orange County) cost-sharing recommendation of the Historic Rogers Road Neighborhood Task Force.



A RESOLUTION EXPRESSING THE BOARD OF ALDERMEN'S INTENTIONS AND  
EXPECTATIONS REGARDING COST –SHARING FOR DESIGN AND CONSTRUCTION  
OF THE ROGERS ROAD SEWER IMPROVEMENTS

WHEREAS, the Board of Aldermen has committed to making improvements in the Historic Rogers Road area, most recently evidenced by active participation in the work of the Historic Rogers Road Neighborhood Task Force; and

WHEREAS, the Board of Aldermen on September 8, 2012 approved a contribution of up to \$900,000 for the design and construction of sewer improvements for the Historic Rogers Road area; and

WHEREAS, the Board of Aldermen has subsequently appropriated a total of \$900,000 to support Rogers Road-related remediation, and

WHEREAS, the Board of Aldermen entered into an interlocal agreement in 2014 with the Town of Chapel Hill and Orange County to share in 14 percent of the costs of preliminary engineering and community outreach; and

WHEREAS, the preliminary engineering and outreach efforts have been completed, both of which reveal the project's feasibility and the Rogers Road community's continued interest and support; and

WHEREAS, an interlocal between Orange County and OWASA that will authorize the next step, sewer system design and permitting, is under consideration.

NOW, THEREFORE BE IT RESOLVED that the Board of Aldermen expresses its intention to financially participate in the design and pay up to 14 percent of the design costs.

BE IT FURTHER RESOLVED that the Board of Aldermen expects that Orange County and Chapel Hill will each participate in design and construction costs at amounts equal to 43 percent, consistent with the recommendations of the Historic Rogers Road Neighborhood Task Force.

This is the 21st day of April in the year 2015.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 15-0097

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**Agenda Date:** 4/21/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

UNC Capstone Report on Community Greenhouse Gas Emissions

**PURPOSE:** The purpose of this agenda item is for a UNC Capstone Team to present a report updating Carrboro's community inventory of greenhouse gas emissions.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Randy Dodd, 919 918-7326

**INFORMATION:** Capstone Projects at the UNC Institute for the Environment bring together education, research and outreach/service missions of the Institute. They are conducted by teams of undergraduate environmental students in their junior or senior years. The projects are a learning experience for students, a chance for them to conduct team-based research typical of professional practice and the Institute's way of using the expertise of Carolina to help find solutions to the issues facing communities. In 2011, a Capstone Team completed a Greenhouse Gas (GHG) inventory for Carrboro. Though a similar inventory was previously created for all of Orange County, the 2011 inventory was the first inventory to thoroughly disaggregate the Town's emissions to satisfy the requirements for "Milestone 1" for the Town's participation in the Cities for Climate Protection protocol. In 2014, Town staff asked UNC to consider a second Capstone project to update the inventory and provide support with populating the new ICLEI GHG inventory and forecasting software "Clear Path". The focus of the inventory includes all emission sources for Carrboro in contrast to the inventory that the Town has been pursuing annually since 2012 focused on the Town's operations. As a footnote, the 2009 inventory included emissions estimates from OWASA. The Capstone Team was not able to include OWASA emissions estimates for the 2012 update, and have removed the 2009 OWASA emissions estimates for the purposes of comparisons made between the two time frames. (Town staff will work with OWASA staff to obtain the 2012 estimates.) The Team has prepared a draft report and will present their findings. The support of the Capstone Team in fulfilling this request is acknowledged and appreciated.

**FISCAL & STAFF IMPACT:** There is no immediate fiscal or staff impact for this item.

**RECOMMENDATION:** It is recommended that the Board adopt the attached resolution receiving this report.

**ATTACHMENT A**

**A RESOLUTION RECEIVING THE CAPSTONE TEAM UPDATE  
OF THE GREENHOUSE GAS INVENTORY**

WHEREAS, the Town has signed on to the Mayors Climate Protection Agreement and adopted a Climate Protection Resolution in 2009;

WHEREAS, the Town participated in the Orange County Greenhouse Gas Inventory, a Capstone Team updated the community inventory in 2011, and municipal operations inventories have been completed annually since 2012, and

WHEREAS, in 2015, a UNC Capstone Team has updated the community inventory and prepared a report.

NOW THEREFORE BE IT RESOLVED by the Carrboro Board of Aldermen that the Aldermen receive the Capstone Team report.

Furthermore, the Board directs staff to consider the following:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

# **2012 Greenhouse Gas Emission Inventory for the Town of Carrboro, NC**



**April 2015**

**Prepared by**  
David Agudelo-Frankel  
Brian Beaman  
Grace Marshall  
Jessica Myers

## Executive Summary

Climate change is happening now and humans are contributing to it by emitting greenhouse gases like CO<sub>2</sub> and N<sub>2</sub>O. These greenhouse gases trap heat in Earth's atmosphere, causing the greenhouse gas effect, leading to multiple effects, such as higher temperatures, sea level rise, and extreme flooding. In order to reduce the negative effects of greenhouse gas emissions, communities must create mitigation strategies. Not only is mitigation essential for avoiding the devastating consequences of climate change, but many mitigation strategies provide co-benefits that make them attractive regardless of climate change.

The first critical step in developing mitigation strategies is for communities to perform a greenhouse gas emission inventory. As defined by the EPA, "[a] greenhouse gas inventory is an accounting of greenhouse gases (GHGs) emitted to or removed from the atmosphere over a period of time."<sup>1</sup> A greenhouse gas emission inventories allow policy makers to collect baseline emission data, understand the main sources of emissions in their community, and develop informed mitigation strategies. Subsequent emission inventories provide policy makers with insight to the effectiveness of their mitigation strategies.

Our mission was to work with the Town of Carrboro to create an updated greenhouse gas inventory for 2012 and compare our findings to the previous 2009 inventory to identify trends. We conducted the inventory using the updated ICLEI software, ClearPath. Using our findings, we have recommended mitigation strategies that we think are best suited for the Town, considering their past and current efforts.

The inventory revealed a total of 111,954 tons of CO<sub>2</sub>e were emitted by the Town of Carrboro in 2012. About 93% of the total emissions came from the community sector, 7% from the local government. Within the community sector, residential energy made up the largest percentage of emissions: 41.5%. Transportation and commercial energy emissions were close behind residential at 29.8% and 25.7% respectively.

Between 2009 and 2012, Carrboro's greenhouse gas emissions reduced slightly despite a growing population. Per capita emissions decreased from 5.7 to 5.5 tons CO<sub>2</sub>e. Emissions from residential energy use dropped 18.29% from 2009. While transportation emissions decreased by 1.25% from 2009 and commercial energy increased by 45.3%.

Local government operations contributed the largest reduction in greenhouse gas emissions. Overall, the local government decreased its emissions 15.32% from 2009 to 2012, but there was some variability between the different local government sectors. Buildings, including all

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<sup>1</sup> "Developing a Greenhouse Gas Inventory." United States Environmental Protection Agency. Accessed March 24, 2015. <http://www.epa.gov/statelocalclimate/local/activities/ghg-inventory.html>

municipal buildings and schools, had a 20.45% decrease in emissions. The largest contributor to this decrease was the drop in Carrboro school's emissions; municipal building emissions from 2009 to 2012 did not vary much. There was a 9.29% decrease in emissions due to municipal vehicle fleet, while there was a 16.27% increase in emissions due to streetlights.

While we attempted to make this report as comparable to the 2009 report as possible, differences in software and data records used to calculate the emissions may limit the comparability of certain emissions sources, in particular solid waste.

With the new greenhouse gas inventory data, we developed mitigation strategies that we recommend to the Town, for example the requirement of energy performance ratings on all residential homes and buildings. If these strategies are implemented, Carrboro can continue to reduce their overall greenhouse gas emissions.

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# Introduction

Over the past century the average temperature in the United States has increased by 1.3°F to 1.9°F, with the majority of the increase occurring after 1970. The ten hottest years on record have occurred since 1998, with 2012 being the hottest year recorded in the U.S.; climate change is happening now. Seasonal dynamics are changing. In addition to being warmer, summer is longer, and winter is shorter. Rain is coming down in sudden, heavier bursts. Flooding is occurring more often in coastal cities and cities near rivers. The duration of the wildfire season in the West is longer, increasing the amount of land that is burned. All of these observable changes are consistent with climate change<sup>2</sup>.

The Southeast is seeing evidence of climate change through decreased water availability, increasing sea level rise, and extreme heat, resulting in negative effects on health, energy, and agriculture. Climate change may contribute to the Southeast seeing more billion-dollar weather disasters than any other region in the U.S.<sup>3</sup> More specifically, the National Resource Defense Council argues Orange County is currently experiencing multiple effects from global warming. It has had more days than expected of extreme heat and flooding. These effects may influence the health of county residents. Extreme heat may increase elderly mortality and pooling water may increase the mosquito population, leading to an increase in mosquito-carried viruses, such as dengue fever. Finally, the changing climate is causing increases in smog cover and ragweed pollen in Orange County, which can inflame allergy and respiratory issues<sup>4</sup>.

## The Science of Climate Change

Both natural and human factors can cause climate change. Before the Industrial Revolution in the 1700s, climate changes could be attributed to natural causes, such as shifts in solar energy, changes in ocean currents, and volcanic eruptions. However, natural processes alone cannot explain the post-industrial rise in temperatures<sup>5</sup>. Actually, the overall climate would have slightly decreased over the past fifty years if there had been no human influences<sup>6</sup>.

Humans influence climate change by contributing to the greenhouse effect. After Earth absorbs sunlight, some of the absorbed energy is then released back into the atmosphere as heat, which is then lost to space. Greenhouse gases (GHGs), such as carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), that are present in Earth's atmosphere can absorb the heat released,

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<sup>2</sup> Melillo, Jerry, Terese Richmond, and Gary Yohe. "National Climate Assessment." National Climate Assessment. January 1, 2014. Accessed April 16, 2015. <http://nca2014.globalchange.gov/highlights#section-5682>.

<sup>3</sup> *ibid*.

<sup>4</sup> "What Will Climate Change Mean to Your Community?" National Resource Defense Council. June 15, 2013. Accessed April 16, 2015. <http://www.nrdc.org/health/climate-in-your-community.asp>.

<sup>5</sup> "Causes of Climate Change." Environmental Protection Agency. March 18, 2014. Accessed April 16, 2015. <http://www.epa.gov/climatechange/science/causes.html>.

<sup>6</sup> Melillo, Jerry, Terese Richmond, and Gary Yohe. "National Climate Assessment." National Climate Assessment. January 1, 2014. Accessed April 16, 2015. <http://nca2014.globalchange.gov/highlights#section-5682>.

slowing or inhibiting its return to space. This trapping of heat by greenhouse gases causes what is known as the “greenhouse effect”<sup>7</sup>.

Many human practices add to the amount of greenhouse gases present in the atmosphere. Deforestation and the burning of fossil fuels like coal, oil, and gas have increased the amount of atmospheric carbon dioxide by 40% since the Industrial Revolution<sup>8</sup>. Carbon dioxide is the primary greenhouse gas contributing to climate change. Humans release over 30 billion tons of CO<sub>2</sub> per year, and its current concentration is greater than it has been in at least 800,000 years. Agricultural practices have also increased nitrous oxide and methane concentrations<sup>9</sup>.

This increase in heat-trapping gases will have multiple effects on Earth’s climate today and in the future. They will cause an increase in the climate’s temperature. The warmer weather will reduce ice and snow cover, causing the sea level to rise. Precipitation patterns for snow and rain will be altered. As carbon dioxide concentrations rise, the ocean will become more acidic. These changes will then impact our food and water supply, infrastructure, ecosystems, and our health<sup>10</sup>.

## Climate Change Mitigation

The degree of future climate change and its impacts are dependent on current greenhouse gas emissions<sup>11</sup>. Actions taken today to reduce greenhouse gas emissions mean less warming and less severe impacts. Climate change mitigation “refers to efforts to reduce or prevent emission of greenhouse gases”<sup>12</sup>. While mitigation is essential to prevent extreme climate change, it can also provide numerous short-term and long-term benefits to local communities.

By reducing emissions, communities will enjoy higher quality health.<sup>13</sup> Combustion of fossil fuels produce not only greenhouse gases that contribute to climate change but also pollutants such as nitrous oxides, a precursor to ground-level ozone. By limiting greenhouse gas emissions there is potential to also limit these dangerous pollutants and reduce health impacts. All residents of the community will benefit from this, especially populations most susceptible to respiratory illness such as the poor and elderly<sup>14,15</sup>. Beyond the direct health impact of lower

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<sup>7</sup> "Causes of Climate Change." Environmental Protection Agency. March 18, 2014. Accessed April 16, 2015. <http://www.epa.gov/climatechange/science/causes.html>.

<sup>8</sup> Melillo, Jerry, Terese Richmond, and Gary Yohe. "National Climate Assessment." National Climate Assessment. January 1, 2014. Accessed April 16, 2015. <http://nca2014.globalchange.gov/highlights#section-5682>.

<sup>9</sup> "Causes of Climate Change." Environmental Protection Agency. March 18, 2014. Accessed April 16, 2015. <http://www.epa.gov/climatechange/science/causes.html>.

<sup>10</sup> *ibid*.

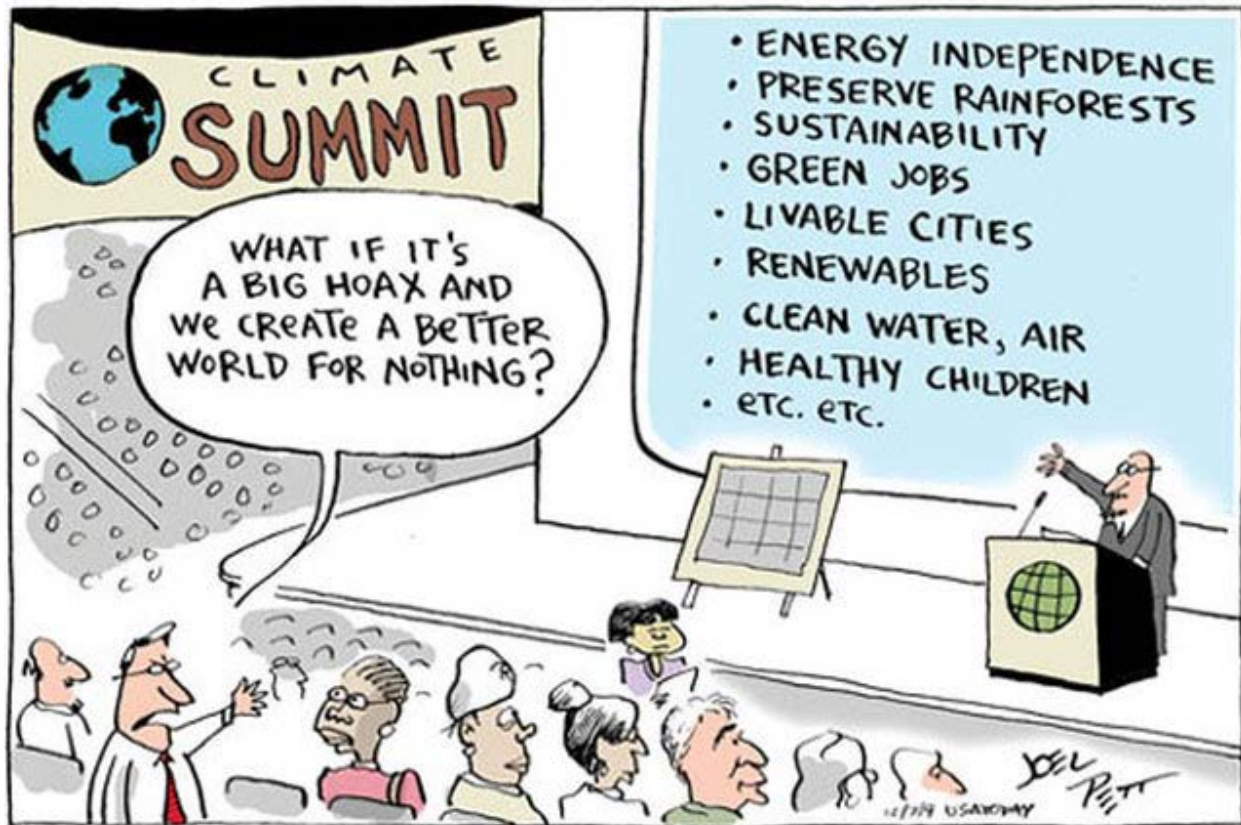
<sup>11</sup> Melillo, Jerry, Terese Richmond, and Gary Yohe. "National Climate Assessment." National Climate Assessment. January 1, 2014. Accessed April 16, 2015. <http://nca2014.globalchange.gov/highlights#section-5682>.

<sup>12</sup> "Climate Change Mitigation." United Nations Environment Programme. Accessed March 24, 2015. <http://www.unep.org/climatechange/mitigation/>

<sup>13</sup> Luber, George, Kim Knowlton, John Balbus, Howard Frumkin, Mary Hayden, Jeremy Hess, Michael McGeehin, and Nicky Sheats. "Human Health." National Climate Assessment. Accessed March 24, 2015. <http://nca2014.globalchange.gov/report/sectors/human-health#statement-16524>.

<sup>14</sup> "Society Impacts." United States Environmental Protection Agency. September 9, 2013. Accessed March 24, 2015. <http://www.epa.gov/climatechange/impacts-adaptation/society.html>

emissions, some emission reduction strategies will also improve public health, such as increased bicycle use<sup>16</sup>.



**Figure 1.** Co-benefits of climate change mitigation.

Many strategies also have co-benefits that produce immediate cost savings and improve quality of life. For example, if more trees are planted to increase CO<sub>2</sub> capture, citizens will enjoy a greener community and cooler temperatures in the summer. Energy costs will likely be lower for both the government and the community as a result of many emission reduction strategies. Furthermore, strategies like waste reduction will not only decrease emission productions, but will also increase the health of the environment in, and around, the community<sup>17</sup>. In summary, many climate change mitigation strategies are worth enacting for their co-benefits alone, with

<sup>15</sup> "Climate change impacts add to the cumulative stresses currently faced by vulnerable populations including children, the elderly, the poor, some communities of color, and people with chronic illnesses ... These threats include poor air quality, heat, drought, flooding, and mental health stress. Over time, the accumulation of these stresses will be increasingly harmful to these populations."

Luber, George, Kim Knowlton, John Balbus, Howard Frumkin, Mary Hayden, Jeremy Hess, Michael McGeehin, and Nicky Sheats. "Human Health." National Climate Assessment. Accessed March 24, 2015.  
<http://nca2014.globalchange.gov/report/sectors/human-health#statement-16520>

<sup>16</sup> Hosking, Jamie, Pierpaolo Mudu, and Carlos Dora. "Health Co-benefits of Climate Change Mitigation." World Health Organization. January 1, 2011. Accessed March 24, 2015.  
[http://www.who.int/hia/green\\_economy/transport\\_sector\\_health\\_co-benefits\\_climate\\_change\\_mitigation/en/](http://www.who.int/hia/green_economy/transport_sector_health_co-benefits_climate_change_mitigation/en/)

<sup>17</sup> Smith, Alison. "The Big Picture: Climate Policies & Co-benefits." In *The Climate Bonus: Co-benefits of Climate Policy*, 8. Abingdon, Oxford: Routledge, 2013.

reductions in greenhouse gas emissions being an ancillary benefit. As Figure 1 comically demonstrates, the results of many mitigation strategies are outcomes that communities strive for regardless of climate change.

## Greenhouse Gas Emission Inventories

The EPA concisely and clearly explains the purpose of a greenhouse gas emission inventory:

*A greenhouse gas inventory is an accounting of greenhouse gases (GHGs) emitted to or removed from the atmosphere over a period of time. Policy makers use inventories to establish a baseline for tracking emission trends, developing mitigation strategies and policies, and assessing progress. An inventory is usually the first step taken by entities that want to reduce their GHG emissions. An inventory can help local governments:*

- *Identify the sectors, sources, and activities within their jurisdiction that are responsible for greenhouse gas emissions*
- *Understand emission trends*
- *Quantify the benefits of activities that reduce emissions*
- *Establish a basis for developing a local action plan*
- *Track progress in reducing emissions*
- *Set goals and targets for future reductions*<sup>18</sup>

While individual emission inventories can help communities gain insight to their Town's emissions, subsequent emission inventories can help track progress towards mitigation goals and analyze the success of emission mitigation strategies. Although trends across emission inventories can be difficult to attribute to specific policies and do not provide foolproof strategies for reducing future emissions, they can be valuable sources of data. In this Capstone report, we update the 2009 emission inventory for the Town of Carrboro. By having multiple sources of comparable data, we hope the Town's policy-makers can better understand the effect, or lack of effect, of their policies.

## Mission

The Environmental Sciences Capstone Course at the University of North Carolina is a course focused on "interdisciplinary, team-based analysis of environmental phenomena"<sup>19</sup>. Capstone courses provide an opportunity for students to conduct research typical of professional practice and channels the universities' expertise to help find creative solutions to environmental

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<sup>18</sup> "Developing a Greenhouse Gas Inventory." United States Environmental Protection Agency. Accessed March 24, 2015. <http://www.epa.gov/statelocalclimate/local/activities/ghg-inventory.html>

<sup>19</sup> "Curriculum for the Environment and Ecology." In *University of North Carolina at Chapel Hill (UNC-CH) Undergraduate Bulletin*. University of North Carolina, Chapel Hill (UNC-CH), 2014. <http://www.unc.edu/ugradbulletin/depts/ecol.html>

issues in communities<sup>20</sup>. Capstone projects have ranged from green public housing to developing more environmentally responsible chicken feed. We are a group of seniors studying in the fields of environmental health and environmental studies. Through this course we have worked to analyze greenhouse gas emissions, their possible consequences, and mitigation strategies to reduce them.

Our mission was to work with the Town of Carrboro to create an updated greenhouse gas inventory. In 2011, another Capstone team completed Carrboro's baseline greenhouse gas emission inventory. The previous Capstone utilized data for the calendar year of 2009. Our inventory uses data from 2012, the most recent year for which all data was available. We replicated the methodology from the 2009 inventory as closely as possible to ensure that the data could be compared between the two inventories and trends could be identified. Using our findings, we have recommended mitigation strategies, taking the Town of Carrboro's current situation into consideration. Our recommendations promote a healthier environment and work toward the Town's goals of reducing greenhouse gas emissions.

## The Town of Carrboro

The Town of the Carrboro is located in Orange County, North Carolina and is made up of 6.46 square miles (16.8 square km). In 2012, the estimated population of Carrboro was 20,265<sup>21</sup>. It lies in close proximity to the University of North Carolina at Chapel Hill, causing it to be the place of residence for numerous students. This small community has a long history of environmental activism and awareness. In 2005, Carrboro signed the Mayors' Climate Protection Agreement and for the last decade the Town has taken multiple actions to address climate change:

- **2005** - signed Mayors' Climate Protection Agreement, in which 1,060 mayors around the nation signed the agreement pledging to reduce their greenhouse gas emissions to 7% below their 1990 levels by 2012<sup>22</sup>.
- **2005** - Orange County emission inventory initiated by International Council for Local Environmental Initiatives (ICLEI)
- **2009** - passed Climate Protection Resolution, taking responsibility for the Town's share of CO<sub>2</sub> emissions. The resolution was as followed:

*The Town of Carrboro will seek, and will facilitate the community at large, to cut CO<sub>2</sub> emissions by its proportion of the amount which is required to stabilize the climate back to less than 350 ppm of CO<sub>2</sub> in the atmosphere in time for a*

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<sup>20</sup> "Capstone Research Projects." Institute for the Environment at UNC-Chapel Hill. Accessed March 16, 2015. [http://www.ie.unc.edu/for\\_students/courses/capstone.cfm](http://www.ie.unc.edu/for_students/courses/capstone.cfm).

<sup>21</sup> "North Carolina Municipal Population Estimates." North Carolina Office of State Budget and Management. Accessed March 16, 2015. [http://www.osbm.state.nc.us/ncosbm/facts\\_and\\_figures/socioeconomic\\_data/population\\_estimates/municipal\\_estimates.shtm](http://www.osbm.state.nc.us/ncosbm/facts_and_figures/socioeconomic_data/population_estimates/municipal_estimates.shtm).

<sup>22</sup> "About the Center - Mayors Climate Protection Center." The United States Conference of Mayors - Climate Protection Center. Accessed March 16, 2015. <http://www.usmayors.org/climateprotection/about.asp>.

*90% probability for success as defined by the most up to date scientific consensus.*<sup>23</sup>

- **2011** - UNC Capstone team completes first community greenhouse gas inventory for Carrboro
- **2011-2013** - implementation of Worthwhile Investments Save Energy (WISE) program<sup>24</sup>, which expanded the energy efficiency program by creating subsidies for energy efficiency assessments and improvements in residential and small commercial buildings.
- **2012** - The Town begins conducting annual GHG inventories for municipal operations
- **2014** - The Town adopts its first Energy and Climate Protection Plan

Most recently, the Town created the Energy and Climate Protection Plan (ECP)<sup>25</sup>, which outlines recommendations to make the Town more energy efficient and generate more renewable energy. Carrboro is a Town already centered on values of energy efficiency and a love for the environment. This report will not only reference Carrboro's past and ongoing efforts to reduce greenhouse gas emissions, but also build upon these strategies and suggest additional policies and approaches that would benefit the Town based on the trends we have found in the updated inventory. In doing so, we hope to further Carrboro's efforts to reduce greenhouse gas emissions.

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<sup>23</sup> "Carrboro 2009 Climate Protection Resolution." Town of Carrboro - Sustainability, Energy, and Climate Change. December 8, 2009. Accessed March 16, 2015. <http://www.ci.carrboro.nc.us/DocumentCenter/Home/View/2387>.

<sup>24</sup> "Carrboro WISE Final Report." Town of Carrboro - Sustainability, Energy, and Climate Change. July 31, 2013. Accessed March 16, 2015. <http://www.townofcarrboro.org/DocumentCenter/Home/View/1788>.

<sup>25</sup> "Energy and Climate Protection Plan." Town of Carrboro - Sustainability, Energy, and Climate Change. May 28, 2014. Accessed March 16, 2015. <http://www.townofcarrboro.org/DocumentCenter/Home/View/553>.

## Methodology

This inventory catalogs Carrboro's greenhouse gas emissions for the calendar year of 2012. This is the most recent year for which all the necessary data was available. Most data sources update their records annually, but some sources are only updated every two or in one instance every five years. Ideally, greenhouse gas emission inventories would be conducted each calendar year, but for many places this is not feasible. We have selected the year 2012 and believe it is a sufficient comparison to the previous 2009 report.

To complete this inventory, we collected data from multiple sources, then entered and analyzed the data in ClearPath. Below, we describe ClearPath and detail our methods for each emission source. For a list of data sources and contacts, refer to Appendix A.

### ClearPath Software

To analyze our data, we chose to use ClearPath, ICLEI's most updated software for analyzing and interpreting local greenhouse gas emissions. ICLEI, or the International Council for Local Environmental Initiatives, is an international organization, founded in 1990, bringing local governments together under the commitment to sustainable development<sup>26</sup>. ClearPath replaced ICLEI's earlier software, CACP, which the previous Capstone used in their analysis. Because our goal was to compare our findings to the previous Capstone, our primary reason for choosing ClearPath was its similarity to CACP. ClearPath also provided a way for multiple users to collectively work on a single project. Moving forward we recommend that Carrboro continue to use ClearPath to track emissions.

ClearPath divides emissions into two tracks: government and community. The government track includes all operations or those operations directly influenced and funded by the local government. It is important to note for this inventory that some of the local government operations captured are administered not by the Town of Carrboro directly, but rather by Chapel Hill-Carrboro City Schools and Orange County. Examples of government "sectors" are schools, government buildings, vehicle fleet, and streetlights. The community track measures everything that does not fall under the municipal operations including residential, commercial, and industrial buildings as well as local transportation.

To calculate greenhouse gas emissions, ClearPath requires both direct measures and factor sets. Direct measures quantify activities that produce greenhouse gas emissions. For example, kilowatt hours (kWh) of energy used or vehicle miles travelled (VMT) are direct measures. To convert direct measures into tons of CO<sub>2</sub>, ClearPath uses factor sets such as fuel economy for transportation, grid electricity emissions factors, and waste characterization factors. Once these factor sets are created and entered into ClearPath, they can easily be accessed for calculations reducing repetitive data entry and calculation error.

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<sup>26</sup> "About ICLEI." ICLEI - Local Governments for Sustainability. Accessed March 16, 2015. <http://www.iclei.org/about-iclei>.

ICLEI's updates to CACP include the ability to "develop baseline and subsequent inventories, track emissions progress over time, forecast multiple scenarios for future emissions, analyze benefits of emissions reduction measures, and visualize alternative planning scenarios."<sup>27</sup> Most changes between CACP and ClearPath expand how the program can be used, but several changes make comparison between inventories more difficult. For example, the waste characterization changed between the two software programs. Consequently, emissions from waste are not comparable for inventories completed in CACP and ClearPath. These challenges are addressed further in our methodology and discussion.

## Community Track

### Electricity:

In order to obtain the electricity consumption from Carrboro's community track, we reached out to Duke Energy and PEMC, the Town's two electricity providers. PEMC provided kilowatt-hours (kWh) estimates for its residential and commercial customers in 2012. For both residential and commercial, we totaled kWh from all customers and entered into ClearPath (for kWh energy use and raw data reference Appendix B). Duke Energy provided the total kWh consumed for customers in Carrboro in 2012, divided into the subgroups of residential, commercial and industrial. These numbers were also entered into ClearPath.

In order to calculate greenhouse gas emissions from electricity use, the amount of carbon dioxide, nitrogen oxide, and methane produced by a single kWh must be calculated and then multiplied by total electricity use. These conversions are called emission factors. The Environmental Protection Agency (EPA) provides emission factors in the Emissions and Generation Resource Integrated Database (eGRID) for different regions of the U.S. Regional emission factors reflect differences in regional electricity generation; for example, the Northwest region would have lower emission factors since most of their electricity is produced through hydropower. We used the emissions factors for the Virginia/Carolina subregion.

The EPA states that "eGRID data can be used to support...greenhouse gas registries and inventories." ClearPath incorporates these factor sets into its software so that entering electricity or fuel use automatically generates emission values using these emission factors. The 2009 inventory used the 2007 eGRID emission factors, while our inventory uses the 2010 eGRID emission factors as these were the most current emissions factors for the 2012 emissions data. The updated eGRID data accounts for changes in electricity generation in that time. The emission factors for both inventories are included in Appendix C.

### Natural Gas:

In order to obtain the community natural gas use, we reached out to PSNC Energy. PSNC Energy provided us with the average customer therms (a unit of heat equivalent to 100,000 Btu or  $1.055 \times 10^8$  joules) use for 2012 and the approximate residential and commercial customer

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<sup>27</sup> "ClearPath Software - About." ICLEI - Local Governments for Sustainability. Accessed March 16, 2015. <http://www.iclei.org/>.



count for Carrboro for 2012. When inputting the data into ClearPath, it is important to multiply the average residential customer therms use by the approximate number of residential customers to get the total therms used. This number, total residential natural gas use, goes into the “community residential energy use” category in ClearPath. ClearPath then automatically converts the total therms to the CO<sub>2</sub> equivalent (CO<sub>2</sub>e). The same must be done for “community commercial energy use,” but using the average commercial customer therms use and the approximate number of commercial customers.

#### Solid Waste:

In order to analyze the community solid waste emission data for 2012, it was first necessary to obtain community waste generation data. We retrieved data the tons of waste generated by Carrboro from the Orange County Solid Waste (OCSW) website (all data sources are included in Appendix A). The previous Capstone team also acquired their data from OCSW.

The previous Capstone team used the 2010 Town of Carrboro waste composition study for their factor sets, since no updated composition study was available we also used the 2010 waste composition study<sup>28</sup> for the ClearPath factor sets. According to the 2009 inventory, “percentages for different waste composition categories required for the CACP software were matched with those most closely matching the OCSW breakdown.”

**Table 1.** Comparison of 2009 CACP and 2012 ClearPath waste characterization factor set.

CACP Factor Set	2009 Percentage	Waste Composition Category	ClearPath Factor Set	2012 Percentage	Waste Composition Category
Paper Products	23.2%	Paper	Percentage Newspaper	2.1%	“newspaper/print” under “paper”
			Percentage Office Paper	2.2%	“mixed office paper” under “paper”
			Percentage Corrugated Cardboard	1.5%	“recyclable cardboard” under “paper”
			Percentage Magazines/Third Class Mail	0.9%	“glossy magazines” under “paper”
Food Waste	37.0%	Organics	Percentage Food Scraps	21.2%	“food waste” category under “organics”
Plant Debris	1.8%	Yard Waste,	Percentage Grass	0.6%	1/3 of “yard waste”

<sup>28</sup>“Town of Carrboro Waste Composition.” Orange County Waste Characterization Study. April 1, 2010. Accessed March 16, 2015. [http://www.co.orange.nc.us/recycling/documents/WasteSort2010/Carrboro\\_composition.pdf](http://www.co.orange.nc.us/recycling/documents/WasteSort2010/Carrboro_composition.pdf)

					because it “includes grass, leaves, small branches”
			Percentage Leaves	0.6%	⅓ of “yard waste” because it “includes grass, leaves, small branches”
			Percentage Branches	0.6%	⅓ of “yard waste” because it “includes grass, leaves, small branches”
Wood and Textiles	2.1%	Wood	Percentage Dimensional Lumber	1.4%	“lumber” under “wood”
All Other Waste	35.9%	Plastics, Ferrous Metal, Non-Ferrous Metal, Glass, Inert, Special Waste, and Brown Goods	Mixed Solid Waste	68.9%	100% minus all previous categories

Since the ClearPath factor set for waste was different than the CACP factor set, different waste composition categories were used. We attempted to use categories that matched verbatim the categories as shown in Table 1. The difference in factor sets between CACP and ClearPath, and the resulting difference in division of waste may result in different emission estimates since the factor set categories are used to calculate the amount of methane released by the breakdown of biodegradable materials. We discuss this and other differences in methodology further in the Discussion.

#### Transportation:

For the community transportation sector we used the boundary of Carrboro’s city limits when determining the vehicle miles travelled and subsequent emissions for Carrboro. This means all trips taken within Carrboro, whether it be by a resident or nonresident of Carrboro, were counted, and trips taken outside of Carrboro’s city limits by residents were not counted. We chose to limit our analysis to trips made within Carrboro’s city limits so that an accurate comparison with the 2009 report, which used the same boundary, could be made. This assumption is frequently made in emission inventories because data on distance travelled by residents is scarce, but traffic studies can provide estimates of trips within a community.

The NC Capital Area Metropolitan Planning Organization (CAMPO) provided annual vehicle miles travelled (AVMT) for Orange County and daily vehicle miles travelled (DVMT) for Orange County and the Town of Carrboro for the year of 2012. The data for Orange County

was used to find a conversion factor to convert Carrboro's DVMT to AVMT. Carrboro's DVMT cannot be simply multiplied by 365.25 days/year because this does not take into account variations of vehicle miles travelled due to holidays and weekends. Thus, Orange County's AVMT was divided by DVMT (1,575,068,000/4,335,000) to obtain the conversion factor of 363.33748 days/year. Carrboro's DVMT was then multiplied by this conversion factor (190,780 \* 363.33748) to obtain Carrboro's AVMT of 69,317,524 miles/year.

The data used in the transportation factor set, which was entered into ClearPath, was obtained from statistics produced by the U.S. Department of Transportation. The factor set for transportation required a breakdown of vehicle type and an average fuel economy for each vehicle. The U.S. Department of Transportation had the breakdown of vehicle type for North Carolina, which was used as a proxy for Carrboro<sup>29</sup>. Fuel economy by vehicle type was reported in the U.S. D.O.T's National Transportation Statistics<sup>30</sup>. Because national and state averages are being used as a proxy, it is important to note that actual emissions in Carrboro will vary from the calculated emissions to the degree its vehicle type and fuel economy deviate from state and national averages.

**Table 2.** Factor Set for Community Transportation

Type of Vehicle	Percentage	Fuel Economy (miles/gallon)
Passenger Vehicles	71.73%	23.3
Light Trucks	20.49%	17.1
Heavy Trucks	6.04%	7.3
Motorcycles	0.85%	43.5

## Municipal Track

### Schools:

The Sustainability Coordinator for the Chapel Hill-Carrboro School system provided data on monthly billing for electricity (in kWh) and natural gas (in therms) use for each school that is in the town limits of Carrboro. There are currently 5 schools located in the town limits. The data for each month was summed for all of 2012 and entered into ClearPath. All five schools were totaled together for a single estimate for school electricity and natural gas use.

<sup>29</sup> "Highway Statistics Series." Table VM-4 – Office of Highway Policy Information (OHPI) – FHWA. November 1, 2014. Accessed April 16, 2015. <http://www.fhwa.dot.gov/policyinformation/statistics/2013/vm4.cfm>.

<sup>30</sup> "National Transportation Statistics." Bureau of Transportation Statistics. Accessed April 16, 2015. [http://www.rita.dot.gov/bts/sites/rita.dot.gov.bts/files/publications/national\\_transportation\\_statistics/index.html](http://www.rita.dot.gov/bts/sites/rita.dot.gov.bts/files/publications/national_transportation_statistics/index.html).

### Electricity:

The monthly billing statements for electricity use from Duke Energy were provided by the Town of Carrboro. Estimates of kilowatt-hours (kWh) for each building, as well as lighting (e.g. streetlights and stoplights) for the entire year of 2012 were provided for each government building (e.g. Town Hall, Century Center, etc.). The data for each building were added independently into ClearPath.

In order to calculate greenhouse gas emissions from electricity used by municipal buildings and schools we used EPA's 2010 eGRID. The eGRID provides regionally specific conversion or emission factors to convert kWh of electricity to tons of carbon dioxide, nitrogen oxide, and methane. ClearPath incorporates these factor sets into its software so that entering electricity or fuel use automatically generates emission values. We used the emissions factors for the Virginia/Carolina subregion as that is the region in which the Town of Carrboro is located. The EPA updates eGRID every few years; the most recent update used data from 2010, which is the eGRID data that we used. The 2009 inventory used the 2007 eGRID emission factors (the emission factors for both inventories are included in the Appendix C).

### Natural Gas:

The monthly billing statements for natural gas use from PSNC were provided by the Town of Carrboro. Estimates of therms of natural gas use for the entire year of 2012 were provided for each government building. The natural gas estimates for each building were added independently into ClearPath.

### Vehicle Fleet:

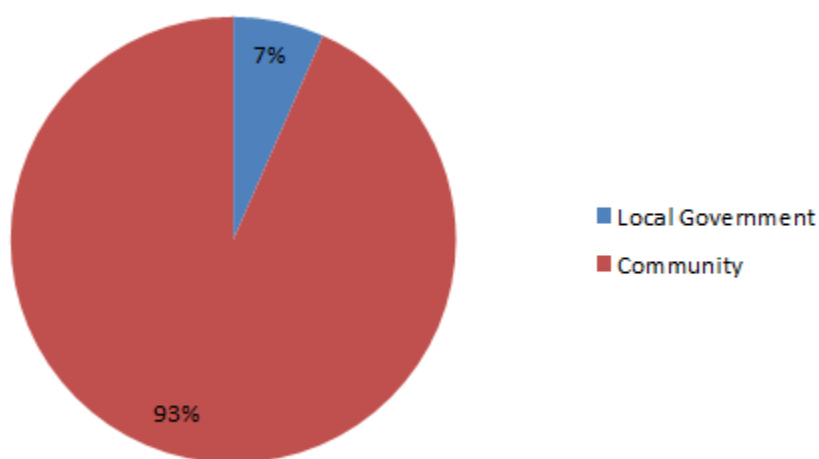
The annual estimates of vehicle gasoline and biofuel use for each of Carrboro's departments was provided in gallons. The Fire Department and Public Works were the only two departments whose fleets used both gasoline and biofuel. Each fuel type was added into ClearPath independently for each department. The biofuel and gasoline estimates for the Fire Dept. and Public Works were also added separately. All Carrboro fleet vehicles used B20 biofuel, which is a blend of fuels consisting of 20% biofuel and 80% gasoline. The ClearPath software, unlike the CACP software, is able to calculate emissions from biofuel use instead of having to separately calculate values for biofuel and gasoline in the biofuel mixture.

### Transit:

Chapel Hill Transit (CHT) is a local public transportation system of buses that serves the Towns of Chapel Hill and Carrboro. The 2012 emissions estimates of the entire fleet were provided by CHT. Since not all of the bus emissions of the transit fleet are linked to the Town of Carrboro, the 2009 inventory attributed Carrboro 15% - the percentage of funding CHT receives from the Town of Carrboro. CHT suggested using the same estimate for 2012. The total emissions values for the transit system were multiplied by 0.15 to produce the amount attributable to the Town of Carrboro.

## Results and Discussion

In 2012, the Town of Carrboro emitted a total of 111,954 CO<sub>2</sub>e (tons of CO<sub>2</sub> equivalent). This equates to 5.5 tons CO<sub>2</sub>e per a person. This is low compared to state and national per capita emissions. The state of North Carolina as a whole emitted 12.7 tons of CO<sub>2</sub>e per person in 2011<sup>31</sup> and in 2012 the United States emitted 16.4 tons CO<sub>2</sub>e per capita<sup>32</sup>. The world also had higher per capita emissions (7.65 tons CO<sub>2</sub>e) than the Town of Carrboro in 2012<sup>33</sup>. Carrboro's emissions are significantly lower than these averages mainly because it does not have an emissions from industry. Still, overall, these comparisons show that Carrboro has been doing well at managing their greenhouse gas emissions.



**Figure 1.** Comparison of Community vs. Local Government Emissions

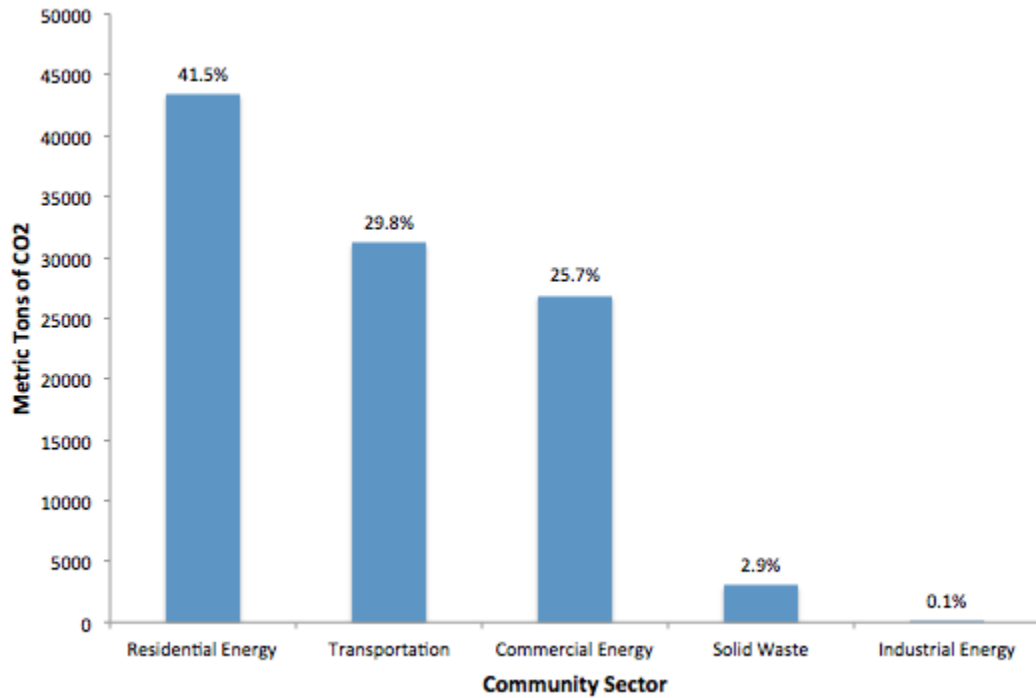
The community track contributes 93% of Carrboro's greenhouse gas emissions. Local government operations make up only 7% of emissions.

The residential sector had the largest emissions in the community track. Energy use from this sector in 2012, generated 43,406 metric tons of CO<sub>2</sub>e. This is over 10,000 metric tons more than the next largest sector, transportation. Transportation contributed 31,183 tons of CO<sub>2</sub>e. Commercial energy use generated roughly one-fourth of the total emissions at 26,836 metric tons of CO<sub>2</sub>e. Solid waste and the industrial sector were the smallest sources of emissions.

<sup>31</sup> "Table 5. Per Capita Energy-related Carbon Dioxide Emissions by State (2000–2011)." U.S. Energy Information Administration. Accessed April 16, 2015. <http://www.eia.gov/environment/emissions/state/analysis/pdf/table5.pdf>.

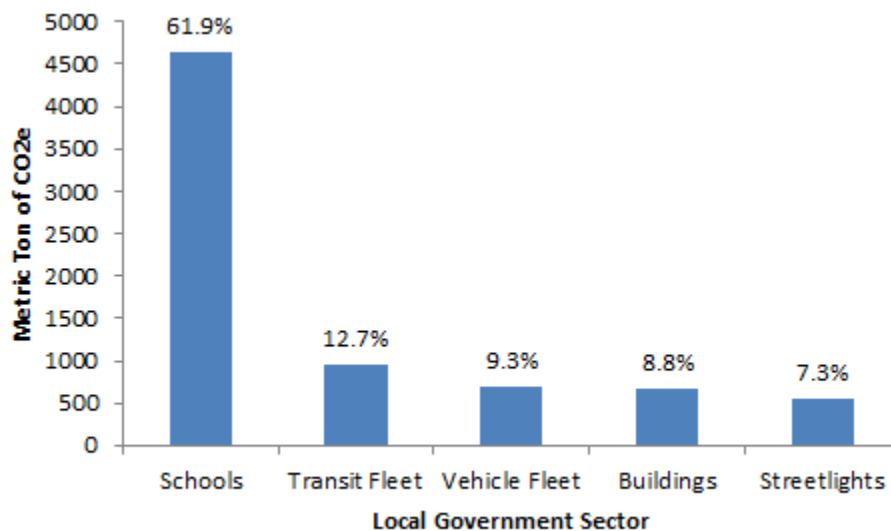
<sup>32</sup> Olivier, Jos, Greet Janssens-Maenhout, Marilena Muntean, and Jeroen Peters. "Trends in Global CO<sub>2</sub> Emissions 2013 Report." European Commission. January 1, 2013. Accessed April 16, 2015. [http://edgar.jrc.ec.europa.eu/news\\_docs/pbl-2013-trends-in-global-co2-emissions-2013-report-1148.pdf](http://edgar.jrc.ec.europa.eu/news_docs/pbl-2013-trends-in-global-co2-emissions-2013-report-1148.pdf).

<sup>33</sup> "GHG (CO<sub>2</sub>, CH<sub>4</sub>, N<sub>2</sub>O, F-gases) Emission Time Series 1990-2012 per Region/country." European Commission. April 16, 2015. Accessed April 16, 2015. <http://edgar.jrc.ec.europa.eu/overview.php?v=GHGts1990-2012>.



**Figure 2.** Summary of Community Sector Emissions

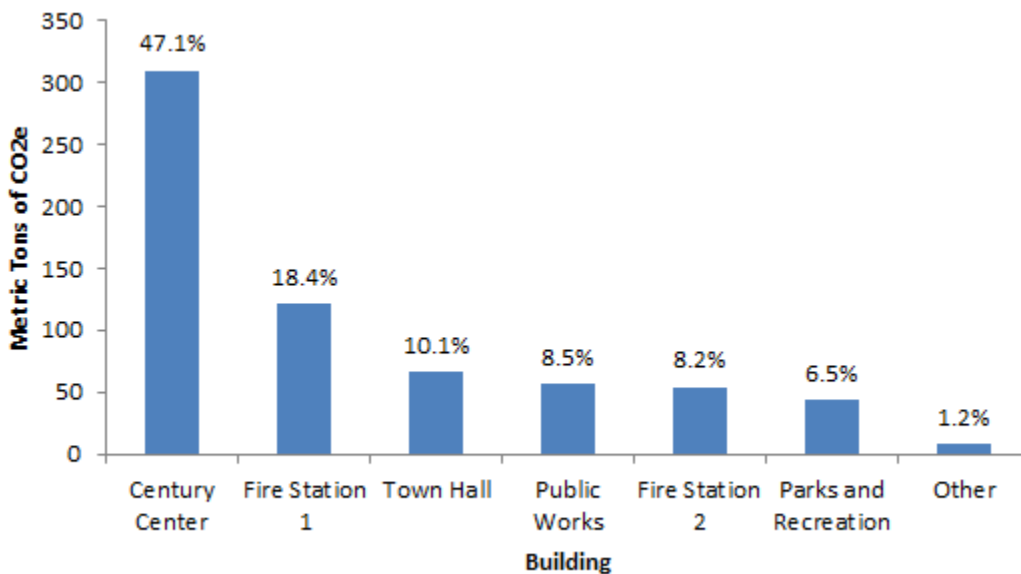
In each sector of local government emissions, buildings were the largest contributor to emissions at 5,190 tons of CO<sub>2</sub>e. Transit fleet, vehicle fleet, and lighting contributed less, but still significant, amount of greenhouse gases.



**Figure 3.** Local government greenhouse gas emissions for the Town of Carrboro by sector.

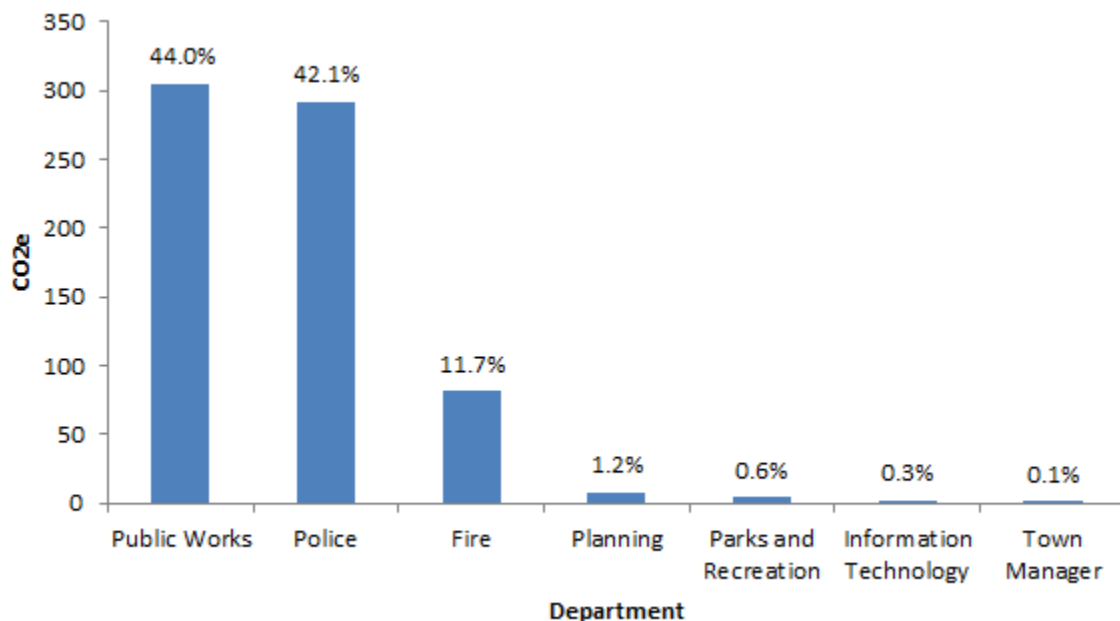
Buildings are the largest contributors of greenhouse gas emissions in the local government sector. The Century Center contributes the most emissions compared to any other

building with a value of 310 tons of CO<sub>2</sub>e. The five Carrboro schools were not included in this graph, but also contributed an even larger amount of 4,532 tons of CO<sub>2</sub>e.



**Figure 4.** Local government greenhouse gas emissions by building of the Town of Carrboro.

In the vehicle fleet, the Public Works and Police department are the largest sources of emissions. Both contribute about the same amount of CO<sub>2</sub>e, 305 and 292 tons, respectively. The Fire Department contributes significantly less than Public Works and Police, but more than the remaining departments. The values for Public Works and the Fire Department include both gasoline and biofuel emissions added together whereas the other departments only used gasoline.



**Figure 5.** Municipal greenhouse gas emissions by vehicle fleet of each department of the Town of Carrboro.

#### **2012 & 2009 Comparison:**

Between 2009 and 2012, Carrboro's greenhouse gas emissions reduced slightly from 113,617 to 111,954 tons of CO<sub>2</sub>e despite a growing population. Per capita emissions decreased from 5.7 to 5.5 tons CO<sub>2</sub>e, a reduction of 3.51%. The 2009 report included emissions related to water and sewer use by the local government. While we did not include those emissions in our report, we recalculated 2009 emissions to reflect this difference in order to draw more accurate comparisons.

Emission reduction was greatest in the municipal track. Local government emissions dropped 1,336 tons CO<sub>2</sub>e or 15.32% reduction. The largest reduction was in government buildings, which decreased by 20.45%. The largest contributor to this decrease was the drop in Carrboro school's emissions; municipal building emissions from 2009 to 2012 did not vary much. There were also emission reductions in the transit and vehicle fleet. Over the same time, emissions from streetlights increased by 16.27%.



**Table 3.** Comparison of 2009 and 2012 local government emissions.

	2009 CO <sub>2</sub> Emissions (metric tons)	2012 CO <sub>2</sub> Emissions (metric tons)	Change in CO <sub>2</sub> Emissions	Percent Change
Buildings	6,527	5,192	-1335	-20.45%
Transit Fleet	960	954	-6	-0.625%
Vehicle Fleet	764	693	-71	-9.29%
Streetlights	467	543	76	16.27%
Total	8718	7382	-1336	-15.32%

In the community sector, emissions from residential energy decreased the most, dropping by 18% or 9,715 tons of CO<sub>2</sub>. Emissions from solid waste, industrial energy use, and commercial energy use all increased. The increase in commercial energy use contributed the largest amount of additional CO<sub>2</sub>, 8,367 tons.

**Table 4.** Comparison of 2009 and 2012 community emissions.

	2009 CO <sub>2</sub> Emissions (metric tons)	2012 CO <sub>2</sub> Emissions (metric tons)	Change in CO <sub>2</sub> Emissions	Percent Change
Solid Waste	1,678	3,034	1,356	80.81%
Transportation	31,576	31,183	-393	-1.25%
Residential Energy	53,121	43,406	-9715	-18.29%
Commercial Energy	18,469	26,836	8367	45.30%
Industrial Energy	55	113	58	105.45%
Total	104,899	104,572	-327	-0.31%
Per Capita	5.27	5.31	.04	<1%

Between 2009 and 2012, there was an 8% decrease in emissions generated by community use of natural gas. This is due to the large decreases in residential use, which dropped from 8,430 to 6,237 tons CO<sub>2</sub>e. Meanwhile, commercial natural gas use increased. It is possible that the 8% decrease in emissions is attributable to 2012 being one of the hottest years in North Carolina to date. Since one of the main uses for natural gas is heating, a significant increase in average

temperature for the year could translate to decreased natural gas use, but this does not explain the decrease use in the residential sector and increase in the commercial sector.

**Table 5.** Change in natural gas emissions 2009 to 2012.

Year (Population)	Residential Therms (CO <sub>2</sub> )	Commercial Therms (CO <sub>2</sub> )	Total Therms (CO <sub>2</sub> )	Per capita Therms (CO <sub>2</sub> )
2009 (19,891)	(8,430)	(1,782)	(10,227)	(.52 CO <sub>2</sub> tons)
2012 (19,702)	1,173,000 (6,237)	597,000 (3,175)	1,770,000 (9,412)	(.48 CO <sub>2</sub> tons)
Change (-189)	(-2,193)	(+1,393)	(-815)	

While we tried to replicate the methodology from the 2009 inventory as closely as possible, there are some discrepancies that may influence the comparison between 2009 and 2012 emissions. For the most part, these discrepancies are due to changes in software and data availability. For example, in 2009, Duke Energy was only able to provide energy consumption for Orange County as a whole. To determine energy use in Carrboro, the previous team had to determine what fraction of Orange Counties energy use could be attributed to Carrboro residents. For 2012, Duke provided energy used by commercial, industrial, and residential customers in Carrboro. This data allowed for more accurate estimation of Carrboro's greenhouse gas emissions, but limits comparisons to 2009. It is difficult to determine how much the decrease in GHG emissions from residential energy use can be attributed to changes in data versus mitigation policies.

Similarly, the 2009 team was not able to get Carrboro-only data from OCSW, and therefore had to make assumptions on Carrboro's portion. Additionally, the 2009 team used ICLEI's CACP software which had a different factor set than ClearPath for waste composition (discussed further under *Methods*). Unfortunately, this likely affected the comparability of the waste emissions. The amount of Greenhouse gas emissions from solid waste increased significantly between 2009 and 2012 despite a decrease in tons of waste produced. According to the 2009 report, pounds of waste generated per person per day dropped from 3.2 pounds in 2005 to 2.3 pounds in 2009. Based on our data, this trend has continued with residents producing only 2.24 pounds of waste a day in 2012. Not only did per capita waste generation decrease, but total waste generation decreased as well. Nevertheless, total waste emissions nearly doubled from 1,678 to 3,034 tons CO<sub>2</sub>e.

**Table 6.** Change in solid waste emissions from 2009 to 2012:

Year (Population)	Tons (CO <sub>2</sub> )	Per Capita
2009 (19,891)	8,349 (1,678)	2.3 lbs (.08 CO <sub>2</sub> tons)
2012 (19,702)	8,047 (3,034)	2.24 lbs (.15 CO <sub>2</sub> tons)

Change (-189)	-302 (1,356)	-.06 lbs (.07 CO <sub>2</sub> tons)
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## Major Findings

In summation, several major findings stood out to us as we organized the data we had collected:

- Total emissions decreased between 2009 and 2012 from 113,617 to 111,954.
- Municipal emission, which decreased 15%, was largely responsible for overall reductions.
- The decrease in municipal emission was largely due to a reduction of 1,335 tons CO<sub>2</sub>e in local government buildings. A 9% emission reduction by the vehicle fleet helped to offset a 16% emission increase by streetlights.
- While the community sector only saw a slight decrease in total emissions, there was significant decrease residential energy use. Residential energy emissions decreased by 9,715 metric tons of CO<sub>2</sub>, which is more than an 18% reduction.

# Mitigation Strategies

## Residential Energy

As our data shows, residential energy usage makes up the majority of the Town's greenhouse gas emissions. Consequently, it is an important area to target to reduce overall emissions.

Because of Carrboro's proximity to the University of North Carolina at Chapel Hill, it is the temporary place of residence for numerous students and many houses or apartments are rented to these students. Only 33% of homes are owner occupied, compared to 59% renter occupied (the remaining 8% of homes are vacant)<sup>34</sup>. Because renters pay the utility bill, landlords may be less inclined to worry about the consequences, financial and others, of a lack of energy efficiency. Since they will not reap the benefits of increasing and improving energy efficiency, landlords have little incentive to make these updates. Conversely, renters have no incentive to make investments in a property they do not own.

Keeping this in mind, we recommend the implementation of energy performance rating requirements for all homes and residential buildings. These ratings will act as a form of inspection on the overall energy efficiency of the building. With this information homeowners can make informed decisions on improvements and updates made to the building. The ratings will also be available to prospective renters and buyers. The energy efficiency of a house or apartment will affect the prices of utilities and may persuade the renter one way or another. By influencing a property's appeal to future renters and buyers, the required ratings will serve as an incentive for homeowners to improve the energy efficiency of their homes. If a low rating will negatively affect their success in the market, renters may be more inclined to update their building's standards.

With the hopes of reducing the total energy of all buildings built before 2010, the City of Portland, Oregon advised this action in their 2009 Climate Action Plan. The City is currently proposing a similar policy for commercial buildings over 20,000 square feet. For the Town of Carrboro, adoption of this strategy, specifically in the residential sector, could be very beneficial and put the Town on track to reach their own goals of energy reduction. Other cities using or considering this strategy include:

- Seattle, WA<sup>35</sup>
- Berkeley, CA<sup>36</sup>
- Austin, TX<sup>37</sup>

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<sup>34</sup>"Carrboro, NC Homes and Housing." USA City Facts. Accessed April 9, 2015. <http://www.usacityfacts.com/nc/orange/carrboro/homes/>.

<sup>35</sup> "Seattle City Council Climate Action Plan Resolution Summary." Emerald Cities Collaborative. Accessed March 16, 2015. <http://emeraldcities.org/cities/seattle/resources/summary-of-seattle-city-council-climate-action-plan-resolution>.

<sup>36</sup> "Berkeley Climate Action Plan: Tracking Our Progress - Building Energy Use." City of Berkeley. April 14, 2014. Accessed March 16, 2015. [http://www.ci.berkeley.ca.us/uploadedFiles/Planning\\_and\\_Development/Level\\_3\\_-\\_Energy\\_and\\_Sustainable\\_Development/Green\\_Building\\_and\\_Energy\\_Certification\\_CAP.pdf](http://www.ci.berkeley.ca.us/uploadedFiles/Planning_and_Development/Level_3_-_Energy_and_Sustainable_Development/Green_Building_and_Energy_Certification_CAP.pdf).

A website tracking different jurisdictions efforts for transparency in energy efficiency, specifically in their buildings, can be found at <http://www.buildingrating.org/jurisdictions> . BuidlingRating.org provides a way to view and compare policies that are being implemented to improve and benchmark building energy efficiency.

It is possible that Carrboro would need to acquire statutory authority from the State to pursue such a strategy.

## Commercial Energy

Greenhouse gas emission increased for the commercial sector between 2009 and 2012, suggesting that additional mitigation strategies should be pursued in this area. There are multiple ways to encourage business owners to increase their energy efficiency. The first is to simply educate them of the resources that already exist for increasing energy efficiency. There are a number of state and federal programs that provide financial incentives for business owners to increase their energy efficiency. For example, the U.S. Department of Energy provides a federal tax deduction, called a 179D tax deduction, for buildings that are able to show a certain amount of energy use reductions<sup>38</sup>.

For some business owners, a pamphlet that outlines the potential savings of increasing their energy efficiency (such as changing to LED bulbs) may be all they need to be more energy efficient. The Town could also provide them with information regarding financing options for energy efficiency improvements. Holding workshops about operations and maintenance improvements may also lead to improvements in energy efficiency. The U.S. Office of Energy Efficiency & Renewable Energy states that “By one estimate, O&M measures cost about 20 times less and achieve roughly the same energy savings as energy efficiency upgrades”<sup>39</sup>. It is worth noting that the Town’s Energy Efficiency Revolving Loan Fund did not result in significant reductions by 2012, although several loans were initiated in 2012-2013.

## Waste

While the per capita waste generation for Carrboro is significantly lower than the national average, it will be essential to reduce waste generation as much as possible since the Orange County landfill has closed as of 2015. Since Carrboro’s waste now has to travel to Durham, each

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<sup>37</sup> "Energy Conservation Audit and Disclosure Ordinance." Austin Energy. Accessed March 18, 2015. [http://austinenenergy.com/wps/portal/ae/programs/ecad-ordinance/energy-conservation-audit-and-disclosure-ordinance!/ut/p/a1/jZAxT8MwFIR\\_S4eMjo0rwGUzpgqhlEykIUvIJq-OpdSOBkCkR\\_HpSWChqoW876bt7usMILnBp5F4rGbQ1sj3o8mZNNKOPgtA0uaWM8ETcL67zl6sZIyPw9hPI5tkDSfMs59ICkERML\\_SfOU7-8z9d8IC6pVgqXHYyNEibrcUFGHDqHVXWeHD7r7ZI9rUOSJoa1dpXrfW9A2RdrY00FRyCuNIM2RjkYAsOXNy7caEmhM7fRSQiwzDEylrVQlZXXUROWRrrAy6OSbzC5V81-Jz-Bk7s\\_A2cH7LbvRYfz7BiYZZqPpl8AjKatdw!/dl5/d5/L2dBISEvZ0FBIS9nQSEh/](http://austinenenergy.com/wps/portal/ae/programs/ecad-ordinance/energy-conservation-audit-and-disclosure-ordinance!/ut/p/a1/jZAxT8MwFIR_S4eMjo0rwGUzpgqhlEykIUvIJq-OpdSOBkCkR_HpSWChqoW876bt7usMILnBp5F4rGbQ1sj3o8mZNNKOPgtA0uaWM8ETcL67zl6sZIyPw9hPI5tkDSfMs59ICkERML_SfOU7-8z9d8IC6pVgqXHYyNEibrcUFGHDqHVXWeHD7r7ZI9rUOSJoa1dpXrfW9A2RdrY00FRyCuNIM2RjkYAsOXNy7caEmhM7fRSQiwzDEylrVQlZXXUROWRrrAy6OSbzC5V81-Jz-Bk7s_A2cH7LbvRYfz7BiYZZqPpl8AjKatdw!/dl5/d5/L2dBISEvZ0FBIS9nQSEh/).

<sup>38</sup> "179D DOE Calculator." United States Department of Energy. May 3, 2012. Accessed April 9, 2015. <http://apps1.eere.energy.gov/buildings/commercial/179d/>

<sup>39</sup> "Improve Operations & Maintenance." Energy.gov. Accessed April 9, 2015. <http://www.energy.gov/eere/buildings/improve-operations-maintenance>

pound of trash now has a higher emission footprint. To encourage citizens to produce less waste, the Carrboro Town government can create campaigns emphasizing the importance of recycling. Not only does recycling reduce emissions, but since the location of the recycling center is not changing, there is also no increase in emissions from transportation.

Additionally, Carrboro should encourage citizens to compost and provide resources for them to do so. Some city and town governments have even implemented compost collection programs, thereby taking most of the legwork out of it for citizens. While Carrboro currently has a yard waste collection program, all organics produce methane when they anaerobically decompose (as happens in a landfill). Methane is 21 times more potent as a greenhouse gas than CO<sub>2</sub>, therefore, reducing the amount of organics that end up in a landfill is essential for reducing community GHG emissions<sup>40,41</sup>.

## Transportation

The transportation sector had only a 1% reduction between 2009 and 2012. This could have several explanations. One explanation is the transportation sector is more difficult than other sectors to invoke change as it relies heavily on individuals changing their practices. The International Society of Sustainability Professionals (ISSP) discusses how changing the individual's transportation mindset takes time and is often sequential. People usually begin with starting to use public transportation for some trips, which allows them to realize other places it can take them. Often some people will tire of waiting for the bus, causing them to find bike routes to reduce commuting time. Finally, after people begin to bike to certain appointments, they will then begin to realize other events they can bike to<sup>42</sup>. Another explanation is that the methodology is not sensitive to changes. For example, CAMPO can't capture local trips very accurately and vehicle type and fuel economy are not well represented by state and national averages.

Now let's discuss interventions that can be implemented to reduce transportation emissions. Overall Carrboro should encourage alternative forms of transportation, such as biking and walking. In order for individuals to begin walking and biking, there must be infrastructure for it. Creating bike lanes and wider roads and providing bicycle racks, shower or locker rooms, and trail maps improve the infrastructure<sup>43</sup>. Also, people may be more likely to bike or walk if

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<sup>40</sup> "USCC Position Statement: Keeping Organics Out of Landfills." US Composting Council. Accessed April 15, 2015. <http://compostingcouncil.org/admin/wp-content/uploads/2011/11/Keeping-Organics-Out-of-Landfills-Position-Paper.pdf>

<sup>41</sup> Daigneau, Elizabeth. "Curbside Composting Added to a Major City: Is It Yours?" Curbside Composting Added to a Major City: Is It Yours? February 1, 2012. Accessed April 15, 2015. <http://www.governing.com/topics/energy-env/gov-curbside-composting-added-to-major-city.html>.

<sup>42</sup> "10 Things Cities Are Doing Now to Reduce Greenhouse Gases." Cool Trends. January 1, 2008. Accessed April 16, 2015. [http://www.sustainabilityprofessionals.org/files/Cool Trends.pdf](http://www.sustainabilityprofessionals.org/files/Cool%20Trends.pdf).

<sup>43</sup> "Strategies to Reduce Greenhouse Gas Emissions from Transportation Sources." Transportation and Global Climate Change: A Review and Analysis of the Literature. Accessed April 16, 2015. [http://www.fhwa.dot.gov/Environment/glob\\_c5.pdf](http://www.fhwa.dot.gov/Environment/glob_c5.pdf).

they consider it to be safe. The local government can improve safety through features like crosswalks, sidewalks, and brighter streetlights<sup>44</sup>.

In addition to improving infrastructure, city events can expose people to and encourage alternative modes of transportation. The organization the Carrboro Bicycle Coalition is currently holding events in Carrboro that the local government could expand upon. Once a year the coalition holds the *ciclovía* event “Carrboro Open Streets,” where Weaver St. is blocked off to motor vehicles and is open to pedestrians and cyclists. They also carry out a Bicycle Friendly Business Program, which recognizes businesses that encourage their customers and employees to cycle. The local government can expand upon this by championing for businesses to participate in a Bike Saturday’s program, where they offer discounts to patrons who bike to their business on a certain day<sup>45</sup>. Another program that Carrboro may wish to continue or accelerate is the Safe Routes to School Program. This type of program was proven effective in Boulder, CO, where one school reported that 75% of their students walked or biked to school (a 620% increase from before the program started)<sup>46</sup>.

Alternative modes of transportation can be influenced by economic incentives that are employed in conjunction with the programs discussed above or through other means. For example, Carrboro could provide a tax break to businesses that participate in the Bike Saturdays program. Another economic incentive would be to have a mandatory parking cash-out. This would give the employees the option of taxable income, instead of parking, which is subsidized by the government, causing employees to see the cost of driving to work as income waived<sup>47</sup>. Eight case studies in California showed the effectiveness of cash-out programs. They saw an overall vehicle miles travelled decrease by 12%, with large increases in carpooling (64%) and use of public transit (50%)<sup>48</sup>.

Economic incentives can discourage personal vehicle use as well. For example, public parking fees can be increased, leading to less congestion and also income for the local government that can go towards other transportation control measures<sup>49</sup>. In addition to parking fees, parking supply limit methods can be used. These strategies include decreasing minimum-

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<sup>44</sup> "10 Things Cities Are Doing Now to Reduce Greenhouse Gases." Cool Trends. January 1, 2008. Accessed April 16, 2015. [http://www.sustainabilityprofessionals.org/files/Cool Trends.pdf](http://www.sustainabilityprofessionals.org/files/Cool%20Trends.pdf).

<sup>45</sup> "Local Projects." Bike Carrboro Bicycles and Bicycling in Carrboro Chapel Hill and the Triangle NC. January 1, 2015. Accessed April 16, 2015. <http://bikecarrboro.com/what-we-do/local-projects>.

<sup>46</sup> "Transportation Control Measures." Local Government Climate and Energy Strategy Series. March 1, 2011. Accessed April 16, 2015. <http://www.epa.gov/otaq/stateresources/policy/430r09040.pdf>.

<sup>47</sup> "Strategies to Reduce Greenhouse Gas Emissions from Transportation Sources." Transportation and Global Climate Change: A Review and Analysis of the Literature. Accessed April 16, 2015. [http://www.fhwa.dot.gov/Environment/glob\\_c5.pdf](http://www.fhwa.dot.gov/Environment/glob_c5.pdf).

<sup>48</sup> "Transportation Control Measures." Local Government Climate and Energy Strategy Series. March 1, 2011. Accessed April 16, 2015. <http://www.epa.gov/otaq/stateresources/policy/430r09040.pdf>.

<sup>49</sup> *ibid*.

parking ratios in zoning, creating area-wide parking caps, and limiting parking to certain times of day or certain users<sup>50</sup>.

Many of these strategies echo recommendations made during Carrboro's Transportation Forum of fall 2014. When prioritizing these strategies we suggest that the Town of Carrboro first focus on improving and building infrastructure for alternative modes of transportation. The infrastructure must be in place before the other transportation strategies will work. The Transportation Forum suggested similar strategies, such as ensuring bike parking at high-demand bus stops and encouraging developers to promote multi-modal transportation options. Once the infrastructure is in place, the Town of Carrboro should enhance current programs and events - the foundation for them is already in place. The Transportation Forum largely focused on creating a Safe Routes to School program by supporting the actions of a *Safe Routes to School Action Committee* and planning to develop a bike route connecting Carrboro High School to Southern Village. Lastly, parking strategies can be used to limit personal vehicle use and increase revenue, which can then be used for economically-incentivized, emission-limiting methods.

## Municipal Strategies

Although the municipal sector makes up only 7% of the total emissions for the Town of Carrboro, there are still things that the Town can do to reduce its greenhouse gas emissions. Buildings are the largest contributors of GHGs out of the municipal sectors. The Town of Carrboro can continue to promote the upkeep of outdated technology and appliances used by the Town. For example, the Century Center is the building with the most emissions which has a lot to do with the fact that it's an older building with older technology. When new appliances are required, purchase of Energy Star certified appliances would be beneficial. Secondly, the Town could work to improve its own building's energy codes. The Town's Energy and Climate Protection Plan already discusses assessing the Century Center's HVAC system and Town Hall in order demonstrate how it can meet USEPA Energy Star standards. More investment into Energy Star certification of Town buildings are a potential, but it is unsure when the payback of this investment would occur.

Lighting is another area in which it is easy to enact change in some ways but difficult in others. Promoting use of fluorescent light bulbs inside buildings has likely already been happening, but use of LED bulbs for outdoor and streetlights are harder to implement as the Duke Energy owns the lights and lighting infrastructure. Our understanding from Town staff is that recent actions by the North Carolina Utilities Commission have not resulted in a rate structure that is financially attractive for the Town to work with Duke to install LED fixtures. We recommend that the Town continue to pursue this opportunity because of the energy savings potential. Recently, Duke Energy Progress received approval from the N.C. Utilities Commission to begin replacing old mercury lights with new LED ones. The Town of Carthage,

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<sup>50</sup> "Strategies to Reduce Greenhouse Gas Emissions from Transportation Sources." Transportation and Global Climate Change: A Review and Analysis of the Literature. Accessed April 16, 2015. [http://www.fhwa.dot.gov/Environment/glob\\_c5.pdf](http://www.fhwa.dot.gov/Environment/glob_c5.pdf).



located in the Sandhills of North Carolina, began efforts to update their street and area lights to LED lights in 2014. The Town of Carthage is estimated to save \$3,464 annually<sup>51</sup>. The neighboring Town of Southern Pines has also requested an upgrade to LED lights and is currently working with Duke Energy Progress to complete this transition, which is estimated to be completed by July 2015<sup>52</sup>.

Another major municipal sector that contributes to GHG emissions is the Town's vehicle fleet. The Public Works and Fire Department, which are the largest contributors of emissions in this sector, already have significant use of biofuel but increasing biofuel use in all department vehicles would reduce emissions. Another idea to reduce emissions from vehicle fleet is shutting off vehicles instead of idling on the job. This mainly applies to the Police Dept., Public Works, and the Fire Dept., who often leave vehicles on while completing their task on call. Idle vehicles may be a significant contributor to GHG emissions.

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<sup>51</sup> Natt, T.M. 2015. "A Bright Idea: Towns Update Street Lighting, Save Money". *The Pilot*. [http://www.thepilot.com/news/a-bright-idea-towns-update-street-lighting-save-money/article\\_9696c852-95c3-11e4-80f4-dfa02784e1ee.html](http://www.thepilot.com/news/a-bright-idea-towns-update-street-lighting-save-money/article_9696c852-95c3-11e4-80f4-dfa02784e1ee.html)

<sup>52</sup> <http://www.southernpines.net/DocumentCenter/View/2102>

## Appendix A: Data Sources

### Community Data Sources:

	Organization	Contact
Electricity	Duke Energy	Indira Everett – District Manager Duke Energy Corporation indira.everett@duke-energy.com  Kim Ellis Kim.Ellis@duke-energy.com
Electricity	Piedmont Electric Membership Corporation	Dawn Reinwald Dawn.Reinwald@pemc.coop
Heating Fuel	PSNC Energy	Julie Roper PSNC Energy 1312 Annapolis Dr., Suite 200 Raleigh, NC 27608 919-836-2338 jroper@scana.com
Solid Waste Services	NC DENR Dept. of Waste Management	217 West Jones Street, Raleigh, NC 27603 (919) 707-8200  David Lee - Environmental Assistance Coordinator 3800 Barrett Drive Raleigh, NC 27609 Email: David.Lee@ncdenr.gov Phone: (919) 791-4203
Solid Waste Services	Orange County Solid Waste	Pollock, Blair L. – Solid Waste Planner Orange County Solid Waste Management Department bpollock@co.orange.nc.us (919) 968-2788
Community Transportation – Regional Transportation Models	Capital Area Metropolitan Planning Organization	Gerald Daniel - Transportation Modeling Engineer Phone: 919-996-4395 Fax: 919-996-1729 Email: gerald.daniel@campo-nc.us
Breakdown of Vehicle Types, and Fuel Economy	United States Department of Transportation	Highway Statistics Series, Bureau of Transportation Statistics

Public Data Sources:

Data Set	Source	Contact
Electricity, Heating Fuel	Town of Carrboro	Randy Dodd - Environmental Planner 301 West Main Street Carrboro, NC 27510 919-918-7326 rdodd@townofcarrboro.org
Electricity, Heating Fuel, Water and Sewer Services	Chapel Hill-Carrboro City Schools	Dan Schnitzer - Sustainability Coordinator Chapel Hill-Carrboro Schools 750 South Merrit Mill Road Chapel Hill, NC 27516 919-967-8211 x28322 dschnitzer@chccs.k12.nc.us
Public Transit Fuel, VMT and GHG Emissions	Chapel Hill Transit	Jesse Freedman - Energy Management Specialist 405 Martin Luther King Jr. Blvd. Chapel Hill, NC 27514 919-969-5008 jfreedman@townofchapelhill.org

## Appendix B: Data Table

### *Community Sector*

#### Residential Energy

Source	Fuel	CO2 (MT)	CH4 (MT)	N2O (MT)	CO2e (MT)	Energy Equivalent (MMBtu)	Electricity Used (kWh)	Fuel Use (Therms)
PSNC	Natural Gas	6219	0.5865	0.01173	6237	117300		1173000
PEMC	Electricity	1897	0.038319	0.031164	1907	13293	3894809	
Duke Energy	Electricity	35073	0.70854	0.57624	35262	245795	72017858	

#### Commercial Energy

Source	Fuel	CO2 (MT)	CH4 (MT)	N2O (MT)	CO2e (MT)	Energy Equivalent (MMBtu)	Electricity Used (kWh)	Fuel Use (Therms)
PSNC	Natural Gas	3165	0.2985	0.00597	3175	59700		597000
PEMC	Electricity	4714	0.095239	0.077456	4740	33039	9680331	
Duke Energy	Electricity	18820	0.3802	0.30921	18921	131892	38644446	

#### Solid Waste

Source	Tons	CO2 (MT)	Per Capita lbs/day	Per Capita CO2 (MT)/day
OCSW	8,047	3,034	2.24 lbs	.15 CO2 tons

#### Industrial Energy

Source	CO2 (MT)	CH4 (MT)	N2O (MT)	CO2e (MT)	Electricity Energy Equivalent (MMBtu)	Electricity Used (kWh)
Ready Mix Concrete Plant	54	0.00108	0.00088	54	377	110598
Duke Energy	58	0.00117	0.00095	59	409	119740

## Transportation

	DVMT	AVMT	CO <sub>2</sub> e (tons)
Orange County	4,335,000	1,575,068,000	-
Carrboro	190,780	69,317,524	31,183

## Local Government

### Buildings

Source	CO <sub>2</sub> (MT)	CH <sub>4</sub> (MT)	N <sub>2</sub> O (MT)	CO <sub>2</sub> e (MT)	Electricity Energy Equivalent (MMBtu)	Electricity Used (kWh)	Fuel Use (Therms)
Carrboro Schools (Duke Energy Progress)	3675	0.074249	0.060385	3695	25757	7546795	
Carrboro Schools (PSNC)	941	0.088772	0.001775	944	17754		177544
Century Center (Duke)	207	0.004188	0.003406	208	1453	425686	
Century Center (PSNC)	102	0.009576	0.000191	102		1915	19152
Town Hall (Duke)	64	0.001284	0.001044	64	446	130590	
Town Hall (PSNC)	2	0.000144	0.000002	2		29	288
Fire Station 1 (Duke)	113	0.002292	0.001864	114	795	232960	
Fire Station 1 (PSNC)	7	0.0006435	0.00001287	7		129	1287
Fire Station 2 (Duke)	43	0.00087287	0.00070988	43	303	88720	

Fire Station 2 (PSNC)	11	0.0010755	0.00002151	11		215	2151
Public Works (Duke)	44	0.00088186	0.0007172	44	306	89634	
Public Works (PSNC)	12	0.0011675	0.00002335	12		234	2335
Parks (Duke)	43	0.00086624	0.0007045	43	301	88047	
Other (Duke)	8	0.00015897	0.00012929	8	55	16158	

### Vehicle Fleet

Source	CO <sub>2</sub> (MT)	CH <sub>4</sub> (MT)	N <sub>2</sub> O (MT)	CO <sub>2e</sub> (MT)	Gallons of Fuel Use	Vehicle Miles Traveled
Police Dept.	292	0	0	292	33210	471982
Public Works (Biofuel)	236	0	0	236	28941	163404
Public Works (Gasoline)	69	0	0	69	7824	44175
Fire Dept. (Biofuel)	67	0	0	67	8240	112816
Fire Dept. (Gasoline)	14	0	0	14	1585	21701
Planning	8	0	0	8	949	12501
Parks and Recreation	4	0	0	4	502	7587
Town Manager	1	0	0	1	130	10000
Information Technology	2	0	0	2	183	2973

## Appendix C: Factor Sets

### Factor Set for Community Transportation

Type of Vehicle	Percentage	Fuel Economy (miles/gallon)
Passenger Vehicles	71.73%	23.3
Light Trucks	20.49%	17.1
Heavy Trucks	6.04%	7.3
Motorcycles	0.85%	43.5

### Factor Set for Community Solid Waste

ClearPath Factor Set	2012 Percentage	Waste Composition Category
Percentage Newspaper	2.1%	“newspaper/print” under “paper”
Percentage Office Paper	2.2%	“mixed office paper” under “paper”
Percentage Corrugated Cardboard	1.5%	“recyclable cardboard” under “paper”
Percentage Magazines/Third Class Mail	0.9%	“glossy magazines” under “paper”
Percentage Food Scraps	21.2%	“food waste” category under “organics”
Percentage Grass	0.6%	1/3 of “yard waste” because it “includes grass, leaves, small branches”
Percentage Leaves	0.6%	1/3 of “yard waste” because it “includes grass, leaves, small branches”
Percentage Branches	0.6%	1/3 of “yard waste” because it “includes grass, leaves, small branches”
Percentage Dimensional Lumber	1.4%	“lumber” under “wood”
Mixed Solid Waste	68.9%	100% minus all previous categories

Factor Set for Grid Electricity

	<b>2007</b>	<b>2010</b>
CO2 lbs/MWh	1134.88	1073.65
CH4 lbs/GWh	23.77	21.69
N2O lbs/GWh	19.79	17.64



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# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 15-0112

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**Agenda Date:** 4/21/2015

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Update on Developing a Parking Management Plan

**PURPOSE:** The purpose of this item is to provide the Board with an update on the status of the parking management plan and to provide a near final scope of work in preparation for the release of an RFP.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Bergen Watterson - 919-918-7329; Christina Moon - 919-918-7325; Patricia McGuire 919-918-7327

**INFORMATION:** At the February 11, 2014 Board of Aldermen meeting, staff provided the Board with a revised scope of work for a proposed parking management plan, which incorporated comments from a November 12, 2013 agenda item on the same topic. As part of the motion to accept the revised scope of work the Board requested involvement in the selection process for hiring a consultant for the project, and specified its interest in having the top three firms make presentations to the Board. Board members also requested expanding the scope of the project to include additional elements such as a bicycle sharing feasibility analysis.

Subsequent to the Board's endorsement of the scope of work for the Request for Proposals (RFP) in February, the Durham-Chapel Hill-Carrboro MPO technical committee revisited their policy toward allocating funds for transportation planning. The policy shift reduced the amount of funding available for the project (\$150,000) to only those funds which the Town had allocated as the local match, roughly \$30,000.

Staff has refined the proposed scope of work based on the Board's input in preparation for issuance of a potential RFP in the near future (Attachment B). The scope of work is structured to allow for itemized proposals so that the Town may determine the best use of the selected consultant. A few tasks have been removed from the original scope to streamline the project. Consultants will be asked to provide cost estimates for each task in their proposals, so different consultants may be able to complete more tasks than others.

Staff will finalize the RFP based on comments from the Board with the intent to release an RFP in May. This schedule should allow sufficient time for staff to evaluate firms and invite the top three to present their proposal to the Board before the end of the fiscal year.

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**Agenda Date:** 4/21/2015

**File Type:**Abstract

**In Control:** Board of Aldermen

**Version:** 1

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**FISCAL & STAFF IMPACT:** The estimated cost of the parking management plan is \$75,000. Of this amount, \$30,000 is approved in the current year's budget and an additional \$45,000 has been requested in the FY 2015-16 operating budget.

**RECOMMENDATION:** Staff recommends that the Board of Aldermen receive the update and adopt the resolution (Attachment A) directing staff to make any remaining revisions to the scope of work and proceed with advertising an RFP.

A RESOLUTION RECEIVING AN UPDATE ON THE PROCESS FOR DEVELOPING A  
PARKING PLAN

WHEREAS, *Carrboro Vision 2020* Objective 3.21 recommends that the Town should adopt a goal to “improve the downtown infrastructure”, including “parking facilities”; and,

WHEREAS, *Carrboro Vision 2020* Objective 3.24 states: “Frequent, accessible public transit is necessary for a thriving downtown. Multi-modal access to downtown should be provided. As traffic increases, Carrboro should consider perimeter parking lots served by shuttles to bring people downtown.”; and,

WHEREAS, the Board of Aldermen has, over the past several years, discussed parking issues on numerous occasions and allocated \$30,000 towards the plan in the current FY; and,

WHEREAS, Board of Aldermen members have expressed interest in the completion of a parking plan in the near future; and,

WHEREAS, the Board of Aldermen received an update on the development of a parking plan and a draft scope at its February 11, 2014 meeting, and directed that its comments be incorporated into a future update;

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen that the Board accepts the staff update and near final scope for the parking management plan and plans to move forward with the process before the end of the FY.

BE IT FURTHER RESOLVED that the Board offers the following feedback and direction:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

This the 21<sup>st</sup> day of April in the year 2015.

# Parking Plan Scope – DRAFT

For Board of Aldermen reference – April 21, 2015

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## 1 Summary of services contracted

The selected consulting team will be expected to perform, or otherwise assist with, tasks including, but not necessarily limited to, public and stakeholder participation; data collection; data analysis; mapping; policy analysis; one or more presentations to advisory board members, the Board of Aldermen; and preparation of a parking plan document. For more details on the expected tasks to be performed, see the Tasks section below.

## 2 Expected project milestones

- Consultant selection: June 2015
- Project kickoff: July 2015
- Public participation and stakeholder coordination: throughout project
- Policy analysis: fall/winter 2015-2016
- Data collection and analysis: fall 2015/spring 2016
- Mapping: as needed
- Board of Aldermen/advisory board presentations: September 2015, May or June 2016
- Completion of draft plan: summer 2016

## 3 Major themes

- Supply
- Demand
- Management
- Enforcement
- User experience

## 4 Geographic scope

A three-tiered geographic scope is proposed for the parking plan.

1. **Focus area**
  - a. Downtown
  - b. Principal trip attractor



- c. Same extent of the 2008 DCRP study area. The plan should also demarcate zones and sub-zones the same way as that study did.
- d. Approximately two-thirds of a mile across
- e. Most rigorous data collection and analysis
- 2. **Impact area**
  - a. Quarter-mile spatial buffer around the focus area
  - b. Includes neighborhoods adjacent to downtown
  - c. Could be impacted by policies and projects in the focus area
  - d. Approximately one mile across
  - e. Additional data collection as needed
- 3. **Study area**
  - a. The whole town
  - b. Proposed geographic scope of the resident survey
  - c. All residents (plus interested visitors) should feel welcome to participate in the process
  - d. Land Use Ordinance parking requirements affect all areas of town

## 4.1 Special emphasis areas

In addition to the three-tiered scope, special emphasis areas may be studied, including:

- Commercial areas outside of downtown
- Chapel Hill Transit park-and-ride lots
- Other areas identified during contract scoping

## 5 Tasks

### 5.1 Public participation

#### 5.1.1 Public participation plan

At the outset of the planning process, the consulting team will produce a brief memo including a plan for the approximate dates, content, and expected consultant and Town staff responsibilities in regard to the public participation activities described below. The memo will also describe how the process will reach out to traditionally underserved and non-English-speaking community members.

#### *Consulting team tasks*

- Prepare public participation plan memo
- Present the memo for review at a staff meeting
- Revise if necessary based on any review comments

### 5.1.2 Kickoff meeting/Public Forum

A plan kickoff meeting will be held, allowing the public and stakeholders to provide input on parking and access issues downtown. Big-picture themes and goals will be discussed at this meeting. This will be an opportunity to educate the community on parking management strategies and best practices from other communities. It will also be an opportunity for community members to identify issues and challenges related to parking in Carrboro. Any speakers at the event should represent an array of viewpoints on effective parking management.

#### *Consulting team tasks*

- Coordinate with Town staff in designing the agenda for the event
- Co-run the event with Town staff
- Give a presentation at the meeting
- Compile and summarize written and verbal comments and group reports

### 5.1.3 Social media and tabling

A social networking page, video channel, and other social media will be considered as tools to connect people with information about the parking plan. Use of Engage Carrboro, a public input site powered by MindMixer, is expected.

Tabling at events or locations with heavy foot traffic may also be considered to inform attendees/customers of the parking plan.

The extent to which both of these are included in the parking plan will be discussed further prior to contract signing. This task is expected to be primarily the responsibility of Town staff; however, Town staff will coordinate with the consultant and therefore the consultant should expect to have some role.

Proposers are welcome (but not required) to include social media and tabling ideas in proposals.

### 5.1.4 Surveys

Surveys are described further in the “Data Collection” section.

### 5.1.5 Draft plan public open house

The draft parking plan will be presented at a public open house, where interested residents and stakeholders can view plan goals and recommendations.

*Consulting team tasks*

- Print draft copies of the plan to be displayed at the open house
- Create maps, graphic boards, and electronic media, as appropriate, to display at the open house
- Attend the open house, providing a brief presentation and answering questions from the public
- Compile public comments into a document that can be presented along with the draft plan to the Board of Aldermen and advisory boards

**5.2 Data collection****5.2.1 Data collection plan**

The consultant will produce a brief memo that outlines a data collection plan, including a general timeline for implementing each data collection task, and specific strategic information where necessary, e.g. expected times during the day parking utilization counts will be conducted. This will be completed early in the process, and Town staff will review the plan with the consultant to ensure that there is agreement on the strategies and tasks outlined.

*Consulting team tasks*

- Produce a data collection plan

**5.2.2 Parking space inventory**

Tiers: *focus area, impact area, special study areas such as CHT park-and-ride lots*

The Consultant will work with Town staff to assemble a comprehensive GIS-based inventory of parking spaces, utilizing existing data (where available) and collecting new data using rudimentary on-site hand counts, viewing satellite imagery, or consulting approved site plans or other planning documents. Note that the 2008 DCRP Study collected supply data for select downtown lots, and the Town has parking space supply data for all municipal lots and CHT park-and-ride lots. The inventory should classify spaces by accessibility (ADA or non-ADA), public/private, time restriction, trip purpose restriction, and potentially other attributes.

*Consulting team tasks*

- Coordinate with Town staff in assembling the inventory in GIS
- Collect additional data via hand counts or satellite imagery as necessary (may also be completed by Town staff)

### 5.2.3 Parking utilization surveys

*Tiers: focus area, impact area (on-street parking), possibly special study areas*

The consulting team, working with Town staff and volunteers, will conduct parking utilization surveys of private and public lots. Town staff will request permission from private property owners for surveys on private lots. Counts will be conducted at multiple times on both weekdays and weekends. The counts will show how many vehicles use parking spaces and for how long.

#### *Consulting team tasks*

- Design the surveys
- Team up with Town staff and volunteers to organize, manage, and conduct the surveys
- Input the counts into a database and review the data to ensure quality, enabling the data to be used to report occupancy at various times in the day

### 5.2.4 Targeted, detailed turnover studies

*Tiers: focus area*

Detailed turnover studies will be conducted where their particular level of data may be useful. While parking utilization surveys count the raw number of cars in each lot, detailed turnover studies track individual space utilization, logging the times when motor vehicles park at and depart from each space. As noted above, the Town has conducted detailed turnover studies on E. Weaver St. The 2008 DCRP Study conducted a turnover survey of public lots, although instead of logging exact times of vehicle arrival and departure, the study took counts in three-hour increments, noting during each count (using tire chalking) which vehicles from the previous count were still parked in the same space.

#### *Consulting team tasks*

- As part of the data collection plan, the consultant will work with Town staff and students to identify the specific turnover study areas
- Conduct the counts
- Compile the data into a database

### 5.2.5 Resident survey

*Tiers: study area*

The resident survey is important to collect residents' perceptions and attitudes to accessing destinations and parking in Carrboro. Particularly, residents and visitors who live further away from downtown and other destinations, and/or have limited transit service available are more

likely to rely on an automobile for access. The survey is expected to be a sample of households spread throughout town and should identify how parking and access opinions positively or negatively affect residents' travel choices within Carrboro. Methods of survey delivery will be discussed with the selected consultant during contract scoping. Consulting teams are encouraged to propose a range of resident survey methodologies in their proposals.

*Consulting team tasks*

- Write a draft of the survey for Town staff review
- Finalize the survey
- Administer the survey
- Tabulate survey results

## 5.2.6 Loading zone utilization surveys

*Tiers: focus area*

These surveys will determine utilization of loading zones throughout the day by delivery vehicles. Collecting loading zone utilization data could be most efficiently implemented as part of a targeted turnover study, as was the case for the Town's E. Weaver St. turnover surveys. However, it is possible that a standalone loading zone survey could be conducted.

*Consulting team tasks*

- Collect loading zone utilization data along with a detailed turnover survey, where appropriate

## 5.3 Analysis

### 5.3.1 Future parking demand scenarios

*Tiers: focus area, impact area*

Using current parking supply-demand data and future land use scenarios, including build-out under current zoning, the consultant will prepare future parking demand scenarios in the central business district. In addition to land use scenarios, the analysis should take into account a range of factors – such as demographics (e.g. number of households without a vehicle); pricing; presence of car/bike-sharing, transit service, and bicycle and pedestrian amenities; and transportation demand management (TDM) measures that could be implemented by tenants – that could affect demand for residential and commercial parking. The potential for spillover parking within the impact area should also be considered in this analysis. ITE parking generation data may be considered as part of the analysis but should not be the sole or primary methodology for determining parking demand. Parking occupancy data from land uses in

similar contexts in other communities may be helpful in projecting demand. In summary, the analysis should be careful not to underestimate or overestimate future parking demand.

*Consulting team tasks*

- Conduct the analysis
- Include the analysis in the parking plan document

### 5.3.2 Parking supply, management, and enforcement recommendations

Tiers: focus area, impact area

Taking into consideration the parking demand scenarios, goals established during the process, public and stakeholder input, collected data, and professional judgment, the consultant will make recommendations on parking supply and management in Carrboro. Recommendations should address:

- Shared parking arrangements
- Need for, and potential locations of, additional lots or structures
- Pricing
- Employee parking
- Loading zone supply and locations
- Legal parking restrictions (e.g. duration, use)
- Enforcement

*Consulting team tasks*

- Include the recommendations in the parking plan document

### 5.3.3 Land Use Ordinance parking requirement review

Tiers: study area

The consultant will conduct a comprehensive review of parking requirements included in Article XVIII of the Carrboro Land Use Ordinance, with particular attention to the Table of Parking Requirements in 15-291(g). The review should make use of the data collected as described above, and recommendations should be tailored based on different land use and transportation contexts, such as downtown vs. non-downtown and whether areas are transit-accessible.

*Consultant tasks*

- Conduct the review
- Include the analysis in the parking plan document

### 5.3.4 Walkability micro-audit

#### Tiers: focus area

Since downtown Carrboro's street network has very limited on-street parking, public parking supply substantially depends on public parking lots and the parking deck. This means that parkers will have to walk a distance to some destinations. Whether a destination is seen as walkable and comfortable from a particular parking lot is a factor in the perception of parking availability. The consulting team will therefore conduct a walkability micro-audit in the downtown that makes recommendations for improving the safety, comfort, aesthetic quality, and accessibility for persons with disabilities, of pedestrian facilities in the vicinity of parking lots and the parking deck that are on a common walking route to destinations.

#### *Consultant tasks*

- Schedule and lead a field walk downtown, noting problem areas
- Complete maps of issues and recommended improvements to be included in the parking plan
- Complete a table of recommendations and accompanying text as necessary to include in the parking plan

### 5.3.5 Park-and-ride analysis

#### Tiers: special emphasis area

The plan should include a brief (1-2 pp.) analysis of park-and-ride provisions in Carrboro. This would inform the Town's and transit agencies' (both local and regional) planning for access to transit services.

#### *Consulting team tasks*

- Complete a park-and-ride analysis to include in the parking plan

### 5.3.6 Bike parking recommendations

#### Tiers: focus area

The consultant will prepare recommendations on where bike parking may need to be enhanced in the downtown. This is not expected to be a detailed analysis, but should provide recommendations for both short-term and long-term (including covered) parking. Sec. 2.4 (pp. 2-7 to 2-10) of the *Comprehensive Bicycle Transportation Plan (2009)* ("Bike Plan") may serve as a useful reference, though several bike parking installations have been made since the plan was adopted.

*Consulting team tasks*

- Develop bike parking recommendations for inclusion in the plan

**5.4 Presentations****5.4.1 Board of Aldermen presentations**

The consultant will be expected to make two (2) presentations on the parking plan to the Carrboro Board of Aldermen. Timing of presentations will be determined with the selected consultant during contract scoping.

*Consulting team tasks*

- Develop slideshows
- Make two (2) presentations at Board of Aldermen meetings

**5.4.2 Advisory board presentation**

The consultant will be expected to make one (1) presentation to the Town's advisory boards during a joint advisory board review meeting. This meeting brings together several advisory boards in the same room to streamline review of development concept plans, applications, and planning topics. The consultant is expected to present the draft plan for review at the meeting.

*Consulting team tasks*

- Develop slideshow
- Make presentation at joint advisory board review meeting

**5.5 Plan development****5.5.1 Writing of the plan**

The consultant will compile the information collected from the public, data collected as described above, and aforementioned analysis into a comprehensive, well-organized, and clear parking planning document that describes parking and access issues and opportunities and provides recommendations to inform future parking strategies in Carrboro. Goals developed early in the process should be included.

*Consulting team tasks*

- Develop a draft version of the parking plan for staff review
- Develop a revised draft version for presentation to the public, advisory boards, and Board of Aldermen
- Revise the plan into a final draft to be considered for adoption



### 5.5.2 Parking demand model

It is in the Town's interest to have use of a model to estimate the demand of parking given changes in certain variables, such as land use and density, pricing, presence of car/bike-sharing, use of TDM strategies, presence of transit service and bicycle and pedestrian infrastructure, and other variables. Consultants' proposals should include a description of how the consultant could provide, develop, or assist in the development of a parking demand model to be given or licensed to the Town for future use. Further communication on this component should occur with the selected consultant during contract scoping.





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:** 15-0122

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**Agenda Date:** 5/20/2014

**File Type:** Abstract

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

A Request for Further Direction from Staff Regarding an Ordinance to Allow Alternate Board and Commission Members

**PURPOSE:** The purpose of this item is to allow the Town Attorney to ask questions regarding the request to research a process to allow the appointment of alternate members to the Planning Board.

**DEPARTMENT:** Town Attorney

**CONTACT INFORMATION:** Nick Herman

**INFORMATION:** During the April 7, 2015 meeting staff was directed to research a mechanism to create a pipeline of candidates or alternate members for Boards and Commissions. The Town Attorney would like to clarify the Board's intent prior to drafting an ordinance.

**FISCAL & STAFF IMPACT:** Depending upon the discussion, there may be staff impact associated with drafting an ordinance and with amendments to the recruitment and selection process for advisory boards.

**RECOMMENDATION:** It is recommended that the attorney discuss this matter with the Board.