



# Town of Carrboro

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

## Meeting Agenda Board of Aldermen



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Tuesday, June 20, 2017

7:30 PM

Board Chambers - Room 110

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### A REGULAR MEETING OF THE CARRBORO BOARD OF ALDERMEN

7:30-7:35

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND  
ACKNOWLEDGEMENTS

7:35-7:40

B. ANNOUNCEMENT OF UPCOMING MEETINGS

7:40-7:55

C. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

7:55-8:00

D. CONSENT AGENDA

1. [17-208](#) Approval of Previous Meeting Minutes of June 13, 2017
2. [17-202](#) Designation of Fund Balance for FY 2016-17 Budget Items Not Yet Spent or Encumbered

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

**Attachments:** [Resolution - Designated Fund Balance 2013-14](#)

3. [17-206](#) Request to Approve Equipment and Vehicle Financing

**PURPOSE:** The Board of Aldermen is requested to approve a contract for installment financing of vehicles and equipment included in the FY 2016-17 general fund budget.

**Attachments:** [ATTACHMENT A- Resolution to Approve Financing](#)  
[ATTACHMENT B - Vehicles for Financing](#)  
[ATTACHMENT C - Summary of Financing Proposals](#)

4. [17-210](#) A Request to Authorize the Town Manager to Award a Construction Contract for the Rogers Road Sidewalk Project

**PURPOSE:** The purpose of this agenda item is to grant the Town Manager authority to approve an award of a construction contract for the Rogers Road Sidewalk Project.

**Attachments:** [Attachment A - Action Plan](#)  
[Attachment B - Resolution](#)  
[Attachment C - Sidewalk Plan](#)

5. [17-214](#) Revised Capital Improvement Plan FY 2017-18 through FY 2021-22

**PURPOSE:** To review and consider for adoption the Revised CIP for FY 2017-18 through FY 2021-22.

**Attachments:** [ATTACHMENT A: CIP Resolution for Adoption](#)  
[ATTACHMENT B: CIP DOCUMENT REVISED](#)

6. [17-209](#) Request for an Amendment to the Contract for Preliminary Engineering and Design Services for the Rogers Road Sidewalk Project

**PURPOSE:** The purpose of this item is to request the Board of Aldermen approve a contract amendment with SunGate Design Group for the Rogers Road Sidewalk Project.

**Attachments:** [Sungate Design Group Contract Amendment](#)

E. OTHER MATTERS

**8:00-8:05**

1. [17-215](#) Selection of Mayor Pro Tempore

**8:05-8:15**

**2.     [17-216](#)**

## Funding Request from Orange County Food Council

**PURPOSE:** The purpose of this agenda item is for the Board to consider a request for funding from the Orange County Food Council

**Attachments:**   [ATTACHMENT A OCFC 2017-18 Human Services Outside Agency Application Packet](#)  
[ATTACHMENT B - OC Food Council Roster Spring 2017](#)  
[ATTACHMENT C - Examples of Food Council Activities \(Updated 2017\)](#)

**8:15-8:45**

**3.     [17-211](#)**

## Adoption of FY 2017-18 Annual Budget

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to complete budget discussions and adopt the annual budget for fiscal year 2017-18.

**Attachments:**   [ATTACHMENT A - Budget Ordinance 2017-18](#)  
[ATTACHMENT B - Changes to Position and Pay Plan FY 2017-18](#)  
[ATTACHMENT C - Salary and Wage Pay Adjustment Resolution FY 2017-18](#)  
[ATTACHMENT D - Reimbursement Resolution Equipment and Vehicle Purchases 2017-18](#)  
[ATTACHMENT E - Contract for Town Attorney Resolutiin 2017-18](#)  
[ATTACHMENT F -Miscellaneous Fees and Charges Resolution 7-01-2017](#)  
[ATTACHMENT F-1 2017-18 Fee Schedule - Final](#)  
[ATTACHMENT G - Affordable Housing Special Revenue Fund Resolution](#)  
[ATTACHMENT H - MLK Construction Funds Authorization](#)  
[ATTACHMENT I - 203 S Greebsboro Street Development Project Ordinance](#)  
[ATTACHMENT J - Reimbursement Resolution S Greensboro Street Development](#)  
[ATTACHMENT K - Storm Water Utility Transfer of Funds](#)

**8:45-9:15**

4. [17-213](#) Review and Discussion of Concept Plan Options for Possible Co-Location of The ArtsCenter and Town of Carrboro Offices and Recreation and Parks programs at 203 South Greensboro Street Property Including Contemplated Orange County Southern Branch Library

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen with an opportunity to review and discuss information on the interior space planning for new and renovated Town buildings to include possible co-location of The ArtsCenter and the contemplated Orange County Southern Branch Library at the Town's 203 S. Greensboro Street property.

**Attachments:** [Resolution Setting a Public Hearing on ArtsCenter Locating with Town offices and Contemplated Orange County Southern Branch Library-PDF](#)

**CLOSED SESSION PURSUANT TO NCGS 143.318.11 (A)(3)(4)**

**9:35-10:00**

5. [17-205](#) Consideration and Possible Approval of a Development Agreement Regarding South Greensboro Street Property between the Town of Carrboro and Orange County North Carolina

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen with an opportunity to review a draft Development Agreement between the Town and Orange County that details terms related to design, permitting, and construction of a building and associated parking at 203 S. Greensboro Street that would provide for new Town office space, the Orange County Southern Branch Library and other possible uses.

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

**F. MATTERS BY BOARD MEMBERS**

**G. MATTERS BY TOWN MANAGER**

**H. MATTERS BY TOWN ATTORNEY**

**I. MATTERS BY TOWN CLERK**



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-208

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**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Approval of Previous Meeting Minutes of June 13, 2017



# Town of Carrboro

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

**File Number:**17-202

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**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Designation of Fund Balance for FY 2016-17 Budget Items Not Yet Spent or Encumbered

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

**DEPARTMENT:** Finance

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

**INFORMATION:** The Town Manager has identified several projects totaling \$161,052 in the FY 2016-17 adopted general fund budget where funds appropriated by the Board have not been spent or encumbered. These funds will be needed when projects are developed or designed and a vendor identified for the service or item. Funds for budgeted projects or commitments made by the Board, if not spent, will accrue to unrestricted fund balance within the General Fund at June 30, 2017.

As part of the transition from one fiscal year to the next, Finance requests all departments to identify budgeted projects that are not completed so that the funding for these unspent budgeted items may be considered for set aside at year-end to be available at a future date when needed. This avoids possible interruption of the project planning or implementation. By designating fund balance for the use of these budgeted, but unspent or not encumbered funds, allows for a more accurate presentation of the undesignated fund balance portion of the General Fund in the annual audit report.

The resolution to designate fund balance (Attachment A) authorizes the carryover to next fiscal year of unexpended budget balance for specified item(s) contingent upon confirmation of the actual amount by the independent audit for the year ending June 30, 2017. The Town Manager is also authorized to transfer these funds to the appropriate department.

**FISCAL & STAFF IMPACT:** The budget items identified total \$161,052 to be carried over from FY 2016-17 to FY 2017-18. If not carried over, an appropriation in the FY 2017-18 budget would be necessary to continue these projects.

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

**A RESOLUTION APPROVING DESIGNATION OF FUND BALANCE  
FOR FY 2016-17 BUDGET FUNDS NOT YET SPENT OR ENCUMBERED**

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

BE IT RESOLVED by the Board of Aldermen that fund balance is designated to fund the following items:

<b>Department</b>	<b>Designated Fund Balance FY 2016-17</b>	<b>Amount</b>
Rec & Park	Arts Committee	\$ 18,013.00
Rec & Park	Century Center Floor Repairs	\$ 10,000.00
Planning	Bicycle Gold Designation	\$ 43,397.00
Public Works	OWASA Subsidy	\$ 78,502.00
Police	Seizure Funds - State	\$ 10,639.90
Town Clerk	Citizen Academy	\$ 500.00
<b>TOTAL</b>		<b>\$ 161,051.90</b>

*Summary of Designated Fund Balance Budget Items*

**Arts Committee** – The Arts Committee has unexpended budget funds remaining and requests they be reserved for use in the upcoming year.

**Century Center Floor Repairs** – Due to scheduling difficulties, the Century Center Floor repairs were postpone until the fall of 2017.

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

**Bicycle Gold Designation** – These funds will be used to carryout activities necessary to move the Town from Silver Award to Gold Award.

**Seizure Funds and Unexpended Narcotics Fund** – The Police Department uses these restricted revenues to supplement ongoing investigations. Unexpended funds in a given year are carried over to the next year.

**Citizen Academy** – These funds will be used to implement a program to help citizens understand how the Town works.

BE IT FURTHER RESOLVED, that upon confirmation of the actual amount for the above projects by the independent audit for the year ending June 30, 2017, the Town Manager may transfer fund balance up to the amount confirmed by the independent audit to the appropriate department(s) without further action by the Board.



# Town of Carrboro

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## Agenda Item Abstract

**File Number:**17-206

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**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request to Approve Equipment and Vehicle Financing

**PURPOSE:** The Board of Aldermen is requested to approve a contract for installment financing of vehicles and equipment included in the FY 2016-17 general fund budget.

**DEPARTMENT:** Finance

**CONTACT INFORMATION:** Arche McAdoo, Finance Director 918-7439

**INFORMATION:** The Board of Aldermen approves the financing contract for the purchase of vehicles and equipment through lease purchase financing. On June 5, 2017 the Town issued a request for proposal for installment financing in the amount of \$362,091 for the acquisition of vehicles and equipment (see Attachment B). The request for proposal was sent to 19 financial institutions and the Town received three proposals on June 9, 2017.

The Town is not required by law to request proposals but does so to seek a competitive financing rate. Attachment C provides a summary of the proposals submitted. Of the three proposals presented, US Bancorp offered the most competitive interest rate of 1.718% for 5 year financing. BB & T was a close second at 2.010%.

**FISCAL & STAFF IMPACT:** The total interest cost of financing for five years will be \$12,895.67. The Town will make the first payment of \$74,997.33 at the time of closing. This amount for annual interest and principal payments will be included in the general fund annual budget for the next four years. The lender will be given a security interest in the vehicle and equipment being purchased and financed. This financing does not pledge of any other assets and/or taxing authority of the Town.

**RECOMMENDATION:** The Board of Aldermen is requested to adopt the resolution in Attachment A designating the installment purchase contract as tax-exempt obligations of the



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Town, award the financing contract to US Bancorp, and authorize the Town Manager and Finance Director to execute the necessary financing document and agreements.

**RESOLUTION APPROVING FINANCING TERMS**

**WHEREAS:** The Town of Carrboro (“Town”) has previously determined to undertake a project for the financing of various vehicles and equipment (the “Project”), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED, as follows:**

1. The Town hereby determines to finance the Project through US BANCORP in accordance with the proposal dated June 8, 2017. The amount financed shall not exceed \$362,091.00 and the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.718%, and the financing term shall not exceed five (5) years from date of closing.
2. All financing contracts and all related documents for the closing of the financing (the “Financing Documents”) shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer’s satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the terms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer’s release of any Financing Document for delivery constituting conclusive evidence of such officer’s final approval of the Document’s final form.
4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as “qualified tax-exempt obligations” for the purpose of Internal Revenue Code Section 265(b) (3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the US BANCORP financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for the project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this \_\_\_\_th day of June, 2017.

By: \_\_\_\_\_  
(Clerk)

By: \_\_\_\_\_  
(Mayor)

[SEAL]

**ATTACHMENT B****FY 2016-17 VEHICLES AND EQUIPMENT PURCHASED**

<b>Department</b>	<b>Vehicle</b>	<b>Cost</b>
Police	Patrol Vehicle Replacements - 6 @ \$42,045.50	\$ 252,273
Public Works	Ford F-150 (replaces Ranger Pick Up)	\$ 20,218
Public Works	Backhoe	\$ 89,600
	<b>TOTAL</b>	<b>\$ 362,091</b>

Note: FY 2016-17 adopted budget included \$411,306 for vehicles and equipment.

**ATTACHMENT C**

**SUMMARY OF VEHICLE AND EQUIPMENT FINANCING PROPOSALS, FY 2016-17**

Loan Amount   \$   362,091.00  
 Loan Term       5 Years

	BB & T	US BANCORP	SUNTRUST
Interest Rate	2.010%	1.718%	2.170%
Interest Cost	\$14,553.15	\$12,895.67	\$15,711.11
<b>Total P &amp; I</b>	<b>\$376,644.15</b>	<b>\$374,986.67</b>	<b>\$377,802.11</b>
<b>Annual Payment</b>	<b>\$ 75,328.83</b>	<b>\$ 74,997.33</b>	<b>\$ 75,560.42</b>



# Town of Carrboro

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

**File Number:**17-210

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**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

A Request to Authorize the Town Manager to Award a Construction Contract for the Rogers Road Sidewalk Project

**PURPOSE:** The purpose of this agenda item is to grant the Town Manager authority to approve an award of a construction contract for the Rogers Road Sidewalk Project.

**DEPARTMENT:** Town Manager's Office

**CONTACT INFORMATION:** Nate Broman-Fulks, Assistant to the Town Manager, nbroman-fulks@townofcarrboro.org, 919-918-7314

**INFORMATION:** On January 18, 2011, the Board of Aldermen approved a Municipal Agreement (ID# 2040) with NCDOT for design and construction of a sidewalk on the west side of Rogers Road.

The Rogers Road Sidewalk Project consists of the installation of a five-foot wide concrete sidewalk one-mile in length on the west side of Rogers Road. The project has been part of the Town's Capital Improvement Plans and is funded with a combination of bond funds and STP-DA funds.

The Town has submitted final plan specifications to NCDOT for their approval. The Town is expecting to receive approval by the end of June. Once plan approval is granted, the Town can begin the bidding process. The current plan is to select a contractor and enter into a construction agreement in August, with an anticipated construction begin date in September. This would put the project on a path to completion in December. For a complete timeline of the project, refer to Attachment A - Rogers Road Sidewalk Action Plan.

Since it is anticipated the Town will need to enter into a contract for the construction phase of the project in August when the Board will not have a meeting, staff is requesting the Board provide authorization for the Town Manager to enter into this contract.

**FISCAL & STAFF IMPACT:** Town staff will be involved in project management. Capital funds are appropriated and will use bond funds and STPDA funds. The construction phase of the project is currently estimated at \$1,093,880.

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**Agenda Date:** 6/20/2017

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**Version:** 1

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**RECOMMENDATION:** Staff recommends the Board approve the attached resolution (Attachment B) providing authorization for the Town Manager to enter into a construction contract for the Rogers Road Sidewalk Project.

# Rogers Road Sidewalk Action Plan

[illegible]



**A RESOLUTION GRANTING THE TOWN MANAGER AUTHORITY TO ENTER  
INTO A CONSTRUCTION CONTRACT FOR THE ROGERS ROAD SIDEWALK  
PROJECT**

6-20-17

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

Section 1. The Town Manager is hereby authorized to approve bids and award of a construction contract for the Rogers Road Sidewalk Project up to the budget amount of \$1,093,830.

Section 2. Should the submitted bids exceed the construction budget by 20% or less; and the Town Manager determines the bid is reasonable, and the Town Manager identifies additional funds available, the Town Manager may approve bids and award of a construction contract not to exceed 20% of the construction budget.

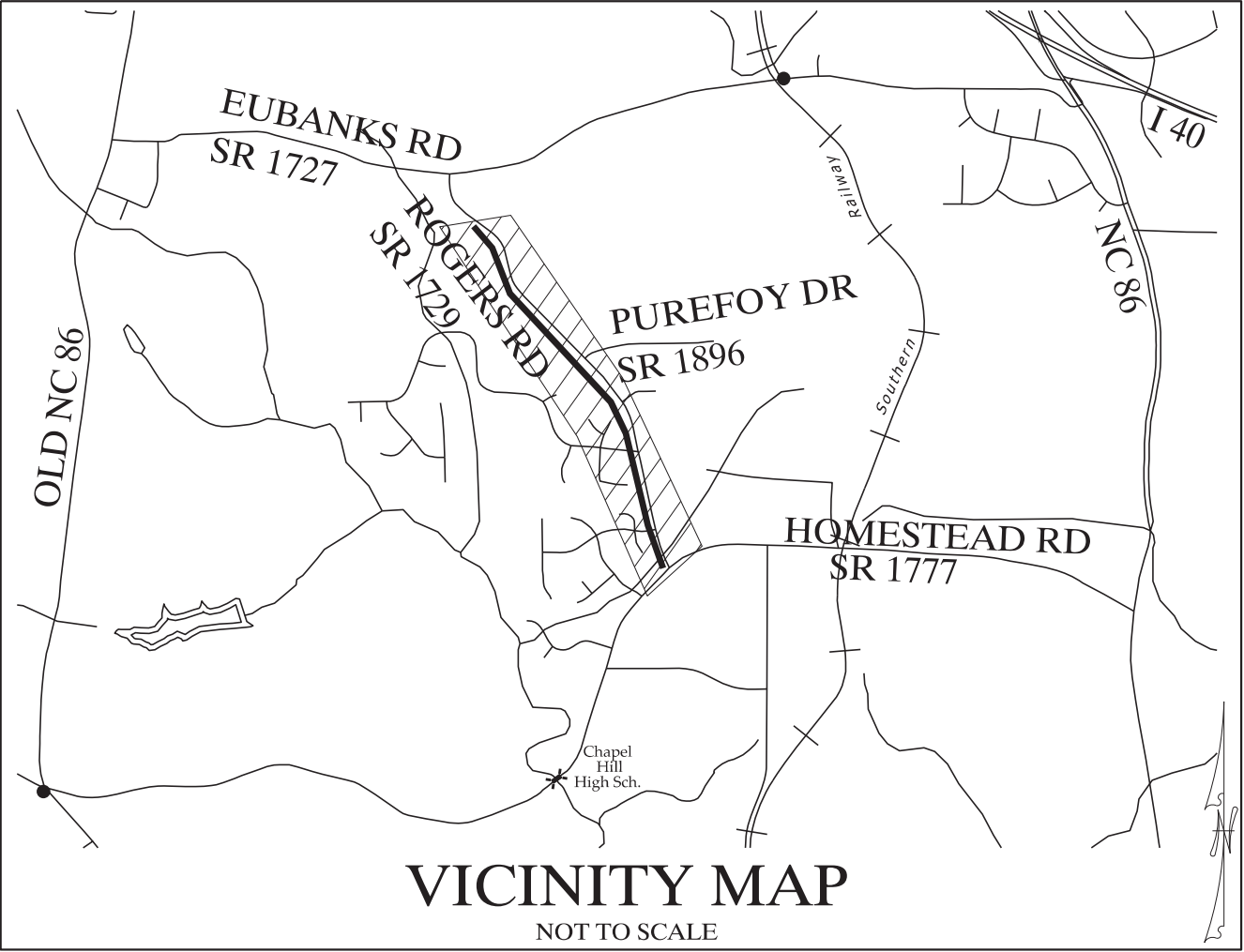
Section 3. The resolution shall become effective upon adoption.

STATE	PROJECT REFERENCE NO.	SHEET NO.	TOTAL SHEETS
N.C.	U-4726DD	1	84

TOWN OF CARRBORO

PUBLIC WORKS

ROGERS RD SIDEWALK PROJECT



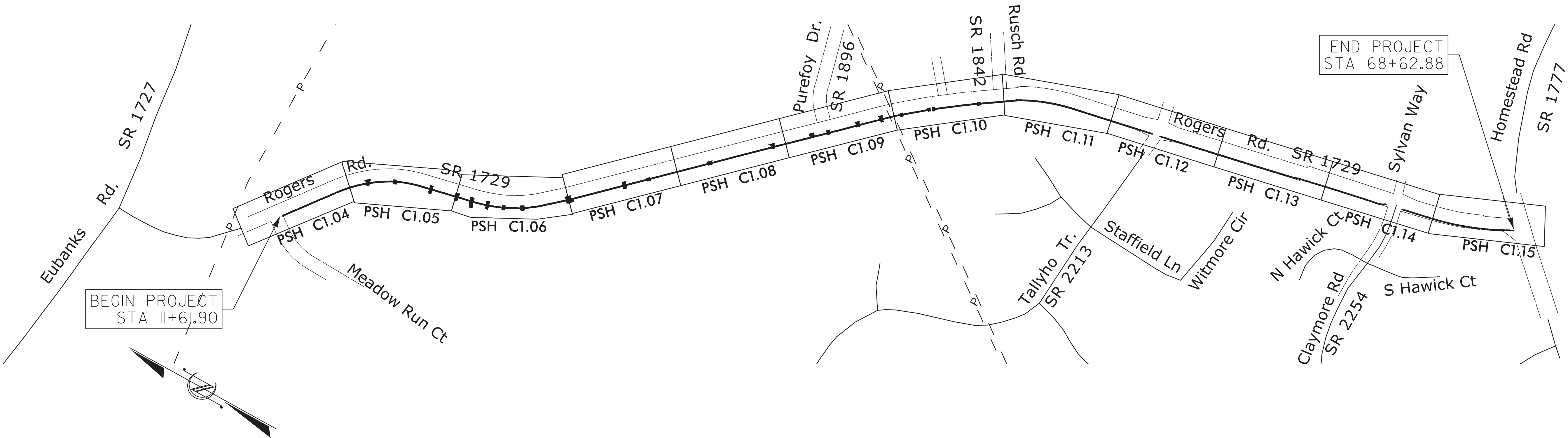
LOCATION: SR 1729, ROGERS ROAD BETWEEN MEADOW RUN CT (NON-SYSTEM) AND SR 1777, HOMESTEAD RD

TYPE OF WORK: CONCRETE SIDEWALK, CONCRETE CURB AND GUTTER, CONCRETE SIDEWALK, STORM DRAINAGE, DRIVE APRONS

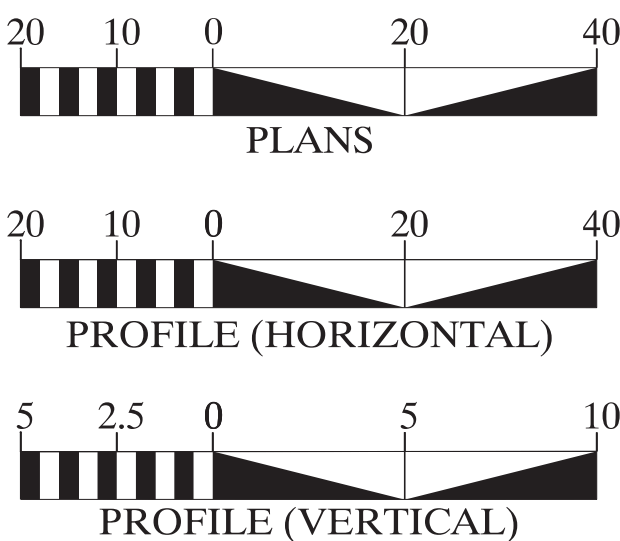
INDEX OF SHEETS

C1.01A	CONVENTIONAL PLAN SHEET SYMBOLS
C1.02	SURVEY CONTROL
C1.02A	STORM DRAINAGE SCHEDULE
C1.02B	TYPICALS
C1.02C	CURB RAMP / METAL HANDRAIL DETAILS
C1.02D	RETAINING WALL DETAILS
C1.03	GENERAL NOTES
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C2.01 - C2.26	CROSS SECTIONS
C3.01	STAGING AREA
C4.01 - C4.01B	TRAFFIC CONTROL DETAILS
C4.02	TRAFFIC CONTROL OVERALL
C5.01 - C5.02	PAVEMENT MARKINGS
C6.02 - C6.13	FIBER OPTIC CONDUIT / PULL BOX LOCATIONS
E1.02 - E1.02D	EROSION CONTROL DETAILS
E1.03	SOIL STABILIZATION SUMMARY
E1.04 - E1.15	CLEARING AND GRUBBING / FINAL EROSION CONTROL

DATE: MAY 17, 2017



GRAPHIC SCALES



DESIGN DATA  
NCDOT - JANUARY 2012  
STANDARD SPECIFICATION

OWASA - MANUAL OF  
SPECIFICATIONS,  
STANDARDS AND DESIGN,  
APRIL 2015

TOWN OF CARRBORO  
STANDARDS

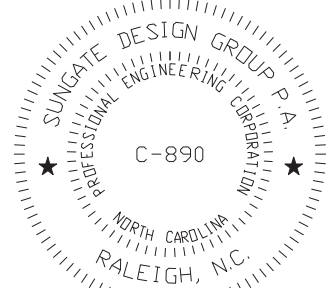
PROJECT LENGTH

TOTAL LENGTH OF TOWN OF  
CARRBORO SIDEWALK  
PROJECT

= +/-5700 LF

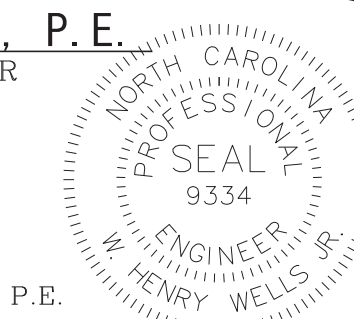
Prepared in the Office of:  
**SUNGATE DESIGN GROUP, P.A.**

905 JONES FRANKLIN ROAD  
RALEIGH, NORTH CAROLINA 27606  
TEL (919) 859-2243  
ENG FIRM LICENSE NO. C-890



**W. HENRY WELLS, JR., P. E.**  
PROJECT ENGINEER  
5/17/2017

DocuSigned by:  
**W. Henry Wells, Jr.**  
SIGNATURE





# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-214

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**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Revised Capital Improvement Plan FY 2017-18 through FY 2021-22

**PURPOSE:** To review and consider for adoption the Revised CIP for FY 2017-18 through FY 2021-22.

**DEPARTMENT:** **Town Manager and Finance**

**CONTACT INFORMATION:** David Andrews, 919-918-7315; Arche McAdoo, 919-918-7439

**INFORMATION:** The CIP presented to the Board of Aldermen on February 21, 2017 has been revised to reflect the Town's ability to meet certain debt and operating revenues. The \$51.8 million CIP presented earlier would have required \$35.2 million of debt financing over the next five years, which would be unsustainable. We have revised the total CIP to \$35.5 million for FY 2017-18 through FY 2021-22.

**FISCAL & STAFF IMPACT:** The CIP will required an additional \$25.6 million over the next five years. No funds for capital projects are appropriated in the CIP. Capital projects are funded by the Board of Aldermen through adoption of a Capital Project Ordinance or in the annual general fund budget.

**RECOMMENDATION:** That the Board of Aldermen consider adopting the attached Revised CIP for FY 2017-18 through FY 2021-22 (Attachment A).

**RESOLUTION TO ADOPT THE REVISED CAPITAL IMPROVEMENTS PLAN FOR FY 2017-18  
THROUGH FY 2021-22**

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

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

WHEREAS, the recommended FY 2017-18 through FY 2021-22 Revised Capital Improvements Plan has been updated from last year's; and,

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

THEREFORE BE IT RESOLVED that the Town of Carrboro Board of Aldermen has received the recommended Revised Capital Improvements Plan for FY 2017-18 through FY 2021-22 and adopts it with the following changes:

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

**ATTACHMENT B**

**TOWN OF CARRBORO, NORTH CAROLINA  
CAPITAL IMPROVEMENTS PLAN  
FY 2017-18 THROUGH FY 2021-22  
*Revised June 20, 2017***

**BOARD OF ALDERMEN**

Lydia Lavelle, Mayor  
Bethany Chaney  
Jacquelyn Gist  
Randee Haven-O'Donnell  
Damon Seils  
Sammy Slade

**TOWN MANAGER**

David L. Andrews, ICMA-CM

**DEPARTMENT HEADS**

Cathy Dorando, Town Clerk  
Carol Dorsey, Human Resources  
Walter Horton, Police Chief  
Anita Jones-McNair, Recreation and Parks Director  
Anita Jones-McNair, Interim Public Works Director  
Annette Lafferty, Economic & Community Development Director  
Arche L. McAdoo, Finance Director  
Patricia McGuire, Planning Director  
Andy Vogel, Information Technology  
Susanna Williams, Fire Chief

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**Message from the Manager**  
**Capital Improvements Plan**  
***FY 2017-18 through FY 2021-22***

June 20, 2017

Dear Mayor and Board of Aldermen,

The Capital Improvements Plan (CIP) presented to you on February 21, 2017 has been revised to reflect the Town's ability to meet certain debt and operating ratios. The \$51.8 million CIP presented earlier would have required \$35.2 million of debt financing over the next five years, which would be unsustainable. We have reduced the total CIP to \$35.5 million for FY 2017-18 through FY 2021-22.

The \$17.0 million for projects proposed in the Facilities Assessment and Space Needs Study have been pushed beyond FY 2021-22. These projects need to be more specifically defined which will allow for better evaluation of funding options as well as impact analysis on the General Fund.

The 203 S. Greensboro Street Development is the only new project added to the revised CIP. This project will be a joint endeavor between the Town and Orange County to develop a facility to house the Orange County Southern Branch Library and administrative offices for the Town. The County is expected to contribute \$6.0 million and the Town anticipates undertaking \$9.0 million in debt financing.

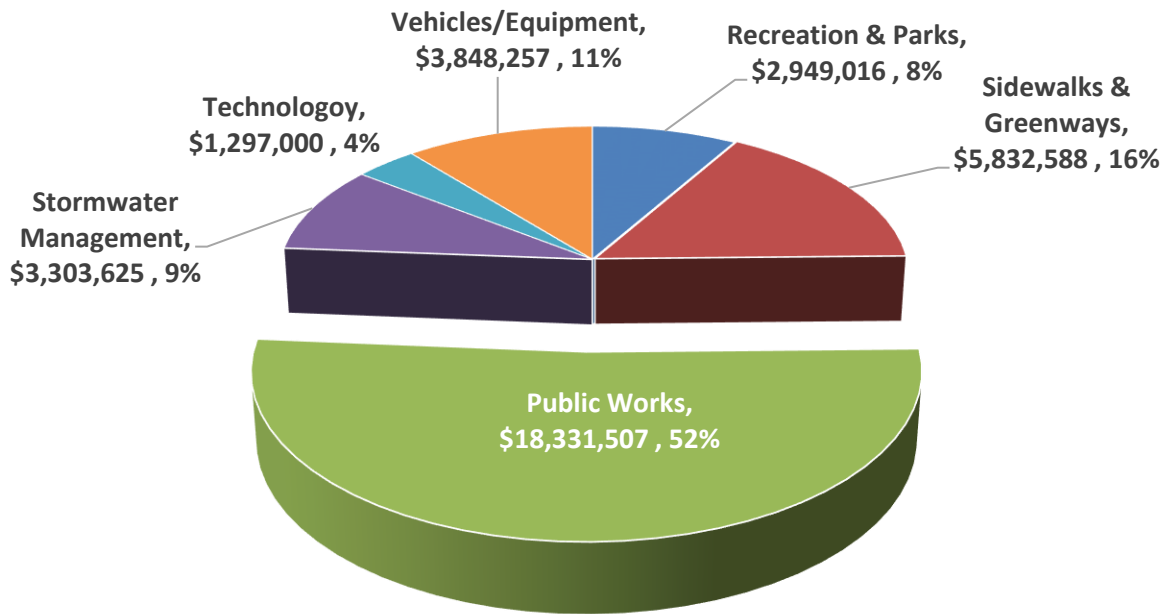
**Overall Costs**

The total cost of the revised CIP for FY 2017-18 through FY 2021-22 is estimated at \$35.5 million. Current projects total \$9.8 million or 27.6% of the total. For many of the current capital projects, the Town has been able to assign fund balance from the general fund to the Capital Reserve Fund and eventually appropriate them for specific capital projects. As long as the fund balance in the general fund exceeds 35%, the Town Manager may assign funds for future capital project needs.

New project requests or current projects requiring additional funds for completion total \$25.2 million or 70.9%. The only new project included in the revised CIP is the 203 S. Greensboro Street Development, along with continuation of funding strategies for vehicle and equipment leases, street resurfacing; technology; and storm water management. With design of Martin Luther King, Jr. Park nearing completion, funds will need to be appropriated for construction in FY 2017-18.

The graphic below shows the mix of capital projects by functional area.

## Total Capital Improvement Plan by Functional Area



In the past we have used “Storm Water Management” to show retrofits required of the Town to address the Jordan Lake Rules and other regulatory requirements. Beginning July 1, 2017, the Town will implement a Storm Water Utility Enterprise Fund to manage regulatory requirement, as well as flooding mitigation. The utility is expected to provide a stable and consistent source of funding to address storm water and flooding issues. Over the next five years, we have identified \$3.3 million in projects that will need to be undertaken.

The cost for replacement of Vehicles and Equipment over the next five years total \$3.2 million compared to \$6.4 million in last year’s CIP. Part of the reason for this decrease is that we modified the replacement criteria to include other operating factors in addition to the age and mileage of vehicles (see Appendix C). The actual vehicles and equipment to be acquired in any given year will continue to be dependent upon the Town’s financial condition and debt tolerance.

Storm Water Utility	\$	3,303,625	9.3%
Non-Storm Water	\$	28,410,111	79.9%
Vehicles & Equipment	\$	3,848,257	10.8%
<b>Total</b>	<b>\$</b>	<b>35,561,993</b>	<b>100.0%</b>



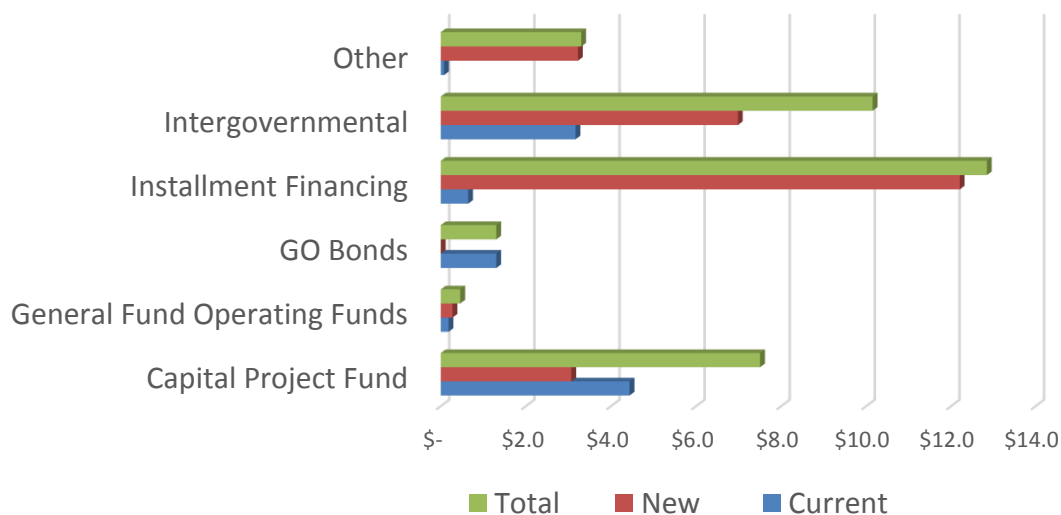
## **Funding**

Below are the proposed sources of funding for the \$35.5 million CIP FY 2107-18 through FY 2021-22.

<b>Funding Sources</b>	<b>Amount</b>	<b>% of Total</b>
Capital Project Fund	\$ 7,503,774	21.1%
General Fund Operating Funds	457,150	1.3%
GO Bonds	1,303,635	3.7%
Installment Financing	12,848,257	36.1%
Intergovernmental	10,149,535	28.5%
Other	3,299,642	9.3%
<b>Total Funding</b>	<b>\$ 35,561,993</b>	<b>100.0%</b>

Historically, the Town has limited the use of debt financing for specific capital projects. For example, general obligation bonds were issued for sidewalks and greenways, bank financing for fire station #2, and lease-purchases for vehicle and equipment replacements annually. Installment debt financing for the CIP through FY 2021-22 comprise 36.1% of all capital funds. This is significantly less than the initial plan where debt financing represented 82.1% of capital funding. General obligation bonds issued in 2013 currently comprise 3.7% of funding sources. Going forward, there are no plans for a general obligation referendum. Intergovernmental revenues are expected to shift from 28.5% of all financing sources through FY 2021-22. The challenge for the Town will be to provide matching funds for such revenues. General Fund operating funds will comprise 1.3% of capital financing. Below is comparison of funding sources for current projects and new projects.

### **Funding Sources - Current Projects vs New Projects FY 2017-18 to FY 2021-22**



Undertaking the proposed capital projects through FY 2021-22 will present many challenges and decision points. Along with proper and appropriate design of capital projects, the Town will need to balance funding capital projects with the continuation of current level services to

residents. With a heavy reliance on residential property tax revenues, the Town will need to continue to explore additional revenue sources (e.g. increased property tax rate, prepared meals tax, increase fees, impact fees, etc.).

The Town has established high levels of service delivery for the citizens. Implementation of the proposed capital projects through FY 2021-22 will provide the necessary infrastructure and create an environment for continuation of high performance levels in delivering services to residents.

Sincerely,

A handwritten signature in black ink that reads "David Andrews". The signature is written in a cursive, flowing style.

David L. Andrews, ICMA-CM  
Town Manager

## INTRODUCTION

The Capital Improvement Plan (CIP) is a planning tool that seeks to develop a plan for meeting the Town's immediate and long-term capital needs. It identifies needed capital investments for property, plant or equipment acquisitions and renovations to implement the Board of Aldermen's vision and strategic priorities for the Town. The Board's ultimate goal is to create and maintain Carrboro as a sustainable community that is a highly desirable place to live, with emphasis on quality of life policies such as walkability, environmental protection, recreation and local economic development.

No budget appropriations are made in the CIP. Capital projects are funded by the Board through adoption of a Capital Project Ordinance or in the annual general fund budget. Adjustments for project costs may be made each year during development of the annual operating budget. The CIP is prepared bi-annually and updated annually or as necessary.

Capital projects are required to address one of the Board's six strategic goals:

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

Projects in the CIP fall into one of the following categories:

- Public Works/Infrastructure projects (e.g., purchase, construction or renovation of buildings, purchase of land, construction of parks and greenways, sidewalk construction, etc.) that cost \$100,000 or more and require several years for completion.
- Vehicles and Equipment replacements that cost \$30,000 or more per unit. As a general rule, vehicles with less than 100,000 miles will not be replaced unless it is determined to be a "lemon" and annual repairs in a two year period exceed the cost of a new vehicle. Beginning in 2016 all vehicles for purchase must reflect fuel efficiencies as identified in the Town's Strategic Energy and Climate Protection Plan.
- Information Technology (IT) projects which cost \$50,000 or more that are designed to increase or provide new technology capacity. IT projects related to software replacements, upgrades or maintenance costs are provided for in the annual operating budget.
- Storm Water Management projects to address mandated federal and state storm water compliance requirements, as well as flooding mitigation throughout the Town due to the frequency and severity of rain storms.

Project costs are updated periodically depending on the type of project. For example: street resurfacing costs are adjusted each year due to the fluctuation of petroleum costs; sidewalk costs are updated based on a cost per foot; new construction and renovations are calculated on a square foot basis. Funds appropriated in the annual operating budget for study or evaluation of facilities and infrastructure that are less than \$50,000 are not included as part of the CIP project cost.

The table below is a summary of capital projects, current and new requests by functional area and estimated revenues.

### Summary of Capital Improvements Plan FY 2017-18 through FY 2021-22

PROJECT COSTS	FUNDING	PROJECT REQUESTS					TOTAL	TOTAL
	TO DATE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	REQUEST	COST
Recreation & Parks	\$ 1,657,870	\$ 1,291,146	-	-	-	-	\$ 1,291,146	\$ 2,949,016
Sidewalks & Greenway	4,671,169	38,413	1,123,006	-	-	-	\$ 1,161,419	\$ 5,832,588
Public Works	1,734,007	6,397,500	9,300,000	300,000	300,000	300,000	\$ 16,597,500	\$ 18,331,507
Stormwater Management	80,000	89,443	973,036	893,290	834,049	433,807	\$ 3,223,625	\$ 3,303,625
Technology	1,022,000	195,000	-	80,000	-	-	\$ 275,000	\$ 1,297,000
Vehicles & Equipment	642,180	726,872	744,114	680,253	354,646	700,192	\$ 3,206,077	\$ 3,848,257
<b>L PROJECT COSTS</b>	<b>\$ 9,807,226</b>	<b>\$ 8,738,374</b>	<b>\$ 12,140,156</b>	<b>\$ 1,953,543</b>	<b>\$ 1,488,695</b>	<b>\$ 1,433,999</b>	<b>\$ 25,754,767</b>	<b>\$ 35,561,993</b>
<b>PROJECT REVENUES</b>								
Capital Project Fund	\$ 4,436,550	\$ 1,501,149	\$ 666,075	\$ 300,000	\$ 300,000	\$ 300,000	\$ 3,067,224	\$ 7,503,774
General Fund Operating	182,150	195,000	-	80,000	-	-	\$ 275,000	\$ 457,150
GO Bonds	1,303,635						\$ -	\$ 1,303,635
Installment Financing	642,180	726,872	9,744,114	680,253	354,646	700,192	\$ 12,206,077	\$ 12,848,257
Intergovernmental	3,166,694	6,225,910	756,931			-	\$ 6,982,841	\$ 10,149,535
Other (e.g., PIL, Donations)	76,017	89,443	973,036	893,290	834,049	433,807	\$ 3,223,625	\$ 3,299,642
<b>TOTAL REVENUES</b>	<b>\$ 9,807,226</b>	<b>\$ 8,738,374</b>	<b>\$ 12,140,156</b>	<b>\$ 1,953,543</b>	<b>\$ 1,488,695</b>	<b>\$ 1,433,999</b>	<b>\$ 25,754,767</b>	<b>\$ 35,561,993</b>

## CURRENT PROJECTS

The Board of Aldermen has appropriated \$9.8 million for twenty-one (21) capital projects that are currently in progress. Below is a list of these projects. For a status report of each project, see Appendix A.

### **RECREATION AND PARKS**

Century Center HVAC	\$ 180,000
Martin Luther King Park	150,000
Anderson Park Pavilion & Fence	156,880
Anderson Park Bleachers & Fence	100,000
Town Commons	1,070,990
<b>Total Recreations &amp; Parks</b>	<b>\$ 1,657,870</b>

### **PUBLIC WORKS**

Street Resurfacing	\$ 551,000
Rogers Road Sewer & CD	1,020,445
Smith Level Road	62,562
LED Street Lights	100,000
<b>Total Public Works</b>	<b>\$ 1,734,007</b>

### **SIDEWALKS AND GREENWAYS**

Homestead-CHHS MUP	\$ 1,253,130
Jones Creek Greenway	420,000
Morgan Creek MU Path	1,521,471
Rogers Road Sidewalk	1,371,568
South Greensboro Sidewalk	105,000
<b>Total Sidewalks &amp; Greenways</b>	<b>\$ 4,671,169</b>

### **STORMWATER MANAGEMENT**

Anderson Park Retrofit	\$ 25,000
MLK Retrofit	15,000
Morgan Creek Retrofit	40,000
<b>Storm Water Management</b>	<b>\$ 80,000</b>

### **TECHNOLOGY PROJECTS**

Permitting Software	\$ 230,000
Police Body Worn Cameras	91,000
Rogers Road Conduit	155,000
Public Safety Radio Upgrades	546,000
<b>Total Technology Projects</b>	<b>\$ 1,022,000</b>

### **VEHICLES AND EQUIPMENT**

**\$ 642,180**

Several projects are expected to be completed in FY 2016-17 and no additional funding above current appropriation is anticipated:

- Century Center HVAC
- Homestead-Chapel Hill High School Multi-Use Path
- Rogers Road Sewer and Community Development
- Rogers Road Sidewalk
- Town Commons

The Town continues to maintain its road infrastructure with a planned 15-year cycle street resurfacing program. The Town sets aside funds in Capital Project Reserve each year for street re-surfacing and issues a paving contract every two years. Currently there is \$551,000 appropriated for street re-surfacing.

Town staff continues to work on energy and climate protection to identify, evaluate and plan for implementation of energy efficiency strategies in Town facilities and infrastructure. The project to replace street lights with LED lights is on hold pending decisions by Duke Power and North Carolina Utility Commission.

Evaluation of Century Center HVAC system has been completed and installation work should be completed in FY 2016-17. Energy efficiency measures have been included in the new installation work. Project is scheduled for completion in FY 2017-18.

The study of Town Hall infrastructure for more effective use of finished and unfinished space was postponed from its original anticipated start date in FY 2015-16. Consultant was hired in FY 2016-17 to undertake this study which was expanded to cover all Town facilities (i.e. Town Hall, Century Center, Public Works Facility, and Fire Stations). Recommendations from this study have been included in the CIP under New Capital Project Requests.

### **NEW CAPITAL IMPROVEMENT PROJECT REQUESTS**

Between FY 2017-18 and FY 2021-22 it is estimated that the Town will need \$25.0 million of additional capital funds for the 203 S. Greensboro Street Development (\$15.0 million); and continuation of funding strategies for vehicle and equipment replacement, street resurfacing; technology; and storm water management.

Current Projects	\$ 9,807,226
203 S. Greensboro Street Development	\$ 15,094,500
All Other Projects	\$ 10,660,267
Total	\$ 35,561,993

Martin Luther King, Jr. Park will need \$1.2 million for construction; S. Greensboro Street Sidewalk will need \$1.0 million for construction; and Storm Water Utility will need \$3.2 million over the next five years to construct retrofits and address flood remediation.

See Appendix B for a description of new CIP projects and financing needs through FY 21-22.

#### **Storm Water Utilities**

Over the next five years we estimate the Town will need \$3.2 million to address storm water and flooding issues. In order to establish a permanent funding source, the Town will implement its newly adopted Storm Water Utility Enterprise Fund July 1, 2017. This Fund could be funded via establishment of a storm water fee or dedication of a certain percentage of the property tax rate.

#### **Vehicles and Equipment**

The cost for replacement of Vehicles and Equipment over the next five years total \$3.2 million compared to \$6.4 million in last year's CIP. Part of the reason for this decrease is that we modified the replacement criteria to include other operating factors in addition to the age and mileage of vehicles (see Appendix C). See Appendix D for a schedule of vehicles and equipment to be replaced over the next five years. The actual vehicles and equipment to be acquired in any given year will continue to be dependent upon the Town's financial condition and debt tolerance.

#### **Transportation Projects**

The Town has received a number of federal and state highway transportation grants to help fund greenways, multi-use paths, sidewalks and other roadway infrastructure. These grants require a

local match. For informational purposes, below is a list of Transportation Projects where funding has been approved or earmarked for certain Town projects by the MPO or state DOT that will require a local match.

	<u>Fiscal</u> <u>Year</u>	<u>Program</u>	<u>Federal/State</u> <u>Amount</u>	<u>Local Match</u> <u>Amount</u>	<u>Total Cost</u>
S. Greensboro Street Sidewalk					
Design	FY 2017	STPDA	\$ 84,000	\$ 21,000	\$ 105,000
Construction	FY 2017	TBD	\$ 437,240	\$ 87,448	\$ 524,688
Construction	FY 2019	CMAQ	\$ 440,000	\$ 110,000	\$ 550,000
<b>Total Project Cost</b>			<b>\$ 961,240</b>	<b>\$ 218,448</b>	<b>\$ 1,179,688</b>
Jones Ferry Road Sidewalk	FY 2021	STPBG	\$ 448,869	\$ 112,217	\$ 561,086
Estes Drive Sidewalks & Bike Lanes	FY 2021	STPBG	\$ 1,063,803	\$ 212,761	\$ 1,276,564
Barnes Street Sidewalk	FY 2022	STPBG	\$ 232,907	\$ 58,227	\$ 291,134
<b>TOTAL</b>			<b>\$ 2,706,819</b>	<b>\$ 601,653</b>	<b>\$ 3,308,472</b>

As the design for these projects are completed and Municipal Agreements are executed, the CIP will be revised to reflect any changes in cost.

### FINANCIAL HEALTH OF THE TOWN

Overall, the Town's financial health is good with General Fund unassigned fund balance of 53.4% of annual expenditures at June 30, 2016. Total fund balance for all funds in 2016 was \$15.7 million or 78.8% of total General Fund expenditures. Property taxes and local sales taxes comprise 75% of the Town's revenue sources. The remainder comes from intergovernmental revenue, fees and permits, and various other revenue sources. Revenues over the past seven years have grown roughly 2.9% compound annual growth rate. Assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources (net position) by \$38.0 million. The Town maintained its AAA bond rating with Standard and Poor's; and Aa1 by Moody's.

All expenditures were less than the final budget at June 30, 2016, and were 1.7% less than the prior year. Salaries, wages, health insurance, and other employee benefits represent more than half (57%) of Town expenses. Transportation expenses have increased at a compound actual growth rate of 6.9%.

The Board of Aldermen has adopted a Fund Balance policy to maintain a General Fund unassigned fund balance within a range of 22.5% to 35% of budgeted appropriations. When the General Fund unassigned fund balance exceeds 35%, the Town Manager may set aside an amount in assigned fund balance for transfer to Capital Reserves Fund for specific future capital projects. Should the unassigned fund balance in the General Fund fall below 20%, the Town Manager must develop and implement a plan to re-build the balance to 22.5% within one year.

## IMPACT ON OPERATING BUDGET

The CIP planning process also seeks to assess the potential impact of the proposed capital projects on the Town's overall financial condition and annual operating budget. Of particular concern is debt financing and the Town's ability to meet future debt obligations.

The types of debt instruments available for the Town include: general obligation bonds, limited obligation bonds, anticipation notes, revenue bonds, and lease-installment financings, or any other financing instrument allowed under North Carolina statutes. The Town evaluates each type of debt and strives to use the least costly and most appropriate form of financing for capital projects.

The Town's current debt portfolio consist of general obligation bonds for construction of sidewalks and greenways; installment financing for fire station #2, and vehicle and equipment lease purchases. The Town's total debt service through FY 2021-22 totals \$4.8 million.

Current and future vehicles and equipment installment lease purchases total \$3.4 million through FY 2021-22 with a five year term and an assumed annual rate at 3% or less. The actual financing rate for the past three years has been less than 2%.

Under the revised CIP the total debt service through FY 2021-22 is estimated to be \$9.1 million compared to \$13.2 million as presented to the Board in February 2017.

As we plan to undertake debt financing, we need to be cognizant of the fact that the Local Government Commission (LGC) and credit rating agencies monitor debt capacity or burden of local municipalities. The LGC measures debt capacity against outstanding principal to assessed valuation, debt per capita, and debt as percentage of operating expenses. These outcome measures are based on population size.

The LGC calculates the debt to assessed valuation and per capita ratio for each jurisdiction and determines whether the ratio as being low, average, or high. Below is the LGC's outstanding principal debt to assessed valuation and per capita ratios for municipalities at June 30, 2015 with population 10,000 – 24,999.

	<u>Low</u>	<u>Average</u>	<u>High</u>
Assessed Valuation (%)	0.013	.0318	1.656
Per Capita (\$)	-	313	2707



## Current Debt Service and Future Debt Service

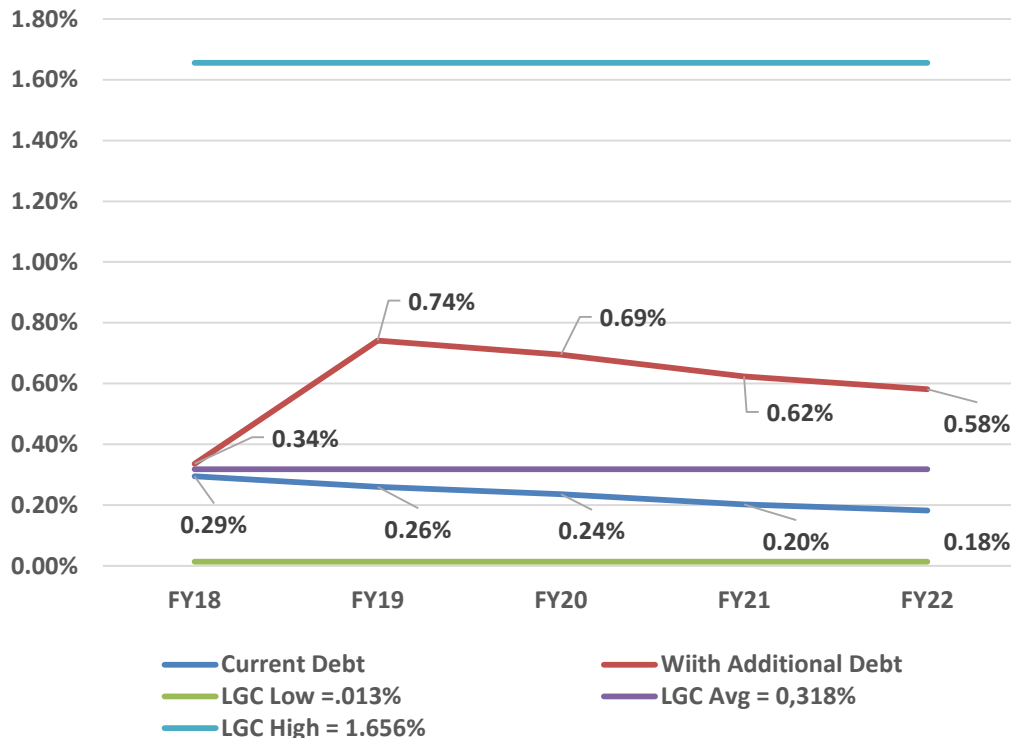
	FY16-17 Budget	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	TOTAL
SIDEWALK AND GREENWAYS GO BONDS	\$ 340,000	\$ 332,500	\$ 327,500	\$ 322,500	\$ 317,500	\$ 312,500	\$ 1,952,500
FIRE SUBSTATION	289,418	280,600	271,781	262,963	254,145	245,326	\$ 1,604,232
VEHICLE/EQUIPMENT	459,160	479,522	274,949	127,714	-	-	\$ 1,341,345
<b>CURRENT - TOTAL DEBT SERVICE</b>	<b>\$ 1,088,578</b>	<b>\$ 1,092,621</b>	<b>\$ 874,231</b>	<b>\$ 713,177</b>	<b>\$ 571,645</b>	<b>\$ 557,826</b>	<b>\$ 4,898,078</b>
203 S. GREENSBORO STREET DEVELOPMENT	\$ -	\$ -	\$ -	\$ 716,625	\$ 703,125	\$ 716,250	\$ 2,136,000
<b>FUTURE - TOTAL FINANCING DEBT SERVICE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>716,625</b>	<b>703,125</b>	<b>716,250</b>	<b>\$ 2,136,000</b>
<b>FUTURE VEHICLE/EQUIPMENT DEBT SERVICE</b>		<b>\$ 236,793</b>	<b>\$ 310,794</b>	<b>\$ 455,402</b>	<b>\$ 531,537</b>	<b>\$ 597,831</b>	<b>\$ 2,132,357</b>
<b>ALL DEBT SERVICE - CURRENT AND FUTURE</b>	<b>\$ 1,088,578</b>	<b>\$ 1,329,414</b>	<b>\$ 1,185,025</b>	<b>\$ 1,885,204</b>	<b>\$ 1,806,307</b>	<b>\$ 1,871,907</b>	<b>\$ 9,166,435</b>
REVENUE PER PENNY OF TAX *	\$ 213,483	\$ 224,453	\$ 228,942	\$ 233,521	\$ 238,191	\$ 242,955	\$ 1,381,545
TAX RATE EQUIVALENT (CENTS)		5.92	5.18	8.07	7.58	7.70	-

### Debt to Assessed Valuation

The Town's debt to assessed valuation ratio as of June 20, 2015, as calculated by the LGC, was .29% which is below the average for municipalities of similar size. Without additional debt, this ratio is projected to gradually decrease to .18% by FY 2021-22.

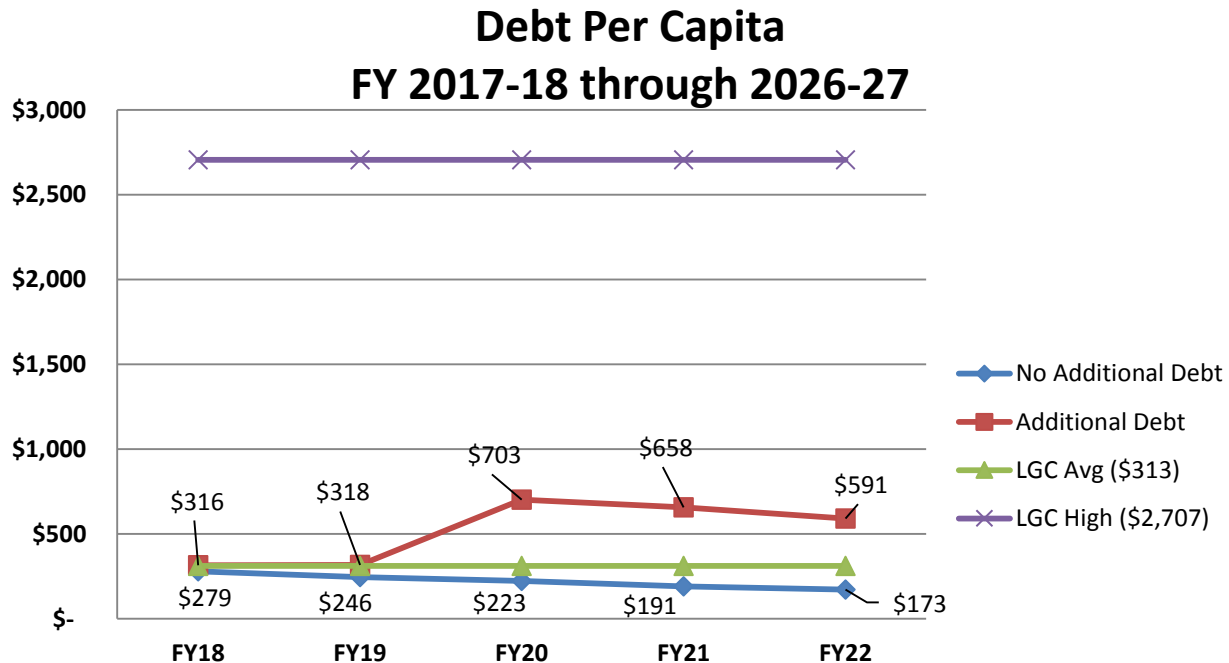
If the Town were to undertake all of the debt proposed in the CIP, outstanding principal as a percentage of assessed valuation over the next five years would increase to 1.24%, which is above the average, but less than the high level, for municipalities of similar size.

### Outstanding Principle as % of Assessed Valuation



### **Debt Service Per Capita**

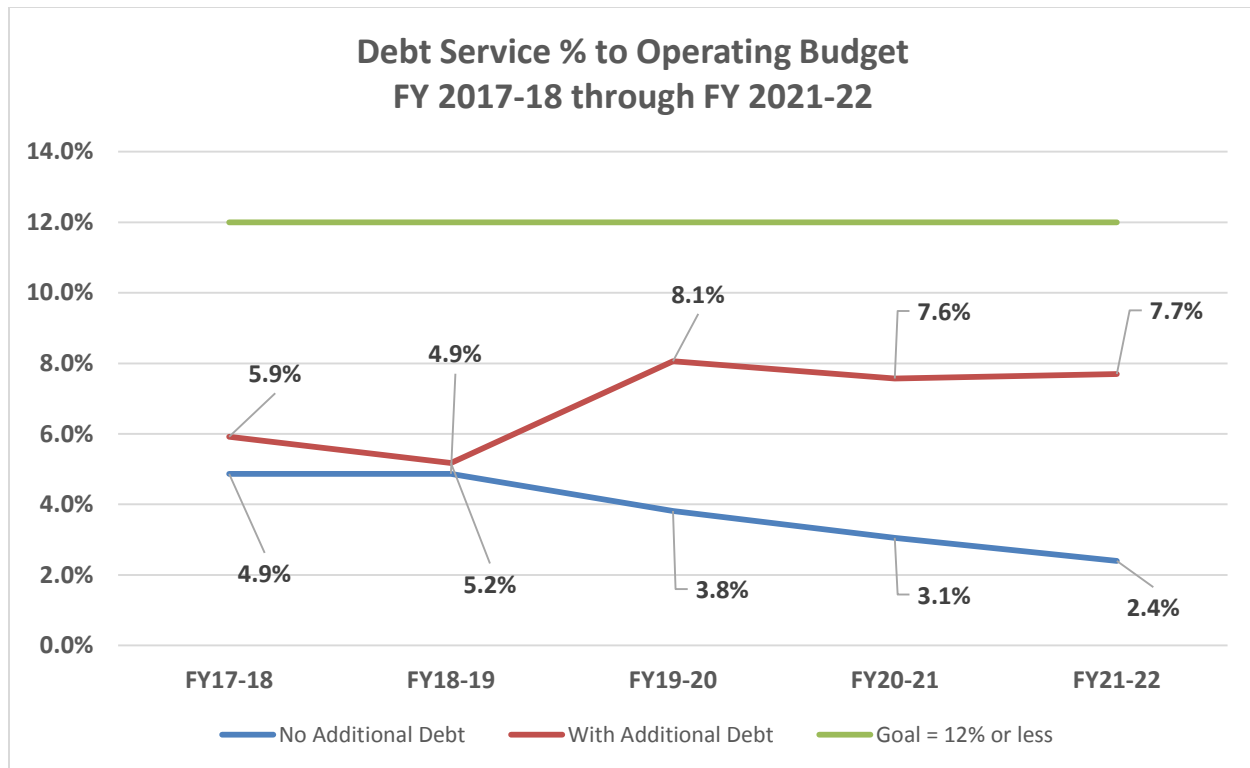
The Town's debt per capita as calculated by the LGC at June 30, 2015 was \$300. This is less than the average of \$313 for similar size municipalities. Without additional debt, this ratio would decrease to \$173 by FY 2021-22. By limiting debt in the revised plan this ratio will increase to \$591, which is substantially less than the \$1,028 in the initial plan presented in February 2017.



### **Debt Service and Operating Budget**

Debt service can be a major part of a local government's operating budget fixed costs for the term of the financing. Then LGC has not established a measure for debt service as a percentage of operating expenses, but advises local governments to have a reasonable debt burden. The credit rating agencies, on the other hand, generally consider debt exceeding 20% of operating revenues as a potential problem and considers 10% to be an acceptable debt burden. A heavy debt burden may be evidenced by a ratio of debt service to operating expenditures exceeding 15%, or a debt per capita or debt to appraised property value exceeding that of similar units. The Town has established a goal of 12% debt to operating expenses as a moderate level of debt.

The Town's current debt service as a percentage of the FY 2016-17 operating budget is estimated to be 4.9%. Without additional debt, this ratio will decrease to 2.4% by FY 2021-22. When we factor in debt financing, this ratio increases to 7.7%. which is less than the Town's established goal of 12%.



### **Pay-As-You-Go**

There are other projects in the CIP that can be funded with fund balance that exceed 35% of budgeted appropriation. Each year upon completion of the annual audit, if the general fund unassigned fund balance is greater than 35%, the Town Manager can assign funds above the 35% level for future capital project needs. These assigned funds are either transferred to the Capital Reserve Fund or appropriated in a project ordinance for a specific capital project by the Board of Aldermen. - Assigning these funds annually for future capital projects lessens the Town's debt burden.

Over the next five years, the Town plans to fund the following projects using fund balance above the 35% level.

PAY-AS-YOU-GO (CASH - GENERAL FUND)	FY16-17	FY17-18	FY18-19	FY19-20	FY20-21	FY21-22	TOTAL
<b>CAPITAL RESERVE</b>							\$ -
STORM WATER UTILITY	80,000	308,383	-	-	-	-	\$ 388,383
MARTIN LUTHER KING JR. PARK	150,000	1,291,146	-	-	-	-	\$ 1,441,146
STREET RESURFACING	551,000	300,000	300,000	300,000	300,000	300,000	\$ 2,051,000
GREENSBORO-LLOYD BIKEWAY	-	-	38,413	176,841			\$ 215,254
INFORMATION TECHNOLOGY	-	195,000		80,000			\$ 275,000
PARK MAINTENANCE AND REPAIR	-	100,000					\$ 100,000
<b>TOTAL CAPITAL RESERVE CASH ALLOCATION</b>	<b>\$ 781,000</b>	<b>\$ 2,194,529</b>	<b>\$ 338,413</b>	<b>\$ 556,841</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 4,470,783</b>
							\$ -
LESS ASSIGNED FUND BALANCE	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 12,000,000
<b>CASH SURPLUS (DEFICIT)</b>	<b>\$ 1,219,000</b>	<b>\$ (194,529)</b>	<b>\$ 1,661,587</b>	<b>\$ 1,443,159</b>	<b>\$ 1,700,000</b>	<b>\$ 1,700,000</b>	<b>\$ 7,529,217</b>

As the above chart shows, the Town will need \$4.4 million through FY 2021-22 for these projects. If the fund balance trend over the past 4 years continues, the Town should be able to continue assigning \$2.0 million annually which would total \$12.0 million by FY 2021-22. This means there would be a surplus of funds \$7.5 million in FY 2021-22 that could be used for other capital projects.

To carry out a capital improvement program requires a continuous balancing of current operating needs with needed capital investments. With a tax base consisting mainly of residential property owners and a limited commercial base, the challenge is how to minimize increases in the property tax rate for citizens, yet make the needed investments for capital infrastructure. To maintain the Town's debt burden within the standards established by the LGC and credit rating agencies, it will require critical evaluation of the design of capital projects as well as the timing for implementation those projects.

Appendix A

Status of Current CIP Projects

<b>PROJECT TITLE: Century Center HVAC</b>	<b>DEPARTMENT: Public Works</b>
<b>AUTHORIZED BUDGET: \$180,000</b>	<b>CONTACT: Anita Jones-McNair</b>

<b>START DATE: May 2016</b>	<b>EXPECTED COMPLETION DATE: February 1, 2017</b>
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#### **DESCRIPTION**

This project is providing general upgrades to the century center HVAC system to provide a more energy efficient facility. Upgrades include a new boiler, controls and rebalancing of the entire system to better operate together. New controls are also internet based and will provide a schedule for minimal HVAC service during unmanned hours.

#### **STATUS**

We have replaced the controls and the boiler with new energy efficient models. The next step is to install modern Variable Frequency Drives for each of the three HVAC units which will further increase energy efficiency. These upgrades and new technology also allowed the team to install a smaller energy efficient boiler.

<b>PROJECT TITLE: Town Commons Improvements</b>	<b>DEPARTMENT: Public Works</b>
<b>AUTHORIZED BUDGET: \$1,070,990</b>	<b>CONTACT: Anita Jones-McNair</b>

<b>START DATE: June 2015</b>	<b>EXPECTED COMPLETION DATE: April 2017</b>
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#### **DESCRIPTION**

This project will provide a complete overhaul of Town Commons. Improvements include structurally supported sod, irrigation, new restroom, pervious pavement and new landscaping. The wooden vertical structures will receive a cleaning and a fresh coat of stain.

#### **STATUS**

Design is 100% complete and ready for construction. The projects first bid opening on October 31 did not receive any bidders. Second opening scheduled for November 22 also received no bids. It has been decided that the project be split up and rebid. The site work part of the project has gone out to bid with a bid opening date of January 12<sup>th</sup>. Major goal of the project is to complete major work over the winter so that Farmers' Market can resume in early spring. BOA elected to include a restroom with the improvements.

<b>PROJECT TITLE: Homestead-CHHS Multi-use Path</b>	<b>DEPARTMENT: Public Works/ Planning</b>
<b>AUTHORIZED BUDGET: \$1,253,129</b>	<b>CONTACT: Anita Jones-McNair</b>

<b>START DATE: FY 2012</b>	<b>EXPECTED COMPLETION DATE: December 2017</b>
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#### **DESCRIPTION**

Construction of a paved 10-foot wide trail connecting the Claremont neighborhood, under Homestead Road, to Chapel Hill High School.

#### **STATUS**

Construction is underway, including surveying, sedimentation and erosion control installation, clearing, grading, gravel installation and compaction, and bridge design.

<b>PROJECT TITLE: Jones Creek Greenway</b>	<b>DEPARTMENT: Planning</b>
<b>AUTHORIZED BUDGET: \$420,000</b>	<b>CONTACT: Tina Moon</b>

<b>START DATE: July 11, 2016</b>	<b>EXPECTED COMPLETION DATE: TBD</b>
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#### **DESCRIPTION**

Construct a greenway that will complete an off-road network between Morris Grove Elementary, Lake Hogan Farms neighborhood, and Twin Creeks Park.

#### **STATUS**

A municipal agreement was initiated with NCDOT in July 2016. Staff is currently working on RFQ for design and engineering. A supplemental agreement with NCDOT will need to be executed for an additional \$80,000 of CMAQ funding and the schedule delay.

<b>PROJECT TITLE: LED Streetlights</b>	<b>DEPARTMENT: Public Works</b>
<b>AUTHORIZED BUDGET: \$100,000</b>	<b>CONTACT: Cathy Dorando</b>

<b>START DATE: Unknown</b>	<b>EXPECTED COMPLETION DATE: Unknown</b>
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#### **DESCRIPTION**

Installation of LED streetlights on light poles leased from Duke Energy. This project has yet to start.

#### **STATUS**

Awaiting Duke Energy to change funding and rental rules for LED lights.

<b>PROJECT TITLE: Smith Level Road Sidewalk</b>	<b>DEPARTMENT: Public Works</b>
<b>AUTHORIZED BUDGET: \$62,562</b>	<b>CONTACT: Anita Jones-McNair</b>

<b>START DATE: Unknown</b>	<b>EXPECTED COMPLETION DATE: Complete</b>
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#### **DESCRIPTION**

Cost share for the construction of a sidewalk and installation of bike loop detectors on Smith Level Road in conjunction with the NCDOT road improvements.

#### **STATUS**

Project is complete.



<b>PROJECT TITLE: Martin Luther King Jr Park Construction Design</b>	<b>DEPARTMENT: Recreation and Parks</b>
<b>AUTHORIZED BUDGET: \$150,000</b>	<b>CONTACT: Wendell Rodgers</b>

<b>START DATE: FY 15-16</b>	<b>EXPECTED COMPLETION DATE: Complete</b>
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## DESCRIPTION

The Recreation and Parks Department has hired a consultant to prepare construction drawings, documents and cost estimates for the development of Martin Luther King Jr. Park based on the Board of Aldermen approved Modified Option design concept. The design will be attentive to environmental features, address best practices in water resources and provide accessible facilities to users of all abilities. The facility will be designed with, at a minimum, the consideration of the following elements: parking, expansion of the existing community garden and storage area, picnic areas and shelters, restrooms, an amphitheater, natural playground, adult fitness equipment, youth cycling area, 10' wide ADA accessible trail, pollination gardens, bee hives, and a wetland.

## STATUS

In June the Recreation and Parks Department interviewed three firms for the design of the park. The department was unable to come to an agreement with their first selected firm and has negotiated a contract with the second firm.

<b>PROJECT TITLE: Hank Anderson Park Pavilion and Fence Replacement</b>	<b>DEPARTMENT: Recreation and Parks</b>
<b>AUTHORIZED BUDGET: \$156,880</b>	<b>CONTACT: Wendell Rodgers</b>

<b>START DATE: July 2015</b>	<b>EXPECTED COMPLETION DATE: Complete</b>
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## DESCRIPTION

The Pavilion floor at Anderson Community Park frequently flooded with sand during heavy rains and was not ADA accessible. It is regularly used for large outings by all facets of the community. The chain link fencing at Anderson had surpassed the average lifespan of chain link fencing (20-30 years). Sections of the fencing had begun to develop large patches of rust and required routine patching and repairs as metal sections broke down over time. New fencing improved the facility aesthetically, provided improved safety for citizens by replacing broken fencing sections, and requires less upkeep by staff.

## STATUS

The installation of the fences was completed in March, 2016 and the pavilion was replaced in June, 2016.

<b>PROJECT TITLE: Police Body Worn Cameras</b>	<b>DEPARTMENT: IT</b>
<b>AUTHORIZED BUDGET: \$91,000</b>	<b>CONTACT: Andy Vogel</b>

<b>START DATE: FY 2015</b>	<b>EXPECTED COMPLETION DATE: FY 2017-18</b>
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#### **DESCRIPTION**

Purchase and implement new Police Officer body worn camera system with additional SAN storage for video retention.

#### **STATUS**

The Police Department is completing an administrative policy for body worn cameras (BWC) prior to purchase of BWC's. A hardware update to the BWC system has been released to market that offers functionality enhancements and additions. The updated BWC system is now capable of automatic wireless activation among all officers and in-car video on the scene with audio and video synchronized across all cameras for a more complete view of the scene. Wireless uploading of video has also been added. This is more efficient than having to physically dock units for video transfer. The original CIP cost for BWC's (not including SAN storage) was \$36,000. The updated cost for the newly released BWC hardware is \$66,000 for 32 BWC's (for Patrol and Community Service Officers). Additional SAN storage for video retention has been purchased and is being installed.

<b>PROJECT TITLE: Public Safety Radio Upgrade</b>	<b>DEPARTMENT: Police &amp; Fire</b>
<b>AUTHORIZED BUDGET: \$546,000</b>	<b>CONTACT: Walter Horton</b>

<b>START DATE: FY 2015-16</b>	<b>EXPECTED COMPLETION DATE: F Y 2017-18</b>
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#### **DESCRIPTION**

Update all public safety radios for compliance with Orange County radio system. Orange County will no longer support the existing radios.

#### **STATUS**

In FY 2014-15 through FY 2016-17, \$273,000 was transferred from the General Fund to the Capital Project Fund for the purchase of new radios based on system to be implemented by Orange County Communications. An additional \$273,000 will be transferred in FY 2017-18.

<b>PROJECT TITLE: Rogers Road Conduit</b>	<b>DEPARTMENT: IT</b>
<b>AUTHORIZED BUDGET: \$155,000</b>	<b>CONTACT: Andy Vogel</b>

<b>START DATE: October 2014</b>	<b>EXPECTED COMPLETION DATE: February 2018</b>
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#### **DESCRIPTION**

Installation of conduit along Rogers Road for fiber optic infrastructure by directional boring. Will be done in conjunction with Rogers Road NCDOT improvements.

#### **STATUS**

Conduit path along Rogers Road has been fully engineered and designed. NC DOT encroachment permit for placing conduit in NCDOT ROW has been approved by the NCDOT. Installation of conduit will be synchronized with NCDOT road improvements work.

<b>PROJECT TITLE: Permitting Software</b>	<b>DEPARTMENT: IT</b>
<b>AUTHORIZED BUDGET: \$230,000</b>	<b>CONTACT: Andy Vogel</b>

<b>START DATE: June 2015</b>	<b>EXPECTED COMPLETION DATE: February 2018</b>
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#### **DESCRIPTION**

Purchase and implement new Permitting & Land Management (PLM) Software for Planning, Zoning and Inspections Department.

#### **STATUS**

Orange County has recently conducted their own PLM software selection process, procured and are currently implementing the new system. Orange County invited Carrboro Planning staff to participate throughout their selection process. Carrboro Planning staff have followed the Orange County selection process, created their own selection process and have identified the same software vendor and application as suitable for their needs. Using the same software platform in both organizations offers functional advantages in terms of work flow integration between organizations. Carrboro Planning and IT staff have met with Orange County staff to review what has been learned through their process to date and develop insight into how Carrboro should plan for the implementation. Carrboro staff currently sits in on weekly Orange County implementation meetings. A Carrboro project team has been formed from Planning and IT staff and workflow and processes are currently being documented for Inspections. The Carrboro project team will next move to Zoning and then to Planning. IT and Finance is in the process of finalizing the software agreement and purchasing the software.

<b>PROJECT TITLE: Rogers Road Remediation</b>	<b>DEPARTMENT: Planning</b>
<b>AUTHORIZED BUDGET: \$1,020,445</b>	<b>CONTACT: Trish McGuire</b>

<b>START DATE: FY 2014</b>	<b>EXPECTED COMPLETION DATE: June 2019</b>
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#### **DESCRIPTION**

Cost share of design and installation of public sanitary sewer system to serve 86 properties in the area, as well as, design and construction of a community center. This project is in partnership with the Town of Chapel Hill and Orange County.

#### **STATUS**

The sewer system has been designed, easement acquisition has been underway, permit applications are pending and OWASA is prepared to begin a prequalification process for prospective bidders. Construction is set to begin June 2018. The Towns and Orange County developed an Interlocal Agreement, establishing terms and conditions, breakdown of project costs, and specifying responsibilities for the Towns and County. This Interlocal Agreement has been approved by the Orange County Board of County Commissioners, The Town of Chapel Hill Town Council and the Town of Carrboro Board of Aldermen.

<b>PROJECT TITLE: Morgan Creek Greenway Phases 1 and 2</b>	<b>DEPARTMENT: Planning</b>
<b>AUTHORIZED BUDGET: \$1,513,500</b>	<b>CONTACT: Tina Moon</b>

<b>START DATE: FY 2012</b>	<b>EXPECTED COMPLETION DATE: December 2017</b>
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#### **DESCRIPTION**

Design and construct a greenway along Morgan Creek from Smith Level Road to University Lake, with connections, via a bridge, to BPW Club Rd. and, via an underpass, to Frank Porter Graham Elementary.

#### **STATUS**

Design which included several crossings over Morgan Creek is complete. Due to flood studies that are necessary when crossings are included, the design of these crossings is proving problematic. Engineers are working on alternatives to accommodate the crossings.

The following sites have been determined by Planning staff and Sungate Engineers as best sites available in the municipal limits to pursue the construction of storm water retrofits to satisfy the requirements of the Jordan Lake Rules for nutrient reduction from existing development. All sites are in the planning stage.

<b>PROJECT TITLE: Anderson Park Storm water Retrofit</b>	<b>DEPARTMENT: Planning</b>
<b>AUTHORIZED BUDGET: \$28,000</b>	<b>CONTACT: Randy Dodd</b>

<b>START DATE: FY 2018</b>	<b>EXPECTED COMPLETION DATE: FY 2018</b>
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#### **DESCRIPTION**

The construction of storm water treatment is expected to reduce nitrogen loading from 3.22 lbs/acre/year to 1.33 lbs/ac/yr. The cost estimate provided is based on calculations by Sungate. The project phasing would be to first complete an engineering/design study, and then proceed to construction. Engineering design dollars will be requested beginning in FY 2018 and construction dollars beginning in FY 2018.

<b>PROJECT TITLE: MLK Park Storm water Retrofit</b>	<b>DEPARTMENT: Planning</b>
<b>AUTHORIZED BUDGET: \$15,000</b>	<b>CONTACT: Randy Dodd</b>

<b>START DATE: FY 2018</b>	<b>EXPECTED COMPLETION DATE: FY 2018</b>
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#### **DESCRIPTION**

Sungate completed a study in 2012 that identified a swale and wetland retrofit on the site. The project phasing would be to first complete a detailed engineering/design study that would address hydrology and development of construction drawings, and then proceed to construction. The water depth of the wetland would be limited to 3 feet with 1-2 feet for temporary storage following rain events. Engineering design dollars will be requested beginning in FY 2018 and construction dollars beginning in FY 2018.

<b>PROJECT TITLE: Morgan Creek Storm water Retrofit</b>	<b>DEPARTMENT: Planning</b>
<b>AUTHORIZED BUDGET: \$40,000</b>	<b>CONTACT: Randy Dodd</b>

<b>START DATE: FY 2018</b>	<b>EXPECTED COMPLETION DATE: FY 2018</b>
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#### **DESCRIPTION**

The construction of (a) storm water retrofit(s) is expected to reduce nitrogen loading from 7.82 (lbs/acre/year) to a minimum of 3.11 lbs/ac/yr. The project site is currently cleared for utility easements and Public Works access, and includes a planned greenway trail. The project phasing would be to first complete an engineering/design study, and then proceed to construction. Preliminary engineering will have to consider the greenway, Town operations, utilities, stream buffer requirements, location in the floodplain, and archaeological interests. Engineering design dollars will be requested beginning in FY2018 and construction dollars beginning in FY2018.

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Appendix B

New CIP Projects

**DEPARTMENT:** Information Technology

**PROJECT TITLE:** Board Room A/V Equipment

	FUNDING TO DATE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FIVE YEAR TOTAL	TOTAL PROJECT COSTS
<b>Expenses</b>								
Equipment/Furnishings		\$ 95,000					\$ 95,000	\$ 95,000
<b>TOTAL</b>		\$ 95,000					\$ 95,000	\$ 95,000
<b>Appropriations</b>								
General Fund		\$ 95,000					\$ 95,000	\$ 95,000
<b>TOTAL</b>		\$ 95,000					\$ 95,000	\$ 95,000
<b>Operating Budget Impact</b>								
Operating		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 75,000
<b>Estimated Total</b>		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 75,000	\$ 75,000

**Description and Benefits**

Replaces existing BoA Audio and Video recording equipment used for BoA meeting (and other) broadcasts, streaming and recording. The existing equipment is and has been failing and current service level will be lost if not replaced. Compliance with state mandated closed captioning for PEG programming is not being met. Compliance will require additional hardware and hiring a vendor to do closed captioning.

**Energy Sustainable Measures**

N/A

**Funding Source Notes ( if grants, ID source and matching requirements)**

General Fund

**PROJECT TITLE:** Telephone System Replacement

	FUNDING TO DATE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FIVE YEAR TOTAL	TOTAL PROJECT COSTS
<b>Expenses</b>								
Equipment/Furnishings		\$ 85,000					\$ 85,000	\$ 85,000
<b>TOTAL</b>		\$ 85,000					\$ 85,000	\$ 85,000
<b>Appropriations</b>								
General Fund		\$ 85,000					\$ 85,000	\$ 85,000
<b>TOTAL</b>		\$ 85,000					\$ 85,000	\$ 85,000

**Description and Benefits**

Replace existing phone system (includes voicemail system) that serves all Town facilities and departments. Current phone system has been at end-of-life for over five years. Replacement parts are becoming hard to obtain. Current system cannot be upgraded or added to in any way. No new replacement parts are being made for the current system.

**Energy Sustainable Measures**

N/A

**Funding Source Notes ( if grants, ID source and matching requirements)**

General Fund



**DEPARTMENT: Information Technology**

**PROJECT TITLE: Conduit Installation Along S. Greensboro Street**

	FUNDING						FIVE YEAR	TOTAL
	TO DATE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL	PROJECT COSTS
<b>Expenses</b>								
Equipment/Furnishings				\$ 80,000			\$ 80,000	\$ 80,000
<b>TOTAL</b>				\$ 80,000			\$ 80,000	\$ 80,000
<b>Appropriations</b>								
General Fund				\$ 80,000			\$ 80,000	\$ 80,000
<b>TOTAL</b>				\$ 80,000			\$ 80,000	\$ 80,000

**Description and Benefits**

Install conduit along South Greensboro St. during NCDOT and the Town of Carrboro South Greensboro Sidewalk Project. The proposed conduit installation will link Town owned conduit located on Smith Level Rd to the Century Center and connect the planned Carrboro-Orange County Library to the Town of Carrboro conduit infrastructure system.

**Energy Sustainable Measures**

N/A

**Funding Source Notes ( if grants, ID source and matching requirements)**

General Fund

**DEPARTMENT: Planning**

**PROJECT TITLE: Greensboro- Lloyd Bike Crossing**

	FUNDING						FIVE YEAR	TOTAL
	TO DATE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL	PROJECT COSTS
<b>Expenses</b>								
Planning/Design		\$ 28,604					\$ 28,604	\$ 28,604
Construction			\$ 176,841				\$ 176,841	\$ 176,841
Land/ROW		\$ 9,809					\$ 9,809	\$ 9,809
<b>TOTAL</b>		\$ 38,413	\$ 176,841				\$ 215,254	\$ 215,254
<b>Appropriations</b>								
Intergovernmental Funds		\$ 22,916	\$ 105,494				\$ 128,410	\$ 128,410
Bond Fund		\$ 15,497	\$ 71,347				\$ 86,844	\$ 86,844
<b>TOTAL</b>		\$ 38,413	\$ 176,841				\$ 215,254	\$ 215,254

**Description and Benefits**

Construct a multi-use path connecting Greensboro and Lloyd Streets, including a railroad crossing. At this time the crossing is envisioned to be at-grade, since it is a low-volume track. The path will provide east-west access for bicyclists and pedestrians as an alternative to travel on E. Main, Weaver and N. Greensboro Streets, which experience heavy motor vehicle traffic.

**Energy Sustainable Measures**

The Town's 2014 Energy and Climate Protection Plan calls for the Town to support the community sector and commit matching funds for greenways and to plan for increased transit connections, car and bike sharing, walkability, and carpooling strategies. This improvement would provide additional access for bicyclists and walkers moving east to west across the railroad tracks.

**Funding Source Notes ( if grants, ID source and matching requirements)**

Congestion Mitigation Air Quality(CMAQ) funds made available through DCHC MPO. Requires 20% local match.

**DEPARTMENT:** Recreation & Parks  
**PROJECT TITLE:** Martin Luther King Jr Park

	<b>FUNDING</b>						<b>FIVE YEAR</b>	<b>TOTAL</b>
	<b>TO DATE</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>TOTAL</b>	<b>PROJECT COSTS</b>
<b>Expenses</b>								
Planning/Design	\$ 150,000						\$ 150,000	\$ 150,000
Construction		\$ 1,291,146					\$ 1,291,146	\$ 1,291,146
<b>TOTAL</b>	\$ 150,000	\$ 1,291,146						\$ 1,441,146
<b>Appropriations</b>								
Capital Project Fund	\$ 150,000	\$ 1,291,146						\$ 1,441,146
<b>TOTAL</b>	\$ 150,000	\$ 1,291,146						\$ 1,441,146

**Description and Benefits**

The development of Martin Luther King, Jr. Park will serve neighborhoods in the northern area and accommodate the ultimate growth north of Hillsborough Road from the Old Fayetteville to Calvander intersection. Currently, there is not a neighborhood park available for the northern area of Town.

**Energy Sustainable Measures**

Rain barrels will be placed at all structures so rain can be used in the community garden and by Public Works as needed.

**Funding Source Notes ( if grants, ID source and matching requirements)**

Capital Project Fund

**DEPARTMENT:** Recreation & Parks  
**PROJECT TITLE:** Multi Purpose Field Fence and Bleachers

	<b>FUNDING</b>						<b>FIVE YEAR</b>	<b>TOTAL</b>
	<b>TO DATE</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>TOTAL</b>	<b>PROJECT COSTS</b>
<b>Expenses</b>								
Construction	\$ 95,000						\$ 95,000	\$ 95,000
<b>TOTAL</b>	\$ 95,000						\$ 95,000	\$ 95,000
<b>Appropriations</b>								
General Fund	\$ 95,000						\$ 95,000	\$ 95,000
<b>TOTAL</b>	\$ 95,000						\$ 95,000	\$ 95,000

**Description and Benefits**

This initiative involves fencing in the newly renovated multipurpose field at Anderson Community Park with the purpose of deterring deer from going onto the field, controlling the play on the field from interfering with simultaneous softball activities on field #4 and from balls going onto the adjacent property owners land. Also, the fence will help to regulate free play on the field as well. Adding bleachers will enhance the functionality of the multi purpose field and give park patrons a place to sit while they are there for games and other activities.

**Energy Sustainable Measures**

None

**Funding Source Notes ( if grants, ID source and matching requirements)**

General Fund

**DEPARTMENT: Stormwater Management Utility Enterprise Fund**

The following retrofits have been determined by Planning staff and Sungate Engineers as best sites available in the municipal limits to pursue the construction of stormwater retrofits to satisfy the requirements of the Jordan Lake Rules for nutrient reduction from existing development.

**PROJECT TITLE: Carrboro Plaza Stormwater Retrofit**

	FUNDING					FIVE YEAR	TOTAL
	TO DATE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	PROJECT COSTS
<b>Expenses</b>							
Planning/Design			\$ 16,291			\$ 16,291	\$ 16,291
Construction				\$ 92,316		\$ 92,316	\$ 92,316
<b>TOTAL</b>			\$ 16,291	\$ 92,316		\$ 108,607	\$ 108,607
<b>Appropriations</b>							
Stormwater Utility			\$ 16,291	\$ 92,316		\$ 108,607	\$ 108,607
<b>TOTAL</b>			\$ 16,291	\$ 92,316		\$ 108,607	\$ 108,607
<b>Operating Budget Impact</b>							
Personnel				\$ 1,000	\$ 500	\$ 1,500	\$ 1,500
<b>Estimated Total</b>				\$ 1,000	\$ 500	\$ 1,500	\$ 1,500

**Description and Benefits**

Land at the entrance to Carrboro Plaza can accommodate a retention pond treating runoff from about 25 acres of commercial land and adjacent roads. The construction of stormwater treatment is expected to reduce nitrogen loading from 10.74 lbs/acre/year to 7.45 lbs/ac/yr. The cost estimate provided is based on calculations by Sungate. The project phasing would be to first complete an engineering/design study, and then proceed to construction. Anticipate two (2) FTE for management of the project.

**PROJECT TITLE: McDougle School Stormwater Retrofit**

	FUNDING					FIVE YEAR	TOTAL
	TO DATE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	PROJECT COSTS
<b>Expenses</b>							
Planning/Design				\$ 82,974		\$ 82,974	\$ 82,974
Construction					\$ 523,249	\$ 389,463	\$ 912,712
<b>TOTAL</b>				\$ 82,974	\$ 523,249	\$ 389,463	\$ 995,686
<b>Appropriations</b>							
Stormwater Utility				\$ 82,974	\$ 523,249	\$ 389,463	\$ 995,686
<b>TOTAL</b>				\$ 82,974	\$ 523,249	\$ 389,463	\$ 995,686
<b>Operating Budget Impact</b>							
Personnel					\$ 1,000	\$ 1,000	\$ 1,000
<b>Estimated Total</b>					\$ 1,000	\$ 1,000	\$ 1,000

**Description and Benefits**

The land adjacent to McDougle School drains 33 acres. The project phasing would be to first complete a detailed engineering/design study that would address hydrology, geotechnical considerations, utilities, and development of construction drawings, and then proceed to construction. The water depth of the wetland would be limited to 3 feet with 1-2 feet for temporary storage following rain events.

**PROJECT TITLE: Carrboro High Retrofit**

	FUNDING					FIVE YEAR	TOTAL
	TO DATE	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	PROJECT COSTS
<b>Expenses</b>							
Planning/Design						\$ 44,344	\$ 44,344
<b>TOTAL</b>						\$ 44,344	\$ 44,344
<b>Appropriations</b>							
Stormwater Utility						\$ 44,344	\$ 44,344
<b>TOTAL</b>						\$ 44,344	\$ 44,344

**Description and Benefits**

The land adjacent to Carrboro High School drains about 20 acres. Sungate has completed a study in 2014 that has identified bioretention and pond retrofits on the site. The project phasing would be to first complete a detailed engineering/design study that would address hydrology, geotechnical considerations, utilities, and development of construction drawings, and then proceed to construction.

**Energy Sustainable Measures**

The Draft 2016 Community Climate Action Plan includes establishment of a stormwater utility to manage stormwater quality and quantity impacts and increase resilience through adaptive strategies in response to /preparation for changing climate conditions.

**PROJECT TITLE: Orange County Southern Branch Library**

	<b>FUNDING TO DATE</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FIVE YEAR TOTAL</b>	<b>TOTAL PROJECT COSTS</b>
<b>Expenses</b>								
Planning/Design		\$ 1,500,000					\$ 1,500,000	\$ 1,500,000
Construction			\$ 13,598,500				\$ 13,598,500	\$ 13,598,500
Land/ROW								
Equipment/Furnishings								
<b>TOTAL</b>	\$ -	\$ 1,500,000	\$ 13,598,500	\$ -	\$ -	\$ -	\$ 15,098,500	\$ 15,098,500.00
<b>Appropriations</b>								
General Fund								
Capital Project Fund								
Installment Financing		750,000	8,250,000				9,000,000	9,000,000
Intergovernmental Funds		750,000	5,348,500				6,098,500	6,098,500
Bond Fund								
Grants								
Other								
<b>TOTAL</b>	\$ -	\$ 1,500,000	\$ 13,598,500	\$ -	\$ -	\$ -	\$ 15,098,500	\$ 15,098,500.00
<b>Operating Budget Impact</b>								
Personnel								
Operating								
Capital Outlay								
Debt Service				\$ 716,625	\$ 703,125	\$ 716,250	\$ 2,136,000	\$ 2,136,000
<b>Estimated Total</b>	\$ -	\$ -	\$ -	\$ 716,625	\$ 703,125	\$ 716,250	\$ 2,136,000	\$ 2,136,000

**Description and Benefits**

The Town and Orange County will pursue the development of a Southern Branch Library to be operated by the County and located in downtown Carrboro. The Town, Orange County and Carrboro residents will benefit from this facility, which will house the Southern Branch Library, Town administrative offices, and associated parking garage/deck facilities.

The County and Town will enter into a Development Agreement to establish terms to proceed with planning, financing and development of the property.

**Energy Sustainable Measures**

Energy sustainable measures will be considered during the design process

**Funding Source Notes ( if grants, ID source and matching requirements)**

Orange County Contribution and Town Installment Financing

## Appendix C

### Vehicle Replacement Policy Evaluation

**TOWN OF CARRBORO  
VEHICLE REPLACEMENT POLICY**

**I. PURPOSE**

To establish guidelines for the replacement of Town owned vehicles in order to ensure the vehicles are replaced in the most efficient and cost effective manner.

**II. POLICY**

Replacement criteria are essential to meet departmental requirements for replacement of obsolete or inoperable vehicles necessary to maintain a safe, efficient and reliable fleet. Replacement criteria will serve as method for evaluating each vehicle against several economic and operational considerations such as original cost, estimated replacement cost, cost of repair, downtime and maintenance, and suitability for intended use.

**III. PROCEDURE**

- A. All Departments utilizing Town owned vehicles are required to monitor the condition and mileage of the vehicle(s) under their control. With assistance from the Fleet Maintenance Division in Public Works, each department is required to maintain the upkeep and service on all assigned vehicles.
- B. In lieu of new or used vehicle purchases, the requesting Department must contact the Purchasing Officer to review utilization of vehicles from other Departments to determine if vehicle re-assignment would meet Departmental needs.
- C. During the budget process, all Departments requesting the purchase of vehicles will provide Finance with a mileage schedule of all assigned vehicles.
- D. The Board of Aldermen must appropriate budget funds for vehicles to be replaced. No vehicle replacement can be made prior to an approved budget request.
- E. When the replacement vehicle is placed into service, the replaced vehicle must be turned into Purchasing for surplus along with a completed property disposition form. Purchasing will coordinate with Public Works Department for storage of replaced vehicles until disposition. Purchasing will be responsible for securing declaration of surplus and the final disposal of all surplus vehicles.

**IV. REPLACEMENT CRITERIA**

Vehicles shall meet or exceed at least one of the following criteria to be eligible for replacement:

- A. Vehicle to be replaced was destroyed and/or cost to repair is 75% or greater than the current NADA wholesale value; or
- B. The accumulated repair costs has reached or exceeds 80% or the original purchase price; or
- C. Replacement parts or components are no longer available; or
- D. The vehicle age and/or mileage have rendered the vehicle in such condition that it cannot reliably, safely and/or economically serve its intended purpose or be used in a reasonable alternative capacity.

Suggested disposal criteria for miles and age of vehicles are listed below. Vehicles not specifically listed shall be evaluated against miles/age criteria for a similar type vehicle.

Vehicle Description	Age	Maximum Mileage
Police Patrol/Pursuit Sedans	8	125,000
Police Admin/Investigations Sedans	10	150,000
Vans (passenger/cargo)	12	125,000

Light Trucks/Utility Vehicles	12	150,000
Heavy Vehicles/Trucks	12	200,000
Fire Apparatus/Aerial	20	250,000

## V. EVALUATION CRITERIA

Vehicles are evaluated by four criteria: age, mileage, general overall condition, and maintenance cost. Each vehicle is scored as follows to determine which units are *eligible for replacement consideration*.

1. Year of Vehicle: One (1) point is assigned for each year of chronological age past life expectancy, based on "in-service date" of the vehicle.
2. Mileage: One (1) point is assigned for each 5,000 miles of operation over 125,000 miles.
3. General Overall Condition: This category takes into consideration the condition of the body, rust, interior condition, vehicular accident status, anticipated repairs, etc. A scale from one (1) to five (5) is used, with five (5) being extremely poor condition.
4. Maintenance Cost: Points are assigned on a scale of one (1) to five (5) based on the total cost factor. The maintenance cost figure includes all repair and maintenance costs minus any costs associated with accident repairs. A five (5) would be equal to 100% or more of the original purchase price, while a one (1) would be equal to 20% of the original purchase price.

### **POINT RANGES FOR REPLACEMENT CONSIDERATION**

<b><u>Score</u></b>	<b><u>Condition</u></b>
Less than 8 points	I. Excellent
8 - 12 points	II. Good
13 - 17 points	III. Qualifies for replacement
Above 18 points	IV. Needs immediate replacement

## VEHICLE EVALUATION FOR REPLACEMENT

Department: \_\_\_\_\_ Division: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Year: \_\_\_\_\_ In Service Date: \_\_\_\_\_

Purchase Price: \$\_\_\_\_\_ Mileage: \_\_\_\_\_ Maintenance Cost: \$\_\_\_\_\_

General Overall Condition: \_\_\_\_\_

Reason for Replacement:

\_\_\_\_\_ Vehicle to be replaced was destroyed and/or cost to repair is 75% or greater than the current NADA wholesale value; or

\_\_\_\_\_ Accumulated repair costs has reached or exceeds 80% of the original purchase price; or

\_\_\_\_\_ Replacement parts or components are no longer available; or

\_\_\_\_\_ Vehicle age and/or mileage have rendered the vehicle in such condition that it cannot reliably, safely and/or economically serve its intended purpose or be used in a reasonable alternative capacity.

Points for Replacement Consideration:

<u>Factor</u>	<u>Point(s)</u>
Year of Vehicle	
Mileage	
General Overall Condition	
Maintenance Cost	
<b>Total Points</b>	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_  
Department Head

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

Reviewed by: \_\_\_\_\_  
Finance

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

Approved by: \_\_\_\_\_  
Town Manager

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



## Appendix D

### Vehicle Replacement Schedule

## 2018 Vehicle CIP Vehicle Requests

[illegible]

## 2019 Vehicle CIP Vehicle Requests

[illegible]

## 2020 Vehicle CIP Vehicle Requests

[illegible]

## 2021 Vehicle CIP Vehicle Requests

[illegible]

## 2022 Vehicle CIP Vehicle Requests

[illegible]

## 2023 Vehicle CIP Vehicle Requests

[illegible]

## 2024 Vehicle CIP Vehicle Requests

[illegible]



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-209

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**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Request for an Amendment to the Contract for Preliminary Engineering and Design Services for the Rogers Road Sidewalk Project

**PURPOSE:** The purpose of this item is to request the Board of Aldermen approve a contract amendment with SunGate Design Group for the Rogers Road Sidewalk Project.

**DEPARTMENT:** Town Manager's Office, Finance Department

**CONTACT INFORMATION:** Nate Broman-Fulks, Assistant to the Town Manager, nbroman-fulks@townofcarrboro.org, 919-918-7314; Arche McAdoo, Finance Director, 918-7439

**INFORMATION:** Due to unforeseen project design requirements based on new federal design rules, SunGate Design Group has been tasked with performing work beyond the original scope of the project. The proposed budget increase will provide the necessary funds to complete the project's design and engineering requirements.

Staff is planning to move \$55,090 out of the Contingency fund for this project to cover the costs of the additional design and engineering work.

**FISCAL & STAFF IMPACT:** Staff is proposing to move \$55,090 from the Contingency budget to cover the costs of the amended design and engineering contract. There is no anticipated increase in the total project cost.

**RECOMMENDATION:** It is recommended the Board approve the attached resolution increasing the engineering and design services contract to Sungate Design Group for the Rogers Road Sidewalk project.

**AMENDMENT TO CONTRACT FOR PRELIMINARY ENGINEERING AND DESIGN  
SERVICES FOR THE ROGERS ROAD SIDEWALK CAPITAL IMPROVEMENT  
PROJECT  
6-20-17**

WHEREAS, on December 4, 2012 the Town of Carrboro awarded a professional services contract to SunGate Design Group for preliminary engineering and design services for the Rogers Road Sidewalk Project; and,

WHEREAS, the Town of Carrboro and SunGate Design Group executed a contract in the amount of \$122,277.66; and,

WHEREAS, it is now necessary to modify the contract scope of services and adjust the fee for needed additional engineering and design services;

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

The Professional Services Contract award to SunGate Design Group for preliminary engineering and design services for the Rogers Road Sidewalk Project is increased from \$ 122,277.66 to \$177,367.66; and, the Town Manager is authorized to execute an amendment to the contract.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-215

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**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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Selection of Mayor Pro Tempore



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-216

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**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Funding Request from Orange County Food Council

**PURPOSE:** The purpose of this agenda item is for the Board to consider a request for funding from the Orange County Food Council

**DEPARTMENT:** Economic and Community Development

**CONTACT INFORMATION:** Annette Lafferty, AICP Economic and Community Development Director (919) 918-7319 [alafferty@townofcarrboro.org](mailto:alafferty@townofcarrboro.org)

**INFORMATION:** The Orange County Food Council submitted an application to the Human Services Advisory Commission for consideration in the FY 2017-18 budget. (Attachment A). However, the Board of Aldermen directed staff to allocate funding for OCFC outside of the Human Services funding and requested that the Board be allowed to review the request and act on it separately. Also attached find the most recent roster of board members (Attachment B) and current activities (Attachment C).

**FISCAL & STAFF IMPACT:** OCFC is requesting \$3000.00 in funding in the FY 2017-18 budget from Carrboro.

**RECOMMENDATION:** Staff recommends the Board consider the request.



Agency: Orange County as fiscal agent for the  
Orange County Food Council

Program(s): Orange County Food Council

FOR OFFICE USE ONLY

Received By \_\_\_\_\_

Date/Time \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Section	Subsection
1. Cover Page	a. <input type="checkbox"/> Applicant Contact Information b. <input type="checkbox"/> Funding Requests c. <input type="checkbox"/> Signed Application Cover Page d. <input type="checkbox"/> Signed Disclosure of Conflicts of Interest and Clause
2. Agency Information	a. <input type="checkbox"/> Agency's Years in operation b. <input type="checkbox"/> Agency's Purpose/Mission c. <input type="checkbox"/> Agency's Types of Services Provided d. <input type="checkbox"/> Agency's Experience with Programs e. <input type="checkbox"/> Other Pertinent Agency Information f. <input type="checkbox"/> Schedule of Positions g. <input type="checkbox"/> Living Wage h. <input type="checkbox"/> Agency Budget
3. Program Information  A separate Section 3 is required for <u>each</u> program.	a. <input type="checkbox"/> Human Services Needs Priority b. <input type="checkbox"/> Type of Program c. <input type="checkbox"/> Agency Collaboration d. <input type="checkbox"/> Summary of Program e. <input type="checkbox"/> Description of Identified Need f. <input type="checkbox"/> Description of Population to be Served g. <input type="checkbox"/> Program Staffing, Capacity, & Expertise h. <input type="checkbox"/> Program Implementation Timeline i. <input type="checkbox"/> Value of Investment j. <input type="checkbox"/> Impact of Reduced/No Allocation k. <input type="checkbox"/> Other Pertinent Information l. <input type="checkbox"/> Target Population/Beneficiary Chart m. <input type="checkbox"/> Work Statement n. <input type="checkbox"/> Program Budget, Detail, & Cost per Individual
4. Attachments	a. <input type="checkbox"/> Audit: Organizations receiving \$300,000 or more in Federal financial assistance, and/or organizations with more than \$500,000 of receipts and expenditures in a fiscal year, must secure an audit. b. <input type="checkbox"/> IRS Federal Form 990 c. <input type="checkbox"/> NC Solicitation License d. <input type="checkbox"/> IRS Federal Tax-Exemption Letter e. <input type="checkbox"/> Certificate of Insurance f. <input type="checkbox"/> List of Board of Directors g. <input type="checkbox"/> Solid Waste Program Fee (SWPF) Verification

## 1. COVER PAGE

### a) Applicant Contact Information

Applicant Organization's Legal Name: Orange County (fiscal agent for the Orange County Food Council)

Applicant Organization's Physical Address: the Orange County Food Council has no physical address.

Applicant Organization's Mailing Address: N/A

Applicant Organization's Web Address: <https://orangecountyfoodcouncil.wordpress.com/>

Executive Director: Ashley Heger, Council Coordinator  
Jenn Weaver, Co-Chair  
Cyril Murphy, Co-Chair

Telephone Number: (404)-587-6905

E-Mail: ocfoodcouncil@gmail.com

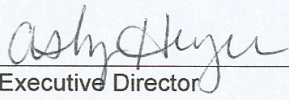
Tax ID Number: 56-6000327 (Orange County)

### b) Funding Request

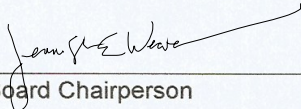
**List all FY17-18 Human Services (HS) Funding Being Requested –  
For All Programs and the Proposed Use of Funds (2-3 lines or less)**

<u>Program</u>	<u>Carrboro - HS</u>	<u>Chapel Hill - HS</u>	<u>Orange County-HS</u>	<u>Total</u>
<b>Goal 1. Action Plan development</b> Create a plan to help focus, guide, and prioritize the council's work.	\$613	\$1,024	\$9,133	\$10,770
<b>Goal 2. Outreach</b> Increase knowledge of available resources to communities living with low food access.	\$658	\$1,103	\$9,889	\$11,650
<b>Goal 3. Healthy Retail Program</b> Increase access to healthy food for Orange County residents in Family Success Alliance zones 4 and 6 via increased healthy foods in corner stores.	\$1,068	\$1,786	\$16,046	\$18,900
<b>Goal 4. Collaborate with other food councils</b> Collaborate with other North Carolina food councils to learn new strategies to strengthen the Orange County food system.	\$661	\$1,104	\$9,932	\$11,700
<b>Totals</b>	<b>\$3000</b>	<b>5,020</b>	<b>45,000</b>	<b>\$53,020</b>

- c) To the best of my knowledge and belief all information and data in this application is true and current. The document has been duly authorized by the governing board of the applicant.

Signature:   
Executive Director

1-31-2017  
Date

Signature:   
Board Chairperson

1/31/17  
Date



**d) DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST AND NON DISCRIMINATION  
CLAUSE**

Are any of the Board Members or employees of the agency which will be carrying out this program or members of their immediate families, or their business associates...

**YES NO**

- ☐ ☐ a) Employees of or closely related to employees of the Town of Carrboro, the Town of Chapel Hill, or Orange County? YES
- ☐ ☐ b) Members of or closely related to members of the governing bodies of the Town of Carrboro, the Town of Chapel Hill, or Orange County? YES
- ☐ ☐ c) Current beneficiaries of the program for which funds are being requested? NO
- ☐ ☐ d) Paid providers of goods or services to the program or having other financial interest in the program? NO

If you have answered YES to any question, **please provide a full explanation below.**

**NON-DISCRIMINATION**

Provider agrees as part of consideration of the granting of funds by funding agencies to the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner of these basis of race, color, gender, national origin, age, handicap, religion, sexual orientation, gender identity/expression, familial status or veterans status with reference to any activities carried out by the grantee, no matter how remote. The parties hereto further agree in all respects to conform to the provision and intent of Orange County Civil Rights Ordinance, as amended and the Orange County Anti-discrimination Policy. This provision is enforced by action for specific performance, injunctive relief, or other remedy as by law provided; this provision shall be binding on the grantees, the successors and assigns of the parties hereto with reference to the above subject manner.

**To the best of my knowledge and belief all of the above information is true and current. I acknowledge and understand that the existence of a potential conflict of interest does not necessarily make the program ineligible for funding, but the existence of an undisclosed conflict may result in the termination of any grant awarded.**

Signature: \_\_\_\_\_

Executive Director

Date

1-31-2017

Signature: \_\_\_\_\_

Board Chairperson

Date

1/31/17

## 2. AGENCY INFORMATION (Be Very Brief and Concise)

Please provide the following information about your agency (2 pages OR LESS):

**a) Years in Operation, Date of Incorporation** (*Month/Year*):

Orange County Government was founded in 1752. The Orange County Food Council was established in May 2016 with the seating of the 15-person council.

**b) Agency's Purpose/Mission** (*no more than a few sentences*):

The mission of the Orange County Food Council is to build the community food security, encourage economic development through promotion of a healthy, local food system, and preserve farmland in Orange County.

**c) Types of Services the Agency Provides** (*bullet format*):

The Orange County Food Council brings together community members, local officials, and experts to strengthen the food system in Orange County.

Current areas of focus:

- Food Access and Security
- Local Food Economy – includes agriculture, small businesses, farm-to-table, institutional buying, etc.

**d) Agency's History with Providing These Services:**

The Orange County Food Council was established in May 2016 with the seating of the 15-person council. Prior to that, members of a task force met for two years to form the council. We have since developed bylaws, produced a baseline community food assessment, hired a coordinator, and elected council co-chairs. We will hold two community forums; one in February 2017 and one in March 2017 to engage the community in a priority setting process to develop an action plan of activities designed to strengthen our county's food security.

**e) Other Pertinent Agency Information** (*Ex. Has the agency experienced any major changes in the past year? Is there a new Executive Director? Are there new initiatives?*)

Orange County has agreed to be our fiscal agent. Previously, the United Way of the Greater Triangle was our fiscal agent. We are in the process of discerning whether the Orange County Food Council should become it's own nonprofit.

**f) Schedule of Positions** (*For Entire Agency*)

- Full Time Equivalent (FTE) staff will be noted as 1.00; half time as .50; quarter time as .25, etc.
- Calculate a Full Time Equivalent for all recorded volunteer hours using the following:  
Total Volunteer Hours = Volunteer FTE

Orange County Food Council calculates **Total Volunteer Hours** given by council members, collaborative partners, and work group members as **1,980**

# of FTE - Full-Time Paid Positions: 0

# of FTE - Paid Part-Time Positions: 1

# of Volunteers: 15+

# of FTE - Volunteers: 0

**g) Living Wage**

**Does this agency pay permanent employees a minimum [living wage](#)? (Yes / No) YES**

The Orange County Food Council pays our one employee, who is part-time, well above the Orange County living wage of \$13.15.

**If yes, is this agency an [Orange County Living Wage Certified Employer](#)? NO**

**If no, please explain.**

The Orange County Food Council is not an organization that is considered an employer in such a way that we'd apply to be certified. If needed, we would consider applying.

h) **Agency Budget**

Comment [MDM1]: Is this OCFC or the County? Seems like the county, but I think we should answer it as the OCFC.

- i. **Is your agency currently receiving and/or requesting other (non-Human Services) local (Town of Carrboro, Town of Chapel Hill, Orange County) government funding? (Yes/No) NO**
- ii. **Submit your agency's budget. You may complete the provided template (separate xls file) or you may submit your own budget file (as long as it contains the same information, and in a similar format, as requested in the provided template).**

**See this link for Orange County's budget:**

<http://www.orangecountync.gov/departments/FY2016-17%20Budget%20Ordinance%20Signed.pdf>

**Agency Budgets are required to define budget amounts for the previous program year, current program year, and next program year for the following categories:**

- iii. **Does your agency budget show a Surplus or Deficit?**

See link to County budget above

**Is there a significant change? Yes/No**

See link to County budget above

Please provide a brief explanation for Surplus or Deficit, and significant changes.

- iv. **What is your agency's fiscal year?**

July 1, 2017 through June 30, 2018

### 3. PROGRAM INFORMATION (Submit a separate Section 3 for each program)

Program Name: Orange County Food Council

Program Primary Contact and Title: Ashley Heger

Telephone Number: (404) 587-6905

E-Mail: ocfoodcouncil@gmail.com

a) Indicate the type of Human Service Needs Priority, if program applicable:

☐ **Priority Area #1:** safety-net services for disadvantaged residents

☐ **Priority Area #2:** education, mentorship, and afterschool programming for youth facing a variety of challenges

☒ **Priority Area #3:** programs aimed at improving health and nutrition of needy residents

b) Indicate the type of program for which you are requesting funding  
(Check all that apply to this program)

Program Category	Youth	Adult	Elderly	Disabled	Public Housing Neighborhoods/Residents
Affordable Housing					
Affordable Healthcare					
Education					
Family Resources					
Jobs/Jobs Training					
<b>Food</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Transportation					
Other: Please specify					

c) Provide a bulleted list of other agencies, if any, with which your agency coordinates/collaborates to accomplish or enhance the Projected Results in the Program(s) to be funded. For each, briefly describe the coordinated/collaborative efforts.

**The following organizations have provided staff members to serve on the Orange County Food Council, provide in-kind support, or collaborated on other council activities:**

- Camp Chestnut Ridge
- Carrboro Farmers' Market
- Orange County Department of Health
- Family Success Alliance
- Orange County Office of Economic Development
- Orange County Schools
- United Way of the Triangle
- UNC-Chapel Hill Center for Health Promotion & Disease Prevention (*also provides printing/copying, Spanish translation, website maintenance, grant-writing, in-kind staff support*).
- InterFaith Council for Social Services
- Farmer FoodShare
- Orange County Office of Extension



- Chapel Hill Farmers' Market
- Vimala's Curryblossom Café
- Seal the Seasons
- Piedmont Food & Agriculture Processing Center
- Orange County Solid Waste
- Chapel Hill Carrboro City Schools
- Community Food Strategies & Center for Environmental Farming Systems

## Program Description (3 pages OR LESS)

**Please provide the following information about the proposed program:**

**Comment [MDM2]:** We can pull much of this from last year's proposal.

- d) Summarize the program services proposed and how the program will address a Town/County priority/goal?

### Goal 1. Action Plan Development

The Action Plan will be developed in 2 parts. Part one will be an internal document that helps guide the council's priorities, task and action timelines, and works within the council's existing by-laws and decision making structure. The second part of this Action Plan will function as a public document that incorporates some of the data from the quantitative and qualitative Baseline Community Food Assessment the council conducted with the Center for Health Promotion and Disease Prevention. This Action Plan will be a working document that is updated and reviewed by the council on a continual basis. The plan will include four main steps 1) Identified issues in the county/regional food system 2) method for prioritizing issues and actions 3) Identify and list strategic partners, stakeholders, and decision makers 4) List tactics for addressing priority issues.

### Goal 2. Strategic Outreach & Engagement

The Orange County Food Council will continue to work with the Family Success Alliance to convene organizations located in or around Zones 4 and 6 that are addressing food access, childhood nutrition, and other food related issues and services. FSA hosts regular meetings with Zone Navigators, which serve as a direct connection between families and resources. The council will create opportunities for Zone Navigators from Zones 4 and 6 to learn more about food-related organizations and food resources in the region. We will expand on and update the "Orange County Food Access Map" created by a food access working group assembled by the Inter-Faith Council for Social Services in 2016 (attached in appendix). The updated version will have three new components that include 1) Summer meal sites for students eligible for or participating in the free breakfast and free and reduced lunch program 2) Updated list of emergency food pick up locations and services 3) List of corner stores with healthy retail options-this item is being developed along with **Goal 3**.

### Goal 3. Healthy Retail Program

We will convene a workgroup to develop and implement a **healthy retail program** working in corner stores in Family Success Alliance Zones 4 and 6 to address food insecurity in food deserts where our most vulnerable residents live by providing equipment, signage, and marketing to increase access to healthy foods. We will base the program on the *North Carolina State Healthy Food Small Retailer Program* recently funded by the North Carolina General Assembly (one current OCFC member, Dr. Molly De Marco is an advisor to that program). The workgroup will bring together the Orange County Health Department (Ashley Mercer is a OCFC member and on staff with the health department), the Family Success Alliance, and UNC's Center for Health Promotion & Disease Prevention (Dr. De Marco is a OCFC member and leads the *Healthy Food*

for All study that is piloting healthy retail programs in rural Orange County) along with interested residents and corner store owners or staff. We will develop an application (see Appendix for the application from the state program, which we will model our's on), conduct outreach with corner stores to identify two stores willing to participate in each zone (using the map being further developed in **Goal 2** and information FSA staff gather on which stores residents frequent most often), assist store owners to determine needed equipment and provide technical assistance for them to accept SNAP and WIC if they do not already. We will develop and test messages to encourage healthy eating working directly with the populations who frequent the stores. The Center for Health Promotion & Disease Prevention will provide evaluation support for the success of the program.

#### **Goal 4. Collaborate with other food councils in the state**

The council coordinator will schedule meetings with at least two other North Carolina Food Councils to share success and challenges of operating as conveners to strengthen local food systems. Over the past five years, numerous food councils have formed across the state. There are now over 30 active food councils in North Carolina. They do not all look the same in how they are structured, but they all share the purpose of acting as conveners of disparate groups that come together to achieve common goals centered around food – be it nutrition, access, economic development, sustainability, etc. When brought together in the same room, these different groups find that many of their individual efforts help accomplish the goals of another group (Ex. A public school's desire to serve local, fresh food in the cafeteria can work in concert with a farmer's desire to sell more of their product locally and survive as a family farm. The gap in the supply chain of scaling up produce grown by local farmers to supply that school with enough product could be filled by a local entrepreneur). The new-ness of the food council model in this state means that the learning curve is steep, and the various councils have much to learn from each other to capitalize off of other's successes and anticipate pitfalls. We plan to collaborate with other councils to engage in this learning process and better serve the residents of Orange County. Learning best practices and collaborating with other regional resources will help OCFC better accomplish all of the mentioned program goals.

- e) Describe the community need or problem to be addressed in relation to the [Chapel Hill Human Services Needs Assessment](#), [Orange County BOCC Goals and Priorities](#), [Town of Chapel Hill Council Goals](#), [Carrboro Board Priorities](#), or other community priorities (i.e. Council/Board Goals). Reference local data (using the provided links, i.e. Chapel Hill Human Services Needs Assessment) to support the need for this program.

Orange County has over 15,000 residents living in low-income/low food access areas with 15.4% of residents experiencing food insecurity. The rate is even higher among children in Orange County (20.1%). There is a disparity between north and south Orange County with children receiving Free and Reduced Price Lunch (43% vs. 28%). A further challenge to our county food system is that the average age of a farmer in Orange County is nearing retirement age (58.6 years). (*US Census; US Ag Census data*) These statistics provide evidence of community need for all four of our proposed goals.

#### **Goal 1. Action Plan Development**

In 2015-2016 the council collaborated on a quantitative and qualitative baseline community food assessment that was presented to the community. This assessment helped the council recognize gaps in the regional food system, which disproportionately impact those living in low-income and low-access communities. The assessment helped the council prioritize two areas which later became the council's two active work groups: Food Access and the Local Food Economy. These priority areas have been identified and now a formal plan will be developed to help coordinate action, create a task timeline, and determine a method for tracking outcomes. Goal 1 will help the

council achieve success and sustainable impact in the remaining 3 goals. The council's work around food security and the local food economy relates to directly to the Town of Chapel Hill's Human Service Needs Report that outlines the lack of affordable access to healthy foods and how this issue disproportionately affects low-income communities and school age children. The council's action plan will be a resource for future strategic planning to address human service needs and opportunities around food access and the local food economy.

## **Goal 2. Strategic Outreach & Engagement**

The Orange County Food Council will continue to partner with the Family Success Alliance to convene organizations located in or around the identified priority Zones 4 and 6 that are addressing food access, childhood nutrition, and other food related issues and services. These Zones have been identified by the Family Success Alliance as low access areas that would benefit from increased healthy food access and more identified services for childhood nutrition and emergency summer foods. The council is working with a variety of partners to address these gaps by mapping available resources, convening organizations and Zone Navigators, producing an index and map of available services in these zones, and convening a work group to begin Goal 3's Healthy Food Retail program. Partners in this initiative include: Orange County Schools Nutrition, Family Success Alliance, Inter-Faith Council for Social Services, and UNC's Center for Health Promotion and Disease Prevention. This initiative aligns with the Orange County Board of County Commissioners Goal area 1 to, "Ensure a community network of basic human services and infrastructure that maintains, protects, and promotes the well-being of all county residents." Found on page 1 of the FY2016-17 BOCC Goals & Priorities.

## **Goal 3. Healthy Retail Program**

Orange County has pockets of high food insecurity rates, which coincide with the Family Success Alliance focal zones. Addressing food insecurity by increasing access to healthy foods and promoting healthy eating are directly in line with areas of interest for Orange County, Chapel Hill and Carrboro. For example, in the **Orange County** Board of Health's 2016-2018 Strategic Plan (<http://www.orangecountync.gov/BOH%20Strategic%20Plan%202016-2018%20-%20FINAL.pdf> see p. 6) they direct their Physical Activity & Nutrition subcommittee to "*explore providing incentives to food retailers to locate in and/or offer healthier food and beverage choices in underserved areas (food deserts)*" and partner with the OCFC in this initiative. Further, this goal will address one of the top six priority areas (Food), identified by **Chapel Hill's** Human Services Advisory Board, specifically by addressing the need for affordable food and access to healthy food in Orange County. The food council's proposed activities will also support key goals in **Carrboro**. For example, the **healthy retail program** will address the following policy in Carrboro's Vision 2020 document: Policy 1.31 to look for unmet need for human services. In addition, the town of Carrboro is seeking to use their Outside Agency funds to address social justice and equity as well as provide direct services. The healthy retail program will address racial inequities in food access by working specifically within communities of color.

## **Goal 4. Collaborate with Other Food Councils in the State**

Collaborate with other North Carolina food councils to learn new strategies to strengthen the Orange County food system. While Orange County is host to a sizable number of local, organic, and/or sustainably produced foods, it also faces pockets of high food insecurity. A further challenge to our county food system is that the average age of a farmer in Orange County is nearing retirement age (58.6 years). (*US Census; US Ag Census data*) Councils in other regions have worked on or are currently working on similar issues. Collaborating with other food councils will help the Orange County Food Council achieve better success with out initiatives focused on Food Access and the Local Food Economy.

- f) Who is your target population of individuals to benefit from this program and how will they be identified and connected with the program?

For **Goals 1, 2, and 4**, the Orange County Food Council will continue to serve all residents of Orange County through our work to bring together parties interested in building a strong, local food system that addresses food access, farmland preservation, and a local living economy through implementation of our four goals. The council brings together representatives of town and county agencies including the Orange County Departments of Economic Development, Health, and Social Services, the Orange County Schools, the Chapel Hill Carrboro City Schools, elected officials, UNC representatives, representatives of non-profits, producers, and consumers. These diverse stakeholders and agencies already serve Orange County residents and by working together there is greater potential to strengthen the reach and impact including to vulnerable populations and the underserved.

For **Goal 3, Healthy Retail Program**, we will target low-income residents of the Family Success Alliance's two target zones (4 and 6).

- g) Describe the credentials of the program manager and other key staff. *(Ex. Identify Program Manager and credentials, describe training provided to volunteers, etc.)*

**Ashley Heger**, Council Coordinator has a B.A. in Community Development from the University of North Carolina Asheville. She has worked with three food councils in the state of North Carolina including Asheville-Buncombe Food Policy Council, Forsyth Community Food Consortium, and now the Orange County Food Council.

**Jenn Weaver**, OCFC Co-Chair, Hillsborough Board of Commissioners

**Cyril Murphy**, OCFC Co-Chair, Camp Chestnut Ridge

**Eva Bailey**, OCFC Administrator, South Estes Community Garden

**Ken Dawson**, Orange County Ag Preservation Board Liaison

**Stan Holt**, United Way of the Greater Triangle

**Molly De Marco**, UNC Chapel Hill, Center for Health Promotion and Disease Prevention

**Ashley Mercer**, Healthy Carolinians, Orange County Health Department

**Patrick Mateer**, Seal the Seasons

**Sammy Slade**, Carrboro Board of Aldermen Member

**Barry Jacobs**, Board of County Commissioners

**Sally Greene**, Chapel Hill Town Council Member

**Valerie Green**, Orange County Schools Childhood Nutrition Director

**Julia Sendor**, Anathoth Garden

**Mike Ortosky**, Orange County Economic Development

**h)** Describe the specific period over which the activities will be carried out and include an implementation timeline.

Activities	July	Aug	Sept	Nov	Dec	Jan	Feb	March	April	May	June
Hold monthly council meetings											
Develop healthy retail store application (Goal 3)											
Identify & recruit stores, sign MOUs, plan for program (Goal 3)											
Implement healthy retail program in four stores (Goal 3)											
Create a map and index of available food resources, programs, and additional services for low access Zones 4 and 6 - Receive feedback from Zone Navigators in April and May of 2018 (Goal 2)											
Evaluate the success of the healthy retail program, plan for expansion in Y2 (Goal 3)											
Meet w/other NC food councils to collaborate on how to be effective conveners (Goal 4)											
Develop and adopt Action Plan (Goal 1)											
Convene partners with Family Success Alliance to gain a better understanding of food resources, opportunities, and issues in Zones 4 and 6. (Goal 2)											

**i)** Why is funding this program a good investment for the community? How does funding this program add value to the community? (250 words OR LESS)

The Orange County Food Council is an intentionally cross-sector group made up of 15 volunteer council members who represent key areas of the food system and the communities of Chapel Hill, Carrboro, Hillsborough, and greater Orange County. Sectors currently represented on the council include public health, small-scale agriculture (farms and community gardens), economic development, local farm-to-table restaurants, town councils, county commissioners, non-profit leaders, school nutrition and higher education institutions. The food council model is inherently intersectional and based in collective impact methods. We work throughout the food system, which spans activities, people, institutions, and resources that are involved with getting food from the farm to the table. Food councils not only function as advocates for food access or buying local foods but work simultaneously to promote sustainable farming practices, environmental health, economic development, childhood nutrition, worker's rights, public health, etc. This collaboration among sectors - community, government, nonprofit, private - increases our ability to promote sustainable change through policy advocacy, quantitative and qualitative research, and partnership development. At our core, the Orange County Food Council is a

convener for these sectors of the community. We create opportunities within the food system network to break individuals, communities, and institutions out of their separate silos and connect over shared goals (for example, a small farmer's desire to remain viable, an entrepreneur's desire to scale up the produce of local farms for distribution, and a public school's desire to serve local, fresh food may all find their work made easier by meeting in a food council to share ideas and resources). By working within the collective impact model, food councils are able to better leverage their resources to create long-term change in the local food system. Please see the [attached graph of food council accomplishments in North Carolina](#).

- j) Describe what would happen if requested funding is not awarded at all or if a reduced allocation is recommended.

Should no or partial funding be awarded we have strategies to address this. We will seek funds from the Town of Hillsborough. This is already planned. We can again seek funds through UNC-Chapel Hill's *Food For All* Academic Theme, likely to support the healthy retail program in part. We have in-kind funds from UNC to provide Spanish translation, printing and copying, and limited staff time that has enabled the writing of this and other proposals and provision of logistical and communications support to the council. Without full funding, however, we will likely not be able to support the purchase of equipment for the corner stores to facilitate healthy food promotion nor continue to employ a part-time coordinator. This will reduce the speed with which we may accomplish goals, put more burden on our UNC partners, and limit the healthy retail project to advice.

- k) Include any other pertinent information.

## Additional Program Information

### I) Target Population

Complete the following tables, with **numbers** (not percentages) of individuals served and to be served, to the best of your ability.

Comment [MDM3]: Pull from last year...we just used the Orange County population statistics.

*The Orange County Food Council is not a direct service provider and therefore does not track "individuals served." We intend to collect some demographic data in partnership with the Family Success Alliance and UNC's Center for Health Promotion and Disease Prevention in goal areas 2 and 3.*

### Work Statement

Comment [MDM4]: This is the big work!

m) Complete the Work Statement Chart to describe the work to be performed.

*This chart is used to document program activities, program goals, performance measures, and actual results. (Add more rows as needed) If this is a new program, you will only document the projected information. Every program is required to have AT LEAST 1 Program Activity, which should be SMART (**S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound. Click on [SMART Goals](#) to learn more.*

- **Program Activities** should outline major activities the agency implements to accomplish its program goals. *(i.e. Deliver meals to elderly/disabled residents.)*
- **Program Goal** should explain what the program is trying to achieve/accomplish. Goals are statements about what the program should accomplish. *(i.e. Deliver 100 meals per day, Monday-Friday.)*
- **Performance Measures** describe how you will evaluate the degree in which you achieved the stated goals. *(i.e. Will track the number of meals delivered each day.)*
- **Actual Program Results** use program results to indicate the actual measureable achievement of goals. If goals were not met, please explain. *(i.e. Delivered an average of 105 meals per day.)*

### Work Statement Chart for Program

<b>1. Program Activity Name</b>	Action Plan Development
<b>Program Goal</b>	Create a work plan to help focus, guide, track, and prioritize the council's work.
<b>Performance Measures</b>	Completed document that can be shared with both council members and the general public to provide transparency and focus for the council's work.
<b>Previous Year Program Results</b>	N/A, this will be the first action plan developed by the Orange County Food Council. Other councils have adopted Action Plans that have successfully guided the work of the council and helped them reach common goals with collective impact partners and municipalities
<b>Current Year Estimated Results</b>	Action Plan will be developed starting in July 2017 and formally adopted by the council before June 2018.
<b>Next Year Projected Results</b>	The Action Plan in combination with a council coordinator will help mobilize the council's action teams, reach strategic goals around priority issues, and develop long-term partnerships for sustainable, systems change work in the regional food system.

<b>2. Program Activity Name</b>	Strategic Outreach and Engagement (to community groups and area partners)
<b>Program Goal</b>	Increase knowledge of available resources to communities living with low food access.
<b>Performance Measures</b>	Create an index and map of resources in the Family Success Alliance priority Zones 4 and 6 that outlines emergency food resources, childhood nutrition services, and other food-related organizations and services. Convene existing partners and agencies outside of the Family Success Alliance network but located in/around Zones 4 and 6 around food issues Meet 1-2 times with FSA's Zone Navigators: 1) to present the index and map of available resources and 2) receive feedback on the usefulness of the map
<b>Previous Year Program Results</b>	N/A, this will be the first year of this program. We are currently working with the Family Success Alliance by attending some community meetings and workshops with partners in these zones to lay the groundwork for this program in 2017-2018 fy.
<b>Current Year Estimated Results</b>	Beginning in July of 2017 the council will start to attend regular meetings with FSA and the Alliance's partners in Zones 4 and 6, work on the resource index and map, and present and receive feedback from Zone Navigators by June 2018.
<b>Next Year Projected Results</b>	Update the map to include corner stores offering healthy retail options and identify corner stores accepting EBT/SNAP and WIC.
<b>3. Program Activity Name</b>	Healthy Retail Program
<b>Program Goal</b>	Increase access to healthy food for Orange County residents in Family Success Alliance zones 4 and 6.
<b>Performance Measures</b>	Change in sales of promoted healthy food via sales data from partnering stores. Change in self-reported healthy food access via survey administered pre and post implementation program by FSA staff
<b>Previous Year Program Results</b>	N/A, this is the first year of this program. Research shows, however, that interventions to assist corner stores to carry more healthy food increase healthy food access for nearby residents.
<b>Current Year Estimated Results</b>	Residents in FSA zones 4 and 6 will have improved access to healthy foods within their communities over the July 2017-June 2018 time period.
<b>Next Year Projected Results</b>	With an expansion in the number of participating corner stores, it is projected that access to healthy foods will continue to increase.
<b>4. Program Activity Name</b>	Collaborate with Other Food Councils in the State
<b>Program Goal</b>	Meeting with at least two other North Carolina Food Councils to share success and challenges of operating as conveners.
<b>Performance Measures</b>	These two meetings will be complete by December 31, 2018 We will meet with at least two other councils before the end of the calendar year. This could involve a delegation from the Orange



	County Food Council meeting with counterparts of another, or even a joint meeting that brings two councils together to learn how to do our work more effectively.
<b>Previous Year Program Results</b>	N/A, this is the first year of this program. Now that the council has a coordinator, OCFC's capacity to connect with other food councils and organizations working in areas of the food system will be streamlined.
<b>Current Year Estimated Results</b>	We will have additional information to inform council members so that we may better do our work and anticipate pitfalls. After both meetings are complete, the OCFC will submit a column for local newspapers to help educate the public about what we have learned, our work in progress, and our plans for the future.
<b>Next Year Projected Results</b>	Expanding the number of councils OCFC will be collaborating and convening with, it is expected that the council's scope of outreach will also increase. The council's participation in the classroom, at community events, at food conferences, and in other areas will increase.

### n) Program Budget

1. **Submit your program budget.** You may complete the provided template (separate xls file) or you may submit your own budget file (as long as it contains the same information, in the same format, as requested in the provided template).

**Program Budgets are required to define budget amounts for the previous program year, current program year, and next program year for the following categories:**

- 2. Program Budget Detail – Provide description of “other” budget items, not defined.**

### **Program Budget Detail**

**Program: Orange County Food Council 2017-2018 FY**

Cost Element	Cost	Quantity/Unit of Measure	Subtotal
<b>Part-time Food Council Coordinator</b> (Coordinator will lead the council in setting meeting agendas, facilitating meetings along with the chair, guiding the work of the baseline community food assessment and creation of the action plan, and coordinating the logistics for the two community forums.)	\$32	25 hours/week x 4 weeks x 12 months = 1200 hours	\$38,400
<b>Two Community Forums</b> (We will hold two large community forums to engage Orange County residents in developing the actions of the council, recruit participants for the working groups, and provide opportunities for sharing to facilitate collaboration.)	\$350	Costs include \$200 for refreshments and \$150 meeting supplies including flipcharts, easels, nametags: \$350 x 2 = \$700	\$700
<b>Healthy Retail Program</b>	Up to \$2000/store for four stores to provide refrigeration and freezer equipment, shelving and displays and signage and labeling to facilitate the provision of healthy food items.	\$2000/store x 4 stores = \$8000	\$8000
	Up to \$200/store for four stores to purchase healthy food items such as fresh fruits and vegetables to mitigate risk to the store for items that may not sell.	\$200/store x 4 stores = \$8000	\$800
<b>Provision of child care</b> to facilitate wide participation in council meetings, community forums, or workgroup	\$30	\$30 for on-site child care per community forum and council meeting (14	\$420

<i>meetings as needed</i>		<i>total instances)</i>	
<b>Training</b> for council members on democratic governance and consent-based decision-making and racial equity	\$35 x 16 for Racial Equity Training refresher course provided by the Racial Equity Institute	\$560	\$560
<b>Translation services</b> provided by CHICLE	\$55	Burmese/Karen live translation services provided by CHICLE required for two meetings at the rate of \$55 an hour for minimum of 2 hours. \$55/hour x 2 hours x 2 meetings = \$220 x 2 (Burmese and Karen) *Note, we have in-kind funding from UNC to cover Spanish translation.	\$440
<b>Interpretation services</b> provided by CHICLE	\$50	Document translation for up to 5 pages of documents, \$50 per page x 5= \$250 x 2 (Burmese and Karen) *Note, we have in-kind funding from UNC to cover Spanish interpretation.	\$500
<b>Communication/marketing</b> including graphic design for website development and reproduction of copies, printing of meeting materials	\$100	\$100/month x 12 months	\$1200
<b>Transportation</b> to statewide events such as county food council convenings and to council meetings to facilitate wide participation	\$150	\$150/month x 12 months	\$1800
<b>Convening: Meetings &amp; Workshops</b> to host workshops and collaborative meetings with partners such as the Family Success Alliance Zone Navigators and other food councils in North Carolina	\$50	2 meetings with food councils at \$50/per meeting 2 meetings with Zone Navigators at \$50/meeting - these funds cover food/refreshments, workshop materials, and renting space.	\$200
		<b>Total:</b>	<b>\$53,020</b>

## Orange County Food Council

## Budget for 2016-2017 FY

### **Funding: \$20,030**

Chapel Hill: \$2000

Carrboro: \$1000

Hillsborough: \$1000

Orange County: \$16,030

UNC/HPDP: \$6000 (for Community Food Strategies for facilitation, training, meeting planning technical assistance)

Cost Element	Cost	Quantity/Unit of Measure	Subtotal
<b>Part-time Food Council Coordinator</b> (Coordinator will lead the council in setting meeting agendas, facilitating meetings along with the chair, guiding the work of the baseline community food assessment and creation of the action plan, and coordinating the logistics for the two community forums.)	\$32	12 hours/week x 4 weeks x 9 months = 432 hours	\$13,824
<b>Two Community Forums</b> (We will hold two large community forums to engage Orange County residents in developing the actions of the council, recruit participants for the working groups, and provide opportunities for sharing to facilitate collaboration.)	\$250	Costs include \$200 for refreshments and \$50 meeting supplies including flipcharts, easels, nametags: \$250 x 2 = \$500	\$500
<b>Conduct the qualitative portion of the baseline community food assessment</b> including connecting with the Orange County Family Success Alliance and working directly in the two zones to assess food insecurity via stipends to graduate students.	\$20	10 hours/week for 4 weeks = 40 hours	\$800
<b>Provision of child care</b> to facilitate wide participation in community forums, or workgroup meetings as needed	\$30	\$30 for on-site child care per community forum and council meeting (up to 6 total instances)	\$180
<b>Training</b> for council members on democratic governance and consent-based decision-making and racial equity	\$2000 for governance training provided by Community Food Strategies (UNC funds), \$225 x 11 (10 council members + coordinator) to attend Racial Equity Training*	<b>\$2000 (UNC funds) + \$2,475</b>	\$4,475
<b>Translation services</b> provided by CHICLE	\$55	Burmese/Karen live translation services provided by CHICLE required for two meetings at the rate of \$55 an hour	\$440

		for minimum of 2 hours. \$55/hour x 2 hours x 2 meetings = \$220 x 2 (Burmese and Karen) <i>*Note, we have in-kind funding from UNC to cover Spanish translation.</i>	
<b>Interpretation services</b> provided by CHICLE	\$50	Document translation for up to 5 pages of documents, \$50 per page x 5= \$250 x 2 (Burmese and Karen) <i>*Note, we have in-kind funding from UNC to cover Spanish interpretation.</i>	\$500
<b>Communication/marketing</b> including graphic design to produce a logo and reproduction of copies, printing of meeting materials	\$100	\$100/month x 9 months	\$900
<b>Transportation</b> to statewide events such as county food council convenings to facilitate wide participation	\$150	\$150/month x 2 events	\$300
		<b>Total:</b>	<b>\$19,919</b>

The Orange County Food Council was formally created in the spring of 2016 and therefore does not have a budget to share for any previous years, as the council was not in operation but in a steering committee phase of development before that time.

**3. This program budget represents what percent of the agency budget? 100%**

*Note: In-kind support from the Orange County Health Department and the Center for Health Promotion & Disease Prevention will augment the requested funds to provide technical support, message testing, product placement consulting, and evaluation for the the Healthy Retail Program. Further, the council consists of 15 volunteer council members who will guide and carry out the majority of the proposed activities.*

**4. COST PER INDIVIDUAL**

This Cost per Individual must reflect the total program budget divided by the total number of program individuals in this application.

	<b>Actual 2015-16</b>	<b>Estimated 2016-17</b>	<b>Projected 2017-18</b>
<b>Total Cost of Program</b>	<b>\$22,030</b>	<b>\$53,020</b>	<b>\$75,000</b>
<b>Total # of Individuals</b>	<b>140,352</b> (population of Orange County, 2013)	<b>141,354</b> (population of Orange County, 2015)	<b>142,000</b>

<b>Cost Per Individual</b>	<b>15 cents</b>	<b>37 cents</b>	<b>53 cents</b>
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## 4. ATTACHMENTS

**Comment [MDM5]:** All Orange County stuff...maybe place a statement that they will be our fiscal sponsor and will be supplying what is needed or waiving it???? We need to say something for the towns to be OK with.

### 4. Attachments

Orange County Budget: <http://www.orangecountync.gov/departments/FY2016-17%20Budget%20Ordinance%20Signed.pdf>

Orange County 2015 Audit:  
<http://www.orangecountync.gov/departments/2015OrangeCountyNCComprehensiveAnnualFinancialReport.pdf>  
Graph of Accomplishments for North Carolina Food Councils:  
<https://communityfoodstrategies.com/2016/12/22/2016-accomplishments/>

Map of emergency food services created by Inter-Faith Council and Meals on Wheels  
(attached as a hard copy to this application).

Orange County Food Council  
Roster Spring 2017

Jenn Weaver\* (Hillsborough, NC)  
[jenn.weaver@hillsboroughnc.org](mailto:jenn.weaver@hillsboroughnc.org)

Cyril Murphy (Efland, NC)  
[cyril@campchestnutridge.org](mailto:cyril@campchestnutridge.org)

Eva Bailey (Chapel Hill, NC)  
[eva.bailey77@yahoo.com](mailto:eva.bailey77@yahoo.com)

Ken Dawson (Cedar Grove, NC)  
[maple.spring.gardens@gmail.com](mailto:maple.spring.gardens@gmail.com)

Molly De Marco (Chapel Hill, NC)  
[molly\\_demarco@unc.edu](mailto:molly_demarco@unc.edu)

Ashley Mercer (Agency serves Orange County)  
[amercer@orangecountync.gov](mailto:amercer@orangecountync.gov)

Valerie Green (Agency serves Orange County (outside of Chapel Hill-Carrboro))  
[Valerie.green@orange.k12.nc.us](mailto:Valerie.green@orange.k12.nc.us)

Julia Sendor (Cedar Grove, NC)  
[anathothgarden@gmail.com](mailto:anathothgarden@gmail.com)

Mike Ortosky (Agency serves Orange County)  
[mortosky@orangecountync.gov](mailto:mortosky@orangecountync.gov)

Sammy Slade\* (Carrboro, NC)  
[sslade@townofcarrboro.org](mailto:sslade@townofcarrboro.org)

Mark Dorosin\* (Orange County, NC)  
[mdorosin@orangecountync.gov](mailto:mdorosin@orangecountync.gov)

Sally Greene\* (Chapel Hill, NC)  
[sgreene@townofchapelhill.org](mailto:sgreene@townofchapelhill.org)

\* Denotes elected official



## Examples of Food Policy Council Successes

### Promotion of Local Food Economy

- Local Food Purchasing Policy: [Carrabus Farm & Food Council](#), Carrabus County NC
  - Advocated for county level policy to require 10% of all food served at county catered events and small department-sponsored meetings be sourced locally.
- [Kitchen Incubator Policies & Program](#): Douglas County Food Policy Council, Lawrence KS
  - Increased access to food processing resources and kitchen facilities for local food entrepreneurs.

### Land Use Policy

- Community Garden Initiative: [Savannah Chatham Food Policy Council](#), Savannah GA
  - Advocated for the development of a program to be administered by the City of Savannah to build community gardens on city-owned property through collaborative partnerships.
- [Common Ground Program](#): [Douglas County Food Policy Council](#), Lawrence KS
  - Advocated for a free lease program that would enable community gardeners to use vacant, under-utilized city owned properties.
- [Agricultural Amendment](#): Asheville-Buncombe Food Policy Council, Asheville NC
  - Worked with the City of Asheville to develop and pass a policy allowing agriculture structures (including farm stands) on residentially zoned properties with no home structure and advocated for a livestock and fowl urban farming policy and permitting process.
- [Urban Agriculture Ordinance](#): Forsyth Community Food Consortium, Winston-Salem NC
  - Worked with the City of Winston-Salem's Planning Department and Forsyth County Cooperative Extension to create an urban farming ordinance and permitting process.

### School Wellness Policy

School Wellness Regulation: Savannah Chatham Food Policy Council, Savannah GA

- Advocated with the County Board of Education for passage of a policy limiting sugary products available in vending machines at local public schools.

### Food Access

[Budget Line for Jackson County Food Bank](#): Kansas City Food Policy Council, Kansas City MO

- Advocated for passage of a budget that included a \$40,000 allocation to Harvesters – The Community Food Network to purchase food for distribution in Jackson County.

### Other

Organics Conversion Policy: Woodbury Health Department, Woodbury County IA

- Advocated for passage of a policy to allow up to a \$50,000 property tax rebate for farms that convert from "conventional" farming techniques to "organic" methods.

[H2O to Grow Pilot Grant Fund](#): [Kansas City Food Policy Coalition](#), Kansas City, MO

- Advocated for passage of a policy to fund installation of water taps at community gardens and urban farms.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-211

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**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Adoption of FY 2017-18 Annual Budget

**PURPOSE:** The purpose of this agenda item is for the Board of Aldermen to complete budget discussions and adopt the annual budget for fiscal year 2017-18.

**DEPARTMENT:** Town Manager

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

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

On January 24, 2017 the Board of Aldermen held a public hearing to receive community input prior to development of the budget for FY 2017-18. On May 2, 2017 the Town Manager presented to the Board a recommended budget for FY 2017-18 and filed it with the Town Clerk. The recommended budget has remained available on the Town’s website, and in the Town Clerk’s Office for public inspection; notice of its availability was published in the local media.

On May 23, 2017 the Board held a public hearing on the Town Manager’s recommended budget: General Fund Budget \$22,869,686; Capital Fund Budget \$10,882,447; and Special Revenue Fund Budget \$2,287,784. The General Fund Budget, which is the Town’s operating fund, is 3.8% more than the FY 2016-17 adopted budget of \$22,032,357.

Along with the Budget Ordinance, the Board needs to adopt a number of other resolutions.

These include: Position Classification and Pay Plan, across-the-board salary adjustment, reimbursement resolution for capital equipment and vehicle financing, resolution for Town Attorney contract, Miscellaneous Fees and Charges Schedule, affordable housing special revenue fund, and use of assigned fund balance for designated capital projects.

### **Annual Budget Ordinance - Attachment A**

The attached Annual Budget Ordinance totals \$22,869,686 and appropriates general funds for the operation of the Town by function for the fiscal year beginning July 1, 2017. The Annual Budget Ordinance also includes the estimated revenues from major sources that are expected to be available during the fiscal year and establishes the property tax rate at the current rate of 58.94 cents on each \$100 valuation of taxable property.

### **Position Classification and Pay Plan - Attachment B**

The Annual Budget for FY 2017-18 includes changes to be incorporated into the Position Classification and Pay Plan. These changes are:

- a. Eliminate the Engineering Tech position, Salary Grade 10, and merge as appropriate the duties and responsibilities of this position with the Capital Improvements Project Manager position, Salary Grade 16;
- b. Reclassify Program Support Assistant II, Salary Grade 4, in Human Resources to Administrative Assistant, Salary Grade 8;
- c. Reclassify Streets Supervisor position, Salary Grade 14, to **Public Works Superintendent, Salary Grade \_**;
- d. Create new position of Storm Water Utility Manager, Salary Grade 18, in the Storm Water Utility Enterprise Fund;
- e. Create a new Planner position in Planning Department, Salary Grade 15;

There will be no merit or performance pay provided to Town employees in FY 2017-18.

### **Across-the-Board and Housing Wage Salary Adjustment - Attachment C**

A 3.0% across-the-board salary increase effective July 1, 2017 is included for all current permanent full-time, permanent part-time, appointed employees and elected officials. Also included in this resolution is provision to pay all part-time employees an hourly wage that is equal to the Orange County Living Wage, which is currently \$12.75 per hour.

### **Reimbursement Resolution - Attachment D**

This resolution enables the Town to get reimbursed from financing proceeds for any general funds that may be expended for vehicle and equipment purchases before the financing is in place.

**Town Attorney - Attachment E**

This is to contract for legal services.

**Fee Schedule - Attachment F**

The resolution establishes various Miscellaneous Fees and Charges Schedule beginning July 1, 2017. There are no major changes in this schedule.

**Affordable Housing Special Revenue Fund - Attachment G**

This resolution authorizes the transfer of certain programs from the General Fund to the Affordable Housing Special Revenue Fund.

**Use of Fund Balance for Designated Capital Projects - Attachment H**

This is a capital project ordinance to appropriate the use of fund balance in the amount of \$1,272,454 for construction of Martin Luther King Jr. Park After confirmation of the fund balance at June 30, 2016 by the Town's independent auditors, the Town Manager assigned \$2.0 million for transfer to the Capital Projects Fund for future capital needs.

**203 S. Greensboro Street Capital Project Ordinance - Attachment I**

This is a capital project ordinance for the Town and Orange County to jointly develop a facility at 203 S. Greensboro Street for Orange County Southern Branch Library and administrative space for the Town. The County's contribution for the project is expected to be \$6.0 million and the Town anticipates debt financing \$9.0 million.

**Reimbursement Resolution for 203 S. Greensboro Street Capital Project - Attachment J**

This resolution enables the Town to get reimbursed from financing proceeds for any funds that may be expended for the 203 S. Greensboro Street Capital Project before the financing is in place.

**Initial Funding for Storm Water Utility Enterprise Fund - Attachment K**

This resolution is to provide initial funding for the Storm Water Utility Enterprise Fund.

**FISCAL & STAFF IMPACT:** The total 2017-18 General Fund Budget presented for adoption is \$22,869,686.

**RECOMMENDATION:** The Board is requested to take the following actions:

1. Adopt Annual Budget Ordinance for FY 2017-18,
2. Adopt Resolution Adopting Changes to Position Classification and Pay Plan,
3. Adopt Resolution Approving 3.0% across the board salary increase for all Town permanent full-time, permanent part-time, appointed employees and elected officials; and pay all part-time employees the Orange County Living Wage, which is currently \$12,75 per hour.
4. Adopt Reimbursement Resolution for capital equipment purchases,
5. Adopt Resolution for Town Attorney Contract, and.
6. Adopt Resolution Approving Miscellaneous Fees and Charges Schedule.
7. Adopt Resolution Authorizing Transfer from General Fund Budget and use of Fund Balance for Affordable Housing Special Revenue Fund
8. Adopt Capital Project Ordinance to appropriate construction funds for Martin Luther King Jr. Park.
9. Adopt Capital Project Ordinance for 203 S. Greensboro Street for the Town and Orange County to jointly develop a facility for Orange County Southern Branch Library and administrative space for the Town.
10. Adopt Reimbursement Resolution for Town to get reimbursed from financing proceeds for any funds that may be expended for the 203 S. Greensboro Street Capital Project before the financing is in place.
11. Adopt resolution to provide initial funding for the Storm Water Utility Enterprise Fund.

## ATTACHMENT A

### ANNUAL BUDGET ORDINANCE FY 2017-18 Town of Carrboro, North Carolina

WHEREAS, the recommended budget for FY 2017-18 was submitted to the Board of Aldermen on May 2, 2017 by the Town Manager pursuant to G.S. 159-11 and filed with the Town Clerk pursuant to G.S. 159-12;

WHEREAS, on May 23, 2017, the Board of Aldermen held a public hearing on the budget pursuant to G.S. 159-12;

WHEREAS, on June 20, 2017, the Board of Aldermen adopted a budget ordinance making appropriations and levying taxes in such sums as the Board of Aldermen considers sufficient and proper in accordance with G.S. 159-13;

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

**Section 1.** The following amounts are hereby appropriated for the operation of the Town of Carrboro and its activities for the fiscal year beginning July 1, 2017 and ending June 30, 2018, according to the following schedule.

#### SCHEDULE A - GENERAL FUND

<b>GENERAL GOVERNMENT</b>	<b>\$5,032,489</b>
Mayor & Board of Alderman	\$368,404
Advisory Boards	\$17,350
Governance Support	\$743,124
Town Manager	\$393,399
Economic & Community Development	\$253,470
Town Clerk	\$134,971
Finance	\$1,076,915
Human Resources	\$624,467
Information Technology	\$1,420,389
<b>PUBLIC SAFETY</b>	<b>\$6,911,225</b>
Police	\$3,986,893
Fire	\$2,924,332
<b>PLANNING</b>	<b>\$1,476,764</b>
<b>TRANSPORTATION</b>	<b>\$1,834,856</b>
<b>PUBLIC WORKS</b>	<b>\$3,606,915</b>
<b>PARKS &amp; RECREATION</b>	<b>\$1,650,042</b>
<b>NONDEPARTMENTAL</b>	<b>\$1,232,885</b>
<b>DEBT SERVICE</b>	<b>\$1,124,510</b>
<b>TOTAL GENERAL FUND</b>	<b>\$22,869,686</b>

**Section 2.** It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2017 and ending June 30, 2018 to meet the foregoing schedule:

### **SCHEDULE A - GENERAL FUND**

Ad Valorem Tax	\$12,729,642
Local Sales Taxes	\$4,018,500
Other Taxes & Licenses	\$1,846,809
Unrestricted Intergovernmental	\$1,219,773
Restricted Intergovernmental	\$663,070
Fees & Permits	\$1,178,867
Sales & Services	\$170,870
Investment Earnings	\$27,089
Other Revenue	\$143,615
Other Financing	\$301,872
Fund Balance Appropriated	\$569,579
<b>TOTAL GENERAL FUND</b>	<b>\$22,869,686</b>

**Section 3.** Pursuant to GS 159-13.2, the Board of Aldermen may authorize and budget for capital projects and multi-year special revenue funds in its annual budget or project ordinance. The project ordinance shall clearly identify the project and authorize its undertaking, identify the revenues that will finance the project, and make the appropriations necessary to complete the project.

**Section 4.** Charges for services and fees by Town Departments are levied in the amounts set forth in the Miscellaneous Fees and Charges Schedule.

**Section 5.** The following authorities shall apply:

- a. The Town Manager may transfer funds between departments and functions within the General Fund for pay adjustments; service level benefits; law enforcement separation allowance; unemployment insurance; retiree, dependent, permanent part-time health benefits; and, for other purposes deemed necessary by the Town Manager without further action by the Board.
- b. The Town Manager may transfer funds within departments and functions.
- c. When unassigned fund balance exceeds 35% in the General Fund, the Town Manager, in accordance with the Town's Fund Balance Policy, may set aside an amount in assigned fund balance for transfer to the Capital Projects Fund for future projects.
- d. All operating funds encumbered or designated within fund balance for project expenditures as confirmed in the annual audit for the year ending June 30, 2017 shall be re-appropriated to the Fiscal Year 2017-18 Adopted Budget without further action by the Board.

- e. The Finance Officer may approve intradepartmental transfer requests between appropriation units and between programs or organizational units within the departmental budget.
- f. Transfers between Funds may be authorized only by the Board of Aldermen.
- g. The Orange County Tax Collector, is authorized, empowered, and commanded to collect the 2016 taxes set forth in the tax records filed in the office of the Orange County Tax Assessor, and in the tax receipts herewith delivered to the Tax Collector, in the amounts and from the taxpayers likewise set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the County of Orange. This section of the ordinance shall be a full and sufficient authority to direct, require, and enable the Orange County Tax Collector to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.
- h. Pursuant to NCGS 160A-314.1 and 160A-317 the Town of Carrboro authorizes Orange County to provide recycling collection services within the Town and to impose and administer a basic annual services fee of \$128 per household for recycling services and a solid waste convenience center fee for residents within the Town.
- i. Under GS143-64.32, architectural, engineering, and surveying services with fees less than thirty thousand dollars (\$30,000) may be exempt from the RFQ (Request for Qualification) process.

**Section 6.** There is hereby levied the following rates of tax on each one hundred dollars (\$100) valuation of taxable property as listed for taxes as of January 1, 2017 for the purpose of raising the revenue constituting the general property taxes as set forth in the foregoing estimates of revenue and in order to finance the foregoing appropriations.

General Fund .....\$ .5894

**Section 7.** In accordance with G.S. 159-13, a copy of this ordinance shall be filed with the Town Manager, the Finance Officer, and the Town Clerk.

The foregoing ordinance having been submitted to a vote received the following vote and was duly adopted this 20<sup>th</sup> day of June 2017:

Ayes:

Noes:

Absent or Excused:



**203 SOUTH GREENSBORO STREET CAPITAL IMPROVEMENT PROJECT  
ORDINANCE, FY 2017-18**

WHEREAS, the Town of Carrboro, and Orange County desire to investigate and pursue the development of a Southern Branch Library to be operated by the County and located in downtown Carrboro; and,

WHEREAS, the Town and the County have each determined that they may each derive benefits for themselves and for the residents of the Town and the County if they can cooperatively plan and develop a facility to house the Southern Branch Library and Town administrative offices with potential for also accommodating other compatible uses if space and financing considerations make such collocation feasible; and,

WHEREAS, the County and the Town will enter into a Development Agreement to establish terms pursuant to which they will cooperatively proceed with the planning, financing and development of the property for joint use as a County Library and Town administrative offices, and associated parking garage/deck facilities; and,

WHEREAS, the Board of Aldermen for the Town of Carrboro deems this project to be a worthy and desirable undertaking.

NOW, THEREFORE PURSUANT TO N.C.G.S 159-13.2, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO THAT:

1. The 203 South Greensboro Street Capital Improvement Project is hereby authorized to be undertaken until all project activity is completed.
2. The following revenues are anticipated to be available to the Town of Carrboro to complete the project:

Town of Carrboro Debt Financing	\$ 9,000,000.00
Orange County Contribution	\$ 6,098,500.00
Total	<u>\$15,098,500.00</u>

3. The following amount is appropriated for this project to be expended in the following manner:

Professional Services	\$ 1,500,000.00
Construction	\$ 13,598,500.00
Total Appropriation	<u>\$ 15,098,500.00</u>

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

The foregoing capital project ordinance having been submitted to a vote received the following vote and was duly adopted this 20th day of June 2017;

Ayes:    Noes:

Absent or Excused:

## **REIMBURSEMENT RESOLUTION FOR 203 SOUTH GREENSBORO STREET CAPITAL IMPROVEMENT PROJECT**

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

BE IT RESOLVED by the Town of Carrboro Board of Aldermen as follows:

Section 1. The Capital Improvement Project for 203 S Greensboro Street includes the following:

Professional Services	\$ 1,500,000.00
Construction	\$ 13,598,500.00
Total Appropriation	<u>\$ 15,098,500.00</u>

Section 2. The expected type of financing, which may be subject to change, for the above capital improvement project is limited obligation bonds or installment purchase financing as allowed in North Carolina General Statutes Section 160A-20.

Section 3. Funds that have been advanced, or may be advanced, from the Town's General Fund for the aforementioned project costs are intended to be reimbursed from the financing proceeds up to an amount of \$15,098,500.00.

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

Section 5. This resolution shall become effective upon adoption.

**ATTACHMENT K**

**RESOLUTION AUTHORIZATING TRANSFER OF FUND BALANCE FROM  
GENERAL FUND TO STORM WATER UTILITY ENTERPRISE FUND**

WHEREAS, the Board of Aldermen for the Town of Carrboro has adopted a Fund Balance Policy; and,

WHEREAS, the adopted Fund Balance Policy provides that when the unassigned fund balance exceeds 35% the Town Manager may set aside an amount in assigned fund balance for transfer to the Capital Projects Fund for future projects; and,

WHEREAS, the adopted Fund Balance Policy requires formal action by the Board of Aldermen to commit the use of fund balance for projects or purposes in any current year or future year's budget; and,

WHEREAS, the Town's annual audit at June 30, 2016 confirmed that the fund balance exceeds 35% and the Town Manager assigned \$2.0 million for future capital or other uses to be determined by the Board of Aldermen; and,

WHEREAS, the Board of Aldermen has established a Storm Water Utility Enterprise Fund; and,

WHEREAS, the Storm Water Utility Fund is in need of operating funds for the first year:

**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN  
OF CARRBORO THAT:**

Section 1: The Town Manager is authorized to transfer \$308,383 from fund balance in the General Fund to the Storm Water Utility Enterprise Fund.

Section 2: These funds are to be used for operating expenses, including the hiring of a Storm Water Manager, and other necessary costs to fully develop Storm Water Utility Enterprise Fund.

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

Section 4: This resolution shall be effective July 1, 2017.

## **ATTACHMENT B**

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

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

WHEREAS, the Town Manager has submitted a budget for FY 2017-18 with proposed changes to the Position Classification and Pay Plan;

NOW, THEREFORE, THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO RESOLVES:

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

- a. Eliminate the Engineering Tech position, Salary Grade 10, and merge as appropriate the duties and responsibilities of this position with the Capital Improvements Project Manager position, Salary Grade 16;
- b. Reclassify Program Support Assistant II, Salary Grade 4, in Human Resources to Administrative Assistant, Salary Grade 8;
- c. Reclassify Streets Superintendent position, Salary Grade 15, to Public Works Superintendent, Salary Grade 18;
- d. Create new position of Storm Water Utility Manager, Salary Grade 18, in the Storm Water Utility Enterprise Fund;
- e. Create a new Planner position in Planning Department, Salary Grade 15;

Section 2. There will be no Merit or Performance Pay provided to Town employees in FY 2017-18.

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

Section 4. The Human Resources Director shall revise the Position Classification and Pay Plan to reflect the changes in Section 1 through Section 2.

Section 5. This resolution shall become effective July 1, 2017.

**ATTACHMENT C**

**RESOLUTION APPROVING ACROSS THE BOARD SALARY AND WAGE  
ADJUSTMENT FOR EMPLOYEES**

**BE IT RESOLVED** that the Town of Carrboro Board of Aldermen hereby approves the following as a part of the Annual Budget for FY 2017-18:

Section 1. All Town permanent full-time, permanent part-time, appointed employees and elected officials shall receive an across the board salary increase of 3.0% effective July 1, 2017.

Section 2. Permanent full-time Town employees shall be paid a minimum annual salary that is at least equal to the Minimum Housing Wage of \$31,158.

Section 3: The Town Manager shall increase the salary of any permanent full-time Town employee earning less than \$31,158 to the annual Minimum Housing Wage.

Section 4. The Town of Carrboro will pay all part-time employees an hourly wage that is equal to the Orange County Living Wage, which is currently \$12.75 per hour.

Section 5. This resolution shall become effective July 1, 2017.

**ATTACHMENT D**

**REIMBURSEMENT RESOLUTION FOR EQUIPMENT AND VEHICLE  
FINANCING**

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

BE IT RESOLVED by the Town of Carrboro Board of Aldermen as follows:

Section 1. The equipment and vehicles to be purchased in FY 2017-18 include the following:

<b>Department</b>	<b>Vehicle/Equipment</b>	<b>Cost</b>
Police	Patrol Vehicle Replacements - 6 @ \$50,312	\$ 301,872

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

Section 3. Funds that have been advanced, or may be advanced, from the Town's General Fund for the aforementioned items are intended to be reimbursed from the financing proceeds up to an amount of \$301,872.

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

Section 5. This resolution shall become effective upon adoption.

**ATTACHMENT E**

**A RESOLUTION APPROVING CONTRACT FOR TOWN ATTORNEY**

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

Section 1: The Board hereby approves a contract for legal services with the Brough Law Firm for FY 2017-18 beginning July 1, 2017 and ending June 30, 2018.

Section 2: This resolution shall become effective upon adoption.



**ATTACHMENT F**

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

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

Section 1: The Board hereby approves the attached Miscellaneous Fees and Charges  
Schedule for FY 2017-18 effective July 1, 2017.

Section 2: This resolution shall become effective upon adoption.

**TOWN OF CARRBORO**  
**MISCELLANEOUS FEES AND CHARGES SCHEDULE**  
**EFFECTIVE JULY 1, 2017**

ITEM	CURRENT FEE
<b>Motor Vehicle Tax</b>	\$30.00 (Comprised of: General Municipal Vehicle Tax - \$25.00; Municipal Vehicle Tax for Public Transportation - \$5.00)
<b>Alcohol/Beer &amp; Wine Sales</b> G.S. 105-113.77	
Beer (consumed on premises)	\$15.00
Beer (sold to be taken off premises)	\$5.00
Wine (consumed on premises)	\$15.00
Wine (sold to be taken off premises)	\$10.00
<b>Fingerprinting</b>	\$15.00 for each fingerprinting
<b>Commercial Solicitation – Permit Application Fee</b>	\$5.00
<b>Commercial Solicitation – Permit Renewal Fee</b>	\$2.00
<b>Commercial Solicitation – Deposit Fee for Permit Card – Fee Returned Upon Receipt of Permit Cards</b>	\$10.00
<b>Animal Fees</b>	
Dogs (unsterilized)	\$20.00
(sterilized)	\$3.00
Cats (unsterilized)	\$10.00
(sterilized)	\$3.00
<b>Cemetery Fees</b>	
Resident or Property Owner	\$ 750.00 per space
Non-Resident	\$1,500.00 per space
Plot Staking	\$25.00
Monument/Marker Staking	\$15.00





<b>Anderson Park Disc Golf Course (Tournament Rental)</b>	One Round Tournament: \$35/day Two Round Tournament: \$45/day
<b>Soccer Field</b> (1) Use without lights (2) Use with lights	\$10/30 minutes \$20/30 minutes
<b>Tournament Rates</b> (per ball field or multipurpose) (1) Use without lights (2) Use with lights (3) Field Preparation  (4) Maintenance Fee and Damage Deposit (5) Weekend tournament use will require a charge of \$40.00 for each day to reimburse the town for costs incurred in specific maintenance duties related to impact from the tournament rental. Tournament renters will still be required to perform all maintenance duties such as cleaning their fields and adjoining areas, parking lot(s), etc. in order to receive a return on the maintenance and damage deposit. (6) Police security will be required for all tournaments. Renter may retain sworn law officer(s) by submitting a written request, including names of officer(s) and times scheduled. Prior approval of Police and Recreation and Parks Departments are required. (Using any portion of minimum rate above constitutes the full charge.) (7) Organizations that book two or more tournaments in a calendar year may opt to be invoiced for rental balance due. Process follows current guidelines for Century Center rentals.	\$50 \$25/60 minutes, \$37.50/90 minutes \$22.00/time - 1st field, \$18.00 each additional field (if prepared at same time) \$300.00 (may be increased by Recreation and Parks Director if circumstances warrant) \$40.00 per day  Cost of assigned officer is \$30/hr.
<b>Equipment Rental Fee</b> (non-perishable)	\$10.00/activity
<b>Bicycle Rental Fee</b>	\$5.00/hr. \$20.00/day \$40.00/weekend

<p><b>Out-of-County Fee</b>          *No Out-of-County Fee is assessed to programs that recover 100% or more of direct cost.</p>	<p>Annual Out-of-County Fee, Fiscal Year 2017-18: \$80.00</p> <p><u>Per Activity Fees:</u>          PROGRAMS (leagues, classes, camps, workshops)= Annual Out-of-County Fee divided by three.          Fiscal Year 2017-18: \$27.00</p>
<p><b>General Programs</b>          Special Events and Workshops of a Specific Interest Nature          (Road Run, Tennis Clinics, Special Interest Workshops)</p> <p>Program Souvenirs</p> <p>Special Activity Trips</p> <p>Leisure Classes</p> <p>Day Camp Program</p> <p>Special Populations (activities, workshops, events, sports activities, etc.)</p>	<p>Recover 100% of direct costs</p> <p>Fees or charges to be determined by the nature of the program and type of product produced. Price determined by nature of event, direct cost to produce and anticipated demand. Price range \$3-\$50. To include but not limited to CD's, books and publications.</p> <p>100% of direct costs</p> <p>100% of direct costs</p> <p>100% of direct costs          Payment is due at the time of registration or \$40 camp deposit per camp registration. Balance is due by designated date.</p> <p>15%-50% of direct costs in overall program</p>
<p><b>Athletics</b>          Youth Sports</p>	<p>\$52 per participant (uniform used and returned)          \$62 per participant (uniform item retained)  <u>Non-Returned Town Issued Equipment</u>          For activities where participants check out equipment from the Town for use during a particular program, the equipment must be returned to the Town within a specified time frame or within four weeks of the completion of the program, whichever is the shorter amount of time. Failure to do so may result in the following:</p> <ol style="list-style-type: none"> <li>1. Participant will be issued an invoice for the replacement cost of the equipment.</li> <li>2. A fee in the amount of the replacement cost will be placed on the participant's Rec Trac registration account until the cost is paid to the Town or the equipment is returned in satisfactory condition.</li> </ol>

<p>Athletic Instructional Camps Adult Sports Leagues</p>	<p>3. The Rec Trac account of the participant will be frozen and future registrations will not be accepted until the cost is paid to the Town or the equipment is returned in satisfactory condition.</p> <p>4. Participants in the Town's Financial Assistance Program (FAP), will forfeit their FAP privileges until the cost is paid to the Town or the equipment is returned in satisfactory condition.</p> <p>100% of direct costs 80% of direct costs</p>
<p><b>Admission Fees</b> Drop In Program</p>	<p>Drop in program fee determined by the nature of the event and direct cost. Participation fee ranging from \$3 per to \$10 participant.</p>
<p>Performance/Concert Tickets</p>	<p>Tickets for performance or concerts based on the nature of the event, direct programming costs of conducting event. Price range - \$5 - \$50.</p>
<p>Protest Fee</p>	<p>\$25.00 per protest (fee returned if protest ruled to be valid)</p>
<p><b>Financial Assistance Program</b></p>	<p>For those families accepted in the Financial Assistance Program it covers the immediate family members of each accepted household only. An individual or family that meets specific criteria can receive an annual membership that entitles them to receive a full fee waiver for activities or pay 25% of the cost. A group that meets specific criteria can receive an annual membership that entitles them to pay 50% of the cost. Membership discounts begin after approval. Program registrations made prior to department approval will not be eligible for discounts. Seeking cancellations to use discounted membership will not apply. Each eligible participant can participate in up to 6 activities per fiscal year (July 1st-June 30th) at the approved discounted rate. Refunds or cancellations will be based on your discounted rate and the refund timeframe. Memberships can be suspended if participants don't show up for activities. Staff will follow up via phone or email for the first "no-show". A formal letter will be sent out for the second "no-show". On the third "no-show", the membership will be suspended for the remainder of the fiscal year unless written documentation is provided and accepted.</p>

<b>Special Fee Waiver(s)</b>	<p><b>Youth Athletic Head Coach Waiver</b> - The registration fee for one child of a youth athletic league head coach shall be waived. The volunteer needs to be recognized as the “head” coach and the parent, guardian, or grandparent of the youth participant.</p> <p><b>Town Employees and Family Waiver</b> - Town employees and their family in their household will receive a 25% discount off all preregistered classes.</p>
<b>Volunteer Credit Certificate</b>	<p>Volunteers providing the following number of hours serving Carrboro Recreation and Parks sponsored programs during the year will be awarded the following:</p> <ul style="list-style-type: none"> <li>• 1 or more service hours = invitation to the volunteer recognition social.</li> <li>• 15 service hours = \$10 credit certificate to be applied toward a preregistered Carrboro Recreation and Parks Department sponsored program.</li> </ul> <p><u>Restrictions</u>  Each Credit Certificate may be used once.  Must be used within twelve months, immediately following volunteer service.  Credit Certificates may not be applied toward co-sponsored programs where revenue sharing is used.  No refunds, exchanges, or redemptions toward cash.  Credit Certificates may only be applied toward a family account.</p> <p>Credit Certificates will expire one year from the date of issue.</p> <p>Accumulative maximum of \$60 credit.</p>
<b>Co-Sponsored Programs</b>	<p>Fees for programs co-sponsored with other agencies and organizations will be set at the most reasonable rate as mutually determined by all co-sponsors.</p> <p>Promotional Display Ad (for web pages)- Fee or charges to be determined by the nature of the event coordinator, size of promotional ad, and length of time the promotion is posted on-line. Priced from \$1.00 per day to \$20.00 per week.</p>



<b>Special Event Requests</b>	<p>When a Community Event Pre-application form or a Special Event Request form is submitted, the date(s) and time(s) requested on the forms will be reserved during the time needed for the special event committee to review the request. If the event will be Town sponsored and all fees waived, the sponsor has to pay the reservation fees, complete the process, and submit reservation forms. All forms must be complete and fees received within seven days of notification of the special events committee decision.</p> <p>Police Officer - \$30.00 per hour, \$10.00 per vehicle  Fire Fighter - \$30.00 per hour  Command vehicle/pick up               \$25.50/hr  Engine pumper truck                   \$91.00/hr  Aerial truck                               \$140.81/hr  Tent Permit (20' x 20' and larger) - \$50.00  Open Flame Permit - \$50.00  Assembly Permit - \$50.00  Public Works employee - \$30.00 per hour  Vehicle Usage - \$30/hr.  Street Closings plus cost of advertising public hearing and mailings - \$85.00</p>
<b>Equipment Bag Rental</b>	<p>Each bag rents for \$10.00 plus a separate deposit for the value of the equipment. Bags are rented for one night or weekend. All equipment needs to be returned by noon on the following business day.</p> <ol style="list-style-type: none"> <li>1. Basic Adult Bags 1 &amp; 2-(1) volleyball net (1) volleyball (3) softball bats (1 set) horseshoes (1) Frisbee (1) basketball Deposit: \$263.00</li> <li>2. Basic Child Bags 3 &amp; 4-(1) volleyball net (1) volleyball (1) playground ball (1) plastic bat (1) whiffle ball (1) Frisbee (1) basketball Deposit: \$87.00</li> <li>3. Croquet Bag 5-(1) Croquet Set Deposit: \$90.00</li> <li>4. Basic Volleyball Bag 6-(1) volleyball net (1) volleyball Deposit: \$52.00  Customized Bags-Must have staff approval; Volleyball Net: \$39.00  Volleyball: \$13.00 Softball Bat: \$40.00 Softball: \$4.00  Horseshoe Set:\$60.00 Frisbee: \$9.00 Basketball: \$10.00  Playground Ball: \$5.00 Wiffle Ball Bat: \$8.00 Wiffle Ball: \$2.00  Croquet Set: \$90.00</li> <li>5. Wilson Park Gate Key-check will be deposited if key is lost or not returned Deposit: \$300.00</li> </ol>

CARRBORO CENTURY CENTER			
ITEM	CURRENT FEES		
	STANDARD FEE	SPECIAL EVENT FEE	OTHER FEES
<b>Rooms</b> Hours of operation 9:00 a.m. to 11:00 p.m.	Covers: receptions, parties, dances, meetings, or any other private gathering	Covers: All events that are free and open to the public.	Rental requests outside of normal operating hours are subject to additional fees.
<b>Century Hall (3 hr. minimum usage)</b>  (Each additional half hour pro-rated at the set charge)  Weekday Use: ( for Three Hours)  Weekend Use: (for Three Hours)	    \$165.00  \$276.00	    \$87.00  \$138.00	Nonrefundable prepayment Fee (all rooms and Hall – 10% of contract total) required to confirm rental.    Use of Hall prior to or after normal operating hours – \$92 per hour For Hall use on weekends; before or after normal operating hours – \$138 per hour
<b>Activity Rooms 1 – 4</b> (2 hr. min.) Rooms 2 and 3 charged at single use rate	\$47.00	\$29.00	Use of Activity Rooms prior to or after normal operating hours – \$35 per hour
<b>Kitchen (1 hr. minimum usage)</b>	\$32.00	\$19.00	Room Reset Fee (changes occurring the day of the event): Activity Rooms - \$15.00; Century Hall - \$25.00. Room Rental Cancellation Fees: Cancellations three weeks or more prior to event receive refund of rental payment minus 10% nonrefundable prepayment fee; Century Hall, kitchen and Activity Rooms 1-4 <u>not cancelled</u> three weeks (21 days) in advance forfeit all rental fees.
<b>Century Center Equipment Fees</b> AV equipment (example: TV, DVD, Laptop computer, portable screen) LCD Projector Large Sound Board	\$10.00 per use  \$20.00 per use \$40.00 per use		
Patrons who maintain Century Hall rentals 10 times or more per calendar year may pay a flat rate deposit of \$50 per calendar year for their events instead of 10% of the contract total. These patrons may make one reservation per month per 12 month calendar year applying this flat rate deposit. . <b>Patrons who receive the flat rate but cancel two or more booked rentals thereafter during the calendar year will be required to pay the 10% booking fee minus \$50 after two or more cancellations.</b> Any additional bookings are subject to 10% of the contract. All bookings for the calendar year must be completed on one contract.			

**For the purpose of clarification:**

1. Reservations are first come, first serve subject to availability of space.
2. The 2-hour and 3-hour time blocks are the minimum that each room area may be rented. Less time than the minimum will result in the full charge as listed above. Times over the minimum block will be charged at half hour intervals pro-rated from the hourly rate in each category of use. Early arrivals or late departures charged at half hour intervals.
3. Groups renting the Century Hall for a single Standard Event with a rental length of 6 or more hours may schedule a rehearsal in the Century Hall on any date prior to their event if space is available. In the case of rehearsals the Town will charge a prorated hourly rate instead of the full 3 hour minimum.
4. Approved Chapel Hill-Carrboro School System rentals will be charged at \$16 per hour per space.
5. Rental payments not received 21 days prior to event will be assessed a \$25.00 late fee. Rentals will be cancelled if full balance of rental is not received seven (7) days prior to the event.
6. Fee waived events, Town Sponsored Events, Orange County local government boards and school boards' use and meetings of same are free. The Town manager or designee shall determine whether any event has rental fees waived or is a town sponsored event, considering all relevant factors related to the town's participation in or control over the event. However, the presence of one or more of the following factors shall generally lead to a determination that an event has rental fees waived or is town sponsored:
  - a. The town expends town funds for the planning and/or staging of the event, or
  - b. The town anticipates receiving revenue from the staging of the event, or
  - c. The town makes a substantial in-kind contribution toward the planning and/or staging of the event, or
  - d. The town exercises substantial managerial control over the planning and/or staging of the event. The event substantially advances the Town's policies or goals of Vision 2020.
7. Community Art Groups may rent Century Hall on the First Sunday of the month from 2:00 p.m. to 5:00 p.m. for artistic events such as musicals, literary works, visual arts, including paintings, sculpture, etc: \$80. Each group is limited to one discounted rental per year. All other Century Center rental requirements apply. (If the hall is being used for a departmental event during a first Sunday request, staff will try to accommodate the request on another Sunday during that month).
8. Town of Carrboro retains all rights to sales and concessions taking place in the building. Event sponsors may sell only items that are associated with their activity with prior department approval. Event sponsors can sell items only within the room in which the activity is taking place.
9. Equipment fees are listed above.
10. Building supervisor costs are included in above fee.
11. Event sponsors must book dates and space needed for ongoing events.
12. Space will not be held for ongoing events/programs until a contract has been signed, deposit received and the reservation has been confirmed.
13. Changes to weekend rentals that may result in additional fees to the cost of the existing rental agreement must be paid at the time of the request via check or cash.
14. Fee waivers for sound equipment may be requested by certified non-profit 501c3 organizations.

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

## **Refunds**

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

### **PROGRAMS/ACTIVITIES**

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

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

### **FACILITIES**

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

<b>PUBLIC WORKS FEES</b>	
Roll Out Containers	Actual cost to town - \$48.25 per
Yard Waste Containers	Actual cost to town- 48.25 per
Extra Roll Out Container Service	\$2.00/container
Extra Dumpster Collection for Multi-Family Dwellings	\$22.00 8 cubic yard \$17.00 6 cubic yard \$12.00 4 cubic yard \$ 7.00 2 cubic yard
<b>Non-Residential Dumpster Fees</b>	<b>Cost Per Quarter (13 weeks service)</b>
Dumpster Size (Cubic Yards)	Per Pickup (each time)
2	\$13.69
4	\$16.46
6	\$19.23
8	\$21.92
Appliances	\$16.00 for up to three and \$4.00 for each additional after three
Televisions larger than 19 inch	\$6.00 for one and \$4.00 for each additional
Mattresses and Box Springs	\$7.00 for up to 2 pieces
Couch/Sofa	\$7.00 for one and \$5.00 for each additional
Other bulky, oversized waste	First 10 minutes free of charge. For collection requiring longer than 10 minutes, the fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. This fee must be paid in advance.
Large amount of yard waste/brush	First 10 minutes free of charge. For collections requiring longer than 10 minutes, a fee will be determined by the Public Works Dept. based on the nature, amount and time required to remove items. The fee must be paid in advance.
Driveway Pipe	100% of cost of materials (if available in inventory)
Street Cut Repairs	\$95.00 per sq. yd
Street Signs	Actual cost of materials and cost of labor, if installation required. Payment required in advance.
Driveway Permit Fee	\$110.00
Building Structure Moving Permit Fee	\$125.00
Encroachment Permit	\$100.00
Street Closings	\$85.00 plus the cost of advertising the public hearing, including mailings.
Processing Fee for Permanent Right-of-Way Closing	\$85.00, plus the cost of advertising, certified mailing and first-class mailings
Full or Partial Street Improvement Inspection Fee (including storm drains, sidewalk, curb and gutter, paving, grading and appurtenant work in or adjacent to public rights-of-way)	\$2.60 per linear foot
Utility Service Improvement Inspection Fee (including excavation, backfill, and appurtenant work relating to the installation, repair, replacement, or removal of sewer, water, gas, telephone, electric, and/or similar utility facilities in or adjacent to public rights-of-way)	\$1.00 per linear foot

***POLICE FEES*****Precious Metal Dealer Fees**

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

***PLANNING FEES*****CONSTRUCTION PERMIT FEES****Building Permits**

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

**Residential Construction**

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

**Commercial Construction**

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

<b>Plumbing</b>	
Minimum permit fee	\$50.00
Residential Additions	\$50.00
Commercial Fit up	\$50.00
Modular home (approved by NC Dept. of Ins.)	\$120.00
Sewer ejector pumps	\$20.00
Grease traps	\$20.00
Re-inspection Fee	\$75.00
Fixtures – <b>(Defined as any opening into the waste and/or vent system. Also items such as water heaters, disposals, water pumps and dishwashers are deemed as such.)</b>	.16/sq. ft.
Water/Sewer Only	\$50.00 minimum fee
Replacement/Renovation not covered by square footage (Commercial)	\$275.00
<b>Mechanical</b>	
Minimum Permit Fee	\$50.00
Replacement or system conversion	\$50.00
Installation of woodstove or factory built fireplace	\$50.00
Re-inspection Fee	\$75.00
Heating Equipment and Appliances (Gas or Oil)	.16/sq. ft.
Gas Lines	\$75.00
Modular Home (approved by NC Dept. of Insurance)	\$125.00
Replacement/Renovation not covered by square footage (Commercial)	\$275.00
Residential HVAC Change-out	\$100.00
Commercial Hoods	
0-25 sq. ft.	\$75.00
25.1-50 sq. ft.	\$85.00
Over 50 sq. ft.	\$95.00
Gasoline and Oil Tanks (Per Tank)	\$225.00



<b>Electrical</b>	
Minimum permit fee	\$50.00
Temporary electrical service	\$50.00
Residential Applications	Sq. Footage x .16
Residential & Commercial Additions (receptacles, switches, etc.)	\$45.00
Conditional Power	\$150.00
Commercial – Open Parking Structure	30% of Residential Application Fee
<b>Service changes</b>	
100 AMP	\$75.00
150 AMP	\$100.00
200 AMP	\$125.00
400 AMP	\$150.00
800 AMP	\$250.00
1,000 AMP	\$300.00
Mobile home electrical connection	\$75.00
Modular Home (approved by NC Dept of Insurance)	\$125.00
Swimming pool	\$75.00
Sign Installation	\$75.00
Gas pump Installation	\$75.00/pump
Re-inspection fee	\$75.00
<b>Electric Motors and Generators</b>	
Minimum charge	\$50.00
Each Additional Motor transformer etc.	\$10.00
Commercial – New Construction	Sq. Ft. x .16
<b>Commercial electrical work not included in additions or not including a square footage component</b>	\$275.00
<b>Online Permitting and Access (charged on each individual permit)</b>	\$40
<b>Refunds</b>	
Refunds approved at the discretion of the Chief Building Inspector or Designee	
<b>Recycled Materials Permit</b>	10% of the total assessed building permit fee
<b>Work initiated without required construction permits</b>	Twice the original permit fee
<b>Engineering Inspection Fee - Residential</b>	\$150/ Certificate of Occupancy
<b>Engineering Inspection Fee - Commercial</b>	\$350/Certificate of Occupancy

<b>Fire Prevention</b>	
Blasting Permit	\$100.00
Renewal Fee (Must be renewed every 30 days)	\$50.00
Burning Permit	\$75.00
Pyrotechnic Permit	\$100.00
Hazardous Materials Permit	\$150.00
Fire Alarm and Detection System Permit	\$100.00
- Initiating or supervisory device (automatic or manual - pull station, water-flow switch, tamper switch, heat and smoke detectors, etc.). Commercial projects	\$2.00 per initiating device
Fire Sprinkler/Standpipe/Fire Pump/Extinguishing System Permit	\$100.00
Sprinkler head, fusible links, frangible bulbs, water flow switch, supervisory device, etc.	\$2.00 per initiating device
All other Fire Code Permits not listed above	\$50.00
Re-inspection fee	\$75.00
Life Safety Violation	\$250.00
Non-compliance fee per code violation	\$25.00
False Burglar and Fire Alarms	\$75.00 for each false burglar or fire alarm sounded by a private alarm system. This fee would be billed only after two such alarms were sounded during a given month for a particular business.
Fire-Rescue Address Signs	\$15.00 (sign only) \$20.00 (sign and post)
Work initiated without required construction permits	Twice the original permit fee
<b>LAND USE PERMIT FEES</b>	
Applicants and/or landowners will be billed an additional engineering fee to cover 80% of the town's engineering costs associated with their land use permit and construction plan review.	
<i>Note: The Town of Carrboro will levy an interest charge on engineering fees, which remain unpaid thirty (30) days from the date of billing. The interest charge will be assessed at a rate of one (1) percent of the principal amount outstanding per month or twelve (12) percent annually.</i>	

<b>CONDITIONAL USE OR SPECIAL USE PERMITS (New Requests)</b>	
Residential (up to 3 rounds of review)	\$1,300 .00+ \$36.00 per unit
Residential >3 rounds of review)	\$ 750.00 +\$18.00 per unit
Commercial (up to 3 rounds of review)	\$1,200.00 + \$.06 per square foot of commercial building space
Commercial (>3 rounds of review)	\$600.00 +\$.03 per square foot of commercial building space
Mixed Use(up to 3 rounds of review)	\$1,200.00 + \$.06 per square foot of commercial building space + \$36.00 per residential unit
Mixed Use (>3 rounds of review)	\$600.00 +\$.03 per square foot of commercial building space +\$18.00 per residential unit
Miscellaneous, Less than 3 acres (up to 3 rounds of review)	\$750.00
Miscellaneous, Less than 3 acres (>3 rounds of review)	\$375.00
Miscellaneous, 3 acres or more (up to 3 rounds of review)	\$1,500.00
Miscellaneous, 3 acres or more (>3 rounds of review)	\$750.00
Watershed Subdivision, 4 lots or less	\$300.00
Child Day Care Facility-S.U.P. (Large Child Day Care Homes - 12 pre-school or 15 school-aged children)	\$300.00
<b>ZONING PERMITS</b>	
Residential	\$75.00 per unit
Commercial	\$60.00 or \$0.06/ per sq. ft. of commercial area, whichever is greater
Home Occupation	\$75.00
Site Re-inspection	\$60.00
<b>SIGN PERMITS</b>	
Single Sign Permit	\$40.00 per sign
Unified Sign Plan Permit	\$150 per sign unified sign plan
Individual Sign in accordance with approved plan	\$30.00 per sign
Sign on Historic Building (SUP, per Section 15-174 of the LUO)	\$50.00
<b>VILLAGE MIXED USE OR OFFICE/ASSEMBLY CONDITIONAL USE DISTRICT</b>	
Rezoning	\$1,500 + \$40/acre
Master Plan	\$ 750 + \$20/acre
CUP attached to any VMU or O/A Rezoning Request (up to 3 rounds of review)	\$1,500 + \$25 per residential unit + \$0.05/square foot of commercial space
CUP attached to any VMU or O/A Rezoning Request (> 3 rounds of review)	\$1,500 + \$25 per residential unit + \$0.05/square foot of commercial space

<b>CONDITIONAL USE REZONING</b>	
Rezone to RR-CU, R-20-CU, R-15-CU, R-10-CU, R-7.5-CU	\$700 + \$30.00/acre
Rezone to R-3-CU, R-2-CU, R-S.I.R-CU, R-S.I.R.-2-CU	\$850 + \$30.00/acre
Rezone to B-1(c)-CU, B-1(g)-CU, B-2-CU, B-3-CU, B-4-CU, CT-CU, B-3-T-CU, O-CU, M-1-CU, and M-2-CU	\$1200 + \$30.00/acre
Conditional Use Permit attached to any CU Rezoning Request (up to 3 rounds of review)	\$1000 +\$30.00/unit+\$ .05/square foot of commercial building space
Conditional Use Permit attached to any CU Rezoning Request (>3 rounds of review)	\$500 +\$15.00 per unit+\$ .03/square foot of commercial building space
<b>YIELD PLAN</b>	
Walk-about/Concept Plan Review	\$150 + \$25/unit or lot
Yield Plan Review	\$150 + \$25/unit or lot
<b>CONDITIONAL OR SPECIAL USE PERMIT MODIFICATIONS</b>	
Minor Modification with hearing	\$600.00
Minor Modification without hearing	\$300.00
Insignificant Deviations	\$150
<b>CONDITIONAL, SPECIAL USE, OR ZONING PERMIT EXTENSIONS OR RENEWALS</b>	
Residential, Commercial, or Mixed Use	\$350
<b>PHASING CHANGES AND REVIEW (IF SEPARATE FROM INITIAL APPROVAL)</b>	
Residential, Commercial, or Mixed Use	\$300
<b>FINAL PLAT APPROVALS</b>	
1. Less than 5 acres	\$180 + \$30.00 per unit or lot
2. 5 to 10 acres	\$250 + \$30.00 per unit or lot
3. More than 10 acres	\$300 + \$30.00 per unit or lot
<b>VARIANCES</b>	\$350.00
<b>APPEALS</b>	\$300.00
<b>SPECIAL EXCEPTIONS</b>	\$250.00

<b>EXEMPT SUBDIVISIONS</b>	
Creation of additional lots	\$150.00
Combination or recombination of existing lots	\$60.00
Re-recording Existing Survey	No Fee
<b>ZONING/PROJECT COMPLIANCE LETTER</b>	\$120.00
<b>CONSTRUCTION PLAN REVIEW</b>	
Residential	
25 or more units	\$950.00 + \$30 per unit
5 to 25 units	\$500.00 per construction plan review + \$30 per unit
less than 5 units	\$250.00 per construction plan review + \$30 per unit
Commercial	\$750 per construction plan review + \$.18 per square foot of commercial building space
Mixed Use	\$600 per construction plan review + \$.15 per square foot of commercial building space + \$25 per residential unit
Construction Plan Revisions	(if separate from initial approval) = \$300.00
<b>PAYMENT-IN-LIEU</b>	
Payment-in-Lieu	\$210.30 (1.1% CPI) per point in accordance with Appendix G in the Land Use Ordinance
Open Space	Payment based on number of sq. ft. of open space not provided on-site multiplied by the unadjusted tax value per sq. ft. of land listed by Orange County multiplied by the increase in the Consumer Price Index since the date of evaluation.
Affordable Housing	\$32,167 (Determined by multiplying the average of median home sales prices, as obtained from MLS data, of the previous three years for the Chapel Hill Carrboro City School District, by 10%)
<b>ZONING MAP AMENDMENTS</b>	
To a Conditional Zone	\$1,200 + \$30/acre
To C, NPD, WR, RR, R-20, R-15, R-10, R-7.5, HD, JLWP	\$850.00 + \$35.00 per acre
To R-2, R-3, R-SIR, R-SIR-2, PUD	\$1000.00 + \$35.00 per acre
To B-1G, B-1C, B-2, B-3, B-3T, B-4, B-5, M-1, EAT, WM-3, O, OA, PID, RHDC Overlay, CT	\$1,450.00 + \$35.00 per acre
To PF	\$600.00+ \$35.00 per acre
<b>(NOTE: If a request for a rezoning to a commercial or industrial zone is denied, one-half of the initial fee will be refunded to the applicant)</b>	
<b>ZONING TEXT AMENDMENT</b>	\$475.00

<b>MAPS AND SERVICES</b>	
<b><i>Zoning Map</i></b>	
Large, wall map	\$20.00
E-size (34 x 44)	\$15.00
D-size (22 x 34)	\$12.00
11 x 17	\$10.00
<b><i>City Limits Map</i></b>	
E-size	\$15.00
11 x 17	\$10.00
<b><i>Natural Constraints Map</i></b>	
E-size	\$15.00
11 x 17	\$10.00
<b><i>Custom Maps</i> (15-minute production time limit)</b>	
E-size	\$40.00
D-size	\$30.00
C-size (17 x 22)	\$25.00
11 x 17	\$20.00
8 ½ x 11 (color)	\$10.00
8 ½ x 11 (black/white)	\$5.00
With Orthography	\$45.00
Other Custom Maps	Map charge (shown above) + \$40.00 per hour (\$50.00 minimum)
<b><i>Blueprint Maps</i></b>	
1979 and 1985 Topographic Maps ( (Print of Digital Data)	\$30.00
<b><i>Digital Data</i></b>	
Existing Data Layer	\$30.00
Customized Data Layer	\$30.00 + \$40.00 per hour (\$50.00 minimum)
Digital Published Map	\$30.00
Resident Notification Mailing	\$30.00 + \$.65/resident address
Residential Notification Mailing Labels (Labels Only)	\$30.00 + \$.03/label
<b>(Requests for Orange County digital data will be referred to Orange County)</b>	

<b>STREAM DETERMINATION AND WATER QUALITY BUFFER MITIGATION</b>	
Ephemeral Stream	\$60.00
Intermittent or Perennial Stream	\$120.00
<b>Mitigation Fees for Impacts to Ephemeral Stream Water Quality Buffers</b>	
Removal of Vegetation	\$.99 per sq. ft*1.5
Grading or Other Changes That Modify Natural Conditions of Diffuse Flow	\$12.50 per linear foot or stream disturbance for one or both sides of stream channel, depending on area of impact
Disturbance of Stream Channel	\$349 per linear foot of stream disturbance
<b>BMP Inspections (applicable to owners who have not provided adequate documentation of self-inspection and maintenance and who have not voluntarily entered into a maintenance agreement)</b>	
Sites with 1 or 2 BMPs	\$125.00
Sites with more than 2 BMPs	\$250.00
BMP Re-inspection	\$75.00
<b>PUBLICATIONS</b>	
Carrboro Architectural and Historical Inventory	\$7.50
Carrboro Bicycle Policy and Sidewalk Policy	\$1.00
Carrboro Downtown Guidelines for Design	\$10.00
Carrboro Connector Roads Policy	\$1.00
Downtown Carrboro New Vision	\$15.00
Carrboro Vision 2020 Report	\$7.50
Small Area Plan for Carrboro's Northern Study Area	\$20.00
Neighborhood Preservation District Guidelines	\$10.00
Carrboro Land Use Ordinance	\$25.00
Conceptual Master Plan Town of Carrboro, N.C. Bolin Creek Greenway	\$35.00
Comprehensive Bicycle Master Plan	\$25.00
Other Publications	10¢/page + 50¢/color page
<b>TOWN CODE</b>	\$20.00
<b>HOUSING CODE (Chapter 17)</b>	\$5.00
<b>XEROX COPIES OF MISCELLANEOUS DOCUMENTS</b>	10¢ per page
<b>HISTORIC CARRBORO PLAQUE</b>	\$135.00 per plaque
<b>BAD CHECKS</b>	\$35.00 per check
<b>PARKING FEE SCHEDULE FOR YAGGY PARKING LOT</b>	\$25.00 per space per month

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



**ATTACHMENT G**

**RESOLUTION AUTHORIZING TRANSFER FROM GENERAL FUND TO  
AFFORDABLE HOUSING SPECIAL REVENUE FUND**

WHEREAS, the Board of Aldermen through the adoption of policies and ordinances seek to endorse and encourage the creation of affordable housing within the Town and its planning jurisdiction; and,

WHEREAS, on June 27, 2007 the Board of Aldermen adopted Resolution No. 15/2008-09 that established the Affordable Housing Special Revenue Fund; and,

WHEREAS, the Board of Aldermen on March 3, 2015 updated “Guidelines for the Affordable Housing Special Revenue Fund”; and,

WHEREAS, the Board of Aldermen wants to ensure that sufficient financial resources are available to support efforts to create and maintain affordable housing within the Town and its planning jurisdiction;

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO THAT:

Section 1: Funds appropriated in the General Fund budget for FY 2017-18 for the following Governance Support programs are to be transferred from the General Fund to the Affordable Housing Special Revenue Fund:

Home Consortium Match	\$ 10,970.00
Partnership to End Homelessness	\$ 16,575.00
Community Home Trust	\$ 74,597.00
Human Services Grants:	
Community Empowerment Fund	\$ 3,000.00
EmPOWERment Inc.	\$ 14,000.00
IFC	\$ 11,950.00
<b>Total</b>	<b>\$ 131,092.00</b>

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

Section 3: This resolution shall be effective July 1, 2017.

**ATTACHMENT H**

**CAPITAL PROJECT ORDINANCE AUTHORIZING THE USE OF FUND BALANCE  
FOR CONSTRUCTION OF MARTIN LUTHER KING JR. PARK**

WHEREAS, the Board of Aldermen for the Town of Carrboro has adopted a Fund Balance Policy; and,

WHEREAS, the adopted Fund Balance Policy provides that when the unassigned fund balance exceeds 35% the Town Manager may set aside an amount in assigned fund balance for transfer to the Capital Projects Fund for future projects; and,

WHEREAS, the adopted Fund Balance Policy requires formal action by the Board of Aldermen to commit the use of fund balance for projects or purposes in any current year or future year's budget; and,

WHEREAS, the Town's annual audit at June 30, 2016 confirmed that the fund balance exceeds 35% and the amount above 35% may be committed for capital projects; and,

WHEREAS, the Town has purchased land at a cost of \$552,701 for construction of Martin Luther King Jr. Park; and,

WHEREAS, 90% of the design for the Park has been completed;

NOW THEREFORE, PURSUANT TO N.C.G.S. 159-13.2, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO:

Section 1: Construction of Martin Luther King Jr. Park at 1120 Hillsborough Road, Carrboro, North Carolina is authorized to be undertaken until all project activity is completed.

Section 2: Funds are appropriated from fund balance in the General Fund for transfer to the Capital Projects Fund for completion of the project identified in Section 1.

Section 3. The amount appropriated for land acquisition, design, engineering, and construction are as follows:

Land acquisition	\$ 552,701.00
Design	\$ 150,000.00
Construction	<u>\$1,274,454.00</u>
<b>Total</b>	<b><u>\$1,977,155.00</u></b>

Section 4: Within five (5) days after this ordinance is adopted, the Town Clerk shall file a copy of this ordinance with the Finance Director.

Section 4: This capital project ordinance shall be effective July 1, 2017.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-213

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**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### **TITLE:**

Review and Discussion of Concept Plan Options for Possible Co-Location of The ArtsCenter and Town of Carrboro Offices and Recreation and Parks programs at 203 South Greensboro Street Property Including Contemplated Orange County Southern Branch Library

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen with an opportunity to review and discuss information on the interior space planning for new and renovated Town buildings to include possible co-location of The ArtsCenter and the contemplated Orange County Southern Branch Library at the Town's 203 S. Greensboro Street property.

**DEPARTMENT:** Planning and Manager's Office

**CONTACT INFORMATION:** Trish McGuire, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)

[<mailto:pmcguire@townofcarrboro.org>](mailto:pmcguire@townofcarrboro.org), 919-918-7327; David Andrews, [dandrews@townofcarrboro.org](mailto:dandrews@townofcarrboro.org), 919-918-7308

**INFORMATION:** On September 28, 2015, the Board of Aldermen discussed the Orange County Board of County Commissioners' interest in exploring possible location of the proposed Southern Branch Library on Town property located at 203 S. Greensboro Street. The property had been included in a list of properties considered for the library in 2013, but other options were prioritized and explored in the intervening months. The Board of Aldermen authorized the Manager to enter into discussions with Orange County, noting a number of related interests for a possible development project, including the replacement of the existing parking spaces. As the Town began the process of considering the County's request, it became clear that two Town projects would inform use of the 203 S. Greensboro Street property. The two projects were the town Parking Study/Plan - expected to inform the existing and future downtown parking needs - and exploration of the financial and practical feasibility of Kidzu and The ArtsCenter activities in the downtown. The County's interest spurred one additional step - the initiation of space needs planning. During capital improvements planning in recent years, Town staff had discussed the pending need for an evaluation of Town facilities and planning for possible renovations and or new construction. Possible construction on this downtown site necessitated evaluating needs and opportunities much sooner than anticipated. Staff worked quickly with architectural consultants to carry out the studies so that the schedule for consideration of the contemplated Orange County Southern Branch Library could keep moving forward. The Board of Aldermen held a public hearing on the Space Needs Study and Town Facilities Assessment on March 28, 2017 and the Town Manager was directed to provide the Board of Aldermen with further input as discussions continued on whether and how the Town's space needs and other activities could be incorporated into a new project.

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**Agenda Date:** 6/20/2017

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Jim Spencer Associates have been providing further interior space planning and schematic design assistance to determine a feasible plan for use of new space at 203 S. Greensboro and renovation of other existing Town facilities. A report on this information will be presented at the meeting on June 20<sup>th</sup>. This work has included exploration of including The ArtsCenter in the new building. Should the Board wish to seek input from the community on this concept, the June 27<sup>th</sup> public hearing provides an opportunity to do so. Outreach via the Town's email listserves, Twitter, Facebook and web postings would be used. The attached resolution, if adopted, would set a public hearing on June 27 for this purpose (*Attachment A*).

**FISCAL & STAFF IMPACT:** Fiscal and staff impacts associated with considering this information are minimal.

**RECOMMENDATION:** It is recommended that the Board of Aldermen receive the report presented on June 20th and consider adoption of the resolution setting a public hearing on Tuesday, June 27<sup>th</sup> (*Attachment A* ).

The following resolution was introduced by Aldermen \_\_\_\_\_ and duly seconded by Aldermen \_\_\_\_\_.

**A RESOLUTION SETTING A PUBLIC HEARING FOR CONSIDERING THE  
POSSIBILITY OF THE ARTSCENTER CO-LOCATING WITH TOWN OFFICES  
AND CONTEMPLATED ORANGE COUNTY SOUTHERN BRANCH LIBRARY  
AT 203 SOUTH GREENSBORO STREET.**

**WHEREAS**, the Board of Aldermen appreciates receiving public input on matters of importance to the Town.

**NOW, THEREFORE BE IT RESOLVED** that the Carrboro Board of Aldermen hereby sets a public hearing to receive input on the possibility of The ArtsCenter co-locating with Town offices and contemplated Orange County Southern Branch Library at 203 South Greensboro Street on June 27, 2017.

This the 20<sup>th</sup> day of June 2017.



# Town of Carrboro

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

## Agenda Item Abstract

**File Number:**17-205

**Agenda Date:** 6/20/2017

**File Type:**Agendas

**In Control:** Board of Aldermen

**Version:** 1

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### TITLE:

Consideration and Possible Approval of a Development Agreement Regarding South Greensboro Street Property between the Town of Carrboro and Orange County North Carolina

**PURPOSE:** The purpose of this item is to provide the Board of Aldermen with an opportunity to review a draft Development Agreement between the Town and Orange County that details terms related to design, permitting, and construction of a building and associated parking at 203 S. Greensboro Street that would provide for new Town office space, the Orange County Southern Branch Library and other possible uses.

**DEPARTMENT:** Planning and Manager's Office

**CONTACT INFORMATION:** Trish McGuire, [pmcguire@townofcarrboro.org](mailto:pmcguire@townofcarrboro.org)

[<mailto:pmcguire@townofcarrboro.org>](mailto:pmcguire@townofcarrboro.org), 919-918-7327; David Andrews, [dandrews@townofcarrboro.org](mailto:dandrews@townofcarrboro.org), 919-918-7308

**INFORMATION:** On December 6, 2016, the Board of Aldermen and the Board of County Commissioners authorized their respective managers to sign letters of intent related to exploring development options at this location. These actions followed from ongoing work on the exploration of this joint development opportunity, reported previously on April 5<sup>th</sup>, 2016 (see <https://carrboro.legistar.com/LegislationDetail.aspx?ID=2680872&GUID=E4231122-B65E-4246-A863-C582CEE6F2A4&Options=ID|Text|&Search=library>) and October 15<sup>th</sup>, 2016 (see link) and related projects - the Town's Parking Study/Plan, Space Needs Analysis, and Feasibility Assessments of other joint ventures. Exploration of the terms of a development agreement have been underway since the spring. At this time, a possible ribbon cutting in spring 2019 is projected. A copy of the draft agreement will be shared as soon as it is available.

Approval of the attached resolution (*Attachment A*) would authorize the Town Manager to execute the agreement.

**FISCAL & STAFF IMPACT:** Minimal costs estimated in association with authorization to execute the agreement.

**RECOMMENDATION:** It is recommended that the Board of Aldermen consider the agenda materials and adoption of the resolution authorizing execution of the agreement (*Attachment A*).

A RESOLUTION AUTHORIZING THE TOWN MANAGER TO SIGN AN AGREEMENT WITH ORANGE COUNTY  
REGARDING DEVELOPMENT OF THE TOWN'S 203 S. GREENSBORO STREET PROPERTY FOR TOWN  
OFFICES, THE CONTEMPLATED ORANGE COUNTY SOUTHERN BRANCH LIBRARY AND OTHER POSSIBLE  
USES

WHEREAS, the Town of Carrboro has had a longstanding interest in the siting a new Orange County Southern Branch Library in Town; and

WHEREAS, the Town and County signed a Letter of Intent in December 2016 to work cooperatively on exploration of potential joint development of Town property at 203 S. Greensboro Street for uses including the contemplated Orange County Southern Branch Library, town office uses and other possible uses; and

WHEREAS, staff of the Town and Orange County have been working together to explore possible development options and to identify terms that would allow both parties to cooperatively proceed with planning, financing, and developing the property for joint use; and

WHEREAS, THE Board of Aldermen has reviewed a draft of the Development Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Carrboro hereby authorizes the Town Manager, David L. Andrews, to execute the Development Agreement on the Board's behalf.

This the 20th day of June in the year 2017.