



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Tuesday, March 5, 2019

7:00 PM

Board Chambers - Room 110

A. POETRY READING, PROCLAMATIONS & ACKNOWLEDGEMENTS

7:00-7:05

1. [19-87](#) Introduction of Newly Selected Poet Laureate - Fred Joiner

7:05-7:10

2. [19-93](#) Proclamation - Women's History Month

7:10-7:15

B. ANNOUNCEMENT OF UPCOMING MEETINGS

7:15-7:20

C. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

7:20-7:25

D. CONSENT AGENDA

1. [19-96](#) Approval of February 19, 2019 Meeting Minutes
2. [19-90](#) Economic Development Report for the Month of March
PURPOSE: The purpose of this agenda item is to update the Board on economic development activity within the Town.
Attachments: [March Economic Development Report](#)
3. [19-89](#) Reconsideration and Possible Approval of a Pilot Affordable Housing Special Revenue Fund Application Process
PURPOSE: The purpose of this item is for the Board to reconsider and possibly approve a pilot application process, including the application and scoring rubric, for future applicants to the Affordable Housing Special Revenue Fund.

Attachments: [Attachment A Resolution Affordable Housing Pilot Application](#)
[Attachment B AHSRF Application Markup](#)
[Attachment C AHSRF Application](#)
[Attachment D AHSRF Scoring Rubrics](#)

E. OTHER MATTERS

7:25-7:35

1. [19-91](#) Board Deliberation on the Sanderway AIS CUP
PURPOSE: For the Board to continue deliberations, after closing the public hearing, regarding the Sanderway AIS CUP

Attachments: [Attachment A - Vicinity and Utility Map](#)
[Attachment B - Sanderway AIS CUP Final Conditions](#)
[Attachment C - CUP-SUP Worksheet](#)

7:35-7:50

2. [19-88](#) Update on Transportation Projects
PURPOSE: The purpose of this item is to provide the Board of Aldermen with an update on a variety of transportation projects that have been ongoing for the last several months.

Attachments: [Attachment A - Resolution Spring 2019](#)
[Attachment B - Update on Transportation Projects 3-5-2019](#)

7:50-8:15

3. [19-86](#) Capital Improvement Plan FY 2019-20 through FY 2023-24
PURPOSE: To present a report to the Board of Aldermen on the proposed Capital Improve Plan (CIP) for FY 2019-20 through FY 2023-24

Attachments: [ATTACHMENT A: CIP Resolution for Acceptance](#)
[CIP FY2019-20 to FY2023-24](#)

8:15-8:30

4. [19-95](#) Discussion of a Proposed Amendment to the Chapel Hill Transit Advertising Policy and Possible Recommendation to the Chapel Hill Town Council
PURPOSE: The purpose of this agenda item is to discuss a proposed amendment to the current Chapel Hill Transit Advertising Policy and possibly make a recommendation to the Town of Chapel Hill.

Attachments: [Attachment A Legal Opinion on CHT Public Forum Advertising](#)
[Attachment B Draft TOCH Nonpublic Fourm Advertising Policy Amendment](#)
[Attachment C - Carrboro Draft Response to Transit Ad Policy 3.5.19](#)

8:30-8:45

5. [19-82](#) Discussion of Potential Options to Provide Town Funding Contributions to Non-Profit Capital Campaigns
PURPOSE: The purpose of this agenda item is to discuss potential options for the Town to fund contributions to non-profit capital campaign requests.

8:45-8:50

F. MATTERS BY BOARD MEMBERS

8:50-9:10

- G. **CLOSED SESSION PURSUANT TO NCGS 143-318.11 - (A)(1) - To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record with the meaning of Chapter 132 of the General Statutes**



Town of Carrboro

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

Agenda Item Abstract

File Number: 19-87

Agenda Date: 3/5/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

Introduction of Newly Selected Poet Laureate - Fred Joiner



Town of Carrboro

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

Agenda Item Abstract

File Number: 19-93

Agenda Date: 3/5/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE: ..Title

Proclamation - Women's History Month



Town of Carrboro

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

Agenda Item Abstract

File Number: 19-96

Agenda Date: 3/5/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

Approval of February 19, 2019 Meeting Minutes



Town of Carrboro

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

Agenda Item Abstract

File Number: 19-90

Agenda Date: 3/5/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Economic Development Report for the Month of March

PURPOSE: The purpose of this agenda item is to update the Board on economic development activity within the Town.

DEPARTMENT: Economic and Community Development

CONTACT INFORMATION: Annette D. Stone, AICP ECD Director (919) 918-7319 or astone@townofcarrboro.org

INFORMATION: The ECD Department has been asked to provide a monthly update of economic activity within the town.

FISCAL & STAFF IMPACT: n/a

RECOMMENDATION: Staff recommends the Board receive the report.

ECONOMIC DEVELOPMENT - PRIVATE SECTOR

South Green



PROJECT DESCRIPTION: Development with 45,000 square feet of multiple commercial buildings on a 5.6 acre site at 501 South Greensboro Street.

CURRENT STATUS: Buildings 1 and 4 are under construction. Known tenants include Atlas Taco Bar, Craftboro Brewing Depot, Nailz (organic salon), and Coronato (pizza by Teddy Diggs). The Montessori Academy in South Green may not happen. The owner is looking for an alternative tenant, the building is most suited for a daycare or school. *Several tenants have applied for building permits for upfit of units and Nailz has applied for a loan from the Town's revolving loan fund.*

PROJECT BACKGROUND: This Conditional Use Permit application proposed multiple commercial buildings on a site at 501 South Greensboro Street that formerly was occupied by Rogers-Triem. The site had considerable known flooding issues, which was addressed through collaboration with Town and NCDOT. The Board of Aldermen set a public hearing for the rezoning and CUP request on April 28, 2015. The project went before the Joint Advisory Boards Meeting on April 2 and ESC on April 8. The Board approved the project, with conditions, on June 9, 2015.

ESTIMATED TAX VALUE: \$13,000,000

Lloyd Farm (no change)



PROJECT DESCRIPTION: A mixed use project with multiple commercial buildings on approximately ~40 acres, including Harris Teeter grocery and energy center. A proposed 200 unit senior living residential facility and 20 townhomes. It is located at the corner of Old Fayetteville Road and Highway 54 on property historically known as Lloyd Farm. The developer is proposing a payment in lieu between \$743,000 and an additionally \$250,000 conditioned on the ability to provide on-site affordable housing units.

CURRENT STATUS: The application for rezoning was approved by the Board on October 23, 2018. A concept plan has been submitted to staff and is under review by the town advisory boards at the joint meeting to be held February 7, 2019.

PROJECT BACKGROUND: Project was originally considered by the Board and denied in 2016. The applicant modified the plan and resubmitted an application in the spring of 2018. A public hearing was held September 25, 2018 and continued until October 23, 2018. The Board approved the Conditional Rezoning on October 23, 2018.

ESTIMATED TAX VALUE: \$64,000,000

Shelton Station



PROJECT DESCRIPTION: A mixed use development located at 410 North Greensboro on 2.64 acres of land with 22,716 sq ft of commercial space, and 94 1 and 2 bedroom apartment units including 20 affordable units.

CURRENT STATUS: The commercial portion of the building is now 80% occupied with UNC Horizons and Figure Eight Films as tenants. The latest schedule is for construction of the residential units to be completed by April 1st. They have selected Eller Capital to manage the apartments and pre-leasing has begun. *Staff has been meeting with developers to ensure permit compliance including establishing rent rates for affordable units.*



PROJECT BACKGROUND: Conditional use permit plans in accordance with the B-1(g) conditional zoning district approved by the Board of Aldermen was granted (with conditions) on April 2, 2013.

ESTIMATED TAX VALUE: Residential Units \$11,000,000

ACTUAL TAX VALUE: Commercial \$3,042,700

Hilton Garden Inn - East Main Square *(no change)*



PROJECT DESCRIPTION: A five story, 144 room hotel with conference space to be located immediately behind the existing East Main Square shopping strip.

CURRENT STATUS: The developer has reported that construction is on hold until further notice.

PROJECT BACKGROUND: The project received a CUP in March of 2016 and a two year extension for the permit in January of 2018.

ESTIMATED TAX VALUE: \$12,000,000

Other Updates:

- **Boer Brothers Heating and Cooling** – project is approximately 95% complete for construction of new office and warehouse space located at 630 Hwy 54 W.
- **Claremont South Commercial** - a two story mixed use building with the first floor containing 6,797sf of office space and the 2nd floor containing 4,879sf and a total of four residential units. Conditional Use Permit originally approved by the Board of Aldermen in April 2012. Construction on this project has not yet begun.
- **201 North Greensboro (previously known as CVS Property)** is under new ownership. The new owners are interested in office/retail development on the site and have had initial concept discussions with town staff. There is new residential structure proposed for 104 Center Street. The residential structure is currently working through Development Review and the Board of Adjustment for a variance.
- **Space For Sale or Lease** –



Address	Description	Sale/Lease Price/Contact Info
505 W Main Street	1400 SF Office Bldg	For Sale \$525,000 Thomas Watts (919) 260-0054
610 Jones Ferry Road	11,683 SF office/light manufacturing Willow Creek Professional Center	For Sale – \$20 - \$22 SF Tommy Honey (Avison Young) Tommy.Honey@avisonyoung.com
202 South Greensboro	900 SF office flex space next to Glass Halfull aka the Old Post Office building	Annual Lease – Price not disclosed Michael Joerling mailto:joerling10@gmail.com
311 East Main Street	8000 SF retail/flex space Old Fireplace Buidling next to Wings	For Sale/Lease – Price Not Disclosed Jim Shortbridge jleons@hotmail.com
602 Jones Ferry Road	4,620 SF retail space at Willow Creek Shopping Center	Annual Lease \$16 SF Tommy Honey (Avison Young) Tommy.Honey@avisonyoung.com
209 and 205 Lloyd Street	Office Space	Annual Lease – \$19 SF N. R. Milans and Associates nrmilan@aol.com
104 NC – 54 Hwy	Carrboro Plaza 1200 SF	Annual Lease – \$21-\$26 SF Morris Commerical Jodi Amanda Tata (919)-407-1285

Tr 4 Berkshire Manor	1.4 acres located at the intersection of Main and Hwy 54	For Sale - \$325,000 Clayton Commercial Realty (919) 260-6078
410 N Greensboro Street	1250 – 4645 SF 1 st floor retail space Shelton Station	Annual Lease - \$27 sq. ft. Legacy Real Property Group (919)967-6711
250 E. Winmore Ave	914 SF Office Space	For Sale - \$258,000 or Annual Lease \$24 SF Morris Commercial – John Morris (919)942-1141
115 Ruth Street	2.27 AC Vacant Land	For Sale \$200,000 Keller Williams Elite Realty Michelle Edwards (919)484-2280
Chapel Hill Comps		
136 E Rosemary St	84,013 SF Class B Office Space	Avg Annual Lease \$31 SF
210 N Columbia St	8176 SF Class B Office Space	Avg Annual Lease \$26 SF
150 Providence Rd	10,000 SF Class B Office Space	Annual Lease \$18.50 SF
300 Market Street	1400 SF Class B Office Space	Annual Lease \$24 SF
400 W Franklin St	3600 SF Retail	Annual Lease \$28 SF
1728 Fordham Blvd	Retail at Rams Plaza	Between \$16 - \$22 SF

Sources: Loopnet and ECD



Town of Carrboro

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

Agenda Item Abstract

File Number: 19-89

Agenda Date: 3/5/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Reconsideration and Possible Approval of a Pilot Affordable Housing Special Revenue Fund Application Process

PURPOSE: The purpose of this item is for the Board to reconsider and possibly approve a pilot application process, including the application and scoring rubric, for future applicants to the Affordable Housing Special Revenue Fund.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Rebecca Buzzard, Project Manager, 919-918-7438, Anne-Marie Vanaman, Management Assistant, 919-918-7321

INFORMATION: On February 5, 2019, the Board of Aldermen received a presentation of the pilot Affordable Housing Special Revenue Fund application process. The Board provided feedback about the application, rubric and process and asked the Affordable Housing Advisory Commission (AHAC) to review the materials and process again based on their feedback.

On February 20, 2019, the AHAC met to discuss the feedback and review the pilot application process, resulting in an updated application and scoring rubric for the Board's consideration.

The edited application (Attachment B) shows the February 5th comments from the Board and the February 20th responses from the AHAC. Attachment C is a clean copy of the revised application. A summary of the changes to the application follows:

1. For-profit eligibility is removed during the pilot year. The AHAC would like to revisit for-profit eligibility in the future.
2. The AHAC recommends keeping funding cycles for purposes of equity and to monitor fund balance. The due dates were compared to other State and Local application cycles and found to have no overly burdensome conflicting timelines.
3. The AHAC included language to indicate that as the Affordable Housing Special Revenue Fund develops, they anticipate accepting time-sensitive acquisition requests (possibly outside of the funding cycles) in the future.
4. While repair and rehabilitation funds are only awarded to owner-occupied homes and nonprofits,

Agenda Date: 3/5/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

the contract issued to beneficiaries has been reviewed by the Town Attorney to ensure there is no ambiguity and that long-term affordability is protected.

5. Language has been added that requires organizational documentation be submitted once per year, versus with every project application.

The scoring rubric (Attachment D) contains one change: the removal of the historical preservation scoring criteria. After the release of the Comprehensive Plan, the AHAC would like to revisit this criteria if the Plan identifies preservation as a priority.

FISCAL & STAFF IMPACT: There will be no fiscal impact and minimal staff impact.

RECOMMENDATION: The Affordable Housing Advisory Commission recommends the Board consider approving the pilot application process, including the application and scoring rubric. If the Board approves this pilot application process, a resolution is provided as Attachment A.

ATTACHMENT A

A RESOLUTION CREATING A PILOT APPLICATION PROCESS FOR THE
AFFORDABLE HOUSING SPECIAL REVENUE FUND

WHEREAS, the Board of Aldermen on, June 27, 2007, by the adoption of resolution no. 244/2006-07 created the Affordable Housing Special Revenue Fund; and

WHEREAS, the creation of the fund is another way in which the Board can advance its goal of increasing and maintaining the stock of affordable housing within the Town and its planning jurisdiction; and

WHEREAS, the Affordable Housing Advisory Commission launched the development of an updated application process for the Affordable Housing Special Revenue Fund in order to facilitate the evaluation of applications; and

WHEREAS, the resulting pilot application process: helps promote equity in the award of funding; facilitates the approval process; and provides a mechanism for capturing results;

NOW THEREFORE BE IT RESOLVED, the Town of Carrboro Board of Aldermen approve the pilot application process, application (Attachment C), and scoring rubric (Attachment D) for the Affordable Housing Special Revenue Fund.

OR

NOW THEREFORE BE IT ALSO RESOLVED, the Town of Carrboro Board of Aldermen provide the following comments and staff direction:



Town of Carrboro

Affordable Housing Special Revenue Fund Application

OVERVIEW

The Town of Carrboro established an Affordable Housing Special Revenue Fund in 2007. The goal of the Affordable Housing Special Revenue Fund is to advance the Town's goal of increasing and improving the stock of affordable housing within Carrboro and its planning jurisdiction.

The Affordable Housing Task Force was established in 2012 for the purpose of creating recommendations for an affordable housing strategy. In June of 2014, this goal was accomplished when the Board of Aldermen approved the Town's Affordable Housing Goals and Strategies document. From this work, an Affordable Housing Advisory Commission (AHAC) was formed in 2017. This Commission's responsibilities include:

- Reviewing and making recommendations to the Board of Aldermen for new or revised policies regarding the operation of the Affordable Housing Fund;
- Reviewing and making recommendations to the Board of Aldermen on affordable housing funding applications.

With this in mind, beginning in April 2019, requests for funding (as explained below) will be reviewed by the AHAC who will then make a recommendation to the Board of Aldermen regarding the request.

FUNDING

Source of Funds. The Affordable Housing Special Revenue Fund may be funded by payments made by developers in lieu of providing affordable housing units under the applicable provisions of the Land Use Ordinance. Other revenue sources for the fund may include grants, donations, loans, interest payments, or other contributions or assignments.

The principal and interest earned on funds received from developers, grants, donations, loans, interest payments, or other revenues that may become available also accrue to this fund. As the Affordable Housing Special Revenue Fund develops over time, it is anticipated that funding will be available for time-sensitive acquisition requests that arise outside the established funding cycles.

In June of 2018, the Board of Aldermen passed a half cent property tax increase. This will provide a yearly source of revenue for the fund of approximately \$112,500.

APPROVAL

In 2018 the Board of Aldermen voted to allow the Town Manager to approve or deny funding applications for no more than \$5,000 or 15% of the existing fund, whichever is lower. These applications do not have to provide performance measures and can apply outside of the funding cycles.

Any requests over this threshold that are not appropriated by the Board of Aldermen during the budget cycle will complete the following application. The application will be reviewed by the AHAC and their recommendation to approve or deny funding will go to the Board of Aldermen.

ELIGIBILITY

Nonprofits, ~~for profits, and individuals working with either type of organization~~ and individuals working with nonprofits may apply for funds to be used to address projects that meet the Town's affordable housing goals. Please see our website for a list of local housing providers: <http://www.townofcarrboro.org/982/Affordable-Housing>

Commented [RB1]: BOA: Difficult to track private housing providers - lack of accountability. Creates confusion with incentive system. If included, need greater restrictions like if more than x% of units are affordable-provider is going over and above expectation.

In order to qualify for participation in the Affordable Housing Special Revenue Fund process, the following criteria must be met by the beneficiaries (individuals), if applicable, and substantiated by the applicant (nonprofit/~~for-profit~~ organizations):

Commented [AV2]: AHAC: Recommend removing for-profit eligibility this first year. The rationale: funds are limited, a for-profit opportunity does not exist yet, and many shared the concerns of the BOA on this issue. However, the AHAC wishes to remain open to the concept and consider its inclusion in the future. In addition, they want the BOA to hear Tyran Hill's arguments for for-profit inclusion.

- a. Beneficiaries must be a resident of Carrboro or the Carrboro planning jurisdiction, or purchasing a home in Carrboro or the Carrboro planning jurisdiction;
- b. Beneficiaries or applicants must be unable to obtain a loan, either subsidized or unsubsidized, on comparable terms and conditions;
- c. Beneficiaries or applicants must be the owner of the property in fee simple or leasehold estate and have paid or have appropriate arrangements with the county tax assessor to pay the tax bill, if the property is to be rehabilitated, or have clear title if the property is to be purchased or constructed;
- d. Beneficiaries must be residing in the property to be rehabilitated, or if purchased or constructed, occupy the property when the acquisition is completed. The building or affordable unit that is subject to program funding must have an anticipated life of at least 20 years after rehabilitation, or 30 years, if constructed or ~~acquired~~;
- e. Beneficiaries must have a gross household income of 115% of the Area Median Income or less, with priority given to households at 80% of AMI and below for homeowners, and 60% of AMI and below for renters, unless otherwise described (Please see Attachment A for current income limits.);
- f. Beneficiaries must also have an intact homeowner's insurance policy, if applicable.

Commented [RB3]: BOA: Looking at rental properties, how do we safeguard that units remain affordable after we've invested in them?

Commented [AV4]: AHAC reiterated that rehab funds are awarded to owner-occupied units (owners earning 80% AMI or less prioritized) or to rental units which are owned by non-profits only. In addition, each grant or loan recipient must sign a contract which protects the Town's interests.

PROJECT REPORTING AND MONITORING

Recipients of funds for development are required to submit written progress reports to the Town by the end of the fiscal year (June 30) to monitor progress and performance, financial and administrative management, and compliance with the terms of the performance agreements. Reporting information may include: progress toward achieving performance goals, description of activities/challenges, and revisions of proposed project timelines/budgets. Please submit annual reports electronically by June 30 to: rbuzzard@townofcarrboro.org

Recipients of funds for home repairs/rehab are to submit details of work completed when submitting invoices for reimbursement of funds.

PERMITTED USES OF FUNDING

Development & Acquisition

- Loans:
1. To guarantee the payment of loans or subsidize the interest rate on loans made by financial institutions to beneficiaries for the purpose of acquiring affordable housing.
 2. To provide direct deferred payment loans to beneficiaries to supplement loans made by financial institutions for the purpose of acquiring affordable housing.

Land Banking: To assist in the purchase of land for conveyance to nonprofit affordable housing agencies.

Construction: To pay some or all of the expenses associated with the construction of affordable housing.

Acquisition: To acquire developed properties suitable for resale to individuals or families. Applicants qualifying under the percentage of AMI shall be approved in advance by the Board of Aldermen.

Pre-development Costs: To pay some or all of the pre-development costs (such as feasibility studies, appraisals, land options and preparation of an application) for projects to be developed for the purpose of providing rental or owner-occupied affordable housing.

Land Trust: To provide grants to organizations for land trust projects that guarantee long-term affordability of a property through a 99-year renewable ground leases or for maintenance of land trust housing stock.

Subsidy: To provide permanent subsidies to reduce the sale price of new or existing housing units so as to make them more affordable.

Rehabilitation & Preservation

- To provide for emergency home repairs of properties in the affordable housing stock. *
- To provide for the maintenance of properties in the affordable housing stock that are falling into disrepair.*
- To guarantee the payment of loans or subsidize the interest rate on loans made by financial institutions to beneficiaries for the purpose of rehabilitating affordable housing.
- To provide direct deferred payment loans to beneficiaries to supplement loans made by financial institutions for the purpose of rehabilitating affordable housing.
- To provide grants or loans to nonprofits to avoid losing homes in the permanent affordable housing stock as a result of foreclosure.

Commented [RB5]: BOA: Long term affordability?

Lawyer: Reviewed the funding agreement and added long term affordability requirement in the document. Noted that Town agreements are with non-profit providers who also have long term affordability standards in place with the owners.

Commented [AV6]: AHAC: Noted that repair and rehab money goes to owner occupied housing or rentals owned by nonprofits dedicated to affordable housing.

Housing Stabilization

- To provide rental and/or utility deposit grants for Housing Choice Voucher, Permanent Supportive Housing (PSH), Rapid Re-housing, HUD-VASH and Housing Opportunities for Persons w/ AIDS (HOPWA) recipients relocating to rental units in Carrboro as a result of their current rental units no longer accepting a housing subsidy listed above.*
- To provide rental and/or utility deposit grants for those who have been assessed by the Coordinated Entry process as it relates to homelessness and have identified safe, decent, and affordable housing. *
- Assistance may be used for payment of security deposits, utility connections and/or rental payments given extenuating circumstances.*

*Starred items requesting no more than \$5,000 or 15% of the existing fund, whichever is lower, do not have to provide performance measures and can apply outside of the funding cycles.

FUNDING PRIORITIES

The fund is dedicated to the development and preservation of affordable housing. Priority goals include increasing the supply of affordable housing units, increasing the quality of housing stock while maintaining affordability, and helping people stay in the homes they have (both owners and renters).

Priority project areas include:

- Rental projects that serve households with incomes 60% and below the Area Median Income (AMI)
- Homeownership projects that serve households with incomes 80% and below the AMI.

GENERAL APPLICATION INFORMATION AND PROCEDURES

Funding applications are accepted three times a year: **October 1, January 1, and April 1.** Funding is based on the availability of funds. Only as many funding cycles will be completed as necessary to use the available funds. All application documents should be submitted electronically to Rebecca Buzzard, 919-918-7438 or rbuzzard@townofcarrboro.org. Applications are reviewed by the Affordable Housing Advisory Commission and evaluated using a scoring rubric, which is available as Attachment C. The AHAC's recommendations for funding are then forwarded to the Board of Aldermen for final approval.

Commented [RB7]: BOA: There is not a lot of competition – problem doesn't exist. Makes the fund less nimble and able to make rapid acquisitions, for example. CASA: Would prefer rolling – flexibility is important. But dates do not conflict with other funding schedules.

Commented [AV8]: AHAC: Funding deadlines are necessary to ensure equity among grantees/projects and to assist with budgeting funds throughout the year. Other municipalities have funding cycles. Disagrees regarding competition. There are 4 proposals currently in the pipeline and note that the application process has been communicated heavily in the AH community. Finally, the AHAC notes that currently they do not have the funding level needed to accommodate off cycle, urgent acquisition needs. However, they want to add language in the application that states that as the Reserve Fund develops, funds may be available for time-sensitive needs. See page 2.

CHECKLIST OF REQUIRED DOCUMENTATION

Application:

- ☐ Section 1: Applicant and Project Overview
- ☐ Section 2: Project Description
- ☐ Section 3: Performance Measurements*
- ☐ Section 4: Project Budget and Pro-forma
- ☐ Section 5: Agency Description
- ☐ Section 6: Disclosure of Potential Conflicts of Interest

Other Required Attachments:

Please provide one copy of each of the following documents (once per year):

- ☐ Current list of Board of Directors, including addresses, phone numbers, terms, and relevant affiliations
- ☐ Current Bylaws and Articles of Incorporation
- ☐ IRS tax determination letter [501(c)(3)] (if applicable)
- ☐ Most recent independent audit (if applicable)

Commented [RB9]: BOA: Applicants should not have to provide the same documents each time they apply.

Applications may not be considered for the following reasons:

1. Project does not align with the eligibility criteria for these funding sources
2. Applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines
3. Applicant fails to provide required information
4. Incomplete or late applications

*Starred items requesting no more than \$5,000 or 15% of the existing fund, whichever is lower, do not have to provide performance measures and can apply outside of the funding cycles.

PLEASE CALL OR EMAIL REBECCA BUZZARD WITH FUNDING QUESTIONS: 919-918-7438 OR rbuzzard@townofcarrboro.org

FUNDING APPLICATION

DATE:

Section 1: APPLICANT AND PROJECT OVERVIEW

A. Applicant Information

Applicant/Organization's Legal Name: _____

Primary Contact Person and Title: _____

Applicant/Organization's Physical Address: _____

Applicant/Organization's Mailing Address: _____

Telephone Number: _____

Email Address: _____

B. Project Information

Project Name: _____

Total Project Cost: _____

Total Amount of Funds Requested: _____

Please specify which permitted use of funding is being requested (A-K):

Proposed Use of Funds Requested (*provide a concise description of proposed project and how it meets the criteria of eligible uses*):

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

Signature: _____

Executive Director or other Authorized Signatory

Date

Section 2: PROJECT DESCRIPTION

Please provide a thorough description of the project (by answering the "who," "what," "when," and "where" questions about your project). **Do not assume the reader knows anything about the project.**

A. Project Name

1. Project Name: _____

B. "Who"

1. Who is the target population to be served and how will their needs be addressed through this project? If this is a repair or rehabilitation project, please address how the beneficiary meets eligibility requirements and provide substantiation, such as a deed, homeowner insurance policy statement, etc.

2. Please indicate the income of the beneficiaries (households) to be served through the proposed project. Please see **Attachment A** for the current income limits for the Durham-Chapel Hill MSA. Please also provide documented income data for the intended recipients, such as the most recent tax return, if submitting on behalf of an individual.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of the AMI		
31%-60% of AMI		
61-80% of AMI		
81-100% of AMI		
101-115% of AMI		
TOTAL		

3. **Project Staff.** Please provide names of staff, contractors, and/or volunteers that will be involved with the project. Describe their responsibilities with the project and track record in successful completion of similar projects in the past:

C. "What"

1. **Type of Activity.** Please check the category under which your project falls.

- ☐ Acquisition
- ☐ Pre-development costs
- ☐ Rental subsidy
- ☐ Ownership subsidy
- ☐ New construction for homeownership
- ☐ New construction for rental
- ☐ Rehabilitation for owner-occupied or rental (including urgent repairs - see *)
- ☐ Land banking
- ☐ Grant to land trust
- ☐ Rental deposit / utility connection assistance (Max \$1,000 - see *)
- ☐ Loan payment or loan subsidy
- ☐ Foreclosure assistance
- ☐ Other (specify): _____

**Starred items requesting no more than \$5,000 or 15% of the existing fund, whichever is lower, do not have to provide performance measures and can apply outside of the funding cycles.*

2. Project Description. Please provide a general overview of your project, including what you are planning to produce and how you are planning to carry out the project.

D. "Where"

1. Project Location. Please be as specific as possible.

2. Project Size (if applicable). Please provide the size of development site: _____ acres

Please attach the following:

- ☐ Site map showing lot boundaries, locations of structure(s), and other site features
- ☐ General location map (at least ½ mile radius)

E. "When"

☐ Attach a **detailed** timetable showing when each work task will be completed (e.g., planning; obtaining financial commitments; design; environmental review; bidding; loan closing; key milestones in construction; marketing; final inspection; occupancy; etc.)

F. Project Details

If the questions below are not applicable or the requested information is not currently available, please insert N/A.

1. Property Acquisition.

- a. Has your agency acquired real property in order to carry out the project, or is property acquisition planned? _____
- b. Is the property currently occupied? If so, attach a description of your plan to relocate.
- c. Please attach an appraisal of the property.

2. Construction/Rehabilitation Detail.

- a. How many units will be newly constructed?
- b. How many units will be rehabilitated?
- c. What is the square footage of each unit?
- d. What is the number of bedrooms in each unit?
- e. What is the number of bathrooms in each unit?
- f. How many units will have full ADA accessibility?
- g. Is the proposed project located in Carrboro Town limits, ETJ, or transitional area?

h. Please attach the following:

- ☐ Floor plan(s)
- ☐ Elevation(s)
- ☐ List of Energy Efficiency measures included in the project (if applicable)
- ☐ List of Universal Design principles included in the project (if applicable)

3. Design, Affordability, Marketing, and Supportive Services.

- a. Describe any methods to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, deed restrictions, etc.:
- b. What are the proposed rents (including utility costs) or sales prices for completed units?
- c. Explain your agency's process for marketing to ensure an adequate pool of income-eligible renters to buyers:
- d. Describe the use of energy efficient principles, universal design, and/or materials with extended life span.
- e. What supportive services, if any, will be provided through this project?

Section 3: PERFORMANCE MEASUREMENTS

A. Goals and Objectives

Please complete the following chart with information about the project's goals and objectives.

Goal/Objective	Measurement
<i>Ex: Provide housing for low- to moderate-income households.</i>	<i>Ex: By 2020, build ten units that are affordable to households earning less than 80%AMI.</i>
_____	_____
_____	_____
_____	_____

B. Alignment with Town Goals and adopted affordable housing strategies.

Please explain how the proposed project aligns with the Board of Aldermen Goals and adopted affordable housing strategies.

Section 4: PROJECT BUDGET AND PRO-FORMA

A. Project Budget

- ☐ Attach a **detailed project budget** in Excel format showing all sources and uses of funds. Indicate which funds are committed or pending and include the % of committed funds toward this project. Attach funding commitment letters where available or copies of funding applications previously submitted.
- ☐ Has an appraisal been conducted? If so, please attach.

B. Terms of Project Funding

Please specify the type of funding request for which you are applying:

- ☐ Grant ☐ Loan

C. Pro-forma (for rental property only)

- ☐ If you are developing a property for rent, please attach a 20-year pro-forma showing estimated income, expenses, net operating income, debt service, and cash flow.

Section 5: ORGANIZATION DESCRIPTION

A. Organization

What is your organization's . . .

1. Mission statement?
2. Incorporation date (Month and Year)?
3. Estimated Total Agency Budget for this fiscal year? \$
4. Total number of agency staff (full time equivalents):

B. Organization Track Record and Community Support

Please describe your organization's experience and ability to carry out the proposed project, including:

1. Evidence of coordination of this application with other organizations to complement and/or support the proposed project
2. Involvement of intended beneficiaries of the project in the planning process
3. Past achievements in carrying out similar projects and evidence of successful record of meeting proposed budgets and timetables
4. Collaborative relationships with other agencies,
5. Plans to develop linkages with other programs and projects to coordinate activities so solutions are holistic and comprehensive
6. Any other features relating to organization capacity that you consider relevant, (i.e. property management experience, including accepting Section 8 Vouchers, etc.).

Section 6: DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

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

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

If you have answered YES to any question, **please explain below**. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an **undisclosed** conflict may result in the termination of any grant awarded. _____



Town of Carrboro

Affordable Housing Special Revenue Fund Application

OVERVIEW

The Town of Carrboro established an Affordable Housing Special Revenue Fund in 2007. The goal of the Affordable Housing Special Revenue Fund is to advance the Town's goal of increasing and improving the stock of affordable housing within Carrboro and its planning jurisdiction.

The Affordable Housing Task Force was established in 2012 for the purpose of creating recommendations for an affordable housing strategy. In June of 2014, this goal was accomplished when the Board of Aldermen approved the Town's Affordable Housing Goals and Strategies document. From this work, an Affordable Housing Advisory Commission (AHAC) was formed in 2017. This Commission's responsibilities include:

- Reviewing and making recommendations to the Board of Aldermen for new or revised policies regarding the operation of the Affordable Housing Fund;
- Reviewing and making recommendations to the Board of Aldermen on affordable housing funding applications.

With this in mind, beginning in April 2019, requests for funding (as explained below) will be reviewed by the AHAC who will then make a recommendation to the Board of Aldermen regarding the request.

FUNDING

Source of Funds. The Affordable Housing Special Revenue Fund may be funded by payments made by developers in lieu of providing affordable housing units under the applicable provisions of the Land Use Ordinance. Other revenue sources for the fund may include grants, donations, loans, interest payments, or other contributions or assignments.

The principal and interest earned on funds received from developers, grants, donations, loans, interest payments, or other revenues that may become available also accrue to this fund. As the Affordable Housing Special Revenue Fund develops over time, it is anticipated that funding will be available for time-sensitive acquisition requests that arise outside the established funding cycles.

In June of 2018, the Board of Aldermen passed a half cent property tax increase. This will provide a yearly source of revenue for the fund of approximately \$112,500.

APPROVAL

In 2018 the Board of Aldermen voted to allow the Town Manager to approve or deny funding applications for no more than \$5,000 or 15% of the existing fund, whichever is lower. These applications do not have to provide performance measures and can apply outside of the funding cycles.

Any requests over this threshold that are not appropriated by the Board of Aldermen during the budget cycle will complete the following application. The application will be reviewed by the AHAC and their recommendation to approve or deny funding will go to the Board of Aldermen.

ELIGIBILITY

Nonprofits and individuals working with nonprofits may apply for funds to be used to address projects that meet the Town's affordable housing goals. Please see our website for a list of local housing providers: <http://www.townofcarrboro.org/982/Affordable-Housing>

In order to qualify for participation in the Affordable Housing Special Revenue Fund process, the following criteria must be met by the beneficiaries (individuals), if applicable, and substantiated by the applicant (nonprofit organizations):

- a. Beneficiaries must be a resident of Carrboro or the Carrboro planning jurisdiction, or purchasing a home in Carrboro or the Carrboro planning jurisdiction;
- b. Beneficiaries or applicants must be unable to obtain a loan, either subsidized or unsubsidized, on comparable terms and conditions;
- c. Beneficiaries or applicants must be the owner of the property in fee simple or leasehold estate and have paid or have appropriate arrangements with the county tax assessor to pay the tax bill, if the property is to be rehabilitated, or have clear title if the property is to be purchased or constructed;
- d. Beneficiaries must be residing in the property to be rehabilitated, or if purchased or constructed, occupy the property when the acquisition is completed. The building or affordable unit that is subject to program funding must have an anticipated life of at least 20 years after rehabilitation, or 30 years, if constructed or acquired;
- e. Beneficiaries must have a gross household income of 115% of the Area Median Income or less, with priority given to households at 80% of AMI and below for homeowners, and 60% of AMI and below for renters, unless otherwise described (Please see Attachment A for current income limits.);
- f. Beneficiaries must also have an intact homeowner's insurance policy, if applicable.

PROJECT REPORTING AND MONITORING

Recipients of funds for development are required to submit written progress reports to the Town by the end of the fiscal year (June 30) to monitor progress and performance, financial and administrative management, and compliance with the terms of the performance agreements. Reporting information may include: progress toward achieving performance goals, description of activities/challenges, and revisions of proposed project timelines/budgets. Please submit annual reports electronically by June 30 to: rbuzzard@townofcarrboro.org

Recipients of funds for home repairs/rehab are to submit details of work completed when submitting invoices for reimbursement of funds.

PERMITTED USES OF FUNDING

Development & Acquisition

Loans: 1. To guarantee the payment of loans or subsidize the interest rate on loans made by financial institutions to beneficiaries for the purpose of acquiring affordable housing.

2. To provide direct deferred payment loans to beneficiaries to supplement loans made by financial institutions for the purpose of acquiring affordable housing.

Land Banking: To assist in the purchase of land for conveyance to nonprofit affordable housing agencies.

Construction: To pay some or all of the expenses associated with the construction of affordable housing.

Acquisition: To acquire developed properties suitable for resale to individuals or families. Applicants qualifying under the percentage of AMI shall be approved in advance by the Board of Aldermen.

Pre-development Costs: To pay some or all of the pre-development costs (such as feasibility studies, appraisals, land options and preparation of an application) for projects to be developed for the purpose of providing rental or owner-occupied affordable housing.

Land Trust: To provide grants to organizations for land trust projects that guarantee long-term affordability of a property through a 99-year renewable ground leases or for maintenance of land trust housing stock.

Subsidy: To provide permanent subsidies to reduce the sale price of new or existing housing units so as to make them more affordable.

Rehabilitation & Preservation

- To provide for emergency home repairs of properties in the affordable housing stock. *
- To provide for the maintenance of properties in the affordable housing stock that are falling into disrepair.*
- To guarantee the payment of loans or subsidize the interest rate on loans made by financial institutions to beneficiaries for the purpose of rehabilitating affordable housing.
- To provide direct deferred payment loans to beneficiaries to supplement loans made by financial institutions for the purpose of rehabilitating affordable housing.
- To provide grants or loans to nonprofits to avoid losing homes in the permanent affordable housing stock as a result of foreclosure.

Housing Stabilization

- To provide rental and/or utility deposit grants for Housing Choice Voucher, Permanent Supportive Housing (PSH), Rapid Re-housing, HUD-VASH and Housing Opportunities for Persons w/ AIDS (HOPWA) recipients relocating to rental units in Carrboro as a result of their current rental units no longer accepting a housing subsidy listed above.*
- To provide rental and/or utility deposit grants for those who have been assessed by the Coordinated Entry process as it relates to homelessness and have identified safe, decent, and affordable housing. *
- Assistance may be used for payment of security deposits, utility connections and/or rental payments given extenuating circumstances.*

*Starred items requesting no more than \$5,000 or 15% of the existing fund, whichever is lower, do not have to provide performance measures and can apply outside of the funding cycles.

FUNDING PRIORITIES

The fund is dedicated to the development and preservation of affordable housing. Priority goals include **increasing the supply of affordable housing units, increasing the quality of housing stock while maintaining affordability, and helping people stay in the homes they have (both owners and renters).**

Priority project areas include:

- Rental projects that serve households with incomes 60% and below the Area Median Income (AMI)
- Homeownership projects that serve households with incomes 80% and below the AMI.

GENERAL APPLICATION INFORMATION AND PROCEDURES

Funding applications are accepted three times a year: October 1, January 1, and April 1. Funding is based on the availability of funds. Only as many funding cycles will be completed as necessary to use the available funds. All application documents should be submitted electronically to Rebecca Buzzard, 919-918-7438 or rbuzzard@townofcarrboro.org. Applications are reviewed by the Affordable Housing Advisory Commission and evaluated using a scoring rubric, which is available as Attachment C. The AHAC's recommendations for funding are then forwarded to the Board of Aldermen for final approval.

CHECKLIST OF REQUIRED DOCUMENTATION

Application:

- | | | |
|--------------------------|------------|---|
| <input type="checkbox"/> | Section 1: | Applicant and Project Overview |
| <input type="checkbox"/> | Section 2: | Project Description |
| <input type="checkbox"/> | Section 3: | Performance Measurements* |
| <input type="checkbox"/> | Section 4: | Project Budget and Pro-forma |
| <input type="checkbox"/> | Section 5: | Agency Description |
| <input type="checkbox"/> | Section 6: | Disclosure of Potential Conflicts of Interest |

Other Required Attachments:

Please provide **one copy** of each of the following documents (once per year):

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Current list of Board of Directors, including addresses, phone numbers, terms, and relevant affiliations |
| <input type="checkbox"/> | Current Bylaws and Articles of Incorporation |
| <input type="checkbox"/> | IRS tax determination letter [501(c)(3)] (if applicable) |
| <input type="checkbox"/> | Most recent independent audit (if applicable) |

Applications may not be considered for the following reasons:

1. Project does not align with the eligibility criteria for these funding sources
2. Applicant has demonstrated poor past performance in carrying out projects or complying with funding guidelines
3. Applicant fails to provide required information
4. Incomplete or late applications

*Starred items requesting no more than \$5,000 or 15% of the existing fund, whichever is lower, do not have to provide performance measures and can apply outside of the funding cycles.

PLEASE CALL OR EMAIL REBECCA BUZZARD WITH FUNDING QUESTIONS: 919-918-7438 OR rbuzzard@townofcarrboro.org

FUNDING APPLICATION

DATE: _____

Section 1: APPLICANT AND PROJECT OVERVIEW

A. Applicant Information

Applicant/Organization's Legal Name: _____

Primary Contact Person and Title: _____

Applicant/Organization's Physical Address: _____

Applicant/Organization's Mailing Address: _____

Telephone Number: _____

Email Address: _____

B. Project Information

Project Name: _____

Total Project Cost: _____

Total Amount of Funds Requested: _____

Please specify which permitted use of funding is being requested (A-K):

Proposed Use of Funds Requested (*provide a concise description of proposed project and how it meets the criteria of eligible uses*):

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

Signature: _____

Executive Director or other Authorized Signatory

Date

Section 2: PROJECT DESCRIPTION

Please provide a thorough description of the project (by answering the "who," "what," "when," and "where" questions about your project). Do not assume the reader knows anything about the project.

A. Project Name

1. Project Name: _____

B. "Who"

1. Who is the target population to be served and how will their needs be addressed through this project? ? If this is a repair or rehabilitation project, please address how the beneficiary meets eligibility requirements and provide substantiation, such as a deed, homeowner insurance policy statement, etc.

2. Please indicate the income of the beneficiaries (households) to be served through the proposed project. Please see **Attachment A** for the current income limits for the Durham-Chapel Hill MSA. Please also provide documented income data for the intended recipients, such as the most recent tax return, if submitting on behalf of an individual.

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of the AMI		
31%-60% of AMI		
61-80% of AMI		
81-100% of AMI		
101-115% of AMI		
TOTAL		

3. **Project Staff.** Please provide names of staff, contractors, and/or volunteers that will be involved with the project. Describe their responsibilities with the project and track record in successful completion of similar projects in the past:

C. "What"

1. **Type of Activity.** Please check the category under which your project falls.

- ☐ Acquisition
- ☐ Pre-development costs
- ☐ Rental subsidy
- ☐ Ownership subsidy
- ☐ New construction for homeownership
- ☐ New construction for rental
- ☐ Rehabilitation for owner-occupied or rental (including urgent repairs - see *)
- ☐ Land banking
- ☐ Grant to land trust
- ☐ Rental deposit / utility connection assistance (Max \$1,000 - see *)
- ☐ Loan payment or loan subsidy
- ☐ Foreclosure assistance
- ☐ Other (specify): _____

**Starred items requesting no more than \$5,000 or 15% of the existing fund, whichever is lower, do not have to provide performance measures and can apply outside of the funding cycles.*

2. Project Description. Please provide a general overview of your project, including what you are planning to produce and how you are planning to carry out the project.

D. "Where"

1. Project Location. Please be as specific as possible.

2. Project Size (if applicable). Please provide the size of development site: _____ acres

Please attach the following:

- ☐ Site map showing lot boundaries, locations of structure(s), and other site features
- ☐ General location map (at least ½ mile radius)

E. "When"

☐ Attach a **detailed** timetable showing when each work task will be completed (e.g., planning; obtaining financial commitments; design; environmental review; bidding; loan closing; key milestones in construction; marketing; final inspection; occupancy; etc.)

F. Project Details

If the questions below are not applicable or the requested information is not currently available, please insert N/A.

1. Property Acquisition.

- a. Has your agency acquired real property in order to carry out the project, or is property acquisition planned? _____
- b. Is the property currently occupied? If so, attach a description of your plan to relocate.
- c. Please attach an appraisal of the property.

2. Construction/Rehabilitation Detail.

- a. How many units will be newly constructed?
- b. How many units will be rehabilitated?
- c. What is the square footage of each unit?
- d. What is the number of bedrooms in each unit?
- e. What is the number of bathrooms in each unit?
- f. How many units will have full ADA accessibility?
- g. Is the proposed project located in Carrboro Town limits, ETJ, or transitional area?

h. Please attach the following:

- ☐ Floor plan(s)
- ☐ Elevation(s)
- ☐ List of Energy Efficiency measures included in the project (if applicable)
- ☐ List of Universal Design principles included in the project (if applicable)

3. Design, Affordability, Marketing, and Supportive Services.

- a. Describe any methods to ensure long-term affordability of housing units, including subsidy recapture, equity sharing, deed restrictions, etc.:
- b. What are the proposed rents (including utility costs) or sales prices for completed units?
- c. Explain your agency's process for marketing to ensure an adequate pool of income-eligible renters to buyers:
- d. Describe the use of energy efficient principles, universal design, and/or materials with extended life span.
- e. What supportive services, if any, will be provided through this project?

Section 3: PERFORMANCE MEASUREMENTS

A. Goals and Objectives

Please complete the following chart with information about the project's goals and objectives.

Goal/Objective	Measurement
<i>Ex: Provide housing for low- to moderate-income households.</i>	<i>Ex: By 2020, build ten units that are affordable to households earning less than 80%AMI.</i>
_____	_____
_____	_____
_____	_____

B. Alignment with Town Goals and adopted affordable housing strategies.

Please explain how the proposed project aligns with the Board of Aldermen Goals and adopted affordable housing strategies.

Section 4: PROJECT BUDGET AND PRO-FORMA

A. Project Budget

☐ Attach a **detailed project budget** in Excel format showing all sources and uses of funds. Indicate which funds are committed or pending and include the % of committed funds toward this project. Attach funding commitment letters where available or copies of funding applications previously submitted.

☐ Has an appraisal been conducted? If so, please attach.

B. Terms of Project Funding

Please specify the type of funding request for which you are applying:

☐ Grant ☐ Loan

C. Pro-forma (for rental property only)

☐ If you are developing a property for rent, please attach a 20-year pro-forma showing estimated income, expenses, net operating income, debt service, and cash flow.

Section 5: ORGANIZATION DESCRIPTION

A. Organization

What is your organization's . . .

1. Mission statement?
2. Incorporation date (Month and Year)?
3. Estimated Total Agency Budget for this fiscal year? \$
4. Total number of agency staff (full time equivalents):

B. Organization Track Record and Community Support

Please describe your organization's experience and ability to carry out the proposed project, including:

1. Evidence of coordination of this application with other organizations to complement and/or support the proposed project
2. Involvement of intended beneficiaries of the project in the planning process
3. Past achievements in carrying out similar projects and evidence of successful record of meeting proposed budgets and timetables
4. Collaborative relationships with other agencies,
5. Plans to develop linkages with other programs and projects to coordinate activities so solutions are holistic and comprehensive
6. Any other features relating to organization capacity that you consider relevant, (i.e. property management experience, including accepting Section 8 Vouchers, etc.).

Section 6: DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

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

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

If you have answered YES to any question, **please explain below**. The existence of a potential conflict of interest does not necessarily make the project ineligible for funding, but the existence of an **undisclosed** conflict may result in the termination of any grant awarded. _____

Eligibility Criteria Checklist	Criteria Met?
The project is located within Town of Carrboro limits or ETJ.	
The project addresses at least one funding priority area identified by the Town.	
Requested funds will be used for at least one Town approved activity (permitted uses of funding).	
Project benefits households earning 115% AMI or less.	
The application is complete, including all required attachments, and is submitted on or before the established deadline.	

Note: If application fails to meet all applicable criteria, the application is ineligible for consideration.

Scoring Rubric for Repair and Rehab Applications

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of the AMI		
31%-60% of AMI		
61-80% of AMI		
81-100% of AMI		
101-115% of AMI		
TOTAL		

Note: Priority is given to households earning 80% AMI or below for homeownership and to households earning 60% AMI or below for renters.

1. Quality of Project for Beneficiaries	Maximum Points	Applicant Score
The project strives for low-cost utility expenses by utilizing energy efficient principles and products.	5	
The project rehabbed for life, i.e. incorporates Universal Design elements.	5	
The project utilizes low-maintenance, quality materials to extend the life of the unit.	5	
1. Total Points	15	

2. Affordable Housing Impact	Maximum Points	Applicant Score
The project aligns with the Town of Carrboro's Priority Affordable Housing Goal to increase the quality of housing stock while maintaining affordability.	10	
The project aligns with the Town of Carrboro's Priority Affordable Housing Goal to help people stay in the homes they have.	10	
The project includes provisions to ensure long-term affordability.	5	
2. Total	25	

3. Project Feasibility	Maximum Points	Applicant Score
The project has other sources of funding in place at the time of the application.	5	
The project timeline is realistic and feasible to achieve successful project completion.	5	
The project budget is complete and reasonable to achieve successful project completion.	5	
3. Total Points	15	

4. Capacity and Experience	Maximum Points	Applicant Score
The applicant has sufficient staffing and demonstrated expertise to manage all aspects of the project.	15	
4. Total Points	15	

5. Community Collaboration, Engagement and Support	Maximum Points	Applicant Score
The project included intended beneficiaries in the design and/or planning.	10	
The applicant has evidence of coordinating the application with other organizations to complement/support the project.	5	
5. Total Points	15	

Grand Total Application Points	Grand Total Maximum Points	Grand Total Applicant Score
Add totals from 1-5 (green boxes.)	85	

Scoring Scale

0 Points	Mid-point	Max. Points (85)
Criteria not met.	Basic criteria met.	Criteria Exceeded.

Eligibility Criteria Checklist	Criteria Met?
The project is located within Town of Carrboro limits or ETJ.	
The project addresses at least one funding priority area identified by the Town.	
Requested funds will be used for at least one Town approved activity (permitted uses of funding).	
Project benefits households earning 115% AMI or less.	
The application is complete, including all required attachments, and is submitted on or before the established deadline.	

Note: If application fails to meet all applicable criteria, the application is ineligible for consideration.

Scoring Rubric for Development Applications

Income Group (Area Median Income)	Number of Beneficiaries	% of Total Beneficiaries
<30% of the AMI		
31%-60% of AMI		
61-80% of AMI		
81-100% of AMI		
101-115% of AMI		
TOTAL		

Note: Priority is given to households earning 80% AMI or below for homeownership and to households earning 60% AMI or below for renters.

1. Quality of Project for Beneficiaries	Maximum Points	Applicant Score
The project is easily accessible to community services and resources such as schools, healthcare, groceries and public transportation.	5	
The project strives for low-cost utility expenses by utilizing energy efficient principles and products.	5	

The project is designed for life, i.e. incorporates Universal Design elements.	5	
The project utilizes low-maintenance, quality materials to extend the life of the unit.	5	
1. Total Points	20	

2. Affordable Housing Impact	Maximum Points	Applicant Score
The project aligns with the Town of Carrboro's Priority Affordable Housing Goal to increase the supply of affordable housing units.	10	
The project includes provisions to ensure long-term affordability.	10	
2. Total Points	20	

3. Project Feasibility	Maximum Points	Applicant Score
The project has other sources of funding in place at the time of the application.	5	
The project timeline is realistic and feasible as well as demonstrates zoning compliance.	5	
The project budget is complete and reasonable to achieve successful project completion.	5	
3. Total Points	15	

4. Capacity and Experience	Maximum Points	Applicant Score
The applicant has successfully developed and completed comparable projects in compliance of jurisdictional regulations, within proposed budgets and timelines.	10	
The applicant has sufficient staffing and demonstrated	10	

expertise to manage all aspects of the project.		
4. Total Points	20	

5. Community Collaboration, Engagement and Support	Maximum Points	Applicant Score
The project included intended beneficiaries in the design and/or planning.	2	
The applicant has evidence of coordinating the application with other organizations to complement/support the project.	3	
The applicant has plans to develop linkages to other community programs, resources or projects related to the proposed project to coordinate its activities so solutions are holistic and comprehensive.	5	
5. Total Points	10	
Grand Total Application Points for Development Applications	Grand Total Maximum Points for Development Applications	Grand Total Applicant Score
Add totals from 1-5 (green boxes.)	85	

Scoring Scale

0 Points	Mid-point	Max. Points (85)
Criteria not met.	Basic criteria met.	Criteria Exceeded.



Town of Carrboro

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

Agenda Item Abstract

File Number: 19-91

Agenda Date: 3/5/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Board Deliberation on the Sanderway AIS CUP

PURPOSE: For the Board to continue deliberations, after closing the public hearing, regarding the Sanderway AIS CUP

DEPARTMENT: Planning

CONTACT INFORMATION: Jeff Kleaveland, 919-918-7332, jkleaveland@townofcarrboro.org

INFORMATION: GH-2, LLC has submitted a CUP application for the construction of an 18-lot residential subdivision with associated public and private infrastructure to be located at 1236 Hillsborough Rd. The subject property is zoned R-20 and is about 8.54 acres in size. The subject parcel is identified by Orange County PIN 9779-14-2354. For a vicinity map, see Attachment A (also contains utility information).

The Board continued the Sanderway AIS CUP public hearing on February 26, 2019, receiving testimony from Town Staff, the Town Engineer, the applicant's engineer, lawyer and real estate appraiser, and the public. After testimony, the Board closed the public hearing and began preliminary deliberations. Alderman Chaney was unable to participate in this portion of the hearing. During deliberation, the Board decided to continue their discussion to the March 5th, 2019 Board meeting. Again, the public hearing has been closed. The agenda item from this meetings which includes relevant evidentiary attachments can be found here:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3869218&GUID=5611FA4C-FA2A-4779-A8C1-06C4529AC159&Options=&Search=&>

The Board requested some minor work on the conditions to address construction management and erosion control during construction. A reworded and new condition are proposed below; these are included in the attached final conditions recommendations (Attachment B):

18. * (*Reworded condition*) That prior to construction plan approval, the applicant shall submit a construction management plan that addresses safety concerns associated with existing pedestrian walk-to-school use of the gravel driveway during construction and addresses the logistics of partial or full closures by providing continued accessibility to the residents of the three lots (1242, 1244 & 1246 Hillsborough Road) including provisions that limit disruptions on garbage and solid waste pickup days until after pickup is completed and, provides 24 hours of advanced written notification to the owners of the three lots prior to partial or full closure

Agenda Date: 3/5/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

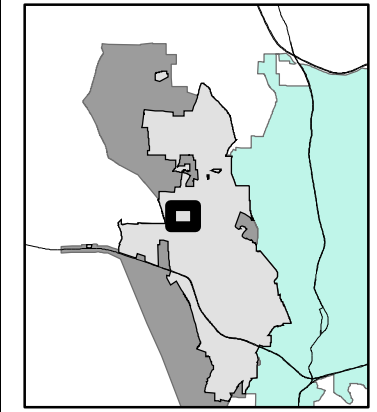
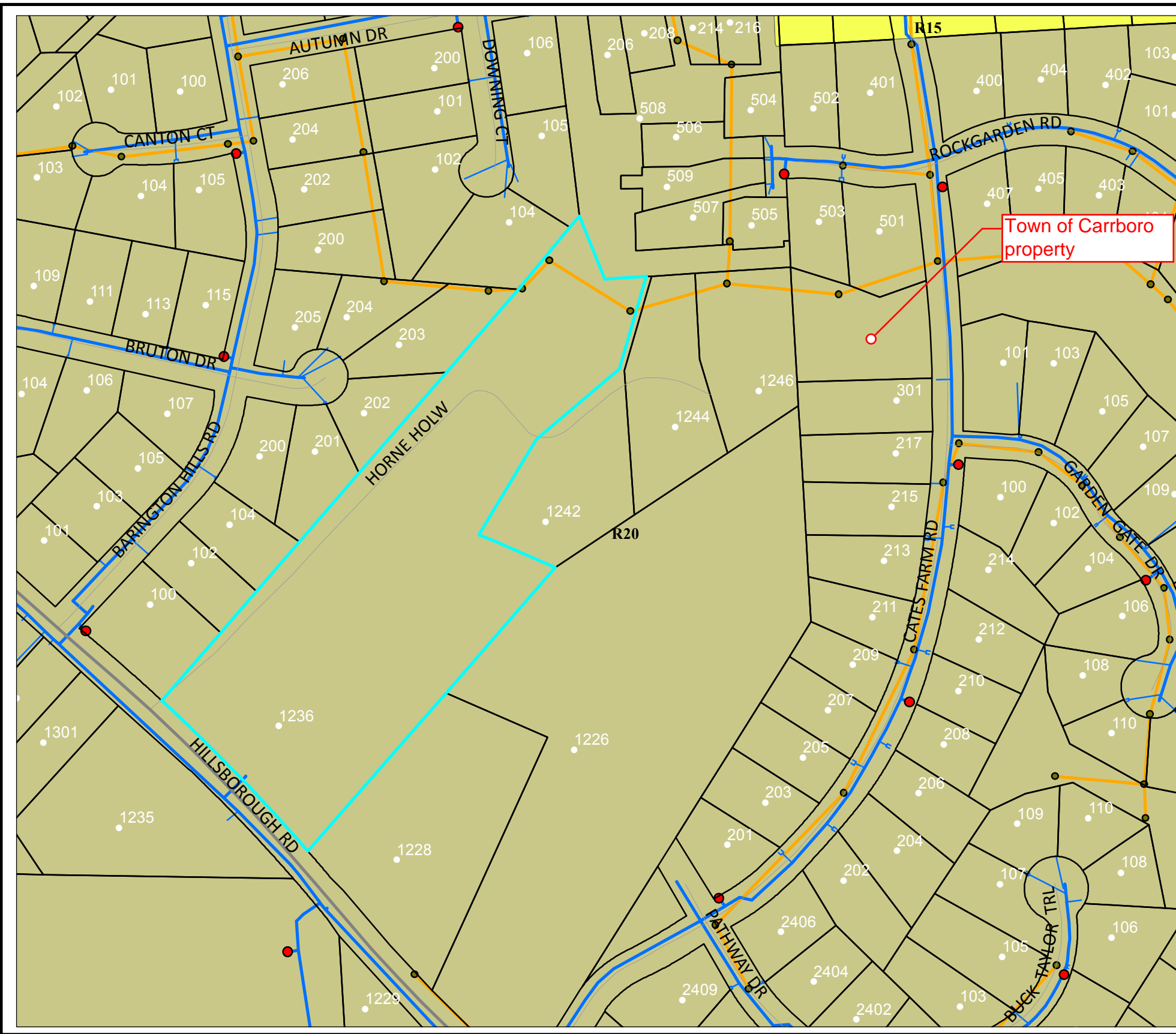
of their driveway.

(New condition) 34. *(New condition)* That, prior to construction plan approval, the erosion control plan be approved by the Town Engineer and Orange County Erosion Control. It will also address both an incremental development scenario whereby lots are sold and developed over an extended period of time as well as the full development scenario, whereby all the lots are developed in roughly the same time period.

FISCAL & STAFF IMPACT: Applicant has paid the associated fees with the permit request.

RECOMMENDATION: Town staff requests that the Board continue deliberations and consider all pertinent evidence presented. In absence of public, health, safety and/or welfare reason(s) to deny, staff recommends that the Board of Aldermen approve the 18 lot Sanderway AIS CUP based on compliance with the Land Use Ordinance, subject to the conditions included in the staff memo (Attachment B).

See Attachment C for the CUP Worksheet:



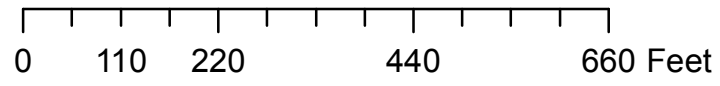
- Legend**
- Streets
 - Streets
 - Properties
 - Hydrants
 - Manholes
 - WaterLines
 - WaterServiceLaterals
 - GravitySewerMains

THIS MAP IS NOT A CERTIFIED SURVEY
NO RELIANCE MAY BE PLACED IN ITS
ACCURACY
The Town of Carrboro assumes no liability
for damages caused by inaccuracies in
this map or supporting data and makes no
warranty, expressed or implied, as to the
accuracy of the information presented.
The fact of distribution does not constitute
such a warranty.

TOWN OF CARRBORO
301 W. Main St.
Carrboro, NC 27510

Printed Jan 3, 2012

Document: LetterLandscape.mxd





TOWN OF CARRBORO

NORTH CAROLINA

WWW.TOWNOFCARRBORO.ORG

SANDERWAY AIS CUP RECOMMENDED CONDITIONS

(FOR MARCH 5, 2019 BOARD MEETING)

(with edits to condition #18 and new condition #34 as requested by the Board)

(The following conditions include revisions that reflect the changes in the site civil engineering as well as capturing various neighborhood concerns. Those conditions that specifically were developed as a result of the neighborhood meetings (including SWAC) are identified by an asterisk “*”).

In absence of public, health, safety and/or welfare reason(s) to deny, staff recommends that the Board of Aldermen approve the 18 lot Sanderway AIS CUP based on compliance with the Land Use Ordinance, subject to the following conditions (See Attachment B for CUP Worksheet):

1. The applicant shall complete the development strictly in accordance with the plans submitted to and approved by this Board, a copy of which is filed in the Carrboro Town Hall. Any deviations from or changes in these plans must be submitted to the Development Review Administrator in writing and specific written approval obtained as provided in Section 15-64 of the Land Use Ordinance.
2. If any of the conditions affixed hereto or any part thereof shall be held invalid or void, then this permit shall be void and of no effect.
3. That Certificates of Occupancy for the final two units may not be issued until such time as the payment in lieu for 4.25 affordable units is made (in accordance with the Town’s fee schedule at the time of payment). A note to this effect shall be required on the final plat.
4. That, prior to construction plan approval, the new Pathway Drive roadway section be shown on the plans continuing to the southeast to terminate at the property line.
5. Prior to construction plan approval, the plans need to include a standard detail, per section 15-291 of the Land Use Ordinance, demonstrating that each lot can provide off-street parking sufficient to accommodate two cars, excluding those spaces provided within the garage.
6. That flexibility be allowed in the execution of the street tree planting plan (subject to the approval of public works and the planning department), such that the combination of existing and proposed trees along all publicly dedicated streets in the subdivision meet the street tree requirements of Section 15-315 of the Land Use Ordinance and that the final arrangement is such that 1/3rd of the street trees retained and/or proposed for this purpose are evergreen.

7. That the developer and, when this responsibility is transferred, the Homeowner's Association, shall assume full maintenance and repair responsibility for the Filtera stormwater treatment devices located within the proposed public street right-of-way. This responsibility includes, but is not limited to, incidental damages caused by routine Public Works street operations which include, but are not limited to, plowing, road salting, waste collection, and leaf pickup. Related language detailing this responsibility shall be included in the Homeowner's Association declarations and covenants as well as in their stormwater operations and maintenance documents referred to in the condition below.
8. Per Section 15-263.1 of the Land Use Ordinance, that the developer shall include a detailed stormwater system maintenance plan, specifying responsible entity and schedule. The plan shall include scheduled maintenance activities for each Stormwater Control Measure (SCM) in the development, performance evaluation protocol, and frequency of self-reporting requirements (including a proposed self-reporting form) on maintenance and performance. The plan and supporting documentation shall be submitted to the Town engineer and Environmental Planner for approval prior to construction plan approval.
9. That the applicant shall provide to the Zoning Division, prior to the recordation of the final plat for the project or before the release of a bond if some features are not yet in place at the time of the recording of the final plat, Mylar and digital as-builts for the stormwater features of the project. Digital as-builts shall be in DXF format and shall include a base map of the whole project and all separate plan sheets. As-built DXF files shall include all layers or tables containing storm drainage features. Storm drainage features will be clearly delineated in a data table. The data will be tied to horizontal controls.
10. That, prior to certification of an SCM, the Town shall require a performance security be posted for a period of two years per the provisions of Section 15-263(i) of the Land Use Ordinance.
11. That utilities shall be installed underground per the provisions or 15-246 of the Land Use Ordinance.
12. That the developer provide a written statement from the electrical utility stating that electric service can be provided to all locations shown on the construction plans prior to the approval of the construction plans.
13. That fire flow calculations must be submitted and approved by the Town Engineer and Town Fire Department prior to construction plan approval.
14. That the applicant receive(s) CAPS from the Chapel Hill-Carrboro City Schools district pursuant to Article IV, Part 4 of the Carrboro Land Use Ordinance prior to construction plan approval.

15. That, prior to final plat approval, the Homeowner's declarations and covenants shall satisfy the applicable provisions of the Land Use Ordinance subject to review and approval of the Town Attorney.
16. *That the owners of the three lots (1242, 1244 & 1246 Hillsborough Road) retain all rights and privileges of the existing non-exclusive access easement to their properties.
17. *That the Sanderway Homeowner's Association (HOA) will maintain the paved public multi-use path portion that is used by the owners of 1242, 1244 & 1246 Hillsborough Road to access their properties. This portion of the paved public multi-use path shall meet or exceed the design standards of the North Carolina State Fire Code and shall be maintained by the Homeowner's Association to Town standards. In the event that the said portion is not adequately maintained, the Town will require the Sanderway Homeowner's Association to repair the area. In the event that the HOA does not act within 30 days to correct maintenance problems, the Town is authorized to make necessary repairs and charge the cost of this work to the Sanderway HOA directly. If the HOA does not reimburse the Town within 30 days, then the Town may file a lien against the HOA property for the amount due. The Sanderway Homeowner's documents will include language that describes the foregoing responsibilities of the Sanderway Homeowner's Association. This language shall also reference the Town's ability to use liens on the HOA to secure reimbursement.
18. *(*Reworded condition*) That prior to construction plan approval, the applicant shall submit a construction management plan that addresses safety concerns associated with existing pedestrian walk-to-school use of the gravel driveway during construction and addresses the logistics of partial or full closures by providing continued accessibility to the residents of the three lots (1242, 1244 & 1246 Hillsborough Road) including provisions that limit disruptions on garbage and solid waste pickup days until after pickup is completed and, provides 24 hours of advanced written notification to the owners of the three lots prior to partial or full closure of their driveway.
19. *That prior to construction plan approval, drainage maintenance areas will be identified for the portions of the existing driveway's drainage ditches that are captured by the Sanderway storm drainage system. These areas will be maintained by the Sanderway Homeowner's Association and shall be recorded on the final plat. This condition does not prevent the ability of the developer to make minor changes to the ditch location and design in order to accommodate their development plan.
20. * That "No Parking" signs will be installed where needed to prevent blocking of ingress and egress to 1242, 1244 & 1246 Hillsborough Road.
21. * That, all impervious surfaces, excluding the impervious surfaces associated with the multi-use path, must drain to the stormwater management system.
22. * That, the Applicant's submission of construction documents will demonstrate, that the development complies with all stormwater management requirements. The applicant's construction design will not increase the peak flow at the downstream limits of the development and may include improvements to existing culverts located on the Sanderway property and serving the existing drainageway that runs southwest to northeast immediately adjacent to the existing gravel driveway along the northwestern

property line. To the extent required by Town of Carrboro ordinance, the Applicant will supply to the Town supporting calculations, construction plans, and tables reflecting pre- and post-construction stormwater conditions for the post development -1, -2, -5, -10, and -25 year 24-hour storms. The supporting information shall include impacts to the peak flow due to installation of a sewer line along the OWASA easement and any other clearing of vegetation and trees.

23. * That the property owners of 1242, 1244 & 1246 Hillsborough Road will be notified when construction plans and supporting documentation are submitted to the Town for review, and these materials will be made available to them. The Town Engineer, if necessary, can also be made available to meet with the neighbors or their representative to discuss the plans.
24. That, the final plat shall contain a specific note that the section of the existing drainage way that runs southwest to northeast immediately adjacent to the existing gravel driveway along the northwestern property line located on lot 7 shall be designated as a drainage easement to potentially allow for a segment of drainage pipe to be installed on this lot.
25. *That Certificates of Occupancy for the final two units may not be issued until such time as the payment in lieu for 58.85 recreation points is made (in accordance with the Town's fee schedule at the time of payment). The funds from this payment will be directed to the proposed Martin Luther King Park on Hillsborough Rd which has been found to be close enough to the development to reasonably serve its residents. A note to this effect shall be required on the final plat.
26. *That the cross-section of the paved multi-use path utilize the same standards for asphalt paving, base and path width as does the Town-constructed Homestead Road-Chapel Hill High School Multi-Use Path except that the pavement section may be reduced from 10' to 8' in width in the section that parallels the existing gravel driveway.
27. That, prior to construction plan approval, the pavement markings of the multi-use path will be reviewed by the Town Transportation planner.
28. *That, prior to construction plan approval, the transition between the paved multi-use path and the existing gravel drive serving lots 1242, 1244 and 1246 Hillsborough Road shall be located and designed with a crossing detail consistent with AASHTO multi-use path standards.
29. *The applicant shall grant for the benefit of the three lots (1242, 1244 & 1246 Hillsborough Rd.) a new non-exclusive private utility and driveway easement section ties into the existing non-exclusive driveway easement providing access to the three lots from the terminus of the new Pathway Drive public right-of-way.
30. *That "Private Driveway" signage be provided in the vicinity of the new Pathway Drive public right-of-way whereby the new private driveway/private utility easement begins.
31. *That prior to construction plan approval, the grading plan provides sufficient information to ensure that the stormwater plan is not compromised during the issuance of building permits for individual lots. Because of this, each building permit for each lot will require review and approval by the Town Engineer.

32. *The final construction plans shall show that there are no underground storage pipes, conveyances, manholes, and other surface appurtenance within the existing driveway that serves 1242, 1244 & 1246 Hillsborough Road except as required for crossing underneath the driveway.
33. *That the construction plans demonstrate that, where the northern segment of the proposed multi-use path crosses the perennial stream, the existing elevations of the existing crossing will not be further raised thereby preventing higher flood elevations for the properties upstream of said crossing.
34. (*New condition*) That, prior to construction plan approval, the erosion control plan be approved by the Town Engineer and Orange County Erosion Control. It will also address both an incremental development scenario whereby lots are sold and developed over an extended period of time as well as the full development scenario, whereby all the lots are developed in roughly the same time period.

TOWN OF CARRBORO



CONDITIONAL OR SPECIAL USE PERMIT WORKSHEET

I. COMPLETENESS OF APPLICATION

- ☐ The application is complete
☐ The application is incomplete

II. COMPLIANCE WITH THE ORDINANCE REQUIREMENTS

- ☐ The application complies with all applicable requirements of the Land Use Ordinance
☐ The application is not in compliance with all applicable requirements of the Land Use Ordinance for the following reasons:

III. CONSIDERATION OF PROPOSED CONDITIONS

*(*Note: Please clarify for staff, where applicable, whether any discussion points are to be included as Permit Conditions. Informal agreements or understandings are not necessarily binding. *)*

If the application is granted, the permit shall be issued subject to the following conditions:

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

IV. GRANTING THE APPLICATION

- ☐ The application is granted, subject to the conditions agreed upon under Section III of this worksheet.

V. DENYING THE APPLICATION

- ☐ The application is denied because it is incomplete for the reasons set forth above in Section 1.
- ☐ The application is denied because it fails to comply with the Ordinance requirements set forth above in Section II.
- ☐ The application is denied because, if completed as proposed, the development more probably than not:

1. Will materially endanger the public health or safety for the following reasons:

2. Will substantially injure the value of adjoining or abutting property for the following reasons:

3. Will not be in harmony with the area in which it is to be located for the following reasons:

4. Will not be in general conformity with the Land Use Plan, Thoroughfare Plan, or other plans officially adopted by the Board of Aldermen for the following reasons:



Town of Carrboro

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

Agenda Item Abstract

File Number: 19-88

Agenda Date: 3/5/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Update on Transportation Projects

PURPOSE: The purpose of this item is to provide the Board of Aldermen with an update on a variety of transportation projects that have been ongoing for the last several months.

DEPARTMENT: Planning

CONTACT INFORMATION: Zachary Hallock, 919-918-7329, zhallock@townofcarrboro.org [<mailto:zhallock@townofcarrboro.org>](mailto:zhallock@townofcarrboro.org); Tina Moon, 919-918-7329, cmoon@townofcarrboro.org [<mailto:cmoon@townofcarrboro.org>](mailto:cmoon@townofcarrboro.org)

INFORMATION: The board has received multiple presentations on transportation projects over the past few months including NCDOT managed projects, the Bicycle Plan Update, Shared Active Transportation, and the STIP & SPOT 6.0 projects. A number of other projects have been going on in the background and the attached staff report [Attachment B] provides additional details on the status of these other projects.

This report is simply an update of the report provided on September 26, 2018. The agenda item for that report can be found at:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3690113&GUID=95517225-8985-4106-B563-EF96308A852A&Options=&Search=&Search=&Search=>

FISCAL & STAFF IMPACT: There are no impacts associated with receiving the report.

RECOMMENDATION: Staff recommends that the Board consider the resolution receiving the report. Staff can provide answers to questions or comments, as they may arise, at future meetings.

A RESOLUTION RECEIVING AN UPDATE ON TRANSPORTATION
PROJECTS

WHEREAS, the Board of Aldermen has received presentations on important long range regional and statewide transportation plans; and

WHEREAS, the Board has received information related to the prioritization process for seeking state and federal funds and other updates on the draft STIP; and

WHEREAS, the Town of Carrboro has a number of local transportation projects that are in process and working towards implementation; and

WHEREAS, Town staff have requested Board input and approvals at key milestones; and

WHEREAS, Town staff have provided the Board with updates related to specific projects at regular intervals.

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Board of Aldermen that the Board receives this update on the current and ongoing status of local transportation projects for the past several months.

This the 5th day of March in 2019.



TOWN OF CARRBORO
NORTH CAROLINA

TRANSMITTAL

PLANNING DEPARTMENT

DELIVERED VIA: ☐ *HAND* ☐ *MAIL* ☐ *FAX* ☒ *EMAIL*

To: David Andrews, Town Manager
Mayor and Board of Aldermen

From: Zachary Hallock, Transportation Planner

Date: March 5, 2019

Subject: Update on Transportation Projects

Summary

This document is intended to update the Board of Aldermen on the status of a number of active transportation projects. The Board last received a similar update on October 2, 2018. A link to the previous agenda item may be found at:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3690113&GUID=95517225-8985-4106-B563-EF96308A852A&Options=&Search=>

Projects are largely organized in the follow manner: NCDOT Projects, Town Projects, and Bicycle Projects and Planning; this memo retains the project description included in the October report with updated information provided in *italics* at the end of each section.

NCDOT Projects

Estes Drive/North Greensboro Street intersection project (U-5846)

The Board received presentations on the conceptual design for roundabout at the intersection of Estes Drive and North Greensboro Street on May 10, 2016 and September 19, 2017.

Consideration of a request to accept an offer from NCDOT relating to easements for project construction was provided to the Board on May 15, 2018 (meeting materials may be found here: <https://carrboro.legistar.com/MeetingDetail.aspx?ID=571559&GUID=A1B570A7-B73B-4797-AB48-DD36E6952A39&Options=&Search=>) NCDOT advertised the project for construction this summer, but received no bids. They are in the process of reviewing the bid proposal and anticipating rebidding in the near future. The project will be funded and managed by NCDOT.

Update: Staff currently working with NCDOT to determine the best method for completing construction with the least disruption to local residents, commuters and businesses. This could

be a full closure of the intersection, a partial closure--allowing traffic through the work zone with traffic control, or a combination of the two. Town staff (Fire, Police, Public Works, Community and Economic Development, etc.) is reviewing options for detour routes with NCDOT. Additional details will be forthcoming as a detour routing plan is developed.

Merritt Mill/Franklin/E Main/Brewer intersection project (U-5847)

The Board received information relating to the updated design for proposed improvements to the Merritt Mill/Franklin/E Main/Brewer intersection at its September 4, 2018 meeting. The new design focuses on enhancements to bike/ped infrastructure rather than capacity improvements for vehicles. NCDOT would manage and fund the project in its entirety (no local match). The highway project programmed as U-5847 would be removed from the STIP. The Board has approved a resolution supporting NCDOT investment in this location so that construction could move forward in a timely manner.

NCDOT indicated at the September 12th DCHC MPO Board Meeting that the design should be finalized in the near future and, that a NCDOT representative could attend a Town Board meeting to provide an update with additional details on the project design, if desired, with a target meeting date in October.

Update: A representative from NCDOT presented an update to the Board on December 4, 2018. (Meeting materials may be found here:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3767378&GUID=5EEC0515-3187-423A-8F93-8C2761E61A8B&Options=&Search=>) Town staff met with the owner of Carolina Carwash and with the business owners of Al's Garage, prior to the December meeting, to inform them of the proposed changes to the intersection and the potential for minor impacts to their operations/property. Subsequent to the Board's meeting, NCDOT met on site with the owner of Carolina Carwash to discuss in more detail the specifics of the design, the preferred location of driveways on East Main and Brewer Lane and possible ways to improve stormwater management along Brewer Lane. Construction is anticipated to begin in May and to conclude in August, coinciding with UNC's summer break and NCDOT's scheduled resurfacing for Franklin Street and parts of East Main Street.

New: NC MOVES 2050 – NCDOT Strategic Long-range Transportation Plan

NCDOT is currently conducting a long range, statewide transportation plan to better guide North Carolina's transportation policy and investment to 2050 and beyond. For information on the planning process, to submit public comments, or details on other public engagement opportunities see the links below.

Plan Homepage: <https://www.ncdot.gov/initiatives-policies/Transportation/nc-2050-plan/Pages/default.aspx>

Public Comment Map: <https://vizmaps.wspis.com/2050plan/crowdsourcing/map>

Other Public Engagement Opportunities: <https://www.ncdot.gov/initiatives-policies/Transportation/nc-2050-plan/Pages/public-engagement.aspx>

Corridor Studies

NC 54 West – Corridor Study and TIP Projects

The Board received a presentation on the draft report on October 16, 2019. Information relating to the study including public information meeting materials are available at the project website: <http://www.nc54west.com/>

Update: Staff have coordinated with the DCHC MPO to develop an additional scope of work to better respond to the initial questions from Carrboro's MPO Board liaisons such as projected traffic volumes, origins and destinations, particularly on the section of NC 54 in Carrboro's planning jurisdiction. Staff will schedule a future presentation to the Board once this additional work is complete.

Two STIP projects were identified along this corridor as part of Prioritization 5.0 (2020-2029 STIP).

- R-5821A: NC 54 from Orange Grove Road to Old Fayetteville Road
 - This project largely consists of intersection capacity improvements (turn lanes, signal timing) along the length of the corridor.
- U-6071: NC 54 from Old Fayetteville Road to W Main Street
 - The focus of this project is to provide traffic operations/capacity improvements for the Old Fayetteville/NC 54 intersection, but Town and NCDOT staff have discussed expanding the scope of the project to include the West Main/James Street intersection, and the section of NC 54 in between. The sidepath along NC 54 from Main/James Street to Anderson Park has also been discussed as a possible bike/ped enhancement to the project. Funding for the sidepath, if included, would likely come from the bike-ped project submitted by the Town as part of P5.0; the amount (percentage) of local match for the sidepath, if constructed as an enhancement to a highway project, has not yet been determined.

A scoping meeting to discuss these projects was held in June, 2018. The current schedule for R-5821A is ROW 2020, Construction 2022, and Completion 2024.

Update: U-6071 was not identified for funding in the draft 2020-2029 STIP, and as such, this item will be removed from future reports.

NC 54 between Old Fayetteville Road and Columbia Street (Chapel Hill)

In January 2018, the Carrboro Planning and Police departments sent a letter to NCDOT in support of a request from Chapel Hill to conduct a corridor on NC 54, between Old Fayetteville Road and Columbia Street with a focus on bike-ped safety, particularly with regard to access to transit. NCDOT met with police and transportation staff from both towns to discuss a project scope and are in the process of finalizing the scope of services to engage with a consultant.

Update: NCDOT has contracted with VHB Engineering to perform data collection and safety analysis for this corridor, which will run from Old Fayetteville Road in Carrboro to Manning

Drive in Chapel Hill. A kick-off meeting was held on January 30, 2019 which included an overview of the project corridor, and an initial site visit by the project team to key intersections along in order to make initial observations. Additional information and opportunities for public involvement will be provided as the project develops.

Town Projects

East Main Street Study

East Main Street is on NCDOT's upcoming schedule for resurfacing, providing an opportunity to revisit the current cross section of the street from Weaver Street to Rosemary Street. The engineering firm Stantec (on the DCHC MPO on-call services list) has been engaged to analyze the feasibility of an alternative cross section that would include bicycle and pedestrian improvements; this is the same firm that is designing the intersection improvements at Merritt Mill/Franklin/E Main/Brewer Lane. Public outreach and final design would only proceed if NCDOT approval for the modification is received. The contract is being finalized and a meeting with Stantec, Town staff and NCDOT is being scheduled to discuss the parameters of the analysis. NCDOT is aware of the Town's interest that the findings from this analysis, if deemed feasible, be considered prior to the resurfacing. Modifications to the scope of the intersection improvements at E Main/Brewer Lane may also affect the timing of the resurfacing for this section of East Main Street.

Update: Stantec has completed projected volumes for the corridor and has sent them to NCDOT for review. Staff is working with Stantec and NCDOT to complete the remaining aspects of the operational analysis and to develop design alternatives for a new pavement plan for public input, with the target timeline of coinciding with the May 2019 resurfacing schedule. NCDOT has indicated that resurfacing for the eastern section of the Franklin-East Main Street corridor could be postponed to May 2020 to accommodate the Town's interest in a revised pavement plan should additional time be needed to complete the analysis.

Jones Ferry Road – Protected Bike Lanes (Possible Pilot Program)

Town staff have been working with NCDOT to identify potential treatments for protected bike lanes on Jones Ferry Road, an interest identified as part of the Spot Safety Improvement Project for the corridor. Staff from NCDOT's Bicycle and Pedestrian Division have discussed options, (which may include possible funding) for the effort to be expanded into a pilot project for establishing protected bike lanes treatments that could be replicated throughout the state. To date, discussions with Public Works and NCDOT have focused on concerns over cost, maintenance, snow clearance, and transit operations. Staff have currently identified a set of potential treatments based on the NCDOT approved products list which could be utilized to create a protected bike lane. Public input for the ideas developed during this process could be rolled into the outreach for the Bike Plan Update, or pursued on a separate timeline. Additionally, this project would represent new ground for NCDOT as there are currently no state-maintained facilities with protected bike lanes, thus any results gleaned from this pilot project would be used to inform NCDOT design guidelines for protected bike lanes throughout the state.

Update: Staff have finalized a set of treatments identified from the NCDOT approved products list and are coordinating with both NCDOT Division 7 and NCDOT Division of Bicycle and Pedestrian Transportation to identify potential funding opportunities to support this pilot program. Staff anticipates discussion of these treatments as part of the Comprehensive Bicycle Transportation Plan update.

Bike Loop Detectors (U-4726-DF)

Staff advertised the bike loop detectors last October but did not receive any bids. After learning of the schedule for resurfacing along Main Street, staff discussed different options to completing the project as part of the repaving process or as part of signal maintenance. After reviewing the project with FHWA and NCDOT as part of a federal audit, the Town was directed to advertise the project for a second time.

Update: Staff has prepared updated bid materials and is working with the Finance Department to schedule readvertisement.

Homestead Road-Chapel Hill High School Multi-Use Path (U-4726-DE)

Staff is working with the CEI firm to finalize a punch list and begin the remaining work on the project. The final plantings are scheduled for installation during the fall planting season, typically around November. A future spur linking the multi-use path to Claremont South is also in the works and once completed will provide a direct connection to residents living along the south side of Homestead Road in Claremont South and neighboring residential subdivisions, such as Wexford, Williams Woods, Cates Farm, and heading toward downtown Carrboro.

Update: Project is nearing closeout, staff are completing final review of project punch list. Staff is also in contact with the Zinns regarding the schedule for constructing the southern spur to the multi-use path from Claremont South and will provide additional updates when available.

Morgan Creek Greenway (EL-4828A)

The Town submitted the project proposal (plans, specification manual and engineer's estimate) for Phase 1 of the greenway to NCDOT on September 14th for construction authorization, and has received notice from NCDOT that authorization was approved. Staff has also worked with NCDOT and the DCHC MPO staff to move the TAP-DA funds allocated to Phase 2 of the greenway to Phase 1, so that the money can be allocated to construction prior to the scheduled rescission in September 2019.

Update: Construction authorization has been received, a Request for Letter of Interest for Construction Engineering & Inspection (CEI) services has been submitted to NCDOT for review. Staff is working with the design engineer to complete final adjustments to plans and project manual. Staff has also reached out to the HOA presidents for Berryhill and the Canterbury Townhomes to set up a neighborhood meeting to provide an update on the project and anticipated construction schedule.

Jones Creek Greenway (C-5181)

Staff advertised for engineering design services late last year and subsequently identified a recommended firm. NCDOT has approved the firm and their estimate for the scope of work for the project. Staff is preparing a draft contract for NCDOT approval. Once executed, design services will be underway, starting with a kick-off meeting for outreach. The project is funded entirely with CMAQ money. The estimate has come in over the amount earmarked for design services, and staff has been working with NCDOT and DCHC MPO staff to shift some the funds programmed for construction to design in order to keep the project moving forward. CMAQ funds are also scheduled for rescission. The DCHC MPO Technical Committee has been reviewing different strategies to ensure that projects underway or shovel ready—receive existing funds and that the remaining projects are positioned to request/receive CMAQ funds with the upcoming call for projects.

Update: A kickoff meeting was held on Wednesday, January 30th. Staff are working with the consultants to identify dates for series of public drop-in sessions and presentations to the Board of Aldermen. Assuming that the project can proceed with a No-Rise, (no CLOMR needed), the anticipated schedule would be to provide updates at the following intervals of the design: 15% Design – 3/26 or 4/2, 30% Design – 5/7, 60% Design – 6/18. Planning department is also coordinating with the Police and other departments regarding the potential for safety concerns associated with a greenway that links to school, with a meeting date tentatively scheduled for the week of March 4th.

Estes Drive Corridor Study and Bike/Ped Improvements (EB-5886)

Town staff is working with NCDOT and the Town of Chapel Hill to determine the project scope for bike/ped improvements along this corridor. The project has been split into separate projects (A & B) to allow each Town to execute a municipal agreement with NCDOT directly, provides more flexibility with regard to scheduling. Carrboro Planning staff is working with the Town attorney to prepare a draft agreement with GoTriangle to receive transit plan funds, including funds to proceed with the corridor study. The corridor study is intended to help inform the design of the western portion of the Estes Drive corridor for a seamless connection with the future roundabout at North Greensboro Street and sensitive design within the tight right-of-way between North Greensboro Street and the Wilson Park Greenway. It is anticipated that design and right-of-way acquisition would be managed by the towns and construction managed by NCDOT.

Update: Staff anticipates beginning a corridor study in FY2019 in order to best determine the interface between Chapel Hill and Carrboro sections of the project, as well design considerations related to the Estes Drive/N Greensboro Roundabout.

South Greensboro Street Sidewalk (C-5650)

The Town has received a municipal agreement from NCDOT and is in the process of preparing a RFLOI for NCDOT approval to beginning advertising for design services.

Update: Staff has received initial approval of a draft Request for Letters of Interest (RFLOI) for design services from NCDOT. Planning staff is working with the Finance Department to schedule advertisement.

Main Street Sidewalk

As part of the development of the updated Durham and Orange county transit plans, the Town submitted a capital project request to construct a sidewalk along West Main Street between Fidelity Street and Poplar Street. Staff requested delaying the funds for the Main Street project to a later fiscal year in order to receive funds for the South Greensboro Street sidewalk in an earlier fiscal year. Correspondence between GoTriangle and the Town, to that effect, provided sufficient confirmation that funds would be available for the South Greensboro project—allowing the Town to proceed with the process of initiating a municipal agreement with NCDOT.

Barnes Street Sidewalk (EB-5890) & Jones Ferry Road Sidewalk (EB-5880)

The Barnes Street and Jones Ferry Road sidewalk projects were programmed for funding in the 2018-2027 STIP. Staff has requested that the start date of these two projects begin in FY 2022, anticipating a schedule of design in FY 2022, ROW acquisition FY 2023 and construction FY 2024. The proximity of the two projects offers an opportunity to seek one contractor to construct both projects if such an arrangement provides an economy of scale benefit.

SPOT 5.0 Local Projects Scoring/Points Allocation

- Old NC 86 Bike Lanes – Current SPOT methodology resulted in very low scoring such that this project (neither the Highway or Bike/Ped versions) is unlikely to receive funding
- Seawell School Road Bike/Ped connection – The version of the project with a multi-use path scored better than bike lanes and may score high enough to receive funding. Staff anticipates that the DCHC MPO Technical Committee will recommend allocating local points to this project.
- NC 54 Sidepath (Main St to Anderson Park) (This project may be incorporated as part of the TIP project U-6071 as noted above).
- NC 54 at Old Fayetteville intersection improvements (U-6071 this project was included in the June 2018 scoping meeting with NCDOT and has received some analysis as part of the NC 54 West Corridor study.

Update: Projects were submitted through the SPOT 5.0 prioritization process for funding in the 2020-2029 STIP. An update on the draft 2020-2029 STIP was presented to the Board on February 19, 2019. Of the projects listed above, only the NC 54 sidepath was identified in the draft STIP for possible funding. Per the Board's direction, the remaining projects will be submitted to the SPOT 6.0 process for considering in the next STIP 2022-2031. Agenda materials from the February meeting may be found at:

<https://carrboro.legistar.com/LegislationDetail.aspx?ID=3863585&GUID=2B1E4391-C99C-4E45-9B2A-8EDA86C3BBEC&Options=&Search>

Bicycle Projects and Planning

Bicycle Transportation Plan Update

Town staff have worked over the summer to review and execute the grant agreement to NCDOT to receive funding for the Bike Plan update. A Request for Proposals (RFP) has been finalized, planning and finance staff are currently working to set a date to advertise that RFP. The planning process for this update should also provide an opportunity to facilitate a broad public input

process aimed at seeking citizen feedback on a number of different transportation projects in addition to the plan update.

Update: The first steering committee meeting was held on Thursday, February 28. This meeting covered project scope, overview of existing conditions, review of the 2009 plan vs expectations for the 2019 plan, and the initial public outreach strategy. Future steering committee meetings will be held on Thursday, March 28; Thursday, May 30; and Thursday, June 27. Additional information related to the Bicycle Plan and recordings of the Steering Committee meetings will be made available a project webpage which is currently under development.

Bicycle Friendly Communities Application

This summer, town staff worked to complete the latest iteration of the Bicycle Friendly Communities (BFC) application. Upon nearing the deadline, staff spoke with the BFC program manager regarding the application and other administrative issues which might affect our current status. It was indicated that while our present Silver-level designation technically only runs through 2018, there is a leeway period allowed so long as an application is submitted during the next year. It was staff's understanding, based in part on that conversation, that having a complete (or nearly completed) Bike Plan update would significantly strengthen the application. With that in mind, staff's intention is to submit the formal BFC application in the fall of 2019 to ensure the best opportunity to reach Gold-level status.

Update: Staff continues to be in communication with the BFC staff to coordinate the submission of the Town's application with our progress on the bicycle plan update and the design of small-scale bicycle demonstration pilot infrastructure projects and potentially permanent infrastructure projects.

Other Bicycle Infrastructure Projects

Pathway Drive Bike Boulevard

Since the Board last received an update on this project (November 21, 2017), staff has been working with the Town Engineer to develop a series of conceptual designs ('typicals') which could be used to seek public input. These 'typicals' represent simple landscaped bump-outs, chokers, and chicanes which will serve to calm traffic along Pathway Drive. In addition, sharrows would be added along the length of the street to better indicate that bicycle traffic should utilize the full travel lane. This option allows for the conversion of the existing cross sections (which includes bike lanes) to include elements of a bike boulevard; overall automobile speeds should be slower but would allow on-street parking to occur in some locations due to the new bump-outs and chokers.

Update: Town engineer has developed conceptual level typical sections of potential traffic calming measures to use along the corridor. These could be chicanes, bulb outs, or curb extensions all of which would also provide opportunities for stormwater improvements as well.

Cobblestone Colfax Connector

The existing 5-foot wide sidewalk between the cul-de-sacs on Colfax Drive and Cobblestone Drive creates a bike/ped connection between the cul-de-sacs on Cobblestone Drive and Colfax

Drive. Based on the surrounding network of bike/ped connections (the cut through from Colfax Drive to Claremont Drive, the newly opened Homestead Road-Chapel Hill High School Multi-Use Path (Bolin Creek Greenway Phase 1B) and the other planned improvements (traffic calming along Cobblestone Drive) upgrading the sidewalk to a wider multi-use path could serve to create a Bike Boulevard route from Hillsborough Road to Homestead Road. Town staff reached out to residents for comment on the idea of widening the path in September, and initial survey work is underway to determine how wide a potential path could be made as well as other details.

Update: Town engineering currently developing design and cost estimates.

Other, smaller, bike infrastructure projects have been identified for analysis and may be easier to implement either as part of the update to the Bicycle Plan or as standalone projects include:

- Roberson Street/Libba Cotten – Provide guidance to cyclists as they merge from the bikeway into street traffic.

Update: Staff are working with the Town Engineer to develop a conceptual design for this intersection.

- Shelton Street/Carrboro Elementary – Provide guidance to cyclists who are travelling in the opposite direction of traffic on Shelton Street in order to access the elementary school.

Update: Staff have received numerous comments regarding the volumes of wrong way cycling on Shelton Street. Initial measurements indicate that pavement width on Shelton Street is wide enough to provide dedicated space for cyclists, but the geometry of its intersection with Hillsborough Road is challenging both due to crosswalk locations and vehicle turning paths. Staff are working NCDOT to determine what options may be available in this location.

- New: E Poplar Ave: Staff is exploring a pavement marking opportunity related to comments received of wrong way cyclists and interest in a designated bike route here as well.

Bike Share

Staff continues to work with the Town of Chapel Hill and others to discuss bike share opportunities, to meet with possible vendors and to consider possible collaborations, and to monitor the program in Durham where bike share companies are required to get a permit. The Transportation Advisory Board has also discussed bike share at several points over the past few years.

Update: Following a report to the Board on February 2, 2019, Town staff continues coordination with Chapel Hill and the University of North Carolina on issues related to Bike Share and other Shared Active Transportation solutions. Agenda materials may be found at: <https://carrboro.legistar.com/LegislationDetail.aspx?ID=3851751&GUID=7B467DB8-085A-4ACE-9F56-E0DCFE4CF395&Options=&Search=>

Residential Traffic Calming

Planning staff have coordinated with Public Works over the summer to perform test runs for collecting traffic count data. While the purpose of this testing period was to ensure that all staff were familiar with the methodology, technical difficulties were encountered with the traffic counter equipment. IT staff is in the process of purchasing replacement counters. Once received and tested, staff will begin the analysis portion of residential traffic calming requests starting with the Cobblestone Drive request.

Over the summer, a graduate student intern worked with Planning Staff to evaluate the adopted Residential Traffic Management Plan and identify possible improvements to make the program work more smoothly.

Update: Staff have completed traffic counts and analysis steps outlined in the residential traffic management plan for the request related to Cobblestone Drive. A staff report is currently being developed for presentation to the Board later in March. Additional traffic calming requests are being processed as they are received. Staff is also working to set up a framework to collect traffic speed/volume counts throughout Carrboro to better understand vehicle travel on streets in Town.

Lloyd Farm/Plantation Acres Data Collection: A condition of the rezoning for the Lloyd Farm project was for the developer to prepare a new Transportation Impact Analysis (TIA) with updated traffic counts. The Town will also be conducting additional speed/volume counts to establish a more comprehensive understanding of the current traffic conditions and driver behaviors in Plantation Acres to inform possible traffic calming measures.

Citizen & TAB Bike/Ped Safety Requests

In July, Town staff held a detailed and productive meeting with NCDOT representatives regarding the bike/ped safety requests, with a particular focus on crossings along Homestead Road by Claremont and locations along North Greensboro Street. NCDOT identified possible infrastructure improvements such as signage and lighting for short-term enhancements as longer term items such as lane modifications which would require analysis.

Update: Staff are developing a comprehensive listing of identified locations where safety concerns have been commented on by citizens, the TAB, or from staff observations. Data is being compiled related to these locations including traffic volume & speed, bike/pedestrian volumes, crash data, status in local plans (Bike Plan and SRTS), cost estimates, and potential funding sources. This data will be used to evaluate possible improvements in relation to NCDOT guidance and to prioritize among these improvements deemed feasible.

Slow Zone

Staff met with NCDOT staff to discuss the concept of a slow zone in the downtown area using a combination of signage and infrastructure improvements that would provide cues to drivers to slow down. Staff plans to circle back to NCDOT to discuss more specific design proposals this

fall. Informational signage developed as part of the Wayfinding project should dovetail nicely into the Slow Zone program.

Update: The Transportation Advisory Board has been working to develop a Downtown Slow Zone policy, which will outline the aspirational vision of enhancing the downtown experience, particularly the bike-ped experience. Once completed, staff will work with NCDOT to evaluate the feasibility of implementation on NCDOT streets and with Public Works staff regarding possible modifications to the Town network to realize the vision. Staff has begun and will continue to collect speed/volume data on downtown streets to gain a better understanding of current conditions and to help inform what type of modifications would lead to desired change in behavior. Opportunities to create a slow zone in phases and in collaboration with the wayfinding project will also be explored. Staff will provide updates to the Board as work progresses.

Road to Zero

Staff is evaluating what it would take to make a commitment to achieve the designation and to pursue those activities.

Safe Routes to School Implementation Committee

Staff has reviewed the existing make-up of the implementation committee and has developed a draft description of a revised committee, based on Board comments in June. Discussion with the Active Routes to School Regional Coordinator, and the Town Attorney for input and refinement is still underway.

Update: Staff is preparing town code amendments which will revamp the committee as a subcommittee of the Transportation Advisory Board, and provide voting rights to students participating on the committee. As currently drafted, the restructured SRTS Implementation Committee would meet quarterly; staff would meet and/or provide updates to school representatives (typically principles) during separate, bi-annual meetings or as otherwise needed. Staff anticipates bringing the draft town code amendments to the Board later this spring/summer.

Update: Transit Projects

Short Range Transit Plan: Staff are coordinating with Chapel Hill Transit to bring a presentation on the proposed service changes under the Short Range Transit Plan to the Board before the end of March.

North-South Bus Rapid Transit: Work is ongoing.



Town of Carrboro

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

Agenda Item Abstract

File Number: 19-86

Agenda Date: 3/5/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Capital Improvement Plan FY 2019-20 through FY 2023-24

PURPOSE: To present a report to the Board of Aldermen on the proposed Capital Improve Plan (CIP) for FY 2019-20 through FY 2023-24

DEPARTMENT: Town Manager and Finance

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

INFORMATION: The updated CIP for FY 2019 through FY 2023-24 (Attachment B) concentrates on the completion of current projects, renovation of current facilities, storm water improvements and financing the 203 Project. The CIP through FY 2023-24 totals \$47.5 million and includes \$22.7 million for projects that are currently underway; and \$24.8 million for new projects.

PROJECT COSTS	<u>Previous</u> <u>Appropriations</u>	<u>FY 2020- 24</u> <u>Request</u>	<u>Total</u> <u>Project Costs</u>
Current Projects	\$ 22,626,249	\$ 3,267,750	\$ 25,893,999
New Projects		\$ 16,134,924	\$ 16,134,924
Vehicles/Equipment		\$ 2,867,720	\$ 2,867,720
Technology Projects	\$ 155,000	\$ 258,000	\$ 413,000
Storm Water Projects		\$ 2,268,672	\$ 2,268,672
TOTAL ALL PROJECTS	\$ 22,781,249	\$ 24,797,066	\$ 47,578,315

The largest project underway is the 203 Project with an estimated cost of \$15.6 million. This is a joint development between the Town and Orange County to develop facility to house the Orange County Southern Branch Library, Town recreational programs, and other possible uses. The County is expected to contribute \$6.6 million and the Town anticipates using a combination of cash and debt financing to covers its \$9.0 million share. Financing for this project is anticipated in FY 2021. The final costs for the 203 Project may change as the final design and construction plans are finalized.

Renovation of existing Town facilities continues to be a need and high priority. In 2022 and 2023 we anticipate needing \$6.2 million for renovation of Town Hall, Century Center and Fire Station #1. Over the next year as Public Works completes its assessment of these facilities, the costs will be refined. While we anticipate, at this

Agenda Date: 3/5/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

point, issuing debt for these renovations in 2023, we may be able to use some combination of cash, depending upon final cost estimates and the over financial condition of the Town. In 2020 funds are identified to undertake certain corrective actions to prevent further decline of facilities (i.e., roof replacement, basement water proofing, unpaved roads, sidewalk repairs, etc.). Also, we know that the Public Works facilities, located in a flood area, is in need of significant improvements. We are currently exploring the possibility of securing federal funds to relocate this facility to a non-flood area.

Capital projects for storm water management are included at an estimated cost of \$2.2 million over the next five years. These projects are to be funded by the Storm Water Fee established in FY 2018-19. The Storm Water Utility Enterprise Fund is expected to provide a stable and consistent source of funding to address storm water and flooding issues throughout the Town.

For replacement of vehicles and equipment, the Fleet Management Division in Public Works estimates a need for \$2.8 million over the next five years. Each year when the annual operating budget is developed, vehicles and equipment scheduled for replacement undergo another evaluation and priorities are established. Only the highest priorities are funded in the operating budget. 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.

FISCAL & STAFF IMPACT: The CIP does not appropriate funding for capital projects. Rather, capital projects are funded by the Board of Aldermen through the adoption of a Capital Project Ordinance or in the annual General Fund budget.

RECOMMENDATION: That the Board of Aldermen accept the attached Report on the Capital Improvement Plan for FY 2019-20 through FY 2023-24 (Attachment A).

**RESOLUTION TO ACCEPT REPORT ON
CAPITAL IMPROVEMENTS PLAN FOR FY 2019-20 THROUGH FY 2023-24**

WHEREAS, the Town Manager and staff have developed a Capital Improvements Plan for FY 2019-20 through FY 2023-24; and,

WHEREAS, the Town of Carrboro recognizes that a Capital Improvements Plan 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 capital needs with regards to: 1) maintaining the existing infrastructure 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; and,

WHEREAS, the recommended FY 2019-20 through FY 2023-24 Capital Improvements Plan has been presented to the Board of Aldermen; and,

WHEREAS, no appropriation of funds for a project(s) is made by the CIP and such appropriation is made by the Board of Aldermen through the adoption of a project ordinance or in the annual operating budget;

THEREFORE BE IT RESOLVED that the Town of Carrboro Board of Aldermen accepts the Report on Capital Improvements Plan for FY 2019-20 through FY 2023-24 and offers the following changes or directions:

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

**TOWN OF CARRBORO, NORTH CAROLINA
CAPITAL IMPROVEMENTS PLAN
FY 2019-20 THROUGH FY 2023-24**

BOARD OF ALDERMEN

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

TOWN MANAGER

David L. Andrews, ICMA-CM

DEPARTMENT HEADS

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

Table of Contents

Message from the Manager	3
Introduction	7
Current Projects	8
Recreation and Parks	8
Sidewalks and Greenways	8
Public Works	8
Technology Projects	8
New Project Requests	9
Storm Water Utilities	9
Vehicles and Equipment	10
Transportation Projects	11
Financial Status of the Town	12
Impact of Operating Budget	12
Appendices	
Appendix A – Vehicle Replacement Policy Evaluation	17
Appendix B – Vehicle Replacement Schedule	20
Appendix C – Capital Improvement Plan summaries and graphs	22
Appendix C – Listing of Capital Improvement Projects by Category	30
General Government project detail forms	32
Information Technology project detail forms	34
Police and Fire project detail form	37
Planning and Zoning project detail forms	38
Public Works project detail forms	43
Recreation and Parks project detail form	56
Storm Water project detail forms	57

Message from the Manager
Capital Improvements Plan
FY 2019-20 through FY 2023-24

March 5, 2019

Dear Mayor and Board of Aldermen:

After extensive review of Town needs and priorities, we have developed a Capital Improvements Plan (CIP) for the next five years that concentrates on renovation of existing Town facilities, financing the 203 Project, and storm water improvements.

The CIP through FY 2023-24 totals \$47.5 million and includes \$22.7 million for projects that are currently underway and \$24.8 million for new projects. In 2021 we expect to finalize financing for the 203 Project. This is a joint endeavor between the Town and Orange County, to develop a facility to house the Orange County Southern Branch Library and recreational programs for the Town. The project is currently estimated to cost \$15.6 million, The County is expected to contribute \$6.6 million and the Town anticipates financing its \$9.0 million share through a combination of cash and installment financing.

The Facilities Assessment and Space Needs Study conducted in 2016 identified a need for the renovation of several Town building. In 2022 and 2023 we anticipate needing \$6.2 million for renovation of Town Hall, Century Center and Fire Station #1. This cost will be refined over the next year as Public Works does an assessment of these facilities. In 2020 funds are identified to undertake certain corrective facilities projects (e.g., roof replacement, basement water proofing, bus shelter replacements, unpaved roads, sidewalk repairs, etc.).

For replacement of vehicles and equipment, the Fleet Management Division in Public Works estimates a need for \$2.8 million over the next five years. Each year when the annual operating budget is developed, vehicles and equipment scheduled for replacement undergo another evaluation and priorities are established. Only the highest priorities are funded in the operating budget. 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.

Seven storm water projects are included in the CIP at an estimated cost of \$2.2 million over the next five years. These projects are expected to be funded by the Storm Water Fee established in 2018-19. All storm water activities now reside in the Storm Water Utility Enterprise Fund. The Utility Enterprise Fund is expected to provide a stable and consistent source of funding to address storm water and flooding issues throughout the Town.

Overall Costs

The total cost of the CIP for FY 2019-20 through FY 2023-24 is estimated at \$47.5 million, \$15.2 million, more than last year. Current projects total \$22.7 million or 48% of the total. Roughly 49% of the total is for Public Works and Planning projects representing \$23.0 million of total costs.

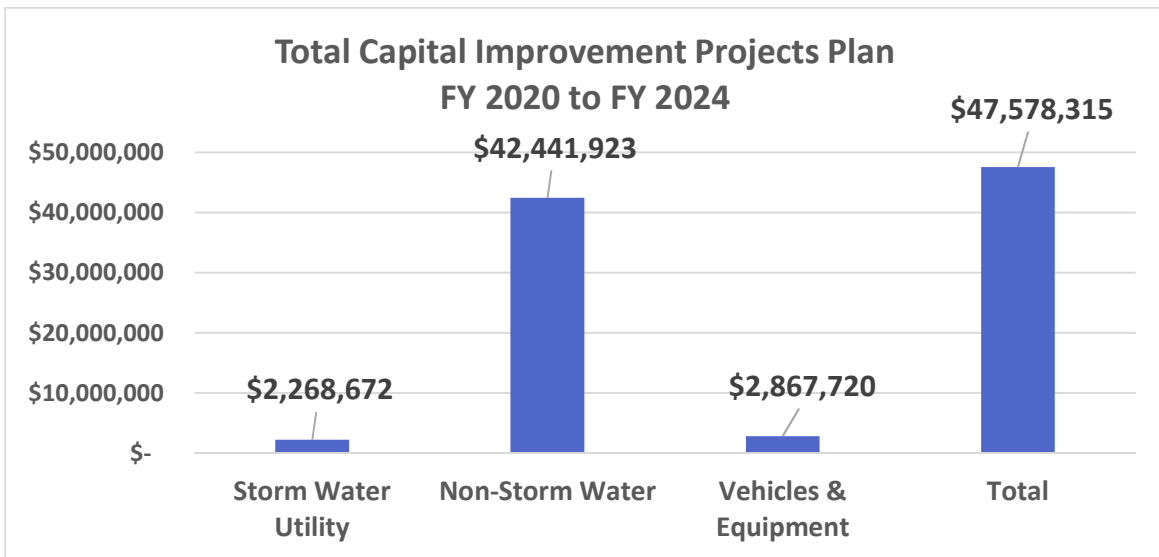
Capital Projects by Category

	<u>Total</u> <u>Project Costs</u>	<u>%</u> <u>of Total</u>
General Government	\$ 15,699,895	33%
Information Technology	\$ 413,000	1%
Public Safety	\$ 314,924	1%
Planning and Zoning	\$ 4,324,750	9%
Public Works	\$ 19,128,158	40%
Recreation and Parks	\$ 2,561,196	5%
Vehicles/Equipment	\$ 2,867,720	6%
Storm Water	\$ 2,268,672	5%
<i>Total Projects</i>	<u>\$ 47,578,315</u>	<u>100%</u>

The chart below shows the estimated cash needs by year.

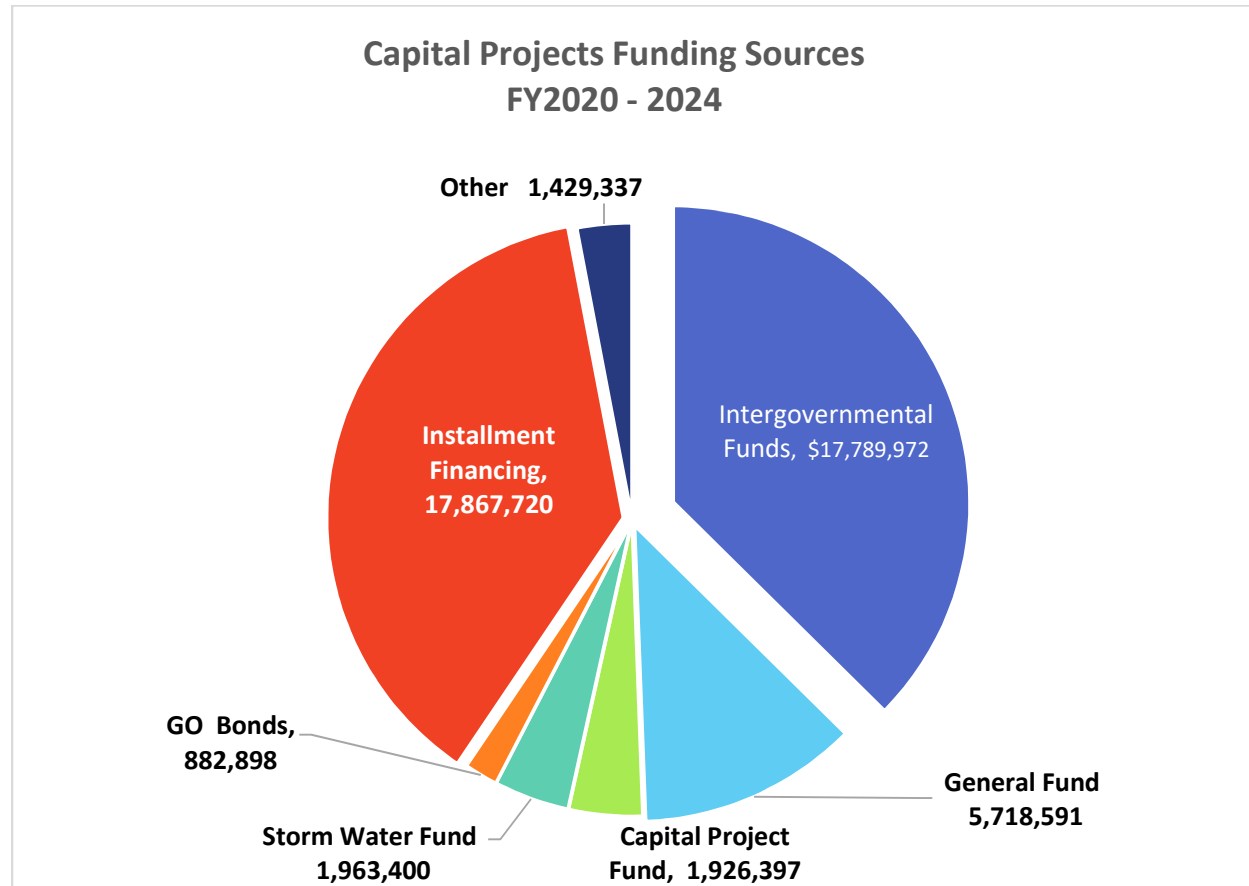
	<u>Previous</u> <u>Appropriations</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24</u> <u>Total</u>	<u>Project</u> <u>Total</u>
General Government	15,699,895	651,876	771,003	476,560	639,377	328,904	2,867,720	18,567,615
Information Technology	155,000	258,000	-	-	-	-	258,000	413,000
Public Safety	-	314,924	-	-	-	-	314,924	314,924
Planning and Zoning	1,987,500	600,250	46,000	978,897	43,196	668,907	2,337,250	4,324,750
Public Works	2,377,658	1,358,000	1,175,000	1,387,500	3,430,000	9,400,000	16,750,500	19,128,158
Recreation and Parks	2,561,196	-	-	-	-	-	-	2,561,196
Storm Water	-	540,672	375,000	381,000	462,000	510,000	2,268,672	2,268,672
<i>Total Projects</i>	<u>22,781,249</u>	<u>3,723,722</u>	<u>2,367,003</u>	<u>3,223,957</u>	<u>4,574,573</u>	<u>10,907,811</u>	<u>24,797,066</u>	<u>47,578,315</u>

Storm water projects total \$2.2 million, vehicles and equipment total \$2.8 million and \$42.4 million are related to non-storm water projects.



Funding Sources

Below are the proposed sources of funding for the \$47.5 million CIP for FY 2019-20 through FY 2023-24.



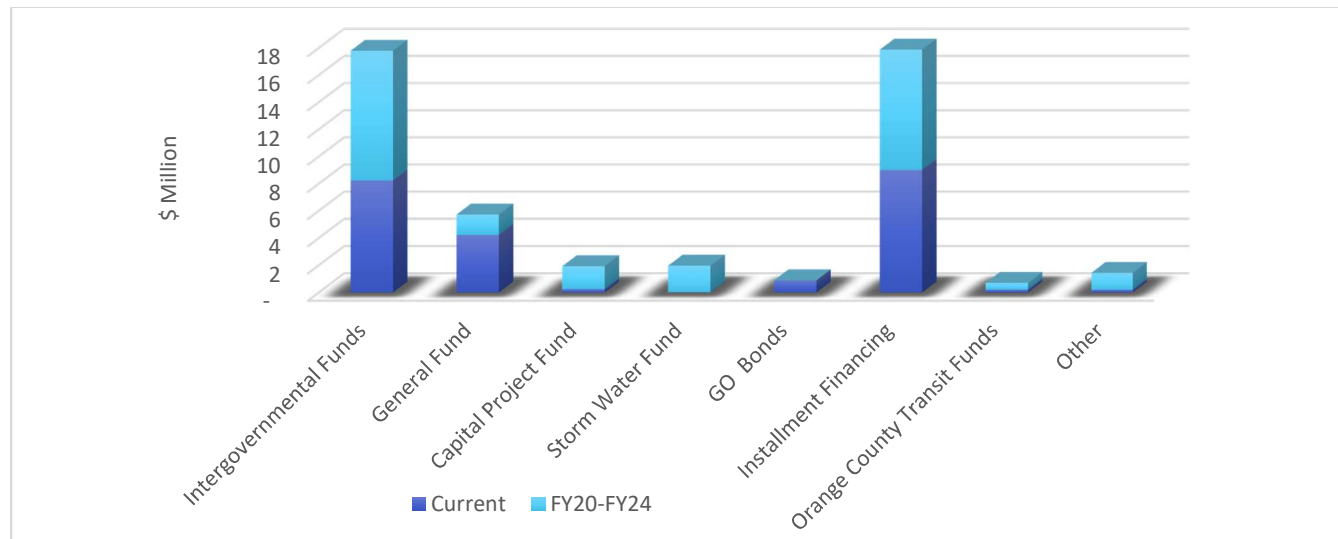
Intergovernmental Funds	\$ 17,789,972	37.4%
General Fund	5,718,591	12.0%
Capital Project Fund	1,926,397	4.0%
Storm Water Fund	1,963,400	4.1%
GO Bonds	882,898	1.9%
Installment Financing	17,867,720	37.6%
Other	1,429,337	3.0%
Total Funding	\$ 47,578,315	100.0%

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 2023-24 comprise 37.6% of all capital funding sources compared to 35.8% last year.

Most all of the projects supported by General Obligation bonds issued in 2013 have been completed. The remaining projects (e.g., Rogers Road sidewalk, greenways, etc.) currently

comprise 39.3% of capital funding (intergovernmental and bond funds). At present, no decisions have been made as to future general obligation referendum.

Intergovernmental revenues provide a significant share of project costs. The challenge for the Town will be to provide matching funds for such revenues. General Fund operating funds will comprise 12.0% of capital financing sources. The Town has in the past been able to use 2013 general obligation bonds issued for sidewalks and greenways, and fund balance from the general fund to match intergovernmental funds. Below is a chart that shows financing sources for the current year compared to FY 2020-FY2024.



Undertaking the proposed capital projects through FY 2023-24 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, transit tax, 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 2023-24 will provide the necessary infrastructure and create an environment for continuation of high performance levels in delivering services to residents.

Sincerely,

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 ordinance. 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 with estimated cash needs per year.

**Summary of Capital Improvements Plan
FY 2019-20 through FY 2023-24**

		Previous						FY20-FY24	Project
		Appropriations	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total	Total
Expenses									
	Planning/Design	2,400,124	460,406	55,000	1,154,897	447,000	6,110,000	8,227,303	10,627,427
	Construction	19,684,645	1,993,516	1,495,000	1,592,500	3,445,000	4,368,907	12,894,923	32,579,568
	Land/ROW	696,480	125,000	46,000	-	43,196	-	214,196	910,676
	Equipment/Furnishings	-	1,144,800	771,003	476,560	639,377	428,904	3,460,644	3,460,644
Total Expenditures		\$ 22,781,249	\$3,723,722	\$2,367,003	\$3,223,957	\$4,574,573	\$10,907,811	\$24,797,066	\$47,578,315
Appropriations									
	Intergovernmental Funds	8,231,100	969,472	477,000	1,312,718	164,557	6,635,125	9,558,872	17,789,972
	General Fund	4,218,591	300,000	300,000	300,000	300,000	300,000	1,500,000	5,718,591
	Capital Project Fund	248,823	1,058,974	225,000	251,179	8,639	133,782	1,677,574	1,926,397
	Storm Water Fund	-	235,400	375,000	381,000	462,000	510,000	1,963,400	1,963,400
	GO Bonds	882,898	-	-	-	-	-	-	882,898
	Installment Financing	9,000,000	651,876	771,003	576,560	3,539,377	3,328,904	8,867,720	17,867,720
	Other *	199,837	508,000	219,000	402,500	100,000	-	1,229,500	1,429,337
Total Funding		\$ 22,781,249	\$3,723,722	\$2,367,003	\$3,223,957	\$4,574,573	\$10,907,811	\$24,797,066	\$47,578,315

CURRENT PROJECTS

The Board of Aldermen has appropriated \$22.7 million for nine (9) capital projects that are currently underway. Below is a list of these projects. For a status report of each project, see Appendix C.

RECREATION AND PARKS

Martin Luther King , Jr. Park	\$ 2,561,196
Total Recreations & Parks	<u>\$ 2,561,196</u>

PUBLIC WORKS

Street Resurfacing	\$ 801,000
203 Project	\$ 15,699,895
LED Street Lights	\$ 100,000
Total Public Works	<u>\$ 16,600,895</u>

SIDEWALKS AND GREENWAYS

Jones Creek Greenway	\$ 420,000
Morgan Creek Greenway	\$ 1,567,500
Rogers Road Sidewalk	\$ 1,371,658
South Greensboro Sidewalk	\$ 105,000
Total Sidewalks & Greenways	<u>\$ 3,464,158</u>

TECHNOLOGY PROJECTS

Rogers Road Conduit	\$ 155,000
Total Technology Projects	<u>\$ 155,000</u>

Several projects are expected to be completed in FY 2019-20 and no additional funding above current appropriation is anticipated:

- Morgan Creek Greenway
- LED Street Lights
- Rogers Road Sidewalk
- Rogers Road Conduit
- Martin Luther King, Jr. Park

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 \$801,000 appropriated for street re-surfacing with an estimated need of \$1.5 million over the next five years.

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 finally moving forward with Duke Energy. The estimated cost of implement LED lights throughout the Town is expected to cost less than \$100,000. Funds not needed for LED lights will be shifted to install ceiling fans in the shelter at Town Commons.

NEW PROJECT REQUESTS

Between FY 2019-20 and FY 2023-24 it is estimated that the Town will need an additional \$24.8 million for street re-surfacing, vehicle and equipment replacement, storm water, and proposed new projects.

PROJECT COSTS	<u>Previous</u> <u>Appropriations</u>	<u>FY 2020- 24</u> <u>Request</u>	<u>Total</u> <u>Project Costs</u>
Current Projects	\$ 22,626,249	\$ 3,267,750	\$ 25,893,999
New Projects		\$ 16,134,924	\$ 16,134,924
Vehicles/Equipment		\$ 2,867,720	\$ 2,867,720
Technology Projects	\$ 155,000	\$ 258,000	\$ 413,000
Storm Water Projects		\$ 2,268,672	\$ 2,268,672
TOTAL ALL PROJECTS	\$ 22,781,249	\$ 24,797,066	\$ 47,578,315

See Appendix C for a description of new CIP projects and financing needs through FY 2023-24.

Storm Water Utilities

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. As of July 1, 2017, the Town has established a Storm Water Utility Enterprise Fund to manage regulatory requirement, as well as flooding mitigation. In FY 2018-19, the Town established a fee schedule to be paid by owners for storm water. The Utility Enterprise Fund is expected to provide a stable and consistent source of funding to address storm water and flooding issues. Funding for storm water capital projects are anticipated to be paid from the Enterprise Fund.

Over the next five years capital projects for storm water total \$2.2 million. Below is list of storm water projects to be undertaken over the next five years.

Public Works Stream Restoration/Culvert Replacement	\$	407,030
Broad St. Culvert Replacement	\$	73,642
Anderson Park Storm Water Retrofits	\$	380,000
Retrofits on Town Land Adjacent to Public Works	\$	360,000
Storm Water Retrofits at OWASA	\$	436,000
McDougle School Storm Water Retrofits	\$	502,000
Carrboro Elementary/Shetley Bikeway Storm Water Retrofits	\$	110,000
Total Storm Water Enterprise Fund	\$	2,268,672

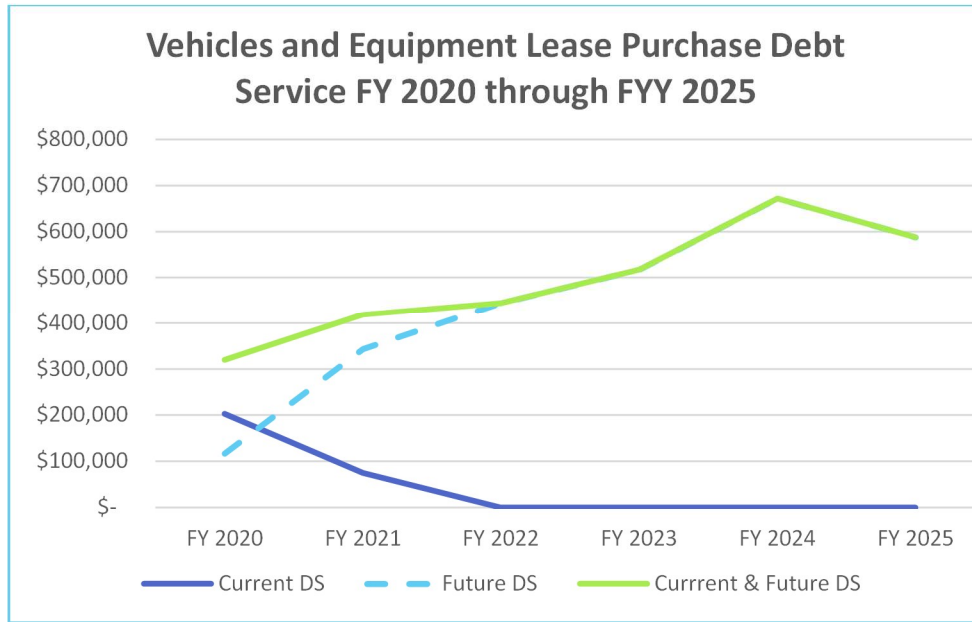
Vehicles and Equipment

The cost for replacement of Vehicles and Equipment over the next five years total \$2.8 million compared to \$2.5 million in last year's CIP. Part of the reason for this increase is that we modified the replacement criteria to include other operating factors in addition to the age and mileage of vehicles (see Appendix A). Below is the projected schedule for vehicle and equipment replacements over the next five years.

<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>Total</u>
\$ 651,876	\$ 771,003	\$ 476,560	\$ 639,377	\$ 328,904	\$2,867,720

See Appendix B for detailed list of vehicles and equipment proposed for replacement. 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. Going forward the Town may need to re-evaluate its strategy of lease purchase of vehicles and equipment and institute an Internal Service Fund for vehicles and equipment. Below is chart showing current debt service, future debt service and total debt service over the next five years.

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Current	\$ 202,712	\$ 74,998	\$ -	\$ -	\$ -
Future	\$ 117,066	\$ 343,644	\$ 444,867	\$ 517,864	\$ 672,326
Current & Future	\$ 319,778	\$ 418,642	\$ 444,867	\$ 517,864	\$ 672,326



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 and/or state Department of Transportation (NCDOT) that will require a local match.

	<u>Federal/State</u>	<u>Local Match</u>	<u>Total Cost</u>
	<u>Amount</u>	<u>Amount</u>	
Barnes Street Sidewalk	\$ 233,600	\$ 58,400	\$ 292,000
Este Drive Bike-Ped Improvements	\$ 851,000	\$ 213,000	\$ 1,064,000
Jones Creek Greenway	\$ 680,200	\$ 170,050	\$ 850,250
Jones Ferry Road Sidewalk	\$ 440,800	\$ 110,200	\$ 551,000
Morgan Creek Greenway	\$ 1,254,000	\$ 313,500	\$ 1,567,500
Rogers Road Sidewalk	\$ 542,600	\$ 829,058	\$ 1,371,658
S. Greensboro Street Sidewalk	\$ 1,154,000	\$ 288,500	\$ 1,442,500
Total Project Cost	\$ 5,156,200	\$ 1,982,708	\$ 7,138,908
% of Total	72.2%	27.8%	100.0%

As the design for these projects are completed and Municipal Agreements are executed, the CIP will be revised to reflect any changes in cost. Additionally, the Town will continue to submit other transportation projects for consideration for the Strategic Prioritization 6.0 process. Should any of these projects be programmed for funding, the Town would be required to provide a 20% local match for each project.

FINANCIAL STATUS OF THE TOWN

Overall, the Town's financial health is good. At June 30, 2018 the Town's governmental funds had combined ending fund balances of \$21.4 million. Approximately 49.9% or \$10.6 million of this total amount is available for spending at the government's discretion. The unassigned fund balance for the General Fund was \$10.6 million or 52.3% of total General Fund expenditures of \$20.3 million.

The Town's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$27.2 million (net position) at June 30, 2018. Several factors of the Town's financial operations influenced the net position:

- Property tax revenues increased by \$1.1 million from \$11.8 million in 2017 to \$12.9 million in 2018;
- Local options sales tax revenues increased by 4.9% over the prior year;
- Other tax revenues, primarily from mother vehicle license taxes, remained stable at \$1.6 million; and,
- Unrestricted intergovernmental revenues decreased less than 1%.

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.

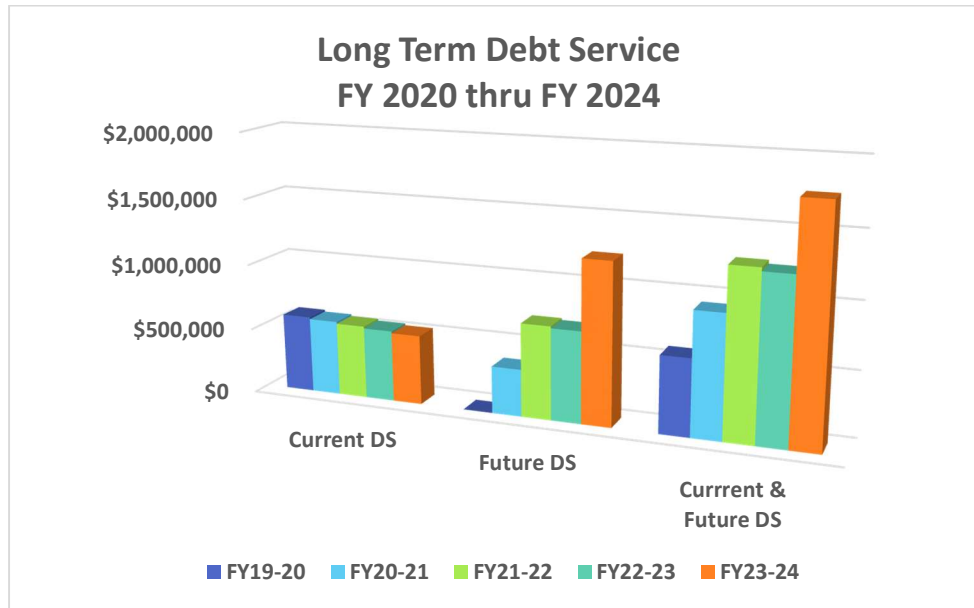
IMPACT ON OPERATING BUDGET

As part of the CIP planning process, efforts are made 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 any 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 charts on the next page show the amount of debt service each year that will be required to implement the proposed CIP over the next five years.

	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY 24-25	TOTAL FY 2020- 2025
Current L-T Debt Service	\$ 788,175	\$ 646,643	\$ 557,826	\$ 544,008	\$ 530,190	\$ 515,746	\$ 3,582,588
Future L-T Debt Service	\$ -	\$ 360,000	\$ 709,875	\$ 696,375	\$ 1,225,775	\$ 1,212,275	\$ 4,204,300
Current & Future Debt Service	\$ 788,175	\$ 1,006,643	\$ 1,267,701	\$ 1,240,383	\$ 1,755,965	\$ 1,728,021	\$ 7,786,888
Future Vehicle/Equipment DS	\$ 117,066	\$ 343,644	\$ 444,867	\$ 517,864	\$ 672,326	\$ 587,724	\$ 2,683,491
ALL DEBT	\$ 905,241	\$ 1,350,287	\$ 1,712,568	\$ 1,758,247	\$ 2,428,291	\$ 2,315,745	\$ 10,470,379



Future debt service includes financing the 203 Project in FY 2021 for \$9.0 million dollars. The Town anticipates borrowing \$9.0 million and the County contributing \$6.6 million for the 203 Project to house the South Branch Library and administrative offices for the Town. As noted earlier, this is a joint endeavor between the Town and Orange County. The project is currently estimated to cost \$15.6 million and the County is expected to contribute \$6.6 million. The Town is considering using some cash to reduce the amount of the financing. The exact mix of cash and financing will depend upon the final design and cost for the facility.

The other driver for future debt service is the \$6.2 million financing expected in FY 2024 for renovation of Town facilities (i.e., Town Hall, Century Center, and Fire Station #1, etc.).

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 debt 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.

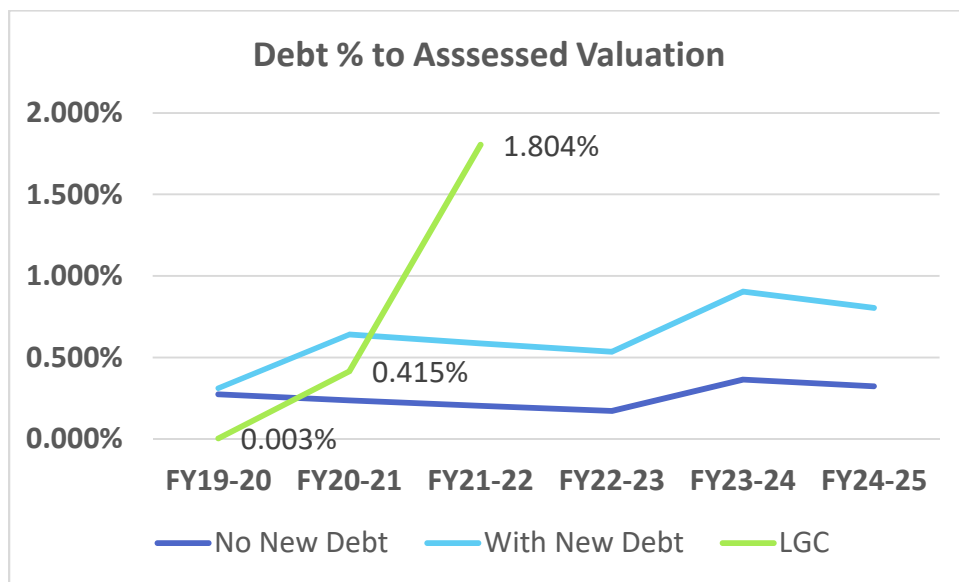
The LGC calculates the debt to assessed valuation and per capita ratio for each jurisdiction and classifies the ratio as being low, average, or high. The next page shows the LGC's outstanding principal debt to assessed valuation and per capita ratios for municipalities at June 30, 2018 with population 10,000 – 24,999. As the last column shows, Carrboro falls below the average in both categories.

	Low	Average	High	Carrboro
Appraised Property Valuation (%)	0.003%	0.415%	1.804%	0.197%
Per Capita (\$)	\$ 2	\$ 438	\$ 1,306	\$ 227

Debt to Assessed Valuation

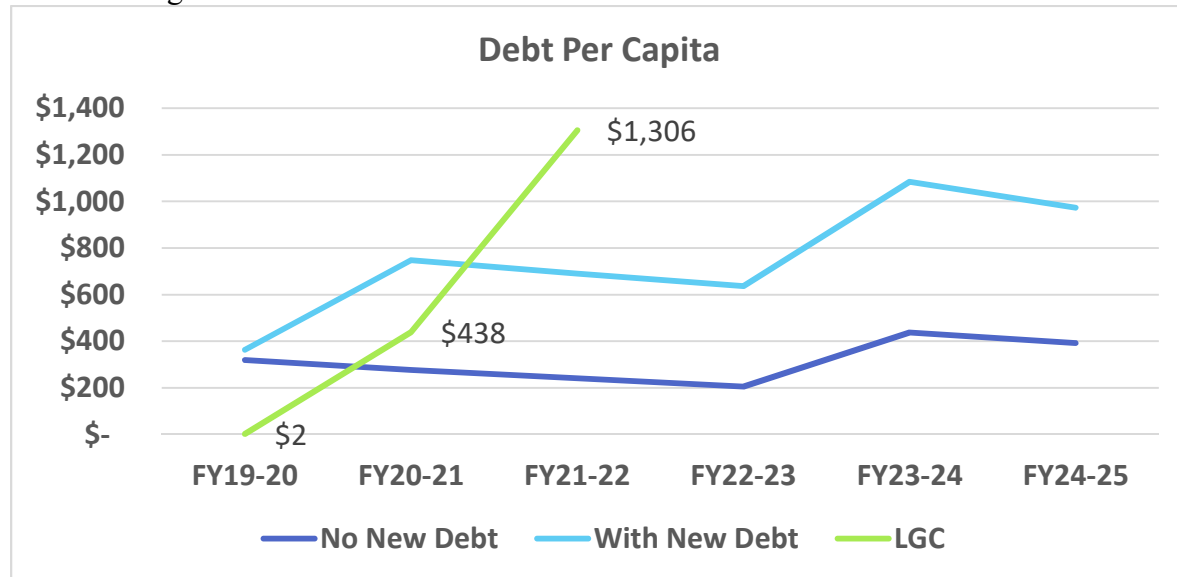
The Town's debt to assessed valuation ratio as of June 30, 2018, as calculated by the LGC, was .197% which is below the average for municipalities of similar size. Without additional debt, this ratio is projected to gradually decrease to .323% by FY 2024.

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 .905% in FY 2024 and would decline in FY 2025 to .804%, which is above the LGC average, but less than the high level, for municipalities of similar size.



Debt Service Per Capita

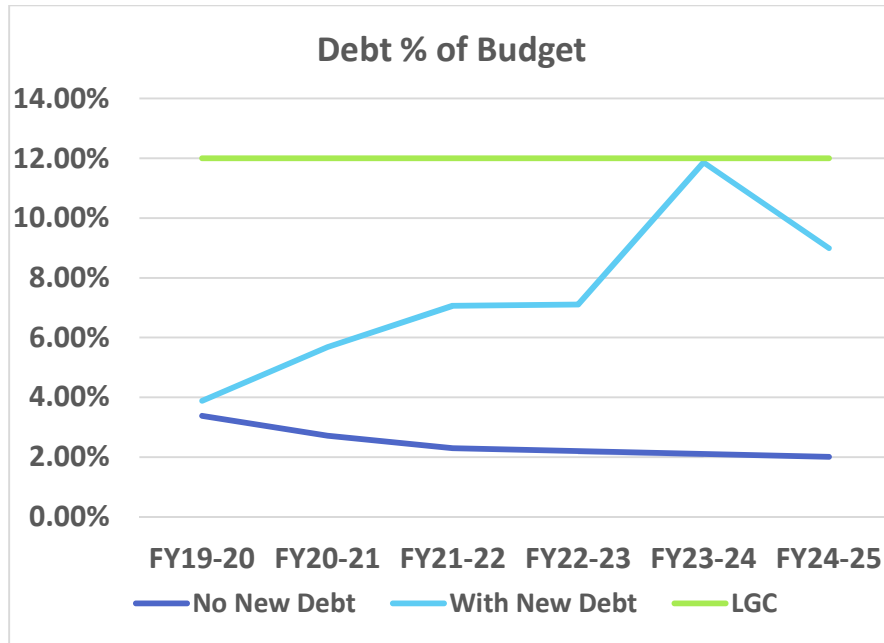
The Town's debt per capita as calculated by the LGC at June 30, 2018 was \$227. This is less than the average of \$438 for similar size municipalities. If all of the proposed projects needing financing were undertaken by the Town, debt service per capital would increase to \$1,085 by FY 2024 and begin to decrease in FY 2025.



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. The 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 operating budget is estimated to be less than 4.0%. Without additional debt, this ratio will decrease to roughly 2% by FY 2024. Again, if all of the proposed projects needing financing were undertaken by the Town, debt service as a percent of the operating budget would increase to 11.87% in FY 2024, which would almost equal the Town's established goal of 12%. In FY 2025 this ratio would begin to decrease.



To maintain the Town's established goal of 12% will require that the projects be reevaluated each year in relation to the Town's financial capacity. If needed, projects will be pushed out further in the future or implemented in stages depending upon the nature of the project. Decisions as to whether a project is to be financed will be dependent the Town's cash balances and other available funding sources.

Appendix A

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

<u>Score</u>	<u>Condition</u>
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% or 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	
Total Points	

Comments: _____

Submitted by: _____
Department Head

Date: _____

Reviewed by: _____
Finance

Date: _____

Approved by: _____
Town Manager

Date: _____

Appendix B - Vehicle Replacement Schedule

<u>Vehicle Replacement schedule for FY20-FY24</u>							
2020 Vehicle CIP Vehicle Requests							
Division	Vehicle	Pts	%	Age	Make	Model	Replacement Price
Police	238	9	94%		Chevrolet	Impala	55,469
Police	239	11	89%		Chevrolet	Impala	55,469
Police	240	10	91%		Chevrolet	Impala	55,469
Police	241	10	91%		Chevrolet	Impala	55,469
PW	802				Freightliner	Garbage Truck	430,000
					Total		\$651,876
2021 Vehicle CIP Vehicle Requests							
Division	Vehicle	Pts	%	Age	Make	Model	Replacement Price
Police	242	7	30%	X	Chevrolet	Impala	55,469
Police	252	9	91%		Chevrolet	Impala	55,469
Police	223	12	100%		Chevrolet	Impala	55,469
IT	012	9	62%		Dodge	Caravan	28,000
Planning	135	13	37%		Chevrolet	Blazer	37,250
Planning	134	9	97%		Ford	F-150	27,185
PW	503	10	120%		Ford	F-450	70,350
PW	041	12	111%		Ford	F-350 4x4	44,100
PW	030	11	62%	X	Ford	F-250 4x2 HD	41,273
PW	031	9	47%	X	Chevrolet	Dump Truck	110,000
PW	033	7	50%	X	International	Dump Truck	110,000
PW	712	10	91%		Ford	Escape	40,595
PW	600	7	80%	X	Ford	Ranger	28,544
RP	016	13	37%		Ford	F-150	28,544
RP	701	8	40%	X	Ford	Van	38,755
					Total		\$771,003
2022 Vehicle CIP Vehicle Requests							
Division	Vehicle	Pts	%	Age	Make	Model	Replacement Price
Police	265	11	29%		Chevrolet	Caprice	56,000
Police	266	11	29%		Chevrolet	Caprice	56,000
Police	245	11	87%		Chevrolet	Impala	56,000
Police	253	8	56%	X	Chevrolet	Impala	56,000
Police	254	3	20%	X	Chevrolet	Malibu	56,000
Police	255	5	20%	X	Chevrolet	Impala	56,000
Planning	709	7	62%	X	Ford	Ranger	28,800
PW	502	9	79%	X	Freightliner	Dump Truck	111,760
					Total		\$476,560

Vehicle Replacement schedule for FY20-FY24

2023 Vehicle CIP Vehicle Requests							
Division	Vehicle	Pts	%	Age	Make	Model	Replacement Price
Police	251	11	82%		Chevrolet	Impala	56,000
Police	267	13	3%		Chevrolet	Caprice	56,000
Fire	986				Ford	Expedition	58,000
PW	508				Ford	F-550 Bucket Trk	90,000
Police	258	12	71%	X	Chevrolet	Impala	56,000
Police	259	4	24%	X	Ford	Explorer	57,000
Police	256	10	64%	X	Chevrolet	Impala	56,000
Police	257	10	64%	X	Chevrolet	Impala	56,000
PW	607	9	89%		Ford	F-250 4x2 HD	59,121
PW	705	8	93%		Ford	Ranger	31,752
PW	504	7	53%	X	Ford	Ranger	31,752
PW	710	8	67%	X	Ford	F-150	31,752
						Total	\$639,377
2024 Vehicle CIP Vehicle Requests							
Division	Vehicle	Pts	%	Age	Make	Model	Replacement Price
Police	268	13	3%		Chevrolet	Caprice	56,000
Police	269	13	3%		Chevrolet	Caprice	56,000
Police	246	11	76%	X	Chevrolet	Impala	56,000
PW	804	12	84%	X	Autocar	Front Loader	160,904
						Total	\$328,904
						Grand Total	\$2,867,720



Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Summary of All Projects

	<u>Previous Appropriations</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design	2,400,124	460,406	55,000	1,154,897	447,000	6,110,000	8,227,303	10,627,427
Construction	19,684,645	1,993,516	1,495,000	1,592,500	3,445,000	4,368,907	12,894,923	32,579,568
Land/ROW	696,480	125,000	46,000	-	43,196	-	214,196	910,676
Equipment/Furnishings	-	1,144,800	771,003	476,560	639,377	428,904	3,460,644	3,460,644
Total Expenditures	\$ 22,781,249	\$ 3,723,722	\$ 2,367,003	\$ 3,223,957	\$ 4,574,573	\$ 10,907,811	\$ 24,797,066	\$ 47,578,315

Appropriations

Intergovernmental Funds	8,231,100	969,472	477,000	1,312,718	164,557	6,635,125	9,558,872	17,789,972
General Fund	4,218,591	300,000	300,000	300,000	300,000	300,000	1,500,000	5,718,591
Capital Project Fund	248,823	1,058,974	225,000	251,179	8,639	133,782	1,677,574	1,926,397
Storm Water Fund	-	235,400	375,000	381,000	462,000	510,000	1,963,400	1,963,400
GO Bonds	882,898	-	-	-	-	-	-	882,898
Installment Financing	9,000,000	651,876	771,003	576,560	3,539,377	3,328,904	8,867,720	17,867,720
Other	199,837	508,000	219,000	402,500	100,000	-	1,229,500	1,429,337
Total Funding	\$ 22,781,249	\$ 3,723,722	\$ 2,367,003	\$ 3,223,957	\$ 4,574,573	\$ 10,907,811	\$ 24,797,066	\$ 47,578,315

Operating Budget Impact

Personnel	1,000	1,000	2,200	2,200	2,200	2,200	9,800	10,800
Operating	(5,000)	(39,406)	136,438	194,122	213,649	219,725	724,528	719,528
Capital Outlay	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-
Total Oper Bdgt Impact	\$ (4,000)	\$ (38,406)	\$ 138,638	\$ 196,322	\$ 215,849	\$ 221,925	\$ 734,328	\$ 730,328

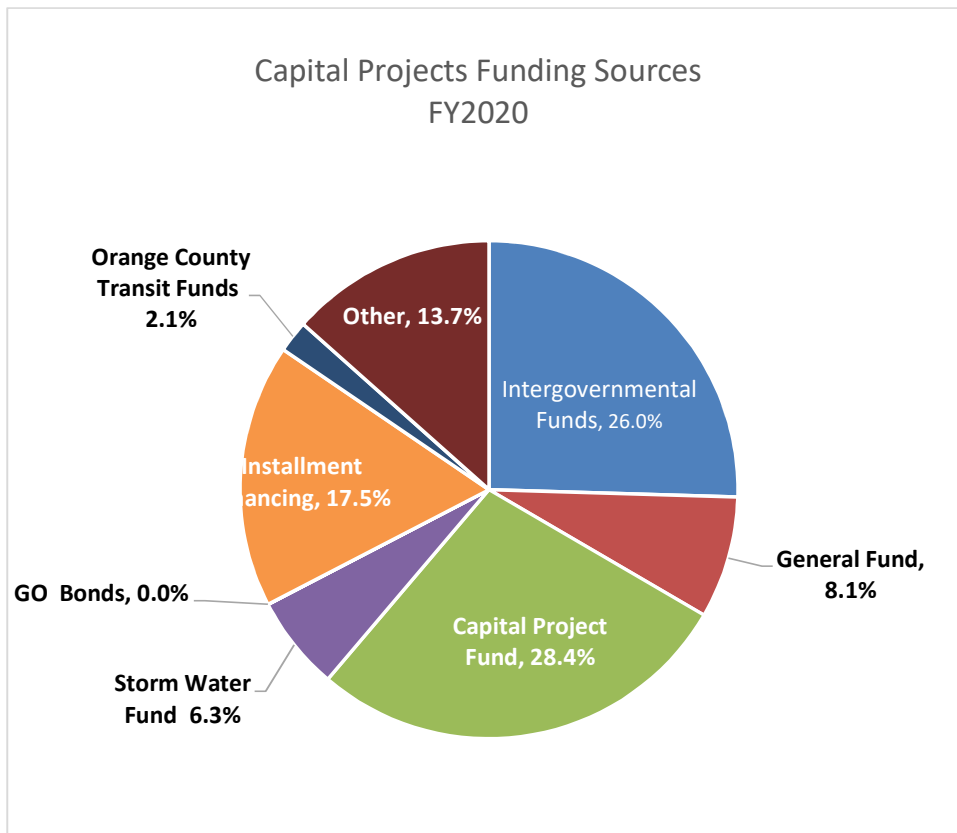
* Includes Orange Cnty Transit Fnds of:	199,837	80,000	119,000	302,500			501,500	701,337
---	---------	--------	---------	---------	--	--	---------	---------



Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

<u>Funding Source</u>	<u>FY 2020</u>	<u>Funding Source</u>	<u>FY 2020</u>
<i>Intergovernmental Funds</i>	\$ 969,472	<i>GO Bonds</i>	\$ -
<i>General Fund</i>	300,000	<i>Installment Financing</i>	651,876
<i>Capital Project Fund</i>	1,058,974	<i>Orange County Transit Funds</i>	80,000
<i>Storm Water Fund</i>	235,400	<i>Other</i>	428,000
		<i>Grand Total of both columns</i>	<u><u>\$ 3,723,722</u></u>



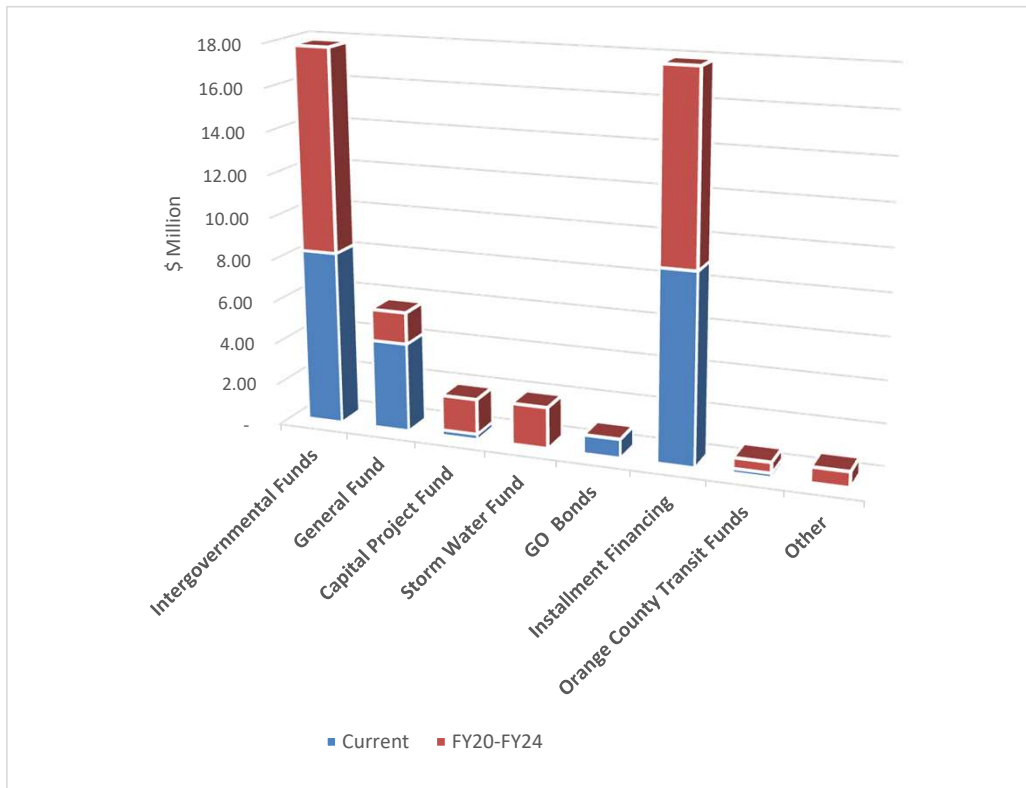


Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

(Dollar amounts shown in millions)

<u>Funding Source</u>	<u>Current</u>	<u>FY2020-FY24</u>	<u>Totals</u>	<u>Funding Source</u>	<u>Current</u>	<u>FY20-FY24</u>	<u>Totals</u>
<i>Intergovernmental Funds</i>	\$ 8.23	\$ 9.56	\$ 17.79	<i>GO Bonds</i>	\$ 0.88	\$ -	\$ 0.88
<i>General Fund</i>	\$ 4.22	\$ 1.50	\$ 5.72	<i>Installment Financing</i>	\$ 9.00	\$ 8.87	\$ 17.87
<i>Capital Project Fund</i>	\$ 0.25	\$ 1.68	\$ 1.93	<i>Orange County Transit Funds</i>	\$ 0.20	\$ 0.50	\$ 0.70
<i>Storm Water Fund</i>	\$ -	\$ 1.96	\$ 1.96	<i>Other</i>	\$ -	\$ 0.73	\$ 0.73
Grand Totals					\$ 22.78	\$ 24.80	\$ 47.58





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

<u>Proj #</u>	<u>Fund/Project Description</u>	<u>Previous Appropriations</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
<u>Bond Fund</u>									
55002	Morgan Creek Greenway	1,567,500	-	-	-	-	-	-	1,567,500
55033	Jones Creek Greenway	420,000	430,250	-	-	-	-	430,250	850,250
PW1	South Greensboro Street Sidewalk	105,000	125,000	550,000	662,500	-	-	1,337,500	1,442,500
55032	Rogers Road Sidewalk	1,371,658	-	-	-	-	-	-	1,371,658
<i>Bond Fund Total</i>		<i>3,464,158</i>	<i>555,250</i>	<i>550,000</i>	<i>662,500</i>	<i>-</i>	<i>-</i>	<i>1,767,750</i>	<i>5,231,908</i>
<u>Capital Fund</u>									
20133	203 South Greensboro Street	15,699,895	-	-	-	-	-	-	15,699,895
Veh	Vehicle Replacements	-	651,876	771,003	476,560	639,377	328,904	2,867,720	2,867,720
Fire1	Self-Contained Breathing Apparatus Replacements	-	314,924	-	-	-	-	314,924	314,924
44701	Rogers Road Conduit	155,000	-	-	-	-	-	-	155,000
IT1	South Greensboro St. Conduit	-	80,000	-	-	-	-	80,000	80,000
IT2	Building Access Control and Camera System	-	178,000	-	-	-	-	178,000	178,000
PL1	Estes Drive Bike-Ped Improvements	-	170,000	46,000	848,000	-	-	1,064,000	1,064,000
PL2	Jones Ferry Road Sidewalk	-	-	-	85,000	30,000	436,000	551,000	551,000
PL3	Barnes Street Sidewalk	-	-	-	45,897	13,196	232,907	292,000	292,000
33003	Street Resurfacing	801,000	300,000	300,000	300,000	300,000	300,000	1,500,000	2,301,000
66041	LED Streetlights	100,000	-	-	-	-	-	-	100,000
PW2	Wayfinder - Town Signage	-	-	225,000	225,000	-	-	450,000	450,000
PW3	Town Hall Renovations	-	100,000	-	-	1,000,000	1,000,000	2,100,000	2,100,000
PW4	Century Center Renovation	-	-	-	100,000	900,000	1,000,000	2,000,000	2,000,000
PW5	Fire Station 1 Renovation	-	100,000	-	-	1,000,000	1,000,000	2,100,000	2,100,000
PW6	Public Works Relocation	-	-	-	-	130,000	6,100,000	6,230,000	6,230,000
PW7	Bus Shelter Replacement	-	288,000	-	-	-	-	288,000	288,000
PW8	Town Hall Basement Waterproofing	-	100,000	-	-	-	-	100,000	100,000
PW9	Sidewalk Repairs	-	115,000	100,000	100,000	100,000	-	415,000	415,000
PW10	Unpaved Road Upgrades	-	230,000	-	-	-	-	230,000	230,000
66044	MLK Jr. Park Construction Design	2,561,196	-	-	-	-	-	-	2,561,196
<i>Capital Fund Total</i>		<i>19,317,091</i>	<i>2,627,800</i>	<i>1,442,003</i>	<i>2,180,457</i>	<i>4,112,573</i>	<i>10,397,811</i>	<i>20,760,644</i>	<i>40,077,735</i>
<u>Storm Water Fund</u>									
SW-1	Public Works Stream Restoration/Culvert Replacement	-	407,030	-	-	-	-	407,030	407,030
SW-2	Broad St. Culvert Replacement	-	73,642	-	-	-	-	73,642	73,642



Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

<u>Proj #</u>	<u>Fund/Project Description</u>	<u>Previous Appropriations</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
SW-3	Anderson Park Storm Water Retrofits	-	60,000	320,000	-	-	-	380,000	380,000
SW-4	Storm Water Retrofits on Town Land Adjacent to Public Works	-	-	55,000	305,000	-	-	360,000	360,000
SW-5	Storm Water Retrofits at OWASA	-	-	-	76,000	360,000	-	436,000	436,000
SW-6	McDougle School Storm Water Retrofits	-	-	-	-	102,000	400,000	502,000	502,000
SW-7	Carrboro Elementary/Shetley Bikeway Storm Water Retrofits	-	-	-	-	-	110,000	110,000	110,000
<i>Storm Water Fund Total</i>		-	540,672	375,000	381,000	462,000	510,000	2,268,672	2,268,672
<i>Total Projects</i>		22,781,249	3,723,722	2,367,003	3,223,957	4,574,573	10,907,811	24,797,066	47,578,315



Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

<u>Proj #</u>	<u>Category/Project Description</u>	<u>Previous Appropriations</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
<u>Proposed Projects</u>									
Veh	Vehicle Replacements	-	651,876	771,003	476,560	639,377	328,904	2,867,720	2,867,720
IT1	South Greensboro St. Conduit	-	80,000	-	-	-	-	80,000	80,000
IT2	Building Access Control and Camera System	-	178,000	-	-	-	-	178,000	178,000
Fire1	Self-Contained Breathing Apparatus Replacements	-	314,924	-	-	-	-	314,924	314,924
PL1	Estes Drive Bike-Ped Improvements	-	170,000	46,000	848,000	-	-	1,064,000	1,064,000
PL2	Jones Ferry Road Sidewalk	-	-	-	85,000	30,000	436,000	551,000	551,000
PL3	Barnes Street Sidewalk	-	-	-	45,897	13,196	232,907	292,000	292,000
PW2	Wayfinder - Town Signage	-	-	225,000	225,000	-	-	450,000	450,000
PW3	Town Hall Renovations	-	100,000	-	-	1,000,000	1,000,000	2,100,000	2,100,000
PW4	Century Center Renovation	-	-	-	100,000	900,000	1,000,000	2,000,000	2,000,000
PW5	Fire Station 1 Renovation	-	100,000	-	-	1,000,000	1,000,000	2,100,000	2,100,000
PW6	Public Works Relocation	-	-	-	-	130,000	6,100,000	6,230,000	6,230,000
PW7	Bus Shelter Replacement	-	288,000	-	-	-	-	288,000	288,000
PW8	Town Hall Basement Waterproofing	-	100,000	-	-	-	-	100,000	100,000
PW9	Sidewalk Repairs	-	115,000	100,000	100,000	100,000	-	415,000	415,000
PW10	Unpaved Road Upgrades	-	230,000	-	-	-	-	230,000	230,000
SW-1	Public Works Stream Restoration/Culvert Replacement	-	407,030	-	-	-	-	407,030	407,030
SW-2	Broad St. Culvert Replacement	-	73,642	-	-	-	-	73,642	73,642
SW-3	Anderson Park Storm Water Retrofits	-	60,000	320,000	-	-	-	380,000	380,000
SW-4	Storm Water Retrofits on Town Land Adjacent to Public Works	-	-	55,000	305,000	-	-	360,000	360,000
SW-5	Storm Water Retrofits at OWASA	-	-	-	76,000	360,000	-	436,000	436,000
SW-6	McDougle School Storm Water Retrofits	-	-	-	-	102,000	400,000	502,000	502,000
SW-7	Carrboro Elementary/Shetley Bikeway Storm Water Retrofits	-	-	-	-	-	110,000	110,000	110,000
<i>Sub-total</i>		-	2,868,472	1,517,003	2,261,457	4,274,573	10,607,811	21,529,316	21,529,316
<u>Existing Project - Additional Funding Programmed</u>									
55033	Jones Creek Greenway	420,000	430,250	-	-	-	-	430,250	850,250
33003	Street Resurfacing	801,000	300,000	300,000	300,000	300,000	300,000	1,500,000	2,301,000
PW1	South Greensboro Street Sidewalk	105,000	125,000	550,000	662,500	-	-	1,337,500	1,442,500
<i>Sub-total</i>		1,326,000	855,250	850,000	962,500	300,000	300,000	3,267,750	4,593,750
<u>Existing Project - No Additional Funding Programmed</u>									
20133	203 South Greensboro Street	15,699,895	-	-	-	-	-	-	15,699,895



Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

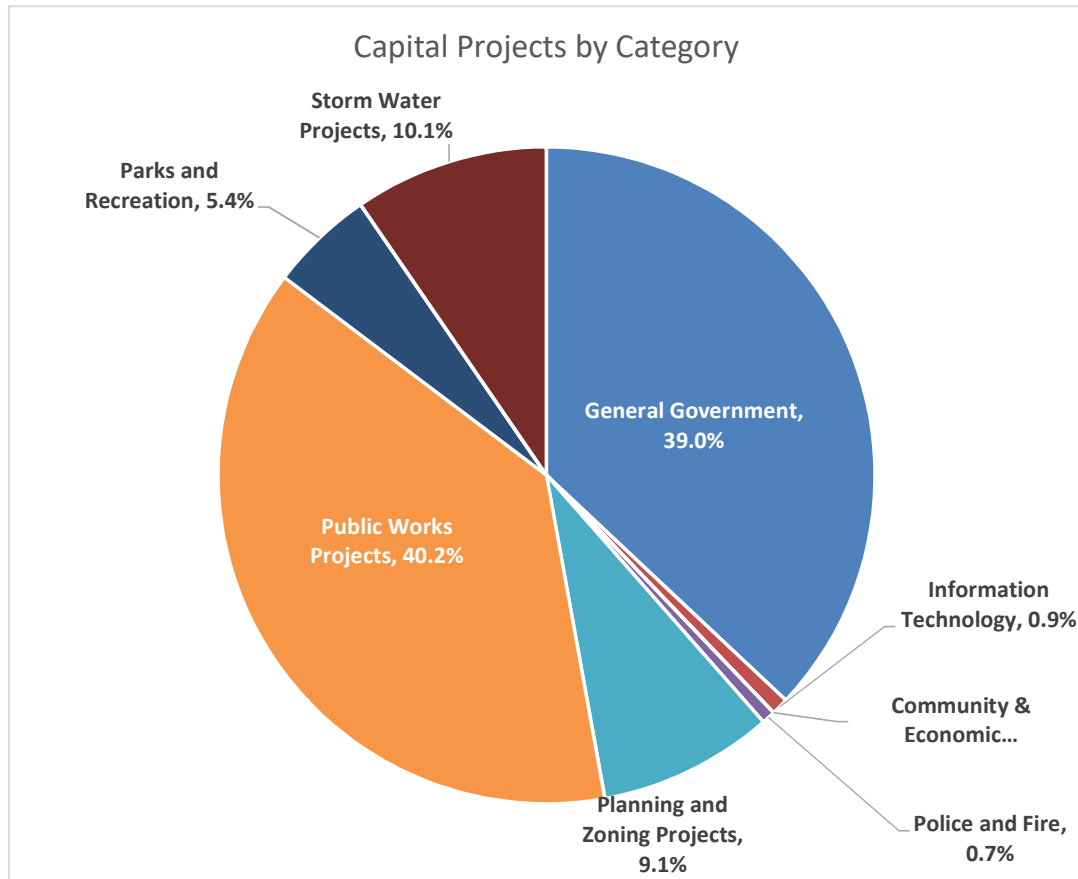
<u>Proj #</u>	<u>Category/Project Description</u>	<u>Previous Appropriations</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
44701	Rogers Road Conduit	155,000	-	-	-	-	-	-	155,000
55002	Morgan Creek Greenway	1,567,500	-	-	-	-	-	-	1,567,500
55032	Rogers Road Sidewalk	1,371,658	-	-	-	-	-	-	1,371,658
66041	LED Streetlights	100,000	-	-	-	-	-	-	100,000
66044	MLK Jr. Park Construction Design	2,561,196	-	-	-	-	-	-	2,561,196
<i>Sub-total</i>		<i>21,455,249</i>	-	-	-	-	-	-	<i>21,455,249</i>
<i>Total Projects</i>		<i>22,781,249</i>	<i>3,723,722</i>	<i>2,367,003</i>	<i>3,223,957</i>	<i>4,574,573</i>	<i>10,907,811</i>	<i>24,797,066</i>	<i>47,578,315</i>



Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

<u>Category</u>	<u>FY 2020</u>	<u>Category</u>	<u>FY 2020</u>
<i>General Government</i>	18,567,615	<i>Planning and Zoning Projects</i>	4,324,750
<i>Information Technology</i>	413,000	<i>Public Works Projects</i>	19,128,158
<i>Community & Economic Development</i>	-	<i>Parks and Recreation</i>	2,561,196
<i>Police and Fire</i>	314,924	<i>Storm Water Projects</i>	2,268,672
<i>Grand Total of both columns</i>			<u><u>47,578,315</u></u>





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

<u>Proj #</u>	<u>Category/Project Description</u>	<u>Previous Appropriations</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
<u>General Government</u>									
20133	203 South Greensboro Street	15,699,895	-	-	-	-	-	-	15,699,895
Veh	Vehicle Replacements	-	651,876	771,003	476,560	639,377	328,904	2,867,720	2,867,720
<i>Total General Government Projects</i>		<i>15,699,895</i>	<i>651,876</i>	<i>771,003</i>	<i>476,560</i>	<i>639,377</i>	<i>328,904</i>	<i>2,867,720</i>	<i>18,567,615</i>
<u>Information Technology</u>									
44701	Rogers Road Conduit	155,000	-	-	-	-	-	-	155,000
IT1	South Greensboro St. Conduit	-	80,000	-	-	-	-	80,000	80,000
IT2	Building Access Control and Camera System	-	178,000	-	-	-	-	178,000	178,000
<i>Total Information Technology Projects</i>		<i>155,000</i>	<i>258,000</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>258,000</i>	<i>413,000</i>
<u>Community & Economic Development</u>									
<i>Total Comm & Econ Dev Projects</i>		<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<u>Police and Fire</u>									
Fire1	Self-Contained Breathing Apparatus Replacements	-	314,924	-	-	-	-	314,924	314,924
<i>Total Police and Fire Projects</i>		<i>-</i>	<i>314,924</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>314,924</i>	<i>314,924</i>
<u>Planning and Zoning Projects</u>									
55002	Morgan Creek Greenway	1,567,500	-	-	-	-	-	-	1,567,500
55033	Jones Creek Greenway	420,000	430,250	-	-	-	-	430,250	850,250
PL1	Estes Drive Bike-Ped Improvements	-	170,000	46,000	848,000	-	-	1,064,000	1,064,000
PL2	Jones Ferry Road Sidewalk	-	-	-	85,000	30,000	436,000	551,000	551,000
PL3	Barnes Street Sidewalk	-	-	-	45,897	13,196	232,907	292,000	292,000
<i>Total Planning and Zoning Projects</i>		<i>1,987,500</i>	<i>600,250</i>	<i>46,000</i>	<i>978,897</i>	<i>43,196</i>	<i>668,907</i>	<i>2,337,250</i>	<i>4,324,750</i>
<u>Public Works Projects</u>									
33003	Street Resurfacing	801,000	300,000	300,000	300,000	300,000	300,000	1,500,000	2,301,000
55032	Rogers Road Sidewalk	1,371,658	-	-	-	-	-	-	1,371,658
66041	LED Streetlights	100,000	-	-	-	-	-	-	100,000



Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

<u>Proj #</u>	<u>Category/Project Description</u>	<u>Previous Appropriations</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
PW1	South Greensboro Street Sidewalk	105,000	125,000	550,000	662,500	-	-	1,337,500	1,442,500
PW2	Wayfinder - Town Signage	-	-	225,000	225,000	-	-	450,000	450,000
PW3	Town Hall Renovations	-	100,000	-	-	1,000,000	1,000,000	2,100,000	2,100,000
PW4	Century Center Renovation	-	-	-	100,000	900,000	1,000,000	2,000,000	2,000,000
PW5	Fire Station 1 Renovation	-	100,000	-	-	1,000,000	1,000,000	2,100,000	2,100,000
PW6	Public Works Relocation	-	-	-	-	130,000	6,100,000	6,230,000	6,230,000
PW7	Bus Shelter Replacement	-	288,000	-	-	-	-	288,000	288,000
PW8	Town Hall Basement Waterproofing	-	100,000	-	-	-	-	100,000	100,000
PW9	Sidewalk Repairs	-	115,000	100,000	100,000	100,000	-	415,000	415,000
PW10	Unpaved Road Upgrades	-	230,000	-	-	-	-	230,000	230,000
Total Public Works Projects		2,377,658	1,358,000	1,175,000	1,387,500	3,430,000	9,400,000	16,750,500	19,128,158
Recreation and Parks									
66044	MLK Jr. Park Construction Design	2,561,196	-	-	-	-	-	-	2,561,196
Total Parks and Recreation Projects		2,561,196	-	-	-	-	-	-	2,561,196
Storm Water Projects									
SW-1	Public Works Stream Restoration/Culvert Replacem	-	407,030	-	-	-	-	407,030	407,030
SW-2	Broad St. Culvert Replacement	-	73,642	-	-	-	-	73,642	73,642
SW-3	Anderson Park Storm Water Retrofits	-	60,000	320,000	-	-	-	380,000	380,000
SW-4	Storm Water Retrofits on Town Land Adjacent to Pt	-	-	55,000	305,000	-	-	360,000	360,000
SW-5	Storm Water Retrofits at OWASA	-	-	-	76,000	360,000	-	436,000	436,000
SW-6	McDougle School Storm Water Retrofits	-	-	-	-	102,000	400,000	502,000	502,000
SW-7	Carrboro Elementary/Shetley Bikeway Storm Water	-	-	-	-	-	110,000	110,000	110,000
Total Storm Water Projects		-	540,672	375,000	381,000	462,000	510,000	2,268,672	2,268,672
Total Projects		22,781,249	3,723,722	2,367,003	3,223,957	4,574,573	10,907,811	24,797,066	47,578,315



Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **203 South Greensboro Street**
 Location: **203 South Greensboro Street**
 Project Status: **Existing Project - No Additional Funding Programmed**

Project # **20133**
 Category: **General Government**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: **6/1/2018** Finish Date: **9/30/2020**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design	1,500,000						-	1,500,000
Construction	13,598,500						-	13,598,500
Land/ROW	601,395						-	601,395
Equipment/Furnishings							-	-
Total Expenditures	\$ 15,699,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,699,895

Appropriations								
Intergovernmental Funds	6,098,500						-	6,098,500
General Fund	601,395						-	601,395
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing	9,000,000						-	9,000,000
Other							-	-
Total Funding	\$ 15,699,895	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,699,895

Operating Budget Impact								
Personnel							-	-
Operating			150,000	200,000	200,000	200,000	750,000	750,000
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ 150,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 750,000	\$ 750,000

Description and Benefits

This project will be the future home of the of the Orange County Southern Branch Library, the Town's Recreation and Parks Department, the newly relocated ArtsCenter, WCOM and much more. The Project will host traditional services as well as new collaborative programming that interconnect learning with arts and leisure. For more information see this website: <http://townofcarrboro.org/1127/203-S-Greensboro-Project>

Energy Sustainable Measures

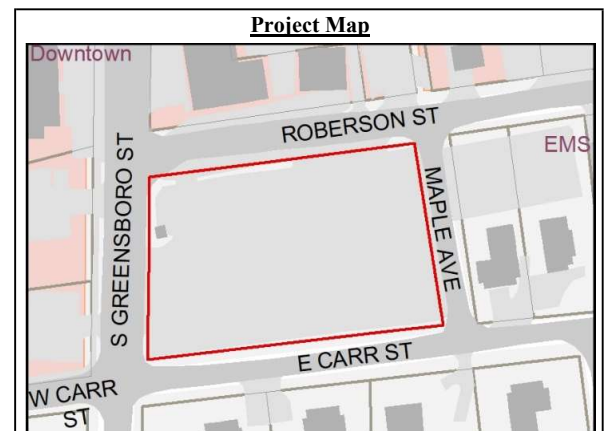
LEED Gold equivalency related to building design, systems, and operation is being explored.

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Not yet estimated.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Vehicle Replacements**
 Location: **Town of Carrboro**
 Project Status: **Proposed**

Project # **Veh**
 Category: **General Government**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 7/1/2019	Finish Date: 6/30/2020
----------------------------------	-------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction							-	-
Land/ROW							-	-
Equipment/Furnishings		651,876	771,003	476,560	639,377	328,904	2,867,720	2,867,720
Total Expenditures	\$ -	\$ 651,876	\$ 771,003	\$ 476,560	\$ 639,377	\$ 328,904	\$ 2,867,720	\$ 2,867,720

Appropriations								
Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing		651,876	771,003	476,560	639,377	328,904	2,867,720	2,867,720
Other							-	-
Total Funding	\$ -	\$ 651,876	\$ 771,003	\$ 476,560	\$ 639,377	\$ 328,904	\$ 2,867,720	\$ 2,867,720

Operating Budget Impact								
Personnel							-	-
Operating		(15,906)	(18,812)	(11,628)	(15,601)	(8,025)	(69,972)	(69,972)
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ (15,906)	\$ (18,812)	\$ (11,628)	\$ (15,601)	\$ (8,025)	\$ (69,972)	\$ (69,972)

Description and Benefits

Vehicle replacements for FY20 include four police cars (\$221,876) and one garbage truck for the Solid Waste division (\$430,000).

Energy Sustainable Measures

Newer vehicles have greater fuel efficiency and reduced emissions than older vehicles.

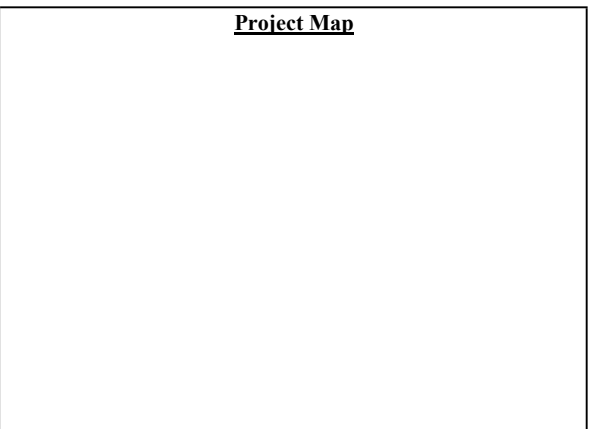
Oper Bdg Impacts & Funding (list grants, matching requirements, etc)

Operating budget will be reduced as a result of less parts and maintenance costs on the older vehicles.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Rogers Road Conduit**
 Location: **West side of Rogers Road following sidewalk**
 Project Status: **Existing Project - No Additional Funding Programmed**

Project # **44701**
 Category: **Information Technology**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: **10/1/2014** Finish Date: **10/1/2019**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction	155,000						-	155,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,000

Appropriations								
Intergovernmental Funds							-	-
General Fund	155,000						-	155,000
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ 155,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,000

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

Installation of conduit for fiber optic infrastructure by horizontal directional boring. Will be done in conjunction with Rogers Road NCDOT sidewalk improvements. Installation will occur immediately after NCDOT sidewalk project has been completed. Estimated conduit construction start date of summer 2019.

Energy Sustainable Measures

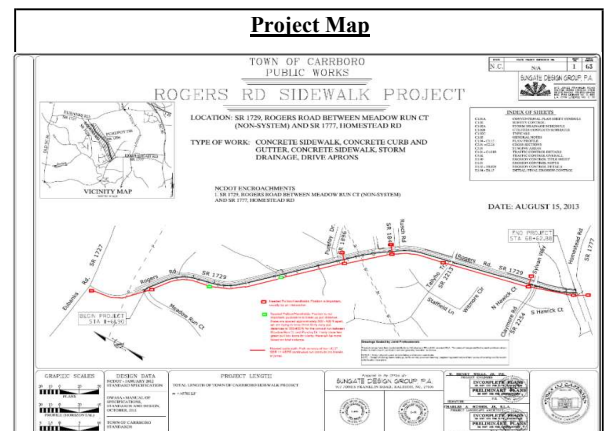
N/A

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

None. Infrastructure must be located/marked when notified by 811. No personnel or operating impact – can be handled by current personnel within current workload.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **South Greensboro St. Conduit**
 Location: **Along South Greensboro St. following planned sidewalk**
 Project Status: **Proposed**

Project # **IT1**
 Category: **Information Technology**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 7/1/2019	Finish Date: 10/1/2019
----------------------------------	-------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction		80,000					80,000	80,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000

Appropriations								
Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund		80,000					80,000	80,000
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

Installation of conduit for fiber optic infrastructure by horizontal directional boring. Will be done in conjunction with South Greensboro St. NCDOT sidewalk improvements 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. South Greensboro St. NCDOT sidewalk improvements project is going into design phase during 2019 with the estimated construction start planned for 2020.

Energy Sustainable Measures

N/A

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

None. Infrastructure must be located/marked when notified by 811. No personnel or operating impact – can be handled by current personnel within current workload.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Building Access Control and Camera System**
 Location: **Town of Carrboro Facilities**
 Project Status: **Existing Project - Additional Funding Programmed**

Project # **IT2**
 Category: **Information Technology**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: **2/1/2019** Finish Date: **6/30/2020**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction							-	-
Land/ROW							-	-
Equipment/Furnishings		178,000					178,000	178,000
Total Expenditures	\$ -	\$ 178,000	\$ -	\$ -	\$ -	\$ -	\$ 178,000	\$ 178,000

Appropriations								
Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund		178,000					178,000	178,000
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ 178,000	\$ -	\$ -	\$ -	\$ -	\$ 178,000	\$ 178,000

Operating Budget Impact								
Personnel							-	-
Operating		1,000	6,500	6,500	6,500	6,500	27,000	27,000
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ 1,000	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 27,000	\$ 27,000

Description and Benefits

Purchase and implement building access control and camera system for all Town facilities. This would include five buildings – Town Hall, Century Center, Fire Station 1, Fire Station 2 and Public Works. Town Hall, Fire Stations 1 and 2 are considered to have an immediate need. A portion of the Century Center containing the Police Department currently has a building access control and camera system. The existing access control system would be made compatible with the proposed system (making use of much of the existing door locking hardware). The current camera system at the Century Center is a new installation (and is capable of considerable capacity growth) and will be expanded to handle the additional buildings. A single access control and camera system would serve all Town buildings through existing Town owned high speed fiber optic connections.

Energy Sustainable Measures

N/A

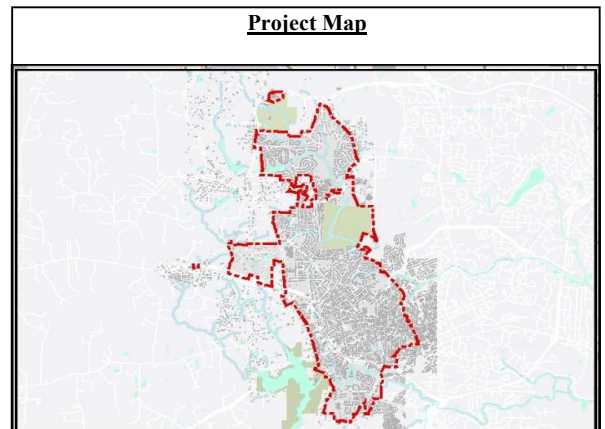
Oper Bdg Impact & Funding (list grants, matching requirements, etc)

Annual operating costs increase by \$6,500 for vendor hardware and software support. Current IT personnel and job responsibilities will cover internal support of BWC's.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Self-Contained Breathing Apparatus Replacements**
 Location: **Fire-Rescue Department**
 Project Status: **Proposed**

Project # **Fire1**
 Category: **Fire**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: **7/1/2019** Finish Date: **6/30/2020**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction							-	-
Land/ROW							-	-
Equipment/Furnishings		314,924					314,924	314,924
Total Expenditures	\$ -	\$ 314,924	\$ -	\$ -	\$ -	\$ -	\$ 314,924	\$ 314,924

Appropriations								
Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund		314,924					314,924	314,924
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ 314,924	\$ -	\$ -	\$ -	\$ -	\$ 314,924	\$ 314,924

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

The current Self-Contained Breathing Apparatus (SCBA) inventory is aging and most have reached the 10 year life expectancy. Newer SCBA equipment has features to enhance safety for firefighters. Purchasing replacement SCBA equipment will continue to allow the Fire-Rescue Department to provide the expected service to citizens. The new SCBA will meet the NFPA 2018 industry standard. Project cannot be replaced in partial quantities due to changes in technology. Buddy breathing between old SCBA system and new would not work. Additionally, mixed technology requires greater overhead costs as duplicate parts will be required to maintain SCBA.

Energy Sustainable Measures

None.

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Operating budget will remain the same or be reduced for maintenance costs due to warranty. There will be an impact as current SCBA bottles age out or fail they will need to be replaced. Having mixed technologies results in greater overhead costs as duplicate parts will be required.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Morgan Creek Greenway**
 Location: **Abby Lane to Smith Level Rd along N & S sides of Morgan Creek**
 Project Status: **Existing Project - No Additional Funding Programmed**
 Proj Start Date: **4/1/2018** Finish Date: **3/31/2021**

Project # **55002**
 Category: **Planning & Zoning**
 Fund: **62 - Bond Fund**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design	379,231						-	379,231
Construction	1,188,269						-	1,188,269
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ 1,567,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,567,500

Appropriations								
Intergovernmental Funds	1,254,000						-	1,254,000
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds	113,663						-	113,663
Installment Financing							-	-
Other	199,837						-	199,837
Total Funding	\$ 1,567,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,567,500

Operating Budget Impact								
Personnel							-	-
Operating			1,500	1,500	1,500		4,500	6,000
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	\$ 4,500	\$ 6,000

Description and Benefits

The Morgan Creek Greenway system consists of approximately 9,000 feet (1.7-miles) of greenway to extend along Morgan Creek from Smith Level Road to University Lake, linking residential areas, recreational destinations, and schools. The project was originally programmed (funded) to include phases 1 and 2. In late 2018, the project scope was modified to include only Phase 1 (phase 1 and phase 1 alternate). The municipal agreement and CIP ordinance have been revised accordingly. (\$1,771,346 total project total no longer applicable; updated CIP ordinance adopted 12/4/2018.) Project anticipated to be advertised for bid in spring of 2019 with construction complete in 12-18 months. The completed greenway will consist of a 10-foot wide multi-use path. (TIP# EL-4828A)

Energy Sustainable Measures

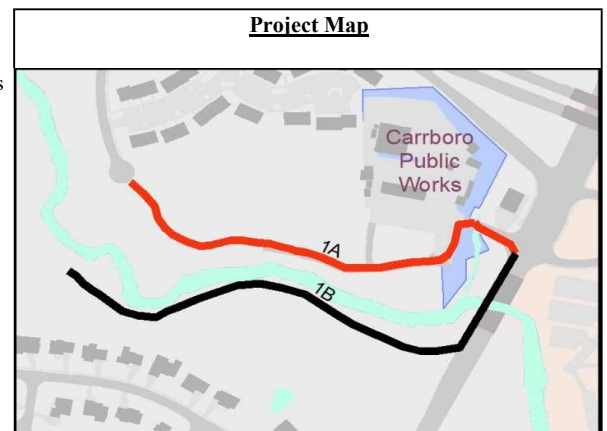
The Morgan Creek (MC) greenway system will provide an off-road bike-ped network connecting multiple residential neighborhoods to University Lake, Carrboro High School, Frank Porter Graham Elem School and the future sidewalk leading to downtown Carrboro. Ph I of the greenway will also link to the MC greenway system in Chapel Hill leading to additional destinations, which may encourage alternative modes of travel and reduce vehicular trips and associated emissions.

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Grant funding provided through the DCHC MPO includes federal STP-DA and TAP-DA funds and require a 20% local match. Funds identified for the match include Orange County Transit funds (other) and Bond proceeds. Some costs relating to ongoing maintenance anticipated.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Jones Creek Greenway**
 Location: **Connecting link fr Lake Hogan Farms to Morris Grove Elem School**
 Project Status: **Existing Project - Additional Funding Programmed**

Project # **55033**
 Category: **Planning & Zoning**
 Fund: **62 - Bond Fund**

Proj Start Date: **4/1/2018** Finish Date: **2/29/2020**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design	50,000	134,000					134,000	184,000
Construction	370,000	296,250					296,250	666,250
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ 420,000	\$ 430,250	\$ -	\$ -	\$ -	\$ -	\$ 430,250	\$ 850,250

Appropriations								
Intergovernmental Funds	336,000	344,200					344,200	680,200
General Fund							-	-
Capital Project Fund		86,050					86,050	86,050
Storm Water Fund							-	-
GO Bonds	84,000						-	84,000
Installment Financing							-	-
Other							-	-
Total Funding	\$ 420,000	\$ 430,250	\$ -	\$ -	\$ -	\$ -	\$ 430,250	\$ 850,250

Operating Budget Impact								
Personnel			1,200	1,200	1,200	1,200	4,800	4,800
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ -	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 4,800	\$ 4,800

Description and Benefits

The project will include the construction of a 100-foot bridge and a paved 10-ft. or wider shared use path for bicyclists and pedestrians that adds another segment to the Town's greenway network north of Homestead Rd. along Jones Creek, connecting with the Twin Creeks Greenway. The project will provide walking and cycling options for the Lake Hogan Farms, Legends, Ballentine, and Fox Meadow neighborhoods to destinations such as Morris Grove Elementary and the future Twin Creeks Park. (TIP# C-5181) Note: The original budget earmarked \$100,000 for design services, the actual cost, approved by NCDOT is for \$184,000. This budget change was approved with an updated CIP ordinance (Granicus 17-675). The DCHC MPO has prepared a TIP amendment to allocate \$344,200 additional CMAQ funds from the upcoming CMAQ cycle to make the project whole based on the engineer's initial cost estimate. This would bring the total project cost to \$850,250: \$680,200 federal funding and \$170,050 local match.

Energy Sustainable Measures

Once completed the project will offer an off-route alternative to vehicular travel, particularly to the elementary school, which generates daily trips at peak times. The project will also provide access to the future Twin Creek Park, an active athletic facility. The use of CMAQ funding requires an analysis of emissions reduction.

Oper Bdg Impact & Funding (list grants, matching requirements, etc)

Through the DCHC MPO prioritization project funding process, the Town has secured federal-aid transportation financing for design and construction of one of two segments of the Jones Creek Greenway with CMAQ funding. Some costs relating to ongoing maintenance anticipated.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Estes Drive Bike-Ped Improvements**
 Location: **Estes Drive from North Greensboro St to Chapel Hill line**
 Project Status: **Proposed**

Project # **PL1**
 Category: **Planning & Zoning**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: **FY 2020** Finish Date: **FY 2022**

	Previous Funding	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY20-FY24 Total	Project Total
Expenses								
Planning/Design		170,000		848,000			1,018,000	1,018,000
Construction							-	-
Land/ROW			46,000				46,000	46,000
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 170,000	\$ 46,000	\$ 848,000	\$ -	\$ -	\$ 1,064,000	\$ 1,064,000

Appropriations								
Intergovernmental Funds		136,000	37,000	678,000			851,000	851,000
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other		34,000	9,000	170,000			213,000	213,000
Total Funding	\$ -	\$ 170,000	\$ 46,000	\$ 848,000	\$ -	\$ -	\$ 1,064,000	\$ 1,064,000

Operating Budget Impact								
Personnel							-	-
Operating					1,500	1,500	3,000	3,000
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 3,000	\$ 3,000

Description and Benefits

This is a collaborative project with the Town of Chapel Hill to design and install bike-ped, and transit, improvements along the Estes Drive corridor from North Greensboro Street to Martin Luther King Boulevard. Approximately 0.86 miles of the corridor are in the Town of Carrboro. Costs provided are for the Carrboro portion, only. This project has been programmed for funding in the 2018-2027 STIP as EB-5886A. Bike-ped improvements to Estes Drive is included in the Carrboro Safe Routes to School Plan. More than 1,279 residents live within 1/2 mile (the walking service area) of the corridor, including lower income residents in apartments. Carrboro Elementary School is within the 1/2 mile walk area. This is a much needed facility that would establish a bike-ped network along the entire corridor which crosses the boundary between Carrboro and Chapel Hill and connects to downtown Carrboro, Carrboro Elementary, Wilson Park, etc.

Energy Sustainable Measures

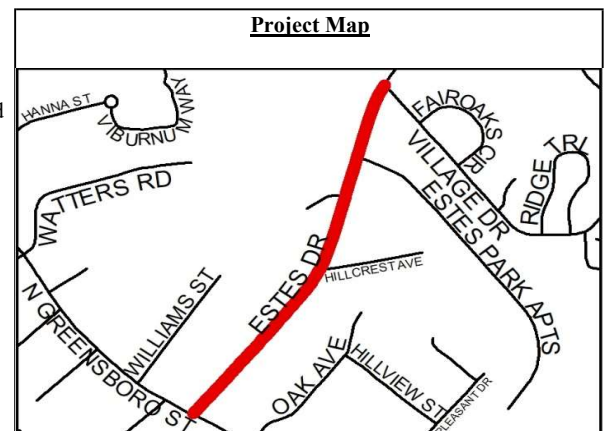
Some apartments along this corridor serve students and low-to medium income families. It is heavily used by all modes, although current safety concerns limit the potential for additional bike-ped users. Its completion provides an alternative mode of transportation for many residents and may reduce the need for vehicular travel for some trips, and therefore contribute to the reduction of greenhouse gas emissions.

Oper Bdg Impact & Funding (list grants, matching requirements, etc)

This project has been programmed for funding through the DCHC MPO, in the FY2018-2027 TIP as #EB-5886. Identified funding is federal TAP funds. A 20% local match is required and is available from Orange County Transit funds (noted as Other appropriations). Maintenance costs estimated for bike lanes and sidewalk.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Jones Ferry Road Sidewalk**
 Location: **Jones Ferry Road from Davie Road to West Main St**
 Project Status: **Proposed**

Project # **PL2**
 Category: **Planning & Zoning**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: FY 2022	Finish Date: FY 2024
---------------------------------	-----------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design				85,000			85,000	85,000
Construction						436,000	436,000	436,000
Land/ROW					30,000		30,000	30,000
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ 85,000	\$ 30,000	\$ 436,000	\$ 551,000	\$ 551,000

Appropriations								
Intergovernmental Funds				68,000	24,000	348,800	440,800	440,800
General Fund							-	-
Capital Project Fund				17,000	6,000	87,200	110,200	110,200
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ -	\$ -	\$ 85,000	\$ 30,000	\$ 436,000	\$ 551,000	\$ 551,000

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

Design and construction of a section of sidewalk (approximately 0.5 mile in length) along the north side of Jones Ferry Road from Davie Road to West Main Street. This project would complete a missing segment of sidewalk left over from the NCDOT Spot Safety project along Jones Ferry Road. The completed project would complete the pedestrian network from Jones Ferry Road, south of the NC 54 bypass to downtown Carrboro, with major transit stops, grocery shopping, etc. Several of the apartments along this corridor serve students and low-to medium income families.

Energy Sustainable Measures

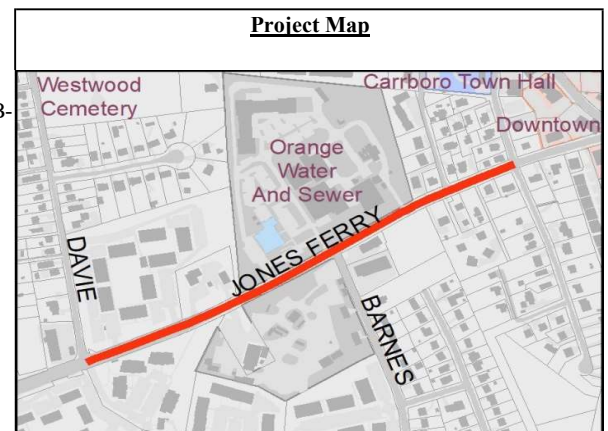
This sidewalk project fills the gap in the sidewalk system along Jones Ferry Road an important pedestrian route into the downtown. Its completion provides an alternative mode of transportation for many residents and may reduce the need for vehicular travel for some trips, and therefore contribute to the reduction of greenhouse gas emissions.

Oper Bdg Impact & Funding (list grants, matching requirements, etc)

Grant funding provided through the DCHC MPO includes federal STP-DA Funds, which requires a 20% local match. The project has been programed in the FY2018-2027 STIP as #EB-5880. The Town has not yet initiated a Municipal Agreement with NCDOT or adopted a CIP ordinance for this project.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Barnes Street Sidewalk**
 Location: **Barnes Street from King Street to Jones Ferry Road**
 Project Status: **Proposed**

Project # **PL3**
 Category: **Planning & Zoning**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: **FY 2022** Finish Date: **FY 2024**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design				45,897			45,897	45,897
Construction						232,907	232,907	232,907
Land/ROW					13,196		13,196	13,196
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ 45,897	\$ 13,196	\$ 232,907	\$ 292,000	\$ 292,000

Appropriations								
Intergovernmental Funds				36,718	10,557	186,325	233,600	233,600
General Fund							-	-
Capital Project Fund				9,179	2,639	46,582	58,400	58,400
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ -	\$ -	\$ 45,897	\$ 13,196	\$ 232,907	\$ 292,000	\$ 292,000

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

Design and construct a sidewalk along one side of Barnes Street, approximately 0.26 mile, from King Street to Jones Ferry Road (SR 1005). Barnes Street links a number of apartment complexes, including Carolina Apartments, University Lake Apartments and Royal Park along NC 54, to Jones Ferry Road near Town Hall. The installation of a sidewalk would facilitate bike-pedestrian travel modes as well as provide a safety alternative to walking along NC 54 to reach downtown Carrboro, transit stops, grocery shopping, etc. The apartments tend to serve students and low-to medium income families.

Energy Sustainable Measures

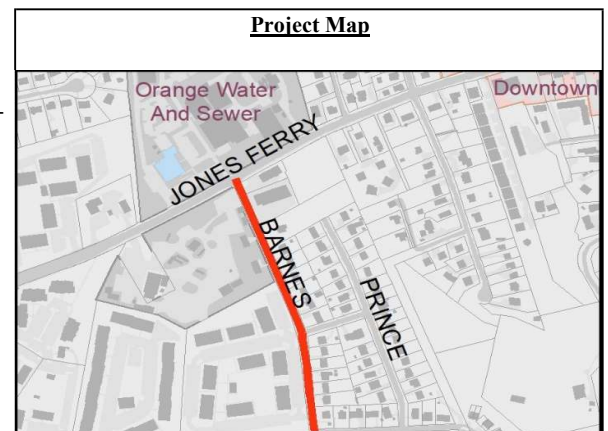
This sidewalk project would provide needed infrastructure along an important pedestrian route into the downtown, particularly for those without access to an automobile. Its completion provides a direct cut-through to downtown as well as an alternative mode of transportation and may reduce the need for vehicular travel, particularly along NC 54, and therefore contribute to the reduction of greenhouse gas emissions.

Oper Bdg Impact & Funding (list grants, matching requirements, etc)

Grant funding provided through the DCHC MPO includes federal STP-DA Funds, which require a 20% local match. The project has been programed in the FY2018-2027 STIP as #EB-5890. The Town has not yet initiated a Municipal Agreement with NCDOT or adopted a CIP ordinance for this project.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Street Resurfacing**
 Location: **Town of Carrboro**
 Project Status: **Existing Project - Additional Funding Programmed**

Project # **33003**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 4/1/2019	Finish Date: 6/30/2024
----------------------------------	-------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction	801,000	300,000	300,000	300,000	300,000	300,000	1,500,000	2,301,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ 801,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000	\$ 2,301,000

Appropriations								
Intergovernmental Funds							-	-
General Fund	801,000	300,000	300,000	300,000	300,000	300,000	1,500,000	2,301,000
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ 801,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000	\$ 2,301,000

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

Ongoing road resurfacing projects. This annual budget is necessary to keep Carrboro roads from falling into disrepair. Performing resurfacing projects on a yearly basis will allow Public Works to maintain good road conditions and not become overwhelmed with road projects. PW Streets Division is currently working on a phasing plan for resurfacing – evaluating and prioritizing streets. Resurfacing is expected to begin in April 2019.

Energy Sustainable Measures

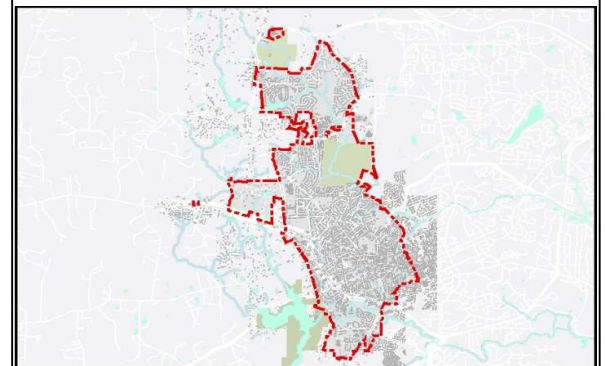
Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Powell Bill Funding

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Rogers Road Sidewalk**
 Location: **Rogers Road**
 Project Status: **Existing Project - No Additional Funding Programmed**

Project # **55032**
 Category: **Public Works**
 Fund: **62 - Bond Fund**

Proj Start Date: **11/26/2018** Finish Date: **7/30/2019**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design	182,693						-	182,693
Construction	1,093,880						-	1,093,880
Land/ROW	95,085						-	95,085
Equipment/Furnishings							-	-
Total Expenditures	\$ 1,371,658	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,371,658
Appropriations								
Intergovernmental Funds	542,600						-	542,600
General Fund							-	-
Capital Project Fund	143,823						-	143,823
Storm Water Fund							-	-
GO Bonds	685,235						-	685,235
Installment Financing							-	-
Other							-	-
Total Funding	\$ 1,371,658	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,371,658
Operating Budget Impact								
Personnel	1,000	1,000	1,000	1,000	1,000	1,000	5,000	6,000
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 5,000	\$ 6,000

Description and Benefits

The project consists of the installation of a five-foot wide concrete sidewalk one-mile in length, as well as a new bus pad and shelter, on the west side of Rogers Road.

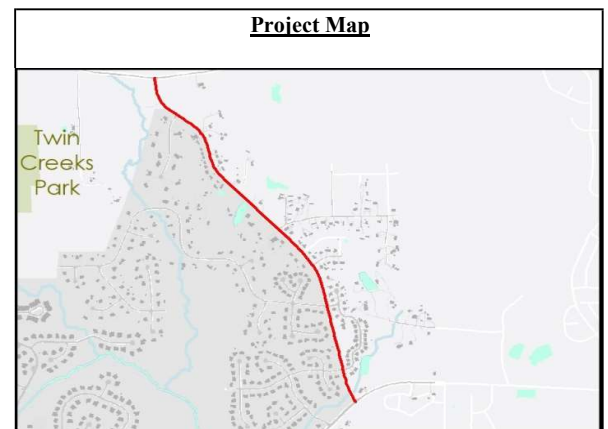
Energy Sustainable Measures

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

The project has been part of the Town's CIP and is funded with a combination of bond funds and STP-DA funds.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **LED Streetlights**
 Location: **Town of Carrboro**
 Project Status: **Existing Project - No Additional Funding Programmed**

Project # **66041**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 1/1/2019	Finish Date: 7/1/2019
----------------------------------	------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction	100,000						-	100,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Appropriations								
Intergovernmental Funds							-	-
General Fund	100,000						-	100,000
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Operating Budget Impact								
Personnel							-	-
Operating	(5,000)	(36,000)	(36,000)	(36,000)	(36,000)	(36,000)	(180,000)	(185,000)
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ (5,000)	\$ (36,000)	\$ (36,000)	\$ (36,000)	\$ (36,000)	\$ (36,000)	\$ (180,000)	\$ (185,000)

Description and Benefits

This project involves replacing roughly 700 fixtures on Town maintained streets starting when a fiscally viable rate structure comes into place. LED lights typically last over 100,000 hours, or 20+ years, and feature a “plug and play” electrical system which lowers maintenance costs. It is anticipated that the LED streetlights would have a roughly 10% municipal footprint reduction for the year(s) in which fixture replacement occurs. In addition to converting LED streetlights, the Town may also utilize this budget for interior lighting LED conversions.

Energy Sustainable Measures

This project offers significant energy efficiency improvements. LED lighting is on average 50% more efficient than current standard lighting fixtures (High Pressure Sodium or Mercury Vapor), yielding a relatively short payback period for capital investment (3 years or less). This offers the potential to capitalize future energy savings with the cost savings for LED lighting. Street lighting is a large contribution to all municipal emissions (22%).

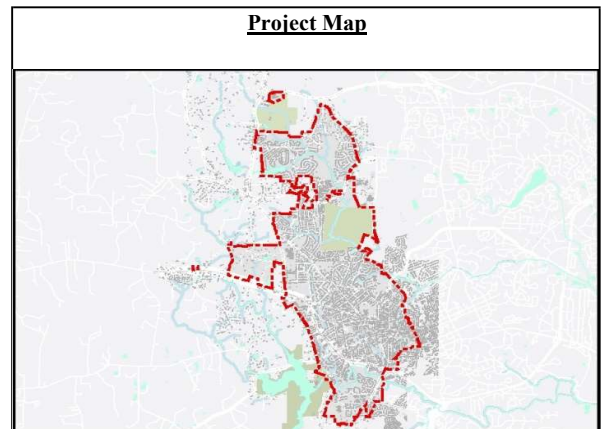
Oper Bdg Impact & Funding (list grants, matching requirements, etc)

It is anticipated that the overall impact would result in savings in the annual operating budget equivalent to the capital cost incurred within roughly three years.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☐ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **South Greensboro Street Sidewalk**
 Location: **South Greensboro Street**
 Project Status: **Existing Project - Additional Funding Programmed**

Project # **PW1**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: **7/1/2016** Finish Date: **6/30/2022**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design	105,000						-	105,000
Construction			550,000	662,500			1,212,500	1,212,500
Land/ROW		125,000					125,000	125,000
Equipment/Furnishings							-	-
Total Expenditures	\$ 105,000	\$ 125,000	\$ 550,000	\$ 662,500	\$ -	\$ -	\$ 1,337,500	\$ 1,442,500

Appropriations

Intergovernmental Funds		184,000	440,000	530,000			1,154,000	1,154,000
General Fund							-	-
Capital Project Fund	105,000	(105,000)					(105,000)	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other		46,000	110,000	132,500			288,500	288,500
Total Funding	\$ 105,000	\$ 125,000	\$ 550,000	\$ 662,500	\$ -	\$ -	\$ 1,337,500	\$ 1,442,500

Operating Budget Impact

Personnel							-	-
Operating					1,500	1,500	3,000	3,000
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 1,500	\$ 3,000	\$ 3,000

Description and Benefits

Construct a sidewalk on one side of S. Greensboro St. from the northern end of Old Pittsboro Rd. to the NC-54 eastbound off-ramp, and on to the Public Works driveway. The sidewalk would fill a major gap for pedestrians from the higher-density area along Smith Level Rd., south of NC-54 bypass, to downtown. It will provide access to downtown transit service for residents along S. Greensboro St. and Smith Level Rd., as well as access to the J bus stop on S. Greensboro St. across from Rand Rd. It will contribute to a safer and more comfortable walking environment for pedestrians traveling north and south on S. Greensboro St. and underneath NC-54 bypass. It will also connect to the Roberson Place Bike Path and on to Libba Cotten Bike Path to Chapel Hill. NOTE: \$552,340 of Orange County Transit funds were earmarked toward this project, based on an anticipated higher project cost \$1,706,966 -- MPOs & NCDOT's estimate. The higher estimate included more than 20% local match. NCDOT advised staff to initiate the municipal agreement with a 20% match and to request a supplemental agreement to reflect updated costs, if necessary, once design work was underway and a more accurate scope of work and engineer's estimate available.

Energy Sustainable Measures

This project will provide a safe bike-ped route from residential neighborhoods to the downtown, and may reduce the reliance on motor vehicles for access and thus reduce motor vehicle emissions.

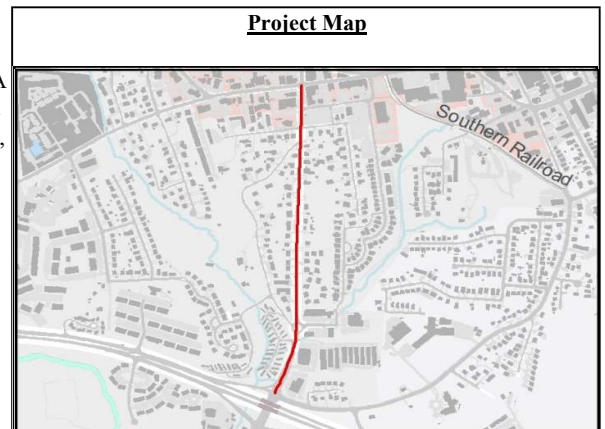
Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Funding provided through the DCHC MPO as TIP #C-5650 and identified as federal STBG-DA & CMAQ. A 20% local match is required. Orange County Transit funds have been earmarked for this project (noted as other). The Town has executed a Municipal Agreement with NCDOT, and adopted a CIP ordinance on 6/20/17. Mtce costs estimated for bike lanes and sidewalk.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Wayfinder - Town Signage**
 Location: **Town of Carrboro**
 Project Status: **Proposed**

Project # **PW2**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 8/1/2020	Finish Date: 6/30/2022
----------------------------------	-------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction			225,000	225,000			450,000	450,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ -	\$ 225,000	\$ 225,000	\$ -	\$ -	\$ 450,000	\$ 450,000

Appropriations

Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund			225,000	225,000			450,000	450,000
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ -	\$ 225,000	\$ 225,000	\$ -	\$ -	\$ 450,000	\$ 450,000

Operating Budget Impact

Personnel							-	-
Operating					20,000	20,000	40,000	40,000
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 40,000	\$ 40,000

Description and Benefits

Wayfinding refers to information systems that guide people through a physical environment and enhance their understanding and experience of the space. This is very useful in urban environments like downtown Carrboro. The project would create uniform signage throughout the town. The signs will be informative and aesthetically pleasing, leading to an improved Carrboro experience for visitors and residents. A \$52,600 contract with Axia Creative was approved and funded in the FY18 operational budget for graphic design conceptual concept for the wayfinding.

Energy Sustainable Measures

The town would be more walkable and likely lead to less driving around searching for parking, etc.

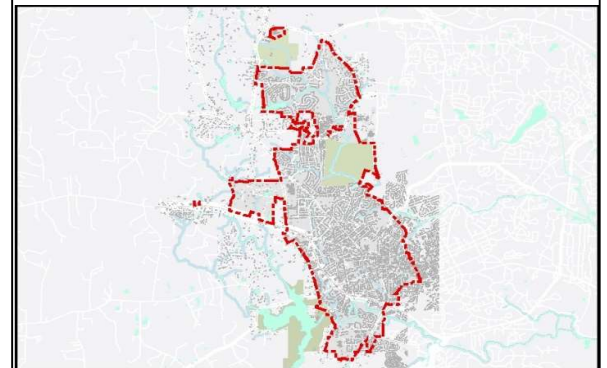
Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Increased maintenance of signage - Repair and Replacement costs.
 Potential for additional funding from economic development, tourism and transportation budgets.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☒ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Town Hall Renovations**
 Location: **Town Hall**
 Project Status: **Proposed**

Project # **PW3**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: **7/1/2019** Finish Date: **6/30/2024**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design					150,000		150,000	150,000
Construction		100,000			850,000	1,000,000	1,950,000	1,950,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 100,000	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 2,100,000	\$ 2,100,000

Appropriations

Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund		100,000					100,000	100,000
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing					1,000,000	1,000,000	2,000,000	2,000,000
Other							-	-
Total Funding	\$ -	\$ 100,000	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 2,100,000	\$ 2,100,000

Operating Budget Impact

Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

This project consists of renovating Town Hall's entire 18,000 Square Feet. Cost estimate of \$225/sf based on the Space Needs Assessment performed by Creech and Associates in 2016. This project will allow for the continued use of the historically significant and centrally located Town Hall building, while upgrading the space to more effectively meet the town's needs, providing better equipped amenities and infrastructure. The current building is in disrepair and overdue for necessary renovations. The FY2020 amount is designated for roof repairs/improvements.

Energy Sustainable Measures

The overall building performance will be greatly improved with new windows, insulation, HVAC equipment and infrastructure leading to less energy demand and green house gas emissions. The environmental air quality and workspace comfort will improve as well.

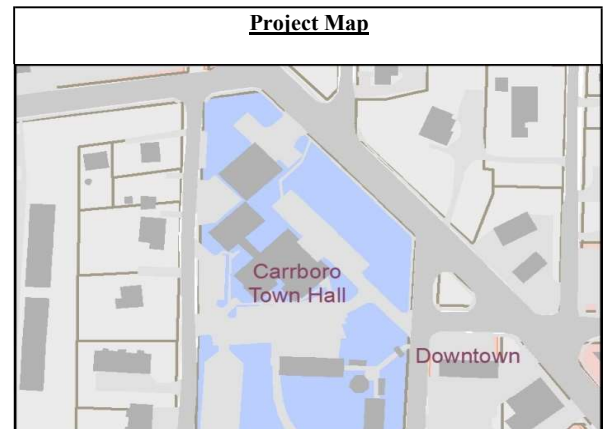
Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

No operating budget impact anticipated.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Century Center Renovation**
 Location: **Century Center**
 Project Status: **Proposed**

Project # **PW4**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: **7/1/2021** Finish Date: **6/30/2024**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design				100,000			100,000	100,000
Construction					900,000	1,000,000	1,900,000	1,900,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ 100,000	\$ 900,000	\$ 1,000,000	\$ 2,000,000	\$ 2,000,000

Appropriations

Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing				100,000	900,000	1,000,000	2,000,000	2,000,000
Other							-	-
Total Funding	\$ -	\$ -	\$ -	\$ 100,000	\$ 900,000	\$ 1,000,000	\$ 2,000,000	\$ 2,000,000

Operating Budget Impact

Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

This project consists of renovating Century Center's entire 23,000 Square Feet. Cost estimate of \$125/sf based on the Space Needs Assessment performed by Creech and Associates in 2016. This project will allow for the continued use of the historically significant and centrally located Century Center building, while upgrading the space to more effectively meet the town's needs.

The space the police station currently has is inadequate. The infrastructure of the Century Center is outdated and falling into disrepair.

Energy Sustainable Measures

The building performance would greatly improve, leading to less energy consumption.

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

No operating budget impact anticipated.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☐ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Fire Station 1 Renovation**
 Location: **Fire Station 1**
 Project Status: **Proposed**

Project # **PW5**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 7/1/2019	Finish Date: 6/30/2024
----------------------------------	-------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design					65,000		65,000	65,000
Construction		100,000			935,000	1,000,000	2,035,000	2,035,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 100,000	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 2,100,000	\$ 2,100,000

Appropriations

Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund		100,000					100,000	100,000
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing					1,000,000	1,000,000	2,000,000	2,000,000
Other							-	-
Total Funding	\$ -	\$ 100,000	\$ -	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 2,100,000	\$ 2,100,000

Operating Budget Impact

Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

This project consists of renovating Fire Station 1's entire 9,710 Square Feet. Cost estimate of \$225/sf based on the Space Needs Assessment performed by Creech and Associates in 2016. The Fire Station has not had interior improvements in a long time. Amenities for emergency and on duty personnel are deficient - including sleeping quarters and shower rooms. The FY2020 amount is designated for building improvements that cannot wait for the future renovations.

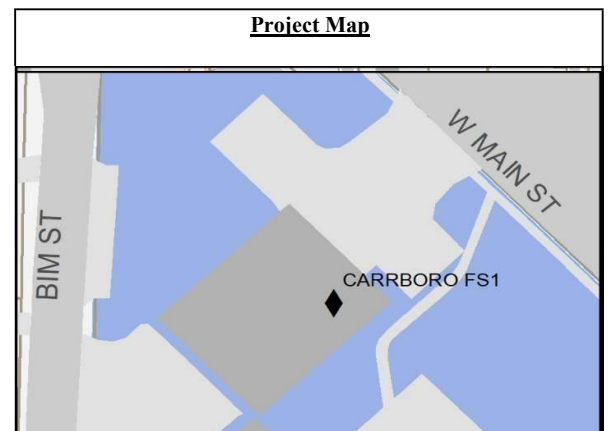
Energy Sustainable Measures

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

No operating budget impact anticipated.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Public Works Relocation**
 Location: **TBD**
 Project Status: **Proposed**

Project # **PW6**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 7/1/2022	Finish Date: 6/30/2024
----------------------------------	-------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design					130,000	6,000,000	6,130,000	6,130,000
Construction							-	-
Land/ROW							-	-
Equipment/Furnishings						100,000	100,000	100,000
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 6,100,000	\$ 6,230,000	\$ 6,230,000

Appropriations								
Intergovernmental Funds					130,000	6,100,000	6,230,000	6,230,000
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ -	\$ -	\$ -	\$ 130,000	\$ 6,100,000	\$ 6,230,000	\$ 6,230,000

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

This project entails relocating the Public Works facility to a different location that is away from the flood plane. Currently the Public Works facility is in a location prone to flooding; which impacts the ability to perform emergency services for the community. The location of the new facility will be on land that is currently owned by the town. With a new facility, Public Works will be able to better serve the Town during a storm event. The current facility space is inadequate for future growth and the infrastructure is in need of renovations.

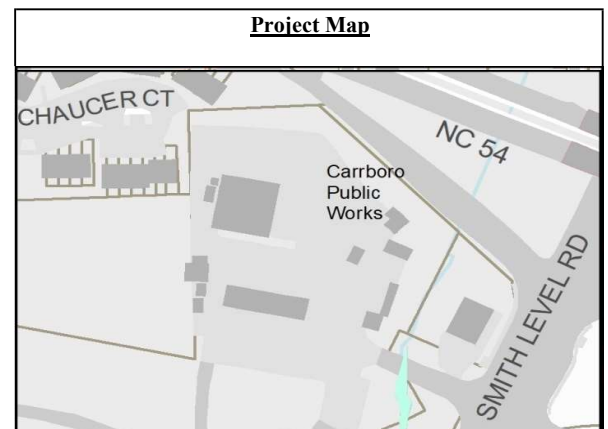
Energy Sustainable Measures

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Potential for FEMA to fund entire or partial project. Amounts included above reflect 100% FEMA funding. No operating budget impact anticipated.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Bus Shelter Replacement**
 Location: **Town of Carrboro**
 Project Status: **Proposed**

Project # **PW7**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 11/1/2019	Finish Date: 4/1/2020
-----------------------------------	------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction		288,000					288,000	288,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 288,000	\$ -	\$ -	\$ -	\$ -	\$ 288,000	\$ 288,000

Appropriations								
Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other		288,000					288,000	288,000
Total Funding	\$ -	\$ 288,000	\$ -	\$ -	\$ -	\$ -	\$ 288,000	\$ 288,000

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

This project consists of replacing all twenty-four (24) bus shelters within the town of Carrboro. The existing bus shelters will be demolished and a new prefabricated shelter will be installed. No modifications to the existing concrete pad are expected.

Energy Sustainable Measures

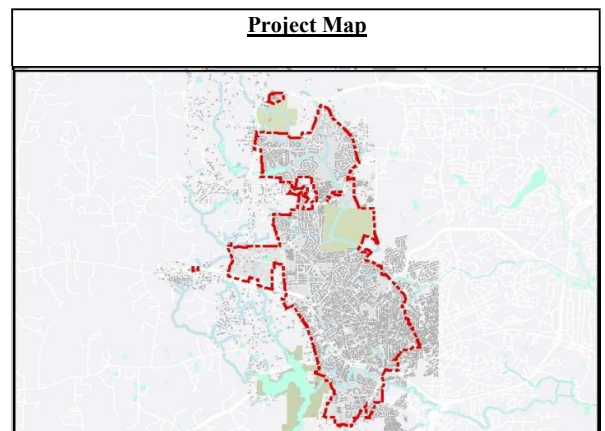
Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

It is intended that Chapel Hill Transit pay for the replacement shelters.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Town Hall Basement Waterproofing**
 Location: **Town Hall**
 Project Status: **Proposed**

Project # **PW8**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 8/1/2019	Finish Date: 10/1/2019
----------------------------------	-------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction		100,000					100,000	100,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000

Appropriations								
Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund		100,000					100,000	100,000
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

The Town Hall basement currently floods at the southeast corner of the building. This budget would involve significant waterproofing, water mitigation measures and engineering. Currently the server room is located in this area of the basement which is major infrastructure that needs to be protected.

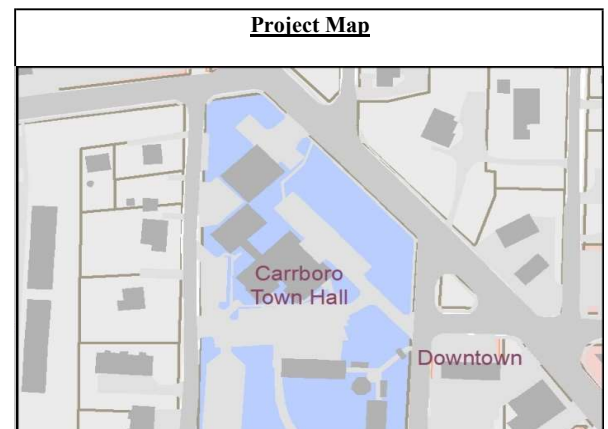
Energy Sustainable Measures

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

No impact anticipated.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Sidewalk Repairs**
 Location: **Town of Carrboro**
 Project Status: **Proposed**

Project # **PW9**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 7/1/2020	Finish Date: 6/1/2022
----------------------------------	------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design		15,000					15,000	15,000
Construction		100,000	100,000	100,000	100,000		400,000	400,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 115,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 415,000	\$ 415,000

Appropriations

Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund		15,000					15,000	15,000
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other		100,000	100,000	100,000	100,000		400,000	400,000
Total Funding	\$ -	\$ 115,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	\$ 415,000	\$ 415,000

Operating Budget Impact

Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

A sidewalk condition study will be completed in FY 2020 which will identify damaged sidewalks and prioritize them. \$100,000 is then allocated for the following to make the necessary repairs. ADA improvements to the sidewalks will also be identified and completed as part of this project.

Energy Sustainable Measures

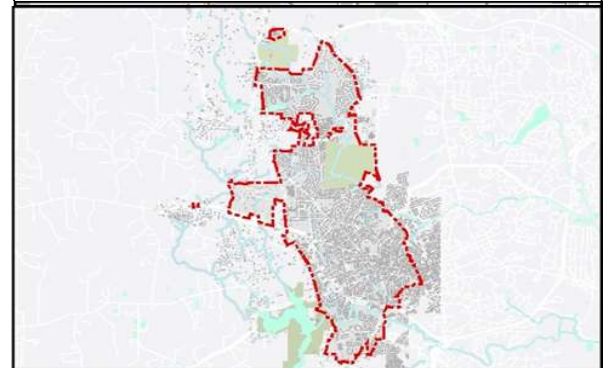
Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Grant and/or bond funding will be sought.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Unpaved Road Upgrades**
 Location: **Roberts Road**
 Project Status: **Proposed**

Project # **PW10**
 Category: **Public Works**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: 7/1/2019	Finish Date: 10/1/2019
----------------------------------	-------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction		230,000					230,000	230,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 230,000	\$ -	\$ -	\$ -	\$ -	\$ 230,000	\$ 230,000

Appropriations								
Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund		190,000					190,000	190,000
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other		40,000					40,000	40,000
Total Funding	\$ -	\$ 230,000	\$ -	\$ -	\$ -	\$ -	\$ 230,000	\$ 230,000

Operating Budget Impact								
Personnel							-	-
Operating		(10,500)	(10,500)	(10,500)	(10,500)	(10,500)	(52,500)	(52,500)
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ (10,500)	\$ (10,500)	\$ (10,500)	\$ (10,500)	\$ (10,500)	\$ (52,500)	\$ (52,500)

Description and Benefits

This project will pave Roberts Road which is currently a dirt road. Public Works has ongoing maintenance and access issues with this road due to the grade and surface. Roberts Road has been identified as the only Town maintained dirt road that causes significant maintenance issues and is in the best interest of the Town to pave. Roberts Road has a steep slope and a sharp turn that causes water to wash away gravel and clog the storm sewer inlet. Solid Waste trucks have issues maneuvering on the road. The result of paving will be improved storm water quality, decreased maintenance costs and better access for Solid Waste pickup, snow plowing and emergency vehicles.

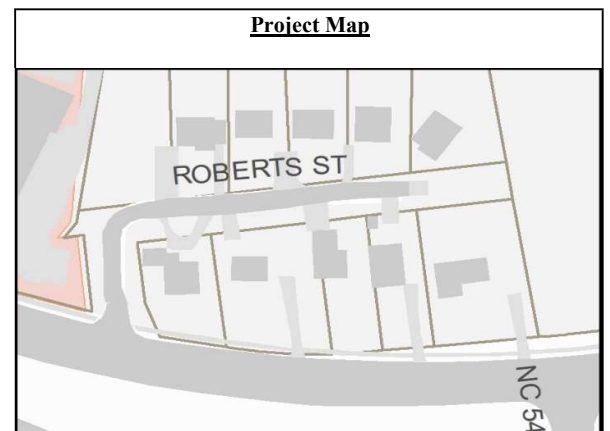
Energy Sustainable Measures

Oper Bdg Impact & Funding (list grants, matching requirements, etc)

It is expected that residence will partially fund the improvement in accordance with Town precedent.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **MLK Jr. Park Construction Design**
 Location: **1120 Hillsborough Road**
 Project Status: **Existing Project - No Additional Funding Programmed**

Project # **66044**
 Category: **Recreation and Parks**
 Fund: **66 - Capital Projects Fund**

Proj Start Date: **1/17/2018** Finish Date: **1/7/2020**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design	183,200						-	183,200
Construction	2,377,996						-	2,377,996
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ 2,561,196	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,561,196

Appropriations

Intergovernmental Funds							-	-
General Fund	2,561,196						-	2,561,196
Capital Project Fund							-	-
Storm Water Fund							-	-
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ 2,561,196	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,561,196

Operating Budget Impact

Personnel							-	-
Operating		22,000	44,000	44,000	44,000	44,000	198,000	198,000
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ 22,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 44,000	\$ 198,000	\$ 198,000

Description and Benefits

The Town purchased 9.5 acres of land in the Hillsborough Road/Pathway Drive and designated it as a neighborhood park. On June 15, 2004, the Board of Aldermen approved a park design and officially named the park Martin Luther King, Jr. Park. While the original master plan has not been implemented, a community garden has been established at the park and the Park is used for walking and informal field play. The original master plan is currently being updated. In addition to enlarging the community garden, possible amenities being considered for the park are trails, restroom, picnic shelters, pavilions, a playground, amphitheater, sculpture garden, meditation garden, enhancing wetlands for environmental education, and a pollinator garden. Wilson Park is the closest neighborhood park in this area; however, the service radius neither serves the neighborhoods that the MLK Park is intended to serve. The development of Martin Luther King, Jr. Park will serve neighborhoods in the northern area and accommodate the ultimate growth north of Hillsborough Road from the Old Fayetteville to Calvander intersection. Currently, there is not a neighborhood park available for the northern area of Town.

Energy 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.

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Additional personnel, equipment, and supplies will be needed to maintain the park grounds.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☐ Complying with State and Federal mandates
- ☐ Incorporating energy and climate protection strategies
- ☐ Providing Town services in the most efficient, safe and quality manner
- ☒ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Public Works Stream Restoration/Culvert Replacement**
 Location: **100 Public Works Drive**
 Project Status: **Proposed**

Project # **SW-1**
 Category: **Storm Water**
 Fund: **80 - Storm Water Fund**

Proj Start Date: 1/1/2019	Finish Date: 6/1/2020
----------------------------------	------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design		81,406					81,406	81,406
Construction		325,624					325,624	325,624
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 407,030	\$ -	\$ -	\$ -	\$ -	\$ 407,030	\$ 407,030

Appropriations								
Intergovernmental Funds		305,272					305,272	305,272
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund		101,758					101,758	101,758
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ 407,030	\$ -	\$ -	\$ -	\$ -	\$ 407,030	\$ 407,030

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

The stream that runs between Smith Level Road and Public Works has experienced excessive stream bank erosion in general in recent years, with a significant impact from Hurricane Florence. This erosion is not only undesirable from an environmental perspective, it also presents an urgent situation given the proximity to the facility's fuel tanks. Damage to these tanks in a storm event would result in very substantial environmental and operational impacts. There could be a significant cost savings for also replacing the culverts under the Public Works driveway at the same time. The cost estimates provided are based on 2014 Sungate estimates, adjusted for 2018. It is recommended that Sungate Engineering complete preliminary engineering work in the second half of FY 2019 using Storm Water operating budget funds.

Energy Sustainable Measures

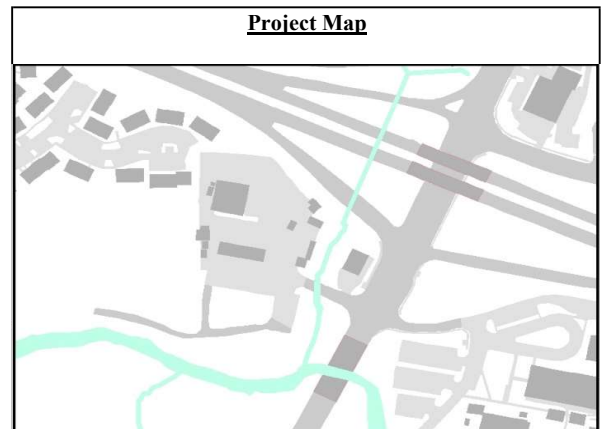
Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

It is recommended that the Town pursue FEMA Public Assistance funds, if available. In the event that these funds are not available, it is recommended that the scope of funding from the Storm Water Fund (and possibly the scope of the project required to protect the tanks) be limited, given the revenue available to the Storm Water Fund.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☒ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Broad St. Culvert Replacement**
 Location: **408 Broad Street**
 Project Status: **Proposed**

Project # **SW-2**
 Category: **Storm Water**
 Fund: **80 - Storm Water Fund**

Proj Start Date: **February, 2019** Finish Date: **March, 2020**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design							-	-
Construction		73,642					73,642	73,642
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 73,642	\$ -	\$ -	\$ -	\$ -	\$ 73,642	\$ 73,642

Appropriations

Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund		73,642					73,642	73,642
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ 73,642	\$ -	\$ -	\$ -	\$ -	\$ 73,642	\$ 73,642

Operating Budget Impact

Personnel							-	-
Operating			(250)	(250)	(250)	(250)	(1,000)	(1,000)
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ -	\$ (250)	\$ (250)	\$ (250)	\$ (250)	\$ (1,000)	\$ (1,000)

Description and Benefits

There is a 24" vitrified clay culvert under Broad Street that is conveying a small stream. The inlet end is crushed/blocked by a large tree. According to Sungate, a 54" pipe is needed. The failing and undersized culvert is causing ongoing maintenance issues including major issues for the road and adjacent properties during major storms. The proposed replacement is based on a study by Sungate in 2013, with updated costs for 2018. A hydrology study from Sungate is planned for FY 18/19 prior to final design. Note: if the project is delayed, it is possible that the pipe could completely fail and an emergency repair/replacement would be required. Note that this project has not been submitted to the CIP for previous funding, and may not need to be based on the amount of the anticipated expense. It is included to initiate management review as quickly as possible. It is recommended that Sungate Engineering complete preliminary engineering work in the second half of FY 2019/20 using Storm water operating budget funds.

Energy Sustainable Measures

Oper Bdg Impact & Funding (list grants, matching requirements, etc)

It is recommended that the Town pursue FEMA Public Assistance funds, if available. After completion, the project should save on operating expenses, which will likely be less predictable and more storm event response oriented than shown above.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☒ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Anderson Park Storm Water Retrofits**
 Location: **Anderson Park**
 Project Status: **Proposed**

Project # **SW-3**
 Category: **Storm Water**
 Fund: **80 - Storm Water Fund**

Proj Start Date: 7/1/2019	Finish Date: 6/1/2021
----------------------------------	------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design		60,000					60,000	60,000
Construction			320,000				320,000	320,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ 60,000	\$ 320,000	\$ -	\$ -	\$ -	\$ 380,000	\$ 380,000

Appropriations

Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund		60,000	320,000				380,000	380,000
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ 60,000	\$ 320,000	\$ -	\$ -	\$ -	\$ 380,000	\$ 380,000

Operating Budget Impact

Personnel							-	-
Operating				500	500	500	1,500	1,500
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdg Impact	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 1,500	\$ 1,500

Description and Benefits

Sungate has completed concept plans for storm water retrofits that have been identified in the CIP since 2015. These retrofits address requirements of the Town's NPDES permit and also under the Jordan Lake rules. The projects also: are in the water supply watershed, and help protect drinking water; present an excellent opportunity for outreach and education; are the most cost effective of all retrofits that have been identified over the past 15 years; and "lead by example" with the types of projects to encourage others in the community to pursue. The project includes bio retention cells and a water quality swale.

Energy Sustainable Measures

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

These retrofits will require some increased maintenance costs.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☒ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Storm Water Retrofits on Town Land Adjacent to Public Works**
 Location: **Adjacent to Public Works and Future Morgan Creek Greenway**
 Project Status: **Proposed**

Project # **SW-4**
 Category: **Storm Water**
 Fund: **80 - Storm Water Fund**

Proj Start Date: 7/1/2020	Finish Date: 6/1/2022
----------------------------------	------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design			55,000				55,000	55,000
Construction				305,000			305,000	305,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ -	\$ 55,000	\$ 305,000	\$ -	\$ -	\$ 360,000	\$ 360,000

Appropriations

Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund			55,000	305,000			360,000	360,000
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ -	\$ 55,000	\$ 305,000	\$ -	\$ -	\$ 360,000	\$ 360,000

Operating Budget Impact

Personnel							-	-
Operating					500	500	1,000	1,000
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 1,000	\$ 1,000

Description and Benefits

Retrofits have been identified for this site in the CIP since 2013. These retrofits address requirements of the Town's NPDES permit and also under the Jordan Lake rules. The projects also present an excellent opportunity for outreach and education, and for the Town to "lead by example" with the types of projects to encourage others in the community to pursue.

Energy Sustainable Measures

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

This project will require some increased maintenance costs.

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☒ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☒ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans

Project Map





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Storm Water Retrofits at OWASA**
 Location: **OWASA Water Treatment Plant/Administrative Site**
 Project Status: **Proposed**

Project # **SW-5**
 Category: **Storm Water**
 Fund: **80 - Storm Water Fund**

Proj Start Date: **7/1/2022** Finish Date: **6/1/2023**

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design				76,000			76,000	76,000
Construction					360,000		360,000	360,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ 76,000	\$ 360,000	\$ -	\$ 436,000	\$ 436,000

Appropriations

Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund				76,000	360,000		436,000	436,000
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ -	\$ -	\$ 76,000	\$ 360,000	\$ -	\$ 436,000	\$ 436,000

Operating Budget Impact

Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

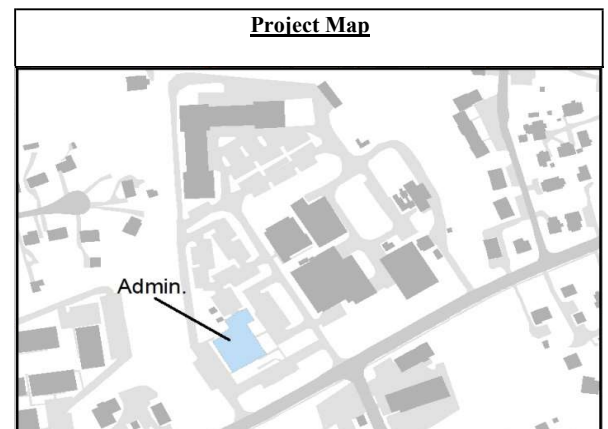
Retrofits have been identified for this site in the CIP since 2016. These retrofits address requirements of the Town's NPDES permit and also under the Jordan Lake rules. The projects also present an excellent opportunity for outreach and education, and for the Town to "lead by example" with the types of projects to encourage others in the community to pursue.

Energy Sustainable Measures

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☒ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **McDougle School Storm Water Retrofits**
 Location: **McDougle Elementary and Middle Schools**
 Project Status: **Proposed**

Project # **SW-6**
 Category: **Storm Water**
 Fund: **80 - Storm Water Fund**

Proj Start Date: 7/1/2023	Finish Date: 6/1/2026
----------------------------------	------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design					102,000		102,000	102,000
Construction						400,000	400,000	400,000
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 102,000	\$ 400,000	\$ 502,000	\$ 502,000

Appropriations

Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund					102,000	400,000	502,000	502,000
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ -	\$ -	\$ -	\$ 102,000	\$ 400,000	\$ 502,000	\$ 502,000

Operating Budget Impact

Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

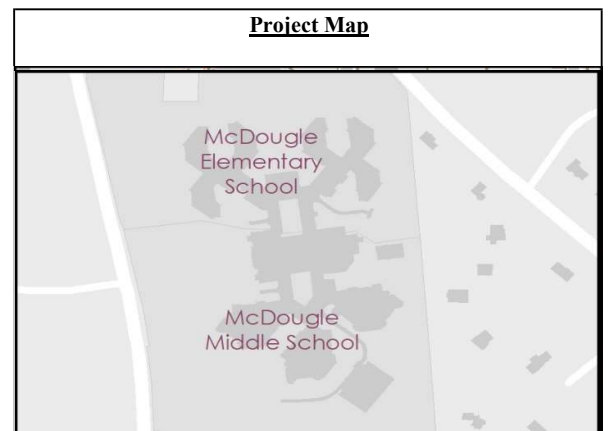
Retrofits have been identified for this site in the CIP since 2014. These retrofits address requirements of the Town's NPDES permit and also under the Jordan Lake rules, and will provide some flood mitigation in the Toms Creek watershed. The project also presents an excellent opportunity for outreach and education

Energy Sustainable Measures

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☒ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro, NC

Capital Improvement Plan for FY20 thru FY24

Project Title: **Carrboro Elementary/Shetley Bikeway Storm Water Retrofits**
 Location: **Carrboro Elementary School**
 Project Status: **Proposed**

Project # **SW-7**
 Category: **Storm Water**
 Fund: **80 - Storm Water Fund**

Proj Start Date: 7/1/2024	Finish Date: 6/30/2026
----------------------------------	-------------------------------

	<u>Previous Funding</u>	<u>FY 2020</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY20-FY24 Total</u>	<u>Project Total</u>
Expenses								
Planning/Design						110,000	110,000	110,000
Construction							-	-
Land/ROW							-	-
Equipment/Furnishings							-	-
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000	\$ 110,000

Appropriations								
Intergovernmental Funds							-	-
General Fund							-	-
Capital Project Fund							-	-
Storm Water Fund						110,000	110,000	110,000
GO Bonds							-	-
Installment Financing							-	-
Other							-	-
Total Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ 110,000	\$ 110,000

Operating Budget Impact								
Personnel							-	-
Operating							-	-
Capital Outlay							-	-
Debt Service							-	-
Total Oper Bdgt Impact	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Description and Benefits

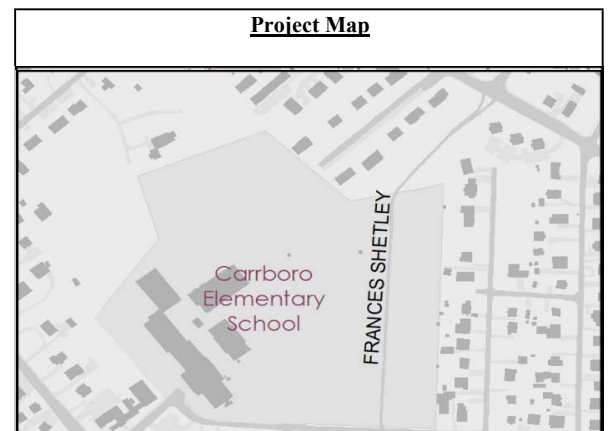
Retrofits and a stream restoration have been identified for this site in the CIP since 2013. These projects address requirements of the Town's NPDES permit and also under the Jordan Lake rules. They also address Watershed Restoration Plan implementation and regulatory requirements associated with the impaired stream listing of Bolin Creek. The project also presents an excellent opportunity for outreach and education .

Energy Sustainable Measures

Oper Bdgt Impacts & Funding (list grants, matching requirements, etc)

Board of Aldermen Strategic Goals: ("X" all that apply for this project)

- ☐ Maintaining the existing infrastructure in order to protect the Town's investments
- ☐ Expanding the Town's tax base in a way that will benefit both current and future citizens
- ☒ Complying with State and Federal mandates
- ☒ Incorporating energy and climate protection strategies
- ☒ Providing Town services in the most efficient, safe and quality manner
- ☐ Managing and encouraging orderly implementation of Town adopted needs assessments, strategic and program master plans





Town of Carrboro

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

Agenda Item Abstract

File Number: 19-95

Agenda Date: 3/5/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Discussion of a Proposed Amendment to the Chapel Hill Transit Advertising Policy and Possible Recommendation to the Chapel Hill Town Council

PURPOSE: The purpose of this agenda item is to discuss a proposed amendment to the current Chapel Hill Transit Advertising Policy and possibly make a recommendation to the Town of Chapel Hill.

DEPARTMENT: Town Manager's office.

CONTACT INFORMATION: Anne-Marie Vanaman, Management Assistant, 919-918-7321, amvanaman@townofcarrboro.org

INFORMATION: On January 22, 2019 the Chapel Hill Public Transit Committee (Partners Committee) recommended the Town of Chapel Hill pursue an advertising contract with Houck Transit Advertising. Transitioning to an established third-party vendor is expected to boost revenue considerably. Houck, which will focus on commercial advertising, guarantees a minimum payment to Chapel Hill Transit of \$185,000. In comparison, the FY18 maximum net revenue for the in-house advertising program was around \$90,000, much of which was due to the elimination of a staff position.

The transition to a third-party advertiser prompted a review of the current adopted Advertising Policy by the Transit staff and Chapel Hill Attorney who recommended an amendment that changes the role of transit vehicles and facilities from a "limited public forum" to a "nonpublic forum."

Carrboro Attorney Robert Hornik provided a memo regarding these two types of forums as Attachment A.

The current Advertising Policy, which was adopted by the Chapel Hill Town Council on December 3, 2012, can be found here: http://chapelhill.granicus.com/MetaViewer.php?view_id=7&clip_id=1689&meta_id=75863.

The draft proposed nonpublic forum option can be found as Attachment B.

At the January 22, 2019 Partners Committee meeting, representatives from the Town of Chapel and UNC expressed support for the nonpublic forum while Carrboro representatives had some concerns. The Partners Committee recommended the Carrboro Board of Aldermen have the opportunity to respond to the proposed nonpublic forum amendment. Aldermen Chaney and Seils, Carrboro's representatives on the Transit Partner's Committee, have provided a draft response to the ad policy for Board review (Attachment C).

Agenda Date: 3/5/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

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

RECOMMENDATION: Staff recommends the Board discuss the proposed amendment (nonpublic forum option) to the Chapel Hill Transit Advertising Policy and possibly approve the draft language opposing substantive changes to the Chapel Hill Transit advertising policy provided as Attachment C.

MEMORANDUM

To: David Andrews, Town Manager
From: The Brough law Firm, PLLC; Robert Hornik
Re: Chapel Hill Transit Advertising Policy
Date: March 1, 2019

We have reviewed the Town of Chapel Hill's proposed **Transit Advertising Fee Schedule and Policy, Draft Non-Public Forum Option 1.17.18**, and more specifically the proposed amended Policy 1.01 which would designate CHT vehicles and facilities to be "non-public forums" for advertising (current policy designates them as "limited public forums"). In broad terms, the proposed change would allow Chapel Hill Transit ("CHT") to limit the type of advertising it will accept on and inside CHT vehicles and facilities. This change, if adopted, would **prohibit** CHT from accepting advertising constituting "political speech"; advertising in "support of or in opposition to a religion, denomination, tenet or belief"; advertising for transportation modes which compete with CHT services; and advertising which in whole or in part conveys information of a non-commercial character (such as by pairing in an advertisement some commercial speech with general information about religious, moral, political, environmental or other matters). The stated purpose of the proposed change is to further the goal of generating revenue for CHT through advertising, while at the same time prohibiting the type of advertising that poses "significant risk of harm, inconvenience or annoyance to transit passengers, operators and vehicles."

Generally speaking, a "traditional public forum" is a place like a park, or a sidewalk, which are places where open public speech and debate has traditionally been accepted and allowed. In such forums, the government may not regulate speech based on the speaker's point of view but the government may restrict the time, place or manner of such speech in order to serve a compelling state interest in a narrowly tailored way – regulate as little as is necessary to serve the interest. Other public property that is not considered a "traditional public forum" may be (but does not have to be) opened for public discourse by a government. If the government does open such places, then it must abide by the same rules protecting speech as in the traditional public forum. In a nonpublic forum – a place that is neither traditional public forum nor limited public forum as designated by the government controlling it – the government may restrict the content of speech as long as the restriction is reasonable and viewpoint neutral. Places like airport terminals, polling places and a public school's internal email system have been determined to be non-public forums.

In our opinion, the designation of CHT vehicles and facilities as non-public forums as proposed would likely pass constitutional muster. We take no position, however, on the policy question of whether the Town of Carrboro should support the proposed policy change.

4C. Chapel Hill Transit Advertising Policy

Action: 1. Receive information presented by staff and provide feedback to the Chapel Hill Town Council on the option of amending the transit advertising policy to reflect a nonpublic forum status, or any other options, as the Committee deems appropriate.

Staff Resource: Brian Litchfield, Transit Director
Ralph Karpinos, Town of Chapel Hill Attorney

Background

On November 27, 2012 the Partners Committee endorsed the current transit advertising policy and it was adopted by Council on December 3, 2012 (http://chapelhill.granicus.com/MetaViewer.php?view_id=7&clip_id=1689&meta_id=75863).

In preparation for the potential transfer of managing the Transit Advertising program from the Transit Department to a third-party, Transit staff and the Town Attorney's Office reviewed the current adopted Advertising Policy and suggest that the Partners Committee consider recommending that the Council amend the policy to recognize the role of the advertising contractor transit vehicles and facilities as a nonpublic forum (viewpoint neutral) and not provide the option for political, religious, or issue advertisements.

Certain types of advertisements have the potential to interfere with the program's primary purpose of generating revenue to benefit the transit system. Additionally, political, religious, or issue advertisements have generated very little revenue over the last seven (7) years - since 2012, Transit has received and run two (2) separate advertisements that meet the definition of "political ad" under the current policy, resulting in \$3,000 of gross revenue. Evaluation of the proposed political and religious advertising for compliance with the Town's policy and addressing related issues requires considerable staff time. A nonpublic forum (viewpoint neutral) policy may also provide the following benefits:

- Maintain a professional advertising environment that maximizes advertising revenues and minimizes interference or disruption of the commercial aspects of its regional transit system;
- Prevent the risk of imposing demeaning or disparaging views on a captive audience;
- Maintain a position of viewpoint neutrality;
- Preserve the marketing potential of the advertising space by avoiding content that the community could view as demeaning, disparaging, objectionable, inappropriate or harmful to members of the public generally or to minors in particular;
- Maintain the safe and orderly operation of Chapel Hill Transit services;
- Maintain a safe and welcoming environment for all Chapel Hill Transit passengers, including minors who travel on or come in contact with the Chapel Hill Transit system; and

4C. Chapel Hill Transit Advertising Policy

Action: 1. Receive information presented by staff and provide feedback to the Chapel Hill Town Council on the option of amending the transit advertising policy to reflect a nonpublic forum status, or any other options, as the Committee deems appropriate.

- Avoid the identification of Town of Chapel Hill/Chapel Hill Transit, its employees, funding partners or its contractors with advertisements or the viewpoints of the advertisers.

The Council has requested that the Chapel Hill Transit Partners Committee review the transit advertising policy options to determine if a nonpublic forum alternative could be considered and to provide feedback to the Council. Other options that could be considered include: maintaining the existing policy; amending the policy to expand the scope of advertising allowed by formally designating the buses and transit facilities as a public forum; or, perhaps eliminating all paid advertising.

Attachment - Draft Nonpublic Forum Policy

A draft of a potential nonpublic forum transit advertising policy is attached for review and discussion. This draft policy is modeled on policies in place for:

- King County Metro (King County, Washington)
- Sun Tran (Tucson, Arizona)
- Piedmont Authority for Regional Transportation (Greensboro, North Carolina)
- San Francisco Bay Area Rapid Transit District (San Francisco, California)

Additional Information

Previous Council discussions on Transit Advertising Policy:

- December 3, 2012 Item #8:
http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1689
- November 5, 2012 Item #8:
http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1662
- October 24, 2012 Item #12:
http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1652
- October 11, 2012 Item #1:
http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1638
- September 12, 2012 Item #0.1:
http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1592

4C. Chapel Hill Transit Advertising Policy

Action: 1. Receive information presented by staff and provide feedback to the Chapel Hill Town Council on the option of amending the transit advertising policy to reflect a nonpublic forum status, or any other options, as the Committee deems appropriate.

- September 12, 2011 Item #15:
http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1117
- June 13, 2011 Item #13:
http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1047
- April 25, 2011 Item #14:
http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=1007
- June 27, 2007 Item #4:
http://chapelhill.granicus.com/MinutesViewer.php?view_id=21&clip_id=188
- APRIL 27, 2005 Item 17c and g:
http://townhall.townofchapelhill.org/records/minutes/2005/minutes_04-27-05ws.htm

Recommendation

That the Partners Committee consider the draft nonpublic forum transit advertising policy and provide feedback to the Chapel Hill Town Council on the option of amending the policy, or any other options, as the Committee deems appropriate.

TRANSIT ADVERTISING FEE SCHEDULE AND POLICY

Transit services in Chapel Hill are provided through a partnership of Chapel Hill, Carrboro and the University of North Carolina. Chapel Hill Transit offers transit advertising as a source of revenue to help offset system operating costs. Advertising is sold on the exterior and interior of all fixed route buses. The following are transit advertising rates and policies governing transit advertising.

TRANSIT ADVERTISING RATES

Bus Wraps	Monthly Rate	Minimum Contract
Full Wrap	\$1500	12 months

Exterior Bus Signage: Kings (144"x30")

Number of Displays	12 Months Each Sign	6 Months Each Sign	1-3 Months Each Sign
1-10	\$180	\$200	\$220
11-20	\$175	\$195	\$215
21 & up	\$170	\$190	\$210

Queens (108"x30")

Number of Displays	12 Months Each Sign	6 Months Each Sign	1-3 Months Each Sign
1-10	\$162	\$180	\$198
11-21	\$157	\$175	\$193
21 & up	\$152	\$170	\$188

Taillight

Number of Displays	12 Months Each Sign	6 Months Each Sign	1-3 Months Each Sign
1-10	\$163	\$170	\$187
11-120	\$158	\$165	\$182
21 & up	\$152	\$160	\$177

All production costs are the responsibility of the advertiser. For wraps the cost of installation and returning the bus to original condition are also the responsibility of the advertiser.

All advertising creative and design must be approved by Chapel Hill Transit prior to production and can be declined if we believe it is not in compliance with transit advertising policies and standards.

Agency commissions will be paid on contract of 6 month or more.

POLICIES AND STANDARDS FOR ADVERTISING ON CHAPEL HILL TRANSIT FACILITIES

Chapel Hill Transit (CHT) is a regional transit system created under section of the Town of Chapel Hill Ordinances. Chapel Hill Transit owns and operates buses, bus shelters, a garage and other properties (collectively referred to as “Transit Facilities”) in conjunction with its regional transit system. It is in the public interest to make advertising space available upon payment of rent in accordance with CHT’s adopted rental schedule on certain designated Transit Facilities to generate revenue and help fund the operation of the regional transit system or upon acceptance of the advertising as unpaid public advertising or public service announcements in accordance with this policy in order to support public agencies and community non-profit services.

I. PURPOSE

1.01 NonPublic Forum Status. Chapel Hill Transit’s acceptance of transit advertising does not provide nor does it create a general public forum for expressive activities but is instead hereby established as a nonpublic forum. In keeping with its proprietary function as a provider of public transportation services, Chapel Hill Transit does not intend its acceptance of transit advertising to convert its transit vehicles or transit facilities into open public forums for public discourse and debate. The fundamental purpose and intent is to accept advertising as an additional means of generating revenue to supplement or reduce fare revenue, tax proceeds and other income that fund the transit system.

In furtherance of that discreet and limited objective, Chapel Hill Transit, through the Policy set forth in this document, retains strict control over the nature of the ads accepted for posting on or in its transit vehicles and transit facilities and maintains its advertising space as a nonpublic forum. Certain types of advertisements interfere with the program’s primary purpose of generating revenue to benefit the transit system. This policy advances the advertising program’s revenue-generating objective by prohibiting advertisements that could detract from the goal by creating substantial controversy, interfering with and diverting resources from transit operations, and/or posing significant risks of harm, inconvenience, or annoyance to transit passengers, operators and vehicles. Such advertisements create an environment that is not conducive to achieving increased revenue for the benefit of the transit system or to preserving and enhancing the security, safety, comfort and convenience of its operations. The viewpoint neutral restrictions in this policy thus foster the maintenance of a professional advertising environment that maximizes advertising revenue.

Chapel Hill Transit will not accept for display on its Transit Facilities the types of advertising defined in Section 2.01 of these policies and standards (“Excluded Advertising”). By not accepting Excluded Advertising, Chapel Hill Transit can:

- Maintain a professional advertising environment that maximizes advertising revenues and minimizes interference or disruption of the commercial aspects of its regional transit system;
- Prevent the risk of imposing demeaning or disparaging views on a captive audience;

DRAFT – Nonpublic Forum Option 1.17.18 - DRAFT

- Maintain a position of viewpoint neutrality;
- Preserve the marketing potential of the advertising space by avoiding content that the community could view as demeaning, disparaging, objectionable, inappropriate or harmful to members of the public generally or to minors in particular;
- Maintain the safe and orderly operation of Chapel Hill Transit services;
- Maintain a safe and welcoming environment for all Chapel Hill Transit passengers, including minors who travel on or come in contact with the Chapel Hill Transit system; and
- Avoid the identification of Town of Chapel Hill/Chapel Hill Transit, its employees, funding partners or its contractors with advertisements or the viewpoints of the advertisers.

Chapel Hill Transit facilities and transit vehicles are a nonpublic forum and, as such, Chapel Hill Transit will accept only those advertisements which fall within the categories of acceptable advertising specified in this viewpoint neutral Policy and that satisfy all other access requirements and restrictions provided herein.

~~**Limited Public Forum; Commercial/Proprietary Functions.** Chapel Hill Transit will rent space on its Transit Facilities for limited types of advertising (“Permitted Advertising”). By allowing limited types of advertising on or within its buses and or bus shelters and providing limited space at no charge pursuant to this policy, Chapel Hill Transit does not intend to create a full public forum for open public discourse or expressive activity, or to provide a forum for all types of advertisements. The display of Permitted Advertising upon payment of rent in accordance with CHT’s adopted rental schedule on designated Transit Facilities is intended only to supplement fare revenue, tax proceeds and other income that fund the regional transit system.~~

~~**1.02 Certain Excluded Advertising.** Chapel Hill Transit will not accept for display on its Transit Facilities the types of advertising defined in Section 2.01 of these policies and standards (“Excluded Advertising”). By not accepting Excluded Advertising, Chapel Hill Transit can:~~

- ~~(a) maintain a professional advertising environment that maximizes advertising revenues and minimizes interference or disruption of the commercial aspects of its regional transit system;~~
- ~~(b) protect passengers, employees and Chapel Hill Transit facilities from harm or damage that can result from some individual’s reactions to political or controversial materials; and~~
- ~~(c) help build and retain transit ridership.~~

~~**1.03 Limits on Permitted Advertising.** Placing reasonable limits on Permitted Advertising displayed on its Transit Facilities will enable Chapel Hill Transit to:~~

- ~~(a) avoid subjecting its passengers and other members of the public to material that may discourage them from using regional transit services;~~
- ~~(b) maintain an image of professionalism and decorum;~~
- ~~(c) avoid displaying material that is not suitable for viewing by minors who ride on Chapel Hill Transit buses or those individuals whose neighborhoods are served by~~

DRAFT – Nonpublic Forum Option 1.17.18 - DRAFT

~~Chapel Hill Transit bus routes; and~~
~~(d) maximize revenues by attracting and maintaining the patronage of passengers.~~

II. ADVERTISING POLICIES

2.01 Excluded Advertising. For the purposes of these policies and standards, the advertising described in this Section 2.01 is “Excluded Advertising.” Chapel Hill Transit will not accept the following Excluded Advertising for display, posting or placement on or within its buses, or other Transit Facilities:

(a) ***Alcoholic Beverages.*** Advertisements and images soliciting or promoting the sale or use of alcoholic beverages.

(b) ***Tobacco Products.*** Advertisements and images soliciting or promoting the sale or use of tobacco products including, but not limited to, cigarettes, cigars and smokeless tobacco.

(c) ***Advertisements about Chapel Hill Transit.*** Advertisements and images that relate to Chapel Hill Transit and services, except public service advertisements provided by Chapel Hill Transit itself.

(d) Political Speech, including but not limited to:

- Political Campaign Speech. Advertising that promotes, or opposes a political party, the election of any candidate or group of candidates for federal, state or local government offices, regardless of whether the words or phrases “vote for”, “elect” or similar words or phrases are used;
- Advertisements that disparage or belittle federal, state or local jurisdictions either as entities or in reference to any of their elected or appointed officials, employees, departments or services; and
- Except as permitted in Sections 2.02 and 2.03 of this Policy;
- - Advertisements that promote or oppose initiatives, referendums or other ballot measures; or
 - Advertisements which are directed or addressed to the action, inaction, prospective action or policies of a governmental entity; or
 - Advertisements which prominently or predominately advocate or express a political message, including but not limited to an opinion, position, or viewpoint regarding disputed economic, political, moral, religious or social issues or related matters, or support for or opposition to any of the foregoing.

~~(e)~~(e) Support of or opposition to a religion, denomination, creed, tenet, or belief;

(f) Transportation or other services/products in direct competition with—Chapel Hill Transit. Advertising that explicitly and directly promotes or encourages the use of transportation modes competing with Chapel Hill Transit services shall not be permitted.

DRAFT – Nonpublic Forum Option 1.17.18 - DRAFT

(g) Non-commercial or only partially commercial advertisements. Advertisements that do not offer to sell property or services and those that both offer to sell property and services as well as convey information about matters of general interest, political issues, religious, moral, or environmental matters or issues, or other public matters or issues, or expresses or advocates opinions or positions upon any of the foregoing are prohibited.

2.02 Permitted Advertising. Subject to the viewpoint-neutral standards contained in Section 3.01 of these policies and standards, Chapel Hill Transit will accept “Permitted Advertising” for display or placement on designated Chapel Hill Transit Facilities. For the purposes of these policies, “Permitted Advertising” is advertising that:

- (a) Does not qualify as Excluded Advertising under Section 2.01.
 - (b) Generally relates to the economic interests of the advertiser and its audience.
- ~~Advertising defined in Section 3.02 and 3.03 also is Permitted Advertising.~~

2.03 Prohibitions on Literature or Product Distribution and Leafleting.

Chapel Hill Transit’s purpose in operating a regional transit system is to meet the public’s need for efficient, effective and safe public transportation. Chapel Hill Transit Facilities are not intended to be public forums for public discourse or expressive activity. Literature or product distributions, leafleting and similar activities can disrupt or delay passengers who are boarding and exiting buses and other transit vehicles, distract passengers, distract bus operators, cause maintenance issues, and otherwise create safety issues for passengers, operators and surrounding traffic. Accordingly, distribution of literature, leafleting, and other informational or activities are prohibited within Chapel Hill Transit buses or other transit vehicles and within Chapel Hill Transit bus shelters, except for the provision of leaflets and information provided by Chapel Hill Transit itself that are related to provision of or are for the benefit of transportation-related public services or public events sponsored by the Town of Chapel Hill, the Town of Carrboro, or the University of North Carolina.

III. ADVERTISING STANDARDS AND RESTRICTIONS

3.01 Advertising Standards and Restrictions. Chapel Hill Transit will make available on designated Chapel Hill Transit Facilities space for advertisements consistent with Section 2.02 above subject to the viewpoint-neutral restrictions in this Section 3.01 that limit certain forms of advertising. _

Advertisements cannot be displayed or maintained on Chapel Hill Transit Facilities if the advertisement or information contained in the advertisement falls within one or more of the following categories:

- (a) ***False, Misleading, or Deceptive Advertising.*** Advertising or any material or information in the advertising that is false, misleading or deceptive.
- (b) ***Disrespectful Advertising.*** Advertising or any material or information in advertising that is, or that is intended to be (or reasonably could be interpreted as being) disparaging, disreputable or disrespectful to persons, groups, businesses or organizations, including but not limited to advertising that portrays individuals as inferior, evil or contemptible because of their race, color, creed, sex, pregnancy, age, religion, ancestry, national origin, marital status, disability, including those related to pregnancy or child birth, gender identity, or gender expression or sexual orientation, or any other characteristic protected under federal, state or local law.
- (c) ***Unauthorized Endorsement.*** Advertising that implies or declares that Chapel Hill Transit endorses a product, service, point-of-view, event or program. The prohibition against endorsement does not apply to advertising for a service, event or program for which Chapel Hill Transit is an official sponsor, co-sponsor or participant, provided Chapel Hill Transit's Director or other designated representative gives prior written approval regarding the endorsement.
- (d) ***Obscene Material.*** Advertising that contains obscene materials as defined in North Carolina General Statute Sec. 14-190.1(b), or that displays sexual conduct or information in a manner that would be offensive to a reasonably prudent person of average sensitivity in the community.
- (e) ***Offensive Materials.*** "Offensive materials" means displays or information that would be offensive to a reasonably prudent person of average sensitivity in the community, including advertising that contains derisive, distorted, immoral, profane or disreputable language or impressions.
- (f) ***Unlawful Goods or Services.*** Advertising or any material or information in the advertising that depicts, promotes or reasonably appears to encourage the use or possession of unlawful or illegal goods or services.
- (g) ***Unlawful Conduct.*** Advertising or any material or information in the advertising that: depicts, promotes or reasonably appears to encourage unlawful or illegal behavior or conduct, including unlawful behavior of a violent or antisocial nature; is libelous or an infringement of copyright; is otherwise unlawful or illegal; or is

DRAFT – Nonpublic Forum Option 1.17.18 - DRAFT

likely to subject Chapel Hill Transit to liability.

- (h) ***Adult Entertainment.*** Advertising that promotes or displays images associated with adult book stores, adult video stores, nude dance clubs and other adult entertainment establishments, adult telephone services, adult internet sites and escort services.
- (i) ***Graffiti.*** Advertising that uses images or symbols that depict or represent graffiti.
- (j) ***Illegal Firearms and Weapons.*** Advertising that contains images or depictions of illegal firearms or any firearms, or the unlawful use of firearms or other weapons.
- (k) ***Internet Addresses and Telephone Numbers.*** Advertising that directs viewers to internet addresses or telephone numbers that contain materials, images or information that would violate these advertising standards if the materials, images or information were contained in advertising displayed or posted on Chapel Hill Transit Facilities.
- (l) ***Distractions and Interference.*** Advertising that incorporates or displays any rotating, revolving, or flashing devices or other moving parts or any word, phrase, symbol or character, any of which are likely to interfere with, mislead or distract traffic or conflict with any traffic control device or motor vehicle regulation.
- (m) ***Libelous Material.*** Advertising that is libelous.

~~**3.02 Political Campaign Advertising.** Advertising promoting or opposing named candidates for elective office or issues upon which a referendum is being held shall be permissible. All such advertising shall bear conspicuously a paid advertising disclaimer that shall be consistent with the requirements as outlined in Attachment A.~~

~~**3.03**~~**02 Other Permitted Advertising and Public Service Announcements.** Chapel Hill Transit may make advertising space available for advertising proposed by governmental entities, academic institutions or tax-exempt nonprofit organizations (examples include: ads focusing on personal health or wellness issues, or ads informing the public about programs, services or events). Non-profit entities must document their tax-exempt status. On a limited basis, Chapel Hill Transit may make unpaid advertising space available for public service announcements. Costs associated with the design, production, installation and removal of public service announcements are the responsibility of the group or organization requesting the public service announcement. The advertising and public service announcements permitted under this section cannot contain displays or messages that qualify as Excluded Advertising under Section 2.01 and must comply with these advertising policies and standards. Unless the source of the advertising or public service announcement is obvious from the content or copy, the advertisement or public service announcement, whether paid or un-paid, must specifically identify the sponsor of the advertisement or the message and, if paid, shall bear conspicuously a paid advertising disclaimer that shall be consistent with the requirements as outlined in Section 3.06~~Attachment A.~~

DRAFT – Nonpublic Forum Option 1.17.18 - DRAFT

3.04—03 Space Availability. Chapel Hill Transit limits the amount of space on its Transit Facilities available for advertising and does not represent that it can accommodate all requests for advertising space. Advertising space will be made available only on Chapel Hill Transit Facilities designated by Chapel Hill Transit. No advertising, signs and other types of postings or messages may be displayed, posted or placed on any other Chapel Hill Transit Facilities.

A maximum of three (3) individual panel ads at one time conveying the identical message by the same sponsor shall be permitted on any individual bus operated by Chapel Hill Transit, provided that the permitted number shall be five (5) for articulated~~tandem~~ buses. This includes any combination of overhead rack signs and bulkhead signs.

3.05—04 Agency Disclaimer. Chapel Hill Transit's acceptance of an advertisement does not constitute express or implied endorsement of the content or message of the advertisement, including any person, organization, project, service, information or viewpoint contained therein, or of the advertisement sponsor. This endorsement disclaimer extends to and includes content that may be found via internet addresses, quick response (QR) codes, and telephone numbers that may appear in posted ads and that direct viewers to external sources of information. Additionally, Chapel Hill Transit shall post at conspicuous locations appropriate disclaimers to advise passengers~~riders~~ that the views expressed in advertising are not endorsed by the Town of Chapel Hill or Chapel Hill Transit.

3.065 Sponsor Attribution and Contact Information. Any advertising in which the identity of the sponsor is not readily and unambiguously identifiable must include the following phrase to identify the sponsor in clearly visible letters (no smaller than 72 point type for exteriors and 24 point type for interiors): Paid for by _____

3.0766 Reservation of Rights. Chapel Hill Transit reserves the right to amend these policies and standards at any time. Subject to any contractual obligations, Chapel Hill Transit reserves the right to discontinue advertising on Chapel Hill Transit Facilities and discontinue accepting advertising for display or posting on Chapel Hill Transit Facilities. Chapel Hill Transit reserves the right to limit the availability of advertising space on its Transit Facilities and remove advertising that does not comply with these advertising policies and standards and, subject to any contractual obligations.

DRAFT – Nonpublic Forum Option 1.17.18 - DRAFT

IV. Advertising Program Administration and Procedures:

4.01 Administration

- (a) Town of Chapel Hill/Chapel Hill Transit shall, from time to time, select a “Transit Advertising Contractor” who shall be responsible for the daily administration of Chapel Hill Transit’s advertising programs, in a manner consistent with the Policy guidelines in this document and with the terms and conditions of their agreements with Town of Chapel Hill/Chapel Hill Transit. The advertising program shall include, but not be limited to promotion, solicitation, sales, accounting, billing, collections and posting and removal of advertising displays on or in Chapel Hill Transit facilities and/or vehicles.) The Advertising Contractor shall provide, or shall subcontract for, all employees and equipment necessary to perform the work and provide the services required by Chapel Hill Transit.
- (b) The Transit Director shall designate an employee as a “Transit Advertising Liaison” to be the primary contact for the Advertising Contractor on issues related to advertising content. Questions regarding the terms, provisions and requirements of these Guidelines shall be addressed initially to the Transit Advertising Liaison.
- (c) Chapel Hill Transit has the unqualified right to display, on or in its facilities and/or vehicles; advertisements and notices that pertain to Chapel Hill Transit operations and promotions, consistent with the provisions of its agreement with the Advertising Contractor. Promotional materials shall include, but not be limited to, internal marketing collateral, Chapel Hill Transit branding campaigns, and co-promotional campaigns with third parties.

4.02 Procedure: Transit Advertising Contractor

- (a) The Transit Advertising Contractor shall comply with this Policy and will perform preliminary evaluations of all proposed advertisements to assess their compliance with this Policy. The Advertising Contractor will forward all advertising submissions they deem to be in compliance with this Advertising Policy to Chapel Hill Transit’s Transit Advertising Liaison for compliance review and approval.
- (b) If the Transit Advertising Contractor has any question as to whether a proposed advertisement falls into a prohibited category—as outlined in this Policy—the Advertising Contractors shall refer that advertisement to the Transit Advertising Liaison for compliance review and consideration. The Advertising Contractor will work with advertisers to resolve issues about advertisements that do not comply with these policies and procedures. Resolution may include modification of the art, copy, or both.
- (c) The Transit Advertising Contractor may at any time discuss with any entity proposing an advertisement(s) one or more revisions to any proposed advertisement, which, if undertaken, would bring the advertisement(s) into conformity with this Advertising Policy. The Advertising Contractor will immediately remove any advertisement that Chapel Hill Transit at any time directs them to remove.

4.03 Procedure: Transit Advertising Liaison

- (a) The Transit Advertising Liaison shall review pre-screened, proposed advertisements for compliance with the guidelines set forth in this policy and will direct the Advertising Contractors as to whether the proposed advertisements comply with the provisions set forth in this Advertising Policy and are approved.

DRAFT – Nonpublic Forum Option 1.17.18 - DRAFT

(b) The Transit Advertising Liaison shall also review advertisements the Advertising Contractors have questioned regarding compliance and determine whether they are approved or not—advising the Advertising Contractors with explanation for future reference following a consultation with Town legal staff.

(a)(c) At the discretion of the Transit Advertising Liaison, any proposed transit advertising may be submitted to the Transit Director and/or Town legal staff for review.

4.04 Procedure: Transit Director

(a) The Transit Director, in consultation with Town legal staff, shall conduct a final review of any proposed advertising when requested by the Transit Advertising Liaison. The decision of the Transit Director to approve or reject any proposed advertising shall be final.

(b) An advertiser may appeal a decision to reject or remove an advertisement by filing a written request with the Transit Director within ten (10) business days after the rejection or removal decision. The advertiser's request must state why the advertiser disagrees with the decision in light of Chapel Hill Transit's advertising policies and standards. The Transit Director shall consult with the Town legal staff. The Transit Director will review the basis for the rejected or removed advertisement and will consider the advertiser's reasons for filing the request. The Transit Director will make a decision on the request and will notify the advertiser of its decision in writing within fifteen (15) business days after receiving the advertiser's request.

(c) The Town Manager may review the Transit Director's decisions.

APPEAL OF ADVERTISING DECISIONS

~~4.01 Initial Reviews.~~ ~~Chapel Hill Transit's Advertising Manager will consult with legal staff for the Town and will make initial decisions about accepting or rejecting proposed advertising. The decisions will be based on these policies and standards. Chapel Hill Transit's Advertising Manager, or other designated Chapel Hill Transit staff, will work with advertisers to resolve issues about advertisements that do not comply with these policies and procedures. Resolution may include modification of the art, copy, or both.~~

~~4.02 Appeals to Transit Director.~~ ~~An advertiser may appeal a decision to reject or remove an advertisement by filing a written request with the Transit Director within ten (10) business days after the rejection or removal decision. The advertiser's request must state why the advertiser disagrees with the decision in light of Chapel Hill Transit's advertising policies and standards. The Transit Director shall consult with the Town legal counsel. The Director will review the basis for the rejected or removed advertisement and will consider the advertiser's reasons for filing the request. The Transit Director will make a decision on the request and will notify the advertiser of its decision in writing within fifteen (15) business days after receiving the advertiser's request.~~

~~4.03 Further Review by Town Manager.~~ ~~The Town Manager may review Transit Director's decisions.~~

ATTACHMENT A
POLITICAL, RELIGIOUS, OR ISSUES ADVERTISING DISCLAIMER
REQUIREMENTS

I. ~~DISCLAIMER REQUIREMENTS~~

- A. ~~Political Candidates~~**—On an advertisement that is authorized and paid for by a candidate or his/her campaign committee, the disclaimer must identify:
1. Who paid for the message.
- B. ~~Political Candidate Advertisement Paid by a Different Party~~**—On an advertisement that is authorized by a candidate or his/her campaign committee, but is paid for by another person, the disclaimer notice must:
1. Identify who paid for the communication.
 2. Indicate that the candidate authorized the message.
- C. ~~Political Advertisement Not For Political Candidate~~**—On an advertisement that is not authorized by a particular candidate or his/her campaign committee, the disclaimer notice must:
1. Identify who paid for the message.
 2. State that it was not authorized by any candidate or candidate's committee.
 3. List the permanent address, telephone number or world wide web address of the person who paid for the communication.
- D. ~~Religious Oriented, Political Issue or Other Noncommercial Issue Ads~~**
- The disclaimer notice must:
1. Identify who paid for the message.
 2. List the permanent address, telephone number or world wide web address of the person who paid for the communication.

Draft Language Opposing Substantive Changes to the Chapel Hill Transit Advertising Policy

Past and current residents of Chapel Hill and Carrboro have fought hard to enable, protect, and practice the principles of free speech. While we appreciate the difficulties the Town of Chapel Hill has incurred in administering the current advertising policy, we believe it is as well-reasoned now as it was in 2012 and already offers the pathway needed to prevent the imposition of demeaning, disparaging or inappropriate viewpoints, words and images on transit users.

Declaring that public busses must be free from all kinds of political, religious and "issue" advertising while simultaneously supporting corporate advertising is antithetical to our values as a public body. Reducing opportunities for non-profit, civic and religious organizations to reach their intended audiences on public transit serves only to erode our civic fabric and civil discourse.

Here are just some of the organizations that we are concerned would be prohibited from advertising on Chapel Hill Transit because their messages or services could be considered political, religious, issue-oriented, or otherwise "objectionable":

- The NAACP
- Churches, synagogues, mosques, Buddhist centers and other faith institutions
- Organizations that nurture and protect reproductive health and rights, such as Planned Parenthood
- Organizations like the Rape Crisis Center that draw attention to sexual violence and oppression
- LGBTQ+ organizations and service providers
- IFC and CEF, whose serve people in our community that many people find objectionable
- Campus Y committees
- The Refugee Community Partnership and El Centro Hispano, who by virtue of their work with undocumented individuals, lift up important issues in our community
- Organizations seeking to protect voters' rights and/or to get out the vote.

We know that other partners are deeply concerned about the use of hate speech and symbols, such as the confederate flag, and advertising by terrorist organizations like the KKK, particularly given recent events. We believe this kind of speech is clearly regulated under the current policy.

We extend our sincere thanks to the Chapel Hill Town Council and Chapel Hill Transit Partners Committee for inviting our input on the proposed policy changes. We have a shared interest in increasing revenue to the system, particularly in light of recent SMAP reductions and increasing operating and capital costs. We hope we can accomplish this without compromising public speech, and we look forward to continuing our work together in the absolute spirit of partnership.



Town of Carrboro

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

Agenda Item Abstract

File Number: 19-82

Agenda Date: 3/5/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Discussion of Potential Options to Provide Town Funding Contributions to Non-Profit Capital Campaigns

PURPOSE: The purpose of this agenda item is to discuss potential options for the Town to fund contributions to non-profit capital campaign requests.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: David Andrews, Town Manager, 919-918-7315,
dandrews@townofcarrboro.org

INFORMATION: Over the past several months, the Town has been approached by leadership from the Inter-Faith Council for Social Service (IFC) and Club Nova asking the Town to consider making financial contributions to their respective capital campaigns. Traditionally, the Town of Carrboro has not funded capital campaigns but has provided operating funds for non-profits through Human Services grants. The amount provided to non-profits has increased from approximately \$150,000 in 2012 to about \$300,000 currently.

Club Nova has requested \$50,000 to help support transition costs as they build their new clubhouse facility on Main Street. They have applied through Human Services for \$25,000 in FY19-20 and plan to apply for \$25,000 in FY20-21, but most likely their request will not be funded. The IFC has requested a waiver of building permit fees for the construction of their FoodFirst operations facility, also on Main Street. The waiver request is for \$18,000.

The Town has proceeded with caution in deliberating these requests over concerns of the precedent that this might create future expectations from other non-profits. However, in an effort to support these organizations, Town staff has identified \$100,000 in a closed special revenue fund, the Business Loan Fund (BLF). This fund was created to provide "micro-loans" of \$5,000-\$10,000 for local businesses to make minor capital improvements. The source of its initial funding was the Town's General Fund. However, the BLF was underutilized and the fund was closed.

(It is important to note that the Town still manages the Revolving Loan Fund which has been in existence for

Agenda Date: 3/5/2019

File Type:Agendas

In Control: Board of Aldermen

Version: 1

over 30 years. This fund has approximately \$550,000 available for local business loans.)

If the Board considers using funds from the closed BLF to support non-profit capital requests, these funds would only be made available until they are expended.

FISCAL & STAFF IMPACT: Funding of non-profit capital campaign requests will be capped at \$100,000, the amount remaining in the closed Business Loan Fund. Once the \$100,000 is exhausted, the fund will not be replenished. There is no staff impact.

RECOMMENDATION: Staff recommends the Board of Aldermen consider potential options to provide funding for contributions to non-profit capital campaigns. If the Board wishes to utilize funds from the closed Business Loan Fund to support non-profit capital campaign requests, a motion is suggested.