



Town of Carrboro

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

Meeting Agenda Board of Aldermen



Tuesday, March 12, 2019

7:00 PM

Board Chambers - Room 110

7:00-7:15

A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

1. [19-103](#) Charges Issued

7:15-7:20

B. ANNOUNCEMENT OF UPCOMING MEETINGS

7:20-7:30

C. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

7:30-7:35

D. CONSENT AGENDA

1. [19-109](#) Approval of February 26 and March 5, 2019 Meeting Minutes
2. [19-99](#) Adoption of the NC Cultural Resources Records Retention and Disposition Schedule
PURPOSE: The purpose of this item is to adopt the most current version of the NC Cultural Resources Records Retention and Disposition Schedule
Attachments: [A RESOLUTION APPROVING THE NORTH CAROLINA RECORDS AND RETENTION SCHEDULE](#)

E. OTHER MATTERS

7:35-7:50

1. [19-98](#) Orange County Partnership to End Homelessness 2018 Activities Report
PURPOSE: The purpose of this agenda item is to update the Board on the activities of the OCPEH and also review an update to the homeless service system

gaps analysis.

Attachments: [2018 OCPEH REPORT](#)

7:50-8:10

2. [19-94](#)

Carrboro Moving Forward with GARE Initiative

PURPOSE: The purpose of this agenda item is to update the Board of Aldermen on the progress and timeline of the GARE initiative

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

[Attachment B - GARE General Info](#)

8:10-8:30

3. [19-107](#)

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.

8:30-8:45

4. [19-106](#)

Discussion of Possible Locations and Dates for Board of Aldermen Listening Sessions

PURPOSE: The purpose of this item is to provide the Board with information on potential locations and dates for listening sessions, then for the Board to provide guidance to Staff so the event can be scheduled.

F. MATTERS BY BOARD MEMBERS

G. CLOSED SESSION PURSUANT TO NCGS 143-318.11 - (A)(3) (4) and (6)- Attorney Client Privilege, Economic Development Matter, Personnel Matter



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Agenda Item Abstract

File Number: 19-99

Agenda Date: 3/12/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Adoption of the NC Cultural Resources Records Retention and Disposition Schedule

PURPOSE: The purpose of this item is to adopt the most current version of the NC Cultural Resources Records Retention and Disposition Schedule

DEPARTMENT: Town Clerk

CONTACT INFORMATION: 919-918-7309

INFORMATION: The records retention and disposition schedule and updated and maintained by the Division of Archives and Records with the NC Department of Cultural Resources. The Town should adopt the most recent version of the schedule in order to be in full compliance with the requirements. After adoption, the Mayor's signature is required for submission to the NC Dept. of Cultural Resources.

FISCAL & STAFF IMPACT: The adoption of the most current version has no fiscal or staff impact.

RECOMMENDATION: It is recommended that the Board of Aldermen adopt the attached resolution.

A RESOLUTION APPROVING THE NORTH CAROLINA RECORDS SCHEDULE FOR
LOCAL GOVERNMENT AGENCIES ACCORDING TO N.C. GENERAL STATUTES
CHAPTERS 121 AND 132

BE IT RESOLVED by the Board of Aldermen of the Town of Carrboro that the Board adopts the North Carolina General Records Schedule for Local Government Agencies, as updated by the N.C. Department of Cultural Resources in accordance with N.C. General Statutes Chapters 121 and 132 dated March 1, 2019.



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Agenda Item Abstract

File Number: 19-98

Agenda Date: 3/12/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Orange County Partnership to End Homelessness 2018 Activities Report

PURPOSE: The purpose of this agenda item is to update the Board on the activities of the OCPEH and also review an update to the homeless service system gaps analysis.

DEPARTMENT: Town Manager's Office and Orange County Partnership to End Homelessness

CONTACT INFORMATION: Rebecca Buzzard, Project Manager, 919-918-7438 & Corey Root, Homeless Programs Coordinator, 919-245-2496

INFORMATION: The Orange County Partnership to End Homelessness was created in 2008 to coordinate funding and activities to end homelessness in Orange County. OCPEH is jointly funded by the Towns of Carrboro (15%), Chapel Hill (41%), and Hillsborough (5%) and Orange County (39%).

Orange County Partnership to End Homelessness Coordinator Corey Root will provide a brief presentation at the meeting and present the homeless service system gaps analysis.

FISCAL & STAFF IMPACT: The OCPEH is requesting \$29,948 in funding for FY 19-20. This is a \$6,570 increase from FY 18-19.

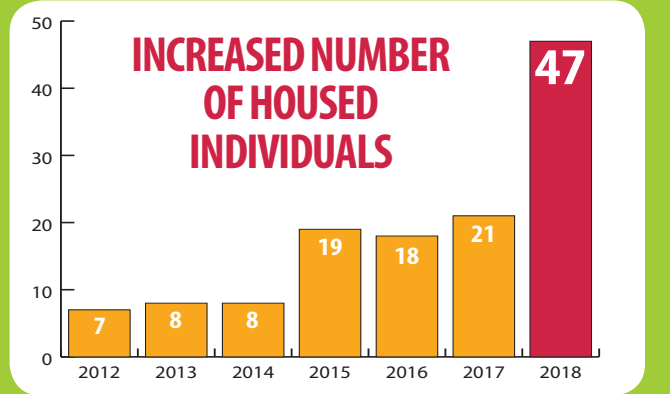
RECOMMENDATION: Staff recommends the Board receive the report.

2018 REPORT

Everyone deserves a safe, stable place to call home.

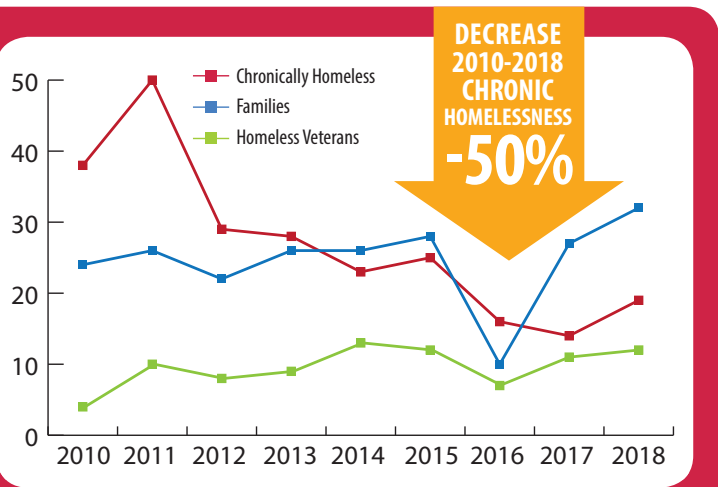
47 OF THE MOST VULNERABLE PEOPLE HOUSED IN 2018

128 HOUSED SINCE 2012

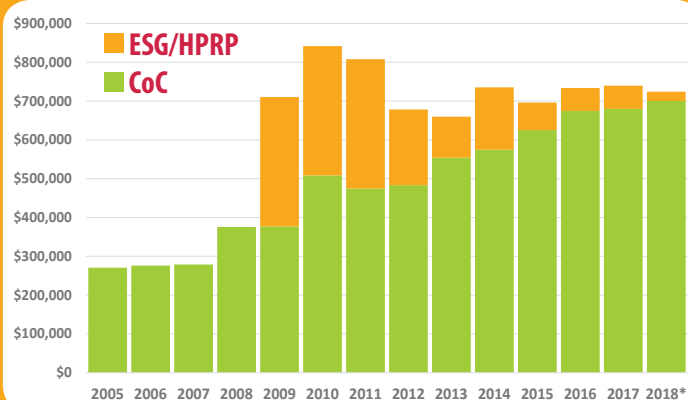


SPECIAL POPULATIONS

Great Progress Towards Ending Chronic Homelessness In Orange County



OCPEH secured \$8.5 million in federal funding for Orange County since 2005



\$724,300 FEDERAL FUNDING SECURED IN 2018

\$8.5 MILLION SINCE 2005

55 COMMUNITY MEETINGS **5** PRESENTATIONS TO ELECTED BOARDS

5 HOMELESSNESS ORIENTATIONS **8** GROUP PRESENTATIONS

2018 REPORT

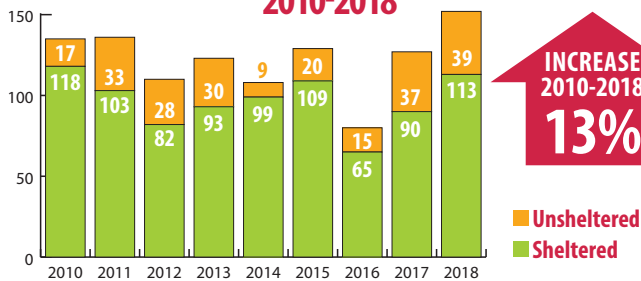
152

PEOPLE IN ORANGE COUNTY EXPERIENCED HOMELESSNESS ON ONE NIGHT



Point-in-Time count numbers are up compared with last year and over time

ORANGE COUNTY POINT-IN-TIME COUNT DATA 2010-2018



15% DECREASE

24% DECREASE

HOMELESS SYSTEM BEDS

111

SHELTER & TRANSITIONAL HOUSING

91 YEAR-ROUND
20 COLD WEATHER COTS

15

RAPID RE-HOUSING

93

PERMANENT SUPPORTIVE HOUSING



People experiencing homelessness are disproportionately people of color

RACE

% of People Experiencing Homelessness in Orange County



% of People in Orange County Overall



Legend: Black or African-American (Green), White (Orange), Multiple Races (Red), American Indian or Alaska Native (Blue), Asian (Purple), Native Hawaiian or Other Pacific Islander (Teal)

We cannot end homelessness without closing the seven current system gaps.

- Best practice, fully-funded Rapid Re-housing
- Income based rental housing
- Drop-in Day Center with Integrated Services
- Street Outreach
- 24 Hour Bathroom Facilities in Downtown Chapel Hill/Carrboro
- Accessible & Housing Focused Shelter
- Diversion Funding



2018



PROJECT CONNECT
ORANGE COUNTY

ONE DAY SERVICE EVENT CONNECTED

115 GUESTS WITH 1,131 SERVICES

SEARCH FOR HELP ONLINE: OCCONNECT.INFO



Agenda Item Abstract

File Number: 19-94

Agenda Date: 3/12/2019

File Type: Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Carrboro Moving Forward with GARE Initiative

PURPOSE: The purpose of this agenda item is to update the Board of Aldermen on the progress and timeline of the GARE initiative

DEPARTMENT: Town Management

CONTACT INFORMATION: Anita Jones-McNair, Recreation and Parks Director, (919)918-7381 and Rebecca Buzzard, Project Manager, (919)918-7438

INFORMATION: The Town of Carrboro is now a member of GARE (Government Alliance on Race and Equity) because of the approval given by the Board of Aldermen on October 9, 2018. During that meeting, the Board directed at least one staff member attend the January 2019 GARE North Carolina Convening Meeting. Three staff members were able to attend the convening. In February, an overview of the convening was shared with the Management Team and a CORE team developed.

The CORE team includes the following employees:

Finance - Cary McNallan, Fire - Morgan Joyce, Ray Enoch, Walter Mills, Human Resources - Julie Eckenrode, Administration - Rebecca Buzzard, Planning - Patricia McGuire, Police - Tony Frye, Public Works - Angelo Pucinischi, Recreation and Parks - Anita Jones-McNair. The initial meeting of the CORE team was held on March 5, 2019.

Also during the October meeting, staff was asked to bring back next steps during the budget process. Below is a draft time line of next steps. Attachment B provides general information about GARE.

TASK	TIMELINE	STATUS
Attend GARE Convening	1/16-18/2019	Complete
Brief Management Team on GARE Convening	2/12/2019	Complete
Develop CORE TEAM and meet	By 3/12/2019	Complete
Present timeline to Board of Aldermen	3/12/2019	In progress
Seek interest in regional vision/partnership with Orange County	3/2019	*
Evaluate Town's practices and procedures	4-8/2019	*

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Attend Annual GARE Meeting and Training Conference	4/2019	*
Meet with Orange County representatives on regional partnership	By 5/2019	*
Participate in the North Carolina Learning Community/Cohort	6/2019-1/2021	*
Working with departments through the CORE team	On going	*

*denotes pending board approval

The cohort experience would allow 4-8 jurisdictions across the state to engage teams of staff - CORE TEAM and/or Management Team to participate in a 12-18-month process of peer learning and strategy sessions. The basic curriculum in the learning community/cohort facilitated by GARE leadership includes the trainings listed below. In addition to trainings, jurisdictions are provided with training and technical assistance in between sessions as well as participate in a speaker's series to learn from others in the state and across the country. Opportunities for train the trainers are also included which is an option we strongly plan to consider. If the cohort does not occur during the time frame identified, the town will work with our Regional GARE Project Manager to provide training opportunities for Town staff.

Learning Community Curricula

1. Advancing Racial Equity: The Role of Government (staff attended at the convening)
2. Results Based Accountability for Racial Equity
3. Using a Racial Equity Tool
4. Developing a Racial Equity Action Plan
5. Leading for Racial Equity
6. Tools for Organizational Change

FISCAL & STAFF IMPACT: The anticipated cost is \$50,000 for the Racial Equity Initiative requested over the next two fiscal years. That figure includes annual membership renewal - \$1,000, training needs of CORE Team and/or Management Team - \$1,000 per staff member for training component and accommodations for staff during training period. This budgeted amount or at least the majority of the amount is requested to cover the next two fiscal years. If the cohort begins in June 2019 some funds may be needed in this fiscal year for training kick-off. Also, departments may cover cost of printing materials, etc. during self-evaluation.

RECOMMENDATION: Staff recommends that the Board of Aldermen adopt the attached resolution.

A RESOLUTION APPROVING A SCHEDULE FOR GARE INITIATIVE

Draft Resolution No.

WHEREAS, on October 9, 2018, the Board of Aldermen of the Town of Carrboro voted that the Town join The Government Alliance of Race and Equity (GARE) as a core member; and

WHEREAS, at that same meeting, the Board of Aldermen requested that staff bring back next steps during the budget process and at least one staff member attend the January GARE Convening; and

WHEREAS, Town staff has formed a CORE Team and schedule for moving the GARE initiative forward:

NOW, THEREFORE, the Board of Aldermen of the Town of Carrboro directs that the Town Manager proceed with the GARE Initiative and include funds in the Fiscal Year 2019-20 budget to support this Initiative.

BE IT FURTHERMORE RESOLVED, that the Board of Aldermen offers the following additional comments:

This the 12th day of March 2019.



Building the Capacity of Government to Advance Racial Equity

The [Government Alliance on Race and Equity](#) (GARE) is a national network of government working to advance racial equity and increase opportunities for all. We use a three-prong approach:

- 1) We are a membership-led, membership-driven network of governmental jurisdictions that are committed to advancing racial equity
- 2) We offer pathways for new jurisdictions to begin doing racial equity work, including contractual technical assistance and year-long learning cohorts
- 3) We support and build local and regional collaborations that are broadly inclusive and focused on achieving racial equity

GARE is a joint project of the new [Race Forward](#) (recently merged with the [Center for Social Inclusion](#)) and the [Haas Institute for a Fair and Inclusive Society at UC Berkeley](#) (HIFIS).

Government's proactive work on racial equity has the potential to leverage significant change, setting the stage for the achievement of racial equity in our communities. GARE is building a national movement for racial equity; we share and expand best practices, tools and resources.

GARE's work is underpinned by the knowledge that we will not be able to advance racial equity without the transformation of government into an effective and inclusive democracy. For government to advance racial equity, we must recognize the historical legacy of government having created and maintained racial inequity, explicitly from the foundation of our country, and implicitly for the last half a century. Within our cities and counties, we must normalize racial equity as a key value, operationalize racial equity via new policies and institutional practice, and organize, both internally and in partnership with other institutions and the community.

GARE has effective approaches for building the capacity of organizations and institutions to eliminate institutional and structural racism and advance racial equity. We offer training and organizational development, either in introductory workshops, specific topics or via an extended learning curriculum. GARE, [Race Forward](#), the [Center for Social Inclusion](#), and the [Haas Institute for a Fair and Inclusive Society](#) (HIFIS) frequently offer joint workshops. We also partner with racial equity experts from across the country including via our [Technical Assistance Advisory Committee](#) and peer-to-peer experts from our members.

All of our workshops include:

- **Interactive and experiential components.** Adult learning styles vary. We use varied forms (including exercises and small group discussions) to share information to ensure learning objectives are met.



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www.centerforsocialinclusion.org
<http://racialequityalliance.org>

- **Explicit conversation and facilitation to illuminate the connection between individual, institutional and structural racism.** Our training methodology allows participants to make connections between individual experiences and the broader societal and structural ways in which race is constructed. We focus on institutional and structural strategies, as those are most effective for leveraging change.
- **Strong, expert facilitation.** Conversations about race can sometimes be difficult. We have a team of expert facilitators who not only are prepared to lead and guide conversation but to re-design activities in the moment to ensure participants' time and experience is maximized.
- **Applying learning.** Racial equity concepts can, at times, be abstract. Our workshops focus on the application of learning in the work place. Doing is often the best teacher.

GARE recognizes the importance of responding to unique situations. Context matters. We tailor workshops and learning activities to best meet the needs of participants and organizations. All of our workshops are informed by:

- Context setting to understand how best to tailor content and exercises,
- Background research to ensure content is relevant and focused on connections between institutional and structural change, and
- Interviews with a selection of participants to ensure that program design meets the needs and expectations of participants.

Costs

Costs for workshops depend on the composition of the training team, location, and number of sessions (for general planning purposes, a half day workshop is \$6k, a full day workshop is \$12k, and an extended curriculum that implements an organizational or sectoral change strategy and introduces new topics on a monthly or quarterly basis, with technical assistance between workshops, ranges from \$25k to \$200k). Workshop fees include prep time, a collaborative design meeting, all related travel expenses, and a debrief meeting. GARE member jurisdictions receive a 10% reduction on any contractual capacity building support.

Workshops

- **Advancing Racial Equity: The Role of Government (4 to 16 hours)** – This workshop provides an introduction to the role, responsibilities and opportunities for government to advance racial equity. We focus on normalizing racial equity as a core value with clear definitions of key terminology, operationalizing racial equity via new policies and institutional practice, and organizing, both internally and in partnership with other institutions and the community. Participants gain awareness of the history of race and of implicit and explicit bias and individual, institutional, and structural racism and how it impacts the workplace; gain skill at identifying and addressing institutional and structural racism; and increase capacity to advance racial equity. We introduce a racial equity tool that can be used in decisions relating to policies, practices, programs and budget and share effective communications strategies. This workshop includes facilitated discussion, exercises and video.
- **Leading for Racial Equity (4 or 8 hours)** – This workshop provides a common language and explores the tensions that RSJI leaders must address to be effective in working for race and social justice, including adaptive / technical, transactional / transformational, and formal / informal leadership. Participants focus on increasing understanding of key

racial equity terminology, motivating change, developing skills at effectively communicating about race, and developing concrete action steps.

- Using a Racial Equity Tool (8 hours) – This workshop provides instruction and practice on how to use a racial equity toolkit within policy, program and budget decision-making processes. Participants will gain skills by using the tool with their own topics they would like to assess from a racial equity perspective.
- Communicating for Racial Equity (4 to 8 hours) – Communicating about race can sometimes be a challenge, but preparation and strategy make a big difference. This training provides tools for both interpersonal communication and communicating with the media and broader outside audiences.
- Developing a Racial Equity Action Plan (4 to 8 hours) – Developing a Racial Equity Action Plan means putting ideas and understanding into action. This entails building organizational infrastructure across the breadth (all functions) and depth (up and down hierarchy), using a Racial Equity Tool, and developing and implementing strategies, including both within and across departments.
- Cross-sector Organizing to Advance Racial Equity (8 hours) – Eliminating racial inequity and increasing results for all requires multiple organizations to be addressing institutionalized racism within their own institutions and partnering with others to eliminate structural racism. This rigor and focus will ultimately maximize impact in the community.
- Building Racial Equity Expertise: Train-the-Trainer (8 hours) – Learn racial equity facilitation and training skills that will support transformational change within institutions. This workshop includes an introductory 4-hour curriculum that you can use in your own organization, as well as specific exercises, and strategies for dealing with challenging situations. You will develop skills to take difficult conversations about race, and equity to a deeper level and develop strategies for working through challenging situations.
- Inclusive Outreach and Public Engagement (4 to 8 hours) – This workshop uses discussion and hands-on activities on how to implement inclusive outreach and public engagement policies, apply an equity framework to outreach materials and strategies, and deepen understanding of culturally inclusive dynamics.
- Tools for Organizational Change (4 hours) – This workshop provides hands-on exercises to discuss moving organizational change within government. Content is tailored to meet participants’ needs; it includes stakeholder analysis, power and politics, and tipping point theory.
- **Workforce Equity (4 hours)** – Talk about racial equity within institutions will not have credibility if the organization is not “walking the talk” as an employer. This workshop highlights best practices for human resources and hiring, with a focus on developing a work force that reflects the diversity of the community, across the breadth (functions) and depth (hierarchy) of the organization.

Making a Commitment: Implementing an Extended Learning Curriculum

GARE's extended learning curriculum is based on our effective approaches that not only introduce ideas, but build and sustain long-term commitments. Over the past decade, cities, counties and communities across the country have developed and are implementing racial equity initiatives or agendas and using racial equity tools. Our extended learning curriculum recognizes that single workshops are good for introductions, but a commitment to advancing racial equity and transforming government will require a longer-term commitment. We incorporate proven practices and replicates success, changing the norm of what is expected and possible from government and increases our collective impact.

Our extended learning curriculum can be customized for individual jurisdictions or offered in regional cohort models where a group of three to fifteen teams join to learn together. For example, see the [2018 Minnesota Advancing Racial Equity Cohort](#) or the national [Racial Equity Here](#) project, supported by Living Cities. Multiple jurisdictions joining together create alignment and synergy that can dramatically align efforts to eliminate institutional and structural racism and result in advances in racial equity and a more effective and inclusive democracy.

As a result of participating in an extended learning curriculum, teams receive tools and resources, including:

- A racial equity training curriculum, and a training for in-house trainers to implement the training with other employees,
- A Racial Equity Tool to be used in policy, practice, program and budget decisions,
- A capacity building plan and organizational structure to institutionalize equity within their own jurisdiction,
- Example policies and practices that help advance racial equity, and
- A Racial Equity Action Plan

The core curriculum can be customized to meet the unique environment of individual organizations or regions, but will consistently result in these key components.

Regular learning sessions focus on skill building and strategy development, with technical assistance, peer-to-peer networking and problem solving taking place between sessions. This will allow time for implementation of action steps before a new topic is introduced.

We welcome the opportunity to work with you. While the challenges in achieving racial equity are great, so too are the opportunities. It is clear from our momentum that we are building toward a future in which government works collectively with their communities to achieve racial equity. Positive change is already afoot in many parts of the country. By learning from and expanding our field of practice, GARE is strengthening strategies and increasing institutional resolve to achieve racial equity.

For more information, please contact one of the co-Directors of GARE, Dwayne S. Marsh (dmarsh@thecsi.org) or Julie Nelson (jnelson@thecsi.org).



Town of Carrboro

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Carrboro, NC 27510

Agenda Item Abstract

File Number:19-107

Agenda Date: 3/12/2019

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

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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.



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Agenda Item Abstract

File Number:19-106

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File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Discussion of Possible Locations and Dates for Board of Aldermen Listening Sessions

PURPOSE: The purpose of this item is to provide the Board with information on potential locations and dates for listening sessions, then for the Board to provide guidance to Staff so the event can be scheduled.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Chris Milner, Deputy Town Clerk, (919) 918-7310

INFORMATION: On February 4, 2019, the Board requested Staff to research potential locations to conduct listening sessions in the community. The Deputy Clerk will update the Board on the process and a request for further guidance that will allow Staff to finalize the plan.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: It is recommended that the Mayor and Board provide direction to staff after receiving the report.