



Town of Carrboro

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

Meeting Agenda Town Council



Tuesday, February 2, 2021

7:00 PM

Remote Meeting - View Livestream or Cable TV

18

7:00-7:05

A. ROLL CALL

7:05-7:15

B. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

1. [21-38](#) Proclamation - Black History Month

7:15-7:20

C. ANNOUNCEMENT OF UPCOMING MEETINGS

7:20-7:40

D. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

Comments are limited to three minutes per speaker.

7:40-7:50

E. CONSENT AGENDA

1. [21-37](#) Approval of Minutes from the January 19, 2021 Meeting
2. [21-39](#) Business Revolving Loan Application
PURPOSE: To review and consider a business revolving loan application for \$60,000.

7:50-8:10

F. OTHER MATTERS

8:10-8:20

1. [21-40](#) Donation of 108 Bim Street Property by the Carrboro Civic Club

PURPOSE: The purpose of this item is for the Town Council to accept the donation of the property located at 108 Bim Street as outlined in the attached resolution.

Attachments: [Attachment A - 108 Bim St Resolution](#)

8:20-8:40

2. [21-28](#) Mid-year Financial Report

PURPOSE: To review the Town's General Fund financial position at December 31, 2020.

Attachments: [Attachment A - Gen Fnd Rev and Exp at Dec 31 2020](#)

8:40-9:00

3. [21-27](#) Capital Improvement Plan FY 2021-22 through FY 2025-26

PURPOSE: To present a report to the Town Council on the proposed Capital Improvement Plan (CIP) for FY 2021-22 through FY 2025-26

Attachments: [Attachment A - Rsltn to Accept Report on FY22-26 CIP](#)

G. PUBLIC HEARING

9:00-9:20

1. [20-436](#) Public Hearing for Community Input on Town Budget for Upcoming FY 2021-22

PURPOSE: This is a public hearing to receive comments from the public regarding the upcoming budget for the Town beginning July 1, 2021.

H. OTHER MATTERS

9:20-9:30

1. [21-36](#) Update from Chief Schmidt on COVID-19

H. MATTERS BY COUNCIL MEMBERS



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Agenda Item Abstract

File Number:21-39

Agenda Date: 2/2/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Business Revolving Loan Application

PURPOSE: To review and consider a business revolving loan application for \$60,000.

DEPARTMENT: Economic Development Department

CONTACT INFORMATION: Jon Hartman-Brown, 919-391-7846

INFORMATION: This is an application for a \$60,000 loan from the business revolving loan fund. The application is complete and there are sufficient funds available to grant the loan. This application has been before the Economic Sustainability Commission and has received their recommendation if sufficient collateral could be provided. The applicant has submitted what staff believe is sufficient collateral to guarantee the loan.

FISCAL & STAFF IMPACT: This would decrease the business revolving loan fund by \$60,000 leaving \$156,191 left in the fund.

RECOMMENDATION: The ESC recommends approval of the application pending the submission to appropriate collateral for the loan.



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Agenda Item Abstract

File Number:21-40

Agenda Date: 2/2/2021

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In Control: Board of Aldermen

Version: 1

TITLE:

Donation of 108 Bim Street Property by the Carrboro Civic Club

PURPOSE: The purpose of this item is for the Town Council to accept the donation of the property located at 108 Bim Street as outlined in the attached resolution.

DEPARTMENT: Public Works

CONTACT INFORMATION: Ben Schmadeke, 919-918-7424, bschmadeke@townofcarrboro.org
<<mailto:bschmadeke@townofcarrboro.org>>; Joe Guckavan, 919-918-7427, jguckavan@townofcarrboro.org
<<mailto:jguckavan@townofcarrboro.org>>

INFORMATION: The Carrboro Civic Club wishes to donate to the Town the property located at 108 Bim Street including the historic structure that has been used by the Civic Club as a meeting and event space for over fifty years. As a condition of the donation, the Civic Club requests that the building continue to serve the community and the Civic Club's mission which is "To Promote Health, Beautification and the Betterment of the Community." The attached Resolution outlines the Town's commitment to the Civic Club's terms and authorizes the Town Attorney to proceed with the deed transfer. Public Works Staff have inspected the property and received an inspection report on the building and have not identified any significant liabilities associated with occupying the structure. A title search to ensure there are no outstanding liens on the property is pending.

FISCAL & STAFF IMPACT: The immediate fiscal impact associated with this resolution is the closing cost associated with the transfer of property. Renovations to make the building accessible and bring it up to the current building code will be necessary in the future. These renovations are estimated to cost up to \$100,000. The Staff impact will be the additional building maintenance and upkeep undertaken by Public Works.

RECOMMENDATION: It is recommended that the Council approve the attached resolution.

A RESOLUTION FOR THE TOWN OF CARRBORO TO TAKE OWNERSHIP OF THE
CARRBORO CIVIC CLUB

WHEREAS, The Carrboro Civic Club wishes to donate the property located at 108 Bim Street to the Town; and

WHEREAS, The Carrboro Civic Club desires that the building continue to function for civic purposes and serve the Civic Club's mission which is "To Promote Health, Beautification and the Betterment of the Community"; and

WHEREAS, the Town will accommodate the Civic Club's donation terms and commit to use the property and existing building for the betterment of the community including, but not limited to, the following purposes:

- Meeting and work space for nonprofit organizations
- Economic development center for small business
- Congregate space for community service groups
- Citizen advisory board meeting space
- Community input "drop-in" space for Town and civic related projects; and

WHEREAS, the Town will pay for all closing costs and generate all documentation necessary for the donation and deed transfer;

NOW, THEREFORE, BE IT RESOLVED by the Carrboro Town Council that the Town of Carrboro accept the donated property located at 108 Bim St. and authorize the Town Attorney to proceed with the deed transfer.

This the 2nd day of February in 2021.



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Agenda Item Abstract

File Number:21-28

Agenda Date: 2/2/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Mid-year Financial Report

PURPOSE: To review the Town's General Fund financial position at December 31, 2020.

DEPARTMENT: Town Manager and Finance

CONTACT INFORMATION: David Andrews, Town Manager 919-918-7315; Arche McAdoo, Finance Director 919-918-7439; Cary McNallan, Budget Analyst 919-918-7301

INFORMATION: Attachment A includes a financial summary of the FY21 General Fund's revenues, expenditures, and operating transfers through December 31, 2020. Also included in the summary, for comparison purposes, is the same data for the period ending December 31, 2019 and for year ended FY20. A powerpoint presentation will be provided during the meeting to highlight sections of this report and provide more details.

FISCAL & STAFF IMPACT: None

RECOMMENDATION: Recommend that the Mayor and Council receive the report.

Town of Carrboro General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Year to Year Comparison
For the Period Ending 12/31/20

	2020	2021	2021	2020	Variance	
	Actual	Budget	YTD Actual	YTD Actual	Year to Year	
		Revised	December 31, 2020	December 31, 2019	Thru December	
Ad valorem taxes	\$ 13,275,170.21	\$ 13,156,500.00	\$ 11,972,024.98	\$ 11,703,173.27	\$ 268,851.71	2.30%
Local Sales Taxes	4,772,318.80	4,242,202.00	1,354,950.95	1,328,471.06	26,479.89	1.99%
Other taxes and licenses	1,535,866.57	1,603,045.00	742,330.73	730,829.00	11,501.73	1.57%
Unrestricted intergovernmental	1,408,981.58	1,389,688.00	358,629.21	371,165.37	(12,536.16)	-3.38%
Restricted intergovernmental	760,398.70	638,148.00	487,641.49	578,147.48	(90,505.99)	-15.65%
Permits and Fees	1,282,742.36	1,221,929.00	508,843.06	555,424.53	(46,581.47)	-8.39%
Sales and Services	171,937.89	131,250.00	4,149.81	122,516.94	(118,367.13)	-96.61%
Investment earnings	146,083.83	140,000.00	1,392.25	98,682.48	(97,290.23)	-98.59%
Other revenues	371,641.66	246,270.00	108,367.72	205,042.69	(96,674.97)	-47.15%
Total revenues	23,725,141.60	22,769,032.00	15,538,330.20	15,693,452.82	(155,122.62)	-0.99%
<u>Expenditures:</u>						
General Government	5,314,565.91	5,309,046.75	2,567,132.73	2,726,930.65	(159,797.92)	-5.86%
Salaries & Benefits	2,315,701.89	2,542,218.00	1,199,658.31	1,125,887.97	73,770.34	6.55%
Capital outlay	148,192.68	12,831.00	13,255.02	13,049.96	205.06	1.57%
All other expenditures	2,850,671.34	2,753,997.75	1,354,219.40	1,587,992.72	(233,773.32)	-14.72%
Public Safety	7,094,877.51	7,443,981.80	3,211,639.76	3,376,280.56	(164,640.80)	-4.88%
Salaries & Benefits	6,370,676.96	6,642,474.00	2,994,183.65	3,048,938.29	(54,754.64)	-1.80%
Capital outlay	11,813.39	10,651.00	10,650.85	-	10,650.85	#DIV/0!
All other expenditures	712,387.16	790,856.80	206,805.26	327,342.27	(120,537.01)	-36.82%
Recreation and Parks	1,628,114.38	1,849,385.33	657,598.83	803,358.91	(145,760.08)	-18.14%
Salaries & Benefits	1,256,802.31	1,359,503.00	536,750.20	615,943.44	(79,193.24)	-12.86%
Capital outlay	55,434.45	-	-	-	-	#DIV/0!
All other expenditures	315,877.62	489,882.33	120,848.63	187,415.47	(66,566.84)	-35.52%
Transportation	1,835,146.00	2,029,600.00	764,645.00	904,470.00	(139,825.00)	-15.46%

Town of Carrboro General Fund
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	Actual	Budget	YTD Actual	YTD Actual	Year to Year	
		Revised	December 31, 2020	December 31, 2019	Thru December	
Salaries & Benefits	-	-	-	-	-	#DIV/0!
Capital outlay	-	83,600.00	-	-	-	#DIV/0!
All other expenditures	1,835,146.00	1,946,000.00	764,645.00	904,470.00	(139,825.00)	-15.46%
Economic and Community Development	267,409.24	362,883.50	73,923.29	141,722.57	(67,799.28)	-47.84%
Salaries & Benefits	172,279.11	124,940.00	55,862.91	70,865.36	(15,002.45)	-21.17%
Capital outlay	-	-	-	-	-	#DIV/0!
All other expenditures	95,130.13	237,943.50	18,060.38	70,857.21	(52,796.83)	-74.51%
Planning, Zoning and Inspections	1,423,552.77	1,637,568.24	601,828.20	643,826.20	(41,998.00)	-6.52%
Salaries & Benefits	1,289,082.75	1,309,817.00	565,956.98	608,548.18	(42,591.20)	-7.00%
Capital outlay	-	-	-	-	-	#DIV/0!
All other expenditures	134,470.02	327,751.24	35,871.22	35,278.02	593.20	1.68%
Public Works	3,896,422.78	4,200,548.64	1,808,235.33	1,792,035.95	16,199.38	0.90%
Salaries & Benefits	2,402,227.34	2,579,674.00	1,125,680.12	1,123,802.09	1,878.03	0.17%
Capital outlay	30,777.66	35,000.00	33,044.55	28,873.19	4,171.36	14.45%
All other expenditures	1,463,417.78	1,585,874.64	649,510.66	639,360.67	10,149.99	1.59%
Non-Departmental	-	476,294.00	-	-	-	#DIV/0!
Salaries & Benefits	-	406,945.00	-	-	-	#DIV/0!
Capital outlay	-	-	-	-	-	#DIV/0!
All other expenditures	-	69,349.00	-	-	-	#DIV/0!
Debt Service	802,148.03	1,105,233.00	154,709.57	160,015.41	(5,305.84)	-3.32%
Salaries & Benefits	-	-	-	-	-	#DIV/0!
Capital outlay	-	-	-	-	-	#DIV/0!

Town of Carrboro General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances - Year to Year Comparison
For the Period Ending 12/31/20

	2020	2021	2021	2020	Variance	
	Actual	Budget	YTD Actual	YTD Actual	Year to Year	
		Revised	December 31, 2020	December 31, 2019	Thru December	
All other expenditures	802,148.03	1,105,233.00	154,709.57	160,015.41	(5,305.84)	-3.32%
Total expenditures	22,262,236.62	24,414,541.26	9,839,712.71	10,548,640.25	(708,927.54)	-6.72%
<u>Revenues over (under) expenditures</u>	1,462,904.98	(1,645,509.26)	5,698,617.49	5,144,812.57	553,804.92	10.76%
<u>Other financing sources (uses):</u>						
Transfers from other funds:						
Installment Financing Proceeds	-	-	-		-	#DIV/0!
From Business Loan Fund	-	-	-		-	#DIV/0!
From Capital Bond Fund	-	-	-		-	#DIV/0!
From Capita Projects Fund	92,432.15	85,618.00	85,618.00	83,396.15	2,221.85	2.66%
From Capital Reserve Fund	-	-	-		-	#DIV/0!
From Grant Administration Fund	-	-	-		-	#DIV/0!
Fund Balance Appropriated	-	2,872,941.26	-		-	#DIV/0!
Transfers to other funds:						
To Grant Fund	-	-	-		-	#DIV/0!
To Capital Projects Fund	3,240,862.00	857,000.00	-	2,000,124.00	(2,000,124.00)	-100.00%
To Capital Reserve Fund	55,200.00	-	-		-	#DIV/0!
To Parking Enterprise Fund	-	343,550.00	171,775.00		171,775.00	#DIV/0!
To Affordable Housing Fund	52,000.00	112,500.00	56,250.00		56,250.00	#DIV/0!
Total net other financing sources (uses)	(3,255,629.85)	1,645,509.26	(142,407.00)	(1,916,727.85)	1,774,320.85	-92.57%
Revenues and other sources over (under) expenditures and other uses	\$ (1,792,724.87)	\$ -	\$ 5,556,210.49	\$ 3,228,084.72	\$ 2,328,125.77	72.12%



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Agenda Item Abstract

File Number:21-27

Agenda Date: 2/2/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Capital Improvement Plan FY 2021-22 through FY 2025-26

PURPOSE: To present a report to the Town Council on the proposed Capital Improvement Plan (CIP) for FY 2021-22 through FY 2025-26

DEPARTMENT: Town Manager and Finance

CONTACT INFORMATION: David Andrews, Town Manager 919-918-7315; Arche McAdoo, Finance Director 919-918-7439; Cary McNallan, Budget Analyst 919-918-7301

INFORMATION: The CIP for FY 2022 through FY 2026 (*link to the document:*

[<https://www.townofcarrboro.org/2509/Proposed-Capital-Improvement-Plans-2021->](https://www.townofcarrboro.org/2509/Proposed-Capital-Improvement-Plans-2021->)

concentrates on the completion of current projects, storm water improvements, financing the 203 Project, and renovation of current facilities. The CIP through FY 2026 totals \$70.6 million and includes an appropriation of \$34.6 million for projects that are currently underway; and \$36.0 million for proposed additional projects.

	Previous	FY 2022-26	Total
<u>PROJECT COSTS</u>	<u>Appropriations</u>	<u>Request</u>	<u>Project Costs</u>
Current Projects	\$ 32,925,985	\$ 6,813,850	\$ 39,739,835
New Projects		\$ 22,761,208	\$ 22,761,208
Vehicles/Equipment	\$ 1,089,814	\$ 3,632,000	\$ 4,721,814
Technology Projects	\$ 95,000	\$ 283,000	\$ 378,000
Storm Water Projects	\$ 531,000	\$ 2,514,737	\$ 3,045,737
TOTAL ALL PROJECTS	\$ 34,641,799	\$ 36,004,795	\$ 70,646,594

The largest project underway is the 203 Project with a revised estimated cost of \$28.3 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.

Renovation of existing Town facilities continues to be a need and high priority. For fiscal years, 2023 through 2025, we anticipate needing \$10.7 million for renovation of Town Hall, Century Center and Fire Station #1. We anticipate, at this point, using a combination of cash and debt financing for these renovations, depending

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upon final cost estimates and the overall financial condition of the Town. We also know that the Public Works facilities, located in a floodplain, 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 \$2.5 million over the next five years. These projects are to be funded by the Storm Water Fee established in FY 2018-19, and revised in FY 2019-20.

For replacement of vehicles and equipment, the Fleet Management Division in Public Works estimates a need of \$3.6 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, and only the highest priorities are funded. 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 Town Council through the adoption of a Capital Project Ordinance or in the annual General Fund budget.

RECOMMENDATION: That the Town Council accept the Report on the Capital Improvement Plan for FY 2021-22 through FY 2025-26, and approve the attached resolution (Attachment A).

**RESOLUTION TO ACCEPT REPORT ON
CAPITAL IMPROVEMENTS PLAN FOR FY 2022 THROUGH FY 2026**

WHEREAS, the Town Manager and staff have developed a Capital Improvements Plan for FY 2022 through FY 2026; and,

WHEREAS, the Town of Carrboro recognizes that a Capital Improvements Plan enables staff and the Town Council 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 2022 through FY 2026 Capital Improvements Plan has been presented to the Town Council; and,

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

THEREFORE BE IT RESOLVED that the Town of Carrboro Town Council accepts the Report on Capital Improvements Plan for FY 2022 through FY 2026 and offers the following changes or directions:

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



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Agenda Item Abstract

File Number:20-436

Agenda Date: 2/2/2021

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Public Hearing for Community Input on Town Budget for Upcoming FY 2021-22

PURPOSE: This is a public hearing to receive comments from the public regarding the upcoming budget for the Town beginning July 1, 2021.

DEPARTMENT: Town Manager and Finance

CONTACT INFORMATION: David Andrews, Town Manager 919-918-7315; and Arche McAdoo, Finance Officer 919-918-7439; Cary McNallan, Budget Analyst 919-918-7301

INFORMATION: The Town Council is required to adopt an annual operating budget ordinance by July 1st. As part of the budget development process, the Council holds a public hearing at the beginning of the process to receive comments from residents about Town services. These comments are considered in developing the recommended operating and capital budgets for FY 2021-22.

A notice of this public hearing was advertised in local newspaper and on the Town's website. The advertisement notifies residents of a public hearing to receive public input and invites residents to submit written comments about the budget for the upcoming year. Residents may also email their comments to the Town Clerk via the Town's website (townofcarrboro.org). Residents will have another opportunity to speak about the Town Manager's Recommended Budget for FY 2021-22 at a public hearing planned for Tuesday, May 25, 2021.

The Town Council is also requested to provide comments, suggestion and inputs to the Town Manager on needs or service improvements they consider important in developing the manager's recommended budget for FY 2021-22.

FISCAL & STAFF IMPACT: None

RECOMMENDATION: Staff recommends that the Town Council hold a public hearing to receive community comments for the upcoming budget year and provide input to the Town Manager on needs and service improvements to consider when developing the budget for FY 2021-22.



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Update from Chief Schmidt on COVID-19