



Town of Carrboro

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

Meeting Minutes Board of Aldermen

Tuesday, June 20, 2017

7:30 PM

Board Chambers - Room 110

Present: Mayor Lydia Lavelle, Alderman Damon Seils, Alderman Sammy Slade, Alderman Jacquelyn Gist, Alderman Randee Haven-O'Donnell

Absent: Alderman Bethany Chaney

Also Present: David Andrews, Town Manager, Catherine Dorando, Town Clerk, Bob Hornik, Town Attorney, Kevin Hornik, Attorney

POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS

Gary Phillips, the Town's Poet Laureate, read a poem by Tracy K. Smith, the recently appointed U.S. Poet Laureate, entitled "The Good Life."

ANNOUNCEMENT OF UPCOMING MEETINGS

Catherine Dorando, the Town Clerk, announced the upcoming public meetings.

APPROVAL OF PREVIOUS MEETING MINUTES OF JUNE 13, 2017

MOTION WAS MADE BY ALDERMAN SLADE, SECONDED BY ALDERMAN HAVEN-O'DONNELL THAT THE MINUTES OF JUNE 13, 2017 BE APPROVED, AS AMENDED. VOTE: AFFIRMATIVE FIVE, ABSENT ONE (CHANEY)

DESIGNATION OF FUND BALANCE FOR FY 2016-17 BUDGET ITEMS NOT YET SPENT OR ENCUMBERED

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

Alderman Slade asked what the Town's policy is regarding police seizure funds. David Andrews stated that he will report back with the information.

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

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

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

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

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

Summary of Designated Fund Balance Budget Items

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

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

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

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

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

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

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

REQUEST TO APPROVE EQUIPMENT AND VEHICLE FINANCING

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

Alderman Slade stated that he would like for the Town to pursue electric vehicles. He asked staff to research opportunities that are available for the next funding cycle. He asked that the Board's MPO representatives speak with Chapel Hill Transit about the use of electric buses.

Alderman Haven-O'Donnell stated that she would like to know what vehicles could be replaced in the Town fleet with electric vehicles. She stated that she remembers a conversation that Police vehicles are limited but asked staff to look into other departmental vehicles that could be replaced.

Alderman Gist stated that staff should think about twice about driving from Town Hall to the Century Center and encouraged staff to conserve gas wherever possible.

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

RESOLUTION APPROVING FINANCING TERMS

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

BE IT THEREFORE RESOLVED, as follows:

- 1.The Town hereby determines to finance the Project through US BANCORP in accordance with the proposal dated June 8, 2017. The amount financed shall not exceed \$362,091.00 and the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.718%, and the financing term shall not exceed five (5) years from date of closing.
- 2.All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.
- 3.The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been

completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the terms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b) (3).
5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the US BANCORP financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for the project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

A REQUEST TO AUTHORIZE THE TOWN MANAGER TO AWARD A CONSTRUCTION CONTRACT FOR THE ROGERS ROAD SIDEWALK PROJECT

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

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

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

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

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

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

Section 3. The resolution shall become effective upon adoption.

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

REVISED CAPITAL IMPROVEMENT PLAN FY 2017-18 THROUGH FY 2021-22

The purpose of this item was to allow the Board to review, and consider for adoption, the Revised CIP for FY 2017-18 through FY 2021-22.

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

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

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

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

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

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

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

REQUEST FOR AN AMENDMENT TO THE CONTRACT FOR PRELIMINARY ENGINEERING AND DESIGN SERVICES FOR THE ROGERS ROAD SIDEWALK PROJECT

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

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

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

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

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

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

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

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

SELECTION OF MAYOR PRO TEMPORE

MOTION WAS MADE BY ALDERMAN SLADE, SECONDED BY ALDERMAN GIST, TO APPOINT ALDERMAN DAMON SEILS AS MAYOR PRO TEMPORE. VOTE: AFFIRMATIVE FIVE, ABSENT ONE (CHANEY)

FUNDING REQUEST FROM ORANGE COUNTY FOOD COUNCIL

The purpose of this agenda item was for the Board to consider a request for funding from the Orange County Food Council.

Ashley Heger, the Coordinator for the Orange County Food Council, provided the presentation.

Alderman Gist stated that she would like to see funding for this organization become a future budget line item.

Alderman Seils asked for the standing line item issue be discussed further so that expectations from the Food Policy Council be further discussed.

MOTION WAS MADE BY ALDERMAN SLADE, SECONDED BY ALDERMAN GIST, TO ALLOCATE \$3,000 IN FUNDING IN FY 2017-18 BUDGET FOR THE FOOD POLICY COUNCIL AND TO SCHEDULE A FUTURE DISCUSSION ABOUT THE POSSIBILITY OF INCLUDING FUNDING FOR THE FOOD POLICY COUNCIL IN THE FUTURE BUDGETS. VOTE: AFFIRMATIVE FIVE, ABSENT ONE (CHANEY)

Alderman Slade noted that he also expects the board to revisit funding priorities for the Human Services Advisory Board.

Alderman Gist stated that she does not want to take money from direct services to address systemic problems and stated that she would like to fund the latter from a different source.

ADOPTION OF FY 2017-18 ANNUAL BUDGET

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

Arche McAdoo, the Town's Finance Director, provided the staff report.

Alderman Gist stated that she would like to see the temporary parking funding allocated in the 203 S. Greensboro Project Ordinance. David Andrews stated that funds for replacement parking will not be spent until FY 18/19 and will be included.

A motion was made by Alderman Seils, seconded by Alderman Gist, that this ordinance be approved.

ANNUAL BUDGET ORDINANCE FY 2017-18
Town of Carrboro, North Carolina
Ordinance No. 23/2016-17

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

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

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

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

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

SCHEDULE A - GENERAL FUND

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

NONDEPARTMENTAL	\$1,232,885
DEBT SERVICE	\$1,124,510
TOTAL GENERAL FUND	<u>\$22,869,686</u>

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

SCHEDULE A - GENERAL FUND

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

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

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

Section 5. The following authorities shall apply:

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

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

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

General Fund\$.5894

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

A motion was made by Alderman Gist, seconded by Alderman Slade, that this resolution be approved.

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

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

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

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

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

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

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

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

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

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

A motion was made by Alderman Slade, seconded by Alderman Gist, that this resolution be approved.

RESOLUTION APPROVING ACROSS THE BOARD SALARY AND WAGE ADJUSTMENT FOR EMPLOYEES

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

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

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

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

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

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

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

REIMBURSEMENT RESOLUTION FOR EQUIPMENT AND VEHICLE FINANCING

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

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

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

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

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

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

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

Section 5. This resolution shall become effective upon adoption.

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

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

A RESOLUTION APPROVING CONTRACT FOR TOWN ATTORNEY

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

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

Section 2: This resolution shall become effective upon adoption.

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

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

A RESOLUTION APPROVING MISCELLANEOUS FEES AND CHARGES SCHEDULE

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

Section 1: The Board hereby approves the Miscellaneous Fees and Charges Schedule for FY 2017-18 effective July 1, 2017 as presented in the agenda item as attachment F-1.

Section 2: This resolution shall become effective upon adoption.

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

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

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

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

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

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

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

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

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

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

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

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

A motion was made by Alderman Haven-O'Donnell, seconded by Alderman Slade, that this ordinance be approved.

CAPITAL PROJECT ORDINANCE AUTHORIZING THE USE OF FUND BALANCE FOR CONSTRUCTION OF MARTIN LUTHER KING JR. PARK
Ordinance No. 24/2016-17

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

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

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

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

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

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

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

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

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

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

Land acquisition	\$ 552,701.00
Design	\$ 150,000.00
Construction	\$1,474,454.00
Total	<u>\$2,177,155.00</u>

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

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

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

**203 SOUTH GREENSBORO STREET CAPITAL IMPROVEMENT PROJECT ORDINANCE,
FY 2017-18
Ordinance No. 25/2016-17**

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

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

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

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

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

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

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

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

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

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

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

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

REIMBURSEMENT RESOLUTION FOR 203 SOUTH GREENSBORO STREET CAPITAL IMPROVEMENT PROJECT

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

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

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

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

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

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

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

Section 5. This resolution shall become effective upon adoption.

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

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

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

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

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

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

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

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

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

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

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

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

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

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

REVIEW AND DISCUSSION OF CONCEPT PLAN OPTIONS FOR POSSIBLE CO-LOCATION OF THE ARTSCENTER AND TOWN OF CARRBORO OFFICES AND RECREATION AND PARKS PROGRAMS AT 203 SOUTH GREENSBORO STREET PROPERTY INCLUDING CONTEMPLATED ORANGE COUNTY SOUTHERN BRANCH

LIBRARY

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

Trish McGuire, the Town's Planning Director, provided the staff report.

Jim Spencer, with Jim Spencer Architects, presented the concept plan.

Alderman Slade stated that the parking study should be considered when designing parking for the site. He requested that the work include consideration of making Carr and Roberson Streets one-way.

Alderman Haven-O'Donnell asked for staff to consider the number of parking spaces at the Hillsborough branch library and parking to accommodate enough visitors at the 203 South Greensboro site.

Alderman Gist asked if land close by could be purchased to offset some of the needed parking at a lower cost. She asked if the estimated cost of \$4.1 million for parking is the best way to spend the money.

Mayor Lavelle stated that she likes the design of current deck at the Hampton Inn. She also stated that she likes the design of Roberson Street to allow more walkability and is interested in the idea of Carr and Roberson Streets as one-way.

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

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

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

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

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

A MOTION WAS MADE BY ALDERMAN HAVEN-O'DONNELL, SECONDED BY ALDERMAN SLADE TO ENTER INTO CLOSED SESSION PURSUANT TO NCGS 143.318.11 (A)(3)(4). VOTE: AFFIRMATIVE FIVE, ABSENT ONE (CHANEY)

OPEN SESSION

A MOTION WAS MADE BY ALDERMAN SLADE, SECONDED BY ALDERMAN HAVEN-O'DONNELL TO ENTER INTO OPEN SESSION. VOTE: AFFIRMATIVE FIVE, ABSENT ONE (CHANEY)

CONSIDERATION AND POSSIBLE APPROVAL OF A DEVELOPMENT AGREEMENT REGARDING SOUTH GREENSBORO STREET PROPERTY BETWEEN THE TOWN OF CARRBORO AND ORANGE COUNTY NORTH CAROLINA

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Aldermen of the Town of Carrboro hereby authorizes the Town Manager, David L. Andrews, to execute the Development Agreement on the Board's behalf per negotiated terms as directed in Closed Session.

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

This the 20th day of June, 2017

The motion carried by the following vote:

Aye: Alderman Seils, Alderman Slade, Mayor Lavelle, Alderman Gist, Alderman Haven-O'Donnell

Absent: Alderman Chaney

ADJOURNMENT

**MOTION WAS MADE BY ALDERMAN GIST, SECONDED BY ALDERMAN SLADE TO
ADJOURN THE MEETING. VOTE: AFFIRMATIVE FIVE, ABSENT ONE (CHANEY)**