

Town of Carrboro

301 W. Main St., Carrboro, NC 27510



Meeting Agenda - Final-revised

Tuesday, June 20, 2023

7:00 PM

Council Chambers - Room 110

Town Council

7:00-7:05**A. POETRY READING, RESOLUTIONS, PROCLAMATIONS, AND ACKNOWLEDGEMENTS****7:05-7:10****B. ANNOUNCEMENT OF UPCOMING MEETINGS****7:10-7:30****C. PUBLIC COMMENT****7:30-7:40****D. CONSENT AGENDA**

1. [23-195](#) Approval of October 11, 2022 Minutes
2. [23-154](#) 319 Project Grant Ordinance Amendment

PURPOSE: The purpose of this agenda item is to amend the grant ordinance to approve the expenditure of up to \$15k of funds from the Stormwater Utility Enterprise Fund for construction for the 319 grant project.

Attachments: [319 Grant - Bolin Creek Watershed Restoration - Resolution Adding SWUEF funds](#)
[Bolin Forest RSC Pocket Questions](#)

3. [23-186](#) Consideration of Recommended Human Services Funding for FY 2023-2024

PURPOSE: The purpose of this agenda item is for the Carrboro Town Council to consider human services funding recommendations for FY2023-2024.

Attachments: [Attachment A Resolution](#)
[Attachment B HSC REC. FY24](#)
[Attachment C UPDATED FINAL TOC FY24 Human Services Recommendations](#)
[Attachment D Final REAL Lens Summary - Joint Outside Agency Award Program 11.8.22](#)

4. [23-189](#) Approve Amending the HOME Investment Partnership American Rescue Plan Allocation Plan

PURPOSE: The purpose of this agenda item is to request that the Town Council approve a proposed amendment to the HOME Investment Partnership American Rescue Plan (ARP) Allocation Plan approved by Council on [February 21, 2023](#) [<https://carrboro.legistar.com/LegislationDetail.aspx?ID=6031412&GUID=05F24DB6-7FD4-426D-8438-0D12380E1835&Options=&Search=>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=6031412&GUID=05F24DB6-7FD4-426D-8438-0D12380E1835&Options=&Search=>). HUD requires one modification to the HOME-ARP Allocation Plan for approval. This amendment is designed to bring the approved plan in alignment with HUD requirements.

Attachments: [Attachment A RESOLUTION APPROVING AN AMENDMENT TO THE HOME INVESTMENT PARTNERSHIP AMERICAN RESCUE PLAN ALLOCATION PLAN](#)
[Attachment B AHSRF - Racial Equity Assessment Lens Summaryamvedits](#)

5. [23-192](#) An Ordinance Amending Chapter 4 of the Carrboro Town Code Related to Employee Benefits

PURPOSE: The purpose of this agenda item is to request that the Town Council amend the personnel policy to reflect proposed benefit changes for Town employees.

Attachments: [Attachment A: FY23-24ProposedBenefit_PolicyChanges_Council](#)
[Attachment B: FY23-24 BenefitChanges Ordinance](#)

6. [23-209](#) Consideration of a Minor Modification Request to the Special Use Permit-A for a Level 2 rooftop solar array facility at The ArtsCenter at 400 Roberson Street.

PURPOSE: The purpose of this agenda item is to request that the Town Council consider approving a Minor Modification request for the Special Use Permit-A for The ArtsCenter at 400 Roberson Street. The modification would allow the property owner to construct a Level 2 rooftop solar array facility at the stated address.

Attachments: [Attachment A - Resolution Approving Minor Modification Request for The ArtsCenter at 400 Roberson St](#)
[Attachment B - The ArtsCenter Solar Plans](#)

7. [23-121](#) Request to Extend the Timeline for the Community Safety Task Force to Complete Recommendation Report

PURPOSE: The purpose of this agenda item is for the Town Council to consider extending the work of the Community Safety Task Force up to six months - November 2023.

Attachments: [Attachment A - CSTF Resolution](#)
[Attachment B - Community Safety Task Force Recommendation](#)

E. OTHER MATTERS**7:40-7:55**

1. [23-185](#) Update from OWASA Representatives

PURPOSE: The purpose of this agenda item is for members of the OWASA Board of Directors to provide a report on OWASA activities.

Attachments: [A- April 2023 OWASA Quarterly Report](#)

7:55-8:10

2. [23-120](#) Request to Amend Racial Equity Commission Charge

PURPOSE: The purpose of this agenda item is for the Town Council to consider the recommendation from the Racial Equity Commission (REC) to amend the commission charge. Donald Hawkins II, Racial Equity Commission Chair will make the presentation.

Attachments: [Attachment A - Racial Equity Resolution](#)
[Attachment B - Racial Equity Commission Updated Charge](#)
[Attachment C - REC Pocket Questions](#)

8:10-8:40

3. [23-212](#) Adoption of the FY 2023-24 Annual Budget

PURPOSE: The purpose of this agenda item is for the Town Council to adopt the annual budget for fiscal year 2023-24.

Attachments: [ATTACHMENT A - Budget Ordinance 2023-24](#)
[ATTACHMENT B - Changes to Position and Pay Plan FY 2023-24](#)
[ATTACHMENT C - Salary and Wage Resolution 2023-24](#)
[ATTACHMENT D - Contract for Town Attorney](#)
[ATTACHMENT E - Vehicle Purchases](#)
[Attachment E-1 Reimb Resolution Vehicle Purchases](#)
[ATTACHMENT F - Health Insurance Carrier Change](#)
[ATTACHMENT G - Designation of Fund Balance](#)
[ATTACHMENT H - Use of Unassigned Fund Balance for Town Hall Renovation](#)
[ATTACHMENT I - Amendment to ARPA Grant Project Ordinance](#)
[ATTACHMENT J -Miscellaneous Fees and Charges Resolution 6-20-2023](#)

F. MATTERS BY COUNCIL MEMBERS



Town of Carrboro

301 W. Main St., Carrboro,
NC 27510

Agenda Item Abstract

File Number: 23-195

Agenda Date: 6/20/2023
In Control: Town Council
Version: 1

File Type: Agendas

Approval of October 11, 2022 Minutes



Agenda Item Abstract

File Number: 23-154

Agenda Date: 6/20/2023
In Control: Town Council
Version: 1

File Type: Agendas

319 Project Grant Ordinance Amendment

PURPOSE: The purpose of this agenda item is to amend the grant ordinance to approve the expenditure of up to \$15k of funds from the Stormwater Utility Enterprise Fund for construction for the 319 grant project.

DEPARTMENT: Public Works

CONTACT INFORMATION: Ben Schmadeke, Capital Projects Manager, (919) 918-7424; Randy Dodd, Stormwater Utility Manager, (919) 918-7341; Arche McAdoo, Finance Director, (919) 918-7300

COUNCIL DIRECTION:

☐ Race/Equity ☐ Climate ☐ Comprehensive Plan ☒ Other

This item is necessary to implement the EPA 319 grant for which the Council approved a grant project ordinance on January 18, 2022. It is also directly responsive to the Council strategic priorities of addressing neighborhood flooding and erosion and developing a stormwater playbook through the piloting of a regenerative stormwater conveyance project.

INFORMATION: The Council approved the 319 grant application in 2021 and the grant award in early 2022. The Town has been providing grant administration support for the project which includes a coalition of the Town of Carrboro, Bolin Forest Phase 2 HOA, Bolin Forest Phase 3 HOA, Forest Court HOA, Friends of Bolin Creek, OWASA, Orange County, the North Carolina Cooperative Extension Service, the UNC Institute for the Environment, and Carrboro High School. Project design was completed in early 2023, a construction bid advertised in early May, and construction bids received on June 1. Bid advertisement included the minority paper Triangle Tribune and the N.C. Department of Administration Historically Underutilized Business portal, however out of the three bidders that participated, none were qualified Minority or Women-owned Business Enterprises (MWBs). The lowest responsive, responsible bid for the Amber Ct. Base Scope was slightly above the project funds currently available in the project budget for construction. The attached project ordinance amendment resolution continues the direction previously provided through the grant project ordinance and enables completion of the Amber Ct. regenerative stormwater conveyance project and other grant activities relying on construction to be completed. The original project ordinance is also attached for reference.

The Amber Ct. scope of work includes bid alternates for additional minor plantings and landscaping features. These bid alternates were not selected and will be pursued outside of the project in partnership with the Homeowners' Association and other project stakeholders. The Wild Oak Ln. scope of work was also not selected and is currently being pursued through additional grant funding and the existing partnerships.

FISCAL IMPACT: There is a fiscal impact of \$15k to the Stormwater Enterprise Fund. Utilizing these funds

will leverage the previously approved \$150k in federal funds and \$18k in private funds.

RECOMMENDATION: The Town Manager recommends that the Town Council adopts the attached ordinance amendment authorizing the expenditure of up to \$15k in Stormwater Enterprise Funds to supplement the previously approved grant project ordinance and budget.

RESOLUTION AMENDING THE 319 GRANT PROJECT ORDINANCE

WHEREAS, a Grant Project Ordinance was approved by the Town Council on January 18, 2022; and

WHEREAS, project work has subsequently proceeded as outlined in the Ordinance and grant application and award; and

WHEREAS, a construction bid was advertised on May 7, 2023 and three construction bids were opened on June 1, 2023; and,

WHEREAS, the lowest responsible bidder provided a bid of \$142,983 which is \$8,983 over the project's current budget for construction; and,

WHEREAS, staff recommends that adding funds from the Stormwater Enterprise Fund be approved by the Town Council to cover the budget deficit and allow construction to proceed and the project to be successfully completed.

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

1. The Town Council approves the addition of \$15,000 of funds from the Stormwater Utility Enterprise Fund to supplement the \$168,000 of revenue from other sources previously approved on January 18, 2022, resulting in a total of \$183,000 of project revenue funds.
2. The funds approved on January 18, 2022 and shown in Section 1 above shall be available for expenditure until completion of the project.
3. All other provisions of the January 18, 2022 ordinance shall remain in effect.
4. The Finance Officer is authorized to make the necessary and appropriate transfer of funds identified in Section 1 above.
5. Upon adoption, the Town Clerk shall file a copy of this ordinance with the Finance Director within five (5) days of adoption.
6. This project ordinance amendment is effective immediately.

The foregoing ordinance having been submitted to a vote received the following vote and was duly adopted this __ day of June 2023.

Attachment D
Racial Equity Pocket Question Form

1. What are the racial impacts?

Historically marginalized communities can experience impacts from the increasing frequency of more intensive rain events. By pursuing and piloting a regenerative stormwater conveyance project, the Town will be showing a commitment to reducing this element of climate disruption. This project also provides a demonstration of watershed and creek protection and restoration which could translate to an associated environmental justice benefit. There is a benefit associated with demonstrating the innovative, collaborative, and regenerative means to address the degenerative and expanding concern of geomorphic instability (gullying and erosion), and there will be future opportunities to extend this work to historically under represented neighborhoods.

2. Who is or will this experience burden?

The pursuit of construction for this project could result in inconvenience or nuisance impacts from construction associated with movement of materials, site staging, and noise to the immediately adjacent neighbors. These include residents on Amber Court, Bolin Creek Drive, and at Forest Court.

3. Who is or will this experience benefit?

The immediately adjacent residents on Amber Court, Wild Oak Lane, and at Forest Court benefit the most through the improvement of land in the neighborhood.

4. What are the root causes of inequity?

Historic and deliberate institutional policies at all levels of government and unintended consequences of “race-neutral” policies have created inequities for Black and other marginalized communities in employment, housing, generational wealth, health outcomes, and quality of infrastructure. These inequities will likely be exacerbated by ongoing climate disruption.

5. What might be the unintended consequences of this action or strategy?

Opportunity costs from using funds for this stormwater project could prevent funding of other projects that would more directly benefit our Black and other historically marginalized and low-income communities.



Agenda Item Abstract

File Number: 23-186

Agenda Date: 6/20/2023

File Type: Agendas

In Control: Town Council

Version: 1

Consideration of Recommended Human Services Funding for FY 2023-2024

PURPOSE: The purpose of this agenda item is for the Carrboro Town Council to consider human services funding recommendations for FY2023-2024.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Anne-Marie Vanaman, Interim Director, 919-918-7321

amvanaman@carrboronc.gov <<mailto:amvanaman@carrboronc.gov>>

COUNCIL DIRECTION:

☒ Race/Equity ☐ Climate ☐ Comprehensive Plan ☐ Other

Racial Equity: A full assessment, using the Racial Equity Assessment Lens, of the Outside Agency/Human Services funding process has been completed and reviewed by the Racial Equity Commission. The assessment was conducted jointly with the Town of Chapel Hill. A summary of this assessment can be found in Attachment D.

INFORMATION: The Town Manager's Recommended Budget for FY2023-2024 includes an appropriation of \$274,000 to be distributed to local nonprofit agencies providing services to the residents of Carrboro.

The FY2023-2024 Outside Agency/Human Services application cycle received applications from nonprofit agencies, requesting a total of \$474,635. The Town's Human Services Advisory Commission reviewed the applications and held a total of five public hearings in February and March. During the hearings, the Commission heard presentations from applicants and asked questions related to performance, financial and organizational information, and current services.

Agencies funded in the prior year are also required to submit semiannual reports in January and July to Town staff who then review the reports and apprise the Commission of any performance-related issues, or significant changes in the agency, to help inform the Commission's work. In addition, semi-annual reports are made available to the Commission upon request.

On April 20, 2023, the Human Services Commission made final recommendations to fund 43 of the agencies for a total \$274,000 for FY24. Their recommendations can be found as Attachment B. Subsequently, the Town was notified in June that one agency, Art Therapy Institute, would be closing, necessitating that the Human Services Advisory Commission reallocate those funds. Final recommended funding allocations are provided in Attachment C. These recommendations include the reallocation of the Art Therapy Institute funds, reducing the total number of agencies funded from 43 to 42.

Conflict of Interest Statute for Public Officials in G.S. § 14-234.3

On April 29, 2022, Town Attorneys presented a memorandum to Mayor Seils and the Town Council regarding the conflict-of-interest statute in G.S. § 14-234.3 for public officials holding leadership positions with nonprofit

entities. This statute, which took effect on January 1, 2022, prohibits public officials who also serve as directors, officers, or governing board members for nonprofits from participating “in making or administering a contract, including the award of money in the form of a grant, loan, or other appropriation” with those nonprofits that the public official is associated with.

As required per this statute, Council Members who hold leadership positions with any of the Human Services nonprofit applicants will recuse themselves from deliberation and voting on Human Services funding FY2023-2024.

FISCAL IMPACT: The FY2023-2024 Town Manager’s Recommended Budget includes an appropriation of \$274,000 for Human Services funding.

RECOMMENDATION: The Town Manager recommends that the Town Council consider approving the Human Services funding recommendations. A resolution is provided as Attachment A.

**A RESOLUTION APPROVING THE HUMAN SERVICES ADVISORY COMMISSION
FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2023-2024**

June 20, 2023

WHEREAS, the Town of Carrboro established as a policy to support human services agencies that provide invaluable services to Carrboro citizens; and

WHEREAS, forty-eight (48) agencies applied for funding through the established Human Services funding process; and

WHEREAS, the Human Services Advisory Commission has reviewed all the applications that applied for funding in the 2023-2024 funding cycle; and

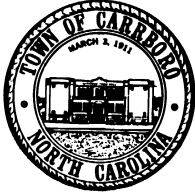
WHEREAS, the Town of Carrboro's budgeted human services funding level for fiscal year 2023-2024 is \$274,000; and

WHEREAS, the Human Services Advisory Commission recommended funding forty-two (42) agencies for a total of \$274,000.

NOW THEREFORE, THE CARRBORO MAYOR AND TOWN COUNCIL RESOLVE THAT:

Section 1. The Carrboro Town Council approves and allocates the funding recommendations of the Human Services Advisory Commission as indicated in Attachment C of this agenda item for fiscal year 2023-2024 in the amount of \$274,000.

Section 2. This resolution is effective immediately and a copy of this resolution shall be forwarded to the Town's Finance Officer.



TOWN OF CARRBORO

Human Services Advisory Commission

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

APRIL 20, 2023

Human Services Funding Recommendations

Motion was made by Quinton Harper, and seconded by Josie Hartman, that the Human Services Advisory Commission recommends that the Town Council consider the following non-profit funding recommendations reflected below and in the attached document:

The Human Services Advisory Commission received 48 applications for funding for FY23 – 24.

With \$274,000 available in Human Services funding for FY23-24, the Human Services Commission recommends to fund 43 non-profits for a total of \$274,000. The recommended allocation of funds is reflected in the attached document.

Comments:

VOTE:

YES: 5-(Janet Archer, Quinton Harper, Earleen Burch, Josie Hartman, Ronni Zuckerman)

ABSENT/EXCUSED: (2-Wes Knepper, Vicky Cruz)

NOES: (0)

ABSTENTIONS: (0)

By a unanimous show of hands, the Human Services Commission membership also indicated that no members have any financial interests that would pose a conflict of interest to the adoption of this amendment.

(Chair)

(Date)

Town of Carrboro FY24 Human Services Funding Recommendations

Agency	Received FY2023	Requested FY2024	Recommended FY2024	Comments
Art Therapy Institute	\$ 4,750.00	\$ 10,000.00	-	Agency Closed
Big Brothers Big Sisters of the Triangle, Inc.	\$ 2,500.00	\$ 5,000.00	\$ 3,020.00	
Boomerang Youth, Inc.	\$ 2,700.00	\$ 10,000.00	\$ 3,500.00	
Bridge II Sports	-	\$ 5,000.00	-	
CH-Carrboro Public School	\$ 2,750.00	\$ 10,000.00	\$ 7,340.00	
Chapel Hill - Carrboro Meals on Wheels	\$ 12,500.00	\$ 16,000.00	\$ 12,440.00	
Chapel Hill Training & Outreach-Kidscope	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	
Charles House Assoc.	\$ 500.00	\$ 1,000.00	-	
Child Care Services Assoc.	\$ 3,800.00	\$ 7,500.00	\$ 4,320.00	
Club Nova Community Inc.	\$ 15,000.00	\$ 25,000.00	\$ 13,600.00	
Community Empowerment	\$ 3,500.00	\$ 6,000.00	\$ 4,200.00	
Compass Center	\$ 8,000.00	\$ 8,000.00	\$ 7,600.00	
Diaper Bank of NC	-	\$ 7,440.00	\$ 4,740.00	
Dispute Settlement Center of Orange County	\$ 4,500.00	\$ 5,400.00	\$ 4,100.00	
El Centro Hispano	\$ 19,000.00	\$ 23,595.00	\$ 19,000.00	
El Futuro, Inc	\$ 6,500.00	\$ 9,815.00	\$ 8,100.00	
EmPOWERment Inc.	\$ 20,000.00	\$ 30,000.00	\$ 20,000.00	
Exchange Club Family Center in Alamance County	\$ 500.00	\$ 500.00	\$ 500.00	
Freedom House Recovery	\$ 7,750.00	\$ 9,350.00	\$ 7,390.00	
Grow to Life/CH Parks & Rec	\$ 2,500.00	-	-	
Hope Renovations	\$ 2,000.00	\$ 20,000.00	\$ 5,000.00	
IFC for Social Service	\$ 5,000.00	\$ 25,000.00	\$ 24,000.00	
Kidzu	-	\$ 5,000.00	-	
Marion Cheek Jackson Ctr for Saving/Making HX	\$ 22,500.00	\$ 9,000.00	\$ 8,000.00	
Monet Richardson Community Foundation	-	\$ 8,250.00	\$ 2,500.00	
OE Enterprise, INC	\$ 1,500.00	\$ 5,000.00	\$ 1,980.00	
Orange Co Literacy Council	\$ 2,800.00	\$ 5,000.00	\$ 2,460.00	
Orange Co Partnership for Young Children	\$ 3,000.00	\$ 3,000.00	\$ 2,900.00	
Orange Co Rape Crisis Center	\$ 16,250.00	\$ 18,000.00	\$ 15,000.00	
Orange County Dept on Aging(Senior Lunch	\$ 3,000.00	\$ 5,000.00	\$ 3,730.00	
Orange County Living Wage	\$ 650.00	\$ 1,000.00	\$ 800.00	
Oxford House	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00	
Piedmont Health Services	\$ 22,000.00	-	-	

Town of Carrboro FY24 Human Services Funding Recommendations

Agency	Received FY2023	Requested FY2024	Recommended FY2024	Comments
Piedmont Wildlife Center	\$ 500.00	\$ 3,000.00	-	
Planned Parenthood South	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	
PORCH, Inc.	\$ 4,500.00	\$ 6,600.00	\$ 4,700.00	
Rebuilding Together of the Triangle, Inc.	\$ 2,900.00	-	-	
Refugee Community	\$ 7,500.00	\$ 10,000.00	\$ 7,940.00	
RENA-Rogers Eubanks Neighborhood Assoc.	\$ 22,000.00	\$ 65,000.00	\$ 25,340.00	
TABLE	\$ 7,500.00	\$ 10,000.00	\$ 7,400.00	
The ARC of the Triangle	\$ 2,500.00	\$ 7,500.00	\$ 3,600.00	
Transplanting Traditions Community Farm, Inc.	\$ 5,000.00	\$ 13,000.00	\$ 6,600.00	
E3 Camp	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	
Family Reading Partners	\$ 1,000.00	\$ 2,000.00	\$ 1,500.00	
Farmer Foodshare	\$ 2,000.00	-	-	
Friends of the Mountain to Sea	\$ 500.00	-	-	
Pee Wee Homes	\$ 2,250.00	\$ 3,000.00	\$ 2,700.00	
Senior Care of Orange	\$ 800.00	\$ 1,500.00	\$ 1,000.00	
Reintegration Support Network	\$ 1,500.00	-	-	
Town of Chapel Hill	-	\$ 15,825.00	\$ 10,340.00	
Triangle BikeWorks	\$ 2,500.00	\$ 5,000.00	\$ 3,040.00	
Triangle Disability Awareness (Orange County Disability	\$ 3,500.00	\$ 26,000.00	\$ 3,500.00	
Voices Together	\$ 750.00	\$ 2,160.00	-	
Volunteers for Youth, Inc.	\$ 1,400.00	\$ 1,500.00	\$ 1,420.00	
WCOM-LP Radio(Public Gallery of Carrboro)	\$ 750.00	-	-	
Total	\$ 274,000.00	\$ 474,635.00	\$ 274,000.00	



Human Services Program

Racial Equity Assessment Lens (REAL) Tool Summary



Program Overview

- Since the 1970s, the Towns of Chapel Hill and Carrboro have supported nonprofit organizations that deliver vital community programs and services through their coordinated [Human Services Program](#).
- The program's overarching goal is to **achieve economic and social well-being and opportunities to thrive for all residents, particularly those who are low-income or otherwise disenfranchised**. The program funds nonprofit organizations that work to improve education, livelihood security, and health outcomes.
- Each of the Towns allocate funding for the program in their annual budgets and proposals are received through an application process. Their respective advisory boards review proposals, invite applicants to present their applications in a joint public hearing, and make funding recommendations to their respective Town Councils.
- In 2018, following an extensive process of community engagement and data analysis, the Towns adopted a new [Results Framework](#) for the Human Services Program. Adoption of the Results Framework reflects the Towns' interest in further focusing the program on results and deepening the program's impact to address the community's greatest challenges.
- In 2019, staff from both Towns participated in the Government Alliance on Race and Equity (GARE) year-long learning cohort, joining a national network of governments working to achieve racial equity and advance opportunities for all.
- Following the adoption of the [One Orange Countywide Racial Equity Framework](#) in 2022, the Towns committed to again re-assessing the Human Services Program to center racial equity.

Racial Equity Assessment

The Racial Equity Assessment Lens is a practical tool that is part of the One Orange Framework. It lays out a set of questions to examine policies, practices, and procedures in order to identify racial inequities and maps out a process to address/redress institutional racism. It involves the following steps:

1. **Analyze the relevant data**
2. **Determine who receives benefit and who is burdened**
3. **Identify opportunities to create greater equity or minimize harm**

The following summarizes what the Towns learned from their racial equity assessment of the Human Services Program over the last year and proposes recommendations for changes to address racial inequities.

Racial equity means that we no longer see disparities based on race and we improve results for all.

Program Objectives & Select Data

Numbers shown below are not deduplicated. Please reference discussion of data in the full assessment.

Strategic Objective 1: Children improve their education outcomes



All children improve their education outcomes through this initiative's support of nonprofit organization programs that provide access to early childhood development opportunities and help children exhibit new grade-level appropriate skills that afford them the opportunity to be "College and Career Ready."

18 nonprofit programs funded

10,424 individuals served

70% youth ages 6-18

30% African American

23% Hispanic

Strategic Objective 2: Residents increase their livelihood security



Low-income or disenfranchised residents increase their livelihood security through this initiative's support of programs that address food and housing insecurities by providing social safety net services and programs that increase job skills.

29 nonprofit programs funded

39,895 individuals served

23% adults ages 19-50

13% African American

11% Hispanic

Strategic Objective 3: Residents improve their health outcomes



Residents improve their health outcomes by having greater access to, and higher quality, healthcare.

24 nonprofit programs funded

34,954 individuals served

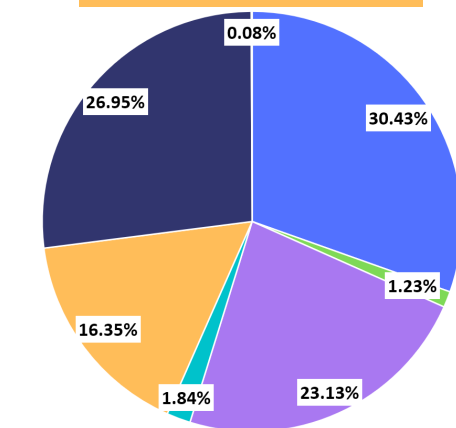
32% youth ages 6-18

28% African American

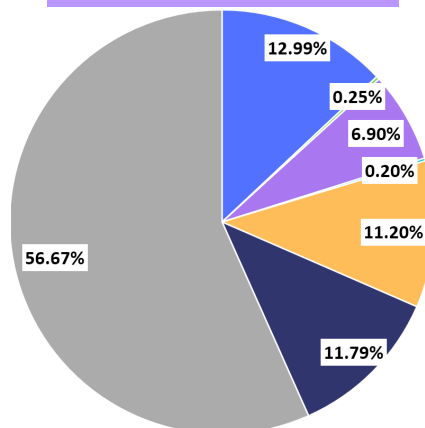
28% Hispanic

People Served by Objective

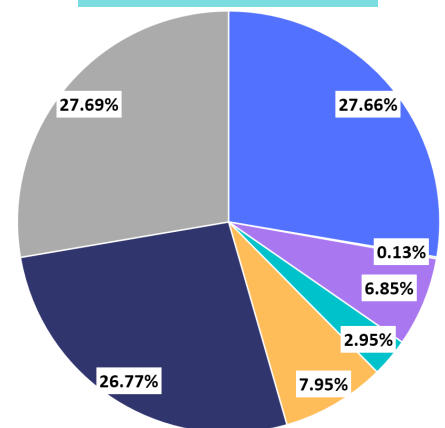
Objective 1: Education



Objective 2: Livelihood



Objective 3: Health



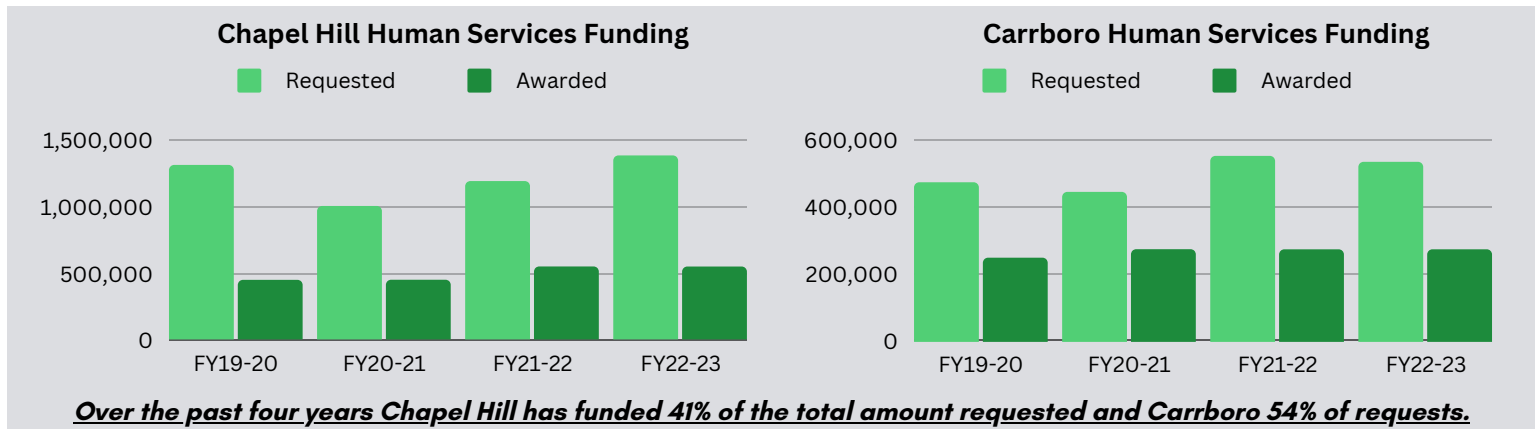
■ African American ■ Amer. Indian / Alaska Native ■ Asian ■ Ntv Hawaiian / Pacific Islander ■ Other Race ■ White ■ Unknown

Key Findings and Recommendations

The assessment revealed that communities of color in Chapel Hill and Carrboro experience overall lower levels of wellbeing across all indicators. Changing results is a bigger responsibility than any one organization can accomplish and will require a collaborative approach among institutional, organizational, and community partners to achieve racial equity goals.

Funding

1. Current funding levels are not adequately addressing community needs. Annually, the total amount requested is approximately double the amount available. As disparities continue to widen and the cost of living continues to increase, it is anticipated that community needs will grow.
2. The Towns historically have provided a majority of the funding to established organizations.



Recommendations & Action Steps:

- ✓ Continue to increase the Human Services Budget annually to more adequately respond to community needs.
- ✓ Enhance outreach efforts to small and/or new organizations that may not be aware of the program.

Application Process

3. Some of the application requirements may create barriers for organizations that do not have access to resources, technology, or staff capacity to track organization data.
4. The nature of the work of some organizations may not be conducive to data gathering and can create a barrier for residents accessing needed services (i.e. organizations that assist survivors of domestic violence).
5. In tracking demographics, there is not currently a way to de-duplicate individuals served by multiple organizations.

Recommendations & Action Steps:





- ✓ Explore implementing an online grant portal to alleviate staff and organization burdens.
- ✓ Conduct plain language review and make application available in multiple languages.
- ✓ Enhance ongoing technical assistance to organizations to support those who need assistance with the application process, reporting, and monitoring – building off the Towns' successes with workshops on performance measures.
- ✓ Reduce reporting requirements, which are burdensome especially for small organizations.

Key Findings and Recommendations

Decision Making

6. Chapel Hill uses a basic scoring rubric to evaluate funding applications. Carrboro does not currently have a rubric in place. The rubric used by Chapel Hill does not include racial equity criteria.





Recommendations & Action Steps:

-  Implement a detailed scoring rubric (for both Carrboro and Chapel Hill) and use the scoring rubric as the basis for the advisory board recommendations to limit subjectivity of funding.
-  Eliminate the informal practice of not funding new organizations the first year that they apply for funding, which disproportionately impacts small, BIPOC organizations.
-  Consider making funding awards up-front rather than on a reimbursement basis for smaller awards, which would allow for smaller organizations with less operating reserve to be eligible for funding.
-  The Towns need to consult with their attorneys to see how race can be used as a factor in decision making.

Training and Data Collection


7. Although some organizations have diverse staff and board members, this is currently not a requested data point. Representation in leadership and decision making is important.
8. Additional information is needed from applicants to assess racial equity, in the organizations and their programs. Regular review of local data (such as a community needs assessment) is necessary in order to determine how the programs strategic objectives align with current needs and disparities.
9. The Towns do not receive feedback from residents who are beneficiaries of the Program to assess the quality of the services provided by funded programs. Nonprofits provide some information in progress reports.


Recommendations & Action Steps:

-  Continue to advocate for diverse representation, especially at the leadership level of nonprofits. Offer racial equity training to nonprofit staff and board members.
-  Explore increased engagement of program participants, bearing in mind the potential creation of additional staff burden, anonymity impact, or personal comfort levels.
-  Regularly review data on community needs and program demographics and amend the program results framework based on the data.
-  Gather feedback on the process and program from organizations as part of the regular reporting, such as requiring the nonprofits to annually survey their program participants.

Recommendation Progress Indicators

 = in discussion with stakeholders and participants

 = in progress for Fiscal Year 23

 = requires further analysis/council action



Agenda Item Abstract

File Number: 23-189

Agenda Date: 6/20/2023

File Type: Agendas

In Control: Town Council

Version: 1

Approve Amending the HOME Investment Partnership American Rescue Plan Allocation Plan

PURPOSE: The purpose of this agenda item is to request that the Town Council approve a proposed amendment to the HOME Investment Partnership American Rescue Plan (ARP) Allocation Plan approved by Council on [February 21, 2023 <https://carrboro.legistar.com/LegislationDetail.aspx?ID=6031412&GUID=05F24DB6-7FD4-426D-8438-0D12380E1835&Options=&Search=>](https://carrboro.legistar.com/LegislationDetail.aspx?ID=6031412&GUID=05F24DB6-7FD4-426D-8438-0D12380E1835&Options=&Search=>). HUD requires one modification to the HOME-ARP Allocation Plan for approval. This amendment is designed to bring the approved plan in alignment with HUD requirements.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Anne-Marie Vanaman, Interim Director, 919-918-7321

amvanaman@carrboronc.gov <<mailto:amvanaman@carrboronc.gov>>

COUNCIL DIRECTION:

☒ Race/Equity ☐ Climate ☒ Comprehensive Plan ☐ Other

Race/Equity: A full assessment of the Affordable Housing Special Revenue Fund using the Racial Equity Assessment Lens has been completed and reviewed by the Racial Equity Commission. A summary of this assessment can be found in Attachment B.

Comprehensive Plan: Chapter 3. Affordable Housing. Strategy 2.1: Continue to support rental housing development through the Affordable Housing Fund and leveraging other resources.

INFORMATION: HOME-ARP funding must be used for projects that serve four Qualifying Populations:

- Homeless;
- At-risk of homelessness;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking;
- Other populations where providing supportive services or assistance would prevent homelessness or housing instability.

The Plan approved by all jurisdictions in Orange County in February included a preference to serve homeless households. This would be accomplished by prioritizing projects that use Coordinated Entry (CE) to identify tenants for units developed using HOME-ARP funds. Coordinated Entry is the method the Orange County Partnership to End Homelessness Continuum of Care (CoC) uses for prioritizing referral services.

Upon reviewing the HOME-ARP Allocation Plan, HUD staff notified Orange County, that HUD would not approve the Plan because Coordinated Entry is not an approved prioritization method for Affordable Rental

Development projects funded by HOME-ARP because it does not allow equal access to all four qualifying populations who must be served.

The Consortium, the body responsible for making recommendations for HOME and HOME-ARP funding, voted at their May 4, 2023 meeting to recommend removing the preference to serve households experiencing homelessness and prioritization of projects that use Coordinated Entry to identify tenants for units developed using HOME-ARP funds.

- Individual projects may still accept referrals through Coordinated Entry if they still provide equal opportunity for all qualifying populations to apply for residency through other means.
- Since the units developed with HOME-ARP funding must serve households falling in at least one of the four qualifying populations, the Consortium's interest of reaching households experiencing homelessness or housing instability will still be met.
- The amendment to the HOME-ARP Allocation Plan was approved by Chapel Hill on May 24th, Orange County on June 6th, and Hillsborough on June 12th.

FISCAL IMPACT: There is no fiscal impact with approving the proposed amendment to the plan.

RECOMMENDATION: The Town Manager recommends that the Town Council consider amending the HOME Investment Partnership American Rescue Plan Allocation Plan. A resolution is provided as Attachment A.

**A RESOLUTION APPROVING AN AMENDMENT TO THE HOME INVESTMENT
PARTNERSHIP AMERICAN RESCUE PLAN ALLOCATION PLAN**

WHEREAS, on May 4, 2021, the Carrboro Town Council approved a 2021-2022 HOME Investment Partnership Program Annual Plan to be carried out by the members of the Orange County HOME Consortium; and

WHEREAS, in September 2021 the U.S. Department of Housing and Urban Development (HUD) notified the Consortium of an additional one-time award of HOME Investment Partnership American Rescue Plan Program (HOME-ARP) funding in the amount of \$1,371,401 to reduce homelessness and increase housing stability; and

WHEREAS, HUD requires a HOME-ARP Allocation Plan be submitted for the funding as an amendment to the 2021-2022 HOME Investment Partnership Program Annual Plan; and

WHEREAS, Orange County submitted a HOME-ARP Allocation Plan that was rejected and must be changed; and

WHEREAS, the Orange County HOME Consortium recommends removing the preference for serving households experiencing homelessness and the Coordinated Entry prioritization for projects.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Carrboro that the Council approves the Consortium recommended amendment to the plan to remove Coordinated Entry.

BE IT FURTHER RESOLVED that the Council authorizes this amended plan to be incorporated into the Annual Update to the 2020-2024 Consolidated Plan, for submission to the U.S. Department of Housing and Urban Development.

This the 20th day of June, 2023

AHSRF RACIAL EQUITY ASSESSMENT LENS - SUMMARY

The long-term consequences of slavery, Jim Crow, disenfranchisement, segregation, unjust lending practices, red lining and continued racial bias affect the ability for people of color to obtain equitable opportunities for education, employment, economic mobility, generational wealth, positive health outcomes, and access to safe and affordable housing.

The Town of Carrboro's Affordable Housing Special Revenue Fund (AHSRF) was established in 2007 with the intention to improve housing access for low-income Carrboro residents. Specifically, the Fund advances the Town's goal to preserve and expand the stock of affordable housing within Carrboro and its planning jurisdiction. As part of the Town's commitment to racial equity, the Affordable Housing Advisory Commission (AHAC) and town housing staff conducted a racial equity assessment on the AHSRF in the summer and fall of 2022.

Data gathered to conduct the assessment showed that lack of housing access and affordability disproportionately affected BIPOC residents in Carrboro. Root causes of this disparity were poverty (caused by intentional actions to deny wealth and equitable education), as well as policies & practices (government-sponsored intentional racism such as redlining, restrictive zoning ordinances, lending practices that create barriers; the illegality of rent control in NC, and white power structures' lack of willingness to address disparities).

The assessment provided several key findings that contributed to the ongoing lack of available affordable housing and provided a list of recommendations to be explored initially which could deepen the impact of the AHSRF. These recommendations included: (1) increase funding, (2) use plain language so residents know how to access the AHSRF, (3) leverage funding to support projects that create more units, (4) use a "score sheet or checklist" to help center equity in deliberations, (5) prioritize projects that support residents earning 30% AMI or less in household income.

The assessment also highlighted that the AHSRF's funding mechanism produced a key consequence and challenge. "Increasing taxes to support the AHSRF will exacerbate the wealth gap, fuel gentrification, and continue to make housing unaffordable. BIPOC, low-income, fixed income and no-income people will continue to experience the burden of paying the same amount of taxes as someone who's benefitted from generations of wealth building, had access to economic and educational mobility opportunities and benefits from a system designed to provide for and meet their needs."



Agenda Item Abstract

File Number: 23-192

Agenda Date: 6/20/2023

File Type: Agendas

In Control: Town Council

Version: 1

An Ordinance Amending Chapter 4 of the Carrboro Town Code Related to Employee Benefits

PURPOSE: The purpose of this agenda item is to request that the Town Council amend the personnel policy to reflect proposed benefit changes for Town employees.

DEPARTMENT: Human Resources

CONTACT INFORMATION: Julie Eckenrode, Human Resources Director jeckenrode@carrboronc.gov
<<mailto:jeckenrode@carrboronc.gov>>

COUNCIL DIRECTION:

☒ Race/Equity ☐ Climate ☒ Comprehensive Plan ☐ Other

The proposed amendments address several equity and inclusivity issues related to benefits. Additionally, this item addresses Chapter 10 of the comprehensive plan, specifically goal 2 under the Human Resources section.

INFORMATION:

After the implementation of the compensation and classification study completed in 2022, the Human Resources Department conducted a comprehensive benefits review consisting of three main components: a) benchmarking the Town's current benefits against eleven (11) peer and competitor organizations b) employee listening sessions c) employee focus groups. From this review, six recommended changes require amendments to Carrboro Town Code Chapter 4 (Attachment A). A brief explanation of each is below.

Section 4-8 Definitions

The proposed amendments will expand the definition of immediate family to be more inclusive of various family structures.

Section 4-39 Group Health and Hospitalization Insurance

The proposed amendments will remove a delineation in qualified retirees hired before and after 2007. All qualified retirees, according to the policy, will have access to the Town's medical insurance.

Section 4-54 Annual Leave: Use by Probationary Employees

The proposed amendments will allow our Fire-Rescue and Police department sworn employees to use annual (vacation) leave after six months employment in line with all other Town employees.

Section 4-62 Sick Leave: Accrual Rate, Accumulation, and Manner of Taking

The proposed amendments will increase shift fire personnel's annual sick leave accrual day by 24 hours. This amount equates to a comparable percentage of annual hours worked as other Town employees.

Section 4-73 Personal Time Off

The proposed amendments will expand personal time off for all employees with consideration of needs related to wellness and mental health. The proposed time amounts equate to approximately 1.15% of total annual hours worked for the Town's various work schedules.

Section 4-78 Paid Parental Leave

The proposed amendments will expand paid parental leave to paid caregiver leave which is still inclusive of parents but also considers our employees' needs to be the primary caregiver of other family members and mirrors leave allowed under the Family Medical Leave Act.

FISCAL IMPACT: Minimal staff impact will result in the implementation of these changes. Fiscal impact is also expected to be minimal.

RECOMMENDATION: The Town Manager recommends that the Town Council approve the proposed ordinance amendments (Attachment B).

CHAPTER 4

FY2023-2024 PROPOSED CHANGES TO PERSONNEL POLICY

ARTICLE I – GENERAL PROVISIONS

Section 4-8 Definitions

ARTICLE VI – EMPLOYEE BENEFITS

Section 4-39 Group Health and Hospitalization Insurance

ARTICLE VII – HOLIDAYS AND LEAVES OF ABSENCE

Section 4-54 Annual Leave: Use by Probationary Employees

Section 4-62 Sick Leave: Accrual Rate, Accumulation, and Manner of Taking

Section 4-73 Personal Time Off

Section 4-78 Paid Parental Leave

**Proposed Policy Language
Attachment A**

ARTICLE I – GENERAL PROVISIONS

PURPOSE, COVERAGE, AND DEFINITIONS

Section 4-8 Definitions

Immediate family: Father, mother, spouse, domestic partner, son, daughter, brother, sister, grandmother, grandfather, grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, grandmother-in-law, grandfather-in-law, half-sister, half-brother, stepmother, stepfather, stepson, stepdaughter, stepsister, stepbrother, any other relative who is or was a guardian of the employee, or any other relative of whom the employee is or was a guardian. This definition does not apply to benefits such as health insurance or retirement, unless otherwise provided.

**Proposed Policy Language
Attachment B**

Article VI

EMPLOYEE BENEFITS

Section 4-39 Group Health and Hospitalization Insurance

The Town provides group health and hospitalization insurance programs for employees designated as permanent full-time and working a minimum of 37.5 hours per week. Permanent employees working less than full-time who meet the industry standard for insurance coverage eligibility may purchase the coverage at their own expense.

In addition, the Town elects to extend health insurance benefits or provide a stipend to retirees. As long as it is provided by the Town and permitted by the provider, this benefit is available to retirees who meet the following eligibility requirements:

- Have at least 10 years of continuous service with the Town (or reinstated in accordance with Section 4-85 of the Personnel Ordinance);
- Qualify for one of the retirement options available through the NCLGERS; and
- Pay their share of the insurance premium.

Coverage for active employees and retirees is provided as follows:

Active Employees	Participate in Town Group Health Plan
Non-Medicare Eligible Retirees Hired Prior to July 1, 2007	Participate in Town Group Health Plan
Medicare Eligible Retirees (according to age) Hired Prior to July 1, 2007	Participate in Town Group Medicare Supplement Plan
Retirees hired on or after July 1, 2007	Receive a stipend to defray the costs of health insurance; eligible for coverage through COBRA

The stipend provided to retirees hired on or after July 1, 2007 will be based on the cost of the medical premium for active individual coverage effective 7/01/07 and will have future increases based on the consumer price index (CPI). Should the CPI decrease, there will be no reduction in the amount of the stipend. Staff will review the policy periodically and report to the Council as necessary.

Dependents of retirees who are on the plan at the time the employee retires may continue coverage as provided below.

Dependents of Active Employees	Participate in Town Group Health Plan
Non-Medicare Eligible Dependents of Retirees Hired Prior to July 1, 2007	Participate in Town Group Health Plan
Medicare Eligible Dependents of Retirees (according to age) Hired Prior to July 1, 2007	Participate in Town Group Medicare Supplement Plan

Dependents of retirees hired on or after July 1, 2007	Eligible for coverage through COBRA
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Dependents that are not enrolled when the employee retires may not be added to the plan; and once removed from the plan, the dependents may not be re-enrolled. The Town pays no portion of the premium for a retiree's dependents.

The percentage of the insurance premium for the group health plan, the group Medicare Supplement Plan, or the percentage of the stipend paid for by the Town for retirees, hired prior to 2007, is based upon years of service according to the schedule listed below:

Continuous years of Service	Percentage of Insurance Premium to be Paid by Town
10 – 14 years	50%
15 – 19 years	75%
20 years and up	100%

As used in this section, the term “insurance premium” refers to the amount of premium charged by the insurance provider for the retiree coverage under the group health plan or the group Medicare supplement plan.

The benefits provided under this section are not intended to be contractual in nature and may be reduced or withdrawn at any time in the unilateral discretion of the Town Council for financial reasons or any other reason deemed sufficient by the Town Council.

Information concerning cost and benefits shall be available to all employees from the Human Resources Department.

Section 4-39 Group Health Insurance (Amended July 2023)

As part of the Town's benefit package offered to permanent employees and in compliance with the Affordable Care Act, the Town offers group health insurance coverage to permanent employees who regularly work thirty (30) hours or more per week.

In addition, the Town elects to extend health insurance benefits to eligible retirees who meet both of the first two requirements below and, if applicable, remain compliant with the third requirement:

1. Have at least ten (10) years of continuous service* with the Town of Carrboro.
 - a. *Employees who have been reinstated within one year of a voluntary separation from the Town of Carrboro in accordance with Section 4-85 of the Personnel Policy will be considered to have remained in continuous service.
 - b. *Years of service are calculated in whole months. Therefore, if an employee's hire date was April 15, their eligibility under this policy would be April 1st;
2. Qualify for one of the service retirement (unreduced benefit) options available through the North Carolina Local Government Employees' Retirement System (NCLGERS); and
3. Consistently and timely pay their share of the insurance premium, if applicable. (*See Attachment A*)

Offered coverage for active employees and retirees is provided as follows:

Active Employees	Offered coverage in Town group health plan.
Non-Medicare-Eligible Retirees	Offered coverage in Town group health plan.

Medicare-Eligible Retirees (as defined by Medicare eligibility requirements)	Offered coverage in Town group Medicare-enrolled health plan.
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Health insurance coverage is not extended to dependents of retiring employees. Dependents may elect COBRA coverage at their expense.

Retirees who qualify for continuation of health insurance shall pay the percentage of the group health insurance premiums outlined below based on years of continuous service with the Town of Carrboro. The term “group health insurance premiums” refers to the amount of premium charged by the insurance carriers for the retiree coverage under the group health plan or the group Medicare-enrolled plan. The percentages below shall remain the same for the group health plan and for the Medicare-enrolled health plan.

Continuous Years of Service with the Town of Carrboro	Percentage of Insurance Premium Paid by Retiree	Percentage of Insurance Premium Paid by the Town
10 - 14	50%	50%
15 - 19	25%	75%
20 and above	0%	100%

The Town shall pay the above-specified portions of the group health insurance premiums through one of the following points, whichever of the three occurs sooner:

1. the retiree’s death; or
2. the retiree’s acceptance of another offer of health insurance, either through a private plan or through a group plan offered through employment; or
3. the retiree’s voluntary election to be removed from the group health plan, which election shall be made in writing to the Human Resources Department.

The benefits provided under this section are not contractual in nature and may be reduced or withdrawn at any by the Town for financial reasons or any other reason deemed sufficient by the Council.

Information concerning cost and benefits shall be available to all employees from the Human Resources Department.

Section 4-39 Group Health Insurance (Amended July 2023)

Attachment A – Agreement for Contributing Retirees

Retirees on the Town's pre-Medicare group health insurance plan shall authorize the Town to debit monthly from a checking or savings account their share of the premium. If funds should be insufficient in the account debited more than three (3) times in a single calendar year (January – December), the retiree may be dropped from the group health plan and offered COBRA coverage at their own expense and will not be eligible to rejoin the Town's health plan in the future. Retirees on the Town's Medicare-enrolled health plan must arrange for payment of their portion of the insurance premium directly with the insurance carrier. The insurance carrier for that plan has its own rules surrounding payment and dropping of coverage, and retirees are subject to the carrier's rules and regulations.

**Proposed Policy Language
Attachment C**

Article VII

HOLIDAYS AND LEAVES OF ABSENCE

Section 4-54 Annual Leave: Use by Probationary Employees

Employees serving a probationary period following initial employment may accumulate annual leave but shall not be permitted to use such leave during the ~~probationary period~~ **first six months of employment**. Employees who need to take time off may do so upon the approval of the Department ~~Head~~ **Director**; however, any time off will be without pay. Employees shall be allowed to take accumulated annual leave after ~~successful completion of probation~~ **six months of continuous employment**.

**Proposed Policy Language
Attachment D**

Section 4-62 Sick Leave: Accrual Rate, Accumulation, and Manner of Taking

Sick leave shall accrue at a rate of one day per month, or twelve days per ~~calendar~~ year. Sick leave for permanent part-time employees shall be pro-rated as described in this Article. Shift employees of the Fire-~~Rescue~~ Department shall earn sick leave at the rate of ~~four~~ **five** twenty-four-hour tour-of-duty days per ~~calendar~~ year.

Notification of the desire to take sick leave shall be submitted to the employee's supervisor prior to the leave or not later than two hours after the beginning of a scheduled workday. Failure to so notify the appropriate supervisor may result in disciplinary action. Sick leave will be cumulative for an indefinite period of time and may be converted upon retirement for service credit consistent with the provisions of the North Carolina Local Government Employees' Retirement System. All sick leave accumulated by an employee shall end and terminate without compensation when the employee resigns or is separated from the Town.

**Proposed Policy Language
Attachment E**

Section 4-73 Personal Time Off

~~Effective July 1, 2019, permanent employees shall be granted eighteen (18) hours per year of personal time off over and above sick leave and annual leave with pay. Personal time off under Section 4-73 is separate from Town closures due to adverse weather. (See Section 4-36 Adverse Weather, Rev. 11/15.)~~

Effective July 1, 2023, permanent employees shall be granted personal time off (PTO) according to the schedule below, which is based on annual scheduled hours worked. PTO is granted over and above sick leave and annual leave with pay. Employees may not carry over unused personal time off from year to year. Any unused personal time off not taken by December 31st shall be lost.

<i>Scheduled Biweekly Hours</i>	<i>Scheduled Annual Hours</i>	<i>PTO Hours Per Calendar Year*</i>
50	1300	15
60	1560	18
75	1950	22.5
80	2080	24
84	2184	25.2
108	2808	36*

Personal time off must be requested through supervisors and may be taken in the same manner as sick and annual leave. Personal time off may be used during the employee's probationary period. Personal time off under Section 4-73 is separate from Town closures due to adverse weather. (See Section 4-36 Adverse Weather, Rev. 11/15.)

*With the exception of the 2808 annual scheduled hours, PTO is granted as three (3) working days per year. Employees scheduled to work 2808 hours per are granted a comparable percentage of annual hours worked.

**Proposed Policy Language
Attachment F**

Section 4.78 Paid Parental Caregiver Leave

Effective ~~December 1, 2018,~~ **July 1, 2023,** employees who qualify for Family and Medical Leave Act (FMLA) coverage under Section 4-65 of this Article ~~will be~~ **are** eligible to receive a maximum of 240 hours of paid ~~parental~~ **caregiver** leave ~~within each 12~~ **any rolling twenty-four month** period ~~for the care of an immediate family member, including~~ the birth, adoption, or placement of a foster child. Paid ~~Parental Caregiver~~ **caregiver** leave will run concurrently with the employee's Family and Medical Leave.

Paid ~~parental~~ **caregiver** leave is available to any permanent employee who qualifies as a primary caregiver of an immediate family member under the "Family Member's Serious Health Condition" certification definition, which includes care of a family member who is pregnant. In addition, the Town of Carrboro elects to extend caregiver leave to permanent employees who adopt or foster a child aged eighteen (18) or younger.

In cases where caregiver leave is used for pregnancy or a new child ~~and~~ where both parents are employed by the Town at the time of the child's birth, adoption, or foster care placement, the couple ~~will be~~ **is** entitled to a total of ~~six weeks~~ **240 hours** of paid ~~parental~~ **caregiver** leave combined. The birth or placement of more than one child (i.e., twins or siblings) at the same time does not entitle the employee to additional paid leave above the 240-hour maximum. Adoption of a stepchild or stepchildren does not qualify for paid ~~parental~~ **caregiver** leave.

An employee requesting paid caregiver leave must contact Human Resources in writing at least sixty days in advance of taking such leave, when possible and practicable, and submit both a Caregiver Leave Request form and an FMLA form. The FMLA form must be completed by a certified medical provider. Forms are available from the Human Resources Department and should be submitted to that department. Leave must be approved by the employee's Department Director and Human Resources.

Employees approved for caregiver leave must ensure that any paid leave requests are submitted for approval by their supervisor in the Town's time and attendance system. While on leave, employees will receive approved caregiver leave pay, not to exceed 240 hours, in the same manner and on the same schedule as employees are normally paid while not in leave status. The employee's usual payroll deductions and contributions and the Town's usual payroll contributions will continue.

All benefits provided to the employee per Town policy prior to paid caregiver leave will continue. Any employee contributions for benefits, 401k loans, or other employee obligations normally paid by the employee through payroll deduction shall continue. If a holiday occurs during the paid caregiver leave period, the holiday will be paid and will not count against the paid caregiver leave hours.

Employees using paid caregiver time continue to accrue service time as well as sick and vacation leave according to Town policy.

A qualifying employee is entitled to paid caregiver leave once within any rolling twenty-four month period. Leave may be taken either consecutively or intermittently; however, employees applying for consecutive and/or intermittent leave must communicate in advance with their supervisor(s) to ensure continuity of operations within their department. All unused leave will be forfeited upon the employee's return to work.

An employee is expected to return to work at the end of their approved paid caregiver leave unless the employee has received approval to extend the time away from work with other types of accrued leave. Employees should notify Human Resources and their supervisor or Department Director if there is any anticipated change in their original return-to-work date.



Agenda Item Abstract

File Number: 23-209

Agenda Date: 6/20/2023
In Control: Town Council
Version: 1

File Type: Agendas

Consideration of a Minor Modification Request to the Special Use Permit-A for a Level 2 rooftop solar array facility at The ArtsCenter at 400 Roberson Street.

PURPOSE: The purpose of this agenda item is to request that the Town Council consider approving a Minor Modification request for the Special Use Permit-A for The ArtsCenter at 400 Roberson Street. The modification would allow the property owner to construct a Level 2 rooftop solar array facility at the stated address.

DEPARTMENT: Planning

CONTACT INFORMATION: Trish McGuire, Planning Director, pmcguire@carrboronc.gov <<mailto:pmcguire@carrboronc.gov>>, 919-918-7327, or Marty Roupe, Development Review Administrator, mroupe@carrboronc.gov <<mailto:mroupe@carrboronc.gov>> or 919-918-7333, or Ben Berolzheimer, bberolzheimer@carrboronc.gov <<mailto:bberolzheimer@carrboronc.gov>> or 919-918-7330

COUNCIL DIRECTION:

☐ Race/Equity ☒ Climate ☐ Comprehensive Plan ☒ Other, Land Use Ordinance

Increased energy production from renewable sources such as solar is a critical component of the Town achieving its goals in the Community Climate Action Plan (2017 & 2020) and the Carrboro Connects Comprehensive Plan.

INFORMATION:

On June 7, 2022, the Carrboro Town Council approved a Special Use Permit A (SUP-A) for the building at 400 Roberson Street to be used as an arts center. The ArtsCenter has submitted an application requesting permission to construct a 20,889 sq ft Level 2 rooftop solar array facility. Notably, The ArtsCenter has received a grant from Orange County to help with the installation costs of the array. No other changes to the permit are being proposed.

Town of Carrboro Land Use Ordinance (LUO) Article II - Section 15-15 Definitions of Basic Terms.
SOLAR ARRAY FACILITY - LEVEL 2.

Level 2 facility has a solar array (roof-mounted/building integrated or ground mounted) that does not qualify as an accessory or Level 1 facility* and is not more than 1 acre. (AMENDED 6/27/17)

*Level 1 facility is any roof mounted array not more than 10,000 sq ft

The proposed rooftop array is approximately 20,889 sq ft and is shown on page PV2 of the attached plans (Attachment B).

Requirements for A Level 2 solar array facility are provided by section 15-175.11 of the Town of Carrboro's Land Use Ordinance (LUO). Accordingly, the application is being considered a Minor Modification to the Special Use Permit-A for the property.

Town Staff have determined that the proposed array meets all of the requirements in Article XI Supplemental Use Regulations Section 15-175.11 (a).

FISCAL IMPACT: The applicant is paying the applicable permitting fees associated with the application. No other fiscal or staff impacts are noted.

RECOMMENDATION: The Town Manager recommends that the Town Council approve the attached resolution for the Minor Modification request (Attachment A).

The following resolution was introduced by Council Member _____ and duly seconded by Council Member _____.

A RESOLUTION APPROVING A MINOR MODIFICATION TO THE ARTSCENTER SPECIAL USE PERMIT-A AT 400 ROBERSON STREET TO ALLOW CONSTRUCTION OF A LEVEL 2 ROOFTOP SOLAR ARRAY FACILITY





WHEREAS, on June 7, 2022 the Carrboro Town Council approved a SUP-A for the building at 400 Roberson Street to be used as an arts center; and

WHEREAS, Town Staff has determined that the current request constitutes a Minor Modification to the Special Use Permit-A; and

WHEREAS, the applicant has met the criteria in the Town's Land Use Ordinance related to Minor Modifications.

NOW, THEREFORE BE IT RESOLVED that the Carrboro Town Council hereby approve the Minor Modification authorizing construction of a new 20,889 SQFT rooftop solar array

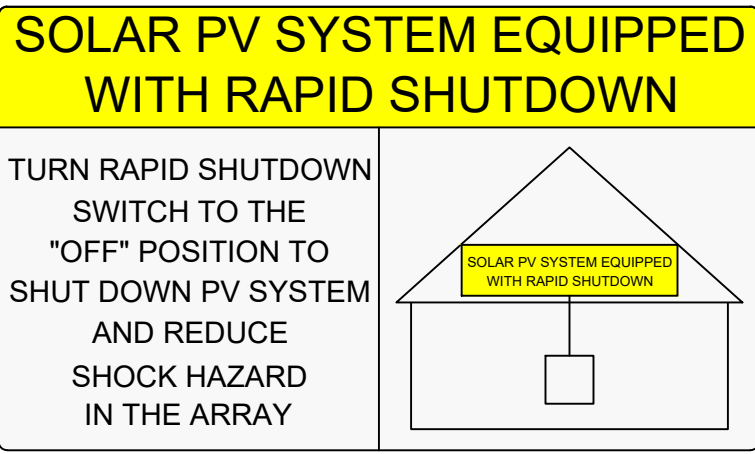
This the 20st day of June 2023

CONSTRUCTION NOTES	SYSTEM SUMMARY	
<div>1. ALL WORK AND EQUIPMENT SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST NATIONAL, STATE, AND LOCAL CODES AND ORDINANCES</div> <div>2. FOLLOW MANUFACTURER'S INSTALLATION INSTRUCTIONS, BEST PRACTICES, AND SPECIFICATIONS</div> <div>3. WIRES SHALL BE RATED AND LABELED "SUNLIGHT RESISTANT" WHERE EXPOSED TO AMBIENT CONDITIONS</div> <div>4. THE PHOTOVOLTAIC SYSTEM SHALL NOT EXCEED 1000 VOLTS OR 800 AMPS</div> <div>5. EACH ELECTRICAL APPLIANCE SHALL BE PROVIDED WITH A NAMEPLATE GIVING THE IDENTIFYING NAME AND THE RATING IN VOLTS AND AMPERES, OR VOLTS AND WATTS. IF THE APPLIANCE IS TO BE USED ON A SPECIFIC FREQUENCY OR FREQUENCIES, IT SHALL BE SO MARKED. WHERE MOTOR OVERLOAD PROTECTION EXTERNAL TO THE APPLIANCES IS REQUIRED, THE APPLIANCE SHALL BE SO MARKED</div> <div>6. WHERE APPLICABLE, GROUNDING ELECTRODE CONDUCTOR TO BE CONTINUOUS. GROUNDING CRIMPS TO BE IRREVERSIBLE</div> <div>7. GROUNDED DC PHOTOVOLTAIC ARRAYS SHALL BE PROVIDED WITH DC GROUND-FAULT PROTECTION THAT MEETS THE REQUIREMENTS OF NEC SECTION 690.41. UNGROUNDED DC PHOTOVOLTAIC ARRAYS SHALL COMPLY WITH NEC SECTION 690.41</div> <div>8. IN ONE- AND TWO-FAMILY DWELLINGS, LIVE PARTS IN PHOTOVOLTAIC SOURCE CIRCUITS AND PHOTOVOLTAIC OUTPUT CIRCUITS OVER 150 VOLTS TO GROUND, SHALL ONLY BE ACCESSIBLE TO QUALIFIED PERSONS WHILE ENERGIZED.</div> <div>9. PHOTOVOLTAIC SYSTEMS SHALL BE PERMANENTLY MARKED AT VARIOUS EQUIPMENT LOCATIONS TO IDENTIFY THAT A PHOTOVOLTAIC SYSTEM IS INSTALLED AND THAT VARIOUS DANGERS ARE PRESENT.</div> <div>10. EACH PHOTOVOLTAIC SYSTEM DISCONNECTING MEANS SHALL BE PERMANENTLY MARKED TO IDENTIFY IT AS A PHOTOVOLTAIC SYSTEM DISCONNECT</div> <div>11. WHERE ALL TERMINALS OF A DISCONNECTING MEANS MAY BE ENERGIZED IN THE OPEN POSITION, A WARNING SIGN SHALL BE MOUNTED ON OR ADJACENT TO THE DISCONNECT</div> <div>12. A PERMANENT LABEL FOR THE DIRECT-CURRENT PHOTOVOLTAIC POWER SOURCE SHALL BE PROVIDED BY THE INSTALLED AT THE DC DISCONNECT MEANS</div> <div>13. A PERMANENT PLAQUE OR DIRECTORY, DENOTING ALL ELECTRIC POWER SOURCES SERVING THE PREMISES, SHALL BE INSTALLED AT EACH SERVICE EQUIPMENT LOCATION AND AT LOCATIONS OF ALL POWER PRODUCTION SOURCES.</div> <div>14. A PERMANENT PLAQUE OR DIRECTORY SHALL BE PROVIDED DENOTING THE LOCATIONS OF THE SERVICE DISCONNECT MEANS AND THE PHOTOVOLTAIC SYSTEM DISCONNECT MEANS IF THEY ARE NOT LOCATED AT THE SAME LOCATION.</div> <div>15. ALL MODULE GROUND CONNECTIONS SHALL BE MADE IN ACCORDANCE WITH NEC SECTION 690.43.</div>	<div>DC NAMEPLATE: 95,230 WATTS</div> <div>AC NAMEPLATE: 100,000 WATTS</div> <div>DC/AC POWER RATIO: 0.95</div> <div>INVERTER/TRANSFORMER: QTY. (2) SESOKUS (100.0 kW)</div> <div>MODULES: QTY. (178) JA SOLAR JAM72530-535/MR (535W)</div> <div>MODULES PER STRING: (7) 20, (2) 19</div> <div>STRING COUNT: 9</div> <div>STRING PER INVERTER: (5) ON INVERTER #1 & (4) ON INVERTER #2</div> <div>OPTIMIZER COUNT: 90</div> <div>RACKING: S-51 PV KIT</div> <div>TILT ANGLE: 5°</div> <div>AZIMUTH: 262°</div> <div>ARRAY AREA: 20,889 SQFT.</div> <div>MODULE AREA: 5043 SQFT.</div> <div>GCR RATIO: 24.15%</div>	
	LEGEND	
	<div></div> DISCONNECT SWITCH	
	<div></div> FUSE	
	<div></div> CIRCUIT BREAKER	
	<div></div> EQUIP. GROUND	
IFC CODE SUMMARY	ABBREVIATIONS	CODE REFERENCES
<div>605.11.1.3 - OTHER THAN GROUP R-3 BUILDINGS. ACCESS TO SYSTEMS FOR BUILDINGS, OTHER THAN THOSE CONTAINING GROUP R-3 OCCUPANCY, SHALL BE PROVIDED IN ACCORDANCE WITH SECTION 605.11.3.1 THROUGH 605.11.1.3.3</div> <div>EXCEPTION: WHERE IT IS DETERMINED BY THE FIRE CODE OFFICIAL THAT THE ROOF CONFIGURATION IS SIMILAR TO THAT OF A GROUP R-3 OCCUPANCY, THE RESIDENTIAL ACCESS AND VENTILATION REQUIREMENTS IN SECTION 605.11.1.2.1 THROUGH 605.11.1.2.5 SHALL BE PERMITTED TO BE USED.</div> <div>605.11.1.3.1 - ACCESS. THERE SHALL BE A MINIMUM 6 FOOT WIDE CLEAR PERIMETER AROUND THE EDGES OF THE ROOF. EXCEPTION: WHERE EITHER AXIS OF THE BUILDING IS 250 FEET OR LESS, THE CLEAR PERIMETER AROUND THE EDGES OF THE ROOF SHALL BE PERMITTED TO BE REDUCED TO A MINIMUM 4 FOOT WIDE.</div> <div>605.11.1.3.2 - PATHWAYS. THE SOLAR INSTALLATION SHALL BE DESIGNED TO PROVIDE DESIGNATED PATHWAYS. THE PATHWAYS SHALL MEET THE FOLLOWING REQUIREMENTS:</div> <div>1. THE PATHWAY SHALL BE OVER AREAS CAPABLE OF SUPPORTING FIRE FIGHTERS ACCESSING THE ROOF.</div> <div>2. THE CENTERLINE PATHWAYS SHALL BE PROVIDED IN BOTH ACES OF THE ROOF. CENTERLINE AXIS PATHWAYS SHALL RUN WHERE THE ROOF STRUCTURE IS CAPABLE OF SUPPORTING FIRE FIGHTER ACCESSING THE ROOF.</div> <div>3. PATHWAYS SHALL BE A STRAIGHT LINE NOT LESS THAN 4 FEET CLEAR TO ROOF STANDPIPES OR VENTILATION HATCHES.</div> <div>4. PATHWAYS SHALL PROVIDE NOT LESS THAN 4 FEET CLEAR AROUND ROOF ACCESS HATCH WITH NOT LESS THAN ONE SINGULAR PATHWAY NOT LESS THAN 4 FEET CLEAR TO A PARAPET OR ROOF EDGE.</div> <div>605.11.1.3.3 - SMOKE VENTILATION. THE SOLAR INSTALLATION SHALL BE DESIGNED TO MEET THE FOLLOWING REQUIREMENTS:</div> <div>1. ARRAYS SHALL BE NOT GREATER THAN 150 FEET BY 150 FEET IN DISTANCE IN EITHER AXIS IN ORDER TO CREATE OPPORTUNITIES FOR FIRE DEPARTMENT SMOKE VENTILATION OPERATIONS.</div> <div>2. SMOKE VENTILATION OPTIONS BETWEEN ARRAY SECTIONS SHALL BE ONE OF THE FOLLOWING:</div> <div>2.1. A PATHWAY 8 FEET OR GREATER IN WIDTH</div> <div>2.2. A 4 FOOT OR GREATER IN WIDTH PATHWAY AND BORDERING ROOF SKYLIGHTS OR GRAVITY-OPERATED DROPOUT SMOKE AND HEAT VENTS ON NOT LESS THAN ONE SIDE.</div> <div>2.3. A 4 FOOT OR GREATER IN WIDTH PATHWAY AND BORDERING ALL SIDES OF NONGRAVITY-OPERATED DROPOUT SMOKE AND HEAT VENTS</div> <div>2.4. A 4 FOOT OR GREATER IN WIDTH PATHWAY AND BORDERING 4 FOOT BY 8 FOOT "VENTING CUTOUTS" EVERY 20 FEET ON ALTERNATING SIDES OF THE PATHWAY.</div>	<div>A. AMPERE</div> <div>AC. ALTERNATING CURRENT</div> <div>DC. DIRECT CURRENT</div> <div>EGC. EQUIPMENT GROUNDING CONDUCTOR</div> <div>EMT. ELECTRICAL METAL TUBING</div> <div>GALV. GALVANIZED</div> <div>GEC. GROUNDING ELECTRODE CONDUCTOR</div> <div>GND. GROUND</div> <div>IMP. CURRENT AT MAXIMUM POWER</div> <div>ISC. SHORT-CIRCUIT CURRENT</div> <div>kVA. KILOVOLT AMPERE</div> <div>kW. KILOWATT</div> <div>MAX. MAXIMUM</div> <div>MIN. MINIMUM</div> <div>MCB. MAIN CIRCUIT BREAKER</div> <div>MLO. MAIN LUG ONLY</div> <div>NOM. NOMINAL</div> <div>NTS. NOT TO SCALE</div> <div>Pnom. NOMINAL POWER</div> <div>PV. PHOTOVOLTAIC</div> <div>PVC. POLYVINYL CHLORIDE</div> <div>SN. SOLAR NOON</div> <div>STC. STANDARD TEST CONDITIONS</div> <div>TYP. TYPICAL</div> <div>V. VOLT</div> <div>VMP. VOLTAGE AT MAXIMUM POWER</div> <div>Voc. OPEN-CIRCUIT VOLTAGE</div> <div>W. WATT</div>	<div>2017 NATIONAL ELECTRIC CODE</div> <div>2018 NORTH CAROLINA BUILDING CODE</div> <div>2018 NORTH CAROLINA FIRE CODE</div>
		SHEET INDEX
		<div>PV1.1 - 1.2 PROJECT INFORMATION</div> <div>PV2 PV SYSTEM PLAN</div> <div>PV3 ELECTRICAL INFORMATION</div> <div>PV4.1 - 4.2 EQUIPMENT DATASHEETS</div>
		GEOGRAPHIC DATA
		<div>ASCE 7-10 WIND SPEED - 115 MPH</div> <div>EXPOSURE CATEGORY - B</div> <div>RISK CATEGORY - II</div>

PV SYSTEM EQUIPMENT LABELS

WARNING
ELECTRIC SHOCK HAZARD
TERMINALS ON THE LINE AND
LOAD SIDES MAY BE ENERGIZED
IN THE OPEN POSITION

NEC 690.13 (B)
PLACE ON PV SYSTEM DISCONNECTING MEANS.



NEC 690.56 (C)(1)(a)
PLACE WITHIN 3FT OF SERVICE DISCONNECTING MEANS TO WHICH THE PV SYSTEMS ARE CONNECTED AND SHALL INDICATE THE LOCATIONS OF RAPID SHUTDOWN SWITCHES

WARNING
POWER SOURCE
OUTPUT CONNECTION
DO NOT RELOCATE THIS
OVERCURRENT DEVICE

NEC 705.12 (B)(2)(3)(b)
PLACE ADJACENT TO BACK-FED BREAKER

WARNING
DUAL POWER SUPPLY
SOURCES: UTILITY GRID AND
PV SOLAR ELECTRIC SYSTEM

NEC 705.12 (B)(3)
PLACE ON ALL EQUIPMENT THAT IS SUPPLIED BY BOTH POWER SOURCES

**RAPID SHUTDOWN
SWITCH FOR
SOLAR PV SYSTEM**

NEC 690.56 (C)(3)
PLACE ON RAPID SHUTDOWN SWITCH OR EQUIPMENT WITH INTEGRATED RAPID SHUTDOWN *REFLECTIVE*

EQUIPMENT LABEL NOTES

1. LABELS SHOWN ARE THEIR ACTUAL REQUIRED SIZE.
2. LABEL MATERIAL SHALL BE SUITABLE FOR THE EQUIPMENT ENVIRONMENT.
3. CONDUIT SHALL BE MARKED WITH REQUIRED LABEL EVERY 10 FEET.

**DIRECT CURRENT
PHOTOVOLTAIC POWER SOURCE**

MAXIMUM VOLTAGE 600 VDC
MAX CIRCUIT CURRENT 90 AMPS

NEC 690.53
PLACE ON ALL DC DISCONNECTING MEANS

**DIRECT CURRENT
PHOTOVOLTAIC POWER SOURCE**

MAXIMUM VOLTAGE 600 VDC
MAX CIRCUIT CURRENT 72 AMPS

NEC 690.53
PLACE ON ALL DC DISCONNECTING MEANS

**WARNING: PHOTOVOLTAIC
POWER SOURCE**

NEC 690.31 (G)(3)&(4)
PLACE ON ALL JUNCTION BOXES EXPOSED TO RACEWAYS EVERY 10' AND 1' FROM BENDS AND PENETRATIONS, ADJACENT TO THE MAIN SERVICE DISCONNECT *REFLECTIVE*

**PV SYSTEM
DISCONNECT**

NEC 690.13 (B)
PLACE ON PV SYSTEM DISCONNECTING MEANS.

PHOTOVOLTAIC POWER SOURCE

OPERATING AC VOLTAGE 208 V
MAXIMUM OPERATING
AC OUTPUT CURRENT 279 A

NEC 690.54
PLACE ON INTERCONNECTION DISCONNECTING MEANS INVERTER #1

AVAILABLE FAULT CURRENT

22,334 AMPS
FEBRUARY 13TH, 2023

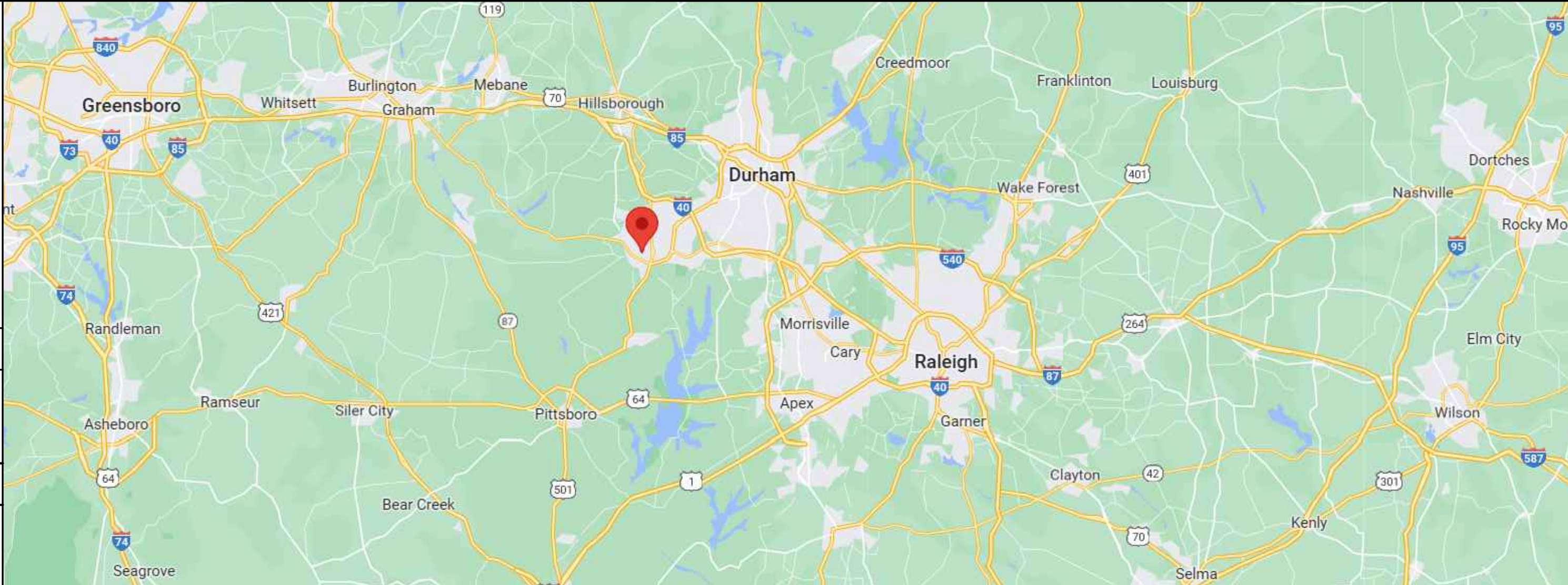
NEC 110.24
PLACE ON PV SYSTEM DISCONNECTING MEANS.

AFC CALCULATION

$F = (1.732 \cdot L \cdot I) / (C \cdot E)$
 $F = (1.732 \cdot 20 \cdot 23,800) / (60.385 \cdot 208)$
 $F = 0.065639$
 $M = 1 / (1 + F) = 1 / (1 + 0.065639)$
 $M = 0.9384033$
 $AFC = I \cdot M = 23,800 \cdot 0.9384033$
 $AFC = 22,334 \text{ A}$

NEC 110.24
CALCULATION SHALL BE DOCUMENTED AND MADE AVAILABLE TO THOSE AUTHORIZED TO DESIGN, INSTALL, INSPECT, MAINTAIN, OR OPERATE THE SYSTEM.

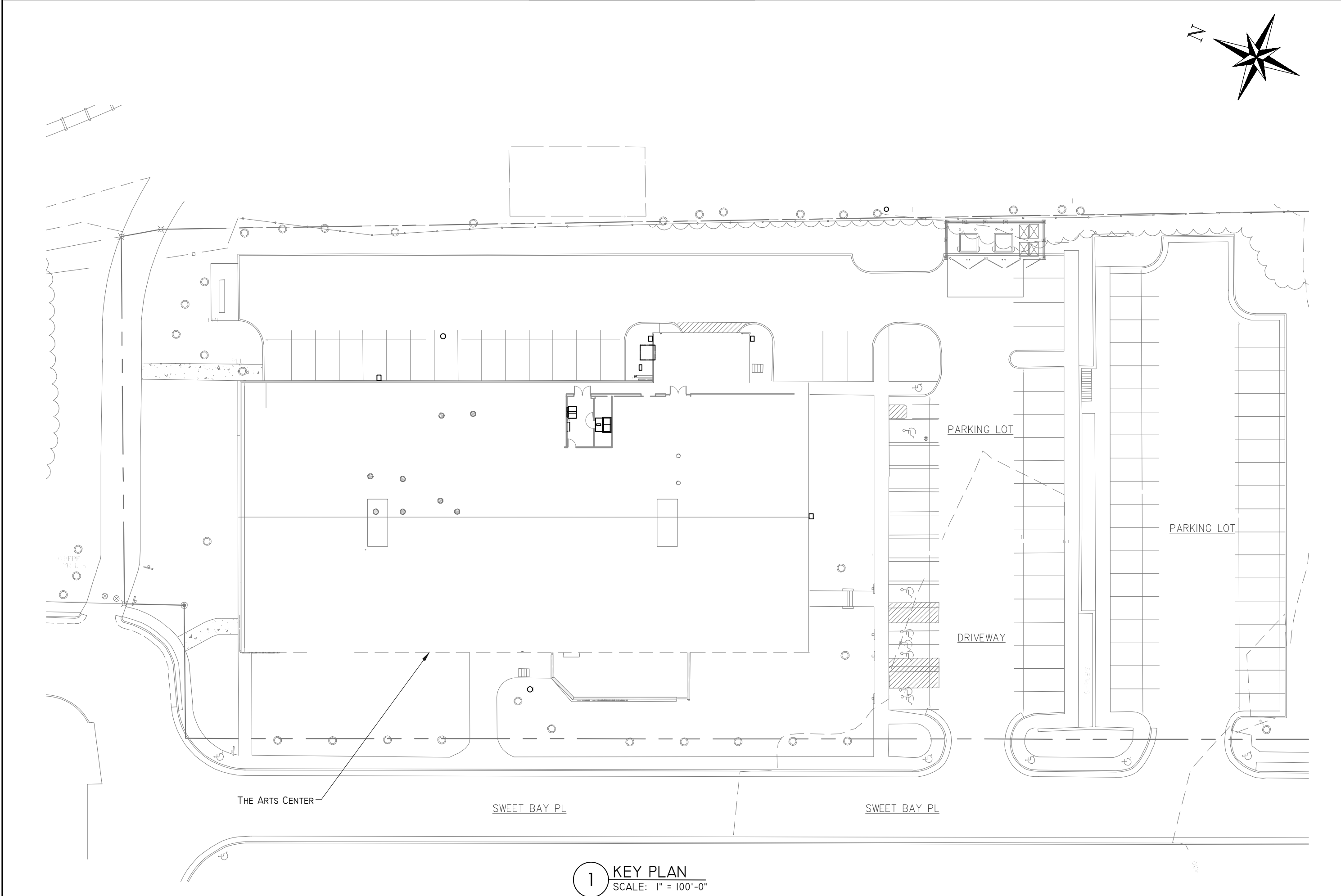
VICINITY MAP



PROPERTY MAP

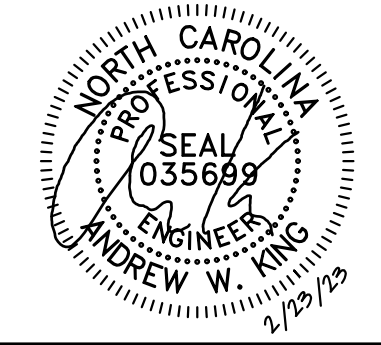


KEY PLAN



1 KEY PLAN
SCALE: 1" = 100'-0"

SEAL:



ENGINEER:



MODEL ENERGY

300 FAYETTEVILLE ST.
#1430
RALEIGH, NC 27602
919-274-9905
MODELENERGY.COM

JOB TITLE:

THE ARTS CENTER
95,230 kW DC INPUT
100,000 kW AC EXPORT
400 Roberson St.
Carboro, NC 27510

CLIENT:

NC
SOLAR
NOW

DRAWN BY: EHM
CHECKED BY: AWK
ISSUED FOR: DATE:
PERMIT 02/23/23

PROJECT
INFORMATION

PV1.1

2018 APPENDIX B
BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS
(EXCEPT 1 AND 2-FAMILY DWELLINGS AND TOWNHOUSES)
(Reproduce the following data on the building plans sheet 1 or 2)

Name of Project: The Arts Center
Address: 400 Roberson St. Carboro, NC
Owner/Authorized Agent: Chris Yarbrough Phone # (919) 833 - 9096 E-Mail chris.y@ncsolamow.com
Owned By: ☐ City/County ☒ Private ☐ State
Code Enforcement Jurisdiction: ☒ City Carboro ☒ County Orange ☐ State

CONTACT:				
DESIGNER	FIRM	NAME	LICENSE #	TELEPHONE #
Architectural				
Civil				
Electrical	Model Energy	Andrew King	035699	andy@modelenergy.com
Fire Alarm				
Plumbing				
Mechanical				
Sprinkler-Standpipe				
Structural	Model Energy	Andrew King	035699	andy@modelenergy.com
Retaining Walls >5' High				
Other				

2018 NC BUILDING CODE: ☐ New Building ☒ Addition ☐ Renovation
☐ 1st Time Interior Completion
☐ Shell/Core - Contact the local inspection jurisdiction for possible additional procedures and requirements
☐ Phased Construction - Shell/Core- Contact the local inspection jurisdiction for possible additional procedures and requirements

2018 NC EXISTING BUILDING CODE: EXISTING: ☐ Prescriptive ☐ Repair ☐ Chapter 14
Alteration: ☐ Level I ☐ Level II ☐ Level III
☐ Historic Property ☐ Change of Use

CONSTRUCTED: (date) N/A CURRENT OCCUPANCY(S) (Ch. 3): NO CHANGE
RENOVATED: (date) N/A PROPOSED OCCUPANCY(S) (Ch. 3): NO CHANGE
RISK CATEGORY (Table 1604.5): Current: ☐ I ☒ II ☐ III ☐ IV
Proposed: ☐ I ☒ II ☐ III ☐ IV

BASIC BUILDING DATA
Construction Type: ☐ I-A ☒ II-A ☐ III-A ☐ IV ☐ V-A
(check all that apply) ☐ I-B ☐ II-B ☐ III-B ☐ V-B
Sprinklers: ☐ No ☐ Partial ☒ Yes ☐ NFPA 13 ☐ NFPA 13R ☐ NFPA 13D
Standpipes: ☐ No ☒ Class ☐ I ☐ II ☐ III ☒ Wet ☐ Dry
Fire District: ☐ No ☐ Yes Flood Hazard Area: ☒ No ☐ Yes
Special Inspections Required: ☒ No ☐ Yes (Contact the local inspection jurisdiction for additional procedures and requirements.)

FIRE PROTECTION REQUIREMENTS							
BUILDING ELEMENT	FIRE SEPARATION DISTANCE (FEET)	REQ'D	RATING PROVIDED (w/ REDUCTION)	DETAIL # AND SHEET #	DESIGN # FOR RATED ASSEMBLY	SHEET # FOR RATED PENETRATION	SHEET # FOR RATED JOINTS
Structural Frame, including columns, girders, trusses							
Bearing Walls							
Exterior							
North							
East							
West							
South							
Interior							
Nonbearing Walls and Partitions							
Exterior walls							
North							
East							
West							
South							
Interior walls and partitions							
Floor Construction including supporting beams and joists							
Floor Ceiling Assembly							
Columns Supporting floors							
Roof Construction including supporting beams and joists							
Roof Ceiling Assembly							
Columns Supporting Roof							
Shaft Enclosures - Exit							
Shaft Enclosures - Other							
Corridor Separation							
Occupancy/Fire Barrier Separation							
Party/Fire Wall Separation							
Smoke Barrier Separation							
Smoke Partition							
Tenant Dwelling Unit							
Sleeping Unit Separation							
Incidental Use Separation							

* Indicate section number permitting reduction

Gross Building Area Table			
FLOOR	EXISTING (SQ FT)	NEW (SQ FT)	SUB-TOTAL
3 rd Floor			
2 nd Floor			
Mezzanine			
1 st Floor	17,764		
Basement			
TOTAL			

ALLOWABLE AREA
Primary Occupancy Classification(s):
Assembly ☐ A-1 ☐ A-2 ☒ A-3 ☐ A-4 ☐ A-5
Business ☐
Educational ☒
Factory ☐ F-1 Moderate ☐ F-2 Low
Hazardous ☐ H-1 Detonate ☐ H-2 Deflagrate ☐ H-3 Combust ☐ H-4 Health ☐ H-5 HPM
Institutional ☐ I-1 Condition ☐ 1 ☐ 2
☐ I-2 Condition ☐ 1 ☐ 2
☐ I-3 Condition ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
☐ I-4
Mercantile ☐
Residential ☐ R-1 ☐ R-2 ☐ R-3 ☐ R-4
Storage ☐ S-1 Moderate ☐ S-2 Low ☐ High-piled
☐ Parking Garage ☐ Open ☐ Enclosed ☐ Repair Garage
Utility and Miscellaneous ☐
Accessory Occupancy Classification(s): a-3, e
Incidental Uses (Table 509):
Special Uses (Chapter 4 – List Code Sections):
Special Provisions: (Chapter 5 – List Code Sections):
Mixed Occupancy: ☒ No ☐ Yes Separation: _____ Hr. Exception: _____
☒ Non-Separated Use (508.3) - The required type of construction for the building shall be determined by applying the height and area limitations for each of the applicable occupancies to the entire building. The most restrictive type of construction, so determined, shall apply to the entire building.
☐ Separated Use (508.4) - See below for area calculations for each story, the area of the occupancy shall be such that the sum of the ratios of the actual floor area of each use divided by the allowable floor area for each use shall not exceed 1.
$$\frac{\text{Actual Area of Occupancy A}}{\text{Allowable Area of Occupancy A}} + \frac{\text{Actual Area of Occupancy B}}{\text{Allowable Area of Occupancy B}} \leq 1$$
$$\frac{\text{Actual Area of Occupancy A}}{\text{Allowable Area of Occupancy A}} + \frac{\text{Actual Area of Occupancy B}}{\text{Allowable Area of Occupancy B}} + \dots = \frac{\text{Actual Area of Occupancy A}}{\text{Allowable Area of Occupancy A}} + \frac{\text{Actual Area of Occupancy B}}{\text{Allowable Area of Occupancy B}} + \dots \leq 1.00$$

PERCENTAGE OF WALL OPENING CALCULATIONS			
FIRE SEPARATION DISTANCE (FEET) FROM PROPERTY LINES	DEGREE OF OPENINGS PROTECTION (TABLE 705.8)	ALLOWABLE AREA (%)	ACTUAL SHOWN ON PLANS (%)

PERCENTAGE OF WALL OPENING CALCULATIONS			
FIRE SEPARATION DISTANCE (FEET) FROM PROPERTY LINES	DEGREE OF OPENINGS PROTECTION (TABLE 705.8)	ALLOWABLE AREA (%)	ACTUAL SHOWN ON PLANS (%)

LIFE SAFETY SYSTEM REQUIREMENTS
Emergency Lighting: ☐ No ☐ Yes
Exit Signs: ☐ No ☐ Yes
Fire Alarm: ☐ No ☐ Yes
Smoke Detection Systems: ☐ No ☐ Yes ☐ Partial _____
Carbon Monoxide Detection: ☐ No ☐ Yes

LIFE SAFETY PLAN REQUIREMENTS
Life Safety Plan Project #: _____
☐ Fire and/or fire rated wall calculations (Chapter 7)
☐ Assumed fire and/or fire rated wall calculations (if not on the site plan)
☐ Exterior wall opening area with respect to distance to assumed property line (Table 705.8)
☐ Occupancy use for which area relates to occupant load calculation (Table 1004.1.2)
☐ Occupant loads for each area
☐ Exit access travel distance (Table 1006.2)
☐ Common path of travel distances (Tables 1006.2.1 & 1006.3)
☐ Dead end lengths (1020.4)
☐ Clear exit widths for each exit door
☐ Maximum calculated occupant load capacity each exit door can accommodate based on egress width (1005.3)
☐ Actual occupant load for each exit door
☐ A separate schematic plan indicating where fire rated floor/ceiling and/or roof structure is provided for purposes of occupancy separation
☐ Location of doors with panic hardware (1010.1.10)
☐ Location of doors with delayed egress locks and the amount of delay (1010.1.9.7)
☐ Location of doors with electromagnetic egress locks (1010.1.9.9)
☐ Location of doors equipped with hold-open devices
☐ Location of emergency escape windows (1030)
☐ The square footage of each fire area (202)
☐ The square footage of each smoke compartment for Occupancy Classification I-2 (407.5)
☐ Note any code exceptions or table notes that may have been utilized regarding the items above

LIFE SAFETY PLAN REQUIREMENTS			
LOT OR PARKING AREA	TOTAL # OF PARKING SPACES REQUIRED	SPACES PROVIDED	TOTAL # ACCESSIBLE SPACES PROVIDED
TOTAL			

LIFE SAFETY PLAN REQUIREMENTS			
LOT OR PARKING AREA	TOTAL # OF PARKING SPACES REQUIRED	SPACES PROVIDED	TOTAL # ACCESSIBLE SPACES PROVIDED
TOTAL			

LIFE SAFETY PLAN REQUIREMENTS			
LOT OR PARKING AREA	TOTAL # OF PARKING SPACES REQUIRED	SPACES PROVIDED	TOTAL # ACCESSIBLE SPACES PROVIDED
TOTAL			

SPECIAL APPROVALS
Special approval: (Local Jurisdiction, Department of Insurance, OSC, DPI, DHHS, etc., describe below)

ENERGY SUMMARY
ENERGY REQUIREMENTS:
The following data shall be considered minimum and any special attribute required to meet the energy code shall also be provided. Each Designer shall furnish the required portions of the project information for the plan data sheet. If performance method, state the annual energy cost for the standard reference design vs annual energy cost for the proposed design.
Existing building envelope complies with code: ☐ No ☐ Yes (The remainder of this section is not applicable)
Exempt Building: ☐ No ☐ Yes (Provide code or statutory reference): _____
Climate Zone: ☐ 3A ☐ 4A ☐ 5A
Method of Compliance: Energy Code ☐ Performance ☐ Prescriptive
ASHRAE 90.1 ☐ Performance ☐ Prescriptive
(If "Other" specify source here)

THERMAL ENVELOPE (Prescriptive method only)
Roof/ceiling Assembly (each assembly)
Description of assembly: _____
U-Value of total assembly: _____
R-Value of insulation: _____
Skylight in assembly: _____
U-Value of skylight: _____
total square footage of skylights in each assembly: _____
Exterior Walls (each assembly)
Description of assembly: _____
U-Value of total assembly: _____
R-Value of insulation: _____
Openings (windows or doors with glazing)
U-Value of assembly: _____
Solar heat gain coefficient: _____
projection factor: _____
Door R-Values: _____
Walls below grade (each assembly)
Description of assembly: _____
U-Value of total assembly: _____
R-Value of insulation: _____
Floors over unconditioned space (each assembly)
Description of assembly: _____
U-Value of total assembly: _____
R-Value of insulation: _____
Floors slab on grade
Description of assembly: _____
U-Value of total assembly: _____
R-Value of insulation: _____

2018 APPENDIX B
BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS
MECHANICAL DESIGN
(PROVIDE ON THE MECHANICAL SHEETS IF APPLICABLE)
MECHANICAL SUMMARY
MECHANICAL SYSTEMS, SERVICE SYSTEMS AND EQUIPMENT
Thermal Zone
winter dry bulb: _____
summer dry bulb: _____
Interior design conditions
winter dry bulb: _____
summer dry bulb: _____
relative humidity: _____
Building heating load: _____
Building cooling load: _____
Mechanical Space Conditioning System
Unitary
description of system: _____
heat efficiency: _____
cool efficiency: _____
size category of unit: _____
Boiler
Size category: If oversized, state reason: _____
Chiller
Size category: If oversized, state reason: _____
List equipment efficiencies: _____

2018 APPENDIX B
BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS
MECHANICAL DESIGN
(PROVIDE ON THE MECHANICAL SHEETS IF APPLICABLE)
MECHANICAL SUMMARY
MECHANICAL SYSTEMS, SERVICE SYSTEMS AND EQUIPMENT
Thermal Zone
winter dry bulb: _____
summer dry bulb: _____
Interior design conditions
winter dry bulb: _____
summer dry bulb: _____
relative humidity: _____
Building heating load: _____
Building cooling load: _____
Mechanical Space Conditioning System
Unitary
description of system: _____
heat efficiency: _____
cool efficiency: _____
size category of unit: _____
Boiler
Size category: If oversized, state reason: _____
Chiller
Size category: If oversized, state reason: _____
List equipment efficiencies: _____

ACCESSIBLE DWELLING UNITS (SECTION 1107)							
TOTAL UNITS	ACCESSIBLE UNITS REQUIRED	ACCESSIBLE UNITS PROVIDED	TYPE A UNITS REQUIRED	TYPE A UNITS PROVIDED	TYPE B UNITS REQUIRED	TYPE B UNITS PROVIDED	TOTAL ACCESSIBLE UNITS PROVIDED

ACCESSIBLE PARKING (SECTION 1106)							
LOT OR PARKING AREA	TOTAL # OF PARKING SPACES REQUIRED	SPACES PROVIDED	REGULATORY WITH 5' ACCESS AISLE	132" WITH 8' ACCESS AISLE	8' ACCESS AISLE	TOTAL # ACCESSIBLE SPACES PROVIDED	TOTAL # ACCESSIBLE SPACES PROVIDED
TOTAL							

ACCESSIBLE PARKING (SECTION 1106)							
LOT OR PARKING AREA	TOTAL # OF PARKING SPACES REQUIRED	SPACES PROVIDED	REGULATORY WITH 5' ACCESS AISLE	132" WITH 8' ACCESS AISLE	8' ACCESS AISLE	TOTAL # ACCESSIBLE SPACES PROVIDED	TOTAL # ACCESSIBLE SPACES PROVIDED
TOTAL							

ACCESSIBLE PARKING (SECTION 1106)							
LOT OR PARKING AREA	TOTAL # OF PARKING SPACES REQUIRED	SPACES PROVIDED	REGULATORY WITH 5' ACCESS AISLE	132" WITH 8' ACCESS AISLE	8' ACCESS AISLE	TOTAL # ACCESSIBLE SPACES PROVIDED	TOTAL # ACCESSIBLE SPACES PROVIDED
TOTAL							

SPECIAL APPROVALS
Special approval: (Local Jurisdiction, Department of Insurance, OSC, DPI, DHHS, etc., describe below)

2018 APPENDIX B
BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS
STRUCTURAL DESIGN
(PROVIDE ON THE STRUCTURAL SHEETS IF APPLICABLE)
DESIGN LOADS:
Importance Factors: Snow (1s) _____
Seismic (1e) 1.0 _____
Live Loads: Roof 20 _____ psf
Mezzanine NA _____ psf
Floor 100-150 _____ psf
Ground Snow Load: 15 _____ psf
Wind Load: Ultimate Wind Speed 115 _____ mph (ASCE-7)
Exposure Category _____

SEISMIC DESIGN CATEGORY: ☐ A ☒ B ☐ C ☐ D
Provide the following Seismic Design Parameters:
Risk Category (Table 1604.5) ☐ I ☐ II ☐ III ☒ IV
Spectral Response Acceleration S_s 22 _____ %g S_i 13 _____ %g
Site Classification (ASCE 7) ☐ A ☐ B ☐ C ☒ D ☐ E ☐ F
Data Source: ☐ Field Test ☐ Presumptive ☐ Historical Data
Basic structural system ☒ Bearing Wall ☐ Dual w/Special Moment Frame
☐ Building Frame ☐ Dual w/Intermediate R/C or Special Steel
☐ Moment Frame ☐ Inverted Pendulum
Analysis Procedure: ☐ Simplified ☐ Equivalent Lateral Force ☐ Dynamic
Architectural, Mechanical, Components anchored? ☒ Yes ☐ No
LATERAL DESIGN CONTROL: Earthquake ☐ Wind ☒
SOIL BEARING CAPACITIES:
Field Test (provide copy of test report) _____ psf
Presumptive Bearing capacity _____ psf
Pile size, type, and capacity _____

2018 APPENDIX B
BUILDING CODE SUMMARY FOR ALL COMMERCIAL PROJECTS
ELECTRICAL DESIGN
(PROVIDE ON THE ELECTRICAL SHEETS IF APPLICABLE)
ELECTRICAL SUMMARY
ELECTRICAL SYSTEM AND EQUIPMENT
Method of Compliance: Energy Code ☐ Performance ☐ Prescriptive
ASHRAE 90.1 ☐ Performance ☐ Prescriptive
Lighting schedule (each fixture type)
lamp type required in fixture
number of lamps in fixture
ballast type used in the fixture
number of ballasts in fixture
total wattage per fixture
total interior wattage specified vs. allowed (whole building or space by space)
total exterior wattage specified vs. allowed

Additional Electrical Package Options
(When using 2018 NCCECC not required for ASHRAE 90.1)
☐ 2.2 More Efficient HVAC Equipment Performance
☐ 2.3 Reduced Lighting Power Density
☐ 2.4 Enhanced Electrical Lighting Controls
☐ 2.5 On-Site Renewable Energy
☐ 2.6 Dedicated Outdoor Air System
☐ 2.7 Reduced Energy Use in Service Water Heating

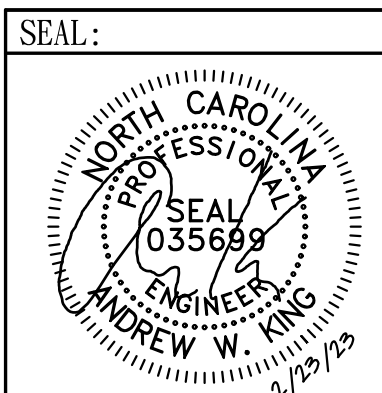
ELECTRICAL SYSTEM AND EQUIPMENT					
STORY NO.	DESCRIPTION AND USE	(A) BLDG AREA PER STORY (ACTUAL)	(B) TABLE 506.2.4 AREA	(C) AREA FOR FRONTAGE INCREASE ^{1,5}	(D) ALLOWABLE AREA PER STORY OR UNLIMITED ^{2,3}

ELECTRICAL SYSTEM AND EQUIPMENT			
STORY NO.	DESCRIPTION AND USE	(A) BLDG AREA PER STORY (ACTUAL)	(B) TABLE 506.2.4 AREA

¹ Frontage area increase from Section 506.2.4 is computed thus:
a. Perimeter which encloses a public way or open space having a width of _____ (F)
b. Total Building Area = _____ (P)
c. Ratio (F/P) = _____ (F/P)
d. W = Minimum width of public way = _____ (F)
e. Percent of frontage increase = $100 \times [F/P - 0.25]$ and 50 = _____
² Unlimited area applies under Section 506.2.4
³ Maximum Building Area = total interior area of all stories in the building x D (maximum 3 stories = 36.2).
⁴ The maximum area of open parking garages must comply with Table 406.5.4
⁵ Frontage increase is based on the unshaded area value in Table 506.2.4

ELECTRICAL SYSTEM AND EQUIPMENT			
STORY NO.	DESCRIPTION AND USE	(A) BLDG AREA PER STORY (ACTUAL)	(B) TABLE 506.2.4 AREA

¹ Provide code reference if the "Shown on Plans" quantity is not based on Table 504.3 or 504.4.
² The maximum height of air traffic control towers must comply with Table 412.3.1.
³ The maximum height of open parking garages must comply with Table 406.5.4.



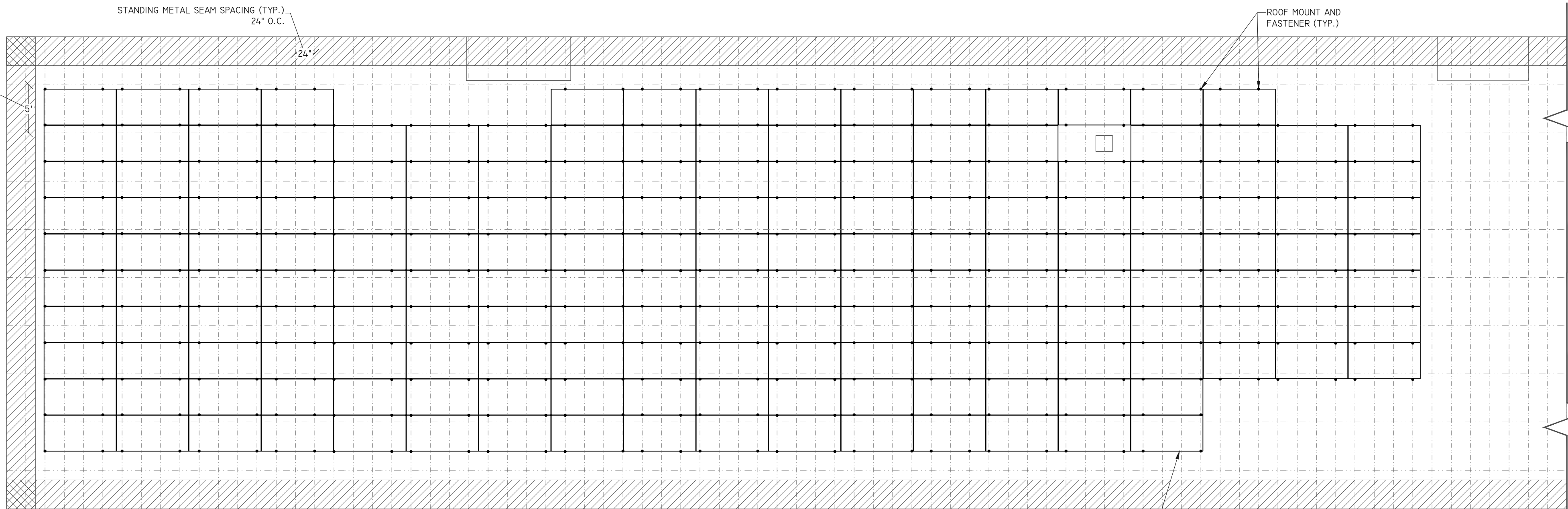
MODEL ENERGY
300 FAYETTEVILLE ST.
1430
RALEIGH, NC 27602
919-274-9905
MODELENERGY.COM

JOB TITLE:
THE ARTS CENTER
95,230 kW DC INPUT
100,000 kW AC EXPORT
400 Roberson St.
Carboro, NC 27510

CLIENT:

NC SOLAR NOW

DRAWN BY: EHM
CHECKED BY: AWK
ISSUED FOR: DATE:
PERMIT 02/23/23
APP. B
PV1.2



ROOF SUMMARY	
STRUCTURE:	
TYPE	PRE ENGINEERED METAL
MATERIAL	STEEL BEAM
SIZE	N/A
SPACING	60"
EFF. SPAN	48'-10"
PITCH	1/12
DENSITY	30 LBS./CU.FT.
DECKING:	
TYPE	OSB
MATERIAL	WOOD COMPOSITE
THICKNESS	7/16
WEIGHT	1.6 LBS./SQFT.
ROOFING:	
TYPE	STANDING METAL SEAM
MATERIAL	STEEL
WEIGHT	1.6 LBS./SQFT.

ROOF MOUNT & FASTENER	
ROOF MOUNT:	
MAKE	S-5I
MODEL	S-5-E
MATERIAL	ALUMINUM
FASTENER	
MAKE	S-5I
MODEL	SET SCREW
MATERIAL	ALUMINUM
SIZE	M10-1/2"
GENERAL	
WEIGHT	0.5 LBS
FASTENERS PER MOUNT	2 PER MOUNT
MAX. PULL-OUT FORCE	500 LBS.
SAFETY FACTOR	2
DESIGN PULL-OUT FORCE	250 LBS.

- NOTES:
- PROVIDE A MINIMUM OF (4) CLAMP ATTACHMENT POINTS PER PV MODULE. ADJACENT PV MODULES MAY SHARE ATTACHMENT POINTS.

ROOF LOADING	
GROUND SNOW LOAD:	15 LBS./SQFT.
LIVE LOAD:	20 LBS./SQFT.
DEAD LOAD:	
ROOFING	3.9 LBS./SQFT.
PV ARRAY	2.5 LBS./SQFT.
TOTAL	6.4 LBS./SQFT.
WIND LOAD:	
UPLIFT ZONE 1	-21.2 LBS./SQFT
UPLIFT ZONE 2	-32.6 LBS./SQFT
UPLIFT ZONE 3	-45.5 LBS./SQFT
DOWNWARD	10.0 LBS./SQFT
FASTENER LOAD:	
UPLIFT ZONE 1	-237 LBS
UPLIFT ZONE 2	-564 LBS
UPLIFT ZONE 3	-509 LBS
DOWNWARD	112 LBS

- NOTES:
- PV ARRAY DEAD LOAD VALUE INCLUDES S-5-E ATTACHMENT, S-5I PV-KIT, PV MODULE, AND ASSOCIATED HARDWARE.

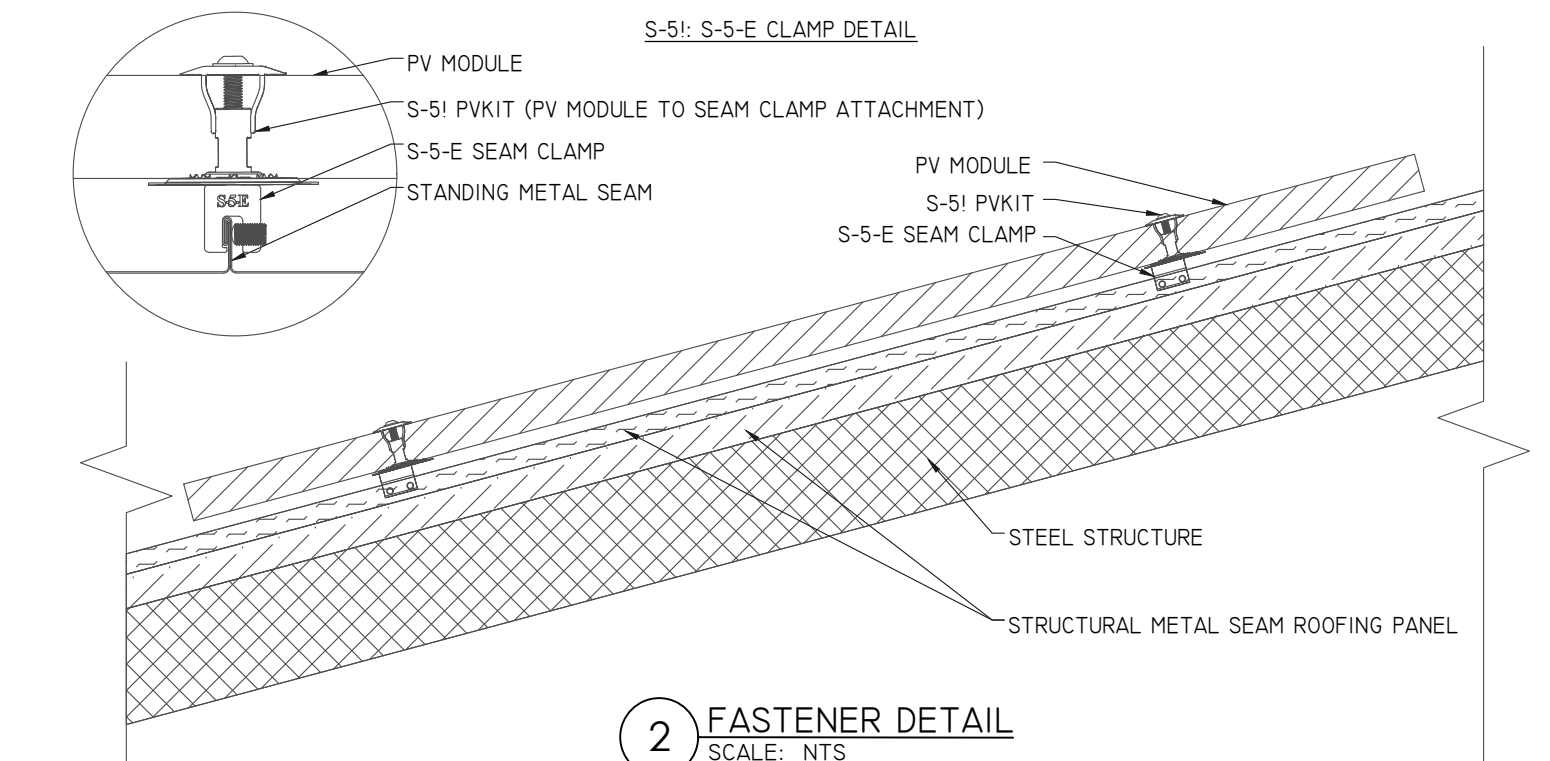
ARRAY SUMMARY	
# MODULES	178
# ROOF MOUNTS	356
ARRAY AREA	4,951 SQFT.
ARRAY WEIGHT	11,223 LBS.
AZIMUTH @ SN	26.2°
TILT ANGLE	4°

2 ROOF PLANAR VIEW
SCALE: 1/8" = 1' - 0"

PV MODULES	
MAKE	JA SOLAR
MODEL	JAM72830-555/MR
WIDTH	44.64"
LENGTH	89.72"
THICKNESS	1.38"
WEIGHT	63.05 LBS

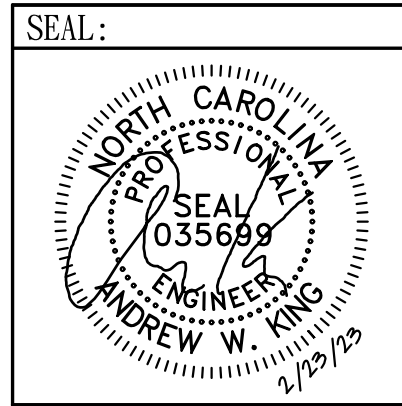
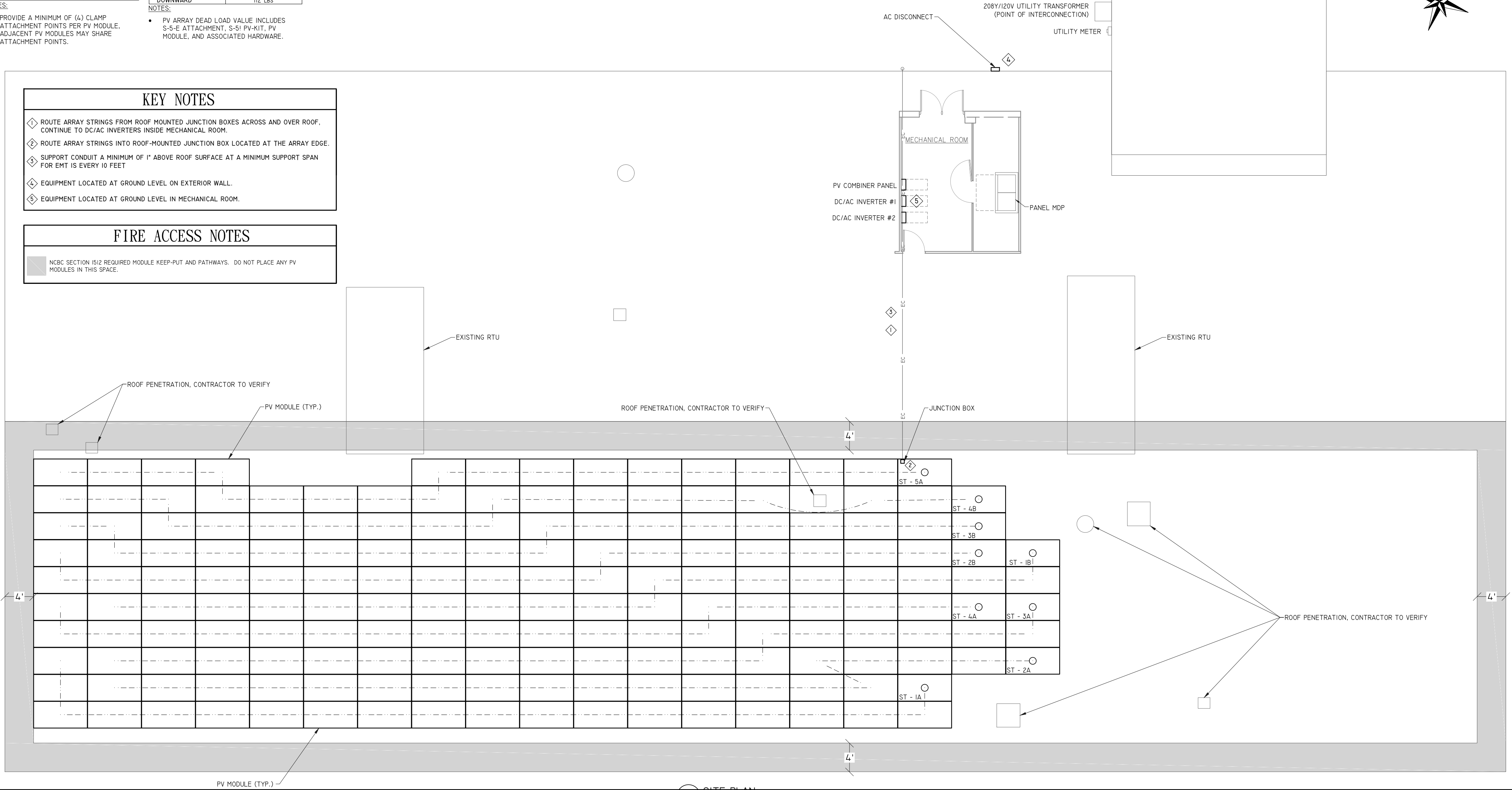
ROOF ZONES:	
ALL ZONES	
☐ ZONE 1	MAX. FASTENER SPAN ZONE 1 = 72"
▨ ZONE 2	DO NOT INSTALL MODULES IN ZONE 2
▩ ZONE 3	DO NOT INSTALL MODULES IN ZONE 3

STATEMENT OF STRUCTURAL COMPLIANCE	
THE EXISTING ROOF STRUCTURE HAS BEEN DESIGNED TO SUPPORT THE ADDITIONAL LOADS OF THE PURPOSED PV SYSTEM. IN ADDITION, THE RACKING AND FASTENING SYSTEM SHALL BE CAPABLE OF SECURING THE SYSTEM TO THE STRUCTURE UNDER DESIGN CONDITIONS WHEN INSTALLED PROPERLY AND IN ACCORDANCE WITH THE RACKING AND FASTENING ARRANGEMENT DETAILED WITHIN THESE DRAWINGS.	
SIGNED:	<i>Andrew W. King</i>
NAME:	ANDREW W. KING, PE
TITLE:	PROFESSIONAL ENGINEER



- KEY NOTES
- ROUTE ARRAY STRINGS FROM ROOF MOUNTED JUNCTION BOXES ACROSS AND OVER ROOF. CONTINUE TO DC/AC INVERTERS INSIDE MECHANICAL ROOM.
 - ROUTE ARRAY STRINGS INTO ROOF-MOUNTED JUNCTION BOX LOCATED AT THE ARRAY EDGE.
 - SUPPORT CONDUIT A MINIMUM OF 1" ABOVE ROOF SURFACE AT A MINIMUM SUPPORT SPAN FOR EXT IS EVERY 10 FEET
 - EQUIPMENT LOCATED AT GROUND LEVEL ON EXTERIOR WALL.
 - EQUIPMENT LOCATED AT GROUND LEVEL IN MECHANICAL ROOM.

- FIRE ACCESS NOTES
- NCBC SECTION 1512 REQUIRED MODULE KEEP-PUT AND PATHWAYS. DO NOT PLACE ANY PV MODULES IN THIS SPACE.



ENGINEER:



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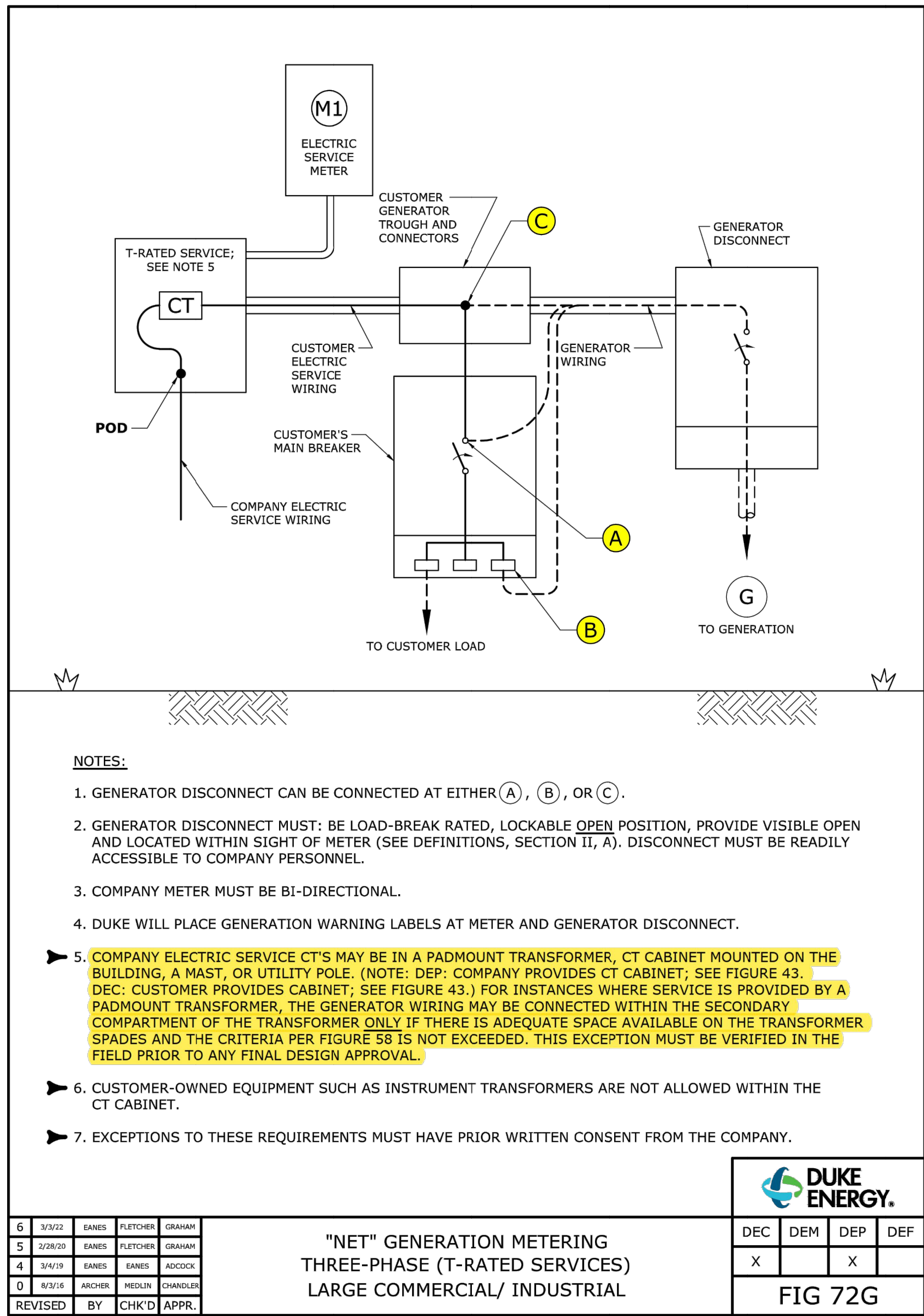
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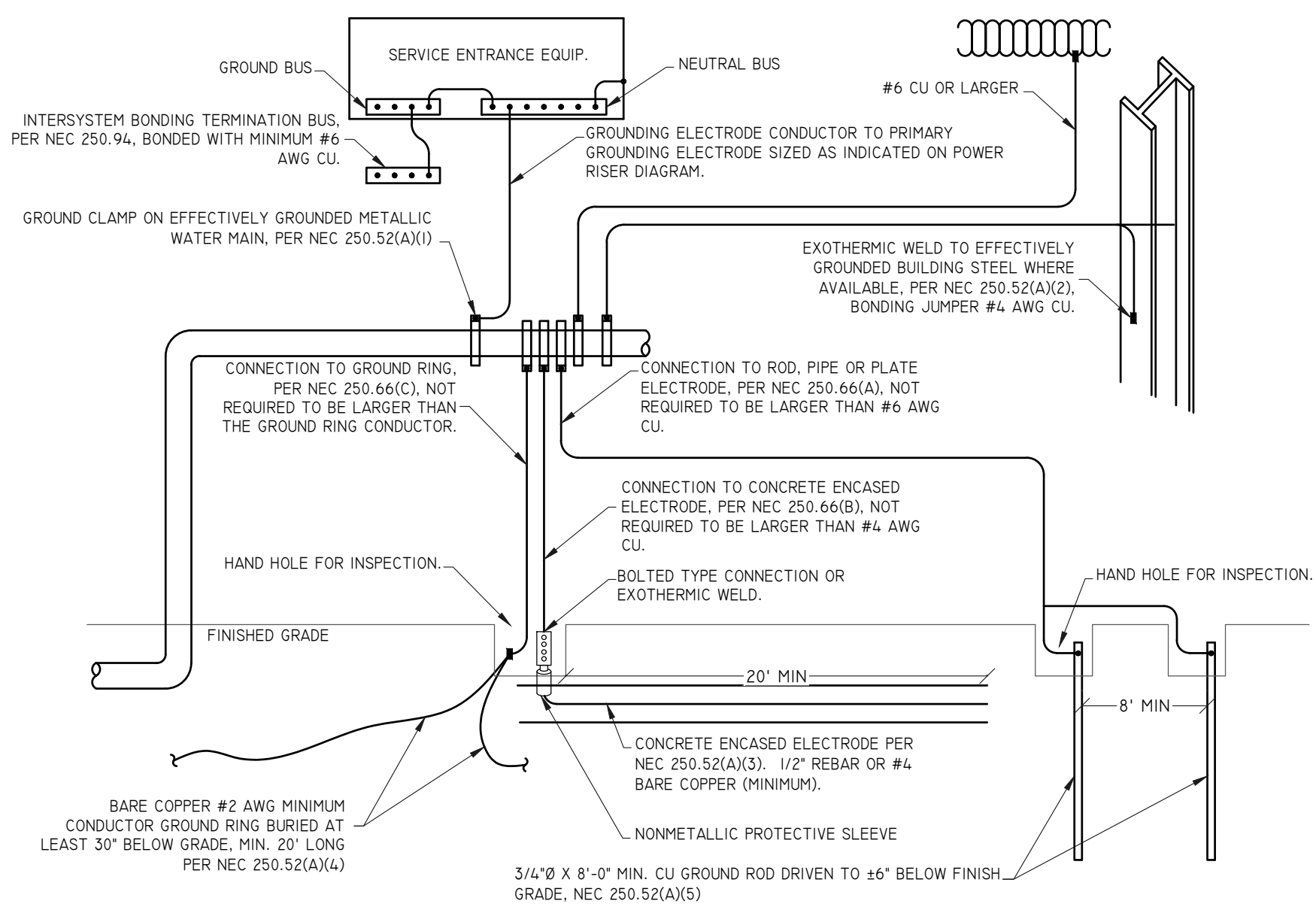
DRAWN BY: EHM
CHECKED BY: AWK
ISSUED FOR: PERMIT
DATE: 02/23/23

PV SYSTEM
PLAN

PV2



4 DUKE ELEC. INTERCONNECTION REQUIREMENTS
SCALE: NTS



3 GROUNDING ELECTRODE CONDUCTOR DETAIL
SCALE: NTS

INTERCONNECTION NOTES:

- THE SUBMISSION OF THIS DRAWING ACKNOWLEDGES THIS IS THE FINAL DESIGN AND ANY CHANGE TO THIS DIAGRAM COULD RESULT IN A MATERIAL MODIFICATION AS DEFINED BY THE STATE INTERCONNECTION STANDARDS. ANY CHANGES TO THIS DIAGRAM MUST BE SUBMITTED FOR APPROVAL TO DUKE ENERGY.
- POWER GENERATION TO BE CONFIGURED AS A "NET" GENERATION METERING.
- FIGURE 72G, OPTION C, NOTE 5 OF THE REQUIREMENTS FOR ELECTRICAL SERVICE AND METER INSTALLATIONS, DUKE ENERGY, APRIL 2022, BEST REFLECTS THE INTERCONNECTION TYPE OF THIS SYSTEM
- MAXIMUM AC PHYSICAL EXPORT CAPABILITY REQUESTED IS 100.0 KW.

PV MODULES	
MAKE	JJA SOLAR
MODEL	JAM72S30-535/MR
TECHNOLOGY	MONO-PERC
NOM. POWER (PNOM)	535 WATTS
NOM. VOLT. (VMP)	41.47 VOLTS
O.C. VOLT. (VOC)	49.45 VOLTS
MAX. SYS. VOLT.	1500 V (UL)
TEMP. COEF. (1/C)	-0.275 %/C
NOM. CURR. (IMP)	12.90 AMPS
S.C. CURR. (ISC)	13.79 AMPS
MAX. SERIES FUSE	20 AMPS

MODULE OPTIMIZER	
MAKE	SOLAREDGE
MODEL	PI101
RATED POWER	1100 WATTS
VOLT. RANGE	12.5 - 105
MAX. SCC	14.1 AMPS
MAX. DC VOLTAGE	125 VOLTS
DC OUTPUT	18 AMPS
MAX. CURRENT	80 VOLTS
MAX. VOLT.	1000 VOLTS
MAX. SYSTEM VOLT.	8 OPTIMIZERS
MAX. STRING	30 OPTIMIZERS
MAX. POWER	13500 WATTS
INVERTERS 3 PHASE 230V/400V	15300 WATTS
INVERTERS 3 PHASE 277V/480V	15300 WATTS

DC/AC INVERTER	
MAKE	SOLAREDGE
MODEL	SE50KUS
TECHNOLOGY	TRANS-LESS
DC INPUT:	
MAX. POWER	87500 WATTS
MAX. VOLT	600 VOLTS
NOM. VOLT	370-600 VOLTS
MAX. CURRENT	3X/4.6.5 AMPS
MAX. SCC	3X/4.6.5 AMPS
STRINGS INPUTS	6 STRINGS
AC OUTPUT	
RATED POWER	50000 WATTS
MAX. POWER	50000 WATTS
NOM. VOLT.	208 VOLTS
MAX. CURR.	139.5 AMPS
GFP (Y/N)	YES
RFP (Y/N)	YES
GFCI (Y/N)	YES
AFCI (Y/N)	YES
DC DISC. (Y/N)	YES
RAPID SHUTDOWN	AUTOMATIC
FUSE RATING	25 AMPS
PROTECT. RATING	NEMA 3R

CONDUCTOR SCHEDULE																		
TAG	CURRENT CARRYING CONDUCTORS					NEUTRAL CONDUCTORS			GROUNDING CONDUCTORS			CONDUIT/RACEWAY		NOTES				
	SETS	QTY.	SIZE	MATERIAL	INSULATION	QTY.	SIZE	MATERIAL	INSULATION	QTY.	SIZE	MATERIAL	LOCATION					
C1	1	2	10 AWG	COPPER	PV WIRE	-	-	-	-	1	6 AWG	COPPER	BARE	-	FREE AIR	1.4		
C2.1	1	4	10 AWG	COPPER	THWN-2	-	-	-	-	1	10 AWG	COPPER	THWN-2	1	3/4"	EMT/MC	EXTERIOR	2.4,5,6,9
C2.2	1	6	10 AWG	COPPER	THWN-2	-	-	-	-	1	10 AWG	COPPER	THWN-2	1	3/4"	EMT/MC	EXTERIOR	2.4,5,6,9
C3	1	3	2/0 AWG	COPPER	THWN-2	1	2/0 AWG	COPPER	THWN-2	1	6 AWG	COPPER	THWN-2	2	2"	EMT	EXTERIOR	2.5
C4	2	3	4/0 AWG	AL	XHHW-2	1	1 AWG	AL	XHHW-2	1	1 AWG	COPPER	XHHW-2	2	2"	PVC/EMT	EXTERIOR	2.5
C5	2	3	4/0 AWG	AL	XHHW-2	1	1 AWG	AL	XHHW-2	1	1 AWG	COPPER	XHHW-2	2	2"	PVC	BURIED	2.5,10
XC	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3
NOTES:														DERATE FACTORS:				
1. MANUFACTURER PROVIDED, UL LISTED WIRING HARNESS FOR USE ON EXPOSED ROOFS														4-6 CONDUCTORS/CONDUIT = 80%				
2. CONDUIT SIZE SHOWN IS CODE MINIMUM. LARGER SIZES ARE ALLOWED.														7-9 CONDUCTORS/CONDUIT = 70%				
3. EXISTING CONDUCTORS, FIELD VERIFY														10-20 CONDUCTORS/CONDUIT = 50%				
4. CONDUCTORS SHALL BE RATED FOR A MINIMUM OF 600V DC.																		
5. EQUIPMENT TERMINAL RATING SHALL BE A MINIMUM OF 75°C AT BOTH END OF CONDUCTOR																		
6. SIZE 10AWG AMPACITY CORRECTION FACTOR - 40A*0.91*0.8 = 40.1A (4-6 CONDUCTORS)																		
7. SIZE 10AWG AMPACITY CORRECTION FACTOR - 40A*0.91*0.7 = 25.5A (7-9 CONDUCTORS)																		
8. SIZE 10AWG AMPACITY CORRECTION FACTOR - 55A*0.91*0.5 = 25.025A (10-20 CONDUCTORS)																		
9. ROUTE ALL CONDUCTORS A MINIMUM OF 1" ABOVE ROOF SURFACE, SUPPORT CONDUIT EVERY 10 FEET.																		
10. SCH 40 PVC IN TRENCHING AT 18" MINIMUM DEPTH.																		

JUNCTION BOX	
MAKE	GENERIC
MODEL	GENERIC
PRO. RATING	NEMA 3R
VOLT. RATING	600 VOLTS
AMP RATING	200 AMPS
UL LISTING	UL 50

- NOTES:**
- PROVIDE ADDITIONAL JUNCTION BOXED AS REQUIRED TO COMBINE MODULES ON DIFFERENT ARRAYS INTO A SINGLE STRING

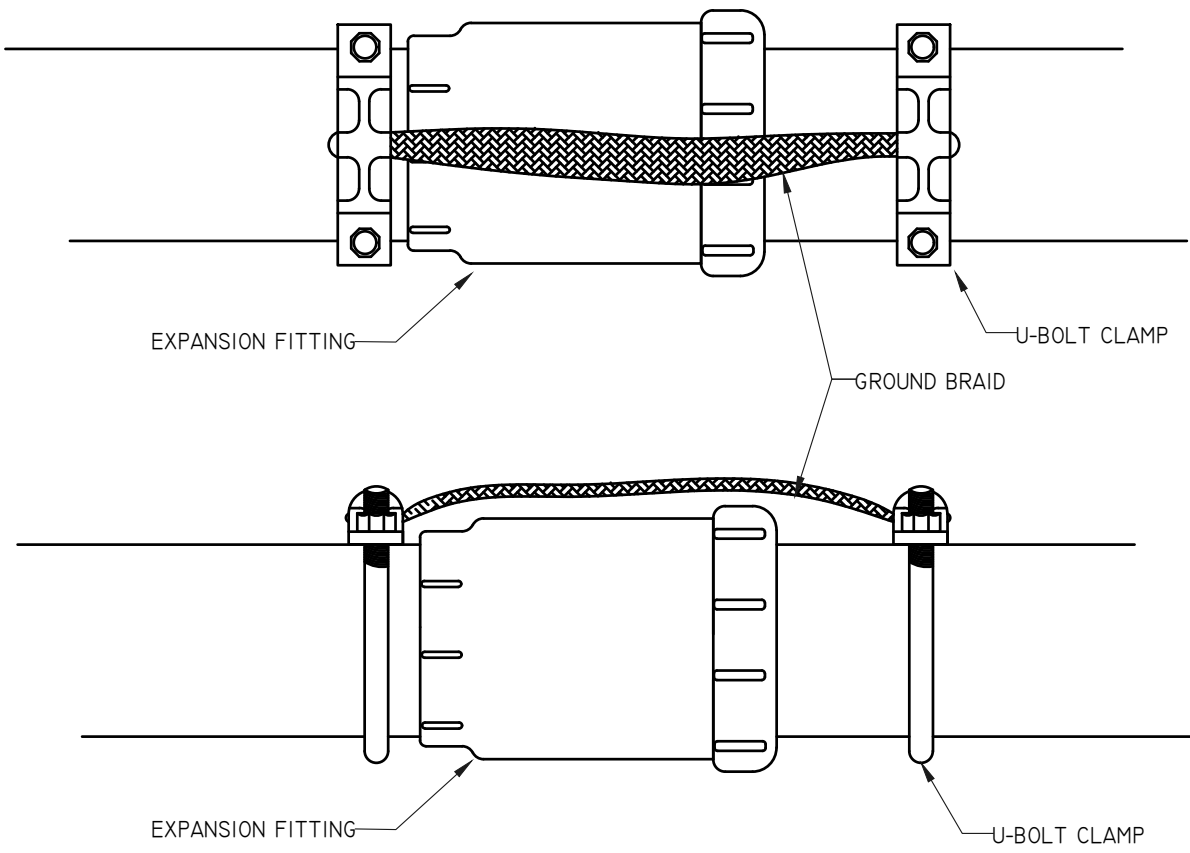
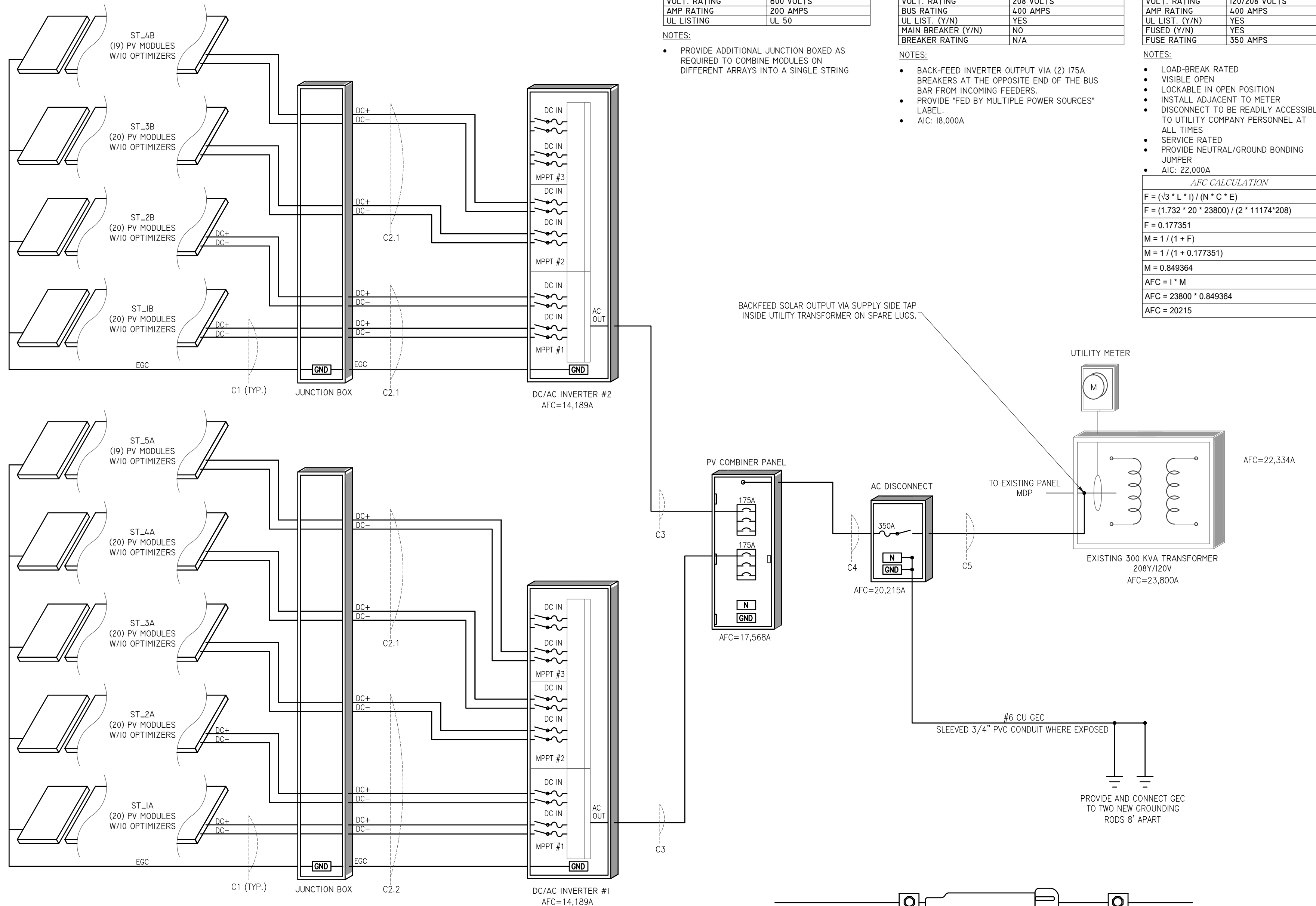
PV COMBINER PANEL (NEW)	
MAKE	N/A
MODEL	N/A
ENCL. RATING	NEMA 1
VOLT. RATING	208 VOLTS
AMP RATING	400 AMPS
UL LIST. (Y/N)	YES
MAIN BREAKER (Y/N)	NO
BREAKER RATING	N/A

- NOTES:**
- BACK-FEED INVERTER OUTPUT VIA (2) 175A BREAKERS AT THE OPPOSITE END OF THE BUS BAR FROM INCOMING FEEDERS.
 - PROVIDE "FED BY MULTIPLE POWER SOURCES" LABEL.
 - AIC: 18,000A

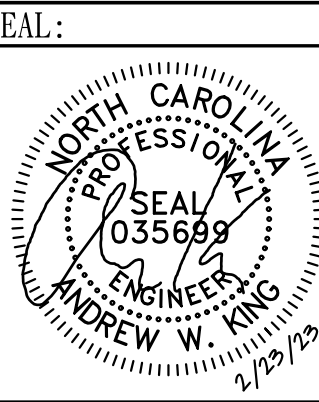
AC DISCONNECT (NEW)	
MAKE	GENERIC
MODEL	N/A
ENCL. RATING	NEMA 3R
VOLT. RATING	120/208 VOLTS
AMP RATING	400 AMPS
UL LIST. (Y/N)	YES
FUSED (Y/N)	YES
FUSE RATING	350 AMPS

- NOTES:**
- LOAD-BREAK RATED
 - VISIBLE OPEN
 - LOCKABLE IN OPEN POSITION
 - INSTALL ADJACENT TO METER
 - DISCONNECT TO BE READILY ACCESSIBLE TO UTILITY COMPANY PERSONNEL AT ALL TIMES
 - SERVICE RATED
 - PROVIDE NEUTRAL/GROUND BONDING JUMPER
 - AIC: 22,000A

AFC CALCULATION	
F = (√3 * L * I) / (N * C * E)	
F = (1.732 * 20 * 23800) / (2 * 11174 * 208)	
F = 0.177351	
M = 1 / (1 + F)	
M = 0.849364	
AFC = 1 * M	
AFC = 23800 * 0.849364	
AFC = 20215	



2 CONDUIT EXPANSION JOINT DETAIL
SCALE: NTS



ENGINEER:



MODEL ENERGY

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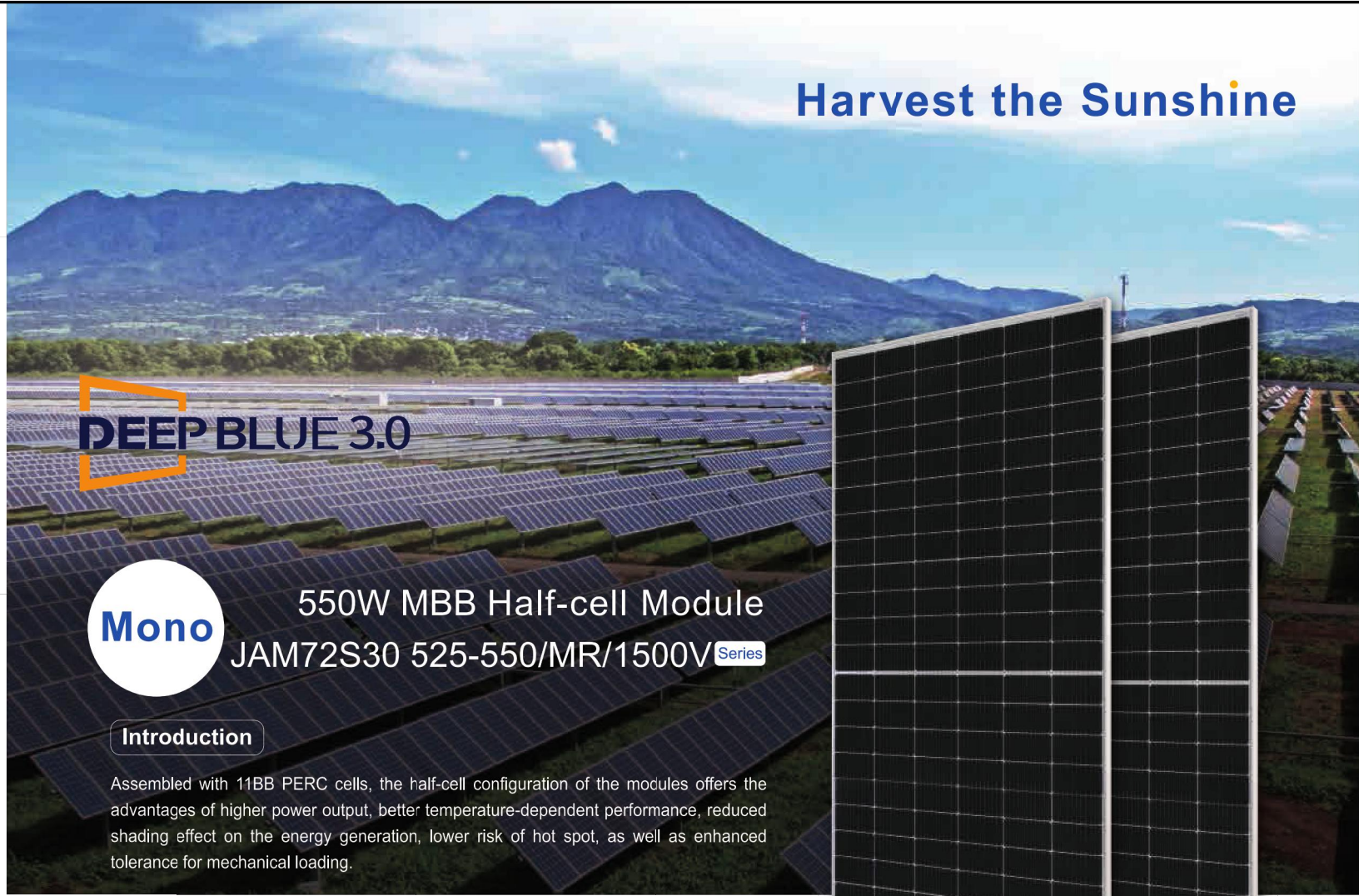
CLIENT:



DRAWN BY: EHM
CHECKED BY: AWK
ISSUED FOR: DATE:
PERMIT 02/23/23

ELECTRICAL
INFORMATION

PV3



Higher output power



Less shading and lower resistive loss



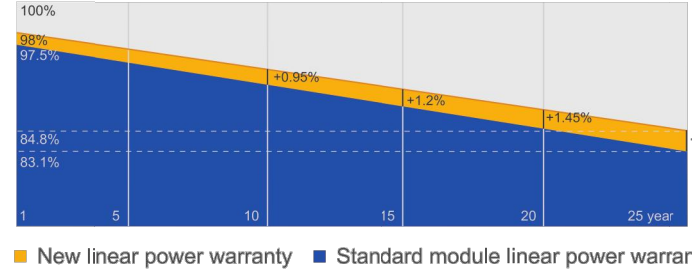
Lower LCOE



Better mechanical loading tolerance

Superior Warranty

- 12-year product warranty
- 25-year linear power output warranty



Comprehensive Certificates

- IEC 61215, IEC 61730
- ISO 9001: 2015 Quality management systems
- ISO 14001: 2015 Environmental management systems
- ISO 45001: 2018 Occupational health and safety management systems

JASOLAR

www.jasolar.com
Specifications subject to technical changes and limits.
JA Solar reserves the right of final interpretation.
Shanghai JA Solar Technology Co., Ltd.



Power Optimizer For North America

P1101



25
YEAR
WARRANTY

PV power optimization at the module level

The most cost-effective solution for commercial and large field installations

- Specifically designed to work with SolarEdge inverters
- Advanced maintenance with module-level monitoring
- High efficiency with module-level MPPT, for maximized system energy production and revenue, and fast project ROI
- Module-level voltage shutdown for installer and firefighter safety
- Superior efficiency (99.5%)
- Meets NEC requirements for arc fault protection (AFCI) and Photovoltaic Rapid Shutdown System (PVRSS)
- Balance of System cost reduction; 50% less cables, fuses, and combiner boxes; over 2x longer string lengths possible
- Fast installation with a single bolt

solaredge.com

solar_{edge}

Three Phase Inverter with Synergy Technology For the 208V Grid for North America

SE50KUS



12-20
YEAR
WARRANTY

Powered by unique pre-commissioning process for rapid system installation

- Pre-commissioning feature for automated validation of system components and wiring during the site installation process and prior to grid connection
- Built-in arc fault protection and rapid shutdown
- Easy 2-person installation with lightweight, modular design (each inverter consists of 3 Synergy units and 1 Synergy Manager)
- Built-in PID mitigation for maximized system performance
- Independent operation of each Synergy unit enables higher uptime and easy serviceability
- Monitored* and field-replaceable surge protection devices, to better withstand surges caused by lightning or other events
- Built-in thermal sensors detect faulty wiring ensuring enhanced protection and safety
- Built-in module-level monitoring with Ethernet or cellular communication for full system visibility

*Applicable only for DC and AC SPDs

solaredge.com

solar_{edge}

Three Phase Inverter with Synergy Technology For the 208V Grid for North America SE50KUS

MODEL NUMBER	SExxK-USx2xxxx	UNITS
APPLICABLE TO INVERTERS WITH PART NUMBER	SE50KUS	
OUTPUT		
Rated AC Active Output Power	50000	W
Maximum AC Apparent Output Power	50000	VA
AC Output Line Connections	3W + PE, 4W + PE	
Supported Grids	WYE: TN-C, TN-S, TN-C-S, TT, IT, Delta: IT	
AC Output Voltage Minimum-Nominal-Maximum ⁽¹⁾ (L-N)	105 ~ 120 ~ 132.5	Vac
AC Output Voltage Minimum-Nominal-Maximum ⁽¹⁾ (L-L)	183 ~ 208 ~ 229	Vac
AC Frequency Min-Nom-Max ⁽²⁾	59.5 ~ 60.5	Hz
Maximum Continuous Output Current (per Phase, PF=1)	199.5	Aac
GFD Threshold	1	A
Utility Monitoring, Islanding Protection, Configurable Power Factor, Country Configurable Thresholds	Yes	
Total Harmonic Distortion	≤ 3	%
Power Factor Range	+/-0.2 to 1	
INPUT		
Maximum DC Power (Module STC) Inverter / Synergy Unit	87500 / 29165	W
Transformer-less, Ungrounded	Yes	
Maximum Input Voltage DC+ to DC-	600	Vdc
Operating Voltage Range	370 ~ 600	Vdc
Maximum Input Current	3 x 46.5	Adc
Reverse-Polarity Protection	Yes	
Ground Fault Isolation Detection	167kΩ sensitivity per Synergy Unit ⁽³⁾	
CEC Weighted Efficiency	97	%
Nighttime Power Consumption	< 12	W
ADDITIONAL FEATURES		
Supported Communication Interfaces ⁽⁴⁾	2 x RS485, Ethernet, Wi-Fi (optional), Cellular (optional)	
Smart Energy Management	Export Limitation	
Inverter Commissioning	With the SetApp mobile application using built-in Wi-Fi access point for local connection	
Arc Fault Protection	Built-in, User Configurable (According to UL1699B)	
Photovoltaic Rapid Shutdown System	NEC 2014, 2017 and 2020, Built-in	
PID Rectifier	Nighttime, built-in	
RS485 Surge Protection (ports 1+2)	Type II, field replaceable, integrated	
AC, DC Surge Protection	Type II, field replaceable, integrated	
DC Fuses (Single Pole)	25A, integrated	
Pre-Commissioning	Built-in ⁽⁵⁾	
DC SAFETY SWITCH		
DC Disconnect	Built-in	
STANDARD COMPLIANCE		
Safety	UL1699B, UL1741, UL1741 SA, UL1741 SB, UL1998, CSA C22.2 #107.1, Canadian AEC according to TLL M-07	
Grid Connection Standards	IEEE 1547-2018, Rule 21, Rule 14 (H)	
Emissions	FCC part 15 class A	

- (1) For other regional settings please contact SolarEdge support.
(2) Where permitted by local regulations.
(3) For specifications of the optional communication options, visit the [Communication product page](#) or the [Resource Library](#) to download the relevant product datasheet.
(4) Not available for PVs: SExxK-USxx0xx.

Power Optimizer For North America P1101

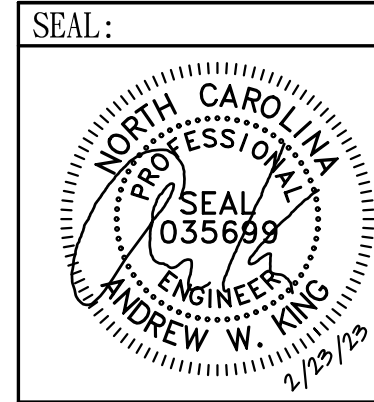
Power Optimizer Model (Typical Module Compatibility)	P1101 (for up to 2 x high power or bi-facial modules)	Units
INPUT		
Rated Input DC Power ⁽¹⁾	1100	W
Connection Method	Single input for series connected modules	
Absolute Maximum Input Voltage (Voc at lowest temperature)	125	Vdc
MPPT Operating Range	12.5 ~ 105	Vdc
Maximum Short Circuit Current (Isc)	14.1	Adc
Maximum Short Circuit Current per Input (Isc)	—	Adc
Maximum Efficiency	99.5	%
Weighted Efficiency	99.6	%
Overvoltage Category	II	
OUTPUT DURING OPERATION (POWER OPTIMIZER CONNECTED TO OPERATING SOLAREGE INVERTER)		
Maximum Output Current	18	Adc
Maximum Output Voltage	80	Vdc
OUTPUT DURING STANDBY (POWER OPTIMIZER DISCONNECTED FROM SOLAREGE INVERTER OR SOLAREGE INVERTER OFF)		
Safety Output Voltage per Power Optimizer	1 ± 0.1	Vdc
STANDARD COMPLIANCE		
Photovoltaic Rapid Shutdown System	Compliant with NEC 2014, 2017, 2020	
EMC	FCC Part 15 Class A, IEC61000-6-2, IEC61000-6-3	
Safety	IEC62109-1 (class II safety), UL1741, UL1741	
Material	UL94 V-0, UV resistant	
RoHS	Yes	
INSTALLATION SPECIFICATIONS		
Compatible SolarEdge Inverters	All commercial three phase inverters	
Maximum Allowed System Voltage	1000	Vdc
Dimensions (W x L x H)	129 x 162 x 59 / 51 x 6.4 x 2.32	mm / in
Weight	1064 / 2.34	gr / lb
Input Connector	MC4 ⁽²⁾	
Input Wire Length Options	1 2 3	m / ft
Output Wire Type / Connector	Double insulated, MC4	
Output Wire Length	2.4 / 7.8	m / ft
Operating Temperature Range ⁽³⁾	-40 to +85 / -40 to +185	°C / °F
Protection Rating	IP68 / NEMA4P	
Relative Humidity	0 ~ 100	%

- (1) Rated power of the module at STC will not exceed the Power Optimizer "Rated Input DC Power". Modules with up to +5% power tolerance are allowed.
(2) For other connector types please refer to the [Power Optimizer Input Connector Compatibility Technical Note](#).
(3) For ambient temperatures above +70°C / +158°F, power derating is applied. Refer to [Power Optimizers Derating Application Note](#) for more details.

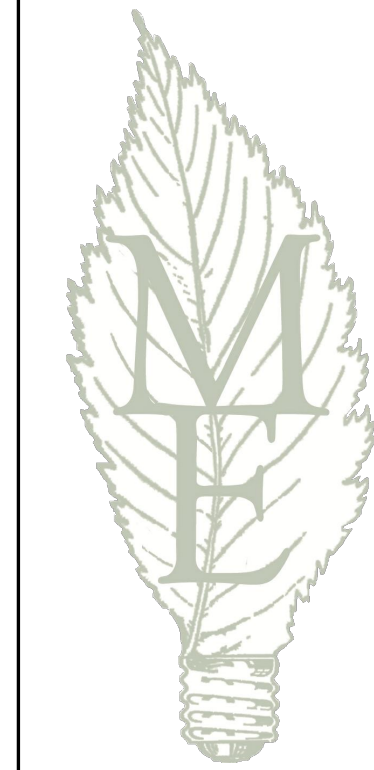
PV System Design Using a SolarEdge Inverter ⁽⁴⁾⁽⁵⁾	208V Grid SE10K	208V Grid SE17.3K ⁽⁶⁾	277/480V Grid SE10K	277/480V Grid SE40K ⁽⁶⁾	
Compatible Power Optimizers	P1101				
Minimum String Length	8	10	14	14	
PV Modules	15	19	27	27	
Maximum String Length	30	30	30	30	
PV Modules	60	60	60	60	
Maximum Continuous Power per String	7200	8820	15100	15100	W
Maximum Allowed Connected Power per String ⁽⁸⁾	1 string ~ 8400 2 strings or more ~ 9800	1 string ~ 10200 2 strings or more ~ 12000	1 string ~ 17550 2 strings or more ~ 20300	1 string ~ 17550 2 strings or more ~ 20300	W
Parallel Strings of Different Lengths or Orientations	Yes				
Maximum Difference in Number of Power Optimizers Allowed Between the Shortest and Longest String Connected to the Same Inverter Unit	5 Power Optimizers				

- * The same rules apply for Synergy units of equivalent power ratings, that are part of the module Synergy Technology Inverter.
(4) For each string, a Power Optimizer may be connected to a single PV module if 1) each Power Optimizer is connected to a single PV module or 2) it is the only Power Optimizer designed to a single PV module in the string.
(5) Design with three phase 208V inverters is limited. Use the [SolarEdge Designer](#) for verification.
(6) To connect more STC power per string, design your project using [SolarEdge Designer](#).

© SolarEdge Technologies, Ltd. All rights reserved. SOLAREGE, the SolarEdge logo, OPTIMIZERS BY SOLAREGE are trademarks or registered trademarks of SolarEdge Technologies, Inc. All other trademarks mentioned herein are trademarks of their respective owners. Date: November 21, 2023. DC-000150-NAM. Subject to change without notice.



ENGINEER:



MODEL ENERGY

300 FAYETTEVILLE ST.
#1430
RALEIGH, NC 27602
919-274-9905
MODELENERGY.COM

JOB TITLE:

THE ARTS CENTER
95,230 kW DC INPUT
100,000 kW AC EXPORT
400 Roberson St.
Carrboro, NC 27510

CLIENT:

NC
SOLAR
NOW

DRAWN BY: EHM

CHECKED BY: AWK

ISSUED FOR: DATE:
PERMIT 02/23/23

EQUIPMENT
SPEC SHEETS

PV4.1

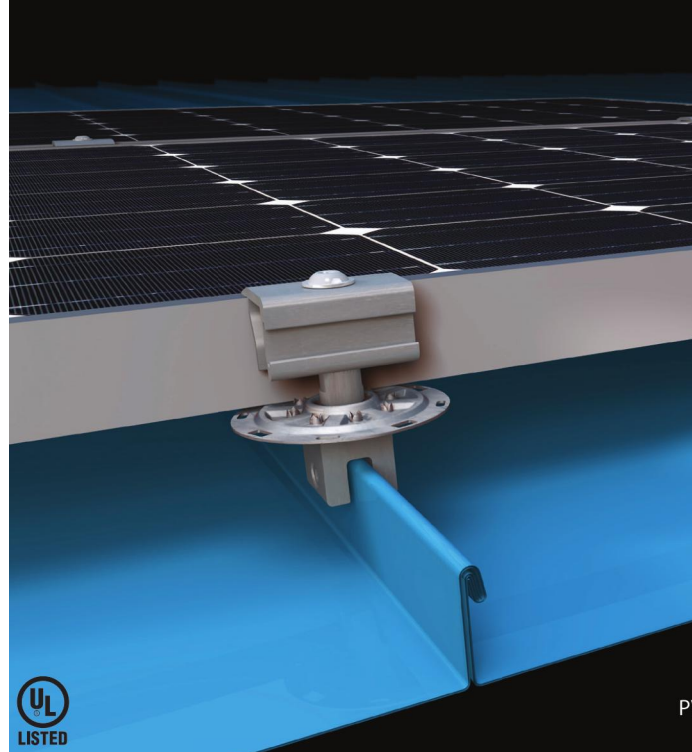
S-5![®]

The Right Way![®]

The concept of combining photovoltaic arrays with standing seam metal roofing is growing—and for good reasons. A standing seam metal roof has a life expectancy consistent with that of framed PV modules—a 30-year power source on a 40-year roof, along with zero-penetration technology, creates the most sustainable roof system available with alternative power generation, all without compromising the roof manufacturer's warranty! PVKIT[®] 2.0 is also a great solution for attaching PV modules directly to many exposed fastener roofs when paired with S-5! brackets.

S-5! has introduced a new and improved PVKIT, boasting an improved installation experience for PV mounting technology. The kit comes preassembled with either the MidGrab or EdgeGrab for easier and more efficient installation. The kits were designed with thread lock on the standoff bolt so that the grab will seat to the PV Module frame by using one tool to drive the top bolt, eliminating a step required in the previous PVKIT. The PVKIT 2.0 features bonding teeth, which are more aggressive to secure a better ground path. No lugs or wire required except to connect one string of modules to another and to ground the system.

The S-5 PVKIT 2.0 is built to save you time and money —
The Right Way[®] to install solar to your metal roof.



PVKIT 2.0 Features:

Pre-assembled kit saves time and money

Only *one tool* needed for installation

Bolt head uses standard hex bit tip which is provided

Improved single piece EdgeGrab installs with ease

Low profile bolt head provides a sleek and clean finish

Also available in black by special order only

MidGrab leaves 1" gap between modules, allowing reduction per ASCE7

UL 2703 Listed

PVKIT 2.0 EdgeGrab Assembly

PVKIT[®] 2.0 MidGrab or EdgeGrab

888-825-3432 | www.S-5.com |

S-5![®]

The Right Way![®]

PVKIT[®] 2.0: New Design

The PVKIT 2.0 is furnished with the hardware shown at right, excluding the attachment clamp, which is supplied separately. The PVKIT 2.0 is compatible with most common metal roofing materials, including copper.

The Module Placement Bevel Guide makes the module placement easier. The mounting disk is multi-directional and rails are not required. The PV grab ears, holding the solar panels in place, are broader to allow for ease of installation and precise module engagement.

Accommodating module thicknesses between 30 and 46mm, the PVKIT 2.0 fits the majority of solar panels on the market. Using the S-5! mini clamps, it fits most standing seam metal roofs. When paired with other S-5! products, the PVKIT 2.0 and EdgeGrab or MidGrab will also work on most exposed fastener including corrugated metal roofs. The MidGrab is designed to fit mid conditions (two adjacent panels), while the new EdgeGrab is designed specifically for end conditions.

Wind dynamics are complex; thus, each system should be reviewed by a qualified licensed professional who understands wind effects prior to purchase and installation. For more detailed information including specifications, installation instructions, and CAD drawings, visit www.S-5.com or your PVKIT 2.0 distributor.

The PVKIT 2.0 continues to be the easiest, most cost-effective way to install solar panels directly to standing seam and exposed fastener metal roofs, remaining the most popular choice worldwide.

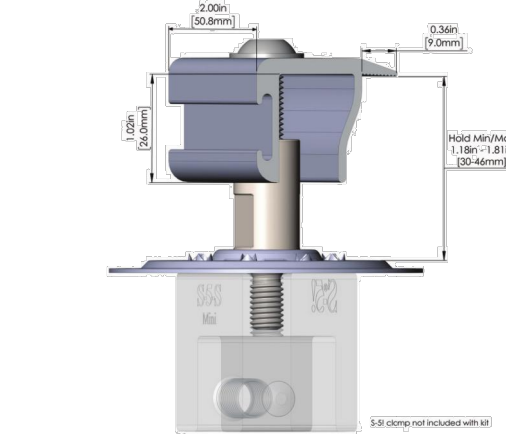
S-5![®] Warning! Please use this product responsibly!

The independent lab test data found at www.S-5.com can be used for load-critical designs and applications.

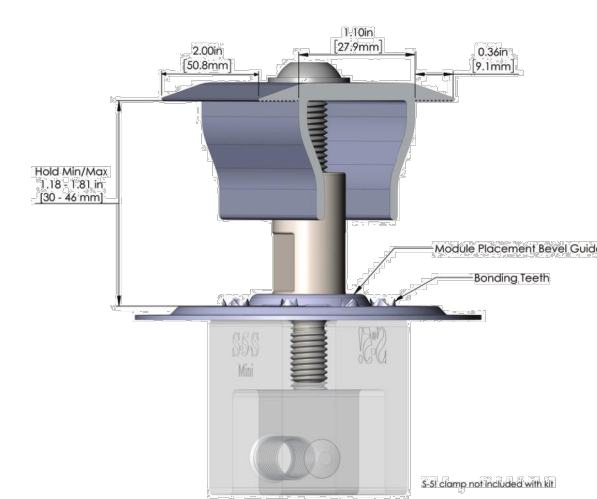
Products are protected by multiple U.S. and foreign patents. For published data regarding holding strength, fastener torque, patents, and trademarks, visit the S-5! website at www.S-5.com. Copyright 2021, Metal Roof Innovations, Ltd. S-5! products are patent protected.

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PVKIT 2.0 EdgeGrab



PVKIT 2.0 MidGrab



Certain components featured in illustration may not be UL listed. Due to the variety of attachment needs, S-5! PVKIT 2.0 are sold separately from S-5! clamps.

Distributed by:

S-5![®]

The Right Way![®]

S-5-E Clamp

The S-5-E clamp is designed specially for double-folded standing seam roof profiles having the appropriate dimensioning.

Although a bit smaller and less expensive than the S-5-U, for these profiles, the S-5-E is just as strong.

The S-5-E is perfect for use with S-5! ColorGard[®] snow retention systems and other heavy-duty applications.

Installation is as simple as placing the clamp on the seam and tightening the patented round-point setscrews to the specified tension. Then, affix ancillary items using the bolt provided. Go to www.S-5.com/tools for information and tools available for properly attaching and tensioning S-5! clamps.

S-5-E Mini Clamp

The S-5-E Mini is a bit shorter than the S-5-E and has one setscrew rather than two. The mini is the choice for attaching all kinds of rooftop accessories: signs, walkways, satellite dishes, antennas, rooftop lighting, lightning protection systems, solar arrays, exhaust stack bracing, conduit, condensate lines, mechanical equipment—just about anything![®]

[®]S-5! mini clamps are not compatible with, and should not be used with S-5! SnowFall[™]/SnowFence[™] or ColorGard[®] snow retention systems.

S-5![®]

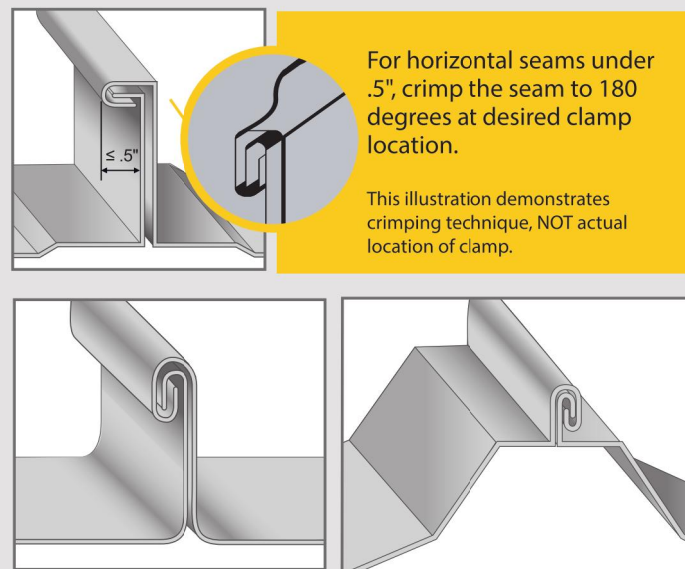
The Right Way![®]

The strength of the S-5-E clamp is in its simple design. The patented setscrews will slightly dimple the metal seam material but will not puncture it—leaving roof warranties intact.

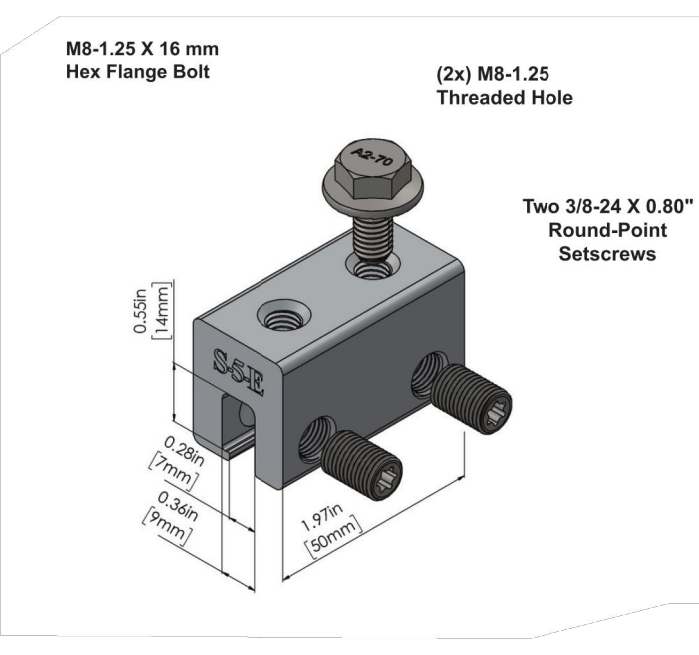
The **S-5-E** and **S-5-E Mini** clamps are each furnished with the hardware shown to the right. Each box also includes a bit tip for tightening setscrews using an electric screw gun. A structural aluminum attachment clamp, the S-5-E is compatible with most common metal roofing materials excluding copper. All included hardware is stainless steel. Please visit www.S-5.com for more information including CAD details, metallurgical compatibilities and specifications.

The S-5-E and S-5-E Mini clamps have been tested for load-to-failure results on a variety of double-folded standing seam roofs, from leading manufacturers of panels and panel-forming machines. The independent lab test reports found on our website at www.S-5.com prove that S-5![®] holding strength is unmatched in the industry.

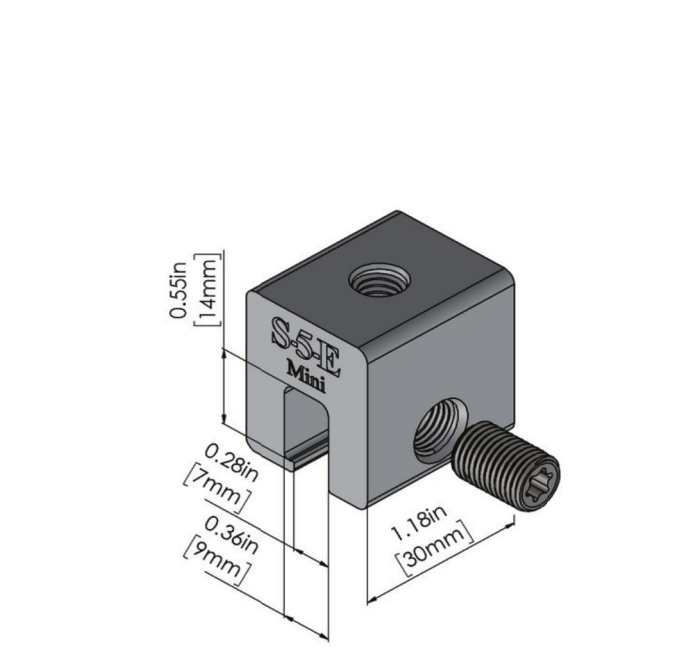
Example Profiles



S-5-E Clamp



S-5-E Mini Clamp



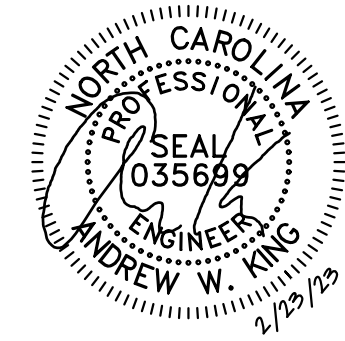
S-5![®] Warning! Please use this product responsibly!

Products are protected by multiple U.S. and foreign patents. Visit the website at www.S-5.com for complete information on patents and trademarks. For maximum holding strength, setscrews should be tensioned and re-tensioned as the seam material compresses. Clamp setscrew tension should be verified using a calibrated torque wrench between 150 and 180 inch pounds when used on 24ga steel, and between 130 and 150 inch pounds for all other metals and thinner gauges of steel. Consult the S-5! website at www.S-5.com for published data regarding holding strength.

Copyright 2021, Metal Roof Innovations, Ltd. S-5! products are patent protected. S-5! aggressively protects its patents, trademarks, and copyrights. Version 081521.

Distributed by

SEAL:



ENGINEER:



MODEL ENERGY

300 FAYETTEVILLE ST.
#1430
RALEIGH, NC 27602
919-274-9905
MODELENERGY.COM

JOB TITLE:

THE ARTS CENTER
95,230 kW DC INPUT
100,000 kW AC EXPORT

400 Roberson St.
Carboro, NC 27510

CLIENT:



DRAWN BY: EHM

CHECKED BY: AWK

ISSUED FOR: DATE:

PERMIT 02/23/23

EQUIPMENT
SPEC SHEETS

PV4.2

Product data sheet

Characteristics

HCJ3248WP

I-Line Panelboard Enclosure, HCJ, 32 in (W), 48 in (H), TYPE 1-3R



Main

Range of Product	I-Line
Product or Component Type	Enclosure
Device Application	Panelboard

Complementary

Line Rated Current	800 A
Cover type	Lockable cover
Mounting Mode	Wall mount
Net Weight	250 lb(US) (113.40 kg)
Height	48 in (1219.20 mm)
Depth	11.75 in (298.45 mm)

Environment

NEMA Degree of Protection	NEMA 1 NEMA 3R
Standards	UL CSA

Ordering and shipping details

Category	00110-RTA PANELBOARD BOXES - SPECIAL, 3R, ETC.
Discount Schedule	PE1A
GTIN	785901492184
Nbr. of units in pkg.	1
Package weight(Lbs)	250.00 lb(US) (113.398 kg)
Returnability	Yes
Country of origin	MX

Packing Units

Unit Type of Package 1	PCE
Package 1 Height	47.99 in (121.9 cm)
Package 1 width	32.01 in (81.3 cm)
Package 1 Length	11.73 in (29.8 cm)

Offer Sustainability

EU RoHS Directive	Under investigation
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Product data sheet

Specifications

SQUARE D

Green Premium™



Safety switch, heavy duty, fusible, 400A, 4 wire, 3 poles, 1 neutral, 125hp, 240VAC/250VDC, Type 3R

H325NR

Product availability : Stock - Normally stocked in distribution facility

Price* : 4,322.00 USD

Main

Product	Single Throw Safety Switch
Duty Rating	Heavy duty
Device Application	Heavy application
Disconnect Type	Fusible disconnect
Factory Installed Neutral	Neutral (factory installed)
Phase	3 phase
Number of Poles	3
Current Rating	400 A
Voltage Rating	250 V DC 240 V AC
Enclosure Rating	NEMA 3R galvanized steel
Motor power hp	50 hp at 240 V AC 50-60 Hz for 3 phase motors 125 hp at 240 V AC 50-60 Hz for 3 phase motors 50 hp at 250 V DC

Complementary

Short Circuit Current Rating	10 kA H or K 200 kA R or J
Fuse type	H or K R or J
Mounting Type	Surface
Electrical Connection	Lugs
Wiring configuration	4-wire (3PH + G)
Wire Size	AWG 1/0...750 kcmil copper or aluminium
Tightening torque	550 lbf.in (62.14 N.m) (AWG 1/0...750 kcmil)
Depth	10.13 in (257.30 mm)
Width	27.88 in (708.15 mm)
Height	50.31 in (1277.87 mm)
Net Weight	192.02 lb(US) (87.1 kg)

* Price is “List Price” and may be subject to a trade discount – check with your local distributor or retailer for actual price.

Disclaimer: This documentation is not intended as a substitute for and is not to be used for determining suitability or reliability of these products for specific user applications

Environment

Certifications	UL listed file E2875
----------------	----------------------

Ordering and shipping details

Category	00054-H&HU SW,NEMA3R,400-1200A
Discount Schedule	DE1
GTIN	785901451440
Returnability	Yes
Country of origin	US

Packing Units

Unit Type of Package 1	PCE
Number of Units in Package 1	1
Package 1 Height	14.02 in (35.6 cm)
Package 1 Width	28.50 in (72.4 cm)
Package 1 Length	52.52 in (133.4 cm)
Package 1 Weight	183.00 lb(US) (83.007 kg)

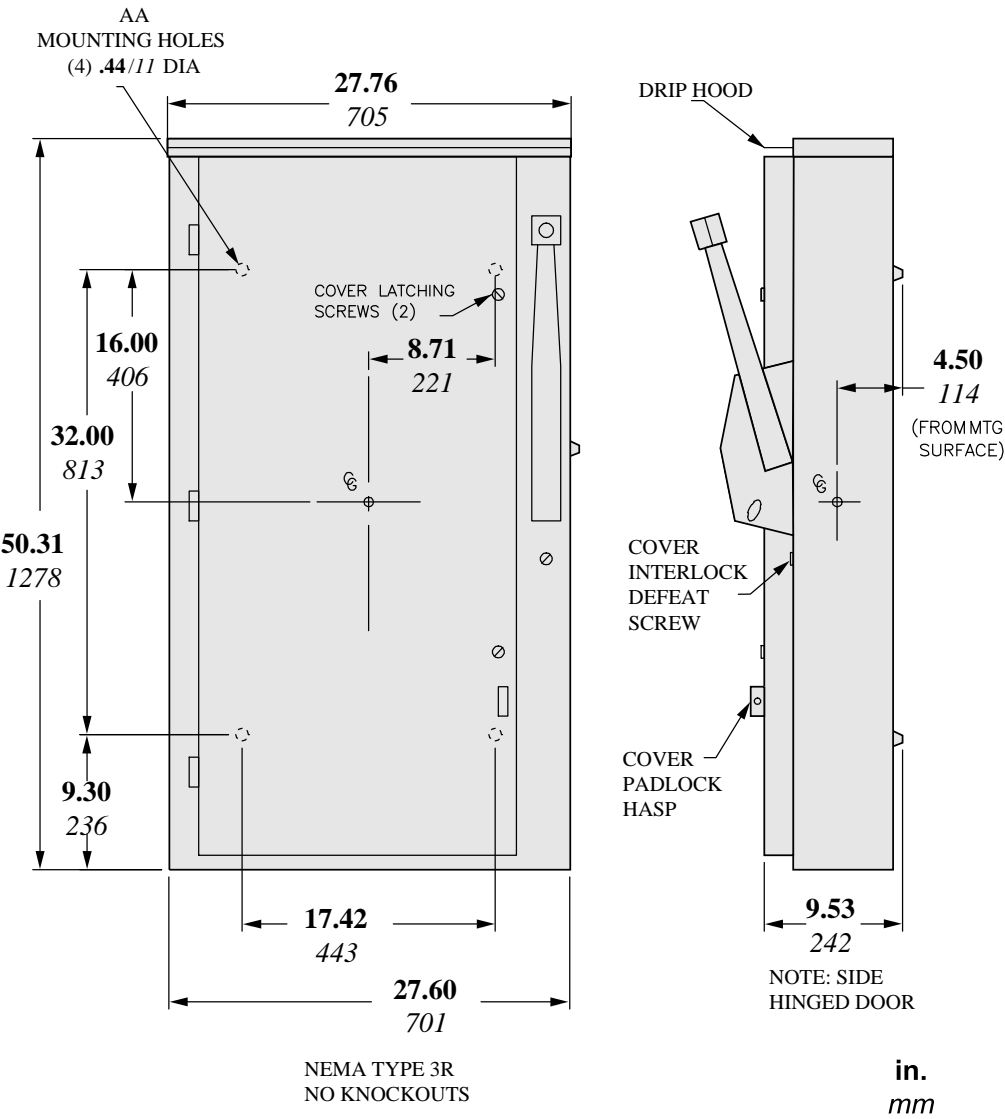
Offer Sustainability

Sustainable offer status	Green Premium product
California proposition 65	WARNING: This product can expose you to chemicals including: Lead and lead compounds, which is known to the State of California to cause cancer and birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov
REACH Regulation	REACH Declaration
REACH free of SVHC	Yes
EU RoHS Directive	Compliant EU RoHS Declaration
Mercury free	Yes
RoHS exemption information	Yes
China RoHS Regulation	China RoHS declaration Product out of China RoHS scope. Substance declaration for your information.
Environmental Disclosure	Product Environmental Profile
PVC free	Yes
Halogen content performance	Halogen free plastic parts product

Contractual warranty

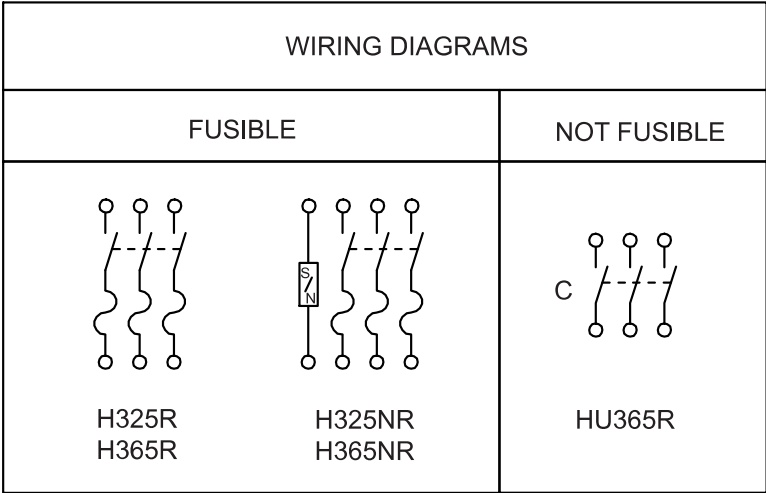
Warranty	18 months
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Dimensions



ALL DIMENSIONS ARE APPROXIMATE.
ALSO REFER TO TECHNICAL DRAWINGS AND DOCUMENTATION.

Wiring Diagram



TERMINAL LUGS DATA			
AMPERE	MAX WIRE	MIN WIRE	TYPE
400	(1) 750 KCMIL	(1) #1/0 AWG	AL OR CU
	OR (2) 300 KCMIL	OR (2) #1/0 AWG	

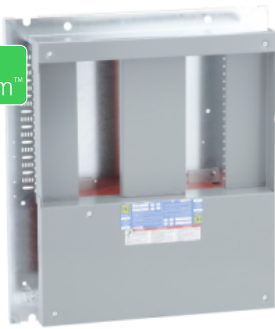
Recommended replacement(s)

Product data sheet

Specifications

SQUARE D

Green Premium™



Interior, I-Line Panelboard, HCJ, 400A, main lugs, 27in CB space, for 32in W x 48in H x 9.5in D box, copper

HCJ14484CU

Product availability : Stock - Normally stocked in distribution facility

Price* : 2,233.00 USD

Main

Range	I-Line
Product or Component Type	Interiors
Circuit Breaker Type	B-Frame J-frame H-frame Q-Frame QO
Enclosure Type	Distribution enclosure

Complementary

Main Type	Main lugs
Width	26.44 in (671.58 mm)
Height	30.02 in (762.51 mm)
Depth	8.7 in (220.98 mm)
Localisation on Device	Interior
Product Destination	Enclosure HCJ 32 in (812.80 mm) 48 in (1219.20 mm) 9.5 in (241.30 mm)
Rated Current	400 A
Number of Phases	3 phase
Mounting Space	27 in (685.80 mm)
Material	Painted steel
Tightening torque	251.98 lbf.in (28.47 N.m) 0.02...0.23 in² (13.3...151 mm²) (AWG 6...300 kcmil)

Environment

Standards	cULus
-----------	-------

Ordering and shipping details

Category	00016-I-LINE PB RTA
Discount Schedule	PE1A
GTIN	785901475286
Number of Units in Package 1	1

* Price is “List Price” and may be subject to a trade discount – check with your local distributor or retailer for actual price.

Disclaimer: This documentation is not intended as a substitute for and is not to be used for determining suitability or reliability of these products for specific user applications

Package 1 Weight	64.00 lb(US) (29.03 kg)
Returnability	Yes
Country of origin	US

Packing Units

Unit Type of Package 1	PCE
Package 1 Height	9.25 in (23.495 cm)
Package 1 Width	30.00 in (76.2 cm)
Package 1 Length	32.00 in (81.28 cm)

Offer Sustainability

Sustainable offer status	Green Premium product
California proposition 65	WARNING: This product can expose you to chemicals including: Nickel compounds, which is known to the State of California to cause cancer, and Bisphenol A (BPA), which is known to the State of California to cause birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov
REACH Regulation	REACH Declaration
EU RoHS Directive	Compliant EU RoHS Declaration
Mercury free	Yes
RoHS exemption information	Yes
China RoHS Regulation	China RoHS declaration Product out of China RoHS scope. Substance declaration for your information.
Environmental Disclosure	Product Environmental Profile
PVC free	Yes

Recommended replacement(s)



Agenda Item Abstract

File Number: 23-121

Agenda Date: 6/20/2023

File Type: Agendas

In Control: Town Council

Version: 1

Request to Extend the Timeline for the Community Safety Task Force to Complete Recommendation Report

PURPOSE: The purpose of this agenda item is for the Town Council to consider extending the work of the Community Safety Task Force up to six months - November 2023.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Anita Jones-McNair, Chief Race and Equity Officer amcnair@carrboronc.gov
<<mailto:amcnair@carrboronc.gov>>, 919.918.7381

COUNCIL DIRECTION:

☒ Race/Equity ☐ Climate ☐ Comprehensive Plan ☐ Other

INFORMATION: The Community Safety Task Force was established to provide recommendations to the Town Council for additional services to enhance community safety and well-being that rely on prevention and intervention strategies as alternatives to policing and the criminal legal system by May 2023. The task force is requesting up to a six month extension - November 2023 to complete their work.(See Attachment B.)

FISCAL IMPACT: There are no fiscal impacts associated with this request

RECOMMENDATION: The Town Manager recommends that the Town Council approve this request.

RESOLUTION TO EXTEND THE TIMELINE FOR THE COMMUNITY SAFETY TASK
FORCE TO COMPLETE RECOMMENDATION REPORT

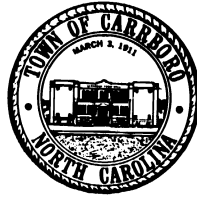
WHEREAS, the Community Safety Task Force was established to provide recommendations to the Town Council for additional services to enhance community safety and well-being that rely on prevention and intervention strategies as alternatives to policing and the criminal legal system; and

WHEREAS, the Community Safety Task Force is requesting up to a six month extension - November 2023 to complete their work.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CARRBORO
RESOLVES:

Section 1. Accept this notification and approve the request to extend of the Community Safety Task Force up to six months - November 2023.

Section 2. The resolution is effective upon adoption.



TOWN OF CARRBORO

Community Safety Task Force

301 West Main Street, Carrboro, North Carolina 27510

R E C O M M E N D A T I O N

JUNE 14, 2023

Extend the Community Safety Task Force's Timeline to Complete Recommendation Report

Motion was made by Ben Blaisdell and seconded by Wamiq Chowdry to notify the Town Council of the request to extend work of the Community Safety Task Force up to six months - November 2023.

VOTE:

AYES: (4) Barbara Fedders, Wamiq Chowdry, George Barrett and Ben Blaisdell

NOES: ()

ABSTENTIONS: ()

ABSENT/EXCUSED: (1) Madison Hayes



Agenda Item Abstract

File Number: 23-185

Agenda Date: 6/20/2023

File Type: Agendas

In Control: Town Council

Version: 1

Update from OWASA Representatives

PURPOSE: The purpose of this agenda item is for members of the OWASA Board of Directors to provide a report on OWASA activities.

DEPARTMENT: Town Clerk

CONTACT INFORMATION: Wesley Barker, Town Clerk, wbarker@carrboronc.gov
<<mailto:wbarker@carrboronc.gov>>, 919-918-7309

COUNCIL DIRECTION:

☐ Race/Equity ☐ Climate ☐ Comprehensive Plan ☒ Other

Town Council requests an annual update from OWASA.

INFORMATION: OWASA Board members will provide a report to the Town Council. Bruce Boehm, OWASA Board Chair, Elmira Mangum and Melody Kramer, Carrboro OWASA Board member appointees, and Todd Taylor, OWASA Executive Director, will be present at the meeting to give the report and answer any questions from Town Council. Attachment A is the April 2023 quarterly report provided to Town Council.

FISCAL IMPACT: There is no fiscal or staff impact associated with the Town Council receiving this report.

RECOMMENDATION: The Town Clerk recommends that the Town Council receive this report from OWASA.



Orange Water and Sewer Authority

OWASA is Carrboro-Chapel Hill's not-for-profit public service agency delivering high quality water, wastewater, and reclaimed water services.

April 26, 2023

Mayor Pam Hemminger
Town of Chapel Hill
405 Martin Luther King Jr. Blvd
Chapel Hill, NC 27514

Mayor Damon Seils
Town of Carrboro
301 West Main Street
Carrboro, NC 27510

Chair Jamezetta Bedford
Orange County Board of
Commissioners
Post Office Box 8181
Hillsborough, NC 27278

Dear Mayor Hemminger, Mayor Seils, and Chair Bedford:

We are pleased to submit this report on our services, projects, and initiatives since January 2023. This report includes information on the following items:

1. Proposed new PFAS Regulations
2. Lead and Copper Rule
3. Fiscal Year 2024 Draft Budget
4. Western Intake Partnership
5. Wastewater Report Card
6. Lakes Recreation
7. Key Infrastructure Investments
8. Diversity and Inclusion
9. OWASA Board Updates

Proposed new PFAS Regulations:

On March 14, 2023, the EPA announced a new proposed regulations for six PFAS in drinking water. These regulations will be what OWASA, and other water providers, will be required to meet moving forward.

We have expanded our ongoing PFAS monitoring to include University Lake (which was involved in the initial testing several years ago but showed lower levels than Cane Creek Reservoir), feeder creeks flowing into Cane Creek Reservoir, and the biosolids produced at the Mason Farm Wastewater Treatment Plant.

We have engaged a consultant to assist our work in this area. We are also evaluating our water treatment process and modifications that can be made in the short and long term to reduce PFAS levels in our drinking water.

We continue to post routine PFAS monitoring results [to our website](#) and are evaluating how to incorporate these new test sites as well as the coming regulations into that results dashboard.

We will continue to provide updates to the community as the regulations are finalized, our work progresses, and additional information becomes available.



Lead and Copper Rule Revisions:

OWASA's Team and consultant are continuing work to meet regulations of the revised Lead and Copper Rule. The compliance date for the new rule is October 2024. OWASA continues to remain in full compliance with the EPA's existing Lead and Copper Rule.

OWASA has completed an initial lead service line inventory, but we are working to add to the information that we currently have available from historical records and internal data. Additionally, OWASA is proactively working to identify current unknown service line materials. We will be publicizing information about this inventory to our community as these efforts progress.

We continue offering free lead and copper testing to customers and are leveraging these requests to potentially receive verifiable information from customers on the material that makes up their service line (that line which connects their household plumbing to the OWASA meter).

OWASA will continue collaborating with regional utility partners on efficient and effective inventory methods so that we can all benefit. OWASA will be in contact with customers as further updates are available.

Members of the OWASA Team also continue working with officials at UNC – Chapel Hill as the university is investigating the cause of some lead detections at different fountains and fixtures on campus. OWASA is assisting with technical information and guidance to UNC, as well as [publishing information on our website](#) stating that the lead detections at these fixtures are not indicative of the presence of lead in the community's drinking water.

Draft Fiscal Year 2024 Budget:

OWASA's Board of Directors continues to work with staff on the Fiscal Year 2024 (FY24) budget. OWASA is committed to providing a high level of service to our customers, and we regularly look for cost-saving opportunities. Financially, there are a few challenges in the year ahead.

Approximately half of OWASA's annual budget is invested in making improvements to the community's water and sewer system, primarily to repair and replace existing infrastructure and ensure the reliability and resiliency of water and sewer services in the community. The other half is used for the operations and maintenance of the entire system and to ensure that our essential services are available around-the-clock to serve the community. OWASA is exclusively funded by the rates and fees charged for services.

Drinking water use by the community for the last several years has been about the same as it was 30 years ago, even while the number of customers OWASA services has grown by more than 80% over the same time-period. This remarkable achievement is beneficial to the community in many ways; however, with costs increasing and sales volume remaining flat, there is pressure to raise rates on water and sewer services in order to pay for expenses and invest in maintaining OWASA's system. The draft FY24 budget includes funding for some of these projects for which

further delay could be costly and/or detrimental to utility operations. Additionally, like many sectors across the country, inflation is impacting many costs associated with OWASA's operations – including chemicals and materials vital to providing our services to the community in a safe and effective manner. Inflation and supply chain issues have also impacted construction costs.

The draft of the FY24-28 capital investments program (CIP) budget includes investments necessary for meeting the EPA's new proposed PFAS regulations; we project that we will need to spend approximately \$50 million over the next five years to be in compliance. This \$50 million investment is about one-third of the capital investment expenditure planned for the next five years.

The draft of the FY24 budget is based on the needs of the organization and would require a 9% increase in monthly drinking water and sewer rates. The Board has considered an alternative budget scenario that could reduce the amount of the rate increase for FY24 but the risk of deterioration of OWASA's level of service to the community is significant and is, to say the least, undesirable.

A public hearing on the FY24 budget proposal is scheduled for May 11, 2023, and the Board will approve the final budget in June 2023.

Western Intake Partnership:

The Western Intake Partnership (WIP) includes OWASA, the City of Durham, the Town of Pittsboro, and Chatham County. The Partners propose to build a new intake on the western side of Jordan Lake, a new water treatment plant, and transmission lines and pump stations. The goal is to have the facilities operational by 2031. The OWASA Board of Directors received an update on the project at its [April 13, 2023 meeting](#).

The WIP held a neighborhood meeting on April 5 in follow up to a request from the January 10 Open House. 15 neighbors attended and asked questions and provided comments on the proposed project. OWASA staff and General Counsel have been working with the other Partners to develop a draft Interlocal Agreement that will specify how the partnership will work when the facilities are completed. The WIP project is in the early stages, and OWASA will continue providing updates to the community as it progresses.

OWASA's involvement with the WIP to this point includes investing in planning, permitting, and design projects to access water from Jordan Lake. As part of this limited partnership, the Jordan Lake water treatment facility and other project components may be built on OWASA-owned property in Chatham County.

Wastewater Report Card:

OWASA met or surpassed all state and federal wastewater regulations in 2022, as shown in the annual wastewater report card released on February 20, 2023.

Highlights from this year's report card include all regulatory data, as well profiles on some of the OWASA Team members critical to successfully treating the community's wastewater, an update on our wastewater monitoring program for COVID-19 in our community, and what you can do as a community member to help maintain the community's infrastructure.

OWASA's Mason Farm Wastewater Treatment Plant Team is responsible for operating the plant that treats an estimated 7 million gallons of the community's wastewater each day. The community's wastewater infrastructure includes approximately 350 miles of underground pipes, connecting homes, schools, and businesses across the service area to the sanitary sewer system.

Maintaining the community's wastewater infrastructure is a major priority for OWASA. Roughly half of every dollar OWASA receives through rates and fees is put back into the system. These investments help maintain the system's reliability and resiliency, while also improving how efficiently we can operate.

You can find more information about the community's wastewater infrastructure and treatment process here. The full 2022 wastewater report card is available in [English](#) and [Spanish](#).

Lake Recreation:

The 2023 recreation season opened at Cane Creek Reservoir and University Lake on Saturday, March 25, 2023.

Cane Creek Reservoir and University Lake offer opportunities for residents to get outside and enjoy these reservoirs as a place to take a kayak on the lake, fish, or just relax and enjoy the surroundings. Cane Creek Reservoir is open Friday and Saturday during the recreation season, and University Lake is open Friday-Sunday.

The recreation season typically runs through late October.

OWASA is excited to welcome visitors back to the reservoirs for the 2023 season.

Key Infrastructure Investments:

Several large projects investing in the community's water and wastewater infrastructure are either recently completed, underway, or soon to begin.

OWASA's contractor has completed the second phase of the West Cameron Avenue water line replacement project. The initial phase of the project was completed in August 2020 in the intersection of West Cameron Avenue and Columbia Street. Phase 2 replaced water lines roughly from Pittsboro Street to Merritt Mill Road. The OWASA Team coordinated with partners at the Town of Chapel Hill and UNC throughout this project.

A maintenance project was completed on the Reclaimed Water System that serves UNC – Chapel Hill and St. Thomas More in Chapel Hill. This project was coordinated to take place while demand for reclaimed water was lower than other times of the year. The project was completed in March 2023.

Throughout the service area, OWASA construction crews are making progress on several smaller water line replacement projects in neighborhoods and OWASA contractors are working on rehabilitating sewers.

You can track the status of OWASA's capital projects through a dynamic map [on the OWASA website](#).

Diversity and Inclusion:

Promoting diversity and inclusion is a top priority for OWASA, which has had an active Diversity and Inclusion Program since 2016. Diversity and Inclusion was also identified as an OWASA value in the Strategic Plan adopted in the fall of 2022.

We have begun the recruitment process for the Diversity and Inclusion Specialist position. This will be the first position at OWASA focused solely on Diversity and Inclusion. Internal diversity working groups are continuing their evaluation of OWASA's Diversity and Inclusion Program and how to continue to grow these efforts in the future. Training for all employees is scheduled for May 2023.

OWASA Board Updates:

OWASA is governed by a nine-member Board of Directors and currently has only eight members. Chapel Hill-appointee David Gorelick resigned at the end of 2022 after accepting a Policy Fellowship with the United States State Department and moved from the area.

In addition to the now-vacant seat, upcoming appointments this spring will be requested from Orange County and Chapel Hill. A letter was sent in January to the local governments with information to assist with recruiting and selecting members to the OWASA Board.

We appreciate your interest and action in appointing Board members as we continue critical work in the months ahead. OWASA embraces diversity and inclusion in everything we do, and we would like to encourage all interested candidates to apply for Board appointments. The only qualification needed is a commitment to serve the community.

We would be happy to provide more detailed information on the items above or other topics of interest as desired. Please feel free to contact our Executive Director, Todd Taylor (ttaylor@owasa.org or 919-537-4216), or me.

Sincerely,



Bruce Boehm, Chair
Board of Directors

cc: Mr. Richard White, III, Carrboro Town Manager
Ms. Bonnie Hammersley, Orange County Manager
Mr. Chris Blue, Interim Chapel Hill Town Manager
OWASA Board of Directors
Todd Taylor, OWASA Executive Director



Agenda Item Abstract

File Number: 23-120

Agenda Date: 6/20/2023
In Control: Town Council
Version: 1

File Type: Agendas

Request to Amend Racial Equity Commission Charge

PURPOSE: The purpose of this agenda item is for the Town Council to consider the recommendation from the Racial Equity Commission (REC) to amend the commission charge. Donald Hawkins II, Racial Equity Commission Chair will make the presentation.

DEPARTMENT: Town Manager's Office

CONTACT INFORMATION: Anita Jones-McNair, Chief Race and Equity Officer,
amcnair@carrboronc.gov <<mailto:amcnair@carrboronc.gov>>, 919.918.7381

COUNCIL DIRECTION:

☒ Race/Equity ☐ Climate ☐ Comprehensive Plan ☐ Other

The Council approved the Resolution Supporting Reparations for Black Carrboro on October 20, 2020. Within the resolution is states to *Establish a Racial Equity Commission that will be empowered to make short, medium and long-term recommendations that will make significant progress toward repairing the damage caused by public and private systemic racism, boosting economic mobility and opportunity, and creating generational wealth in the Black community, and Empowers the Commission to hold community conversations to educate the public on the mission of the commission and discuss implementation of the above recommendations.*

INFORMATION: The presentation includes recommendations to amend the charge. (See Attachment B)

The Town Council established the commission in January 2021 to advise and work with the Town Council, Chief Race and Equity Officer, and Town staff to educate, provide leadership, and facilitate on-going equitable engagement within the immediate and greater Carrboro community toward the goal of creating a community of inclusiveness in which political, economic, social, and cultural institutions are no longer predicated and influenced by race.

The REC began meeting in June 2021. One short term responsibility is to evaluate the mission, purpose and annual duties and present any recommended changes to the Town Council for approval. The need to work on a clear direction and message has been a focal point. In April of this year, the commission held a strategy session with Bryana Clover, facilitator, to focus on the direction of the commission.

Racial Equity Commission (REC) Background

The REC revisited the Commission's charge and discussed a shared vision for the work moving forward. At the beginning of their strategy session, they discussed their shared fears, hopes and personal values. This was an important exercise for cultivating connection, trust, and shared vision. The results of the centering are as follows:

1. Fears
 - a. Our work as the REC will be taken for granted- our work will be done in vain.

- b. Nothing will happen despite our investment in the REC.
 - c. Our purpose isn't aligned with the mission and how we operate.
 - d. Democracy is at risk, and the gains of the last 100 years will be "for naught."
 - e. That we will not take full advantage of the potential impact of the REC.
2. Hopes
- a. REC recommendations will be heard and put into practice.
 - b. The youth will be engaged in justice work, this work is for them. For our children's future.
 - c. The commitments made by the town are put to action.
 - d. Connection and cohesion amongst the members of the REC
3. Personal Values
- a. Helping others
 - b. Truth and justice for Black Americans
 - c. Time
 - d. Impact
 - e. Dignity for ALL
 - f. Honor
 - g. Diversity
 - h. Embracing the fullness of life

FISCAL IMPACT: There are no fiscal or staff impacts associated with amending the charge.

RECOMMENDATION: The Town Manager recommends that the Town Council amend the Racial Equity Commission Charge.

RESOLUTION TO AMMEND THE RACIAL EQUITY COMMISSION CHARGE

WHEREAS, the Carrboro Racial Equity Commission was established as the community advisory, leadership support team of the Town's racial equity commitment. The commission will work with the Town Council, Race and Equity Officer and Town staff; and

WHEREAS, the Racial Equity Commission IS empowered to make short, medium and long-term recommendations that will make significant progress toward repairing the damage caused by public and private systemic racism, boosting economic mobility and opportunity, and creating generational wealth in the Black community; and

WHEREAS, the Racial Equity Commission held its first meeting on June 23, 2021; and

WHEREAS, the Town of Carrboro seeks to incorporate equitable policies, procedures and practices. The goal is to create a community in which political, economic, social and cultural institutions are no longer predicted and influenced by race. That is why the Racial Equity Commission is so important; and

WHEREAS, the need to work from a clear direction and message has been a focal point; and

WHEREAS, the Racial Equity Commission request that the Town Council amend the Racial Equity Commission Charge.

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CARRBORO
RESOLVES:

Section 1. Amend the Racial Equity Commission Charge:

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Purpose

The Carrboro REC exists to ensure the thriving of Black, Indigenous, other People of Color (BIPOC) town members. We recognize the harm of structural and institutional racism (both seen and unseen) to BIPOC communities. It is the role of the REC to bring to light the ways in which racism still plagues our communities and commits to holding Carrboro accountable to facing this truth and providing equitable operations and services, economic sustainability, affordable housing, food security, and equitable climate change.

Vision

To create a community where all can thrive, and one in which the political, economic, social and cultural institutions are no longer predicated and influenced by race.

Mission & Values

The REC is devoted to educating constituents on the historical legacy of racism and the ways in which it shows up in Carrboro culture, policies and institutions; amplify the BIPOC voices of Carrboro so that our focus addresses the true needs of the community; and influence decision and policymakers to prioritize equity and justice in all matters of policy, procedures and practices

that impact the most vulnerable of Carrboro. The work is grounded on our shared values of: Teamwork, Leadership, Devotion, Truth, Ethics and Accountability.

Goals

1. The most vulnerable residents of Carrboro have access to fair and equitable housing.
2. Carrboro has clarity on the inequities in our education system and facilitates dialogue amongst leaders in Education to plan ways to address the priority issues.
3. The REC will initiate key collaborations and partnerships to contribute to the accomplishment of their identified goals.
4. The REC will establish a growth and sustainability plan.
5. Carrboro will directly invest in supporting wealth building for their BIPOC community.
6. The REC will emphasize racial equity awareness and education for Carrboro residents and leaders.

Objectives

1. The most vulnerable residents of Carrboro have access to fair and equitable housing.
 - a. *Objective 1:* Ensure Carrboro has plans in place to build housing for residents with 30% AMI or below.
2. Carrboro has clarity on the inequities in our education system and facilitates dialogue amongst leaders in Education to plan ways to address the priority issues.
 - a. *Objective 1:* Identifies key stakeholders in the education system, and facilitates dialogue to discuss issues in education (see below)
 - i. After school program
 - ii. Achievement gap
 - iii. Discipline policy
 - iv. Mentorship
 - v. Teacher diversity
 - vi. Teacher education/implicit bias training
 - vii. Bias in gifted programs
 - viii. Activism in education
3. Initiate key collaborations and partnerships to contribute to the accomplishment of their identified goals.
 - a. *Objective 1:* Identifies a list of key partnership opportunities with organizations that have shared values and meet about the work of racial justice.
4. Establish a growth and sustainability plan.
 - a. *Objective 1:* Establish an onboarding plan for new members, including training.
 - b. *Objective 2:* Finalize a recruitment plan for identifying new members.
 - c. *Objective 3:* Establish key metrics of success, and a plan for measuring these metrics over time.
 - d. *Objective 4:* Conduct historical, educational and community building opportunities.
 - e. *Objective 5:* Complete oral history project.
5. Invest in supporting wealth building for BIPOC community.

- a. *Objective 1:* Make recommendations to the town council for establishing pathways to generational wealth for BIPOC.
 - b. *Objective 2:* Follow-up with the Town Council on the progress of the Reparations Plan.
 - c. *Objective 3:* Request that Carrboro create an equity fund.
- 6. Emphasize racial equity awareness and education for Carrboro residents and leaders.
 - a. *Objective 1:* Regularly engage with the community through listening sessions and events.
 - b. *Objective 2:* Initiate a plan for creating cohesion and connection amongst the Black community of Carrboro (mobilize our people to get engaged!)
 - c. *Objective 3:* Ensure the Town commits to equity training for all employees.
 - d. *Objective 4:* Ensure the Town commits to evaluating all policies, practices, procedures and services.

Section 2. The resolution is effective upon adoption.

RACIAL EQUITY COMMISSION CHARGE

Background History

The Carrboro Town Council and Staff made a commitment to LISTEN to the voices of Carrboro, ENGAGE the voices of Carrboro, PROVIDE services AND PLAN for all the voices of Carrboro. This deliberate decision was voted on with unanimous support by the Town Council to begin race and equity work in October 2018. The town joined GARE (Government Alliance for Race and Equity) and started their journey.

With *one voice*, the Town envisions all people that live and work in Carrboro are thriving. Unfortunately, to thrive is only a notion when fundamentally for many black, brown and other marginalized residents' basic needs are deficient. Often times structural and institutional racism plagues many communities. Facing truth and finding reconciliation provides healing and direction. The Town will commit to providing equitable operations and services, economic sustainability, affordable housing, food security, equitable climate change mitigation for ALL of Carrboro.

Purpose

~~Carrboro seeks to incorporate equitable policies, procedures and practices. The goal is to create a community in which political, economic, social and cultural institutions are no longer predicated and influenced by race. That is why the Racial Equity Commission is so important!~~

~~The Carrboro Racial Equity Commission is being established as the community advisory, leadership support team of the Town's racial equity commitment working alongside the Town Council, Race and Equity Officer and Town staff.~~

The Carrboro REC exists to ensure the thriving of Black, Indigenous, other People of Color (BIPOC) town members. We recognize the harm of structural and institutional racism (both seen and unseen) to BIPOC communities. It is the role of the REC to bring to light the ways in which racism still plagues our communities and commits to holding Carrboro accountable to facing this truth and providing equitable operations and services, economic sustainability, affordable housing, food security, and equitable climate change.

Vision

To create a community where all can thrive, and one in which the political, economic, social and cultural institutions are no longer predicated and influenced by race.

Mission & Values

The REC is devoted to educating constituents on the historical legacy of racism and the ways in which it shows up in Carrboro culture, policies, and institutions; amplify the BIPOC voices of

Carrboro so that our focus addresses the true needs of the community; and influence decision and policymakers to prioritize equity and justice in all matters of policy, procedures and practices that impact the most vulnerable of Carrboro. The work is grounded on our shared values of: Teamwork, Leadership, Devotion, Truth, Ethics and Accountability.

Mission

~~The mission of the Racial Equity Commission is to educate, provide leadership and facilitate on-going engagement with the immediate and greater Carrboro community to foster a welcoming and inclusive environment that enhances the overall social, physical, mental, and economic well-being of Carrboro.~~

~~Carrboro seeks to incorporate equitable policies, procedures and practices for real change based on both short and long term strategies to address disparities and reparation responsibilities. Necessary resources and budgetary appropriations can start as soon as 2021 as we begin to build greater equity within the community.~~

Criteria of the Carrboro Racial Equity Commission

Commission make-up

Comprised of 8 commission members that completed race and equity training provided by the Town's Core Team. All representatives should live in Carrboro.

Four representatives from the community. (Two lived in the community for at least 20/30 years and two for at least 10/20 years. Also, each should have a lived experience based on being a person of color. That expertise will help to educate others and deepen viewpoints and practices. The ones that are closest to the pain can be change agents and closer to the power structures that are currently in place. These community members should stay in place until appropriate replacements can be found because they are the foundation of this commission and will provide leadership and stability as this commission is formed.

1 representative from the AHAC

1 representative EAB

1 representative ESC

1 representative from the Farmer's Market Board or BIPOC business owner

2 non-voting Council member – Council Liaison

Race and Equity Officer – Staff Liaison

Commission members will serve two-year terms. (Option to serve two sequential terms)

Goals

1. The most vulnerable residents of Carrboro have access to fair and equitable housing.
2. Carrboro has clarity on the inequities in our education system and facilitates dialogue amongst leaders in Education to plan ways to address the priority issues.

3. The REC will initiate key collaborations and partnerships to contribute to the accomplishment of their identified goals.
4. The REC will establish a growth and sustainability plan for commission members.
5. Carrboro will directly invest in supporting wealth building for their BIPOC community.
6. The REC will emphasize racial equity awareness and education for Carrboro residents and leaders.

Objectives

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 - a. *Objective 1:* Establish an onboarding plan for new members, including training.
 - b. *Objective 2:* Finalize a recruitment plan for identifying new members.
 - c. *Objective 3:* Establish key metrics of success, and a plan for measuring these metrics over time.
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 - e. *Objective 5:* Complete oral history project.
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 - a. *Objective 1:* Make recommendations to the town council for establishing pathways to generational wealth for BIPOC.
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6. Emphasize racial equity awareness and education for Carrboro residents and leaders.

- a. *Objective 1:* Regularly engage with the community through listening sessions and events.
- b. *Objective 2:* Initiate a plan for creating cohesion and connection amongst the Black community of Carrboro (mobilize our people to get engaged!)
- c. *Objective 3:* Ensure the Town commits to equity training for all employees.
- d. *Objective 4:* Ensure the Town commits to evaluating all policies, practices, procedures, and services.

Annual action steps

~~Create official mission and review of the charge for Town Council approval (first year)~~

~~Conduct quarterly meetings of the community which includes an opportunity to educate the community about resources, opportunities, and updates the community. (First two years)~~

~~Conducts routine bimonthly listening sessions and engagement. (on-going)~~

~~Research and develop a Carrboro Reparation proposal for Carrboro including funding considerations. (First two years)~~

~~Conduct semi-annual or annual meetings of the community. (Beginning third year)~~

~~Gather and review data to gain a deeper understanding of disparities in town and provide recommendations to address.~~

~~Assessing, acknowledging and envisioning next steps based on change.~~

~~Collaborate with other organizations, committees and task force working to address racial inequities in the community; intra and inter jurisdictional needs.~~

~~Review evaluations of town's practices and procedures once completed by departments and representatives. Provide feedback.~~

Annual administrative expectations:

~~Present annual "at a glance" to the Town Council.~~

~~Conduct semi-annual meetings with the Truth Plague Committee. (and as needed)~~

~~Conduct semi-annual meetings with Community Safety Task Force. (and as needed)~~

~~Share recommendations and reports with the other Boards and Commissions for feedback and agreement as appropriate.~~

Attachment D - Racial Equity Pocket Questions

These racial equity pocket questions are for the Racial Equity Commission (REC) request to update their purpose, vision, mission statement, values and goals.

1. What are the racial impacts?

The REC was created on behalf of the Town Council to address racial equity issues throughout the Town of Carrboro. The realignment of the REC's *purpose, vision, mission statement, values and goals* will address the same racial impacts and allow for more positive impacts due to better coordination, vision, and communication throughout the REC team members.

2. Who is or will experience burden?

This process of realignment shouldn't cause new burden. It is important to note that those who were previously missed may continue to be burdened however a goal of the REC is to help close racial equity gaps overtime in the community. Some individuals/groups may be missed unintentionally. Again, it is a goal of the REC to listen and engage these historically missed populations.

3. Who is or will experience benefit?

The Town of Carrboro's community and government will benefit from the updating of the purpose, vision, mission statement, values, and goals because this process allowed for the restructuring of and fluidity of operationalizing the community work in an impactful way. The team will have more guidance in how to move forward with addressing equity issues in the Town of Carrboro.

4. What are the root causes of inequity?

The REC was established two years ago to elevate community voices and promote equity in the BIPOC community. This has been and continues to be a journey for the REC and the Town. The charge by Council began the journey. The REC envisions this purpose, vision, mission statement, values and goals aligns a path to function. The work, terminology, continues to evolve and focus on missed community members and opportunities.

5. What might be the unintended consequences of this action or strategy?

The REC has done their diligence in ensuring all areas of services, economic sustainability, affordable housing, food security, and equitable climate change mitigation will be fully overed. There may be a missed area of coverage in the new purpose, vision, mission statement, values and goals that misses serving BIPOC members. If so, hopefully it surfaces and is addressed.



Agenda Item Abstract

File Number: 23-212

Agenda Date: 6/20/2023
In Control: Town Council
Version: 1

File Type: Agendas

TITLE:

Adoption of the FY 2023-24 Annual Budget

PURPOSE: The purpose of this agenda item is for the Town Council to adopt the annual budget for fiscal year 2023-24.

DEPARTMENT: Town Manager

CONTACT INFORMATION: Richard J. White III, Town Manager, 918-7315; Arche McAdoo, Finance Director, 918-7439 Langston Ramseur, Deputy Finance Director, 918-7345

INFORMATION: The North Carolina Local Government Budget and Fiscal Control Act (LGBFCA) requires that the Town Manager submit a recommended budget and budget message to the Mayor and Council; that the Town Council hold a public hearing on the recommended budget; and that the Town Council adopt an annual budget ordinance each year by July 1. The budget must be balanced which is defined by LGBFCA as “the sum of estimated net revenues and appropriated fund balance in each fund shall be equal to appropriations in that fund”.

On May 9, 2023 the Town Council held a budget work session where the Town Manager presented and received input on the recommended budget for FY 2023-24. On June 6, 2022, the Town Manager presented to the Town Council a recommended budget for FY2023-24 totaling \$81.1 million, and the budget document was filed with the Town Clerk. It has remained available on the Town’s website, and in the Town Clerk’s Office for public inspection. The notice of its availability was published in the local media. On June 13, 2023, a public hearing was held on the Manager’s Recommended Budget.

The goals of the FY 2023-24 budget are to:

- Align the Town Council’s adopted 13 strategic priorities;
- Continue addressing employee retention, recruitment and well-being;
- Control costs while maintaining current level of services; and,
- Capital projects, especially renovation of Town Hall.

The Interfaith Council (IFC) and Orange County Partnership to End Homelessness (OCPEH) have requested \$95,757 and \$69,581, respectively, for services to the homelessness and housing

needs. These two requests will be funded using American Rescue Plan Act funds.

Because of supply chain interruptions the past two years, the Town was unable to purchase replacement vehicles. The unexpended appropriation for vehicles in FY 2022 and FY 2023 total \$1,613,000. Of this amount, \$964,000 will be used for vehicle replacement purchases and \$649,000 will be set aside in Capital Reserve Fund for future purchase of fire apparatus.

The total budget for FY 2023-24 is as follows:

General Fund	\$29,330,440
Capital Projects	\$41,465,910
Special Revenue	\$9,122,830
Total Government Funds	\$79,919,197
Storm Water Enterprise	\$1,062,740
Parking Enterprise	\$141,000
Total	\$81,122,943

The General Fund is the Town's operating fund. The FY 2023-24 budgets continues emphasis on race and equity, climate action, affordable housing, downtown beautification, and capital projects.

The Capital Projects Fund includes construction, renovations, or other improvements to the Town's capital assets. Major projects include wayfinding, vehicle purchases, street resurfacing, greenways and multi-paths, and construction of the 203 S. Greensboro Street facility that will be home to the Orange County Southern Branch Library and Town recreation administrative offices. The budget proposes to use assigned fund balance to begin the planning, design and development of renovations for Town Hall.

The Affordable Housing Fund in the Special Revenue Fund provides a steady and reliable revenue source for affordable housing activities. A property tax rate of 1.5 cents will continue to be dedicated to affordable housing in FY 2024.

Along with the Budget Ordinance, the Town Council needs to adopt several other resolutions. These includes: Position Classification and Pay Plan, across-the-board salary adjustment, resolution for Town Attorney contract, Amendment to Miscellaneous Fees and Charges Schedule, and health insurance providers.

Annual Budget Ordinance - Attachment A

The attached Annual Budget Ordinance includes General Fund appropriation of \$27,667,675 by function for operation of the Town beginning July 1, 2023. The Annual Budget Ordinance also includes the estimated revenues that are expected to be available during the fiscal year.

The property tax rate shall remain the same at 60.44 cents for each \$100 valuation of taxable property with 1.50 cents of that amount dedicated for the Affordable Housing Special Revenue Fund.

Position Classification and Pay Plan - Attachment B

The Annual Budget for FY24 includes changes to be incorporated into the Position Classification and Pay Plan. No increase in the total FTEs are requested for 2024. These changes are listed in the resolution titled Attachment B.

There will be no merit or performance pay provided to Town employees in FY24.

Salary and Wage Adjustment Resolution - Attachment C

Effective July 2, 2023, a 5% across-the-board salary increase will be added to base salary for all current full-time permanent and appointed employees; a prorated increase of 5% will be added to the base salary for all permanent part-time employees based on the full-time equivalency; and, Town elected officials and temporary part-time employees will receive an increase of 5%.

Town Attorney - Attachment D

This resolution is to contract for legal services.

Vehicle Purchases in FY24 - Attachment E

The resolution authorizes the purchase of vehicles in FY 2024 and the establishment of \$649,000 set aside in Capital Reserve Fund for future purchase of fire apparatus.

Reimbursement Resolution for FY23 Vehicle Purchases - Attachment E-1

The resolution authorizes the Town to be reimbursed by financing proceeds for the purpose of purchasing the FY24 vehicles approved in the adopted budget, that may occur prior to any installment financing.

Medical Insurance Plan - Attachment F

The resolution authorizes the Town Manager to enter a contract with the Town's medical insurance providers.

Designated Fund Balance at June 30, 2023 for Carryover - Attachment G

This resolution authorizes the carryover of budget items that have not been spent or obligated in

FY 2022-23

Authorization to Use Assigned Fund Balance for Town Hall Renovations - Attachment H -

This resolution will provide a means to beginning planning, design and development of renovations for Town Hall.

Amendment to Miscellaneous Fees and Charges Schedule - Attachment X

The resolution amends the Miscellaneous Fees and Charges Schedule beginning July 1, 2023.

FISCAL & STAFF IMPACT: The total FY2023-24 General Fund Budget presented for adoption is \$29,330,449 The grand total budget including all funds is \$81,122,843.

RECOMMENDATION: The Town Council is requested to adopt the following attachments:

- A. Annual Budget Ordinance for FY 2023-24
- B. Resolution adopting Changes to Position Classification and Pay Plan;
- C. Resolution approving the minimum salary and hourly rates for employees;
- D. Resolution for the Town Attorney contract;
- E. FY23-24 Vehicle Purchases; and Attachment E-1 - Reimbursement Resolution for Vehicles (Attachment F-1);
- F. Resolution to authorize contracts for the Town's Medical Insurance Plan
- G. Resolution to authorize designation of fund balance at June 30, 2023 for carryover.
- H. Use of assigned fund balance for Town Hall renovation
- I. Amendment to ARPA Grant Project Ordinance
- J. Resolution approving amendments to the Miscellaneous Fees and Charges Schedule

ATTACHMENT A

ANNUAL BUDGET ORDINANCE FY 2023-24 Town of Carrboro, North Carolina

WHEREAS the recommended budget for FY 2023-24 was submitted to the Town Council on June 6, 2023 by the Town Manager pursuant to G.S. 159-11 and filed with the Town Clerk pursuant to G.S. 159-12; and

WHEREAS, on June 13, 2032, the Town Council held a public hearing on the budget pursuant to G.S. 159-12; and

WHEREAS, on June 20, 2022, the Town Council adopted a budget ordinance making appropriations and levying taxes in such sums as the Town Council considers sufficient and proper in accordance with G.S. 159-13;

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

ARTICLE I – GENERAL FUND

Section 1. General Fund Appropriations

The General Fund is the Town of Carrboro's operating account. The following amounts are hereby appropriated by function for the operation of the Town and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

GENERAL GOVERNMENT		\$ 7,475,682
Mayor and Town Council	445,943	
Advisory Boards and Commissions	62,418	
Rqce and Equity	420,886	
Town Manager	751,654	
Economic Deelopment	409,092	
Climate Action	237,252	
Communications and Engagement	250,352	
Housing and Community Services	632,049	
Town Clerk	166,984	
Finance	1,325,077	
Human Resources	736,565	
Techoloy Services	2,037,410	
PUBLIC SAFETY		7,655,173
Police	4,303,021	
Fire	3,352,152	
PLANNING DEPARTMENT		1,728,344
TRANSPORTATION		2,168,917
PUBLIC WORKS DEPARTMENT		4,189,998
RECREATIONS & PARKS		2,040,544
NONDEPARTMENTAL		2,109,261
TRANSFERS		141,000
DEBT SERVICE		1,821,530
TOTAL GENERAL FUND		29,330,449

Section 2. General Fund Revenues

It is estimated that revenues from the following major sources will be available during the fiscal year beginning July 1, 2023 and ending June 30, 2024, to meet the general fund expenditures:

Ad Valorem Taxes	\$ 15,800,200
Local Sales Taxes	6,116,000
Other Taxes/Licenses	1,726,261
Intergovernmental	1,510,298
Permit & Fees	1,312,811
Sales & Services	184,700
Other Revenues	276,120
Total Revenues	26,926,390
Fund Balance Appropriated	2,404,059
Total Revenues & Fund Balance	\$ 29,330,449

ARTICLE II – AFFORDABLE HOUSING SPECIAL REVENUE FUND

Section 1. Affordable Housing Fund Appropriation

The Affordable Housing Special Revenue Fund was created by the Town Council to increase the stock of affordable, safe and decent housing within the Town and its' planning jurisdiction. The following amounts are hereby appropriated for Affordable Housing Special Revenue Fund activities:

Community Home Trust	\$ 80,501
Home Consortium Match	15,000
Partnership to End Homelessness	136,339
Interfaith Council Housing	95,739
AHSRF Deferred Loan Program	5,000
Affordable Hsg Advisory Board	500
Critical Home Repair	15,000
Rental Deposits Program	32,000
Acquisition and Development	200,000
Unexpended Reserves	13,844
Total Appropriations	\$ 593,923

Section 2. Affordable Housing Special Revenue Fund Revenues

There is hereby levied a tax rate of \$.0150 (1.5 cent) on each one hundred dollars (\$100) valuation of taxable property as listed for taxes on January 1, 2023, that shall be devoted solely to the affordable housing activities noted above.

ARTICLE III – CAPITAL PROJECTS

Pursuant to GS 159-13.2, the Town Council may authorize and budget for capital projects and special revenue funds in its annual budget or project ordinance. The Town Council has elected to enact a project ordinance to appropriate revenues and expenditures for capital projects which is effective until the project is completed rather than for a single fiscal year.

ARTICLE IV – STORMWATER UTILITY ENTERPRISE FUND

Section 1. Stormwater Utility Enterprise Fund

The purpose of the Stormwater Utility Enterprise Fund is to comprehensively address stormwater management and flooding issues throughout the Town, and to in compliance with state and federal rules and regulations. A total of \$1,062,746 is appropriated for stormwater activities.

Section 2. Revenues for Stormwater Utility Enterprise Fund

Revenues to support stormwater activities are generated through the fee structure established in the Town Code, Chapter 18, Article II, Section 18-6.

ARTICLE V – PARKING ENTERPRISE FUND

Section 1. Parking Enterprise Fund

The purpose of the Parking Enterprise Fund is to manage parking facilities and services within the Town and monitor related expenses. A total of \$141,000 is appropriated for parking activities.

Section 2. Revenues for Parking Enterprise Fund

Revenues to support the Parking Enterprise Fund include a transfer of funds in the amount of \$141,000 from the General Fund to the Parking Enterprise Funds.

ARTICLE VI – MISCELLANEOUS FEES AND CHARGES

Charges for services and fees by Town Departments are levied in the amounts set forth in the Miscellaneous Fees and Charges Schedule. The Town Council may periodically adjust the fee schedule through the adoption of an amendment.

ARTICLE VII – GENERAL AUTHORITIES

Section 1. 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, health insurance benefits; and, for any other purpose deemed necessary by the Town Manager without further action by the Town Council.
- 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 funds encumbered or designated within fund balance for expenditures as confirmed in the annual audit for the year ending June 30, 2023, shall be re-appropriated to the Fiscal Year 2023-24 Adopted Budget without further action by the Town Council.
- e. The Finance Officer may approve transfer requests between programs or organizational units within the adopted general fund budget.
- f. Transfers between Funds may be authorized only by the Town Council.
- g. The Orange County Tax Collector, is authorized, empowered, and commanded to collect the 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 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 if approved by the Town Manager.

Section 2. 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, 2023, for the purpose of raising the revenue constituting the general property taxes as set forth in the foregoing estimates of revenue (Article I, Section 2), to finance the foregoing General Fund appropriations (Article I, Section 1). One- and one-half cents of the total tax rate shall be devoted exclusively to the Affordable Housing Fund.

General Fund	\$.5894
Affordable Housing Fund.....	<u>\$.0150</u>
Total Tax Rate	\$.6044

Section 3. The Finance Officer shall distribute property tax collections to the appropriate fund(s) at least monthly as levied in Article VII, Section 2 above.

Section 4. In accordance with G.S. 159-13, a copy of this ordinance shall be filed with the Town Manager, the Finance Officer, and the Town Clerk.

The foregoing ordinance, having been submitted to a vote of the Town Council, received the following vote, and was duly adopted this 21st day of June 2022:

Ayes:

Noes:

Absent or Excused:

ATTACHMENT B

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

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

WHEREAS, the Town Manager has submitted a budget for FY 2023-24 with proposed changes to the Position Classification and Pay Plan;

NOW, THEREFORE, THE TOWN COUNCIL OF THE TOWN OF CARRBORO
RESOLVES:

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

- a. Move one (1) Streets (Org 560) Maintenance/Construction Worker position to one (1) Solid Waste (Org 580) Equipment Operator position.
- b. Establish a Deputy Public Works Director position at Salary Grade 119. *(Note: This modification is not a request for an additional FTE within Public Works. It is intended as a means to offer flexibility of hiring within current budgeted FTE's.)*
- c. Establish a Planner II position at Salary Grade 114. *(Note: This modification is not a request for an additional FTE within Planning. It is intended as a means to offer flexibility of hiring within current budgeted FTE's.)*
- d. Retitle the Planning Administrator position, Salary Grade 118, to a Planning and Transportation Administrator position, Salary Grade 118.
- e. Retitle the Fire Lieutenant position, Salary Grade 112, to a Fire Captain position, Salary Grade 112.

Section 2. There will be no Merit or Performance Pay provided to Town employees in FY 2023-24.

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.

Section 5. This resolution shall become effective July 1, 2023.

ATTACHMENT C

SALARY AND WAGE ADJUSTMENT RESOLUTION FOR FY 2023-24

BE IT RESOLVED that the Town of Carrboro Town Council hereby approves the following as a part of the Annual Budget for FY 2023-24:

Section 1: All Town permanent full-time and appointed employees shall receive an across-the-board salary increase of 5% effective July 1, 2023.

Section 2: All permanent part-time employees shall receive a pro-rated, across-the-board salary increase of 5% based on their position's full-time equivalency effective July 1, 2023.

Section 3: All Town elected officials shall receive an across-the-board salary increase of 5%.

Section 4: 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 5: The Town Manager shall increase the salary of any permanent full-time Town employees earning less than \$31,158 to the annual Minimum Housing Wage.

Section 6: All Town temporary part-time employees shall receive an across-the-board hourly wage increase of 5%.

Section 7: The Town will pay all part-time employees an hourly wage that is equal to the *Orange County Living Wage*.

Section 8: This resolution shall become effective July 1, 2023.

ATTACHMENT D

A RESOLUTION APPROVING CONTRACT FOR TOWN ATTORNEY

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO:

Section 1: The Town Council hereby approves a contract for legal services with the Brough Law Firm for FY 2023-24 beginning July 1, 2023 and ending June 30, 2024.

Section 2: This resolution shall become effective upon adoption.

FOR FY2023-24 VEHICLE PURCHASES

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO, UNDER GS 159-13.2, THAT:

Section 1: The following vehicles are authorized for purchase in FY 2023-24:

Department	Vehicle	Cost Estimate
Police	3 Ford Hybrid Police Utility @ \$58,000 each	\$ 174,000.00
Rec, Parks & Cult	Ford E-350W/ Eldorado 14P Wheelchair w/ Lift Body	\$ 140,000.00
Rec, Parks & Cult	2 Ford F-150 Hybrid @ \$40,000	\$ 80,000.00
Public Works	Mac LR w/ Heil Curotto Can	\$ 490,000.00
Public Works	2 Ford F-150 Hybrid @ \$40,000 each	\$ 80,000.00
	Total	\$ 964,000.00

Section 2. The total amount appropriated for the vehicles listed in Section 1 shall not exceed \$964,000 with the understanding that the Town may seek installment financing for these purchases.

Section 3. A transfer of \$649,000 shall be transferred from the Capital Project Fund to Capital Reserve Fund for the future acquisition of fire apparatus.

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 5: This capital project ordinance shall be effective July 1, 2023.

ATTACHMENT E-1

REIMBURSEMENT RESOLUTION FOR EQUIPMENT AND VEHICLES

WHEREAS, the Town Manager, has described to the Town Council 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 Town Council that:

Section 1. The equipment and vehicles budgeted for purchase in FY 2023-24 include the following:

Department	Vehicle	Cost Estimate
Police	3 Ford Hybrid Police Utility @ \$58,000 each	\$ 174,000.00
Rec, Parks & Cult	Ford E-350W/ Eldorado 14P Wheelchair w/ Lift Body	\$ 140,000.00
Rec, Parks & Cult	2 Ford F-150 Hybrid @ \$40,000	\$ 80,000.00
Public Works	Mac LR w/ Heil Curotto Can	\$ 490,000.00
Public Works	2 Ford F-150 Hybrid @ \$40,000 each	\$ 80,000.00
	Total	\$ 964,000.00

Section 2. The expected type of financing (which may be subject to change) for the above 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 Capital Fund for the aforementioned items are intended to be reimbursed from the financing proceeds up to an amount of \$964,000.00.

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

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

Section 6: This resolution shall become effective July 1, 2023.

**A RESOLUTION TO APPROVE AETNA HEALTH, INC.
FOR MEDICAL INSURANCE SERVICES**

WHEREAS, the Town of Carrboro has provided employees and eligible pre-65 retirees with a medical insurance plan for many years with medical insurance provider BlueCross BlueShield of North Carolina (BCBSNC); and,

WHEREAS, BCBSNC offered a renewal rate for the plan year beginning July 1, 2023 over and above what was reasonable and sustainable within the Town's budget; and,

WHEREAS, the Town's insurance broker put the Town's medical insurance coverage out for a bid process; and,

WHEREAS, Aetna Health, Inc. offered the Town a health insurance plan comparable to the current BCBSNC plan at a reasonable rate; and,

WHEREAS, the Town's plan with third-party medical expense reimbursement plan (MERP) administrator, Nonstop Health, is fully transferrable to the Aetna Health, Inc. medical plan; and,

WHEREAS, by changing medical insurance carriers from BCBSNC to Aetna Health, Inc., Town employees will maintain the benefits offered with the Nonstop Health MERP as well as a vast in-network provider pool for medical services with minimal anticipated changes in covered services and/or prescription medications.

NOW THEREFORE, BE IT RESOLVED that the Town Council of the Town of Carrboro hereby approves the following:

Section 1: The Town shall offer all employees and eligible pre-65 retirees a HDHP and MERP through Aetna medical insurance provider and Nonstop Health, third party administrator.

Section 2: The Town Manager is authorized to negotiate and enter into a contract, upon Town Attorney review, with the providers stated in Section 1 effective July 1, 2023. The Town Manager is authorized to approve vendor service fees and employee premiums as appropriated in the adopted budget.

Section 3: Within five (5) days after this resolution is adopted, the Town Clerk shall file a copy of this resolution with the Town Manager, Finance Director, and Human Resources Director.

Section 4: This resolution shall be effective July 1, 2023.

**A RESOLUTION APPROVING DESIGNATION OF FUND BALANCE
FOR FY 2022-23 BUDGET FUNDS NOT YET SPENT OR ENCUMBERED**

WHEREAS, the Town Manager has described to the Town Council the desirability of adopting a resolution to designate fund balance for certain projects;; and

WHEREAS, budget funds that have not been spent or encumbered are returned to undesignated fund balance at yearend; and,

WHEREAS, designating budget funds that have not been spent or encumbered for carryover allows a more accurate presentation of the Town's undesignated fund in the annual audit report.

BE IT RESOLVED by the Town Council that fund balance in the General Fund is designated for the following items:

<u>Department</u>	<u>Description</u>	<u>Amount</u>
Advisory Boards	Truth Plaque	\$ 19,411.00
Finance	Software upgrades	\$ 75,000.00
Police	Seizure Funds - State	\$ 33,993.00
Planning/Climate Action	Grassroots Partnerships - Green Neighborhoods Grants	\$ 25,000.00
Planning/Climate Action	Bicycle Friendly Community	\$ 10,000.00
Planning/Climate Action	Engineering	\$ 8,000.00
Public Works	Printing-Door Hangers & Brochure	\$ 7,500.00
Public Works	OWASA Subsidy	\$ 20,970.00
Housing & Community Services	COVID Grant Closeout	\$ 1,878.00
Non-Departmental	Public Engagement Software	\$ 27,000.00
	Performance Management Software	\$ 22,000.00
	Advisory Boards & Commission Stipends	\$ 58,380.00
	Language Access	\$ 20,000.00
	Coal Study	\$ 10,000.00
	Staffing Plan	\$ 50,000.00
	Strategic Plan	\$ 50,000.00
Total		\$ 439,132.00

Summary of Designated Fund Balance Budget Items

Truth Plaque – These funds are used to create historical markers throughout the Town.

Finance Software Upgrades – The funds will be used to implement Munis Cashiering to allow for additional cash payment options and development of a 5-year Finance Plan for the Town.

Seizure Funds (State) – The Police Department uses these restricted revenues to supplement ongoing investigations. Unexpended funds each year are carried over to the next year.

Grassroots Partnerships - Green Neighborhood Grants Program – These funds will be used to fund climate action programs of neighborhoods.

Bicycle Friendly Community – These funds will be used to pursue Bicycle Gold status.

Engineering – Funds are needed for Planning to complete design of capital project.

Printing Door Hangers & Brochure - The design of these will be completed in coming weeks and Solid Waste needs these funds for printing.

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

COVID Grant Closeout – Housing and Community Services is in process of closing out this grant and these funds are needed for temporary staffing to complete the closeout.

Public Engagement Software -As we increase engagement of the public, this software will help provide a comprehensive approach with data analysis.

Performance Management Software – As the Town shifts to Performance Management, this tool will provide a means to help manage and analyze functions and activities.

Stipends for Advisory Boards & Commissions -- The Town Council is considering providing a stipend for members of advisory boards and commissions.

Language Access – These funds are needed to develop a comprehensive program for interacting with persons that don't speak English.

COAL Study -- UNC Chapel Hill may shut down its coal facility and these funds will allow the Town to study potential uses of this site.

Staffing Plan – These funds will allow the Town Manager to undertake a review of the Town's staffing and develop plan necessary for efficient and effective operations.

Strategic Plan – A strategic plan is necessary as a complement to the adopted Comprehensive County Plan.

BE IT FURTHER RESOLVED, that upon confirmation of the actual amount by the independent audit for the year ending June 30, 2023, 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 Town Council.

ATTACHMENT H

**RESOLUTION AUTHORIZING THE USE OF UNASSIGNED FUND BALANCE FOR
TOWN HALL RENOVATION**

WHEREAS, the Town Council 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 assign some of all of the amount above 35% for transfer to the Capital Projects Fund for future capital expenditures; and,

WHEREAS, the Town's annual independent audit at June 30, 2022 confirmed that the fund balance exceeds 35%; and,

WHEREAS, the Town Manager has assigned \$1.0 million of fund balance; and,

WHEREAS, the adopted Fund Balance Policy requires formal action by the Town Council to commit the use of fund balance in the current year or future year's budget;

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

Section 1: An appropriation of \$1,000,000 is hereby made for the renovation of Town Hall.

Section 2: The Town Manager is authorized to transfer \$1,000,000 from unassigned fund balance in the General Fund to the Capital Projects Fund for the renovation of Town Hall.

Section 3: Eligible expenditures may include professional services, such as architects, engineers, consultants and other professional needed for the design and construction of renovations for Town Hall.

Section 4: Any funds not used for the renovation of Town HLL as noted in Section 1 above shall revert back to the unassigned fund balance in the General Fund.

Section 5: The Town Clerk shall file a copy of this resolution within five days with the Finance Officer.

Section 6: This resolution shall be effective July 1, 2023 and shall remain in effect until the project is completed.

ATTACHMENT I

ADMENMENT
GRANT PROJECT ORDINANCE FOR THE TOWN OF CARRBORO AMERICAN
RESCUE PLAN ACT OF 2021: CORONAVIRUS STATE AND LOCAL FISCAL
RECOVERY FUNDS
Ordinance No: 4 / FY 22-23

WHEREAS, the Town Council on October 11, 2022 adopted Grant Project Ordinance No. 2/FY 22-23 for the American Rescue Plan Act of 2021/Coronavirus State and Local Fiscal Recovery Funds (ARP/CSLFRF) ; and,

WHEREAS, the use of ARP/SLFRF funds is subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Part 200 (UG), as provided in the [Assistance Listing](#); and,

[WHEREAS,](#) the Town Council has adopted certain policies and procedures required to comply with the Uniform Guidance, U. S. Treasury rules and directives, and other federal rules and regulations; and

WHEREAS, the Grant Project Ordinance allocated amounts to certain projects; and,

WHEREAS, the Grant Project Ordinance allocated \$500,000 for Emergency Housing Assistance; and,

WHEREAS, the Town Council finds it necessary and appropriate to modify the allocation of grant funding.

NOW THEREFORE, BE IT RESOLVED by the Carrboro Town Council that:

Section 1. The following ARPA Grant Project Ordinance appropriations are modified as follows:

<u>Project/Activity</u>	<u>Current ARPA Appropriation</u>	<u>Change Increase(Decrease)</u>	<u>New ARPA Appropriation</u>
Emergency HousingAssistance	\$ 500,000	\$ (165,320)	\$ 334,680
Interfaith Center	\$ -	\$ 95,739	\$ 95,739
Orange County Partnership to End Homelessness	\$ -	\$ 69,581	\$ 69,581
Broadband Consultant for Internet Access to Affordable Housing	\$ 350,000	\$ (100,000)	\$ 250,000
Westwood Cemetery Design Update	\$ -	\$ 100,000	\$ 100,000

- Section 2. ARP/CSLFRF funds shall only be used for eligible activities as specified in U. S. Treasury rules and directives.
- Section 3. The use of ARP/CSLFRF funds by recipients shall comply with Town adopted policies and procedures, Uniform Guidance (2 CFR Part 200), U. S. Treasury rules and directives, and other federal rules and regulations.
- Section 4. This resolution is effective July 1, 2023 and shall expire June 30, 2024.
- Section 5. The Town Clerk shall provide a copy of this amendment to the Town's Finance Officer within five days of adoption.

**A RESOLUTION AMENDING THE
MISCELLANEOUS FEES AND CHARGES SCHEDULE**

BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CARRBORO:

Section 1: The Town Council has adopted a Miscellaneous Fees and Charges Schedule which is periodically updated.

Section 2. The attached changes) to the Miscellaneous Fees and Charges Schedule (Exhibit 1) are hereby approved and shall be incorporated into to the Miscellaneous Fees and Charges Schedule.

Section 3: This resolution shall become effective on July 1, 2023.

Fee Name	Department	Curent Fee	New Fee	Reason
Refuse Collection- Dumpster	Public Works	2Cubic Yards-\$13.69 4 Cubic Yards-\$16.46 6 Cubic Yards-\$19.23 8 Cubic Yards \$21.92	2Cubic Yards-\$14.37 4 Cubic Yards-\$17.28 6 Cubic Yards-\$20.19 8 Cubic Yards \$23.02	Increase in Landfill Fees/Fuel Costs.
Refuse Roll-Out Containers	Public Works	\$50.00	\$60.00	Increase in expenses.
Yard Waste Containers	Public Works	\$50.00	\$60.00	Increase in expenses.
Special Event Request PW Employee	Public Works	\$30 per hour	\$35 per hour	Increase in staffing expenses.
Special Event Request - PW Vehicle Usage	Public Works	\$30 per hour	\$35 per hour	Increase in fuel costs.
Special Event Requests Fees: Street Closings plus cost of advertising public hearing and mailings	Rec & Park	\$85.00	\$0.00	Change in Town Code/No longer Requirement for Public Hearing for street closure.
Special Event Requests: Police Officer	Police	\$30 per hour	\$35 per hour	Increase in staffing expenses.
Town Commons Facility Fees: Street Closings plus cost of advertising public hearing and mailings	Rec & Park	\$85.00	\$0.00	Change in Town Code/No longer Requirement for Public Hearing for street closure.
Mechanical: Replacement or System Conversion	Planning	\$50.00	\$100.00	Increase in staffing expenses/cost recovery.
Expired building and trades permit reactivation fee	Planning		\$25 per related trade	To reduce the cost of expired renewals rather than requireissunce of a full new license.
Solar Photovoltaic	Planning	\$0.00	\$.16/square foot of panels	Presently solar installation must go through normall permitting process which doesn't appropriately adress the uniqueness of solar Installation.
Application/Plan Review Fee – nonrefundable for all permits other than one-shot and trade	Planning	\$0.00	\$50.00	To cover costs associated with initial application submittal and review.
Cell Tower Base	Planning	\$0.00	\$150	To cover expenses associated with Cell Tower Installation.
Commercial Construction: Minimum Construction	Planning	\$0.00	\$275.00	To provide uniform fee structure for Residential and Commercial.
Electric Vehicle Chargers	Planning	\$0.00	\$50.00	To generate revenue associated with Electric Vehicles.
Generator with new gas piping	Planning	\$0.00	\$75.00	To generate revenues associated with the inspection of New Generators with Gas Piping.
ABC License Review	Planning	\$0.00	\$100.00	To cover expenses related to Zoning and Building Inspections.
Payment in Lieu: Affordable Housing	Planning	\$42,966	\$48,082	Annual Adjustment.

Exhibit 1 Changes to Miscellaneous Fees and Charges Schedule, July 1, 2023