

Town of Carrboro

301 W. Main St., Carrboro, NC 27510



Meeting Agenda - Final

Tuesday, September 13, 2022

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****7:10-7:15****C. PUBLIC COMMENT**

Comments are limited to three minutes per speaker.

7:15-7:20**D. CONSENT AGENDA**

1. [22-246](#) Quarterly Report (2022 Q2) for the Town of Carrboro's CDBG-CV Grant No. 20-V-3525

PURPOSE: The purpose of this item is for the Town Council to receive the second quarter report for calendar year 2022 for the Town of Carrboro's Community Development Block Grant - Coronavirus award from the NC Department of Commerce.

Attachments: [Attachment A - Carrboro Calendar Year 2022 2nd Quarter Report - CDBG-CV](#)

2. [22-239](#) Approval of Contracts

PURPOSE: The purpose of this agenda item is to approve a speed table and a solid waste disposal contract for the Town of Carrboro.

Attachments: [Attachment A - Resolution to Approve Contracts](#)
[Project locations](#)

3. [22-255](#) Appointment of Economic Sustainability Commission Member to Racial Equity Commission
- PURPOSE:** The purpose of this agenda item is for Council to formally appoint a representative from the Economic Sustainability Commission (ESC) to serve as a voting liaison member of the Racial Equity Commission.

Attachments: [Attachment A- Racial Equity Commission- Town Code Excerpt Ch 3, Section 3-46](#)
[Attachment B- ESC March 9 2022 minutes approved](#)
[Attachment C- Resolution- Appointment to Racial Equity Commission for ESC seat- 9.13.22](#)

E. OTHER MATTERS

7:20-7:55

1. [22-256](#) Classification and Compensation Study Report
- PURPOSE:** The purpose of this item is to have Management Advisory Group, International (MAG) present the findings of a positions classification and compensation study and for Town Council to approve implementation of the findings.

Attachments: [Attachment A - A RESOLUTION FOR THE IMPLEMENTATION OF THE COMPREHENSIVE COMPENSATION AND CLASS STUDY CHANGES](#)
[Attachment B - MAG FINAL REPORT Town Council](#)

7:55-8:05

2. [22-179](#) 203 S. Greensboro St. Project Procedure for After-Hours Concrete Work
- PURPOSE:** The purpose of this item is to establish a procedure for managing the concrete work necessary to complete construction of the 203 Project and for the Council to consider approving an exemption to the Town's noise ordinance to accommodate this work.

Attachments: [Attachment A Chapter 5 Article II](#)
[Attachment B Resolution](#)

8:05-8:30

3. [22-252](#) Resolution to Amend Rules of Procedure for Town of Carrboro Boards and Commissions to Allow Remote Participation
PURPOSE: The purpose of this item is for Council to consider an amendment to the current Rules of Procedure for Town of Carrboro Boards and Commissions to allow remote participation by Board and Commission members at its meetings.

Attachments: [Attachment A- Current Rules of Procedure for Town of Carrboro Boards and Commissions- adopted 11-21-2017](#)
[Attachment B- Resolution Amending The Rules Of Procedure For Town Of Carrboro Boards And Commissions To Allow Remote Participation - Draft 9.13.22](#)

8:30-8:40

4. [22-250](#) Appointments to the Community Safety Task Force
PURPOSE: The purpose of this item is for Town Council to consider making appointments to the Community Safety Task Force due to two vacancies that have occurred.

Attachments: [Attachment A Community Safety Task Force Applicants 9.7.2022](#)
[Attachment B Community Safety Task Force Information Matrix 9.7.2022](#)
[Attachment C Resolution Establishing a Community Safety Task Force 4.20.2021 FINAL](#)
[Attachment D- Resolution- Appointments to Community Safety Task Force- 9.13.2022](#)

8:40-8:50

F. MATTERS BY COUNCIL MEMBERS

8:50-9:20

- G. CLOSED SESSION 143-318.11 (A)(5)** To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.



Agenda Item Abstract

File Number:22-246

Agenda Date: 9/13/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Quarterly Report (2022 Q2) for the Town of Carrboro's CDBG-CV Grant No. 20-V-3525

PURPOSE: The purpose of this item is for the Town Council to receive the second quarter report for calendar year 2022 for the Town of Carrboro's Community Development Block Grant - Coronavirus award from the NC Department of Commerce.

DEPARTMENT: Housing and Community Services

CONTACT INFORMATION: Rebecca Buzzard, Housing and Community Services Director,
rbuzzard@carrboronc.gov <<mailto:rbuzzard@carrboronc.gov>>, 919-918-7438

INFORMATION: On August 25, 2020, Governor Cooper announced funding for three initiatives to help North Carolinians with rental and utility payments in the wake of the COVID-19 pandemic. One of these initiatives provided the availability of \$27.5 million from a federal Community Development Block Grant - Coronavirus (CDBG-CV) to be administered by incorporated municipalities with under 50,000 residents and counties with under 200,000 residents, through the North Carolina Department of Commerce. Local governments were encouraged to prioritize the support of rental and utility payments and eviction prevention.

The Town of Carrboro applied for, and was awarded, \$900,000 in CDBG-CV funds to be used with the Orange County's existing Emergency Housing Assistance (EHA) program, which provides financial assistance to help Orange County residents with low incomes secure and maintain stable housing. All CDBG-CV funds must be obligated by March 17, 2023.

As part of the CDBG-CV grant compliance requirements, the Town of Carrboro must provide quarterly written status reports to the Town Council on the use of the CDBG-CV funds. Each quarterly report must be signed by the Mayor and submitted to the NC Department of Commerce. This report (Attachment A) covers the second quarter of the calendar year, from April 2022 to June 2022. It is coming before the Town Council during the first meeting after their summer recess.

As the CDBG-CV money is expended, and as a result of the HOPE program application period closing on December 17, 2021, Orange County Housing and Community Development representatives are meeting regularly with staff from Carrboro, Chapel Hill, and Hillsborough to determine if and when program changes should occur. The County has allocated American Rescue Plan Act (ARPA) funding to the Emergency Housing Assistance Program and Carrboro residents will continue to receive rent, utility, and mortgage assistance after

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the CDBG-CV funding ends.

FISCAL & STAFF IMPACT: None noted in relation to the receipt of this report. Review and submission of quarterly reports is required to maintain compliance with the terms of the Town of Carrboro's \$900,000 CDBG-CV award. After the second quarter of Calendar Year 2022, \$92,495.86 remains in grant funds.

RECOMMENDATION: Staff recommends that the Town Council review Attachment A (2nd Quarter Report for 2022) and authorize the Mayor to sign the report for submission to the NC Department of Commerce.



Town of Carrboro
Housing and Community Services Department

Quarterly Report: Town of Carrboro CDBG-CV Grant No: 20-V-3525 - Emergency Housing Assistance

Quarter: Second Quarter - April, May, June 2022

Total Amount of Funds Disbursed: \$134,315.14

EHA Payments for Carrboro Residents: \$122,104.67

EHA Administration Costs: \$12,210.47

Number of Households Assisted: 26

Average Amount of Assistance Per Household: \$4,696.33

DEMOGRAPHICS

Applicant Race	Count	% of Total
Asian	0	0.0%
Black/African American	16	61.5%
Multiracial/Other	6	23.1%
White/Caucasian	4	15.4%
American Indian / Native American	0	0.0%
Unknown	0	0.0%

Applicant Ethnicity	Count	% of Total
Hispanic and/or Latinx	6	23.1%
Not Hispanic and/or Latinx	20	76.9%
Unknown	0	0.0%

Household Income	Count	% of Total
30% AMI	19	73.1%
50% AMI	6	23.1%
60% AMI	1	3.8%

ASSISTANCE PROVIDED

Expense Type	Amount	% of Total Funds Disbursed
Rent Payments (Current and/or Future)	\$63,993.87	52.4%
Rent Payments (Arrears)	\$53,853.28	44.1%
Rent Deposits/Fees/Bond	\$1,489.00	1.2%
Utility/Internet Payments	\$2,768.52	2.3%
Mortgage Payments (Current / Future)	\$0.00	0.0%
Mortgage Payments (Arrears)	\$0.00	0.0%

This quarterly report was received and reviewed by the Town Council for the Town of Carrboro on the _____ day of _____, 2022.

Damon Seils, Mayor
Town of Carrboro



Agenda Item Abstract

File Number:22-239

Agenda Date: 9/13/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Approval of Contracts

PURPOSE: The purpose of this agenda item is to approve a speed table and a solid waste disposal contract for the Town of Carrboro.

DEPARTMENT: Finance

CONTACT INFORMATION: Arche McAdoo, Finance Director, 918-7439; Daniel Snipes, Interim Public Works Director, 918-7432

INFORMATION: Per Town Code Section 3-1 (b)(9)(i) the Town Council is required to approve contracts for purchases of goods or services that exceed \$60,000 and contracts for construction or repairs that exceed \$150,000.

The following two contracts exceed these limits.

1. Contract for Speed Table Updates

This contract includes reconstruction and updates to existing speed tables to meet Town standards, along with the installation of new speed tables on Starlight Drive and Tallyho Trail. The attached document provides a listing and map of the locations. The contract is expected to be completed by December 30, 2022. Funding is available in the Powell Bill Fund.

<u>Vendor-Location</u>	<u>Bid Amt</u>	<u>Addtl Bid info</u>	<u>HUB</u>	<u>MWBE</u>
* Daniels Inc - Garner	\$ 151,018.80		No	No
Raleigh Paving - Raleigh	\$ 202,080.00		No	No
Turner Asphalt - Raleigh	\$ 238,872.08		No	No

* Recommended bid

2. Contract for Municipal Solid Waste Disposal

Since closure of the Orange County landfill, the Town has had to truck its solid waste to another location. This is an annual contract for municipal solid waste disposal fees for fiscal year 2023. The bid is based on a per ton rate and the estimated FY23 cost is \$300,000. GFL Environmental provided

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this service in FY22. The contract ends on June 30, 2023. Funding is available in the Solid Waste Division's FY23 budget.

<u>Vendor-Location</u>	<u>Bid Amt</u>	<u>HUB</u>	<u>MWBE</u>
* GFL Environmental	\$50.32 per ton Plus fuel service charge	No	No
City of Durham	\$54.00 per ton	No	No
Waste Management	No bid		

* Recommended bid

FISCAL & STAFF IMPACT: FY23 funds are budgeted in the Powell Bill Fund and the Solid Waste Division for these contracts.

RECOMMENDATION: Approve a resolution (Attachment A) authorizing the Town to enter into contracts with Daniels Inc of Garner and GFL Environmental.

**RESOLUTION TO APPROVE
THE CONTRACTS FOR DANIELS INC OF GARNER AND GFL ENVIRONMENTAL**
Resolution No. _____

WHEREAS, per Town Code, the Town Council is required to approve contracts that exceed \$150,000; and,

WHEREAS, the Town staff recommends entering into a contract with Daniels Inc of Garner for the Speed Table Upgrades contract; and,

WHEREAS, the Town staff recommends entering into a contract with GFL Environmental for the Municipal Solid Waste Disposal contract; and,

WHEREAS, funding for both of these contracts is appropriated in the FY23 budget,

BE IT RESOLVED by the Town Council of the Town of Carrboro, North Carolina as follows:

Section 1. Approves entering into a contract with Daniels Inc of Garner for the amount of \$151,018.80 for the Speed Table Upgrades.

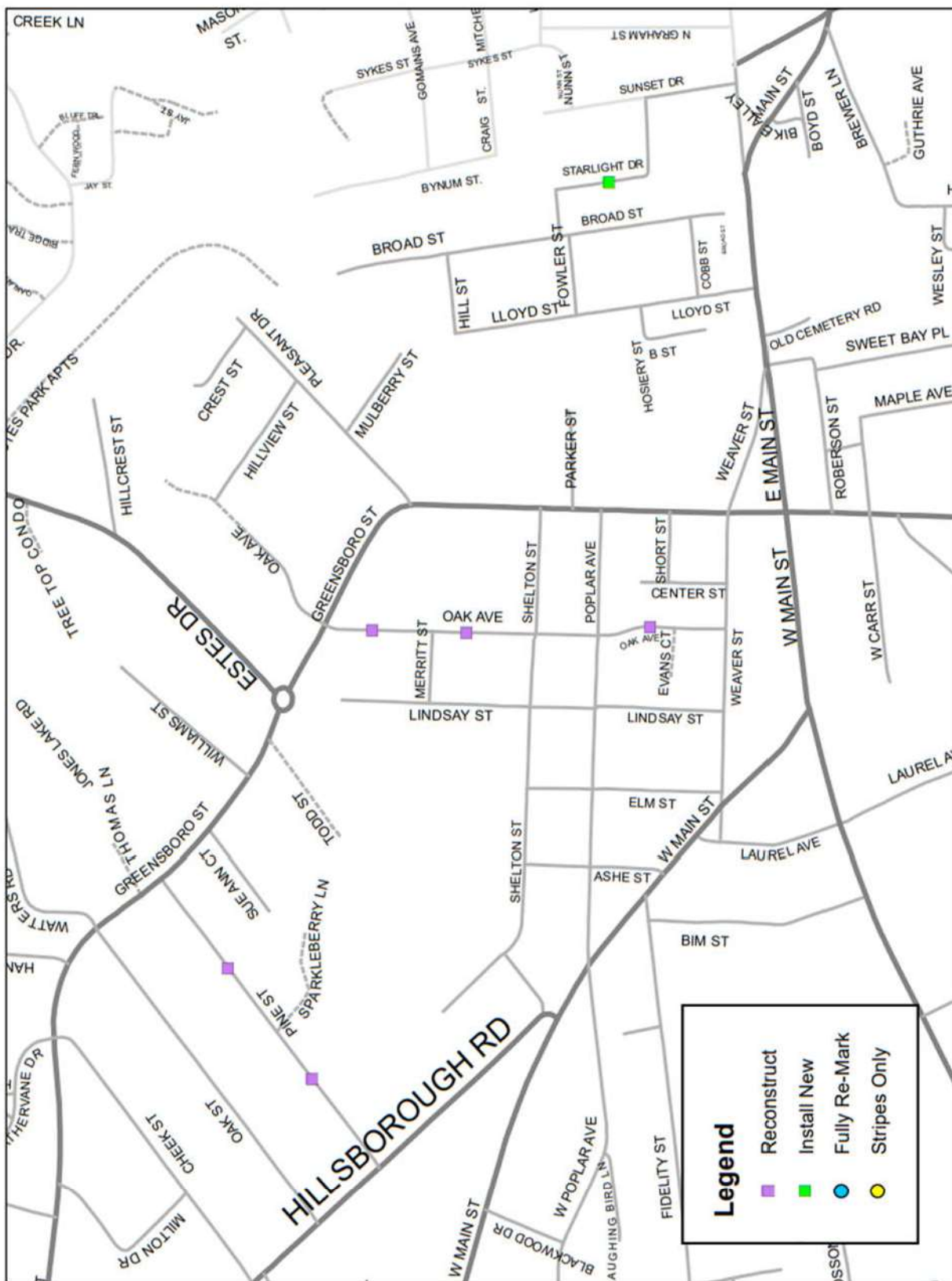
Section 2. Approves entering into a contract with GFL Environmental for the amount of \$50.32 per ton, plus fuel service charges, for Municipal Solid Waste Disposal.

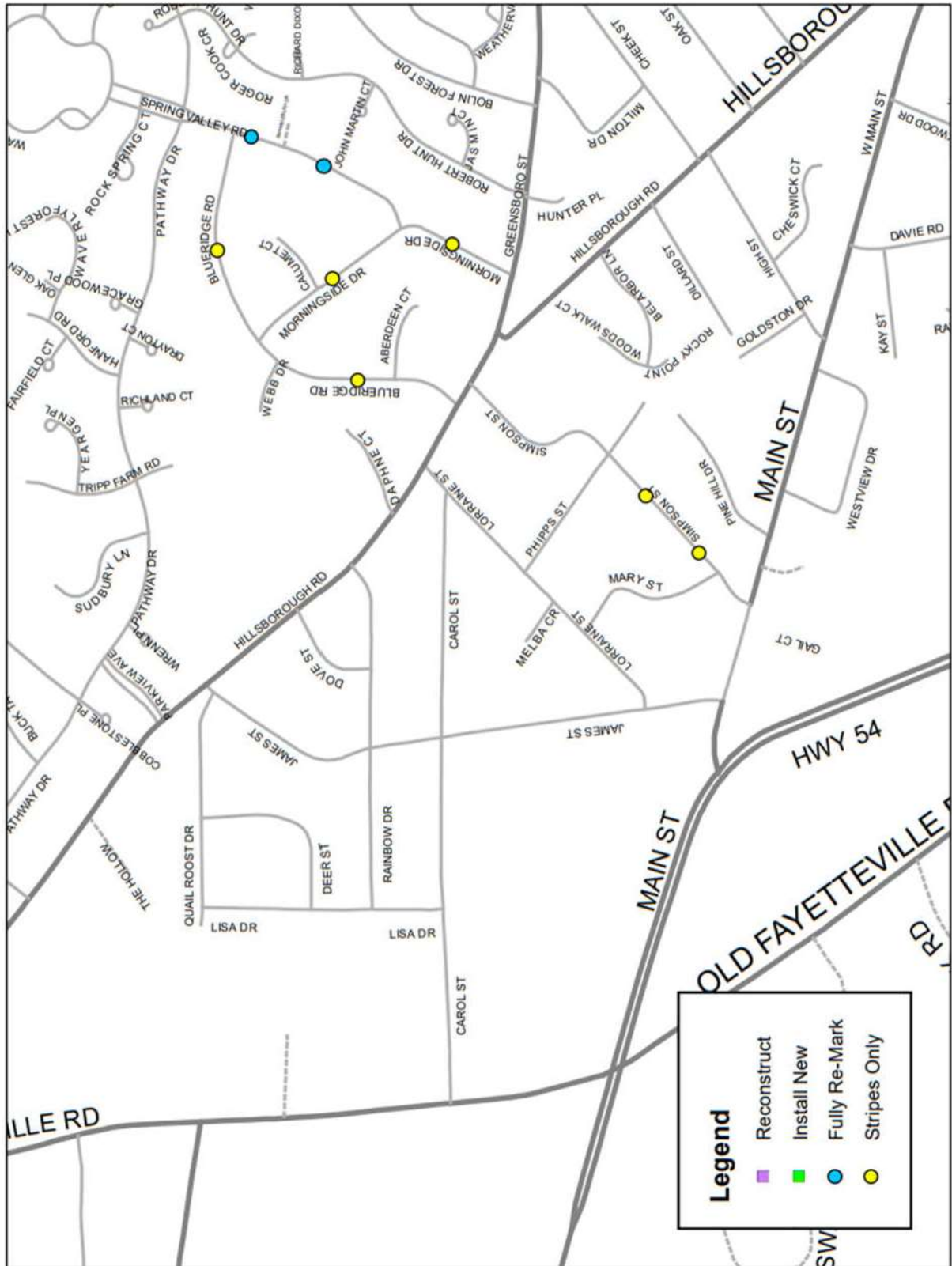
Section 3. Within five (5) days after this resolution is adopted, the Town Clerk shall file a copy of this resolution with the Finance Director.

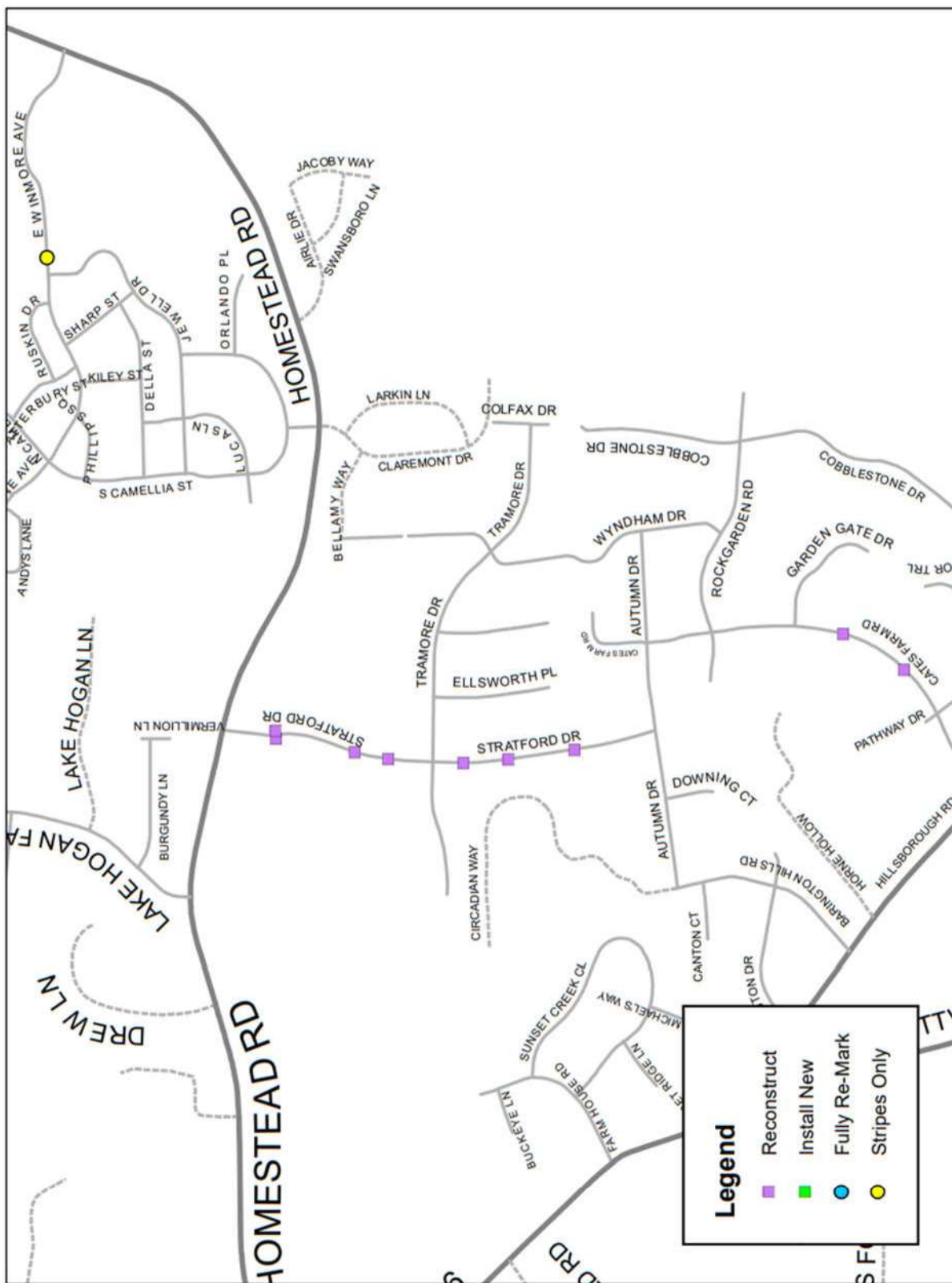
Section 4. This resolution shall become effective upon adoption.

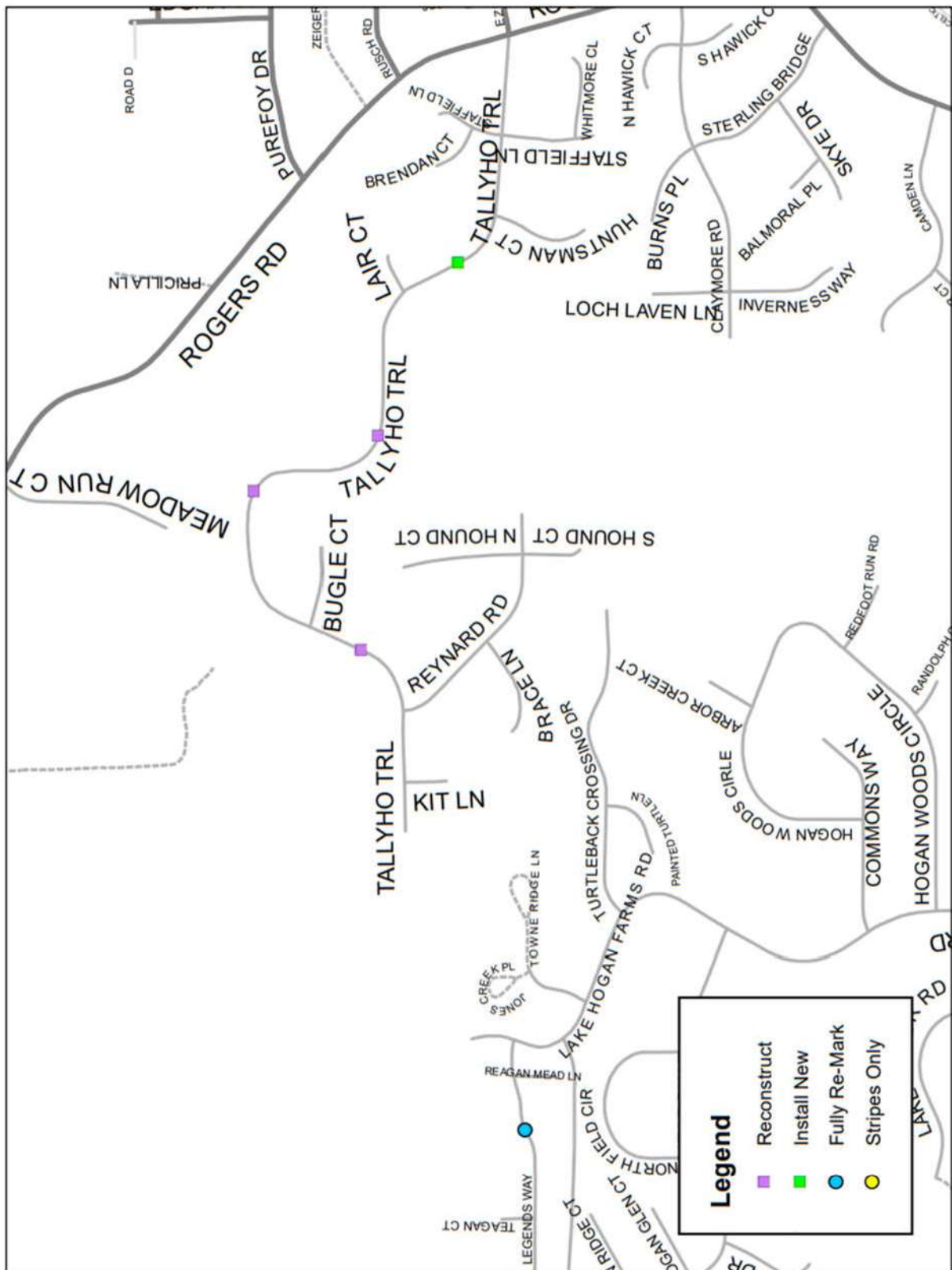
ARTICLE 6: LIST OF SPEED TABLES

Street	Address	Repair Type	Notes
Map 1			
Oak Ave	202	Reconstruct	Currently bolt-on speed hump
Oak Ave	406	Reconstruct	Currently bolt-on speed hump
Oak Ave	507	Reconstruct	Currently bolt-on speed hump
Pine	117	Reconstruct	Currently speed hump
Pine	106	Reconstruct	Currently speed hump
Starlite	110	Install New	
Map 2			
Blueridge	200	Stripes Only	
Blueridge	315	Stripes Only	
Morningside	104	Stripes Only	
Morningside	209	Stripes Only	
Simpson	206	Stripes Only	
Simpson	214	Stripes Only	
Spring Valley	109	Fully Re-Mark	
Spring Valley	117	Fully Re-Mark	
Map 3			
Cates Farm	203	Reconstruct	Currently speed hump
Cates Farm	211	Reconstruct	Currently speed hump
Stratford	90	Reconstruct	
Stratford	90	Reconstruct	
Stratford	111	Reconstruct	
Stratford	116	Reconstruct	
Stratford	203	Reconstruct	
Stratford	207	Reconstruct	
Stratford	215	Reconstruct	
E. Winmore	500	Stripes Only	
Map 4			
Legends	208	Fully Re-Mark	
Tallyho	1319	Reconstruct	
Tallyho	1204	Reconstruct	
Tallyho	1010	Reconstruct	
Tallyho	1500 Block	Install New	











Agenda Item Abstract

File Number:22-255

Agenda Date: 9/13/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Appointment of Economic Sustainability Commission Member to Racial Equity Commission

PURPOSE: The purpose of this agenda item is for Council to formally appoint a representative from the Economic Sustainability Commission (ESC) to serve as a voting liaison member of the Racial Equity Commission.

DEPARTMENT: Town Clerk / Economic Development

CONTACT INFORMATION: Wesley Barker, wbarker@carrboronc.gov <<mailto:wbarker@carrboronc.gov>>, 919-918-7309, Jon Hartman-Brown, jhartman-brown@carrboronc.gov <<mailto:jhartman-brown@carrboronc.gov>>, 919-918-7319

INFORMATION: The Racial Equity Commission Town Code Ordinance, which was adopted on April 27, 2021, and amended on June 21, 2022 (Attachment A), states that “1 voting liaison member shall be selected from the Economic Sustainability Commission.” The Economic Sustainability Commission representative seat has been vacant for some time on the Racial Equity Commission.

Economic Sustainability Commission (ESC) members are in consensus that Jim Porto be formally appointed by Council to serve as the ESC representative on the Racial Equity Commission. Mr. Porto has volunteered to serve in this capacity. The minutes from the March 9, 2022 ESC meeting reflect vote was taken in favor of Mr. Porto serving on the Racial Equity Commission as a representative of the ESC upon Town Council approval (Attachment B).

This appointment by Council would formally place Mr. Porto on the Racial Equity Commission as the ESC representative. Mr. Porto would serve a two-year term, with an option to serve for two sequential terms, per the ordinance.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: It is recommended that Council formally approve the resolution

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(Attachment C) and appoint Mr. Porto to serve on the Racial Equity Commission as the representative of the ESC.

Section 3-46 Racial Equity Commission Established

(a) There shall be a Racial Equity Commission to advise and work with the Town Council, 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.

(b) The Commission shall be appointed by the Council and consist of nine members, all of whom are residents of the Town, and who shall complete race and equity training provided by the Town's Core Team. This training may be provided before or after their appointment. Of the nine members, two shall have lived in the Town for at least twenty years and be a person of color, and two shall have lived in the Town for at least ten years and be a person of color. The Commission shall otherwise be composed of:

- 1 representative from the Affordable Housing Advisory Commission
- 1 representative Environmental Advisory Board
- 1 representative Economic Sustainability Commission
- 1 representative from the Farmer's Market Board or BIPOC business owner
(*amend. 6-21-2022*)
- 1 youth seat
- 2 non-voting Town Council Liaisons
- The Race and Equity Officer – Staff Liaison (non-voting)

(c) The inaugural members of the Commission will begin staggering terms after the second year of the Commission's establishment; and Commission members will serve two-year terms, with an option to serve for two sequential terms.



Economic Sustainability Commission

MINUTES of the March 9, 2022 meeting.

MEMBERS PRESENT: Chair David Jessee, Jack Moracco, Jim Porto, Soteria Shepperson, Randee Haven-O'Donnell, and Susan Romain

STAFF PRESENT: Jon Hartman-Brown, Staff Liaison

OTHERS PRESENT: Miles Fitch, Potential ESC Member

Chair Jessee called the meeting to order at 6:18pm.

1. Consider Minutes from the January 12, 2021 meeting

Chair Jessee made a motion to approve the minutes as presented. Mr. Porto seconded the motion with unanimous approval.

2. Committee and Staff Reports

a. Carrboro Business Alliance Update

Chair Jessee stated that the CBA has been in a “watch and see” mode with regard to the 203 Project. He also said business is coming back and it looks like many businesses will continue to mask even though the mask mandate has been lifted.

b. Comprehensive Plan Taskforce Update

Mr. Porto stated there was no updates at this time since the Council is considering it and requested the Council liaisons to provide an update.

c. BIPOC Business Update

Mr. Hartman-Brown stated the Town is partnering with the Small Business Center at Durham Tech to offer business training opportunities and will be prioritizing BIPOC businesses and entrepreneurs for the program. A Spanish-speaking training is also being considered if resources can be found.

d. Staff Update

Mr. Hartman-Brown stated that getting the COVID-19 Mitigation Business Grants finalized with the COVID Grant/Loan Review Committee meeting being scheduled in order to review the final five applicants.

3. Update on UNC DFI Proposal

Mr. Porto stated he reviewed the proposal and felt that it did not specifically address the issues that had previously been discussed in a conference call. He suggested the Commission go back to meet with the DFI (Development Finance Initiative) Staff to clarify what the Commission is looking for in a proposal. There was much discussion about the proposal and a general agreement to have Mr. Porto, Chair Jessee, and Mr. Hartman-Brown meet with the DFI staff and better explain what we are looking for.

4. Racial Equity Commission Appointment Discussion

Mr. Hartman-Brown introduced the item and informed the Commission that this seat has been opened due to the resignation of Mr. Dan Mayer. Mr. Porto volunteered to serve as the representative until at such time more members are brought on to the Commission and may be more willing to serve. Chair Jessee made the motion to nominate Mr. Porto to represent the ESC on the Racial Equity Commission, seconded by Ms. Shepperson with unanimous in favor.

5. Discussion on Decreasing the Commission Size

Chair Jessee introduced the item and stated that during his tenure on the Commission it has rarely had all of the seats filled. Mr. Porto questioned whether members could live or work outside of Carrboro. Mr. Hartman-Brown responded that potentially yes, if the Council so chose. Discussion also included membership make-up and types of members with various expertise. The Commission generally determined to keep the Commission size the same and work harder to find a potential members with various experience.

6. Revolving Loan Updates & Discussion

Due to time limits, this item was differed to the next meeting.

7. Other Business of the Commission

There was no other business to discuss.

A motion was made by Mr. Porto to adjourn the meeting; seconded by Chair Jessee with a unanimous vote in favor. The meeting adjourned at 7:35pm.

A RESOLUTION MAKING APPOINTMENTS TO THE RACIAL EQUITY COMMISSION

WHEREAS, the Town of Carrboro established a Racial Equity Commission in January 2021; and,

WHEREAS, the Racial Equity Commission ordinance in Town Code Chapter 3, Section 3-46, states the Commission shall be appointed by the Council and consist of nine members, all of whom are residents of the Town, and who shall complete race and equity training provided by the Town's Core Team; and,

WHEREAS, of the nine members, two shall have lived in the Town for at least twenty years and be a person of color, and two shall have lived in the Town for at least ten years and be a person of color; and,

WHEREAS, The Commission shall otherwise be composed of:

- 1 representative from the Affordable Housing Advisory Commission
- 1 representative Environmental Advisory Board
- 1 representative Economic Sustainability Commission
- 1 representative from the Farmer's Market Board or BIPOC business owner
(*amend. 6-21-2022*)
- 1 youth seat
- 2 non-voting Town Council Liaisons
- The Race and Equity Officer – Staff Liaison (non-voting); and,

WHEREAS, there is a vacancy for the representative of the Economic Sustainability Commission; and,

WHEREAS, Economic Sustainability Commission members have recommended a member to serve on the Racial Equity Commission as the representative of the Economic Sustainability Commission; and,

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

Section 1. **Jim Porto** is hereby appointed as a member of the Racial Equity Commission to serve as the representative from the Economic Sustainability Commission (ESC) for a term to expire on September 13, 2024.

Section 2. This resolution shall become effective upon adoption.



Agenda Item Abstract

File Number:22-256

Agenda Date: 9/13/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Classification and Compensation Study Report

PURPOSE: The purpose of this item is to have Management Advisory Group, International (MAG) present the findings of a positions classification and compensation study and for Town Council to approve implementation of the findings.

DEPARTMENT: Town Manager's Office and Human Resources

CONTACT INFORMATION: Richard White, Town Manager - Rwhite@carrboronc.gov; Julie Eckenrode, Human Resources Director - Jeckenrode@carrboronc.gov

INFORMATION: On March 8, 2022, the Town Council authorized the Town Manager to enter into a contract with Management Advisory Group International, Int. (MAG) to conduct a Compensation and Class Study. The goal of this study was to position the Town of Carrboro as a competitive employer by providing a sound compensation strategy, ensuring equitable compensation across all Town positions, and addressing recruitment and retention challenges within the tight labor market.

MAG initially met with Department Directors to explain the study's approach, methodology, and process. The comprehensive study included receiving employee input related to all ninety-one positions in the Town at the time of the study as well as a market survey benchmarking nearly one-third of all positions against twenty peer and competitor government employers. Ultimately, it was determined that the Town's salaries are lagging the market rate minimum salaries by 7.5%. Additionally, all positions were placed in a new unified range plan with employees performing the same level of duties and responsibilities positioned in the same class and pay grade, regardless of the number of hours worked. These new ranges are competitive with the market.

In January 2022, Police Department staff received an initial market adjustment. In July 2022, all permanent Town employees, including the Police Department staff, received a \$3,000 adjustment. Together, the two adjustments lessened the total impact of the cost to implement the

recommended position classification and pay plan.

A proposed implementation plan includes the following:

- Adopting the proposed unified pay plan;
- Providing all employees with a 2% across-the-board pay adjustment;
- Providing 42 employees adjustments to their new pay grade minimum; and
- Providing 59 employees adjustments related to internal equity and longevity.

The proposed implementation date is October 8, 2022. MAG also provided a proposed compensation philosophy, selected compensation policy recommendations, and a memorandum on the Town Manager and Town Clerk salaries.

FISCAL & STAFF IMPACT: The fiscal impact to implement the findings and conclusions of this study will increase total salaries by \$434,087 from \$9,497,941 to \$9,932,028. The increase in benefits for FICA, retirement and 401K associated with these changes will cost an additional \$100,814. The Town's budget for FY 2022-23 includes carryover of \$660,220 from the FY 2021-22 budget. Remaining staff impact will be related to the implementation of the study findings.

RECOMMENDATION: The Town Manager recommends that the Town Council adopt the attached Resolution, which includes accepting and authorizing the full implementation of the study.

**A RESOLUTION FOR THE IMPLEMENTATION OF THE COMPREHENSIVE
COMPENSATION AND CLASS STUDY CHANGES**

WHEREAS, the Town of Carrboro contracted with Management Advisory Group, Inc. (hereinafter “MAG”) in March of 2022 to conduct a comprehensive study of the Town’s Position Classification and Pay Plan; and

WHEREAS, in accordance with the terms of the contract, MAG delivered a final report to the Town in September of 2022 recommending changes to the Town’s pay and classification plans;

WHEREAS, the Town Manager and the Human Resources Director have reviewed the final report and have shared the findings with the Directors of each department within the Town; and

WHEREAS, funding in the amount of \$660,220 have been designated as carryover for expenditure in FY 2022-23 operating budget; and,

WHEREAS, the findings and recommendations of the study are acceptable and feasible.

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

1. The recommended findings and changes to the Town’s Position Classification and Pay Plan as presented in MAG’s final report are hereby accepted.
2. The Town’s Position Classification and Pay Plan is hereby modified in accordance with the findings and recommendation of MAG’s final report.
3. The Town Manager is authorized to implement the changes to the Position Classification and Pay Plan effective October 8, 2022.
4. The Town Manager is authorized to make the necessary budget amendment(s) for the implementation of the new Pay Plan.
5. Within five (5) days after this resolution is adopted, the Town Clerk shall file a copy of this resolution with the Finance Director.
6. This resolution is effective immediately.

This the 13th day of September in 2022.

Classification and Compensation Study Final Draft Report



Town of Carrboro, North Carolina

September 2022



2992 Reidville Road
Spartanburg, SC 29301
703-590-7250 – phone



MANAGEMENT ADVISORY GROUP INTL., INC.

MANAGEMENT CONSULTING SERVICES

September 6, 2022

Julie Eckenrode, MPA, IPMA-SCP
Human Resources Director
jeckenrode@townofcarrboro.org
919.918.7308

Dear Julie,

Management Advisory Group International, Inc. (MAG) is pleased to present this final draft *Classification and Compensation Study Report* to the Town of Carrboro. We would ask you and top staff to review the report and MAG's compensation and classification recommendations. This report has been developed based on job analysis of included classifications (internal relationships) and market analysis (external competitiveness). The report is organized into the following sections:

- Section 1: Compensation Philosophy
- Section 2: Introduction and Approach
- Section 3: Selected Compensation Policies
- Section 4: Current/Original Pay Structure and Plans
- Section 5: Salary Survey Summary
- Section 6: Proposed Pay Structures and Plans
- Section 7: Alphabetical Class List
- Section 8: Class Comparison List

MAG would like to express our thanks to all employees and staff who have participated in this important project. We look forward to your questions and input concerning the proposed plan. Please feel free to contact us at (703) 590-7250 as needed.

Sincerely,

Donald C. Long, Ph.D.
President, Management Advisory Group International, Inc.
12730 Fair Lakes Circle, Suite 600
Fairfax, VA 22033
Phone: (703) 590-7250
Email: don@maginc.org



Town of Carrboro, North Carolina
Classification & Compensation Study
Final Draft Report

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SECTION 1.0

Proposed Compensation Philosophy

1.0 Proposed Compensation Philosophy for the Town of Carrboro

The Town of Carrboro strives to provide exemplary service to the community by being a model for 21st Century government.

Recognizing the importance of our workforce of dedicated and talented professional staff, we are committed to promoting organizational and community values that include: **exceptional service to the public; consistent and excellent performance; innovation; good fiscal, social, and environmental stewardship; and ethical behavior.**

To achieve and maintain our high standards of service and performance, the Town must continue to attract and retain well-qualified staff who exemplify the organization's values. A public service environment that is attractive to such individuals depends upon many factors, including pride, teamwork, a competitive compensation program, and non-monetary benefits such as recognition in the workplace for accomplishments, professional development and opportunities for promotion and a positive work environment.

The Town is committed to being an "employer of choice" as part of an overall strategy of attracting and retaining talent that will uphold the Town's organizational values.

The compensation program is committed to retaining and attracting high-skilled, high-performing staff capable of delivering the highest standards of public service to our community. The Town expects all staff to consistently perform to those high standards in their work performance, customer service, ethics and passion for public service.

The Town strives to administer pay and benefits in a way that is fair and transparent to all, that provides equal pay for equal work, and that does not take into consideration race, ethnicity, religion, sex, gender, sexual orientation, gender identity or expression, or other factors unrelated to work performance.

In order to provide competitive, sustainable, and responsible compensation, the Town will consider the following:

Total compensation which consists of but is not limited to: direct compensation, e.g. salary; and indirect compensation such as health insurance, retirement, professional development and time-off benefits.

In evaluating competitive compensation, the Town will consider:

- A. Financial sustainability as reflected by the Town's financial forecasts and revenue projections, competing service priorities, long-term liabilities, capital improvement and other asset requirements, and fund reserve levels.
- B. The "relevant labor market" which may vary depending upon classification but is primarily defined by geographic region (predominately local and/or state-wide) and key markets (municipal and other government agencies) and if applicable, private sector when readily available and effectively comparable.
- C. "Internal Relationships" referring to the relative value of classifications to one another as determined by the Town. The Town will compare responsibilities, skill level, knowledge, ability and judgment to determine similarity, and evaluate the equity of pay differentials.
- D. Other relevant factors may include unforeseen economic, regulatory or service changes.
- E. We seek transparency with the community, recognizing that taxpayers and ratepayers ultimately fund all employee compensation and deserve commensurate value from all those who work for the Town. This includes not only disclosure of the components of workforce compensation, but adequate advance notice of material policy changes in order to participate effectively in decision-making that affects the Town's finances.

Ideally, every five years, the Town will evaluate its compensation structure, programs and policies to assess market competitiveness, effectiveness and compliance with applicable State and federal law. This is with the understanding that more frequent adjustments to the compensation structure may be needed as a result of intermittent evaluations or other factors already cited. This will be accomplished by working with Town human resources staff to fairly apportion compensation and benefits, utilizing all the resources and tools available to the Town.

SECTION 2.0

Introduction and Methodology

2.0 Introduction & Methodology

Introduction

The Town of Carrboro contracted with Management Advisory Group International, Inc. (MAG) to conduct a compensation review and assessment of job classifications study for current Town classifications. This report presents the findings and recommendations of the study.

MAG's findings and recommendations are based on:

- market review;
- current organizational structure;
- discussions with human resources professionals and management;
- job analysis based on current class/job descriptions and completion of Job Analysis Questionnaires by incumbent employees;
- internal equity and external competitiveness considerations.

The goal of the Town for this project was to provide the foundation for an appropriate classification and compensation system and pay plan based on current compensation levels for similar public sector employers, municipalities, and local market competitors. In response, MAG has developed a proposed pay plan and developed salary adjustment recommendations for current incumbents in included Town classifications.

Project Focus

The objectives of the study were to:

- Conduct a review of included Town job titles;
- Review salary and compensation information from similar/competitor organizations;
- Develop a revised classification plan; and,
- Develop a revised compensation and pay plan;
- Provide options for the Town's consideration to find a reasonable and cost-effective way to transition to the new plan(s).

A list of project tasks and activities is indicated below by Exhibit 2-1.

**EXHIBIT 2-1
TOWN OF CARRBORO
PROJECT TASKS**

Project Initiation – Developed project proposal, work plan and timeline. Discussed with Town administration and revised project work plan.

Initial Meetings – Met with Town Human Resources administration and Town leadership to clearly define the scope, goal(s), and objective(s) for the proposed study.

Developed Comprehensive Market Survey – MAG developed a market survey document for target agencies. Reviewed/evaluated class/job descriptions for included classifications to gather job specific information on scope/level of duties/responsibilities and essential job attributes.

Reviewed Job Analysis Questionnaires – Reviewed/evaluated current job duties provided by nearly all employees in the online Job Analysis Questionnaire for included classifications. Questionnaires were completed for 88 of the 89 job titles (Public Works Director is vacant).

Reviewed market information – Reviewed market data from target organizations for selected (33) Town benchmark classifications.

Conducted Job Analysis – Analyzed jobs and created profiles based on information in current class/job descriptions and the data in the Job Analysis Questionnaires.

Developed Revised Pay Plan – Developed a preliminary proposed pay plan based on the results of the market information, job analysis profiles and internal/external equity considerations.

Developed Salary Adjustment Recommendations – Developed salary adjustment recommendations for all included Town classifications based on the revised pay plan(s) and employee classification, longevity in current positions and current salary.

Developed & Submitted Draft Report – Developed and submitted a Draft Report for Town review integrating the job analysis, proposed pay and classification plan, market information, and implementation recommendations.

Revised Draft Report – Incorporated the Town’s technical review of materials.

Develop & Submit Final Report – Submit a Final Report upon final review at a date to be determined.

Approach Overview

The study methodology included:

- collection of current personnel, human resources and organizational background information;
- review/analysis of current class/job descriptions;
- identification of classification benchmarks;
- conduct a market review of the Town's market position;
- monitoring of Job Analysis Questionnaires completed by employees;
- review of the job data provided by employees; and,
- analysis with recommendations concerning the relative ranking of included Town government positions to develop a classification plan that will ensure internal equity.

Initial Meetings and Orientation

Upon agreement to proceed, the project team met with Human Resources staff to discuss the study's objectives, along with the strengths and needs of the current organizational compensation management systems. Town management provided input regarding the Town's preferences and needs of the systems to be developed. MAG's representatives requested documentation about current compensation and classification programs, met with HR management to discuss these systems, and developed an understanding of concerns to be addressed.

The study results and outcomes are not the result of decisions made in isolation by the consultant but are the result of the consultants working to order responsibilities of the work into a compensation and classification plan that serves as a starting point for making current and future compensation and classification decisions.

Market Review

The Town employs a wide range of jobs that contain a mix of work responsibilities found in both the public and private sectors. The Market Review reflected the variety of duties and responsibilities in which Town government employees engage.

In establishing a competitive market for the employees of the Town, and to enable the Town to support growth, recruitment and retention in the exciting years ahead, MAG developed a list of target organizations to be reviewed.

Organizations typically included as competitors in a market review are those that are:

- competing with Town government for employees, for positions at all levels of the pay structure;
- geographically situated in such a fashion as to almost automatically be considered a competitor;
- structured similarly to the Town, or providing similar types of services;
- attractive to highly valued employees for one reason or another; and,
- within a reasonable commuting distance.

Organizations surveyed and reviewed included:

Chapel Hill

Clayton

Durham

Apex

Garner

Hillsborough

Holly Springs

Kernersville

Orange County

Morrisville

Chatham County

Sanford

Statesville
Thomasville
Cary
Raleigh
Greensboro
Burlington
OWASA
Mebane

Proposed Pay Plans

Specific details of the plans are provided in report tables starting in section 6.0. The proposed pay plans put employees into a Unified range plan. Employees performing the same duties were placed in the same class and pay grade, regardless of the number of hours (PT/FT).

Implementation Costs

MAG's implementation options and recommendations consider the following:

- Current salary;
- Current job title; and
- Longevity within the current position.

If the employee's current salary exceeds the target salary, then the calculations did not provide any further adjustment. No employee is recommended for any decrease in salary, even if the current salary substantially exceeds the target salary.

MAG does recommend that any employee whose current salary exceeds the target salary should continue to advance through the ranges until they reach the range maximum.

No employee should receive any additional salary adjustments once their salary has reached the maximum of the range. The recommendation is to freeze the salary until market data supports an increase in pay range maximum. Progressive governments often coordinate with MAG on an annual basis to refresh their market competitive position to ensure that they do not “lose ground” from a compensation perspective.

Pay Plan Structure

MAG has established a Unified pay plan structure for all included positions within the scope of the study. It provides for ranges of approximately 55% from minimum to maximum, which reflects the market surveyed. There is 5% between each pay grade. The structure recommended is transparent, permits employees to have a perspective that provides some security, but it still wholly dependent on the Town’s ability to fund future structure adjustments.

Plan Implementation

MAG recommends that the new compensation structure go into effect as soon as feasible along with the recommended salary adjustments. The initial calculations reflect the optimal implementation plan. The first suggested action is to provide an across the board amount to eligible employees, then to bring employees at least to the minimum of the recommended pay range. An additional action of providing “equity” adjustments, based on time in position, is also noted. If this level of funding is not practical, MAG can work with Administration to identify more affordable options for implementation. The total costs are noted in sections 9.0 (indicates costs per job title or classification) and 10.0 (indicates detail of implementation by employee).

Salary Compression

Salary compression, also known as wage or pay compression, is pay differential that results from various causes, but that is often deemed as unfair or unequal by members of the workforce within the organization. It is an issue that many management and human resources professionals deal with on a regular basis. There are numerous reasons for these kinds of differentials that occur, and they often seem justified in the outset. However, over time, wage compression can lead to low morale and hurt feelings within the ranks of previously loyal employees.

Examples of Salary Compression

Salary compression is not a new concept. For example, it is a common practice for an organization to offer a higher starting salary to sought after employees who may be seen as “rock stars” or as someone who has a great deal to offer the organization. Higher pay is used as an incentive to lure the candidate. It is also seen when viewing fixed salaried professionals like managers and supervisors versus hourly employees who are eligible for perks like shift differentials and overtime pay. Sometimes pay inequities occur after a consolidation of two or more functional areas that were run very differently from one another previously. Wage compression can also occur in an organization with a large percentage of low wage earners when the low wage rates are increased; as new hires come on, they are earning the same amount as those who may have been with the organization for years.

Impact of Wage Compression

Impacts of wage compression can be seen on a one to one level or across entire organizations. Those whose pay is compressed, or who are receiving less money, are likely to be

affected by low morale. They may feel discouraged, naturally. It doesn't make sense to continue working just as hard when their efforts are not perceived as being compensated.

This can lead to a more noticeable problem of poor performance in employees, which hurts the bottom line and ultimately affects everyone. There may also be retention issues related to salary compression. Those who feel slighted are more likely to look for alternate employment. High turnover rates are costly to any organization.

It may also be harder to recruit from within for higher level positions if employees see no economic benefit in accepting the added responsibility and work of a promotion.

Purpose of the Implementation Plan:

The foundation of the implementation calculation is one that is forward looking and does not look back on how current salaries came about. Transition to a new plan is not meant to change every pay decision, promotion or other legal changes in salary that have occurred over the tenure of the employee; nor is it meant to pretend the new pay structure should be retroactive in concept to the day an employee was hired.

To the extent that any uniform formula may result in unintended consequences, there may be isolated instances where administrative adjustments would be needed in order to address an inequity that is not readily apparent. This is not intended to address internal inequities, perceived by employees, that might result from previous pay structures or previous pay decisions. MAG assumes that all previous salary changes were based on information that was considered valid and appropriate at the time the decision was made.

SECTION 3.0
Selected Compensation Policy Recommendations

3.0 – Selected Compensation Policies

As part of the overall study, Management Advisory Group typically offers observations and recommendations regarding best practices in compensation policies. These observations are not meant to replace existing policies, but to provide a fresh look and compare the Town's compensation policies against "best practices". An objective statement of compensation policies also includes the expressed outcome to attract, reward, and retain qualified employees who can help the Town achieve its mission. In support of the vision statement, MAG observations may assist the Town as it strives to provide a total compensation program that enables the Town to:

- attract and retain a high-quality and diverse workforce;
- reward and retain qualified employees;
- provide a fair and consistent framework for assigning jobs;
- maintain salary structures at market competitive levels;
- ensure fair and consistent pay practices;
- comply with applicable laws and regulations; and,
- operate within the constraints of fiscal resources;
- be an employer that inspires excellence.

As an employer, the Town embraces a fair and equitable compensation plan to support achievement of the following goals.

1. The Town strives to provide a total compensation program that is fiscally sound, equitable and competitive in the defined marketplace.
2. Both benchmarking of select classifications and consideration of the job profile is used as a best practice for compensation of similar positions.
3. Competitive ranges are established for all positions to provide the flexibility needed to adapt to market changes, maintain internal equity and address needs of the Town that will ensure a high level of service to the residents of the Town.
4. Starting pay for new employees is based upon education and work experience related to positional requirements as well as market conditions.
5. Pay adjustments, other than allowances and supplements, are provided to employees when appropriate to address equity, market responsiveness, and consistency in the administration of the Town's compensation program.
6. Employees are eligible for pay increases resulting from true promotions and reclassifications.

3.0 Carrboro, NC

7. Part-time/temporary employees may not be eligible for the same benefits as full-time employees.
8. Fair Labor Standards requirements will be applied fairly and consistently to applicable positions.
9. Benefit plans and other non-cash compensation plans are reviewed periodically for competitiveness, cost effectiveness, and their value to employees and the Town.
10. Pay ranges for the Town job groups are reviewed as needed or required by collective bargaining agreements, but not less than every five years.

Compensation Policies:

The following recommendations cover recommendations for both the implementation of the plan, as well as, the on-going administration of the plan.

Numerous opportunities exist for varied work experiences and career advancement within the Town. The following outlines how associated pay changes can be administered based on the category of change. All final decisions on the administration of pay are subject to approval by the Town Council. In all instances of employee/job reassignment, the employee would be placed in the range, not to exceed the maximum of the range unless specifically stated. Unless otherwise stated, any change in pay would be effective with the next full pay period.

A. Reclassification

1. When a job has been reclassified to a higher pay grade, the employee's salary shall increase at least 5% in the new pay grade that includes the new salary but is not more than the maximum salary of the new pay grade.

If the reclassification results in an upgrade of one pay grade, the employee's pay will be moved upward by 5%. An upgrade of two or more pay grades will increase the employee's pay by an additional 2.5% increase for each additional pay grade, up to a maximum of 15%. Any increase of more than 10% would require documentation by the department or agency and a supporting recommendation from Human Resources.

For general reclassifications done as a result of an internal or external compensation study, or as a result of a normal budget process review, if the employee has been in the position since on, or before, the first day of the fiscal year, the effective date of any approved change will be the first day of the fiscal year, or the effective date of implementation as approved by the Town Council.

Otherwise, for an individual reclassification, done outside the normal budget cycle, the effective date of the pay increase will be consistent with the next full pay period.

Reclassification or changes in pay grade, whether resulting from an internal or external compensation study or individual change in pay grade, shall ***not be*** retroactive with respect to calculating the new salary.

Internal Equity Adjustments as a result of the implementation of a system-wide study shall not be subject to the same guidelines as the “Reclassification” guideline. Internal Equity Adjustments can be the result of the application of a formula, applied to all positions in the same pay plan, and are done to ensure that employees’ salaries are internally equitable and are not done to reflect an individual “job audit” of a single member incumbent.

Internal Equity Adjustments are also not tied to performance measures. ***The leadership may determine an Internal Equity Adjustment strategy that is separate and apart from the guidelines that cover reclassification.***

Internal Equity Adjustments, resulting from an internal or external comprehensive review, can be to a higher, or lower, pay grade and are not considered a reclassification, promotion or demotion.

2. When a job has been reclassified to a lower pay grade, the affected employee(s) shall have their pay grade adjusted accordingly. The effective date will be the day following the Council adoption date and the change will be reflected in the next full pay period.

If, after the pay grade adjustment, the employee(s) salary is greater than the maximum salary of the new pay range, the employee will continue to be paid at the higher rate of pay, the salary would be “frozen” and the employee is typically ineligible for any pay adjustment until the range “catches up” with the salary and allows for movement.

B. Promotion

1. When an employee is promoted, as a result of a job change or job progression, to a higher pay grade position, within the same, or to a different, salary schedule, the salary placement within the new pay grade shall be determined as follows: *apply 5% on the salary of the previous grade/schedule and salary for promotions of one pay grade, and an additional 2.5% for each additional pay grade up to a maximum of 15%.* The resulting pay will be no less than the minimum of the new pay grade and

no less than a 5% salary increase, but not more than the maximum salary of the assigned pay grade. The effective date will be the day of approval.

2. There may be times when the uniqueness of an individual job and level or necessary skills required by the Town, and not just possessed by the incumbent, may require a higher salary schedule placement than stipulated in this section. Under such circumstances, the Town Manager *may approve a higher salary placement within the assigned pay grade.*

C. Lateral Transfer

A lateral transfer occurs when an employee is transferred from one job class to another in the same pay grade. When there is no change in pay grade there shall be no adjustment in base salary. A lateral transfer is not considered a reclassification or a promotion.

Temporary Assignment(s)

1. “Acting” or temporary assignment(s) occurs when the Town recognizes a critical job assignment need that must be met and cannot be met through the normal recruitment process. This can occur when an unexpected vacancy occurs; when a mission critical job cannot be filled in a timely fashion; or when a mission objective changes abruptly and requires an immediate action.
2. Temporary or “acting” assignment(s) would be anticipated to last more than 30 days, but less than 6 months. A temporary or “acting” assignment is to fill a vacancy and not to assume the duties of another employee who is on approved leave, i.e. vacation, holiday, medical, or other short-term absence(s).
3. If the position assigned is lower in pay grade (or substantially equivalent pay range) this would not result in a lower salary for the assigned employee even if the employee’s salary exceeded the maximum of the new pay range.
4. If the position assigned is higher in pay grade and extends beyond 30 days, but less than 6 months, there should be a 5% “temporary assignment” pay adjustment for the first pay grade and 2.5% for each additional pay grade to a maximum of 15% or the minimum of the grade, whichever is higher. The employee’s salary shall not exceed the maximum of the assigned range. Employees receiving temporary assignment pay shall sign an agreement acknowledging the understanding that they are receiving “Temporary Assignment Pay” and also acknowledging that when the temporary assignment ends, the “assignment pay” will also end.

D. Hiring

1. The hire rate for a new employee with no equivalent and/or relevant level experience is typically the minimum of the salary range to which the job classification is assigned.
2. New hiring rates (or re-hires) for employees may consider directly relevant experience and/or experience that can be verified by the Human Resources Department. *Employees who have left the Town and have been officially terminated will be re-hired using this formula and will not be rehired at the previous salary.* Re-hires who have left the Town's employ will be considered using the same formula as new hires.
3. Internal Equity is an equally important consideration in filling a vacant position. Before a salary offer is made, Human Resources will also consider the current salaries, level of education, relevant licenses/certifications and length of service in the same/similar job class or classes of current incumbents. It is the policy of the Town to make every effort to avoid inverted salary relationships by bringing in newly hired employees at a salary that exceeds the current salaries of comparably placed existing employees in the same/similar job class.
4. The Human Resources department may additionally consider a higher salary offer if the open position is determined to be a "hard to fill" position.

"Hard to fill" positions will be determined by the Human Resources Department and will be based on the length of time the position has remained unfilled, the difficulty to recruit, the "mission critical" nature of the work and the market conditions of the position, at the time of a vacancy.

5. Hiring Range is typically considered that span in salary between the minimum of the range and the market point for most positions. For Directorships or Assistant Director level positions, the qualifications of the applicant and/or the needs of the Town should include the discretion to hire anywhere within the range. However, consideration should still be given to existing salaries of other employees who are in directly comparable leadership positions.

E. Maximum of the Range

Ranges are established to reflect the market value of a given job profile and not an incumbent. Once an employee reaches the maximum of his/her assigned range, the salary is frozen, and the employee is not eligible for any additional compensation unless there is a range movement that would result in a higher maximum.

G. Salary Adjustment for Department Directors

There should be some flexibility for making salary adjustments for Departmental Directors beyond an annual increase, when it is based on exceptional performance. The salaries of other substantially equivalent employees should also be given consideration to not create undue inequity in the salary relationships between and among comparable levels of peers.

Future Salary Adjustment Recommendations

The cost to implement and maintain the compensation system should be driven by changes in the labor market and/or internal relationships and should be applied globally to the system, which, in turn, adjusts each salary range. Compensation systems that are well maintained address *two primary issues* on an annual basis:

- the cost to maintain competitiveness within the system; and
- the cost to adjust individual salaries.

From time to time, the Town may determine the need to adjust pay grades/ranges based on some factor, such as the Employment Cost Index (ECI) to maintain competitiveness at salary range minimums and hiring rates, as well as accommodate current incumbent pay progression within the grades. Ideally, funding permitting, the Town should conduct a salary/market review periodically to assess market conditions and ensure a competitive posture in personnel recruitment and retention. At this time, a more detailed comparison to the external market, as well as, to immediate competitors can be made using a comprehensive methodology such as that used in this review.

Proposed Compensation Plan

Regardless of an organization's philosophy concerning advancement opportunities afforded to employees, it is essential that movements in the economy, and more specifically, the labor market in which the Town competes, be addressed at the system level. Accordingly, salary administration procedures should take their priority based on funding levels and the Town's philosophies on pay.

Placement of Employees Within the New Proposed Ranges

For employees whose current salary level is below the minimum level in the assigned range, the salary level would be the minimum in the range.

For employees with current salary levels exceeding the maximum level in the assigned range, the salary would be frozen at that level, and the employee would be ineligible for any merit or cost of living increases until the range is adjusted to allow movement.

The placement of employees within the newly proposed salary plan is based on a formula designed to address internal equity. *No salary for any employee is recommended for reduction.* Each employee has a calculated target salary and is then recommended for placement within the range.

Proposed Compensation Under the New Plan

The Classification Manager[®] software has established a target salary for each employee by first calculating the cost to raise the incumbent to the minimum of the new range (if appropriate). A formula is then applied that calculates a target salary for the employee based on the total days of service in his/her proposed job class. This calculation is based on the number of days in the “Years to Maximum” and the difference between the range minimum and maximum, in dollars.

Plan Implementation

MAG recognizes that implementation of the new or revised compensation and classification programs must consider the financial disposition, current salary levels, and other variables unique to the Town. Only after all these factors are considered, can a feasible implementation program be designed. MAG has worked to provide an implementation plan that will address the current inequities and will provide a framework for external competitiveness.

It is especially important that during the current economic times that the Town retain its highly qualified work force by providing a fair, and competitive, compensation program. Additionally, it is equally important, that the Town does not overpay for positions. The proposed implementation plan carefully balances these two important considerations.

SECTION 4.0

Current or Original Pay Structures/Plans

Original Pay Plan - Carrboro, NC

Annual Duty Days - 260

Annual Hours - 2080

Pay Plan

Original Class		Min	Mid	Max	%Range	%Below	%Above
Grade	Interim				0.00%	0.00%	0.00%
ASST TO MAYOR / TOWN CLERK	AMTC						
INTERIM PW DIRECTOR	IPWD						
TOWN CLERK	TWCK						
TOWN MANAGER	TWMG						
Grade 1		\$26,322	\$33,562	\$40,800	55.00%	27.51%	21.57%
CUSTODIAN	CUST	\$26,322	\$33,562	\$40,800			
Grade 2		\$27,639	\$35,240	\$42,840	55.00%	27.50%	21.57%
PROGRAM SUPPORT ASSISTANT I	PS I	\$27,639	\$35,240	\$42,840			
Grade 3		\$29,021	\$37,002	\$44,983	55.00%	27.50%	21.57%
SOLID WASTE EQUIP OPERATOR I	SOL	\$29,021	\$37,002	\$44,983			
Grade 4		\$30,472	\$38,852	\$47,230	54.99%	27.50%	21.56%
MAINT/CONSTRUCTION WORKER I	MC-W	\$30,472	\$38,852	\$47,230			
PROGRAM SUPPORT ASST II - FT	PSII	\$30,472	\$38,852	\$47,230			
PROGRAM SUPPORT ASST II - PT	PSPT	\$30,472	\$38,852	\$47,230			
Grade 5		\$31,996	\$40,795	\$49,593	55.00%	27.50%	21.57%
ACCT TECH/RECEPTIONIST	ATI	\$31,996	\$40,795	\$49,593			
PERMIT TECHNICIAN	PT	\$31,996	\$40,795	\$49,593			
SOLID WASTE EQUIP OPERATOR II	SWII	\$31,996	\$40,795	\$49,593			
Grade 6		\$33,595	\$42,834	\$52,073	55.00%	27.50%	21.57%
ACTIVITY MANAGER	ACTM	\$33,595	\$42,834	\$52,073			
FIRE TRAINEE	FT	\$33,595	\$42,834	\$52,073			
MAINT/CONSTRUCTION WORKER II	CWII	\$33,595	\$42,834	\$52,073			
MECHANIC I	MC I	\$33,595	\$42,834	\$52,073			
SOLID WASTE EQUIP OP II/CREW	SWCR	\$33,595	\$42,834	\$52,073			
Grade POT		\$37,595	\$46,834	\$56,073	49.15%	24.58%	19.73%
POLICE TRAINEE	POT	\$37,595	\$46,834	\$56,073			
Grade 8		\$37,038	\$47,224	\$57,410	55.00%	27.50%	21.57%
ADMINISTRATIVE ASSISTANT	AA	\$37,038	\$47,224	\$57,410			
BUILDING MAINTENANCE SPEC	BMSP	\$37,038	\$47,224	\$57,410			
FIREFIGHTER/RELIEF DRIVER	FF	\$37,038	\$47,224	\$57,410			
MAINTENANCE/CONSTRUCT WKR III	SMSP	\$37,038	\$47,224	\$57,410			
MECHANIC II	MCII	\$37,038	\$47,224	\$57,410			
Grade 9		\$38,892	\$49,586	\$60,281	55.00%	27.50%	21.57%
CODE ENFORCEMENT OFFICER I	CEOI	\$38,892	\$49,586	\$60,281			
CREW LEADER	STCL	\$38,892	\$49,586	\$60,281			
Grade 10		\$40,835	\$52,064	\$63,295	55.00%	27.50%	21.57%
COMMUNICATION & ENGAGEMENT SPE	CES	\$40,835	\$52,064	\$63,295			
GIS TECHNICIAN	GIST	\$40,835	\$52,064	\$63,295			
HORTICULTURIST	HORT	\$40,835	\$52,064	\$63,295			
Grade 11		\$42,878	\$54,668	\$66,458	54.99%	27.50%	21.57%
CODE ENFORCEMENT OFFICER II	CEO2	\$42,878	\$54,668	\$66,458			
FACILITIES SUPERVISOR	FACS	\$42,878	\$54,668	\$66,458			
FIRE DRIVER OPERATOR	FDRO	\$42,878	\$54,668	\$66,458			
RECREATION SUPERVISOR	RECS	\$42,878	\$54,668	\$66,458			
Grade 12		\$45,020	\$57,400	\$69,782	55.00%	27.50%	21.57%
BUILDING MAINTENANCE SUPERVISOR	BMSU	\$45,020	\$57,400	\$69,782			

Original Pay Plan - Carrboro, NC

Annual Duty Days - 260

Annual Hours - 2080

Pay Plan

Original Class		Min	Mid	Max	%Range	%Below	%Above
Grade 12		\$45,020	\$57,400	\$69,782	55.00%	27.50%	21.57%
ENGINEERING INSPECTOR	ENIN	\$45,020	\$57,400	\$69,782			
FIRE DRIVER MECHANIC	FDRM	\$45,020	\$57,400	\$69,782			
FLEET MAINTENANCE SUPERVISOR	FMSU	\$45,020	\$57,400	\$69,782			
PAYROLL & BENEFITS COORDIN	ATII	\$45,020	\$57,400	\$69,782			
PLANNER/ZONING DEVELOP SPEC.	PZDS	\$45,020	\$57,400	\$69,782			
Grade PO1		\$46,878	\$58,668	\$70,458	50.30%	25.15%	20.10%
POLICE OFFICER	POI	\$46,878	\$58,668	\$70,458			
Grade 13		\$47,175	\$60,271	\$73,271	55.32%	27.76%	21.57%
ASSISTANT TO PW DIRECTOR	ADAN	\$47,175	\$60,271	\$73,271			
CODE ENFORCEMENT OFFICER III	CEO3	\$47,175	\$60,271	\$73,271			
FIRE LIEUTENANT	FRLT	\$47,175	\$60,271	\$73,271			
GIS SPECIALIST	GIS	\$47,175	\$60,271	\$73,271			
MANAGEMENT ASSISTANT	MGAT	\$47,175	\$60,271	\$73,271			
SOLID WASTE SUPERVISOR	SWSV	\$47,175	\$60,271	\$73,271			
Grade PO2		\$49,020	\$61,400	\$73,782	50.51%	25.25%	20.17%
POLICE OFFICER II	POII	\$49,020	\$61,400	\$73,782			
Grade 14		\$49,636	\$63,285	\$76,935	55.00%	27.50%	21.57%
ENGINEER I	ENGI	\$49,636	\$63,285	\$76,935			
FACILITIES ADMINISTRATOR	FAOO	\$49,636	\$63,285	\$76,935			
HUMAN RESOURCES ANALYST	PERA	\$49,636	\$63,285	\$76,935			
MANAGEMENT SPECIALIST	MSPC	\$49,636	\$63,285	\$76,935			
STORMWATER ADMINISTRATOR	SWAD	\$49,636	\$63,285	\$76,935			
STREETS & GROUNDS SUPERVISOR	STSU	\$49,636	\$63,285	\$76,935			
Grade PO5		\$51,175	\$64,271	\$77,271	50.99%	25.59%	20.23%
		\$51,175	\$64,271	\$77,271			
		\$51,175	\$64,271	\$77,271			
		\$51,175	\$64,271	\$77,271			
POLICE OFFICER III	POIII	\$51,175	\$64,271	\$77,271			
POLICE OFFICER III	PIII	\$51,175	\$64,271	\$77,271			
Grade 15		\$52,117	\$66,449	\$80,782	55.00%	27.50%	21.57%
ASSOCIATE PLANNER	ASPL	\$52,117	\$66,449	\$80,782			
ENVIROMENTAL PLANNER	ENPL	\$52,117	\$66,449	\$80,782			
ENVIRON SUSTAINABILITY COORD	ENSC	\$52,117	\$66,449	\$80,782			
FIRE CAPTAIN	FCAP	\$52,117	\$66,449	\$80,782			
FIRE TRAINING CAPTAIN	FTCAP	\$52,117	\$66,449	\$80,782			
IT SUPPORT ENGINEER I	ITSI	\$52,117	\$66,449	\$80,782			
RECREATION ADMINISTRATOR	RECA	\$52,117	\$66,449	\$80,782			
STAFF ACCOUNTANT	STAC	\$52,117	\$66,449	\$80,782			
STORMWATER SPECIALIST	SWSP	\$52,117	\$66,449	\$80,782			
TRANSPORTATION PLANNER	TRPL	\$52,117	\$66,449	\$80,782			
Grade PSGT		\$53,636	\$67,285	\$80,935	50.90%	25.45%	20.29%
POLICE SERGEANT	PSGT	\$53,636	\$67,285	\$80,935			
Grade 16		\$54,723	\$69,772	\$84,821	55.00%	27.50%	21.57%
ACCOUNTING & GRANTS SUPERVISOR	A&GS	\$54,723	\$69,772	\$84,821			
CAPITAL PROJECTS MANAGER	CPM	\$54,723	\$69,772	\$84,821			
IT SYSTEMS ADMINISTRATOR	ITSA	\$54,723	\$69,772	\$84,821			
Grade 17		\$57,459	\$73,261	\$89,061	55.00%	27.50%	21.57%

Original Pay Plan - Carrboro, NC

Annual Duty Days - 260

Annual Hours - 2080

Pay Plan

Original Class		Min	Mid	Max	%Range	%Below	%Above
Grade 17		\$57,459	\$73,261	\$89,061	55.00%	27.50%	21.57%
DEPUTY FIRE CHIEF	DFC	\$57,459	\$73,261	\$89,061			
IT SUPPORT ENGINEER II	ITSE	\$57,459	\$73,261	\$89,061			
Grade POLT		\$58,723	\$73,772	\$88,821	51.25%	25.63%	20.40%
POLICE LIEUTENANT	POLT	\$58,723	\$73,772	\$88,821			
Grade 18		\$60,332	\$76,923	\$93,514	55.00%	27.50%	21.57%
CODE ENFORCEMENT SUPERVISOR	CESUP	\$60,332	\$76,923	\$93,514			
DEPUTY FINANCE DIRECTOR	DFID	\$60,332	\$76,923	\$93,514			
DEVELOPMENT REVIEW ADMINISTRAT	DEVR	\$60,332	\$76,923	\$93,514			
PLANNING ADMINISTRATOR	PLAD	\$60,332	\$76,923	\$93,514			
PUBLIC WORKS SUPERINTENDENT	PWSU	\$60,332	\$76,923	\$93,514			
STORMWATER UTILITY MANAGER	SWUM	\$60,332	\$76,923	\$93,514			
Grade PCPT		\$67,348	\$84,770	\$102,190	51.73%	25.87%	20.55%
POLICE CAPTAIN	PCPT	\$67,348	\$84,770	\$102,190			
Grade 21		\$69,842	\$89,049	\$108,255	55.00%	27.50%	21.57%
COMMUNICATION & ENGAGEMENT DIR	C&ED	\$69,842	\$89,049	\$108,255			
ECONOMIC DEV. DIRECTOR	ECDD	\$69,842	\$89,049	\$108,255			
Grade 22		\$73,334	\$93,501	\$113,667	55.00%	27.50%	21.57%
HOUSING & COMM SVCS DIRECTOR	HCSD	\$73,334	\$93,501	\$113,667			
HR DIRECTOR	PERD	\$73,334	\$93,501	\$113,667			
INFO & TECH DIRECTOR	MIT	\$73,334	\$93,501	\$113,667			
R&P CULT. RES. DIR. - RACE&EQ	RPCR	\$73,334	\$93,501	\$113,667			
Grade 23		\$77,000	\$98,177	\$119,352	55.00%	27.50%	21.57%
FINANCE DIRECTOR	FID	\$77,000	\$98,177	\$119,352			
FIRE CHIEF	FC	\$77,000	\$98,177	\$119,352			
PLANNING DIRECTOR	PLDI	\$77,000	\$98,177	\$119,352			
Grade 24		\$80,851	\$103,084	\$125,318	55.00%	27.50%	21.57%
PUBLIC WORKS DIRECTOR	PWDR	\$80,851	\$103,084	\$125,318			
Grade PCH		\$84,851	\$107,084	\$129,318	52.41%	26.20%	20.76%
POLICE CHIEF	PCHF	\$84,851	\$107,084	\$129,318			

90 Unique Class Titles

SECTION 5.0

Salary Survey Data

Salary Survey Results for CARRBORO, NC

Job Class Title	Averages For Each Job Class					CARRBORO								
	Min	Mid	Max	Start	Avg	Actual	Range Width	Min	Mid	Max	Range Width			
CUSTODIAN	\$27,865	\$35,502	\$43,140				54.8%	\$26,322	-5.9%	\$33,562	-5.8%	\$40,800	-5.7%	55.0%
MAINT/CONSTRUCTION WORKER I	\$32,428	\$41,691	\$50,954				57.1%	\$30,472	-6.4%	\$38,852	-7.3%	\$47,230	-7.9%	55.0%
SOLID WASTE EQUIP OPERATOR I	\$32,359	\$42,185	\$52,010				60.7%	\$29,021	-11.5%	\$37,002	-14.0%	\$44,983	-15.6%	55.0%
PERMIT TECHNICIAN	\$36,190	\$47,088	\$57,986				60.2%	\$31,996	-13.1%	\$40,795	-15.4%	\$49,593	-16.9%	55.0%
MECHANIC I	\$36,408	\$47,214	\$58,019				59.4%	\$33,595	-8.4%	\$42,834	-10.2%	\$52,073	-11.4%	55.0%
ADMINISTRATIVE ASSISTANT	\$36,438	\$47,343	\$58,249				59.9%	\$37,038	1.6%	\$47,224	-0.3%	\$57,410	-1.5%	55.0%
CREW LEADER	\$38,498	\$50,420	\$62,342				61.9%	\$38,892	1.0%	\$49,586	-1.7%	\$60,281	-3.4%	55.0%
FIREFIGHTER/RELIEF DRIVER	\$40,161	\$51,692	\$63,223				57.4%	\$37,038	-8.4%	\$47,224	-9.5%	\$57,410	-10.1%	55.0%
CODE ENFORCEMENT OFFICER I	\$43,169	\$56,249	\$69,328				60.6%	\$38,892	-11.0%	\$49,586	-13.4%	\$60,281	-15.0%	55.0%
GIS TECHNICIAN	\$44,409	\$57,787	\$71,164				60.2%	\$40,835	-8.8%	\$52,064	-11.0%	\$63,295	-12.4%	55.0%
PAYROLL & BENEFITS COORDIN	\$45,099	\$58,620	\$72,141				60.0%	\$45,020	-0.2%	\$57,400	-2.1%	\$69,782	-3.4%	55.0%
POLICE OFFICER	\$46,480	\$59,456	\$72,433				55.8%	\$46,878	0.8%	\$58,668	-1.3%	\$70,458	-2.8%	50.3%
RECREATION SUPERVISOR	\$46,197	\$60,068	\$73,938				60.0%	\$42,878	-7.7%	\$54,668	-9.9%	\$66,458	-11.3%	55.0%
SOLID WASTE SUPERVISOR	\$45,969	\$60,407	\$74,845				62.8%	\$47,175	2.6%	\$60,271	-0.2%	\$73,271	-2.1%	55.3%
BUILDING MAINTENANCE SUPERVISO	\$46,815	\$60,926	\$75,037				60.3%	\$45,020	-4.0%	\$57,400	-6.1%	\$69,782	-7.5%	55.0%
HUMAN RESOURCES ANALYST	\$48,465	\$63,393	\$78,320				61.6%	\$49,636	2.4%	\$63,285	-0.2%	\$76,935	-1.8%	55.0%
FIRE LIEUTENANT	\$50,492	\$64,567	\$78,641				55.8%	\$47,175	-7.0%	\$60,271	-7.1%	\$73,271	-7.3%	55.3%
STAFF ACCOUNTANT	\$51,057	\$66,634	\$82,210				61.0%	\$52,117	2.0%	\$66,449	-0.3%	\$80,782	-1.8%	55.0%
IT SUPPORT ENGINEER I	\$52,927	\$69,094	\$85,261				61.1%	\$52,117	-1.6%	\$66,449	-4.0%	\$80,782	-5.5%	55.0%
FIRE CAPTAIN	\$57,275	\$73,402	\$89,529				56.3%	\$52,117	-9.9%	\$66,449	-10.5%	\$80,782	-10.8%	55.0%
POLICE SERGEANT	\$59,100	\$75,125	\$91,151				54.2%	\$53,636	-10.2%	\$67,285	-11.7%	\$80,935	-12.6%	50.9%
IT SYSTEMS ADMINISTRATOR	\$57,822	\$75,933	\$94,044				62.6%	\$54,723	-5.7%	\$69,772	-8.8%	\$84,821	-10.9%	55.0%
POLICE LIEUTENANT	\$63,980	\$82,547	\$101,114				58.0%	\$58,723	-9.0%	\$73,772	-11.9%	\$88,821	-13.8%	51.3%
PUBLIC WORKS SUPERINTENDENT	\$64,980	\$84,831	\$104,681				61.1%	\$60,332	-7.7%	\$76,923	-10.3%	\$93,514	-11.9%	55.0%
POLICE CAPTAIN	\$70,947	\$92,199	\$113,451				59.9%	\$67,348	-5.3%	\$84,770	-8.8%	\$102,190	-11.0%	51.7%
ECONOMIC DEV. DIRECTOR	\$81,014	\$107,254	\$133,493				64.8%	\$69,842	-16.0%	\$89,049	-20.4%	\$108,255	-23.3%	55.0%
HR DIRECTOR	\$82,278	\$108,412	\$134,547				63.5%	\$73,334	-12.2%	\$93,501	-15.9%	\$113,667	-18.4%	55.0%
PLANNING DIRECTOR	\$82,432	\$108,627	\$134,821				63.6%	\$77,000	-7.1%	\$98,177	-10.6%	\$119,352	-13.0%	55.0%
INFO & TECH DIRECTOR	\$83,581	\$109,217	\$134,854				61.3%	\$73,334	-14.0%	\$93,501	-16.8%	\$113,667	-18.6%	55.0%
PUBLIC WORKS DIRECTOR	\$85,548	\$112,874	\$140,199				63.9%	\$80,851	-5.8%	\$103,084	-9.5%	\$125,318	-11.9%	55.0%
FINANCE DIRECTOR	\$88,452	\$116,822	\$145,192				64.1%	\$77,000	-14.9%	\$98,177	-19.0%	\$119,352	-21.7%	55.0%
FIRE CHIEF	\$91,087	\$119,966	\$148,844				63.4%	\$77,000	-18.3%	\$98,177	-22.2%	\$119,352	-24.7%	55.0%
POLICE CHIEF	\$92,653	\$122,029	\$151,404				63.4%	\$84,851	-9.2%	\$107,084	-14.0%	\$129,318	-17.1%	52.4%
Survey Averages	\$56,442	\$73,623	\$90,805				60.33%	\$52,491	-7.53%	\$66,767	-10.27%	\$81,037	-12.05%	54.38%

SECTION 6.0

Proposed Pay Structure/Plan

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Proposed Pay Grades - Carrboro, NC

Pay Plan	Unified			F/T Annual Days 260 F/T Annual Hours 1950			
				Width	%Below	%Above	Midpoint
Grade	Min	Annual Mkt	Max				
101	\$31,557	\$38,500	\$48,895	54.94%	22.00%	27.00%	\$40,226
102	\$33,135	\$40,425	\$51,340	54.94%	22.00%	27.00%	\$42,238
103	\$34,792	\$42,446	\$53,907	54.94%	22.00%	27.00%	\$44,349
104	\$36,532	\$44,569	\$56,602	54.94%	22.00%	27.00%	\$46,567
105	\$38,358	\$46,797	\$59,432	54.94%	22.00%	27.00%	\$48,895
106	\$40,276	\$49,137	\$62,404	54.94%	22.00%	27.00%	\$51,340
107	\$42,290	\$51,594	\$65,524	54.94%	22.00%	27.00%	\$53,907
108	\$44,404	\$54,173	\$68,800	54.94%	22.00%	27.00%	\$56,602
109	\$46,625	\$56,882	\$72,240	54.94%	22.00%	27.00%	\$59,432
110	\$48,956	\$59,726	\$75,852	54.94%	22.00%	27.00%	\$62,404
111	\$51,404	\$62,712	\$79,645	54.94%	22.00%	27.00%	\$65,524
112	\$53,974	\$65,848	\$83,627	54.94%	22.00%	27.00%	\$68,800
113	\$56,673	\$69,140	\$87,808	54.94%	22.00%	27.00%	\$72,240
114	\$59,506	\$72,597	\$92,199	54.94%	22.00%	27.00%	\$75,852
115	\$62,481	\$76,227	\$96,809	54.94%	22.00%	27.00%	\$79,645
116	\$65,606	\$80,039	\$101,649	54.94%	22.00%	27.00%	\$83,627
117	\$68,886	\$84,041	\$106,732	54.94%	22.00%	27.00%	\$87,809
118	\$72,330	\$88,243	\$112,068	54.94%	22.00%	27.00%	\$92,199
119	\$75,947	\$92,655	\$117,672	54.94%	22.00%	27.00%	\$96,809
120	\$79,744	\$97,288	\$123,555	54.94%	22.00%	27.00%	\$101,650
121	\$83,731	\$102,152	\$129,733	54.94%	22.00%	27.00%	\$106,732
122	\$87,918	\$107,260	\$136,220	54.94%	22.00%	27.00%	\$112,069
123	\$92,314	\$112,623	\$143,031	54.94%	22.00%	27.00%	\$117,672
124	\$96,929	\$118,254	\$150,182	54.94%	22.00%	27.00%	\$123,556

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Proposed Pay Grades - Carrboro, NC

Pay Plan **Unified**

Grade	Annual		
	Min	Mkt	Max
125	\$101,776	\$124,166	\$157,691
126	\$106,864	\$130,375	\$165,576
127	\$112,208	\$136,893	\$173,855
128	\$117,818	\$143,738	\$182,547
129	\$123,709	\$150,925	\$191,675
130	\$129,894	\$158,471	\$201,258

F/T Annual Days		260	
F/T Annual Hours		1950	
Width	%Below	%Above	Midpoint
54.94%	22.00%	27.00%	\$129,733
54.94%	22.00%	27.00%	\$136,220
54.94%	22.00%	27.00%	\$143,031
54.94%	22.00%	27.00%	\$150,183
54.94%	22.00%	27.00%	\$157,692
54.94%	22.00%	27.00%	\$165,576

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Proposed Pay Plans
Carrboro, NC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mkt</i>	<i>Ann Max</i>
Unified				
101		\$31,557	\$38,500	\$48,895
CUST	CUSTODIAN			
PS I	PROGRAM SUPPORT ASSISTANT I			
102		\$33,135	\$40,425	\$51,340
SOL	SOLID WASTE EQUIP OPERATOR I			
103		\$34,792	\$42,446	\$53,907
MC-W	MAINT/CONSTRUCTION WORKER I			
PSII	PROGRAM SUPPORT ASST II - FT			
PSPT	PROGRAM SUPPORT ASST II - PT			
104		\$36,532	\$44,569	\$56,602
ATI	ACCT TECH/RECEPTIONIST			
SWII	SOLID WASTE EQUIP OPERATOR II			
105		\$38,358	\$46,797	\$59,432
ACTM	ACTIVITY MANAGER			
FT	FIRE TRAINEE			
CWII	MAINT/CONSTRUCTION WORKER II			
MC I	MECHANIC I			
PT	PERMIT TECHNICIAN			
106		\$40,276	\$49,137	\$62,404
POT	POLICE TRAINEE			
SWCR	SOLID WASTE EQUIP OP III			
107		\$42,290	\$51,594	\$65,524
AA	ADMINISTRATIVE ASSISTANT			
BMSP	BUILDING MAINTENANCE SPEC			
FF	FIREFIGHTER/RELIEF DRIVER			
SMSP	MAINTENANCE/CONSTRUCT WKR III			
MCII	MECHANIC II			
108		\$44,404	\$54,173	\$68,800
CEOI	CODE ENFORCEMENT OFFICER I			
STCL	CREW LEADER			
109		\$46,625	\$56,882	\$72,240
AMTC	ASST TO MAYOR / TOWN CLERK			
CES	COMMUNICATION & ENGAGEMENT SPECIALIST			
GIST	GIS TECHNICIAN			
HORT	HORTICULTURIST			
110		\$48,956	\$59,726	\$75,852
CEO2	CODE ENFORCEMENT OFFICER II			
FACS	FACILITIES SUPERVISOR			
FDRO	FIRE DRIVER OPERATOR			
RECS	RECREATION SUPERVISOR			
111		\$51,404	\$62,712	\$79,645
FDRM	FIRE DRIVER MECHANIC			

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Proposed Pay Plans
Carrboro, NC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mkt</i>	<i>Ann Max</i>
Unified				
111		\$51,404	\$62,712	\$79,645
ATII	PAYROLL & BENEFITS COORDINATOR			
POI	POLICE OFFICER I			
112		\$53,974	\$65,848	\$83,627
CE03	CODE ENFORCEMENT OFFICER III			
ENIN	ENGINEERING INSPECTOR			
FRLT	FIRE LIEUTENANT			
POII	POLICE OFFICER II			
113		\$56,673	\$69,140	\$87,808
BMSU	BUILDING MAINTENANCE SUPERVISOR			
ENGI	ENGINEER I			
FMSU	FLEET MAINTENANCE SUPERVISOR			
PERA	HUMAN RESOURCES ANALYST			
ASPL	PLANNER			
PZDS	PLANNER/ZONING DEVELOP SPEC.			
POIII	POLICE OFFICER III			
SWSV	SOLID WASTE SUPERVISOR			
STSU	STREETS & GROUNDS SUPERVISOR			
114		\$59,506	\$72,597	\$92,199
ADAN	ASSISTANT TO PW DIRECTOR			
BC	BATTALION CHIEF			
ENPL	ENVIRONMENTAL PLANNER			
MSPC	HOUSING & COMM SVCS COORDINATOR			
ITSI	IT SUPPORT ENGINEER I			
PSGT	POLICE SERGEANT			
MGAT	PROCUREMENT COORDINATOR			
STAC	STAFF ACCOUNTANT			
SWAD	STORMWATER ADMINISTRATOR			
TRPL	TRANSPORTATION PLANNER			
115		\$62,481	\$76,227	\$96,809
FAOO	FACILITIES ADMINISTRATOR			
GIS	GIS ADMINISTRATOR			
PERASR	HUMAN RESOURCES ANALYST - SENIOR			
ITSA	IT SYSTEMS ADMINISTRATOR			
RECA	RECREATION ADMINISTRATOR			
SWSP	STORMWATER SPECIALIST			
116		\$65,606	\$80,039	\$101,649
A&GS	ACCOUNTING & GRANTS SUPERVISOR			
ATTM	ASSISTANT TO THE TOWN MANAGER			
CPM	CAPITAL PROJECTS MANAGER			
ENSC	ENVIRONMENTAL SUSTAINABILITY COORD			
ITSE	IT SUPPORT ENGINEER II			
POLT	POLICE LIEUTENANT			
117		\$68,886	\$84,041	\$106,732
CESUP	CODE ENFORCEMENT SUPERVISOR			

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Proposed Pay Plans Carrboro, NC

<i>Code</i>	<i>Proposed Class Title</i>	<i>Ann Min</i>	<i>Mkt</i>	<i>Ann Max</i>
Unified				
117		\$68,886	\$84,041	\$106,732
GM	GRANTS MANAGER			
PWSU	PUBLIC WORKS SUPERINTENDENT			
REM	RACE AND EQUITY MANAGER			
SWUM	STORMWATER UTILITY MANAGER			
118		\$72,330	\$88,243	\$112,068
DEVR	DEVELOPMENT REVIEW ADMINISTRATOR			
PLAD	PLANNING ADMINISTRATOR			
119		\$75,947	\$92,655	\$117,672
DFID	DEPUTY FINANCE DIRECTOR			
DFC	DEPUTY FIRE CHIEF			
PCPT	POLICE CAPTAIN			
122		\$87,918	\$107,260	\$136,220
C&ED	COMMUNICATION & ENGAGEMENT DIRECTOR			
ECDD	ECONOMIC DEV. DIRECTOR			
HCSO	HOUSING & COMM SVCS DIRECTOR			
123		\$92,314	\$112,623	\$143,031
PERD	HR DIRECTOR			
MIT	INFO & TECH DIRECTOR			
RPCR	RECREATION, PARKS AND CULTURAL RESOURCES DIRECTOR			
124		\$96,929	\$118,254	\$150,182
FID	FINANCE DIRECTOR			
FC	FIRE CHIEF			
PLDI	PLANNING DIRECTOR			
125		\$101,776	\$124,166	\$157,691
PCHF	POLICE CHIEF			
PWDR	PUBLIC WORKS DIRECTOR			
126		\$106,864	\$130,375	\$165,576
CREO	CHIEF RACE AND EQUITY OFFICER			
128		\$117,818	\$143,738	\$182,547
ATM	ASSISTANT TOWN MANAGER			

91 Active Proposed Classes in the Unified Pay Plan

SECTION 7.0

Alphabetical Listing of Job Classes

Carrboro, NC

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
A							
ACCOUNTING & GRANTS SUPERVISOR	A&GS	Unified	116	\$65,606	\$80,039	\$101,649	<u>1</u>
ACCT TECH/RECEPTIONIST	ATI	Unified	104	\$36,532	\$44,569	\$56,602	<u>1</u>
ACTIVITY MANAGER	ACTM	Unified	105	\$38,358	\$46,797	\$59,432	<u>1</u>
ADMINISTRATIVE ASSISTANT	AA	Unified	107	\$42,290	\$51,594	\$65,524	<u>6</u>
ASSISTANT TO PW DIRECTOR	ADAN	Unified	114	\$59,506	\$72,597	\$92,199	<u>1</u>
ASSISTANT TO THE TOWN MANAGER	ATTM	Unified	116	\$65,606	\$80,039	\$101,649	<u>0</u>
ASSISTANT TOWN MANAGER	ATM	Unified	128	\$117,818	\$143,738	\$182,547	<u>0</u>
ASST TO MAYOR / TOWN CLERK	AMTC	Unified	109	\$46,625	\$56,882	\$72,240	<u>1</u>
B							
BATTALION CHIEF	BC	Unified	114	\$59,506	\$72,597	\$92,199	<u>4</u>
BUILDING MAINTENANCE SPEC	BMSP	Unified	107	\$42,290	\$51,594	\$65,524	<u>1</u>
BUILDING MAINTENANCE SUPERVISOR	BMSU	Unified	113	\$56,673	\$69,140	\$87,808	<u>1</u>
C							
CAPITAL PROJECTS MANAGER	CPM	Unified	116	\$65,606	\$80,039	\$101,649	<u>1</u>
CHIEF RACE AND EQUITY OFFICER	CREO	Unified	126	\$106,864	\$130,375	\$165,576	<u>0</u>
CODE ENFORCEMENT OFFICER I	CEOI	Unified	108	\$44,404	\$54,173	\$68,800	<u>1</u>
CODE ENFORCEMENT OFFICER II	CEO2	Unified	110	\$48,956	\$59,726	\$75,852	<u>1</u>
CODE ENFORCEMENT OFFICER III	CEO3	Unified	112	\$53,974	\$65,848	\$83,627	<u>1</u>
CODE ENFORCEMENT SUPERVISOR	CESUP	Unified	117	\$68,886	\$84,041	\$106,732	<u>1</u>
COMMUNICATION & ENGAGEMENT DIRECTOR	C&ED	Unified	122	\$87,918	\$107,260	\$136,220	<u>1</u>
COMMUNICATION & ENGAGEMENT SPECIALIST	CES	Unified	109	\$46,625	\$56,882	\$72,240	<u>1</u>
CREW LEADER	STCL	Unified	108	\$44,404	\$54,173	\$68,800	<u>3</u>
CUSTODIAN	CUST	Unified	101	\$31,557	\$38,500	\$48,895	<u>1</u>
D							
DEPUTY FINANCE DIRECTOR	DFID	Unified	119	\$75,947	\$92,655	\$117,672	<u>1</u>
DEPUTY FIRE CHIEF	DFC	Unified	119	\$75,947	\$92,655	\$117,672	<u>1</u>
DEVELOPMENT REVIEW ADMINISTRATOR	DEVF	Unified	118	\$72,330	\$88,243	\$112,068	<u>1</u>
E							
ECONOMIC DEV. DIRECTOR	ECDD	Unified	122	\$87,918	\$107,260	\$136,220	<u>1</u>
ENGINEER I	ENGI	Unified	113	\$56,673	\$69,140	\$87,808	<u>1</u>
ENGINEERING INSPECTOR	ENIN	Unified	112	\$53,974	\$65,848	\$83,627	<u>1</u>
ENVIRONMENTAL PLANNER	ENPL	Unified	114	\$59,506	\$72,597	\$92,199	<u>1</u>
ENVIRONMENTAL SUSTAINABILITY COORD	ENSC	Unified	116	\$65,606	\$80,039	\$101,649	<u>1</u>

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
F							
FACILITIES ADMINISTRATOR	FAOO	Unified	115	\$62,481	\$76,227	\$96,809	<u>1</u>
FACILITIES SUPERVISOR	FACS	Unified	110	\$48,956	\$59,726	\$75,852	<u>1</u>
FINANCE DIRECTOR	FID	Unified	124	\$96,929	\$118,254	\$150,182	<u>1</u>
FIRE CHIEF	FC	Unified	124	\$96,929	\$118,254	\$150,182	<u>1</u>
FIRE DRIVER MECHANIC	FDRM	Unified	111	\$51,404	\$62,712	\$79,645	<u>1</u>
FIRE DRIVER OPERATOR	FDR0	Unified	110	\$48,956	\$59,726	\$75,852	<u>8</u>
FIRE LIEUTENANT	FRLT	Unified	112	\$53,974	\$65,848	\$83,627	<u>6</u>
FIRE TRAINEE	FT	Unified	105	\$38,358	\$46,797	\$59,432	<u>1</u>
FIREFIGHTER/RELIEF DRIVER	FF	Unified	107	\$42,290	\$51,594	\$65,524	<u>16</u>
FLEET MAINTENANCE SUPERVISOR	FMSU	Unified	113	\$56,673	\$69,140	\$87,808	<u>1</u>
G							
GIS ADMINISTRATOR	GIS	Unified	115	\$62,481	\$76,227	\$96,809	<u>1</u>
GIS TECHNICIAN	GIST	Unified	109	\$46,625	\$56,882	\$72,240	<u>1</u>
GRANTS MANAGER	GM	Unified	117	\$68,886	\$84,041	\$106,732	<u>0</u>
H							
HORTICULTURIST	HORT	Unified	109	\$46,625	\$56,882	\$72,240	<u>1</u>
HOUSING & COMM SVCS COORDINATOR	MSPC	Unified	114	\$59,506	\$72,597	\$92,199	<u>1</u>
HOUSING & COMM SVCS DIRECTOR	HCSD	Unified	122	\$87,918	\$107,260	\$136,220	<u>1</u>
HR DIRECTOR	PERD	Unified	123	\$92,314	\$112,623	\$143,031	<u>1</u>
HUMAN RESOURCES ANALYST	PERA	Unified	113	\$56,673	\$69,140	\$87,808	<u>1</u>
HUMAN RESOURCES ANALYST - SENIOR	PERASR	Unified	115	\$62,481	\$76,227	\$96,809	<u>1</u>
I							
INFO & TECH DIRECTOR	MIT	Unified	123	\$92,314	\$112,623	\$143,031	<u>1</u>
IT SUPPORT ENGINEER I	ITSI	Unified	114	\$59,506	\$72,597	\$92,199	<u>1</u>
IT SUPPORT ENGINEER II	ITSE	Unified	116	\$65,606	\$80,039	\$101,649	<u>1</u>
IT SYSTEMS ADMINISTRATOR	ITSA	Unified	115	\$62,481	\$76,227	\$96,809	<u>1</u>
M							
MAINT/CONSTRUCTION WORKER I	MC-W	Unified	103	\$34,792	\$42,446	\$53,907	<u>6</u>
MAINT/CONSTRUCTION WORKER II	CWII	Unified	105	\$38,358	\$46,797	\$59,432	<u>1</u>
MAINTENANCE/CONSTRUCT WKR III	SMSP	Unified	107	\$42,290	\$51,594	\$65,524	<u>1</u>
MECHANIC I	MC I	Unified	105	\$38,358	\$46,797	\$59,432	<u>1</u>
MECHANIC II	MCII	Unified	107	\$42,290	\$51,594	\$65,524	<u>1</u>
P							

Carrboro, NC

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
PAYROLL & BENEFITS COORDINATOR	ATII	Unified	111	\$51,404	\$62,712	\$79,645	<u>1</u>
PERMIT TECHNICIAN	PT	Unified	105	\$38,358	\$46,797	\$59,432	<u>1</u>
PLANNER	ASPL	Unified	113	\$56,673	\$69,140	\$87,808	<u>1</u>
PLANNER/ZONING DEVELOP SPEC.	PZDS	Unified	113	\$56,673	\$69,140	\$87,808	<u>2</u>
PLANNING ADMINISTRATOR	PLAD	Unified	118	\$72,330	\$88,243	\$112,068	<u>1</u>
PLANNING DIRECTOR	PLDI	Unified	124	\$96,929	\$118,254	\$150,182	<u>1</u>
POLICE CAPTAIN	PCPT	Unified	119	\$75,947	\$92,655	\$117,672	<u>2</u>
POLICE CHIEF	PCHF	Unified	125	\$101,776	\$124,166	\$157,691	<u>1</u>
POLICE LIEUTENANT	POLT	Unified	116	\$65,606	\$80,039	\$101,649	<u>6</u>
POLICE OFFICER I	POI	Unified	111	\$51,404	\$62,712	\$79,645	<u>5</u>
POLICE OFFICER II	POII	Unified	112	\$53,974	\$65,848	\$83,627	<u>4</u>
POLICE OFFICER III	POIII	Unified	113	\$56,673	\$69,140	\$87,808	<u>5</u>
POLICE SERGEANT	PSGT	Unified	114	\$59,506	\$72,597	\$92,199	<u>8</u>
POLICE TRAINEE	POT	Unified	106	\$40,276	\$49,137	\$62,404	<u>1</u>
PROCUREMENT COORDINATOR	MGAT	Unified	114	\$59,506	\$72,597	\$92,199	<u>1</u>
PROGRAM SUPPORT ASSISTANT I	PS I	Unified	101	\$31,557	\$38,500	\$48,895	<u>1</u>
PROGRAM SUPPORT ASST II - FT	PSII	Unified	103	\$34,792	\$42,446	\$53,907	<u>3</u>
PROGRAM SUPPORT ASST II - PT	PSPT	Unified	103	\$34,792	\$42,446	\$53,907	<u>1</u>
PUBLIC WORKS DIRECTOR	PWDR	Unified	125	\$101,776	\$124,166	\$157,691	<u>1</u>
PUBLIC WORKS SUPERINTENDENT	PWSU	Unified	117	\$68,886	\$84,041	\$106,732	<u>2</u>

R

RACE AND EQUITY MANAGER	REM	Unified	117	\$68,886	\$84,041	\$106,732	<u>0</u>
RECREATION ADMINISTRATOR	RECA	Unified	115	\$62,481	\$76,227	\$96,809	<u>1</u>
RECREATION SUPERVISOR	RECS	Unified	110	\$48,956	\$59,726	\$75,852	<u>4</u>
RECREATION, PARKS AND CULTURAL RESOURCES DIRECTOR	RPCR	Unified	123	\$92,314	\$112,623	\$143,031	<u>1</u>

S

SOLID WASTE EQUIP OP III	SWCR	Unified	106	\$40,276	\$49,137	\$62,404	<u>2</u>
SOLID WASTE EQUIP OPERATOR I	SOL	Unified	102	\$33,135	\$40,425	\$51,340	<u>4</u>
SOLID WASTE EQUIP OPERATOR II	SWII	Unified	104	\$36,532	\$44,569	\$56,602	<u>1</u>
SOLID WASTE SUPERVISOR	SWSV	Unified	113	\$56,673	\$69,140	\$87,808	<u>1</u>
STAFF ACCOUNTANT	STAC	Unified	114	\$59,506	\$72,597	\$92,199	<u>1</u>
STORMWATER ADMINISTRATOR	SWAD	Unified	114	\$59,506	\$72,597	\$92,199	<u>1</u>
STORMWATER SPECIALIST	SWSP	Unified	115	\$62,481	\$76,227	\$96,809	<u>1</u>
STORMWATER UTILITY MANAGER	SWUM	Unified	117	\$68,886	\$84,041	\$106,732	<u>1</u>

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Proposed Class List By Title

Carrboro, NC

Proposed Class Title	Code	Pay Plan	Grade	Min	Mkt	Max	#
STREETS & GROUNDS SUPERVISOR	STSU	Unified	113	\$56,673	\$69,140	\$87,808	<u>1</u>
T							
TRANSPORTATION PLANNER	TRPL	Unified	114	\$59,506	\$72,597	\$92,199	<u>1</u>

91 Job Classes

SECTION 8.0

Class Comparison List of Positions

(Compares current to proposed titles and ranges)



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Class Comparison List By Pay Plan Carrboro, NC

Proposed Pay Plan: Unified

<i>Grade</i>			<i>Annual Range</i>		
			<i>Min</i>	<i>Mkt</i>	<i>Max</i>
<i>Proposed Class Title</i>	<i>Original Title</i>	<i>Working Title</i>			
101			\$31,557	\$38,500	\$48,895
CUSTODIAN	CUSTODIAN		26,322	33,562	40,800
PROGRAM SUPPORT ASSISTANT I	PROGRAM SUPPORT ASSISTANT I		27,639	35,240	42,840
102			\$33,135	\$40,425	\$51,340
SOLID WASTE EQUIP OPERATOR I	SOLID WASTE EQUIP OPERATOR I		29,021	37,002	44,983
103			\$34,792	\$42,446	\$53,907
MAINT/CONSTRUCTION WORKER I	MAINT/CONSTRUCTION WORKER I		30,472	38,852	47,230
PROGRAM SUPPORT ASST II - FT	PROGRAM SUPPORT ASST II - FT		30,472	38,852	47,230
PROGRAM SUPPORT ASST II - PT	PROGRAM SUPPORT ASST II - PT		30,472	38,852	47,230
104			\$36,532	\$44,569	\$56,602
ACCT TECH/RECEPTIONIST	ACCT TECH/RECEPTIONIST		31,996	40,795	49,593
SOLID WASTE EQUIP OPERATOR II	SOLID WASTE EQUIP OPERATOR II		31,996	40,795	49,593
105			\$38,358	\$46,797	\$59,432
ACTIVITY MANAGER	ACTIVITY MANAGER		33,595	42,834	52,073
FIRE TRAINEE	FIRE TRAINEE		33,595	42,834	52,073
MAINT/CONSTRUCTION WORKER II	MAINT/CONSTRUCTION WORKER II		33,595	42,834	52,073
MECHANIC I	MECHANIC I		33,595	42,834	52,073
PERMIT TECHNICIAN	PERMIT TECHNICIAN		31,996	40,795	49,593
106			\$40,276	\$49,137	\$62,404
POLICE TRAINEE	POLICE TRAINEE		37,595	46,834	56,073
SOLID WASTE EQUIP OP III	SOLID WASTE EQUIP OP II/CREW		33,595	42,834	52,073
107			\$42,290	\$51,594	\$65,524
ADMINISTRATIVE ASSISTANT	ADMINISTRATIVE ASSISTANT		37,038	47,224	57,410
BUILDING MAINTENANCE SPEC	BUILDING MAINTENANCE SPEC		37,038	47,224	57,410
FIREFIGHTER/RELIEF DRIVER	FIREFIGHTER/RELIEF DRIVER		37,038	47,224	57,410
MAINTENANCE/CONSTRUCT WKR III	MAINTENANCE/CONSTRUCT WKR III		37,038	47,224	57,410
MECHANIC II	MECHANIC II		37,038	47,224	57,410

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Class Comparison List By Pay Plan Carrboro, NC

Proposed Pay Plan: Unified

Grade			Annual Range		
			Min	Mkt	Max
Proposed Class Title	Original Title	Working Title			
108			\$44,404	\$54,173	\$68,800
CODE ENFORCEMENT OFFICER I	CODE ENFORCEMENT OFFICER I		38,892	49,586	60,281
CREW LEADER	CREW LEADER		38,892	49,586	60,281
109			\$46,625	\$56,882	\$72,240
ASST TO MAYOR / TOWN CLERK	ASST TO MAYOR / TOWN CLERK		0	0	0
COMMUNICATION & ENGAGEMENT SPECIALIST	COMMUNICATION & ENGAGEMENT SPE		40,835	52,064	63,295
GIS TECHNICIAN	GIS TECHNICIAN		40,835	52,064	63,295
HORTICULTURIST	HORTICULTURIST		40,835	52,064	63,295
110			\$48,956	\$59,726	\$75,852
CODE ENFORCEMENT OFFICER II	CODE ENFORCEMENT OFFICER II		42,878	54,668	66,458
FACILITIES SUPERVISOR	FACILITIES SUPERVISOR		42,878	54,668	66,458
FIRE DRIVER OPERATOR	FIRE DRIVER OPERATOR		42,878	54,668	66,458
RECREATION SUPERVISOR	RECREATION SUPERVISOR		42,878	54,668	66,458
111			\$51,404	\$62,712	\$79,645
FIRE DRIVER MECHANIC	FIRE DRIVER MECHANIC		45,020	57,400	69,782
PAYROLL & BENEFITS COORDINATOR	PAYROLL & BENEFITS COORDIN		45,020	57,400	69,782
POLICE OFFICER I	POLICE OFFICER		46,878	58,668	70,458
112			\$53,974	\$65,848	\$83,627
CODE ENFORCEMENT OFFICER III	CODE ENFORCEMENT OFFICER III		47,175	60,271	73,271
ENGINEERING INSPECTOR	ENGINEERING INSPECTOR		45,020	57,400	69,782
FIRE LIEUTENANT	FIRE LIEUTENANT		47,175	60,271	73,271
POLICE OFFICER II	POLICE OFFICER II		49,020	61,400	73,782
113			\$56,673	\$69,140	\$87,808
BUILDING MAINTENANCE SUPERVISOR	BUILDING MAINTENANCE SUPERVISOR		45,020	57,400	69,782
ENGINEER I	ENGINEER I		49,636	63,285	76,935
FLEET MAINTENANCE SUPERVISOR	FLEET MAINTENANCE SUPERVISOR		45,020	57,400	69,782
HUMAN RESOURCES ANALYST	HUMAN RESOURCES ANALYST		49,636	63,285	76,935
PLANNER	ASSOCIATE PLANNER		52,117	66,449	80,782
PLANNER/ZONING DEVELOP SPEC.	PLANNER/ZONING DEVELOP SPEC.		45,020	57,400	69,782

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Class Comparison List By Pay Plan Carrboro, NC

Proposed Pay Plan: Unified

			<i>Annual Range</i>		
<i>Grade</i>			<i>Min</i>	<i>Mkt</i>	<i>Max</i>
<i>Proposed Class Title</i>	<i>Original Title</i>	<i>Working Title</i>			
113			\$56,673	\$69,140	\$87,808
POLICE OFFICER III	POLICE OFFICER III		51,175	64,271	77,271
SOLID WASTE SUPERVISOR	SOLID WASTE SUPERVISOR		47,175	60,271	73,271
STREETS & GROUNDS SUPERVISOR	STREETS & GROUNDS SUPERVISOR		49,636	63,285	76,935
114			\$59,506	\$72,597	\$92,199
ASSISTANT TO PW DIRECTOR	ASSISTANT TO PW DIRECTOR		47,175	60,271	73,271
BATTALION CHIEF	FIRE CAPTAIN		52,117	66,449	80,782
BATTALION CHIEF	FIRE TRAINING CAPTAIN		52,117	66,449	80,782
ENVIRONMENTAL PLANNER	ENVIROMENTAL PLANNER		52,117	66,449	80,782
HOUSING & COMM SVCS COORDINATOR	MANAGEMENT SPECIALIST		49,636	63,285	76,935
IT SUPPORT ENGINEER I	IT SUPPORT ENGINEER I		52,117	66,449	80,782
POLICE SERGEANT	POLICE SERGEANT		53,636	67,285	80,935
PROCUREMENT COORDINATOR	MANAGEMENT ASSISTANT		47,175	60,271	73,271
STAFF ACCOUNTANT	STAFF ACCOUNTANT		52,117	66,449	80,782
STORMWATER ADMINISTRATOR	STORMWATER ADMINISTRATOR		49,636	63,285	76,935
TRANSPORTATION PLANNER	TRANSPORTATION PLANNER		52,117	66,449	80,782
115			\$62,481	\$76,227	\$96,809
FACILITIES ADMINISTRATOR	FACILITIES ADMINISTRATOR		49,636	63,285	76,935
GIS ADMINISTRATOR	GIS SPECIALIST		47,175	60,271	73,271
HUMAN RESOURCES ANALYST - SENIOR	HUMAN RESOURCES ANALYST		49,636	63,285	76,935
IT SYSTEMS ADMINISTRATOR	IT SYSTEMS ADMINISTRATOR		54,723	69,772	84,821
RECREATION ADMINISTRATOR	RECREATION ADMINISTRATOR		52,117	66,449	80,782
STORMWATER SPECIALIST	STORMWATER SPECIALIST		52,117	66,449	80,782
116			\$65,606	\$80,039	\$101,649
ACCOUNTING & GRANTS SUPERVISOR	ACCOUNTING & GRANTS SUPERVISOR		54,723	69,772	84,821
ASSISTANT TO THE TOWN MANAGER			0	0	0
CAPITAL PROJECTS MANAGER	CAPITAL PROJECTS MANAGER		54,723	69,772	84,821
ENVIRONMENTAL SUSTAINABILITY COORD	ENVIRON SUSTAINABILITY COORD		52,117	66,449	80,782
IT SUPPORT ENGINEER II	IT SUPPORT ENGINEER II		57,459	73,261	89,061
POLICE LIEUTENANT	POLICE LIEUTENANT		58,723	73,772	88,821
117			\$68,886	\$84,041	\$106,732
CODE ENFORCEMENT SUPERVISOR	CODE ENFORCEMENT SUPERVISOR		60,332	76,923	93,514

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Class Comparison List By Pay Plan Carrboro, NC

Proposed Pay Plan: Unified

			<i>Annual Range</i>		
<i>Grade</i>			<i>Min</i>	<i>Mkt</i>	<i>Max</i>
<i>Proposed Class Title</i>	<i>Original Title</i>	<i>Working Title</i>			
117			\$68,886	\$84,041	\$106,732
GRANTS MANAGER			0	0	0
PUBLIC WORKS SUPERINTENDENT	INTERIM PW DIRECTOR		0	0	0
PUBLIC WORKS SUPERINTENDENT	PUBLIC WORKS SUPERINTENDENT		60,332	76,923	93,514
RACE AND EQUITY MANAGER			0	0	0
STORMWATER UTILITY MANAGER	STORMWATER UTILITY MANAGER		60,332	76,923	93,514
118			\$72,330	\$88,243	\$112,068
DEVELOPMENT REVIEW ADMINISTRATOR	DEVELOPMENT REVIEW ADMINISTRAT		60,332	76,923	93,514
PLANNING ADMINISTRATOR	PLANNING ADMINISTRATOR		60,332	76,923	93,514
119			\$75,947	\$92,655	\$117,672
DEPUTY FINANCE DIRECTOR	DEPUTY FINANCE DIRECTOR		60,332	76,923	93,514
DEPUTY FIRE CHIEF	DEPUTY FIRE CHIEF		57,459	73,261	89,061
POLICE CAPTAIN	POLICE CAPTAIN		67,348	84,770	102,190
122			\$87,918	\$107,260	\$136,220
COMMUNICATION & ENGAGEMENT DIRECTOR	COMMUNICATION & ENGAGEMENT DIR		69,842	89,049	108,255
ECONOMIC DEV. DIRECTOR	ECONOMIC DEV. DIRECTOR		69,842	89,049	108,255
HOUSING & COMM SVCS DIRECTOR	HOUSING & COMM SVCS DIRECTOR		73,334	93,501	113,667
123			\$92,314	\$112,623	\$143,031
HR DIRECTOR	HR DIRECTOR		73,334	93,501	113,667
INFO & TECH DIRECTOR	INFO & TECH DIRECTOR		73,334	93,501	113,667
RECREATION, PARKS AND CULTURAL RESOURCES DIRECTOR	RECREATION, PARKS AND CULTURAL RESOURCES DIRECTOR		73,334	93,501	113,667
124			\$96,929	\$118,254	\$150,182
FINANCE DIRECTOR	FINANCE DIRECTOR		77,000	98,177	119,352
FIRE CHIEF	FIRE CHIEF		77,000	98,177	119,352
PLANNING DIRECTOR	PLANNING DIRECTOR		77,000	98,177	119,352
125			\$101,776	\$124,166	\$157,691
POLICE CHIEF	POLICE CHIEF		84,851	107,084	129,318
PUBLIC WORKS DIRECTOR	PUBLIC WORKS DIRECTOR		80,851	103,084	125,318

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Class Comparison List By Pay Plan
Carrboro, NC

Proposed Pay Plan: Unified

<i>Grade</i>			<i>Annual Range</i>		
			<i>Min</i>	<i>Mkt</i>	<i>Max</i>
<i>Proposed Class Title</i>	<i>Original Title</i>	<i>Working Title</i>			
126			\$106,864	\$130,375	\$165,576
CHIEF RACE AND EQUITY OFFICER			0	0	0
128			\$117,818	\$143,738	\$182,547
ASSISTANT TOWN MANAGER			0	0	0

Carrboro, NC Implementation Report

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IMPLEMENTATION SUMMARY PAGE

Summary for Carrboro, NC

Current Payroll	\$9,500,939	# Positions	163	
Flat 2% Adjustment	\$190,019	# Positions Adjusted (any type)	163	# Not Adj 0
Adjustment To Minimum	\$114,267	# Adjusted To Minimum	42	
Adjustment Toward Mkt	\$0	# Adjusted Toward Market	0	
Equity Adjustment	\$151,084	# Equity Adjusted	59	
Adjustment To Step	\$0	# Adjusted To Step	0	
OrgExp Adjustment	\$0	# OrgExp Adjustments	0	
Stipends / Supplements	\$67,673	# Assignment	94	
Total Applied Adjustments	\$455,370			
Proposed Payroll	\$9,956,309	% Change in Total Payroll	4.79%	
FICA Rate: 0				
Proposed Payroll plus FICA	\$9,956,309			



Agenda Item Abstract

File Number:22-179

Agenda Date: 9/13/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

203 S. Greensboro St. Project Procedure for After-Hours Concrete Work

PURPOSE: The purpose of this item is to establish a procedure for managing the concrete work necessary to complete construction of the 203 Project and for the Council to consider approving an exemption to the Town's noise ordinance to accommodate this work.

DEPARTMENT: Public Works, Police, Planning

CONTACT INFORMATION: Ben Schmadeke, Capital Projects Manager, bschmadeke@carrboronc.gov <<mailto:bschmadeke@carrboronc.gov>>, 919-918-7424; Chris Atack, Police Chief, catack@carrboronc.gov <<mailto:catack@carrboronc.gov>>, 919-918-7407; Martin Roupe, Development Review Administrator, mroupe@carrboronc.gov <<mailto:mroupe@carrboronc.gov>>, 919-918-7333

INFORMATION: The Town Code establishes noise restrictions for construction related activities within 300 feet of residentially occupied structures for the hours outside of 7:00 a.m. to sunset Monday through Saturday and 12:00 p.m. to sunset on Sundays. Chapter 5, Article II of the Town Code can be found in Attachment A for reference.

The 203 Project building and parking deck will consist primarily of concrete, cast-in-place, structures. Due to the scale and nature of the concrete work on the project, some concrete operations will need to take place outside of the hours established in the Town's noise ordinance. It is anticipated that eight (8) such occurrences will be necessary for the entire project or one for each floor slab for both the building and the parking deck. These tasks are described as monolithic pours, meaning the concrete is set in one application, requiring multiple sequenced concrete deliveries to achieve a single form of concrete.

To mitigate disturbances to neighboring businesses and residents, the following procedure is proposed for after-hours concrete work:

1. Barnhill will notify Ben Schmadeke, Town of Carrboro Capital Projects Manager, approximately one week in advance of expected after-hours concrete work.
2. Barnhill will work with Town Staff to notify neighboring residents and businesses of upcoming work. Notifications may be made by email, social media, electronic message

board, door hangers and other means.

3. Concrete deliveries will begin no earlier than 3:00 a.m. (finishing work can go into the night of the same day of placing concrete but is not expected to cause a noise disturbance)
4. To the extent possible, deliveries will be made at the north side of the building, to maintain the furthest distance possible from residential areas.
5. To the extent possible, back up alarms will be muffled / modified to minimum OSHA standards.
6. Barnhill will make a good faith effort to minimize noise during after-hours concrete pours and accommodate requests by Town Staff or the community.
7. No more than two (2) after-hours concrete pours will be permitted in a given week and they shall not fall on consecutive nights.

FISCAL & STAFF IMPACT: There is no fiscal or staff impact associated with the approval of this item.

RECOMMENDATION: It is recommended that the Council approve the attached resolution exempting after-hours concrete work from the noise ordinance for the 203 Project and establishing a procedure for mitigating noise disturbances to the community.

ATTACHMENT A

Article II

MISCELLANEOUS OFFENSES

Section 5-11 Noise Generally

No person may authorize or cause the emission from any property or source under their control any noise that is both:

- (1) Sufficiently loud to frighten or pose a danger to the health of or seriously disturb any person who:
 - a. If the noise emanates from a source located on private premises, is located on other premises (including other dwelling units or rented premises located on the same tract of land), or
 - b. If the noise emanates from a street or other public property, is located on private property or the street or other public property, and
- (2) Louder, or of greater duration, or otherwise more disturbing than is reasonably necessary for the performance of some lawful public or private function, enterprise, operation, or activity.

Section 5-12 Particular Noise

The following are declared to be illustrations of noises prohibited under the foregoing section, and are hereby declared to be unlawful, but this list shall not be exhaustive:

- (1) The playing of any radio, television, tape recorder, phonograph, or similar electronic device or any musical instrument so as to disturb the comfort, quiet or repose of persons in any place of residence or so as to interfere substantially with the operations of any church, school, theater, library or other similar place of assembly.
- (2) The use of any drum, loudspeaker, or other amplification instrument or device for the purpose of attracting attention by the creation of noise to any performance, show, sale, display, advertisement of merchandise, or other commercial venture.
- (3) Any party or assembly of persons in a dwelling unit or on residential premises producing loud and raucous noise after 11:00 p.m. that tend to disturb the comfort, quiet, or repose of persons in other dwelling units or on other residential premise. The person in possession of the premises where such a party or assembly of persons takes place shall be deemed responsible for the emission of loud and raucous noises under this subdivision.
- (4) The operation or use of any of the following tools, machinery, or equipment, when such operation or use takes place (i) outside of a fully enclosed structure; and (ii) within

300 feet of a residentially occupied structure that is not in the possession of the party responsible for the noise at issue; and (iii) after sunset on any day or before 7:00 a.m. on any day except Sunday and before 12:00 noon on Sunday. However, this prohibition shall not apply when work must take place on an emergency basis for health or safety reasons, or when work is undertaken within a public street right-of-way by (i) a utility pursuant to an encroachment agreement, (ii) the Town, or (iii) the North Carolina Department of Transportation.

- a. Earth moving or clearing power equipment.
- b. Chain saws, brush cutters, wood chippers, or similar power equipment.
- c. Power saws
- d. Power driven hammers or jackhammers.

(5) The barking, howling, whining, crying, crowing, or other noise making of any animal that occurs essentially unabated for a period of at least five minutes on at least three occasions during the hours between 11:00 p.m. and 7:00 a.m.

Section 5-12.1 Motor Vehicle Noises

The following are illustrations of noises, produced in connection with the operation or use of motor vehicles, that are prohibited under Section 5-11 and are hereby declared to be unlawful, but this list shall not be exhaustive:

- (1) The blowing of a horn on any motor vehicle except when the horn is used as a warning device.
- (2) The operation of any motor vehicle without a muffler or with a muffler that is so defective or so designed that the vehicle emits an unusually loud noise.
- (3) The operation of any motor vehicle so as to create unnecessary and unusual noise through the screeching of tires or racing of engines.
- (4) The operation or use of a motor vehicle with amplified sound produced by a radio, tape player, compact disc player or other sound-making device or instrument within the motor vehicle such that the sound is plainly audible at a distance of 100 feet or more from the motor vehicle.

Section 5-13 Discharge of Firearms and Air Rifles

(a) Subject to subsection (b), no person may discharge any pistol, rifle, shotgun, or other gun or any air pistol, slingshot or any like instrument used to eject a pellet or projectile within the Town limits.

A RESOLUTION FOR EXEMPTING AFTER-HOURS CONCRETE WORK FROM
CHAPTER 5 ARTICLE II OF THE TOWN CODE FOR 203 PROJECT CONSTRUCTION

WHEREAS, the 203 Project will require approximately eight (8) after-hours concrete pours to complete construction of the building and parking deck; and,

WHEREAS, the Town Code currently restricts construction equipment generated noise outside of the hours of 7:00am to sunset Monday through Saturday and 12:00pm to sunset on Sundays; and,

WHEREAS, staff along with Barnhill Contracting Company have developed the following procedure for mitigating noise disturbances to neighboring businesses and residents:

1. Barnhill will notify the Town approximately one week in advance of expected after-hours concrete work.
2. Barnhill will work with Town Staff to notify neighboring residents and businesses of upcoming work. Notifications may be made by email, social media, electronic message board, door hangers and other means.
3. Concrete deliveries will begin no earlier than 3:00 a.m. (finishing work can go into the night of the same day of placing concrete but is not expected to cause a noise disturbance)
4. To the extent possible, deliveries will be made at the north side of the building, to maintain the furthest distance possible from residential areas.
5. To the extent possible, back up alarms will be muffled / modified to minimum OSHA standards.
6. Barnhill will make a good faith effort to minimize noise during after-hours concrete pours and accommodate requests by Town Staff or the community.
7. No more than two (2) after-hours concrete pours will be permitted in a given week and they shall not fall on consecutive nights.

NOW, THEREFORE, BE IT RESOLVED that the Carrboro Town Council approves exempting after-hours concrete work from Chapter 5 Article II of the Town Code for 203 Project construction using the procedure described in this resolution.

This the 13th day of September in 2022.



Agenda Item Abstract

File Number:22-252

Agenda Date: 9/13/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Resolution to Amend Rules of Procedure for Town of Carrboro Boards and Commissions to Allow Remote Participation

PURPOSE: The purpose of this item is for Council to consider an amendment to the current Rules of Procedure for Town of Carrboro Boards and Commissions to allow remote participation by Board and Commission members at its meetings.

DEPARTMENT: Town Attorney / Town Clerk

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

INFORMATION: The Town Attorney has drafted amendments to the Town Boards and Commissions Rules of Procedure to amend the section of the Rules of Procedures regarding remote participation language by Board and Commission Members (Section 13). This proposed amendment will delete and replace Section 13 of the current Rules of Procedures for Town of Carrboro Boards and Commission Members, adopted November 21, 2017.

Additionally, an amendment will be made to the first sentence of the Rules of Procedure for Town of Carrboro Boards and Commissions under the "Purpose" paragraph to include language for the Board of Adjustment.

Attached with this agenda item is the current Rules and Procedures for the Town of Carrboro Boards and Commissions, adopted November 21, 2017 (Attachment A), and the proposed amendment resolution to the Rules and Procedures as drafted by the Town Attorney (Attachment B).

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: It is recommended that Council review the proposed amendments as drafted and approve the resolution.

**ADMINISTRATIVE
POLICY
Adopted 11-21-2017**

**RULES OF PROCEDURE FOR TOWN OF CARRBORO BOARDS AND
COMMISSIONS**

Purpose: This policy for advisory boards/commissions (hereinafter “boards”) will provide efficient and equitable rules of procedures for all board members and staff liaisons to follow and provide general information and recommendations about how the boards conduct Town business.

This policy is not designed to create any additional rights or obligations, nor does it establish any procedural rights to any person that are not already provided for by law. The failure of any board member to adhere to the recommended procedures described herein shall not affect the validity of any meeting or action taken. To the extent there is conflict or any discrepancy between these procedures and the North Carolina General Statutes, case law, or Town ordinances (collectively “law”), the law shall prevail.

1. Role of Board of Aldermen Liaison

The Board of Aldermen will appoint a Board liaison(s) to each board at the organizational meeting held each election year. These appointees will serve as the elected official point of contact for the board. Board liaisons are non-voting persons who serve chiefly to listen to conversation, to clarify as necessary matters of policy or process related to a particular issue, and to fairly recount Advisory Board conversation and intent as may be needed in subsequent Board of Aldermen discussions. Board liaisons are expected to limit their participation in Advisory Board debate and discussion so as to ensure the freest environmental for citizen input, participation, and leadership. Liaisons shall encourage productive discussion but leave meeting facilitation to Advisory Board chairs and staff. Board liaisons shall not call or cancel meetings, nor amend the agenda of an Advisory Board meeting.

2. Role of Staff Liaison

Each department director will have the responsibility of designating a staff person from their department to serve as the staff liaison for each advisory board(s) managed by their department. Additional staff from that department may also provide support roles as deemed necessary by the department director. The staff liaison will be the primary contact for the advisory board members. The staff liaison is responsible for providing board-specific orientation to board members. While the staff liaison serves as staff support to the board it should be clearly noted that staff work is directed only by the department director or their supervisor. Staff liaisons should refer to their supervisor with any questions related to advisory board work. It is the responsibility of the staff liaison to develop agendas and guide the work of the advisory board, as directed by the Board of Aldermen.

3. Meeting Schedules

Boards should adopt a yearly meeting schedule each year which takes into account Town-observed holidays and other frequently observed holidays and events. Once adopted, the meeting

schedule is then posted in a public notice. Boards that meet on an as-needed basis only will provide appropriate public notice at least 96 hours (4 days) in advance of each meeting. Such notice will provide the date, time, location and purpose of the meeting. In addition, appropriate public notice, as required by law, will be given for any special meeting or work session that is not included on the regular meeting schedule.

4. Meeting Agenda

The purpose of the agenda is to organize materials to be considered and to give members an opportunity to study the issues before the meeting.

Board agendas are prepared by the staff liaison based upon information received from the Board of Aldermen, department directors, staff, or items continued or approved to be on the agenda by consensus of a majority of board members during the previous meeting. Advisory board chairpersons may provide input during agenda preparation but are not required nor expected to approve agendas as provided by the staff liaison.

The staff liaison will ensure that the agenda, and all supplementary material, is available on the Town's website at least 96 hours (4 days) prior to the board meeting. No changes will be made to the agenda once it has been posted. However, the following changes may be made at the beginning of the meeting if agreed to by a majority of the members present: order, discussion of planning of events, announcements by members of the committee. Items that will require a vote and recommendation back to the Board of Aldermen may not be added to the agenda at the meeting. If the agenda is not posted prior to 96 hours of the meeting, the meeting will be cancelled and items will be continued to the next properly posted meeting.

Items shall be placed on the agenda according to the order of business. The order of business for a regular meeting agenda follows. Agenda items may be considered in an order different from that shown on the agenda. In emergency situations, other items may be considered on the agenda.

- Call to Order: The presider (usually the chair) will always begin the meeting at the appointed time with a quorum present;
- Swearing in of witnesses, if required: A Town staff member who is a Notary Public may perform this duty in addition to other persons granted this authority by state law or other governing documents;
- Approval of previous meeting minutes: The board will adopt the minutes, as is, or with modifications by motion, second and vote of majority;
- Action and discussion items, reports, information items (including any public hearings);
- Old/New Business;
- Adjournment: The board shall adjourn meetings by motion in open session.

Some boards utilize committees to help carry out their business. The meetings of those committees are recognized to be more informal than regular meetings, and the public notice may also serve as the agenda. Items may not be added to the agenda of a committee meeting.

7. Open Meetings Requirement

Board members shall not deliberate, vote, or otherwise take action on any matter with the intention of making it impossible for persons attending a meeting of the board to understand what is being deliberated, voted, or acted on. Board members should strive to be clear about the matters they are considering and should refrain from referencing an item by letter, number, or other designation which might be conceived as a secret device or method. The board may deliberate, vote or otherwise take action by reference to an agenda, if copies of the agenda—sufficiently worded to enable the public to understand what is being deliberated, voted, or acted on—are available for public inspection at the meeting.

8. Quorum

Unless otherwise set forth in bylaws or other governing documents, a majority of the board, including the chair but excluding vacant seats, shall constitute a quorum. A majority is more than half of the board. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining a quorum.

9. Chair

The chair shall have the following authority:

- To act as the parliamentarian during meetings of the board;
- To preside over public meetings of the board;
- To vote upon all measures before the board;
- To be counted for quorum purposes;
- To preserve order and decorum;
- To call a brief recess at any time;
- To adjourn in an emergency.

The chair may also

- Rule motions in or out of order;
- Determine when a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;
- Answer questions of procedure.

The board may, at its discretion, elect from its membership a vice chair to serve in the chair's absence or in case of sickness of the chair or other causes which would prevent the chair from attending to his or her duties. The vice chair shall be entitled to vote on all matters and shall be considered a board member for all purposes, including the determination of whether a quorum is present.

If both the chair and vice chair are absent from a meeting, the board may elect from among its members a temporary chairperson to preside at the meeting.

The chair as the meeting presider shall follow the principles below, which were taken from "Robert's Rules in Plain English":

- "Be on time and start on time."
- "Be organized. The presiding officer should have a detailed, well prepared

agenda and stick to it.”

- “Be prepared. The presiding officer should be familiar with the procedural rules...”
- “Be a teacher. The presiding officer should keep the group working together by explaining procedure clearly and communicating the next order of business. If a motion is confusing, it is his [her] duty to clarify it. This may mean helping a member rephrase a motion.”
- “Be in control of the floor. The presiding officer should ‘assign’ the floor by recognizing those members who wish to speak by calling them by name. No other member may interrupt or call out remarks without being out of order. The presiding officer should remind such a member that the floor has been assigned and request that his [her] remarks be held until the floor has been assigned to him [her]. In addition, private discussion between members while another has the floor is out of order and disruptive members should be reminded of this rule.”
- “Be impartial. The presiding officer should impartially call on members wishing to speak. He [she] should give members on both sides of an issue an opportunity to speak...”
- “Be composed. The presiding officer should remain calm and objective, keeping the meeting moving.”
- “Be precise. The presiding officer should always restate the motion before taking a vote. After taking the vote, he [she] announces the result of the vote by interpreting the action taken. The presiding officer should always be certain about the results of a voice vote. He [she] may retake the vote by requesting a show of hands on his [her] own accord.”
- “Be focused. The presiding officer should not allow irrelevant discussion. Restate the question and, if necessary, directly request the member to ‘confine remarks to the pending question’.”
- “Be temperate. The presiding officer should use the gavel sparingly, tapping it once to open and close the meeting.”

10. Action by boards

Actions of the boards shall proceed by motion, unless agreed to proceed by unanimous consensus. Seconds are required to all motions. Only one motion at a time shall be allowed. Motions may be withdrawn at any time prior to a vote or in accordance with the law. Motions shall be adopted by a majority of the votes cast unless otherwise required by these rules or by the laws of North Carolina. A majority is defined as more than half of the board members present for the vote.

Every member of the board should actively participate in voting unless excused by the remaining members in accordance with state law. A member who wishes to be excused from voting shall so inform the chair, who shall take a vote of the remaining members. No member should be excused from voting except upon matters in which the member has a conflict of interest (as outlined in the North Carolina General Statutes and case law). In all other cases, a failure to vote by a member who is physically present in the meeting, or who has withdrawn without being excused by a majority vote of the remaining members present, shall be recorded as an affirmative vote. However, board members are encouraged to make their voting positions clear by verbalizing their votes rather than allowing their silence to represent an affirmative vote. If a

vote is unclear to the chair, then it will be up to the chair to call for a vote by hand.

11. Minutes

Generally, the minutes of all boards are considered public records. The public records laws should be relied upon in determining when all records, including minutes, are deemed public records. The staff member that is designated as the secretary or liaison to the board shall be considered the custodian of the minutes and should treat such documents as public record laws require. The North Carolina Department of Cultural Resources should be referred to as a necessary guide in determining the status of all records.

Draft minutes posted in a meeting documents packet shall be watermarked “DRAFT”. Once minutes are approved, they shall be posted in the appropriate section of the website module before the next meeting’s documents are posted and sent out.

Minutes will be “summary minutes” and will not be verbatim. The law requires that all minutes be “full and accurate”. The purpose of minutes is to provide a record of the actions taken by a board and not to provide a transcript of the discussions that occurred during the meeting. The minutes can also provide evidence on behalf of the board, that the board followed proper procedures in taking its actions. If no action is taken, the minutes may simply reflect that the meeting occurred, include the subject of the meeting and that no action occurred. It is not necessary to reflect the conversations and discussions of the board. The minutes should reflect motions made and seconds, identify the movants, dissenting votes, the general summary for the dissenting vote (or minority opinion), and the order in which the items before the board are addressed. All minutes shall be in written form. Minutes should contain enough information to act as an official record of the action taken, they should serve as a guide to staff and the Board in describing what action, if any, is recommended by the board, and they should be sufficient to be submitted as legal evidence as necessary. It is not necessary to record all discussions, particularly those discussions upon which no action is taken. Minutes shall include an accurate account of all guests that speak and a summary of what they spoke about.

Minutes for the Board of Adjustment should reflect in the record all findings pertaining to each hearing, every resolution acted upon by the board, and all votes of members of the board upon any resolution or upon the final determination of any question, indicating the names of members absent or failing to vote.

The following is an outline which may serve as a template for the boards in the preparation of meeting minutes.

- Name/identity of the board;
- Date, time and location of meeting;
- Time meeting called to order;
- Names of board members in attendance and those absent;
- Statement of whether or not there was a quorum present;
- Identification of subjects for consideration;
- Motions and seconds;
- Any conflicts of interest or abstainments from voting and votes thereon;
- Vote/Action taken by board;
- Dissenting opinion;

- Time meeting adjourned.

Each board shall vote to approve their minutes at their next meeting. Board members may suggest corrections to the minutes when they are in draft form. All board member suggested corrections should comply with this policy. Board members should not propose amendments to the minutes that conflict with this policy.

If audio recordings of board meetings are created, then the staff liaison shall maintain these audio recordings in accordance with the public records laws and Town policy.

12. Committees of the Boards

The board may create committees to facilitate the efficiency and effectiveness of the board's business by researching, studying, and deliberating issues on behalf of, and at the direction of, the full board. Recommendation and reports of any committee will be made to the full board for discussion and/or recommendation.

Minutes of committee meetings shall comply with this policy.

Public notice of subcommittee meetings shall follow the agenda notice requirements of Section 4 of this policy.

13. Remote Attendance

At the discretion of the chair and provided that quorum requirements are otherwise met, a regular member who is unable to attend a meeting due to physical incapacitation or absence from the Town beyond a reasonable travel distance may participate by teleconference, subject to the availability of functioning equipment, and will be considered present for discussion and deliberation but shall not count towards a quorum and shall not be able to vote. A member wishing to participate by teleconference should contact the chair at least 24 hours prior to the meeting.

14. Meeting Recording

All advisory board and commission meetings shall be audio recorded. The staff liaison shall be reasonable for maintaining the recordings in accordance with the NC Public Records laws. Audio/video media do not have a permanent life span and it would be inconvenient and difficult to continually copy audio/video minutes to ensure their permanent status. Once official meeting minutes have been adopted, the minutes become the official permanent record of the meeting.

15. Ethics

Chapter 2, Appendix B of the Carrboro Town Code "The Code of Ethics for the Town of Carrboro Board of Alderman" shall also apply to all Town of Carrboro advisory board members. Section 3-42 of the Town Code shall also apply to all members.

16. Coverage (Adopted 11-21-17)

This policy shall be applicable to all appointed boards and committees until such time that the policy statement is altered, modified or rescinded.

**A RESOLUTION AMENDING THE RULES OF PROCEDURE FOR TOWN OF
CARRBORO BOARDS AND COMMISSIONS TO ALLOW REMOTE
PARTICIPATION BY BOARD AND COMMISSION MEMBERS AT ITS MEETINGS**

WHEREAS, on November 21, 2017, the Town of Carrboro adopted an Administrative Policy setting forth rules of procedure for the Town of Carrboro Boards and Commissions (hereinafter the “Boards”); and

WHEREAS, in May of 2020, the General Assembly amended the State Open Meetings Law to specifically authorize local governing boards, including board of adjustment, advisory boards and commissions, the option to conduct remote public meetings in accordance with G.S. § 166A-19.24 and Article 33C of Chapter 143 of the General Statutes, which remote public meeting statutes apply only during a declared State of Emergency; and

WHEREAS, on August 15, 2022, the Governor’s State of Emergency in response to the COVID-19 pandemic expired, thus, the remote public meeting statutes will no longer apply to public boards; and

WHEREAS, Article 33C, Chapter 143, of the North Carolina General Statutes (*see* G.S. § 143-318.13) contemplates that members of public bodies may participate in official meetings by use of conference telephone or other electronic means; and

WHEREAS, to promote full participation by members of Town Board’s while ensuring access and transparency for the public as required by the Open Meetings Law, G.S. § 143-318.9 *et seq.*, the Council desires to amend the Board’s rules of procedure to allow remote participation by Board members at its meetings, when appropriate.

NOW THEREFORE, the Town Council of the Town of Carrboro resolves as follows:

Section 1. Section 13 of the Rules of Procedure for Town of Carrboro Boards and Commissions is deleted and replaced with a new Section 13 entitled “Remote Participation by Board and Commission Members,” that states as follows:

Some or all board and commission members shall be allowed to participate remotely at its meetings and fully participate in all discussions and votes on business of the body. Said members shall be counted toward a quorum.

For members of the Board of Adjustment, remote participation shall not include participating or voting in quasi-judicial hearings, nor shall quasi-judicial hearings be held without a quorum of the members present in person, except during a State-declared State of Emergency and pursuant to the provisions of G.S. § 166A-19.24.

This section does not limit the number of scheduled meetings that a board or commission member may participate in remotely, nor does it limit the number of board or commission members who may participate remotely in a given meeting.

These meetings conducted remotely shall provide an opportunity for the public to participate and comment during the meeting by remote methods, including email, telephone, video, and/or other methods, to the extent practical.

Section 2. The first sentence of the Rules of Procedure for Town of Carrboro Boards and Commissions under the “Purpose” paragraph is amended as follows:

This policy for advisory boards/commissions (and for the Board of Adjustment to the extent not inconsistent with the Town’s Land Use Ordinance) (hereinafter “boards”) will provide efficient and equitable rules of procedures for all board members and staff liaisons to follow and provide general information and recommendations about how the boards conduct Town business.

Section 3. All provisions of any Town ordinance or resolution in conflict with this resolution are repealed.

Section 4. This resolution shall become effective upon adoption.

The foregoing Resolution, having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 2022.

Ayes: _____

Noes: _____

Absent or Excused: _____

Damon Seils, Mayor

Attest:

Wesley Barker, Town Clerk



Agenda Item Abstract

File Number:22-250

Agenda Date: 9/13/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

TITLE:

Appointments to the Community Safety Task Force

PURPOSE: The purpose of this item is for Town Council to consider making appointments to the Community Safety Task Force due to two vacancies that have occurred.

DEPARTMENT: Town Clerk

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

INFORMATION: In a resolution approved on April 20, 2021, the Town Council created the Community Safety Task Force. On November 16, 2021, the Town Council made initial appointments to the Community Safety Task Force. Since these initial appointments were made, there have been 2 resignations from the Task Force, which leaves two vacancies. The Task Force occasionally has difficulty achieving a quorum due to these current two vacancies.

Applications have been received from Lori McLamb, Muhsin Omar, Benjamin Blaisdell and Wamiq Chowdhury. All these applicants have confirmed their interest in serving on this Task Force, if appointed. The applications and applicant matrix are both attached to this agenda item for review as Attachment A and Attachment B, respectively.

Per the resolution that created the Task Force (Attachment C), “the membership of the task force shall consist of 5 to 7 residents of Carrboro, appointed by the Town Council, who have professional expertise and/or lived experience in the criminal legal system, human services delivery, social work, public health and harm reduction, community building in marginalized populations, or related content areas. The membership of the task force shall also include 2 to 3 council members designated by the Town Council. A staff resource team will assist in the work of the task force. This team will consist of staff liaisons, designated by the town manager, from the Housing and Community Development Department, the Police Department, the Recreation, Parks & Cultural Resources Department, and/or other staff as determined by the manager.”

Agenda Date: 9/13/2022

File Type:Agendas

In Control: Board of Aldermen

Version: 1

Upon review of applicants, each applicant meets the requirements to serve on this Task Force. Finally, Town Council approved to extend the work of this Task Force until May 1, 2023 at their June 14, 2022 meeting.

FISCAL & STAFF IMPACT: N/A

RECOMMENDATION: It is recommended that the Town Council discuss and consider appointments to the vacant seats to the Task Force based on the attached applicant matrix. If appointments are made, Council will approve the attached resolution (Attachment D).

Print

Advisory Board Application - Submission #6685

Date Submitted: 7/7/2022

First Name*

Lori

Last Name*

McLamb

Date*

7/7/2022

Select today's date

Address1*

102 Legends Way

Address2

City*

Chapel Hill

State

NC

Zip*

27516

Is this address located within the corporate limits of the Town of Carrboro?*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?*

Northern Transition Area

Telephone (111)-111-1111*

9043863677

Please enter your primary contact phone number.

Email Address*

MclambLori@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

What Year Were You Born?*

1971

Race*

White

Please enter your race.

Sex*

Female

Please enter your sex.

Ethnicity*

White

Occupation*

Physician Assistant

Please enter your occupation.

Are you a registered Orange County Voter?*

Yes

Please answer Yes or No

Length of Residence in Orange County*

12 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

12 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- | | |
|---|---|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input checked="" type="checkbox"/> Greenways Commission |
| <input type="checkbox"/> Appearance Commission/NPDC | <input checked="" type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee | <input type="checkbox"/> OWASA Board of Directors |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Climate Action Team | <input type="checkbox"/> Racial Equity Commission |
| <input checked="" type="checkbox"/> Community Safety Task Force | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> Stormwater Advisory Commission |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Tourism Development Authority* |
| <input type="checkbox"/> Human Services Commission | <input type="checkbox"/> Transportation Advisory Board |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

Advisory Board Preference*

Community Safety Task Force

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

Other (advisory board not listed):

Please indicate by typing the advisory board that you are applying for.

**Employer/Self Employed

currently in between jobs

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

Number of Years Employed

N/A

Enter the number of years you have been employed at the organization listed to the left.

** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.

N/A

Required only for the Tourism Development Authority Application.

Community Activities/Organizational Memberships*

Iâ€™ve been an active organizer and supporter of the Walk/Bike to School Day. Iâ€™ve worked with the community and schools as a trained instructor for Stop the Bleed. I am actively involved with the IFC and Club Nova as a volunteer and supporter.

Please enter the requested information.

Relevant Experience:*

I served as a Carrboro Police Officer for over 7 years. I was and am an avid cyclist. I have been my neighborhood coordinator for holiday fundraising events over the last 6 years. I have volunteered for and am a regular supporter of PORCH,

Reasons You Wish to be Appointed*

My interest in being appointed to the Community Safety Task Force is because I have a unique perspective as a mother who moved here from Jacksonville, Florida for a safe place to raise our children but also as a police officer who knows this community well.

We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.*

Iâ€™ve received a lot of racial equity training over the years. I feel it is important to openly discuss perceived and real bias or even overt racism because the core values in this country have deteriorated over the last 4-5 years and we can not allow racial inequity to become normalized.

Have you ever served on any Town of Carrboro Committee or Board?*

If yes, which one(s)?

No

Are you currently serving on a Town Board or Committee?*

☐ Yes

☒ No

If yes, are you applying for a third consecutive term?*

☐ Yes

☒ No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Application - Submission #6019

Date Submitted: 11/17/2021

First Name*

Muhsin

Last Name*

Omar

Date*

11/17/2021

Select today's date

Address1*

112 Nc Highway 54 Apt G7

Address2

City*

Carrboro

State

NC

Zip*

27510-1572

Is this address located within the corporate limits of the Town of Carrboro?*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?*

Unsure

Telephone (111)-111-1111*

9199234400

Please enter your primary contact phone number.

Email Address*

muhsinmr280@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

What Year Were You Born?*

1984

Race*

African American

Please enter your race.

Sex*

Male

Please enter your sex.

Ethnicity*

American

Occupation*

Cashier

Please enter your occupation.

Are you a registered Orange County Voter?*

Yes

Please answer Yes or No

Length of Residence in Orange County*

24 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

8 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission |
| <input type="checkbox"/> Appearance Commission/NPDC | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee | <input type="checkbox"/> OWASA Board of Directors |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Climate Action Team | <input type="checkbox"/> Racial Equity Commission |
| <input checked="" type="checkbox"/> Community Safety Task Force | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> Stormwater Advisory Commission |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Tourism Development Authority* |
| <input type="checkbox"/> Human Services Commission | <input type="checkbox"/> Transportation Advisory Board |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

Other (advisory board not listed):

Please indicate by typing the advisory board that you are applying for.

****Employer/Self Employed**

Food Lion

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

Advisory Board Preference*

Affordable Housing Advisory Commusion

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

Number of Years Employed

9 years

Enter the number of years you have been employed at the organization listed to the left.

**** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

Required only for the Tourism Development Authority Application.

Community Activities/Organizational Memberships*

I went to chapel hill carrboro schools. I work in the grocery store in which I speak with many residents. I am a UNC-Chapel hill graduate.

Please enter the requested information.

Relevant Experience:*

Long time resident of orange county. Studied psychology at unc-chapel hill.

Reasons You Wish to be Appointed*

I want to be appointed to help our community be better. I work at food lion and many of my coworkers have a hard time finding housing.

We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.*

Diversity in my opinion is important because similar people cannot think of everything that another group or people can see. Everybody has their own perspective and it is important that a community serves everybody.

Have you ever served on any Town of Carrboro Committee or Board?*

If yes, which one(s)?

No

Are you currently serving on a Town Board or Committee?*

☐

Yes

☒

No

If yes, are you applying for a third consecutive term?*

☐

Yes

☒

No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Application - Submission #6750

Date Submitted: 8/4/2022

First Name*

Benjamin

Last Name*

Blaisdell

Date*

8/4/2022

Select today's date

Address1*

305 Pleasant Drive

Address2

City*

Carrboro

State

North Carolina

Zip*

27510

Is this address located within the corporate limits of the Town of Carrboro?*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?*

Unsure

Telephone (111)-111-1111*

9199232523

Please enter your primary contact phone number.

Email Address*

benjamin.blaisdell@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

What Year Were You Born?*

1970

Race*

white

Please enter your race.

Sex*

male

Please enter your sex.

Ethnicity*

white

Occupation*

Professor

Please enter your occupation.

Are you a registered Orange County Voter?*

Yes

Please answer Yes or No

Length of Residence in Orange County*

20 years

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

17 years

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission |
| <input type="checkbox"/> Appearance Commission/NPDC | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee | <input type="checkbox"/> OWASA Board of Directors |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Climate Action Team | <input type="checkbox"/> Racial Equity Commission |
| <input checked="" type="checkbox"/> Community Safety Task Force | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> Stormwater Advisory Commission |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Tourism Development Authority* |
| <input type="checkbox"/> Human Services Commission | <input type="checkbox"/> Transportation Advisory Board |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

Advisory Board Preference*

Community Safety Task Force

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

Other (advisory board not listed):

Please indicate by typing the advisory board that you are applying for.

****Employer/Self Employed**

East Carolina University

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

Number of Years Employed

12 years

Enter the number of years you have been employed at the organization listed to the left.

**** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

N/A

**Required only for the Tourism Development Authority Application. **

Community Activities/Organizational Memberships*

Chapel Hill-Carrboro NAACP Campaign for Racial Equity in Our Schools Racial Equity Coach, Northside Elementary

Please enter the requested information.

Relevant Experience:*

I am an Assistant Professor of Education. My research is collaborative, using critical race theory with school personnel to collectively understand and disrupt racism, white supremacy, and antiblackness in schools. I have served as a racial equity coach with several schools in the Chapel Hill/Carrboro district, across the state, and internationally. My longest coaching project has been with Northside Elementary in Chapel Hill, where I have served as equity coach since it's first year. In that role, I continue to work with the equity team and administration to disrupt how schools become complicit in white supremacy and antiblackness in everyday practice and policy. That work has included a close attention to racially disproportionate discipline. In addition, I have participated with the NAACP and the Campaign for Racial Equity in Our Schools on various issues related to the school-to-prison pipeline. That included helping organize and conduct community town halls. In addition, I was one of the researchers and authors of a report titled, "Excellence with Equity: The Schools Our Children Deserve", which was presented to the CHCCS district office and school board in 2015. That report compiled extensive information on racial disproportionality in discipline and academic achievement and, among other recommendations, pushed for the use of restorative practices and justice over harsher disciplinary measures. Previous to that, I was also worked with the Community Education Collaborative and was a researcher and author on, "School Discipline & Climate Bill of Rights: A community request for change in Chapel Hill-Carrboro City Schools" which was also presented to the district and offered several recommendations to address disproportionality, including restorative practice across the district.

Reasons You Wish to be Appointed*

I hope to extend the work I have done with schools into the community in which I live. In a time when antiracism and other forms of anti-oppression are under attack on multiple levels, I would like to add my skills to the extensive expertise already on the task force to help create a community that shows that equity is possible.

We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.*

Racism and intersectional forms of oppression are interwoven into the fabric of our society. Even in supposedly progressive communities, we perpetuate oppression every day. These forms of oppression are never guaranteed -- they morph and adapt to sustain themselves over time. The only way to achieve fuller justice -- which includes equal and equitable access to political and economic liberty and material resources -- for everyone in our community is by centering an analysis of racism and intersectional oppression in our government, community organizations, and lives.

Have you ever served on any Town of Carrboro Committee or Board?*

If yes, which one(s)?

No

Are you currently serving on a Town Board or Committee?*

☐

Yes

☒

No

If yes, are you applying for a third consecutive term?*

☐

Yes

☒

No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Print

Advisory Board Application - Submission #6006

Date Submitted: 11/15/2021

First Name*

Wamiq

Last Name*

Chowdhury

Date*

11/15/2021

Select today's date

Address1*

601 Jones Ferry Rd Apt H10

Address2

City*

Carrboro

State

NC

Zip*

27510

Is this address located within the corporate limits of the Town of Carrboro?*

Yes

Please select Yes or No.

Is this address located within the Town's ETJ, Planning Jurisdiction, or Northern Transition Area?*

No

Telephone (111)-111-1111*

6093184601

Please enter your primary contact phone number.

Email Address*

wamiq.chowdhury@gmail.com

Enter your primary email address.

The demographic information provided below is of interest because your elected officials want the Town's advisory boards to reflect the diversity of the Town. Diversity of the applicant pool is a priority of the Board.

What Year Were You Born?*

1984

Race*

Asian

Please enter your race.

Sex*

Male

Please enter your sex.

Ethnicity*

South Asian

Occupation*

Attorney

Please enter your occupation.

Are you a registered Orange County Voter?*

Yes

Please answer Yes or No

Length of Residence in Orange County*

3 years and 3 months

How long have you been a resident of Orange County?

Length of Residence in the Town of Carrboro*

3 years and 3 months

How long have you been a resident of the Town of Carrboro?

I wish to be considered for appointment to the following committee/board(s) (Select no more than two (2)):

- | | |
|---|--|
| <input type="checkbox"/> Affordable Housing Advisory Commission | <input type="checkbox"/> Greenways Commission |
| <input type="checkbox"/> Appearance Commission/NPDC | <input type="checkbox"/> Northern Transition Area Advisory Committee |
| <input type="checkbox"/> Arts Committee | <input type="checkbox"/> OWASA Board of Directors |
| <input type="checkbox"/> Board of Adjustment | <input type="checkbox"/> Planning Board |
| <input type="checkbox"/> Climate Action Team | <input type="checkbox"/> Racial Equity Commission |
| <input checked="" type="checkbox"/> Community Safety Task Force | <input type="checkbox"/> Recreation and Parks Commission |
| <input type="checkbox"/> Economic Sustainability Commission | <input type="checkbox"/> Stormwater Advisory Commission |
| <input type="checkbox"/> Environmental Advisory Board | <input type="checkbox"/> Tourism Development Authority* |
| <input type="checkbox"/> Human Services Commission | <input type="checkbox"/> Transportation Advisory Board |

Please note that membership is limited to one advisory board at a time. You shall not be considered for appointment to another board unless you resign before filing an application or you are in the last six months of your current term.

Other (advisory board not listed):

Please indicate by typing the advisory board that you are applying for.

****Employer/Self Employed**

Please enter your employment information. This is a requirement for application for the Tourism Development Authority.

Advisory Board Preference*

Please indicate your preference by typing your first choice. Please limit your selection above to two boards).

Number of Years Employed

Enter the number of years you have been employed at the organization listed to the left.

**** Provide examples of how you are involved in the promotion of travel and tourism in the Town of Carrboro.**

Required only for the Tourism Development Authority Application.

Community Activities/Organizational Memberships*

Please enter the requested information.

Relevant Experience:*

I do not have experience within the criminal justice system personally, but as an attorney and organizer, and as a Muslim, community safety has long been an interest and priority of mine. My legal education included a significant criminal justice component, but my community organizing work, focused largely on multiracial organizing, built on the backs of brilliant thinkers and organizers from diverse backgrounds, is what I would primarily draw upon as a member of the Community Safety Task Force. For example, while my legal background did play a part, my conversations with Black Carrboro residents were the primary motivator for my public comment in the Town Council's 10/12/20 meeting advocating for Carrboro to end its participation in the Federal Asset Forfeiture Program (which the council voted to do). I have held several formal conflict resolution roles throughout my life, from middle school to the present day, and my biggest lesson from them is that the most important thing in community safety is listening to the people most impacted. I have also engaged with our town government in numerous ways since moving to Carrboro in 2018, and I expect that experience to aid my work on the task force.

Reasons You Wish to be Appointed*

As opposed to the approach taught to me in law school of focusing on deterrence and punishment, my approach to community safety is holistic and community focused: what are our neighbors telling us they need protection from? What can we learn from the myriad approaches to community safety throughout our country about the efficacy of various community safety frameworks and their impacts on people's lived experiences? What are the root causes of human actions (individual or institutional) that cause people to feel unsafe, and how can government address them? As the BLM protests of 2020 (many of which I attended variously as a participant or as a legal observer) exhibited, there is a growing consciousness both throughout the country and locally that our traditional approaches to community safety, which have their roots in antebellum slave patrols, frequently do not sufficiently answer those questions. I am very interested in exploring community safety solutions that go beyond policing. To be clear, I do not mean solutions that are opposed to police, but rather solutions that are oriented towards building a Carrboro where we reduce as much as possible the conditions that give rise to acts that require armed law enforcement responses, and where we provide non-armed responses to situations that do not require force. I believe that this would only make our police officers safer. I believe the BLM movement and civil rights movements before it have convincingly demonstrated that traditional approaches to law enforcement reform do not conceive of and are not designed to meet these goals. I am very interested in approaches that are backed by both empirical data and lived experiences, which in my experience reveal that not every problem is a nail requiring the same hammer. This is a particularly pivotal moment for Carrboro to explore such approaches, as communities throughout the country, including in nearby Durham, implement alternative approaches to the traditional use of law enforcement in community safety. I believe that my close connection to both local and nationwide grassroots activist communities, as well as my background and my preferred approach of thoughtful and productive consideration, will allow me to draw upon others' experiences and teachings in filling a vital community and future focused role on the Task Force. On a more selfish note, I have learned so much from my work on Carrboro Connects, and it is highly attractive to me to be able to continue to serve the community I hope to live in for the rest of my life while continuing to learn from my peers, get to know the town better, and help build its just future.

We believe as a Town and as a Town Council that racial equity and diversity and inclusion are important. Please tell us your thoughts about this and why they are important not only in advisory board/commission work but also in all facets of local government and community work.*

Racial equity and diversity are crucial to every aspect of any government's work. Racial equity and diversity and inclusion help us, if we are genuinely open to it, to challenge our preconceptions and understand what we may not realize we don't understand. Narrow perspectives that do not include experiences from identities that one does not share greatly exacerbate the potential of injustice, which cannot be tolerated in a just government. To me this means more than a dedication to the values of equity, diversity, and inclusion, but to actually living them. Far too often in my experience, individuals and institutions idly declare care for the perspectives and experiences of people of color while failing to act on them; we perhaps see this more often in community safety governance than any other area of government. In fact, I believe diversity and inclusion themselves don't go far enough - too often I see organizational processes that "include" but functionally ignore diverse voices, cruelly resulting in their being used to lend credibility to acts that further oppress them. It is fundamental to the charge of government and community organizations to not just include but lift up the voices of oppressed people. This is what I have sought to do throughout my community work (including, attempting but unfortunately in vain, to recruit BIPOC people with experience in the system to this very Task Force; I am applying in the belief that a community member actively seeking to do this might be the next best thing). I believe that my unique racial and cultural identity will provide me with useful perspective on the Task Force. While as a South Asian I am less at risk of the most harmful law enforcement practices than most other minorities, this identity has on multiple occasions (including here in town) saved me from potentially dangerous situations only after I was initially perceived by law enforcement to be of other races and ethnicities, which is the sort of experience that tends to provide one with perspective. Furthermore, as a Muslim, I have both experienced societal and law enforcement oppression and been privy in religious spaces to an abundance of vulnerable, unguarded reflections on safety from Black Muslims, the largest Muslim American community. My experiences of being a part of these discussions and then praying side by side with my fellow participants have helped me internalize James Baldwin's concept of Americans of difference races as siblings who cannot live together under the same roof without hearing, acknowledging, and acting upon the sacrifices and experiences of our brothers and sisters.

Have you ever served on any Town of Carrboro Committee or Board?*

If yes, which one(s)?

Carrboro Connects

Yes

Are you currently serving on a Town Board or Committee?*

☒ Yes
☐ No

If yes, are you applying for a third consecutive term?*

☐ Yes
☒ No

If yes, please describe how you meet one, or more, of the following exceptions noted below.

After completing two full terms, a member must take off one year before applying for re-appointment to the same advisory board. However, a board member may apply to serve on another advisory board if he/she desires. The Board of Aldermen may make exceptions to this rule under the following circumstances: 1. To retain diversity on an advisory board; 2. A lack of applicants.

Membership Information Matrix

Community Safety Task Force

Name	Address	Year of Birth	Race (as noted by applicant)	Ethnicity (as noted by applicant)	Sex	Occupation/Expertise Content	Appointed Date
CURRENT MEMBERS							
George Barrett	601 Jones Ferry Rd	1992	Black	African American	Male	Executive Director	11/16/2021
Barbara Fedders	114 Creekview Cir.	1966	White	White/German/Irish	Female	Law Professor/Youth Justice Clinic Dir.	11/16/2021
Benjamin Greer	1101 N. Greensboro St.	1980	Black	African American	Male	Program Coordinator	11/16/2021
Madison Hayes	120 Cheek St.	1986	White	Ashkenazi Jew	Female	Non-Profit	11/16/2021
Frances Henderson	302 Weaver St.	1958	White	European-American	Female	Mediator	11/16/2021
APPLICANTS							
Lori McLamb	102 Legends Way	1971	White	White	Female	Physician Assistant, Former Carrboro Police Officer	
Muhsin Omar	112 NC Hwy 54, Apt. G7	1984	Black	African American	Male	Cashier, Degree in Psychology	
Benjamin Blaisdell	305 Pleasant Dr.	1970	White	Male	White	Asst. Professor of Education	
Wamiq Chowdhury	601 Jones Ferry Rd, Apt H10	1984	Asian	Male	South Asian	Attorney	

Motion was made my Council Member Seils, seconded by Council Member Haven-O'Donnell, to approve the following resolution.

A RESOLUTION ESTABLISHING A COMMUNITY SAFETY TASK FORCE

WHEREAS, on June 18, 2020, the Town Council approved “A Resolution on Next Steps in Advancing Racial Equity in Law Enforcement and Public Safety in Carrboro”; and

WHEREAS, Section 5 of that resolution expressed the Town Council’s intent “to establish a task force on public safety, in the interest of developing new approaches to public safety beyond policing”; and recognized that “investments in public safety and in programs and services that keep communities healthy and safe must advance racial equity, be grounded in community demands, and be informed by authentic engagement with grassroots and community organizations”; and

WHEREAS, Council Members Haven-O'Donnell, Seils, and Slade worked together to draft a charge for the task force;

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby establishes a “Community Safety Task Force” with the following charge:

Section 1. Background: In a resolution on June 18, 2020, the Town Council expressed its intent to establish a task force on public safety, “in the interest of developing new approaches to public safety beyond policing.” The Town Council recognized that “investments in public safety and in programs and services that keep communities healthy and safe must advance racial equity, be grounded in community demands, and be informed by authentic engagement with grassroots and community organizations.”

Section 2. Purpose: The Community Safety Task Force will review best practices and consider a range of issues related to the safety and well-being of Carrboro residents, including but not limited to racial disparities in law enforcement and the criminal legal system; law enforcement and court diversion and deflection programs; alternatives to relying on the Town’s public safety professionals for human service and wellness needs; and coordination with the County and other jurisdictions to enhance programs and services that keep communities safe.

Through a series of shared learning sessions, the task force will review and educate the public about existing institutional and community-based public safety and wellness resources; and learn from residents and experts about immediate and long-term safety needs and interests that can be more substantially addressed and met through alternative resources. The task force may also consider issues related to the Town’s ongoing efforts to achieve its bias-free policing goals, as well as the recruitment, training, and retention of the Town’s public safety employees.

The task force will 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—including but not limited to community nonviolence and de-escalation training programs; domestic violence intervention and prevention; homelessness prevention; youth-oriented programs and school-based alternatives to school resource officers; substance use disorder prevention and support; on-call crisis

response that would allow certain calls for police assistance to be handled by other trained professionals, such as social workers or crisis counselors; and other related approaches.

Section 3. Structure: The membership of the task force shall consist of 5 to 7 residents of Carrboro, appointed by the Town Council, who have professional expertise and/or lived experience in the criminal legal system, human services delivery, social work, public health and harm reduction, community building in marginalized populations, or related content areas. The membership of the task force shall also include 2 to 3 council members designated by the Town Council.

A staff resource team will assist in the work of the task force. This team will consist of staff liaisons, designated by the town manager, from the Housing and Community Development Department, the Police Department, the Recreation, Parks & Cultural Resources Department, and/or other staff as determined by the manager.

Section 4. Timeline: Within 12 months after the initial appointment of its members, the task force shall submit concrete, actionable recommendations to the Town Council that will promote racial equity in law enforcement and the criminal legal system and enhance the safety and well-being of all Carrboro residents. Alternatively, if the task force determines that it needs more time to complete its work, the task force may extend its timeline up to six months and shall notify the Town Council of the extension.

Section 5. Impact: Recommendations from the task force will inform the Town's future budget and community investment decisions.

BE IT ALSO RESOLVED that the town clerk will receive applications for appointment to the task force from Carrboro residents for a period of not less than two weeks, and the Town Council will make appointments from this pool of applicants no later than six weeks from the date of this resolution.

This the 20th day of April, 2021.

Ayes: Mayor Lydia Lavelle, Council Member Barbara Foushee, Council Member Jacquelyn Gist, Council Member Randee Haven-O'Donnell, Council Member Susan Romaine, Council Member Damon Seils, Council Member Sammy Slade

**A RESOLUTION MAKING APPOINTMENTS TO THE
COMMUNITY SAFETY TASK FORCE**

WHEREAS, the Town of Carrboro established a Community Safety Task force on April 20, 2021; and,

WHEREAS, the membership of the task force shall consist of 5 to 7 residents of Carrboro, appointed by the Town Council, who have professional expertise and/or lived experience in the criminal legal system, human services delivery, social work, public health and harm reduction, community building in marginalized populations, or related content areas.; and,

WHEREAS, the membership of the task force shall also include 2 to 3 council members designated by the Town Council. A staff resource team will assist in the work of the task force. This team will consist of staff liaisons, designated by the town manager, from the Housing and Community Development Department, the Police Department, the Recreation, Parks & Cultural Resources Department, and/or other staff as determined by the manager.; and,

WHEREAS, on June 14, 2022, Town Council voted to extend the timeline for the Task Force's work to be extended through May 1, 2023; and,

WHEREAS, there are current membership vacancies on this task force; and,

NOW, THEREFORE, BE IT RESOLVED that the Town Council hereby:

Section 1. _____ and _____ are hereby appointed as a member of the Community Safety Task Force.

Section 2. This resolution shall become effective upon adoption.