

**AGENDA
CARRBORO BOARD OF ALDERMEN
TUESDAY, MAY 17, 1994
7:30 P.M., TOWN HALL BOARD ROOM**

Approximate Time*

7:30 - 7:35 A. APPROVAL OF MINUTES OF PREVIOUS MEETING: May 10, 1994

7:35 - 7:45 B. RESOLUTIONS, PROCLAMATIONS AND CHARGES

7:45 - 7:55 C. REQUESTS FROM VISITORS AND SPEAKERS FROM THE FLOOR

7:55 - 8:00 D. REQUEST TO SET PUBLIC HEARING

NP

(1) **Voluntary Annexation/Wexford Subdivision, Phase II**

The Wexford Group, Inc. has submitted a petition for the voluntary annexation of Phase II of the Wexford Subdivision. Phase II consists of 7.93 acres and 16 dwelling units. The administration requests that the Board adopt the attached resolution setting a public hearing on this request for June 7, 1994.

E. OTHER MATTERS

8:00 - 8:10 (1) **Presentation of 1994-95 Manager's Recommended Budget and
P/5 Request to Set Budget Review Schedule**

The Town Manager will present his recommended budget for Fiscal 1994-95 and request that the Board set a budget review schedule.

8:10 - 8:15 (2) **Request for Conditional Use Permit Extension/Ridge Haven
P/2**

Gary Buck was granted a conditional use permit by the Board of Aldermen on June 23, 1992. This CUP will allow the construction of 45 townhouses on 10.37 acres located at 101 Rock Haven Drive. The existing conditional use permit will expire on June 23, 1994 because no work has occurred on this site. Gary Buck is requesting a one-year extension of the CUP, which would change the expiration date of the permit to June 23, 1995. The town administration is recommending that the Board grant the one-year extension of the existing conditional use permit.

8:15 - 8:25 (3) **1994-95 Budget Recommendations from the Human Services
P/5 Commission**

The Chair of the Human Services Commission will present the 1994-95 budget recommendations from the Human Services Commission.

8:25 - 8:35 (4) **Report on Town Policy/Minority and Women-Owned Business**
P/5 **Participation in Town Purchasing**

The purpose of this item is to respond to a request by the Board of Aldermen for a report on the town's policy concerning purchases of materials, good, equipment and services from women and minority-owned businesses. This report details the town's policy to date concerning these purchases and outlines the procedures by which Resolution No. 10/90-91 dealing with construction contracts that exceed \$100,000 in cost will be implemented in future projects.

8:35 - 9:05 (5) **Presentation of Draft Open Space Ordinance**
P/5

The town staff will present a report and draft ordinance amending the open space provision of the Land Use Ordinance prepared by the Town Attorney.

9:05 - 9:15 BREAK

9:15 - 9:20 (6) **Budget Amendment**
NP

The administration requests that the Board adopt a budget amendment to appropriate \$20,016 from the General Fund balance to cover the costs of contracting with the architectural firm of Cherry Huffman to perform a space needs study.

9:20 - 9:30 (7) **Discussion of Orange County's Proposed Committee to**
NP **Discuss Water and Sewer Service Area Boundaries**

9:30 - 10:15 (8) **Report from Community Building Subcommittee**
P/10

The Community Building Subcommittee will present a report to the Board on the committee's work.

10:15 - 10:25 F. MATTERS BY MANAGER

10:25 - 10:35 G. MATTERS BY TOWN ATTORNEY

10:35 - 10:45 H. MATTERS BY BOARD MEMBERS-Request for an Executive Session to
Discuss an Employment Contract

*The times listed on the agenda are intended only as general indications. Citizens are encouraged to arrive at 7:30 p.m. as the Board of Aldermen at times considers items out of the order listed on the agenda.

BOARD OF ALDERMEN

ITEM NO. D(1)

AGENDA ITEM ABSTRACT

MEETING DATE: May 17, 1994

**SUBJECT: Request to Set a Public Hearing: Voluntary Annexation of Wexford Subdivision
- PHASE II**

DEPARTMENT: PLANNING DEPARTMENT	PUBLIC HEARING: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
ATTACHMENTS: Petition for Annexation Resolution Location Map	FOR INFORMATION CONTACT: Roy M. Williford, 968-7713
THE FOLLOWING INFORMATION IS PROVIDED:	
(x) Purpose () Summary	(x) Action Requested () Recommendation (x) Analysis

PURPOSE:

The Wexford Group, Inc. submitted a petition for annexation on May 02, 1994. The petition for annexation requests that PHASE II of the Wexford Subdivision be annexed into the Town. Phases I and III have previously been annexed into the city limits. PHASE II consists of 7.93 acres and 16 dwelling units.

SUMMARY:

- The Town has received a petition from The Wexford Group, Inc. requesting the annexation of PHASE II of the Wexford Subdivision. be annexed into the Town.
- The town clerk has certified the sufficiency of the petition.
- The Board of Aldermen is requested to set a public hearing on June 07, 1994.

ANALYSIS:

As mandated by General Statutes 160A-31, the town clerk has investigated the sufficiency of the petition and has found it in compliance. Additionally, upon receipt of the certification of the petition, the Board of Aldermen must set a public hearing date and the town clerk is to publish a legal notice once, at least ten (10) days prior to the public hearing.

ACTION REQUESTED:

The Board of Aldermen is requested to set a public hearing for June 07, 1994 to consider the annexation petition submitted by the Wexford Group, Inc.

RECOMMENDATION:

The Administration recommends that the Board of Aldermen adopt the attached resolution which sets a public hearing date for June 07, 1994.

TOWN OF CARRBORO, NORTH CAROLINA

PETITION FOR ANNEXATION OF CONTIGUOUS PROPERTY

TO THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO:

1) The undersigned, being the owner of all real property located within the area described in paragraph two below, requests that such area be annexed to the Town of Carrboro, North Carolina.

2) The area to be annexed is contiguous to the Town of Carrboro, and is located at WEXFORD SUBDIVISION - PHASE TWO. The boundaries of such territory are as shown on the metes and bounds description attached hereto.

3) A map (no larger than 18" x 24") of the foregoing property, showing its relationship to the existing corporate limits of the town, is also attached hereto.

4) The total acreage and dwellings units located on this property are as follows:

7.93 Acres

16 Dwelling Units

Respectfully submitted this 2nd day of MAY, 1992.



THE WEXFORD GROUP, INC

Name

126 COBBLESTONE DRIVE
CARRBORO, NC 27516

Address

Timothy A. Holloman, President
Owner/President
TIMOTHY A. HOLLOMAN

Attest:

Michael W. Holloman, P.E.
Asst. Secretary

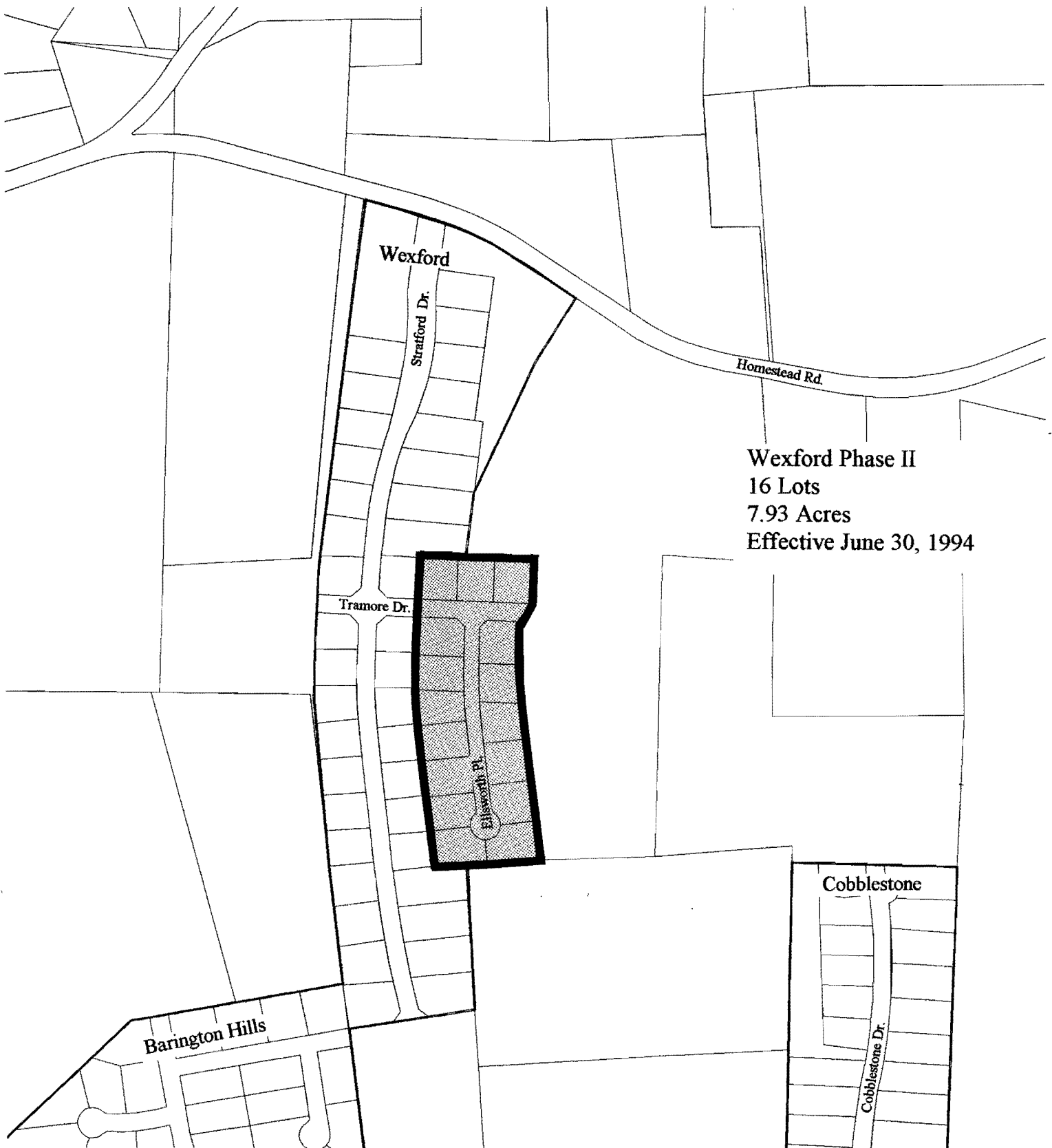
I, Sarah C. Williamson, Town Clerk of the Town of Carrboro, do hereby certify that the sufficiency of the above-referenced petition has been checked and found to be in compliance with G.S. 160A-31.

This the 12th day of May, 1994.

Sarah C. Williamson
Town Clerk



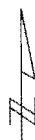
Annexation of Wexford Phase II

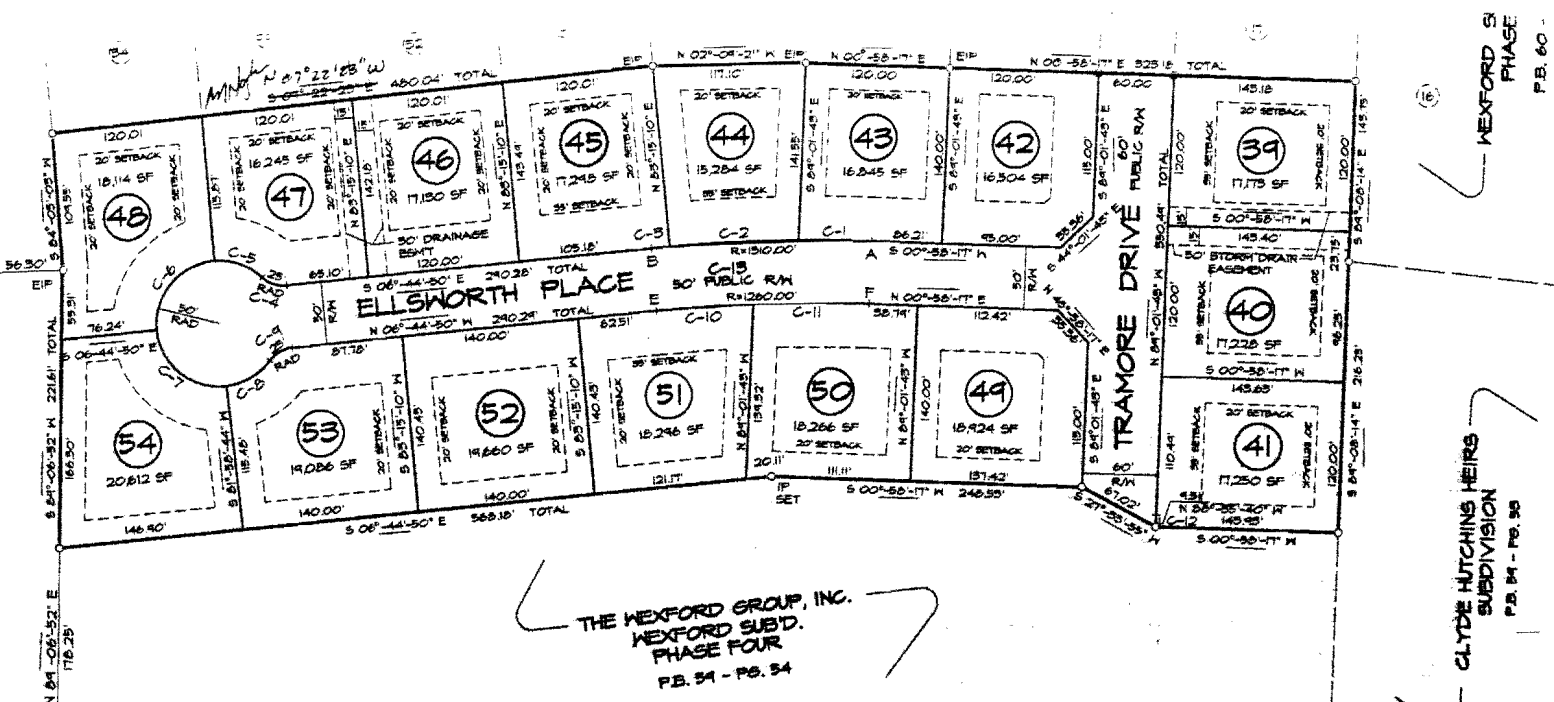


Wexford Phase II
16 Lots
7.93 Acres
Effective June 30, 1994

Property Lines
~
New Subdivisions
~
Existing City Limits
~

Map prepared by Deborah Squires
GIS generated
May 2, 1994
Not to be used for conveyance





THE WEXFORD GROUP, INC.
WEXFORD SUBD.
PHASE FOUR
P.B. 54 - P.B. 54

NOTES:

1. The building setbacks shown are those that are in effect on the date this plat was recorded. They may be subject to change in the future by the Town of Carrboro.
2. All stormwater easements shall be private, exclusively for the benefit of The Wexford Subdivision. According to the Town of Carrboro, the stormwater conveyance facilities shall be maintained by The Wexford Homeowners Association of Chapel Hill, Inc.
3. The recreation facilities and open space shall be exclusively for the benefit of The Wexford Subdivision and shall be maintained by The Wexford Homeowners Association of Chapel Hill, Inc.
4. The 40' utility easement between lots 23 and 24 (20' on lot 23 and 20' on lot 24) shall be for the purpose of providing water, sewer, electric power, telephone, gas and cable television utilities to the proposed Arcadia subdivision on the land of David A. Davis. The Deed of Easement is recorded in Deed Book _____ Page _____ in the Orange County Registry in Hillsborough, North Carolina.

LEGEND:

- IRON PIPE
- COMPUTED POINT

Preliminary plat—
Not for recordation, conveyances or sales.

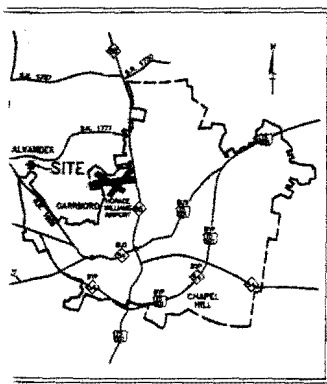
PHASE TWO
WEXFORD SUBDIVISION

— OWNER AND DEVELOPER —
THE WEXFORD GROUP, INC.
126 COBBLESTONE
CHAPEL HILL, NORTH CAROLINA 27516

CHAPEL HILL TOWNSHIP - ORANGE COUNTY
NORTH CAROLINA

SCALE: 1"=100' December 28, 1993
0 50 100 200 300 400 500

DAVID A. GRAFFUNDER
P.O. BOX 1301
REGISTERED LAND SURVEYOR
CHAPEL HILL, NORTH CAROLINA 27516



LOCATION MAP
SCALE: 1"=2 MILES

TOTAL AREA PHASE TWO - 7.93 ACRES by D.M.D.

PARENT TAX MAP 109, LOT 19

PARENT P.I.N. 0719-26-2945

The following resolution was introduced by Alderman _____ and duly seconded by Alderman _____.

A RESOLUTION SETTING A PUBLIC HEARING
TO CONSIDER THE ANNEXATION OF WEXFORD, PHASE II
UPON THE REQUEST OF THE PROPERTY OWNERS
Resolution No. 53/93-94

WHEREAS, the Town of Carrboro has received a petition from the owners of the Wexford, Phase II requesting that their property be annexed into the Town of Carrboro; and

WHEREAS, the Town Clerk has certified that the petition requesting the annexation of this property is sufficient in all respects under G.S. 160A-31.

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

Section 1. The Board of Aldermen shall hold a public hearing on June 7, 1994 to consider the voluntary annexation of the Wexford Subdivision, Phase II.

Section 2. The Town Clerk shall cause a notice of this public hearing to be published once in The Chapel Hill News at least ten days prior to the date of the public hearing.

Section 3. 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 17th day of May, 1994:

Ayes:

Noes:

Absent or Excused:

The following resolution was introduced by Alderman Randy Marshall and duly seconded by Alderman Hank Anderson.

A RESOLUTION SETTING A PUBLIC HEARING
TO CONSIDER THE ANNEXATION OF WEXFORD, PHASE II
UPON THE REQUEST OF THE PROPERTY OWNERS
Resolution No. 53/93-94

WHEREAS, the Town of Carrboro has received a petition from the owners of the Wexford, Phase II requesting that their property be annexed into the Town of Carrboro; and

WHEREAS, the Town Clerk has certified that the petition requesting the annexation of this property is sufficient in all respects under G.S. 160A-31.

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

Section 1. The Board of Aldermen shall hold a public hearing on June 7, 1994 to consider the voluntary annexation of the Wexford Subdivision, Phase II.

Section 2. The Town Clerk shall cause a notice of this public hearing to be published once in The Chapel Hill News at least ten days prior to the date of the public hearing.

Section 3. 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 17th day of May, 1994:

Ayes: Michael Nelson, Randy Marshall, Hank Anderson, Eleanor Kinnaird, Frances Shetley, Jacquelyn Gist, Jay Bryan

Noes: None

Absent or Excused: None

BOARD OF ALDERMEN

ITEM NO. E(1)

AGENDA ITEM ABSTRACT

MEETING DATE: May 17, 1994

SUBJECT: Presentation of Manager's 1994-95 Budget and Request to Set Budget Review Schedule

DEPARTMENT: Administration	PUBLIC HEARING: YES ____ NO <u>x</u>
ATTACHMENTS: none	FOR INFORMATION CONTACT: Robert Morgan, 968-7706

Purpose

To formally present the Manager's recommended budget for Fiscal 1994-95 and to set a budget review schedule.

Analysis

The Mayor and Board of Aldermen have received a copy of the 1994-95 proposed budget.

Below is a proposed schedule for reviewing the budget.

1994-95 BUDGET REVIEW SCHEDULE

Thursday, May 19th

1. Overview of CIP, Five-Year Plan and Debt Service (30 min.)
2. Police Department (30 min.)
3. Fire Department (30 min.)
4. Planning Department (30 min)
Transportation Budget

Tuesday, May 24th

Public Hearing/1994-95 Budget

Thursday, June 2nd

1. Public Works Department (30 min.)
2. Recreation Department (30 min.)
3. Administrative Services (30 min.)
Town Manager
Town Clerk
Governance

Page Two
Agenda Item Abstract E(1)

Tuesday, June 7th

Board directs Manager to prepare revised budget.

Tuesday, June 21st

Adoption of 1994-95 Budget, Pay Plan and Miscellaneous Fees and Charges Schedule

Action Requested

To adopt the above-listed budget review schedule.

BOARD OF ALDERMEN
AGENDA ITEM ABSTRACT

ITEM NO. E(2)

MEETING DATE: May 17, 1994

SUBJECT: RIDGE HAVEN - CONDITIONAL USE PERMIT, EXTENSION

DEPARTMENT: PLANNING	PUBLIC HEARING: YES ___ NO <u>X</u>	
ATTACHMENTS: Letter Requesting Extension of Permit Approved Site Plan	FOR INFORMATION CONTACT: Wayne King or Keith Lankford--968-7712	
THE FOLLOWING INFORMATION IS PROVIDED:		
(X) Purpose	(X) Action Requested	(X) Analysis
(X) Summary	(X) Recommendation	

PURPOSE

Gary Buck was granted a conditional use permit (CUP) by the Board of Aldermen on June 23, 1992. This conditional use permit would allow the construction of 45 townhouses on 10.37 acres. This site is zoned R-10 and is located at 101 Rock Haven Drive, which is identified as Tax Map 122, Block A, Lot 5E. The existing conditional use permit will expire on June 23, 1994 because no work has occurred on this site (as per section 15-62(a)(1) of the land use ordinance). Gary Buck is requesting a one year extension of the existing conditional use permit, which if granted, would change the expiration date of the permit to June 23, 1995. The Town Administration is recommending that the Board of Aldermen grant the one year extension of the existing conditional use permit.

SUMMARY

The existing conditional use permit was issued on June 23, 1992 and will expire on June 23, 1994 because no work has occurred on the site. The Board of Aldermen may grant a one year extension of the existing conditional use permit as authorized by section 15-62(c) of the land use ordinance. The Town Administration recommends that the Board of Aldermen grant a one year extension of the existing conditional use permit until June 23, 1995.

ANALYSIS

Under Section 15-62(c) of the ordinance, the permit issuing authority may extend for a period up to one year the date when a permit would otherwise expire pursuant to subsections (a) and (b) if it concludes that (i) the permit has not expired, (ii) the permit recipient has proceeded with due diligence and in good faith, and (iii) conditions have not changed so substantially as to warrant a new application. Successive extensions may be granted for periods up to one year upon the same

findings. All such extensions may be granted without resort to the formal processes and fees required for a new permit (see attached letter from Mr. Gary Buck requesting an extension).

RECOMMENDATION

The town administration recommends that the Mayor and the Board of Aldermen approve the one year extension of the issued conditional use permit.

ACTION REQUESTED

To adopt by motion the administration's recommendation.

GARY BUCK BUILDING CO., INC.

104 Jones Ferry Rd., Suite B
P.O. Box 6, Carrboro, N.C. 27510
Office 967-2825
Home 968-9471

March 23, 1994

Mr. Wayne King
Town of Carrboro
PO Box 829
Carrboro, NC 27510

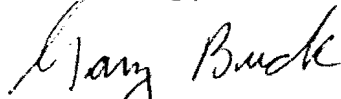
Dear Mr. King:

I am in receipt of your correspondence dated March 16, 1994 concerning the expiration of the conditional use permit for 101 Rock Haven Road. Thank you for alerting me to the fact that the permit will expire in June.

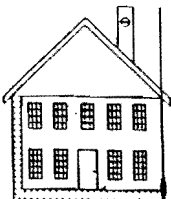
Pursuant to your letter, I am requesting a one year extension of my permit for this property.

If you have any questions, or need further information, please do not hesitate me.

Sincerely,


Gary W. Buck

GWB/smr



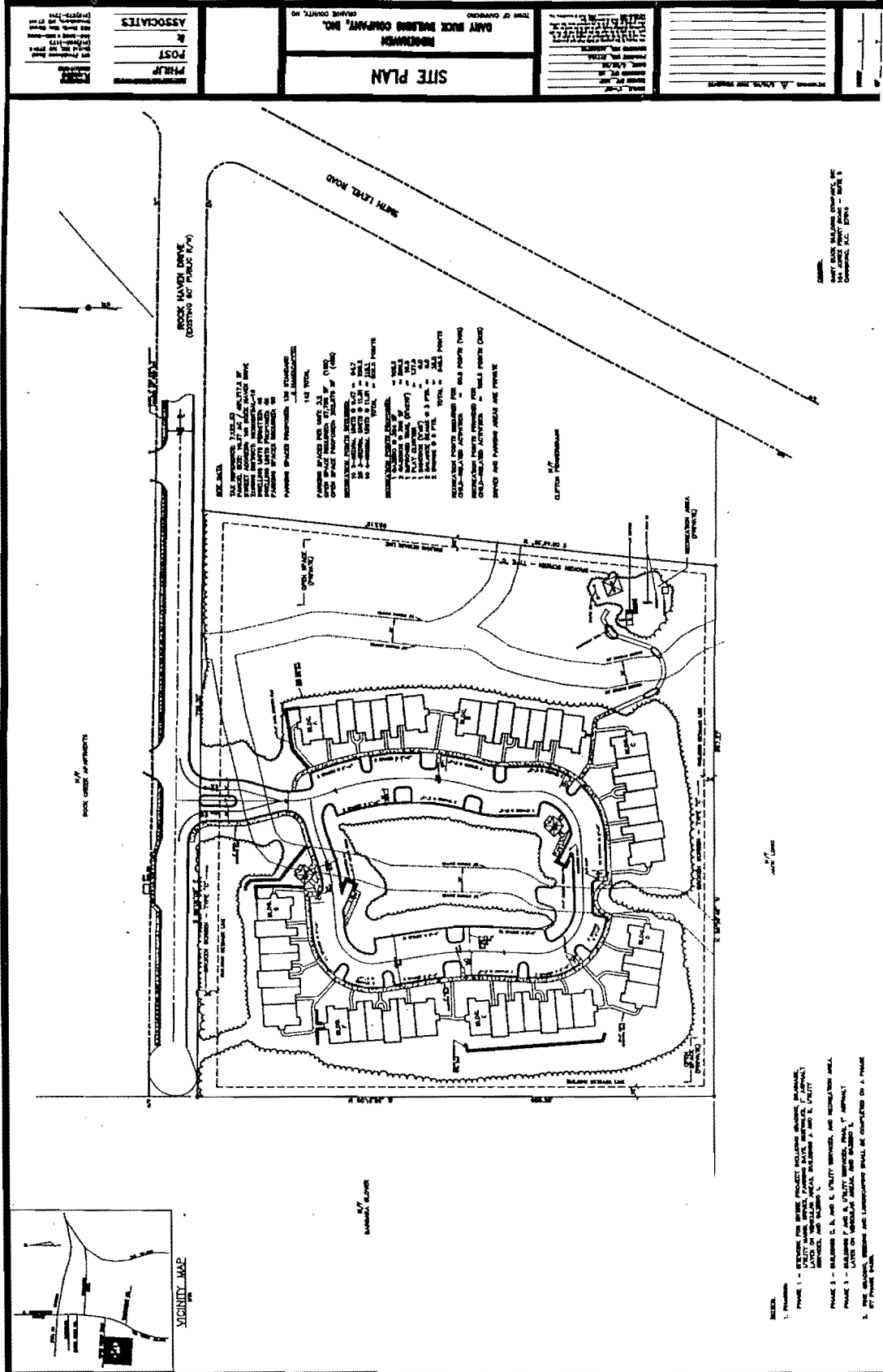
We're not just building homes, we're building a reputation.

RECEIVED

MAR 30 1994

TOWN OF CARRBORO
ZONING DIVISION

www.elsevier.com/locate/jmb



BOARD OF ALDERMEN

ITEM NO. E(3)

AGENDA ITEM ABSTRACT

MEETING DATE: May 17, 1994

SUBJECT: Budget Recommendations from Human Services Commission

DEPARTMENT: Administrative Services	PUBLIC HEARING: YES ____ NO <u>x</u>
ATTACHMENTS: 1994-95 Human Services Commission Recommendations	FOR INFORMATION CONTACT: Larry Gibson, 968-7701; Christine Taylor, 968-6763

PURPOSE

Christine Taylor, Chair of the Human Services Advisory Commission, will present the Commission's recommendations for the 1994-95 Fiscal year.

SUMMARY

The Manager's recommended budget for Fiscal 1994-95 includes \$45,570 for human service agencies, which is the amount of funding recommended by the Human Services Commission for next year.

ACTION REQUESTED

To receive a report from the Human Services Advisory Commission.

HUMAN SERVICES ADVISORY COMMISSION

1994-1995

BUDGET RECOMMENDATIONS

Christine Taylor, Chairperson

Bruce Ellerin

Jeannie Garten

Rudolph Gregory

Deanna Richey Johnson

Jacquelyn Gist, Board Liaison

TABLE OF CONTENTS

Memo to the Board of Aldermen	1
Recommendations	
Association for Retarded Citizens of Orange County	2
Center for Peace Education	3
Chapel Hill-Carrboro Meals on Wheels, Inc.	4
Charles House Association	5
Child Care Networks, Inc. (CCN)	6
Community School for People Under Six	7
Consumer Credit Counseling Service (CCCS)	8
Day Care Services Association, Inc. (DCSA)	9
Disability Awareness Council (Orange County)	10
Dispute Settlement Center	11
Interfaith Council for Social Services (IFC)	12
Joint Orange Chatham Community Association (JOCCA)	13
Orange Chatham Alternative Sentencing	14
Orange County Literacy Council	15
Orange County Mental Health Association	16
Orange County Rape Crisis Center	17
Orange County Women's Center	18
Orange/Durham Coalition for Battered Women	19

Planned Parenthood of Orange and Durham Counties, Inc.	20
Retired Senior Volunteer Program (RSVP)	21
Street Scene Teen Center	22
Triangle Hospice, Inc.	23
Volunteers For Youth, Inc.	24

MEMORANDUM

TO: Carrboro Board of Aldermen

FROM: Christine Taylor, Chairperson
Human Services Advisory Board

DATE: May 4, 1994

RE: Summary of Board's activities and funding recommendations

The Human Services Advisory Commission has heard presentations from 23 agencies and spent time reviewing and analyzing all of the programs. In determining which programs we would recommend for funding we looked at their benefits to the citizens of Carrboro, their financial resources, and past funding histories by the Town. Attached to this memorandum you will find a brief synopsis of each program, the benefits to Carrboro, an assessment of the program, and our recommended funding level.

This year found us continuing with two processes added two years ago. The first was a form used by all agencies that applied for funding from the towns of Carrboro and Chapel Hill, Orange County, and the United Way of Greater Orange County. The second was the joint review sessions by the Human Services Advisory Commissions of Carrboro and Chapel Hill. We reviewed a total of 20 groups jointly with Chapel Hill, eliminating the need for these groups to make their presentations twice.

This year's joint review sessions with the Chapel Hill Advisory Commission were especially fruitful. In addition to considering funding requests, the membership of the two boards talked a great deal about what the towns might do in addition to our financial support to help non-profits (e.g. policy development, meeting space, etc.). Board liaison Jacqueline Gist initiated this discussion posing the question of what we as towns might do for non-profits to each human service agency. The Carrboro HSAC has scheduled a meeting with the Chapel Hill HSAC on May 4 to discuss this subject more specifically.

This year's recommendations total \$45,570, the amount identified by Larry Gibson as the equivalent of one cent on the tax rate. The total requested from the various agencies exceeded this amount by \$8,197. As always, Carrboro's Human Services grants, while small in dollar amount, provide vital services to our residents. These services often save the community dollars in the long run, and also help enhance our community's quality of life.

We ask that you fund all of our recommendations, and continue to support the local human services needs of our community.

AGENCY: Association for Retarded Citizens of Orange County (ARC)

NATURE OF PROGRAM:

The Association for Retarded Citizens of Orange County provides support services to families of developmentally disabled persons. The Respite Care Program is one such support program, offering short-term, professional care to developmentally disabled persons and thereby providing some relief for their family members.

BENEFIT TO CARRBORO:

Currently, ARC is serving 9 children and adults from Carrboro.

AMOUNT REQUESTED: \$1400

USE OF FUNDS:

Town of Carrboro funds will help pay care provider salaries (140 hours for each of the 9 families served by ARC in Carrboro) allowing more flexibility as respite grows so as to meet the needs of people with developmental disabilities. Services include baby-sitting for children, companions for adults and center-based programs.

ASSESSMENT OF PROGRAM:

No other agency in the County provides this service to developmentally disabled persons and their families. Without this in-home service, families would not be able to leave their family members while they attend to the responsibilities of everyday family life (shopping, doctor's appointments, PTA meetings, etc.).

RECOMMENDED AMOUNT: \$1200

Our recommended funding level is less than the requested sum due to budgetary constraints.

AGENCY: Center for Peace Education

NATURE OF PROGRAM:

The Center for Peace Education provides education and training to promote education for peace and social responsibility by improving communication skills, conflict resolution techniques, and creative thinking. The goal of the Center is to train children, students, and adults so that they, in turn, can teach others.

BENEFIT TO CARRBORO:

This is the second year this group has come before the HSAC. Last year the HSAC funded 5 scholarships for youth to attend the Summer Peace Camps.

AMOUNT REQUESTED: \$1700

USE OF FUNDS:

The funds were requested to provide 10 Carrboro students scholarships in the one week Summer Peace Camps (\$1350) and 2 economically disadvantaged Carrboro high school students in the one week Youth Leadership Training, at \$175 each.

ASSESSMENT OF PROGRAM:

The HSAC felt that the goals of the Center should be supported in that the Center attempts to reduce ethnic and other human conflict by training people to appreciate and have empathy for the diverse views that people of differing backgrounds bring to a situation. Ultimately, the goal of the Center is to reduce the possibility for violence within the community by assuring that communication is maintained in an effective manner.

RECOMMENDED AMOUNT: \$1220

The HSAC feels that the goals of the Center are valuable and beneficial to the community and that the services which they provide are not duplicated elsewhere. The HSAC decided to fund 9 scholarships at the Summer Peace Camps during this fiscal year.

AGENCY: Chapel Hill-Carrboro Meals on Wheels, Inc.

NATURE OF PROGRAM:

Meals on wheels provides hot, nutritious meals 5 days a week to shut-ins. The staff consists primarily of volunteers who deliver the meals, year-round, including holidays and inclement weather if at all possible. The majority of referrals are from self, relatives, friends, and home health agencies. The age range of the community's recipients of Meals on Wheels is 20-99 years of age.

BENEFIT TO CARRBORO:

In 1992-93 Meals on Wheels delivered 2730 meals to Carrboro residents. The human contact with the volunteers is as important as the meals they deliver. For many, this contact is often the only outside contact they have on a day-to-day basis.

AMOUNT REQUESTED: \$1200

USE OF FUNDS:

The funds are needed for general operations, but 79% of the budget goes directly to cover the cost of the meals. Meals on Wheels employs a part-time director and a part-time bookkeeper.

ASSESSMENT OF PROGRAM:

The Meals on Wheels program is part of a national organization that provides a lifeline to elderly and disabled individuals. The increasing population within Orange County, which includes many retired citizens, emphasizes the need for continued support for this program. This service allows individuals to receive a meal in their familiar home surroundings versus institutionalization. The program is therefore not only more economical for the community, but also more humane.

AMOUNT RECOMMENDED: \$1200

Our recommended funding level is the same as last year.

AGENCY: Charles House Association

NATURE OF PROGRAM:

Charles House Association is a private, non-profit group whose goal is to establish and operate an adult day care center in the Chapel Hill-Carrboro community. It is located on Hillcrest Street in Carrboro. It was designed with the increasing number of people 65+ in the Triangle area in mind and to assist families in providing a protected, stimulating and home-like environment for their aging parents.

BENEFIT TO CARRBORO:

Charles House Association is requesting support to subsidize low income families. It is their desire to serve families of all income levels. During 1993, Charles House served 2 Carrboro residents, and to date in 1994, 3 residents have been served.

AMOUNT REQUESTED: \$1000

USE OF FUNDS:

The requested funds would allow Charles House to subsidize the fees for Carrboro residents for the fiscal year 1994-95.

ASSESSMENT OF PROGRAM:

The Commission views Charles House as a good program serving a definite need in the community. The need for quality adult day care programming is recognized as a growing and realistic concern for this area as the population ages.

RECOMMENDED AMOUNT: \$1000

AGENCY: Child Care Networks, Inc. (CCN)

NATURE OF PROGRAM:

This agency helps families find child care in Orange and neighboring counties and to make informed decisions on child care and other services for their children. It also provides technical assistance to child care providers registered with this program.

BENEFIT TO CARRBORO (Fiscal year 1992-93)

Parent clients: 164 from Carrboro
Family day care homes: 11 in Carrboro town limits
Child Care Food Program 9 Carrboro homes enrolled
(CCFP) enrollment:

AMOUNT REQUESTED: \$500

USE OF FUNDS:

Requested funds are to be used for providing "at risk" families, e.g. low-income, single parent, parents seeking employment, homeless, etc. referral services for finding adequate and affordable day care.

ASSESSMENT OF PROGRAM:

There continues to be a need for coordination, expansion, and improvement in affordable area child day care facilities, and CCN works with this objective in mind. By focusing on providing referrals to "at risk" families, CCN should be able to help these families find adequate day care services.

RECOMMENDED AMOUNT: \$500

AGENCY: Community School for People Under Six

NATURE OF PROGRAM:

The Community School for People Under Six is a unique day school offering a multi-cultural, community-based program to children aged 2 months to 5 years and to their families in the Chapel Hill-Carrboro area. The school was started in 1970 as a parent/staff cooperative to meet the need for low-cost quality day care for low and middle income families. It is located on the border between the black and white communities to serve as a bridge between them. The School strives to instill and to maintain cultural, racial, gender, and socio-economic diversity among families, staff, and board members. At the Community School all program activities are designed to strengthen a sense of community and respect for others.

BENEFIT TO CARRBORO:

Although the number of Carrboro families served by the Community School varies during the year, it is estimated that at any given time approximately 25% of the students are Carrboro residents.

AMOUNT REQUESTED: \$2715

USE OF FUNDS:

Requested funds are to be used for providing field trip opportunities and education-related property improvements.

ASSESSMENT OF PROGRAM:

Day care services for low income families in this county continue to be in short supply and it is important to support a group that provides this service to the Carrboro community. The Community School aims to provide such services to disadvantaged children. Moreover, its educational philosophy seeks to broaden the horizons of these children by introducing and providing novel experiences, such as field trips, etc.

RECOMMENDED AMOUNT: \$2050

This Commission recommends the funding of this amount to be used to provide field trip opportunities. These trips would constitute a vital learning experience in the world around them.

AGENCY: Consumer Credit Counseling Service (CCCS)

NATURE OF PROGRAM:

Consumer Credit Counseling Service is a free program provided to residents of Orange County and the surrounding area who need guidance in managing their finances. The service provides (1) budget planning; (2) a debt management program; and (3) workshops and educational seminars on family finances and consumer education in the area of judicious credit use. The program serves individuals who have trouble meeting financial obligations by working out solutions that will satisfy both the client and the client's creditors.

BENEFIT TO CARRBORO:

CCCS's services help maintain family unity by reducing the stress and financial concerns associated with consumer debt problems. CCCS helps their clients take charge of their financial situations by developing a realistic family budget and arranging for debt repayment to creditors at a reasonable rate. CCCS served 57 Carrboro residents during 1993.

AMOUNT REQUESTED: \$2000

USE OF FUNDS:

CCCS hopes to increase counseling sessions for low income families and teenagers. The requested funds will help CCCS meet those needs.

ASSESSMENT OF PROGRAM:

The Commission feels that the CCCS provides a vital community service by helping individuals and families gain control over their financial indebtedness. This service helps reduce family stress which, if left unchecked, may require other social service interventions. Also impressive is their continued attempts to seek funding from the creditors that benefit from this program to reduce the funding from local municipalities.

RECOMMENDED AMOUNT: \$2000

AGENCY: Day Care Services Association, Inc. (DCSA)

NATURE OF PROGRAM:

DCSA is a private, non-profit tax exempt organization designed to make quality child care affordable for all parents. They provide and advocate day care scholarships and tuition to low and moderate income families, promote technical assistance to centers, serve as a liaison between day care centers and the United Way, and to operate a "day care kitchen" to help day care programs keep their costs down.

BENEFIT TO CARRBORO:

All funds provided by the Town of Carrboro are used to fund day care scholarships for Carrboro residents. In 1993, DCSA spent over \$20,000 on scholarships for 16 Carrboro children.

AMOUNT REQUESTED: \$8000

USE OF FUNDS:

The funds will be used for scholarships to low income Carrboro residents.

ASSESSMENT OF PROGRAM:

Day care subsidies help families maintain self-sufficiency. Orange County continues to have the highest market rate for child care of any county in the state. Parents can expect to pay over \$4800 a year for day care. If the average Carrboro family receiving day care subsidy through DCSA had to pay the full cost of day care, they would be spending 35% of their gross incomes. With a partial subsidy, parents can meet day care costs, maintain their jobs, and not require public welfare support. Most importantly, the children get a quality preschool education that assures their ability to succeed in school. The Commission continues to find this program well-organized and very well managed to directly benefit the resident of Carrboro.

RECOMMENDED AMOUNT: \$7000

Our recommended funding level is less than requested and less than last year.

AGENCY: Disability Awareness Council (Orange County)

NATURE OF PROGRAM:

The Council works to improve the quality of life for persons with disabilities in Orange County by promoting opportunities to work and live in an environment free of barriers imposed by architecture, attitude, and/or lack of opportunity.

BENEFIT TO CARRBORO:

The Council is using radio and newspaper interviews, a newsletter, mailings to county and town public agencies requesting support, reviewing barriers in public service agencies, co-sponsoring an ADA symposium, and orientation training for new employees of Chapel Hill-Carrboro Transit Agency to help remove manmade barriers for disabled citizens to become employable, active community members.

AMOUNT REQUESTED: \$300

USE OF FUNDS:

The funds will be used for supplies, postage and printing/publications.

ASSESSMENT OF PROGRAM:

Evaluation of the Council's efforts are difficult to obtain except in cases where observable (physical) changes are made. That is, removal or revision of physical barriers and newspaper and radio events. The council is unique in that it serves the entire county and has developed its own local programming. It is an independent, cross-disability advocacy group.

RECOMMENDED AMOUNT: \$300

AGENCY: Dispute Settlement Center

NATURE OF PROGRAM:

The Dispute Settlement Center facilitates the voluntary resolution of disputes between individuals and organizations through five programs:

- 1) mediation services or court- and community-referred disputes;
- 2) training in conflict resolution for individuals and organizations;
- 3) school conflict management training;
- 4) public policy mediation between local officials and local citizens; and
- 5) a Victim/Offender Reconciliation program for juvenile offenders and their victims.

BENEFIT TO CARRBORO:

During the current year, the Dispute Settlement Center provided services to 356 residents of Carrboro.

AMOUNT REQUESTED: \$4000

USE OF FUNDS:

The requested funds would be used to provide the services enumerated in its various programs, as noted above.

ASSESSMENT OF THE PROGRAM:

The Dispute Settlement Center has furnished and continues to furnish innovative solutions to countless problems that arise on a daily basis among Carrboro residents. The services provided by the DSC save the Carrboro community untold thousands of dollars in legal and administrative costs each year.

RECOMMENDED AMOUNT: \$3000

~~We are recommending that 30% of the funds be used for the Community Relations Program, and the other 70% be used for mediation services and youth training.~~ *A total of*
The total amount recommended is less than that requested due solely to our budgetary constraints.

AGENCY: Interfaith Council for Social Services (IFC)

NATURE OF PROGRAM:

The IFC is a volunteer-run United Way agency founded in 1963. Forty Chapel Hill-Carrboro congregations provide financial and volunteer support to address local social and economic needs. In June of 1990, the IFC opened its new Community House at the Old Municipal Building in Chapel Hill. The Community Kitchen and the Community Shelter are now located at this site. Other IFC projects include emergency assistance to families, weatherization and home repairs, and senior support services.

BENEFIT TO CARRBORO:

During 1993 967 men, women, and children (333 from Chapel Hill/Carrboro) used the Community House for shelter, up from 468 in 1990. Over 79,000 meals were served by volunteers. Various organizations such as the IFC, Chapel Hill Police, Carrboro Police, UNC Hospitals, Department of Social Services, etc. refer people to the shelter for a variety of services.

AMOUNT REQUESTED: \$6000

USE OF FUNDS:

Funds will be used to continue the IFC's programs for the homeless and hungry served at the Community House.

ASSESSMENT OF PROGRAM:

The IFC is the only organization in southern Orange County which offers this service to the homeless population - temporary shelter and meals. Referrals come from the agencies mentioned above; the majority of clients being economically distressed. The Shelter coordinates with public and private agencies concerning client needs such as social security, medical and dental care, clothing, substance abuse counseling, mental health services, and employment assistance. The Commission feels that the IFC provides a much needed community service that otherwise would not be available.

RECOMMENDED AMOUNT: \$4500

We are recommending the same amount as last year due to budgetary constraints.

AGENCY: Joint Orange Chatham Community Association (JOCCA)

NATURE OF PROGRAM:

JOCCA provides a daily hot meal Monday through Friday and recreational activities for Carrboro senior citizens at the Carrboro Nutrition Site. Many of these residents would otherwise not have a daily hot nutritious meal due to their low and/or fixed incomes. The Site is currently located at the Arts Center in Carrboro.

BENEFIT TO CARRBORO:

The Carrboro Nutrition Site, with the help of volunteers, will provide 7500 meals to 180 Carrboro elderly residents during the current program year.

AMOUNT REQUESTED: \$7352

USE OF FUNDS:

Funds are to be used to support the salary of the part-time Site Manager.

ASSESSMENT OF PROGRAM:

The Commission continues to find this to be a valuable, well-run program that is of direct benefit to Carrboro residents. In addition to the meals, program participants are provided recreation to reduce social isolation, and preliminary health checks such as blood pressure checks, glaucoma screening, and the proper use of medications.

RECOMMENDED AMOUNT: \$7000

Our recommendation for funding is less than that requested due to budgetary constraints (the same as last year).

AGENCY: Orange Chatham Alternative Sentencing

NATURE OF PROGRAM:

The Alternative Sentencing program was once operated as a part of the Dispute Settlement Center, but is now a separate agency. Orange and Chatham Alternative Sentencing targets non-violent prison-bound offenders and develops individualized written punishment plans to be presented to the judge at sentencing. These punishment plans often stipulate that offenders repay victims and/or perform community services.

BENEFIT TO CARRBORO:

During the 1993-94 fiscal year, 17 clients from Carrboro were served by the Orange Chatham Alternative Sentencing Program.

AMOUNT REQUESTED: \$1500

USE OF FUNDS:

Funds will be used for general operating purposes as part of a 15% match for 85% funding from the State.

ASSESSMENT OF PROGRAM:

The Alternative Sentencing Program provides an important service, especially in light of the overcrowding problems confronting our existing prisons. When community-bases punishments are employed, tax dollars spend on incarceration are saved; recidivism is reduced and victims are repaid.

RECOMMENDED AMOUNT: \$1000

AGENCY: Orange County Literacy Council

NATURE OF PROGRAM:

The Orange County Literacy Council provides free, confidential tutoring in reading and writing to Orange County adults. Volunteer tutors are trained to work on a one-to-one basis with clients with the aim of achieving functional literacy.

BENEFIT TO CARRBORO:

The current figures from the Orange County Literacy Council indicate that 17 Carrboro residents are being served.

AMOUNT REQUESTED: \$1700

USE OF FUNDS:

The funds will be used for general operating expenses - rent, utilities, and salary of the director.

ASSESSMENT OF PROGRAM:

The service is provided to Orange County adults who have reading and writing levels only from pre-school to fifth grade. Recognizing the economic and psychological impact of literacy, Carrboro should help in the reduction of the number of persons who cannot read and/or write. Due to budgetary constraints and the greater number of groups appearing before the Commission this year requesting funds, one of our prime considerations was to recommend funds based on their impact on the greatest number of Carrboro citizens.

RECOMMENDED AMOUNT: \$1500

AGENCY: Orange County Mental Health Association

NATURE OF PROGRAM:

The Orange County Mental Health Association is part of a three level organization (county, state, and national) that is a leader in advocacy, education, and community service for persons suffering from mental illness.

BENEFIT TO CARRBORO:

The Mental Health Agency is located in Carrboro. Its location in the downtown area makes its services easily accessible to Carrboro residents.

AMOUNT REQUESTED: \$500

USE OF FUNDS:

The funds will be used for general operating expenses -rent, supplies, publicity, and miscellaneous costs - for the Drop-In Center.

ASSESSMENT OF PROGRAM:

With a number of suggested changes in the way it is run, the program has the potential to offer valuable services to the Carrboro community. The Mental Health Association of Orange County is in the process of formulating a 5 year plan that includes evaluating its program, staffing, and future plans.

RECOMMENDED AMOUNT: \$500

AGENCY: Orange County Rape Crisis Center

NATURE OF PROGRAM:

The Orange County Rape Crisis Center utilizes intensively trained volunteers to provide direct services to victims of rape, child sexual abuse, or other sexual assaults on women. Rape Crisis provides counseling to the families and associates of victims and community education in the form of awareness and prevention training.

BENEFIT TO CARRBORO:

In 1993, the Center provided direct services to 318 individuals.

AMOUNT REQUESTED: \$2000

USE OF FUNDS:

The funding will be used for direct services to victims of sexual assault including recruitment and training of rape crisis advocates and for community education programs dealing with awareness and prevention of sexual assault.

ASSESSMENT O PROGRAM:

This Commission feels that the Orange County Rape Crisis Center provides an excellent level of service to the unfortunate victims of sexual crime, to the residents of Carrboro, and to the county.

RECOMMENDED AMOUNT: \$2000

AGENCY: Orange County Women's Center

NATURE OF PROGRAM:

The agency provides education and support services to women via workshops, organized support groups, referrals, counseling in legal, financial, and health issues, and a shared housing coordinating program. It is an advocate for women in family court issues and a provider of programs for "at risk" adolescent girls in the school system. The Women's Center offers programs in developing skills, and in building self-esteem, and recruits volunteer attorneys for free legal consultation, peer counseling, and support services.

BENEFIT TO CARRBORO:

During the past year (1993), the Center served 692 Carrboro residents through counseling, programs, and/or information/referral services.

AMOUNT REQUESTED: \$3000

USE OF FUNDS:

The funds will be used for the general support of its counseling and education programming.

ASSESSMENT OF PROGRAM:

The 13 year old Women's Center has provided information and support to over 3500 women per year at modest or no cost in such areas as career, legal, educational, financial, family, interpersonal and workplace problems. It has remained flexible, striving to be responsive and accessible to all Orange County women.

RECOMMENDED AMOUNT: \$1850

AGENCY: Orange/Durham Coalition for Battered Women

NATURE OF PROGRAM:

The Coalition was founded in 1977 to serve the immediate need and long-term needs of the victims of domestic violence and their families in Orange and Durham Counties. The Coalition provides emergency shelter, crisis and support services, and counseling to women who are victims of an abusive relationship. In an attempt to change violent behaviors, the Coalition's CHANGE Program provides counseling to men who are abusers. These men are referred to the Coalition's program by the courts, their partners, or themselves. In addition, the Coalition provides education services in an attempt to raise the consciousness of the community and of other social service providers.

BENEFIT TO CARRBORO:

The Coalition continues to work closely with the Carrboro Police to assist in the resolution of domestic violence cases in Carrboro. These services lessen the likelihood of recurring domestic violence in Carrboro and reduce the need for continued police intervention.

AMOUNT REQUESTED: \$2750

USE OF FUNDS:

The funds will be used for operating expenses in the five program areas: Advocacy, Community Support Programs, Shelter Operation, the CHANGE Program, and the Community Education Program.

ASSESSMENT OF PROGRAM:

Domestic violence continues to be a tremendous cost to the community in terms of human suffering, law enforcement costs, and the cost of medical, legal, and psychological services to victims and their families. The Coalition helps reduce these costs by providing emergency shelter, counseling, and emotional support to abused women and their families.

RECOMMENDED AMOUNT: \$2750

The HSAC recommends funding the full amount requested by the Coalition.

AGENCY: Planned Parenthood of Orange and Durham Counties, Inc.

NATURE OF PROGRAM:

Planned Parenthood requests funds for the support of its educational and clinical programs aimed at reducing the incidence of unwanted pregnancy, AIDS, and other socially transmitted diseases among Carrboro teenagers and low-income clients.

BENEFIT TO CARRBORO:

Based on population statistics for Orange County, it is estimated that 29 Carrboro teens become pregnant every year (a Carrboro teen becomes pregnant every other week). Funds from the Town will be used to reach high risk Carrboro boys and girls and others in need of the services during the 1994-1995 year.

AMOUNT REQUESTED: \$1500

USE OF FUNDS:

In addition to the above, the funds will be used to provide adequate compensation to attract and retain high quality staff, and to ensure safe and accessible facilities appropriate for the services provided by Planned Parenthood. An estimated 475 Carrboro residents will be served during this program year.

ASSESSMENT OF PROGRAM:

"Teen Talk" was developed for high risk early adolescent girls and boys. The seven week series provides information about puberty and sexuality, along with exercises aimed at developing self-esteem, to encourage young people to think about their life options, and to help them develop the skills they need to avoid pregnancy. Programs have been held for more than 114 high-risk teens and their parents in the past year.

RECOMMENDED AMOUNT: \$1250

Our recommendation for funding is less than requested due to budgetary constraints.

AGENCY: Retired Senior Volunteer Program (RSVP)

NATURE OF PROGRAM:

RSVP coordinates senior citizen volunteers in over 60 non-profit community organizations throughout Orange County. Retired residents aged 60 and older are matched with agencies, including schools, libraries, community centers, health and social organizations, local governments, and other non-profit community programs throughout Orange County. Outreach has been done in the communities of Orange County to develop new programs and to enrich existing ones.

BENEFIT TO CARRBORO:

Last year more than 40 Carrboro volunteers contributed over 4500 hours to affiliated agencies, some of which were located in Carrboro.

AMOUNT REQUESTED: \$900

USE OF FUNDS:

The funds will be used for general operating expenses.

ASSESSMENT OF PROGRAM:

The program serves as a matchmaker between possible idle sources of skills and experiences and local organizations in need of volunteers possessing these invaluable resources. Its participants represent a broad range of senior citizens, serving many organizations which receive funds from Carrboro.

RECOMMENDED AMOUNT: \$500

This amount is less than that requested due to budgetary constraints.

AGENCY: Street Scene Teen Center

NATURE OF PROGRAM:

The Street Scene Teen Center was established to provide the teen population of Chapel Hill/Carrboro with a safe environment free of alcohol and drugs for recreational/social activities.

BENEFIT TO CARRBORO:

The Teen Center reports that 1000 Carrboro teenagers were served by the facility last year.

AMOUNT REQUESTED: \$1000

USE OF FUNDS:

The funds will be used for general operating purposes.

ASSESSMENT OF PROGRAM:

The Teen Center was denied funding for the 1987-88 year and again in 1988-89, and did not request funding again until this year. The current HSAC feels that the Center provides an important social/recreational opportunity for Carrboro's youth. The Commission, however, is concerned about the Teen Center's loss of support from the APO fraternity, its largest source of funding heretofore.

RECOMMENDED AMOUNT: \$500

AGENCY: Triangle Hospice, Inc.

NATURE OF PROGRAM:

Triangle Hospice provides rational and compassionate care of terminally ill persons and their families. Hospice is a philosophy and program of care offered by a team of professionals, laypersons, family members, and trained volunteers who seek to provide direct and supportive services, including but not limited to: management of pain, psychological and social support for the individual and his family, medical and non-medical care - usually in the home. This is consistent with a natural death program, offering bereavement counseling and other measures for meeting both the physical and spiritual needs of the individual and family.

BENEFIT TO CARRBORO:

Hospice provides care to Carrboro patients and their families who are medically indigent. In 1993, over 10% of Hospice's patients had no third party health care coverage (including Medicaid) and no ability to pay for their care. The cost of this care was approximately \$100,000. There is no other hospice serving Carrboro.

AMOUNT REQUESTED: \$1000

USE OF FUNDS:

The funds will be used to help allay the costs of care for Carrboro families who are indigent.

ASSESSMENT OF PROGRAM:

Hospice's ability to continue providing care to all in need is dependent on the support of the community. Municipalities have an obligation to provide for and support the health needs of their constituents (who cannot help themselves) to the best of their abilities and means.

RECOMMENDATION: \$1000

AGENCY: Volunteers for Youth, Inc.

NATURE OF PROGRAM:

Volunteers for Youth, Inc. trains adult volunteers to work on an one-to-one basis with Orange County at-risk youth ages 8-15. The adult volunteers act as friends and role models for the youth, working to build a "big brother/sister" relationship. Participation in the program is voluntary, but participants must agree to commit at least 4 hours a week for one year. Ninety percent of the youth are referrals from the Juvenile Justice System.

BENEFIT TO CARRBORO:

The early prevention of juvenile delinquency in our community benefits not only the youth in the program but the community as a whole. During the past year 14 of the youth served were from Carrboro.

AMOUNT REQUESTED: \$1750

USE OF FUNDS:

The funds will be used for general operating expenses.

ASSESSMENT OF PROGRAM:

Volunteers for Youth provides a valuable service to the community by promoting and encouraging positive and productive behavior in at-risk youth. With the strong private and professional community support system, the program is both effective and low cost. This program has demonstrated success with youth referrals by the Juvenile Justice System.

RECOMMENDED AMOUNT: \$1750

This commission continues to be impressed with the administration, organization, and fiscal responsibility of this group.

Carrboro Human Services Advisory Commission—Annual Statistics

Req. Requested Rec. Recommended	1988 Req.	1989 Rec.	1989 Req.	1990 Rec.	1990 Req.	1991 Rec.	1991 Req.	1992 Rec.	1992 Req.	1993 Rec.	1993 Req.	1994 Rec.	1994 Req.	1995 Rec.
Association for Retarded Citizens(ARC)	1117	1000	813	813	1368	821	1500	800	1200	800	1200	1000	1400	1200
Center for Peace Education											1275	675	1700	1220
Meals on Wheels	1500	1500	1500	1500	1500	1367	1350	1200	1300	1200	1300	1200	1200	1200
Charles House Association			10000	0	4000	684	1500	0	1500	500	500	500	1000	1000
Child Care Networks	2000	0	1000	500	1000	456	500	130	500	200	500	300	500	500
Community Sch For People Under Six							2775	1700	2640	1200	2910	1200	2715	2050
Consumer Credit Counseling Ser(FFCS)			4000	0	2500	1824	2500	2320	1600	1600	2500	2000	2000	2000
Day Care Service Association	2500	2500	4000	4000	6500	5927	7500	7500	8500	7500	8500	8000	8000	7000
Disabilitiy Awareness Council											300	300	300	300
Dispute Settlement Ctr	3000	2600	3000	2600	3000	2371	3000	1800	2000	2000	3500	2000	4000	3000
Alternative Sentencing														
Interfaith Council	7500	6500	8000	6500	11000	5927	11800	4500	7000	4500	6500	4500	6000	4500
Joint Orange Chatham (JOCCA)	8340	8340	9117	9117	11260	6383	8678	7000	11231	7000	7593	7000	7352	7000
NC Writer's Association Alternative Sentencing									350	0			1500	1000
Orange Co Literacy Council	1250	500	750	750	800	730	1000	250	1000	800	1250	1200	1700	1500
Orange Co Mental Health							1500	0	1500	500	1000	500	500	500
Orange Co Rape Crisis Ctr	1815	1700	2500	2000	2500	1824	2000	1800	2000	1800	2000	2000	2000	2000
Orange Co Women's Ctr	1600	1200	2000	1200	2200	1367	2500	1400	2500	1400	3000	1400	3000	1850
Orange/Dur Coalition for Battered Women	2500	2500	2500	2500	3000	2280	3000	2750	2750	2750	2750	2750	2750	2750
Planned Parenthood	1000	1000	1500	1000	1500	912	1500	1000	1500	1500	1500	1000	1500	1250
Retired Senior Vol Program(RSVP)	800	800	800	800	800	730	900	700	900	500	900	500	900	500
Shared Housing, Inc.	500	0											0	0
Teen Center	2000	0											1000	500
Triangle Hospice							1000	600	2000	800	2000	1000	1000	1000
Volunteers For Youth	3200	3000	3200	3000	3100	2735	4000	1750	1750	1750	1750	1750	1750	1750
Totals	40622	33140	54680	36280	56028	36338	58503	37200	53721	38300	52728	40775	53767	45570

BOARD OF ALDERMEN

AGENDA ITEM ABSTRACT ITEM NO. E(4)

MEETING DATE: May 17, 1994

SUBJECT: Report on Town Policy concerning Minority- and Women-Owned Business Participation in Town Purchasing

Department: Adminis. Serv.	Public Hearing: Yes No X
Attachment(s): Report on Purchasing Policy Concerning Minority- and Women-Owned Businesses	For Information Contact: Roger W. Thorne Purchasing Officer 968-7729
The Following Information Is Provided: (X) Purpose (X) Summary (X) Analysis () Recommendation () Action Requested	

PURPOSE

The purpose of this item is to respond to a request by the Mayor and Board of Aldermen to the Department of Administrative Services for a report on Town policy concerning purchases of materials, goods, equipment and services from women- and minority-owned businesses. This report details the Town's policy to date concerning these purchases, and outlines the procedures by which Resolution No. 10/90-91 dealing with construction contracts that exceed one hundred thousand dollars (\$100,000.00) in cost will be implemented in future projects.

SUMMARY

To date Administrative Services' efforts to solicit minority- and women-owned business participation in municipal purchases has centered on purchases of materials, goods, equipment and services, because the Town has not undertaken any building projects ambitious enough to invoke the requirements of Resolution No. 10/90-91. These efforts are detailed, with examples, in the accompanying analysis.

The analysis also addresses the requirements of Resolution No. 10/90-91 and the methodology by which staff will meet these requirements. This methodology is based on programs adopted by other North Carolina municipalities of similar or larger size. Additional information provided by the Institute of Government, the Carolinas Association of General Contractors, the North Carolina Branch of the American Institute of Architects, and other sources was consulted as well in the creation of this methodology.

ANALYSIS

Attached

ACTION REQUESTED

To receive the Administration's report.

SUBJECT: Report on Town Policy concerning Minority- and Women-Owned Business Participation in Town Purchasing

ANALYSIS

Efforts by Town of Carrboro staff to involve minority- and women-owned business enterprises (MWBE) in the municipal procurement process have taken several forms. These efforts include not only maintaining rosters of certified MWBEs but also actively seeking out MWBEs to include in bids, obtaining and supporting regional guides to MWBEs, and attending and participating in classes and seminars focused on expanded MWBE participation in local government purchasing.

ACTIONS TO SUPPORT MWBE PARTICIPATION IN PURCHASING:

- * Use of North Carolina Division of Purchase and Contract lists of certified MWBEs when requesting bids or responses to proposals.
- * Use of independent MWBE directories when requesting bids or responses to proposals.
- * Support of independent MWBE directories through advertisement.
- * Attending/helping conduct seminars in MWBE participation in local government purchasing.
- * Writing construction specifications to allow participation by smaller, disadvantaged businesses.
- * Creation of methodology and documentation of efforts to solicit MWBE participation by the Town and by responding contractors in building contracts.

CONSTRUCTION CONTRACTS

The Town of Carrboro will soon be undertaking the Town Commons Project. This is the Town's first major building project since the Board of Aldermen adopted the attached Resolution No. 10/90-91, A Resolution Establishing a Verifiable Percentage Goal for Participation by Minority Businesses in the Awarding of Building Construction Contracts Awarded Pursuant to N.C. General Statute 143-128.

N.C.G.S. 143-128 requires each municipality to adopt, after notice and public hearing, an appropriate verifiable percentage goal for minority business participation in building contracts, the total costs of which exceed one hundred thousand dollars (\$100,000.00). Resolution No. 10/90-91 spells out the steps the Purchasing Officer must take to document attempts by the Town and responding contractors to achieve the fifteen percent (15%) MWBE participation goal adopted by the Town. This however is only a goal and the Town can only encourage contractors to attempt to meet this goal.

In anticipation of the upcoming building projects, the Purchasing Officer recently attended a Contracting for Construction and Professional Services seminar conducted by the Institute of Government. One of the topics addressed at this seminar was MWBE participation requirements in N.C.G.S. 143-128.

Steps to be taken to foster MWBE participation include notifying MWBEs of the Town's desire that they participate in the project, holding pre-bid and pre-construction meetings as necessary to ensure potential bidders are aware of the requirements of Resolution No. 10/90-91, and (especially) dividing the scope of work for projects into small enough portions that MWBEs, which usually are smaller firms, are able to bid successfully as subcontractors for those portions of work for which they are qualified and capable.

Because there is not a uniform MWBE certification standard in existence, the Purchasing Officer has chosen to supplement listings provided by the state of North Carolina with regional MWBE guides published by private entities. Currently two minority-owned business guides and one woman-owned business guide are utilized, and others are constantly being sought.

The Purchasing Officer is currently working to construct the forms and other documentation that will be utilized to meet the requirement of Resolution No. 10/90-91; these forms will be adapted from documents provided by the North Carolina Association of Minority Businesses, the Carolinas Associated General Contractors, the North Carolina Branch of the American Institute of Architects, and the Cities of Durham and Greensboro.

These forms will document attempts by both the Town and by responding contractors to enroll MWBE participation in building projects. Categories recorded will include the number and type of certified MWBE supplier or subcontractor contacted, whether or not the MWBE chose to respond to the bid, whether the MWBE's bid was accepted as lowest responsible bidder, percentage of work to be performed by MWBEs, percentage of work to be done by non-MWBEs, and employee make-up of the responding bidder.

The Purchasing Officer has also attended Institute of Government seminars on Minority- and Women-Owned Business Enterprise Programs in North Carolina Local Governments to become familiar with the legal requirements for and general practices of local governments in North Carolina. Other efforts to locate and attract MWBEs include helping conduct a seminar on New Opportunities: Participating in Local Government Purchasing, at the first Women Business Owners' Conference, sponsored by the Orange County Commission for Women and Economic Development Commission.

OTHER MAJOR CONTRACTS

Major projects and purchases in the last year have fallen into

Enforceable minority participation goals in some larger units have been established based on very expensive historical utilization disparity studies; Carrboro has not done this.

To date the Town has taken the steps necessary to be in compliance with N.C.G.S. 143-128 by adopting Resolution No. 10/90-91. Now it is just a matter of following through with the directives of the resolution.

BOARD OF ALDERMEN
AGENDA ITEM ABSTRACT

ITEM NO. E (5)

MEETING DATE: May 17, 1994

SUBJECT: Presentation of Draft Open Space Ordinance

DEPARTMENT: PLANNING DEPARTMENT	PUBLIC HEARING: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
ATTACHMENTS: Memorandum from Town Attorney Draft Ordinance	FOR INFORMATION CONTACT: Michael Brough, Town Attorney 929-3905 Lisa Bloom-Pruitt, Senior Planner 968-7714
THE FOLLOWING INFORMATION IS PROVIDED:	
(X) Purpose	(X) Action Requested
(X) Summary	(X) Recommendation
(X) Analysis	

Purpose:

To receive a report and draft ordinance amending the open space provision of Carrboro's Land Use Ordinance from the Town Attorney.

Summary:

The Administration presented a staff report on Open Space Zoning and Development Techniques in January 1994. At that time, the Board of Aldermen requested the Town Attorney, Michael Brough to draft an open space ordinance.

Analysis:

The attached memorandum from the Town Attorney provides a section by section analysis along with the draft Ordinance Amending the Open Space Requirements of the Land Use Ordinance.

Recommendation:

Section 15-322 of the Town of Carrboro Land Use Ordinance requires that proposed amendments to the Land Use Ordinance be formally referred to the Planning Board for its recommendation. The Administration recommends that the Board of Aldermen request the Planning Board to review the draft ordinance and make a recommendation.

Action Requested:

The Administration recommends that the Board of Aldermen discuss any issues raised by the draft ordinance. The Administration further recommends that the Board direct staff to prepare a comparison of land uses resulting from the current ordinance with potential land uses resulting from using the draft open space ordinance as a guide

MICHAEL B. BROUGH & ASSOCIATES

MEMORANDUM

TO: Mayor and Board of Aldermen
FROM: Michael B. Brough *MBB*
DATE: April 21, 1994
RE: Open Space Ordinance Revisions

Pursuant to the board's request, attached is a draft of an ordinance amending the open space provisions of the town's land use ordinance. What follows is a section by section analysis of this ordinance.

Section 1.

This section is the heart of the ordinance and completely rewrites section 15-198 of the existing ordinance.

Subsection (a).

This subsection sets forth the reasons why the town wants open space to be preserved. This subsection is important because the preservation of open space may serve many different kinds of objectives, and the types of open space that the ordinance permits to be counted as fulfilling its requirements depends upon these objectives. For example, if one purpose that open space serves is to preserve certain vistas free from buildings, then golf courses can serve that objective and should be counted as open space, even though they are not "natural" areas and may not be available for actual use (i.e. physical occupancy) except by paying customers. The same may be said for certain historically or archaeologically significant areas, including cemeteries.

Subsection (b).

Subdivision (1) of this subsection contains the basic definition of open space from the existing ordinance, except that it drops the existing requirement that areas be left in their natural or undisturbed state or otherwise landscaped. Given the remaining provisions and the high percentage of open space required under the ordinance, this provision was not deemed necessary. Subdivision (2) precludes future use of the technique whereby developers establish "buffer strips" around or between lots in such a manner that, for all intents and purposes, such areas will be treated as part of the lots they adjoin. Subdivision (3) clarifies that certain types of open spaces can be used to fulfill the requirements of the ordinance, even though in a technical and legal sense they do not satisfy the "accessibility" criteria. If the minimum required percentage of open space were to be reduced substantially, utility easements, cemeteries, and golf courses might be excluded.

Subsection (c).

This establishes the 50% open space requirement the board requested. The practical effect will be that developers who wish to continue to develop residential subdivisions containing lots that meet the basic minimum lot sizes of the zoning districts in which they are located will lose nearly half the density presently available. To obtain the maximum permissible density under the ordinance, the developer will have to use the architecturally integrated subdivision approach, either dropping the lot sizes of all lots to an average of one half the standard minimum lot size or developing a combination of patio homes, townhomes, and single family detached homes on larger lots.

Subsection (d).

This and the following two subsections establish the "mandatory set asides" for certain types of open space areas. Subsection (d) requires the creation of play fields in developments containing at least 50 lots or dwelling units. This subsection is designed to respond to the now apparent deficiencies in available play space for children within such developments as Fair Oaks and Quarterpath Trace.

Subsection (e).

This subsection already appears in the existing ordinance.

Subsection (f).

This subsection was included under the assumption that the board might conclude that areas identified in the Inventory of Natural Areas and Wildlife Habitat of Orange County were sufficiently unique and important that they should be set aside as open space in developments where they are located.

Subsection (g).

This subsection is designed to ensure equity (and support the legal validity of the ordinance) by providing that no development will be required to set aside more than 50% of the development tract as open space, even if the development happens to contain large areas of the type that the ordinance requires to be set aside.

Subsections (h) and (i).

One of the very difficult issues in this ordinance involves the determination of what areas within a development tract the developer either may or must set aside as open space. This subsection and subsection (i) attempt to strike a balance that will assure that the town obtains "quality" open space while providing the developer with sufficient flexibility to design the development in a way that it remains economically viable.

Subsection (j).

This subsection exists in the present ordinance, except that the exemption applies under the existing ordinance to developments containing less than 25 dwelling units.

Section 2.

This section merely clarifies the existing section 15-199 but is essentially the same as the current ordinance.

Section 3.

This section amends section 15-200 of the ordinance to broaden the requirement for dedication to areas shown on any officially adopted town park or greenway plan. A new subsection (b) is also added to clarify that the developer cannot be required to dedicate or set aside open space in excess of the 50% requirement.

Section 4.

This section reduces the exemption level for the provision of recreational facilities from 25 dwelling units to 15 dwelling units.

Section 5.

This clarifies that the town has the option of not requiring bike and pedestrian paths along streams when such paths would be environmentally undesirable or economically unfeasible.

Section 6.

This clarifies the circumstances under which open space areas can also be counted as recreational facilities. Facilities such as play fields sit right on the border line between "open space" and "recreational facilities." Because it is clearly more expensive to provide open space in the form of an improved play field than it is to provide other types of open space, it seems appropriate to allow the developer to use these areas to meet both requirements.

Sections 7 and 8.

These sections repeal the provisions now found in the sections of the ordinance dealing with cluster subdivisions and architecturally integrated subdivisions that spell out certain categories of open space that must be set aside when the developer takes advantage of the cluster subdivision or AIS provisions. These provisions no longer seem necessary or desirable in view of the rewritten provisions of section 15-198. Again, the utility of these provisions depends upon an understanding of what open space is and the purposes it is designed to serve. For example, the watershed buffer areas required under section 15-265 are obviously important, but those buffers must be established and will serve their intended purpose irrespective of whether they are included in commonly held open space. Requiring such areas to be part of the development's open space merely assures public access to them, which may not be desirable from the perspective of the developer or the town.

Section 8.

Section 8 also revises the way in which density is calculated for architecturally integrated subdivisions by requiring that 15% of the development tract area be subtracted before the density calculation is applied to the remainder. This removes the "density bonus" inherent in the present AIS provisions by requiring that the approximate percentage of the subdivision that would typically be devoted to street rights-of-way be taken out of the development tract before determining density. This also allows the elimination of the "reasonably practicable" qualification to the requirement set forth in subsection (c) that the amount of land "saved" by creating lots that are smaller than the basic standards be set aside as open space.

Section 9.

This is boiler plate.

Section 10.

This section provides that the new open space provisions will not apply to developments that have previously submitted applications. This is certainly a choice that the board must make, but it is apparent that the new provisions are almost certain to require the complete redesign of any project originally designed under the existing ordinance.

Draft #2, 5/13/94

AN ORDINANCE AMENDING THE OPEN SPACE REQUIREMENTS
OF THE LAND USE ORDINANCE

THE BOARD OF ALDERMEN OF THE TOWN OF CARRBORO ORDAINS:

Section 1. Section 15-198 of the Carrboro Land Use Ordinance is rewritten to read as follows:

Section 15-198 Open Space.

(a) The Board finds that when land is developed for residential purposes, the public health, safety, and welfare are best served when substantial portions of the tracts so developed remain as common open space. The preservation of such open space areas serves the following important objectives, to the benefit of the residents of such developments as well as the general public:

- (1) Preservation of open vistas, providing relief from an urban landscape;
- (2) Preservation of environmentally sensitive lands;
- (3) Preservation of habitat for wildlife;
- (4) Preservation of historically or archaeologically significant areas;
- (5) Provision of areas for passive recreation, such as walking or jogging.

(b) For purposes of this section:

- (1) Open space refers to an area that:
 - a. Is not encumbered with any substantial structure;
 - b. Is not devoted to use as a roadway, parking area, or sidewalk;
 - c. Is not part of any privately owned lot that is used or intended for use for residential purposes.
 - d. Is legally and practicably accessible to the general public or to the residents of the development where the open space is located.
- (2) Narrow strips of common area that separate lots within a development from each other, from streets, or from adjoining tracts shall generally not be regarded as open space within the meaning of this section unless such areas:

- a. Are at least 50 feet in width and capable of functioning as a substantial visual buffer;
or
 - b. Are configured and/or improved (e.g. through the installation of trails) in such a way as to be conducive to actual use for passive recreational purposes (i.e. walking or jogging) by residents of the development where located.
- (3) The following areas shall be regarded as open space if such areas satisfy at least the criteria set forth in subdivision (1) a, b, and c of subsection (b) of this section:
- a. Utility easements located outside of street rights of way;
 - b. Cemeteries located on a tract prior to its development;
 - c. Golf courses constructed as part of a residential development (exclusive of buildings, parking areas and maintenance areas). However, if an area described under subsection (e) exists within a development, such area may be included within a golf course only if such area remains legally and practicably accessible to the public or the residents of the development.

(c) Except as otherwise provided in subsection (j) and Section 15-203, every residential development shall be developed so that at least fifty percent (50%) of the total area of the development remains permanently as open space.

(d) Subject to subsection (g), every residential development containing at least 50 lots or dwelling units shall contain, as part of its required open space, one or more areas that are relatively flat, well drained, grassed, and otherwise well suited for use as a play field:

- (1) Each such area shall contain a minimum of 20,000 square feet configured in such a manner as to be useful as a play field.
- (2) Every development covered by this subsection shall set aside in one or more play fields meeting the criteria of this subsection a minimum of 400 square feet of area per lot or dwelling unit within the development.
- (3) Play fields provided under this section shall be located with due regard for the safety and convenience of those using such facilities as well as the welfare of residents living nearby.

- (4) Play fields constructed to meet the requirements of this subsection may be used by the developer to satisfy the active recreational requirements set forth in Section 15-196 as well as the open space requirements of this section. However, the recreation points assigned to such play fields shall be based upon the actual cost of constructing such play fields, exclusive of land costs.

(e) Subject to subsection (g), if the tract where a residential development is proposed contains any portion of a stream designated on the adopted stream classification map of Carrboro, then the tract shall be developed so that the development designates as open space the area within an average perpendicular distance of sixty feet from the edge of the floodway of the stream, if the floodway is designated on the "Flood Boundary and Flood Map" prepared by the U.S. Department of Housing and Urban Development, or sixty feet from the centerline of the stream, where the floodway is not designated on this map.

(f) Subject to subsection (g), if a tract where a residential development is proposed contains any portion of an area identified in the Inventory of Natural Areas and Wildlife Habitat of Orange County, then such area shall be designated as open space.

(g) A developer shall not be required to set aside as open space under the provision of subsections (d), (e) and (f) more than the minimum required percentage of open space set forth in subsection (c). If the sum total of open space otherwise required under the provision of subsections (d), (e) and (f) exceeds fifty percent of the development tract, then the permit issuing authority shall allow the developer to set aside a smaller area of open space under subsections (d), (e) and (f), individually or collectively, so that the developer is not required to preserve as open space more than fifty percent of the development tract.

(h) If the area of open space required to be preserved under subsections (d), (e) and (f) does not exceed twenty-five percent of the area of the development tract, then the permit issuing authority may require that the developer set aside from among the following categories an amount of open space equal to the difference between the amount of open space preserved under subsections (d), (e) and (f) and twenty-five percent of the area of the development tract:

- (1) Wooded areas;
- (2) Vistas along entrance ways to the town;
- (3) Streams, ponds, wetlands and floodplains;
- (4) Areas containing slopes in excess of fifteen percent;
- (5) Other areas containing unusual natural features (such as major rock formations);

(6) Other environmentally, historically or archaeologically significant or unique areas.

(i) Except as otherwise set forth in this section, the choice as to the areas to be set aside as open space shall remain with the developer.

(j) Subdivided residential developments of less than fifteen dwelling units are exempt from the requirements of this section unless the town agrees that it will accept an offer of dedication of such open space, and in that case the offer of dedication shall be made. Subdivided residential developments exempted by this subsection from the requirement of providing usable open space shall be required to make a payment in lieu thereof to the town's open space and recreational facilities fund in accordance with Section 15-203 if the town determines that it will be possible to provide usable open space areas that are reasonably expected to benefit or serve the residents of such developments. For purposes of this subsection, the term "developments" shall have the same meaning as is set forth in subsection 15-196(d)(3).

Section 2. Section 15-199 of the Carrboro Land Use Ordinance is rewritten to read as follows:

Section 15-199 Ownership and Maintenance of Recreational Facilities and Open Space Not Dedicated to the Town.

(a) Unless the town requires that recreational facilities or open space be dedicated to the town or agrees to accept an offer of dedication voluntarily made by the developer (see section 15-200), such recreational facilities and open space shall remain under the ownership and control of the developer (or his successor) or a homeowners association or similar organization that satisfies the criteria established in Section 15-201. If such recreational facilities and open space are not publicly dedicated, they shall be made available to all residents of the development under reasonable rules and regulations established to encourage and govern the use of such facilities and open space by the residents without payment of separate optional fees or charges other than membership fees in a homeowners' association. Such facilities and open space may be made available to a limited extent on a fee basis to persons who are not residents of the development where such facilities or open space are located, so long as such use does not become so extensive as to remove the facilities and open space from the category of an accessory use to a residential development and transform the use to a separate principal use classification (see use classification 6.000) under the Table of Permissible Uses.

(b) The person or entity identified in subsection (a) as having the right of ownership and control over such recreational facilities and open space shall be responsible for the continuing upkeep and proper maintenance of the same.

Section 3. Section 15-200 of the Carrboro Land Use Ordinance is rewritten to read as follows:

Section 15-200 Dedication of Open Space.

(a) If any portion of any tract proposed for residential development lies within an area designated on any officially adopted town plan as a park or as part of the greenway system or bikeway system, the area so designated (not exceeding the maximum percentage of the total lot area the developer is required to leave as open space under subsection 15-198(a)) shall be included as part of the area set aside to satisfy the requirements of Section 15-198. This area shall be dedicated to public use.

(b) If the sum of any area required to be dedicated pursuant to subsection (a) plus areas required to be set aside as open space under subsections 15-198 (d), (e), and (f) exceeds fifty percent of the area of the development tract, then the permit issuing authority shall allow the developer to set aside a smaller area of open space under subsections 15-198(d), (e), and (f), individually or collectively, so that the developer is not required to preserve as open space more than fifty percent of the development tract.

(c) If, in a tract proposed for residential development, a higher percentage of that tract lies within an area designated as provided in subsection (a) than the percentage of the tract that must be left as usable open space under subsection 15-198(a), the town may attempt to acquire the additional land in the following manner:

- (1) The developer may be encouraged to resort to the procedures authorized in Section 15-186 or 15-187 and to dedicate the open space thereby created; or
- (2) The town may purchase or condemn the land.

Section 4. Subsection 15-196(d)(2) is amended to read as follows:

- (2) Subdivided residential developments of less than fifty dwelling units.

Section 5. Subsection 15-196(e) is rewritten to read as follows:

(e) If the proposed development contains land subject to the provisions of 15-198(e), then a bike and pedestrian path that has the potential of connecting with similar type facilities on adjoining tracts that also have lands subject to the provisions of 15-198(e) shall be provided within this area, unless the permit issuing authority concludes that such a bike and pedestrian path would be environmentally undesirable or economically unfeasible.

Section 6. Section 15-196 is amended by adding a new subsection (h) to read as follows:

(h) When the cost of the land associated with recreational facilities is included in calculating the recreational points for such facilities under this section, then such land may generally not also be credited toward the fulfillment of the mandatory open space requirements set forth under Section 15-198. Exceptions to this policy are as follows:

- (1) Play fields, including without limitation baseball fields, soccer fields, and football fields;
- (2) Bike and pedestrian paths constructed pursuant to subsection (e) of this section. (Only the area that is within the width of the dedicated easement for the bike and pedestrian area is subject to the double counting provision.)

Section 7. Subsection 15-186(d) is repealed and subsections (e), (f), and (g) are redesignated as (d), (e), and (f) respectively.

Section 8. Section 15-187 is amended by deleting subsections (d) and (e), redesignating subsections (f), (g), and (h) as (d), (e), and (f), respectively, and rewriting subsections (b) and (c) to read as follows:

(b) The maximum number of dwelling units in an architecturally integrated subdivision shall be determined by first subtracting fifteen percent of the area of the development tract and then calculating the density on the remainder in accordance with the provisions of section 15-182.

(c) The amount of land "saved" by creating lots that are smaller than the standards set forth in section 15-181 shall be set aside as open space except that in no case shall a development be required to preserve more than fifty percent of the development tract as open space.

Section 9. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 10. This ordinance shall become effective upon adoption, but its provisions shall not apply to any development that has submitted a permit application and paid the appropriate application fee before the effective date.

BOARD OF ALDERMEN

ITEM NO. E(6)

AGENDA ITEM ABSTRACT

MEETING DATE: May 17, 1994

SUBJECT: Budget Amendment

DEPARTMENT: Administrative Services	PUBLIC HEARING: YES ____ NO <u>x</u>
ATTACHMENTS: Budget Amendment	FOR INFORMATION CONTACT: Larry Gibson, 968-7701

PURPOSE

The purpose of this item is to amend the 1993-94 budget to appropriate \$20,016 from General Fund Balance to cover the costs of contracting with the architectural firm of Cherry Huffman to perform a space needs study.

SUMMARY

The administration has prepared the attached ordinance amending the FY'93-94 budget to appropriate \$20,016 from General Fund Balance to cover the costs of contracting with the architectural firm of Cherry Huffman to perform a space needs study.

ACTION REQUESTED

The administration requests the Board to adopt the attached budget ordinance amendment.

The following ordinance was introduced by Alderman _____ and duly seconded by Alderman _____.

AN ORDINANCE AMENDING FY'93-94 BUDGET ORDINANCE

WHEREAS, the Town Board of the Town of Carrboro on June 22, 1993 adopted the annual budget for the fiscal year beginning July 1, 1993 and ending June 30, 1994; and

WHEREAS, it is appropriate to amend the expense accounts in the funds listed to provide for increased expenses for the reasons stated.

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15, the following expense and revenue accounts are amended as shown and that the total amount for the funds are herewith appropriated for the purposes shown:

FUND	ACCOUNT TITLE	ACCOUNT NO.	INCREASE DECREASE	AMOUNT	FROM	TO
General Fund Balance Appr.		10398.0000	Increase	\$20,016	\$399,010	\$419,026
General Non-Departmental Space Needs Study		10660.7006	Increase	\$20,016	-0-	\$ 20,016

REASON: To appropriate funds for the Town Hall Space Needs Study.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this ____ day of _____, 1992:

Ayes:

Noes:

Absent or Excused:

The following ordinance was introduced by Alderman Hank Anderson and duly seconded by Alderman Michael Nelson.

AN ORDINANCE AMENDING FY'93-94 BUDGET ORDINANCE
Ordinance No. 33/93-94

WHEREAS, the Town Board of the Town of Carrboro on June 22, 1993 adopted the annual budget for the fiscal year beginning July 1, 1993 and ending June 30, 1994; and

WHEREAS, it is appropriate to amend the expense accounts in the funds listed to provide for increased expenses for the reasons stated.

NOW, THEREFORE, BE IT ORDAINED, that in accordance with authority contained in G.S. 159-15, the following expense and revenue accounts are amended as shown and that the total amount for the funds are herewith appropriated for the purposes shown:

FUND	ACCOUNT TITLE	ACCOUNT NO.	INCREASE DECREASE	AMOUNT	FROM	TO
General Fund Balance Appr.		10398.0000	Increase	\$20,016	\$399,010	\$419,026
General Non-Departmental	Space Needs Study	10660.7006	Increase	\$20,016	-0-	\$ 20,016

REASON: To appropriate funds for the Town Hall Space Needs Study.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 17th day of May, 1994:

Ayes: Michael Nelson, Randy Marshall, Hank Anderson, Frances Shetley, Jay Bryan

Noes: Eleanor Kinnaird, Jacquelyn Gist

Absent or Excused: None

BOARD OF ALDERMEN

ITEM NO. E(7)

AGENDA ITEM ABSTRACT

MEETING DATE: May 17, 1994

SUBJECT: Discussion of Composition and Charge of a Committee on Water and Sewer Service Area Boundaries

DEPARTMENT: n/a	PUBLIC HEARING: YES ____ NO <u>x</u>
ATTACHMENTS: Resolution	FOR INFORMATION CONTACT: Mayor Kinnaird

PURPOSE

To discuss the composition of a committee on water and sewer service area boundaries, to consider adopting a resolution approving the composition of and charge for the committee, and to appoint two (2) members of the Board of Aldermen to the committee.

SUMMARY

- Mayor Kinnaird has received a memorandum from Moses Carey, Chair of the Orange County Board of Commissioners setting forth the proposed composition and charge of a committee on water and sewer service area boundaries.
- The Orange County Board of Commissioners and the Chapel Hill Council have approved the proposed composition and charge and both have appointed two (2) of its board members to the committee.
- This matter is before the Carrboro Board of Aldermen for discussion and approval.

ANALYSIS

As a follow-up to the Orange County Assembly of Governments' discussion last year, the Orange County and Chapel Hill Managers have proposed a charge to and composition for a committee on water and sewer service area boundaries. The attached resolution sets forth the proposed charge and composition for such a committee and appoints two Board of Aldermen members to the committee.

The committee would initially include representatives of the Orange County, Chapel Hill, Carrboro, Hillsborough, and Orange Water and Sewer Authority boards. If discussions produce concept-level agreement, representatives of additional entities with water and sewer utilities could be invited to participate at a later stage.

It is proposed that the committee would make an initial report and conceptual recommendations by October, 1994. If this step is successful, a proposed agreement would be developed for consideration including a public hearing as desired by the committee and the respective governing boards.

The Orange County Board of Commissioners and Chapel Hill Town Council have approved the proposed charge and committee composition. The Orange County Board of Commissioners have designated Moses Carey and Alice Gordon to represent the Board of Commissioners, and the Chapel Hill Town Council has designated James Protzman and Joe Capowski to represent the Town Council.

It is proposed that the committee would begin meeting during the month of June, 1994, but the meeting has not yet been set.

ACTION REQUESTED

To consider adopting the attached resolution which would approve the proposed composition of and charge to a committee to propose utility service area boundaries, and appointing two Board of Aldermen members to serve on the committee.

The following resolution was introduced by Alderman _____ and duly seconded by Alderman _____.

A RESOLUTION APPROVING A PROPOSED COMPOSITION OF
AND CHARGE TO A COMMITTEE TO PROPOSE UTILITY SERVICE AREA
BOUNDARIES, AND APPOINTING TWO BOARD MEMBERS
TO SERVE ON THE COMMITTEE
Resolution No. 54/93-94

Section 1. The Board of Aldermen approves the following composition of and charge to a committee to propose utility service area boundaries.

Purposes of considering water and sewer service area boundaries:

1. To enable local governments and utilities to make long-term plans with known rather than continuously changing boundaries.
2. To eliminate or minimize the potential for conflicts regarding utility service areas and future annexation areas.
3. To complement the existing framework of land use plans under the Joint Planning and Cooperative Planning agreements.

Composition: Two representatives from each of the following entities:

Orange County Board of Commissioners
Hillsborough Board of Commissioners
Carrboro Board of Aldermen
Chapel Hill Town Council
Orange Water & Sewer Authority Board of Directors

Charge 1: To make a report and recommendations by October, 1994 to the Orange County Board of Commissioners, Hillsborough Board of Commissioners, Carrboro Board of Aldermen, Chapel Hill Town Council and Orange Water and Sewer Authority Board of Directors regarding long-term water and sewer service area boundaries in Orange County.

Charge 2: To develop a proposal for water and sewer service areas which is based on broad policy considerations of the elected boards, including those policies in intergovernmental planning agreements.

Charge 3: The Committee's report to be submitted in October, 1994 shall be considered a proposed basic framework as a starting point for developing an agreement(s). This report shall not include a discussion of oversight of community or alternative wastewater systems or of the timing of public water and sewer extensions within long-

term service area boundaries.

Charge 4: If the boards represented on the Committee agree in principle on a proposal for long-term service area boundaries, the Committee shall draft a proposed agreement(s) for consideration by the local government and utility boards. This agreement may provide that matters involving extension of public water and sewer in the Rural Buffer are to be separately discussed.

Charge 5: If the boards agree in principle on a proposed agreement, the Committee shall seek to meet with representatives of additional jurisdictions and utilities which may need to be included in agreement(s). The additional entities would include but not necessarily be limited to the Orange Alamance Water System, City of Durham, Mebane, Graham, etc. A proposed agreement with these additional entities would be submitted for consideration by all parties.

Footnotes: The Committee, and each of the boards involved in the process above, would hold public hearing(s) at such times as each determines appropriate. The Committee would be a public body with open meetings in accord with State law.

Section 2. The Board of Alderman appoints _____ and _____ to represent the Board on the Committee.

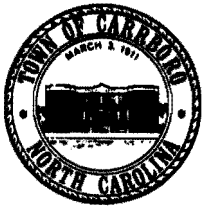
Section 3. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this 17th day of May, 1994:

Ayes:

Noes:

Absent or Excused:



TOWN OF CARRBORO

NORTH CAROLINA

The following resolution was introduced by Alderman Jay Bryan and duly seconded by Alderman Randy Marshall

**A RESOLUTION EXPRESSING THE BOARD OF ALDERMAN'S DESIRE TO
ATTEMPT TO REACH CONSENSUS ABOUT AN APPROPRIATE
PLAN OF DEVELOPMENT FOR THE HOGAN PROPERTY
THROUGH A FACILITATED PROCESS**

Resolution No. 52/93-94

WHEREAS, at its meeting on April 19, 1994, the Board of Aldermen voted 4-3 to deny a conditional use permit for a proposed development on the Hogan property; and

WHEREAS, the Board believes that it may be useful to establish a process wherein discussions could take place between representatives of the Hogan family and members of the Board on an appropriate plan of development for the property in question, in the hope that a consensus might emerge about a development plan for which a conditional use permit could be issued under the Town of Carrboro's land use ordinance;

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

Section 1. The Board endorses the following process and encourages the Hogan family to participate in this process:

- (a) The discussion session will extend over a one or two day period and will conclude no later than June 30, 1994.
- (b) The participants in the discussion will be:
 - (1) Three members of the Board, namely Jay Bryan, Jacquie Gist, and Frances Shetley;
 - (2) Four persons selected by the Hogan family;
 - (3) One facilitator, whose function will be to keep the discussions focused on the issues and otherwise assist the group in attempting to reach a consensus; and
 - (4) A professional planner, whose function will be to assist the group in understanding the planning issues and to prepare sketches of proposals under discussion as well as any decisions reached.

- (c) The objective of this discussion group will be to attempt to reach consensus about a proposed development plan for the Hogan property.
- (d) At the conclusion of the discussion process, the discussion group will report back to the Board of Aldermen as to the extent to which consensus was reached by the group.

Section 2. This resolution shall become effective upon adoption.

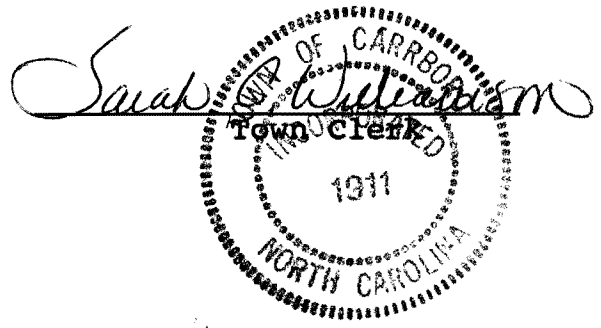
The foregoing resolution having been submitted to a vote, received the following vote and was duly adopted this 10th day of May, 1994:

Ayes: Michael Nelson, Randy Marshall, Hank Anderson, Eleanor Kinnaird, Frances Shetley, Jacquelyn Gist, Jay Bryan

Noes: None

Absent or Excused: None

I, Sarah C. Williamson, Town Clerk of the Town of Carrboro, North Carolina, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Carrboro Board of Aldermen at its meeting held on Tuesday, May 10, 1994.



BOARD OF ALDERMEN

ITEM NO. E(8)

AGENDA ITEM ABSTRACT

MEETING DATE: May 17, 1994

SUBJECT: Report from Community Building Subcommittee

DEPARTMENT: n/a	PUBLIC HEARING: YES ____ NO <u>x</u>
ATTACHMENTS: [The attachments will be available on Monday evening.]	FOR INFORMATION CONTACT: Alderman Bryan

PURPOSE

The Community Building Subcommittee, which consists of Aldermen Bryan and Gist and the Town Manager, will present a report on the work of the Committee.

May 16, 1994

To: Mayor and Board Members

From: Jay and Jacquie

Re: Report from Community Building Committee on
Mediation and Discussion Guidelines

We are enclosing a draft of guidelines for both Board and Public Hearing discussion, as well as an outline for how voluntary mediation could be used in both our land use process as well as help resolve disputes on issues not involving land and development.

Public Hearing Discussion Guidelines

1. Share all relevant information.
2. Identify the issues that need to be resolved.
3. Be concrete and factual, using examples and avoiding generalizing.
4. Explain reasons behind statements and actions.
5. Focus on interests, not positions; problems, not people.
6. Don't take cheap shots.
7. Discuss disagreements openly, but not disagreeably.
8. Listen attentively and thoughtfully to the perceptions and feelings of others.
9. Test assumptions and inferences publically.

May 16, 94 14:22 No. 006 P. 13

Board Discussion Guidelines

We will strive to do the following:

1. Share all relevant information.
2. Focus on interests, not positions.
3. Keep comments focused on agenda items.
4. Not take cheap shots.
5. Discuss disagreements openly and not to act like one agrees if one does not.
6. Ensure a balanced dialogue among all members.
7. Use questions to solicit information, not to cross-exam
8. Jointly design ways of testing solutions.
9. Make decisions by consensus, after a careful joint problem solving process, even when a vote must finally be taken.
10. Conduct self-critiques and solicit and offer constructive feedback with one another on our skills of collaborative problem solving.

I. Mediation should be the second resort for resolving conflict. The first resort should be to adhere to the following principles:

A. Avoid unnecessary conflicts

Encourage or require developers and potentially affected parties to consult with one another early in the process of conceptualizing development plans.

B. Support the planning staff's efforts in anticipating and resolving potential disputes

1. Conflict anticipation and use of collaborative problem solving should ideally occur prior to the presentation of development plans to the Board. Time in local procedures, resources to support the staff in such efforts, authority to aid the staff in encouraging private parties to consult and collaborate, and training in the appropriate methods and skills should be provided by the Town.

2. Each dispute should be matched to the appropriate technique and provider. Facilitation or mediation from providers outside of Town Hall, (e.g., use the Dispute Settlement Center) should be used if elected officials or staff are parties to the dispute or otherwise would not be credible neutrals if staff needs to play a significant resource role to the private parties, or if expertise beyond that developed within the staff is needed.

C. Encourage/support the private sector's development in acquiring the training, resources and motivation to negotiate land use disputes.

1. Mediation is "assisted negotiation." First attempts in general should be for parties to get together to understand and try to resolve their differences without outside assistance, especially in small disputes where the most important task is to share information, and where parties are not preparing for court or administrative battles.

2. Provide citizens and developers with opportunities to learn about collaboration skills and how to assess the costs and benefits of using these skills in specific land use disputes. The Town can sponsor workshops, distribute educational materials, enter into partnerships with interest groups and associations in order to learn more about collaboration.

D. Provide for multiple ports of entry.

1. The incentive to collaborate in any particular land use issue will change as the Town's development review process unfolds. What at once seemed like an "easy win" for one side can turn into a more difficult situation as, for example, new parties appear, new issues arise, rules are clarified, or decision makers make their preferences known. Carrboro's consensus building system should be able to capture appropriate cases at any stage

in the process whenever all the parties finally determine that it would be beneficial to reach consensus with the others.

E. Publicize successes.

1. Whenever Carrboro has a success in collaboration, it should be held up as the right thing to do and a possible approach for other issues.

F. Leadership

1. Whenever private parties come to the town government for a win/lose resolution to a private issue, officials should ask why they are not trying to deal with each other through collaboration.

2. Training and education in different conflict resolution techniques (negotiation, mediation, meeting facilitation, public issues consensus building and dispute resolution) should be provided to Town staff, elected officials, and advisory board members so that they may responsibly reinforce this approach as they carry out their duties.

3. Town officials should "walk the talk" by participating in collaborative efforts when they are parties to a dispute.

G. Coaching

1. Town staff, elected officials and advisory board members should continue to make use of the expertise of the Dispute Settlement Center's volunteers and other mediation groups.

II. Appropriate cases for mediation should be screened. Not every dispute is appropriate for mediation. Mediation will not be appropriate when fundamental legal or civil rights must be established or if a precedent is needed to guide future public policies.

A. Indicators for mediation

1. The issues can be defined.

2. The parties can be identified.

3. The dispute is over issues other than constitutional rights.

4. Incentives exist for resolving the conflict. Each party has interest that can be met better through collaboration with the others than by other means.

5. There are diverse issues to provide opportunities for negotiation.

6. All affected parties are willing and able to participate. Organizations are not internally divided.

7. Groups/organizations have respected, competent, committed and legitimate spokespersons who will participate in the process without resorting to representation by legal counsel.

8. No party is in a position to dictate the outcome.

9. There is a likelihood of a continuing relationship among the parties.

10. There is a realistic time deadline and sufficient urgency for all parties to get involved and to stay involved.

11. Final decision makers are encouraged to support the process without relinquishing their legal and constitutional obligation.

III. Institutional negotiation or mediation procedures should provide for three major phases. Specific rules and procedures for each case should be designated by the intervener after conducting a conflict assessment.

A. Pre-negotiation: when conditions are set for collaborative problem solving, there are four steps to follow.

1. Initiation - Someone has to raise the possibility of dispute resolution and initiate the process. This may be the developer, potentially affected private parties, planning staff, advisory board, or Board of Aldermen.

2. Assessment - Conditions must be appropriate for dispute resolution to take place successfully. See "Screening for Appropriate Cases" above.

3. Ground Rules and Agenda - The parties must agree on the ground rules for communicating, decision making, and organizing the process. They must agree on objectives for the process and an agenda of issues to be discussed.

4. Joint Fact-Finding - The parties must agree on what technical background information is pertinent to the dispute, on what is known and not known about the technical issues, on the methods for generating answers to relevant technical questions, or on a path to follow even if no technical consensus exists.

B. Negotiation: when the parties work together to create, choose and document solutions, there are five steps.

1. Interests - Rather than asserting "positions" (i.e., what each wants as a solution), the interested parties should discuss their "interests" (i.e., the reasons, needs, concerns, and motivations underlying their positions).

Satisfaction of one another's interests should be the common goal of the parties' dispute resolution efforts.

2. Options - In order to resolve their dispute, the interested parties must invent alternative ways for satisfying the interests identified during the previous step. The parties must agree that they will not judge ideas or be held to any of the options suggested. Creativity, not commitment, is encouraged.

3. Evaluation - After the parties have finished inventing options, they should discuss and determine which ideas are preferable for satisfying the interests around the table. To do this, they might develop joint criteria for ranking the ideas and/or combine different options to form packages of agreement.

4. Written Agreement - The parties should document areas of agreement to ensure a common understanding of their accord and to enable them to remember and communicate unambiguously about the terms of their agreement.

5. Commitments - Every party must be assured that the others will carry out their part of the agreement. parties must discuss and agree upon methods for making such assurances tangible.

C. Post-negotiation: when public authorities consider, adopt, implement, evaluate, and if necessary, re-negotiate the solutions.

1. Ratification - The parties must get support for the agreement from organizations that have a role to play in carrying out the accord. These organizations should have been identified at the outset of the process and involved either directly or through adequate representation in the previous steps. Each organization will follow its own internal procedures as it reviews and adopts the settlement.

2. Public Decision Making - The accord must be considered and if possible, acted upon by the appropriate advisory and elected boards, depending on the Town's role in the solution/implementation. The parties must decide how to present their agreement to public decision makers. Decision makers should have been involved, or at least kept will-informed, all along in the process.

3. Implementation - Communication and collaboration among the parties should continue as the agreement is carried out. The parties must determine how they will keep track of the success of their solution. They should have a plan for affirming outcomes, resolving problems, renegotiating terms, and celebrating successes.

IV. Institutionalized procedures should reinforce and not undermine basic mediation principles.

A. Solution is crafted by the parties without coercion to benefit their mutual interests.

B. Parties choose to enter into mediation voluntarily, they participate in the process voluntarily, and the may exist from the process at any time.

C. The parties jointly accept the mediator and can dismiss the mediator if both agree.

D. The mediator is neutral, impartial, and independent and has no decision-making authority.

E. Mediator/party discussions are confidential.

V. Develop local dispute resolution procedures using Collaborative processes.

A. Consider creating a broad representative work group, including dispute resolution experts to:

1. advise and help develop mediation procedures that will fit into the existing land use planning system.

2. identify local ordinances and procedures that can be amended or created to enable better collaboration.

3. Create opportunities for local officials and interest groups to learn about conflict resolution and consensus-building.

4. Critique negotiations and outcomes and look at the playing field.

a. Write in as CUP that they have to meet with neighbors early in each stage.

1. Advisory board members
2. Staff
3. Dispute Resolution persons
4. Neighborhood persons
5. Board of Aldermen

"THERE IS NO WAY INTO COLLABORATION. COLLABORATION IS THE WAY."

Andy Sachs



Citizens for Livable Communities

P.O. Box 455

Hillsborough, NC 27278

May 16, 1994

Board of Aldermen
Carrboro, NC

Dear Board Members;

The Orange County Board of Commissioners is currently considering an amendment to the county's Land Use Plan that, if passed as proposed, would create a new land use category enabling water and sewer service and, therefore, relatively high density development in areas adjacent to urban areas.

The proposal, "CP-2-94 Proposed Open Space Development Area Land Use Plan Category," creates a land use category that is "defined as land adjacent to an Urban or Transition area which is generally non-urban in character and which will generally remain as such. Land in this category will generally contain low-density residential uses (e.g., no more than two units per acre) which may be served by individual wells and septic tanks or by public water and sewer.... All open space residential development with density greater than one unit per acre would be required to set aside and preserve significant amounts of open space (e.g., at least 30 percent of the total project acreage or, another option under consideration, at least 30 percent of developable area...." (emphasis added). Although this proposed land use amendment is closely related to the proposed University Station development, it could be applied to any area of the county that meets the above, very general, description, including the rural buffer.

CLC is urging the County to reject this proposal. It is a rush job that subverts long-term planning to preserve the rural character in the County. It permits the extension of water and sewer services into rural areas and, thus, encourages urban sprawl. Instead, CLC urges the County to pursue a careful definition of open space development that preserves at least 50% of the buildable land, that limits densities to the carrying capacity of the land using a yield plan based on rural densities of no more than one unit per two acres, and that prohibits the extension of water and sewer to service new developments in these "urban growth boundary" areas.

CLC is also urging the County commissioners to immediately establish a small area planning process as a follow-on to the rural character study to apply these principles to specific communities around the urban areas of the county. No amendments to the Land Use Plan or changes to the zoning map should be done until these small area plans are completed.

We urge you to adopt a resolution asking the County Commissioners to reject the current proposal and establish a small area planning process in its place.

Steering Committee

Marty H. H. H.