



Agenda

Board of Commissioners Regular Meeting with Budget Presentation

7:00 PM May 13, 2024

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

This meeting will be live streamed on the [Town of Hillsborough YouTube channel](#)

1. Public charge

The Hillsborough Board of Commissioners pledges to the community of Hillsborough its respect. The board asks community members to conduct themselves in a respectful, courteous manner with the board and with fellow community members. At any time should any member of the board or attendee fail to observe this public charge, the mayor or the mayor's designee will ask the offending person to leave the meeting until that individual regains personal control. Should decorum fail to be restored, the mayor or mayor's designee will recess the meeting until such time that a genuine commitment to the public charge is observed.

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Presentations

[A.](#) Orange County Partnership to End Homelessness Annual Report

5. Appointments

[A.](#) Tourism Board – Re-appointment of Megan Kimball for a term ending May 13, 2026

6. Items for decision – consent agenda

[A.](#) Minutes

– Regular meeting April 8, 2024

– State of the Town Address April 22, 2024

[B.](#) Miscellaneous budget amendments and transfers

[C.](#) Proclamation – Memorial Day 2024

[D.](#) Proclamation – Police Week and Peace Officers Memorial Day

[E.](#) Proclamation – National Public Works Week 2024

[F.](#) Proclamation – Period Poverty Awareness Week

[G.](#) Proclamation – Asian American and Pacific Islander Heritage Month

[H.](#) Ordinance Amending Article VII - Recreation, Sections 3-48 through 3-50 of the Code of Ordinances

[I.](#) Ordinance Amending Chapter 13 – Cemeteries of the Code of Ordinances

[J.](#) Capital Project Ordinance Amendment – McAdams Road Water Main Replacement

[K.](#) Fiscal Year 2024-25 HOME Annual Action Plan and Program Design for Orange County, North Carolina

[L.](#) Global Funding Agreement for Orange County Transit Tax Funds

[M.](#) Special Event Permit – Hillsborough Arts Council's Handmade Parade

[N.](#) Special Event Permit – Fleet Feet Running Club's Big Run 5K

[O.](#) Water and Sewer Extension Contract for Persimmon at Cates Creek – Phase I

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-732-1270 | www.hillsboroughnc.gov | @HillsboroughGov

7. Items for decision - regular agenda

- [A.](#) Fiscal Year 2025-27 Recommended Budget Presentation
- [B.](#) Strategic Plan Check In – Quarter 3
- [C.](#) Ordinance Amending Section 5-11 of the Code of Ordinances to Remove Employment References from the Non-Discrimination Provisions
- [D.](#) Hot topics for work session May 28, 2024

8. Updates

- A. Board members
- B. Town manager
- [C.](#) Staff (written reports in agenda packet)

9. Adjournment

Interpreter services or special sound equipment for compliance with the Americans with Disabilities Act is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-296-9443 a minimum of one business day in advance of the meeting.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Community Services
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager
Rachel Waltz, OCPEH Manager

ITEM TO BE CONSIDERED

Subject: Orange County Partnership to End Homelessness Annual Report

Attachments:

1. Presentation slides
2. 2023 Gaps Analysis Update
3. 2023 Report

Summary:

Rachel Waltz, Manager for the Orange County Partnership to End Homelessness (OCPEH), will provide the board with the partnership's annual report and an update on activities.

This action is consistent with the Comprehensive Sustainability Plan: Housing & Affordability recommendation "Participate with the Partnership to End Homelessness to fill gaps identified in the plan to end homelessness".

Financial impacts:

No direct financial impact from this item.

Staff recommendation and comments:

None

Action requested:

Receive the OCPEH annual report.



Annual Report – Hillsborough Board of Commissioners

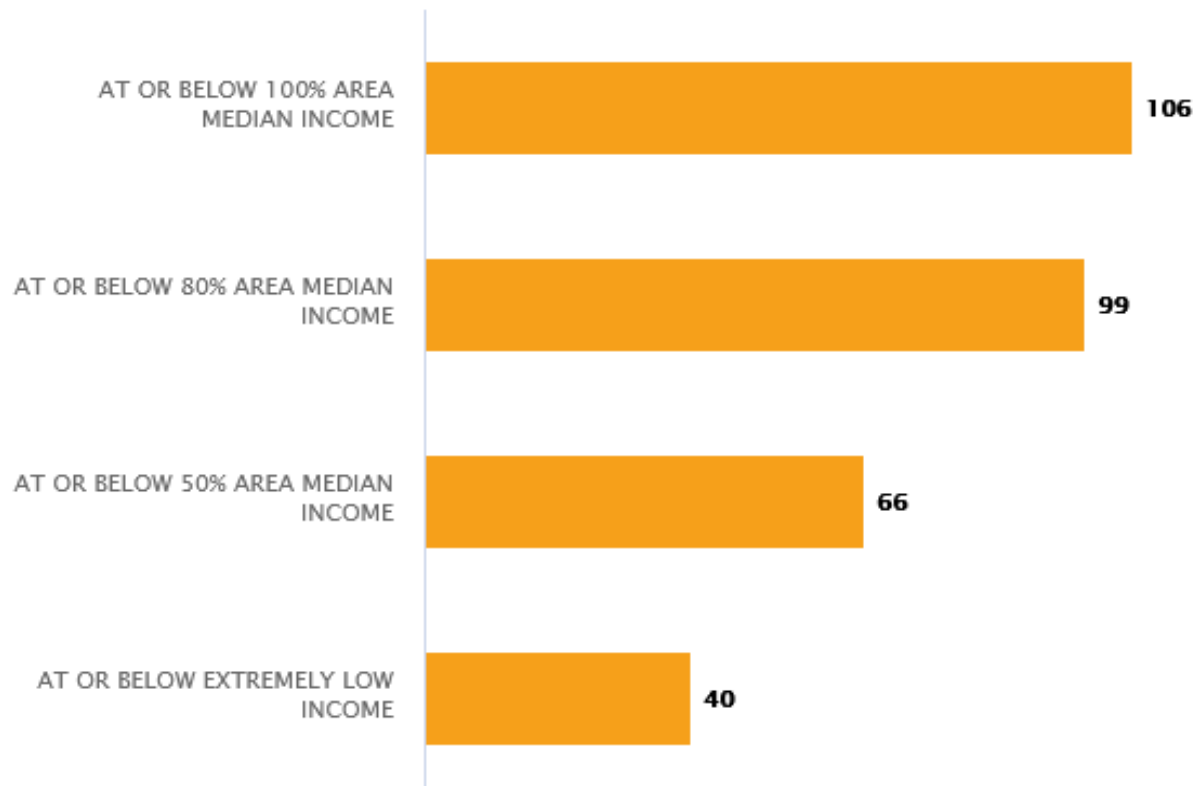
May 13, 2024

Big Picture



Homelessness is a Housing Problem

Affordable and Available Homes per 100 Renter Households



3 Keys to End Homelessness

- Affordable housing
- Appropriate services
- Income



What's Happening Locally?



OCPEH System Overview

ACCESS AND ASSESSMENT

ACCESS POINTS

Housing Helpline



Street Outreach



TEMPORARY HOUSING

Shelter Referral List



PRIORITIZATION

COORDINATED ENTRY PLANNING and OCPEH LEADERSHIP TEAM

HOME Committee



OBTAINING PERMANENT HOUSING

HOUSING WITH SUPPORTS

Rapid Re-housing
Permanent Supportive Housing



Housing with Subsidies only



(Housing Choice Vouchers, Income-based housing, Emergency Housing Assistance)

Current Programs

Coordinated Entry:

- Housing Help**
- SOHRAD*

Emergency Shelter:

- Inter-Faith Council
- Compass Center

Transitional Housing

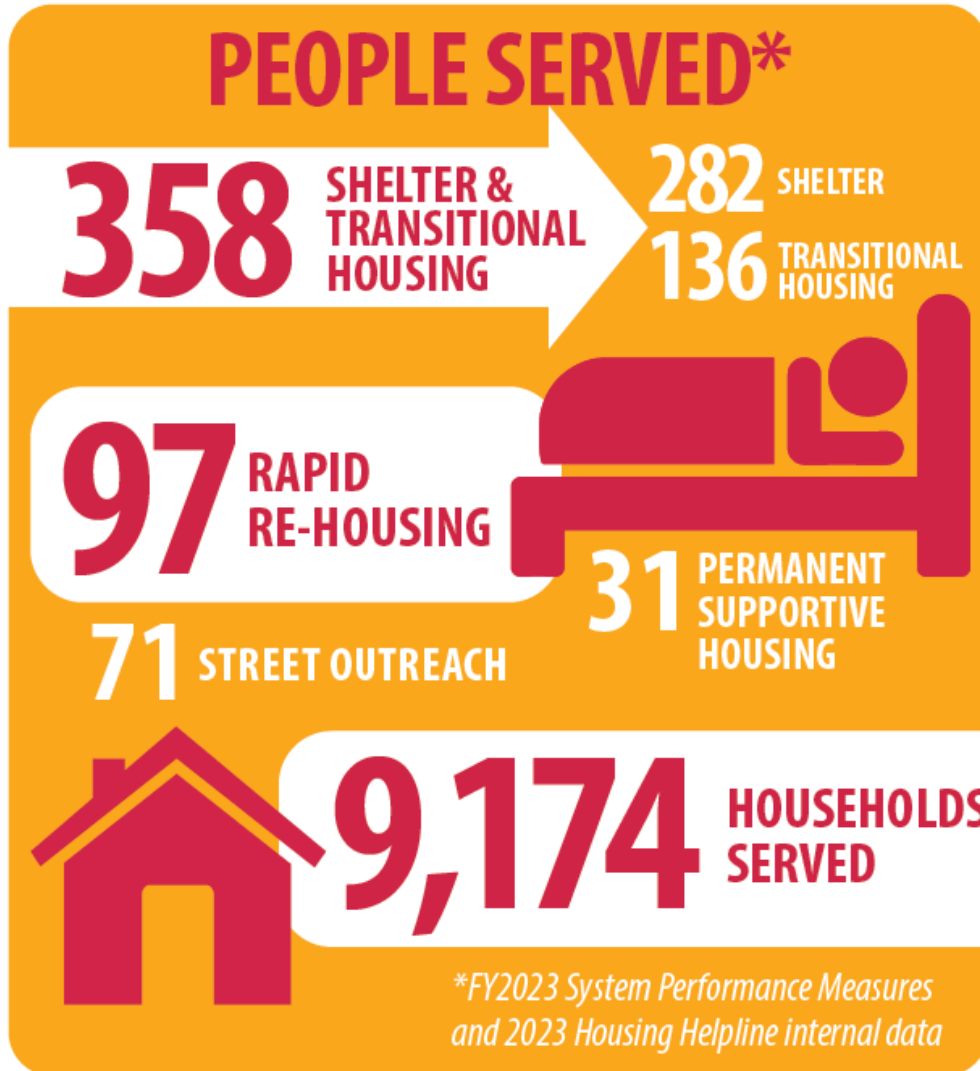
- Oxford Houses
- VA programming
- Bridge Housing**

Permanent Housing

- Rapid Rehousing*
- PSH / HUD VASH
- CASA
- Community Home Trust
- HCV's
- Market Rate



Orange County Homeless Service System



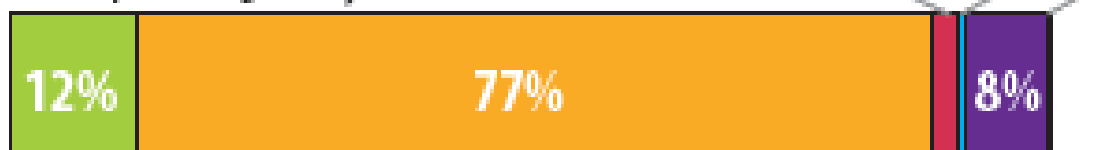
Racial disparity continues – Who's experiencing homelessness in Orange County?

People experiencing homelessness are disproportionately people of color

% of People Experiencing Homelessness in Orange County



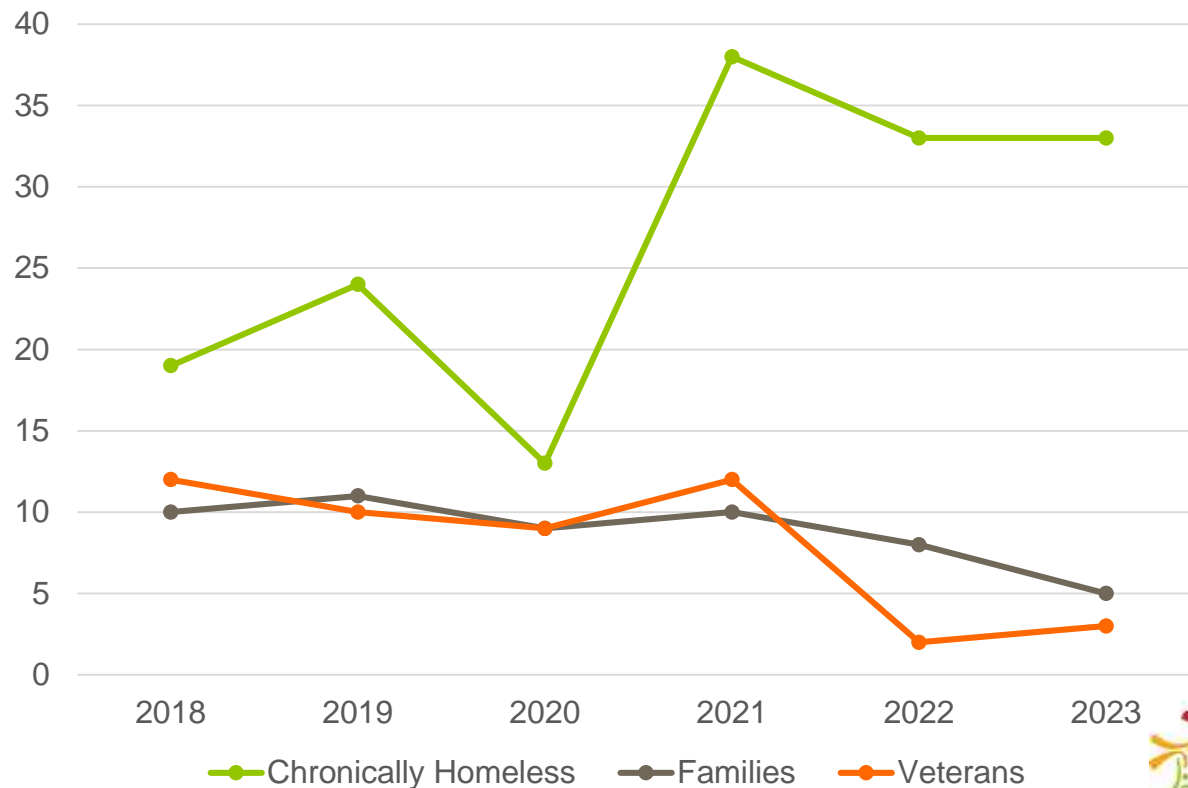
% of People in Orange County Overall



■ Black or African-American ■ White ■ Multiple Races ■ American Indian or Alaska Native
■ Asian ■ Native Hawaiian or Other Pacific Islander

Subpopulations are seeing different outcomes

- Slight reductions for families
- Enduring reductions for Veterans
- Chronic homelessness remains high



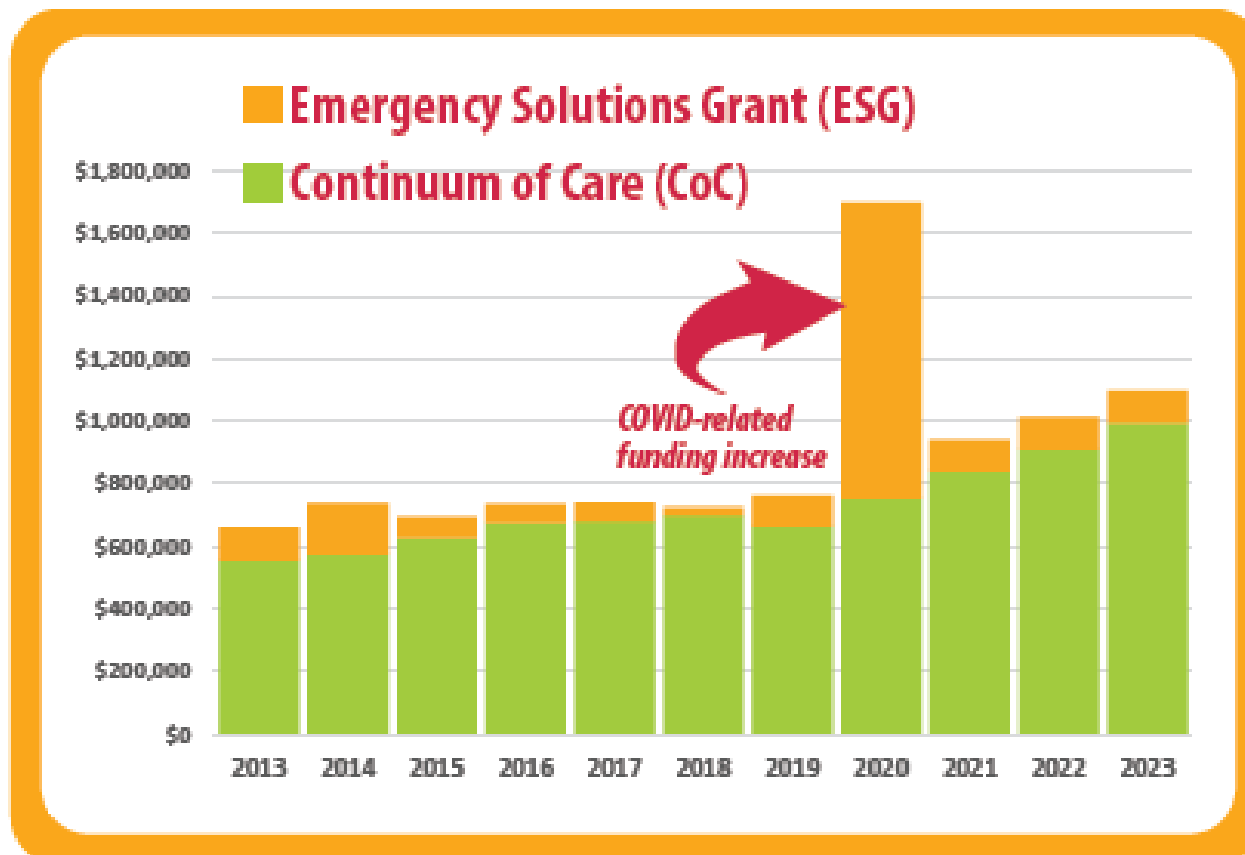
Successes

Increasing Collaboration

- Partnering across the Triangle (Durham, Wake, Chatham CoC's)
- Improved processes for feedback from People With Lived Experience
- Increased Pilots with Healthcare (Alliance Health, UNC)



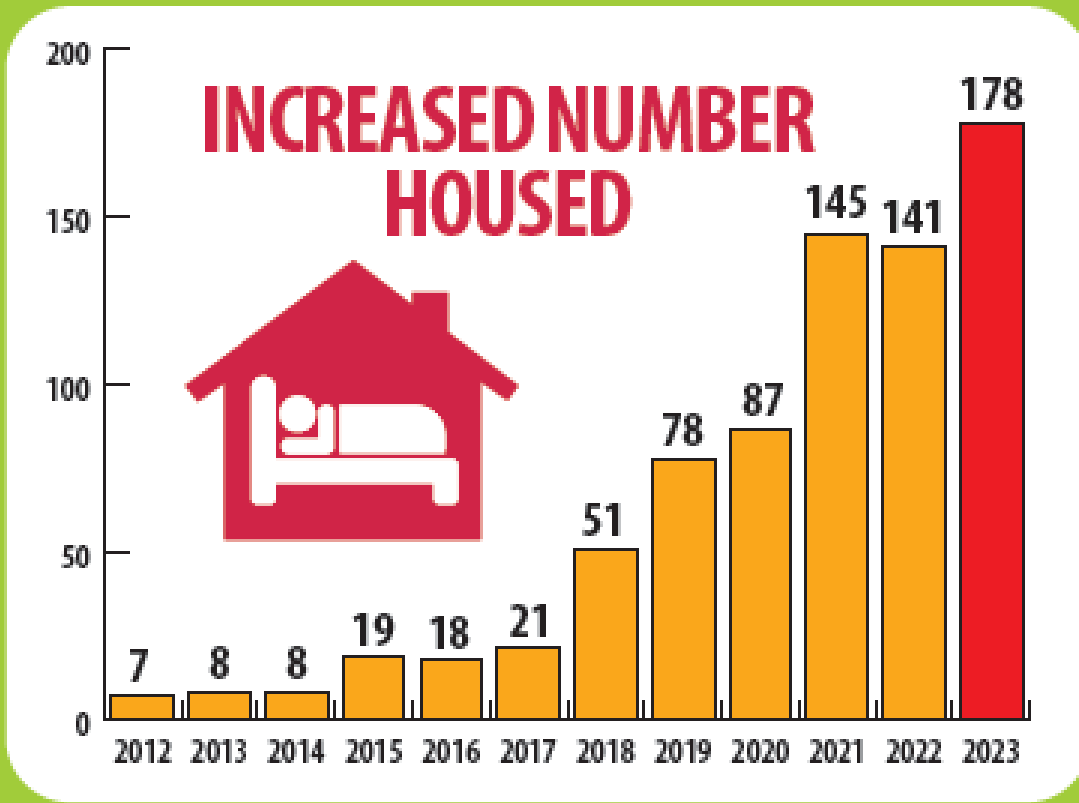
Increasing Resources – Received over \$1 million in HUD homeless funds in 2023



Increasing Housing

178 VULNERABLE HOUSEHOLDS HOUSED IN 2023

761 HOUSED SINCE 2012



The Path Forward



We can end homelessness in Orange County

Other communities
are doing this/have
done it

It looks like
“Functional Zero”



People entering
the homeless
system



People exiting
into housing



Filling Homeless System Gaps

| GAPS | |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p>HOUSING</p> | <p>Income-Based Rental Units Housing Locator Furniture and Household goods Rapid Re-Housing Landlord Incentives Youth Housing Permanent Supportive Housing</p> |
|  <p>SERVICES – TEMP. HOUSING</p> | <p>Accessible, housing-focused shelter Medical Respite Beds Bridge Housing</p> |
|  <p>SERVICES – CONNECTIONS</p> | <p>Housing Helpline staffing Integrated Service Center Crisis/Diversion Facility</p> |
|  <p>SERVICES – DIGNITY</p> | <p>24 hour bathrooms Memorial Service Funding</p> |



Please let me know how I can help

- Rachel Waltz
- rwaltz@orangecountync.gov
- 919-245-2496



EXECUTIVE SUMMARY

Orange County takes a community-driven approach to mapping out the homeless service system. This analysis is critical to identifying existing resources, determining what resources are needed to prevent homelessness and when homelessness cannot be prevented to ensuring that it is brief and non-recurring, and enumerating the gap between what resources are currently available and what needs remains.

Orange County has made great strides in filling homeless system gaps in recent years with four gaps permanently filled. Services providers and local government have significantly expanded programs and services to address the needs of people at-risk of and experiencing homelessness. These efforts have led to pilot funding for two systems gaps during FY 2023-24. The Continuum of Care has also increased avenues for feedback and decision-making by people with lived expertise of the local homeless services systems.

At the same time, demand for homelessness prevention, housing that is affordable and supportive services continues to increase while COVID relief funds are winding down. There are fourteen system gaps that need ongoing funding and one system gaps that remains completely unfilled.

Filling the system gaps will provide the right mix of client-centered and evidence -based programs which will ensure that when homelessness is not prevented, that it is resolved quickly and permanently.

FILLED

- Housing Access Coordinator
- Homelessness Diversion Funding
- Street Outreach
- Accessible, housing-focused shelter

PARTIALLY FILLED - HOUSING

- Rapid Re-housing (DV and mainstream)
- Permanent Supportive Housing
- Income Based Rental Units
- Youth Housing
- Landlord Incentives
- Housing Locator
- Furniture and Household goods

PARTIALLY FILLED – SERVICES - TEMPORARY HOUSING

- Bridge Housing
- DV shelter

PARTIALLY FILLED – SERVICES - CONNECTIONS

- Housing Helpline staffing
- Crisis/Diversion Facility

- Integrated Service Center

PARTIALLY FILLED – SERVICES - DIGNITY

- 24 hour bathrooms
- Memorial service funding

UNFILLED – TEMPORARY HOUSING

- Medical Respite Beds

GAP DETAILS

FILLED GAPS

Since the first homeless system gaps analysis in 2017, four gaps have been filled.

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------|--------------------------------------------------------------------------|-------------------|
| Housing Access Coordinator | Position moved from CEF to Orange County | FILLED | Funded via OC Partnership to End Homelessness budget (local governments) | Continued program |
| <p>Program Description: The Housing Access Coordinator (HAC) position originated at the Community Empowerment Fund (CEF) in 2018 and moved to Orange County housing in 2020. This position works with landlords and property management staff to recruit existing housing units in our community to use Housing Choice Vouchers (Section 8) as well as other housing vouchers like Rapid Re-housing and veterans programs. This position has a limited capacity to also work with people in housing search. The HAC would work closely and directly with the Housing Locator position, which is a current Housing Gap to be filled.</p> | | | | |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------|-------------------------------------------------------------------------------------------|-------------------|
| Homelessness Diversion Funding | \$13,000 in diversion funding provided by Carolina Homelessness Prevention Initiative (CHPI) | FILLED | Ongoing CHPI leadership development and funding continuing Funded via CHPI (nonprofit) | Continued program |
| <p>Program Description: Homelessness diversion funding is flexible funding that allows people to find safe alternatives to emergency shelter. Orange County has reduced the number of people entering the homeless system through flexible diversion funds provided by the Carolina Homelessness Prevention Initiative (CHPI) as well as effective utilization of Emergency Housing Assistance and the Eviction Diversion program. CHPI was started by a group of undergraduate students at UNC who wanted to help people experiencing homelessness. After conversations with service providers and OCPEH staff, CHPI decided to tackle homelessness diversion, a gap at that time. CHPI has a system of</p> | | | | |

ongoing member recruitment and leadership development to ensure ongoing continuation of this completely student-led and operated 501(c)3 nonprofit organization.

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Street Outreach | Program started October 2020, fully staffed at 1 clinical coordinator + 3 peer support navigators - ocpehnc.com/street-outreach | FILLED THROUGH JUNE 2024 | Funded initially via Emergency Solutions Grant COVID funding (Oct 2020 – November 2021); Orange County providing continuation funding with American Rescue Plan (ARP) Ongoing funded secured via OC Partnership to End Homelessness budget (local governments) | Continued program |
| <p>Program Description: The Street Outreach, Harm Reduction, and Deflection (SOHRAD) program began operations in October 2020 with three full-time positions – a clinical coordinator and two peer support navigators and hired a fourth member in June 2022. SOHRAD works with people who are living unsheltered to connect them with housing and services. Since beginning client work in November 2020, SOHRAD staff served over 280 people including helping 117 people enter permanent housing, and assisted with over 150 deflections from law enforcement involvement, including arrest and jail.</p> | | | | |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Accessible, Housing-Focused Shelter | Incorporating guidance from ToCH Housing staff and OCPEH, the Good Neighbor Plan was significantly amended to reduce barriers to entry and increase access | FILLED | IFC staff are working with Coordinated Entry staff and the CE Planning committee so that referrals into available emergency shelter beds come directly from CE thereby reducing delays playing “phone tag” | Continued program |
| <p>Program Description: HUD recommends that emergency homeless shelters are accessible with low barriers to entry. Currently there is no year-round, same-night shelter availability in Orange County – people wait days, weeks, or months to enter and the wait time is highly variable. HUD further recommends that shelters are fully integrated into a housing-focused homeless service system.</p> | | | | |

Updates to the Good Neighbor Plan (GNP) agreement between shelter operator IFC and the neighbors of the men’s shelter, Community House have enabled programming at IFC Community House to be more flexible to meet the needs of people needing emergency shelter and reduce the stigma and harms of the previous agreement.

PARTIALLY FILLED GAPS - HOUSING

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Expanded DV Rapid Re-Housing | Newly proposed in 2023; \$120,000 annually of Victim of Crime Act Funds between Oct 2018-2022. \$107,208 in CoC funds for DV Housing Coordinator and rental assistance starting January 2023, currently \$157,208 starting Jan 2024 | PARTIALLY FILLED | FY22 CoC funds provides rental assistance for six households and part of the DV Housing Coordinator’s supportive services; Grant transfer from Compass Center to Orange County was approved by HUD, will take effect January 2024 | \$114,392 annually – rental assistance to support all participants on the DV Coordinator’s caseload |

Program Description: Rapid Re-housing provides a flexible mix of short-term rental assistance and case management with services provided in a trauma-informed, client-centered manner. DV Housing Coordinator can provide services for up to 12 households at one time. Additional rental assistance dollars would maximize the number of survivors the Coordinator can serve.

Program Budget:

| | |
|-------------------------------------------------------|------------------|
| Salary and Benefits for 1 case manager | \$70,000 |
| FY22 CoC funding for supportive services | (\$64,244) |
| Client financial assistance \$100 / household / month | \$201,600 |
| FY22 CoC funding for financial assistance | (\$88,464) |
| Administrative | (\$4,500) |
| Total Funding needed | \$114,392 |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|----------------------------------|----------------------------------------------------------------|------------------|---------------------------------------------------------------------------|----------------------|
| Expanded Rapid Re-Housing | Best practice program started April 2020, as of June 2022, the | PARTIALLY FILLED | Best practice program funded via combination of Emergency Solutions Grant | \$574,660 additional |

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| | mainstream program has 4 FTE case managers | | COVID (ESG-CV) funds, ESG, Continuum of Care (CoC) funds, HOME funds for Tenant Based Rental Assistance, and County Maintenance of Effort (MOE) funding;; Need funding for a total of 6 case managers plus client financial assistance to serve 160 households per year (20 per case manager per year) | annual funding | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Program Description: Rapid Re-housing provides a flexible mix of short to mid--term rental assistance and case management with services provided in a trauma-informed, client-centered manner. As of September 2023, there are over 160 households each month who are connected to service providers and in need of permanent housing, almost all of whom would be well served by Rapid Re-housing.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Program Budget:</p> <table border="0"> <tr> <td>Salary & benefits for 6 case managers</td> <td></td> <td>\$400,360</td> </tr> <tr> <td>FY22 ESG funding for RRH services</td> <td>(\$ 40,500)</td> <td></td> </tr> <tr> <td>FY21 CoC funding for RRH services</td> <td></td> <td>(\$ 147,200)</td> </tr> <tr> <td>MOE funding for RRH services</td> <td></td> <td>(\$ 70,000)</td> </tr> <tr> <td>SUBTOTAL - case manager funding needed</td> <td></td> <td>\$142,660</td> </tr> <tr> <td colspan="3">Client financial assistance \$1200/household/month x 12 months x 6 case managers</td> </tr> <tr> <td></td> <td></td> <td>\$1,296,000</td> </tr> <tr> <td>HOME funds for Tenant Based Rental Assistance</td> <td></td> <td>(\$ 864,000)</td> </tr> <tr> <td>SUBTOTAL – rental assistance needed</td> <td></td> <td>\$ 432,000</td> </tr> </table> | | | | | Salary & benefits for 6 case managers | | \$400,360 | FY22 ESG funding for RRH services | (\$ 40,500) | | FY21 CoC funding for RRH services | | (\$ 147,200) | MOE funding for RRH services | | (\$ 70,000) | SUBTOTAL - case manager funding needed | | \$142,660 | Client financial assistance \$1200/household/month x 12 months x 6 case managers | | | | | \$1,296,000 | HOME funds for Tenant Based Rental Assistance | | (\$ 864,000) | SUBTOTAL – rental assistance needed | | \$ 432,000 |
| Salary & benefits for 6 case managers | | \$400,360 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FY22 ESG funding for RRH services | (\$ 40,500) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FY21 CoC funding for RRH services | | (\$ 147,200) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| MOE funding for RRH services | | (\$ 70,000) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUBTOTAL - case manager funding needed | | \$142,660 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Client financial assistance \$1200/household/month x 12 months x 6 case managers | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | \$1,296,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HOME funds for Tenant Based Rental Assistance | | (\$ 864,000) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUBTOTAL – rental assistance needed | | \$ 432,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Permanent Supportive Housing (PSH) | 2 program currently serves Orange County: IFC for people experiencing chronic homelessness and Durham VA for Veterans experiencing homelessness; County Commissioners budgeted for \$150,000 annually for PSH starting in FY24; IFC PSH applied for \$59,000 | PARTIALLY FILLED | Need additional funding for program expansion, non-HUD source for services funding to serve as match for CoC-funded PSH secured Alternative program models could use site-based PSH units to reduce costs (e.g. set-aside units with rental subsidy attached to the unit) rather than case | Depends on approach |

| | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--|------------------------------------------|--|
| | expansion in FY23 CoC competition | | managers depending on the private market | |
| <p>Program Description: Permanent Supportive Housing (PSH) serves people experiencing chronic homelessness, providing housing subsidy and case management. Orange County has allocated \$150,000 to expand the availability of PSH in Orange County. The Inter-Faith Council for Social Service (IFC) program currently has 2 FTEs funded by Continuum of Care (CoC) funding and local funding for PSH services and rental assistance. Permanent Supportive Housing demand has been exacerbated by lack of expansion in recent years and lack of access to enhanced community-based health supports. The ongoing need has increased from an average of about 25 households per month in February 2020 who are experiencing chronic homelessness and have high service needs to about 61 households per month in September 2023. There have been three program referrals to PSH in the past two years because of lack of program capacity.</p> | | | | |
| <p>Program Budget:</p> <p>Depends on approach</p> | | | | |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Income-based rental housing | Some units available in the community from Town/County subsidies and HUD subsidies, with majority of referrals not coming through Coordinated Entry; Expanded availability of Housing Choice Vouchers (HCV) since Oct 2020 with 100% of vouchers available through coordinated entry. OCPEH has written several letters of support for AH project applications to prioritize people experiencing homelessness | PARTIALLY FILLED | Progress has been made with Master Leasing and development of new income-based units but barriers exist in the application process that exacerbate the lack of affordable housing options for people with criminal justice backgrounds and eviction histories resulting in longer time homeless for our most vulnerable community members | 9,553 households are currently “rent burdened” meaning they spend more than 30% of their income on housing costs; There are 3x more households experiencing homelessness than the max number of LITHC units to be developed |
| <p>Program Description: Having an adequate supply of housing that people can afford is one of the key drivers of ending homelessness. People are less likely to become homeless if they are not rent burdened and more likely to exit homelessness faster if they can find housing that is affordable. Income based rental housing uses household income to determine amount of rent paid by clients.</p> | | | | |

Program Budget:

Average subsidy/unit has increased drastically with increased construction costs and interest rates. The current average subsidy for new unit development is \$80,000 per unit

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------|----------------|
| Youth Housing Program | Program that served Durham revamped to adopt Rapid Re-housing model; LGBTQ Center was awarded \$284,771 in CoC funds in the FY2022 competition | PARTIALLY FILLED | Need program expansion funding to cover youth in Orange County | TBD |
| Program Description: Funding LGBTQ Center of Durham for housing, therapy, and case management for youth (age 18-24) exiting homelessness in Orange County; program serves both LGBTQ and non-LGBTQ youth. The Center completely revamped their youth housing program in response to COVID - changing from a host home program model to rapid re-housing inclusive of rental assistance and services. | | | | |
| Program Budget: | | | | |
| Staff Salaries | 1/3 Program Director and Case Manager | | | \$33,997 |
| Therapy Services | Contract services with mental health service providers | | | \$36,663 |
| Housing | \$1000/month for 7 clients for 12 months | | | \$84,000 |
| Admin and overhead | | | | \$ 7,500 |
| TOTAL | | | | \$162,160 |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------|----------------------------------|
| Sustained funding for Landlord Incentive Program (LIP) | Implemented LIP in April 2020 (flyer) to increase units available for people exiting homelessness and people with Housing Choice Vouchers, funded with CARES Act, HCV funds, and County ARP funds | PARTIALLY FILLED | Funded with County funds and HCV administrative funds | \$200,000 annually for 200 units |

| | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------|-----------|--------------------------------|-----------|-------|-----------|
| <p>Program Description: The Landlord Incentive program provides landlords with \$1000 signing bonus for new leases and \$500 for renewing leases for Housing Choice Voucher participants and participants in other programs like Rapid Re-housing, Permanent Supportive Housing, Veterans programs, and for clients working with the Local Reentry Council and Compass Center. LIP is operating with County funds and is managed by the Housing Access Coordinator. HAC is currently exploring the impact of the incentive and risk mitigation for landlord recruitment and retention as the incentive levels have not changed since 2020.</p> | | | | | | | |
| <p>Program Budget:</p> <table> <tr> <td>100 new leases, \$1000 each</td> <td>\$100,000</td> </tr> <tr> <td>200 renewal leases, \$500 each</td> <td>\$100,000</td> </tr> <tr> <td>TOTAL</td> <td>\$200,000</td> </tr> </table> | | 100 new leases, \$1000 each | \$100,000 | 200 renewal leases, \$500 each | \$100,000 | TOTAL | \$200,000 |
| 100 new leases, \$1000 each | \$100,000 | | | | | | |
| 200 renewal leases, \$500 each | \$100,000 | | | | | | |
| TOTAL | \$200,000 | | | | | | |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------|-----------------------------------|------------------------------------------------|----------|
| Housing Locator | Orange County, Carrboro and Hillsborough approved this position in the FY21-22 budget; OC Partnership to End Homelessness secured grant funding for 0.5FTE through the Foundation for Health Leadership and Innovation | PARTIALLY FILLED | Housing Locator allows the HAC to concentrate on system-level unit recruitment | Continued funding after June 2024 | | |
| <p>Program Description: The Housing Locator provides client-level assistance in locating units for people exiting homelessness, people with Housing Choice Vouchers, and other people at risk of homelessness who contact the Housing Helpline. The position works in coordination with the Housing Access Coordinator (HAC) to develop and maintain landlord relationships. This will allow the HAC to focus more completely on system-level landlord recruitment. People are searching for units with Housing Choice Vouchers and other rental assistance without being able to locate units. As of September 2023, there are over 160 households experiencing homelessness who are connected to service providers and in active housing search, up from average of 102 households in 2019.</p> | | | | | | |
| <p>Program Budget:</p> <table> <tr> <td>Salary & benefits for Housing Locator position</td> <td>\$70,000</td> </tr> </table> | | | | | Salary & benefits for Housing Locator position | \$70,000 |
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| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
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| Furniture and household goods | Orange County used state CARES Act funding for a furniture and household goods program in November 2020 – over 71 households applied in a 6 week period, of whom 39 were funded an average of \$800; OCPEH staff are re-starting a workgroup to address this gap | PARTIALLY FILLED | The Furniture Program, St. Thomas More’s Caring and Sharing Center, and CommunityWorx thrift store offer some options for furniture and household goods for people entering housing. Gaps remain for returning clients, clients in Ashley Forest, and to meet community-wide need for all people exiting homelessness | \$160,000 |
| Program Description: People exiting homelessness often have little to no furniture or the other things needed to create a home, like linens, dishes, and cleaning supplies. Having items to make a housing unit livable and comfortable contribute greatly to housing stability. A best-practice program design would allow for a great deal of flexibility and client choice in allowing people to pick both what they need and what they would like for their homes. Orange County is on track to house over 200 households in 2023, the project budget estimates for 200 households understanding some do not come through the HOME Committee. The project budget estimates \$800 per household, understanding some people will be fully or partially served by existing community programs, but that gaps remain. | | | | |
| Program Budget: 200 households per year, \$800 each \$160,000 | | | | |

PARTIALLY FILLED GAPS: SERVICES – TEMPORARY HOUSING

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Bridge Housing | Reentry House Plus opened summer 2021 to provide bridge housing to up to 3 participants at a time, plus a peer house manager; Program has not operated according to best practices and has not seen program flow ; OCPEH, CJRD, Alliance Health, and Caramore are | PARTIALLY FILLED | Orange County Local Reentry Council (LRC) seeing 65 people exiting jail or prison per year needed an average of 60 nights stay | Ongoing funding after June 2024 |

| | | | | | | | | | | | | | | | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--|--|--|------------------------------------------------------------------|-----------|-----------------------------------------------------|-----------|--------------|------------------|--------------------------------------------------------------|-----------|--------------------------|----------|------------------------|-----------|
| | contracting for FY23-24 for an alternative site and operator | | | | | | | | | | | | | | | |
| <p>Program Description: There is a critical need for short-term, low barrier reentry housing and supporting services to help reentering individuals re-integrate into the community Bridge Housing and support is an evidence-based best practice for ensuring stabilization and support for people reentering from incarceration, which has been identified as a critical priority by U.S. Housing and Urban Development Secretary, Marcia Fudge.</p> <p>Approach One: Bridge Housing funds allow for short-term supportive stabilization housing at hotels for up to 60 days for 55 reentering individuals per year and supportive services for 65 individuals through Reentry House Plus. Reentry House Plus has contracted with the SWIT (Success While in Transition) program run by individuals who themselves have reentered successfully to provide a month-long course and ongoing one-on-one case management and peer mentoring for these individuals in collaboration with our Local Reentry Council.</p> <p>Approach Two: Bridge Housing funds allow for a home-based short-term supportive stabilization and connection with permanent housing for individuals experiencing homelessness and exiting institutions. Caramore would provide site-based supportive services with support from Alliance Health. OCEPH partners would provide referral via Coordinated Entry and connection to permanent housing, including Rapid Re-housing, Behavioral Health housing like Transition to Community Living, and other permanent housing where appropriate. Program would serve up to six individuals for stays up to ninety days for up to twenty-four people served annually.</p> | | | | | | | | | | | | | | | | |
| <p>Program Budget:</p> <p>Approach One:</p> <table border="0"> <tr> <td>Hotels – 55 people per year, an average of 60 nights, \$55/night</td> <td>\$181,500</td> </tr> <tr> <td>Services – SWIT classes, \$600/person for 65 people</td> <td>\$ 39,000</td> </tr> <tr> <td>TOTAL</td> <td>\$220,500</td> </tr> </table> <p>Approach Two:</p> <table border="0"> <tr> <td>Operating Costs – rent, utilities, client supports, staffing</td> <td>\$221,831</td> </tr> <tr> <td>Alliance Health – 2 beds</td> <td>\$73,944</td> </tr> <tr> <td>Orange County – 4 beds</td> <td>\$147,887</td> </tr> </table> | | | | | Hotels – 55 people per year, an average of 60 nights, \$55/night | \$181,500 | Services – SWIT classes, \$600/person for 65 people | \$ 39,000 | TOTAL | \$220,500 | Operating Costs – rent, utilities, client supports, staffing | \$221,831 | Alliance Health – 2 beds | \$73,944 | Orange County – 4 beds | \$147,887 |
| Hotels – 55 people per year, an average of 60 nights, \$55/night | \$181,500 | | | | | | | | | | | | | | | |
| Services – SWIT classes, \$600/person for 65 people | \$ 39,000 | | | | | | | | | | | | | | | |
| TOTAL | \$220,500 | | | | | | | | | | | | | | | |
| Operating Costs – rent, utilities, client supports, staffing | \$221,831 | | | | | | | | | | | | | | | |
| Alliance Health – 2 beds | \$73,944 | | | | | | | | | | | | | | | |
| Orange County – 4 beds | \$147,887 | | | | | | | | | | | | | | | |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Accessible, Housing-Focused Domestic Violence Shelter | Noncongregate shelter program funded by using fundraised dollars beginning in October 2020 - current | PARTIALLY FILLED | Current non-congregate shelter program uses a scattered site model and is comprised of three units. Amount needed to fill includes cost for 3 units with | \$435,000 – annual cost for 9 units and supportive services |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Crisis Diversion Facility | OC Behavioral Health Task Force subcommittee working since 2019 on program to divert people in behavioral health crises from jail and hospitals. The County is working with Architect and potential provider on siting and zoning | PARTIALLY FILLED – in progress | OCPEH Staff are working with the subcommittee to incorporate the housing needs and benefits into facility and service planning | Depends on approach |
| Program Description: A Crisis Diversion Center would provide a therapeutic environment in which to resolve a presenting mental health or substance use crisis while facilitating connections to interdisciplinary supports | | | | |
| Program Budget: TBD | | | | |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------|----------------|
| Integrated Service Center | IFC Commons opened January 2021 providing bathrooms, showers, and drop-in service navigation; CEF Hub providing appointment based supportive services; BH Taskforce Day Center Workgroup has not been meeting; Community connections have enabled additional on-site office hours, such as Street Outreach, Coordinated Entry, and Legal Restoration | PARTIALLY FILLED | Continuing community conversations to explore additional service integration with IFC Commons | Budget TBD |
| Program Description: An integrated service center is a central location where people in housing crisis could access many different needed services including housing navigation, service connections, showers, lockers, medicine storage, medical care, and food. Services would be provided in a trauma-informed and client-centered manner. Behavioral Health Taskforce Day Center Workgroup has | | | | |

recommended the following positions to address people in crisis in early engagement with additional service connections: Harm Reduction Therapist and Harm Reduction Peer Support Specialist.

Program Budget:
TBD

PARTIALLY FILLED GAPS: SERVICES – DIGNITY

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|--------|-----------------------------------|--------|
| Memorial Service Funding | CEF held vigils in 2020 and 2022 for people that passed the previous year; community member expressed interest in setting up GoFundMe to establish funding | PARTIALLY FILLED – CEF has received a \$1500 grant from UNC | DSS can assist with cremation if person is unclaimed; can explore receiving discounted rate while allowing person to be claimed by community members; Quarterly community memorial services and on-call grief support | \$6000 annually | | | | |
| <p>Program Description: Many people experiencing or with lived experience of homelessness are also medically fragile. Several times each year members of our community pass away. Oftentimes this is followed by case managers having to scramble to assemble funding and resources needed for a memorial service. Service providers have requested our community to establish a fund to use in these circumstances that would allow memorial services to occur with less stress, to provide needed closure for all community members. Service providers have also stated a need for grief counseling for service providers experiencing compounded losses and additional training on end of life planning for community members</p> | | | | | | | | |
| <p>Program Budget:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">\$1000 for 5 services/year</td> <td style="width: 50%; text-align: right;">\$5000</td> </tr> <tr> <td>\$75/hour for chaplaincy services</td> <td style="text-align: right;">\$1000</td> </tr> </table> | | | | | \$1000 for 5 services/year | \$5000 | \$75/hour for chaplaincy services | \$1000 |
| \$1000 for 5 services/year | \$5000 | | | | | | | |
| \$75/hour for chaplaincy services | \$1000 | | | | | | | |

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|----------------|
| 24 Hour Bathroom with showers and drinking water Access in Downtown | ToCH approved funding for expanded hours of operation for Wallace Deck facilities in November 2022 and remains operational 24/7. Carrboro Town | PARTIALLY FILLED - IFC Commons bathroom/showers open; Carrboro Town Commons open; Chapel Hill Wallace Deck open 24/7 | New downtown CH Parking Deck adopted some of the recommendations from the 2019 workgroup; Accessible showers remain a need | Budget TBD |

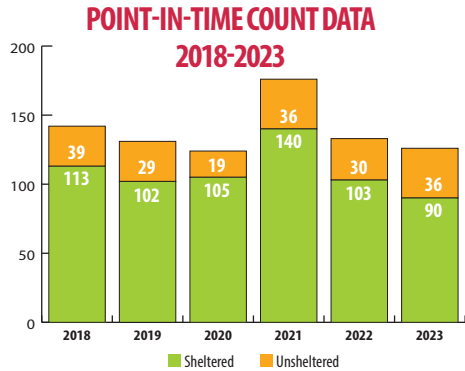
| | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--|--|--|
| | Commons is also open 24/7; There are no 24/7 showers in the downtown area | | | |
| Program Description: Bathroom and shower access in downtown Chapel Hill/Carrboro for all community members, including people experiencing homelessness. | | | | |
| Program Budget: TBD | | | | |

UNFILLED GAPS – TEMP. HOUSING

| Gap | Progress since June 2019 | Status | Notes | Needed to Fill |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Medical Respite Beds | UNC Health is interested to pursue a pilot project providing lodging and per diem costs within Chapel Hill / Carrboro | UNFILLED | Explore community-based congregate versus scattered site models; OCPEH staff are working with Carrboro town and UNC staff to explore a known site close to services in Carrboro that currently has some HUD funding | Depends on approach and whether a partner secures funds for operating costs; Cost savings to UNC Health will be significant |
| Program Description: Beds with low level medical care available for people discharging from hospital without a place to live, 2-6 week stays previewed for people who are able to complete their activities of daily living but need skilled care such as wound care or IV medicine administered. Currently these patients are long-term stayers at the hospital or discharged to homelessness – a medical respite program would free up needed hospital beds and also ensure people experiencing homelessness are getting needed care. The program will be designed to meet community need, connect people with community-based social work and occupational therapy, and particularly being able to serve target people with behavioral health issues and/or criminal justice involvement for additional support. | | | | |
| Program Budget: Depends on the approach – contracting for beds in an existing facility vs. renting a home and contracting for on-site services | | | | |

Post-Covid Increases In People Experiencing Homelessness

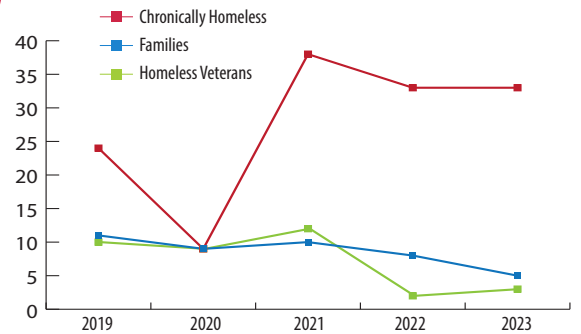
Orange County Point-in-Time (PIT) Increases in Unsheltered Homelessness



SPECIAL POPULATIONS

CHRONIC HOMELESSNESS REMAINS HIGH

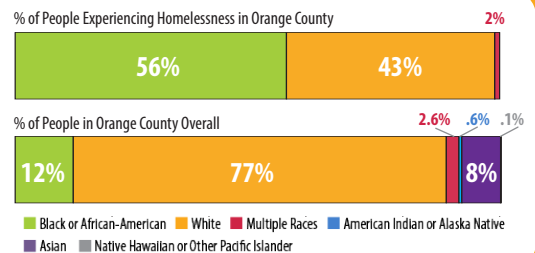
Progress Towards Ending Chronic Homelessness In Orange County



126 PEOPLE IN ORANGE COUNTY EXPERIENCED HOMELESSNESS ON ONE NIGHT



People experiencing homelessness are disproportionately people of color



PEOPLE SERVED*

358 SHELTER & TRANSITIONAL HOUSING

282 SHELTER
136 TRANSITIONAL HOUSING

97 RAPID RE-HOUSING

31 PERMANENT SUPPORTIVE HOUSING

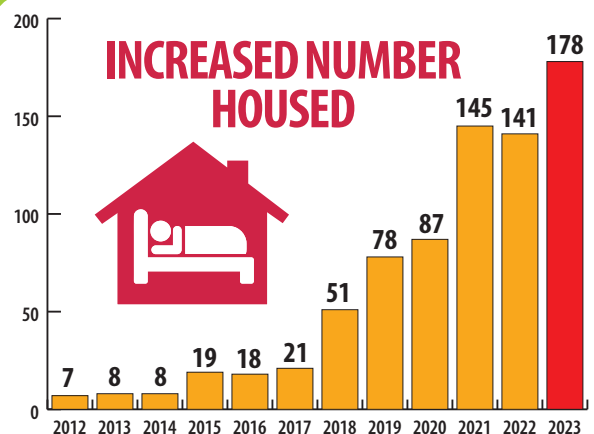
71 STREET OUTREACH

9,174 HOUSEHOLDS SERVED

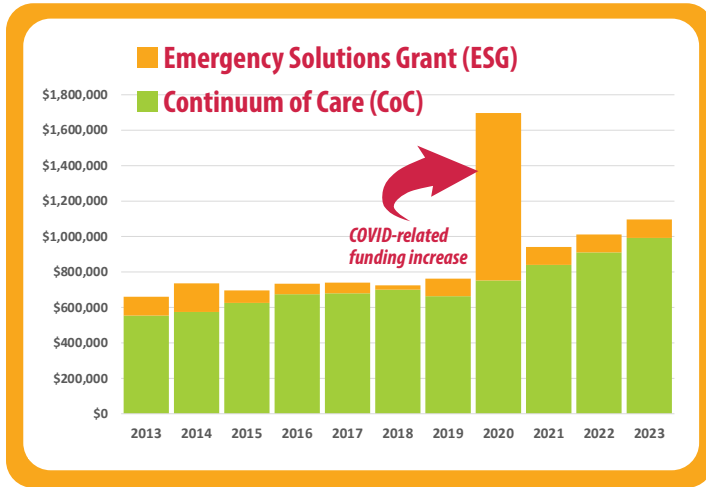
*FY2023 System Performance Measures and 2023 Housing Helpline internal data

178 VULNERABLE HOUSEHOLDS HOUSED IN 2023

761 HOUSED SINCE 2012









2023 REPORT







\$1,096,729
FEDERAL FUNDING AWARDED IN 2023

\$14.1 MILLION
SINCE 2005

| DIRECT SERVICE PROGRAMS | DESCRIPTION | IMPACT IN 2023 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------------------------|
|  Housing Helpline | Coordinated entry point for people seeking housing and homeless services | 9,174 Households served; 641 homeless assessments |
|  Housing Access Coordinator | Working with landlords to make units available for people at very low incomes | 57 Landlords added; 62 Units added |
|  Rapid Re-housing | Short-term rental assistance and services | 61 Households served; 41 obtained permanent housing |
|  SOAR (SSI/SSDI Outreach and Access to Recovery) | Supports to help people experiencing homelessness apply for SSI/SSDI | 8 ppl (obtained certification in Sept 2023) |
|  Street Outreach, Harm Reduction & Deflection <i>Partnership with OC Criminal Justice Resource Department</i> | Connections to housing and services for people living unsheltered | 71 people served; 29 exited to permanent housing |

 **We can end homelessness by closing the 15 current system gaps.**

GAPS

| | |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  HOUSING | Income-Based Rental Units Housing Locator Furniture and Household goods Rapid Re-Housing Landlord Incentives Youth Housing Permanent Supportive Housing |
|  SERVICES – TEMP. HOUSING | Accessible, housing-focused shelter Medical Respite Beds Bridge Housing |
|  SERVICES – CONNECTIONS | Housing Helpline staffing Integrated Service Center Crisis/Diversion Facility |
|  SERVICES – DIGNITY | 24 hour bathrooms Memorial Service Funding |

NEED HELP?

Contact the **Housing Helpline** at **919-245-2655** or **housinghelp@orangecountync.gov** or visit the online resource database: **www.occonnect.info**

For more information about homelessness in Orange County, contact **Rachel Waltz**, rwaltz@orangecountync.gov, (919) 245-2490



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Planning and Economic Development
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Tourism Board – Re-appointment of Megan Kimball for a term ending May 13, 2026

Attachments:

Appointed Boards Application

Summary:

Megan Kimball has previously served on the Historic District Commission and was nominated from the Alliance for Historic Hillsborough to serve on the Tourism Board for that organization’s designated seat. Kimball has had good attendance at meetings and has provided useful board participation. The Tourism Board voted unanimously to reappoint Kimball at their last regular meeting.

Financial impacts:

None outside of occasional training.

Staff recommendation and comments:

None

Action requested:

Re-appointment of Megan Kimball to the Hillsborough Tourism Board with a term ending May 13, 2026.



Appointed Boards Application

If you are a Town of Hillsborough resident and willing to volunteer your time and expertise to your community, please complete this form. Volunteers for the Parks and Recreation Board must be at least 13 years old, and volunteers for all other boards must be at least 18 years old.

The town strives to reflect the diversity of its residents in the makeup of its boards. Demographics and residence location are considered during the appointment process.

First name (required):

Megan

Last name (required):

Kimball

Home address (required):

129 Murdock Drive, Hillsborough

Home phone number:

Work phone number:

Email address (required):

megantkimball@gmail.com

Place of employment:

Job title:

Birth date (required):

June 13, 1986

Gender (required):

Female

Ethnic origin (check all that apply) (required):

White

First choice (required):

Tourism Board

Second choice (required):

None

Third choice (required):

None

Reasons for wanting to serve (required):

I am currently the chair of the Alliance for Historic Hillsborough, and I would like to serve on the Tourism board as a representative of the Alliance.

Have you served or are you currently serving on a town board? If so, which ones and when? (required)?

Yes--I was on the HDC from 2018 (or 2019?) to January 2022.

Relevant work, volunteer or educational experience (required):

As mentioned above, I volunteered on the HDC for a few years, and I am the chair of the Alliance for Historic Hillsborough. I have been on the Alliance board since 2020, first as a representative of the HDC and then an at-large

member. Professionally, I'm a staff attorney at the Southern Environmental Law Center.

How are you connected to Hillsborough (live, work, play, shop, own property) (required)?

I live in Hillsborough, where I also play, shop, and own property.

Have you reviewed the Vision 2030 plan, and what are your thoughts about it (required)?

Yes, I would like Hillsborough to grow in a sustainable way that honors its past while setting it up for continued future success. Equity and climate should be key focuses.

Have you reviewed other town documents (budget, strategy map, small area plans), and what are your thoughts about them?

Yes, Hillsborough should focus on smart, slow growth and avoid sprawling development and road widening, which will only exacerbate climate and equity issues.

What challenges do you see the town facing that could be addressed by the board or boards on which you wish to serve (required)?

As I mention above, I think equity and climate are major challenges. The Tourism Board is well positioned to address both in its own way, by planning diverse events and building community, as it has been doing for many years.

How did you hear about this opportunity (required)?

Current volunteer

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 8, 2024
Department: Town Clerk
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Minutes

Attachments:

1. Regular meeting March 11, 2024
2. Work session March 25, 2024

Summary:

None.

Financial impacts:

None.

Staff recommendation and comments:

Approve minutes as presented.

Action requested:

To approve minutes of the Board of Commissioners regular meeting March 11, 2024 and work session March 25 2024.



Minutes

Board of Commissioners Regular Meeting

7 p.m. April 8, 2024

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

Present: Mayor Mark Bell and commissioners Meaghun Darab, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

Staff: Assistant Town Manager and Community Services Director Matt Efird, Stormwater Program Coordinator Heather Fisher, Lead for NC Fellow Marshall Grayson, Stormwater and Environmental Services Manager Terry Hackett, Police Chief Duane Hampton, Stormwater Technician Claire Hansen, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey and Town Manager Eric Peterson

Opening of the meeting

Mayor Mark Bell called the meeting to order at 7 p.m.

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

Hillsborough resident Carol Goodnight requested the town terminate the marketing of religious beliefs on town banners and reallocate funds to other services. She said pride flags represent a moral belief system but do not represent all moral belief systems.

3. Agenda changes and approval

There were no changes.

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as presented. Commissioner Evelyn Lloyd seconded.

Vote: 4-0. Absent: Commissioner Matt Hughes.

4. Presentations

A. Introduction of Police Lt. Richard Hooks and public reaffirmation of his oath of office

Police Chief Duane Hampton introduced Police Lt. Richard Hooks to the board to reaffirm his oath of office, with the mayor administering the oath. Hooks' daughters affixed his badge.

B. Stormwater Program Update

Stormwater and Environmental Services Manager Terry Hackett gave an update on the town's stormwater program. Key points included information on:

- Renewal of the National Pollutant Discharge Elimination System permit.
- Status of the Falls Lake Rules readoption process. All Upper Neuse River Basin Association member governments have approved the Consensus Principles II, allowing the N.C. Department of Environmental Quality to review a North Carolina Collaboratory report and begin the rule readoption process within the next six months.

- Staffing updates and future needs. Hackett introduced Stormwater Technician Claire Hansen and explained an additional Public Works equipment operator funded by his division is needed in Fiscal Year 2026.

Stormwater Program Coordinator Heather Fisher also provided an update on the Odie Street Green Infrastructure project.

Hughes joined the meeting at 7:14 p.m.

5. Items for decision – consent agenda

- A. Minutes
 - Regular meeting March 11, 2024
 - Work session March 25, 2024
- B. Miscellaneous budget amendments and transfers
- C. Proclamation in Recognition of Volunteer Appreciation Week
- D. Appoint Commissioner Kathleen Ferguson as the voting delegate for the North Carolina League of Municipalities 2024-2025 Board of Directors Election
- E. Cates Creek Park Skate Spot Contingency Allocation

Motion: Ferguson moved to approve all items on the consent agenda. Commissioner Meaghun Darab seconded.

Vote: 5-0. Nays: None.

6. Updates

- A. Board members
 - Board members gave updates on the committees and boards on which they serve.
- B. Town manager
 - Town manager Eric Peterson highlighted staff progress on the budget and explained that the recent rate model study may not be finalized by the budget proposal presentation.
- C. Staff (written reports in agenda packet)
 - There were no additional updates.

7. Adjournment

Mayor Bell adjourned the meeting at 8:12 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

FY 2023-2024

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT

DATES: 04/08/2024 TO 04/08/2024

| REFERENCE | CHANGE NUMBER | DATE | USER | ORIGINAL BUDGET | BUDGET CHANGE | AMENDED BUDGET |
|-----------------------------------------------------------------------------------------------------------|---------------|------------|------------|-----------------|---------------|----------------|
| GF 10-00-9990-5300-000 CONTINGENCY Contingency/Website accessibility license | 41758 | 04/08/2024 | EBRADFORI | 450,000.00 | -5,078.00 | 0.00 |
| Admin. 10-10-4200-5300-080 TRAINING/CONF./CONV. Services Website accessibility license | 41759 | 04/08/2024 | EBRADFORI | 22,050.00 | -302.00 | 21,748.00 |
| Admin. 10-10-4200-5300-113 LICENSE FEES Services Website accessibility license | 41757 | 04/08/2024 | EBRADFORI | 17,872.00 | 5,380.00 | 24,177.68 |
| Safety 10-10-6600-5300-332 SUPPLIES - OSHA & Risk To cover paper scrubs order for Police. | 41732 | 04/08/2024 | JFernandez | 50,775.00 | -1,000.00 | 62,994.55 |
| Safety 10-10-6600-5300-350 UNIFORMS & Risk To cover paper scrubs order for Police. | 41733 | 04/08/2024 | JFernandez | 0.00 | 1,000.00 | 1,500.00 |
| Solid 10-30-5800-5300-330 SUPPLIES - DEPARTMENTAL Waste To move decal expense | 41750 | 04/08/2024 | EBRADFORI | 2,500.00 | -5,075.00 | 2,500.00 |
| Solid 10-30-5800-5300-570 MISCELLANEOUS Waste To move decal expense | 41751 | 04/08/2024 | EBRADFORI | 1,000.00 | 1,900.00 | 2,900.00 |
| Solid 10-30-5800-5700-740 CAPITAL - VEHICLES Waste To move decal expense | 41752 | 04/08/2024 | EBRADFORI | 130,000.00 | 3,175.00 | 497,329.06 |
| W&S 30-71-3870-3870-066 TRANSFER FROM FUND 66-WFER Revenue Apply Bond Proceeds to Debt Pymt | 41741 | 04/08/2024 | EBRADFORI | 0.00 | 222,609.38 | 222,609.38 |
| Water 30-71-8140-5982-001 TRANSFER TO UTIL CAP IMPROV FUND Dist. Air Release Valves & OWASA BPS | 41740 | 04/08/2024 | EBRADFORI | 14,537.00 | 222,609.38 | 1,487,593.78 |
| Water 30-80-8140-5300-130 UTILITIES Dist. To correct account code for gasoline. | 41753 | 04/08/2024 | JFernandez | 47,500.00 | -2,500.00 | 45,000.00 |
| Water 30-80-8140-5300-145 MAINTENANCE - BUILDINGS Dist. To cover alarm cable replacement at AFT. | 41765 | 04/08/2024 | JFernandez | 2,000.00 | 81.00 | 2,081.00 |
| Water 30-80-8140-5300-310 GASOLINE Dist. To correct account code for gasoline. | 41754 | 04/08/2024 | JFernandez | 27,500.00 | 2,500.00 | 30,000.00 |
| Water 30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL Dist. To cover alarm cable replacement at AFT. | 41764 | 04/08/2024 | JFernandez | 131,440.00 | -81.00 | 128,888.64 |
| WW 30-80-8200-5300-130 UTILITIES Collect. To correct account code for gasoline. | 41755 | 04/08/2024 | JFernandez | 57,500.00 | -2,500.00 | 55,000.00 |
| WW 30-80-8200-5300-145 MAINTENANCE - BUILDINGS Collect. To cover alarm cable replacement at AFT. | 41767 | 04/08/2024 | JFernandez | 2,000.00 | 81.00 | 2,081.00 |
| WW 30-80-8200-5300-310 GASOLINE Collect. To correct account code for gasoline. | 41756 | 04/08/2024 | JFernandez | 28,250.00 | 2,500.00 | 30,750.00 |
| WW 30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL Collect. To cover alarm cable replacement at AFT. | 41766 | 04/08/2024 | JFernandez | 80,500.00 | -81.00 | 80,569.06 |
| WFER 66-00-3900-3900-000 FUND BALANCE APPROPRIATION Cap. Proj. Apply bond proceeds to WFER debt pymt | 41744 | 04/08/2024 | EBRADFORI | 0.00 | 222,609.38 | 222,609.38 |
| WFER 66-71-8130-5970-920 TRANSFER TO WATER SEWER FUND Cap. Proj. Apply bond proceeds to WFER debt pymt | 41742 | 04/08/2024 | EBRADFORI | 0.00 | 222,609.38 | 222,609.38 |
| Utilities 69-22-3300-3310-015 GRANT - FEMA - BRIC Cap. Proj. To establish grant budget | 41746 | 04/08/2024 | EBRADFORI | 0.00 | 5,732,175.00 | 5,732,175.00 |
| Utilities 69-22-3800-3800-350 MISCELLANEOUS Cap. Proj. JFernandez | | 04/02/2024 | 4:49:08PM | | | |

f1142r03

FY 2023-2024

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT
 DATES: 04/08/2024 TO 04/08/2024

| REFERENCE | CHANGE NUMBER | DATE | USER | ORIGINAL BUDGET | BUDGET CHANGE | AMENDED BUDGET |
|----------------------------------------------------------------------------------------------------------|---------------|------------|------------|-----------------|-------------------|----------------|
| To establish grant budget | 41747 | 04/08/2024 | EBRADFORI | 1,935,000.00 | -5,732,175.00 | 0.00 |
| Utilities 69-34-3870-3870-512 TRANSFER FROM WSF - OWASA BPS Cap. Proj. Adj per actual | 41749 | 04/08/2024 | EBRADFORI | 90,000.00 | 565,600.00 | 655,600.00 |
| Utilities 69-34-3980-3980-308 INSTALL. FIN./OWASA BPS Cap. Proj. Adj per actual | 41748 | 04/08/2024 | EBRADFORI | 0.00 | -565,600.00 | 0.00 |
| Utilities 69-39-3870-3870-516 TRANSFER FROM WSF-AIR RELEASE VALVE Cap. Proj. Apply WFER Bond Proceeds | 41739 | 04/08/2024 | EBRADFORI | 0.00 | 120,926.00 | 150,000.00 |
| Utilities 69-39-3980-3980-300 DEBT ISSUANCE PROCEEDS Cap. Proj. Apply WFER Bond Proceeds | 41738 | 04/08/2024 | EBRADFORI | 0.00 | -120,926.00 | 0.00 |
| TDA 73-51-6250-5300-540 INSURANCE To cover treasurer's bond invoice. | 41735 | 04/08/2024 | JFernandez | 980.00 | 42.00 | 1,022.00 |
| Change to TDA meeting date. | 41760 | 04/08/2024 | JFernandez | 980.00 | -42.00 | 980.00 |
| TDA 73-51-6250-5300-570 MISCELLANEOUS To cover treasurer's bond invoice. | 41734 | 04/08/2024 | JFernandez | 3,500.00 | -42.00 | 3,458.00 |
| Change to TDA meeting date. | 41761 | 04/08/2024 | JFernandez | 3,500.00 | 42.00 | 3,500.00 |
| | | | | | <u>890,437.52</u> | |

DRAFT

APPROVED: 5/0
 DATE: 4/8/24
 VERIFIED: *Sarah E. Kimrey*



PROCLAMATION

Recognizing Volunteer Appreciation Week

April 21-27, 2024

WHEREAS, National Volunteer Week is an opportunity to recognize and honor the countless individuals who selflessly invest in the lives of others; and

WHEREAS, volunteers are finding unique and innovative ways to spread joy and meet the emotional, physical, and spiritual needs of others; and

WHEREAS, volunteering one's time, talents and resources has been an integral part of our heritage since the early days of our nation and it is essential that we continue this tradition of giving and sharing to preserve and improve the quality of life for all members of our community; and

WHEREAS, experience teaches us that government by itself cannot solve all of our nation's problems; and the giving of oneself in service to another empowers the giver and the recipient; and

WHEREAS, our volunteers are a great treasure; and

WHEREAS, each year a special week is designated in our nation for the dual purpose of recognizing those who give of themselves and of encouraging all to become involved in volunteer work; and it is fitting at this time that we say, "THANK YOU!" to all individuals, groups, boards and committees, and businesses who have given time, energy, and resources in the Town of Hillsborough through volunteer service;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim April 21-27, 2024 as Volunteer Appreciation Week in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 8th day of April in the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough



ORDINANCE

Capital Project Amendment

Cates Creek Skate Park

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

| | <i>Current Budget</i> | +/- | <i>Amended Budget</i> |
|------------|-----------------------|----------|-----------------------|
| Skate Park | \$320,000 | \$30,000 | \$350,000 |

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

| | <i>Current Budget</i> | +/- | <i>Amended Budget</i> |
|------------|-----------------------|----------|-----------------------|
| Skate Park | \$320,000 | \$30,000 | \$350,000 |

Section 3. This capital project will close automatically upon projection completion.

Section 4. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 8th day of April in the year 2024.

Ayes: 5
 Noes: 0
 Absent or excused: 0





 Sarah E. Kimrey, Town Clerk

TOWN OF HILLSBOROUGH
 UPDATE BUDGET CHANGES

FY 2023-2024
 PRINT ONLY

| | | | | 2023-2024 BUDGET | | |
|-----------------------------------------------------|-------------|----------------------|-----------------------|----------------------|-----------------------|--|
| <u>ACCOUNT</u> | <u>DATE</u> | <u>CHANGE NUMBER</u> | <u>CURRENT BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> | |
| Revenue | | | | | | |
| 10 | | | | | | |
| 10-00-3900-3900-000 FUND BALANCE APPROPRIATION | 4/8/2024 | 41768 | 2,023,552.61 | 30,000.00 | 2,053,552.61 | |
| Cover 10% construction contingency at Skate Park. | | | | | | |
| Total for 10 | | | <u>2,023,552.61</u> | <u>30,000.00</u> | <u>2,053,552.61</u> | |
| 60 | | | | | | |
| 60-27-3870-3870-407 TRANSFER FROM GF - SKATE PARK | 4/8/2024 | 41771 | 320,000.00 | 30,000.00 | 350,000.00 | |
| Cover 10% construction contingency at Skate Park. | | | | | | |
| Total for 60 | | | <u>320,000.00</u> | <u>30,000.00</u> | <u>350,000.00</u> | |
| Total for Revenue | | | <u>2,343,552.61</u> | <u>60,000.00</u> | <u>2,403,552.61</u> | |
| Expenditure | | | | | | |
| 10 | | | | | | |
| 10-71-6300-5982-006 TRANSFER TO GEN CAP IMPROV FUND | 4/8/2024 | 41769 | 425,003.00 | 30,000.00 | 455,003.00 | |
| Cover 10% construction contingency at Skate Park. | | | | | | |
| Total for 10 | | | <u>425,003.00</u> | <u>30,000.00</u> | <u>455,003.00</u> | |
| 60 | | | | | | |
| 60-27-6300-5700-780 SKATE PARK | 4/8/2024 | 41770 | 320,000.00 | 30,000.00 | 350,000.00 | |
| Cover 10% construction contingency at Skate Park. | | | | | | |
| Total for 60 | | | <u>320,000.00</u> | <u>30,000.00</u> | <u>350,000.00</u> | |
| Total for Expenditure | | | <u>745,003.00</u> | <u>60,000.00</u> | <u>805,003.00</u> | |
| Grand Total | | | <u>3,088,555.61</u> | <u>120,000.00</u> | <u>3,208,555.61</u> | |

APPROVED: 5/0

DATE: 4/8/24

VERIFIED: _____

Sam E. Kimrey



Minutes

Board of Commissioners

State of the Town Address

7 p.m. April 22, 2024

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

Present: Mayor Mark Bell and commissioners Meaghun Darab, Robb English, Kathleen Ferguson, Matt Hughes, and Evelyn Lloyd

Staff: Assistant Town Manager and Community Services Director Matt Efird, Lead for NC Fellow Marshall Grayson, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser, Town Manager Eric Peterson, Utilities Director Marie Strandwitz, Human Resources Manager Haley Thore, Public Space and Sustainability Manager Stephanie Trueblood and Communications Manager Catherine Wright

1. Opening of the work session

Mayor Mark Bell called the meeting to order at 7 p.m.

2. Agenda changes and approval

There were no changes.

3. In-depth discussion and topics

A. State of the Town Address

The mayor delivered his first State of the Town address focusing on the positive impact of community groups and highlighting Hillsborough in the context of Orange County and the growing Triangle region.

Bell began by reflecting on how the town views itself, highlighting Hillsborough's rich history and culture. He also discussed connectivity, relationships with neighboring communities and the impact of significant population growth.

Bell identified specific challenges the town will face, which include:

- Funding large capital projects, including building a new fire station and greenway.
- Improving aging utilities infrastructure to prepare for new residential development and demand.
- Addressing increased traffic and congestion.
- Increasing the affordable housing supply.
- Meeting climate goals.

Bell noted the planned projects will cost several times more than the town's annual budget. He encouraged residents to provide input and to assist the town by serving on appointed boards, taking surveys and participating in Engage Hillsborough events.

The mayor also highlighted Hillsborough's current strengths, which include:

- The now completed Comprehensive Sustainability Plan.

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-732-1270 | www.hillsboroughnc.gov | @HillsboroughGov

- Community survey results showing positive perceptions of Hillsborough as a place to live, raise children, retire and visit. The community survey also indicated strong satisfaction with the quality of services provided by the town, specifically highlighting fire, police, town parks and customer service.
- Strong community organizations, including the Occaneechi village replica, PORCH Hillsborough, Fairview Community Watch and the Hillsborough Climate Challenge.

Bell concluded the address by saying the community is more connected than ever before. He encouraged residents to “find their village” and discover new ways to engage and positively impact the town.

4. Adjournment

Mayor Bell adjourned the meeting at 7:32 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

To adjust budget revenues and expenditures, where needed, due to changes that have occurred since budget adoption.

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 05/13/2024 TO 05/13/2024

| REFERENCE | CHANGE NUMBER | DATE | USER | ORIGINAL BUDGET | BUDGET CHANGE | AMENDED BUDGET |
|-----------------------------------------------------------------|---------------|------------|------------|-----------------|---------------|----------------|
| GF 10-00-3900-3900-000 FUND BALANCE APPROPRIATION | | | | | | |
| Fund Bal. To correct PB appropriation | 41781 | 05/13/2024 | EBRADFORI | 1,133,221.00 | -268,260.00 | 1,785,292.61 |
| GF 10-00-9990-5300-000 CONTINGENCY | | | | | | |
| Contingency Reverse Amendment for Revenue Bond A | 41796 | 05/13/2024 | EBRADFORI | 450,000.00 | 5,500.00 | 5,500.00 |
| Admin. 10-10-4200-5300-451 C.S./PRINTING | | | | | | |
| Services For charges & increased rates for bill inse | 41811 | 05/13/2024 | JFernandez | 3,350.00 | 1,500.00 | 5,295.00 |
| Admin. 10-10-4200-5300-570 MISCELLANEOUS | | | | | | |
| Services For charges & increased rates for bill inse | 41810 | 05/13/2024 | JFernandez | 57,553.00 | -1,500.00 | 74,860.32 |
| Accou- 10-10-4400-5300-487 TAX COLLECTION | | | | | | |
| nting To cover Q3 tax collection fee to Orange t | 41789 | 05/13/2024 | JFernandez | 42,000.00 | 2,764.00 | 44,764.00 |
| Accou- 10-10-4400-5300-570 MISCELLANEOUS | | | | | | |
| nting To cover Q3 tax collection fee to Orange t | 41788 | 05/13/2024 | JFernandez | 19,210.00 | -2,764.00 | 16,446.00 |
| Safety 10-10-6600-5300-080 TRAINING/CONF./CONV. | | | | | | |
| & Risk To cover auto flaggers | 41794 | 05/13/2024 | EBRADFORI | 16,800.00 | -1,058.00 | 9,246.00 |
| Safety 10-10-6600-5300-320 SUPPLIES - OFFICE | | | | | | |
| & Risk To cover safety office uniforms through y | 41786 | 05/13/2024 | JFernandez | 560.00 | -60.00 | 500.00 |
| To cover printer purchase. | 41799 | 05/13/2024 | JFernandez | 560.00 | 400.00 | 900.00 |
| Safety 10-10-6600-5300-330 SUPPLIES - DEPARTMENTAL | | | | | | |
| & Risk To cover printer purchase. | 41798 | 05/13/2024 | JFernandez | 6,720.00 | -400.00 | 18,821.80 |
| Safety 10-10-6600-5300-332 SUPPLIES - OSHA | | | | | | |
| & Risk To cover new fall protection equipment at | 41779 | 05/13/2024 | JFernandez | 50,775.00 | 6,000.00 | 68,994.55 |
| Safety 10-10-6600-5300-350 UNIFORMS | | | | | | |
| & Risk To cover safety office uniforms through y | 41787 | 05/13/2024 | JFernandez | 0.00 | 60.00 | 1,560.00 |
| Safety 10-10-6600-5300-571 SAFETY AWARDS PROGRAM | | | | | | |
| & Risk To cover new fall protection equipment at | 41778 | 05/13/2024 | JFernandez | 15,120.00 | -6,000.00 | 13,975.00 |
| Safety 10-10-6600-5700-741 CAPITAL - EQUIPMENT | | | | | | |
| & Risk To cover auto flaggers | 41795 | 05/13/2024 | EBRADFORI | 26,055.00 | 1,058.00 | 27,113.00 |
| Police 10-20-5100-5300-080 TRAINING/CONF./CONV. | | | | | | |
| To cover training through year-end. | 41785 | 05/13/2024 | JFernandez | 26,900.00 | 3,000.00 | 30,900.00 |
| Police 10-20-5100-5300-140 TRAVEL/VEHICLE ALLOTMENT | | | | | | |
| To cover training through year-end. | 41784 | 05/13/2024 | JFernandez | 5,100.00 | -3,000.00 | 2,100.00 |
| To cover vet expenditures through year-er | 41802 | 05/13/2024 | JFernandez | 5,100.00 | -101.00 | 1,999.00 |
| Police 10-20-5100-5300-458 DATA PROCESSING SERVICES | | | | | | |
| To cover addition of property managemen | 41801 | 05/13/2024 | JFernandez | 25,310.00 | 379.00 | 28,249.00 |
| Police 10-20-5100-5300-470 HIRING SELECTION PROCESS | | | | | | |
| To cover addition of property managemen | 41800 | 05/13/2024 | JFernandez | 5,400.00 | -379.00 | 5,021.00 |
| Police 10-20-5100-5300-574 MISC. - POLICE DOG | | | | | | |
| To cover vet expenditures through year-er | 41803 | 05/13/2024 | JFernandez | 4,100.00 | 101.00 | 9,801.00 |
| GF - PB 10-30-3980-3900-100 POWELL BILL FUND BALANCE APPROPRIAT | | | | | | |
| Fund Bal. To correct PB appropriation | 41780 | 05/13/2024 | EBRADFORI | 473,000.00 | 268,260.00 | 707,335.00 |
| Streets 10-30-5600-5300-165 MAINTENANCE - INFRASTRUCTURE | | | | | | |
| Allocate to correct account. | 41773 | 05/13/2024 | JFernandez | 5,000.00 | 29,705.00 | 34,705.00 |
| Streets 10-30-5600-5700-729 CAPITAL - INFRASTRUCTURE | | | | | | |

JFernandez
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FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 05/13/2024 TO 05/13/2024

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|-----------------------|--------------------------------------------------------------------------|----------------------|-------------|-------------|------------------------|----------------------|-----------------------|
| | Allocate to correct account. | 41772 | 05/13/2024 | JFernandez | 239,000.00 | -29,705.00 | 259,780.00 |
| W&S Revenue | 30-00-3850-3850-000 INTEREST EARNED Yr-end adj | 41797 | 05/13/2024 | EBRADFORI | 10,000.00 | 5,500.00 | 35,500.00 |
| W&S Transfers | 30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND Adj to actual | 41816 | 05/13/2024 | EBRADFORI | 0.00 | 17,271.00 | 79,985.00 |
| W&S Transfers | 30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND Adj to actual | 41817 | 05/13/2024 | EBRADFORI | 0.00 | 5,637.00 | 60,377.00 |
| W&S Revenue | 30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES Adj to actual | 41814 | 05/13/2024 | EBRADFORI | 0.00 | 17,271.00 | 79,985.00 |
| W&S Revenue | 30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES Adj to actual | 41815 | 05/13/2024 | EBRADFORI | 0.00 | 5,637.00 | 60,377.00 |
| W&S Fund Bal. | 30-80-3900-3900-000 FUND BALANCE APPROPRIATED To cover arbitrage | 41791 | 05/13/2024 | EBRADFORI | 1,768,570.00 | 19,955.00 | 4,774,898.31 |
| Admin. of Enterprise | 30-80-7200-5300-041 ATTORNEY FEES Adj to actual | 41826 | 05/13/2024 | EBRADFORI | 17,000.00 | 2,605.00 | 40,105.00 |
| | Adj to actual | 41828 | 05/13/2024 | EBRADFORI | 17,000.00 | 225.00 | 40,330.00 |
| Admin. of Enterprise | 30-80-7200-5300-560 SERVICE MILESTONE RECOGNITION Adj to actual | 41827 | 05/13/2024 | EBRADFORI | 225.00 | -225.00 | 0.00 |
| Admin. of Enterprise | 30-80-7200-5300-571 SAFETY AWARDS PROGRAM Adj to actual | 41824 | 05/13/2024 | EBRADFORI | 0.00 | -484.00 | 2,342.00 |
| Admin. of Enterprise | 30-80-7200-5300-580 CUSTOMER SERVICE & INNOVATION AWARD Adj to actual | 41825 | 05/13/2024 | EBRADFORI | 4,000.00 | -2,121.00 | 1,879.00 |
| Utilities Admin. | 30-80-7220-5100-020 SALARIES Adj to actual | 41823 | 05/13/2024 | EBRADFORI | 368,043.00 | 15,283.00 | 425,826.00 |
| Utilities Admin. | 30-80-7220-5125-060 HOSPITALIZATION Adj to actual | 41818 | 05/13/2024 | EBRADFORI | 37,118.00 | 1,000.00 | 38,118.00 |
| Utilities Admin. | 30-80-7220-5125-061 LIFE/DISABILITY/VISION Adj to actual | 41819 | 05/13/2024 | EBRADFORI | 2,106.00 | -1,000.00 | 1,106.00 |
| Utilities Admin. | 30-80-7220-5300-140 TRAVEL/VEHICLE ALLOTMENT Adj to actual | 41822 | 05/13/2024 | EBRADFORI | 14,520.00 | -6,800.00 | 7,720.00 |
| Utilities Admin. | 30-80-7220-5300-584 TRIANGLE WATER PARTNERSHIP Adj to actual | 41820 | 05/13/2024 | EBRADFORI | 15,000.00 | -4,641.00 | 10,359.00 |
| Utilities Admin. | 30-80-7220-5700-740 CAPITAL - VEHICLES Adj to actual | 41821 | 05/13/2024 | EBRADFORI | 0.00 | -3,842.00 | 31,158.00 |
| Billing & Collections | 30-80-7240-5100-010 OVERTIME COMPENSATION Adj to actual | 41829 | 05/13/2024 | EBRADFORI | 2,000.00 | 4,000.00 | 8,000.00 |
| Billing & Collections | 30-80-7240-5100-020 SALARIES Adj to actual | 41836 | 05/13/2024 | EBRADFORI | 326,326.00 | -21,160.00 | 277,766.00 |
| Billing & Collections | 30-80-7240-5125-060 HOSPITALIZATION Adj to actual | 41835 | 05/13/2024 | EBRADFORI | 59,676.00 | -22,000.00 | 37,676.00 |
| Billing & Collections | 30-80-7240-5125-061 LIFE/DISABILITY/VISION Adj to actual | 41834 | 05/13/2024 | EBRADFORI | 1,840.00 | -1,390.00 | 450.00 |
| Billing & Collections | 30-80-7240-5127-070 RETIREMENT | | | | | | |
| | JFernandez | | 05/06/2024 | 5:08:27PM | | | |
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FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 05/13/2024 TO 05/13/2024

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|-----------------------|--------------------------------------------------|----------------------|-------------|-------------|------------------------|----------------------|-----------------------|
| | Adj to actual | 41833 | 05/13/2024 | EBRADFORI | 41,483.00 | -10,000.00 | 31,483.00 |
| Billing & Collections | 30-80-7240-5300-145 MAINTENANCE - BUILDINGS | | | | | | |
| | Adj to actual | 41830 | 05/13/2024 | EBRADFORI | 0.00 | 50.00 | 50.00 |
| Billing & Collections | 30-80-7240-5300-310 GASOLINE | | | | | | |
| | To cover temporary contracted personnel. | 41774 | 05/13/2024 | JFernandez | 7,000.00 | -1,000.00 | 6,000.00 |
| Billing & Collections | 30-80-7240-5300-411 C.S./SOUTH DATA | | | | | | |
| | Adj to actual | 41831 | 05/13/2024 | EBRADFORI | 43,100.00 | 1,000.00 | 37,010.11 |
| Billing & Collections | 30-80-7240-5300-458 DATA PROCESSING SERVICES | | | | | | |
| | To cover temporary contracted personnel. | 41775 | 05/13/2024 | JFernandez | 28,395.00 | -1,000.00 | 27,395.00 |
| Billing & Collections | 30-80-7240-5300-503 C.S./TEMPORARY PERSONNEL | | | | | | |
| | To cover temporary contracted personnel. | 41777 | 05/13/2024 | JFernandez | 0.00 | 4,000.00 | 26,089.89 |
| Billing & Collections | 30-80-7240-5300-575 ARBITRAGE | | | | | | |
| | To cover temporary contracted personnel. | 41776 | 05/13/2024 | JFernandez | 2,000.00 | -2,000.00 | 0.00 |
| | To cover arbitrage | 41790 | 05/13/2024 | EBRADFORI | 2,000.00 | 19,955.00 | 19,955.00 |
| Billing & Collections | 30-80-7240-5300-585 ELECTRONIC PAYMENT FEES | | | | | | |
| | Adj to actual | 41832 | 05/13/2024 | EBRADFORI | 136,500.00 | 49,500.00 | 186,000.00 |
| WTP | 30-80-8120-5100-020 SALARIES | | | | | | |
| | Adj to actual | 41840 | 05/13/2024 | EBRADFORI | 544,726.00 | 3,445.00 | 548,171.00 |
| WTP | 30-80-8120-5300-130 UTILITIES | | | | | | |
| | Adj to actual | 41837 | 05/13/2024 | EBRADFORI | 86,290.00 | 15,710.00 | 102,000.00 |
| WTP | 30-80-8120-5300-310 GASOLINE | | | | | | |
| | Adj to actual | 41839 | 05/13/2024 | EBRADFORI | 11,000.00 | -3,445.00 | 7,555.00 |
| WTP | 30-80-8120-5300-323 SUPPLIES - CHEMICALS | | | | | | |
| | Adj to actual | 41838 | 05/13/2024 | EBRADFORI | 427,760.00 | -15,710.00 | 250,227.00 |
| WFER | 30-80-8130-5300-154 MAINTENANCE - GROUNDS | | | | | | |
| | To cover brush and debris clearing at WFI | 41783 | 05/13/2024 | JFernandez | 15,000.00 | 5,000.00 | 31,686.22 |
| WFER | 30-80-8130-5300-330 SUPPLIES - DEPARTMENTAL | | | | | | |
| | To cover brush and debris clearing at WFI | 41782 | 05/13/2024 | JFernandez | 10,000.00 | -5,000.00 | 4,167.30 |
| WFER | 30-80-8130-5300-412 C.S./MONITORING MISSION UNIT | | | | | | |
| | Adj to actual | 41841 | 05/13/2024 | EBRADFORI | 1,500.00 | -840.00 | 660.00 |
| WFER | 30-80-8130-5300-921 WATER QUALITY MONITORING | | | | | | |
| | Adj to actual | 41842 | 05/13/2024 | EBRADFORI | 25,000.00 | -951.00 | 24,049.00 |
| WFER | 30-80-8130-5400-910 DEBT SERVICE - PRINCIPAL | | | | | | |
| | Adj to actual | 41843 | 05/13/2024 | EBRADFORI | 839,737.00 | 1,791.00 | 348,791.00 |
| Water Dist. | 30-80-8140-5100-020 SALARIES | | | | | | |
| | Adj to actual | 41844 | 05/13/2024 | EBRADFORI | 450,888.00 | 38,000.00 | 488,888.00 |
| Water Dist. | 30-80-8140-5120-050 FICA | | | | | | |
| | Adj to actual | 41845 | 05/13/2024 | EBRADFORI | 34,493.00 | 5,000.00 | 39,493.00 |
| Water Dist. | 30-80-8140-5125-060 HOSPITALIZATION | | | | | | |
| | Adj to actual | 41846 | 05/13/2024 | EBRADFORI | 91,728.00 | 11,000.00 | 84,228.00 |
| Water Dist. | 30-80-8140-5127-070 RETIREMENT | | | | | | |
| | Adj to actual | 41847 | 05/13/2024 | EBRADFORI | 57,346.00 | 10,000.00 | 67,346.00 |
| Water Dist. | 30-80-8140-5127-071 401(K) RETIREMENT SUPP. | | | | | | |
| | JFernandez | | 05/06/2024 | 5:08:27PM | | | |
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FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 05/13/2024 TO 05/13/2024

| | <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|----------------|----------------------------------------------------|----------------------|-------------|-------------|------------------------|----------------------|-----------------------|
| | Adj to actual | 41848 | 05/13/2024 | EBRADFORI | 22,544.00 | 4,000.00 | 26,544.00 |
| Water Dist. | 30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE | | | | | | |
| | Adj to actual | 41849 | 05/13/2024 | EBRADFORI | 140,000.00 | -68,000.00 | 72,000.00 |
| WW Collect. | 30-80-8200-5300-130 UTILITIES | | | | | | |
| | Adj to actual | 41850 | 05/13/2024 | EBRADFORI | 57,500.00 | 1,000.00 | 56,000.00 |
| WW Collect. | 30-80-8200-5300-165 MAINTENANCE - INFRASTRUCTURE | | | | | | |
| | Adj to actual | 41851 | 05/13/2024 | EBRADFORI | 187,500.00 | -1,000.00 | 270,702.00 |
| WWTP | 30-80-8220-5100-010 OVERTIME COMPENSATION | | | | | | |
| | Adj to actual | 41852 | 05/13/2024 | EBRADFORI | 5,000.00 | 2,500.00 | 7,500.00 |
| WWTP | 30-80-8220-5300-110 TELEPHONE/INTERNET | | | | | | |
| | Adj to actual | 41853 | 05/13/2024 | EBRADFORI | 890.00 | 750.00 | 1,640.00 |
| WWTP | 30-80-8220-5300-130 UTILITIES | | | | | | |
| | Adj to actual | 41854 | 05/13/2024 | EBRADFORI | 152,448.00 | 16,552.00 | 169,000.00 |
| WWTP | 30-80-8220-5300-158 MAINTENANCE - EQUIPMENT | | | | | | |
| | Adj to actual | 41863 | 05/13/2024 | EBRADFORI | 84,150.00 | -10,000.00 | 109,496.16 |
| WWTP | 30-80-8220-5300-162 MAINTENANCE - LAB EQUIPMENT | | | | | | |
| | Adj to actual | 41865 | 05/13/2024 | EBRADFORI | 7,870.00 | -4,300.00 | 3,570.00 |
| WWTP | 30-80-8220-5300-164 MAINTENANCE - INSTRUMENTATION | | | | | | |
| | Adj to actual | 41864 | 05/13/2024 | EBRADFORI | 19,470.00 | -4,500.00 | 24,530.00 |
| WWTP | 30-80-8220-5300-165 MAINTENANCE - INFRASTRUCTURE | | | | | | |
| | Adj to actual | 41866 | 05/13/2024 | EBRADFORI | 9,200.00 | -472.00 | 16,368.00 |
| WWTP | 30-80-8220-5300-323 SUPPLIES - CHEMICALS | | | | | | |
| | Adj to actual | 41855 | 05/13/2024 | EBRADFORI | 56,380.00 | 8,580.00 | 62,000.00 |
| WWTP | 30-80-8220-5300-327 SUPPLIES - LAB | | | | | | |
| | Adj to actual | 41856 | 05/13/2024 | EBRADFORI | 12,300.00 | 1,700.00 | 14,000.00 |
| WWTP | 30-80-8220-5300-330 SUPPLIES - DEPARTMENTAL | | | | | | |
| | Adj to actual | 41857 | 05/13/2024 | EBRADFORI | 4,000.00 | 1,000.00 | 5,000.00 |
| WWTP | 30-80-8220-5300-331 SUPPLIES - SAFETY | | | | | | |
| | Adj to actual | 41858 | 05/13/2024 | EBRADFORI | 3,360.00 | -3,200.00 | 160.00 |
| WWTP | 30-80-8220-5300-338 SUPPLIES - DATA PROCESSING | | | | | | |
| | Adj to actual | 41859 | 05/13/2024 | EBRADFORI | 510.00 | -510.00 | 0.00 |
| WWTP | 30-80-8220-5300-445 C.S./DUMPSTER SERVICE | | | | | | |
| | Adj to actual | 41860 | 05/13/2024 | EBRADFORI | 3,180.00 | -1,600.00 | 1,580.00 |
| WWTP | 30-80-8220-5300-473 MAINTENANCE CONTRACTS | | | | | | |
| | Adj to actual | 41862 | 05/13/2024 | EBRADFORI | 26,700.00 | -4,000.00 | 22,700.00 |
| WWTP | 30-80-8220-5300-530 DUES & SUBSCRIPTIONS | | | | | | |
| | Adj to actual | 41861 | 05/13/2024 | EBRADFORI | 10,561.00 | -2,500.00 | 8,061.00 |
| Storm-Water | 35-30-5900-5300-165 MAINTENANCE - INFRASTRUCTURE | | | | | | |
| | To cover Mapping GPS Receiver | 41808 | 05/13/2024 | EBRADFORI | 177,000.00 | -250.00 | 176,750.00 |
| Storm-Water | 35-30-5900-5300-330 SUPPLIES - DEPARTMENTAL | | | | | | |
| | To cover Mapping GPS Receiver | 41809 | 05/13/2024 | EBRADFORI | 750.00 | 250.00 | 1,000.00 |
| Restr. Revenue | 72-00-5100-3301-052 RESTRICTED REV-ABC BOARD GRANT | | | | | | |
| | To record FY24 revenue | 41792 | 05/13/2024 | EBRADFORI | 19,157.85 | 8,000.00 | 27,157.85 |

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FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 05/13/2024 TO 05/13/2024

| <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|-------------------------------------------------------------------------------------|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| Restr. 72-20-5100-5300-052 ABC BOARD EXPENDITURES Revenue To record FY24 revenue | 41793 | 05/13/2024 | EBRADFORI | 19,157.85 | 8,000.00 | 27,157.85 |
| | | | | | <u>112,726.00</u> | |



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Governing Body
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation – Memorial Day 2024

Attachments:

Proclamation

Summary:

Proclamation in honor of Memorial Day 2024.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To adopt a proclamation in honor of all members of the armed forces who have lost their lives in service to their country and to recognize and support the families and loved ones of the fallen and encourage all residents to reflect on their role in creating a more just, peaceful nation and world.



PROCLAMATION Memorial Day 2024

WHEREAS, Memorial Day is a day of reflection and solemn observance to honor the men and women of the armed forces who have lost their lives in service to their country; and

WHEREAS, what is now known as “Memorial Day” has its roots in Decoration Day – a day first observed on May 1, 1865 and led by Black soldiers including the 54th Massachusetts and the 34th and 104th U.S. Colored Troops, Black veterans, white missionaries, and newly emancipated Black citizens of Charleston, South Carolina to honor the dead Union troops buried at a planters’ racetrack; and

WHEREAS, we honor all men and women of all wars and conflicts who fought and died on behalf of our treasured ideals and do so with the clear-eyed recognition of the horrors war brings to all those it touches; and

WHEREAS, the military service members who have fallen in combat leave behind families and other loved ones who are left with the pain of their loss and carry that loss with them for the remainder of their days, experiencing the true cost of war in ways the majority of their countrymen and women cannot; and

WHEREAS, Memorial Day, in accordance with a joint resolution of Congress passed May 11, 1950, is also a day dedicated as a call to prayer for permanent peace; and

WHEREAS, toward the goal of peace, Memorial Day is a day for somber reflection on lives lost and potentials left unfulfilled, and for holding fast to our earnest hope for and commitment to non-violent solutions to conflict and a true, lasting peace where all people can thrive; and

WHEREAS, from that first Decoration Day until now, we have made much progress as a nation and people to live up to the ideals for which so many have given the ultimate sacrifice, yet have much more work to do; and

WHEREAS, one way to honor the dead is to treat the living well;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 27, 2024 as “Memorial Day” in the Town of Hillsborough in honor of all members of the armed forces who have lost their lives in service to their country and I call on community members to recognize and support the loved ones of the fallen, and encourage all residents to reflect on their role in creating a more just, peaceful nation and world.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 13th day of May in the year 2024.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Police
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Police Chief Duane Hampton

ITEM TO BE CONSIDERED

Subject: Proclamation – Police Week and Peace Officers Memorial Day

Attachments:

Proclamation

Summary:

Since 1786, more than 26,600 law enforcement officers have lost their lives while performing their duties, including 639 in North Carolina. The 87th Congress passed Public Law 87-726, a joint resolution authorizing the president to proclaim May 15th of each year as Peace Officers Memorial Day, and the calendar week during which May 15th occurs as Police Week; this was signed into law by President John F. Kennedy on Oct. 1, 1962.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

Adopt proclamation in support of Police Week and Peace Officers Memorial Day.



PROCLAMATION

Police Week and Peace Officers Memorial Day

May 12-18, 2024

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Hillsborough Police Department; and

WHEREAS, on April 29, 1786, Sheriff Benjamin Brach of Chesterfield County, Virginia, became the first law enforcement officer to die in the line of duty in the United States; since then, more than 26,600 law enforcement officers in the United States have paid the ultimate price during the performance of their duties, including 639 in North Carolina; and

WHEREAS, over 50,000 assaults against law enforcement officers are reported each year, resulting in approximately 17,000 injuries; and

WHEREAS, the 87th Congress passed Public Law 87-726, a joint resolution authorizing the president to proclaim May 15th of each year as Peace Officers Memorial Day, and the calendar week during which May 15th occurs as Police Week; this was signed into law by President John F. Kennedy on Oct. 1, 1962; and

WHEREAS, the members of the Hillsborough Police Department play an essential role in safeguarding the rights and freedoms of our residents, they protect the innocent against deception and the weak against oppression, they unceasingly provide a vital public service without which our town would not enjoy the peace and liberty that we so dearly value; and

WHEREAS, it is important that community members know and understand the duties and responsibilities of our law enforcement officers and acknowledge the hazards and sacrifices that are a fundamental aspect of their profession;

THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 12 through May 18, 2024 as "Police Week" and call upon all organizations and residents to commemorate law enforcement officers, past and present, who have rendered dedicated service to their communities.

NOW, THEREFORE, I proclaim Wednesday, May 15, 2024 as "Peace Officers Memorial Day" and call upon all residents of Hillsborough to honor those law enforcement officers who made the ultimate sacrifice in service to their community or became disabled in their performance of their duty.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 13th day of May in the year 2024.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager
Dustin Hill, Public Works Manager

ITEM TO BE CONSIDERED

Subject: Proclamation – National Public Works Week 2024

Attachments:

Proclamation

Summary:

Each year, the American Public Works Association (APWA) encourages communities all across the country to recognize and appreciate the workers that build and maintain the critical infrastructure that makes the country work. The attached proclamation declares May 19-25 as National Public Works Week in the Town of Hillsborough in recognition of the town employees who maintain our streets, sidewalks, facilities, solid waste, water and sewer systems and keep our town safe and functional.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

Approval of the attached proclamation.



PROCLAMATION

National Public Works Week 2024

Connecting the World Through Public Works

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Hillsborough; and

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are responsible for rebuilding, improving, and protecting our town's transportation, water supply, water and sewer treatment, solid waste systems, and facilities essential for our community members; and

WHEREAS, it is in the public interest for the residents of Hillsborough to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in our community; and

WHEREAS, the year 2024 marks the 64th annual National Public Works Week sponsored by the American Public Works Association; and

WHEREAS, all residents are urged to join with representatives of the American Public Works Association and the Town of Hillsborough to pay tribute to our public works professionals and to recognize the substantial contributions they make to protecting our town's health, safety, and quality of life.

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 19 through May 25, 2024, as "National Public Works Week" in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 13th day of May in the year 2024.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Governing Body
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation – Period Poverty Awareness Week

Attachments:

Proclamation

Summary:

Period Power is a program of the Diaper Bank of North Carolina that addresses period poverty through distribution of period products and advocacy work and is a member of the Alliance for Period Supplies, which has been actively raising awareness and addressing period poverty across the country. The Alliance for Period Supplies supports a network of over one hundred active period supply banks in nearly 40 states. Along with the Alliance for Period Supplies, individual organizations and grassroots leaders will hold events and work with their local and state governments to raise awareness of this need and how they can support people in our communities.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

To adopt a proclamation designating May 20 through May 28 as Period Poverty Awareness Week in Hillsborough. This proclamation will be used in conjunction with other states and local governments around the United States to inform our community that there are people who cannot afford the period products they need, preventing them from going to work or school and living full, healthy lives.



PROCLAMATION

Period Poverty Awareness Week

May 20-28, 2024

WHEREAS, approximately half of the population will have a period every month for decades of their lives and period supplies are a necessary product, each month, for millions of people across the country; and

WHEREAS, national surveys and research studies report that one in four menstruating individuals struggle to secure enough period supplies to meet their needs each month due to a lack of income and this lack of period supplies, known as period poverty, can adversely affect the health and well-being of menstruators; and

WHEREAS, national surveys also report that one in five women and girls miss work or school due to lacking a sufficient period supplies, exacerbating the vicious cycle of poverty by forcing menstruators to withdraw from daily life, losing pay or missing educational opportunities; and

WHEREAS, menstruators struggling with period poverty risk infections by using proxy products not intended for this purpose or not changing products as often as needed; and

WHEREAS, the people of Hillsborough recognize that period poverty is a public health issue, and addressing period poverty can enhance economic opportunity for Hillsborough's people and surrounding communities and improved health for women and girls/menstruators, thus ensuring all people have access to the basic necessities required to thrive and reach their full potential; and

WHEREAS, Hillsborough is proud to be home to trusted organizations, including Period Power, a program of the Diaper Bank of North Carolina, that recognize the importance of period products in ensuring health and providing economic stability and thus distribute period products through various channels; and

WHEREAS, the Hillsborough Board of Commissioners extends its sincere gratitude to the aforementioned period supply banks, their staff, volunteers and donors, for their courageous service during the crisis, and encourage the citizens of Hillsborough to donate generously to period supply banks, product drives, and those organizations that collect and distribute period products to those struggling with period poverty, so that the Hillsborough community can thrive and reach their full potential;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim May 20 through May 28, 2024, as "Period Poverty Awareness Week" in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 13th day of May in the year 2024.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Governing Body
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation Recognizing May as Asian American and Pacific Islander Heritage Month

Attachments:

Proclamation

Summary:

Asian American and Pacific Islander Heritage Month is observed during the month of May, and recognizes the contributions and influence of Asian Americans, Native Hawaiians and Pacific Islander Americans to the history, culture, and achievements of the United States.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To adopt proclamation recognizing each month of May as Asian American and Pacific Islander Heritage Month in the Town of Hillsborough.



PROCLAMATION

Recognizing the Month of May as Asian American and Pacific Islander Heritage Month

WHEREAS, Asian Americans across the United States can trace their roots to more than 20 countries in East and Southeast Asia, the Indian subcontinent, and the Pacific Islands, each with unique histories, cultures and languages; and

WHEREAS, North Carolina has been home to members of the Asian American and Pacific Islander communities since the mid-19th century, when the first Chinese immigrants began to settle in the state; and

WHEREAS, the month of May was selected as a way to honor the immigration of the first Japanese residents to the United States in 1843 and the completion of the Transcontinental Railroad in 1869, which was constructed by predominately Chinese immigrants; and

WHEREAS, the efforts and contributions of Asian Americans and Pacific Islanders can be seen across many aspects of society, including education, business, and science, playing a pivotal role in North Carolina's rich history; and

WHEREAS, in 1977, a joint resolution was passed by the U.S. Congress directing the President to issue a proclamation designating the week beginning on May 4, 1979, as Asian/Pacific American Heritage Week; and

WHEREAS, in 1992, the U.S. Congress passed a law permanently designating May of each year as Asian/Pacific American Heritage Month; and

WHEREAS, the Town of Hillsborough recognizes the paramount importance of actively promoting the understanding of, fostering appreciation for, and raising awareness of the rich and diverse cultures and history of Asian Americans and Pacific Islanders among its residents;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the month of May as "Asian American and Pacific Islander Heritage Month" in the Town of Hillsborough.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 13th day of May in the year 2024.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space & Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Ordinance Amending Article VII - Recreation, Sections 3-48 through 3-50 of the Code of Ordinances

Attachments:

1. Town Code Chapter 3, Section 3-48 through 3-50, as proposed to be amended
2. Ordinance amending the Code of Ordinances

Summary:

At its March 19, 2024, meeting, the Parks and Recreation Board discussed and recommended changes to the rules regarding the use of town parks and greenways and the administration of park reservation permits. The Parks and Recreation Board worked in coordination with town staff to address questions that are frequently raised or have caused confusion and issues in the past. The recommended amendments clarify what activities are prohibited and what can be permitted as part of a park reservation permit or special event permit as well as reservation process deadlines.

The recommended amendments include opening town parks at 7 a.m. rather than 8 a.m. This change will allow more access for early morning recreation and is acceptable to the Hillsborough Police Department, which is tasked with opening and closing parks facilities. Greenways will continue to open at sunrise.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To approve text amendments as presented.

ARTICLE VII. RECREATION

Sec. 3-48. Town park and greenway trail hours of operation; remaining after closing.

- (a) Unless otherwise authorized by the town manager, or the manager's designee, all town parks are closed from 30 minutes past sunset until ~~7:00~~ a.m. Use of a park outside of these operating hours must be authorized by the Town of Hillsborough through an approved special event permit.
 - (b) Unless otherwise authorized by the town manager, or the manager's designee, all town greenway trails are closed from 30 minutes past sunset until sunrise. Use of a greenway outside of these operating hours must be authorized by the Town of Hillsborough through an approved special event permit.
 - (c) It shall be unlawful to remain upon the park or greenway grounds during the time the facility is closed.
- (Ord. No. 2006.006.12-11.E, § 1(3-48), 6-12-2006; Ord. No. 20090413-8.I, § 1, 4-13-2009; Ord. No. 20150413-9.G, § 1, 4-13-2015)

Sec. 3-49. Rules and regulations for town parks and greenways.

The rules and regulations for town parks and greenways are as follows:

- (1) All persons in any park or greenway shall obey all posted regulations, signs and directions.
- (2) No person shall willfully mark, deface, disfigure, injure, tamper with ~~or, without the authorization of the town,~~ displace, dig, or remove any structure, equipment, facility, vegetation or any other real or personal property that is located within the park or greenway and belonging to the town unless authorized by the Town of Hillsborough. This includes but is not limited to the removal of any artifacts, plants, flowers, or foliage from town parks or greenways. and belonging to the town.
- (3) No person shall park, drive or ride motorized vehicles in ~~any park~~ town parks or greenways, except in designated ~~parking spaces, roadways and parking areas~~ unless ~~performing maintenance at the town's request, authorized by the Town of Hillsborough. Parking areas at town parks are restricted to park users and patrons.~~
- (4) No person shall dump, deposit, leave or place trash, ~~rubbish~~ balloons, confetti, garbage, ashes, ~~wastes,~~ broken glass or other waste rubbish within any park or ,greenway ~~, entranceway, or open space~~ except in ~~garbage, trash, designated waste or recycling or other property~~ receptacles provided for the purpose. No person shall dispose of household garbage or rubbish within any town park or greenway. All pet waste shall be picked up and disposed of in pet waste receptacles or removed from the site.
- (5) No person shall camp or stay overnight in any town park or greenway.
- (6) No person shall carry, possess or use any firearm or other dangerous weapon within any town park. This section shall not apply to law enforcement or other government personnel acting within the scope of their employment.
- (7) No person shall use, consume or possess any alcoholic beverages, beer or wine within any town park or greenway unless authorized by the Town of Hillsborough through a special event permit. No person shall use, consume or possess any narcotic drug or hallucinogen or any other controlled substance within any town park or greenway without a valid physician's prescription for the substance.

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- (8) No person shall engage, either verbally or physically, in any loud, disruptive or offensive conduct, or engage in any activity or sport in a manner which threatens the safety or welfare of other patrons of the town park or greenway, or which unreasonably impairs the public's opportunity to use and enjoy the park.
 - (9) No person shall ride or bring livestock or other animals, with the exception of leashed domesticated pets, horse or member of the equine family into a town park or a town greenway. Unleashed dogs are prohibited outside of designated dog parks. Pets must be supervised at all times.
 - (10) No person shall access or use any body of water in or adjacent to a town park or greenway where there is not properly permitting-permitted public access point to the body of water.
 - (11) Advertising, commercial or income generating activity is prohibited in town parks and greenways unless authorized by the Town of Hillsborough through a special event permit. This includes but is not limited to fitness classes, personal instruction, and selling of goods or services.
 - (12) The following activities are prohibited in town parks and greenways:
 - (A) Balloon releases
 - (B) Bounce houses or inflatables
 - (C) Climbing walls
 - (D) Fire, fire pits, fireworks
 - (E) Game trailers
 - (F) Golf
 - (G) Petting zoos, circuses, carnivals
 - (H) Waterslides, water balloons, pools, and other water toys
 - (I) High voltage electrical items. Outlets in picnic shelters are limited to 200 amps or lower. Electricity is not provided in all shelters.
 - (J) Paints, spray paints, and permanent markings on fields, buildings, equipment, walkways, and trails.
 - (K) The use of cleated shoes on playing fields.

(Ord. No. 2006.006.12-11.E, § 2(3-49), 6-12-2006; Ord. No 20150727-8 , § 1, 7-27-2015; Ord. No. 20170410-10.G, §§ 1, 2, 4-10-2017)

Sec. 3-50. Reservation of facilities within town parks.

- (a) The town may allow the reservation of certain facilities within town parks for private use for limited periods when such use does not conflict with enjoyment of the park by the general public or other town policies.
- (b) A person seeking to reserve a town park facility must submit fill-out a reservation permit application a minimum of 14 days in advance of the reservation date. and that The reservation request must be approved by town staff in advance of the reservation date for the reservation to be effective. Fees associated with the reservation are non-refundable and are due on the date specified by town staff after the reservation request is reviewed. Cancellations made 7 days prior to the reservation date may be issued a credit toward a future reservation of the facility, to be used within one calendar year. Reservation cancellations made within 7 days of the reservation date are not eligible for a credit. permit must be approved by staff at least 48 hours in advance for the reservation to be effective.

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- (c) The reservation shall be on a form provided by town staff and require sufficient information to identify the person requesting the permit, emergency contact information, the facility to be reserved, the proposed use and duration of use, and proof of liability insurance if deemed necessary by the town ~~manager~~.
 - (d) The public space manager or their designee is authorized to approve a park facility reservation permit~~s~~.
 - ~~(e) Reservations will be handled on a first-come first-served basis and reservations will be posted on the facility at least 24 hours in advance of the reserved time.~~
 - ~~(fe)~~ The reservation permit-issuing staff may issue a reservation permit when they find~~s~~: that the proposed activity or use of the park: will not unreasonably interfere or detract from the general public enjoyment of the park; that the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation; that the proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct; that the proposed activity will not entail unusual, extraordinary or burdensome expense or police operation by the town; that the facilities desired have not been reserved for other use at the day and hour required in the application.
 - (1) Will not unreasonably interfere or detract from the general public enjoyment of the park;
 - (2) Will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
 - (3) Is not reasonably anticipated to incite violence, crime or disorderly conduct;
 - (4) Will not entail unusual, extraordinary or burdensome expense or police operation by the town;
 - (5) Has not been reserved for other use at the day and hour required in the application.
 - ~~(ef)~~ Not to limit the generality of paragraph ~~(fe)~~, the following uses-activities cannot be part of a park reservation are prohibited and may not be permitted as part of a park reservation but can be considered and approved during the review of a special event permit:
 - ~~(1) Advertising/sales of merchandise;~~
 - ~~(2) Archery;~~
 - ~~(3) Climbing walls;~~
 - ~~(4) Fireworks;~~
 - ~~(5) Game trailers;~~
 - ~~(6) Golf;~~
 - ~~(7) Petting zoos, circuses, carnivals;~~
 - ~~(8) Sound amplifying equipment including but not limited to PA systems and stereos;~~
 - ~~(9) Waterslides, pools.~~
 - (3) Temporary chalk markings associated with sports and games on playing fields.
 - ~~(hg)~~ Events that meet a threshold specified in section 7-18 shall seek a special event permit rather than a park reservation permit. The standard reservation fees apply for special events, unless sponsored by the Town of Hillsborough. The following regulations apply to all special events in town parks:
 - (1) Events at town parks are limited to a total number of 75 persons excluding Town of Hillsborough hosted events.
 - (2) Events at town parks must comply with Section 5 of the Code of Ordinances: Noise.

(3) Event sponsors and hosts are responsible for the collection and disposal of all trash and waste that is not located within a provided trash bin or receptacle. No trash may be left on site or placed outside of the provided waste receptacles.

(h) ~~Greenways and entire parks~~ Town parks and greenways are not able to may not be reserved for exclusive, non-public use unless approved by the [Town Hillsborough](#) Board of Commissioners through a special event permit as a special event.

(Ord. No. 20090413-8.J, § 1, 4-13-2009; Ord. No. 20150713-10.H, §§ 1, 2, 7-13-2015 ; 20150511-10.D, § 1, 5-11-2015; Ord. No. 20170410-10.G, §§ 3, 4, 4-10-2



ORDINANCE

Amending Article VII – Recreation

Sections 3-48 through 3-50 of the Code of Ordinances

The Hillsborough Board of Commissioners ordains:

Section 1. Chapter 3, Article VII, of the Hillsborough Code of Ordinances is amended as follows:

Section 3-48. Town park and greenway trail hours of operation; remaining after closing.

- (a) Unless otherwise authorized by the town manager, or the manager's designee, all town parks are closed from 30 minutes past sunset until 7 a.m. Use of a park outside of these operating hours must be authorized by the Town of Hillsborough through an approved special event permit.
- (b) Unless otherwise authorized by the town manager, or the manager's designee, all town greenway trails are closed from 30 minutes past sunset until sunrise. Use of a greenway outside of these operating hours must be authorized by the Town of Hillsborough through an approved special event permit.
- (c) It shall be unlawful to remain upon the park or greenway grounds during the time the facility is closed.

Section 3-49. Rules and regulations for town parks and greenways.

The rules and regulations for town parks and greenways are as follows:

- (1) All persons in any park or greenway shall obey all posted regulations, signs and directions.
- (2) No person shall willfully mark, deface, disfigure, injure, tamper with, displace, dig, or remove any structure, equipment, facility, vegetation or any other real or personal property that is located within the park or greenway and belonging to the town unless authorized by the Town of Hillsborough. This includes but is not limited to the removal of any artifacts, plants, flowers, or foliage from town parks or greenways.
- (3) No person shall park, drive or ride motorized vehicles in town parks or greenways, except in designated roadways and parking areas unless authorized by the Town of Hillsborough. Parking areas at town parks are restricted to park users and patrons.
- (4) No person shall dump, deposit, leave or place trash, balloons, confetti, ashes, broken glass or other waste within any park or greenway except in designated waste or recycling receptacles provided for the purpose. No person shall dispose of household garbage or rubbish within any town park or greenway. All pet waste shall be picked up and disposed of in pet waste receptacles or removed from the site.
- (5) No person shall camp or stay overnight in any town park or greenway.
- (6) No person shall carry, possess or use any firearm or other dangerous weapon within any town park. This section shall not apply to law enforcement or other government personnel acting within the scope of their employment.

- (7) No person shall use, consume or possess any alcoholic beverages, beer or wine within any town park or greenway unless authorized by the Town of Hillsborough through a special event permit. No person shall use, consume or possess any narcotic drug or hallucinogen or any other controlled substance within any town park or greenway without a valid physician's prescription for the substance.
- (8) No person shall engage, either verbally or physically, in any loud, disruptive or offensive conduct, or engage in any activity or sport in a manner which threatens the safety or welfare of other patrons of the town park or greenway, or which unreasonably impairs the public's opportunity to use and enjoy the park.
- (9) No person shall ride or bring livestock or other animals, with the exception of leashed domesticated pets, to a town park or greenway. Unleashed dogs are prohibited outside of designated dog parks. Pets must be supervised at all times.
- (10) No person shall access or use any body of water in or adjacent to a town park or greenway where there is not properly permitted public access to the body of water.
- (11) Advertising, commercial or income generating activity is prohibited in town parks and greenways unless authorized by the Town of Hillsborough through a special event permit. This includes but is not limited to fitness classes, personal instruction, and selling of goods or services.
- (12) The following activities are prohibited in town parks and greenways:
 - (a) Balloon releases
 - (b) Bounce house or inflatables
 - (c) Climbing walls
 - (d) Fire, fire pits, fireworks
 - (e) Game trailers
 - (f) Golf
 - (g) Petting zoos, circuses, carnivals
 - (h) Waterslides, water balloons, pools, and other water toys
 - (i) High voltage electrical items. Outlets in picnic shelters are limited to 200 amps or lower. Electricity is not provided in all shelters.
 - (j) Paints, spray paints, and permanent markings on fields, buildings, equipment, walkways, and trails.
 - (k) The use of cleated shoes on playing fields.

Section 3-50. Reservation of facilities within town parks.

- (a) The town may allow the reservation of certain facilities within town parks for private use for limited periods when such use does not conflict with enjoyment of the park by the general public or other town policies.
- (b) A person seeking to reserve a town park facility must submit a reservation permit application a minimum of 14 days in advance of the reservation date. The reservation request must be approved by town staff in advance of the reservation date for the reservation to be effective. Fees associated with the reservation are non-refundable and are due on the date specified by town staff after the reservation request is reviewed. Cancellations made 7 days prior to the reservation date may be issued a credit toward a future reservation of the facility, to be used within one calendar year. Reservation cancellations made within 7 days of the reservation date are not eligible for credit.
- (c) The reservation shall be on a form provided by town staff and require sufficient information to identify the person requesting the permit, emergency contact information, the facility to be reserved, the proposed use and duration of use, and proof of liability insurance if deemed necessary by the town.
- (d) The public space manager or their designee is authorized to approve park facility reservation permits.
- (e) The reservation permit-issuing staff may issue a reservation permit when they find that the proposed activity or use of the park:
 - (1) Will not unreasonably interfere or detract from the general public enjoyment of the park;
 - (2) Will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
 - (3) Is not reasonably anticipated to incite violence, crime or disorderly conduct;
 - (4) Will not entail unusual, extraordinary or burdensome expense or police operation by the town;
 - (5) Has not been reserved for other use at the day and hour required in the application.
- (f) Not to limit the generality of paragraph (e), the following activities are prohibited and may not be permitted as part of a park reservation but can be considered and approved during the review of a special event permit:
 - (1) Archery;
 - (2) Sound amplifying equipment including but not limited to PA systems and stereos;
 - (3) Temporary chalk markings associated with sports and games on playing fields.
- (g) Events that meet a threshold specified in section 7-18 shall seek a special event permit rather than a park reservation permit. The standard reservation fees apply for special events, unless sponsored by the Town of Hillsborough. The following regulations apply to all special events in town parks:

- (1) Events at town parks are limited to a total number of 75 persons excluding Town of Hillsborough hosted events.
 - (2) Events at town parks must comply with Section 5 of the Code of Ordinances: Noise.
 - (3) Event sponsors and hosts are responsible for the collection and disposal of all trash and waste that is not located within a provided trash bin or receptacle. No trash may be left on site or placed outside of the provided waste receptacles.
- (h) Town parks and greenways may not be reserved for exclusive, non-public use unless approved by the Hillsborough Board of Commissioners through a special event permit.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of May in the year 2024.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

| | |
|-------------------------|--------------------|
| Meeting Date: | May 13, 2024 |
| Department: | Community Services |
| Agenda Section: | Consent |
| Public hearing: | No |
| Date of public hearing: | N/A |

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space & Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Ordinance Amending Chapter 13 – Cemeteries of the Code of Ordinances

Attachments:

1. Town Code Chapter 13 – Cemeteries as proposed to be amended
2. Ordinance amending the Code of Ordinances

Summary:

On Feb. 26, 2024, the town board discussed strategies for maintaining cleanliness and respectful use of all town cemeteries. The board requested updates to the town code to restrict certain forms of active recreation, such as sports, on cemetery grounds to ensure respectful use of public spaces.

On March 25, 2024, the town board reviewed a draft of proposed amendments addressing active recreation and behavior in cemeteries. The board requested additional language to prohibit picnics in the Margaret Lane Cemetery and the Old Town Cemetery. The board also requested that leashed pets be permitted only on paved roads and walkways in the Town Cemetery and prohibited in the Margaret Lane Cemetery and the Old Town Cemetery. Additionally, the board requested that all animals other than leashed dogs be prohibited from cemeteries unless affiliated with and authorized as part of a funeral service.

The proposed amendments are submitted in the attached document.

In addition to the proposed Code of Ordinance amendments, new cemetery rules signs will be installed at all town cemeteries and temporary signs addressing off-leash pets and pet waste will be placed at cemeteries and other prominent public spaces. Staff will continue to promote cleanliness and respectfulness through news releases, social media, and the community newsletter.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To approve text amendments as presented.

Chapter 13 CEMETERIES¹

ARTICLE I. DEFINITIONS; APPLICATION

Sec. 13-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Administrator means the person designated by the Board to perform the functions and exercise the responsibilities assigned by this chapter to the administrator.

Lot means a plot of ground within the town cemetery consisting of two or more burial spaces, as shown on the official cemetery map.

Marker means a plaque installed at ground level at the site of a grave to indicate the name, date of birth, and date of death of the person buried there.

Mausoleum means a structure or building substantially exposed aboveground intended to be used for the entombment of remains of a deceased person.

Monument means a memorial stone or other structure erected at a gravesite in remembrance of the deceased.

(Prior Code, § 13-1)

Sec. 13-2. Application of provisions.

~~Unless specifically stated to the contrary, The following sections apply to all cemeteries within the town: sections 13-3, 13-4, 13-5 and 13-6. The remaining sections of this chapter applies apply only to cemeteries owned or operated by the town.~~

(Prior Code, § 13-2)

ARTICLE II. GENERAL REGULATIONS

Sec. 13-3. Burial only in cemeteries.

No person may bury or cause to be buried the body of any deceased person within the town limits in any place other than a church cemetery, or a cemetery owned or operated ~~operated by the town or another a~~ governmental entity, or a private cemetery licensed or specifically exempted from licensing according to the North Carolina Cemetery Act, article 9 of G.S. chapter 65 (G.S. 65-46—65-73).

¹State law reference(s)—Municipal authority to establish and operate cemeteries, G.S. 160A-341; regulation of city cemeteries, G.S. 160A-348.

(Prior Code, § 13-3)

Sec. 13-4. Disruptive activity prohibited.

- (a) No person may drive any motor vehicle of any kind in any cemetery owned or operated by the tTown except upon the main roads and avenues provided therein for vehicular traffic. Excluded from this prohibition are any types of equipment necessary for grave preparation or monument setting.
- (b) No person may drive any motor vehicle or park any motor vehicle in any cemetery owned or operated by the tTown unless in attendance at burial services or otherwise engaged in activities consistent with the use of a cemetery as a cemetery.
- (c) ~~No person may take any dog, except when on a leash, or any other animal into any cemetery owned or operated by the tTown unless affiliated with and authorized as part of a funeral service, or allow any animal to run at large therein. No person may walk a leashed dog in any cemetery owned or operated by the tTown except upon the paved roads and sidewalks provided therein for vehicular traffic. Dogs are strictly prohibited in the Margaret Lane Cemetery and Old Town Cemetery. No person may take any dog, except when on a leash, horse, or other animal into any cemetery or allow any animal to run at large therein.~~
- (d) No person may intentionally disrupt any funeral services or disturb the quiet and good order of any cemetery by extremely loud or boisterous conduct. Except in the case of military funerals and veterans or military commemorative exercises, no person may carry or discharge firearms in any cemetery owned or operated by the tTown.
- (e) No person may post or attach any bills, posters, placards, pictures or other form of political or commercial advertising within ~~any~~the cemetery owned or operated by the tTown or on the inside or outside of any wall or fence enclosing any such cemetery.
- (f) ~~No person shall participate in any activeactive -recreational games or sports in any cemetery owned or operated by the tTown. -Strolling, walking, and jogging are permitted but shall not interrupt funeral services. Passive recreation such as sitting in quiet reflection and contemplation are permitted. Picnics are strictly prohibited in the Margaret Lane Cemetery and Old Town Cemetery.~~
- (g) ~~All persons will respect the solemnity of the cemetery and observe the rules which have been established for the purpose of securing quiet and good order at all times within all cemeteries: o~~Owned or operated by the tTown.

(Prior Code, § 13-4; Ord. of 5-9-1994)

Sec. 13-5. Desecration of public and private cemeteries.

- (a) As provided in G.S. 14-148, any person who willfully commits in any cemetery located within the tTown's corporate limits, any of the acts set forth in the following subsections, shall be guilty of a Class 1 misdemeanor and shall be fined not more than \$100.~~00~~. Damages of \$1,000.~~00~~ or more will result in a Class 1 felony. In passing sentence, the court shall consider the appropriateness of restitution as a condition of probation under G.S. 15A-1343(b)(9) as an alternative to actual imposition of a fine, jail term, or both.
 - (1) Throwing, placing, or putting any refuse, garbage, trash, or articles of similar nature in or on a public or private cemetery where human bodies are interred.
 - (2) Removing, disturbing, vandalizing, destroying, or tampering with any shrubbery, flowers, plants, or other articles planted or placed within any cemetery to designate where human remains are interred

(Supp. No. 48)

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or to preserve and perpetuate the memory and name of any person, without authorization of law or the consent of the surviving spouse or next of kin.

- (b) Provided nothing contained in this section shall preclude operators of such cemeteries from exercising all the powers reserved to them in their respective rules and regulations relating to the care of such cemeteries.

(Prior Code, § 13-5; Ord. No. 20210412-6.F, § 1, 4-12-2021)

Sec. 13-6. Hours of operation.

- (a) The ~~cemeteries owned or operated by the town~~ ~~town cemetery~~ shall remain open to the public throughout the year from sunrise until sunset.
- (b) No person may enter ~~any~~ ~~the town-owned or operated-~~ cemetery at any time other than the hours of operation established by subsection (a) of this section.

(Prior Code, § 13-7; Ord. No. 20210412-6.F, § 2, 4-12-2021)

Editor's note(s)—Ord. No. 20210412-6.F, § 2, adopted April 12, 2021, repealed the former § 13-6, and renumbered §§ 13-7 and 13-8 as §§ 13-6 and 13-7. The former § 13-6 pertained to removing or defacing monuments and tombstones and derived from Prior Code, § 13-6.

Sec. 13-7. Trees; plantings; landscaping.

- (a) No person may plant, prune, or remove any tree, shrub, flower, grass or other plant of any kind located within ~~the~~ cemetery ~~owned or operated by the town~~.
- (b) No person may place on or around any gravesite a fence, border, picture, toy, handmade ornament, or other self-described memoriam between March 1 and the October 31 of each year.
- (c) The public works ~~director~~ ~~manager~~ or his designee may enter any lot and remove any tree, shrub, or other plant that hinders the maintenance of any part of the cemetery. This also applies to the items referred to in subsection (b) of this section.
- (d) The public works director or his designee may remove from the cemetery all floral designs, flowers, weeds, or plants of any kind from the cemetery as soon as they deteriorate or otherwise become unsightly.

(Prior Code, § 13-8; Ord. of 11-17-1997; Ord. of 6-11-2001; Ord. No. 20210412-6.F, § 2, 4-12-2021)

Editor's note(s)—See editor's note at § 13-6.

Secs. 13-8—13-10. Reserved.

ARTICLE III. DESIGNATION AND SALE OF CEMETERY LOTS AND SPACES

Sec. 13-11. Cemetery map required.

- (a) There shall be maintained by the town an official cemetery map which shall depict, as accurately as possible, the boundaries of the town cemetery and the location and dimension of all lots and spaces within the cemetery.
- (b) Burial rights in all lots and spaces shall be sold in reference to the official cemetery map.



ORDINANCE

Amending Chapter 13 – Cemeteries

Section 13-2 through 13-7 of the Code of Ordinances

The Hillsborough Board of Commissioners ordains:

Section 1. Chapter 13 – Cemeteries, of the Hillsborough Code of Ordinances is amended as follows:

Section 13-2. Application of provisions

Unless specifically stated to the contrary, this chapter applies only to cemeteries owned or operated by the town.

Section 13-3. Burial only in cemeteries.

No person may bury or cause to be buried the body of any deceased person within the town limits in any place other than a church cemetery, or a cemetery owned or operated by the town or another governmental entity, or a private cemetery licensed or specifically exempted from licensing according to the North Carolina Cemetery Act, article 9 of G.S. chapter 65 (G.S. 65-46—65-73).

Section 13-4. Disruptive activity prohibited.

- (a) No person may drive any motor vehicle of any kind in any cemetery owned or operated by the town except upon the main roads and avenues provided therein for vehicular traffic. Excluded from this prohibition are any types of equipment necessary for grave preparation or monument setting.
- (b) No person may drive any motor vehicle or park any motor vehicle in any cemetery owned or operated by the town unless in attendance at burial services or otherwise engaged in activities consistent with the use of a cemetery as a cemetery.
- (c) No person may take any dog, except when on a leash, or any other animal into any cemetery owned or operated by the town unless affiliated with and authorized as part of a funeral service or allow any animal to run at large therein. No person may walk a leashed dog in any cemetery owned or operated by the town except upon the paved roads and sidewalks provided therein for vehicular traffic. Dogs are strictly prohibited in the Margaret Lane Cemetery and Old Town Cemetery.
- (d) No person may intentionally disrupt any funeral services or disturb the quiet and good order of any cemetery by extremely loud or boisterous conduct. Except in the case of military funerals and veterans or military commemorative exercises, no person may carry or discharge firearms in any cemetery owned or operated by the town.
- (e) No person may post or attach any bills, posters, placards, pictures or other form of political or commercial advertising within any cemetery owned or operated by the town or on the inside or outside of any wall or fence enclosing any such cemetery.
- (f) No person shall participate in any active recreational games or sports in any cemetery owned or operated by the town. Strolling, walking, and jogging are permitted but shall not interrupt

funeral services. Passive recreation such as sitting in quiet reflection and contemplation are permitted. Picnics are strictly prohibited in the Margaret Lane Cemetery and Old Town Cemetery.

- (g) All persons will respect the solemnity of the cemetery and observe the rules which have been established for the purpose of securing quiet and good order at all times within all cemeteries owned or operated by the town.

Section 13-5. Desecration of public and private cemeteries.

- (a) As provided in G.S. 14-148, any person who willfully commits in any cemetery located within the town's corporate limits, any of the acts set forth in the following subsections, shall be guilty of a Class 1 misdemeanor and shall be fined not more than \$100. Damages of \$1,000 or more will result in a Class 1 felony. In passing sentence, the court shall consider the appropriateness of restitution as a condition of probation under G.S. 15A-1343(b)(9) as an alternative to actual imposition of a fine, jail term, or both.
 - (1) Throwing, placing, or putting any refuse, garbage, trash, or articles of similar nature in or on a public or private cemetery where human bodies are interred.
 - (2) Removing, disturbing, vandalizing, destroying, or tampering with any shrubbery, flowers, plants, or other articles planted or placed within any cemetery to designate where human remains are interred or to preserve and perpetuate the memory and name of any person, without authorization of law or the consent of the surviving spouse or next of kin.
- (b) Provided nothing contained in this section shall preclude operators of such cemeteries from exercising all the powers reserved to them in their respective rules and regulations relating to the care of such cemeteries.

Section 13-6. Hours of operation.

- (a) The cemeteries owned or operated by the town shall remain open to the public throughout the year from sunrise until sunset.
- (b) No person may enter any town-owned or operated cemetery at any time other than the hours of operation established by subsection (a) of this section.

Section 13-7. Trees; plantings; landscaping.

- (a) No person may plant, prune, or remove any tree, shrub, flower, grass or other plant of any kind located within a cemetery owned or operated by the town.
- (b) No person may place on or around any gravesite a fence, border, picture, toy, handmade ornament, or other self-described memoriam between March 1 and the October 31 of each year.
- (c) The public works manager or his designee may enter any lot and remove any tree, shrub, or other plant that hinders the maintenance of any part of the cemetery. This also applies to the items referred to in subsection (b) of this section.
- (d) The public works director or his designee may remove from the cemetery all floral designs, flowers, weeds, or plants of any kind from the cemetery as soon as they deteriorate or otherwise become unsightly.

Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of May in the year 2024.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Budget Director, Emily Bradford

ITEM TO BE CONSIDERED

Subject: Capital Project Ordinance Amendment – McAdams Road Water Main Replacement

Attachments:

1. Capital Project Ordinance Amendment
2. Budget Changes Report

Summary:

An additional \$10,000 is needed to complete this project.

Financial impacts:

A transfer from the Water & Sewer Fund is funding this cost increase, which is being offset by higher than budgeted Interest Earned collection.

Staff recommendation and comments:

Approve capital project ordinance amendment and associated budget amendments.

Action requested:

Approve capital project ordinance amendment and associated budget amendments.



ORDINANCE

Capital Project Amendment

McAdams Road Water Main Replacement

The Hillsborough Board of Commissioners ordains that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby amended:

Section 1. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

| | <i>Current Budget</i> | +/- | <i>Amended Budget</i> |
|--------------------------------|-----------------------|----------|-----------------------|
| McAdams Water Main Replacement | \$350,000 | \$10,000 | \$360,000 |

Section 2. Amounts appropriated for the capital project are hereby amended as follows.

| | <i>Current Budget</i> | +/- | <i>Amended Budget</i> |
|--------------------------------|-----------------------|----------|-----------------------|
| McAdams Water Main Replacement | \$350,000 | \$10,000 | \$360,000 |

Section 3. This capital project will close automatically upon projection completion.

Section 4. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of May in the year 2024.

Ayes:
Noes:
Absent or excused:

Sarah E. Kimrey, Town Clerk

FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 05/14/2024 TO 05/14/2024

| <u>REFERENCE</u> | <u>CHANGE NUMBER</u> | <u>DATE</u> | <u>USER</u> | <u>ORIGINAL BUDGET</u> | <u>BUDGET CHANGE</u> | <u>AMENDED BUDGET</u> |
|---------------------------------------------------------|--------------------------|-------------|-------------|----------------------------|--------------------------|---------------------------|
| 30-00-3850-3850-000 INTEREST EARNED | | | | | | |
| Adj to actual | 41807 | 05/14/2024 | EBRADFORI | 10,000.00 | 10,000.00 | 45,500.00 |
| 30-71-8140-5982-001 TRANSFER TO UTIL CAP IMPROV FUND | | | | | | |
| McAdams Rd Wtr Main Construction | 41806 | 05/14/2024 | EBRADFORI | 14,537.00 | 10,000.00 | 1,497,593.78 |
| 69-43-3870-3870-519 TRANSFER FROM WSF-McADAMS RD WTR MA | | | | | | |
| To cover construction | 41804 | 05/14/2024 | EBRADFORI | 0.00 | 10,000.00 | 360,000.00 |
| 69-43-8140-5700-861 McADAMS RD WATER MAIN REPLACEMENT | | | | | | |
| To cover construction | 41805 | 05/14/2024 | EBRADFORI | 0.00 | 10,000.00 | 360,000.00 |
| | | | | | <u>40,000.00</u> | |



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2024-25 HOME Annual Action Plan and Program Design for Orange County, North Carolina

Attachments:

1. Resolution
2. FY2024-25 Annual Action Plan Draft
3. FY2024-25 Annual Action Plan Summary

Summary:

Every year, state and local governments (“Participating Jurisdictions”) that receive HOME Investment Partnerships Program (“HOME”) funds from the U.S. Department of Housing and Urban Development (“HUD”) are required to complete an Annual Action Plan that lays out how they will allocate HUD funds for the upcoming program year in order to address the goals and priorities in the Consolidated Plan. A summary of the draft Annual Action Plan for FY2024-25 is attached.

Orange County is a special type of Participating Jurisdiction, called a Consortium, consisting of Orange County and the Towns of Carrboro, Chapel Hill, and Hillsborough. Orange County serves as the lead entity for the Orange County HOME Consortium. The Consortium completed the Annual Action Plan based on the HOME award recommendations made by the Local Government Affordable Housing Collaborative, detailed in the section below.

A public comment period, as required by HUD, was held April 1 – May 2, 2024 and a public hearing was held on the draft Annual Action Plan at the April 16, 2024 Orange County Board of County Commissioners meeting. Public notice of the hearing was posted in The Herald Sun and La Notícia. Staff posted copies of the draft Annual Action Plan on the Orange County Housing Department website and circulated a link to the website and draft plan by public notice in the newspapers listed above. Staff conducted outreach by email to over 100 housing and homeless service providers nonprofit organizations, government entities, elected officials, and interested residents. All comments will be incorporated into the final Annual Action Plan to be submitted to HUD.

HUD requires staff to submit the FY2024-25 Annual Action Plan on or before May 15, 2024.

This action is consistent with FY2024-26 Strategic Plan: Economic Vitality Objective 5 (Develop policies and invest in projects that contribute to meeting identified affordable housing needs in town), and Comprehensive Sustainability Plan: Housing & Affordability recommended actions.

Financial impacts:

No direct financial impact on the town.

Staff recommendation and comments:

Staff recommends authorization for the town manager and staff to complete the HOME funding approval process.

Action requested:

Staff requests adoption of the attached resolution.



RESOLUTION

Authorizing the Submission of the FY 2024 - 2025 HOME Annual Action Plan and Program Design for Orange County, North Carolina

WHEREAS, the Hillsborough Board of Commissioners as a member of the Orange County HOME Consortium authorizes the town manager to submit the Orange County Annual Action Plan for Fiscal Year 2024-2025 to the U.S. Department of Housing and Urban Development, including all understandings, assurances, and certifications required therein; and

WHEREAS, the board approves the following activities for the Fiscal Year 2024-2025 HOME Program:

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <u>Tenant Based Rental Assistance</u> | \$197,442 |
| <i>Funds will be allocated to the Orange County Partnership to End Homelessness to provide rental assistance for people experiencing homelessness or low-income households (at or below 30% AMI).</i> | |
| <u>Rental Construction - CASA</u> | \$314,047 |
| <i>Funds will be allocated to CASA for the predevelopment and new construction costs for seventy-two (72) units for households at or below eighty percent (80%) AMI in the Town of Hillsborough</i> | |
| <u>Program Administration</u> | \$42,949.60 |
| <u>Total Funding</u> | \$554,438.60 |

WHEREAS, the town manager is hereby designated as the authorized representative of the town to act in connection with the submission of these plans, to act in connection with the HOME program, and to provide such additional information as may be required by the U.S. Department of Housing and Urban Development;

NOW, THEREFORE, be it resolved by the Hillsborough Board of Commissioners that this resolution is effective upon approval.

Approved this 13th day of May of the year 2024.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah E. Kimrey, Town Clerk

Orange County, North Carolina
HOME Consortium

Draft FY 2024 - 2025 Annual Action Plan

Orange County, Town of Carrboro, Town of
Chapel Hill, and Town of Hillsborough



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Contingency Statement

The Draft Action Plan utilizes the FY 2023-2024 grant allocations from the U.S. Department of Housing and Urban Development (HUD), as the FY 2024-2025 allocations were not accessible during its publication. Historically, slight variances have occurred in HOME Investment Partnership (HOME) funding amounts. Upon receipt of the actual allocations, the county will adjust the federal funds budget as outlined below:

Insert contingency plan

AP-05 Executive Summary

Introduction

The Orange County, North Carolina HOME Consortium, is a Participating Jurisdiction in the U.S. Department of Housing & Urban Development's (HUD) HOME Investment Partnerships Program (HOME). Under the HOME Program, local governments are able to join together to form a consortium in order to receive HOME funding for affordable housing. The Orange County HOME Consortium is made up of four (4) members: Orange County, the Town of Carrboro, the Town of Chapel Hill, and the Town of Hillsborough, with Orange County serving as the lead entity. The Town of Chapel Hill also receives Federal Community Development Block Grant (CDBG) funds each year.

Orange County is required to complete an annual plan for the use of HOME funds to HUD, called the Annual Action Plan. The Annual Action Plan is a guide to how the County will allocate its resources for specific activities that support the Goals and Objectives of the Orange County HOME Consortium's Five Year Consolidated Plan. This is the HOME Consortium's fifth Annual Action Plan of the 2020-2025 Five Year Consolidated Plan. The Consolidated Plan describes the housing and non-housing needs of County residents and presents a five-year strategy to address those needs.

This Annual Action Plan outlines how Orange County will use HOME funds to address the goals and priorities in the Consolidated Plan and which activities the County will undertake using HOME funds during the upcoming program year. The Orange County HOME Program Year aligns with the County Fiscal Year, beginning July 1 and ends June 30 of each year. This Annual Action Plan addresses funds for Fiscal Year (FY) 2024-2025, which begins July 1, 2024 and ends June 30, 2025.

The FY 2024-2025 Annual Action Plan outlines the actions to be undertaken with the HOME funds to be received by the Orange County HOME Consortium. This plan excludes the Town of Chapel Hill's CDBG program; the Town will complete a separate Annual Action Plan for its CDBG allocation from HUD.

Based on HUD's FY 2023 budget numbers, the Orange County HOME Consortium anticipates receiving \$429,496 in awarded funds and \$28,306 in HOME program income. Orange County will use 10% of awarded funds for administration –\$42,949.60. In total, Orange County will have \$414,852.40 available to award for FY 2024-2025.

FY 2024-2025 Budget:

Orange County proposes to undertake the following activities with FY 2024-2025 HOME funds:

| | |
|-------------------------------------------------------|---------------------|
| • HOME-24-01 - Rental New Construction: | \$254,719.37 |
| • HOME-24-02 - Tenant-Based Rental Assistance: | \$160,133.03 |
| • HOME-24-03 - Administration: | \$42,949.60 |
| Total: | \$457,802.00 |

Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The goal of the Orange County HOME Program is to improve the quality of housing for County residents by retaining and increasing the supply of affordable housing units for both owner occupants and renters, and by providing homeownership opportunities for low- and moderate-income residents. Additionally, the program aims to assist low-income individuals and families in affording their rent through rental assistance programs.

The Consolidated Plan is a five-year guide that the Orange County HOME Consortium uses to address its housing and community development initiatives. Based on the Housing Needs Assessment, Market Analysis, and community and stakeholder input received during the Consolidated Planning process, the Strategic Plan portion of the Plan establishes the following priorities:

- Housing for People Experiencing Homelessness
- Housing for Low- and Moderate-Income Households
- Integrated Housing for People with Special Needs
- Community/Economic Development and Services

During FY 2024-2025 HOME Program Year, the County proposes to address the following priority need categories identified in the 2020 Consolidated Plan:

- Housing for People Experiencing Homelessness
- Housing for Low- and Moderate-Income Households

Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

Orange County has a good performance record with HUD and the County regularly meets the performance standards established by HUD. The County prepares a Consolidated Annual Performance and Evaluation Report (CAPER) each year. Typically, this report is submitted within ninety (90) days after the start of the new program year. An electronic copy of the CAPER is available for review at the Orange

County Housing and Community Development Department website www.orangecountync.gov/Housing. Hard copies are available upon request.

The FY 2021-2022 CAPER (submitted in 2022), the second CAPER for the FY 2020-2025 Five Year Consolidated Plan, indicates that in program year 2021, the County expended \$162,980.40 in HOME funds and \$54,326.80 in local Match funds (a total of \$217,307.20 in expenditures). These funds included FY 2021 administrative funds, as well as funds from prior years (FY 2019, 2018, and 2016). Funds spent in FY 2021 were used to:

- Administer the HOME grant (\$37,476.10 in FY 2021 funds);
- Provided homeownership assistance to 6 low-income homebuyers (\$161,000.00 in FY 2018, 2019 and 2020 funds);
- Acquire one (1) unit to be preserved as affordable rental housing (\$40,839.00 in FY 2017 funds);
- Provide tenant-based rental assistance to 20 low-income renter households (\$106,550 in FY 2016 funds, \$4,563.00 in FY 2018 funds);

The HOME Consortium strives to operate its HOME program in a timely manner and in accordance with applicable regulations and match requirements.

Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Developing the Annual Action Plan includes: receiving requests for HOME funding from local agencies and organizations; review of funding applications and development of funding recommendations by the Orange County Local Government Affordable Housing Collaborative (the Collaborative), which consists of one (1) elected official from each of the governing boards of Orange County, the Town of Carrboro, Town of Chapel Hill, and Town of Hillsborough; soliciting resident input on those funding recommendations; and drafting the Annual Action Plan to reflect final funding decisions and funded activities for the upcoming program year. All HOME-funded activities benefit low- and moderate-income residents of Orange County.

Orange County has an approved Citizen Participation Plan, as required by HUD, which is available on the Orange County Department of Housing and Community Development website (www.orangecountync.gov/Housing) or in hard copy upon request. The County has abided by its Citizen Participation Plan in the preparation and development of the FY 2024-2025 Annual Action Plan.

The Orange County HOME Consortium solicited applications for the FY 2024-2025 HOME program in January of 2024, and applications were due on February 21, 2024. On March 18, 2024, the Collaborative met to review the applications received and develop a funding plan to be approved by each of the governing boards of the four (4) member jurisdictions of the Consortium. In reviewing applications and making awards for the 2024-2025 Orange County HOME Program, the stakeholder input gathered during the Consolidated Planning process and the priorities and goals ultimately identified in the 2020-2025 Consolidated Plan were considered.

The Collaborative’s funding plan was the basis for drafting the FY 2024-2025 Annual Action Plan. The draft Annual Action Plan was posted to the County’s website on March 22, 2024 and distributed electronically to more than 100 stakeholders to solicit input and feedback.

The Consortium held a public hearing on the draft plan on April 16, 2024. Public notice of the hearing was made by email notification to known stakeholders, advertisement in *The Herald Sun* and *La Noticia* (a Spanish language newspaper), social media posts, and advertisement in the Orange County newsletter on March 27, 2024. At the public hearing, residents had the opportunity to give their input and ideas on the proposed HOME-funded activities for FY 2024-2025.

Draft Annual Action Plan:

The draft FY 2024-2025 Annual Action Plan was on public display beginning Monday, April 1, 2024, through Thursday, May 2, 2024, a period of 31 days. The FY 2024-2025 Annual Action Plan was posted on the Orange County Department of Housing and Community Development’s website (www.orangecountync.gov/Housing) and hard copies were made available upon request at the following locations (public building closures due to the COVID-19 pandemic required that hard copies be requested beforehand in order to arrange pick-up):

- **Orange County Housing and Community Development Department**, 300 W. Tryon Street, Hillsborough, NC 27278
- **Orange County Housing and Community Development Department**, 2501 Homestead Road, Chapel Hill, NC 27516
- **Town of Carrboro Town Hall**, 301 W Main Street, Carrboro, NC 27510
- **Town of Chapel Hill Town Hall**, 405 M.L.K. Jr Blvd, Chapel Hill, NC 27514
- **Town of Hillsborough Town Hall**, 101 E Orange St, Hillsborough, NC 27278

Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public comments received during the public hearing held on April 16, 2024 and during the public comment period from April 1, 2024 to May 2, 2024 are summarized in section AP-12 Participation.

Summary of comments or views not accepted and the reasons for not accepting them

All comments for the FY 2024-2025 Annual Action Plan were accepted.

Summary

The FY 2024-2025 Annual Action Plan for the Orange County HOME Consortium outlines which activities the County will undertake using HOME funds during the program year beginning July 1, 2024 and ending June 31, 2025. This is the County's fifth year of the 2020 Five-Year Consolidated Plan.

During the FY 2024-2025 program year, the Orange County HOME Consortium anticipates the following Federal financial resources:

- **FY 2024-2025 HOME Funds:** \$429,496.00
- **HOME Program Income:** \$28,306
- **Total:** \$457,802

During the FY 2024-2025 HOME program year, the Orange County HOME Consortium proposes to address the following priority need categories from the 2020 Consolidated Plan:

- **Housing for People Experiencing Homelessness:** Provide affordable rental housing for households experiencing homelessness.
 - **Priority Level:** High
 - **Associated Goals:** Rental Construction, Rental Assistance, Housing Rehabilitation/ Preservation, Grant Administration
- **Housing for Low- and Moderate-Income Households:** Provide affordable housing (both rental and ownership) for households with moderate and low incomes, especially those with extremely low incomes.
 - **Priority Level:** High
 - **Associated Goals:** Rental Construction, Rental Assistance, Housing Rehabilitation/ Preservation, Home Ownership Construction, Home Buyer Assistance, Grant Administration

PR-05 Lead & Responsible Agencies

Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

| Agency Role | Name | Department/Agency |
|--------------------|-------------------|-----------------------|
| Lead Agency | Orange County, NC | |
| HOME Administrator | Orange County, NC | Department of Housing |

Table 1 – Responsible Agencies

Consolidated Plan Public Contact Information

Blake Rosser, Housing Department Director

Orange County, NC Department of Housing

Phone: 919-245-4329

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Office Address: 300 W. Tryon Street, Hillsborough, NC 27278

Mailing Address: PO Box 8181, Hillsborough, NC 27278

AP-10 Consultation

Introduction

Consultation with community stakeholders was a critical component in the development of the 2020-2025 Consolidated Plan. Consultation helped the Orange County HOME Consortium identify and prioritize community needs, develop strategies, and coordinate subsequent action plans. This process also facilitated information sharing regarding community resources and promotes coordination within the Consortium and its member jurisdictions.

During development of the Consolidated Plan in early 2020, the Consortium consulted with social services agencies, service providers, community-based organizations, housing providers, local government agencies and boards, neighborhoods leaders, and elected officials. Two (2) questionnaires were created and distributed to both residents and stakeholders to help identify needs, gaps, and priorities for the next five years. The resident questionnaire was available online in three (3) languages (English, Spanish, and Burmese) and in hard copy in four (4) languages (English, Spanish, Burmese, and Karen). Input from a series of in-person and online meetings as well as the questionnaires were used in the development of the strategies and priorities detailed in the Consolidated Plan.

In developing the FY 2024-2025 Annual Action Plan and making funding awards for the 2024-2025 Orange County HOME Program, the stakeholder input gathered during the Consolidated Planning process and the priorities and goals ultimately identified in the 2020-2025 Consolidated Plan were considered. The Orange County Local Government Affordable Housing Collaborative (the Collaborative), which consists of one (1) elected official from each of the governing boards of Orange County, the Town of Carrboro, Town of Chapel Hill, and Town of Hillsborough, was the key entity consulted on funding recommendations for the FY 2024-2025 HOME Program and thereby the development of the FY 2024-2025 Annual Action Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

Orange County works with the following agencies to enhance coordination:

- **Orange County Housing Authority:** Housed within the Department of Housing, the Housing Authority operates the Section 8 Housing Choice Voucher Program for Orange County.
- **Town of Chapel Hill Office of Housing and Community:** The Town of Chapel Hill manages public housing communities in Chapel Hill.
- **Orange County Partnership to End Homelessness (OCPEH):** Housed within the Department of Housing, OCPEH acts as the Continuum of Care (CoC) lead for Orange County and coordinates among local governments and service providers (including those providing health services) to meet the housing and services needs of housing insecure Orange County residents.
- **Social Services Agencies:** The County provides funds to improve services to low- and moderate-income people.

- **Housing Providers:** The County provides funds to rehabilitate and develop affordable housing and provide housing options for low- and moderate-income households.

Each year, as part of the HOME and CDBG application planning process, local agencies and organizations are invited to submit proposals for HOME and CDBG funds for eligible activities. These groups participate in the planning process by attending informational meetings, receiving technical assistance from the Consortium, and attending public hearings. The outreach process facilitates communication around affordable housing in Orange County and how public and private agencies and organizations can help address the most urgent needs.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Orange County HOME Consortium coordinates extensively with the Orange County Partnership to End Homelessness (OCPEH) that serves as the Continuum of Care (CoC) for Orange County. The four (4) jurisdictions participating in the Orange County HOME Consortium – Orange County and the Towns of Chapel Hill, Hillsborough and Carrboro – fund OCPEH, sharing costs based on population. Elected officials from each jurisdiction serve on the CoC board, and staff from the two jurisdictions that have Public Housing Authorities also have ex officio board seats with full voting privileges. In this way, the jurisdictions direct all efforts to end homelessness, including funding decisions and policy priorities. OCPEH staff meet weekly with Orange County Housing and Community Development staff, and are co-located in this department. OCPEH staff meet regularly with all jurisdiction staff, and present annually to the four elected boards on the work of OCPEH. Starting in 2016, OCPEH created a system map and gaps analysis of homeless services in Orange County, and has updated this document annually with the latest update issued December 2021. OCPEH staff also serve with staff from the four jurisdictions on the Orange County Affordable Housing Coalition, a group of affordable housing developers, funders, advocates, and staff seeking to collaboratively increase affordable housing units in Orange County. OCPEH staff contribute information and ideas to the Consolidated Plan and to the Annual Action Plan updates.

OCPEH leads efforts, in conjunction with the HOME Consortium, to end homelessness in Orange County. OCPEH directs the work of the bi-annual Plan to End Homelessness and ongoing coordination among service providers through seven monthly standing meetings. In addition to the CoC board, HOME Consortium members participate regularly in these CoC workgroups, including care coordination using a by-name list.

OCPEH operates coordinated entry for people in housing crisis by directing people to appropriate resources including homelessness diversion, shelter/emergency response referrals, and permanent housing resources. Coordinated entry prioritizes permanent supportive housing for people experiencing chronic homelessness. OCPEH has a standing monthly meeting with veteran service providers to particularly address ending veteran homelessness, including care coordination using a veterans-only by-

name list. As part of the gaps analysis, OCPEH seeks to increase the quality and availability of Rapid Rehousing for all people experiencing homelessness, including families. OCPEH coordinates the annual Point-in-Time count in conjunction with HOME Consortium members, and has not found unaccompanied youth in any year. OCPEH works closely with youth services providers and LGBTQ service providers and advocates to ensure no youth are going uncounted. One of the current system gaps is a youth homeless program to serve youth experiencing homelessness. Overall, OCPEH coordinates with HOME Consortium members to continue to fill system gaps and make updates the homeless gaps analysis.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction’s area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

HOME Consortium members serve on the OCPEH Leadership Team, the CoC board that determines ESG allocations each year. HOME Consortium members also serve on the CoC Project Review Committee that determines program performance standards, evaluates program outcomes, crafts funding priorities, and creates recommendations for CoC and ESG funding for Leadership Team approval. Project Review Committee members look at program data each quarter to keep eyes on program outcomes and help with funding decision-making during application periods. The Project Review Committee determines funding policies and procedures annually during the CoC and ESG grant competitions. The CoC contracts with the statewide Coalition to End Homelessness to serve as HMIS lead, and administers HMIS in consultation with the Leadership Team, as CoC board, inclusive of HOME Consortium members.

In 2016-2017 the Orange County Partnership to End Homelessness (OCPEH) gathered people with lived experience of homelessness, homeless service providers, community leaders, and state homeless experts to map the homeless service system in Orange County. This process created the Orange County homeless system map and the homeless system gaps analysis. OCPEH staff typically update the gaps analysis each year; the last update was completed in December 2021.

Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

| | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1 | Agency/Group/Organization | CASA |
| | Agency/Group/Organization Type | Housing Services – Housing |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | CASA applied for FY 2024-2025 HOME funds. |
| 2 | Agency/Group/Organization | Habitat for Humanity of Orange County |
| | Agency/Group/Organization Type | Housing Services - Housing |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | Habitat for Humanity of Orange County applied for FY 2024-2025 HOME funds. |
| 3 | Agency/Group/Organization | EmPOWERment, INC. |
| | Agency/Group/Organization Type | Housing Services - Housing Services-Employment |
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | EmPOWERment, Inc. applied for FY 2024-2025 HOME funds. |
| 4 | Agency/Group/Organization | Orange County Partnership to End Homelessness |
| | Agency/Group/Organization Type | Services-homeless Other government - County Other government - Local |

| | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | What section of the Plan was addressed by Consultation? | Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | OCPEH applied for FY 2024-2025 HOME funds. |
| 5 | Agency/Group/Organization | Orange County Housing Authority |
| | Agency/Group/Organization Type | |
| | What section of the Plan was addressed by Consultation? | |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | |
| 6 | Agency/Group/Organization | Town of Chapel Hill Office of Housing and Community |
| | Agency/Group/Organization Type | |
| | What section of the Plan was addressed by Consultation? | |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | |
| 7 | Agency/Group/Organization | Town of Carrboro Department of Housing and Community Services |
| | Agency/Group/Organization Type | |
| | What section of the Plan was addressed by Consultation? | |
| | Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | |
| 8 | Agency/Group/Organization | Town of Hillsborough Department of Community Services |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Agency/Group/Organization Type | |
| What section of the Plan was addressed by Consultation? | |
| Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination? | |

Identify any Agency Types not consulted and provide rationale for not consulting

All Agency Types were consulted in the development of the 2020-2025 Consolidated Plan, which lays out the goals and strategies upon which this Annual Action Plan is based.

Other local/regional/state/federal planning efforts considered when preparing the Plan

| Name | Lead Organization | How do the goals of your Strategic Plan overlap with the goals of each plan? |
|-------------------|-----------------------------------------------|-------------------------------------------------------------------------------------|
| Continuum of Care | Orange County Partnership to End Homelessness | The goals are compatible. |

Table 3 – Other local / regional / federal planning efforts

Narrative

The Orange County HOME Consortium is a cooperative venture of Orange County and the Towns of Carrboro, Chapel Hill, and Hillsborough. There is an excellent working relationship between all the jurisdictions. In addition, there is an excellent rapport with the Continuum of Care and its member organizations.

AP-12 Participation

Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The FY 2024-2025 Annual Action Plan has many components that include citizen participation. These components included: soliciting applications for funding from local agencies and organizations; meeting with agencies/organizations to provide technical assistance on how to complete the HOME application; review of applications by elected officials from the County and the Towns (the Local Government Affordable Housing Collaborative), and a public hearing on the proposed funding plan for FY 2024-2025 HOME funds and draft Annual Action Plan. All public comments received during the public comment period, running from April 1 through May 2, 2024, are included in the Annual Action Plan.

Citizen Participation Outreach

| |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1) Newspaper Ad |
| Mode of Outreach: Newspaper Ad Target of Outreach: Minorities; Non-English Speaking: Spanish; Non-targeted/broad community Summary of response/attendance: N/A Summary of comments received: N/A Summary of comments not accepted and reasons: N/A URL (If applicable): N/A |
| 2) Public Hearing |
| Mode of Outreach: Public Hearing Target of Outreach: Minorities; Non-English Speaking: Spanish; Persons with disabilities; Non-targeted/broad community; Residents of Public and Assisted Housing, Relevant local agencies and organizations Summary of response/attendance: N/A Summary of comments received: N/A Summary of comments not accepted and reasons: N/A URL (If applicable): http://orangecountync.gov/967/Meeting-Videos |
| 3) Internet Outreach |
| Mode of Outreach: Internet Outreach Target of Outreach: Minorities; Non-English Speaking: Spanish, Burmese, Karen; Persons with disabilities; Non-targeted/broad community; Residents of Public and Assisted Housing; Relevant local agencies and organizations Summary of response/attendance: N/A Summary of comments received: N/A Summary of comments not accepted and reasons: All comments were accepted and incorporated into the Annual Action Plan. URL (If applicable): N/A |

Table 4 – Citizen Participation Outreach

Introduction

The Orange County HOME Consortium expects to receive \$429,496 in 2024 HOME funds, \$96,636 in HOME Match funds, and \$28,306 in HOME Program Income for the FY 2024-2025 program year. The program year is from July 1, 2024 through June 31, 2025.

Anticipated Resources

| Program | Source of Funds | Uses of Funds | Expected Amount Available Year 1 | | | Expected Amount Available Remainder of ConPlan \$ |
|---------|------------------|------------------------------------------|----------------------------------|--------------------|-----------|---------------------------------------------------|
| | | | Annual Allocation: \$ | Program Income: \$ | Total: \$ | |
| HOME | public - federal | Multifamily rental new construction TBRA | \$429,496 | \$28,306 | \$457,802 | |

Table 2 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The Orange County HOME Consortium leverages resources, including private, state, and local funds, to fulfill and enhance the impact of federal HOME funds. For Fiscal Year (FY) 2024-2025, the estimated Match contribution is \$96,636.60. This local Match represents a strategic leveraging of additional funds to augment federal investments in affordable housing projects.

To meet the federal matching requirements, the total amount of local Match contributed must equal 25% of the HOME funds allocated to direct project costs. This calculation is based on 90% of the total HOME Entitlement amount awarded by the U.S. Department of Housing and Urban Development (HUD), considering that 10% is dedicated to administrative expenses. Therefore, the local Match requirement effectively translates to 25% of 90% of the total HOME funds received.

The distribution of the Match amount among the jurisdictions within the Orange County HOME Consortium reflects a coordinated approach to leveraging local resources. Each jurisdiction's contribution is proportionate to its capacity and agreed upon percentage, ensuring a fair and equitable investment towards meeting the match requirements. The breakdown of the Match amount from each jurisdiction—Orange County, Chapel Hill, Carrboro, and Hillsborough—is calculated below to ensure that the collective contributions meet the federal matching requirements:

- Orange County: \$37,688.27
- Chapel Hill: \$39,621.01

- Carrboro: \$14,495.49
- Hillsborough: \$4,831.83
- **Total: \$96,636.60**

In addition, Orange County leverages other funds from a variety of sources to address the needs identified in the plan, including but not limited to:

- **Home Repair and Rehabilitation:** Orange County has received funds for home repair and rehabilitation under the North Carolina Housing Finance Agency's 2021 Urgent Repair Program (\$80,000) and 2020 Essential Single-Family Rehabilitation Loan Pool program (\$190,000).
- **Affordable Housing Bond Program:** At the June 8, 2023 Budget Work Session, the Board of County Commissioners approved \$5 million for affordable housing development be allocated from the Capital Investment Plan (CIP) funding for FY 2023-2024. The CIP also includes \$5 million allocations in FY 2026-27 and FY 2029-30 for a total of \$15 million for affordable housing development over ten years.
- **Emergency Housing Assistance:** Orange County leverages local funds from the County and Towns, as well as CDBG and CDBG-CV funds from Chapel Hill and CDBG-CV funds awarded by the North Carolina Department of Commerce to the Towns of Hillsborough, Carrboro, and Orange County, to operate the Emergency Housing Assistance (EHA) program. EHA provides financial assistance for eviction and homelessness prevention through emergency rent, mortgage, and utility payments, as well as security deposits, application fees, and other costs to help households experiencing homelessness move in to housing.
- **Rapid Rehousing Program:** Orange County uses HOME funds as well as ESG and ESG-CV funds from the North Carolina Department of Health and Human Services to operate a Rapid Rehousing program that provides short- to mid-term rental assistance, depending on the tenant's needs, to people experiencing homelessness, through the local Continuum of Care (CoC).
- **Other Local Funds for Affordable Housing:** A variety of other local funding sources are used for affordable housing activities, including: Outside Agency/Human Services Funding, Carrboro Affordable Housing Fund, Chapel Hill Affordable Housing Development Reserve, Chapel Hill Affordable Housing Fund, and Chapel Hill Affordable Housing Bond.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Some of the Consortium's member jurisdictions own surplus land and regularly evaluate their inventory to identify sites suitable for affordable housing activities, including the Town of Chapel Hill's public housing communities. All member jurisdictions actively collaborate with private and public entities to assist them in acquiring property for projects that address the needs identified in this plan. For example, the jurisdictions are involved in the Northside Neighborhood Initiative, a land bank in historically black neighborhoods in Chapel Hill and Carrboro that is funded in part by the University of North Carolina, the Center for Community Self-Help, and the Oak Foundation. **The Town of Chapel Hill has one affordable housing development project on Town-owned land expected to begin construction in summer 2022 and**

two other projects on Town-land expected to receive zoning entitlements to develop or redevelop affordable housing in spring 2022.

Discussion

Although there are limited resources available to address the needs identified in the Consolidated Plan, the Town and the Consortium member jurisdictions are continuously collaborating to maximize what resources are available and develop new ones.

AP-20 Annual Goals and Objectives

Goals Summary Information

| Sort Order | Goal Name | Start Year | End Year | Category | Geographic Area | Needs Addressed | Funding | Goal Outcome Indicator |
|------------|--------------------------------|------------|----------|------------------------------------|-----------------|-------------------------------------------------|--------------|--------------------------------------|
| 1 | Rental Construction | 2024 | 2026 | Affordable Housing | Hillsborough | Housing for Low- and Moderate-Income Households | \$314,047.00 | Construction of 11 HOME units. |
| 2 | Tenant Based Rental Assistance | 2024 | 2026 | Affordable Housing Homelessness | Orange County | Housing for People Experiencing Homelessness | \$197,442.00 | Rental Assistance for 15 households. |

Table 3 – Goals Summary

Goal Descriptions

| | | |
|---|------------------|---------------------------------------------------------------------------|
| 1 | Goal Name | Rental Construction |
| | Goal Description | Development 11 rental units for households at or below 60% AMI |
| 2 | Goal Name | Tenant Based Rental Assistance |
| | Goal Description | Tenant Based Rental Assistance for fifteen currently homeless households. |

AP-35 Projects

Introduction

The Orange County HOME Consortium proposes to undertake the following activities with FY 2024-2025 HOME funds:

| # | Project Name |
|---|----------------------------|
| 1 | CASA – Rental Construction |
| 2 | OCPEH - TBRA |
| 3 | Administration – 2024 |

Table 4 – Project Information

DRAFT

AP-38 Project Summary

Project Summary Information

| | | |
|---------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Project Name | CASA – Rental Construction |
| | Target Area | Hillsborough, NC |
| | Goals Supported | Rental Construction |
| | Needs Addressed | Housing for Low- and Moderate-Income Households, Housing for Individuals Exiting Homelessness |
| | Funding | Total: \$314,047.00 (CHDO Set Aside: \$64,424.00) |
| | Description | <p>Funds will be allocated to CASA to finance construction of Cedar Village, a 72-unit apartment community located in Hillsborough, North Carolina. The project will consist of three 24-unit residential buildings and one community building on a 4.37-acre site. There will be 36 one-bedroom units and 36 two-bedroom units. Of the one-bedroom units, 16 units will be rented at 30% AMI, 13 units will be rented at 50% AMI (6 of which will be HOME units), and 7 units will be rented at 60% AMI. Of the two-bedroom units, 12 units will be rented at 30% AMI, 12 will be rented at 50% AMI (5 of which will be HOME units), and 12 units will be rented at 60% AMI.</p> <p>Total funding for this activity is \$314,047. This amount includes: \$237,334 in 2024 HOME Entitlement (EN) funds; \$17,379.50 in HOME Program Income (PI) funds; and \$59,333.50 in local Match funds. The total amount of HOME funds, including PI, for this project is \$254,713.50</p> |
| | Target Date | 06/2026 |
| | Estimate the number and type of families that will benefit from the proposed activities | 72 households at or below 80% AMI |
| | Location Description | 200 Sea Trail St, Hillsborough to Boone Square Shopping Center, Hillsborough |
| Planned Activities | <ul style="list-style-type: none"> • Predevelopment costs • New construction for rental | |

| | | |
|---|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2 | Project Name | OCPEH – Tenant Based Rental Assistance |
| | Target Area | County-wide |
| | Goals Supported | Tenant Based Rental Assistance |
| | Needs Addressed | Housing for Low-income households, Housing for individuals Experiencing Homelessness |
| | Funding | Total: \$197,442.00 |
| | Description | Funds will be allocated to the Orange County Partnership to End Homelessness for Tenant Based Rental Assistance for fifteen currently homeless households. This project targets people currently experiencing homelessness in Orange County, with priority given to households with zero income and with heads of household who have multiple disabling conditions. Total funding for this activity is \$197,442. This amount includes: \$149,212.50 in 2024 HOME Entitlement (EN) funds; \$10,926.50 in HOME Program Income (PI) funds; and \$37,303 in local Match funds. The total amount of HOME funds, including PI, for this project is \$160,139 |
| | Target Date | 05/08/2024 |
| | Estimate the number and type of families that will benefit from the proposed activities | 15 households at or below 30% AMI |
| | Location Description | Scattered sites in Orange County |
| | Planned Activities | Rental/utility assistance |
| 3 | Project Name | Administration – 2024 |
| | Target Area | County-wide |
| | Goals Supported | Rental Construction Tenant Based Rental Assistance |
| | Needs Addressed | Housing for People Experiencing Homelessness Housing for Low- and Moderate-Income Households |
| | Funding | Total: \$42,949.60 (10% of 2024 HOME Award) |
| | Description | Funds for administration of the HOME Program will be allocated to the Orange County Housing and Community Development Department. Total funds will equal ten percent (10%) of the 2021 HOME award, which is estimated to be \$37,874. |

| | |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Target Date | 6/30/2024 |
| Estimate the number and type of families that will benefit from the proposed activities | Administration will support HOME-funded housing activities. |
| Location Description | N/A |
| Planned Activities | Administration |

DRAFT

AP-50 Geographic Distribution

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The Orange County HOME Consortium relies on program partners to identify geographic areas of need and direct assistance to those areas. For the FY 2024-2025 program, HOME funds will be directed to Hillsborough (through CASA – Rental Construction) and county-wide (through OCPEH – Tenant Based Rental Assistance).

Geographic Distribution

| Target Area | Percentage of Funds |
|--------------|---------------------|
| Hillsborough | 61.4% |
| County-wide | 38.6% |

Table 5 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The Consortium affirms the importance of addressing homelessness and housing needs county-wide. It is crucial to ensure that assistance reaches all corners of the county, including rural and low-income areas, not just affluent portions. The Consortium emphasizes the significance of advancing fair housing by distributing resources equitably and fostering housing opportunities in diverse communities.

AP-55 Affordable Housing

Introduction

Orange County will use its HOME funds for rental construction, and tenant based rental assistance. The one year goals for affordable housing in Orange County for FY 2024-2025 are as follows:

| One Year Goals for the Number of Households to be Supported | |
|-------------------------------------------------------------|-----------|
| Homeless | 15 |
| Non-Homeless | 72 |
| Special-Needs | 0 |
| Total | 87 |

Table 6 - One Year Goals for Affordable Housing by Support Requirement

| One Year Goals for the Number of Households Supported Through | |
|---------------------------------------------------------------|-----------|
| Rental Assistance | 15 |
| The Production of New Units | 72 |
| Rehab of Existing Units | 0 |
| Acquisition of Existing Units | 0 |
| Total | 87 |

Table 7 - One Year Goals for Affordable Housing by Support Type

Discussion

Orange County will fund the following projects with the FY 2024-2025 HOME funds:

- HOME-24-01 – CASA – Rental Construction:** Funds will be allocated to Orange County Habitat for Humanity to provide deferred payment zero interest mortgages to an estimated fifteen (15) homebuyers in Orange County earning between thirty percent (30%) and eighty percent (80%) of the area median income. (The final number of homebuyers assisted may be more or less than 15 and will depend on homebuyer underwriting.)
- HOME-24-02 – OCPEH – Tenant Based Rental Assistance:** Funds will be allocated to Pee Wee Homes to finance construction of three (3) small rental units at 106 Hill Street in Carrboro. Units will be leased to households experiencing homelessness and earning less than thirty percent (30%) of the area median income.
- HOME-24-03 – Administration 2024:** Funds for administration of the HOME Program will be allocated to the Orange County Housing and Community Development Department. Total funds will equal ten percent (10%) of the 2021 HOME award, which is estimated to be \$37,874.

AP-60 Public Housing

Introduction

Public housing in Orange County is provided by two entities: the Orange County Housing Authority (OCHA) and the Town of Chapel Hill's Office of Housing and Community. Housed within the Orange County Department of Housing and Community Development, OCHA has been allocated 633 Housing Choice Vouchers (HCV, commonly known as Section 8), of which 528 are being actively administered. The 528 vouchers includes 20 HUD-VASH Vouchers and four (4) Homeowner Vouchers. OCHA does not manage any public housing units. OCHA is overseen by a seven (7) member Board.

Actions planned during the next year to address the needs to public housing

The Orange County HOME Consortium is undertaking the following to address the needs of HCV holders:

- In partnership with the Towns and local nonprofits, work to increase the number of landlords willing to participate in the HCV Program. A full-time Housing Access Coordinator was hired in 2020 to foster relationships with landlords in the community and increase participation in HCV and other housing subsidy programs.
- Work to streamline the design and administration of the housing stabilization funds (designed to help low-income renters, including HCV holders, secure and maintain stable housing) offered by the County and each of the Towns
- Ensure units in which households in the HCV Program live are safe and healthy, by conducting Quality Control inspections on a subset of units
- Implement a "Move On" program, in which people with Permanent Supportive Housing Vouchers (PSHVs) whose service needs have lowered considerably and/or who no longer need services are transitioned to HCVs, freeing up PSHVs for individuals with higher service needs

Actions to encourage public housing residents to become more involved in management and participate in homeownership

OCHA does not own any public housing units. However, OCHA has HCV holder involvement on its Board and encourages HCV holders to become homeowners.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

OCHA is not designated as troubled. It received a score of 93% in its 2019 SEMAP rating.

Discussion

Orange County lacks housing affordable to households with very low incomes. Rental assistance programs like the HCV Program are essential in creating affordability for these households within the private market. OCHA continues to engage landlords in order to create access to more units for HCV holders, and works to maximize federal and local resources for housing access and stabilization.

AP-65 Homeless and Other Special Needs Activities

Introduction

The Orange County Partnership to End Homeless (OCPEH) coordinates the Orange County Continuum of Care (CoC). The organization is jointly funded by four local governments: Orange County and the Towns of Carrboro, Chapel Hill, and Hillsborough.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

OCPEH's HOME Committee (no relation to the HOME Investment Partnerships Program) consists of about 20 housing and service providers that interact with people who are experiencing chronic and/or particularly vulnerable homelessness, many of whom have disabilities. Service providers involved include nonprofits, DSS and other county departments, UNC Hospitals, veterans organizations, law enforcement, private attorneys, and more. The Committee meets monthly to collaborate on finding housing and services (e.g., medical, mental health, substance use, and legal services) for these people. The CoC uses its Coordinated Entry system to assess people's needs, score their level of need, and prioritize them for permanent supportive housing, and conducts street outreach program to reach people who are living unsheltered. However, OCPEH has identified street outreach as an area in the County's homeless services system in need of more funding.

Addressing the emergency shelter and transitional housing needs of homeless persons

Orange County's only emergency shelter is run by the Inter-Faith Council for Social Service (IFC). IFC also offers a transitional housing program for men. The Freedom House Recovery Center provides residential mental health and substance use services for men, women, children, and families (in addition to outpatient and crisis services), and there are several Oxford Houses in the County that provide transitional housing for people in recovery from substance use disorder. The County does not have a domestic violence shelter.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

OCPEH identified Rapid Rehousing as a gap in need of increased funding and better alignment with best practice (i.e., flexible, individualized mix of services, financial assistance, and housing navigation). In May 2020, OCPEH launched a Rapid Rehousing program (funded with HOME and state ESG) that works through the CoC's HOME Committee to provide short- to mid-term rental assistance to the community's most vulnerable people experiencing homelessness. The CoC also operates a Rapid Rehousing program

for veterans with state ESG money.

Service providers, such as IFC, Community Empowerment Fund (CEF), and Cardinal Innovations (the LME/MCO for Orange County), provide case management services to clients experiencing homelessness and can help connect them to housing. Orange County has also seen success in implementing a homeless diversion program, and currently diverts about 25% of households presenting for a shelter bed using a mix of strengths-based guided conversation plus flexible funding.

However, there is a great need for affordable housing units in the County, particularly subsidized, income-based rental units that can be accessed by people experiencing or at risk of homelessness. This gap presents a continuous challenge for connecting people experiencing homelessness with permanent housing.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The CoC partners with UNC Hospitals and the Orange County Department of Social Services (DSS) Foster Care division, and has developed discharge policies with local and regional institutions. The CoC also assisted in the creation of the Outreach Court, now known as the Community Resource Court (CRC), North Carolina's first specialty court for people experiencing homelessness who are offered mental health evaluations and treatment plans in lieu of going to jail for misdemeanor crimes. CRC is a collaboration between the UNC Center for Excellence in Community Mental Health and the 15B District Court Judge's Office. Defendants are typically referred to CRC by their attorney or by the district attorney's office, although anyone is able to make a recommendation for a referral. Court requirements include monthly attendance to a therapeutic court session and compliance with recommended mental health or substance use treatment. Upon graduation from the court, the participant is given some type of legal benefit such as dismissal of criminal charges.

The County, in partnership with the Towns, also administers the Emergency Housing Assistance program for people who apply directly, come through Coordinated Entry (called the Orange County "Housing Helpline"), or are referred by service providers and are experiencing housing insecurity. The fund can assist with pay for rent, mortgage, and utility payments, security and utility deposits, and certain other one-time expenses to help households at risk of or currently experiencing homelessness become or remain stably housed.

AP-75 Barriers to Affordable Housing

Introduction

In 2020, the Orange County HOME Consortium worked with the Center for Urban and Regional Studies at the University of North Carolina Chapel Hill to conduct an Analysis of Impediments to Fair Housing Choice (AI). The AI includes an analysis of Orange County laws, regulations, and administrative policies, procedures, and practices that affect the location, availability, and accessibility of housing. The AI also includes an assessment of conditions, both public and private, that affect fair housing choice.

The AI identified the following impediments to fair housing:

- **A lack of affordable housing has resulted in severe rent burdens among many renters, especially those with low and moderate incomes.** A majority of renters in the county are rent-burdened—spending over 30% of household income toward rent and utilities; this figure exceeds 85% for households earning below \$35,000 and is still over half for households earning \$35,000–\$49,999. Meanwhile, over 80% of households earning under \$20,000 are severely rent-burdened (meaning they pay over half their income toward rent and utilities), as are nearly 40% of households earning \$20,000–\$34,999.
- **African Americans and Hispanics face difficulties receiving conventional mortgage loans.** The denial rate for first-lien, conventional mortgages for African Americans is consistently over four times that of Whites, and the denial rate for Hispanics is between two and four times that of Whites as well. The most common reasons for denial, as noted in the HMDA data, are credit history for African Americans (33% of all denial reasons) and debt-to-income ratio for Hispanics (49% of all denial reasons).
- **Based on the number of fair housing complaints filed, disabled persons face difficulties accessing fair housing.** Nearly half of all fair housing complaints filed in the 2010–2018 period were filed due to discrimination based on disability. Given that the county’s population with a disability is approximately 12,500, and that over a quarter of the elderly are also disabled, this is a significant barrier to fair housing.
- **There exists a lack of subsidized rental properties outside the Towns of Chapel Hill and Carrboro.** The only public housing in the county is located in Chapel Hill, and the vast majority of other subsidized properties are located in either Chapel Hill or Carrboro. To that end, six subsidized developments exist in Hillsborough, one exists in the Orange County portion of Mebane, and only one subsidized property exists in unincorporated Orange County.
- **Zoning throughout the county largely restricts the development of denser, more affordable housing.** Only a handful of areas in the county are zoned for moderately dense residential development (over four lots or units per acre), and resident opposition can complicate or inhibit the development of denser housing in those areas. Given the high cost of land in service-rich neighborhoods of Chapel Hill and Carrboro, low-density zoning can prevent the construction of affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning

ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Based on the impediments above, the AI makes the following recommendations. Details on these recommendations are explained more fully in the AI.

- Seek more funds for subsidized housing. Low- and moderate-income households are disproportionately rent-burdened, and recently, rents have increased faster than wages.
- Encourage development of some subsidized housing outside of Chapel Hill and Carrboro.
- Educate landlords, property managers, and other housing providers about fair housing law and reasonable accommodation, especially as they pertain to persons with disabilities.
- Offer educational courses on mortgage lending and building credit scores that are geared toward African American and Hispanic borrowers.
- Encourage cooperation and coordination between the affordable housing advisory boards in the county.
- Explore funding options for a best-practices Rapid Rehousing program to serve homeless individuals and families in Orange County.
- Identify ways to protect residents of mobile home parks who may be under threat of displacement.
- Consider areas to strategically up-zone to promote the development of affordable housing.

AP-85 Other Actions

Introduction

The Orange County HOME Consortium has developed the following actions to address obstacles to meeting underserved needs, foster affordable housing, reduce lead-based hazards, reduce the number of families living in poverty, develop institutional structures, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

Despite efforts by the County, Towns, and other affordable housing actors and service providers, there remain significant obstacles to meeting the needs of underserved people and communities. The most recent concern is the COVID-19 pandemic and its economic impacts, particularly for renter households with lower incomes who are experiencing unprecedented job loss and housing instability.

One way the HOME Consortium worked to address this situation was by allocating local Match funds for FY 2020-2021 to be used for tenant-based rental assistance through the County's Rapid Rehousing program. For FY 2021-2022, the Consortium has identified about \$114,000 in HOME funds from 2016 that were allocated to the County for single-family rehabilitation but were never spent, and plans to reallocate those funds for tenant-based rental assistance through the Rapid Rehousing program as well.

The County also scaled up and secured significant federal and state funding (about \$4 million in calendar year 2020) for emergency housing assistance, both through the local Emergency Housing Assistance program and the statewide HOPE program, to help stabilize households who are experiencing or at risk of experiencing homelessness so they can slow their exposure to COVID-19 by having a safe, non-congregate place to stay. In 2021, the County will begin using about \$2.2 million in CDBG-CV funds secured from the state to continue this work, and is requesting additional funds expected to be available to Orange County through the American Rescue Plan.

Actions planned to foster and maintain affordable housing

Using FY 2021-2022 HOME funds, the Consortium will help local nonprofit agencies undertake the following projects to foster affordable housing:

- **Habitat for Humanity – Homebuyer Assistance:** Funds will be allocated to Orange County Habitat for Humanity to provide deferred payment zero interest mortgages to an estimated fifteen (15) homebuyers in the Fairview Community in Hillsborough earning between thirty percent (30%) and eighty percent (80%) of the area median income. (The final number of homebuyers assisted may be more or less than 15 and will depend on homebuyer underwriting.)
- **Pee Wee Homes – Rental Construction:** Funds will be allocated to Pee Wee Homes to finance construction of three (3) small rental units at 106 Hill Street in Carrboro. Units will be leased to households experiencing homelessness and earning less than thirty percent (30%) of the area

median income.

- **EmPOWERment – Rental Acquisition:** Funds will be allocated to EmPOWERment, Inc. for acquisition of a duplex containing two (2) units at 706 Gomains Avenue in Chapel Hill. Units will be leased to households earning less than thirty percent (30%) of the area median income.
- **Administration – 2021:** Administration, planning, and policy setting for HOME funds.

Actions planned to reduce lead-based paint hazards

The Consortium ensures that County rehabilitation staff and the contractors they work with are knowledgeable and up-to-date on lead-based paint (LBP) requirements of all federal housing programs, distributes information on LBP hazards to all households that participate in County housing programs, conducts LBP inspections and assessments as necessary, and implements environmental control or abatement measures for LBP hazards as applicable in all federally-funded projects. This strategy allows Orange County to: be in full compliance with all applicable LBP regulations; control or reduce, to the extent feasible, all LBP hazards in housing rehabilitated with federal funds; and reduce the number of incidences of elevated blood lead levels in children.

Actions planned to reduce the number of poverty-level families

The Orange County Family Success Alliance (FSA), modeled after proven national programs such as the Harlem Children’s Zone and the Promise Neighborhoods Institute, is founded on the understanding that no one organization or individual can single-handedly change the way poverty harms our children and our communities. FSA is dedicated to building a comprehensive system of engagement on education and health, with built-in family and community support. It is staffed by the Orange County Health Department and supported by work groups made up of staff members of participating advisory council organizations. Initial funding for FSA was awarded by the Orange County Board of County Commissioners through the Social Justice Fund.

FSA’s 2019-2022 Strategic Plan outlines three goals: (1) children are healthy and prepared for school, (2) children and youth are healthy and succeed in school, and (3) families, neighborhoods, and institutions support the healthy development of children. These goals are approached through four strategic areas. The first is family empowerment. Over the 2019-2022 period, FSA is evolving its current "navigator" model, in which peer leaders build trusting relationships with families living in poverty, into a more comprehensive family empowerment model that will bring families together to learn, build on strengths and knowledge, and together work to better navigate systems and to uncover their personal and collective power to affect systems change. The second strategic area is partnership. FSA collaborates with cross-sector agencies to center parent expertise and priorities and aims to shift more power into the hands of parents to co-create programs and initiatives in the community. The third area is systems change, by involving community members whose lives are most directly and deeply affected by poverty in leadership and decision making in order to dismantle institutionalized racism and other oppressive systems. The final strategy area is foundational work. This means building internal infrastructure in FSA

to support strategic goals.

Actions planned to develop institutional structure

OCPEH has thoroughly analyzed the institutional structure and service delivery system for homelessness in Orange County, identified ten gaps in the system, and calculated the costs of filling those gaps. OCPEH has either identified existing programs and partners, or worked to set up the necessary infrastructure, through which to fill most of these gaps, and some funding has already been secured. Of the estimated \$1.7 million yet to be secured, OCPEH has approached Orange County and the Towns of Carrboro, Chapel Hill, and Hillsborough to ask each jurisdiction to contribute a portion of the funds. In addition to filling the homeless system gaps, OCPEH also aims to improve existing projects and processes and improve the quality of homeless service delivery.

DRAFT

AP-90 Program Specific Requirements

Introduction

The Orange County HOME Consortium receives an annual allocation of HOME funds. The questions below related to the HOME program are applicable to the Consortium. Questions related to the CDBG program are applicable only to the Town of Chapel Hill and are addressed separately in Chapel Hill’s Annual Action Plan.

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(I)(2)

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The Orange County HOME Consortium use general revenue funds as its local match for HOME funds. Orange County also provides funds for additional administrative costs to operate the program above the 10% allowable cost that may be pulled from the HOME award.

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

HOME funds used for homeownership assistance require an Affordability Period based on the amount of HOME assistance. The Orange County HOME Consortium will use resale provisions to enforce the HOME Affordability Period for all homeownership projects, including those in which direct assistance is provided to the buyer and homeownership unit development. Under the resale provisions, if homebuyers assisted with HOME funds choose to sell their HOME-assisted property within the HOME Affordability Period, they must sell to qualified low-income buyers and the resale price will be determined according to a formula that ensures affordability to the new buyer and a fair return on investment to the original HOME-assisted buyer.

The HOME Affordability Period for homeownership assistance is based on the level of assistance provided to fund a unit or as direct assistance to a buyer (see the chart below). Direct assistance to the homebuyer is defined as HOME funding that reduces the purchase price below fair market value and includes any down payment or subordinate financing provided on behalf of the purchase. Direct assistance does not include HOME funds provided to a developer to cover the unit production costs that do not reduce the purchase price below fair market value.

| HOME Funds Provided <i>to a unit or as direct assistance to buyer</i> | HOME Affordability Period |
|--------------------------------------------------------------------------|---------------------------|
| <\$15,000 | 5 years |
| \$15,000 – \$40,000 | 10 years |
| >\$40,000 | 15 years |

Resale provisions are enforced through the use of a Deed of Restrictive Covenants signed by the homebuyer at closing. The Deed of Restrictive Covenants will specify:

- The length of the HOME Affordability Period (per the chart above);

- B. The home must remain the owner’s principal residence throughout the HOME Affordability Period; and
- C. The conditions and obligations of the owner should the owner wish to sell before the end of the HOME Affordability Period, including;
 1. The owner must contact the Orange County HOME Consortium or its designated representative in writing if intending to sell the home prior to the end of the HOME Affordability Period;
 2. The subsequent purchaser must be low-income as defined by HOME regulations, and occupy the home as their primary residence for the remaining years of the HOME Affordability Period (however, if the new purchaser receives HOME direct assistance, the HOME Affordability Period will be re-set according to the amount of assistance provided); and
 3. The sales price must be affordable to the subsequent purchaser; affordable is defined as limiting the Principal, Interest, Taxes and Insurance (PITI) amount to no more than 30% of the new purchaser’s monthly income.

(continued below)

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

(continued from above)

Fair Return on Investment

The Consortium must ensure the owner receives a fair return on their investment and that the home will continue to be affordable to a specific range of incomes. To calculate the fair return on investment to the homeowner, the Consortium will:

A. Determine the amount of market appreciation, if any, realized over the ownership term by calculating the difference between the initial appraised value at purchase and the current appraised value at resale. This figure represents the basis for calculating the fair return on investment. In declining markets, it is possible that the homeowner may not realize a return.

B. Multiply the basis by the Federal Housing Finance Agency’s Housing Price Index (HPI) to determine the fair return to the homeowner:

<https://www.fhfa.gov/DataTools/Tools/Pages/HPICalculator.aspx>

To calculate the resale price to the next homebuyer, the Consortium will add the fair return on investment to the homeowner to the original affordable price of the home at purchase by the original buyer.

Example #1:

- Appraised (Fair Market) Value at Purchase: \$210,000
- Affordable Price at Purchase: \$190,000 – Appraised Value at Resale: \$240,300
- Increase in Market Appreciation: \$240,300 - \$210,000 = \$30,300
- Average Appreciation in the Raleigh-Durham MSA (per the HPI Calculator): 29.4%

- Fair Return on Investment: $\$30,300 \times 0.294 = \$8,908$
- Resale Price: $\$190,000 + \$8,908 = \$198,908$

Affordability to a Range of Buyers

The Consortium will ensure continued affordability to a range of buyers, particularly those whose total household incomes range from 60 to 80% of area median income (AMI) as calculated by HUD for the HOME Program. Sales price will be set such that the amount of principal, interest, taxes, and insurance does not exceed 30% of the new buyer's annual income.

In the event the resale price required to provide a fair return exceeds the affordability to a range of LMI buyers, additional HOME funding will be provided to the subsequent buyer based on the level of funds required to make the unit affordable.

Principal Residency Requirements

Households receiving HOME-funded homeownership assistance will be required to occupy the home as their principal residence throughout the HOME Affordability Period.

In the event the original HOME-assisted homebuyer no longer occupies the unit as their principal residence (i.e., the unit is rented or vacant), the homeowner will be in violation of the terms of the HOME assistance. In cases of noncompliance, the Consortium will enforce the terms of the HOME written agreement to require repayment of any outstanding HOME funds invested in the housing. The amount subject to repayment is the total amount of HOME funds invested in the housing (i.e., any HOME development subsidy to the developer plus any HOME direct assistance provided to the homebuyer) minus any HOME funds already repaid (i.e., payment of principal on a HOME loan).

Noncompliance with principal residency requirements by a homebuyer is not considered a transfer and is not subject to resale provisions.

The Consortium will enforce these requirements through a HOME written agreement executed with the organization receiving the HOME award for homeownership activity to protect its investment and minimize its risk in HOME-assisted homebuyer projects in the event the homebuyer is in noncompliance.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The Orange County HOME Consortium does not intend to refinance any existing debt for multifamily housing that will be rehabilitated with HOME funds.

Discussion

The Market Analysis found that Orange County has high housing costs and insufficient units for low-income households, particularly extremely low-income households earning below 30% AMI – only 5% of rental units in the County are affordable to households at this income level. As such, the Consortium has identified the need for tenant-based rental assistance, and has been HOME funds and local Match funds to fill this gap.



Orange County, NC HOME Consortium FY 2024-2025 Annual Action Plan Summary

Annual Goals and Objectives

| Sort Order | Goal Name | Start Year | End Year | Category | Geographic Area | Needs Addressed | Funding | Goal Outcome Indicator |
|------------|--------------------------------|------------|----------|------------------------------------|-----------------|-------------------------------------------------|--------------|-------------------------------------|
| 1 | Rental Construction | 2024 | 2026 | Affordable Housing | Hillsborough | Housing for Low- and Moderate-Income Households | \$314,047.00 | Construction of 72 units |
| 2 | Tenant Based Rental Assistance | 2024 | 2026 | Affordable Housing Homelessness | Orange County | Housing for People Experiencing Homelessness | \$197,442.00 | Rental Assistance for 15 households |

Projects

| | | |
|---|-----------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1 | Project Name | CASA – Rental Construction |
| | Target Area | Hillsborough, NC |
| | Goals Supported | Rental Construction |
| | Needs Addressed | Housing for Low- and Moderate-Income Households, Housing for Individuals Exiting Homelessness |
| | Funding | Total: \$314,047.00 (CHDO Set Aside: \$64,424.00) |
| | Description | Development of three 24-unit residential buildings for households at or below 80% AMI |
| | Target Date | 06/2026 |
| | Households Served | 72 households at or below 80% AMI |
| | Location Description | 200 Sea Trail St, Hillsborough to Boone Square Shopping Center, Hillsborough |
| | Planned Activities | <ul style="list-style-type: none"> • Predevelopment costs • New construction for rental |



Projects, Cont.

| | | |
|---|-----------------------------|--------------------------------------------------------------------------------------|
| 2 | Project Name | OCPEH – Tenant Based Rental Assistance |
| | Target Area | County-wide |
| | Goals Supported | Tenant Based Rental Assistance |
| | Needs Addressed | Housing for Low-income households, Housing for individuals Experiencing Homelessness |
| | Funding | Total: \$197,442.00 |
| | Description | Tenant Based Rental Assistance for fifteen currently homeless households. |
| | Target Date | 05/08/2024 |
| | Households served | 15 households at or below 30% AMI |
| | Location Description | Scattered sites in Orange County |
| | Planned Activities | Rental/utility assistance |

| | | |
|---|-----------------------------|---------------------------------------------------------------------------------------------------------|
| 3 | Project Name | Administration – 2024 |
| | Target Area | County-wide |
| | Goals Supported | Rental Construction Tenant Based Rental Assistance |
| | Needs Addressed | Housing for People Experiencing Homelessness Housing for Low- and Moderate-Income Households |
| | Funding | Total: \$42,949.60 (10% of 2024 HOME Award) |
| | Description | Funds for administration of the HOME Program will be allocated to the Orange County Housing Department. |
| | Target Date | 6/30/2024 |
| | Households Served | Administration will support HOME-funded housing activities. |
| | Location Description | N/A |
| | Planned Activities | Administration |

Affordable Housing

| One Year Goals for the Number of Households to be Supported | |
|-------------------------------------------------------------|-----------|
| Homeless | 15 |
| Non-Homeless | 72 |
| Total | 87 |

| One Year Goals for the Number of Households Supported Through | |
|---------------------------------------------------------------|-----------|
| Rental Assistance | 15 |
| The Production of New Units | 72 |
| Rehab of Existing Units | 0 |
| Acquisition of Existing Units | 0 |
| Total | 87 |



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Global Funding Agreement for Orange County Transit Tax Funds

Attachments:

1. Resolution
2. Draft Agreement

Summary:

In June 2023, the Board of Commissioners approved a Comprehensive Participation Agreement for Orange County Transit Funds which laid out the governance framework and financial procedures for receipt of transit tax funds. One of the required steps for funding is the approval of Global Funding Agreements for each project funded under the Orange County Transit Plan. The Town of Hillsborough currently has one capital project that will receive transit tax funds – the future train station. The current allocation from the Orange County Transit Plan for the future train station is \$461,668.

This item is consistent with the FY2024-27 Strategic Plan: Connected Community Objective 1 “ advance a multi-modal network that reduces single-occupancy vehicles and links Hillsborough residents to key places and each other”, as well as multiple recommended actions from the Comprehensive Sustainability Plan: Transportation & Connectivity section.

Financial impacts:

Approval of the Global Agreement will allow the town to receive \$461,668 in reimbursement for funds spent on the future train station project.

Staff recommendation and comments:

This draft agreement is the result of many months of committee work, and is consistent with the Comprehensive Participation Agreement approved by the board in June 2023. Staff recommends approval.

Action requested:

Approval of the attached resolution.



RESOLUTION

Authorizing a Global Funding Agreement with Orange County, The Durham-Chapel Hill-Carrboro MPO and GoTriangle

WHEREAS, the Town of Hillsborough has a longstanding and extensive commitment to multimodal transportation, including local and regional public transit systems; and

WHEREAS, the Town of Hillsborough has been allocated Orange County Transit funds for capital projects related to improved access to transit service; and

WHEREAS, the 2023 Comprehensive Participation Agreement requires all participating organizations to enter into Global Funding Agreements with Orange County, GoTriangle and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization in order to receive transit tax revenues for operations or capital projects;

NOW, THEREFORE, be it resolved that the Hillsborough Board of Commissioners authorizes the town manager to enter into a Global Financial Agreement with Orange County, GoTriangle and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization for the purpose of receiving Orange County Transit Revenues.

Approved this 13th day of May of the year 2024.

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah E. Kimrey, Town Clerk

GLOBAL CAPITAL FUNDING AGREEMENT FOR
CAPITAL INFRASTRUCTURE

ORANGE COUNTY TRANSIT FY 2025

This Global Capital Funding Agreement ("Agreement") is made by and between Research Triangle Regional Public Transportation Authority, d/b/a GoTriangle ("GoTriangle") as the administrator of the Triangle Tax District, and the Town of Hillsborough ("Implementing Party") and Orange County ("County"). The foregoing may collectively be referred to as "Parties."

WHEREAS, the Parties to Agreement, who have or may have specific roles in the implementation of public transit and the support of public transit infrastructure in the Orange County area, have determined that it is in their best interest and the best interest of the constituents they represent to coordinate future public transit planning, funding, expansion and construction; and

WHEREAS, an extensive community driven process was used to develop a strategic transit vision document that set forth an enhanced public transit plan for Orange County, referred to as the "Orange County Transit Plan" ("Orange Transit Plan"), and this Plan was unveiled and adopted by the GoTriangle Board of Trustees, the Durham Chapel Hill Carrboro Metropolitan Planning Organization's ("DCHC MPO") Policy Board, and the Orange County Board of Commissioners in 2022; and

WHEREAS, in conjunction with the Orange Transit Plan, GoTriangle, Orange County, and DCHC MPO (collectively, "the Governance ILA Parties") adopted the Orange Transit Governance Interlocal Agreement ("Governance ILA") that creates a governance structure for the implementation of the Orange Transit Plan by and through the annual Orange County Transit Annual Work Program; and

WHEREAS, based on Section 5.02 of the Governance ILA, the Town of Hillsborough has the authority to enter into this Agreement and enforce the provisions thereof and is a necessary Party to this Agreement; and

WHEREAS, the Governance ILA specifically created the Staff Working Group ("SWG") and charged the SWG with coordinating and recommending the planning and implementation aspects of the Orange County Transit Annual Work Program; and

WHEREAS, the Governance ILA Parties, together with the Implementing Party, entered into a Comprehensive Participation Agreement ("Participation Agreement"), which, among other purposes, established standards that govern the Participation Agreement Parties' eligibility for inclusion of sponsored Implementation Elements in the Orange County Transit Annual Work Program, receipt of funding allocations from Orange County Transit Tax Revenue, and confirmed the Comprehensive Participation Agreement Parties' roles in carrying out SWG responsibilities; and

WHEREAS, the FY 2025 Orange County Transit Annual Work Program was developed and recommended by the SWG, presented for public comment, and

1

Global Operating Agreement for Transit Capital Infrastructure
[IMPLEMENTING PARTIES
[MONTH/YEAR OF EXECUTION] FYXX
Contract # YY-XXX

adopted, as required, by the Boards of Orange County and GoTriangle; and

WHEREAS, the FY 2025 Triangle Tax District Orange Capital Ordinance was adopted by the GoTriangle Board of Trustees on; and

WHEREAS, the Parties desire to implement the components of the FY 2025 Orange County Transit Annual Work Program as adopted by GoTriangle and Orange County; and

WHEREAS, as stated in the Comprehensive Participation Agreement, all Implementation Elements (“Projects”) contained in the Orange County Transit Annual Work Program, whether partially or fully funded with Orange County Transit Tax Revenues, will not move forward until Implementation Agreements, which shall include Global/Capital Funding Agreements and/or Global/Operating Agreements, are executed by and between the Implementing Party, GoTriangle, as administrator of the Special District, and all other appropriate Parties as identified in Exhibit A.

WHEREAS, the Parties are authorized to enter into this Agreement pursuant to, inter alia, N.C.G.S. §§ 160A-20.1; 160A-312; 160A-313; 160A-610; 153A-275; 153A-276; and 153A-449.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants herein contained, the Parties hereto agree as follows:

1. **Annual Approval:**

The Agreement shall be reviewed annually to determine project progress and appropriate updates to Exhibit A documents, which is then executed by all appropriate Parties. The review and approval should consist of:

- A. Addition of new Projects to the Exhibit A if one or more is identified to be included as a part of this Agreement.
- B. Removal of active Projects from the Exhibit A if one is identified by Project sponsor to be completed during the Agreement review process.
- C. Update of scope, schedule, and budget baselines for active Projects with a duration longer than the current year of this Agreement, as defined in the Exhibit A. Documentation shall maintain record of both original planned dates and updated planned dates and include supporting allocation of programmed and planned funds from local funding revenue sources as defined by the Annual Work Program and Multi-Year Capital Improvement Plan.
- D. Updated Agreement shall be reviewed and executed by all parties to the Agreement.

2. **Term:**

The Term, or period of performance, is defined as the latest anticipated completion date of all Projects identified in Exhibit A, which incorporates references to the Multi-Year Capital Improvement Plan.

3. **Purpose:**

The purpose of this Agreement is to outline the details of how the Project(s) listed in Exhibit A attached hereto and incorporated herein by reference, being approved Projects in the Orange County Transit Annual Work Program, shall be implemented with programmed funding commitments as highlighted in the Exhibit A, in accordance with the requirements of the Comprehensive Participation Agreement.

4. **Responsibilities:**

A. **Responsibilities of the Implementing Party.**

- (1) The Implementing Party shall provide the Projects listed in Exhibit A and fund the cost of the Projects on an up-front basis, except as provided herein. The Implementing Party is responsible for ensuring local funds are available to pay for costs incurred related to Project phases, or invoices, prior to requesting reimbursement from GoTriangle, except in instances where advance payments are requested. Implementing Parties may utilize pre-award authority for Capital Projects requiring immediate implementation. Pre-award authority may not be exercised until the annual budget has been recommended by the SWG and adopted by the governing boards of Orange County and GoTriangle.
- (2) The Orange County Transit Annual Work Program Reimbursement Request and Financial Report Template ("Reimbursement Requests") must be submitted by the Implementing Party at least quarterly, or monthly if preferred by the Implementing Party. The reimbursement request shall be emailed to DOTransitReimbursements@gotriangle.org with a copy to the identified Tax District Administration staff Steven Schlossberg (SSchlossberg@gotriangle.org) and Darlene Weaver (dweaver@orangecountync.org).

All Reimbursement Requests must be made using the Orange County Transit Annual Work Program Reimbursement Request and Financial Report Template agreed to by the Parties and must include a signed statement by the Implementing Party's Finance Officer or designee stating that funds were spent in accordance with the Orange County Transit Annual Work Program and with all applicable laws, rules, and regulations, and that the Reimbursement Request includes items due and payable. All Reimbursement Requests shall be based on actual expenses incurred as recorded in the financial system.
- (3) In special circumstances where an advance payment may be required, Reimbursement Requests must be submitted using the Reimbursement Request Template and with a justification for the advance payment request. Advance payments received by the Implementing Party must be disbursed within 72 hours of receipt from GoTriangle.
- (4) Any work for which an Implementing Party receives reimbursement must be performed by June 30 of that fiscal year.

- (5) Reimbursement Requests for expenses incurred as of June 30 shall be submitted by August 10 or date determined by the Tax District Administrator for the fiscal year in which the work was done.
- (6) Further, the Implementing Party shall:
 - (a) Ensure that Orange Transit funds provided by GoTriangle are not misappropriated or misdirected to any other account, need, project, or line item, other than as listed in Exhibit A. The Implementing Party shall have an obligation to return any reimbursed or advanced payments that were misappropriated or expended outside the approved Project(s) listed in Exhibit A.
 - (b) Monitor award activities, to include sub-awards, to provide reasonable assurance that funds are spent in compliance with applicable requirements. Responsibilities include accounting for receipts and expenditures, cash management, maintaining adequate financial records, and refunding disallowed expenditures.
 - (c) Maintain a financial management system adequate for monitoring the accumulation of costs.
- (7) The Implementing Party agrees to coordinate with the municipality as it relates to transit service that enters the local municipal area. These coordination efforts should include discussions as it relates to, but are not limited to, passenger amenities, maintenance and upkeep of passenger amenities, public engagement and advertisement in relation to the new/enhanced services, etc. These coordination efforts shall occur prior to the execution of the Implementation Elements identified in Exhibit A.

B. Responsibilities of GoTriangle.

- (1) GoTriangle, as administrator of the Triangle Tax District, shall have the responsibilities and duties as set forth in the Governance ILA, including appropriating funds from the FY 2025 Triangle Tax District Capital Ordinance in accordance with the Governance ILA. The specific appropriation and approved Project budgets are further detailed in Exhibit A and in the FY 2025 Orange County Transit Annual Work Program.
- (2) GoTriangle, upon receipt of a Reimbursement Request, shall verify within five business days whether the Reimbursement Request is complete; is within the approved budget; is within the annual work plan; and is in accordance with the Orange County Transit Financial Policies & Procedures, which includes Billing, Payment, and Reimbursement Policy and Guidelines, adopted by GoTriangle, DCHC MPO and Orange County in 2023.

If GoTriangle is unable to verify the Reimbursement Request, GoTriangle shall, within two (2) business days, notify the Implementing Party in writing of the deficiencies in the Reimbursement Request. The Implementing Party may thereafter submit a revised Reimbursement Request (“Revised Reimbursement Request”), which shall be verified within five (5) business days of receipt. If the

Revised Reimbursement Request is denied, the Implementing Party may place the item on the next SWG agenda for discussion and a recommendation to GoTriangle and the Implementing Party.

- (3) Where advance payments are requested, GoTriangle, after due consideration of the request, will remit funds via payment instructions on file.
- (4) All disbursements from GoTriangle shall be in accordance with North Carolina General Statute 159 Article 3, known as the North Carolina Budget and Fiscal Control Act, and the Orange Transit Financial Policies and Guidelines, adopted by GoTriangle, DCHC MPO, and Orange County.

5. **Progress Reporting:**

Unless otherwise agreed in writing between Parties, the Implementing Party agrees to provide quarterly and annual reporting per the Comprehensive Participation Agreement for the Reported Deliverables as identified in Exhibit A using a Reporting Template agreed to by the Parties. The Implementing Party shall include in its reports, which includes standard Q1 & Q3 reports as well as the enhanced Q2 and Q4/annual reports, an assessment of risks that may impact delivery of the Projects identified in Exhibit A, and a forecast of anticipated deviations from scope, schedule, and budget baselines identified in Exhibit A. If the Implementing Party is allocating local, federal, state, or other funds towards Projects identified in Exhibit A, it is the Implementing Party's responsibility if they desire to report those expenditures to the Tax District Administrator, which shall be included as part of the reports, which includes standard Q1 & Q3 reports as well as the enhanced Q2 and Q4/annual reports. The Parties agree to share supporting documentation, if requested, in addition to their quarterly and annual reporting, in a timely manner.

6. **Progress Updates**

- A. **Meeting:** Parties to this Agreement shall endeavor to schedule one project update meeting annually within the forum of the Staff Working Group, unless otherwise determined, so long as it precedes the development and publication of the Orange County Transit Draft Annual Work Program. This is to review the enhanced Q2 report developed by the Implementing Party and Implementation Partners and discuss the extent to which the Project, or sets of Projects, is achieving documented metrics, as outlined in Section 4 of this Agreement. Generally, these expectations can be defined through the three following elements: Cost, Schedule and Functionality. This meeting shall also evaluate and confirm that the Project, or sets of Projects, is meeting expectations outlined in Exhibit A, and provide a forum to discuss proposed mitigation strategies when metrics are not on track.
- B. **Amendment Initiation:** If metrics for one or more Projects are not being met, Parties to this Agreement shall utilize the approved work program development

and/or amendment process to make any necessary adjustments to support the meeting of defined expectations.

7. **Further Agreements:**

The Parties agree that they will, from time to time, execute, acknowledge and deliver, or cause to be executed, acknowledged and delivered, such supplements hereto and such further instruments as may reasonably be required for carrying out the intention of this Agreement.

8. **Amendment:**

Any extension of the Term of this Agreement and/or change to the content of this Agreement shall be by written amendment signed by all Parties.

9. **Breach; Termination:**

In the event that (1) the Implementing Party is not able or fails to provide a Project(s) as required by the Agreement; or (2) GoTriangle is not able or fails to provide funding for a Project(s) as required by the Agreement; or (3) Parties to this Agreement fail to fulfill responsibilities and duties as set out in the Governance ILA; or (4) any Party fails to fulfill a responsibility or duty of this Agreement; or (5) any Party withdraws from the Comprehensive Participation Agreement (separately each a "breach"), any Party to this Agreement shall notify the SWG Administrator to the SWG Committee and the other Parties to this Agreement. The Non-breaching Party may place the item on a SWG agenda for discussion and a non-binding recommendation to the Parties.

The Non-breaching Party may provide the Breaching Party with a period of time to cure the breach to the reasonable satisfaction of the Non-breaching Party. If the breach is not timely cured, or cannot be cured, the Non-breaching Party may (1) elect to terminate this Agreement in full; or (2) elect to terminate this Agreement only as to one or more Projects listed in Exhibit A. In the event of breach of this Agreement, the Parties shall be entitled to such legal or equitable remedy as may be available, including specific performance.

In the event the Agreement is terminated for any reason other than by the end of the Term of the Agreement:

- (a) The Implementing Party shall not be required to continue implementing the Projects but may elect to continue implementing the Projects using funds from sources other than the Orange Transit Tax.
- (b) The Implementing Party shall have sixty (60) days after the date of termination to submit all Reimbursement Requests.
- (c) The Implementing Party shall report the project status.

10. **Record Retention:**

All Parties must adhere to record retention guidelines as set forth in North Carolina General Statutes or federal guidelines as appropriate.

11. **Notices:**

Any notice given pursuant to this Agreement shall be deemed given if delivered by hand or if deposited in the United States Mail, postage paid, certified mail, return receipt requested and addressed as follows:

If to GoTriangle:
GoTriangle
Attn: President and CEO 4600
Emperor Blvd, Suite 100
Orange, NC 27703

And with a copy to:
GoTriangle
Attn: General Counsel
4600 Emperor Blvd, Suite 100
Orange, NC 27703

If to the Clerk to the SWG Committee
Orange County
Attn: SWG Administrator
300 W. Tryon St.
Hillsborough, NC 27278

If to DHCHMPO:
DCHC MPO
Attn: Executive Director
Central Pines Regional Council
4307 Emperor Blvd. Suite 110
Durham, NC 27703

If to the Implementing Party
Town of Hillsborough
Attn: Town Manager
101 E. Orange St.
Hillsborough, NC 27278

12. **Representations and Warranties:**

The Parties each represent, covenant and warrant for the other's benefit as follows:

A. Each Party has all necessary power and authority to enter into this Agreement and to carry out the transactions contemplated by this Agreement, and the individuals signing this Agreement have the right and power to do so. This Agreement is a valid and binding obligation of each Party.

B. To the knowledge of each Party, neither the execution and delivery of this Agreement, nor the fulfillment of or compliance with its terms and conditions, nor the consummation of the transactions contemplated by this Agreement, results in a breach of the terms, conditions and provisions of any agreement or instrument to which a Party is bound or constitutes a default under any of the foregoing.

C. To the knowledge of each Party, there is no litigation or other court or administrative proceeding pending or threatened against such Party (or against any other person) affecting such Party's rights to execute or deliver this Agreement or to comply with its obligations under this Agreement. Neither such Party's execution and delivery of this Agreement, nor its compliance with its obligations under this Agreement, requires the approval of any regulatory body or any other entity the approval of which has not been obtained.

D. Parties agree to work together in good faith and with all due diligence to provide for and carry out the purpose of this Capital Funding Agreement.

E. The Project(s) listed in the attached Exhibit A are not debt funded unless otherwise approved in accordance with the Orange County Transit Interlocal Agreement and supporting Financial Policies & Procedures.

13. **Merger and Precedence:**

The provisions of this Agreement, including all Exhibits and attachments, constitute the entire agreement by and between the Parties hereto and shall supersede all previous communications, representations or agreements, either oral or written between the Parties hereto with respect to the subject matter hereof.

Notwithstanding the foregoing, in the event of any inconsistency or conflict between this Agreement and the Comprehensive Participation Agreement or the Governance ILA, the terms of the Comprehensive Participation Agreement and Governance ILA have precedence.

14. **Dispute Resolution:**

In the event of conflict or default that might arise for matters associated with this Agreement, the Parties agree to informally communicate to resolve the conflict. If any such dispute cannot be informally resolved, then such dispute, or any other matter arising under this Agreement, shall be subject to resolution in a court of competent

jurisdiction. Such disputes, or any other claims, disputes or other controversies arising out of, and between the Parties shall be subject to and decided exclusively by the appropriate general court of justice of Orange County, North Carolina.

15. **No Waiver of Non-Compliance with Agreement:**

No provision of this Agreement shall be deemed to have been waived by any Party hereto unless such waiver shall be in writing and executed by the same formality as this Agreement. The failure of any Party hereto at any time to require strict performance by the other Party of any provision hereof shall in no way affect the right of the other Party to thereafter enforce the same. In addition, no waiver or acquiescence by a Party hereto of any breach of any provision hereof by another Party shall be taken to be a waiver of any succeeding breach of such provision or as a waiver of the provision itself.

16. **Force Majeure.** The performance of each Party hereunder shall be excused for such period of time as performance is delayed due to force majeure. If any Party hereto is delayed in the completion of its obligations hereunder by the act, delay in providing approval, or default of the other Parties through no fault of the delayed Party, or by acts of God (which shall be deemed to include weather delays caused by rainfall, snow or other factors in excess of such weather for the season in which such performance is to occur that actually cause a delay in performance, fire, strikes, lockouts, unavoidable casualties, war, acts of terrorism, civil commotion, fire or other casualty, theft of materials, unseasonable shortages of materials or supplies, pandemic, epidemic, or any other cause whatsoever beyond the commercially reasonable control of the delayed Party then the time herein fixed for completion of such obligations shall be extended by the number of days that the delayed Party has thus been delayed. The delayed Party shall provide the other Parties hereto with written notice of any delay within ten (10) days after commencement of such delay; provided, however, that only one notice is necessary in the case of a continuing delay.

17. **Compliance Non-Discrimination Law and Policy.** Parties shall not discriminate against any contractor, employee, or applicant for employment because of age, race, sex, sexual orientation, gender identity or expression, creed, national origin or ancestry, marital or familial status, pregnancy, military status, religious belief or non-belief, or disability. Parties shall take affirmative action to ensure that qualified applicants are employed and that employees are treated fairly and legally during employment with regard to their age, race sex, sexual orientation, gender identity or expression, creed, national origin or ancestry, marital or familial status, pregnancy, military status, religious belief or non-belief, or disability. In the event Implementing Party is determined by the final order of an appropriate agency or court to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Agreement may be canceled, terminated or suspended in whole or in part by COUNTY. **Implementing Party certifies that Implementing Party shall abide by Orange County Ordinance Article I, Sections 15-1 through 15-85. Failure to abide by said Ordinance is a breach of this Agreement and grounds for terminating the Agreement for cause and without fault or liability to COUNTY.**

18. **Governing Law:**

The Parties intend that this Agreement be governed by the law of the State of North Carolina. Proper venue for any action shall solely be Orange County.

19. **Assignment:**

No Party may sell or assign any interest in or obligation under this Agreement without the prior express written consent of the other Parties.

20. **Independence of the Parties:**

Nothing herein shall be construed to modify, abridge, or deny the authority or discretion of any Party to independently develop, administer, or control transportation projects pursuant to enumerated authority or funding sources separate from those in this Agreement.

21. **Execution in Counterparts/Electronic Version of Agreement:**

This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. Any Party may convert a signed original of the Agreement to an electronic record pursuant to a North Carolina Department of Natural and Cultural Resources approved procedure and process for converting paper records to electronic records for record retention purposes. Such electronic record of the Agreement shall be deemed for all purposes to be an original signed Agreement.

22. **No Waiver of Sovereign Immunity:**

Nothing in this Agreement shall be construed to mandate purchase of insurance by any municipality pursuant to N.C.G.S. 160A-485; or to in any other way waive any Party's defense of sovereign or governmental immunity from any cause of action alleged or brought against any Party for any reason if otherwise available as a matter of law.

23. **No Waiver of Qualified Immunity:**

No officer, agent or employee of any Party shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

24. **Verification of Work Authorization; Iran Divestment Act:**

All Parties, and any permitted subcontractors, shall comply with Article 2, Chapter 64, of the North Carolina General Statutes. The Parties hereby certify that they, and all permitted subcontractors, if any, are not on the Iran Final Divestment List created by the North Carolina State Treasurer pursuant to N.C.G.S. 147-86.58.

25. **No Third-Party Beneficiaries:**

There are no third-party beneficiaries to this Agreement.

26. **E – Verify:**

All Parties shall comply with *E-Verify*, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64- 25 *et seq.* In addition, to the best of ta Party’s knowledge, any subcontractor employed by a Party as a part of this Agreement shall be in compliance with the requirements of E-Verify and N.C.G.S. §64-25 *et seq.* In cases of conflict between this Agreement and any of the above incorporated attachments or references, the terms of this Agreement shall prevail.

27. **Companies Boycotting Israel Divestment Act Certification:**

Contractor certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147- 86.81.

28. **Electronic Signatures:**

Parties acknowledge and agree that the electronic signature application Adobe Sign may be used to execute this Agreement and any associated documents. By selecting "I Agree," "I Accept," or other similar item, button, or icon via use of a keypad, mouse, or other device, as part of the Adobe Sign application, Parties consent to be legally bound by the terms and conditions of this Agreement and that such act constitutes Parties’ signatures as if signed by Parties in writing. Parties also agree that no certification authority or other third-party verification is necessary to validate the electronic signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of the electronic signature. Parties acknowledge and agree that delivery of a copy of this Agreement or any other document contemplated hereby, through the Adobe Sign application, will have the same effect as physical delivery of the paper document bearing an original written signature.

Town of Hillsborough, NC

By: _____
Eric Peterson, Town Manager

This, the ____ day of _____, 2024.

SIGNATURE PAGES FOLLOW

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Global Operating Agreement for Transit Capital Infrastructure
[IMPLEMENTING PARTIES
[MONTH/YEAR OF EXECUTION] FYXX
Contract # YY-XXX

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>RESEARCH TRIANGLE REGIONAL PUBLIC TRANSPORTATION AUTHORITY (d/b/a GoTriangle)</p> <p>By: _____ Charles E. Lattuca, President and CEO</p> <p>This, the ____ day of _____, 2024.</p> | <p>This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Sandra Freeman, Chief Financial Officer for GoTriangle</p> <p>This, the ____ day of _____, 2024.</p> |
| | <p>Reviewed and Approved as to legal form.</p> <p>_____</p> <p>T. Byron Smith, General Counsel</p> |

Exhibit A

| Project ID | 18TOHCD1 | Project Category | Transit Infrastructure | Project Subcategory | Other Bus Service |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------|------------------------|------------------------------------------------|----------------------------|
| Project Description & Goals | | | | Project at a Glance | |
| <i>Construct a station along the NCRR corridor in Hillsborough to serve Amtrak and potentially commuter rail service. Provides the local funding for TIP project P-5701</i> | | | | Project Title | Hillsborough Train Station |
| | | | | Agency | Town of Hillsborough |
| | | | | Parties to Project | |
| | | | | Estimated Total Project Cost | |
| | | | | Budgeted FY25 Costs funded by this Agreement | \$461,668 |
| | | | | Programmed FY25 Costs funded by this Agreement | \$461,668 |
| | | | | Start Date | July 2022 |
| | | | | Anticipated End Date | July 2028 |



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Kelsey Carson, Planning Technician

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Hillsborough Arts Council’s Handmade Parade

Attachments:

1. Special Event Permit Application
2. NCDOT Road Closure letter

Summary:

The Hillsborough Arts Council is requesting the use of town services for road closure assistance, traffic control, and Police coverage for the Handmade Parade and Market on June 1, 2024. This event will take place from 2 to 6 p.m. and will close portions of Churton Street (from Union Street to Margaret Lane). Organizers are expecting 3,000-5,000 people. This event is part of the Hillsborough Arts Council’s “Weekend of Art” with Last Fridays the day before, a Handmade Market in River Park with the Handmade Parade.

Financial impacts:

The financial impacts are expected to be moderate. Costs reflect the use of Police coverage and assistance with road closures and traffic control and drop off and collection of town rollout carts for trash at The Burwell School, the Historic Courthouse lawn, and River Park.

Staff recommendation and comments:

No comments received.

Action requested:

Approve, approve with conditions, or deny the special event permit.



TOWN OF
HILLSBOROUGH

APPLICATION Special Event Permit

Planning and Economic Development Division
101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-296-9470 | Fax: 919-644-2390
planning@hillsboroughnc.gov
www.hillsboroughnc.gov

Please review Chapter 7, Article 3 of the Hillsborough Code of Ordinances to determine if your event requires a special event permit. **The application must be received 60 days in advance of the event.**

Name of event: Handmade Parade

Event location address: Churton Street Route (See Map Attached)

Date(s) of event: June 1, 2024

Event setup time: 2 PM Event hours: 4 Hours Event breakdown: 6 PM

Date(s) of event: _____

Event setup time: _____ Event hours: _____ Event breakdown: _____

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Hillsborough Arts Council

Organization/company mailing address: 102 N Churton St. Hillsborough, NC 27278

Organization status: Formal Informal For-profit Not-for-profit

Event organizer name: Ivana Beveridge

Event organizer phone: (828) 337-5511 Event organizer email: programs@hillsboroughartscouncil.org

On-site contact(s) during the event:

Name: Ivana Beveridge Cell phone: (828) 337-5511

Name: Julia Workman Cell phone: (919) 614-0638

GENERAL EVENT INFORMATION

Type of event:

- Private event on private property
- Private event on public property
- Street or greenway event (includes parades, marches, rallies, and foot and bike races)
- Public event on public property
- Public event on private property

General event description:

Please outline the event purpose and elements, including items such as food trucks, car shows, races and vendors.

Handmade Parade is a Mardi Gras-style walking parade featuring giant puppets, marching bands, dancers, stilt walkers, and costumed community members.

Now part of a destination "Weekend of Art in Hillsborough, NC" and advertised alongside the May 31 Last Friday and a Handmade Market in River Park.

The parade will begin with staging at Burwell School, follow a route directly down Churton Street, then end in River Park to join Handmade Market.

Estimated number of people who will attend the event: 3k

Estimated peak time(s) of attendance: 4 PM

Maximum capacity of event location (number of persons, if applicable): N/A

For annual events, the estimated attendance of the last event of this kind: (bi-annual) 3-5k

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission or fees charged as part of the event? Yes No

Will alcohol be sold or provided as a part of this event? Yes No

If yes regarding alcohol:

Indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales or distribution and attach a copy of the ABC permit(s) for each vendor:

Note: Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food and beverage tax.

Will vendors be on site selling goods, crafts or wares during the event? Yes No

Will vendors be on site selling food or beverages during the event? Yes No

Note: Vendors without a physical location in town and food trucks without Town of Hillsborough Food Truck Permits must pay the food and beverage tax in advance of selling prepared food or beverage. For the tax application, see the Financial Services Department page on the town website, hillsboroughnc.gov.

List name(s) of the vendors:

Will you solicit donations as part of the event? Yes No

If yes, for what cause or organization? Hillsborough Arts Council

Will you bring additional equipment, such as stages, microphones and amplification? Yes No

Please explain: Some parade performers may have speakers for music.

Will any items be left at the event site overnight? Yes No

Please explain: _____

Will signs or banners be displayed on site or around town? Yes No

Note: Special event signage must be applied for and permitted separately BEFORE signage is placed around town. See the Reservations page on the town website, hillsboroughnc.gov.

Will tents be erected for the event? Yes No

If yes, how many and what size? One tent will be used at parade staging for volunteer hospitality and performer info.

Note: Tents may require a permit and inspection by the Orange County Fire and Life Safety Division depending on size and number. Tents should be shown with location and dimensions on the event map or layout.

Will you provide (portable) restroom facilities? Yes No

Note: Depending on attendance numbers and duration, restroom facilities must be provided by special event organizers. Restrooms of local businesses and town and county facilities may complement but not be a substitute for providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities? Yes No

Note: Handwashing facilities are required for events that include on-site food preparation and/or sales without direct or immediate sink access.

Will the event require any street closures or change in traffic flow? Yes No

Will the event require additional trash and recycling facilities? Yes No

Will you request that the town board sponsor specific services in conjunction with this event? Yes No

- Road closures
- Police coverage
- Traffic control
- Trash and recycling rollouts
- Number of rollouts _____

EVENT MAP AND LAYOUT REQUIREMENTS

With this application, you must attach a map of the area that the event is to take place and indicate the following:

- Traffic flow — Include any streets requested to be closed or obstructed (law enforcement will determine locations of barriers and officers).
- Event route — Clearly show route if the event includes an event such as a parade or greenway closure.
- Parking areas — Note areas where event attendees will be directed that are adequate for the event attendance. The Eno River Parking Deck has 400 parking spaces.
- Pedestrian access and flow.
- Location of —
 - Any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities.
 - Proposed fences, stands, platforms, benches, or bleachers.
 - Restroom and handwashing facilities.

Note: A street map and Gold Park map are available on the town’s website. Google Maps is another resource and can be easily marked up. Contact staff if you need assistance with providing an event layout or route map.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case event attendees injure themselves during the course of the event. Events occurring on public property (town or county) are required to carry event liability insurance with the public property owner listed as "additionally insured."

Copy of event liability Certificate of Insurance is attached: Yes No

Name of insurance company providing liability coverage for the event:

The Ballard Agency

Contact information for broker/agent providing coverage:

Lee Hammond; lee@ballardagencyinc.com; 919-732-2158

EVENT PROPERTY USE PERMISSION

If the event will be on property not owned or managed by the event organizer, then the property owner must indicate consent below for the use of the property:

Burwell School Historic Site

Name of property owner

(919)732-7451

Phone

Emma Vadney

4/3/2024

Signature of property owner

Date

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury that may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen that are stored or otherwise as a result of this special event.

Ivana Beveridge

4/3/2024

Applicant signature

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

- Submit electronically to Planning Technician Kelsey Carson at kelsey.carson@hillsboroughnc.gov.
- Submit paper copy to:
Hillsborough Planning Department
ATTN: Planning Technician Kelsey Carson
PO Box 429
101 E. Orange St.
Hillsborough, NC 27278

FOR OFFICE USE ONLY

Application received by: _____

Date: _____ Fee paid: _____

Date information emailed out: _____

Permit Status

Approved: Yes No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

By: _____ Date _____
Name of town staff member

Forwarded to:

- Hillsborough Communications Division
- Hillsborough Financial Services Department (Food and Beverage Tax)
- Hillsborough Police Department
- Hillsborough Public Space Manager
- Hillsborough Public Works Division
- North Carolina Department of Transportation (DOT road closures)
- Orange County Asset Management Services (Visitors Center, library, courthouses)
- Orange County Department of Environment, Agriculture and Parks and Recreation (River Park)
- Orange County Fire and Life Safety Division
- Orange County Sheriff's Office
- Orange Rural Fire Department

Union St

Union St

Burwell School
Historic Site

PARADE
STAGING

-  STREET CLOSURE
-  HANDMADE MARKET
-  RESTROOM

W Queen St

E Queen St

Carroll

Cooper House



Orange County
Historical Museum

W Tryon St

E Tryon St

N Cameron St

Hillsborough
Arts Council



W King St

United States
Postal Service



Orange County
Courthouse



E Margaret Ln



Eno River
Farmers Market

Weaver Street Market



PARADE
END

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Section 6, Item M.

S

S Camer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/07/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|---------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| PRODUCER The Ballard Agency 105 W King St. Hillsborough, NC 27278 | | CONTACT NAME: Lee Hammond PHONE (A/C No. Ext): 919-732-2158 E-MAIL ADDRESS: lee@ballardagencyinc.com FAX (A/C, No): | |
| INSURED Hillsborough Arts Council 102 N Churton St Hillsborough NC 27278-2534 | | INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Company INSURER B: Erie Insurance Exchange INSURER C: INSURER D: INSURER E: INSURER F: | |
| | | NAIC # | 25895 |
| | | | 18457 |

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | Y | | NBP1568325 | 8/10/2023 | 08/10/2024 | EACH OCCURRENCE \$ 1,000,000 |
| | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 | | | | | | |
| | | | | | | | MED EXP (Any one person) \$ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY \$ 1,000,000 |
| | | | | | | | GENERAL AGGREGATE \$ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| | | | | | | | \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | | | | | | | BODILY INJURY (Per person) \$ |
| | | | | | | | BODILY INJURY (Per accident) \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | | \$ |
| | UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ |
| | | | | | | | AGGREGATE \$ |
| | | | | | | | \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | Q851800607 | 01/18/2023 | 01/18/2024 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Town of Hillsborough is an additional insured as respects general liability arising from the insured's operations when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

| | |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Town of Hillsborough PO Box 429 Hillsborough NC 27278 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE  |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ACORD 25 (2010/05)

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/07/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|----------------------------|--|-------------------------------------------------------------|------------------------|
| PRODUCER | | CONTACT NAME: Lee Hammond | |
| The Ballard Agency | | PHONE (A/C No. Ext): 919-732-2158 | FAX (A/C, No): |
| 105 W King St. | | E-MAIL ADDRESS: lee@ballardagencyinc.com | |
| Hillsborough, NC 27278 | | INSURER(S) AFFORDING COVERAGE | |
| | | INSURER A: United States Liability Insurance Company | NAIC # 25895 |
| INSURED | | INSURER B: Erie Insurance Exchange 18457 | |
| Hillsborough Arts Council | | INSURER C: | |
| 102 N Churton St | | INSURER D: | |
| Hillsborough NC 27278-2534 | | INSURER E: | |
| | | INSURER F: | |

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

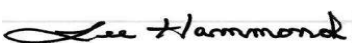
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | | | |
|----------|--------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------|---------------|-------------------------|-------------------------|---------------------------------------------------------|--------------------------------|-------------------|--------------|
| A | GENERAL LIABILITY | | | NBP1568325 | 8/10/2023 | 08/10/2024 | EACH OCCURRENCE | \$ 1,000,000 | | |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | Y | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 100,000 | | |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | MED EXP (Any one person) | \$ 5,000 | | |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 | | |
| | <input checked="" type="checkbox"/> POLICY | | | | | | <input type="checkbox"/> PRO-JECT | <input type="checkbox"/> LOC | GENERAL AGGREGATE | \$ 2,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$ 2,000,000 | | |
| | | | | | \$ | | | | | |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) | \$ | | |
| | <input type="checkbox"/> ANY AUTO | | | | | | BODILY INJURY (Per person) | \$ | | |
| | <input type="checkbox"/> ALL OWNED AUTOS | <input type="checkbox"/> | <input type="checkbox"/> | | | | BODILY INJURY (Per accident) | \$ | | |
| | <input type="checkbox"/> HIRED AUTOS | <input type="checkbox"/> | <input type="checkbox"/> | | | | PROPERTY DAMAGE (Per accident) | \$ | | |
| | | | | | | | | \$ | | |
| | UMBRELLA LIAB | | | | | | EACH OCCURRENCE | \$ | | |
| | <input type="checkbox"/> EXCESS LIAB | | | | | | AGGREGATE | \$ | | |
| | <input type="checkbox"/> DED | <input type="checkbox"/> | <input type="checkbox"/> | | | | | \$ | | |
| | <input type="checkbox"/> RETENTION \$ | | | | | | | \$ | | |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | Q851800607 | 01/18/2023 | 01/18/2024 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS | <input type="checkbox"/> OTHER | | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | <input type="checkbox"/> Y / <input type="checkbox"/> N | <input type="checkbox"/> N / <input type="checkbox"/> A | | | | E.L. EACH ACCIDENT | \$ 500,000 | | |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ 500,000 | | |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ 500,000 | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Orange County is an additional insured as respects general liability arising from the insured's operations when required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

| | |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Orange County PO Box 8181 Hillsborough NC 27278 | <p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>  |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

J.R. "JOEY" HOPKINS
SECRETARY

April 24, 2024

Shannan Campbell, AICP, CZO
Town of Hillsborough Planning Department
101 E. Orange Street
Hillsborough, NC 27278

Dear Ms. Campbell:


In response to your request to temporarily close the following street segment in the Town of Hillsborough for the Hillsborough Handmade Parade. The event is to be held on Saturday, June 1, 2024, from 2:00 pm until 6:00 pm:

- US 70 Business/NC 86 (Churton Street) from Union Street to Margaret Lane

Permission is granted to temporarily close this street section. This is subject to the Hillsborough Police Department placing the traffic control devices to safely block the streets, establishing the appropriate detour routes and providing adequate law enforcement to control traffic.

If you have any questions, please contact Matthew Whitley, Division Maintenance Engineer at (336) 487-0000.

Sincerely,

DocuSigned by:

A54244BEB57442F...
W. R. Archer, III, PE
Division Engineer

WRA/MPW/dg

cc: M. P. Whitley, PE, MPA, Division Maintenance Engineer
C. N. Edwards, Jr., PE, District Engineer
D. M. McPherson, Division Traffic Engineer

Mailing Address:
NC DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS DIVISION 7
P.O. BOX 14996
GREENSBORO, NC 27415-4996

Telephone: (336) 487-0000
Fax: (336) 334-3637

Website: www.ncdot.gov

Location:
1584 YANCEYVILLE STREET
GREENSBORO, NC 27405



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Kelsey Carson, Planning Technician

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Fleet Feet Running Club’s Big Run 5K

Attachments:

1. Special Event Permit Application
2. Field Map and Running Path
3. Certificate of Insurance

Summary:

Fleet Feet Running Club is requesting to host a 5k run event starting in River Park, looping to Occoneechee Speedway and finishing back at River Park.

Financial impacts:

Low; no additional services from the town are requested for this event.

Staff recommendation and comments:

No comments received.

Action requested:

Approve, approve with conditions, or deny the special event permit.



SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. **The Permit Application must be received 60 days in advance of the event.**

Name of Event: The Big Run 5K

Event Location Address: Eno River Farmers Market Pavilion (144 E Margaret Ln, Hillsborough, NC 27278)

Date(s) of event: June 5, 2024

Event Set Up Time: 3:30 pm Event Hours: 5 hrs Event Break Down: 8:30 pm

Date(s) of event: _____

Event Set Up Time: _____ Event Hours: _____ Event Break Down: _____

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: Fleet Feet Carrboro & Durham

Organization/Company mailing address: 310 E Main St, suite 120, Carrboro, NC 27510

Organization Status: Formal Informal For-profit Not-for-profit

Event Organizer Name: Nora Ayers

Event Organizer Phone: 9197242852 Event Organizer Email: nora.ayers@fleetfeet.com

On-Site Contact(s) During the Day-of Event

Name: Nora Ayers Cell Phone: 9197242852

Name: Jordan Ayers Cell Phone: 336-408-1148

GENERAL EVENT INFORMATION

Type of Event:

Private Event on Private Property Public Event on Public Property

Private Event on Public Property Public Event on Private Property

Street or Greenway Event (Parades, Marches, Rallies, 5Ks, Bike Races)

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

5K run starting/finishing at the Hi. Course will follow the path off the Speedway Track
do a loop around the Oconeechee Speedway Tract and then head back on the riverwalk to the Eno River
Farmer's market pavilion.

we will use a volunteer for the Elizabeth Brady Rd Crossing since we don't expect traffic to be heavy.

Estimated total number of people that will attend the event: 300

Estimated peak time(s) of attendance: 6-8

Maximum capacity of event location (number of persons, if applicable): 400

If the event is annual, the estimated attendance of the last event of this kind: 250 in 2023

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission/fees be charged as part of the event? YES NO

Will there be alcohol sold or provided as a part of this event? YES NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor : _____

Please note: Alcohol may only be sold by vendors with an off-premise permit or by event organizers with a special one-time ABC sales permit. Alcohol sales may be subject to the prepared food & beverage tax.

Will vendors be on-site selling goods/crafts/wares during the event? YES NO

Will vendors be on-site selling food/beverages during the event? YES NO

Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to [prepay the Food & Beverage Tax](#) with the Finance Department. Please list the name(s) of the food/beverage vendors:
We will have food/snacks to giveaway but not sure about selling food. Will update if anything changes.

Will you be soliciting donations as part of the event? YES NO

If yes, for what cause or organization? TBD

Will you bring additional equipment, stages, microphones, amplification, etc? YES NO

Please Explain: music to be played over a speaker, possibly a live band - TBD

Will any items be left at the event site overnight? YES NO

Please Explain: _____

Will signs or banners be displayed on site or around Town? YES NO

*Please note: [Special event signage](#) must be applied for and permitted separately **BEFORE** signage is placed around town.*

Will tents be erected for the event? YES NO

If yes, how many and what size? 5-6 10X10 pop-up tents

Please note: Tents may require a permit and inspection by the Orange County Fire Marshal's office depending on size and number. Tents should be shown with location and dimensions on event map/layout.

Will you provide (portable) restroom facilities?

YES NO

Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities?

YES NO

Please note: Handwashing facilities are required for events that include on site food preparation and/or sales without direct or immediate sink access.

Will the event require any street closures or change in traffic flow?

YES NO

Will the event require additional trash and recycling facilities?

YES NO

Will you request that the Town Board sponsor specific services in conjunction with this event (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?

YES NO

Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.

EVENT MAP/LAYOUT REQUIREMENTS

With this application, you must attach a map of the area where the event is to take place and indicate the following:

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent resource and can be easily marked up. Contact Staff if you need assistance with providing an event layout or route map.

EVENT LIABILITY INSURANCE

Event organizers and/or property owners need to insure themselves from liability in case an event attendee injures themselves during the course of the event. Events occurring on Public Property (Town or County) are required to carry event liability insurance with the Public Property owner listed as 'additionally insured'.

Copy of event liability Certificate of Insurance is attached: YES NO

Name of insurance company providing liability coverage for the event:

Contact information for broker/agent providing coverage:

EVENT PROPERTY USE PERMISSION

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

Kevin Cherry - Occoneechee Speedway

Name of Property Owner

Phone

(email attached)

Signature of Property Owner

Date

TOWN LIABILITY AGREEMENT

I, the applicant, agree to indemnify and hold harmless the Town of Hillsborough, its employees, and its agents from and against any and all liability for any injury which may be suffered in connection with this special event approval or park reservation. I also hold harmless the Town of Hillsborough, its employees, and its agents from and against any liability for any equipment or supplies lost, damaged, or stolen, that are stored or otherwise as a result of this special event.

Applicant Signature

Date

SUBMITTAL DIRECTIONS:

Please submit electronically to: Evan.Punch@hillsboroughnc.gov

Please submit via paper copy here:

Hillsborough Planning Department
ATTN: Evan Punch
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278

FOR OFFICE USE ONLY:

Application received by: Kelsey Carson

Date: 2/26/2024

Fee Paid: \$55

Date information emailed out: 5/1/2024

Permit Status

Approved YES NO Explanation: _____

Date Permit Issued: _____

Approved with any conditions: _____

By: _____

Town Staff Member

Date: _____

Forwarded to others for review/information:

- OC Fire Marshal: _____
- Hillsborough Police Department: _____
- OC Sheriff's Department: _____
- OC Fire Department: _____
- Hillsborough Public Works: _____
- Hillsborough Public Space Manager: _____
- OC DEAPR (River Park): _____
- OC AMS (Visitors Center, Library, Old or New Courthouse): _____
- NCDOT (DOT Road Closures): _____
- Hillsborough Finance (Food & Beverage Tax 1 Day): _____
- Hillsborough Public Information Office: _____



Nora Ayers <nora.ayers@fleetfeet.com>

Occoneechee Speedway Use - June 5th, 2024

3 messages

Nora Ayers <nora.ayers@fleetfeet.com>

Mon, Feb 26, 2024 at 10:02 AM

To: Kevin Cherry <kcherry@classicalamericanhomes.org>

Hi Kevin -

I hope you are doing well. I'm reaching out to see about permission to use the Occoneechee Speedway on June 5th, 2024 for our annual 5K to celebrate Global Running day. Are you all still overseeing the special events? Or is the ownership changing over to the State Park?

Thanks so much for your help! Happy to fill anything out and provide a COI.

best,

Nora

--

Nora Ayers | Director - Fleet Feet Running Club

she/her/hers

Fleet Feet Carrboro & Durham

Carrboro - 919.321.0061

Durham - 919.636.4696

Durham Ninth Street - 919.942.3147

www.fleetfeetcarrboro.com



Kevin Cherry <kcherry@classicalamericanhomes.org>

Mon, Feb 26, 2024 at 10:05 AM

To: Nora Ayers <nora.ayers@fleetfeet.com>

Cc: Brandon Hyler <bhyler@classicalamericanhomes.org>, Weston Ewart <wewart@classicalamericanhomes.org>, Joseph Beatty <jbeatty@classicalamericanhomes.org>

Nora,

You may use the speedway for your event. We will just need proof of insurance for it and a statement assuring us you will handle all set up and clean up afterward.

We hope to make the transfer soon, but I have no idea when it will take place.

Kevin

Sent from my Verizon, Samsung Galaxy smartphone

Get [Outlook for Android](#)

From: Nora Ayers <nora.ayers@fleetfeet.com>

Sent: Monday, February 26, 2024 10:02:19 AM

To: Kevin Cherry <kcherry@classicalamericanhomes.org>

Subject: Occoneechee Speedway Use - June 5th, 2024

[Quoted text hidden]

Nora Ayers <nora.ayers@fleetfeet.com>

Mon, Feb 26, 2024 at 10:18 AM

To: Kevin Cherry <kcherry@classicalamericanhomes.org>

Cc: Brandon Hyler <bhyler@classicalamericanhomes.org>, Weston Ewart <wewart@classicalamericanhomes.org>, Joseph Beatty <jbeatty@classicalamericanhomes.org>

Hi Kevin -

Thanks so much! That's great. I'll get that sent over in a little bit.

best,
Nora

[Quoted text hidden]



Nora Ayers <nora.ayers@fleetfeet.com>

Farmers Market Pavilion Rental - June 5th, 2024

4 messages

Nora Ayers <nora.ayers@fleetfeet.com>
To: Jessica Volant <jvolant@orangecountync.gov>

Mon, Feb 26, 2024 at 10:13 AM

Hi Jessica -

I am interested in securing a reservation for the Farmers Market Pavilion on June 5th, 2024 in the late afternoon and evening. I work with Fleet Feet and we have hosted our Global Running Day Celebration in downtown Hillsborough with a timed 5K Race/run. I've put in a special event permit for the town to use the Riverwalk and I'd like to have our start/finish area at the Pavilion.

Will you let me know if I need to fill out a permit or how to officially reserve the space?

Thanks so much!

Nora

--

Nora Ayers | Director - Fleet Feet Running Club

she/her/hers

Fleet Feet Carrboro & Durham

Carrboro - 919.321.0061

Durham - 919.636.4696

Durham Ninth Street - 919.942.3147

www.fleetfeetcarrboro.com



Jessica Volant <jvolant@orangecountync.gov>
To: Nora Ayers <nora.ayers@fleetfeet.com>
Cc: Travis Bogle <tbogle@orangecountync.gov>

Mon, Feb 26, 2024 at 3:24 PM

Hi Nora,

I have attached the reservation form. If you could complete and send back to me, I will get your reservation entered.

Thank you!

Jessica Volant, Administrative Support

Orange County

Department of Environment, Agriculture, Parks and Recreation

From: Nora Ayers <nora.ayers@fleetfeet.com>
Sent: Monday, February 26, 2024 10:14 AM
To: Jessica Volant <jvolant@orangecountync.gov>
Subject: [EXTERNAL MAIL!] Farmers Market Pavilion Rental - June 5th, 2024

Hi Jessica -

I am interested in securing a reservation for the Farmers Market Pavilion on June 5th, 2024 in the late afternoon and evening. I work with Fleet Feet and we have hosted our Global Running Day Celebration in downtown Hillsborough with a timed 5K Race/run. I've put in a special event permit for the town to use the Riverwalk and I'd like to have our start/finish area at the Pavilion.

Will you let me know if I need to fill out a permit or how to officially reserve the space?

Thanks so much!

Nora

--

Nora Ayers | Director - Fleet Feet Running Club

she/her/hers
Fleet Feet Carrboro & Durham
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Durham - 919.636.4696

Durham Ninth Street - 919.942.3147
www.fleetfeetcarrboro.com

| |

 **Picnic shelter application_fillable.pdf**
221K

Nora Ayers <nora.ayers@fleetfeet.com>
To: Jessica Volant <jvolant@orangecountync.gov>

Mon, Feb 26, 2024 at 3:57 PM

Hi Jessica!

Thanks so much. Here you go! I appreciate your help.

best,

Nora

[Quoted text hidden]

 **Picnic shelter application_fillable.pdf**
243K

Jessica Volant <jvolant@orangecountync.gov>
To: Nora Ayers <nora.ayers@fleetfeet.com>
Cc: Travis Bogle <tbogle@orangecountync.gov>

Tue, Feb 27, 2024 at 10:50 AM

Hi Nora,

Your reservation is entered. Confirmation of the reservation and the fees owed is attached.

The total balance owed is \$30. Payment instructions are as follows:

Online payments may be made by logging in to your account at <https://server4.orangecountync.gov/wbws/Webtrac.wsc/splash.html> and clicking "My Account" and selecting "Pay Old Balances" from the menu. If you do not know your account information, please call our main office during regular business hours at 919.245.2660 for assistance. Do not create a new account.

In-person payments are accepted Bonnie B. Davis Environment and Agricultural Center, Suite 140, [1020 US 70 West, Hillsborough](#) during regular office hours, Monday through Friday, 8:30 a.m.-11:45 a.m. and 1:15 p.m.-4:30 p.m.

Credit cards (Visa, MasterCard, and Discover) are accepted over the phone at 919.245.2660 during regular office hours, Monday through Friday, 8:30 a.m.-11:45 a.m. and 1:15 p.m.-4:30 p.m.

Please let me know if I can help with anything else, or if you have any questions. Thanks so much and have a great day!

[Quoted text hidden]

2 attachments

 **Ayers - Big Run 5K - PMH for 6-5-24.pdf**
31K

 **Ayers - Big Run 5K - PMH for 6-5-24 - Fee Statement.pdf**
8K

The Big Run 5K Route 2023

Running Route

★ Saved

Edit



Details

📍 3.2 mi

🏔️ 38 ft

🕒 32:08

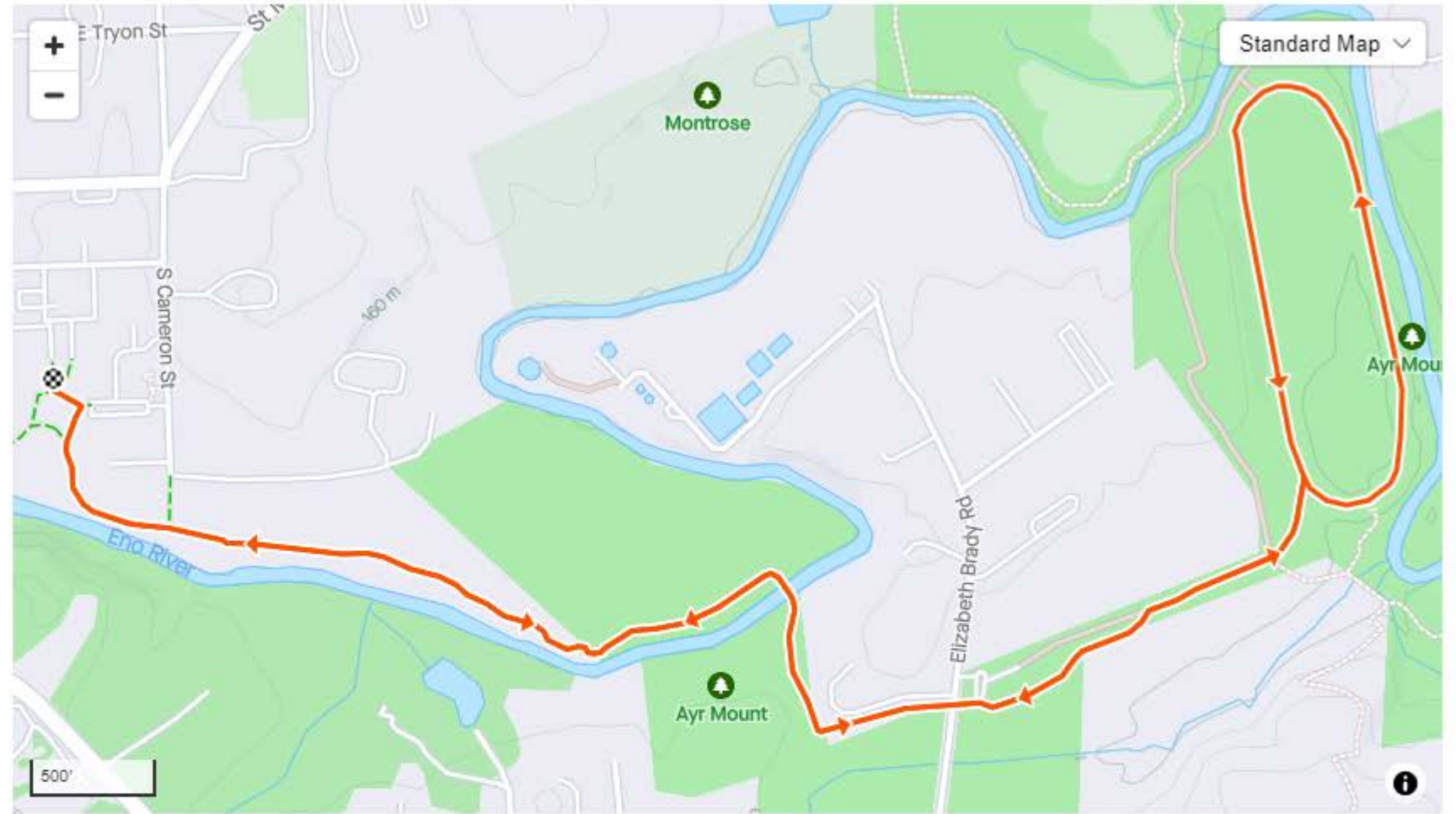
CREATED BY

Nora Ayers

March 13, 2023 · Public



Route and Elevation



The Big Run 5K - 2023 start/finish line set up



Payment Notification - Special Event Fee (permits and event signage)

noreply@municipalonlinepayments.com <noreply@municipalonlinepayments.com>

Tue 3/5/2024 10:26 AM

To:Kelsey Carson <Kelsey.Carson@Hillsboroughnc.gov>



Town of Hillsborough

This is your payment receipt.

Confirmation Number
NTMKJM546R

Payer Contact Info
nora.ayers@fleetfeet.com

Payment Method
*****5941

Special Event Fee (permits and event signage)

Please tell us what you are paying for (provide name or address of project, permit number, or type of review):

The Big Run 5K run on June 5th, 2024. Special event permit fee.

| | |
|------------|---------|
| Base Price | \$55.00 |
|------------|---------|

| | |
|--------------|----------------|
| Total | \$55.00 |
|--------------|----------------|

[Municipal Online Services](#)

[Login](#)



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Environmental Engineering Supervisor Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: Water and Sewer Extension Contract for Persimmon at Cates Creek – Phase I

Attachments:

Draft Water and Sewer Extension Contract for Persimmon at Cates Creek – Phase I

Summary:

Persimmon at Cates Creek, formerly known as the Moren Tract, is a multi-family residential development on Cates Creek Parkway in the Waterstone development. The proposed development will include 10 buildings and 568 total bedrooms.

The proposed development will be served by a public sewer connection from the existing sanitary sewer outfall and a waterline extension from Cates Creek Parkway. Once completed, the town will assume ownership per the terms of the Water and Sewer Extension Contract. The onsite water and sewer system will remain private, the town will only assume ownership of the sewer system within the public sewer easement and the water system between the existing public line and the master meter. The contract will authorize the planned acceptance of the water main and the terms of construction and acceptance.

Financial impacts:

Continued operation and maintenance of this water main will be covered under rate setting activities.

Staff recommendation and comments:

None

Action requested:

Authorize the town manager to execute the contract.

THIS WATER/SEWER EXTENSION CONTRACT (WSEC) is entered into this ____ of _____, 2024 by and between Beach Cates Creek LLC, Beach Cates Creek ARD LLC. (hereinafter the “DEVELOPER”) and the Town of Hillsborough, a North Carolina municipal corporation (hereinafter the “Town”):

WHEREAS, the DEVELOPER proposes to extend the Town’s water and sewer system (hereinafter the “Work, or Improvements”) to serve its **PERSIMMON AT CATES CREEK – PHASE 1** project (hereinafter the “Project”); and

WHEREAS, the Work for the Project is more specifically identified in the appendices of this Contract; and

WHEREAS, DEVELOPER has agreed to pay certain costs associated with the proposed Work; and

WHEREAS, at its meeting held _____, the Town Board of Commissioners authorized the proposed water and sewer main extension subject to execution of this WSEC and compliance with its terms.

NOW, THEREFORE, the DEVELOPER and the Town, and the successors, and assigns of each of them agree:

(1) Subject to DEVELOPER’s compliance with the terms and conditions set forth herein, and subject to DEVELOPER obtaining all necessary approvals from the State of North Carolina or any other agency or authority with jurisdiction over the Work, the Town will permit the connection of Improvements constructed for the above-referenced Project to the Town’s water and sewer systems.

- a) The Town reserves the right to refuse to allow connection to, or to temporarily reduce the capacity reservation for the Project by, the Town water and/or sewer system when such connection would cause the Town’s system or the operation thereof to be in violation of any applicable state or federal requirement, or due to the lack of capacity of the water or sewer system to supply all system needs, not arising from the negligent acts or omissions of the Town. Additionally, the Town reserves the right to refuse to allow use of the Town water and/or sewer system if acts or omissions at the Project (including use of water and/or sewer above the Project’s capacity reservation) causes there to be lack of capacity of the water or sewer system to supply all system needs, for such period of time until such act or omission at the Project causing such lack of capacity is remedied. Reasons for refusal to allow connection shall include, but not be limited to, lack of water supply or lack of capacity of one or more components of the water or sewer system and/or failure to adhere to the terms of this WSEC.
- b) The Town's authorization to connect to the Town's water and sewer system, including any capacity reservations noted, under this Contract shall expire if (i) substantial (i.e. more than

token) construction of the project has not begun within two-years of town board approval of the contract; (ii) after construction begins, construction ceases for a continuous period of more than one year (unless a result of an action by the Town); or (iii) the extension to be constructed pursuant to this contract has not been connected to the Town's system in accordance with the requirements set forth herein within three years from town board approval, unless extended by writing before the expiration.

(2) Nothing in this Contract shall be construed as constituting express or implied approval of the Project by the Town under any applicable Town zoning, subdivision, or other land use ordinance.

(3) The DEVELOPER agrees to comply with or satisfy the following terms and conditions as well as those set forth in Appendix A and acknowledges that the Town's authorization to connect the proposed extension to the Town's system is specifically contingent upon compliance with and satisfaction of the same. If these conditions are not met, this Contract will be rendered null and void and the DEVELOPER will need to re-negotiate a new Contract for extension of service from the Town, or the Town, in its sole discretion, may refuse ownership in which case the system will remain private, having to meet additional state regulations and town standards of private ownership.

A. General Conditions:

1. Unless otherwise explicitly and specifically stated, DEVELOPER shall bear the costs and expenses of all obligations and duties created by this Contract, including without limitation, engineering and legal fees incurred by the Town in connection with the proposed extension. The Town will invoice the Developer for such costs incurred, and payment is due within 30 days.
2. The Town will permit the use of the extension to the Town's water or sewer system only after the Improvements have been successfully tested pursuant to paragraph D.1, all the conditions set forth in Sections B, C, and D and any costs billed per A(1) and Section E, and any additional conditions appended hereto, have been satisfied.
3. The Town shall own and maintain the Improvements constructed under this contract after they are accepted by the Town Board of Commissioners pursuant to paragraph D.2 and until such time as the Improvements have been accepted by the Town Board, the DEVELOPER remains responsible for all maintenance and repairs to the Improvements.
4. DEVELOPER shall warrant all materials and workmanship of the Improvements pursuant to the Post-Construction Conditions of this Contract. Should defects in workmanship or materials be discovered in work done pursuant to this contract by or for the DEVELOPER during the warranty period as set forth in the Post-Construction Conditions, the DEVELOPER shall be responsible to see that all such defects are promptly corrected at the DEVELOPER's expense and written evidence of such, such as a stamped/sealed certification by the DEVELOPER'S engineer per paragraph A.12 above, is provided to the Town.
5. The Town may make or authorize extensions or connections to or from any of the Improvements constructed pursuant to this Contract without permission of the DEVELOPER.

6. Water and sewer service shall meet all minimum State and Town standards. The Town makes no warranty as to any water quality, quantity, or pressure to be provided.
7. This Contract may be assigned by the DEVELOPER, but such successor or assignee shall obtain no rights hereunder until after it has provided the Town with a written acknowledgment of the assignee's assumption of all DEVELOPER's obligations and responsibilities under this Contract.
8. This Contract is specific to the Project named above and described in Appendix A as approved by the Utilities Department and the Board of Commissioners. Any change or alteration in the approved intended use, i.e., residential, and commercial development, or configuration of the approved Improvements of such Project by the DEVELOPER or successor or assignee shall, absent the written consent of the Town, void this Contract.
9. DEVELOPER shall employ a licensed North Carolina engineering firm and engineer to prepare the design and to provide construction administration services throughout the entire Project.
10. The words "line" or "lines" shall include "main or "mains" unless the contract otherwise requires. "Sewer" means "sanitary sewer."
11. This Contract shall be deemed made in and shall be construed in accordance with the law of North Carolina.

B. Pre-Construction Conditions

5. Water and sewer capacity allocated to the Project will be noted in Appendix A and any changes in Project scope requiring more or less than the allocated amount will require an amendment to this Contract.
6. DEVELOPER shall engage a licensed North Carolina Professional Engineer to prepare plans and specifications for the construction of water improvements and/or sanitary sewer improvements to serve the Project. The Project shall not rely solely on the Town's Standard Utility Specifications, which may not cover all methods of construction or administrative matters (e.g., shoring, trenching, backfill, pipe laying, handling rock or hazardous wastes, bypass pumping, temporary water service, general and special conditions, site security, payment and change processes, geotechnical or other investigations, etc.). The licensed Professional Engineer shall make all necessary field observations to certify the record drawings and required permits, the Town's Inspector shall not provide this field observation on behalf of the Developer's Professional Engineer.
7. DEVELOPER shall secure formal approval of the water and sewer construction plans and specifications by the following agencies or authorities (and any other government agencies which may have jurisdiction over one or more elements of the Project), and provide approvals of such to the Town, as applicable:
 - Town Utilities Department

- Town Public Works Street Cut Permit
 - North Carolina Department of Environmental Quality (if the Project entails any site infrastructure that is considered private, the plans and permit applications shall clearly delineate such and two applications may be required)
 - North Carolina Department of Transportation
8. DEVELOPER shall secure and record all required easements for the Work. The Town will provide a boilerplate easement document for utilization, or a general easement to reference on plat(s). DEVELOPER shall ensure no unauthorized encroachment into dedicated utility easements during the remaining course of construction.
 9. DEVELOPER shall schedule a pre-construction meeting with the Town to include the Contractor, major Subcontractors, and other pertinent stakeholders prior to commencement of the Work and at this time will provide the Town a list of all pertinent contacts for the Project (name, role, company, E-mail and mobile phone of engineer, surveyor, prime and subcontractors). This meeting is specific to utilities construction.
 10. DEVELOPER shall provide a copy of this WSEC to its engineer, surveyor, and licensed utilities contractor and submit proof to the Town of same in the form of written acknowledgement by recipients.
 11. DEVELOPER shall instruct its contractor to submit to its engineer all material and shop drawing submittals and for its engineer to share all approved submittals with the Town.
 12. DEVELOPER shall pay all fees for the Improvements due to the Town prior to construction of the Improvements.
 13. The Town will not accept new pumping stations except under extraordinary circumstances. If the Town accepts a pumping station in the Project design, the DEVELOPER shall pay the Town's Perpetual Maintenance Fees for such Improvements as required by the Town Code.
 14. DEVELOPER shall ensure that its engineer, surveyor, and contractor receive a copy of the final approved permits, plans and specifications for the Project and is aware of the Town's Utility Specifications, Standard Details and As-Built Digital Submittal Requirements prior to construction commencement, as applicable to each. Failure of the DEVELOPER or DEVELOPER'S project team responsible for preparing documentation or executing the Work for DEVELOPER to satisfy this WSEC, including not remedying construction deficiencies, will cause delay in setting of meters and Certificates of Completion.

C. Construction Conditions:

1. Unless otherwise provided in this Contract, all construction shall be in accordance with Town and State policy, standards, and specifications at the time of construction commencement.

- a) The Town shall approve the size and type of material for all water and sewer lines and points of actual or future connection to the Town system.
- b) The Town shall provide construction observation of the water and sewer Improvements by a competent and experienced inspector (Inspector) which may be Town staff, or an outside vendor contracted by the Town. Inspection by the Town does not consist of or imply supervision.
 - i. The role of the Town's construction observation is to ensure the Town's interests are met regarding construction of the Project for which it is to assume ownership but not to provide information to DEVELOPER's team for the preparation of record drawings or other acceptance documentation which remain the responsibility of the DEVELOPER. DEVELOPER shall reimburse Town for observation services within 30 days of receipt of invoices.
- c) All work on the extension of water or sewer lines shall be subject to inspection by the Town or it's designee, and no Work may be covered up until such inspection has occurred. If any Work is covered up prior to inspection, the Town may require such Work to be uncovered or exposed for inspection at the DEVELOPER'S expense. If, in the judgment of the Town, there is a demonstrated lack of competent supervision by a Contractor, the Town may halt work until approved supervision is obtained and the work done in accordance with Town specifications and requirements.
- d) The Town shall require acceptance testing to determine whether the Work complies with State and Town standards and specifications. All such testing shall be at the DEVELOPER's expense, and a Town representative must be present when testing occurs unless declined or delegated in writing. The DEVELOPER or its Contractor must provide the Town at least 48 hours advance notice of any testing. The Contractor shall document the testing of each segment in detail (type of test, date, test conditions and results, pass/fail) on legible forms. Contractor's failure to document a test will require retesting and a retesting fee for each instance thereafter.
- e) The Inspector shall be onsite each day that meaningful work is performed and shall prepare daily logs. The Inspector shall routinely communicate on progress and issues that arise.
 - i. Meaningful work means the installation of water or sewer infrastructure and appurtenances that will become part of the public system of the town, installation of water or sewer services, making taps to existing Town water or sewer mains, testing (including flushing and chlorinating of water mains) of water or sewer systems for acceptance, testing of soils for compaction around water and sewer systems, pouring thrust blocking, constructing pumping stations, tanks or other water and sewer features.

- f) The DEVELOPER's engineer/construction team shall consult with the Inspector about any significant field changes. The DEVELOPER's engineer shall gain approval in writing from the Town's Utilities Director or delegated staff (which is not the Inspector) prior to making such changes. Changes shall be reflected on the record drawings.
 - i. Significant change may include but not be limited to adding or deleting or changing the alignment or grade of infrastructure; moving hydrants, manholes, valves, or backflow prevention device locations; adding additional services; changing pipe sizes or materials; adding couplings; or making other changes that will affect the layout or operation of the system as designed and approved.
- g) All Work on the Improvements shall be performed by a contractor currently licensed to perform this type of Work in North Carolina.
- h) DEVELOPER shall have their construction contractor coordinate with the Town on tie-in plans and water shutdowns at least one week in advance. Contractor shall be responsible to notification to customers of water disruptions with prior notification language approval by the Town.
- i) Town shall operate any existing system features (i.e., valves, hydrants) to accommodate Work by contractor, unless permission for others to operate such features is granted by the town in writing. Unauthorized operation of hydrants or valves or other system components by DEVELOPER or its contractor (or subcontractor(s)) without prior approval of the Town constitutes tampering and theft and will result in the Town assessing fees and civil penalties as outlined in town code Section 14-16.
 - i. Should DEVELOPER fail to pay an assessment imposed pursuant to this paragraph or if tampering occurs repeatedly on the Project, the Town may stop work on the Project until the assessment is paid, or some other arrangement is made to satisfy the Town that no further tampering will occur. Repeat instances of tampering may result in the Town nullifying this Contract.
- j) DEVELOPER shall report any instances of sewer bypass or overflow, or any instance of water system issues, caused by the Work to the Town within one hour of issue becoming apparent and the appropriate regulatory agency if and as required.
 - i. DEVELOPER is solely responsible for any civil fines, penalties, or enforcement actions associated with the Work or performance.
- k) DEVELOPER shall ensure contractor checks and confirms line and grade throughout installation of future public gravity sewers to ensure proper slope and alignment per plan. Failure to comply with minimum slope shall result in the removal and replacement of such sewers mains at proper grade, at DEVELOPER's cost.

- l) DEVELOPER shall provide proof of approved product submittals to the Town prior to construction commencement.
 - m) DEVELOPER shall require its contractor to provide 48-hours' notice to the Town Inspector in advance for any taps and acceptance testing.
 - n) DEVELOPER shall require that its water and sewer contractor have its field superintendent onsite during all construction of the Improvements. The field superintendent and a secondary field contact shall be identified at the preconstruction meeting.
 - o) The DEVELOPER shall ensure that the water and sewer contractor maintain field records of the Work as it progresses and shall have a registered land surveyor collect and seal as accurate, the location and survey attributes for all water and sewer features as required by the Town according to its As-Built Digital Submittal Requirements as Attached in Appendix B. Any missing information to meet the requirements shall be collected at the DEVELOPER expense and prior to Town acceptance of the system.
 - p) The DEVELOPER shall prepare and submit final as-built drawings of the Work which are sealed by a North Carolina registered Professional Engineer.
 - q) Off-road vehicles or metal tracked equipment is prohibited to be driven over installed utilities. The evidence or observation of off-road vehicles or metal tracked equipment driving over installed utilities after inspection may require reinspection and retesting at the costs listed in Section E at the discretion of the Town.
2. The DEVELOPER shall bear the total cost of all water and/or sewer observation, permit compliance, construction, security instruments, insurance, testing and dedication and acceptance documentation within the Project and all water and/or sewer construction required to extend service to the Project, unless negotiated otherwise and stated in this Contract.

D. Post-Construction Conditions:

The following stages shall be completed after construction of the Project:

1. Prior to use of the Project for any reason the Town shall have performed a pre-acceptance inspection and received from the DEVELOPER and approved:
 - a) sewer smoke testing and televising reports as required by the Town specifications and as attached as Appendix C,
 - b) copies of all acceptance testing performed on the Improvements, including any testing of backflow prevention devices; fats, oils and grease interceptors or separators; fire flow or apparatus testing (as it relates to affecting the public water system); sewer manhole vacuum testing; sewer and water main pressure and leakage testing; mandrel testing; geotechnical

compaction testing if utilized; and bacteriological testing of any water mains,

- c) two printed copies (1 full D-size and 1 half-size) and one electronic PDF copy of the sealed as-built drawings (full as-built drawings should be presented unless the Town agrees to accept a series of partial as-built drawings),
- d) a full CAD version of the final as-built drawings including all necessary X-references and font files to make a complete view of the data in Autodesk's AutoCad 2020 or other Autodesk CAD viewer software,
- e) a contractor's notarized affidavit that the drawings accurately represent the as-built improvements,
- f) the completed Engineering Certifications executed by the Professional Engineer of record indicating that work has been performed in substantial compliance with the approved plans and specifications and that the state has received such certifications and approved them (final certification should be provided unless the Town agrees to accept a series of partial certifications and then a final certification), and,
- g) evidence the noted deficiencies, including any noted from the sewer televising and smoke testing, have been corrected by the DEVELOPER'S contractor and approved by the town, unless the Town has provided written permission for specific minor deficiencies not affecting the operation of the system to be corrected before town acceptance of the system per Item D(2)(g).

2. Prior to the Town accepting the system for ownership, the Developer shall:

- a) provide a Contractor's Affidavit and Release of Liens from all subcontractors and materialmen,
- b) provide digital data as required by the Town's As-Built Digital Submittal Requirements,
 - i. the digital data will be quality checked by the Town's surveying firm (typically 10% of the system). Additional time shall be accounted for this effort in DEVELOPER's schedule,
 - ii. the data shall be corrected at the DEVELOPER's expense if significant discrepancies exist between the survey data exist from the quality check,
 - iii. The charges for the Town to perform the quality check and input the data into the town GIS system will be billed to the DEVELOPER.
- c) convey to the Town and record or cause to have recorded in the Orange County Registry all deeds of easement and plats showing all water and/or sewer easements required to serve the Project,

- d) provide an engineer-certified Statement of Value per bid line item of the final cost of the water and sewer Improvements,
 - e) have submitted all daily field reports and other pertinent Project records as requested such as approved submittals, Requests for Information, Field Work Orders and Change Orders,
 - f) ensure all Engineering Certifications are final,
 - g) All Town punch list items are completed and signed off upon,
 - h) provide developer completed state Change of Ownership forms to transfer the state-permitted sewer Improvements that are to become public to the Town (the Town will execute its portion and submit to the state upon Town Board of Commissioners acceptance),
 - i) formally dedicate to the Town by letter all physical Improvements constructed to serve the project that is the subject of this contract, which Improvements shall become part of the Town water and sewer system upon acceptance by the Town Board of Commissioners and will thereafter be owned and maintained by the Town, with exception of the warranty conditions, and
 - j) present a warranty in the name of the Town of Hillsborough for a minimum period of two years from the date of Town Board of Commissioner acceptance of the construction for the Project or phase of Project. The method of securing the warranty shall be by Maintenance Bond or Letter of Credit (preferred) from a viable surety with a rating of AA or above, or other form of security in a form acceptable to the Town. The security amount will be 25% of the total cost of the Improvements as certified in the Statement of Value prepared by a North Carolina licensed engineer.
3. Prior to the Town approving meter setting or final building permit sign-off for Certificate of Occupancy the DEVELOPER shall:
- a) Have met the conditions of this WSEC except for the warranty period.
 - b) Address any damaged utilities occurring after the Town's pre-acceptance walk through and state permit certifications that are a result of building out the development subsequent to the water and sewer installation to the Town's satisfaction.
 - c) All construction and post-construction phase utility fee invoices are paid in full.
4. It shall be the DEVELOPER's responsibility to request release of the warranty at a point not earlier than two years from the date of acceptance of the system by the Town. The warranty shall remain in effect until such time as all four of the following conditions are satisfied:

- a) Town staff have evaluated the system for the end-of-warranty release and provided documented comments of defects to be corrected,
 - b) DEVELOPER has performed end-of-warranty sewer smoke testing and televising (CCTV) and provided such to the Town for review in accordance with the Town's specifications,
 - c) DEVELOPER has corrected any defects noted by the Town staff in its evaluation of the system and the Town has verified this, and
 - d) The Town has returned or noted cancellation of the warranty security instrument.
5. As water and sewer mains along with stormwater infrastructure are typically the first to be installed in a development, they are not operational and subject to damage during the subsequent construction process. Submittal of an engineering certification related to a state water or sewer extension permit to satisfy its requirement does not constitute full acceptance by the Town. The engineering certification required by state extension permits is not all inclusive of town acceptance requirements and is not reflective of future damages to or proper operation of an installed water and sewer system after construction of the development. The Town reserves the right to require repair of damages and correction of other unauthorized modifications or encroachments prior to accepting the water and sanitary sewer systems for town ownership.

E. Fees:

1. All fees and charges to be paid pursuant to this Contract shall be calculated in accordance with the Town's fee schedule in effect when the fees and charges are paid, or if not in the fee schedule, as outlined in this section. Fees typically are adopted as part of the Town's budget process each year with an effective date of July 1 and are subject to change.
2. DEVELOPER's construction of Improvements pursuant to this Contract shall not relieve DEVELOPER of the obligation to pay applicable fees under the Town's water and sewer ordinances and policies in effect at the time the fees are paid, and this Section E, except as amended by Appendix A.
3. DEVELOPER's construction of Improvements pursuant to this Contract does not affect the Town's policy with respect to the fees to be paid to the Town by property owners other than DEVELOPER for connection to the improvements constructed by DEVELOPER pursuant to this Contract. Nor shall DEVELOPER have any right to collect fees from persons connecting onto or extending the improvements constructed under this Contract.
4. The following fees will be applicable to the Project:
 - a) Water and sewer system development, engineering review, inspection and meter fees as applicable and published in the fee schedule referenced in Section A(1) and herein.
 - b) Perpetual Maintenance Fees for any approved pumping station per town code calculations.

- c) Tampering fees as outlined in Item C(1)(i).
- d) DEVELOPER shall ensure its water and sewer contractor is prepared for acceptance testing by pre-testing items in advance. Reinspection fee for each recurring trip for previously failed tests, a call for testing that requires the Inspector to wait more than 30 minutes or observation by the Inspector that the items are not ready to be tested, or no timely notification of cancellation (4 hours in advance) of testing will be charged to DEVELOPER at the fees established in the adopted town fee schedule.
- e) DEVELOPER shall ensure the construction is conducted in an orderly and organized fashion and that the Town's resources are efficiently utilized. Repeated and duplicative effort by the Town on a project will require reimbursement from the Developer for staff time and travel in accordance with Section 14-68 of the Town Code of Ordinances.
- f) Construction water for the Project will not be obtained from the Town's water system unless through rental of a hydrant meter, installation of a construction meter (for home building), or through bulk water purchase from the Town's Water Treatment Plant in accordance with policies and rates in place at the time of rental.
- g) DEVELOPER shall reimburse the Town for review of sewer CCTV tapes at the rate established in the town adopted fee schedule. CCTV that is submitted not in accordance with the Town CCTV specifications will be immediately rejected with a one-time charge as presented in the town adopted fee schedule.

[SIGNATURE PAGE FOLLOWS]

IN TESTIMONY WHEREOF, the parties hereto have executed this Contract in duplicate originals, as of the day and year first above written.

**BEACH CATES CREEK LLC, BEACH TOWN OF HILLSBOROUGH
CATES CREEK ARD LLC**

By: _____
John Reyna
Owner

By: _____
Eric J. Peterson
Town Manager

ATTEST:

ATTEST:

Sarah Kimrey
Town Clerk

This Contract is approved to as form:

Town Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Dave McCole, Finance Director

List of Appendices:
Appendices A - C

Persimmon Cates Creek Phase I

**TOWN OF HILLSBOROUGH WATER/SEWER EXTENSION CONTRACT
APPENDIX A**

DEVELOPER agrees to satisfy the following conditions in addition to those set forth in the WATER/SEWER EXTENSION CONTRACT before the Town will permit the connection of Improvements constructed for the above referenced Project to the Town water and sewer system:

- i. The Project has reserved 48,789 gpd of water and wastewater capacity, which is valid in accordance with the terms of this Contract. Additional reservations of capacity shall be requested and approved separately with supporting documentation.
- ii. All water meters for the project shall be purchased at once from the Town at the prevailing rate at the time meters are purchased.
- iii. Facilities to become under town ownership after the project consist of 8-inch sewer main (20 LF) including one manhole and one doghouse manhole located with a 20' wide permanent utility easement) and 8-inch water main (75 LF) with two valves. Otherwise, the project will be master metered. Water and sanitary sewer behind the meter(s) and backflow device(s) will remain under private ownership.
- iv. State extension permit applications shall consist of the public portion and private portion for ease of ownership delineation once the project is completed.

Persimmon Cates Creek – Phase I

**TOWN OF HILLSBOROUGH WATER/SEWER EXTENSION CONTRACT
APPENDIX B – AS-BUILT DIGITAL SUBMITTAL REQUIREMENTS**

Persimmon Cates Creek – Phase I

**TOWN OF HILLSBOROUGH WATER/SEWER EXTENSION CONTRACT
APPENDIX C – SEWER SMOKE TESTING AND TELEVISION REQUIREMENTS**



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2025-27 Recommended Budget Presentation

Attachments:

None

Summary:

The town manager will provide an overview on the FY2025-27 Recommended Budget.

Financial impacts:

No specific financial impacts identified for this presentation.

Staff recommendation and comments:

None

Action requested:

Receive presentation and provide any feedback.



Agenda Abstract

BOARD OF COMMISSIONERS

| | |
|-------------------------|-------------------------|
| Meeting Date: | May 13, 2024 |
| Department: | Administrative Services |
| Agenda Section: | Regular |
| Public hearing: | No |
| Date of public hearing: | N/A |

PRESENTER/INFORMATION CONTACT

Administrative Services Director Jen Della Valle

ITEM TO BE CONSIDERED

Subject: Strategic Plan Check In – Quarter 3

Attachments:

1. Strategic Plan – Quarter 3 Updates
2. Departmental Priorities
3. “Parking Lot” List
4. Strategic Plan Schedule – Quarterly Update

Summary:

The town board adopted the FY2024-26 Strategic Plan this past June, a big milestone for the town after having discontinued the Balanced Scorecard. The strategic plan outlines the town’s strategic direction for a three-year period and is an action-oriented road map that aligns the town’s resources with priorities. Now that the strategic plan has been adopted, we are now in the plan implementation phase. This is our third quarterly check in with the town board, providing an opportunity to discuss progress made on initiatives that were identified for the current fiscal year and to check in on other competing priorities.

The first attachment includes an update for initiatives across each focus area that were identified to be worked on during FY24. A stop light system is included for a quick visual on the status of each initiative. Below are the definitions for the flag colors:

- Green = In progress and going as planned or awaiting anticipated start.
- Yellow = Facing some minor challenges (such as capacity) or haven’t started but should have enough resources to accomplish the initiative.
- Red = Facing significant challenges, such as not having started due to capacity and may not be able to get started quickly or easily.

In addition to updating the board on progress made on strategic plan initiatives and other active requests, another purpose of this quarterly strategic plan update is to check in with the board on whether there have been other priorities arise that the board would like to discuss. Depending on that discussion, items may be included in the strategic plan, a department’s work plan depending on the nature of the request and departmental capacity, or the “parking lot” list to keep it on everyone’s radar for when there is capacity and resource available.

Departments have identified their departmental priorities for FY2024-26, which are also included as an attachment. These are included for informational purposes and we’re not planning to discuss them specifically at this meeting. These documents represent a snapshot of priorities in the fall (and early 2023 for Administrative

Services) and thus may have changed or are subject to change in the future. The purpose of these documents is to allow the town board to have a fuller picture of a department's workload. These priorities should be referenced if the board or staff consider adding strategic plan initiatives or priorities in FY2024-26.

Financial impacts:

No financial impacts at this time.

Staff recommendation and comments:

N/A

Action requested:

Receive update and provide any feedback.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA





Strategic Plan


Quarter 3 Update

Focus Area Updates

- Sustainability
- Connected Community
- Economic Vitality
- Community Safety
- Service Excellence

Sustainability

| ID # | Status | Initiative | Initiative Lead | Timeline | Progress Notes |
|-------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S 1.1 |  | Overhaul the Unified Development Ordinance and Zoning Map to reflect current development trends and patterns to incorporate sustainability, environmental and climate best practices, economic resiliency measures, and equity in development and redevelopment as well as meet water and sewer system-wide needs. | Planning | FY24- FY25 | <p>Q1 – Added additional planner II position. Expected start of project is early 2024, with project lasting 8-12 months. Work session anticipated early 2024 once scope is updated.</p> <p>Q2 – Planner II position filled. Draft request for proposals is in progress. Contacting other agencies who have recently been through the process for lessons learned and budget estimation.</p> <p>Q3 – Continued on-boarding Planner II. Processed text amendments to current UDO and HDC standards to incorporate more sustainability and equity measures (into Q4). Drafting UDO re-write RFP.</p> |
| S 1.2 |  | Update the Future Land Use Map to simplify land use categories and express current preferred future land use and growth patterns. | Planning | FY24- FY25 | <p>Q1 – Draft land use categories and descriptions complete, map in progress. Targeting public hearing before the end of 2023.</p> <p>Q2 – GIS software issue has delayed completion of map for new categories. Staff is working on solutions and will schedule public hearing as soon as possible.</p> <p>Q3 – Draft Land Use Map prepared, shared internally with staff and Orange County Planning. Public engagement meeting targeted for over the summer with public hearing in August. Meeting with Orange County scheduled to discuss how to sunset the Central Orange Coordinated Area Plan from 2013 in favor of both new Orange County and Hillsborough Land Use Maps.</p> |
| S 2.1 |  | Assess renewable energy generation potential for solar photovoltaics and wind energy projects on town-owned properties and identify priority sites for planning and implementation. | Public Space | FY24- FY26 | <p>Q1 – No current staff capacity to assess additional town-owned sites beyond train station, which includes solar integration as part of the net-zero design. There is interest in assessing other town facilities in the future, but staff doesn't have capacity or expertise at this point to determine which sites should be targeted.</p> <p>Q2 – No further progress. No current staff capacity for this initiative. Board received staff update on sustainability efforts and future plans at the January 22 workshop.</p> <p>Q3 – Plans for the Adron Thompson renovation include providing conduit so that the facility is "solar-ready." Plans for the future train station include photovoltaic panels. No other progress has been made on this initiative due to staff capacity and funding constraints.</p> |
| S 2.2 |  | Investigate opportunities and incorporate to the greatest extent possible sustainability and climate initiatives in facility development including geothermal, solar, weatherization, and green infrastructure. | Public Space | FY24- FY26 | <p>Q1 – Efforts are ongoing and initiatives will be implemented in Train Station and Highway 86 facility plans, as able. An example was making decision to use electric heating instead of natural gas for new storage buildings at Highway 86.</p> <p>Q2 – Staff is still exploring options for incorporating solar at facilities and parks. Need to conduct an analysis that investigates roof age and structural capacity at facilities and parks. Board received update on future plans related to this item at the January workshop.</p> <p>Q3 – This will always be an ongoing initiative. We are transitioning facilities and streetlights to LED lighting as funding allows. We are incorporating energy efficient equipment and weatherization at facilities as funding allows. We have not made any further progress on geothermal or solar projects due to staff capacity and funding constraints. Green infrastructure is being incorporated at town parks, future transportation projects, and the future train station plans.</p> |

| ID # | Status | Initiative | Initiative Lead | Timeline | Progress Notes |
|-------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| S 2.4 |  | Evaluate the town's vehicle fleet to determine right-sizing and transition to electric vehicle (EV) potential. Transition the town's vehicle fleet to zero emission alternatives on a schedule consistent with vehicle lifecycles and market availability. Advance the schedule of this transition as feasible. | Fleet Maintenance | FY24-FY26 | <p>Q1 – Town staff continue to monitor opportunities to pilot transition to hybrid and electric vehicles. Fleet maintenance staff attending regional events to learn more about fleet options. This will be discussed during the upcoming FY25 budget process.</p> <p>Q2 – Two hybrid Police patrol vehicles have been purchased. Fleet staff is monitoring the performance of these vehicles and can provide updates when possible.</p> <p>Q3 – Fleet Supervisor is monitoring the increased fuel mileage of the town's two hybrid Police patrol vehicles. They are averaging 19.43 miles per gallon versus 12.6 mpg for the regular gas-powered units. The vehicles have not been in service long enough to gain insight into differences in maintenance and repair costs. Plans have been made to attend the next sustainable fleet fuel technology expo.</p> |
| S 2.7 |  | Continue to coordinate at a regional level on the Electric Vehicle Supply Equipment Location Suitability Analysis | Public Space | FY24 | <p>Q1 – Prioritization model and map have been completed, and joint grant funding application has been submitted for potential installations. The grant application is to deploy 24 Level 2 chargers identified in the prioritization model. Staff expects more information on grant funding status by new year.</p> <p>Q2 – The town didn't receive a round 1 CFI grant but are working with partners to bolster application for round 2 and investigate additional grant opportunities.</p> <p>Q3 – Staff continues to work with partners (Chapel Hill, Carrboro, Orange County, and UNC) to improve our grant competitiveness and hope to apply for funding in a future round of Charging and Fueling Infrastructure (CFI) grant.</p> |
| S 3.5 |  | Investigate options to develop incentives for developers to incorporate sustainable environmental best practices for managed natural areas and landscapes. | Stormwater | FY25-FY26 | <p>Q2 – While these incentives are planned to be codified as part of the UDO re-write, staff did provide significant input and review of a request by the UNRBA to allow the Soil Improvement credit to be used for new development. Currently that practice is approved as a nutrient reduction credit for existing development, but if approved for new development, it would be an incentive for developers.</p> <p>Q3 – No updates from this quarter.</p> |
| S 3.6 |  | Update and adopt a comprehensive stormwater management plan. | Stormwater | FY25 | <p>Q2 – The town's first ever stormwater program audit was completed in FY24. As a result, a new stormwater management plan has already been drafted and submitted to the state in January of 2024. The state will review and provide comments/changes. Town staff will make necessary changes and approval of the plan is expected by the end of FY24 with implementation of the new stormwater management plan to begin in FY25.</p> <p>Q3 – NCDEQ approved the town's new stormwater management plan and will be issuing a public notice on the plan and permit renewal in April or May 2024.</p> |

ID # Status Initiative

Initiative Lead Timeline Progress Notes

S 3.7



Continue implementing watershed improvement projects under the Interim Alternative Implementation Approach for compliance with the Falls Lake Stage 1 Existing Development Rule for Stormwater.






Stormwater

FY24-
FY26

Q2 – Construction of the Odie Street Green Infrastructure project complete and is now in the operational phase; additional outreach is planned for the residents and public on maintenance requirements. Installation of a cistern and rain garden at Fairview Community Center and smaller riparian planting projects along Riverwalk in the planning stage. Planning has begun for projects expected to start in FY25: stream stabilization project at Odie Street (grant funding secured), compost blanket at town’s wastewater treatment plant, design of a stormwater treatment swale at the proposed skate park, and living retaining wall at the town’s parking lot at 125 W. King St.




Q3 – Rain garden at Fairview Community Center has been installed and will be planted by volunteers later this spring; the cistern installation is expected in May. The Riverwalk project was changed from a riparian buffer planting to conversion of an existing ditch into a bioswale. That project was completed and planted by volunteers as part of Creek Week.

Connected Community

| ID # | Status | Initiative | Initiative Lead | Timeline | Progress Notes |
|--------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CC 1.1 |  | Complete Churton Street Multi-Modal Corridor Study to inform the future NC Department of Transportation-funded project. | Public Space | FY24 | <p>Q1 – Plan is ongoing. Update presented to board Sept. 11, 2023. Plan should be finalized in late winter 2023.</p> <p>Q2 – Draft plans and report are being finalized. Will be presented to the town board in March.</p> <p>Q3 – Final plans are still being formalized and will be presented to the Town Board in May or June.</p> |
| CC 1.2 |  | Contribute annual budget allocations to expand public art and amenities and public spaces. | Public Space | FY24- FY26 | <p>Q1 – Staff assisted with Uproar festival, with temporary art installed throughout the county. Next festival scheduled for 2025. First Town Hall campus public art installation selected earlier this year, certificate of compliance was approved by Historic District Commission and art has been installed.</p> <p>Q2 – Asking for an increase to \$2,500 (from \$1,000) per year for public art projects FY25 and beyond. This will allow us to advance public art projects more quickly and participate in additional public art initiatives with partners.</p> <p>Q3 – Same as Q2. Budget development still in progress.</p> |
| CC 1.3 |  | Ridgewalk feasibility study is complete. If directed by the board, design and engineering for the section from downtown to Collins Ridge will proceed. | Public Space | FY24- FY25 | <p>Q1 – Ridgewalk feasibility study has been received by the Board of Commissioners and a work session was held on September 25, 2023, to receive board input on next steps. Moving forward with phase 2 feasibility to review alternatives.</p> <p>Q2 – Ridgewalk Phase 2 study is underway. Also, the town is conducting a needs and benefits analysis for the greenway. The project is expected to be complete in fall 2024. Once complete, the studies will be shared with the town board for direction on next steps.</p> <p>Q3 – No new update this quarter.</p> |
| CC 2.1 |  | Explore offering wireless access points at parks and public spaces to increase internet accessibility. | Information Technology | FY24 | <p>Q1 – Efforts ongoing. Plan and cost projections have been received from one internet service provider. Awaiting cost options from two additional service providers. Also reviewing option to include this with the fiber to town facilities project.</p> <p>Q2 – No updates for this quarter.</p> <p>Q3 – Efforts ongoing. IT manager met with NCDIT to discuss plan and cost projections for the fiber to town facilities project. Both Gold Park and Cates Creek Park are locations included in the fiber project. IT manager also spoke with Spectrum regarding their free wireless in public spaces program. Their program was discontinued in 2017 and they only provide maintenance support for locations that were recipients of their program from 2015 to 2017.</p> |
| CC 2.2 |  | Review broadband speed accessibility in different areas of town using the state's coverage map | Information Technology | FY24 | <p>Q1 – North Carolina Broadband provides a detailed map, Fixed Broadband Service Areas, detailing which broadband service providers serve which specific area of town with minimum speeds of 25mb/s download and 3mb/s upload. Awaiting the arrival of two additional internet service providers to town to further review coverage.</p> <p>Q2 – No updates for this quarter.</p> <p>Q3 – Both Google and Lumos have begun connecting their high-speed fiber inside town limits and throughout rural Orange County. Their services will provide new high-speed broadband options to many different areas of town as more sections of their fiber network go live during the coming months.</p> |

Economic Vitality

| ID # | Status | Initiative | Initiative Lead | Timeline | Progress Notes |
|--------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EV 1.1 |  | Conduct a downtown parking study to develop and adopt a long-range parking plan. | Planning | FY24 | <p>Q1 – Draft request for proposals is in progress with anticipated solicitation late fall/winter 2023.</p> <p>Q2 – Draft request for proposals complete, seeking input from Durham-Chapel Hill-Carrboro Metropolitan Planning Organization and NC Department of Transportation as funding partners before release of solicitation.</p> <p>Q3 – NC Department of Transportation had significant feedback that required revisions to RFP (now a RFLOI) before it could be released.</p> |
| EV 1.2 |  | Complete Train Station Development Master Plan. | Planning | FY24/ FY25 | <p>Q1 – Board work session on Hillsborough Station Transit Oriented Development held in September. Next steps include market feasibility study and better site plan, with anticipated kick off in early 2024.</p> <p>Q2 – No additional updates on this project from this quarter.</p> <p>Q3 – No additional updates on this project from this quarter.</p> |
| EV 1.3 |  | Invest in wayfinding and interpretive signage programs. | Public Space | FY24- FY26 | <p>Q1 – Efforts ongoing. Staff is currently working on developing a sign for the Occaneechi Replica Village, anticipated to be installed in January. The last one completed and installed was at Dickerson Chapel in September. Staff is also working on creating a wayfinding sign for Orange County Arts Eno Arts Mill.</p> <p>Q2 – Dickerson Chapel and Occaneechi Village interpretive signs are complete. Staff is currently working on design for an interpretive sign in Kings Highway Park.</p> <p>Q3 – Kings Highway Park sign is complete and has been ordered. It will be installed as soon as it is received from the fabricators.</p> |
| EV 1.4 |  | Market and brand Hillsborough through town website and social media as a great place to live, work and do business by engaging in partnerships to highlight success stories and incentive opportunities. | Planning | FY24- FY26 | <p>Q1 – Efforts ongoing as opportunities arise. Staff will begin to work in May 2024 on ad to be included in Chapel Hill Magazine featuring restaurants and businesses in town that have won a "Best of" award.</p> <p>Q2 – No additional updates on this project from this quarter.</p> <p>Q3 – Ongoing. No additional updates. Discussion happening with local restaurants on interest in joining 'Triangle Restaurant Week' as a promotional opportunity.</p> |
| EV 2.2 |  | Engage with the local business community through periodic small business workshops hosted by town or in conjunction with economic development partners. | Planning | FY24- FY26 | <p>Q1 - Staff working with Chamber on a small business workshop in the spring. Community business meeting anticipated in January with social district, snow removal, parking, and interest in Triangle Restaurant Week as potential topics.</p> <p>Q2 - Community business meeting was held January 22.</p> <p>Q3 – Working with Chamber after findings of the community business meeting to identify a helpful topic and schedule a spring workshop.</p> |
| EV 3.2 |  | Work with local and regional partners to identify and promote woman and Black, Indigenous and People of Color (BIPOC) owned businesses through marketing success stories and tracking contractual partnerships with the town. | Planning | FY24- FY26 | <p>Q1 – Have not started on this initiative yet.</p> <p>Q2 – No updates from this quarter.</p> <p>Q3 – Staff has started to compile and identify BIPOC-owned businesses through data partners at Orange County.</p> |


| ID # | Status | Initiative | Initiative Lead | Timeline | Progress Notes |
|--------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| EV 4.1 |  | Actively participate in county-wide housing plan effort to inform a local action plan. | Community Services | FY24 | <p>Q1 – Joint request for proposals has been postponed, awaiting Local Government Affordable Housing Collaborative decision on next steps for funding and potential re-advertisement.</p> <p>Q2 – County housing staff has reorganized and a new draft request for proposals is under review. Due to the need for additional budgetary participation from partner agencies, no additional progress is anticipated until the beginning of the next fiscal year.</p> <p>Q3 – No update for this quarter.</p> |
| EV 5.2 |  | Support changes to town code and state law to provide new funding sources and reduce administrative barriers for affordable housing creation. | Community Services | FY24- FY26 | <p>Q1 – Efforts ongoing. Work being done through our advocacy networks on these efforts.</p> <p>Q2 – No updates for this quarter.</p> <p>Q3 – Planning underway for first affordable housing workshop focused on subject-matter expert partner needs and feedback. Workshop will be held summer 2024 and may inform short-term regulatory changes needed.</p> |
| EV 5.3 |  | Prioritize surplus of town-owned land for creation of affordable housing and strategically acquire additional land or financial participation from new development for affordable housing | Community Services | FY24- FY26 | <p>Q1 – Options are under consideration for town-owned land at Hillsborough Station, and conversations being held with funding partners and non-profit housing developers to guide next steps.</p> <p>Q2 – No updates for this quarter.</p> <p>Q3 – No updates for this quarter.</p> |

Community Safety

| ID # | Status | Initiative | Initiative Lead | Timeline | Progress Notes |
|--------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|---------------------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CS 1.1 |  | Complete North Carolina League of Municipalities risk assessment and begin follow up on implementation of results. | Police | FY24 | <p>Q1 - This is in progress but has been slow due to limited staff time. Town staff are still in the preparation stages, which involves going through all the department policies and making some significant updates that are needed to out-of-date policies and establishing some needed policies.</p> <p>Q2 – Significant progress was made by assigning Lt. Trimmer to focus solely on this project during his last few months. Progress will be slowing down now that he retired.</p> <p>Q3 – No significant movement pending getting new management analyst in place</p> |
| CS 1.2 |  | Host a community conversation that focuses on a broader concept of safety. Pilot completed in FY23. | Police | FY24 | <p>Q1 – The Engage pilot that focused on public safety was held Spring 2023. The Police Department is an active participant in this project, which was led by the Communications Division in collaboration with other departments.</p> <p>Q2 – No activity. Some discussions have been had about next steps and possible spring meeting.</p> <p>Q3 – No activity.</p> |
| CS 2.1 |  | Complete refresh of the Emergency Operations Plan. | Emergency Management Team | FY24 | <p>Q1 – After town staff discussion, the plan is to contract out plan development in partnership with other Orange County agencies. A request for proposals will be posted later this year with the goal of having the plan updated in 2024.</p> <p>Q2 – Town staff provided feedback on draft request for proposal and interlocal agreement. Orange County will manage the request process.</p> <p>Q3 – Still finalizing the interlocal agreement.</p> |
| CS 2.2 |  | Establish quarterly management check-ins | Emergency Management Team | FY24-FY26 | <p>Q1 – While the emergency operations team has had various conversations on topics like the Emergency Operation Plan, training, etc., staff have not held any quarterly management check-ins. Check-in is scheduled for December.</p> <p>Q2 – The emergency operations team met on December 11 and discussed mobile EOCs, radios, the current status of the EOP and January meeting. The next meeting will be March 2024.</p> <p>Q3 – The emergency operations team met on March 11 and discussed WebEOC training, ICS forms and how many radios and base stations to purchase.</p> |
| CS 2.4 |  | Establish Emergency Operations Centers. | Emergency Management Team | FY24 | <p>Q1 – This is pending the completion of the refreshed Emergency Operation Plan.</p> <p>Q2 – Permanent EOCs are still being discussed. The finalized EOP will help finalize this. Staff moving forward with establishing mobile EOCs that can be set up at any designated location if needed.</p> <p>Q3 – Portable EOC's are almost ready while waiting for the finalized EOP.</p> |

ID # Status Initiative

Initiative Lead Timeline Progress Notes

CS 2.5  Restart employee emergency preparedness training.

Emergency
Management
Team

FY24

Q1 – Training was restarted March 2023 with all employees asked to complete ICS-100 by July 1. This effort is being managed by Administrative Services Department. The Emergency Services Team is evaluating available courses and determining which employees should take additional courses.

Q2 – No updates for this quarter.


Q3 – Continuing to ensure that new employees complete ICS-100 as they are hired.

Service Excellence

| ID # | Status | Initiative | Initiative Lead | Timeline | Progress Notes |
|--------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SE 1.1 |  | Schedule and consolidate building maintenance services. | Public Space | FY24 | <p>Q1 – Facilities staff is mainly complete in consolidating building maintenance services and contracts, such as pest control and grounds maintenance. Evaluating software options for better workflow and facilities management.</p> <p>Q2 – This item is ongoing. Facility management software is needed and will be requested in the FY25 budget.</p> <p>Q3 – All building maintenance services except pest control have been consolidated. Facilities is working to consolidate pest control under one contract. Facilities is also moving forward with facility management software, which will make facility management, preventative maintenance, and repairs much easier to manage and track.</p> |
| SE 2.1 |  | Evaluate onboarding process and identify gaps and redesign process. | Human Resources | FY24 | <p>Q1 – Lead for NC Fellow is taking a comprehensive look at town's onboarding process, including new employee orientation and has made recommendations on how to improve our processes. Staff is drafting an onboarding checklist for supervisors and will be developing a supervisor focus group to help identify gaps and support that can be provided when onboarding and training new employees.</p> <p>Q2 – No updates for this quarter.</p> <p>Q3 – Continued conversations on ways to improve the onboarding process with HR. Due to other high priority situations, the supervisor focus groups have not yet been developed.</p> |
| SE 2.2 |  | Explore and develop strategies to encourage the timely completion of performance evaluations. | Human Resources | FY24 | <p>Q1 – Most employees completed their performance evaluation in a timely manner, by July 31. HR is taking notes of suggestions that have been made to improve the performance evaluation structure. HR will use these suggestions to improve the evaluation process going forward, which includes strategies that continue to encourage the timely completion of performance evaluations.</p> <p>Q2 – Received additional suggestions from the Operations Team to better enhance and streamline the performance evaluation process in Neogov.</p> <p>Q3 – No updates for this quarter.</p> |
| SE 3.1 |  | Assess representation on appointed boards and boost recruitment efforts for underrepresented groups and areas. | Town Clerk | FY24 | <p>Q1 – Staff have begun collecting appointed board member demographic data for further analysis. Member demographics will be compared to the community's demographics to examine where there are gaps in representation. After that is complete, the next step is to identify strategies for boosting recruitment efforts for underrepresented groups and areas.</p> <p>Q2 – No updates for this quarter.</p> <p>Q3 – Comparing board member demographics to the community's demographics to identify gaps in representation. Next step in Q4 will be to work with communications and board staff supports to develop strategies for boosting recruitment efforts for underrepresented groups and areas.</p> |

ID # Status Initiative

Initiative Lead Timeline Progress Notes

| | | | | | |
|--------|-----------------------------------------------------------------------------------|-----------------------------------------------------|-----------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SE 4.1 |  | Develop, adopt, and implement a racial equity plan. | Human Resources | FY24-FY26 | <p>Q1 – Started reviewing GARE manual on how to develop action plan and working with DEI team on planning.</p> <p>Q2 – A draft workplan has been developed to move forward our efforts in using the racial equity assessment lens and to start the development of an equity action plan.</p> <p>Q3 – Continuing to review, test, and revise the racial equity assessment lens. Shared the lens with the Operations Team for feedback. Ops. Team and DEI Team members are continuing to test the lens to help further revise and develop a user guide.</p> |
|--------|-----------------------------------------------------------------------------------|-----------------------------------------------------|-----------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Administrative Services Department

FY24-26 Priorities

Human Resources

- Diversity, Equity, and Inclusion efforts
 - o Racial Equity Action Plan
- Training program (general employees, supervisor, etc.)
- Employee handbook updates – catch up and get back on a regular update schedule
- Increased focus on promoting safety culture

Information Technology

- Phone system upgrade assessment
- Facility remodeling – IT integration in new and renovated facilities
- Building security and access
- Infrastructure upgrades

Communications

- Additional community surveying
- Community conversations/other community engagement
- Website
- Evaluate ways to streamline operations
- Photo inventory

Budget

- Budget document
- Strategic plan
- Financial software conversion

Clerk

- Remote participation policy
- Municode board management portal
- Electronic records policy and implementation plan

15%

Daily Work

85%

Important, No Capacity

- Employee engagement, including focus on employee wellness
- “Stay” interviews
- Performance data

0%

Community Services Department

FY24-26 Priorities

Public Works

- Complete Waterstone Drive resurfacing project.
 - o Bid awarded September 2023 with work to be completed winter 2024.
- Continue leaf removal, litter removal and street sweeping programs.
 - o Leaf collection started November 1.
 - o Contract in place for monthly street sweeping and post-event sweeping.
- Develop a schedule for repairs and maintenance for sidewalks and greenways, prioritizing connectivity improvements.
 - o Sidewalk survey completed, planned trip hazard and panel work in late fall.
- Construction Inspection
 - o Request for Proposals (RFP) out for contract services.

Planning and Economic Development

- Actively participate in county-wide housing plan effort to inform a local action plan.
 - o Local Government Affordable Housing Collaborative (LGAHC) reframing RFP documents, desired outcomes and local funding options. Anticipated advertisement in FY25.
- Overhaul UDO and Zoning Map to incorporate recommendations of Comprehensive Sustainability Plan.
 - o New Planning staff hired Fall 2023, scope of work and RFP draft in process, project expected to start in CY2024.
- Update Future Land Use Map to simplify land use categories and express preferred land use and growth patterns.
 - o Draft land use categories and descriptions in progress, working towards future public hearing fall/winter 2023/2024.
- Complete Hillsborough Station Transit Oriented Development Concept Plan.
 - o Board received update on September 25, next steps include market feasibility study and additional site concept planning.
- Conduct a downtown parking study to develop and adopt a long-range parking plan.
 - o Drafting RFP in progress, anticipated to advertise late fall/winter 2023/2024.

Public Space and Sustainability

- Work with regional partners to expand the number of EV charging stations in the town to support EV readiness and encourage widespread adoption.
 - o Map completed, prioritization model completed, regional grant applied for.
- Complete Churton Street Multi-Modal Corridor Study to inform the future NC Department of Transportation-funded project.
 - o Study ongoing, should wrap up by late winter 2024.
- If directed by the board, advance design and engineering of first phase of Ridgewalk Greenway.
 - o Board received update on September 25. Next steps include additional alternatives analysis and market/trip generation study.
- Complete construction of Cates Creek Skate Spot.
 - o 90% Construction Drawings complete, anticipate spring 2024 construction.
- Advance Train Station design and permitting towards construction.
 - o 30% design completed, awaiting external permits/agreements (NCRR, NCDOT).

15%

15%

- Contribute annual budget allocations to expand public art and amenities and public spaces.
 - o First public art installation at Town Hall complex completed (Giraffes). Working on selection of art component of Skate Spot.
- Schedule and consolidate facilities maintenance service.
 - o Consolidation efforts 75% complete.

Stormwater and Environmental Services

- Update and adopt a comprehensive Stormwater Management Plan.
 - o State audit site complete, anticipate February update for Stormwater Management Plan.
- Continue implementing watershed improvement projects in compliance with Falls Lake rules
 - o Odie Street project 70% complete, Odie stream stabilization design complete – construction pending funding, cistern project in progress for Dorothy Johnson Community Center (concept phase), Skate Spot green infrastructure.
- Update and monitor progress toward accomplishing the Bellevue Branch Watershed Improvement Plan.
 - o In progress.
- Analyze and revise Stormwater & Environmental Management program fee rate structure to meet Stormwater & Environmental Management program goals.
 - o Preparing for FY25 budget discussions.

85%

Daily Work

- Development review, park & playground inspections, staffing advisory boards, stormwater inspections, street/sidewalk/drainage repairs, trash/bulk/yard debris collection, special event applications, etc.

0%

Important, No Capacity

- Develop and adopt a tree inventory for town-owned and town-maintained properties
- Access renewable energy generation potential for solar photovoltaics and wind energy projects on town-owned properties and identify priority sites for planning and implementation
- Code Enforcement

Financial Services Department

15%

FY24-26 Priorities

- New ERP System
 - Financial Services staff are researching and exploring potential Enterprise Resource Planning (ERP) system replacements.
 - The department plans to coordinate with all departments who use the ERP system to find a product suitable for users and that integrates with other existing software (i.e., OpenGov).
- Record-Keeping and Documentation
 - Financial Services staff are exploring opportunities for improved records retention and documentation storage, potentially with the help of the town's Lead for NC Fellow.

85%

Daily Work

- Audit
 - Financial Services staff are working diligently to have the Fiscal Year 2023 audit completed on time.
- Ledger Postings
 - Financial Services staff are working to make sure ledger postings are updated and entered more frequently. In the past, postings have lagged by several months in some cases.
- Department Restructure
 - Facilitating personnel restructuring, including promotion of Accounting Technician and onboarding/training of new Accounts Payable Technician.
- Training
 - Financial Services staff are actively exploring and attending training sessions, such as Introduction to Local Government Finance course offered by the UNC School of Government (2 staff attending).

0%

Important, No Capacity

Police Department

15%

FY24-26 Priorities

- Completion of North Carolina League of Municipalities risk assessment.
 - Police Department is taking lead.
 - Considering the assistance of a facilitator for quicker completion.
- Participation in community conversations on public safety
 - Low workload for Police Department.
- Planning for restart of Police Citizens' Academy
- Emergency Operations Plan Refresh
 - Involves committee, but Police Department taking lead.
 - Portions of the plan have been contracted out.
 - May be completed in Fiscal Year 2024.
- Emergency Preparedness Training
 - Currently facilitated by Human Resources – all applicable positions are to complete National Incident Management System (NIMS) and Incident Command Structure (ICS) training.

85%

Daily Work

- Patrol, Investigations, Court.
- Administrative – finance, timekeeping, etc.
- Hiring process for Social Worker position.
- Managing and monitoring recent department restructure.
- Facility projects are disrupting some daily work, such as the property room and other renovations at the downtown station.
- Currently fully staffed, but in times when there are vacancies, the hiring process takes a fair amount of time, including testing, background checks, and academy time.

0%

Important, No Capacity

- Conduct Tabletop Exercise
 - Timing dependent on completion of Emergency Operations Plan.
 - Likely Police Department lead or facilitated by third-party.
 - Involve only the town to begin, but later may be coordinated with Orange County.
- Establish Emergency Operations Centers
 - Dependent on completion of Emergency Operations Plan.

Utilities Department

FY24-26 Priorities

Administration of Enterprise

- Assess and adjust transfers to General Fund to ensure equitable coverage and cost share. Document method of calculations.

Utilities Administration

- Help budget and finance team develop rate model that incorporates CIP and ensures future funding of CIP projects.
- Continue to rely on future development to pay for development-initiated projects by leveraging system development fee (SDF) revenue to fund development-driven upgrades.
- Reorganize the department's role in the development review process. Begin holding performance bonds for water and sewer infrastructure. Update submittal checklists to match current specifications and revise/add standard details.
 - o Update specifications/details every six months if necessary.
 - o Ensure all terms of the water and sewer extension contracts are met, including switching to town-initiated construction observation (developer reimbursements).
- Initiate Lead and Copper Revised Rule (LCRR) inventory program, issue required notifications for Galvanized Requiring Replacement/Unknown water services.
- Complete water system master planning model.
 - o Establish fire flow protection requirements, incorporate these standards into hydraulic model.
- Complete Hassel and US 70 preliminary engineering and incorporate into CIP.
- Improve upon and keep up with GIS mapping.
- Expand data and information on website including mapping dashboards.
- Negotiate terms with Durham and/or OWASA to use Jordan Lake allocation.
- Marry the water and sewer capacity models into a useable dashboard – updated capacity tracking system.
- Perform the grant funded capital improvements (BRIC, STAG, SRF) with consultant grant management assistance.
- Seek and secure funding for capital improvements or other remedies to free up sewer capacity in the River Basin.
- Purchase modeling software for water and sewer systems to use the consultant models ourselves.
- Revise Chapter 14 and Chapter 15 of town code.
- Help update billing system to have proper account class and rate codes.
- Monitor and act on impacting legislation.

Water Treatment Plant

- Expand SCADA process controls, alarms, and data acquisition.
- Complete switchgear project.
- Continue to produce excellent drinking water quality every day with no violations.
- Prepare for key employee's retirement within the next 3-years.
- Assess switching from chlorine gas to another disinfection process.
- Continue developing preventative maintenance program/team.

West Fork Eno River

- Establish monitoring website page.

15%

- Continue annual inspections and mowing.
- Ensure NCDOT accepts right of way and easements.

Wastewater Treatment Plant

- Complete Permit Renewal Package due 6/30/24.
- Complete Wastewater Master Plan
 - o Complete the current study of the fate of Nitrogen in the Eno River.
 - o Develop scope of the master plan.
 - o Prepare an RFQ and post.
 - o Hire an engineer.
 - o Complete master plan and begin to implement decisions.
- Continue to produce excellent effluent water quality every day with no violations.
- Prepare for key employee's retirement within the next 3-years.

Water Distribution

- Look at better work order asset management systems than Utility Cloud. Schedule demos.
 - o Develop asset management system to prioritize pipe replacements.
- Establish distribution system water pressure monitoring points.
- Continue leak detection on water system annually, complete water audit to assess non-revenue water.
- Eliminate galvanized pipes and services.
- Test large water meters.
- Ensure auto flushers remain at proper setting and calibration.
- Assess water mixing in tanks.
- Perform valve exercising and maintenance program.
- Monitor and replace meters having backflow events with a check valve meter.
- Replace valves and hydrants per need and plan.
- Construct an updated collection & distribution facility.
- Invest in water system evaluations and rehabilitation/replacement.

Wastewater Collection

- Look at better work order asset management systems than Utility Cloud. Schedule demos.
 - o Develop asset management system to prioritize pipe replacements.
- Establish long-term sewer flow monitoring. Conduct analysis of post-rehabilitation sewer flows to evaluate effectiveness of sewer rehabilitation program.
- Perform smoke testing along King Street corridor to determine extents of roof leader connections to sewer system and other suspicious locations.
- Continue to smoke test and televise sewer basins to determine defects.
- Separate shared sewer laterals where possible and feasible.
- Rehabilitate at least 10 manholes per year.
- Identify 4- and 6-inch sewers serving multiple parcels and design replacements to current standards.
- Construct an updated collection & distribution facility.
- Invest in collection system evaluations and rehabilitation/replacement.

85%

Daily Work

- Keeping up with development inquiries and approved developments.
- Repairing water and sewer main and service breaks promptly.
- Continuing to communicate among divisions and improve staff performance, coordination, work efficiency, safety, and process optimizations.

0%

Important, No Capacity

- Much of the above items with the level of staffing and other routine workloads and emergencies we deal with daily.
- Scanning of paper plans and files into electronic format and formatting shared drives for ease of use, consistent file names, etc.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Strategic Plan

Parking Lot

Meeting Broadcast

Continue using the current broadcast method for board meetings and evaluate possible improvements in the future.

Rotating Board Meeting Locations

Determined that this would require significant effort and increase confusion for the community regarding meeting location. Board wanted this to stay on the radar should technology make this easier in the future.

Participatory Budgeting

Discuss incorporating neighborhood grants and budget engagement to future budget discussions.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Strategic Plan

Quarterly Update Schedule

| Quarter | Date | Board Meeting |
|---------|-------------------|------------------------------------------|
| 1 | November 27, 2023 | November Work Session (July – September) |
| 2 | February 17, 2024 | Budget Retreat (October – December) |
| 3 | May 13, 2024 | Budget Presentation (January – March) |
| 4 | August 26, 2024 | August Work Session (year-end reporting) |



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: N/A
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Bob Hornik, Town Attorney
Jen Della Valle, Administrative Services Director

ITEM TO BE CONSIDERED

Subject: Ordinance Amending Section 5-11 of the Code of Ordinances to Remove Employment References from the Non-Discrimination Provisions

Attachments:

1. Memo from Town Attorney
2. Ordinance

Summary:

This ordinance removes reference to employment from the non-discrimination ordinance in town code Section 5-11. In working with Orange County on an enforcement agreement, we discovered local ordinances are prohibited from addressing employment matters.

The town board previously discussed this in February 2023 and decided to leave the ordinance “as is” with the employment reference. Town Attorney Bob Hornik has done further research and provides an update in the memorandum attached.

Financial impacts:

None at this time.

Staff recommendation and comments:

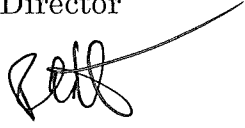
Action requested:

Approve ordinance.

CONFIDENTIAL MEMORANDUM

TO: Mayor Bell and Board of Commissioners

CC: Eric Peterson, Town Manager
Jen Della Valle, Administrative Services Director

FROM: The Brough law Firm, PLLC/Bob Hornik 

RE: Non-Discrimination Ordinance - Employment

DATE: May 6, 2024

The Town of Hillsborough adopted its Non-Discrimination Ordinance (“NDO”) several years ago, and it is now codified in Section 5-11.a of the Town Code. The NDO generally prohibits discrimination based on, *inter alia*, race, gender, gender identity, religion, and other “protected class” status inside the Town’s limits extending to places of public accommodation and, as currently written, employment. The Town has an agreement with Orange County that its Human Relations Commission (“HRC”) would carry out enforcement investigations and processes for the Town. During the course of those discussions, we became aware that the County HRC did not enforce the employment discrimination provisions of the County’s Civil Rights Ordinance (effective date January 1, 1995) because it had been enjoined from doing so by the court.

In November 2000 an order was entered declaring the employment provisions in Orange County’s Civil Rights Ordinance to be in violation of, among other provisions, Article II, Section 24 of the North Carolina Constitution. This decision was eventually appealed to the North Carolina Supreme Court, and in June 2003 the Supreme Country issued its opinion in *Williams v. Blue Cross Blue Shield of North Carolina*, 357 N.C. 170, 581 S.E. 2d 415 (2003). North Carolina Constitution Article II, Section 24 reads, in relevant part, as follows:

The General Assembly shall not enact any local, private or special act or resolution...[r]egulating labor, trade, mining or manufacturing...Any local, private or special act or resolution enacted in violation of the provisions of this section shall be void.

Boiled down to its simplest terms, the Court’s ruling was that when the County adopted an ordinance prohibiting discrimination in employment in the County, it was regulating trade and/or labor, which regulation by local governments is prohibited (or pre-empted) by the State. The rationale was that there should be uniform laws throughout the State regulating trade and labor, rather than the potential patchwork

of differing regulations from county to county (described by the Court as the “balkanization of the state’s employment discrimination laws”, the end result of which would be “the conglomeration of innumerable discordant communities that Article II Section 24 was enacted to avoid.” (citations omitted).

Based on the North Carolina Supreme Court’s opinion in *Williams* upholding the injunction prohibiting the County from enforcing its anti-discrimination in employment ordinance, and our reliance on the County to serve as the “enforcement arm” (so to speak) for our NDO, it is my recommendation that the Town amend its NDO by deleting Section 5.11.a.c, the prohibition on discrimination in employment within the Town’s limits because that section is contrary to the Supreme Court’s holding in *Williams*, which remains the law in North Carolina.



ORDINANCE

Amending Town Code Section 5-II Removing Employment References from the Non-Discrimination Provisions

The Hillsborough Board of Commissioners ordains:

- Section 1.** Section 5-11.a is amended by removing “and in employment” from the section heading.
- Section 2.** Section 5-11.a.c, “Discrimination in employment prohibited,” is deleted.
- Section 3.** Section 5-11.a.d, “Penalties and enforcement,” is hereby amended to add paragraph 3 as follows:
- (3) Complaints under this section will be referred to Orange County, under an interlocal agreement, for investigation and enforcement action consistent with the Orange County Civil Rights Ordinance found at Orange County Code of Ordinances Sections 12-16 through 12-21, as it may be amended from time to time.
- Section 4.** Section 5-11.a.d is renumbered to 5-11.a.c to reflect the deletion shown in Section 2 of this ordinance.
- Section 5.** This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of May 2023.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: May 13, 2024
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Hot topics for work session May 28, 2024

Attachments:

None

Summary:

The budget public hearing and workshop is schedule for the May 28, 2024 work session.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: April 8, 2024
Department: All
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Department Heads

ITEM TO BE CONSIDERED

Subject: Staff (written reports in agenda packet)

Attachments:

Monthly departmental reports

Summary:

N/A

Financial impacts:

N/A

Staff recommendation and comments:

None.

Action requested:

Accept reports.



Administrative Services Report

April 2024

Budget

- Rate Model – Continued development and refinement of the model.
- FY25-27 Budget – Continued budget balancing efforts.

Communications

- Website — Contracted with Monsido for web accessibility application. Trained and started working on new site. Launch will need to be in June at earliest. Specialist created new intranet on SharePoint and is working with Human Resources on it.
- Training — Specialist attended plain language workshop at School of Government.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Bi-weekly payrolls
- Quarterly employee newsletter

| RECRUITMENT AND SELECTION | |
|----------------------------------------------|----------------------------|
| Position | Status |
| Administrative Support Specialist –Utilities | Closes 5/19. |
| Equipment Operator I | Closed 4/9. Offer pending. |
| Meter Services Technician | Start date: 5/20. |
| Police Officer | Continuous recruitment. |
| Safety & Risk Manager | Start date 6/17. |
| Senior Customer Service Representative | Interviews completed 5/3. |

Diversity, Equity and Inclusion

- Continuing to test and make revisions to the equity assessment lens.
- Continued collaboration with the One Orange team, with current focus on enhancing the data dashboard and developing a countywide racialized history document.

Information Technology

- 2024 IT Security Awareness Training dates are scheduled for May 21 and June 12, 2024. There will be two in-person sessions held both dates with one recorded session to be made available for individuals who are unable to attend any of the in-person sessions. Training sessions will be held in the Board Meeting Room. Session times are May 21 – 9:30 -11 am and 1:30 – 3 pm and June 12 – 10 – 11:30 am and 1 – 2:30 pm.
- Hosted onsite visit with NCDIT for the fiber project cost estimates.
- Hosted onsite visit with A3 for the building access and security project cost estimates at WWTP.
- Completed asset management solution demonstrations with Brightly and Cityworks. Final first round demonstration with Cartegraph was held Thursday, May 2.

Safety and Risk Management

- Safety and Risk Manager David Moore's last day of employment was April 30. His successor is scheduled to start June 17, 2024.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

To: Eric Peterson, Manager

From: David McCole, Finance Director *DM*

Ref: February 29, 2024, Water/Sewer Fund Financial Report

Overall Performance:

Revenues were \$1.445 million more than expenditures through February. Last year at this time revenues were \$2.245 million more than expenditures. The decrease in net operating income of \$799,472 over last year at this time can be attributed to an increase in operating expenditures this fiscal year in the amount of \$1.268 million.

Revenues-February:

| REVENUES | Budget | FY 23/24 Actual | FY 22/23 Actual | Increase/ (Decrease) over FY 22/23 | % Increase/ (Decrease) over FY 22/23 Actual |
|--------------------------------|--------------|-----------------|-----------------|---------------------------------------------|------------------------------------------------------|
| OPERATING REVENUES | | | | | |
| Water charges | \$ 5,745,200 | \$ 3,570,803 | \$ 3,480,303 | \$ 90,500 | 2.6% |
| Sewer charges | 5,702,800 | 3,531,107 | 3,410,183 | 120,924 | 3.5% |
| System Development fees | 117,454 | 117,078 | 154,192 | (37,114) | -24.1% |
| Other receipts | 249,500 | 420,207 | 282,705 | 137,502 | 48.6% |
| Total operating revenues | 11,814,954 | 7,639,195 | 7,327,383 | 311,812 | 4.3% |
| Non-operating revenues: | | | | | |
| Investment earnings | 10,000 | 411,154 | 254,882 | 156,272 | 61.3% |
| Total revenues | 11,824,954 | 8,050,349 | 7,582,265 | 468,084 | 6.2% |

Revenues are up year over year through February by \$468,084. Water and sewer charges are a combined \$211,424 higher than last year due to the increase in rates in FY 23/24. Investment earnings are up year over year in the amount of \$156,272. The increase in interest revenue is the result of an increase in interest rates by the Federal Reserve to bring down inflation. Other receipts are higher year over year through February due to miscellaneous revenues in the amount of \$103,172.

Expenditures-February:

| EXPENDITURES | Budget | FY 23/24 Actual | FY 22/23 Actual | Increase/ (Decrease) over FY 22/23 | % Increase/ (Decrease) over FY 22/23 Actual |
|------------------------------|---------------|------------------------|------------------------|-------------------------------------------------------|----------------------------------------------------------------|
| Administration of Enterprise | \$ 3,034,460 | \$ 1,999,178 | \$ 1,639,998 | \$ 359,180 | 21.9% |
| Utilities Administration | 1,101,010 | 465,120 | 396,737 | 68,383 | 17.2% |
| Billing and Collections | 874,595 | 544,414 | 469,111 | 75,303 | 16.1% |
| Water Treatment Plant | 1,945,286 | 891,245 | 645,183 | 246,062 | 38.1% |
| West Fork Eno Reservoir | 923,615 | 333,315 | 331,683 | 1,632 | 0.5% |
| Water Distribution | 1,540,300 | 638,585 | 626,427 | 12,158 | 1.9% |
| Wastewater Collection | 1,977,742 | 845,543 | 477,975 | 367,568 | 76.9% |
| Wastewater Treatment Plant | 2,602,280 | 887,932 | 750,662 | 137,270 | 18.3% |
| Total expenditures | 13,999,288 | 6,605,332 | 5,337,776 | 1,267,556 | 23.7% |

Expenditures are up year over year in the amount of \$1.268 million. Wastewater Collections is up year over year through February in the amount of \$367,568 due to an increase capital outlay in the amount of \$270,185. Much of the increase of the Administration of Enterprise are the service charges in the amount of \$341,224. Most of the increase in Water Treatment Plant expenditures year over year are due to sludge removal in the amount of \$86,208 and capital equipment in the amount of \$89,200. Wastewater Treatment Plant expenditures are up year over year due to the increase in personnel cost in the amount of \$88,121.

Other Financing Sources (Uses) February:

| OTHER FINANCING (USES) | Budget | FY 23/24 Actual | FY 22/23 Actual | Increase/ (Decrease) over FY 22/23 |
|------------------------------------------------------|---------------|------------------------|------------------------|-------------------------------------------------------|
| Transfer to Water/Sewer CR | \$ (117,454) | \$ (117,454) | | \$ (117,454) |
| Transfer to Water Treatment Plant | (90,000) | (90,000) | | (90,000) |
| Transfer to Water Distribution Project | (1,264,984) | (1,264,984) | | (1,264,984) |
| Transfer to Wastewater Collection Project | (2,307,798) | (2,307,797) | | (2,307,797) |
| Transfer from WFER-Carrstore/Mill Creek Road Project | 284,167 | 284,167 | | 284,167 |
| Transfer from ARPA Funds | | 2,022,647 | | 2,022,647 |
| Total other financing uses | (3,496,069) | (1,473,421) | - | (1,473,421) |

The increase in transfers to and from other funds is due to nothing being budgeted last year.

Hillsborough Police Department

Quarterly Transparency Report

January – March 2024

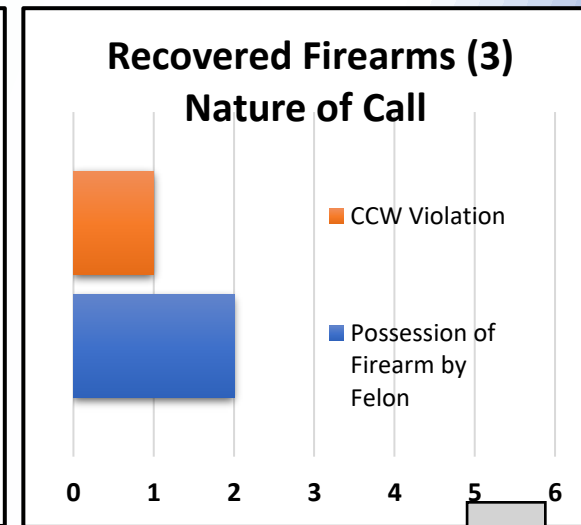
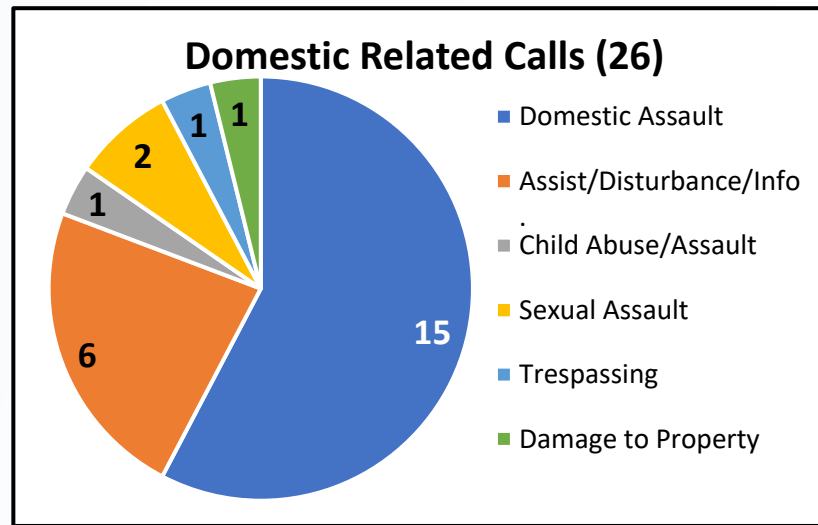
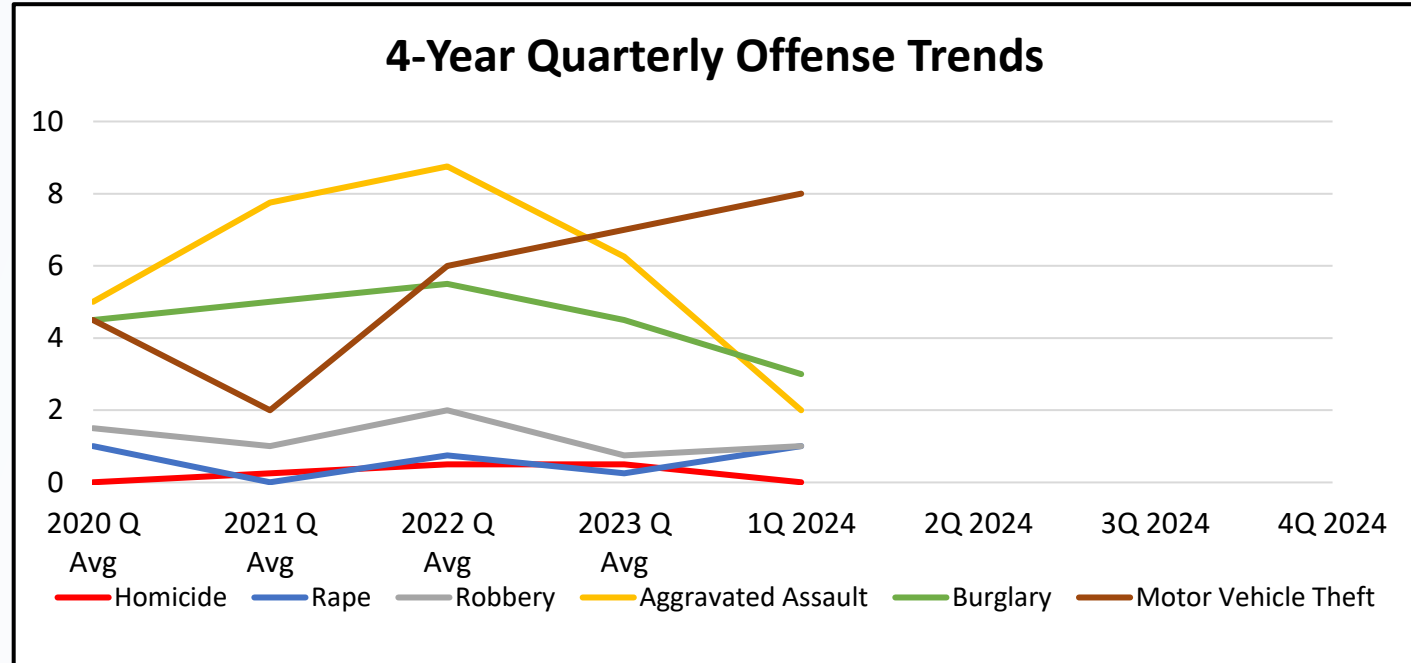


This report summarizes quarterly activity and data in the following areas:

- Reported Incidents and Crimes
- Arrest Data
- Internal Accountability
- Use of Force
- Mental Health Response
- Marijuana and Paraphernalia Enforcement
- Traffic Enforcement Focuses
- Traffic Stop Data
- Search Data
- Department Training
- Community Engagement
- Employee Accomplishments and Recognitions

Reported Incidents

| UCR Part 1 Reported Crimes | Jan-Mar | Apr-Jun | Jul-Sep | Oct-Dec | YTD |
|-------------------------------------|------------|---------|---------|---------|-----|
| Homicide | 0 | | | | |
| Rape | 1 | | | | |
| Robbery | 1 | | | | |
| Aggravated Assault | 2 | | | | |
| Part 1 Violent Crimes Total | 4 | | | | |
| Burglary | 3 | | | | |
| Larceny/Theft | 132 | | | | |
| Motor Vehicle Theft | 8 | | | | |
| Part 1 Property Crimes Total | 143 | | | | |
| Other Offenses Reported | Jan-Mar | Apr-Jun | Jul-Sep | Oct-Dec | YTD |
| Drug Offenses | 25 | | | | |
| Simple Assault | 33 | | | | |
| Forgery/Counterfeit | 2 | | | | |
| Fraud | 17 | | | | |
| Embezzlement | 1 | | | | |
| Stolen Property | 1 | | | | |
| Vandalism | 12 | | | | |
| Prostitution | 0 | | | | |
| Other Sex Offenses | 1 | | | | |
| Gambling | 0 | | | | |
| Offense against family/child | 0 | | | | |
| DWI | 3 | | | | |
| Alcohol Violations | 1 | | | | |
| Disorderly Conduct | 0 | | | | |

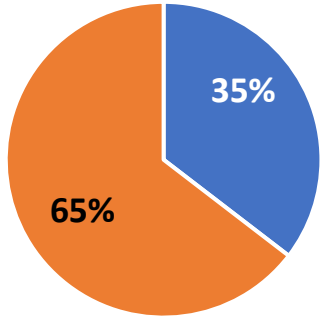


Note: Data is based on current reports in HPD system. Prior quarter's numbers may adjust as delayed reports are made.

Arrest Summary

HPD Officers made a total of 98 Criminal Arrests of individuals during this quarter totaling 154 charges.

Residency of Arrestee



■ Resident ■ Non-Resident

Current Quarter Arrests

| | B | H | W | O/U | TOTAL |
|----------------------------|-----------|----------|-----------|----------|-----------|
| Custodial Arrest | 15 | 1 | 10 | 1 | 27 |
| Citation/Summons | 17 | 4 | 16 | 1 | 38 |
| Warrant Service | 20 | 1 | 12 | 0 | 33 |
| Total Arrests | 52 | 6 | 38 | 2 | 98 |
| Residency Breakdown | | | | | |
| Resident | 26 | 0 | 8 | 0 | 34 |
| Non-Resident | 26 | 6 | 30 | 2 | 64 |

OCPAD

Orange County
Pre-Arrest
Diversion **2**

2 Larceny Incidents

| TOTAL OF ALL CHARGES | 154 |
|--------------------------------|-----|
| LARCENY-SHOPLITING/CONCEAL | 14 |
| LARCENY-MISDEMEANOR | 12 |
| POSS. OF DRUG PARAPHERNALIA | 9 |
| ASSAULT ON A FEMALE | 8 |
| RESIST DELAY OBSTRUCT | 7 |
| CONTRIBUTE - DELINQUENCY MINOR | 5 |
| DRIVING WHILE IMPAIRED | 5 |
| TRESPASSING-2ND DEGREE | 5 |
| ALL OTHER OFFENCES | 3 |
| OBTAIN PROP. - FALSE PRETENSE | 3 |
| OPEN CONTAINER WHILE DRIVING | 3 |
| POSSESSION OF COCAINE | 3 |
| VIOLATION OF 50-B ORDER | 3 |
| INJURY TO PERSONAL PROPERTY | 2 |
| INTERFERE W/ EMERGENCY COMM. | 2 |
| LARCENY-ALL OTHER | 2 |
| LARCENY-FELONY | 2 |
| LARCENY-SWITCHING PRICE TAG | 2 |
| POSS. OF CONTROLLED SUBSTANCE | 2 |
| SELL/GIVE UNDERAGE PERSONS | 2 |
| TRAFFIC OFFENCE NOT DWI | 2 |
| ALL OTHER DRUG VIOLATIONS | 1 |
| ASSAULT BY STRANGULATION | 1 |
| ASSAULT-SIMPLE | 1 |
| B&E FELONY | 1 |
| B&E TO A VEHICLE | 1 |
| COUNTERFEITING-USING | 1 |
| DRUG VIOLATION | 1 |
| DWLR | 1 |
| FINANCIAL CARD FRAUD | 1 |
| FORGERY-ALL OTHER | 1 |
| HIT AND RUN | 1 |
| IDENTITY THEFT | 1 |
| LARCENY BY EMPLOYEE | 1 |
| LARCENY OF A FIREARM | 1 |
| MOTOR VEHICLE THEFT-AUTO | 1 |
| POSSESSION OF MARIJUANA | 1 |
| POSS. STOLEN VEHICLE | 1 |
| POSS. INTENT TO SELL/DELIVER | 1 |
| SIMPLE ASSAULT-ALL OTHER | 1 |
| VANDALISM-DAMAGE TO PROPERTY | 1 |

Definitions:

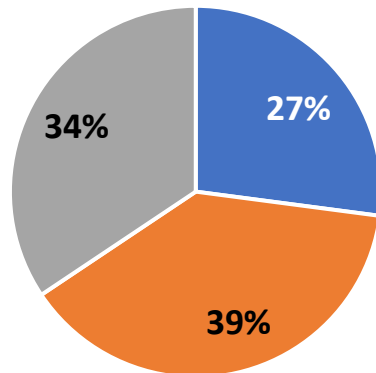
Custodial Arrests are typically on-view crimes for which an officer makes a physical arrest and takes the subject before a magistrate.

Warrant Service means an officer made a physical arrest for a previously existing warrant or order for arrest.

Citation/Summons means the offender was issued a citation or served a summons and was not taken into custody.

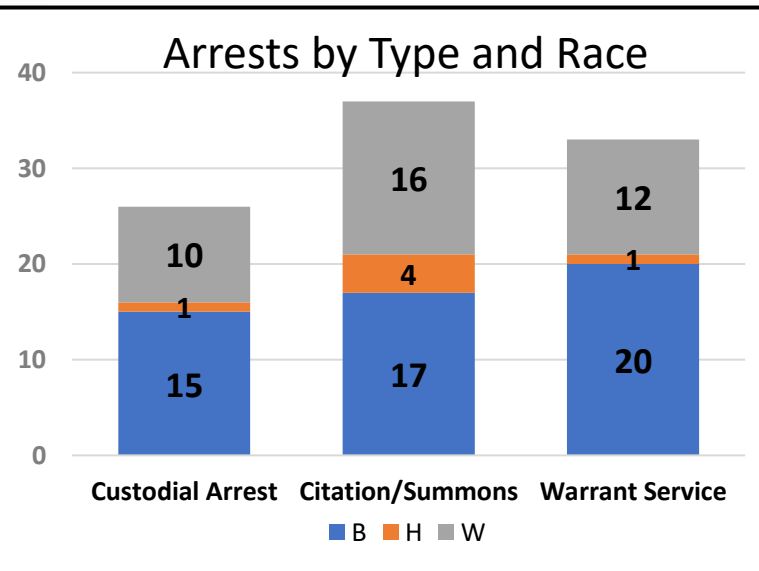
Section 8, Item C.

Types of Arrests



■ Custodial Arrest ■ Citation/Summons
■ Warrant Service

Arrests by Type and Race



Internal Accountability

Internal Accountability Reviews

| | |
|-------------------------|-----------|
| Use of Force Reviews | 12 |
| Complaints | 1 |
| Pursuit/Refuse to Stop | 3 |
| Internal/Admin | 1 |
| PEWS | 2 |
| Safety/Accident | 0 |
| TOTAL IA REVIEWS | 18 |

12 Use of Force Reviews

9 Uses of Force

- 2 Physical (minor)
- 6 Physical (moderate)
- 1 Physical (significant)

2 Displays of Force

- 2 Firearm Displays

1 Found not to be use of force

Section 8, Item C.

% of Arrests w/ Use of Force

| | 1Q | % |
|----------------|-----|----|
| Total Arrests | 98 | 2% |
| Arrests w/ UoF | 2 | |
| | YTD | % |
| Total Arrests | 98 | 2% |
| Arrests w/ UoF | 2 | |

Details on Displays of Force

Officers encountered a subject in possession of a stolen car and was taken into custody at gunpoint. A second subject fled and was taken into custody at gunpoint approximately 1 mile away. (2 displays of force)

Unfounded Use of Force Review

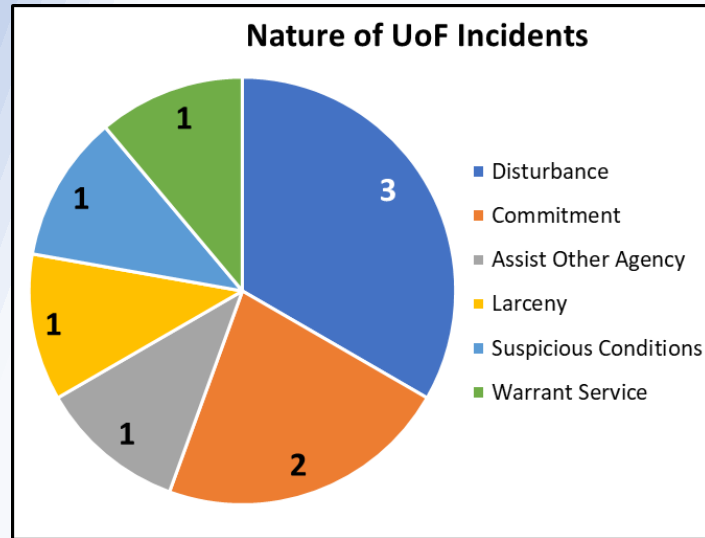
An officer was present during a Use of Force engagement by the Orange County Sheriff's Office. The review found that the officer didn't use force.

Summary of Complaints

A subject complained about his treatment and detention on a call. The incident was already under review internally for several violations. (Sustained)

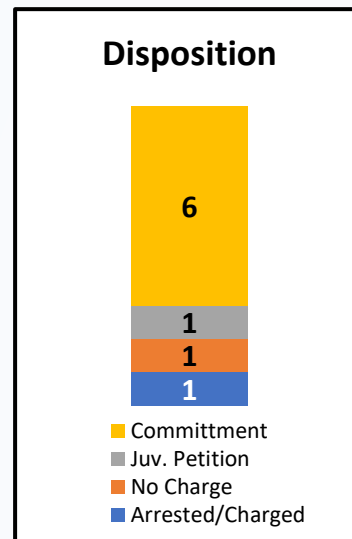
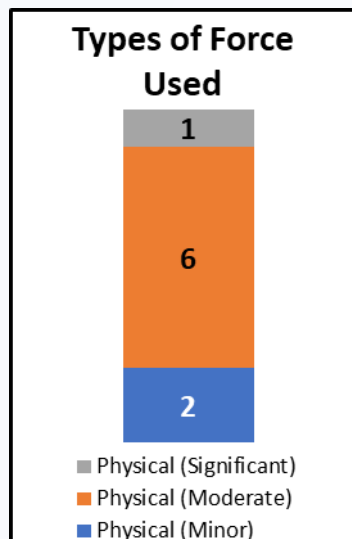
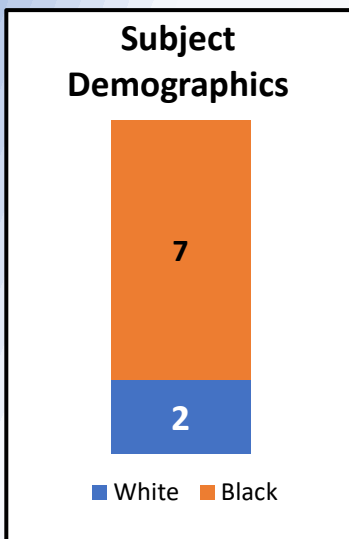
Use of Force

HPD's review of 12 force-related incidents this quarter found that force of some type was used in 9 of the incidents and involved 11 subjects and 19 officers.



Summary of Use of Force Incidents

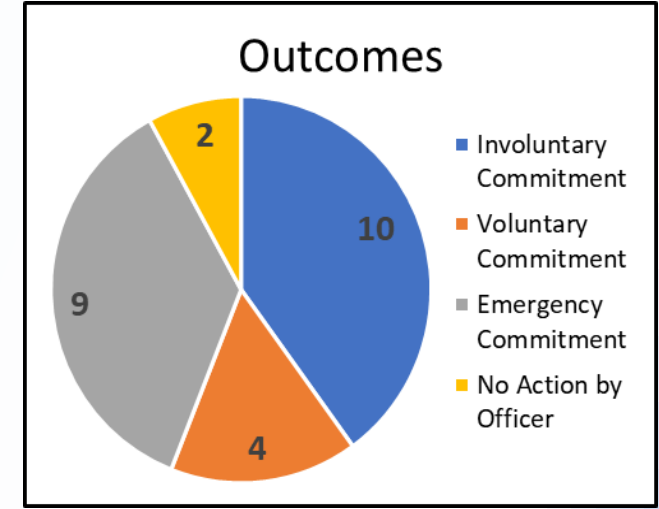
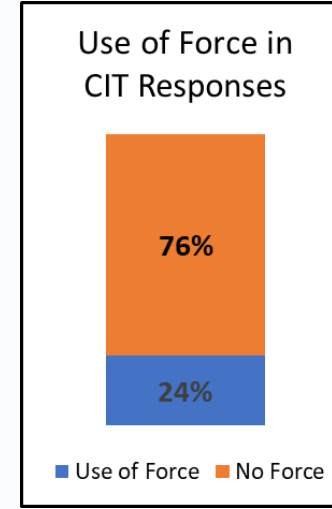
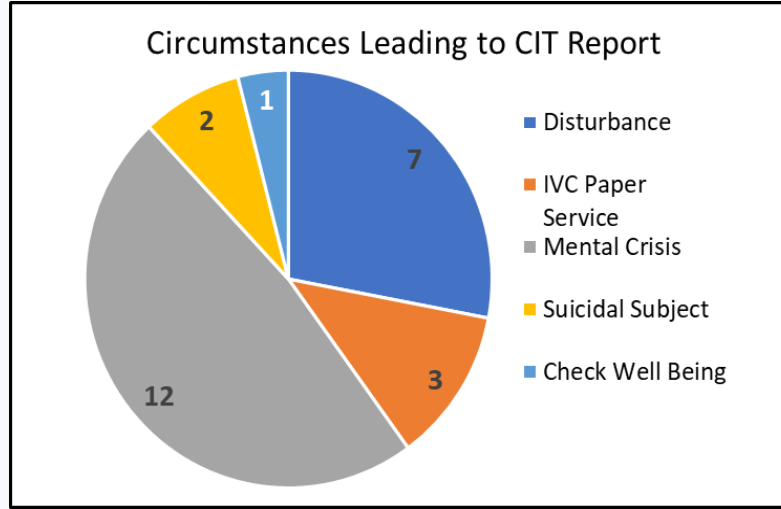
- An officer encountered a subject committing a theft. The officer attempted to detain the subject while the subject was attempting to flee in their vehicle resulting in the officer being dragged. (*Physical – moderate*)
- Officers encountered a subject causing a disturbance. The subject was non-compliant with the officers. The officers grabbed the subject and took him to the ground to place them into custody. (*Physical – significant*)
- Officers encountered a juvenile who was in possession of a stolen vehicle and had active secure custody orders. When approached, he attempted to flee in the vehicle. One officer displayed force by gunpoint and pulled the subject from the vehicle. (*Physical – moderate*)
- 6 uses of force involved persons having mental crisis and are detailed in the Mental Health/CIT Response Calls section on the next page.



Mental Health/Crisis Response Calls

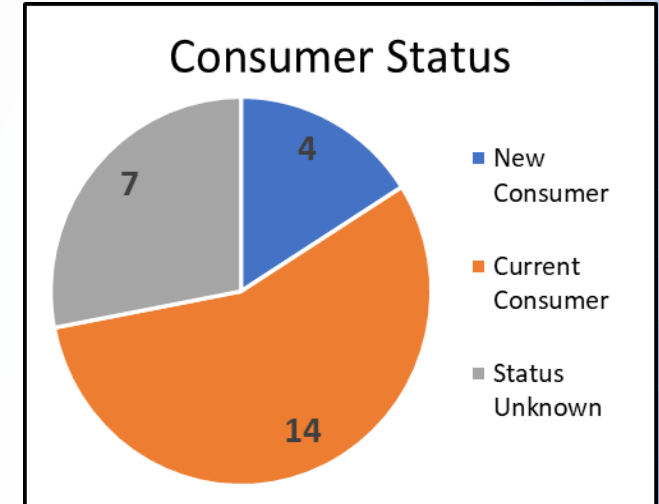
This section presents information on HPD responses to subjects having mental health issues or in crisis. The term “consumers” is used to describe these individuals. Data presented is based on reports in HPD’s records system.

| Current Quarter | |
|-----------------------------------------|-----------|
| <u>CIT Reports</u> | 25 |
| <u>Responses with Use of Force</u> | 6 |
| <u>Responses with Juvenile Consumer</u> | 5 |



Details of Use of Force Situations:

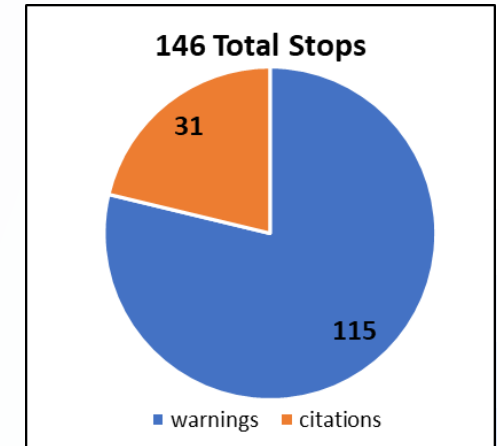
- Officers guided an elderly subject under an IVC order to an ambulance. Once at the ambulance, the subject attempted to walk away. Officers kept her on the gurney by placing their hands on the subject's shoulders. (Physical – minor)
- Officers had to physically carry a runaway juvenile suffering a mental crisis into their residence after running away from home. (Physical – moderate)
- While serving IVC paperwork, a subject attempted to walk into on-coming traffic. When an officer attempted to grab him, the subject assaulted the officer and then fell to the ground. (Physical – moderate)
- Officers encountered a subject having a mental crisis who walked into on-coming traffic. Officers were able to guide the subject out of the roadway and secure IVC paperwork. (Physical – minor)
- Officers grabbed and held onto a juvenile who was attempting self-harm while suffering a mental crisis. Juvenile was secured until IVC paperwork was secured. (Physical – moderate)
- While serving an IVC, officers had to guide the subject to their patrol car and once there, pick the subject up and place m in the car. (Physical – moderate)



Traffic Enforcement Efforts

The Hillsborough Police Department spends time focusing on traffic issues that are received directly from our citizens and as part of the statewide Governor’s Highway Safety Program. HPD also incorporates locations where there have been accident trends as focus areas for enforcement efforts.

| Local Complaints and Focus Areas | | | |
|-------------------------------------|---------------------|------------------------|----------------------------------------|
| | Complaint | Time Spent | Actions |
| Beckett’s Ridge | Speeding/Stop Signs | 42 hrs, 29 min | 46 Stops, 5 Cit, 14 VW, 27 WW |
| Cornwallis Hills Community | Stop Signs | 36 hrs, 52 min | 8 Stops, 1 Cit, 2 VW, 5 WW |
| Fairview Community | Speeding/Stop Signs | 31 hrs, 34 min | 20 Stops, 5 Cit, 8 VW, 7 WW |
| Nash & Eno | Stops Signs | 37 hrs, 7 min | 13 Stops, 1 Cit, 5 VW, 7 WW |
| Lakeshore Dr. | Speeding | 28 hrs, 12 min | 37 Stops, 13 Cit, 15 VW, 9 WW |
| West Hill Ave. | Speeding | 37 hrs, 1 min | 10 Stops, 5 Cit, 3 VW, 2 WW |
| Forrest Ridge Community | Speeding/Stop Signs | 30 hrs, 1 min | 3 Stops, 2 VW, 1 WW |
| Collins Ridge (Gold Hill Way) | Stop Signs | 27 hrs, 27 min | 7 Stops, 1 Cit, 2 VW, 4 WW |
| S. Bellevue St. | Truck Route | 4 hrs, 40 min | No Action |
| Beckett’s Ridge/Cates Creek Parkway | Stop Signs | 12 hrs, 36 min | 1 Stop, 1 WW |
| Alma Ave. | Speeding | 7 hrs, 30 min | 1 Stop, 1 WW |
| Totals | | 295 hrs, 29 min | 146 Stops, 31 Cit, 51 VW, 64 WW |



Cit=Citation
 WW=Written Warning
 VW=Verbal warning



| Governor’s Highway Safety Program Participation (450 points) | |
|--------------------------------------------------------------|---------------------------------------------------|
| Campaigns | |
| 2024 St. Patrick’s Day Booze It & Lose It | 9 Traffic Violations, 2 Criminal Charges |
| 2024 Speed A Little, Lose A Lot | 14 traffic violations, 1 stolen vehicle recovered |
| Day Time Speed Enforcement (9 Operations) | 9 hours 30 min, 17 citations (11 officers) |
| Nighttime Speed Enforcement (6 operations) | 12 hours 30 min, 12 citations (8 officers) |
| Seatbelt Enforcement (2 Operations) | 2 hours 15 min, 5 citations (4 officers) |
| Saturation Enforcement (3 operations) | 7 hours, 4 citations (5 officers) |

Marijuana (Schedule VI) Seizures

This section presents information on seizures of marijuana (MJ) and marijuana-related paraphernalia (P).
Drugs and paraphernalia not related to marijuana are not included.

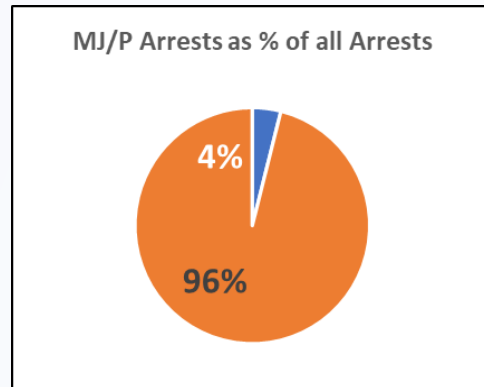
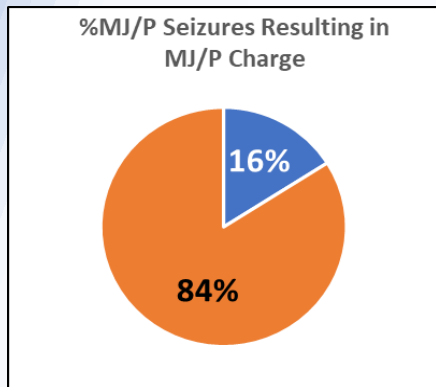
| Current Quarter | |
|----------------------------------------|----|
| Individuals with MJ/P Seized | 25 |
| Disposition | |
| No Resulting MJ/P Charge | 21 |
| Referred to OCPAD | 0 |
| Charged with MJ/P Only | 1 |
| Charged MJ/P w/ other criminal charges | 3 |

| Demographics | | | |
|--------------|----|---|---|
| B | W | H | O |
| 15 | 10 | 0 | 0 |
| Disposition | | | |
| 12 | 9 | 0 | 0 |
| 0 | 0 | 0 | 0 |
| 0 | 1 | 0 | 0 |
| 2 | 1 | 0 | 0 |



| MJ/P Arrests as % of total arrests | |
|------------------------------------|----|
| MJ/P Seizures | 19 |
| Arrests with MJ/P Charges | 4 |
| All Other Criminal Arrests | 98 |

| % MJ/P Seizure w/ arrest | MJ/P Arrests as % of all Arrests |
|--------------------------|----------------------------------|
| 16% | 4% |

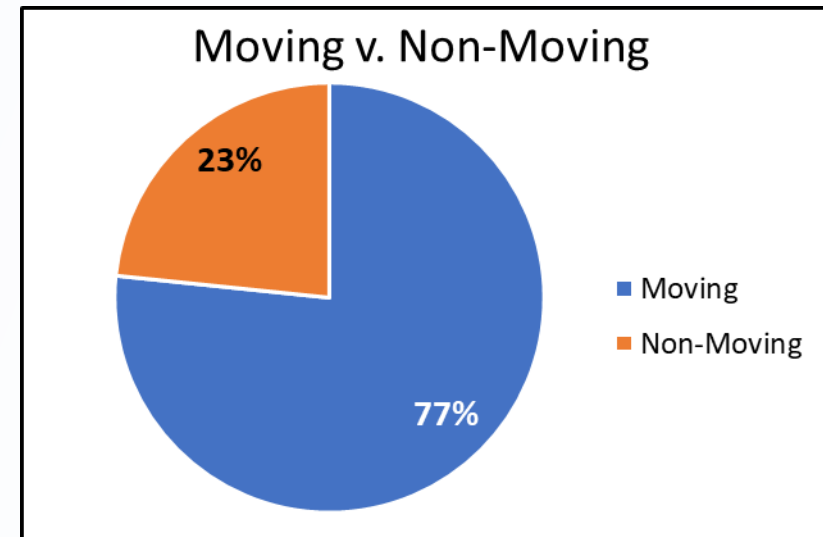
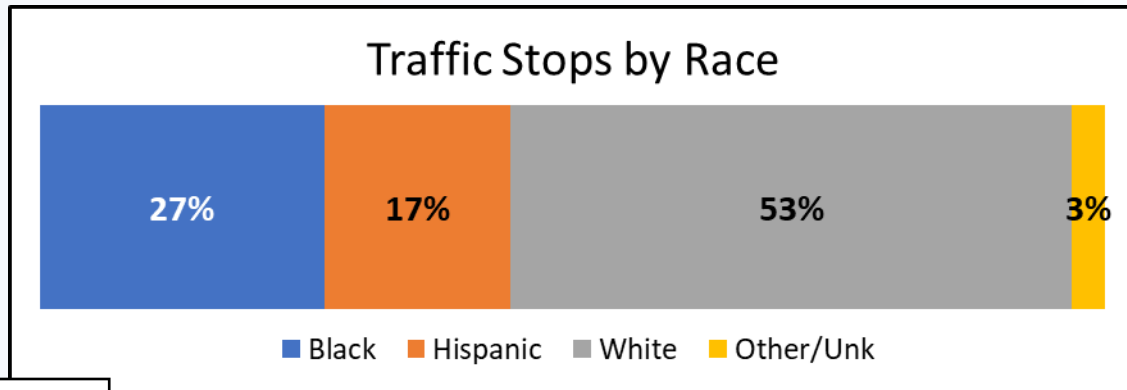
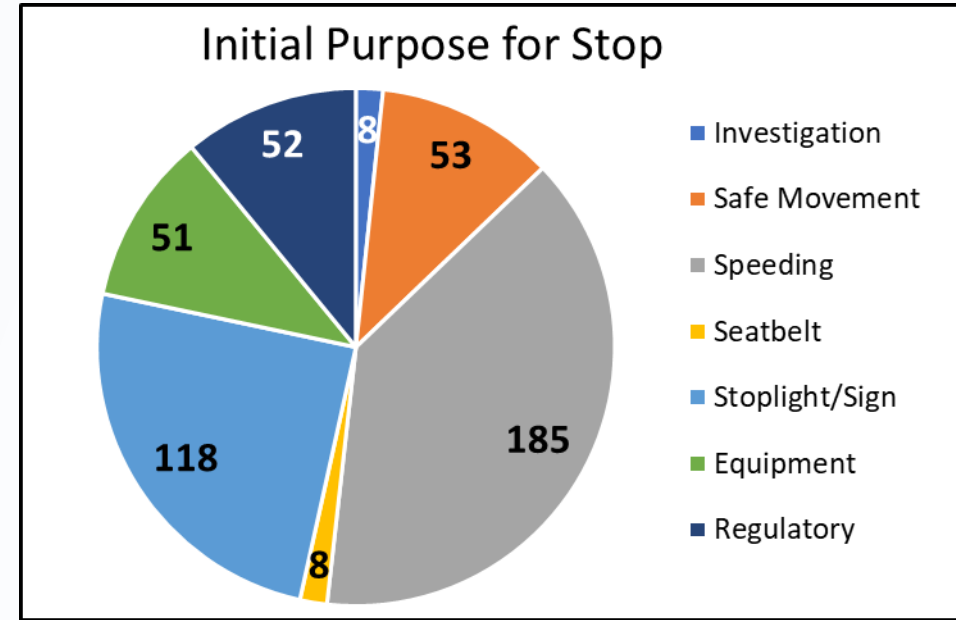


Detail on cases Charged:

- Adult and juvenile charged with Felony Possession of Marijuana and Felony Maintaining Vehicle (2 people charged).
- Adult found in possession of marijuana and a substance believed to be a felony Schedule I drug. Charged with the marijuana and other substance sent to the lab for testing. Additional charges are pending those results.
- Adult charged with (m) Possession of Marijuana (14g), DWLR, and possession of a concealed handgun

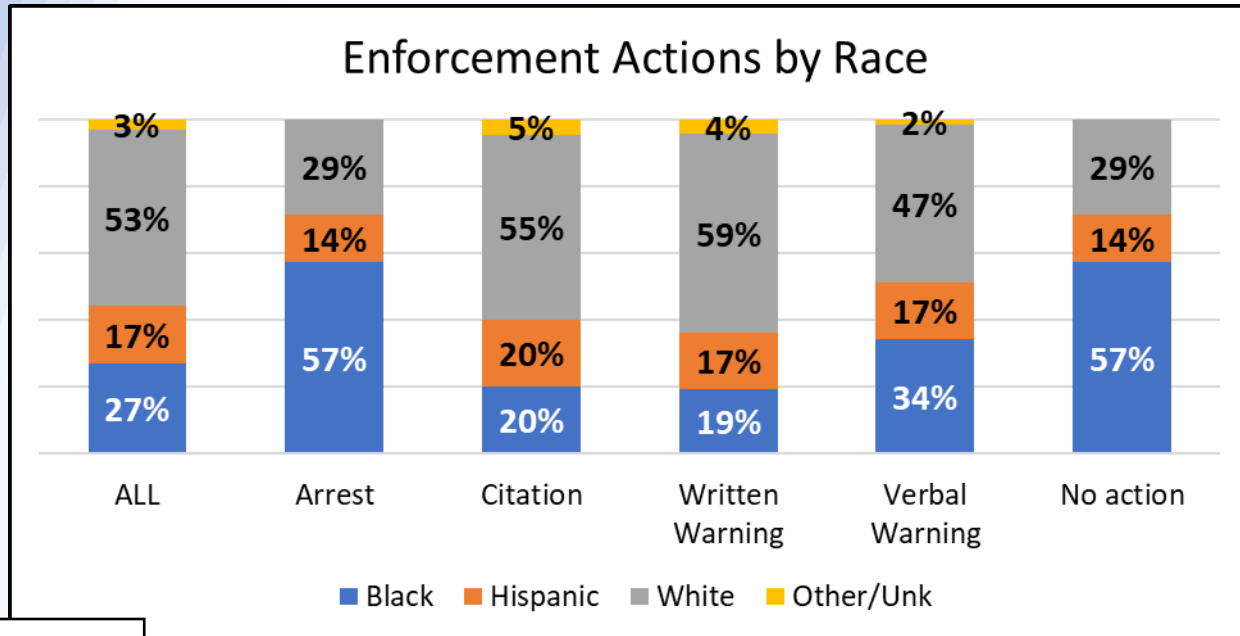
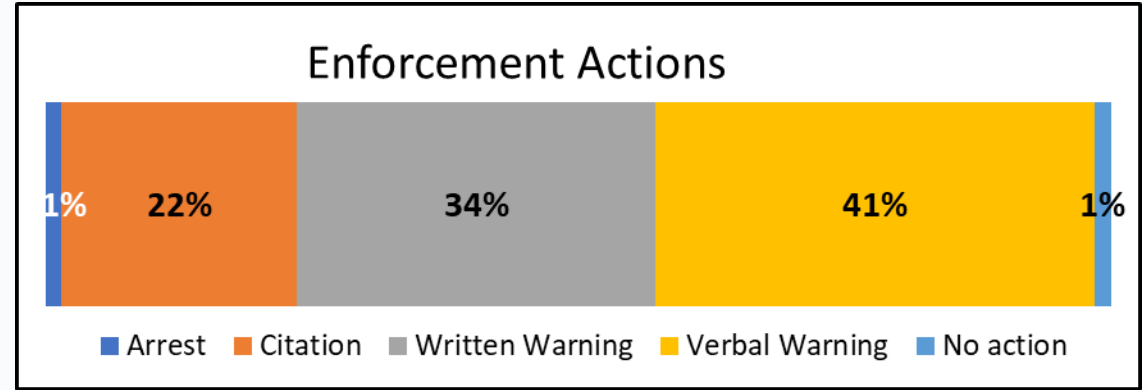
Traffic Stop Data (General)

| Current Quarter | Traffic Stops and Initial Reason | | | | |
|----------------------------|----------------------------------|------------|-----------|------------|-----------|
| | Total | Black | Hispanic | White | Other/Unk |
| Total Traffic Stops | 475 | 127 | 83 | 250 | 15 |
| DWI | 0 | 0 | 0 | 0 | 0 |
| Investigation | 8 | 4 | 1 | 3 | 0 |
| Safe Movement | 53 | 11 | 8 | 31 | 3 |
| Speeding | 185 | 46 | 40 | 94 | 5 |
| Seatbelt | 8 | 4 | 2 | 2 | 0 |
| Stoplight/Sign | 118 | 18 | 13 | 80 | 7 |
| Equipment | 51 | 20 | 10 | 21 | 0 |
| Regulatory | 52 | 24 | 9 | 19 | 0 |

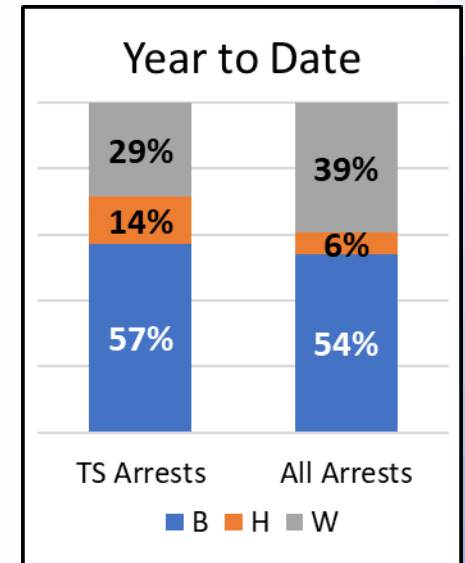
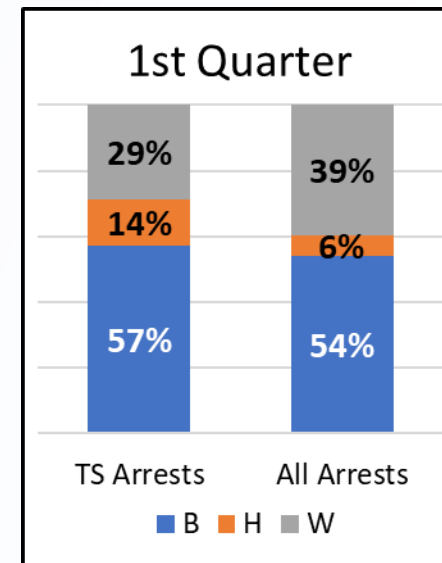


Traffic Stop Data (Enforcement)

| Current Quarter | Enforcement | | | | |
|-----------------|-------------|-------|----------|-------|-----------|
| | Total | Black | Hispanic | White | Other/Unk |
| All Enforcement | 475 | 127 | 83 | 250 | 15 |
| Arrest | 7 | 4 | 1 | 2 | 0 |
| Citation | 105 | 21 | 21 | 58 | 5 |
| Written Warning | 160 | 31 | 27 | 95 | 7 |
| Verbal Warning | 196 | 67 | 33 | 93 | 3 |
| No action | 7 | 4 | 1 | 2 | 0 |

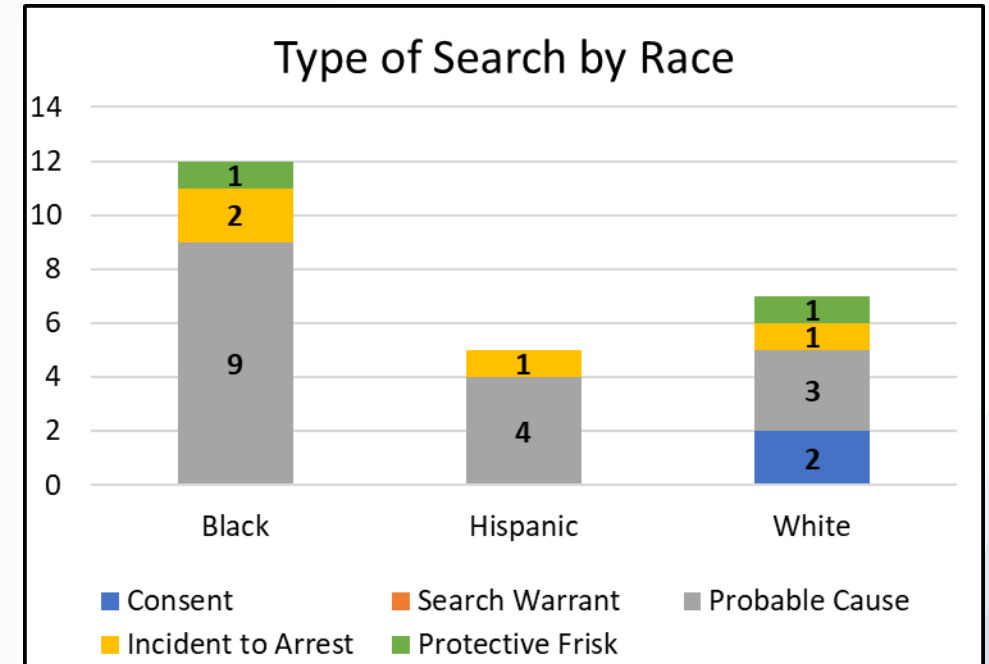


Traffic Stop Arrests Compared to All Arrests

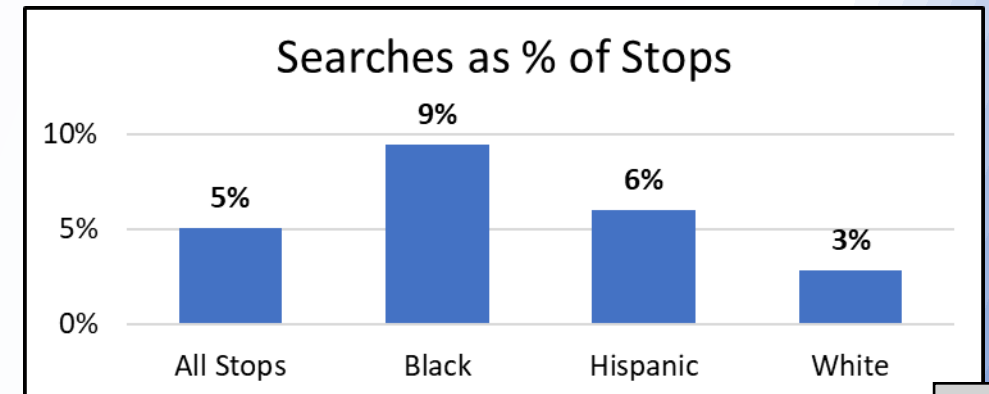


Search Data

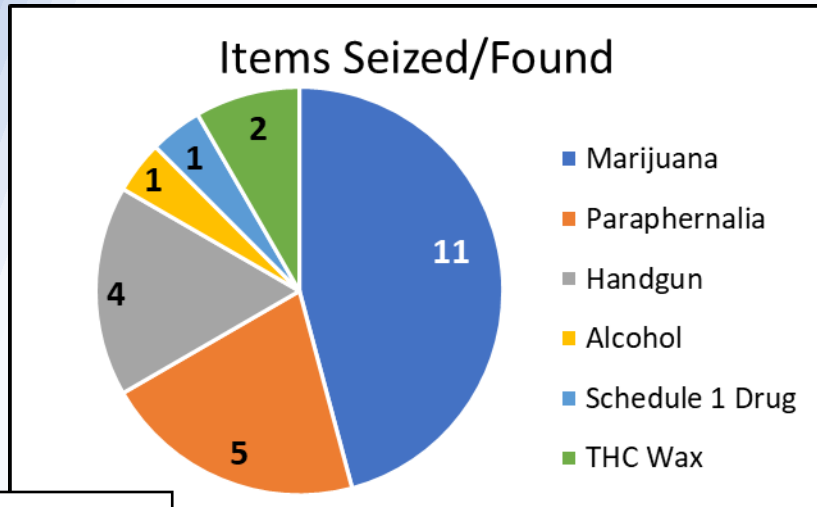
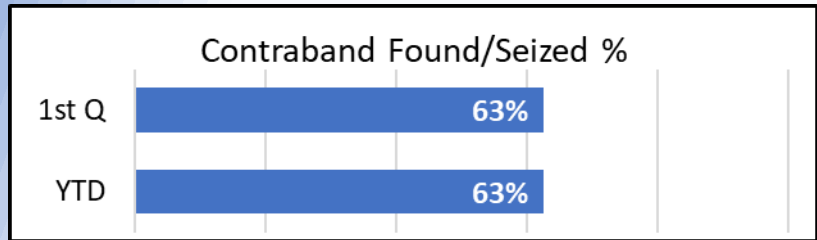
| Current Quarter | Search Data – Search Types | | | | |
|----------------------------|----------------------------|------------|-----------|------------|-----------|
| | Total | Black | Hispanic | White | Other/Unk |
| Total Traffic Stops | 475 | 127 | 83 | 250 | 15 |
| Total Searches | 24 | 12 | 5 | 7 | 0 |
| Consent | 2 | 0 | 0 | 2 | 0 |
| Search Warrant | 0 | 0 | 0 | 0 | 0 |
| Probable Cause | 16 | 9 | 4 | 3 | 0 |
| Incident to Arrest | 4 | 2 | 1 | 1 | 0 |
| Protective Frisk | 2 | 1 | 0 | 1 | 0 |



| Current Quarter | Search Data – Basis/Reason for Search | | | | |
|-------------------------------|---------------------------------------|-----------|----------|----------|-----------|
| | Total | Black | Hispanic | White | Other/Unk |
| Total Searches | 24 | 12 | 5 | 7 | 0 |
| Erratic/Suspicious Behavior | 1 | 0 | 0 | 1 | 0 |
| Observed suspected Contraband | 8 | 2 | 2 | 4 | 0 |
| Other Official Information | 6 | 3 | 1 | 2 | 0 |
| Suspicious Movements/Actions | 1 | 1 | 0 | 0 | 0 |
| Informant Tip | 0 | 0 | 0 | 0 | 0 |
| Multiple Basis Noted | 8 | 6 | 2 | 0 | 0 |



| Contraband Found? | | | | |
|-----------------------|-----------|-----------|----------|------------|
| | | Yes | No | Hit% |
| Total Searches | 24 | 15 | 9 | 63% |
| Consent | 2 | 0 | 2 | 0% |
| Search Warrant | 0 | 0 | 0 | na |
| Probable Cause | 16 | 13 | 3 | 81% |
| Incident to Arrest | 4 | 0 | 4 | 0% |
| Protective Frisk | 2 | 2 | 0 | 100% |



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Search Data (continued)

Search Details

- 4 searches was done after (incident to) an arrest.
- 2 searches were done as protective frisks after officers became aware of a weapon in the car.
- 2 searches were based on consent:
 - Subject with know history of drug activity was asked for consent.
 - Subject was asked for consent after acting erratically and being evasive.
- 16 searches were based on Probable Cause
 - 9 were due to officer smelling marijuana and occupant admitting to having it or having recently used it in the vehicle.
 - 4 were due to officer smelling marijuana and observing marijuana and/or paraphernalia.
 - 2 were based on officer smelling marijuana.
 - 1 was due to a K-9 alert after an occupant had fled the vehicle during a traffic stop.

Of the 24 incidents with searches, 10 (42%) involved an arrest or criminal charge. Of those 10, only 3 involved charges connected with contraband found during the search. The other 7 arrests/charges were not connected with the search, or the search was done as a result of the arrest.

Department Training

Elective Trainings Completed

- Alvarez – Active De-Escalation (8 hours)
- Alvarez – Close Quarter Handgun (20 hours)
- Blackwell – Command Leadership Institute (40 hours)
- Burnette/Morales – Patrol Rifle (24 hours)
- Burnette/Lorenson/Senter – INTOX (35 hours)
- Chelenza – Firearms Instructor (80 hours)
- Darden – BIRDE Cellular Evidence (24 hours)
- Darden – Child Sexual Abuse (8 hours)
- Duran – K-9 Wellness (16 hours)
- Felts – West Point Leadership (102 hours)
- Felts – INTOX Recert. (7 hours)
- Foster – Supervisor Leadership Institute (40 hours)
- Hall – 1st Line Supervision (40 hours)
- Mendoza – Search Warrant Preparedness (16 hours)
- Jones – Glock Armorer School (8 hours)
- St. Pierre – Radar Recertification (16 hours)
- Hooks/White – LEEP @ NCSU (72 hours)

Mandatory Training

- MIST – 2024 Ethics (2 hour, 30 employees)
- MIST - 2024 Domestic Violence (2 hours, 30 employees)
- MIST – Active Assailant (4 hours, 30 employees)
- MIST – General Instructor Update (1 hour, 10 employees)
- MIST – Combat Course (1 hour, 20 employees)
- MIST – Weapon Transition Training (.25 hour, 20 employees)

| Training Hours | 1 st Q | 2 nd Q | 3 rd Q | 4 th Q | YTD |
|--------------------------------------------------------------------|-------------------|-------------------|-------------------|-------------------|------|
| Mandatory | 328 | | | | 328 |
| Non-Mandatory | 722 | | | | 722 |
| Goal: >40 hrs/employee of non-mandated training annually | | | | | |
| Avg hrs/employee | 24.1 | | | | 24.1 |

Highlight: Training Division

- Lieutenant Chelenza completed Firearms Instructor School.
- Officers completed the driver training course through Wake Tech Community College by using their driving simulator at Town Hall.

| Type | Hours | Attendance |
|----------------------------------|------------|------------|
| Gracie Survival Tactics Training | 1.5 | 13 |
| VR Training | 2 hr. Avg. | 9 |

- DCI Module 1 (8 hours, 1 employee)
- Driving Simulator (.25 hour, 20 employees)
- DCI Module 1 Recertification (1 hour, 15 employees)
- NCLM Bloodborne Pathogens (.5 hour, 30 employees)

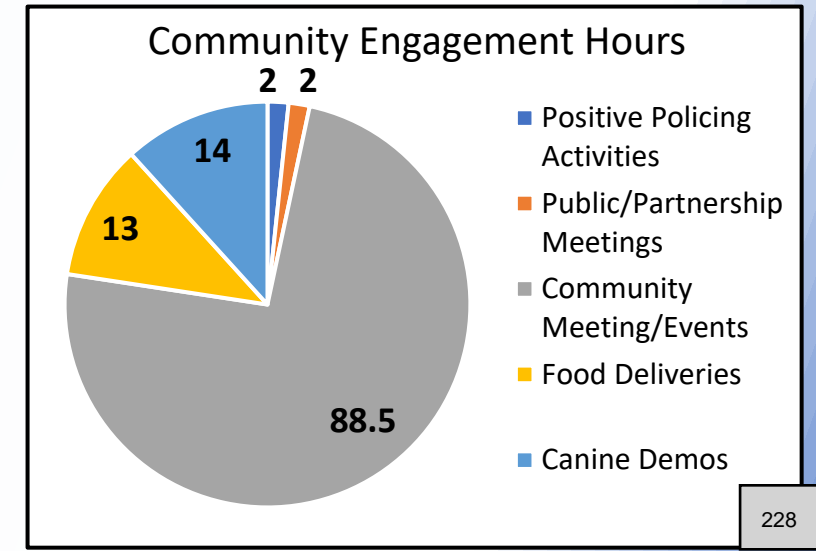
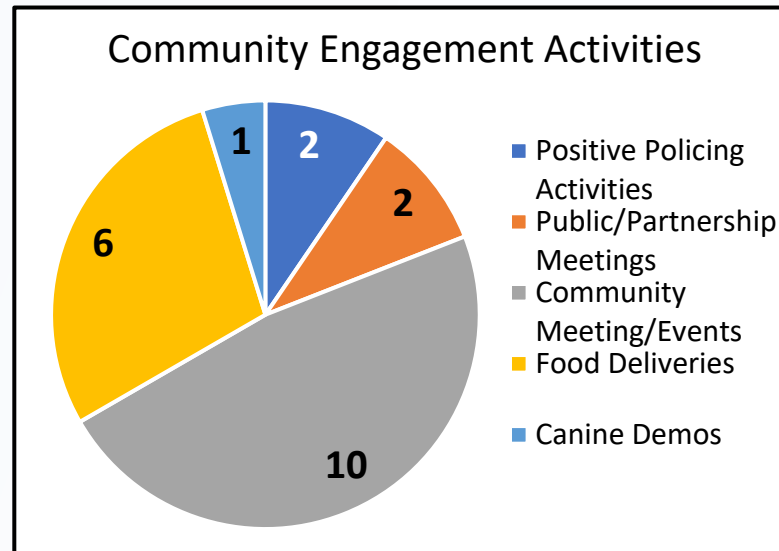
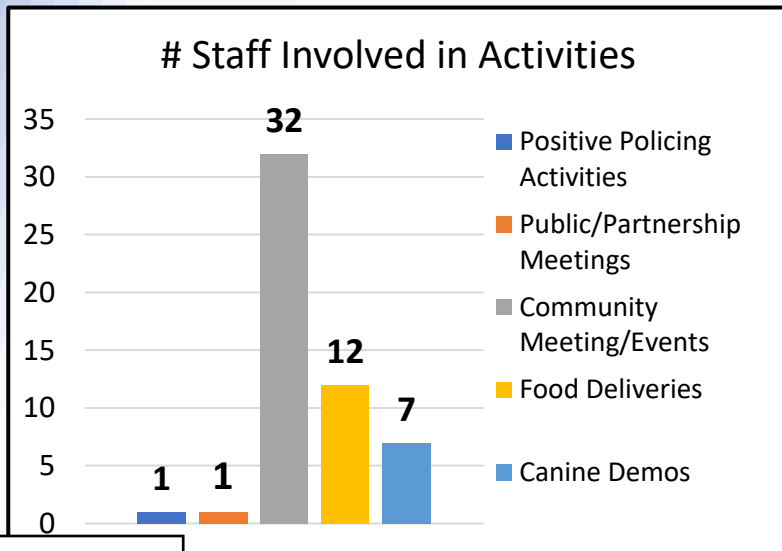
Community Engagement

Definitions

- Positive Policing Activity – Services and actions by officers that go beyond the typical definition of policing. This can include acts of kindness and service, helping with problems, and providing meals or support to community members.
- Public/Partnership Meetings – Meetings with an agenda focused on community issues that intersect with policing such as Board of Commissioners or Project Safe Kids meetings.
- Community Meetings/Events – Community-based activities organized by the department or the community where officers attend, collaborate and/or coordinate, such as community watch meetings or events like Fairview Live.
- Food Deliveries – Assisting with food delivery to Hillsborough residents with mobility challenges such as Meals on Wheels and Passmore Center food box deliveries.
- Canine Demos – Educational demonstrations put on by HPD canine teams.

| Community Engagement Activities | | |
|---------------------------------|-----------|--------------|
| Activity | # | hours |
| Positive Policing Activities | 2 | 2 |
| Public/Partnership Meetings | 2 | 2 |
| Community Meeting/Events | 10 | 88.5 |
| Food Deliveries | 6 | 13 |
| Canine Demos | 1 | 14 |
| TOTALS | 21 | 119.5 |

| Total Staff Participating in Community Engagement Activities this Quarter | Number | % of staff |
|---------------------------------------------------------------------------|--------|------------|
| | 23 | 77% |



Community Engagement

Community Events/Activities

- Crafts with a Cop (1/30)
- Meal Deliveries (1/5, 1/18, 2/2, 2/15, 3/1,3/21)
- First Responders Trust Program (02/7, 03/12)
- Straw for Dogs (01/16)
- Coffee with a Cop (01/16)
- Security Preparedness Training (02/14)
- K9 Demonstrations (02/09)
- High School Presentation (02/29)
- Community Watch Meetings (01/08, 02/05, 03/04)
- Safe Kids (1/11)
- Orange County Gun Safety Meeting (1/11)



Positive Policing Activities

An officer was patrolling a residential area when they observed a class walking the area. The officer got out of their patrol vehicle and gave the students HPD stickers and answered many questions about equipment and the daily tasks of an officer. The teachers and students were very appreciative of the officer spending time to speak with them and even took a picture to highlight this positive interaction.

An officer assisted an elderly couple fix their vehicle, so it did not have to be towed after it was involved in a motor vehicle collision. The couple was very thankful for the officer's help during such a stressful incident.

Employee Accomplishments/Awards

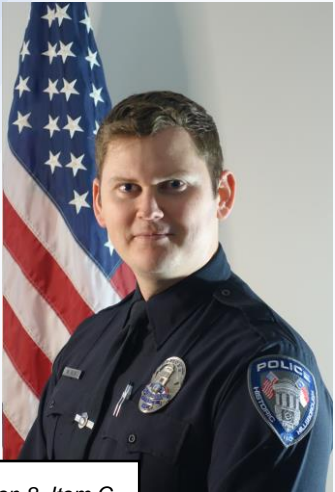
Officer of the Quarter



Officer Argie Burnette

Officer Burnette is a very reliable and proactive officer. During the first quarter, he was one of the most productive officers with traffic stops, reports written and reliability by working every shift assigned to him. Argie continues to attend training to add to his skill set and develop his policing abilities.

Quarterly Community Engagement Award



Officer 1st Class Matthew Lorenson

Officer Lorenson attended several community events this quarter. Specifically, he volunteered on his day off to participate in the annual Straw for Dogs event.

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Other Accomplishments/Awards:

- Lieutenant Hooks and Lieutenant White both completed NC State's Law Enforcement Executive Program (LEEP). LEEP involves 20 days of training over a 6-month period and is designed to build proactive leadership among law enforcement executives and enable them to manage their most critical current and future challenges effectively.
- Officers Lorenson, Phuong and West advanced to Officer 1st Class.
- Sgt. Senter, Inv. Darden and Inv. Morales were awarded their Intermediate Law Enforcement Certificates from NC Training and Standards





Public Works Report: April 2024

Work Orders

15 completed within two days.

Public Spaces

75 staff hours

Stormwater Maintenance

2180 linear feet, 120 staff hours. 60 Storm drains cleaned.

Inspections

8 utility cut inspections, 1 sidewalk inspection

Special Events

Last Friday's – 4 Staff hours, River Park Concert – 5 Staff hours

Training

2 staff attended training through ITRE, 1 staff attended pesticide training for continuing education hours, and 4 staff members attended chainsaw safety training.

Cemetery

Marked 2 graves. 1 Headstone

Asphalt Repairs

4 Potholes



TOWN OF
HILLSBOROUGH

Utilities Department Status Report for Apr. 2024 (covering Mar. 2024)

| PROJECT/ CATEGORY | STATUS |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| WTP | <ul style="list-style-type: none"> ○ Paving of asphalt and curbing was performed on deteriorated sections into and behind the plant. |
| WWTP | <ul style="list-style-type: none"> ○ Nothing of note. |
| West Fork of the Eno Reservoir | <ul style="list-style-type: none"> ○ The reservoir is spilling. ○ Cleanup of brush around the fencing, water's edge and touch up of the tower entrance is being performed. ○ Staff would like to arrange a site visit for the BOC to see the completed reservoir. |
| Developments/ Other | <ul style="list-style-type: none"> ○ Collins Ridge developer still has not requested acceptance of Phase 1A well over a year after it was placed into service. A letter was sent to the developer indicating our hesitation to allow future phases without meaningful steps to acceptance of the completed phase. ○ Staff is running some sewer hydraulic modeling scenarios related to the Capkov and now Comet proposal. ○ The financial rate model has been heavily vetted and still under modifications. ○ Flow monitors have been placed in sewer outfalls for four months to compare flow to the prior modeling study completed a few years back the week of April 8 to help determine current capacity. |
| Lead Service Line Inventory | <p>Staff met with its consultant who is making progress on an initial swipe at our inventory needs for lead service lines. Federal regulations require the town to inventory all water services on the public AND private side and report to the state by October 16, 2024. Over the summer, additional public information and survey will need to be distributed regarding this assessment. Once the inventory is known, the town will need to notify customers that have an unknown service line material and prepare a plan of replacement for any lead service lines found. We also want to publish the map and our consultant has a dashboard created for this when we are ready.</p> |
| Fiber Installs | <p>Lumos is on a self-imposed moratorium for the moment so Google and Brightspeed are the only two fiber companies in town. Brightspeed has been utilizing above ground cabling when possible but there are areas where they must go below ground. Expecting more damages to services.</p> |
| Staffing | <ul style="list-style-type: none"> ○ The administrative position for utilities been advertised with an overwhelming response thus far. The position is open until May 19. ○ Utilities is no longer fully staffed as we now have a collection crew opening. |
| Funding | <p>Utilities has selected Hazen and Sawyer to complete design for River pumping station and Kimley-Horn to complete design for the OWASA booster station. OWASA has requested we not call it that so we are considering Starfield BPS as a name because it will be placed near Starfield Circle off Old Hwy 86. Other funded projects (water system master planning, Hassell and US 70) are underway.</p> |
| Water and Sewer Advisory Committee (WSAC) Activities | <p>Two out of town vacancies are open. WSAC is scheduled in June and generally will receive updates to projects and budget. WSAC and the BOC have a joint meeting in August.</p> |