

Agenda

Board of Commissioners Work Session

7:00 PM January 23, 2023

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

This meeting will be live streamed on the

[Town of Hillsborough YouTube channel](#)



1. **Opening of the work session**
2. **Agenda changes and approval**
3. **Presentations**
 - [A.](#) Fiscal Year 2021 Audit and Annual Financial Report
 - [B.](#) Metropolitan Planning Organization (MPO) 2021-2022 Annual Report
4. **Appointments**
 - [A.](#) Tourism Board – Appointment of Eryk Pruitt with a term ending Jan. 9, 2025
 - [B.](#) Tourism Development Authority – Appointment of Victoria Pace with a term ending Jan. 31, 2024
 - [C.](#) Tourism Development Authority – Re-appointment of Dani Black with a term ending Jan. 31, 2024
5. **Items for decision - consent agenda**
 - [A.](#) Miscellaneous budget amendments and transfers
 - [B.](#) 2022 Annual Community Development Block Grant-Coronavirus Program Report
 - [C.](#) Update on future train station planning
 - [D.](#) Ordinance amending town code to clarify the status of town board members on appointed boards
6. **In-depth discussion and topics**
 - [A.](#) Discussion of staff recommendation for pursuing federal funding for local projects
7. **Committee updates and reports**
8. **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.

101 E. Orange St., PO Box 429, Hillsborough NC 27278
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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 23, 2023
Department: Admin/Financial Services
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2021 Audit and Annual Financial Report

Attachments:

None.

Summary:

April Adams (lead auditor, CPA and Assurance Partner, from Cherry Bekeart Accounting Firm) will present the results from the FY21 Annual Financial Report and answer questions from the town board.

The FY21 audit is over one year late being delivered. FY22 is over two months late, but fortunately about 60 days from completion, so progress is well ahead of last year. The primary reasons for the significant delays were discussed in the most recent budget message in June. Much of the delays are due to significant staff turnover over the past two years. Losing most of the town's accounting staff in a short period in early 2021 combined with eliminating three positions in streamlining effort (e.g., assistant finance director, accounts payable clerk, and billing supervisor) prior to this created a crisis. The result was accounting operations being left with 1.4 employees. Further turnover in the finance director position and difficulty filling vacancies exacerbated the situation. The town turned to the Isley CPA firm two times to provide interim finance directors during this time, as well as support in areas such as payroll and other daily operations. In the past two years, eight (8) different people have served as finance director or an interim. The town has relied on assistance from the Isley CPA firm as well as an external local government finance consultant to help the town through this challenging period. It's important to note the department is still operating with an interim director and has two key vacancies.

In prior years the annual report has included the word "comprehensive" in the title - Annual Comprehensive Financial Report. The statistical section, tables on various information at the end of the report, is not required in the audit, Local Government Commission, and bond rating firms and bond holders. It is helpful to have this additional information but not required. To avoid further delays on issuing the audit and since the next audit report will be coming out shortly, it was decided to proceed without the statistical section since there was not time to sufficiently vet the accuracy of all the data.

The town went over 25 consecutive years not only providing the "comprehensive" version of the audit, but also received the Government Finance Officers' Association Certificate of Achievement in Financial Reporting dating back to the 1990's. We plan on returning to this high level of reporting and to do so in a timely manner as soon as possible. The most immediate goal is full staffing of the department, getting new hires oriented, implementing improvements recommended in the SWOT (Strengths, Weaknesses, Opportunities, and Threats), providing the support, training, systems, and redundancy needed to build a strong and resilient operations. This is critical since

turnover and unexpected situations are inevitable, so we must ensure our financial operations are built to withstand the expected challenges that will arise without seeing the type of disruption that's occurred over the past two years. As the town board is aware, Hillsborough is not alone in having experienced these challenges as a large number of smaller local governments in North Carolina have or are going through similar difficulties with staffing and being late with key reports like the annual audit.

While the list of challenges that have arisen due to this situation are numerous, there have been several positive situations emerge:

- Existing staff have gained a lot of experience.
- The transition has provided an opportunity to assess operations from a fresh perspective to help build a more resilient, effective, and efficient department.
- Significant improvements have already been made to an exceptionally bureaucratic and inefficient procurement process.
- A SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis identifying key improvement steps and options is almost complete.
- A new finance director with considerable experience has been hired and starts Feb. 6.

The board will be hearing more updates on implementing elements of the SWOT soon and it will likely be a key part of the FY24-26 budget.

Financial impacts:

Staff recommendation and comments:

Action requested:

Receive presentation and report.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 23, 2023
Department: Community Services
Agenda Section: Presentations
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Assistant Town Manager/Community Services Director Matt Efird

ITEM TO BE CONSIDERED

Subject: Metropolitan Planning Organization (MPO) 2021-2022 Annual Report

Attachments:

Presentation slides

Summary:

Executive Director Doug Plachcinski will present the Durham, Chapel Hill, Carrboro (DCHC) MPO 2021-2022 Annual Report.

Financial impacts:

N/A

Staff recommendation and comments:

None.

Action requested:

Receive presentation on annual report.

DURHAM • CHAPEL HILL • CARRBORO

DCHC

METROPOLITAN PLANNING ORGANIZATION

PLANNING TOMORROW'S TRANSPORTATION

2021-2022 ANNUAL REPORT

Doug Plachcinski, AICP, CFM
Executive Director

Executive Director Doug Plachcinski AICP, CFM

- ✓ Durham native, SDHS class of 1994
- ✓ Undergrad UNC-G, Grad Wayne State (Detroit)
- ✓ PhD candidate at UNCG, Geography and Sustainability
- ✓ American Institute of Certified Planners member
- ✓ Certified Floodplain Manager
- ✓ 23+ years of planning experience with local, county, and regional governments
- ✓ 10+ years of MPO experience in Michigan, Massachusetts, and North Carolina
- ✓ 13+ years of City, Town, and County planning and zoning experience in Michigan, Massachusetts, Virginia, and North Carolina
- ✓ Began career in the Durham City Transportation Department during summer 1995 collecting data for the regional travel demand model and turning movements for intersection analysis.



DCHC MPO OVERVIEW AND STRUCTURE

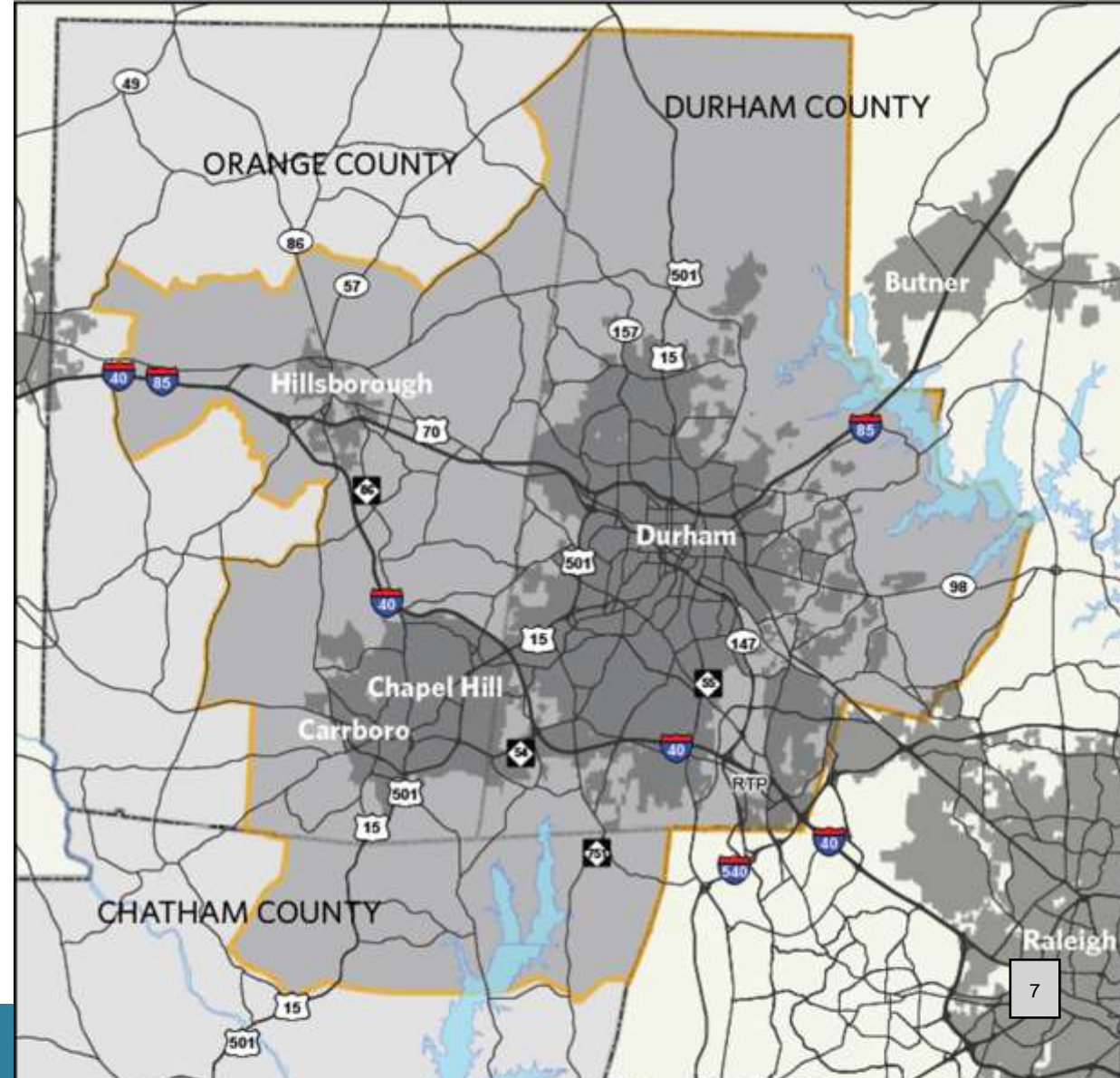
DCHC MPO is responsible for the western piedmont Triangle area. MPOs follow a 3-C transportation planning process including a long-range transportation plan (MTP), a shorter-term Transportation Improvement Program (TIP), and an annual Unified Planning Work Program (UPWP).

The DCHC MPO urbanized area includes:

- Durham County (entire county and City)
- Part of Orange County including the towns of Chapel Hill, Carrboro, and Hillsborough
- Northeast Chatham County

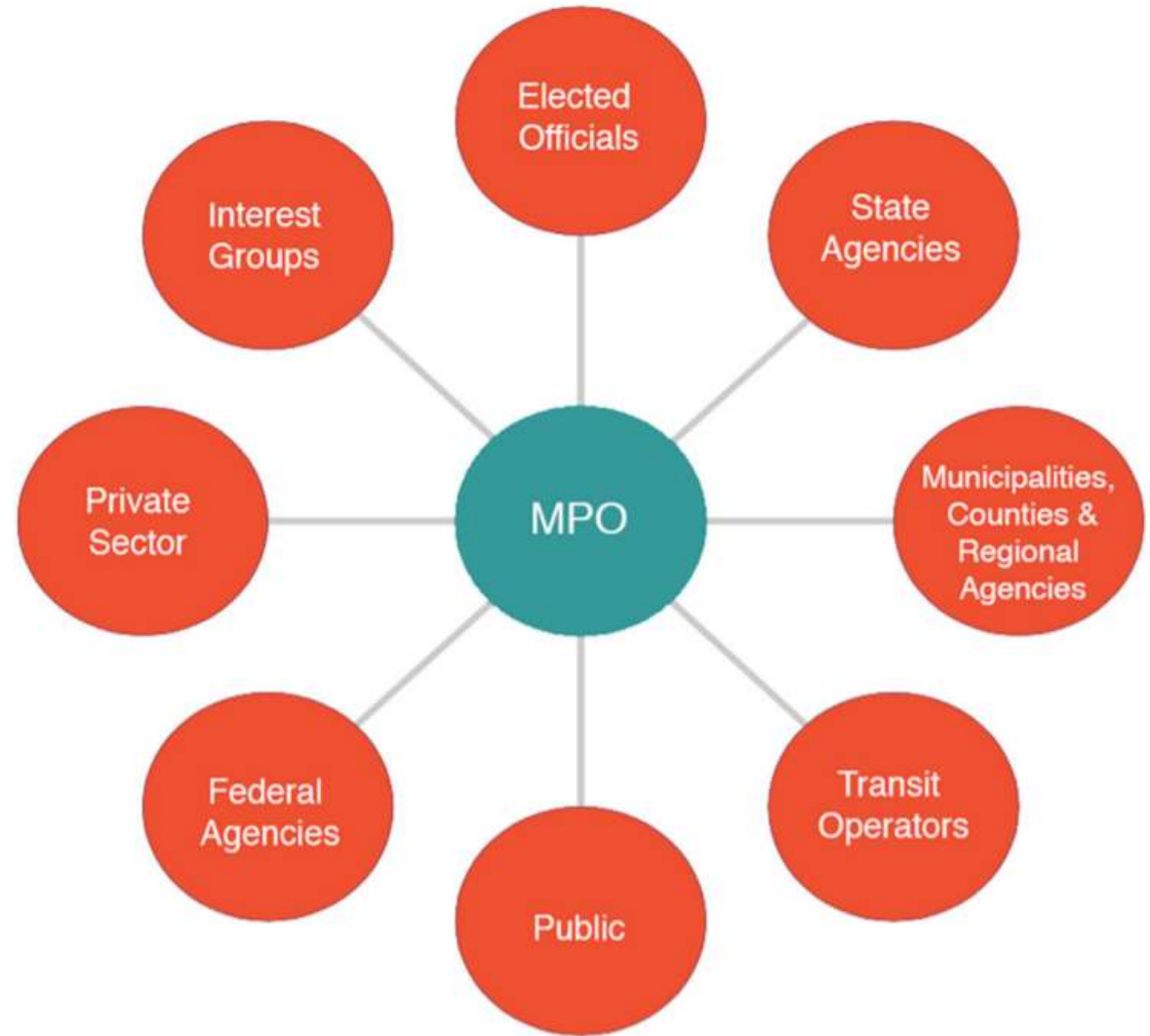
The MPO Board members are elected officials that make transportation planning and policy decisions.

The Technical Committee advise the MPO Board, and membership consists of staff from cities and counties, as well as from partner agencies such as NCDOT, transit agencies, universities, and Triangle J Council of Governments.



DCHC MPO's Agency Relationships

- NCDOT provides funding and votes.
- GoTriangle provides funding and votes.
- FHWA/FTA provide funding but do not vote.
- Members provide funding and vote.
- Local governments represent their respective local public transportation operators.



2021-2022 HIGHLIGHTS

TRANSPORTATION PLANNING

- **Comprehensive Transportation Plan (CTP)**

- Joint plan w/ NCDOT that guides transportation project development and future R-o-W reservations. High level, no funding requirement.
- CTP Amendment # 5 that updates the bicycle and pedestrian elements for local plan concurrency and to include complete streets elements for non-motorized and highway projects for NCDOT project prioritization.

- **Metropolitan Transportation Plan (MTP)**

- The DCHC MPO adopted the 2050 MTP on February 9, 2022.
- Federal long-range plan that balances revenues and costs.
- Projects in the funding plan, i.e., Transportation Improvement Program, must be identified in the MTP.

TRANSPORTATION PLANNING continued

- **Transportation Improvement Program (TIP)**
 - The Transportation Improvement Program (TIP) is a ten (10) year funding document for bicycle, pedestrian, highway, rail, and public transportation projects.
 - The MPO updated the TIP several times through the amendment process and provided input to NCDOT on the draft FY2024-2033 STIP.

CORRIDOR STUDIES

- **US 70 Corridor Study (Orange County)**
 - Provide a framework for a safe, efficient and equitable transportation system that offers modal choices connecting different destinations and accessing development appropriately.
- **US 70 Corridor Study (Durham County)**
 - US 70 from the East End Connector to the Wake/Durham line. Project goals include reduced congestion and safe, efficient transit and bike/ped facilities.

2021-2022 HIGHLIGHTS

TECHNICAL SERVICES

- **Triangle Regional Model (TRM)**
- **Congestion Management Process (CMP) and Mobility Report Card (MRC)**
- **Rapid Policy Assessment Tool (RPAT)**
- **Big Data**

CURRENT YEAR 2022-2023 HIGHLIGHTS

TRANSIT PLANNING

- **Orange and Durham County Transit Plan Updates**
- **Enhanced Mobility of Seniors and Individuals with Disabilities Grant**
 - Improve seniors' and people with disabilities mobility by removing transportation service barriers and expanding transportation options.
 - Awards to Orange County Department on Aging, GoDurham, and Chapel Hill Transit.

CURRENT YEAR 2022-2023 HIGHLIGHTS

DCHC MPO REPOSITIONING

- **2022 Governance Study**

Recommended many changes including increased MPO autonomy.

- **TJCOG Partnership**

The MPO coordinates several activities with TJCOG like our travel demand management program and regional land use modeling.

An opportunity to improve regional transportation planning technology and coordination in a member-driven service agency.

NEXT YEAR 2023-2024

PRIORITIES

- **Safe Streets for All**
- **Non-Motorized Planning and Technical Tools**
- **Bus Corridor Evaluation**



MPO ORIENTATION FEBRUARY 15, 2023

QUESTIONS?

Contact: Doug.Plachcinski@dchcmpo.org



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 23, 2023
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 – Appointment of Eryk Pruitt with a term ending Jan. 9, 2025

Attachments:

Volunteer Board Application

Summary:

The Tourism Board currently has a handful of vacant seats reserved for those businesses who remit the food and beverage tax. Eryk Pruitt lives on Tuscarora Drive and co-owns and operates Yonder Southern Cocktails, a bar located on King Street that serves as a watering hole, local music venue, and hosts special arts installations and comedy shows, among other things. Pruitt has an interest in continuing to promote Hillsborough's unique brand and bringing more visitors into town.

Financial impacts:

None, except for occasional board training opportunities.

Staff recommendation and comments:

None.

Action requested:

Appointment.



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):

Eryk

Last name (required):

Pruitt

Home address (required):

115 Tuscarora Dr

Home phone number:

919.452.4536

Work phone number:

Email address (required):

reverenderyk@gmail.com

Place of employment:

Yonder: Southern Cocktails & Brew

Job title:

co-owner

Birth date (required):

April 16, 1975

Gender (required):

Male

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

White

First choice (required):

Tourism Board

Second choice (required):

Tourism Board

Third choice (required):

Tourism Board

Reasons for wanting to serve (required):

I am interested in helping Hillsborough put its best foot forward in order to attract more business from out of town.

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

This will be my first board.

Relevant work, volunteer or educational experience (required):

I have promoted brands, developed media contacts, and written or been the subject of several articles which promote Hillsborough.

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

I own Yonder in downtown Hillsborough and live just outside of town limits.

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

I would be excited to find out where I might be able to help implement the ideas presented in the Vision 2030 plan and beyond.

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

I have not, but I would look forward to the opportunity to learn more about them.

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

I think of Hillsborough's special and unique character as a brand and would love the opportunity to help define it and promote it throughout the Triangle, the state, and beyond, in order to attract more visitors.

How did you hear about this opportunity (required)?

Current volunteer

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 23, 2023
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 Development Authority – Appointment of Victoria Pace with a term ending Jan. 31, 2024

Attachments:

Volunteer Board Application

Summary:

Victoria Pace currently serves on the Hillsborough Tourism Board as an at-large member. She has been on the Tourism Board since December 2021 and has attended some sessions of the 2022 VisitNC365 tourism conference. She has a good attendance record and would like to be a Tourism Board representative on the TDA.

Financial impacts:

None, except for occasional board training opportunities.

Staff recommendation and comments:

None.

Action requested:

Appointment.



TOWN OF HILLSBOROUGH

Advisory Board 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.

Name:

Victoria Pace

Home address:

220 S Bellvue St

Home phone number:

9199610027

Email address:

vpac627@gmail.com

Place of employment:

Engineering World Health

Job title:

Operations Manager

Birth date:

June 27, 1992

Gender:

Female

Ethnic origin:

White

Boards you would be willing to serve on:

First choice — Tourism Board

Second choice — Historic District Commission

Third choice — Water and Sewer Advisory Committee

Reasons for wanting to serve:

I moved to Hillsborough in 2016 and have loved every minute of it. I find something new each week that makes me love living here even more. The town, the community, the level of civic involvement. I'd like to give back to a town that I enjoy and be a part of its continued success.

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

I have not served on a board, but would love to (as you can see)!

Relevant work, volunteer or educational experience:

I've worked for a Chapel Hill based non-profit (Engineering World Health) for over 4 years, so I have experience managing non-profits, applying for grants, and working within a budget. Previously I worked in the UNC Chapel Hill admissions office, where my main duties included overseeing and curating the visitor experience. I volunteered with the Alliance for Historic Hillsborough (albeit in a very limited capacity) a few years ago.

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

I've lived here since 2016, owned a home here since 2019, and own two businesses that operate out of Hillsborough (one is a flooring contracting company and the other is a supply company).

I spend most of my spare time here and shop local every chance I get.

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

I have. I think it is a well written plan with a clear strategy and I would be enthusiastic about working towards fulfilling the Vision. Most of the goals seem attainable within the next 8 years. Some will likely need to be re-worked or included in the next plan, which is understandable.

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

I have, namely the 5 Year Strategic Tourism Plan and the Community Connectivity/Corridor plans. I think the Strategic Tourism plan is great- the Tourism Board has clearly had success since the plan's adoption in 2017. Last Fridays are always well attended, even in the COVID era, and it seems other visitor organizations in town have experienced growth.

I feel the community connectivity/corridor plans are an important part of increasing town tourism. If more residents are able to conveniently access town businesses, they may be more likely to stay in town while hosting visitors (rather than travel to Durham/Chapel Hill for meals and events), thus those visitors may be more likely to return or mention Hillsborough as a lively spot to visit.

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

Currently, the limited variety of shops and open commercial space downtown. I think the Tourism Board could work with other boards to encourage new businesses and get the downtown spaces filled. If there is a unique store that is interesting enough for people to come from out of town, it could add significantly to our visitor numbers (for example, I have often traveled to Pittsboro just to go to Screaming for Vintage, but usually stop by other shops while I'm there).

I wanted to keep my answers brief for the sake of a non-strenuous review, but I'm happy to provide more information if needed! I'm very enthusiastic about Hillsborough and would love to be a part of a board. Thank you so much for your consideration!

How you heard about this opportunity:

Internet

Agreement:

✓ I have been advised that I am committing to attend the volunteer board's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 23, 2023
Department: Planning & Econ. 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 Development Authority – Re-appointment of Dani Black with a term ending Jan. 31, 2024

Attachments:

Volunteer board application

Summary:

Dani Black operates an AirBnB in her residence and AirBnB is collecting and remitting occupancy tax on behalf of their users. Dani has been actively engaged in the TDA with good attendance.

Financial impacts:

None except for occasional board trainings or conferences.

Staff recommendation and comments:

None.

Action requested:

Re-appoint Dani Black to the Tourism Development Authority seat reserved for “individuals who are affiliated with businesses that collect the tax in the town” with term ending Jan. 31, 2024.

TOWN OF HILLSBOROUGH

Advisory Board 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.

Name:

dani black

Home address:

110 collins avenue

Work phone number:

919-960-1331

Email address:

daniblack@biggertables.com

Place of employment:

bigger tables consulting and piedmont community college/orange correctional center

Job title:

consultant, chef, instructor

Birth date:

June 5, 1965

Gender:

Female

Ethnic origin:

Caucasian

Boards you would be willing to serve on:

First choice — Tourism Development Authority

Reasons for wanting to serve:

I'm interested to participate in how our town is using the collected tax to bring more hospitality trade to Hillsborough.

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

Many years ago when I owned a restaurant downtown, served on the Tourism Board.

Relevant work, volunteer or educational experience:

I've worked in the culinary and hospitality fields almost all my life, and several years ago added small business entrepreneurship consulting to that work. I enjoy the intersections of building connections between businesses and welcoming and feeding visitors!

Have served with local organizations working to improve our communities (OCIM, Local Re-Entry Council, Food Council Local Food Economy workgroup, etc.)

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

Have owned a home and lived here for over 20 years, raised two kids, owned four businesses (still have one). I live, work, play, learn, eat, do whatever I can in the town I love :)

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

I've read bits of it, but didn't make time for all of it before.

I trust and am grateful for the work of the people who've developed it.

Now that I'm throwing my name in this hat, I will sit down and review in detail to see what piece this board has in the overall picture.

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

Have read many over the years. It can be overwhelming, as a citizen (or even, I imagine, as a Town worker or board member) to stay on top of all! I'm super-grateful for the work the Town does to get this information out there to people in a timely and appealing fashion.

It's awesome to have access to so much material for planning purposes.

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

Hillsborough is facing challenges of growing wisely while maintaining its unique, important, lovely character and vibrant, connected community. If there are tensions or challenges in the community, I see them all going back to that, which is at its root, an abundance of blessings.

The town and surrounding area have so many gifts of resources, including people, that the work seems to be how best to use these for the good of all.

I'm encouraged by the great work of employees and volunteers in many inter-related areas, and will enjoy an opportunity to work on one tiny piece of the picture.

How you heard about this opportunity:

Other

Agreement:

✓ I have been advised that I am committing to attend the volunteer board's regular meetings. Attendance at the regular meetings shall be considered a prerequisite for maintaining membership on the board. The Board of Commissioners may declare a vacancy on the board because of non-attendance.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 23, 2023
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 2022-2023

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 01/23/2023 TO 01/23/2023

<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>
Admin. Services	10-10-4200-5300-474 RECRUITMENT To cover ATM & FD relocation expenses	34139	01/23/2023	EBRADFORI	6,000.00	67,500.00	73,500.00
Planning	10-10-4900-5100-020 SALARIES To move costs to exp accounts	34142	01/23/2023	EBRADFORI	416,690.00	67,500.00	484,190.00
Planning	10-10-4900-5100-021 PERSONNEL EXPANSION - SALARIES To cover ATM & FD relocation expenses	34140	01/23/2023	EBRADFORI	135,000.00	-67,500.00	67,500.00
	To move costs to exp accounts	34141	01/23/2023	EBRADFORI	135,000.00	-67,500.00	0.00
Planning	10-10-4900-5300-110 TELEPHONE/INTERNET To move costs to exp accounts	34144	01/23/2023	EBRADFORI	840.00	770.00	1,610.00
Planning	10-10-4900-5300-140 TRAVEL/VEHICLE ALLOTMENT To move costs to exp accounts	34145	01/23/2023	EBRADFORI	0.00	2,100.00	2,100.00
Planning	10-10-4900-5300-600 PERSONNEL EXPANSION - OP COSTS To move costs to exp accounts	34143	01/23/2023	EBRADFORI	2,870.00	-2,870.00	0.00
Police	10-20-5100-5300-145 MAINTENANCE - BUILDINGS To cover an overage and future expenses.	34149	01/23/2023	JFernandez	36,613.00	-500.00	36,878.00
Police	10-20-5100-5300-161 MAINTENANCE - VEHICLES To cover an overage and future expenses.	34150	01/23/2023	JFernandez	1,000.00	500.00	4,000.00
Admin. Enterprise	30-80-7200-5300-571 SAFETY AWARDS PROGRAM To cover safety awards.	34134	01/23/2023	JFernandez	0.00	3,651.21	3,651.21
W&S Contingency	30-80-9990-5300-000 CONTINGENCY To cover safety awards.	34135	01/23/2023	JFernandez	400,000.00	-3,651.21	269,378.79
Storm-water	35-30-5900-5300-570 MISCELLANEOUS To cover safety awards.	34138	01/23/2023	JFernandez	24,874.00	-307.31	24,336.69
Storm-water	35-30-5900-5300-571 SAFETY AWARDS PROGRAM To cover safety awards.	34137	01/23/2023	JFernandez	0.00	307.31	307.31
						<u>0.00</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 23, 2023
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing:

PRESENTER/INFORMATION CONTACT

Margaret Hauth, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: 2022 Annual Community Development Block Grant-Coronavirus Program Report

Attachments:

Report

Summary:

The town is required to submit an annual report on activities funded through the CDBG-CV program. Hillsborough is contracting with Orange County to administer these funds through their existing Emergency Housing Assistance program. This report covers expenditures fully reimbursed by the state during calendar year 2022.

County staff have prioritized providing direct assistance over reporting and seeking reimbursement from partners. The town has only reimbursed the county for their expenditures through June 2022. This annual report is a significant program hurdle. Once the reporting is complete to the state, we will work with the county to speed up reimbursements and wrap up expenditures. The town has already requested an expenditure extension to December 2023 for this program.

Financial impacts:

Staff recommendation and comments:

Action requested:

Receive report.



NORTH CAROLINA DEPARTMENT OF COMMERCE
STATE ADMINISTERED COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

2022 ANNUAL PERFORMANCE REPORT COVER PAGE

Grantee Name: Town of Hillsborough
Grant Number: 20-V-3528
Grants Management Representative: Margaret Hauth
Grantee Address: P.O. Box 429, Hillsborough, NC 27278

Preparer Information

Name: Margaret Hauth
Address: P.O. Box 429, Hillsborough, NC 27278
Telephone Number: 919-296-9471
Email Address: margaret.hauth@hillsboroughnc.gov
Local Government Primary Contact: Margaret Hauth
Phone Number: 919-296-9471
Email: margaret.hauth@hillsboroughnc.gov

The Annual Performance Report (APR) is required by 4 NCAC 19L.1101. **One original signed hardcopy of this report must be submitted to NC Commerce by Tuesday, January 31, 2023 at 5:00 pm. Newly required, 2022 APR Excel file must be emailed to compliance@commerce.nc.gov (not a scan copy, the actual Excel file). Grantees are still required to mail a hard copy to NC Commerce.** The grant recipient's Board Designated Representative certifies on this signatory Cover Page that all the Data in the APR Report are true and correct to the best of her/his knowledge and belief. **DocuSign is not permitted.**

Jenn Weaver, Mayor

Typed Name of Authorized Representative

Signature and Date of Authorized Representative

NC COMMERCE - RURAL DEVELOPMENT OFFICE USE ONLY

Documents Included:			
Cover Page	<input type="checkbox"/>	MWBE HUD 2516	<input type="checkbox"/> (Formerly Contractor Info. Form)
Main Summary	<input type="checkbox"/>	Fair Housing Report	<input type="checkbox"/>
Activity Indicators	<input type="checkbox"/>	LAP Report	<input type="checkbox"/>
Other Indicators	<input type="checkbox"/>	Section 3 Report	<input type="checkbox"/>
		Section 504 Report	<input type="checkbox"/>



2022 Annual Performance Report Main Summary

Grantee Name: Town of Hillsborough

Grant Number : 20-V-3528

Note: Reconstruction activities, Clearance activities related to Rehabilitation and Temporary Relocation related to Rehabilitation should all be classified under Rehabilitation.

Contents	Check
Acquisition	
Architectural Barriers	
Clearance Activities	
Code Enforcement	
Disposition	
Fire Protection	
Flood & Drainage	
Historic Preservation	
Machinery & Equipment	
Neighborhood Facilities	
Other Activities	
Other Public Facilities	
Parking Facilities	
Parks & Playgrounds	
Pedestrian Improvements	
Public Services	X
Public Utilities	
Rehabilitation, Commercial	
Rehabilitation, Private	
Rehabilitation, Public	
Relocation Assistance	
Senior Handicapped Centers	
Sewer Improvements	
Solid Waste Facilities	
Street Improvements	
Water and Sewer	
Water Improvements	
Working Capital	
Contractor Information	

An Activity Indicator Form or Other Indicators Form are not required for Administration or Planning. Please provided the requested information below:

Administration		
		State Office Use Only
Budgeted :	\$ 60,000.00	
Requisitions Paid between 01/01/2022 and 12/31/2022:	\$ 22,951.31	

No Rounding, please use decimals.

Planning		
		State Office Use Only
Budgeted :		
Requisitions Paid between 01/01/2022 and 12/31/2022:		

No Rounding, please use decimals.

Section 3 Reporting		
		State Office Use Only
Are the activities checked, in the left table, subject to Section 3?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



2022 Annual Performance Report Activity Indicators Form

Grant Name: Town of Hillsborough	Check (X) C-1:	
Project Name: Emergency Housing Assistance	Check (X) E-1:	
Grant Number: 20-V-3528	Check (X) L-1:	
Activity Name, Number and Code: <i>Select from Dropdown list to the right</i>	Public Services, 1036, 7	

Amount of money leveraged for the activity, if applicable <i>(Funds other than CDBG fund as part of activity.)</i> No Rounding, please use decimals.	
--	--

(Proposed is for entire grant activity, Actual is only for the year 2022.)

Housing Program Indicators	Proposed <i>(For Entire Grant)</i>	Actual <i>(2022)</i>
Housing Activities		
Single Units -Rental		
Total number of rental units acquired		
Total number of rental units cleared		
Total number of rental units disposed		
Total number of rental households relocated		
Total number of rental units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units occupied by elderly (62 years of age or above)		
Single Units - Owner		
Total number of owner units acquired		
Total number of owner units cleared		
Total number of owner units disposed		
Total number of owner households relocated		
Total number of owner occupied units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units occupied by elderly (62 years of age or above)		
Multi-Units Rental		
Total number of rental units acquired		
Total number of rental units cleared		
Total number of rental units disposed		
Total number of rental households relocated		
Total number of rental units rehabilitated		
Number of units brought from substandard to standard condition (NC Rehab Standards)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		

Number of units occupied by elderly (62 years of age or above)		
Development of Single-Family Housing		
Total number of owner units created		
Number of affordable units created		
Development of Multi-Unit Rental Housing		
Total number of rental units created		
Total number of rental units rehabilitated		
Number of affordable units created		
Number of units Section 504 accessible (includes adaptable units)		
Number of units brought into compliance with the lead safe housing rule (24 CFR part 35)		
Number of units created through conversion of nonresidential building to residential		
Number of units meeting IBC (International Building Code)		
Of IBC, number of units meeting Energy Star		
Number of units occupied by elderly (62 years of age or above)		
Number of units subsidized with project-based rental assistance (fed., state, or local)		
Number of years affordability guaranteed		
Number of units designated for persons with HIV/AIDS		
of these, number of units designated for the chronically homeless		
of these, number of units 504 accessible		
Number of units of permanent housing for homeless persons		
of these, number of units designated for the chronically homeless		
of these, number of units 504 accessible		
Homeownership Indicators	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Number of units occupied by first-time homebuyers		
Total number of units assisted through home buyer financial assistance		
Number of first-time home buyers assisted financially		
Number of first-time home buyers receiving housing counseling		
Number of minority first-time home buyers receiving housing counseling		
Number served receiving down-payment assistance and/or assistance with closing costs		
Number of subsidized mortgages provided		
Economic Development Program Indicators	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Number of facades/business building rehab		
Number of jobs to be created part-time		
Number of jobs to be created full-time		
Number of jobs to be retained part-time		
Number of jobs to be retained full-time		
Number of jobs created with employer sponsored health care		
Number of jobs retained with employer sponsored health care		
Prior employment status before taking job created <i>(full-time employed, part-time employed or unemployed)</i>	Status:	
	Full or Part-time:	
Jobs (By EDA Job Category Definitions)	Proposed <i>(For Entire Grant)</i>	Actual (2022)
Official and Managers		
Professional		
Technicians		
Sales		
Office and Clerical		
Craft Workers (skilled)		
Operatives (semi-skilled)		



2022 Annual Performance Report
Other Indicators: Accomplishments and Beneficiaries Form

Grantee Name:	Town of Hillsborough	Check (X) C-1:	
Project Name:	Emergency Housing Assistance	Check (X) E-1:	
Grant Number:	20-V-3528	Check (X) L-1:	
Activity Name, Number and Code: <i>Select from Dropdown list to the right</i> ➡		Public Services, 1036, 7	

	Check Box
Units	
Households	
Persons	<input checked="" type="checkbox"/>

Budgeted \$	\$	600,000.00
Actual \$	\$	252,464.34

No Rounding, please use decimals.

General Information	Proposed (For Entire Grant)	Actual (2022)
Total Jobs		
Linear Feet		
Square Feet		
Properties		
Households Benefiting		
Rental Units		
One to One Replacement		
Displacements		
594 accessible units		
Elderly		
Female-Head of Household		
Census Data (http://www.census.gov/) or (https://data.census.gov/cedsci/)	Proposed (For Entire Grant)	Actual (2022)
County Code	37135	37135
Census Tract	109.02 and 109.3	109.02
Block Groups	city limits	2
Block Groups		
Census Tract	110.01 and 110.02	110.01 and 110.02
Block Groups	city limits	110.01.1
Block Groups		110.02.1 and 110.02.1
Census Tract	111.03, 111.06, and 111.07	111.03, 111.06, and 111.07
Block Groups	city limits	111.03.4; 111.06.1
Block Groups		111.07.4
Income Levels	Proposed (For Entire Grant)	Actual (2022)
Please Select One: <input type="checkbox"/> Households <input checked="" type="checkbox"/> Persons		
Extremely Low	273	154
Low	100	32
Moderate	0	0
Non-Low/Moderate	0	0
Total	373	186

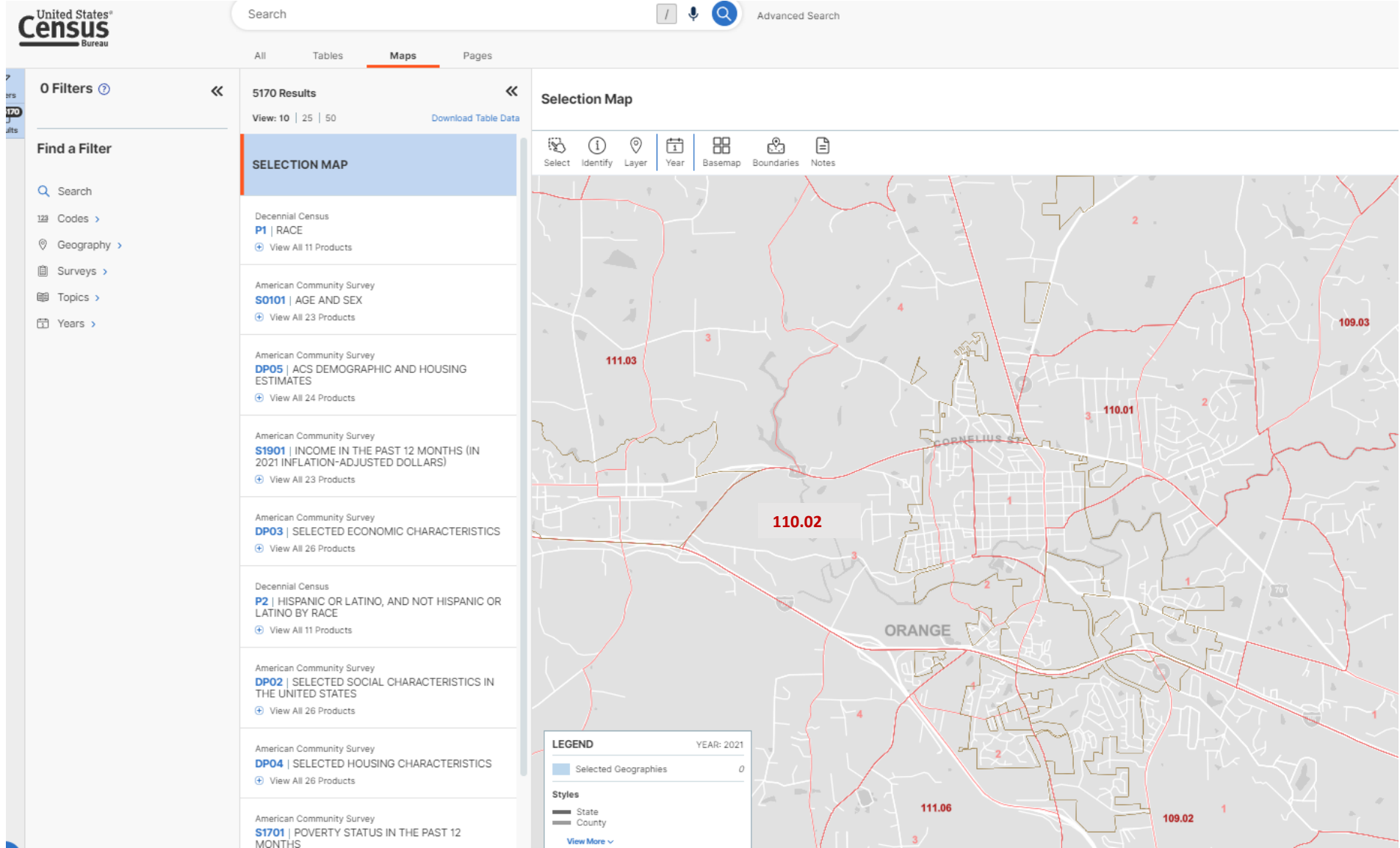
Race Code	Proposed (For Entire Grant)		Actual (2022)	
Please Select One: <input type="checkbox"/> Households <input checked="" type="checkbox"/> Persons				
Owner	Total	Hispanic	Total	Hispanic
11 White	4	3	5	
12 Black/African American	3		8	
13 Asian	1			
14 American Indian/Alaskan Native	0			
15 Native Hawaii/Other Pacific Islander	0			
16 American Indian/Alaskan Native & White	0			
17 Asian & White	0			
18 Black/African American & White	0			
19 Amer. Indian/Alaskan Native & Black/African Amer.	0			
20 Other multi-racial	0		4	
Race Code	Proposed (For Entire Grant)		Actual (2022)	
Please Select One: <input type="checkbox"/> Households <input checked="" type="checkbox"/> Persons				
Renter	Total	Hispanic	Total	Hispanic
11 White	226	173	30	6
12 Black/African American	113		125	
13 Asian	19		4	
14 American Indian/Alaskan Native	3		0	
15 Native Hawaii/Other Pacific Islander	0		0	
16 American Indian/Alaskan Native & White	0		0	
17 Asian & White	0		0	
18 Black/African American & White	1		0	
19 Amer. Indian/Alaskan Native & Black/African Amer.	0		0	
20 Other multi-racial	3		10	
Survey Data				
Percent of low and moderate income in service area	42.5% (in County, ex. Chapel Hill)		47.7% (HH income less than \$75K)	
Total number of low and moderate income in service area	33,665 (in County, ex. Chapel Hill)		4,607 (47.7% of total pop)	
Total number of low and moderate income universe	78,240 (Co. pop., ex. Chapel Hill)		9,660 (town population)	

Comments: If you are designating the number of households, how many households are in each unit and how many persons per household.

Census data: All households within the town of Hillsborough are eligible for Emergency Housing Assistance if they meet income requirements. The city limits are covered by 7 Census tracts. The Actual Census tract/block reporting information reflects the locations of the assisted households and individuals only. A PDF map is also provided.

Income Levels and Race Code: Proposed figures are countywide figures taken from the HUD IDIS form submitted in the grant application. This information covered all of Orange County as the County is the program administrator and has a HUD IDIS account. The town does not have such an account. Actual figures are for persons within the Hillsborough city limits.

Survey Data: Proposed figures are countywide as reported in our application on the HUD IDIS form. Actual figures calculated using 2020 Census figures to align with calculations on HUD IDIS form.





Grantee Name:		Town of Hillsborough	Grant Number(s):		20-V-3528	
Part 1. Fair Housing Activities Instructions- Describe the activity in 10 words or less and the cost in dollars and cents (i.e. \$100.00). If there was no activity, enter "No Activity" and zero for cost. If there was no active grant during the quarter write "No Active Grant" and N/A for the cost. <u>Explain if the actual activity is different from the planned activity.</u> No Rounding, please use decimals.						
Quarter 1	Planned Activity	Explore funding options for a best-practices Rapid Rehousing program to serve homeless individuals and families in Orange County.			Estimated Cost	\$108,000
	Actual Activity	The Orange County Housing Department started and administered a Rapid Rehousing program			Actual Cost	\$64,078
Quarter 2	Planned Activity	Explore funding options for a best-practices Rapid Rehousing program to serve homeless individuals and families in Orange County.			Estimated Cost	\$108,000
	Actual Activity	The Orange County Housing Department administered a Rapid Rehousing program			Actual Cost	\$64,078
Quarter 3	Planned Activity	Explore funding options for a best-practices Rapid Rehousing program to serve homeless individuals and families in Orange County.			Estimated Cost	\$108,000
	Actual Activity	The Orange County Housing Department administered a Rapid Rehousing program			Actual Cost	\$64,078
Quarter 4	Planned Activity	Explore funding options for a best-practices Rapid Rehousing program to serve homeless individuals and families in Orange County.			Estimated Cost	\$108,000
	Actual Activity	The Orange County Housing Department administered a Rapid Rehousing program			Actual Cost	\$64,078

Part 2. Questions

- a. How many discrimination complaints has the local government received **in the last year?** (Insert a number)
- b. How many fair housing training/workshops/meetings/conferences have local government staff **attended in the last year for technical assistance?** (Insert a number)
- c. How many fair housing training/workshops/meetings/conferences have local government staff **conducted in the last year for public outreach?** (Insert a number)
- d. What steps has the local government taken to **increase system capacity** to assess and combat fair housing discrimination in the area? (Use 30 words or less)

31
15
2

Ensured staff attended HUD-approved fair housing training and ensured Human Relations Commission members attend fair housing training.

- e. What steps has the local government taken to **combat discrimination in the rental markets** in the area? (Use 30 words or less)

Collaborated with local FHIP to conduct fair housing training for tenants and conducted Fair Housing providers training.

- f. What steps has the local government taken to **address constraints in the lending markets** in the area? (Use 30 words or less)

The jurisdiction works with the NC Housing Finance Agency, Self Help Credit Union and other lenders to address market constraints for individual affordable housing projects as well as system level issues.

g. What steps has the local government taken to evaluate **possible barriers in land-use policies/practices** in the area? *(Use 30 words or less)*

Orange County Housing and Planning departments work collaboratively to assess and address land-use policies and practices, including expanding the ability to use Accessory Dwelling Units for affordable housing.



2022 Annual Performance Report
Fair Housing Report, page 2, Mobile Home Park Displacement

Grantee Name:		Town of Hillsborough	Grant Number(s):		20-V-3528
Part 1. Fair Housing Activities Instructions- Describe the activity in 10 words or less and the cost in dollars and cents (i.e. \$100.00). If there was no activity, enter "No Activity" and zero for cost. If there was no active grant during the quarter write "No Active Grant" and N/A for the cost. <u>Explain if the actual activity is different from the planned activity.</u> No Rounding, please use decimals.					
Quarter 1	Planned Activity	Identify ways to protect residents of mobile home parks who may be under threat of displacement		Estimated Cost	\$ 125,000.00
	Actual Activity	Solicited and incorporated feedback from advisory boards on the Orange County Manufactured Home Strategy Plan		Actual Cost	\$ -
Quarter 2	Planned Activity	Identify ways to protect residents of mobile home parks who may be under threat of displacement		Estimated Cost	\$ 125,000.00
	Actual Activity	Towns of Carrboro, Chapel Hill, and Hillsborough align with Orange County BOCC endorsed goals and strategies in the OC Manufactured Home Strategy Plan		Actual Cost	\$ -
Quarter 3	Planned Activity	Identify ways to protect residents of mobile home parks who may be under threat of displacement		Estimated Cost	\$ 125,000.00
	Actual Activity	Staff prioritized the next steps and tasks in the Manufactured Home Strategy Plan		Actual Cost	\$ -
Quarter 4	Planned Activity	Identify ways to protect residents of mobile home parks who may be under threat of displacement		Estimated Cost	\$ 125,000.00
	Actual Activity	Staff prioritized the next steps and tasks in the Manufactured Home Strategy Plan		Actual Cost	\$ -

Part 2. Questions

- a. How many discrimination complaints has the local government received **in the last year**? (Insert a number)
- b. How many fair housing training/workshops/meetings/conferences have local government staff **attended in the last year for technical assistance**? (Insert a number)
- c. How many fair housing training/workshops/meetings/conferences have local government staff **conducted in the last year for public outreach**? (Insert a number)
- d. What steps has the local government taken to **increase system capacity** to assess and combat fair housing discrimination in the area? (Use 30 words or less)

- e. What steps has the local government taken to **combat discrimination in the rental markets** in the area? (Use 30 words or less)

--

- f. What steps has the local government taken to **address constraints in the lending markets** in the area? (Use 30 words or less)

--

- g. What steps has the local government taken to evaluate **possible barriers in land-use policies/practices** in the area? (Use 30 words or less)

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2022 Annual Performance Report
Fair Housing Report, page 3, Subsidized Housing

Grantee Name: Town of Hillsborough		Grant Number(s): 20-V-3528	
Part 1. Fair Housing Activities Instructions- Describe the activity in 10 words or less and the cost in dollars and cents (i.e. \$100.00). If there was no activity, enter "No Activity" and zero for cost. If there was no active grant during the quarter write "No Active Grant" and N/A for the cost. <u>Explain if the actual activity is different from the planned activity.</u> <u>No Rounding, please use decimals.</u>			
Quarter 1	Planned Activity	Secure more funds for subsidized housing	Estimated Cost \$ -
	Actual Activity	This is an on-going activity for the staff of OC Housing. The four jurisdictions coordinate on this throughout the year.	Actual Cost \$ -
Quarter 2	Planned Activity	Secure more funds for subsidized housing	Estimated Cost \$ -
	Actual Activity	This is an on-going activity for the staff of OC Housing. The four jurisdictions coordinate on this throughout the year.	Actual Cost \$ -
Quarter 3	Planned Activity	Secure more funds for subsidized housing	Estimated Cost \$ -
	Actual Activity	This is an on-going activity for the staff of OC Housing. The four jurisdictions coordinate on this throughout the year.	Actual Cost \$ -
Quarter 4	Planned Activity	Secure more funds for subsidized housing	Estimated Cost \$ -
	Actual Activity	This is an on-going activity for the staff of OC Housing. The four jurisdictions coordinate on this throughout the year.	Actual Cost \$ -

Part 2. Questions

- a. How many discrimination complaints has the local government received **in the last year**? (Insert a number)
- b. How many fair housing training/workshops/meetings/conferences have local government staff **attended in the last year for technical assistance**? (Insert a number)
- c. How many fair housing training/workshops/meetings/conferences have local government staff **conducted in the last year for public outreach**? (Insert a number)
- d. What steps has the local government taken to **increase system capacity** to assess and combat fair housing discrimination in the area? (Use 30 words or less)

- e. What steps has the local government taken to **combat discrimination in the rental markets** in the area? (Use 30 words or less)

--

- f. What steps has the local government taken to **address constraints in the lending markets** in the area? (Use 30 words or less)

--

- g. What steps has the local government taken to evaluate **possible barriers in land-use policies/practices** in the area? (Use 30 words or less)

--



Grantee Name: Town of Hillsborough

Grant Number: 20-V-3528

1. What is the current a Limited English Proficient (LEP) population in the housing jurisdiction, geographic area, or population affected or encountered? Please check a box and write the specific language below; for Spanish check the box only.

☒ Spanish

☒ Other Indo-European Languages

☒ Asian and Pacific Island Languages

☒ All other languages (Specify below)

Other Indo-European = 47

Asian and Pacific Island = 74

All other = 60

2. What is the frequency of encounters with LEP language groups? Please check a box. If other, please check the box and describe below.

☒ Daily

☐ Weekly

☐ Monthly

☐ Other (Specify): _____

3. What is the nature and importance of activities to LEP persons? Important: Determine whether denial or delay of access to services or information could have serious implications to the LEP customer. Please describe below.

Emergency housing assistance applicants are behind in rent and/or utilities and are therefore at risk of homelessness. Delay in processing applications due to barriers caused by lack of accessibility could result in increased frequency of evictions, homelessness, and increased health risks from COVID 19.

4. Indicate the availability of resources, including technological advances and sources of additional resources, and the costs imposed.

No Rounding, please use decimals.

Resources (Describe)	Cost (\$)
Language Line - offering immediate translation services via phone	\$ -
Translation of applications/resource materials by qualified translators into multiple languages	\$ -
Translation services by qualified translators for Zoom meetings	\$ -
Quick translation of holiday closings, etc. using Reverso.net	\$ -

5. Does staff know and understand the LAP and how to implement? - e.g. Have employees been trained on your policies and procedures regarding LEP persons?

Please check a box and explain below your answer below. Yes ☒ No ☐

If yes, please indicate how and how often. If no, please explain why not.

Onboarding for all new staff, on-going in-service training and sharing county resources to serve LEP clients. The housing department has been able to recruit and hire Spanish language speakers to offer direct services to clients.

6. Have your subcontractors been informed of their obligation to provide language assistance to LEP persons?

Please check a box and explain below your answer below. Yes ☐ No ☒

If yes, please indicate how and how often. If no, please explain why not.

N/A this program has no subcontractors

7. Identify sources for assistance available and viable- Describe the tool or method used being used to collect data on participant satisfaction with interpreter/translation services.

Translation of materials; translators for Zoom meetings; language line (on-demand telelanguage services) and other ways listed in question 4 above. We have conducted focus groups with individuals who have received some of our services with the goal of improving service delivery based on that input.

8. Have there been any complaints filed because of language access problems?

Yes ☐ No ☒ *If yes, please describe below.*

Intentionally Left Blank (Please Refer to the Next Page)

Grantee Name: Town of Hillsborough

Grant Number: 20-V-3528

SAFE HARBOR BENCHMARKS: Numeric Targets for Housing and Community Development Financial Assistance

The benchmarks for Section 3 projects (housing rehabilitation, housing construction, and other public construction projects assisted under HUD programs that provide housing and community development financial assistance where the amount of assistance to the project exceeds a threshold of \$200,000) are:

1. Twenty (25) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
2. Five (5) percent or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers, as defined in § 75.21.

Total Labor Hours:

18360

Target Section 3 Workers Labor Hours:

16320

Section 3 Workers Labor Hours (Actual):

16320

Benchmark #1 Percentage:

89%

Benchmark #2 Percentage:

89%



$\frac{\text{Section 3 labor hours}}{\text{Total labor hours}}$

= 25%

AND

$\frac{\text{Targeted Section 3 labor hours}}{\text{Total labor hours}}$

= 5%

QUALITATIVE EFFORTS: This section is required if, based on the labor hours reporting above, the reporting agency did not meet the safe harbor benchmarks

Please click on the box to check all that apply. Maintain records available for HUD and/or REDD review to document any efforts checked.

- ☐ Workers
- ☐ Outreach efforts to generate job applicants who are Other Funding Targeted Workers.
- ☐ Direct, on-the job training (including apprenticeships).
- ☐ Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
- ☐ Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).
- ☐ Outreach efforts to identify and secure bids from Section 3 business concerns.
- ☐ Technical assistance to help Section 3 business concerns understand and bid on contracts.
- ☐ Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- ☐ Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
- ☐ Held one or more job fairs.
- ☐ Provided or connected residents with supportive services that can provide direct services or referrals.
- ☐ Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test transportation.
- ☐ Assisted residents with finding child care.
- ☐ Assisted residents to apply for, or attend community college or a four year educational institution.
- ☐ Assisted residents to apply for, or attend vocational/technical training.
- ☐ Assisted residents to obtain financial literacy training and/or coaching.
- ☐ Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- ☐ Provided or connected residents with training on computer use or online technologies.
- ☐ Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.
- ☐ Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.
- ☐ Other: _____



Grantee Name: Town of Hillsborough

Grant Number: 20-V-3528

1. What is the current a disabled/handicap population in the housing jurisdiction, geographic area, or population affected or encountered?

Disabled Population in Hillsborough, North Carolina is 9.7% +/- 1.6%. Total population is 8,953 with 870 qualified as disabled. Source: <https://data.census.gov>, Table S1810, 2021 ACS

2. What is the frequency of encounters with disabled/handicap persons? Please check a box. If other, please check the box and describe below.

☒ Daily

☐ Weekly

☐ Monthly

☐ Other (Specify): _____

3. What is the nature and importance of activities to disabled/handicap persons? Important: Determine whether denial or delay of access to services or information could have serious implications to the disabled/handicap customer. Please describe below.

Emergency housing assistance applicants are behind in rent and/or utilities and are therefore at risk of homelessness. Delay in processing applications due to barriers caused by lack of accessibility could result in increased frequency of evictions, homelessness, and increased health risks from COVID 19.

4. Number of Reasonable Accommodations (non-structural changes, exception, or adjustment to a rule, policy, practice, or service) request(s) to non-housing facilities and programs. Insert a number or "No Requests made"

1

5. Methods of Reasonable Accommodation conducted for request(s) Please check all boxes that apply. If other, please check the box and describe below.

☒ Use of Telecommunications Device for the Deaf (TDD)/ Teletypewriter (TTY) devices

☒ Readers

☐ Large Print

☒ Flexible work scheduling

☐ Note-takers

☒ Other (Specify Below):

☒ Qualified sign-language interpreters and oral interpreters

☒ Tape/Recordings

☐ Braille materials

☒ Modification of employment policies

☒ Closed-captioned video

☐ No Activity

Client who was hearing impaired brought a sign-language interpreter with them.

6. Indicate the availability of resources for reasonable accommodation, including technological advances and sources of additional resources, and the costs imposed.

No Rounding, please use decimals.

Resources (<i>Describe</i>)	Cost (\$)
Large print readers in county facilities	\$ -
Note-takers	\$ -
TTY and 711	\$ -
Recordings	\$ -
Braille signage	\$ -
videos with subtitles	\$ -

7. Does staff know and understand Section 504 compliance and how to implement? - e.g. Have employees been trained on your policies and procedures regarding qualified persons with disabilities? **Please check a box and explain below your answer below.**

Please check a box and explain below your answer below.

Yes ☒

No ☐

If yes, please indicate how and how often. If no, please explain why not.

Onboarding, in-services, and sharing of relevant information as it pertains to housing clients, eg. Service animals in housing

8. Identify sources for assistance available and viable - Describe the tool or method used being used to collect data on participant satisfaction with program accessibility services.

The Orange County Human Resources Department collects data and feedback for all instances or accommodation requests, complaints, and accessibility questions to provide accessibility to all employees. Additionally, Orange County have conducted focus groups with members of disabled populations to inform our planning. Outreach to the Disability Awareness Council, libraries, and senior centers are planned.

9. Have there been any complaints filed based on disability discrimination?

Yes ☐

No ☒

If yes, please describe below, including number of complaints, nature of complaints, and resolution of complaints.

10. How many Section 504 training/workshops/meetings/conferences have local government staff **attended in the last year for technical assistance?** (*Insert a number*)

0

11. How many Section 504 training/workshops/meetings/conferences have local government staff **conducted in the last year for technical assistance?** (*Insert a number*)

0



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 23, 2023
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing:

PRESENTER/INFORMATION CONTACT

Margaret Hauth, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Update on future train station planning

Attachments:

None

Summary:

Staff wanted to provide a brief update on upcoming meetings and requests as part of the future station planning process:

- 1) In the budget request you will see a Capital Improvement Plan request to fund a sewer lift station to accommodate the station and surrounding development. Staff recommend this option over a small grinder pump for just the station. More information provided in retreat materials.
- 2) Staff will generate density and use options for the remainder of the town's property that are bounded by available utility capacity and informed by known town interests.
- 3) These options will be reviewed by commercial real estate professionals to understand whether the proposal meets or misses what the market may support on the property.
- 4) The options will be shared with the town board for information. We expect this may take two meetings. Whether this should happen before or after the real estate review is unclear.
- 5) The options will be used to size the lift station. This decision must be finalized by the end of May to maintain the station design and review schedule

Financial impacts:

Staff recommendation and comments:

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 23, 2023
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing:

PRESENTER/INFORMATION CONTACT

Margaret Hauth, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Ordinance amending town code to clarify the status of town board members on appointed boards

Attachments:

Ordinance

Summary:

This ordinance clarifies the status of town board members serving on the Parks and Recreation Board (Sec. 3-70), Water and Sewer Advisory Committee (Sec. 3-71), and the Tourism Development Authority (Sec. 3-73), consistent with the discussion from Jan. 9. Staff thought this could be accommodated in the rules of procedure amendments, but more review dictated the language being incorporated into the town code. This ordinance also specifies that term limits do not apply to town board members serving on appointed boards (including Tourism Board – Sec. 3.72).

The ordinance does not specify that the town board member on the Tourism Development Authority as the chair of the authority. Please pull this item from the consent agenda if that is the board's desire and we will amend the language. In reviewing the Jan. 9 meeting recording, it seemed there was a significant period where the TDA chair was not the town board member.

Financial impacts:

Staff recommendation and comments:

Action requested:

Approve ordinance.



ORDINANCE

Amending Town Code Chapter 3

To Clarify Status of Town Board Members on Appointed Boards

The Hillsborough Board of Commissioners ordains:

- Section 1.** Section 3-70(c) is amended by adding “One member shall be a town board member” as the second sentence.
- Section 2.** Section 3-70(d) is amended by adding “The town board and Planning Board members are not subject to term limits as those appointments are tied to service on other boards” as the second sentence.
- Section 3.** Section 3-71(b) is amended by adding “One member shall be the Mayor Pro Tem of the Board of Commissioners” as the last sentence.
- Section 4.** Section 3-71(c) is amended by adding “The town board member is not subject to term limits as the appointment is tied to service as Mayor Pro Tem” as the last sentence.
- Section 5.** Section 3-72(c) is amended by adding “The town board member is not subject to term limits as the appointment is tied to service on the town board” at the end of the section
- Section 6.** Section 3-73(b) is amended by adding “One member shall be the town board member who also serves on the Tourism Board. That service qualifies that individual as being active in the promotion of travel and tourism in town” at the end of the section.
- Section 7.** Section 3-73(c) is amended by adding “The town board member is not subject to term limits as the appointment is tied to service on the Tourism Board” at the end of the section.
- Section 8.** 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 23rd day of January in 2023.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Jan. 23, 2023
Department: Community Services
Agenda Section: Regular
Public hearing: No
Date of public hearing:

PRESENTER/INFORMATION CONTACT

Margaret Hauth, Assistant Town Manager
Matt Efird, Assistant Town Manager
Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Discussion of staff recommendation for pursuing federal funding for local projects

Attachments:

Memo

Summary:

Staff wanted to provide a brief update on our planned approach to pursuing federal funding for the Ridgewalk Greenway.

Financial impacts:

Staff recommendation and comments:

Action requested:

Discussion.

Memorandum



To: Mayor Jenn Weaver
Town Board members

From: Margaret A. Hauth, Assistant Town Manager
Matt Efird, Assistant Town Manager
Stephanie Trueblood, Public Space and Sustainability Manager

Date: Jan. 12, 2023

Subject: Update on funding for bicycle and pedestrian priorities

Various funding opportunities for infrastructure projects have been released under the Infrastructure Investment and Jobs Act (IIJA)¹ and many other programs. This generates a lot of excitement about possible improvements within a community. Staff have been reviewing the funding announcements, looking for projects that align with the town's adopted transportation priorities from September. As the board will remember, the town does not have "shovel ready" projects looking for funding. Our highest priorities all need design and engineering work.

The RAISE grant program has an application deadline of February 28, so it has been the focus of our most recent research. This program awards funds for both design and construction. We believe combination requests (i.e. design-build) are allowable. This is a highly competitive program which requires significant data to support the request, along with active communication with federal staff and elected officials to be successful. We are not aware of a project that was funded on its first attempt.

We do believe this program might be a good fit for the Ridgewalk greenway connecting downtown to the future train station and Waterstone. Staff have developed the following general schedule:

During the remainder of FY23 and first part of FY24:

- Continue the feasibility level study for this project to determine that this is a viable project.
- The greenway feasibility study will be a major component and is expected to complete by June 2023.
- Coordinate with Collins Ridge to determine the schedule for the portion of the trail they are obligated to construct.
- Review the RAISE guidance closely to identify needed work to make the project more competitive
 - This may require some consultant assistance from firms that specialize in grant support
 - This advice may identify other or additional funding options to be pursued.
 - This may require a market analysis related to the town's land near the train station and future uses that could be expected.

¹ Also commonly referred to as the Bipartisan Infrastructure Law (BIL)

Mid FY24

- Check-in discussion to determine whether pursuing this opportunity is still in the town's interest.
- If so, determine whether further grant writing or Benefit Cost Analysis assistance is needed from outside.
- Identify contacts at the federal level who can help support a grant application.

File application in FY24

- Hope for sufficiently high rating to access technical feedback from federal staff in the RAISE office to identify how to improve the application for FY25.

This schedule aligns well with available staff capacity and related construction and planning projects.