



# Agenda

## Board of Commissioners Budget Workshop and Public Hearing

7:00 PM May 22, 2023

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

1. **Opening of the work session**
2. **Agenda changes and approval**
3. **Public hearing**
  - A. Fiscal Year 2024 Budget Public Hearing
4. **Items for decision - consent agenda**
  - A. Minutes
    - Regular meeting April 10, 2023
    - State of the Town Address April 24, 2023
  - B. Miscellaneous budget amendments and transfers
  - C. Proclamation – LGBTQ+ Pride Month
  - D. Proclamation – Gun Violence Awareness Day
5. **In-depth discussion and topics**
  - A. Fiscal Year 2024 Budget Workshop
6. **Committee updates and reports**
7. **Adjournment**

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## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 22, 2023  
Department: Administration  
Agenda Section: Public Hearing  
Public hearing: Yes  
Date of public hearing: May 22, 2023

#### PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

#### ITEM TO BE CONSIDERED

**Subject:** Fiscal Year 2024 Budget Public Hearing

**Attachments:**

None.

**Summary:**

The FY24 budget was presented at the May 8, 2023 board meeting.

**Financial impacts:**

The FY24 budget was presented at the May 8, 2023 board meeting.

**Staff recommendation and comments:**

The Budget at a Glance and the manager’s Budget Message both provide an overview of budget highlights.

**Action requested:**

Receive public comment on the FY24 budget.



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 22, 2023  
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 April 10, 2023
2. State of the Town Address April 24, 2023

**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 April 10, 2023 and State of the Town Address April 24, 2023.



# Minutes

## Board of Commissioners Regular Meeting

7 p.m. April 10, 2023

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

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

Staff: Planning and Economic Development Manager Shannan Campbell, Billing and Customer Service Supervisor Linda Daye, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Finance Director Dave McCole, Town Manager Eric Peterson and Utilities Director Marie Strandwitz

### Opening of the meeting

Mayor Jenn Weaver called the meeting to order at 7:01 p.m.

#### 1. Public charge

Weaver did not read the public charge.

#### 2. Audience comments not related to the printed agenda

Residents addressed the board regarding the requirement of backflow preventers:

- David Ray
- Emily Fisher Ray
- Bill Stecker
- Leslie Brown
- Morgan Moylan
- Stuart Knechtle

Several Hillsborough property owners with private swimming pools addressed the board with concerns and questions over a letter they received from the Town of Hillsborough that informed them of the requirement to equip their water services with a backflow preventer due to the potential for cross-contamination. Their concerns included cost of the equipment and installation, aesthetics of the equipment and the 60-day period to meet the requirement. Utilities Director Marie Strandwitz answered questions and addressed concerns and provided additional information on the requirement.

#### 3. Agenda changes and approval

Item 5D was moved from the consent agenda to item 6B for discussion.

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as amended. Commissioner Mark Bell seconded.

Vote: 5-0.

#### 4. Appointments

A. Tourism Board – Appointment of Smita Patel with a term ending April 10, 2025

Motion: Commissioner Matt Hughes moved to approve the appointment. Ferguson seconded.

Vote: 5-0.



**5. Items for decision – consent agenda**

- A. Minutes
  - Regular meeting March 13, 2023
  - Work session March 27, 2023
- B. Miscellaneous budget amendments and transfers
- C. Resolution Authorizing Memorandum of Agreement with North Carolina Emergency Management for Disaster Relief and Mitigation Grant for Valley Forge Road
- ~~D. Amendment to Town Code Sections 14-15 (Bill Adjustments) and 14-19 (Irrigation System Requirements)~~
- E. Modification to Town Code Section Appendix 7B regarding Utility Cut Permits
- F. Classification and pay amendment
- G. Proclamation Recognizing April as Sexual Assault Awareness Month

Motion: Ferguson moved to approve all items on the amended consent agenda. Hughes seconded.  
Vote: 5-0.

**6. Items for decision – regular agenda**

- A. Flush Fest community event and fundraiser for non-profit, After the Rain  
Planning and Economic Development Planner Shannan Campbell introduced a request for street closure for Flush Fest, a community event and fundraiser. Grace Beeler, one of the founders of the festival, provided details for the request. Board members discussed the potential difficulties for emergency services and police to staff the event. There was support to allow the event to continue, but the request for street closure was denied.

Motion: Hughes moved to deny the road closure request. Ferguson seconded.  
Vote: 5-0.

- B. Amendment to Town Code Sections 14-15 (Bill Adjustments) and 14-19 (Irrigation System Requirements)

Commissioner Matt Hughes proposed an amendment to Section 14-15(f) of the Code of Ordinances concerning appeals to denied water bill adjustment requests. The amendment established an appeal period for denied adjustment requests. The customer may submit an appeal to the Water and Sewer Advisory Committee. The amendment was approved, as was the ordinance.

Motion: Hughes moved to amend the proposed amendment. Ferguson seconded.  
Vote: 5-0.

Motion: Hughes moved to approve the ordinance as amended. Ferguson seconded.  
Vote: 5-0.

- C. Hot topics for work session April 24, 2023  
At the work session on April 24, Mayor Weaver will deliver her State of the Town Address.

**7. Updates**

Board members gave updates on the committees and boards on which they serve.

**8. Adjournment**

Weaver adjourned the meeting at 9 p.m.

Respectfully submitted,

Sarah Kimrey  
Town Clerk  
Staff support to the Board of Commissioners

DRAFT



## RESOLUTION

### Authorizing Memorandum of Agreement with North Carolina Emergency Management for Disaster Relief and Mitigation Grant for Valley Forge Road

**WHEREAS**, Valley Forge Road at the crossing of Cates Creek has suffered repetitive losses due to flood damage and insufficient storm drain infrastructure; and

**WHEREAS**, the town has undertaken a project to replace the storm drains, shore up the road bed and repave the road; and

**WHEREAS**, North Carolina Emergency Management (NCEM) has approved funding of up to \$1,000,000 from the Disaster Relief and Mitigation Fund (DRMF) for the Valley Forge Road culvert replacement project; and

**WHEREAS**, a Memorandum of Agreement (MOA) between the town and NCEM must be executed by April 29, 2023 to accept the grant award; and

**WHEREAS**, town staff has reviewed the attached documents and are supportive of approval of the MOA;

**NOW, THEREFORE**, be it resolved the Hillsborough Board of Commissioners hereby authorizes the town manager to execute the Memorandum of Agreement with North Carolina Emergency Management for the Disaster Relief and Mitigation Fund award for the Valley Forge Road culvert repair project.

Approved this 10<sup>th</sup> day of April in the year 2023.



A handwritten signature in black ink, appearing to read "Jenn Weaver".

---

Jenn Weaver, Mayor  
Town of Hillsborough



# ORDINANCE

## Amending Town Code Chapter 7, Appendix B, Section 3.I.6

The Hillsborough Board of Commissioners ordains:

### Section 1. Purpose

Hillsborough Town Code Chapter 7, Appendix B sets out standards for outside entities performing work in the town's right of way. Section 3.1.6 requires an outside contractor to obtain a Utility Cut Permit for work that includes cuts to the pavement of town-owned streets. The intent of the requirement, and the actual application by staff, is that any work by an outside entity that requires cuts to the town's right of way, be it paved or unpaved, is subject to the Utility Cut Permit requirement.

### Section 2. The town code is hereby amended as follows:

- (a) 3.1.6. If any portion of the town's right of way will be cut as part of the project, a utility cut permit will also be required, which has additional provisions including an additional notification to the town 48 hours prior to the cut.

### 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 10th day of April in the year 2023.

Ayes: 5  
Noes: 0  
Absent or excused: 0



A handwritten signature in black ink that reads "Sarah E. Kimrey".

Sarah E. Kimrey, Town Clerk

Regular (Non-Law Enforcement) Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	34,205	44,467	54,728			
2	35,915	46,690	57,465	N	201	ADMINISTRATIVE SUPPORT SPECIALIST
2	35,915	46,690	57,465	N	202	METER SERVICES TECHNICIAN
3	37,711	49,024	60,338	N	302	EQUIPMENT OPERATOR I
3	37,711	49,024	60,338	N	303	UTILITY MAINTENANCE TECHNICIAN I
4	39,597	51,476	63,355	N	401	CUSTOMER SERVICE REPRESENTATIVE
4	39,597	51,476	63,355	N	402	UTILITY MAINTENANCE TECHNICIAN II
4	39,597	51,476	63,355	N	403	WASTEWATER PLANT OPERATOR I
4	39,597	51,476	63,355	N	404	WATER PLANT OPERATOR I
5	41,576	54,049	66,522	N	502	EQUIPMENT OPERATOR II
5	41,576	54,049	66,522	N	503	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
5	41,576	54,049	66,522	N	504	UTILITY MAINTENANCE TECHNICIAN III
5	41,576	54,049	66,522	N	505	WASTEWATER PLANT OPERATOR II
5	41,576	54,049	66,522	N	506	WATER PLANT OPERATOR II
6	43,655	56,752	69,848	N	605	ACCOUNTS PAYABLE TECHNICIAN
6	43,655	56,752	69,848	N	601	PLANNING TECHNICIAN
6	43,655	56,752	69,848	N	602	PLANT MAINTENANCE MECHANIC I
6	43,655	56,752	69,848	N	604	UTILITY SYSTEMS MECHANIC I
	43,655	56,752	69,848	N	605	EQUIPMENT OPERATOR III
7	45,838	59,589	73,341	N	706	ACCOUNTING TECHNICIAN
7	45,838	59,589	73,341	N	701	CREW LEADER/ <del>EQUIPMENT OPERATOR III</del>
7	45,838	59,589	73,341	N	702	PLANT MAINTENANCE MECHANIC II
7	45,838	59,589	73,341	N	703	UTILITY SYSTEMS MECHANIC II
7	45,838	59,589	73,341	N	704	WASTEWATER PLANT OPERATOR III
7	45,838	59,589	73,341	N	705	WATER PLANT OPERATOR III
8	48,130	62,569	77,008	N	801	FLEET MECHANIC
8	48,130	62,569	77,008	N	802	PLANT MAINTENANCE MECHANIC III
8	48,130	62,569	77,008	N	803	UTILITY SYSTEMS MECHANIC III
9	50,536	65,697	80,858	E	901	BILLING & CUSTOMER SERVICE SUPERVISOR
9	50,536	65,697	80,858	N	902	METER SERVICES SUPERVISOR
9	50,536	65,697	80,858	N	903	UTILITIES INSPECTOR
9	50,536	65,697	80,858	E	904	PUBLIC WORKS SUPERVISOR
10	53,063	68,982	84,901	N	1001	BACKFLOW/FOG SPECIALIST
10	53,063	68,982	84,901	N	1002	CHIEF WASTEWATER PLANT OPERATOR
10	53,063	68,982	84,901	N	1003	COMMUNICATIONS SPECIALIST
10	53,063	68,982	84,901	N	1004	FACILITIES COORDINATOR
10	53,063	68,982	84,901	N	1005	OPERATOR IN RESPONSIBLE CHARGE
11	55,716	72,431	89,146	E	1101	PLANNER
12	58,502	76,053	93,604	E	1201	BUDGET & MANAGEMENT ANALYST
12	58,502	76,053	93,604	E	1202	FINANCIAL ANALYST
12	58,502	76,053	93,604	E	1203	FLEET MAINTENANCE SUPERVISOR
12	58,502	76,053	93,604	E	1204	HUMAN RESOURCES ANALYST
12	58,502	76,053	93,604	E	1205	MANAGEMENT ANALYST
12	58,502	76,053	93,604	N	1206	STORMWATER PROGRAM COORDINATOR
12	58,502	76,053	93,604	N	1207	WASTEWATER LABORATORY SUPERVISOR

12	58,502	76,053	93,604	N	1208	SENIOR COMMUNICATIONS SPECIALIST
13	61,427	79,856	98,284	E	1301	CIVIL ENGINEERING TECHNICAN
13	61,427	79,856	98,284	E	1302	SENIOR PLANNER
13	61,427	79,856	98,284	E	1303	UTILITY MAINTENANCE SUPERVISOR
13	61,427	79,856	98,284	E	1304	UTILITY SYSTEM SUPERVISOR
14	64,499	83,848	103,198	E	1401	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
15	67,724	88,041	108,358	E	1501	SAFETY & RISK MANAGER
16	71,110	92,443	113,776	E	1601	WATER PLANT SUPERINTENDENT
17	74,665	97,065	119,465	E	1701	PUBLIC WORKS MANAGER
17	74,665	97,065	119,465	E	1702	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	74,665	97,065	119,465	E	1703	UTILITY SYSTEM SUPERINTENDENT
18	78,399	101,918	125,438	E	1802	COMMUNICATIONS MANAGER
19	82,319	107,014	131,710	E	1901	INFORMATION TECHNOLOGY MANAGER
20	86,434	112,365	138,295	E	2001	BUDGET DIRECTOR
20	86,434	112,365	138,295	E	2002	ENVIRONMENTAL ENGINEERING SUPERVISOR
20	86,434	112,365	138,295	E	2003	HUMAN RESOURCES MANAGER
20	86,434	112,365	138,295	E	2004	PLANNING & ECONOMIC DEVELOPMENT MANAGER
20	86,434	112,365	138,295	E	2005	PUBLIC SPACE & SUSTAINABILITY MANAGER
20	86,434	112,365	138,295	E	2006	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
21	90,756	117,983	145,210			
22	95,294	123,882	152,470			
23	100,059	130,076	160,094			
24	105,062	136,580	168,099	E	2401	ADMINISTRATIVE SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2402	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
24	105,062	136,580	168,099	E	2403	FINANCE DIRECTOR
25	110,315	143,409	176,504	E	2501	UTILITIES DIRECTOR

**Sworn Law Enforcement Officer Positions**

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
100	45,138	58,679	72,220	N	100	POLICE OFFICER TRAINEE
102	51,912	67,485	83,059	N	102	POLICE OFFICER/POLICE OFFICER FIRST CLASS
201	54,508	70,860	87,212	N	203	SENIOR POLICE OFFICER
202	57,233	74,403	91,573	N	204	POLICE CORPORAL
303	59,619	77,505	95,390	N	304	MASTER POLICE OFFICER
402	65,730	85,449	105,168	N	405	POLICE SERGEANT
502	72,467	94,207	115,947	E	507	POLICE LIEUTENANT
601	83,700	108,809	133,919	E	606	POLICE MAJOR
701	105,062	136,580	168,099	E	707	CHIEF OF POLICE



# PROCLAMATION

## Recognizing April 2023 as Sexual Assault Awareness Month

**WHEREAS**, the nonprofit Orange County Rape Crisis Center assisted over 900 survivors of sexual violence, their loved ones, and community professionals during 2022 and has served this community since 1974; and

**WHEREAS**, the Orange County Rape Crisis Center works with the county's two school systems and other groups to provide students with age-appropriate information about violence prevention, reaching over 15,500 youth and adults each year; and

**WHEREAS**, the Orange County Rape Crisis Center is meeting a community need by opening a second location in Hillsborough in 2023; and

**WHEREAS**, the Orange County Domestic Violence and Sexual Assault Response Committee is bringing together members of law enforcement, the medical community, the legal system and other community advocates to improve services for survivors of sexual assault who come forward; and

**WHEREAS**, one in five American women have been sexually assaulted at some point in their lives; and

**WHEREAS**, rape is the costliest crime to its survivors in the United States, totaling over \$3 trillion in lifetime costs considering factors such as medical cost, lost earnings, pain, suffering and lost quality of life; and

**WHEREAS**, 81% of women and 24% of men in the United States have experienced some form of sexual or physical violence committed by an intimate partner; and

**WHEREAS**, trans and gender non-conforming people, people with disabilities and children face the highest rates of sexual violence in our country; and

**WHEREAS**, victim-blaming continues to be an enormous problem in instances of rape and sexual assault; and

**WHEREAS**, the Orange County Rape Crisis Center is working to stop sexual violence and its impact through support, education and advocacy;

**NOW, THEREFORE**, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim April 2023 as Sexual Assault Awareness Month in the Town of Hillsborough and encourage all residents to speak out against sexual violence and to support their local community's efforts to prevent and respond to these appalling crimes.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 10<sup>th</sup> day of April in the year 2023.



Jenn Weaver, Mayor  
Town of Hillsborough



## ORDINANCE

### Revisions to Sections I4-I5 and I4-I9 of Town Code of Ordinances

The Hillsborough Board of Commissioners ordains:

**Section 1.** Section 15 of Chapter 14 of the Town Code of Ordinances, "Calculation of bill where equipment fails and leak adjustments," is replaced in its entirety as follows:

#### **Sec. 14-15. - Billing adjustments.**

Wasted clean water results in high utility bills for individual customers and higher rates for all customers. The town strives to promptly notify customers when usage is higher than normal as flagged in its meter reading and billing system. Customers shall promptly address any visible or suspected leakage, including high usage notices from the town. Leakage may include visible standing water in a crawl space or yard, a dripping faucet, or a running toilet due to a failed flapper or valve. When a customer receives a higher-than-normal bill, it is recommended that detailed notes with dates of corrective investigation, repair activity and communication regarding the high usage be preserved by customers in anticipation of supporting an adjustment request. This would include tenant/landlord communications in which a tenant may not have control over the promptness of leak repairs yet is responsible for paying the utility bill.

- (a) **Meter Failure:** If the meter fails to register the use of water by the customer, the customer's bill will be recalculated based on the average of the previous six months of usage, or on the available usage data, if less than six months.
- (b) **Water Leak:** If the customer demonstrates to the reasonable satisfaction of the town that a break in the water line on the customer's side of the meter or other plumbing failure has resulted in extraordinary charges, the town may recalculate the customer's bill upon request using the procedures set forth in this section. Qualifications for an adjustment include:
  - (1) The customer will be allowed one leak adjustment per rolling 12-month period when sufficient documentation has been provided to support the claim for an adjustment. Documentation includes a plumber, customer, or facility maintenance person's invoice and paid receipt along with an explanation of the situation on form(s) prescribed by the town.
  - (2) If the timing of a leak happens to split billing periods and the leak was repaired promptly as supported through narrative and documentation, an adjustment could be made for up to two consecutive billing cycles.
  - (3) A request for a leak adjustment must be made no later than 60 days after receipt of the first bill in which high usage was noted.
- (c) **Special Irrigation Needs:** Irrigation for newly laid sod or landscaping shall only be considered once every five years per residential address and only for a non-commercial entity. The



customer shall adhere to all conditions of Section 14-19. Credit shall only be provided to the sewer portion of a bill for the amount used over the past six months average use or available usage data, if less than six months, and only if the customer is billed for sewer service.

- (d) Situations that generally do not qualify and will be at the Financial Services Department Director's discretion for billing adjustments include:
  - (1) Vandalism or theft, unless documented through a police report.
  - (2) Avoidable circumstances such as leaving a faucet running or failure to repair a known leak in a timely manner.
- (e) The following will not be considered for billing adjustments:
  - (1) Pool filling.
  - (2) Pressure washing.
  - (3) Vehicle washing.
  - (4) Meter tampering.
  - (5) Situations that are reimbursable by others such as insurance or through restitution.
- (f) Customers requesting an adjustment shall complete the form prescribed by the town in detail and provide all requested documentation in support of their request. The town retains the right to reject all adjustment requests for incomplete or missing information, and for unallowable or careless situations. The Financial Services Department Director can use discretion in evaluating any unique circumstances presented.
  - (1) Customers requesting an adjustment shall have accounts in good standing and no instances of meter tampering by that customer.
  - (2) Notice of an appeal from a denied adjustment request may be presented by the customer to the Water and Sewer Advisory Committee, a volunteer committee appointed by the town board to make recommendations regarding the town's Water and Sewer (Enterprise) Fund, at a regularly scheduled meeting with advance request within 60 days of such denial. The Committee shall review the adjustment request, hear any additional information from the customer, and make a recommendation back to the Financial Services Department Director to stay or reconsider the adjustment. The Water and Sewer Advisory Committee does not have the authority to make the determination. The Financial Services Department Director has the final decision-making authority.
- (g) Customers shall continue paying all monthly bills in full while the adjustment is being reviewed. Standard billing practices will continue to apply regarding penalties, fees, and disconnections.
- (h) The Financial Services Department will only discuss billing accounts with the account holder unless the account holder provides written permission for others with which to discuss their account details.

- (i) All adjustments will be applied to the active water and sewer account and will only be refunded by check if the account is closed.
- (j) No adjustment shall result in the bill being lower than the minimum base charges for that account.

**Section 2.** Modify the first sentence of Section 19(a) of Chapter 14 of the Town Code of Ordinances, "Irrigation system requirements," to read, "Spray irrigation, including temporary systems installed for the establishment of sod and landscaping, shall not occur more than three days per week."

**Section 3.** Replace Section 19(d)(2) of Chapter 14 of the Town Code of Ordinances, "Irrigation system requirements," in its entirety with the following language:

"Supplemental irrigation permits may be purchased by customers who need to be released from the above regulations to protect new plantings. The permit price is in the town's annual adopted fee schedule. The duration of the permit is 90 days from the issue date. To be eligible to receive a permit, a property must have an active building permit, or have received a certificate of completeness (occupancy) permit issued within the previous 90 days, or once every five years per address. Permits shall not be issued during water restrictions of Stage 2 or higher as defined in Section 14-40.3. Adjustments to the sewer portion of a bill may be available to noncommercial entities pursuant to Section 14-15(c) during the period of the permit."

**Section 4.** Add Section 19(e) to Chapter 14 of the Town Code of Ordinances, "Irrigation system requirements" as follows:

(e) Penalties.

(1) The following penalties shall be incurred for violations of this section:

Violation				
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
Warning	Warning	\$250	\$500	\$1000

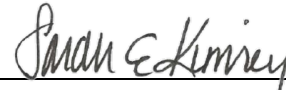
(2) Should the violations reach beyond the 5th, the town may shut off the irrigation meter until compliance is demonstrated. Continued noncompliance may result in a civil suit.

**Section 5.** This ordinance shall become effective upon adoption.

[signature adoption page follows]

The foregoing ordinance having been submitted to a vote, received the following vote, and was duly adopted this 10<sup>th</sup> day of April in the year 2023.

Ayes: 5  
Noes: 0  
Absent or excused: 0



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Sarah E. Kimrey, Town Clerk

DRAFT



# Minutes

## Board of Commissioners State of the Town Address

7 p.m. April 24, 2023

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

Present: Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson and Matt Hughes

Absent: Commissioner Evelyn Lloyd

Staff: Human Resources Manager Haley Bizzell, Communications Specialist Dale Edwards, Assistant Town Manager and Community Services Director Matt Ebird, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Senior Communications Specialist Cheryl Sadgrove, Public Space and Sustainability Manager Stephanie Trueblood and Communications Manager Catherine Wright

### 1. Opening of the work session

Mayor Jenn Weaver called the meeting to order at 7 p.m.

### 2. Agenda changes and approval

There was none.

### 3. In-depth discussion and topics

The mayor presented the 2023 State of the Town address. She began by encouraging residents to sign up for the emergency notifications system OC Alerts and to attend the Engage Hillsborough: Safety event on April 29. She also recognized the efforts of the town board and staff and highlighted recent accomplishments in Hillsborough, including the Hillsborough Arts Council's revamping of the Last Friday Arts Walk, the opening of the Dorothy Johnson Community Center and progress on the planned train station. She also touted positive prospects and projects that will bring more people to Hillsborough.

Weaver focused much of her speech on the Comprehensive Sustainability Plan and urged residents to read it. She said the plan sets forth goals, actions and strategies to guide the town to reach its vision in a sustainable way "as applied to not just the physical development of the town, but the economic health, community connectivity, equity, public health, safety and energy."

The mayor also stressed the need to seriously take on the issues of housing affordability and transportation. She said the Comprehensive Sustainability Plan addresses those challenges with options including walkable communities and pursuing opportunities to increase income-restricted or subsidized housing. She also urged residents to consider changes in their routines and to recognize that a more equitable and environmentally sustainable Hillsborough is incompatible with the status quo. She implored residents to become familiar with the Transportation for the Future Act, which could provide towns with tools to make transportation planning easier if passed.

**4. Adjournment**

Weaver 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 22, 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: 05/22/2023 TO 05/22/2023

	<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	10-10-4200-5300-145 MAINTENANCE - BUILDINGS To cover office renovation project.	34372	05/22/2023	JFernandez	0.00	1,000.00	5,680.00
Admin. Services	10-10-4200-5300-330 SUPPLIES - DEPARTMENTAL To cover office renovation project.	34373	05/22/2023	JFernandez	3,599.00	-1,000.00	2,599.00
Financial Services	10-10-4400-5300-487 TAX COLLECTION To cover tax collection services - Orange t	34395	05/22/2023	JFernandez	42,000.00	2,100.00	44,100.00
Financial Services	10-10-4400-5300-570 MISCELLANEOUS To cover tax collection services - Orange t	34394	05/22/2023	JFernandez	19,210.00	-2,100.00	17,110.00
Police	10-20-5100-5100-010 OVERTIME COMPENSATION To cover property room updates	34382	05/22/2023	EBRADFORI	40,000.00	-15,000.00	25,000.00
Police	10-20-5100-5300-145 MAINTENANCE - BUILDINGS To cover PDHQ bathroom reno	34380	05/22/2023	EBRADFORI	36,613.00	-24,000.00	12,878.00
	To cover property room updates	34390	05/22/2023	EBRADFORI	36,613.00	-750.00	12,128.00
Police	10-20-5100-5300-310 GASOLINE To cover property room updates	34383	05/22/2023	EBRADFORI	100,000.00	-15,000.00	85,000.00
Police	10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL To cover property room updates	34385	05/22/2023	EBRADFORI	54,100.00	15,000.00	56,100.00
	To cover handgun transition	34387	05/22/2023	EBRADFORI	54,100.00	2,000.00	58,100.00
Police	10-20-5100-5300-452 C.S. - ELEVATOR To cover property room updates	34389	05/22/2023	EBRADFORI	3,000.00	-2,000.00	1,000.00
Police	10-20-5100-5300-460 C.S./DRIVER SAFTEY TRAINING To cover handgun transition	34386	05/22/2023	EBRADFORI	4,000.00	-2,000.00	500.00
Police	10-20-5100-5300-730 DRUG ENFORCEMENT OPERATIONS To cover property room updates	34388	05/22/2023	EBRADFORI	5,000.00	-1,250.00	0.00
Police	10-20-5100-5700-735 CAPITAL - BUILDINGS & IMPROVEMENTS To cover PDHQ bathroom reno	34381	05/22/2023	EBRADFORI	0.00	24,000.00	64,960.00
	To cover property room updates	34384	05/22/2023	EBRADFORI	0.00	15,000.00	79,960.00
	To cover property room updates	34391	05/22/2023	EBRADFORI	0.00	4,000.00	83,960.00
Fleet Maintenance	10-30-5550-5300-530 DUES & SUBSCRIPTION To cover membership fee	34392	05/22/2023	EBRADFORI	0.00	45.00	60.00
Fleet Maintenance	10-30-5550-5300-570 MISCELLANEOUS To cover membership fee	34393	05/22/2023	EBRADFORI	1,000.00	-45.00	955.00
Cemetery	10-40-6400-5300-165 MAINTENANCE - INFRASTRUCTURE To cover cemetery software	34377	05/22/2023	EBRADFORI	2,000.00	-660.00	1,340.00
Cemetery	10-40-6400-5300-458 DATA PROCESSING SERVICES To cover cemetery software	34376	05/22/2023	EBRADFORI	840.00	660.00	1,500.00
WW Collection	30-80-8200-5300-320 SUPPLIES - OFFICE To cover office supplies from last order.	34397	05/22/2023	JFernandez	2,000.00	65.00	2,065.00
WW Collection	30-80-8200-5300-351 RENTAL - EQUIPMENT To cover office supplies from last order.	34396	05/22/2023	JFernandez	9,200.00	-65.00	1,654.05
WWTP	30-80-8220-5300-145 MAINTENANCE - BUILDINGS To cover HVAC unit repair.	34375	05/22/2023	JFernandez	3,950.00	4,000.00	7,950.00
WWTP	30-80-8220-5300-158 MAINTENANCE - EQUIPMENT						

JFernandez  
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FY 2022-2023

TOWN OF HILLSBOROUGH  
BUDGET CHANGES REPORT

DATES: 05/22/2023 TO 05/22/2023

<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>
To cover outside laboratory services.	34398	05/22/2023	JFernandez	98,930.00	-500.00	95,553.47
WWTP 30-80-8220-5300-323 SUPPLIES - CHEMICALS						
To cover HVAC unit repair.	34374	05/22/2023	JFernandez	92,500.00	-4,000.00	76,903.00
WWTP 30-80-8220-5300-340 OUTSIDE LAB SERVICES						
To cover outside laboratory services.	34399	05/22/2023	JFernandez	18,100.00	500.00	20,850.00
					<u>0.00</u>	





## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 22, 2023  
Department: Governing Body  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Mayor Jenn Weaver

#### ITEM TO BE CONSIDERED

**Subject:** Proclamation – LGBTQ+ Pride Month

**Attachments:**

Proclamation

**Summary:**

Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ+) Pride Month is celebrated nationally each year in the month of June; this month was chosen to commemorate the riots that took place fifty years ago at the Stonewall Inn in Manhattan the morning of June 28, 1969, often viewed as the birth of the modern LGBTQ+ rights movement; we therefore take this time to reflect on the LGBTQ+ rights movement and the struggle for equality.

Mayor Jenn Weaver will proclaim June 2023 as LGBTQ+ Pride Month in the Town of Hillsborough and call upon each person to work to eliminate prejudice wherever it exists and to celebrate the great diversity of our town, state, and nation.

**Financial impacts:**

N/A

**Staff recommendation and comments:**

N/A

**Action requested:**

To approve proclamation declaring June 2023 as LGBTQ+ Month in Hillsborough.



## PROCLAMATION LGBTQ+ Pride Month 2023

**WHEREAS**, all are welcome in the Town of Hillsborough to live, work, and play, and every family deserves a place to call home where they are safe, happy, accepted and supported; and

**WHEREAS**, the Town of Hillsborough denounces prejudice and discrimination based on age, gender identity, gender expression, race, religion, marital or familial status, national origin, immigration status, sexual orientation, or physical attributes as an affront to our fundamental principles; and

**WHEREAS**, Pride Month began in June of 1969 on the one-year anniversary of the Stonewall Uprising in New York City after LGBTQ+ and allied friends rose and fought against the constant police harassment and discriminatory laws that have since been declared unconstitutional; and

**WHEREAS**, throughout much of the history of the United States, same-sex relationships were criminalized in many states and many LGBTQ+ people in the United States were forced to hide their LGBTQ+ identities while living in secrecy and fear, including under previous policies such as "Don't Ask, Don't Tell"; and

**WHEREAS**, LGBTQ+ people in the United States face disparities in employment, healthcare, education, housing, and many other areas central to the pursuit of happiness in the United States; and

**WHEREAS**, 30 states have no explicit ban on discrimination based on sexual orientation and gender identity in the workplace, housing, or public accommodations, and 30 states have no explicit ban on discrimination against LGBTQ+ individuals in education; and

**WHEREAS**, there are members of the North Carolina General Assembly who remain insistent on attempting to pass legislation that prohibits LGBTQ+ people, especially transgender youth, from living authentic, thriving lives; and

**WHEREAS**, Hillsborough has historically offered support to the LGBTQ+ community by extending same-sex partner benefits to town employees before the legalization of same-sex marriage and officially opposing the 2012 amendment to the North Carolina Constitution defining marriage as being between one man and one woman; and

**WHEREAS**, Hillsborough first proclaimed LGBTQ+ Pride Month in 2019 at the suggestion of the town's first out member of the Board of Commissioners; and

**WHEREAS**, Hillsborough became the first municipality in North Carolina to pass a non-discrimination ordinance after the sunset of House Bill 142 to extend vital protections to LGBTQ+ individuals living, working, and visiting our town; and

**WHEREAS**, the Town of Hillsborough appreciates the cultural, civic, and economic contributions of the Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) community which strengthens our collective community and social welfare; and

**WHEREAS**, it is imperative that young people in our community, regardless of sexual orientation, gender identity, and expression, feel valued, safe, empowered, and supported by their community; and

**WHEREAS**, despite being marginalized, LGBTQ+ people continue to celebrate authenticity, acceptance, and love;

**NOW, THEREFORE**, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim the month of June 2023 as **LGBTQ+ Pride Month** and urge residents to recognize the contributions made by members of the LGBTQ+ community and to actively promote the principles of equality, liberty, and justice 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 22nd day of May in the year 2023.

---

Jenn Weaver, Mayor  
Town of Hillsborough



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 22, 2023  
Department: Governing Body  
Agenda Section: Consent  
Public hearing: No  
Date of public hearing: N/A

#### PRESENTER/INFORMATION CONTACT

Mayor Jenn Weaver

#### ITEM TO BE CONSIDERED

**Subject:** Proclamation – Gun Violence Awareness Day

**Attachments:**

Proclamation

**Summary:**

In January 2013, 15-year-old Hadiya Pendleton was shot and killed on a playground in Chicago, Illinois and since 2015, people across the United States have observed National Gun Violence Awareness Day on the first Friday in June in honor of Hadiya Pendleton and other victims of gun violence and their loved ones.

Mayor Jenn Weaver will proclaim June 2, 2023, as Gun Violence Awareness Day in the Town of Hillsborough and urges residents to participate in Wear Orange Weekend events to raise awareness about gun violence.

**Financial impacts:**

N/A

**Staff recommendation and comments:**

N/A

**Action requested:**

To approve proclamation declaring June 2, 2023, as Gun Violence Awareness Day in Hillsborough.



# PROCLAMATION

## Gun Violence Awareness Day

**WHEREAS**, every day, more than 110 people in the United States are killed with guns; and

**WHEREAS**, according to the National Center for Health Statistics, in 2020, 1,699 North Carolinians were killed with guns, North Carolina had the 21<sup>st</sup> highest rate of gun deaths in the United States, and firearms were the leading cause of death among children; and

**WHEREAS**, as of May 8, 2023, there had been 202 mass shootings in the United States this year, serving as horrifying reminders that the United States stands alone among the high-wealth countries in its exceptionally high level of gun violence; and

**WHEREAS**, the high level of gun violence in the United States is not an unstoppable force of nature, but is a consequence of policy choices by federal and state lawmakers that enable easy access to guns; and

**WHEREAS**, in January 2013, 15-year-old Hadiya Pendleton was shot and killed on a playground in Chicago, Illinois; and since 2015, people across the United States have observed National Gun Violence Awareness Day on the first Friday in June in honor of Hadiya Pendleton and other victims of gun violence and their loved ones; and

**WHEREAS**, advocates also observe "Wear Orange Weekend" on the weekend accompanying National Gun Violence Awareness Day by wearing orange, a tradition begun by Hadiya Pendleton's childhood friends; and

**WHEREAS**, residents and elected leaders of Hillsborough have expressed outrage and sorrow at the continued loss of life due to gun violence, including those of beloved friends and relatives of our own community, and have asked for action to be taken to end mass shootings and gun violence;

**NOW, THEREFORE**, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim Friday, June 2, 2023, to be Gun Violence Awareness Day in Hillsborough. I encourage all residents to participate in Wear Orange Weekend events in the area and to support local efforts to raise awareness about gun violence, such as the work of Students Demand Action, Everytown for Gun Safety, and the North Carolina Chapter of Moms Demand Action.

**FURTHERMORE**, I encourage all residents to contact state and federal lawmakers — including Senator Ted Budd and Senator Thom Tillis — to insist they enact widely supported gun restrictions and gun safety legislation and to remind them that lawmakers' continued inaction on such legislation helps to make guns easily available and contributes to the deaths of North Carolinians and people across the United States.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 22 day of May in the year 2023.

---

Jenn Weaver, Mayor  
Town of Hillsborough



## Agenda Abstract

### BOARD OF COMMISSIONERS

Meeting Date: May 22, 2023  
 Department: Administration  
 Agenda Section: Regular  
 Public hearing: Yes  
 Date of public hearing: May 22, 2023

#### PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

#### ITEM TO BE CONSIDERED

**Subject:** Fiscal Year 2024 Budget Workshop

#### Attachments:

1. [FY2024 Manager’s Recommended Budget & Financial Plan](#) (also known as the “Workbook”)
2. Community Re-Investment Request – Exchange Club
3. Community Re-Investment Request – Hillsborough Arts Council
4. Affordable Housing – Summary
5. Affordable Housing – Partnership to End Homelessness
6. Affordable Housing – Inter-Faith Council
7. Board of Commissioners – Training and Dues

#### Summary:

Discuss the recommended General Fund, Water & Sewer Fund and Stormwater Fund budgets. This is an opportunity to ask staff any questions you may have about items that are or are not in the proposed budget, as well as make any desired changes to the budget.

#### Community Re-Investment Funds

Each fiscal year, the town designates funds for community re-investment. The FY24 Manager’s Recommended Budget currently has \$23,633 designated for this purpose. This is the same funding level as the current, FY23 budget. The Exchange Club and Hillsborough Arts Council have submitted funding Requests for FY24. Representatives from both organizations are planning to attend the workshop. At this time, neither is planning to formally present their requests for funds to the board but will be available for questions.

	FY23 Funded Amount	FY24 Requested Amount
Exchange Club	\$7,633	\$7,189
Hillsborough Arts Council	<u>\$16,000</u>	<u>\$20,000</u>
	\$23,633	\$27,189

## Affordable Housing

Key decision points:

- How to reach the 2-cent equivalent?
  - One option is to absorb this expense in FY24 to avoid a property tax rate increase this year, start phasing in next year, or select one year to increase the property tax rate accordingly. This is an important point to resolve since the current budget is not capable of absorbing this expense without corresponding cuts, deferments, or identifying a revenue source such as raising the property tax rate to cover the \$326,000 cost of the 2-cent commitment.
  - The budget includes a proposal to make annual steps to the 2-cent goal. FY24 includes a total of \$100,000, then it increases by about \$75,000 annually until FY27.
- Confirm or amend allocation to PEH of uncommitted FY23 funds (\$43,292). A budget assumption to continue these funds was made since they already had an existing engagement with the town.
- Will FY23 funding be provided to IFC?
- What to do about FY24 requests from PEH (an additional \$51,475) and IFC (\$43,518)?
- How much and when to start allocating towards the “Affordable Housing Creation Reserves” for unit development in Hillsborough?

## Board of Commissions Training and Dues

The full list of budgeted trainings, conferences, and conventions, as well as dues and subscriptions for the mayor and commissions is attached. Please let the budget team know if any updates need to be made.

## Budget Timeline

Monday, May 22: Public Hearing / Budget Workshop

Tuesday, May 30: 2<sup>nd</sup> Budget Workshop (if needed)

Monday, June 12: Budget Adoption

## **Financial impacts:**

The FY24 budget includes the projected revenues and expenditures, funded and un-funded requests, and any changes to rates for each of the three major funds: General, Water & Sewer, and Stormwater.

## **Staff recommendation and comments:**

Ask staff budget related questions.

## **Action requested:**

1. Ask staff budget related questions.
2. Determine how to fund affordable housing efforts and whether any changes need to be made to the FY24 budget in terms of how affordable housing dollars are being allocated.
3. Provide any updates to the list of training and dues for the Board of Commissioners.



# APPLICATION

## FY24 Community Reinvestment Funds

Administrative Services Department  
 101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
 919-732-1270  
 www.hillsboroughnc.gov

ORGANIZATION INFORMATION	
Organization Name:	The Exchange Club of Hillsborough
Address:	331 Exchange Park Lane or mail to: PO Box 565 Hillsborough, NC 27278
Website:	hillsborough1857.exchange-nc.org
Point of Contact Name:	Blair Bradford
Point of Contact Phone:	919-451-3373
Point of Contact Email:	bubradford@icloud.com
Board of Directors: <i>Please List</i>	Deborah Butler, president                      Blair Bradford Marvin Clark, treasurer Judy Butler, secretary Susan Anderson Clarence Edwards David Lewis Steve Hutson Patti Parker

FINANCIAL INFORMATION	
Current Fiscal Year Budget:	\$49,257 expenses/ \$40,800 income
Next Fiscal Year Anticipated Budget:	\$45,000 expenses/ \$40,000 income
Current Year Allocation from Town of Hillsborough:	\$7,633 (included in income)
Next Fiscal Year Requested Allocation from Town of Hillsborough:	\$7189. Attached is annual report and justification

FUNDING IMPACT SECTION 1			
How will the town's funding be used to assist the organization?	Category	\$	Notes
	Current Personnel		
	Current Operations		
	Current Programming		
	Personnel Expansion		
	Operations Expansion	\$7189	park upkeep/improvements
	Programming Expansion		
	Other		
<b>Grand Total</b>	<b>\$7189</b>		

Last revised: April 2023



<b>FUNDING IMPACT SECTION 2</b>			
Please list goals, programs and initiatives for which these funds will be used:		Item	\$
Items should be specific, measurable and verifiable by the Town of Hillsborough and may be subject to contractual agreement before disbursement of funds.	1.	50% of dumpster charges	\$1101
	2.	Portable toilet for winter months	\$849
	3.	Park lighting for security lights	\$139
	4.	Park Liability Insurance	\$1500
	5.	Mulch for playground areas	\$1600
	6.	2 heavy weight trash cans	\$1200
	7.	3 bucket and 1 saucer swing	\$800
	<b>Grand Total</b>		

**SIGNATURE**

I hereby agree to conform to all applicable laws and regulations of the Town of Hillsborough, County of Orange, and State of North Carolina (as may be applicable to my request) and certify that the above information is true and accurate to the best of my knowledge.

Signature:  Date: 4/24/23

## Report on FY 2023 Award and Request for FY2024 Funding

### The Exchange Club of Hillsborough

Our focus has been to update the oldest community park in town. Support from the town has helped tremendously with these efforts. We appreciate the opportunity to make this request for funding in FY 2024.

#### Funding requested for FY2023

Portable handicap accessible toilet	\$1800*
Dumpster	\$565
Park lighting	\$127
Park Liability Insurance	\$1441
Tree trimming	\$500
2 Heavy weight trash cans	\$1200
Repair of old bathroom building	\$2000*
<b>Total funding requested</b>	<b>\$7633</b>

**FY2023 requested funding report:** We request usual expenses for the park which include dumpster cost, lighting, and insurance. There was a significant increase in the cost of our dumpster and our liability insurance and a small increase in the port-o-john rent. \*We expect to remove the port of john sometime in May. To this end, we did not purchase 2 heavy weight trash cans and luckily tree trimming was not needed this year. Our efforts to open up the bathrooms that were previously flooded twice are going to be successful. The interior has been power washed. \*We have an estimate from a plumber who will replace all the plumbing in the building. The plumber will also enhance the ease of winterizing the building. \*The building needs painting inside and out and we have an estimate for that as well. This work will be completed before the end of FY2023.

#### Expenditures for FY 2023

Portable handicap accessible toilet	\$1868*
Dumpster	\$1101
Park lighting	\$139
Park Liability Insurance	\$1441
Bathroom repair of plumbing	\$1800*
Painting the bathroom building inside and out	\$1300*
<b>Total</b>	<b>\$7649</b>

#### Request for funding FY2024

Dumpster	\$1101
Port o john for winter months (5)	\$849
Park lighting for security lights	\$139
Park Liability Insurance	\$1500
Mulch for playground areas	\$1600
2-heavy weight trash cans	\$1200
3 Bucket style swings and a saucer swing	\$800
<b>Total funding requested</b>	<b>\$7189</b>

**Justification:** As in years past, we request 50% of the cost of the dumpster, the cost of park lighting and park liability insurance. We will still need funds designated for the portable toilets during the winter

months – Dec 1-May 1. We need 2 additional heavy weight trash containers for the open area of the park. These will help keep debris out of the stream. Mulch is due to be replaced in the playground areas. Additional swings for babies and toddlers and a saucer swing would enhance the park for youngest patrons.

**Submitted by: Blair Bradford, Board member, The Exchange Club of Hillsborough**



# APPLICATION

## FY24 Community Reinvestment Funds

Administrative Services Department  
 101 E. Orange St., PO Box 429, Hillsborough, NC 27278  
 919-732-1270  
[www.hillsboroughnc.gov](http://www.hillsboroughnc.gov)

ORGANIZATION INFORMATION	
Organization Name:	Hillsborough Arts Council
Address:	102 N Churton St, Hillsborough, NC 27278-2534
Website:	<a href="http://www.hillsboroughartscouncil.org">www.hillsboroughartscouncil.org</a>
Point of Contact Name:	Mollie Thomas
Point of Contact Phone:	919-643-2500
Point of Contact Email:	<a href="mailto:director@hillsboroughartscouncil.org">director@hillsboroughartscouncil.org</a>
Board of Directors: <i>Please List</i>	Joshua Collins (Chair), Michael Winger (Vice-Chair), Sara Holihan Smith (Secretary), Don Norman (Treasurer), Suher Adi (Duke Student Board Member), John Claude Bemis, Jeff Berst, Kate Brilakis, Ali Givens, David Hays, Chelsea Maier, Jeanetta Powell, Cathleen Turner

FINANCIAL INFORMATION	
Current Fiscal Year Budget:	337,028
Next Fiscal Year Anticipated Budget:	345,000
Current Year Allocation from Town of Hillsborough:	16,000
Next Fiscal Year Requested Allocation from Town of Hillsborough:	20,000

FUNDING IMPACT SECTION 1			
How will the town's funding be used to assist the organization?	Category	\$	Notes
	Current Personnel	7,500	Allocated across all program
	Current Operations	7,500	Allocated across all program
	Current Programming	1,000	Allocated across all program
	Personnel Expansion		
	Operations Expansion		
	Programming Expansion	4,000	Poet Laureate Relaunch
	Other		
	<b>Grand Total</b>		<b>\$20,000</b>

<b>FUNDING IMPACT SECTION 2</b>			
Please list goals, programs and initiatives for which these funds will be used:		<b>Item</b>	<b>\$</b>
Items should be specific, measurable and verifiable by the Town of Hillsborough and may be subject to contractual agreement before disbursement of funds.	1.	Payroll, overhead, and administrative costs to run Last Fridays & the Art Walk. Offering 9 months of active programming (March-November) and year-round coordination/planning efforts.	\$3,600
	2.	Payroll, overhead, and administrative costs to run Solstice Lantern Walk & Solstice Market. Activities occur November-December, with planning efforts taking 6 months worth of time and resources.	\$3,200
	3.	Payroll, overhead, and administrative costs to run Handmade Parade & Handmade Market. Activities occur in the spring, with planning efforts taking 6 months worth of time and resources.	\$2,700
	4.	Payroll, overhead, and administrative costs to run HAC's downtown office & point-of-entry for visitors, artists, and residents to learn about Hillsborough's cultural community. The Gallery & Gift Shop provides services to the public 6 days per week and provides a year-round venue for arts engagement, public information, and sales of local artwork.	\$5,500
	5.	Evaluate the former structure of the Hillsborough Poet Laureate program, including conversations with community members, literary artists, key collaborators, and other stakeholders to ensure a thoughtful relaunch. Conduct search for the next laureate, provide stipend for a multi-year commitment, facilitate town-wide engagements & events, and further spoken word programs.	\$4,000
	6.	Payroll, overhead, and administrative costs to run all other programs & services outside of HAC's flagship events. Including public art projects, ArtCycle & arts education initiatives, workshops, and other collaborative community efforts	\$1,000
	7.		
	<b>Grand Total</b>		

**SIGNATURE**

*I hereby agree to conform to all applicable laws and regulations of the Town of Hillsborough, County of Orange, and State of North Carolina (as may be applicable to my request) and certify that the above information is true and accurate to the best of my knowledge.*

Signature: Mollie Thomas Date: 4/29/2023



# Fiscal Year 2023-2024 Hillsborough Arts Council Funding Request for the Town of Hillsborough

## **Organizational Background**

The Hillsborough Arts Council (HAC) is a community-building nonprofit arts organization that has been serving neighbors, artists, and visitors of Hillsborough, North Carolina for over 30 years. HAC is committed to providing access to the arts for educational enrichment, community development, and economic prosperity. Located in historic downtown Hillsborough, HAC's headquarters known as the Gallery & Gift Shop provides a creative environment for local artists to market and share their work.

In addition to operating the Gallery & Gift Shop year-round, HAC is well-known for presenting signature events such as Hillsborough's Last Fridays & the Art Walk, the Solstice Lantern Walk, the Handmade Parade, and various art markets, concerts, workshops, poetry showcases, and educational programs. HAC programs are designed to enhance the lives of residents in the Triangle by offering accessible, meaningful, and diverse connections with art for all demographics. With more than 40 volunteers donating thousands of hours annually, the Hillsborough Arts Council is truly a community of artists, staff, board members, and friends working to ensure the creative future of Hillsborough, North Carolina.

## **Funding Request**

The Hillsborough Arts Council respectfully requests a renewal of the funding partnership arranged with the Town of Hillsborough for the past several fiscal years. In FY 2022-2023, the Town of Hillsborough awarded HAC a community grant in the total amount of \$16,000. This funding enabled us to not only maintain our mission as our community recovered from COVID-19 challenges, but to expand our highly sought after cultural programs and arts events that have become inextricably tied with the charming identity of the town of Hillsborough.

For FY 2023-2024, we are proposing a funding partnership in the total amount of \$20,000. This amount takes into account the average 5.7% inflation rate that has impacted our local economy, the expanded services that HAC has offered our community through the hiring of multiple professional staff and the adoption of arts administration best practices, and costs related to the re-launch of Hillsborough's highly demanded Poet Laureate program. As an independent 501(c)3 organization, we rely significantly on funding support from local agencies to keep up with the rising costs of serving artists, residents, neighbors, and visitors of Hillsborough through our mission to build community through the arts. While we have invested greatly in new fundraising practices to diversify our revenue streams and become increasingly more sustainable in our operations, ongoing support from the Town is paramount to ensure that the Hillsborough Arts Council's services continue to be available for the rapidly growing numbers of residents and tourists.

HAC has demonstrated a consistent ability to provide a return on investment with local funding support, helping Hillsborough to be seen as a top cultural destination in central North Carolina. Funding the arts ensures that residents of Hillsborough have access to shared experiences and

arts engagement that enhance their quality of life. Your support of Hillsborough Arts is an investment in the programs and collaborations that are a proven and major driver of economic development, tourism, and culture in our community. This request is also in alignment with the Town of Hillsborough's comprehensive sustainability plan, which acknowledges the importance of programs hosted by the Hillsborough Arts Council.

#### **Our Goals for FY 23-24**

- Relaunch HAC's Literary Arts & Poet Laureate program. Funding for literary arts programming would support the new Poet Laureate's stipend, planning costs associated with relaunching this effort, and workshops/events to promote, cultivate, and elevate diverse, local literary & spoken word artists. This program will be revised via a thorough evaluation of Hillsborough's former Poet Laureate program, benchmarking similar programs in nearby towns, and incorporating direct input from the Hillsborough community. One goal of the reimagined program will be to elevate artists early in their career so that HAC's Poet Laureate program is tailored to the size of our town and can promote a local, multi-year incumbent to more advanced career milestones.
- Continue to implement an updated list of strategic annual goals in support of a revised 3 year strategic plan.
- Adopt DEIA policies and procedures through an extensive DEIA research project led by our Board. These will include strategies to improve representation of and collaboration with the many different individuals, communities, neighborhoods, and artists who make up Hillsborough. Currently, the entire board is undertaking DEIA training which will help HAC properly administer these policies and procedures once developed. HAC also aims to continue diversifying membership among its Board of Directors.
- Strategically improve HAC's public events through the consolidation of efforts where sharing resources among programs is feasible and in the best interest of maximizing or capitalizing on event visitation, financial support, and staff/volunteer time and energy.
- Ongoing adoption and updating of best practices in arts administration, including volunteer recruitment, training, and engagement, as well as fundraising, marketing, and arts education.
- Explore opportunities for expanded physical footprint, which is already underway through HAC's lease of office space at C3 Hillsborough and through conversations with other key cultural partners, including Orange County Arts Commission and the Orange County Historical Museum.
- Work with local organizations, schools, leaders, and community groups to encourage expanded participation in the arts, including populations of Northern Orange County and others residing outside of the immediate downtown Hillsborough area.
- Maintain collaborations with other local non-profits, arts agencies, and cultural organizations, such as Orange County Historical Museum, Alliance for Historic Hillsborough, Burwell School, Eno Arts Mill/Orange County Arts Commission, the Chamber of Commerce, and more, to streamline efforts and reduce duplication of services where overlap may be most strategic.
- Finetune and implement strategic marketing plans to raise overall awareness of HAC's mission and promote Hillsborough as a top destination for arts, culture, and tourism. We've already had incredible success through our investment in a dedicated full-time Marketing Director, and are extremely optimistic about the visibility we can garner for Hillsborough's arts scene through an ongoing investment in paid marketing growth.
- Adjust and expand strategies for thoroughly tracking audience and demographic data, which can be used for internal analysis and for planning, reporting, and fund development.

- Explore additional partnerships and funding sources, including the ongoing efforts of our Sponsorship Program and individual giving Sustainer Program.

### **The Impact of Your Funding – FY 2022-2023 Progress Report**

The following is a summary of the impact your funding has made this current fiscal year and what the Hillsborough Arts Council was able to accomplish with support from the Town of Hillsborough. Without a doubt, the creation of multiple paid staff has greatly enhanced our capacity to deliver consistent, high-quality programming. It has also allowed our Board of Directors to shift their focus to governance, development, and strategic planning. The additional bandwidth has allowed HAC time to apply for more grants, revamp our fundraising committee, meet with others to creatively collaborate on programs, and successfully expand our outreach within our community.

Here are brief highlights, followed by a more complete description of our progress over the last year, thanks to you and the enthusiasm of our staff, Board of Directors, and volunteers:

- Retained a full time Executive Director
- Retained & promoted a full time Program & Marketing Director
- Re-hired a Gallery & Gift Shop Manager and promoted this role to full time with the addition of volunteer management responsibilities
- Retained a part time bookkeeper
- Recruited new board members with specialized expertise and varied perspectives to help round out HAC’s board knowledge and experience base
- Adopted revised strategic goals to improve board responsibility and leadership; enrolled five board members in the Executive Service Corps of the Triangle’s Board Leadership Boot Camp Series. This effort is ongoing through the end of this fiscal year and will include a holistic organizational assessment to inform HAC’s strategic plan moving forward.
- Completed an internal review of the organization as a whole, taking into consideration the impacts of COVID on our social, economic, and cultural landscape and focusing on opportunities for improvements to financial procedures and fiscal policies
- Re-organized board committees, roles, and responsibilities to improve governance of the organization in relation to our expanded team of staff
- Revamped and expanded all marketing efforts, growing 50% in social media following compared to this time last year, and gaining over 26,000 website views this year
- Expanded and decentralized the Last Fridays program to drive increased tourism and economic support for local businesses, while enhancing the arts offerings around town to provide more diverse and varied options for visitors; expanded quantity & diversity of art walk venues by 40% in the last two fiscal years
- Successfully held the 7th annual Solstice Lantern Walk with record attendance on Hillsborough’s River Walk, featuring the first-ever multi-faceted Solstice Market and continued partnerships with local businesses and the Home for the Holidays Gingerbread Exhibition
- Contracted and produced high-quality photography and videography that was used by countless local media outlets, as well as the Town of Hillsborough and Orange County, to promote the quality of life and cultural offerings in Hillsborough
- Maintained the Gallery and Gift Shop’s expanded hours to operate 6 days per week in service of our community, with extended evening hours every Friday & Saturday, resulting in over \$60,000 put directly back into the pockets of 55+ local artists
- Enhanced arts education offerings in Hillsborough, including the continued operation of our



ArtCycle program in collaboration with local schools, as well as special workshops and art making activities, both in downtown Hillsborough and on the west end through partnership with groups at the Eno Arts Mill.

- Hosted HAC's first official fundraising event, Spring Equinox, which served as a kick-off event for the 2023 Last Fridays & the Art Walk season and garnered necessary, broadened support from the community to ensure HAC's sustainable growth
- Successfully incubated and released the River Park Concert program, now planned and coordinated independently by the Triangle Music Alliance with marketing support from HAC
- Launched a new satellite gallery in partnership with C3 Hillsborough, providing approximately 500 square feet of additional display space specifically dedicated to highlighting diverse and emerging local artists in a highly visible downtown venue

### **Without Your Support**

If HAC fails to renew funding partnership with the Town of Hillsborough, then we will struggle to keep up with our growth and investment in existing cultural programs, as well as the retention of our talented staff while we chart a sustainable future for our organization with improved operational stability. In addition to the impact on ongoing arts activities, failure to secure funding will limit new or planned efforts to:

- Relaunch the Poet Laureate program, which will provide Hillsborough's literary arts community with a meaningful outlet for celebrating & honoring local poets, authors, and writers
- Secure major individual fundraising and corporate sponsorship commitments
- Implement an updated strategic plan for organizational development
- Increase net operating income from revenue generating programs and retail sales
- Make necessary improvements to operating infrastructure, including technology
- Develop ongoing data collection systems and procedures to analyze & report on program impact
- Cultivate and foster key relationships with other community leaders and groups
- Improve community outreach and increase diversity of community partnerships
- Expand professional development opportunities for staff and board
- Implement strategic marketing plans to attract more volunteers, artists, guests, donors, and sponsors to HAC, as well as visitors, workers, residents, and families to Hillsborough
- Implement new income-earning programs, such as the integration of workshops and art-making activities as part of or in lead up to HAC's major public events

### **Program Activities**

The work of our staff and volunteers supported by this grant enables year-round arts programming, all of which benefits Hillsborough's economic and cultural climate:

1. **HAC Gallery and Gift Shop (G&GS)** operates year-round. Now open from 12-4pm (Tuesday-Sunday), with extended hours every Friday & Saturday 11am-7pm, and during Last Fridays events until 9pm. Showcasing work by over 55+ local artists, hosting pop-up events, and creating a shared space for art exhibitions that reflect the diversity and talent of our creative community. Serving over 12,000 visitors and generating over \$60,000 in income for local artists annually.

2. **Last Fridays & the Artwalk (LFAW)** occurring March-November with full programming, and the art walk continuing in January and February. Bringing both locals and visitors to downtown, River Park, and West End Hillsborough to enjoy artist receptions, workshops/demonstrations, dancewaves, makers markets, community showcases, live music, poetry/spoken word, and opportunities to actively participate in Hillsborough's shared culture and diverse traditions. Between 1,000 and 3,000 people attend each event and 75% are estimated to be tourists coming from surrounding counties/towns and other states. Local restaurants and bars report an average 30% increase in sales during LFAW compared to other Fridays of the month, some reaching sales increases as high as 80%.
3. **Solstice Lantern Walk:** Each December, we host a non-denominational, multicultural community event celebrating the hope and promise of light in darkness. On solstice night, thousands gather at the Farmer's Market Pavilion carrying handmade lanterns, often crafted from one of the popular lantern kits assembled by HAC volunteers & staff (sold out of over 500 kits prepared for 2022). Participants join in a lantern procession along the Riverwalk, admiring their creations and gently ushering in the winter season. In 2022, we expanded this event to include the first-ever Solstice Market which served as pre-walk and post-walk celebrations with live music, food/beverage vendors, and local artisans. Plus, collaborations with the Homes for the Holidays Gingerbread Exhibition and local businesses across town. Over 3,000 people were recorded in attendance. We aim to steadily expand this program over the next several years to grow towards a winter market model and will continue adding pre-event lantern making workshops to promote visitation and arts education in Hillsborough throughout the winter season.
4. **Weekend of Art in Hillsborough:** featuring the iconic grass-roots style Handmade Parade as a celebration of our community's diversity, resilience, and creative folklife. It began as a passion project of one artist volunteer, and has evolved into a beloved part of our culture here in Hillsborough. In 2022, we expanded the Parade to include the new Handmade Market with 45+ local artists, buskers, concessions, and pre-/post- parade festivities. Packaging these events with the April occurrence of Last Fridays created an enticing and highly marketable "Weekend of Art in Hillsborough" experience. We also engaged community members by inviting them to several unique workshop opportunities to build their handmade creations for the parade, and provided inspirational content and "how to" videos on social media and our website. Currently the bi-annual parade occurs only on even-numbered years. Over 3,000 people attended the Handmade Parade and Market on April 30, 2022. The next occurrence of this program is expected in spring 2024.
5. **ArtCycle** is a year-round program most active when Orange County Schools are in session that encourages the public to contribute new and used supplies to students in local art classes as well as for HAC's art-making programs. We are actively expanding this program to improve leadership, sustainability, and ownership among partnering schools so that the legacy and efforts can be carried on for years to come.
6. **Hillsborough Poet Laureate/Literary Arts Programs:** While the Poet Laureate program has not been operating for the past few years, with dedicated funding from the Town of Hillsborough this program can be relaunched to provide a special outlet for spoken word in the Triangle and another draw for visitors to Hillsborough which will bring positive economic impact to local businesses. Re-activating this program will involve an intentional investment of time into hearing from Hillsborough's literary arts community so we can be certain the

program is structured in a manner that is tailored to the size, needs, and desires of our town. Once HAC receives this feedback, the search for the next laureate can be conducted, followed by an onboarding process to facilitate & contract town-wide engagements of spoken word & other artistic events. Special workshops or performance opportunities would offer accessible literary art activities to the local community. Ultimately, we aim for Hillsborough's Laureate award and HAC's literary arts programs to serve as stepping stones for rising artists to launch further into their professional career or personal creative passions.

7. **Community/Public Art projects:** evaluated throughout the year on a case by case basis in collaboration with key cultural partners, including the Town of Hillsborough, Orange County Arts Commission, and other agencies/local businesses. HAC serves primarily in a supportive capacity, rather than a leadership role for these projects. This fiscal year, HAC is an active member of the Uproar planning committee, helping to identify sites, placement, and events related to this new county-wide public art festival.

### **Data Collection**

HAC is committed to closely tracking the impact of programming through our Gallery & Gift Shop (G&GS) in downtown Hillsborough, as well as soliciting feedback and data from partnering venues and businesses, and requesting demographic and geographic information through event registration processes. On average, HAC is consistently seeing a geographic distribution of serving 75% tourists/visitors from outside Hillsborough and 25% residents and locals through its flagship programs.

The following information speaks to the importance of HAC's economic impact on the community and the success of our public events:

- On average, retail sales at the G&GS during LFAW experiences a 277% increase compared to average daily sales not occurring during LFAW.
- On average, visitation to the G&GS during LFAW experiences a 469% increase compared to average daily visitation not occurring during LFAW.
- Local restaurants & bars reported at least 20% average increase in sales during LFAW compared to normal Fridays, often peaking at higher increases. Some restaurants have had to expand outdoor dining and reservation times to accommodate the spike in demand they experience during LFAW.
- Local galleries and art walk venues reported up to 80% average increase in visitation during LFAW compared to normal Fridays. Some venues had even higher increase rates (over 100%) due to their limited normal operating hours and the impact of LFAW on their visibility.

These statistics are shared across HAC flagship programs, with reports of similar success occurring during Solstice Lantern Walk, the Handmade Parade, and more. Additional demographic and geographic data can be provided upon request, as we continue to improve our collection and analysis of data.

### **Marketing Efforts**

We employ the following marketing and publicity efforts to engage intended audiences:

- HAC website - 26,000+ views/year
- HAC social media (unpaid/organic) - 45,000+ average reach/year

- HAC monthly newsletter - 6,100+ distribution list with 45% open rate
- HAC quarterly donor newsletter - 100+ highly engaged distribution list
- On-site marketing at events and at the G&GS - 30,000-40,000+ visitors/year
- Printed signage and flyers
- Press packages with high-quality photography and announcements to extensive list of media outlets, sent at least quarterly
- Postings to 20+ community calendars to ensure inclusion & awareness of events
- Collaborative cross-promotions with local businesses and community groups
- Radio and/or TV advertising as budget allows
- Print advertising or features in print publications as budget allows
- Paid social media advertising as budget allows
- Ongoing conversations and meetings with key collaborators

### **Collaborations and Partnerships**

The Hillsborough Arts Council serves as the primary liaison, network, and advocate of our town's creative community. All of our events are coordinated closely with external organizations, artists, and individuals. The following are groups & related programs where HAC's collaborative efforts are currently focused:

- Alliance for Historic Hillsborough
  - Visitor's Center
  - Burwell School
  - Orange County Historical Museum
- Hillsborough/Orange County Chamber of Commerce & Downtown Merchants Groups
- Orange County Schools
  - ArtCycle Program
  - International Baccalaureate Student Artist Exhibitions
  - Cedar Ridge High School WoodShop
  - Student Volunteers
  - Local Bands/Theater Departments
- Town of Hillsborough
  - Tourism Board & Tourism Development Authority
  - Public Art projects
  - Hometown Holidays & other town-wide seasonal celebrations
- Art Therapy Institute of North Carolina
- Orange County Arts Commission / Eno Arts Mill
- Music Makers Relief Foundation
- C3 Hillsborough
- Last Fridays & the Art Walk Venues
  - C3 Hillsborough
  - Carlisle & Linny Vintage Jewelry
  - Coldwell Banker Howard, Perry & Walston
  - Dwell Hillsborough
  - Hillsborough Artists Cooperative & The Skylight Gallery
  - Hillsborough Arts Council Gallery & Gift Shop
  - Hillsborough Gallery of Arts
  - Hillsborough Visitors Center
  - Hillsborough Wine Company
  - Margaret Lane Gallery

- My Delight Studio
- Orange County Historical Museum
- Paynter Law Firm
- Preservation Fund of Hillsborough
- Saltire Gallerie
- RocSite Homes
- The Ballard Agency
- The Colonial Inn
- Thomas Stevens Gallery
- Yep Roc Records
- Yonder: Southern Cocktails & Brew

- The Living Arts Collective
- Paperhand Puppet Intervention
- 123 Puppetry
- Batala Durham
- Bulltown Strutters
- Monarch Movement Company
- Jennifer Daniels Poet & Owner of Just Write Consultant, LLC
- Writer's Block Publishing: Spoken Word poetry and workshops
- Occaneechi Band of the Saponi Nation
- Triangle Music Alliance
- Dorothy Johnson Community Center in Fairview
- St. Matthews Episcopal Church
- Orange County Public Library
- Local photographers, videographers, & digital artists including Digital Butler & Green Rabbit Photography, Drone Data & Film, and Donn Young
- Many other local artists, businesses, venues, bars, and restaurants

Renewing the Town of Hillsborough’s partnership with the Hillsborough Arts Council is not only an opportunity to keep arts at the forefront of the daily lives of residents, but ensures we continue serving as a major driver of economic development and tourism, and a facilitator of the substantial culture that Hillsborough has to offer. With your support, we can maintain the operations, staff, and community programming that makes this possible. Thank you for your consideration and we look forward to hearing from you about the opportunities for partnership in FY 2023-2024 to continue building our community through the arts.

Respectfully submitted April 28, 2023 by:

*Mollie Thomas*

**Mollie Thomas**

Executive Director

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# Affordable Housing

FY2024 Operating & Capital Budget

## Issue Summary

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Affordable housing is a top concern and challenge in many communities throughout the country. Just five years ago Hillsborough's budget included less than \$10,000 in this area. To advance progress on affordable housing, the town board adopted guiding principles in April 2022 to incrementally increase funding over several years to allocate the equivalent of two cents on the property tax rate to this need. This paralleled a request made by the Affordable Housing Coalition in Orange County to help prioritize affordable housing in an on-going and meaningful way.

Funding in FY22 was \$22,488 with \$68,066 budgeted for FY23. FY24 funding requests have been received from the Partnership to End Homelessness as well as the Inter-Faith Council (IFC) in Chapel Hill to support their shelter operations that are available to all in Orange County. The town board has also expressed a desire to retain the capacity to assist other entities in the creation of affordable units. Funds the town has used in the past to assist with various projects in Hillsborough are now exhausted, so rebuilding reserves to assist in this area is needed.

## Key Decision Points

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- How to reach the 2-cent equivalent?
  - One option is to absorb in FY24 to avoid a property tax rate increase this year, start phasing in next year, or select one year to increase the property tax rate accordingly. This is an important point to resolve since the current budget is not capable of absorbing this expense without corresponding cuts, deferments, or identifying a revenue source such as raising the property tax rate to cover the \$326,000 cost of the 2-cent commitment.
  - The budget includes a proposal to make annual steps to the 2-cent goal. FY24 includes a total of \$100,000, then it increases by about \$75,000 annually until FY27.
- Confirm or amend allocation to PEH of uncommitted FY23 funds (\$43,292). A budget assumption to continue these funds was made since they already had an existing engagement with the town.
- Provide FY23 funding to IFC?
- What to do about FY24 requests from PEH (an additional \$51,475) and IFC (\$43,518)?
- How much and when to start allocating towards the "Affordable Housing Creation Reserves" for unit development in Hillsborough?

## Continuation Budget

<b>Continuation Budget</b> (included in FY24 budget)	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
Community Home Trust	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
HOME Funds Match	\$4,200	\$6,486	\$4,200	\$4,200	\$4,200	\$4,200
O.C. Partnership to End Homelessness (continuation)	\$15,788	\$15,788	\$15,788	\$15,788	\$15,788	\$15,788
Budgeted but Uncommitted Affordable Housing Funds*		\$43,292	\$44,628	\$44,628	\$44,628	\$44,628
<b>Total Continuation</b>	<b>\$22,488</b>	<b>\$68,066</b>	<b>\$67,116</b>	<b>\$67,116</b>	<b>\$67,116</b>	<b>\$67,116</b>

\*OCPEH was identified by the board at the FY23 budget workshop as potential recipient of funds pending completion of audit

## 2-Cent Funding Ramp-Up Option

<b>Ramp-up to 2 cents for Affordable Housing (\$326,000)</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
Current Contributions	\$22,488	\$68,066	\$67,116	\$67,116	\$67,116	\$67,116
Ramp-up Contributions			\$32,884	\$107,884	\$182,884	\$258,884
<b>Total Funding</b>	<b>\$22,488</b>	<b>\$68,066</b>	<b>\$100,000</b>	<b>\$175,000</b>	<b>\$250,000</b>	<b>\$326,000</b>

\*2-Cents = \$326,000 in FY24 dollars

## Available Funding

<b>Unassigned Funds</b> (assumes 2-cent ramp-up)	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
Revenue: Continuation + Ramp-up	\$22,488	\$68,066	\$100,000	\$175,000	\$250,000	\$326,000
Expenditures: Continuation	\$22,488	\$68,066	\$67,116	\$67,116	\$67,116	\$67,116
<b>Surplus/(Deficit)*</b>	<b>\$0</b>	<b>\$0</b>	<b>\$32,884</b>	<b>\$107,884</b>	<b>\$182,884</b>	<b>\$258,884</b>

\*Funds available for unfunded requests

## Unfunded Requests

<b>Expansion Requests</b> (not funded)	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
O.C. Partnership to End Homelessness (FY24 - expansion for 6 areas)		\$0	\$51,475	\$51,475	\$51,475	\$51,475
Inter-Faith Council		\$43,518	\$43,518	\$43,518	\$43,518	\$43,518
Affordable Housing Creation Reserve Contribution		TBD	TBD	TBD	TBD	TBD
<b>Total Expansion Requests</b>	<b>\$0</b>	<b>\$43,518</b>	<b>\$94,993</b>	<b>\$94,993</b>	<b>\$94,993</b>	<b>\$94,993</b>

## Affordable Housing Creation Reserve Fund

<b>Affordable Housing Creation Reserve Fund</b>	<b>FY22</b>	<b>FY23</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>
Anticipated Contributions to Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
Anticipated Allocation of Reserve Funds	\$0	\$0	\$0	\$0	\$0	\$0
<b>Cumulative Balance</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Description	Staff	Total Request	Hillsborough
Percentage Split			63%
<b>OCPEH Continuation Budget</b>			
CoC Personnel	2.65 FTE: 1 Homeless Programs Manager, .625 Homeless Programs Coordinator & 1 Housing Access Coordinator	\$ 237,310	\$ 15,425
CoC Operations		\$ 87,460	\$ 5,685
SOHRAD Personnel	4.0 FTE: 1 Clinical Coordinator (CJRD), 3 Peer Street Navigators (OCPEH) Front-line position salary and benefits \$68,599/position	\$ 285,515	
SOHRAD Operations		\$ 40,380	
RRH Personnel	0.5 FTE: 0.5 RRH Case Manager (0.5 from ESG annual grant) Front-line position salary and benefits \$68,599/position	\$ 32,500	
RRH Operations		\$ 3,415	
<b>TOTAL CONTINUATION BUDGET</b>		<b>\$ 686,580</b>	<b>\$ 44,628</b>
<b>OCPEH Grants</b>			
CoC RRH Grant	October 2022-September 2023	2 FTE: 2 Rapid Re-housing Case Managers	\$ 161,920
ESG	\$40,730 January 2023 - December 2023 (will all be spent in FY 2023)	0.5 FTE: Rapid Re-housing supportive services	\$ 40,730
CoC Planning Grant	\$21,946 July 2022-June 2023 \$23,899 July 2023 - June 2024 (ant)	.2 FTE: Homeless Programs Coordinator, Leadership Team stipends	\$ 22,922
<b>TOTAL GRANTS</b>			<b>\$ 225,572</b>
<b>Unmet Needs from Gaps Analysis</b>			
Rapid Re-housing	Rapid Re-housing provides financial assistance and case management services to people experiencing homelessness to help them obtain and maintain housing. The current homeless systems gaps analysis = 6 case managers (currently have 4 FTE: 2 funded by CoC, 1 funded by ESG Annual and local funds, and 1 County MOE); This request is for 2 FTE staff salaries, benefits, and program operations to be funded by OCPEH shared increase in contributions with rental assistance provided by HOME TBRA.	2 FTE: 2 new Rapid Re-housing case managers Front-line position salary and benefits \$68,599/position	\$ 140,830 \$ 9,154
Cold weather emergency warming shelter	Part-time as needed staffing for Nov 1 - March 31st when nighttime temperature drops below 32 degrees	0 FTE - temp staff, supplies, printing, advertising \$20/hr per staff member	\$ 20,000 \$ 1,300
Housing Locator	The Housing Locator position would be available to help people who need extra support with housing search. Currently people are searching for units for over three months, even with financial assistance in hand. This position prevents homelessness and in cases where they cannot do this, they decrease the amount of time people experience homelessness. This position is currently funded with grant and County ARPA funds which is expected to be exhausted in Spetember 2023 so this request is for the remaining .75 FTE to be funded by OCPEH shared increase in contributions.	1.0 FTE: 1 Housing Locator Front-line position salary and benefits \$68,599/position	\$ 51,449 \$ 3,344
Bridge Housing	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 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 (already an Outside Agency). 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. 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, and a clear funding opportunity through the American Rescue Plan Act funds.	0 FTE - services and hotelling	\$ 217,500 \$ 14,138
Permanent Supportive Housing	Permanent Supportive Housing (PSH) serves people experiencing chronic homelessness, providing housing subsidy and case management; Increased PSH is a homeless system gap. The current program cannot expand due to the need for match funding. The program currently has 2 FTEs funded by Continuum of Care (CoC) funding. Changing the staff funding source to local funds would allow the CoC dollars to be used for rental assistance, and adding another FTE case manager (3 total) would provide the staff capacity needed to administer additional rental assistance from reallocated CoC funds. The Inter-Faith Council for Social Service (IFC) is requesting funds for 3 FTE case managers to allow expansion of best practice PSH program.	3 FTE: 3 IFC Permanent Supportive Housing Case Managers	\$ 200,000 \$ 13,000
Homeless Youth Housing	LGBTQ Center of Durham receives requests for housing, therapy, and case management for youth (age 18-24) exiting homelessness in Orange County; serving both LGBTQ and non-LGBTQ youth. This request would provide supportive services to youth originating in Orange County.	0 FTE - services and housing	\$ 162,150 \$ 10,540
<b>TOTAL EXPANSION REQUEST</b>			<b>\$ 791,929</b> <b>\$ 51,475</b>
<b>TOTAL COMPLETE BUDGET</b>	Sum of continuation funding, grant funding, and unmet needs funding		<b>\$ 1,704,081</b> <b>\$ 96,103</b>





April 18, 2023

Dear Town and County Leaders,

IFC is again following up our Outside Agencies/Human Services Application with a request to enter a process for an inter-local agreement to fund our emergency housing programs: HomeStart for women and families and Community House for men. **We are asking again that funding for our emergency housing programs be considered separately from the Outside Agencies/Human Services process.** We will, however, work through the Outside Agencies/Human Services process for funding for our food security programs.

As you well know, we engaged in a similar process last year at this time, which we had hoped would lead to an inter-local agreement. We have not yet completed the process for the ILA, though we are grateful for the requested financial support we received from Orange County and the Towns of Chapel Hill and Carrboro for the current year (FY2023).

**Thank you for prioritizing funding to support our community members who are experiencing homelessness.** The emergency housing programs that IFC provides are unique in Orange County. No other organization provides these essential basic human services in our community. Without these vital services, more people would be living outdoors, given the worsening affordable housing crisis.

**For FY2024, IFC is requesting \$669,502 through an inter-local agreement for our emergency housing programs.** We hope this year to be able to complete the process for an inter-local agreement for 5 years, indexed for inflation, to be considered for renewal at the end of the initial period. Here is how the \$669,502 would break down, assuming the same allocation process as the current year:

Orange County	\$264,453
Town of Chapel Hill	\$265,792
Town of Carrboro	\$95,739
Town of Hillsborough	\$43,518


**IFC leverages a considerable amount of diverse resources in order to support members of this community with their most basic needs. As a non-profit provider, the depth and variety of support we receive is greater than what the government would be able to leverage if required to step in and provide the same services.** We continue to raise 65% of our annual revenue from private sources, including individuals, the faith community, foundations, and businesses. We also leverage significant in-kind support to meet people’s basic needs. Community members volunteer almost 15,000 hours of staffing each year, and nearly all the food distributed at the Community Market and served at the Community Kitchen and both shelters is donated. We maintain two reserve funds to draw from in emergencies and for needed capital maintenance on our three buildings (projected at \$110,000


annually, which is 1% of the value of our aging buildings). Without this dependable funding from the local government, we are not able to sustain all our safety net services, and we face making very difficult decisions. Unexpected one-time gifts and bequests in past years have covered our funding gap to date, but we cannot rely on these unexpected funds to continue to materialize.

Orange County has one of the highest income disparities in the state. When adequately funded, IFC helps to make this community more affordable for low-income residents and workers who make this a diverse and desirable place to live.

**Thank you for your thoughtful consideration and dependable partnership confronting the causes and responding to the effects of poverty in our community.** We appreciate the decisions ahead of you.

In partnership,

  
Jackie Jenks  
President and CEO

  
Susan Laidlaw  
Board Chair



# Mayor and Board of Commissioners

## FY2024 Operating & Capital Budget

### Dues & Subscriptions

Description	FY23 Budget	FY24 Budget	FY25 Budget	FY26 Budget
<b>DUES &amp; SUBSCRIPTIONS</b>	<b>21,914</b>	<b>23,266</b>	<b>23,266</b>	<b>23,266</b>
NCLM Annual Dues	8,500	8,500	8,500	8,500
NCLM Letter Subscription	26	26	26	26
Southern City Subscription	22	22	22	22
School of Government Annual Dues	1,350	1,350	1,350	1,350
Triangle J Council of Governments	3,776	3,776	3,776	3,776
NC Black Elected Municipal Officials	65	65	65	65
Hillsborough Chamber of Commerce	6,000	6,000	6,000	6,000
Chapel Hill Chamber of Commerce	1,375	1,375	1,375	1,375
NC Mayors Association	300	300	300	300
NC Women in Municipal Government	-	75	75	75
National League of Cities	-	1,277	1,277	1,277
Miscellaneous	500	500	500	500

### Training, Conferences, & Conventions

Description	FY23 Budget	FY24 Budget	FY25 Budget	FY26 Budget
<b>TRAINING/CONF./CONV.</b>	<b>22,104</b>	<b>11,245</b>	<b>24,445</b>	<b>9,745</b>
NCLM Town Hall Day (1)	-	30	30	30
Newly Elected Officials School (FY20/22/24)	-	1,500	-	-
UNC SOG Advanced Leadership Corps.	1,000	1,000	1,000	1,000
State of the Community Report	-	280	280	280
Triangle J Council Regional Summit	249	300	300	300
International LGBTQ Leaders Conference	1,140	1,140	1,140	1,140
NCLM City Vision	1,245	1,245	1,245	1,245
Inter City Visits	12,720	-	14,700	-
Miscellaneous Training	5,000	5,000	5,000	5,000
Travel Reimbursement for Meetings Outside County	600	600	600	600
NC Mayors Association Member Meeting	50	50	50	50
NCLM Town and State Dinner	100	100	100	100