



Agenda

Board of Commissioners Work Session

7:00 PM March 24, 2025

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

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

1. Opening of the work session

2. Agenda changes and approval

3. Appointments

[A.](#) Planning Board – Reappointment of Sherra Lawrence for a three-year term expiring March 31, 2028

4. Items for decision - consent agenda

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

[B.](#) Proclamation – Native Plants

[C.](#) Proclamation – Sexual Assault Awareness

[D.](#) 2025 Board of Commissioners Meeting Schedule Amendment

[E.](#) Classification and Pay Amendment

5. In-depth discussion and topics

[A.](#) Recognition of Retired Police Chief Duane Hampton

a) Proclamation declaring March 24, 2025, as Police Chief Duane Hampton Day – Mayor Mark Bell

b) Comments – mayor and commissioners

c) Presentation of retirement gift – Police Majors Andy Simmons and Jason Winn

d) Comments – Town Manager Eric Peterson

e) Closing comments – others

f) Comments – Retired Police Chief Duane Hampton

[B.](#) Orange County 2025 Revaluation Presentation

6. Committee updates and reports

7. Closed session

A. Closed Session as authorized by North Carolina General Statute Section 143-318.11 (a)(4) regarding economic development

8. Adjournment

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

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Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 24, 2025
Department: Planning and Economic Development
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Molly Boyle, Planner II

ITEM TO BE CONSIDERED

Subject: Planning Board – Reappointment of Sherra Lawrence for a three-year term expiring March 31, 2028

Attachments:

Board Service Application from Sherra Lawrence (from initial appointment)

Summary:

Sherra Lawrence was appointed to the Planning Board for a three-year term in March 2022. She is interested in serving a second term.

Financial impacts:

Occasional board training opportunities (minimal expense).

Staff recommendation and comments:

Lawrence has good meeting attendance. She comes prepared to meetings and actively participates in discussions. Staff recommends reappointing Lawrence to the Planning Board for a full three-year term.

Action requested:

Reappoint Sherra Lawrence to the Planning Board for a term expiring March 31, 2028.



TOWN OF HILLSBOROUGH

Advisory Board Application

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

Name:

Sherra Lawrence

Home address:

██████████ Hillsborough, NC 27278

Email address:

████████████████████

Place of employment:

UNC Chapel Hill

Job title:

Research Practitioner

Birth date:

July 23, 1989

Gender:

Female

Ethnic origin:

Black

Boards you would be willing to serve on:

First choice — Planning Board

Second choice — Historic District Commission

Third choice — Parks and Recreation Board

Reasons for wanting to serve:

I am new to the area and would like to learn more about the town, meet my new neighbors and get involved in the governance. I also have a degree in urban and environmental planning and policy and Child Development and would love and opportunity to flex some of those muscles for the town where I live.

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

No

Relevant work, volunteer or educational experience:

I have a joint masters degree in urban and environmental policy and planning where I learned about how place and space impact communities and I have done work in community and family engagement for most of my career.

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

I recently moved to the area and live here

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

I have watched a few public meeting where the plan was brought up and discussed and I think the priorities around affordable housing, maintaining green spaces and sustainability while also investing in business and economic development are all important priorities for Hillsborough especially with how rapidly the surrounding Triange and Triad areas are developing

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

I reviewed a plan that was discussed in the parks and rec meeting about green spaces and priorities for making the town more walkable, I know traffic was identified as a concern of many in the town and I think there is a lot of opportunity to make the town more walkable and think about public transportation and bike paths

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

This area of North Carolina is rapidly growing and I think with that there will be challenges with ensuring the town is developing in a way that honors the history of the town while also taking into account the growing diversity of the population and the needs and preferences that come with more diverse perspectives. Finding a balance between economic development and environmental sustainability is also a challenge Hillsborough may face. I am interested in the Planning board and Park and Rec Board because I believe these are two board that will be very influential in determining a path for finding the balance between development and sustainability.

How you heard about this opportunity:

Internet

Agreement:

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 24, 2025
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 2024-2025

**TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT**

DATES: 03/24/2025 TO 03/24/2025

	<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>
GF	10-00-9990-5300-000 CONTINGENCY						
Contingency	To cover Collins Ridge Engineering	46101	03/24/2025	EBRADFORD	450,000.00	-35,000.00	42,372.35
Admin.	10-10-4200-5300-320 SUPPLIES - OFFICE						
	Cover supplies through year-end.	46093	03/24/2025	JFernandez	800.00	400.00	1,200.00
Admin.	10-10-4200-5300-570 MISCELLANEOUS						
	Cover supplies through year-end.	46094	03/24/2025	JFernandez	53,653.00	-400.00	53,253.00
Police	10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL						
	To move fingerprint computer to Capital acct	46098	03/24/2025	EBRADFORD	57,375.00	-6,050.00	121,990.00
Police	10-20-5100-5700-743 CAPITAL - SOFTWARE						
	To move fingerprint computer to Capital acct	46099	03/24/2025	EBRADFORD	0.00	6,050.00	6,050.00
Streets	10-30-5600-5300-455 C.S./ENGINEERING						
	To cover Collins Ridge Engineering	46100	03/24/2025	EBRADFORD	41,000.00	35,000.00	171,461.33
WSF	30-00-3850-3850-000 INTEREST EARNED						
Revenue	To cover bond fees	46097	03/24/2025	EBRADFORD	385,500.00	1,949.00	387,449.00
WSF	30-80-3900-3900-000 FUND BALANCE APPROPRIATED						
Fund Bal.	To cover WWTP chemicals through year-end.	46090	03/24/2025	JFernandez	406,244.00	14,950.00	3,193,213.96
WFER	30-80-8130-5300-570 MISCELLANOUS						
	To cover bond fees	46096	03/24/2025	EBRADFORD	2,600.00	2,900.00	5,500.00
WFER	30-80-8130-5300-921 WATER QUALITY MONITORING						
	To cover bond fees	46095	03/24/2025	EBRADFORD	25,000.00	-951.00	24,049.00
Water	30-80-8140-5300-326 SUPPLIES - PATCH						
Dist.	To cover curbing repair after sewer line work.	46091	03/24/2025	JFernandez	4,000.00	-1,327.00	19,173.00
WW	30-80-8200-5300-326 SUPPLIES - PATCH						
Collect.	To cover curbing repair after sewer line work.	46092	03/24/2025	JFernandez	6,000.00	1,327.00	8,827.00
WWTP	30-80-8220-5300-323 SUPPLIES - CHEMICALS						
	To cover WWTP chemicals through year-end.	46089	03/24/2025	JFernandez	65,000.00	14,950.00	79,950.00
Gen	60-05-3870-3870-406 TRANSFER FROM GF-NC86 RENOVATION						
Cap. Proj.	Finance project instead of paying cash	46084	03/24/2025	EBRADFORD	1,398,450.00	-2,208,999.52	1,398,450.00
Gen.	60-05-3980-3980-104 INSTALL FIN/NC86 RENOVATION						
Cap. Proj.	Finance project instead of paying cash	46085	03/24/2025	EBRADFORD	3,237,719.46	2,208,999.52	2,208,999.52
	Finance project instead of paying cash	46086	03/24/2025	EBRADFORD	3,237,719.46	1,200,668.00	3,409,667.52
Gen.	60-05-5600-5970-910 TRANSFER TO GENERAL FUND						
Cap. Proj.	Finance project instead of paying cash	46088	03/24/2025	EBRADFORD	0.00	1,200,668.00	1,200,668.00
						<u>2,435,134.00</u>	

JFernandez
fl142r03

03/17/2025 9:34:25AM

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Section 4, Item A.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	March 24, 2025
Department:	Public Space and Sustainability
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Public Space and Sustainability Manager Stephanie Trueblood

ITEM TO BE CONSIDERED

Subject: Proclamation Recognizing April 2025 as Native Plant Month

Attachments:

Proclamation

Summary:

Native Plant Month focuses attention on the vital role of native plants in overall ecosystem health and sustainability. With more than 3,900 native plant species, North Carolina is one of the most diverse states in the Southeast for flora. Native plants provide essential food and shelter for wildlife.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Adopt proclamation recognizing April 2025 as Native Plant Month in the Town of Hillsborough.



PROCLAMATION

Native Plant Month

April 2025

WHEREAS, native plants are indigenous species that have evolved and occur naturally in a particular region, ecosystem, and habitat; and

WHEREAS, native plants are vital for maintaining and restoring the healthy ecosystem needed to sustain our environment, including seed dispersal; pollination of crops and natural vegetation; prevention of flooding, drought, and erosion; regulation of disease-carrying organisms; and moderation of weather extremes; and

WHEREAS, North Carolina is home to more than 3,900 native plant species, including trees, shrubs, vines, grasses, and wildflowers, making it one of the most diverse states for native plants in the Southeast; and

WHEREAS, native plants provide shelter as well as nectar, pollen, and seeds that serve as food for native butterflies, insects, birds, amphibians and other wildlife in ways that non-native plants cannot; and

WHEREAS, 969 of the native plant species in North Carolina have been designated as significantly rare and/or in decline and may be in danger of extinction; and

WHEREAS, 94 of those 969 imperiled plants have been found in Orange County;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim April 2025 as Native Plant Month to recognize the many benefits of native plants to the environment and economy of 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 24th day of March in the year 2025.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	March 24, 2025
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation Recognizing April 2025 as Sexual Assault Awareness Month

Attachments:

Proclamation

Summary:

The Orange County Rape Crisis Center (OCRCC) requests that the town proclaim April 2025 as “Sexual Assault Awareness Month” in the Town of Hillsborough.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Adopt proclamation in recognition of Sexual Assault Awareness Month.



PROCLAMATION

Recognizing April 2025 as Sexual Assault Awareness Month

WHEREAS, the nonprofit Orange County Rape Crisis Center provides support to survivors of sexual violence, their loved ones, and community professionals 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 10,000 youth and adults each year; 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, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim April 2025 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 24th day of March in the year 2025.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 24, 2025
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: 2025 Board of Commissioners Meeting Schedule Amendment

Attachments:

Amended schedule

Summary:

The 2025 Board of Commissioners meeting schedule amendment includes removal of:

- Joint Water and Sewer Advisory Committee meeting at the Aug. 25 work session.
- State of the Town Address at April 28 work session. (A video recording of the address will be made.)

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To amend the meeting schedule as presented.

Meeting Schedule: 2025

BOARD OF COMMISSIONERS



Meetings start at 7 p.m. in the Board Meeting Room of the Town Hall Annex, 105 E. Corbin St., unless otherwise noted. Times, dates and locations are subject to change.

The public will be able to view and listen to regular meetings and work sessions via live streaming video on the [town's YouTube channel](#).

Regular meetings

Regular meetings typically occur the second Monday of the month.

Jan. 13		Aug. 11
Feb. 10		Sept. 8
March 10		Oct. 13
April 14		Nov. 10
May 12	With budget presentation	Dec. 8
June 9	Tentative budget adoption	

Work sessions

Work sessions typically occur the fourth Monday of the month. The board generally does not make decisions or receive public comment at work sessions.

Jan. 27		May 27	With budget workshop, if needed
Feb. 24	With economic and budget update	June 23	Budget adoption, if needed
March 1	Budget retreat	Aug. 25	With joint WSAC meeting
March 24		Sept. 22	
April 28	State of the Town Address	Oct. 27	
May 19	Budget workshop, public hearing	Nov. 24	

Joint public hearings

Joint public hearings with the Planning Board typically occur the third Thursday of a month.

Feb. 20	Aug. 21
May 15	Nov. 20

Joint meetings

Meetings with the Water and Sewer Advisory Committee are planned biannually.

Feb. 17	Orange County Board of Commissioners	Feb. 6	Water and Sewer Advisory Committee
	Whitted Building		
	300 W. Tryon St., Hillsborough		

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Amended: March 24, 2025



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 24, 2025
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Human Resources Manager Haley Thore

ITEM TO BE CONSIDERED

Subject: Classification and Pay Amendment

Attachments:

Salary Schedule

Summary:

Over the past few years, the number of customers that pay their utility bill in person has decreased. Currently, the department has two full-time and one part-time customer service representative positions included in the budget. The Financial Services Department has identified that the town does not need two full-time customer service representatives due to the decreased walk-in customers. The department has identified the need for someone with a more technical skillset to provide back-up to the billing and customer service supervisor. This request is to reclassify one of the full-time customer service representative positions to billing and customer service specialist.

Currently the senior customer service representative position is in grade 4 with a salary range of \$42,597 - \$66,355.

If approved, the billing and customer service specialist position will be in grade 6 with a salary range of \$46,655 - \$72,848.

Financial impacts:

Minimal – increased starting salary for someone being hired into the position.

Staff recommendation and comments:

Approve attached salary schedule.

Action requested:

Approve attached salary schedule.

Regular (Non-Law Enforcement) Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	37,205	48,667	60,128			
2	38,915	49,690	60,465	N	201	ADMINISTRATIVE SUPPORT SPECIALIST
2	38,915	49,690	60,465	N	202	METER SERVICES TECHNICIAN
2	38,915	49,690	60,465	N	205	CUSTOMER SERVICE REPRESENTATIVE
3	40,711	52,024	63,338	N	302	EQUIPMENT OPERATOR I
3	40,711	52,024	63,338	N	303	UTILITY MAINTENANCE TECHNICIAN I
4	42,597	54,476	66,355	N	401	SENIOR CUSTOMER SERVICE REPRESENTATIVE
4	42,597	54,476	66,355	N	402	UTILITY MAINTENANCE TECHNICIAN II
4	42,597	54,476	66,355	N	403	WASTEWATER PLANT OPERATOR I
4	42,597	54,476	66,355	N	404	WATER PLANT OPERATOR I
5	44,576	57,049	69,522	N	502	EQUIPMENT OPERATOR II
5	44,576	57,049	69,522	N	503	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
5	44,576	57,049	69,522	N	504	UTILITY MAINTENANCE TECHNICIAN III
5	44,576	57,049	69,522	N	505	WASTEWATER PLANT OPERATOR II
5	44,576	57,049	69,522	N	506	WATER PLANT OPERATOR II
6	46,655	59,752	72,848	N	605	ACCOUNTS PAYABLE TECHNICIAN
6	46,655	59,752	72,848	N	605	EQUIPMENT OPERATOR III
6	46,655	59,752	72,848	N	601	PLANNING TECHNICIAN
6	46,655	59,752	72,848	N	602	PLANT MAINTENANCE MECHANIC I
6	46,655	59,752	72,848	N	604	UTILITY SYSTEMS MECHANIC I
6	46,655	59,752	72,848	N	607	STORMWATER TECHNICIAN
6	46,655	59,752	72,848	N	608	BILLING & CUSTOMER SERVICE SPECIALIST
7	48,838	62,589	76,341	N	706	ACCOUNTING TECHNICIAN
7	48,838	62,589	76,341	N	701	CREW LEADER
7	48,838	62,589	76,341	N	702	PLANT MAINTENANCE MECHANIC II
7	48,838	62,589	76,341	N	703	UTILITY SYSTEMS MECHANIC II
7	48,838	62,589	76,341	N	704	WASTEWATER PLANT OPERATOR III
7	48,838	62,589	76,341	N	705	WATER PLANT OPERATOR III
8	51,130	65,569	80,008	N	801	FLEET MECHANIC
8	51,130	65,569	80,008	N	802	PLANT MAINTENANCE MECHANIC III
8	51,130	65,569	80,008	N	803	UTILITY SYSTEMS MECHANIC III
8	51,130	65,569	80,008	N	804	DIVERSION SOCIAL WORKER
9	53,536	68,697	83,858	E	901	BILLING & CUSTOMER SERVICE SUPERVISOR
9	53,536	68,697	83,858	N	902	METER SERVICES SUPERVISOR
9	53,536	68,697	83,858	N	903	UTILITIES INSPECTOR
9	53,536	68,697	83,858	E	904	PUBLIC WORKS SUPERVISOR
10	56,063	71,982	87,901	N	1001	BACKFLOW/FOG SPECIALIST
10	56,063	71,982	87,901	N	1002	CHIEF WASTEWATER PLANT OPERATOR
10	56,063	71,982	87,901	N	1003	COMMUNICATIONS SPECIALIST
10	56,063	71,982	87,901	N	1004	FACILITIES COORDINATOR
10	56,063	71,982	87,901	N	1005	OPERATOR IN RESPONSIBLE CHARGE
11	58,716	75,431	92,146	N	1101	PLANNER
12	61,502	79,053	96,604	E	1201	BUDGET & MANAGEMENT ANALYST
12	61,502	79,053	96,604	E	1202	FINANCIAL ANALYST
12	61,502	79,053	96,604	E	1203	FLEET MAINTENANCE SUPERVISOR

12	61,502	79,053	96,604	E	1204	HUMAN RESOURCES ANALYST
12	61,502	79,053	96,604	E	1205	MANAGEMENT ANALYST
12	61,502	79,053	96,604	N	1206	STORMWATER PROGRAM COORDINATOR
12	61,502	79,053	96,604	N	1207	WASTEWATER LABORATORY SUPERVISOR
12	61,502	79,053	96,604	N	1208	SENIOR COMMUNICATIONS SPECIALIST
12	61,502	79,053	96,604	N	1209	PLANNER II
13	64,427	82,856	101,284	E	1301	CIVIL ENGINEERING TECHNICAN
13	64,427	82,856	101,284	E	1302	SENIOR PLANNER
13	64,427	82,856	101,284	E	1303	UTILITY MAINTENANCE SUPERVISOR
14	67,499	86,848	106,198	E	1401	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
14	67,499	86,848	106,198	E	1402	UTILITY MECHANIC SUPERVISOR
15	70,724	91,041	111,358	E	1501	SAFETY & RISK MANAGER
15	70,724	91,041	111,358	E	1502	CONSTRUCTION PROJECT COORDINATOR
16	74,110	95,443	116,776	E	1601	WATER PLANT SUPERINTENDENT
17	77,665	100,065	122,465	E	1701	PUBLIC WORKS MANAGER
17	77,665	100,065	122,465	E	1702	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	77,665	100,065	122,465	E	1703	UTILITY SYSTEM SUPERINTENDENT
18	81,399	104,918	128,438	E	1802	COMMUNICATIONS MANAGER
19	85,319	110,014	134,710	E	1901	INFORMATION TECHNOLOGY MANAGER
20	89,434	115,365	141,295	E	2001	BUDGET DIRECTOR
20	89,434	115,365	141,295	E	2002	ENVIRONMENTAL ENGINEERING MANAGER
20	89,434	115,365	141,295	E	2003	HUMAN RESOURCES MANAGER
20	89,434	115,365	141,295	E	2004	PLANNING & ECONOMIC DEVELOPMENT MANAGER
20	89,434	115,365	141,295	E	2005	PUBLIC SPACE & SUSTAINABILITY MANAGER
20	89,434	115,365	141,295	E	2006	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
21	93,756	120,983	148,210			
22	98,294	126,882	155,470			
23	103,059	133,076	163,094			
24	108,062	139,580	171,099	E	2401	ADMINISTRATIVE SERVICES DIRECTOR
24	108,062	139,580	171,099	E	2402	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
24	108,062	139,580	171,099	E	2403	FINANCE DIRECTOR
25	113,315	146,409	179,504	E	2501	UTILITIES DIRECTOR

Sworn Law Enforcement Officer Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
100	48,138	61,679	75,220	N	100	POLICE OFFICER TRAINEE
102	54,912	70,485	86,059	N	102	POLICE OFFICER
201	57,508	73,860	90,212	N	203	POLICE OFFICER FIRST CLASS
202	60,233	77,403	94,573	N	204	POLICE CORPORAL
402	68,730	88,449	108,168	N	405	POLICE SERGEANT
502	75,467	97,207	118,947	E	507	POLICE LIEUTENANT
601	86,700	111,809	136,919	E	606	POLICE MAJOR
701	108,062	139,580	171,099	E	707	CHIEF OF POLICE



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 24, 2025
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Recognition of Retired Police Chief Duane Hampton

Attachments:

Proclamation

Summary:

Retired Police Chief Duane Hampton will be recognized for his years of service, contributions and achievements during his tenure with the Town of Hillsborough.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

Receive presentation.



PROCLAMATION

Declaring March 24, 2025

Police Chief Duane Hampton Day

WHEREAS, we are here today to celebrate and thank Duane Hampton for over 14 years of phenomenal service as chief of police of the Hillsborough Police Department, which he joined in November 2010; and

WHEREAS, advancements during his tenure include implementing practices that have made Hillsborough safer and more welcoming, such as transparency reports, community summits, early adoption of body-worn cameras, and completion of the North Carolina League of Municipalities Shield Services Risk Review, demonstrating adherence to best practices, court decisions, policies and procedures related to high-risk activities; and

WHEREAS, Chief Hampton has regularly supported and encouraged efforts by officers to build strong relationships throughout the community at a level rarely seen in police departments and has done so by example; and

WHEREAS, the chief has focused in concerning times on listening, being compassionate and prioritizing residents' safety — helping, as a resident said, to stabilize situations and let people know they have been heard; and

WHEREAS, Chief Hampton has invested his time, vision and focus on supporting the town's officers to ensure they have had the training, support and equipment needed to be successful in serving and protecting all who have lived, worked and visited Hillsborough over the past 14 years; and

WHEREAS, Chief Hampton has been a state and national leader in officer safety and training by instructing basic law enforcement cadets in a variety of subjects, was an early instructor and advocate for the Below 100 initiative encouraging officers to incorporate key safety tenants daily to ensure they return home safe, and served as an officer in the police driving instructors association ALERT International and a leader in driver safety efforts in North Carolina through a partnership of the Hillsborough Police Department and the League of Municipalities to start the Slower Is Faster "train the trainer" annual program instructing officers from over 100 agencies since 2013; and

WHEREAS, under Chief Hampton's leadership, the Hillsborough Police Department has earned and maintained the confidence and support of the Hillsborough community even during the most challenging times;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim March 24, 2025 as Chief Duane Hampton Day.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 24th day of March in the year 2025.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: March 24, 2025
Department: Administration
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Budget Director, Emily Bradford

ITEM TO BE CONSIDERED

Subject: Orange County 2025 Revaluation Presentation

Attachments:

1. 2025 Revaluation Presentation
2. Orange County 2025 Revaluation FAQs

Summary:

Counties are required to complete a revaluation process every 8 years. Orange County's last revaluation was completed in 2021. Orange County Tax Assessor, Nancy Freeman will be presenting the preliminary results of the 2025 revaluation.

The Orange County 2025 Revaluation FAQs document will be included with the revaluation notices. Notices are anticipated to be mailed out Friday, March 21.

Financial impacts:

In revaluation years, the town is required to state the revenue neutral tax rate but is not required to adopt it.

Staff recommendation and comments:

Orange County staff from the Tax Assessor's office will be available to answer any questions the board may have about the 2025 revaluation.

Action requested:

Receive presentation.



2025 Revaluation Presentation

March 24, 2025

Nancy Freeman
Orange County Tax Administrator

What is Revaluation?

- Process of updating real property tax assessment to market value and present-use value as of a single appraisal date
- Primary goal is to equalize tax base
- Re-establish the fairness of the tax burden between properties, which change in value at different rates by location and property type.
- All residential and commercial land throughout Orange County and permanent structures
- Does not include Personal Property which is reappraised annually
- Required by NC General Statutes: NC law requires all counties to revalue real property at least once every 8 years, Orange has adopted a 4 year cycle.

Equalization Example

Reappraisal purpose is equalization of assessed value so that all property owners pay at 100% of market value. This shows how the market value evolves in the years between revaluations between two homes in the same neighborhood.

- At the 2021 revaluation, Home A is assessed at \$205,100, tax bill of \$640. Home B is assessed at \$295,300, tax bill of \$920.
- Both of these homes sell for \$320,000 in 2023
- Even though both properties sold in 2023 for a higher amount, the value and tax amounts do not change for either property in 2024. As a result, in 2024 Home A is paying a property tax bill that is based on only 64% of its market value, while Home B is paying property tax based on only 92% of its market value.
- At the 2025 revaluation, both homes are valued at \$320,000, and the 2025 property tax bill for each home is \$1,000.

Residential Appraisal

- Residential properties valued by Orange County Appraisal Team
 - Each appraiser is certified by the North Carolina Department of Revenue (NCDOR)
 - Must pass required courses & maintain certification with continuing education
 - Must attend NCDOR Sales-Qualifying Training
- Each sale in Orange County is reviewed and categorized as qualified or non-qualified sale
 - “Arms Length Transaction” = Qualified Sale
 - Purpose is to eliminate sales not indicative of a fair market transaction
 - Two years of sales included in sales bank used to shape the values for the revaluation.
 - [Sales bank](#) is available on our website. 8,613 sales range from January 1, 2021 through December 31, 2024.

Comparison to Other Counties

- ❑ Orange County estimates 52% increase countywide
- ❑ Survey of counties conducting a revaluation in 2025
 - ❑ Average county-wide growth of 58%, median of 56%
 - ❑ Range from 25% to 73%
 - ❑ Twenty-two counties included in the survey
- ❑ Fifteen of these counties held a revaluation in 2021
 - ❑ Average County-wide growth of 53%, median 56%
 - ❑ Range 25% to 67%

Mandatory Revaluation

In counties with rapid property value changes, state law may require earlier reappraisals. North Carolina Department of Revenue (NCDOR) monitors the amount of change in property values by reviewing the sales ratio between revaluations.

- If sales ratio becomes too high or low, NCDOR mandates the county to conduct a revaluation sooner.
- Orange County's marked growth in real estate prices since 2021 led the state to mandate a reappraisal by January 1, 2025.
- Since Orange County conducts revaluations every 4 years, our next reappraisal already set for 2025 but would not be allowed to postpone it.

Neighborhood Reviews

Approximately 10,000 field reviews completed.

This is three times more than were completed prior to the 2021 Revaluation.

- ❖ 2021 Field Review Count affected by COVID restrictions

Field reviews were planned to target specific issues, such as neighborhoods that experienced a large number of appeals, properties with a large gap between effective and actual year built, commercial properties, multi-address properties.

*Current Revaluation Results

2025 All Properties	Estimated Assessed Value	Percentage Change
County	\$30,464,315,133	52%
Carrboro	\$3,785,127,157	47%
Chapel Hill	\$12,139,390,427	46%
Hillsborough	\$2,060,756,746	49%
Mebane	\$1,064,273,637	47%
* These values are not yet finalized.		

Current Revaluation Results (continued)

2025 Estimated Median Home Values

	Median Assessed Value	Median Sale Price
County	\$509,200	\$530,000
Carrboro	\$604,950	\$700,000
Chapel Hill	\$692,350	\$756,250
Hillsborough	\$427,500	\$477,500
Mebane	\$363,800	\$397,500

Revaluation Notice Mailing

Notices to be mailed mid-March, will include:

- Valuation Notice
- FAQ in English & Spanish: revaluation basics
- New Simplified Informal Appeal Form

How are Property Taxes Determined?

The total value of all taxable property in the county is called the tax base. County agencies and departments submit annual operating budgets that are reviewed by the Budget office and the County Manager's office. The total budget is submitted to the Board of County Commissioners (BOCC), who sets the tax rate used to calculate tax bills. This is done when the budget is adopted each June. A similar process is completed for Carrboro and other municipalities.

Revenue Neutral Tax Rate

- The Revenue Neutral Tax Rate is the property tax rate that would generate the same tax levy on the county or town's new, post-reappraisal tax base as the county or town received in the past fiscal year on its existing tax base.
- It is the rate that would keep a **jurisdiction-wide tax bill** the same next year as it was this year, despite the change in the tax base.
- Each revaluation year, counties and towns must publish the Revenue Neutral Tax Rate. This is done so that taxpayers can determine if their county or town has increased or decreased its total property tax levy following a county-wide reappraisal of real property.
- While a county must calculate and publish Revenue Neutral Tax Rate, it is not required to adopt it as the actual tax rate for the coming fiscal year.

Community Outreach

- Press Release **February 15, 2025**
- Community Outreach Events to begin in **March**
 - Reaching out to community centers, churches, civic organizations with the help of Community Relations team
 - Another Press Release when notices are sent out Mid-March
- Presentations to include Revaluation Information, Appeal Process, Tax Assistance Programs & Payment Options

Community Outreach

- **Informational meetings**

- March 18, 6 p.m. at Carrboro Town Council Meeting, Carrboro Town Hall, 301 W. Main Street, Carrboro
- March 24, 7 p.m. at Hillsborough Town Council Meeting, Town Hall Annex Board Meeting Room, 105 E. Corbin St., Hillsborough
- March 27, 6:30 p.m. at Gaines Chapel AME Church, 4024 US -70, Efland
- April 9, 9 a.m. - 12 p.m. at Seymour Center, 2551 Homestead Rd, Chapel Hill
- April 10, 1 p.m. - 4 p.m. at Passmore Center, 103 Meadowlands Dr, Hillsborough
- April 15, 7 p.m. at Schley Grange Hall, 3416 Schley Rd., Hillsborough
- April 16, 6 p.m. at Chapel Hill Town Council, Council Chamber, 405 Martin Luther King Jr. Blvd, Chapel Hill
- April 26, 9 a.m. - 12 p.m. at Lee's Chapel Missionary Baptist Church, 3604 Lee's Chapel Rd., Cedar Grove (Outreach with DSS)

How Tax Office Can Help - Appeals

- Informal appeals are handled by appraisal staff. The **Informal Appeals period** begins when revaluation notices are mailed in **Mid-March and ends April 30, 2025**
- Formal appeals are heard and decided by the Orange County Board of Equalization and Review (BOER). The **Formal Appeals period** begins **May 1, 2025 and ends July 31, 2025**.
- Anticipate up to 2,500 informal appeals and 750 formal appeals.
- Appeal levels for 2021 were low due to pandemic: 1,681 informal, 381 formal appeals

How Tax Office Can Help – Appeals (continued)

- Review property characteristics at Real Property Search Webpage:
www.orangecountync.gov/prc
- Compare property to nearby property sales at Comper Webpage:
www.orangecountync.gov/comper
- Submit appeal form included with revaluation notice, or complete appeal process online: www.orangecountync.gov/Appeals

How Tax Office Can Help – Tax Assistance

- Tax Office Administered Assistance Programs
 - Elderly or Disabled Homestead Exclusion
 - Disabled Veteran Exemption
 - Homestead Circuit Breaker – Tax Deferral Program
- Housing's Longtime Homeowner's Assistance Program
 - Notification in your tax bill
 - Apply with Housing, approval by Housing
 - Grants applied to tax bill or check mailed if tax bill is paid

How Tax Office Can Help: Payment Options

Payment Coupon

- opportunity to break bill into 5 monthly payments: August 31st through December 31st
- Payment Coupon sent with your bill

Monthly Bank Drafts

- Begin early in the year (can start now)
- estimate bill amount and decide how much you want to have drafted from your checking account monthly

Convenience with E-Payments

- ACH on our website
- Debit/Credit Cards, Apple Pay, Google Pay

For More Information

- Contact the Orange County Tax Office:
 - ▣ 919-245-2100, option 2
 - ▣ reval@orangecountync.gov
 - ▣ Live chat by visiting: www.orangecountync.gov/departments/tax/

Orange County 2025 Revaluation FAQ

Helpful Resources:

File an Appeal Online: [OrangeCountync.gov/Appeals](https://www.orangecountync.gov/Appeals)

View Comps Online: [OrangeCountync.gov/Comper](https://www.Orangecountync.gov/Comper)

Review your property Online: [OrangeCountync.gov/PRC](https://www.Orangecountync.gov/PRC)

Revaluation Info: [OrangeCountync.gov/Revaluation](https://www.Orangecountync.gov/Revaluation)

What is Revaluation and why have one?

Revaluation is the process of updating all property tax assessments in Orange County to reflect market value as of a set date. For Orange County, this date is January 1, 2025. During this process, the tax office reassesses all real property, including land, buildings, and improvements. North Carolina law requires counties to revalue properties at least every eight years, Orange County follows a four-year revaluation cycle.

Will all property values change during a revaluation?

Most likely yes. However, not all property values will change at the same percentage. Reappraisal is about the equalization of assessed value so that all property owners pay at 100% of market value. The below is an example of how this would occur over the course of several years between revaluations.

- *Home 1 sells for \$320,000 and is assessed at \$205,100, meaning Home 1 pays property tax on 64% of market value.*
- *Home 2 sells for \$320,000 and is assessed at \$295,300, meaning Home 2 pays property tax on 92% of market value.*

For this example, let's say the property tax bills for both homes are \$1,000 if the home were valued at the market value of \$320,000 (sales price). Without reappraisal and equalization of value, the first home would be paying \$640 in taxes while the second would be paying \$920 in taxes.

Will my taxes change as a result of revaluation?

Your property value affects your share of taxes, but the amount you pay depends on the budget needs of your local government (county, city, fire districts, etc.). Governing boards decide on services for the year, set budgets, and adopt a tax rate to cover the costs. Your property value times the tax rate equals your taxes due.

Who will do the work of reviewing properties for the revaluation?

The Orange County Tax Office is mainly handling this revaluation internally, with help from appraisal consultants to gather data not accessible to staff.

How are market values determined?

Market data is gathered using different tools. However, the best way to value homes is by comparing sales of similar properties based on location, size, age, style, and condition.

What if I disagree with my new tax assessment?

Your new value notice includes instructions and an appeal form. The first step is an informal review by an Orange County Tax Office appraiser. Staff will be available to meet with property owners for this review. If further appeal is needed, a formal appeal can be scheduled with the Board of Equalization and Review.

Preguntas Frecuentes sobre la revaluación del condado de Orange en 2025

Recursos útiles:

Presentar una apelación en línea: OrangeCountync.gov/Appeals

Revisa tu propiedad en línea: OrangeCountync.gov/PRC

Ver Comps en línea: OrangeCountync.gov/Comper

Información de revaluación: OrangeCountync.gov/Revaluation

¿Qué es la revaluación y por qué tener una?

La revaluación es el proceso de actualización de todas las tasaciones de impuestos a la propiedad en el condado de Orange para reflejar el valor de mercado a partir de una fecha determinada. En el condado de Orange, esta fecha es el 1 de enero de 2025. Durante este proceso, la oficina de impuestos vuelve a evaluar todos los bienes inmuebles, incluidos los terrenos, los edificios y las mejoras. La ley de Carolina del Norte exige que los condados revalúen las propiedades al menos cada ocho años; el condado de Orange sigue un ciclo de revaluación de cuatro años.

¿Todos los valores de las propiedades cambiarán durante una revaluación?

Lo más probable es que sí. Sin embargo, no todos los valores de las propiedades cambiarán en el mismo porcentaje. La revaluación consiste en igualar el valor tasado para que todos los propietarios paguen el 100 % del valor de mercado. El siguiente es un ejemplo de cómo ocurriría esto en el transcurso de varios años entre revaluaciones.

- *La primera casa se vende por \$320,000 y está valuada en \$205,100, lo que significa que la primera casa paga impuestos sobre la propiedad sobre el 64% del valor de mercado.*

- *La segunda casa se vende por \$320,000 y está valuada en \$295,300, lo que significa que la casa paga impuestos a la propiedad sobre el 92% del valor de mercado.*

Para este ejemplo, supongamos que las facturas de impuestos a la propiedad de ambas viviendas son de \$1000 si la vivienda se valora al valor de mercado de \$320 000 (precio de venta). Sin la retasación y la igualación del valor, la primera vivienda pagaría \$640 en impuestos mientras que la segunda pagaría \$920 en impuestos.

¿Mis impuestos cambiarán como resultado de la revaluación?

El valor de su propiedad afecta su parte de impuestos, pero la cantidad que paga depende de las necesidades presupuestarias de su gobierno local (condado, ciudad, distritos de bomberos, etc.). Las juntas directivas deciden los servicios para el año, establecen presupuestos y adoptan una tasa impositiva para cubrir los costos. El valor de su propiedad multiplicado por la tasa impositiva equivale a los impuestos que debe pagar.

¿Quién hará el trabajo de revisar las propiedades para la revalorización?

La Oficina de Impuestos del Condado de Orange está manejando esta revaluación principalmente de manera interna, con la ayuda de consultores de tasación para recopilar datos a los que el personal no tiene acceso.

¿Cómo se determinan los valores de mercado?

Los datos del mercado se recopilan mediante distintas herramientas. Sin embargo, la mejor manera de valorar las viviendas es comparando las ventas de propiedades similares en función de la ubicación, el tamaño, la antigüedad, el estilo y el estado.

¿Qué pasa si no estoy de acuerdo con mi nueva evaluación fiscal?

Su nuevo aviso de valor incluye instrucciones y un formulario de apelación. El primer paso es una revisión informal por parte de un tasador de la Oficina de Impuestos del Condado de Orange. El personal estará disponible para reunirse con los propietarios de las propiedades para esta revisión. Si se necesita una apelación adicional, se puede programar una apelación formal ante la Junta de Igualación y Revisión.