



Agenda

Board of Commissioners Regular Meeting

7:00 PM August 12, 2024

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

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

1. Public charge

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

2. Audience comments not related to the printed agenda

3. Agenda changes and approval

4. Appointments

[A.](#) Tree Board – Appointment of Brian Mayell for a term ending Aug. 30, 2027

5. Items for decision – consent agenda

[A.](#) Minutes

- Budget workshop June 3, 2024
- Regular meeting June 10, 2024
- Work session June 24, 2024
- Work session closed session June 24, 2024
- Special meeting July 15, 2024

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

[C.](#) Proclamation – Women's Equality Day 2024

[D.](#) Ordinance Amending Article VII – Recreation, Section 3-49.a – Skateboard Park Regulations

[E.](#) Collins Ridge Phase 1A Partial Water and Sewer Acceptance - Gold Hill Way Water Main and Orange Grove St. Sewer Outfall – Request 1

6. Items for decision - regular agenda

[A.](#) Hot topics for work session Aug. 26, 2024

7. Updates

A. Board members

B. Town manager

[C.](#) Staff (written reports in agenda packet)

8. Closed session

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
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- A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(9)
- B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (potential litigation)

9. Adjournment

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 12, 2024
Department:	Public Space and Sustainability
Agenda Section:	Appointments
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space and Sustainability Manager

ITEM TO BE CONSIDERED

Subject: Tree Board – Appointment of Brian Mayell for a term ending Aug. 30, 2027

Attachments:

Application

Summary:

Brian Mayell is recommended to be appointed for a new three-year term. Mayell has years of experience working in community forestry, nursery tree production, and conservation of natural areas. Mayell has been a volunteer on the invasive species removal team for several years and has been instrumental in invasive species removal and planting projects conducted by the Tree Board.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Appoint Brian Mayell to a first term expiring Aug. 30, 2027.



Appointed Boards Application

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

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

First name (required):

Brian

Last name (required):

Mayell

Home address (required):

419 Widgeon Way

Home phone number:

5409557307

Work phone number:

Email address (required):

brianjmayell@gmail.com

Place of employment:

Retired

Job title:

Birth date (required):

Feb. 12, 1955

Gender (required):

Male

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

White

First choice (required):

Tree Board

Second choice (required):

None

Third choice (required):

None

Reasons for wanting to serve (required):

I am retired with work experience in community forestry, nursery tree production, and conservation of natural areas, and wish to remain active as a volunteer using skills and experience gained in those areas of employment.

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

I am not currently serving on a town board and have not served previously on a town board.

Relevant work, volunteer or educational experience (required):

15 years work experience in community forestry: Boise Community Forestry unit, Boise, ID; and Casey Trees, Washington, DC

Conservation Manager, Kinloch Farm, The Plains, VA

Volunteer planting of 1000 trees and shrubs along the Riverwalk with Tree Board volunteers: winter 2024

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

We shop in Hillsborough, frequent restaurants, and visit natural areas. I volunteer regularly with the Tree Board and attend Tree Board meetings.

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

I've reviewed portions of the Comprehensive Sustainability Plan, especially Chapter 5, Environment and Natural Systems. I endorse the smart growth perspective of preservation of open space, sustainability across all town departments, diversity/equity/inclusion, and detailed ecological initiatives in public spaces and natural areas. The town should be applauded for producing such a comprehensive, detailed, and forward-looking document. It must have been a lot of work.

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

Tree Protection Standards, Hillsborough Trees Ordinance, Bellevue Branch Watershed Improvement Plan

I'm eager to continue the Tree Board volunteer effort of managing non-native invasive species and tree planting along the Riverwalk, and expand those efforts to Bellevue Branch.

As a retired nursery professional with urban forestry experience I think I can advise the town in tree planting and maintenance practices in its parks. Proper and timely pruning of juvenile trees to create sound branch structure is a particular interest.

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

Control of non-native invasive species in natural areas will be an on-going challenge, especially in riparian areas that need native plantings to promote bank stabilization, especially with the likelihood of extreme storm events and flooding in a climate-changed future. Town-wide tree planting to increase tree canopy will help mitigate heat-island effects and storm water runoff. Engaging with partner agencies and towns to identify and connect wildlife corridors will be a challenge with rapid growth in the Triangle region.

How did you hear about this opportunity (required)?

Current volunteer

Check the box to confirm (required):

✓



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 12, 2024
Department: Town Clerk
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Minutes

Attachments:

1. Budget workshop June 3, 2024
2. Regular meeting June 10, 2024
3. Work session June 24, 2024
4. Work session closed session June 24, 2024
5. Special meeting July 15, 2024

Summary:

None.

Financial impacts:

None.

Staff recommendation and comments:

Approve minutes as presented.

Action requested:

To approve minutes of the Board of Commissioners budget workshop June 3, 2024, regular meeting June 10, 2024, work session June 24, 2024, work session closed session June, 24, 2024 and special meeting July 15, 2024.



Minutes

Board of Commissioners Budget Workshop

7 p.m. June 3, 2024

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

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

Staff: Budget Director Emily Bradford, Planning and Economic Development Manager Shannan Campbell, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Stormwater and Environmental Services Manager Terry Hackett, Police Chief Duane Hampton, Public Works Manager Dustin Hill, Town Clerk and Human Resources Technician Sarah Kimrey, Finance Director Dave McCole, Town Manager Eric Peterson, Human Resources Manager Haley Thore, Public Space and Sustainability Manager Stephanie Trueblood and Communications Manager Catherine Wright

1. Opening of the work session

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

2. Agenda changes and approval

Item 3B was added to call a special meeting.

Motion: Commissioner Kathleen Ferguson moved to approve the amended agenda. Commissioner Meaghun Darab seconded.

Vote: 3-0. Absent: Commissioners Robb English and Matt Hughes.

3. Audience comments related to budget work session

Orange Congregations in Mission representatives Kay Stagner and Margaret Hauth noted they were in attendance to answer any questions on a funding request from the mission.

4. In-depth discussion and topics

- A. Fiscal Year 2025 budget work session – general and stormwater funds
Budget Director Emily Bradford opened the work session.

English joined the meeting at 7:03 p.m.

The board discussed the draft budget proposal's funded and unfunded requests for the General Fund. There was discussion on cybersecurity and a proposal for an asset management system for the organization.

Hughes joined the meeting at 7:12 p.m. Discussion continued on both topics before moving on to other General Fund items. The board asked for more information on several items, including a proposal to contract for code enforcement services.

Members assessed funding requests from Exchange Club, Hillsborough Arts Council and Orange Congregations in Mission. They received information from representatives of the Arts Council and mission and discussed the town's nonprofit partnerships program. The board directed staff to include requested funding for the three organizations, with funding for the mission depending on the legality of the town providing funds to help with water assistance.

The board continued discussion on General Fund items. Members directed staff to:

- Delay decisions on affordable housing funding requests until further affordable housing discussions after the new fiscal year starts.
- Increase the shelter reservation fee for out-of-town residents at Gold Park to match the ratio of fees between in-town and out-of-town residents to reserve fields.

The board discussed a funding request from the Hillsborough/Orange County Chamber of Commerce that was received after the draft budget was presented in May. Members received information from the chamber's executive director and town staff. They directed staff to include a two-year public-private partnership with the chamber to establish a merchants association.

There were no questions regarding the Stormwater Fund proposals.

The board returned to the cybersecurity and asset management system discussion. Staff will provide more information at a later time on both.

B. Special meeting (added item)

The mayor called a special meeting of the Board of Commissioners for 5 p.m. July 15 to discuss affordable housing.

5. Committee updates and reports

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

6. Adjournment

The mayor adjourned the meeting at 9:59 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners



Minutes

Board of Commissioners Regular Meeting

7 p.m. June 10, 2024

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

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

Staff: Budget Director Emily Bradford, Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Environmental Engineering Supervisor Bryant Green, Police Chief Duane Hampton, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser, Finance Director Dave McCole, Town Manager Eric Peterson, Utilities Director Marie Strandwitz and Public Space and Sustainability Manager Stephanie Trueblood

Opening of the meeting

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

1. Public charge

Bell did not read the public charge.

2. Audience comments not related to the printed agenda

Bill Evans, a Cornwallis Hills resident and homeowners association member, praised the South Churton Street Multimodal Corridor Study and asked for support in getting the state to install a traffic light at the intersection of Lafayette Drive and Old N.C. 86.

Laurie Paolicelli, executive director of the Chapel Hill/Orange County Visitors Bureau, shared recent praise the town has received related to tourism.

3. Agenda changes and approval

These changes were made:

- Removed Item 5H – Water and Sewer Extension Contract with cost share for Nash Place
- Added Item 5H – Capital Project Amendment for McAdams Road Water Main Replacement

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as amended. Commissioner Robb English seconded.

Vote: 5-0.

4. Appointments

A. Planning Board – Appointment of Tiffney Marley for a term expiring June 30, 2027 (in-town seat)

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

Vote: 5-0.

5. Items for decision – consent agenda

- A. Minutes
– Regular meeting with budget presentation May 13, 2024
– Regular meeting closed session May 13, 2024
– Budget work session May 28, 2024
- B. Miscellaneous budget amendments and transfers
- C. Proclamation – National Pollinator Week 2024
- D. Contract for year-end audit services in connection with the fiscal year ending June 30, 2024
- E. Resolution to accept Hasell Street Water Tank and U.S. 70-A water main pre-construction planning grant
- F. Unified Development Ordinance text amendment to various sections on accessory dwellings, home occupations, and short-term rentals (staff-initiated)
- G. Historic District Design Standards amendment to sections 1, 4, and 6 and various appendices (staff-initiated)
- H. ~~Water and Sewer Extension Contract (WSEC) with cost share for Nash Place~~
- H. Capital Project Amendment for McAdams Road Water Main Replacement (added item)

Motion: Ferguson moved to approve all items on the amended consent agenda. Hughes seconded.
Vote: 5-0. Nays: None.

6. Items for decision – regular agenda

- A. Rezoning request for 128 W. Margaret Lane from Neighborhood Business Special Use to Neighborhood Business (general use)

Planning and Economic Development Manager Shannan Campbell shared that zoning changes would remain with the property, not the property owner.

The board discussed concerns with the proposed potential and excluded uses, such as potential use for a veterinary office but exclusion of a physical therapy office. There was discussion about:

- Adding conditions to the rezoning to allow for commercial use.
- The property's characteristics making it a poor fit for some uses of concern.

Town Attorney Bob Hornik said the board cannot modify the property owner's requested conditional zoning use without him present.

Commissioners asked for additional uses to be included in the acceptable uses.

Motion: English moved to table the item until the applicant is present. Ferguson seconded.
Vote: 3-2.

- B. South Churton Street Multimodal Corridor Study
Public Space and Sustainability Manager Stephanie Trueblood presented the draft South Churton Street Multimodal Corridor Study to the board. She said the study was informed by a large amount of community involvement.

Stantec Project Manager Mike Rutkowski reviewed the South Churton Street corridor, a section of road between Interstate 40 and downtown Hillsborough. He shared issues the corridor has, including vehicle crashes and pedestrian safety. He also shared the study's takeaways:

- The corridor is unsafe for biking and walking.

- Reoccurring congestion issues hamper traffic operations.
- Missing facilities force users to drive.
- Safe crossing opportunities are missing and prevent walking activity.
- Expected future growth will worsen conditions.

Rutkowski presented the cross-sections of the corridor, highlighting the proposed use of the road and right of way. He encouraged the board to consider the long-term future of development in town.

Trueblood said the project is within a reasonable range of the budget that the state set for the project, but the final cost will likely change. The project is scheduled to start after 2030.

Motion: Hughes moved to endorse the South Churton Street Multimodal Corridor Study. Ferguson seconded.

Vote: 5-0.

C. Fiscal Year 2025 Budget Adoption

Budget Director Emily Bradford said the budget has been revised as requested by the board.

There was discussion about the use of funds to assist water and sewer customers through the Hillsborough Water Assistance Program, which is administered by Orange Congregations in Mission for the town. The town attorney said money from the town's general funds can be used to benefit water and sewer customers. There was discussion about whether to restrict use of the town funds to in-town residents.

Motion: Hughes moved to allocate \$10,000 of unrestricted funds to Orange Congregations in Mission to include a disbursement report to the board. English seconded.

Vote: 5-0.

Ferguson asked the board to support spending more on resources for the homeless.

Motion: Hughes moved to fund the \$12,057 expansion request from the Partnership to End Homelessness by reducing the allocation to the Affordable Housing Creation and Preservation reserve fund by an equivalent amount to include in the budget adoption. Ferguson seconded.

Vote: 5-0.

Motion: Hughes moved to adopt the budget as amended. Ferguson seconded.

Vote: 5-0.

Board members expressed appreciation to staff for their work on the budget.

D. Hot topics for work session June 24, 2024

The hot topics will include:

- An update on Corbinton Commons
- The July 15 affordable housing work session

7. Updates

A. Board members

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

B. Town Manager
Peterson thanked town staff for their contributions to the budget.

C. Staff (written reports in agenda packet)
There were none.

8. Adjournment

The mayor adjourned the meeting at 9:20 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2023-2024

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 06/10/2024 TO 06/10/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF Revenues	10-00-3100-3100-190 CURRENT MOTOR VEHICLE LEVY Yr-end adj	41924	06/10/2024	EBRADFORI	777,000.00	73,000.00	850,000.00
GF Revenues	10-00-3100-3101-222 2022 TAX LEVY Yr-end adj	41925	06/10/2024	EBRADFORI	70,000.00	-30,000.00	40,000.00
GF Revenues	10-00-3100-3101-223 2023 TAX LEVY Yr-end adj	41926	06/10/2024	EBRADFORI	9,078,000.00	-183,000.00	8,895,000.00
GF Revenues	10-00-3110-3110-005 LOCAL OPTION SALES/HOLD HARMLESS Yr-end adj	41927	06/10/2024	EBRADFORI	831,000.00	-81,000.00	750,000.00
GF Revenues	10-00-3850-3850-000 INTEREST EARNED Yr-end adj	41928	06/10/2024	EBRADFORI	100,000.00	610,500.00	735,000.00
GF Fund Bal.	10-00-3900-3900-000 FUND BALANCE APPROPRIATION Yr-end adj	41931	06/10/2024	EBRADFORI	1,133,221.00	836,168.00	2,621,460.61
	Yr-end adj	41940	06/10/2024	EBRADFORI	1,133,221.00	2,500.00	2,623,960.61
	To cover barricades	41963	06/10/2024	EBRADFORI	1,133,221.00	7,079.00	2,631,039.61
GF Revenues	10-10-3400-3402-000 CABLE FRANCHISE FEE Yr-end adj	41929	06/10/2024	EBRADFORI	55,000.00	-25,000.00	30,000.00
Admin. Services	10-10-4200-5300-080 TRAINING/CONF./CONV. To cover Catapult and other through year-	41961	06/10/2024	JFernandez	22,050.00	-3,000.00	18,748.00
Admin. Services	10-10-4200-5300-530 DUES & SUBSCRIPTIONS To cover Catapult and other through year-	41960	06/10/2024	JFernandez	8,758.00	3,000.00	11,758.00
Public Space	10-10-6300-5300-330 SUPPLIES - DEPARTMENTAL To cover Cemetery Fountain Repair	41897	06/10/2024	EBRADFORI	25,000.00	-2,500.00	24,994.11
Streets	10-30-5600-5300-165 MAINTENANCE - INFRASTRUCTURE Yr-end adj	41905	06/10/2024	EBRADFORI	5,000.00	2,216.87	36,921.87
Streets	10-30-5600-5300-330 SUPPLIES - DEPARTMENTAL To cover barricades	41962	06/10/2024	EBRADFORI	27,500.00	7,079.00	29,526.00
Streets	10-30-5600-5700-729 CAPITAL - INFRASTRUCTURE Yr-end adj	41901	06/10/2024	EBRADFORI	239,000.00	-2,216.87	257,563.13
Cemetery	10-40-6400-5300-165 MAINTENANCE - INFRASTRUCTURE To cover Cemetery Fountain Repair	41898	06/10/2024	EBRADFORI	12,000.00	2,500.00	14,500.00
GF Transfers In	10-71-3870-3870-150 TRANSFER FROM GENERAL CRF Adj to actual	41937	06/10/2024	EBRADFORI	150,000.00	-69,852.00	100,148.00
GF Transfers In	10-71-3870-3870-900 TRANSFER FROM FUND 78-GF COMMITTED Bucket Truck	41939	06/10/2024	EBRADFORI	0.00	67,352.00	67,352.00
GF Transfers Out	10-71-5600-5982-002 TRANSFER TO GEN CAP IMPROV FUND Use cash for NC-86 Reno	41930	06/10/2024	EBRADFORI	0.00	1,200,668.00	1,226,650.00
WSF Transfers In	30-71-3870-3870-010 TRANSFER FROM UTILITIES CAPITAL IMP PS Abandonment Project	41923	06/10/2024	EBRADFORI	0.00	58,892.51	58,892.51
WSF Transfers Out	30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND Adj per actual	41944	06/10/2024	EBRADFORI	0.00	2,363.00	82,348.00
WSF Transfers Out	30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND Adj to actual	41946	06/10/2024	EBRADFORI	0.00	-972.00	59,405.00
WSF Transfers Out	30-71-8140-5982-001 TRANSFER TO UTIL CAP IMPROV FUND JFernandez		06/04/2024	12:51:26PM			
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FY 2023-2024

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 06/10/2024 TO 06/10/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Correct Air Release Valve Transfer	41941	06/10/2024	EBRADFORI	14,537.00	120,926.00	1,618,519.78
WSF	30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES						
Revenues	Adj to actual	41943	06/10/2024	EBRADFORI	0.00	2,363.00	82,348.00
WSF	30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES						
Revenues	Adj per actual	41945	06/10/2024	EBRADFORI	0.00	-972.00	59,405.00
WSF	30-80-3900-3900-000 FUND BALANCE APPROPRIATED						
Fund Bal.	PS Abandonment Project	41922	06/10/2024	EBRADFORI	1,768,570.00	16,107.49	4,791,005.80
	Correct Air Release Valve Transfer	41942	06/10/2024	EBRADFORI	1,768,570.00	120,926.00	4,911,931.80
Billing & Collections	30-80-7240-5300-334 DEPT SUPP-METER READING						
	To cover uniforms for new Meter Technic	41906	06/10/2024	JFernandez	125,000.00	-400.00	132,815.59
Billing & Collections	30-80-7240-5300-350 UNIFORMS						
	To cover uniforms for new Meter Technic	41907	06/10/2024	JFernandez	1,000.00	400.00	1,400.00
WFER	30-80-8130-5300-154 MAINTENANCE - GROUNDS						
	To cover mowing at WFER and water qua	41904	06/10/2024	JFernandez	15,000.00	4,615.00	36,301.22
WFER	30-80-8130-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover mowing at WFER and water qua	41903	06/10/2024	JFernandez	10,000.00	-215.00	3,952.30
WFER	30-80-8130-5300-570 MISCELLANEOUS						
	To cover mowing at WFER and water qua	41902	06/10/2024	JFernandez	2,600.00	-4,400.00	2,500.00
Water Dist.	30-80-8140-5300-145 MAINTENANCE - BUILDINGS						
	To cover shop maintenance/cleaning supp	41911	06/10/2024	JFernandez	2,000.00	800.00	2,881.00
Water Dist.	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE						
	To cover shop maintenance/cleaning supp	41910	06/10/2024	JFernandez	140,000.00	-800.00	71,200.00
WW Collect.	30-80-8200-5300-145 MAINTENANCE - BUILDINGS						
	To cover shop maintenance/cleaning supp	41913	06/10/2024	JFernandez	2,000.00	853.00	2,934.00
WW Collect.	30-80-8200-5300-154 MAINTENANCE - GROUNDS						
	To cover tree removal in Eno River.	41959	06/10/2024	JFernandez	36,300.00	1,271.00	45,477.00
WW Collect.	30-80-8200-5300-165 MAINTENANCE - INFRASTRUCTURE						
	To cover shop maintenance/cleaning supp	41912	06/10/2024	JFernandez	187,500.00	-853.00	269,849.00
WW Collect.	30-80-8200-5300-323 SUPPLIES - CHEMICALS						
	To cover tree removal in Eno River.	41957	06/10/2024	JFernandez	1,000.00	-1,000.00	0.00
WW Collect.	30-80-8200-5300-326 SUPPLIES - PATCH						
	To cover tree removal in Eno River.	41958	06/10/2024	JFernandez	16,000.00	-271.00	16,730.95
WW Collect.	30-80-8200-5700-729 CAPITAL - INFRASTRUCTURE						
	PS Abandonment Project	41921	06/10/2024	EBRADFORI	0.00	75,000.00	75,000.00
WWTP	30-80-8220-5300-158 MAINTENANCE - EQUIPMENT						
	To cover WWTP equipment maintenance.	41908	06/10/2024	JFernandez	84,150.00	3,000.00	122,496.16
WWTP	30-80-8220-5300-570 MISCELLANEOUS						
	To cover WWTP equipment maintenance.	41909	06/10/2024	JFernandez	104,410.00	-3,000.00	1,410.00
Gen. Cap. Proj.	60-05-3870-3870-406 TRANSFER FROM GF-NC86 RENOVATION						
	Pay cash for NC86	41932	06/10/2024	EBRADFORI	325,982.00	1,200,668.00	1,398,450.00
Gen. Cap. Proj.	60-05-3980-3980-104 INSTALL FIN/NC86 RENOVATION						
	Pay cash for NC86 Reno	41933	06/10/2024	EBRADFORI	2,000,000.00	-1,200,668.00	3,299,332.00
WS Cap. Proj.	69-15-8140-5700-744 EDD WATER LINE EXT INFRASTRUCTURE						
	JFernandez		06/04/2024	12:51:26PM			
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FY 2023-2024

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 06/10/2024 TO 06/10/2024

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Adj to actual	41918	06/10/2024	EBRADFORI	509,404.00	-231,966.53	277,437.47
WS 69-15-8140-5972-002 TRANSFER TO FUND 75-WATER SDF RESER						
Cap. Proj. Adj per actual	41919	06/10/2024	EBRADFORI	0.00	231,966.53	231,966.53
WS 69-21-8200-5700-739 WASTEWATER SYSTEM REHAB						
Cap. Proj. Adj per actual	41914	06/10/2024	EBRADFORI	415,895.00	-58,892.51	357,002.49
WS 69-21-8200-5970-920 TRANSFER TO WATER SEWER FUND						
Cap. Proj. Adj per actual	41916	06/10/2024	EBRADFORI	0.00	58,892.51	58,892.51
Gen. 71-10-6300-5700-851 SUSTAINABILITY						
Cap. Res. Energy Mgmt Software	41934	06/10/2024	EBRADFORI	627,118.00	-20,000.00	600,000.00
Gen. 71-30-5600-5700-950 VEHICLES - STREETS						
Cap. Res. Bucket Truck	41935	06/10/2024	EBRADFORI	80,148.00	-80,148.00	0.00
Gen. 71-71-6900-5970-910 TRANSFER TO GENERAL FUND						
Cap. Res. Energy Mgmt Software & Bucket Truck	41936	06/10/2024	EBRADFORI	0.00	100,148.00	100,148.00
Water 75-71-3870-3870-156 TRAN FR W/S US-70 WTR IMPROVEMENTS						
SDF Res. Adj to actual	41947	06/10/2024	EBRADFORI	282,795.50	7,812.00	603,995.00
Water 75-71-3870-3870-990 TRAN FR FUND 69-US-70 WTR IMPROV						
SDF Res. Apply Unused EDD Funds to US70 Wtr I	41954	06/10/2024	EBRADFORI	0.00	231,966.53	231,966.53
Water 75-71-6900-5970-928 TRAN TO FUND 69 - US 70 PHASE I						
SDF Res. Adj to actual	41948	06/10/2024	EBRADFORI	282,795.50	7,812.00	603,995.00
Apply Unused EDD Funds to US70 Wtr I	41956	06/10/2024	EBRADFORI	282,795.50	231,966.53	835,961.53
Sewer 76-71-3870-3870-155 TRAN FR W/S - COLLECT SYS REHAB						
SDF Res. Adj to actual	41949	06/10/2024	EBRADFORI	997,808.50	11,955.50	1,311,462.00
Adj to actual	41951	06/10/2024	EBRADFORI	997,808.50	4,665.00	1,316,127.00
Sewer 76-71-6900-5970-927 TRAN TO UTIL CAP IMP FD - COLL SYS						
SDF Res. Adj to actual	41950	06/10/2024	EBRADFORI	997,808.50	11,955.50	1,311,462.00
Adj to actual	41952	06/10/2024	EBRADFORI	997,808.50	4,665.00	1,316,127.00
					<u>3,322,926.06</u>	

APPROVED: 5/0

DATE: 06/10/24

VERIFIED: Shan E. Kimrey



PROCLAMATION

National Pollinator Week 2024

June 17-23, 2024

WHEREAS, pollinator species such as birds, bees, butterflies and other insects are essential partners in producing much of our food supply; and

WHEREAS, pollination plays a vital role in the health of our national forests and grasslands, which provide forage, fish and wildlife, timber, water, mineral resources, and recreational opportunities as well as enhanced economic development opportunities for communities; and

WHEREAS, pollinator species provide significant environmental benefits that are necessary for maintaining healthy, diverse urban and suburban ecosystems; and

WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

WHEREAS, for years the Town of Hillsborough has managed urban landscapes and public lands that include many municipal parks and greenways, as well as wildlife habitats; and

WHEREAS, the Town of Hillsborough provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats in urban and suburban environments; and

WHEREAS, the Town of Hillsborough is a proud affiliate of Bee City USA®;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim the week of June 17 through 23, 2024 as our municipality's "National Pollinator Week" in the Town of Hillsborough and urge all citizens to recognize this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 10th day of June in the year 2024.



Mark Bell

Mark Mayor
Town of Hillsborough



RESOLUTION

Accepting Grant Funding for Hasell Street Tank and U.S. 70-A Water Main

WHEREAS, the American Rescue Plan Act (ARPA), funded from the State Fiscal Recovery Fund, was established in Session Law (S.L.) 2021-180 to assist eligible units of local government with meeting their drinking water and/or wastewater needs; and

WHEREAS, the North Carolina Department of Environmental Quality has offered Pre-construction Planning Grant American Rescue Plan Act (ARPA) funding in the amount of \$70,000 to perform the work detailed in the submitted application; and

WHEREAS, the Town of Hillsborough intends to perform said project in accordance with the agreed scope of work;

NOW, THEREFORE, be it resolved that the Hillsborough Board of Commissioners does:

- 1) Hereby accept the ARPA grant offer of \$70,000 and does hereby give assurance to the North Carolina Department of Environmental Quality that any conditions or assurances contained in the funding offer and acceptance award offer will be adhered to; and,
- 2) Has substantially complied, or will substantially comply, with all federal, state and local laws, rules, regulations, and ordinances applicable to the project; and to federal and state grants and loans pertaining thereto; and,
- 3) That the town manager is hereby authorized and directed to furnish such information as the appropriate state agency may request in connection with this project; to make the assurances as contained above; and to execute such other documents as may be required by the North Carolina Department of Environmental Quality, Division of Water Infrastructure.

Approved this 10th day of June in the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

**BOARD OF COMMISSIONERS
TOWN OF HILLSBOROUGH, NORTH CAROLINA
Consistency Statement per Section 160D-605**

Request to amend regulations on accessory dwellings, home occupations, and short-term rentals in the Hillsborough Unified Development Ordinance

June 10, 2024

The Town of Hillsborough Board of Commissioners has received and reviewed the request from the Planning and Economic Services Division of the town's Community Services Department to amend the Unified Development Ordinance as follows:

- *Amend UDO Sections 5.2.8 (Dwelling, Accessory) and 5.2.18 (Home Occupation) to a) allow larger accessory dwelling units and home occupations, and b) establish minimum setback and location requirements for freestanding (i.e., detached) accessory dwelling units;*
- *Amend UDO Section 9.1.5.2 (Permissible Encroachment into Required Setbacks) to allow freestanding accessory dwelling units to encroach into side and rear yard setbacks like other accessory buildings;*
- *Amend UDO Section 5.2.39.1 (Planned Development – Standards of Evaluation) to correct a scrivener error identified by the Planning Manager; and*
- *Add UDO Section 5.2.46 (Short-term Rental), amend Table 5.1.7 (Use Table for Residential Districts), and amend Section 9.2 (Definitions) to allow for short-term rentals as home occupations.*

The Hillsborough Board of Commissioners has determined the proposed action **is consistent** with the Town of Hillsborough's Comprehensive Sustainability Plan (CSP) for the following reason(s):

1. The proposed amendment **is** consistent with the *Land Use and Development* chapter goal to "Ensure that future growth and development, including infill and redevelopment, are aligned with smart growth principles and consider infrastructure constraints such as water and wastewater system capacity."

Strategy: Ensure that land use and development regulations are aligned with preferred future land use and growth patterns.

2. The proposed regulations **advance** identified goals and strategies found in the CSP and promote the public health, safety, and welfare by a) helping to address missing middle housing options in the community and b) increasing flexibility for small, home-based businesses and short-term rentals.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk

DRAFT



ORDINANCE

Amending the Hillsborough Unified Development Ordinance

Sections 5.1.7, 5.2.8, 5.2.18, 5.2.39, 5.2.46, 9.1.5, and 9.2

The Hillsborough Board of Commissioners ordains:

Section 1. The amendments to the following sections of the town's Unified Development Ordinance as attached hereto: Sections 5.1.7; 5.2.8; 5.2.18; 5.2.39; 5.2.46; 9.1.5; and 9.2.

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

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



A handwritten signature in black ink, reading "Sarah E. Kimrey".

Sarah E. Kimrey, Town Clerk

5.1 USE TABLE

5.1.7 TABLE: USE TABLE FOR RESIDENTIAL DISTRICTS

P = Permitted by Right

SUP = Permitted with a Special Use Permit

+ = When also in the Plus Overlay district

	AR	R-40	R-20	R-15	R-10	MF	MHP	PW	PWCA		MFSU	ALN	RSU
School: Elementary, Middle & Secondary													
School: Higher Education													
School: Vocational													
Short-term Rental	P	P	P	P	P								
Storage & Warehousing: Inside building, excluding explosives & hazardous wastes													
Storage & Warehousing: Outside													
Storage & Warehousing: Self													
Telecommunication Tower	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP		SUP	SUP	
Temporary Family Health Care Structure	P	P	P	P	P								
Transit Passenger Terminal													
Transmission Lines	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP	SUP		SUP	SUP	
Veterinarian/Animal Hospital													
Wholesale sales, indoor													
Wholesale sales, with outdoor storage/display													

5.2 USE-SPECIFIC STANDARDS

5.2.8 DWELLING, ACCESSORY

The following sections are provided to create opportunities for a diversity of housing stock within town. A dwelling unit must contain sleeping, cooking, and bathroom facilities. Guest quarters or suites that do not contain all three types of facilities are not dwelling units and are not reviewed in this section.

5.2.8.1 Accessory dwelling units in freestanding structures

New or existing accessory buildings may be used as dwelling units in addition to the principal dwelling unit in the R-10, R-15, and R-20 districts, subject to the following conditions:

- 5.2.8.1.a The lot is developed, or proposed to be developed, with a single-family dwelling and customary accessory outbuildings.
- 5.2.8.1.b The lot has direct access to a public street.
- 5.2.8.1.c One (1) accessory dwelling unit is permitted per lot, whether within the principal dwelling or as a freestanding structure.
- 5.2.8.1.d The structure containing the accessory dwelling must meet the applicable primary building setbacks established in Table 6.3.1, *Dimensional Requirements – residential* OR Section 7.5.3, *Non-conforming lot setback requirements*. The existing, primary dwelling may be non-conforming in regard to building setbacks required in the zoning district. The setback provision in Section 9.1.5.2.c of this ordinance is available for an accessory building containing a dwelling unit.
- 5.2.8.1.e An accessory dwelling unit in a freestanding structure shall be located to the side or rear of the primary dwelling and behind the primary dwelling's front façade.
- 5.2.8.1.f All structures containing dwellings are connected to municipal water and sewer service.
- 5.2.8.1.g The accessory dwelling unit shall not exceed fifty (50) percent of the gross floor area of the principal dwelling unit or 1,000 square feet in gross floor area, whichever is greater. In no case shall the accessory dwelling unit exceed the gross floor area and/or height of the principal dwelling unit.
- 5.2.8.1.h The accessory unit is constructed to the state building code for one- and two-family dwellings (i.e., is not a manufactured home).
- 5.2.8.1.i There is sufficient off-street parking on the parcel to accommodate two spaces for the principal dwelling and one space per bedroom in the accessory unit, which may include garage spaces.
- 5.2.8.1.j The application materials indicate storage locations for solid waste and recycling containers for both dwellings consistent with Town Code requirements.
- 5.2.8.1.k Units that existed on August 12, 1996 that do not meet one or more provisions of this section may continue as legal non-conforming uses.

5.2.8.2 Accessory dwelling units within a principal single-family dwelling

Accessory dwelling units may be located within a principal single-family dwelling in any zoning district, subject to the following conditions:

- 5.2.8.2.a** The lot is developed, or proposed to be developed, with a single-family dwelling and customary accessory outbuildings.
- 5.2.8.2.b** One (1) accessory dwelling unit is permitted per lot, whether within the principal dwelling or as a freestanding structure.
- 5.2.8.2.c** Both dwellings are connected to municipal water and sewer service.
- 5.2.8.2.d** The accessory dwelling unit shall not exceed fifty (50) percent of the gross floor area of the principal dwelling unit or 1,000 square feet in gross floor area, whichever is greater. In no case shall the accessory dwelling unit exceed the gross floor area of the principal dwelling unit.
- 5.2.8.2.e** The accessory dwelling unit must have its own exterior access. Any interior access to the principal dwelling must be lockable from both dwellings.
- 5.2.8.2.f** There is sufficient off-street parking on the parcel to accommodate two spaces for the principal dwelling and one space per bedroom in the accessory unit, which may include garage spaces.
- 5.2.8.2.g** The application materials indicated storage locations for solid waste and recycling containers for both dwellings consistent with Town Code requirements.
- 5.2.8.2.h** Units that existed on August 12, 1996 that do not meet one or more provisions of this section may continue as legal non-conforming uses.

5.2.18 HOME OCCUPATION

5.2.18.1 All home occupations shall comply with the following conditions:

- 5.2.18.1.a** A home occupation is the base of operations for the business and the primary function of the business takes place on the residential property for which the permit is issued. For example: an employee who telecommutes to their place of business in RTP is not engaged in a home occupation and does not require a home occupation permit, but the person who owns a computer consulting business and conducts business from their home does. A self-employed business owner who keeps his business records at his home and is contacted at his home to arrange work but does not do any of the job function at the home does not need a home occupation permit.
- 5.2.18.1.b** A home occupation is located within a dwelling unit or in an accessory building on the same lot or parcel as the dwelling unit. A home occupation involving the growing or raising of an agricultural product may also be

allowed so long as the area outside of a structure involved in raising the product sold meets the area requirement below.

- 5.2.18.1.c** The area of a home occupation shall not account for more than 1,000 square feet of total area on a parcel (dwelling, outbuilding, and/or area involved in raising an agricultural product), except when the home occupation is a short-term rental, in which case the area of the home occupation shall not exceed the gross floor area of the short-term rental unit and any off-street parking required under this section.
- 5.2.18.1.d** The principal person or persons providing the business or service must reside in the dwelling on the premises.
- 5.2.18.1.e** The operator of the home occupation may not employ more than one (1) non-resident person on the premises.
- 5.2.18.1.f** The home occupation shall not cause or result in any change in the external appearance of the existing dwelling and structures on the property.
- 5.2.18.1.g** All vehicles used in connection with the home occupation shall be of a size and/or type customary for residential use, and shall be located on the premises in such a manner, so as to not disrupt the quiet nature and visual quality of the surrounding area. No more than two (2) business-related vehicles may be parked at the site of the home occupation. In no instance shall any vehicle with a gross vehicle weight exceeding 5,000 pounds be parked, stored, or otherwise maintained at the site of a home occupation.
- 5.2.18.1.h** Home occupations shall not result in regular and on-going business-related vehicular traffic to the home where located.
- 5.2.18.1.i** There shall be sufficient off-street parking for patrons of the home occupation, with the number of off-street parking spaces required for the home occupation to be provided and maintained in addition to the space or spaces required for the dwelling itself.
- 5.2.18.1.j** There shall be no advertising devices on the property, or other signs of the home occupation, which are visible from outside the dwelling or accessory building.
- 5.2.18.1.k** The site of the home occupation shall not contain any outdoor display or storage of goods, equipment, or services associated with the home occupation.
- 5.2.18.1.l** The home occupation shall not create adverse impacts on health, safety, or comfort of customers or neighboring residents which can be detected by the normal senses off the premises. Such impacts shall include but not be limited

to fire or explosive hazards; interference with electronic communication; loud, raucous or disturbing noise; dust; odors; fumes; glare; or vibration.

5.2.18.1.m The home occupation shall not create or exhibit an increase in noise, traffic or parking demands markedly beyond that normally associated with a residential use.

5.2.18.2 Home occupations shall obtain a Zoning Compliance Permit in accordance with Section 3.14, *Zoning Compliance Permit*.

5.2.18.3 The following uses are not permitted as home occupations in residential zoning districts except as a legal non-conforming use:

5.2.18.3.a Boarding of domesticated animals

5.2.18.3.b Dealerships for firearms or motor vehicles

5.2.18.3.c Motor vehicle maintenance, service, or repair

5.2.18.3.d Any use that will routinely generate five or more customers within one hour or more than 10 customers in one day.

5.2.18.3.e Any use that is only permitted with a Special Use Permit if otherwise located.

5.2.39 PLANNED DEVELOPMENT

5.2.39.1 Standards of Evaluation

5.2.39.1.e Density Allowances:

- (1) The following factors will be used in computing density: A factor of 3.0 persons per single-family detached dwelling; 2.5 persons per single-family attached dwelling or stacked townhouse; and 2 persons per multiple-family dwelling.
- (2) Residential densities in a PD must be designated as low, medium, or high on the approved master development plan. "Density area" as used herein means a development unit within an area designated on the approved development plan for low-, medium- or high-density.
 - (a) Low: The maximum density in any one low-density area is 5 dwelling units per acre.
 - (b) Medium: The maximum density in any one medium-density area is 15 dwelling units per acre.
 - (c) High: The maximum density in any one high-density area is 25 dwelling units per acre. An application that proposes housing that is affordable to households making 80% AMI or less at the time of

construction may propose up to 40 units per acre as a maximum density (subject to rounding as defined in Section 9.1.4). Where affordable housing is proposed the preference is that this housing type be dispersed throughout the planned development instead of clustered together in one area.

5.2.46 SHORT-TERM RENTAL

5.2.46.1 Standards of Evaluation

The following specific standards shall be used to evaluate an application for approval of this use:

5.2.46.1.a A home occupation permit shall be required for all short-term rentals.

5.2.46.1.b Short-term rentals shall be used for lodging and overnight accommodations only and shall not be used for public events as defined in Section 9.2
Definitions.

9.1 RULES OF MEASUREMENT, COMPUTATIONS, AND EXCEPTIONS

9.1.5.2 Permissible Encroachment into Required Setbacks

- 9.1.5.2.c** Accessory buildings and freestanding accessory dwelling units may encroach into a side yard or rear yard setback not adjacent to a street right-of-way to within 5 feet of the property line, with the following limits:
- (a) For an accessory building with a highest point 12' or more above the ground elevation, an additional setback of 2' for each 1' of elevation above 12' is required until the standard setback is met.
 - (b) The setback being reduced is not part of a land use or stream buffer required elsewhere in this Ordinance, nor a recorded easement for utilities, drainage, or access.

9.2 DEFINITIONS

Short-term Rental	A primary dwelling, accessory dwelling, or any portion thereof offering overnight accommodations to guests for stays of less than 30 consecutive days in exchange for compensation.
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**BOARD OF COMMISSIONERS
TOWN OF HILLSBOROUGH, NORTH CAROLINA
Consistency Statement per Section 160D-605**

***Request to amend the Historic District Design Standards
for the Town of Hillsborough***

June 10, 2024

The Town of Hillsborough Board of Commissioners has received and reviewed the request from the Planning and Economic Services Division of the town's Community Services Department to amend the town's Historic District Design Standards as follows:

Amend the following sections of the Historic District Design Standards to a) make the design standards more user-friendly, b) increase flexibility for sustainable energy in the historic district, and c) prevent minor changes from needlessly going to the Historic District Commission for review:

- *Section 1 – Navigating the Historic District Commission Review Process*
- *Section 4 – Masonry; Windows; Sustainability and Energy Retrofit; Utilities*
- *Section 6 – Site Features and Plantings; Fences and Walls; Walkways, Driveways, and Off-Street Parking; Art*
- *Appendices – Glossary of Architectural Terms, Ordinary Maintenance and Repair and Minor Works, Historic District Compatibility Matrix*

The Hillsborough Board of Commissioners has determined the proposed action **is consistent** with the Town of Hillsborough's Comprehensive Sustainability Plan (CSP) for the following reason(s):

1. The proposed amendment **is** with the *Social Systems & Public Space* chapter of the CSP, specifically the goal to "build and strengthen social cohesion and sense of community through the support and development of arts and culture, events and entertainment, and preservation initiatives in an equitable and sustainable manner."

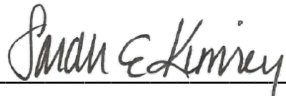
Strategies: Develop and adopt policies that contribute to meeting social systems and public space goals; and adopt regulations that contribute toward establishing equitable and sustainable social systems and public spaces.

2. The proposed changes **advance** identified goals and strategies found in the CSP, and promote the public health, safety, and welfare by making the design standards easier for the public to navigate and by increasing flexibility for sustainable energy in the historic district.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk

DRAFT



ORDINANCE

Amending the Hillsborough Historic District Design Standards

Sections I, 4, 6, and Various Appendices

The Hillsborough Board of Commissioners ordains:

- Section 1.** The amendment to Sections 1, 4, 6, and various appendices of the town's Historic District Design Standards as attached hereto.
- Section 2.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 3.** This ordinance shall become effective upon adoption.

The foregoing ordinance, having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5

Noes: 0

Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

McAdams Road Water Main Replacement

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
McAdams Water Main Replacement	\$360,000	\$40,000	\$400,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
McAdams Water Main Replacement	\$360,000	\$40,000	\$400,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk

TOWN OF HILLSBOROUGH

UPDATE BUDGET CHANGES

FY 2023-2024

PRINT ONLY

2023-2024 BUDGET

<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Revenue					
30					
30-80-3900-3900-000 FUND BALANCE	6/10/2024	41997	4,914,931.80	40,000.00	4,954,931.80
APPROPRIATED					
To cover galvanized line replacement at McAdams Rd					
Total for 30			4,914,931.80	40,000.00	4,954,931.80
69					
69-43-3870-3870-519 TRANSFER FROM	6/10/2024	42000	360,000.00	40,000.00	400,000.00
WSF-McADAMS RD WTR MA					
To cover galvanized line replacement at McAdams Rd					
Total for 69			360,000.00	40,000.00	400,000.00
Total for Revenue			5,274,931.80	80,000.00	5,354,931.80
Expenditure					
30					
30-71-8140-5982-001 TRANSFER TO UTIL	6/10/2024	41998	1,618,519.78	40,000.00	1,658,519.78
CAP IMPROV FUND					
To cover galvanized line replacement at McAdams Rd					
Total for 30			1,618,519.78	40,000.00	1,658,519.78
69					
69-43-8140-5700-861 McADAMS RD WATER	6/10/2024	41999	360,000.00	40,000.00	400,000.00
MAIN REPLACEMENT					
To cover galvanized line replacement at McAdams Rd					
Total for 69			360,000.00	40,000.00	400,000.00
Total for Expenditure			1,978,519.78	80,000.00	2,058,519.78
Grand Total			7,253,451.58	160,000.00	7,413,451.58

APPROVED: 5/0

DATE: 06/10/24

VERIFIED: _____





ORDINANCE

Town of Hillsborough Budget

FY2024-25

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

Section 1. General Fund:

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Current & Prior Year Property Taxes	10,270,000
Local Option Sales Tax	3,355,000
Licenses, Permits and Fees	97,600
Intergovernmental Revenue	1,667,889
Other	99,600
Investment Earnings	425,000
Transfers	724,500
Fund Balance Appropriation	<u>3,527,010</u>
TOTAL	\$20,166,599

The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

General Government	5,892,173
Public Safety	7,164,045
Public Works	5,768,611
Special Appropriations	891,770
Contingency	<u>450,000</u>
TOTAL	\$20,166,599

Section 2. Water & Sewer Fund:

It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Licenses, Permits, and Fees	12,181,000
Other	13,500
Investment Earnings	385,500
Transfers	474,468
Retained Earnings Appropriated	<u>472,436</u>
TOTAL	\$13,526,904

The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2024, and ending June 30, 2025 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Administration of Enterprise	3,076,440
Utilities Administration	897,253
Billing & Collections	912,657
Water Treatment Plant	1,557,069
West Fork Eno Reservoir	899,320
Water Distribution	1,747,889
Wastewater Collection	1,499,125
Wastewater Treatment Plant	2,537,151
Contingency	<u>400,000</u>
TOTAL	\$13,526,904

Section 3. Stormwater Fund:

It is estimated that the following revenues will be available in the Stormwater Fund for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Licenses, Permits, and Fees	835,100
Investment Earnings	25,000
Retained Earnings Appropriated	<u>268,561</u>
TOTAL	\$1,128,661

The following amounts are hereby appropriated in the Stormwater Fund for the operation of the stormwater utilities for the fiscal year beginning July 1, 2024, and ending June 30, 2025 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Stormwater	\$1,128,661
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Section 4. Special Assessment District:

Revenues totaling \$533,364 are hereby approved for the following line-items:

Special Assessment Taxes Collected	\$533,364
------------------------------------	-----------

A total of \$533,364 is hereby authorized to be expended from Special Assessment District:

Payments - Regions Bank	\$533,364
-------------------------	-----------

Section 5. Tax Rate:

There is hereby levied a tax of \$0.607 per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2024, for the purpose of raising the revenue listed as "Property Taxes" in the General Fund in Section I of the ordinance.

This tax rate is based on an estimated total valuation of real and personal property (excluding motor vehicles) for the purposes of taxation of \$1,584,605,717 and an estimated rate of collection

of 97% and an estimated total valuation of motor vehicles of \$150,308,259 and an estimated rate of collection of 97%.

Section 6. Encumbered Funds:

Operating funds encumbered on the financial records as of June 30, 2024, are hereby re-appropriated to this budget.

Section 7. Fees and Charges:

There is hereby maintained a Fees and Charges Schedule for the purpose of raising revenue listed in the General Fund, Water & Sewer Fund, and Stormwater Fund, Sections I, II & III of this ordinance. See the Fees and Charges Schedule for a detailed listing.

Section 8. Recycling:

Orange County is hereby authorized to collect and administer a fee established for the purpose of providing recycling services within the Town limits.

Section 9. Budget Ordinance:

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Mark Bell

Mark Bell, Mayor

Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Adron F. Thompson Facility Renovation

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

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

	Current Budget	+/-	Amended Budget
Adron F. Thompson Facility Renovation	\$3,795,600	\$3,500,000	\$7,295,600

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

	Current Budget	+/-	Amended Budget
Adron F. Thompson Facility Renovation	\$3,795,600	\$3,500,000	\$7,295,600

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Exchange Club Interceptors

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Exchange Club Interceptors	\$190,000	\$20,000	\$210,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Exchange Club Interceptors	\$190,000	\$20,000	\$210,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Fiber Loop

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$400,000	\$50,000	\$450,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$400,000	\$50,000	\$450,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Fire Station

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fire Station	\$450,000	\$300,000	\$750,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fire Station	\$450,000	\$300,000	\$750,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



Sarah E. Kimrey

 Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Hassell Water Tank Replacement

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Hassell Water Tank Replacement	\$40,000	\$75,000	\$115,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Hassell Water Tank Replacement	\$40,000	\$75,000	\$115,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Lawndale Basin Rehabilitation

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Lawndale Basin Rehabilitation	\$935,000	\$1,165,000	\$2,100,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Lawndale Basin Rehabilitation	\$935,000	\$1,165,000	\$2,100,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Passenger Rail / Multi-Modal Station

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Passenger Rail / Multi-Modal Station	\$8,239,000	\$2,200,000	\$10,439,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Passenger Rail / Multi-Modal Station	\$8,239,000	\$2,200,000	\$10,439,000

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Ridgewalk Greenway Phase I & II

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Ridgewalk Greenway	\$125,003	\$333,000	\$458,003

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Ridgewalk Greenway	\$125,003	\$333,000	\$458,003

Section 3. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing capital projects, and/or add new capital project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 4. This capital project will close automatically upon projection completion.

Section 5. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 10th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk



Fees & Charges Schedule

FY2025 Operating & Capital Budget

Accounting

Description	Rate	Basis
Food & Beverage		
Food & Beverage Tax (failure to pay)	\$ 500.00	Not to exceed \$500.00
Single-Day Pre-Paid Food & Beverage Fee	\$ 15.00	
Mobile Food Vendor Permit Fee ¹	\$ 50.00	
Beer and Wine License		
On-premise malt beverage	\$ 15.00	
Off-premise malt beverage	\$ 5.00	
On-premise unfortified wine, on-premise fortified wine, or both	\$ 15.00	
Off-premise unfortified wine, off-premise fortified wine, or both	\$ 10.00	
¹ Mobile food vendor permits are valid as long as permit holder timely files Food & Beverage tax receipts and reports.		

Administration

Description	Rate	Basis
Photocopies	\$ 0.10	per page
Laser Printer Copies	\$ 0.10	per page
Town Clerk Certified Copies	\$ 1.00	per page
Board of Commissioners Meeting Notification Listing	\$ 20.00	annually
Town Code:		
Bound Copy	\$ 40.00	
Unbound Copy	\$ 25.00	
Supplements	\$ 0.10	per page
Motor Vehicle License Fee	\$ 30.00	per vehicle
Franchise Fees (Cable)		5% of gross receipts

Billing & Collections

Description	Rate	Basis
Returned Check / Bank Draft Fee	\$ 25.00	per occurrence
Disconnect / Reconnect for Returned Item	\$ 40.00	per occurrence
Connection Fee	\$ 20.00	
Security Deposits:		
Water/Sewer Service		
Inside Town	\$ 75.00	
Outside Town	\$ 150.00	
Delinquent Fee	\$ 40.00	
Late Fee (after 25th of month)	15%	
Reconnection Fee:		
Business Hours	No Charge	
After Hours (Town Error)	No Charge	
Same Day Turn-On Service	\$ 50.00	
After Hours (Customer Request)	\$ 50.00	
Account Servicing Fee for Payments Made with Unwrapped Coins		
A \$1.00 fee for 100 coins or fraction thereof that the town is required to count in excess of the first \$10.00 of unwrapped coins submitted for payment of the utility bill.	\$ 1.00	per 100 coins
Water Use Reduction Rebate		
One time rebate per water and/or sewer customer for new or replacement installation of low-flow faucets, showerheads and toilets (receipt or billing invoice of work required).	\$ 10.00	per customer

Cemetery

Description	Rate	Basis
Lot Fee:		
Resident	\$ 500.00	
Non-Resident	\$ 1,000.00	
Lot Transfer		
Transfer Between One Pair of Lots	No Charge	
Transfer Between 3 or More Lots	\$ 50.00	per pair of lots

Planning

Description	Rate	Basis
Special Event Permits		
Public and Private Events on Private Property	\$ 25.00	
Public and Private Events on Public Property	\$ 40.00	
Street or Greenway Use Events	\$ 65.00	
Applications for Review		
Future Land Use Map or Comprehensive Sustainability Plan Amendment	\$ 300.00	
Unified Development Ordinance Text Amendment	\$ 400.00	
Rezoning to Planned Development District	The greater of \$2,000 or \$200	per acre
Rezoning to general use, traditional conditional use, or overlay zoning district	The greater of \$500 or \$50	per acre
Special Use Permit	The greater of \$1,000 or \$200	per acre
SUP Modification Requiring Public Hearing	\$ 500.00	
SUP Modification not Requiring Public Hearing	\$ 300.00	
Masterplan and Planned Development Amendments	\$ 500.00	
Minor Subdivision Review (1-4 lots with or without streets)	\$ 300.00	
Major Subdivision Review (5-19 lots with or without streets)	\$ 600.00	
Subdivision Review (4th review and subsequent additional reviews)	\$ 150.00	
Site Plan Review	\$ 600.00	
Site Plan Review (4th review and subsequent additional reviews)	\$ 200.00	
Construction Plan Review ²		
Total building size less than 10,000 sf	\$ 600.00	
Total building size equal to or greater than 10,000 sf	\$ 1,000.00	
Construction Plan Review (4th review and subsequent additional reviews)	\$ 200.00	
Variance	\$ 300.00	
Street Closing Request	\$ 150.00	
Street Renaming Request	\$ 200.00	
Historic District Certificate of Appropriateness Minor Work (Staff Approval)	The greater of \$25 or \$1	per \$1,000 of construction costs
Historic District Certificate of Appropriateness Major Work (HD Commission Approval)	The greater of \$150 or \$1	per \$1,000 of construction costs
Certificate of Appropriateness, after the fact (work done without a COA or not in accordance with the approved COA, Minor and Major work)	\$ 300.00	
Zoning Compliance Letter	\$ 40.00	
Appeals	\$ 300.00	
Fees in Lieu of Construction		
Sidewalks		125% of written, sealed, engineer's estimate for the cost of required sidewalk installation
Documents & Maps¹		
Unified Development Ordinance	\$ 25.00	
Historic District Design Guidelines	\$ 25.00	
Community Connectivity Plan	\$ 15.00	
Administrative Manual	\$ 10.00	
Parks & Recreation Plan and Small Area/Corridor Plans	\$ 10.00	
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$ 10.00	
Town Street Map with Street Grid (11x17 Black & White)	\$ 2.00	
Future Land Use Map & Other 11x17 Color Maps	\$ 2.00	
Photocopies	\$ 0.10	per page
¹ All town produced documents and maps can be provided in electronic form (pdf, jpeg, word, or excel) at no cost if we are provided with the media.		
Zoning Compliance Permits		
Home Occupation	\$ 25.00	
Signs (New or Replacement):		
Wall Mounted	\$ 40.00	
Free-Standing	\$ 75.00	
Sandwich Board	\$ 10.00	

Event Sign Package (package of signs allowed by 6.18.6.2)	\$	Approved: _____
Banner (allowed by 6.18.6.3 & without other temporary signage)	\$	5.00
Change of Use (one business use to another or change in ownership)	No Charge	
Site Change (ie. fences, sheds, gazebos, decks, porches, ADUs)	\$	50.00
New Residential and Commercial Construction		
Projects costing \$499,999 or less - rounded to nearest thousand	\$	1.00 per \$1,000 of construction cost; \$5 minimum
Projects costing \$500,000 or more - rounded to nearest thousand	\$	2.00 per \$1,000 of construction cost; \$5 minimum
NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.		
Other Charges		
Consultant Fee Reimbursement	Consultant Fee Reimbursement	
Projects constructing new roads will reimburse the Town for consultant fees to review road construction plans, specifications, and Traffic Impact Analysis (TIA) if needed.		
Zoning Compliance Penalty Fee	No-Permit Penalty	
Work begun without the necessary Zoning Compliance Permits or not in accordance with approved Zoning Compliance Permits will be charged a \$100 ZCP fee or the standard fee will be doubled, whichever is greater. Work requiring both a COA and ZCP shall only pay the increased COA fee.		

Police

Description	Rate	Basis
Excessive Noise Violation	Fine up to \$250.00	
Fire Lane Parking Violation	\$ 25.00	
Handicap Parking Violation	\$ 100.00	
No-Through Truck Violation	\$ 50.00	
Parking Citation	\$ 10.00	
Sidewalk Table Service Permit Violation	Fine up to \$500.00	

Public Space

Description	Rate	Basis
Portions of town parks may be reserved for private events according to the fees below.		
Large Picnic Shelter in Gold Park		
In-town resident	\$ 20.00	per 3 hours
Out-of-town resident	\$ 40.00	per 3 hours
Multi-Use Field in Gold Park or Cates Creek Park		
In-town resident	\$ 20.00	per hour
Out-of-town resident	\$ 40.00	per hour

Solid Waste

Description	Rate	Basis
Roll-Out Refuse Container	\$ 65.00	per container
Residential Refuse Collection		
1 Roll-Out Container	No Charge	
2 or More Roll-Out Containers	TBD	
Bulk Pick-Up / Oversized Load (fee at the discretion of the Public)		
Works Supervisor and dependent on quantity, size and weight) ¹	\$ 50.00	minimum
Special Brush/Vegetation Collection	\$ 130.00	
¹ Oversized loads are those larger than the bed of a standard pick-up truck. This fee is set at staff discretion to limit overuse of the service covered by general tax revenues.		

Stormwater

Plan Review		
Single Lot Residential ¹	\$ 100.00	per plan
LID Project ²	\$ 250.00	per plan
Standard Project (less than 1-acre of new impervious)	\$ 500.00	per plan
Standard Project (greater than 1-acre of new impervious) ³	\$ 500.00	per plan plus \$50/acre of new impervious

Standard Phased Projects⁴

Board of Commissioners Regular Meeting

250.00 per each subsequent phase submitted
Approved: _____¹ Not part of a larger common plan for development or sale.

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² Projects that meet the State of North Carolina's Low Impact Development requirements and calculations.³ For standard projects (non-LID projects) requiring stormwater management approval, the fee includes one project review meeting with staff and no more than three rounds of staff comments. If stormwater plans are still incomplete after the third review or if additional meetings with staff are required, the applicant will be required to pay an additional \$500 review fee to cover the significant staff time spent reviewing incomplete or non-compliant stormwater management plans.⁴ Phased development projects are required to obtain a stormwater management plan approval for the entire project; as each subsequent phase is submitted, an additional fee will be required to ensure the phase plans comply with the overall stormwater management plan approval.**Stormwater Fee**

Residential Property	\$	90.00	per year
Tier 1, Non-residential Property (0 to 10,000 sq. ft.)	\$	180.00	per year
Tier 2, Non-residential Property (10,001 to 30,000 sq. ft.)	\$	630.00	per year
Tier 3, Non-residential Property (30,001 to 100,000 sq. ft.)	\$	2,070.00	per year
Tier 4, Non-residential Property (100,001 to 200,000 sq. ft.)	\$	4,860.00	per year
Tier 5, Non-residential Property (200,001 to 600,000 sq. ft.)	\$	12,870.00	per year
Tier 6, Non-residential Property (600,001 to 800,000 sq. ft.)	\$	22,500.00	per year

Streets

Description	Rate	Basis
Driveway Permit - new/maintenance not with new construction	\$ 50.00	
Utility Cut Permit application	\$ 50.00	each
Failure to repair initial cut within 30 calendar days	\$ 150.00	each
Failure to make warranty repair within 14 calendar days	\$ 150.00	each
Failure to obtain a permit prior to making a non-emergency cut	\$ 150.00	each
If owner requests town to do the work, the owner will also reimburse the town the full cost of materials in addition to the permit amount.		
Driveways constructed in conjunction with new construction will be reviewed concurrently with the permit for construction at no additional fee.		
Owners must call/schedule inspection of driveway installation at least 24 hours in advance.		

Water & Sewer

Description	Rate	Basis
Water Treatment & Distribution Use Fees		
Water System Development or Capital Facilities Fee ¹		
Unit Cost of Capacity	\$ 9.09	per gallon/day
Residential		
One-bedroom	\$ 1,091.00	120 gallons/day
Two-bedroom	\$ 2,181.00	240 gallons/day
Three-bedroom	\$ 3,272.00	360 gallons/day
Four-bedroom	\$ 4,363.00	480 gallons/day
Five-bedroom	\$ 5,453.00	600 gallons/day
Six-bedroom	\$ 6,544.00	720 gallons/day
Non-Residential ^{2,3}		
General Business/Office Facilities	\$ 227.00	25 gallons/employee
Restaurant (full service)	\$ 364.00	40 gallons/seat
Store (without food service)	\$ 909.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	\$ 1,091.00	120 gallons/room
Irrigation	Average Monthly Use x Unit Cost of Capacity	Average usage based on facility type (residential or non-residential)

¹ The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990. Code 14-71² For non-residential customers, system development fees are scaled³ for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.³ The maximum cost justified system development fees for non-residential customers may also be calculated by dividing estimated flow from the Administrative Code by the one-bedroom gallons per day.

Volume Charges:

Residential Volume Charges - Inside Town		
Residential Service:		
Block 1 (0-2,000 gallons/month)	\$ 23.06	
Block 2 (> 2,000 gallons/month)	\$ 11.53	per 1,000 gallons
Residential Volume Charges - Outside Town		
Residential Service:		
Block 1 (0-2,000 gallons/month)	\$ 44.97	
Block 2 (> 2,000 gallons/month)	\$ 22.48	per 1,000 gallons
Bulk Water	\$ 22.48	per 1,000 gallons

Water Connection Charge		Page 39 of 40
Front Footage Fee ^{1,2} :		
0 - 50 Feet	\$ 750.00	per connection
> 50 Feet	\$ 15.00	per foot per connection
¹ For a lot abutting two or more water lines, the front footage fee will be calculated on the longest length of the side abutting the main.		
² To recover a portion of the costs of town-installed water mains, hydrants, valves and appurtenances after 1987 which are necessary to provide water service to abutting properties.		
Lateral Fee:		
Licensed utility contractors shall make connections to the town's existing water system after an approved connection request and payment of an application fee of \$200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's / applicant's expense. Where a licensed contractor makes connections as part of an approved water extension project there shall be no separate connection application required. The town may make water connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)		
Water Meter Fees ¹		
5/8"	\$ 385.00	
3/4"	\$ 500.00	
1"	\$ 555.00	
1.5"	\$ 925.00	
> 1.5"	Actual Cost of Meter to Town + \$100 Installation Fee	
¹ Note that water meters over 1" need to be installed by a plumber or contractor with observation by the town. Meters, strainers and spacers when needed are provided by the town.		
² Meter pricing is based upon disc type meters. If the meter supervisor determines an ultrasonic meter is better suited for a use, pricing will be at town cost + \$100.		
Strainer Fees ¹		
2"	\$ 482.00	
3"	\$ 971.00	
4"	\$ 1,794.00	
6"	\$ 2,549.00	
8"	\$ 4,259.00	
10"	\$ 6,548.00	
¹ Strainers are not required if Neptune Mach 10 Ultrasonic Meters are used. For other meters, strainers are required for 2" or larger and will be at cost.		
Fire Hydrant Meter Fees		
Fire Hydrant Meter Security Deposit	\$ 2,000.00	
Fire Hydrant Rental Fees (fees are in addition to deposit)		
Daily Rate	\$ 20.00	
Weekly Rate	\$ 100.00	
Monthly Rate	\$ 300.00	
Semi-Annual Rate	\$ 1,300.00	
Annual Rate	\$ 2,500.00	
Fire Hydrant Meter Relocation Fee	\$ 100.00	
Wastewater Collection System Use Fees		
Wastewater System Development or Capital Facilities Fee ¹		
Unit Cost of Capacity	\$ 9.72	per gallon/day
Residential		
One-bedroom	\$ 1,166.00	120 gallons/day
Two-bedroom	\$ 2,333.00	240 gallons/day
Three-bedroom	\$ 3,499.00	360 gallons/day
Four-bedroom	\$ 4,666.00	480 gallons/day
Five-bedroom	\$ 5,832.00	600 gallons/day
Six-bedroom	\$ 6,999.00	720 gallons/day
Non-Residential ^{2,3}		
General Business/Office Facilities	\$ 243.00	25 gallons/employee
Restaurant (full service)	\$ 389.00	40 gallons/seat
Store (without food service)	\$ 972.00	100 gallons/1,000 sq. ft.
Hotel (without in-room cooking)	\$ 1,166.00	120 gallons/room
¹ The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which will or potentially result in additional water and sewer use after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990. Code 14-71		
² For non-residential customers, system development fees are scaled ³ for various categories of demand as specified by the North Carolina Administrative Code 15A NCAC 02T.0114 Wastewater Design Flow Rates.		
³ The maximum cost justified system development fees for non-residential customers may also be calculated by dividing estimated flow from the Administrative Code by the one-bedroom gallons per day.		
Volume Charges:		
Inside Town		
Block 1 (0-2,000 gallons/month)	\$ 32.44	
Block 2 (> 2,000 gallons/month)	\$ 16.22	per 1,000 gallons
Outside Town		
Block 1 (0-2,000 gallons/month)	\$ 63.26	
Block 2 (> 2,000 gallons/month)	\$ 31.63	per 1,000 gallons

Wastewater Connection Charge		Board of Commissioners Regular Meeting	
Front Footage Fee ¹ :		Approved: _____	
0 - 50 Feet	\$ 1,000.00	Page 40 of 40	
> 50 Feet	\$ 20.00	per foot per connection	
¹ For a lot abutting two or more sewer lines, the front footage fee will be calculated on the longest side of the lot abutting the main.			
² To recover a portion of the costs of town-installed public sewer mains and appurtenances after 1987 which are necessary to provide sewer service to abutting properties.			
Lateral Fee:			
Licensed utility contractors shall make connections to the town's existing sewer system after an approved connection request and payment of an application fee of \$200, which includes a preconstruction meeting, town observation and technical assistance about the tapping work. Tapping shall be at the owner's/applicant's expense. Where a licensed contractor makes connections as part of an approved sewer extension project there shall be no separate connection application required. The town may make connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)			
Engineering			
Water / Sewer Availability Review			
	No charge and then rounded to next dollar hourly rate of involved staff		
< 2 hours of effort			
Outside Engineering or Legal Costs (includes legal assistance in drafting easements, water and sewer extension contracts and other legal matters)		Actual Cost to Town	
		per project for pre-site plan submittal evaluations for capacity and identification of necessary improvements	
Entitlement Change Utilities Review Fee	\$ 500.00		
Engineering Construction Drawing Review			
Site Plan Review Fee	\$ 150.00	per review	
Non-Residential Construction Drawings without Extensions ¹	\$ 1,200.00	per review	
Water Main Extension Review ¹	\$ 3.50	per linear foot	
Sewer Main Extension Review ¹	\$ 3.50	per linear foot	
Pumping Stations (engineering review, inspection, start-up and acceptance)	\$ 8,000.00	for up to two reviews and comments	
Preliminary and Final Plat Reviews (Each)	\$ 60.00	per review	
¹ This includes up to two reviews of plans, specifications, and permit and encroachment applications plus ability to serve documents. Plan changes and significant spec edits or additions after two full reviews will be \$300 each. A change in project scope or design after plan approval will restart the process. Review fees will be charged upon intake of plans.			
Construction Observation / As Built Review			
The town will observe all water and sewer meaningful work on projects not involving an extension of mains. On approved main extensions, inspectors will periodically stop by and confer with the 3rd party inspector on progress or when called by the contractor. The town inspector shall be present for all tapping of existing mains, acceptance testing and for planned shut downs for all work unless delegated or waived. A penalty will be incurred for performing tapping work without authorization or coordination.			
General Inspection	\$ 75.00	per hour	
Return trip for acceptance testing	\$300 + \$0.25/lf of main over 1,000 lf + general inspection time		
FOG Device	\$ 200.00		
Sewer System CCTV	\$ 1.00	per lf	
Rejected CCTV due to nonconformance with specifications	\$ 100.00	each occurrence	
Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items	\$ 50.00	each + general inspection time	
As-Built Plan Review Fee	\$300 + \$.25/linear foot of water and sewer mains		
Other			
Meter Replacement Fee	\$50 or associated parts cost + \$50	At request or fault of customer	
Meter Relocation Fee (includes physically moving the meter to a newly set box but not the tapping or relocation of the meter box)	\$ 100.00		
Special Meter Read	\$ 10.00		
Meter Test Charge	\$ 35.00		
Hydrant Flow Test	\$ 250.00		
Meter Pressure Test	\$ 25.00	Unless confirmed problem due to public system operation	
Interruptible Water Meter Install - Return Trip	\$ 50.00	per trip	
Special Irrigation Permit	\$ 20.00	each	
Water Irrigation & Restriction Violations		Town Code 14-19, 14-41.1	
Cross Connection Control Violations		Town Code 14-56	
Perpetual Maintenance (new sewage pump stations)	Per Formula in Town Code		
Tampering Fees		Town Code 14-16 (a) (6) (i) and (ii)	
Meter Tampering Fee	\$ 350.00		
Meter Tamping Civil Penalty ¹	\$ 500.00		
Hydrant Tampering Fee	\$ 500.00		
Hydrant Tampering Civil Penalty ²	\$ 3,000.00		
Making tap connections to water and sewer without approval or notification of work	\$ 1,000.00	each	
¹ The civil penalty shall be doubled for any future offenses within a two-year period.			
² The civil penalty shall be doubled for any future offenses by the same person.			



Minutes

Board of Commissioners Work Session

7 p.m. June 24, 2024

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

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

Staff: Planner II Molly Boyle, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Environmental Engineering Supervisor Bryant Green, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser, Town Manager Eric Peterson and Utilities Director Marie Strandwitz

1. Opening of the work session

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

2. Agenda changes and approval

The following changes were requested:

- Additional budget amendments for Item 3A.
- Add Item 3J – Water and sewer extension contract with cost share for Nash Place.
- Add Item 6A – Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (potential litigation).

Motion: Commissioner Kathleen Ferguson moved to approve the agenda as amended. Commissioner Matt Hughes seconded.

Vote: 5-0.

3. Items for decision – consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Tourism Board Fiscal Year 2025 budget adoption
- C. Tourism Development Authority Fiscal Year 2025 budget adoption
- D. Fiscal Year 2025 Salary Schedule
- E. Ordinance amending Article II: Establishment of Stormwater Service Charge and Credits, Section 19-6 of the Code of Ordinances
- F. Resolution authorizing an updated memorandum of understanding for the Orange County Partnership to End Homelessness
- G. River Pump Station relocation and upgrade capital project ordinance amendment
- H. Churton Street main replacement capital project ordinance amendment
- I. Special Event Permit – Team PHenomenal Hope Walk/Run 5K
- J. Water and sewer extension contract with cost share for Nash Place (added item)

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

Vote: 5-0. Nays: None.

4. In-depth discussion and topics

- A. Annexation interest letter for 3013 Rippy Lane (voluntary, contiguous request)
Planner II Molly Boyle gave a brief overview of the interest letter to the board. She shared that the property is significantly hindered by a floodplain, preventing any large development.

The board discussed previous decisions on affordable housing in the area.

- B. Update on process of closeout of Corbinton Commons development
Assistant Town Manager Matt Efird updated the board on the list of construction items to complete that the town had given to the Corbinton Commons developer and neighborhood association.

Staff developed a list of proposed improvements to the alleys that would conform with the North Carolina Department of Transportation Traditional Neighborhood Development Standards. The cost estimate for the required improvements is about \$150,000.

The board asked for additional options to keep the developer responsible for some of the required improvements.

Representatives from the neighborhood's homeowners association asked the town to accept the alleys in their current state. The board chose to move forward with accepting the alleys and working through the town's existing operational budget over the next several years to complete the work needed to bring the alleys up to town standards.

- C. Draft agenda for July affordable housing work session
Efird presented the draft agenda for the July affordable housing work session.

The board requested that Empowerment and the Home Builders Association attend. Members also discussed national housing supply issues.

The board asked that a question on Hillsborough's water and sewer limitation be discussed at the work session. When asked, Town Manager Eric Peterson shared that the town is working on developing a more accurate picture of the capabilities of the town's water and sewer infrastructure.

5. Committee updates and reports

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

Motion: Ferguson moved to enter closed session at 8:41 p.m. Hughes seconded.

Vote: 5-0.

6. Closed session

- A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (potential litigation)

Motion: Commissioner Robb English moved to return to open session at 9:03 p.m. Hughes seconded.

Vote: 5-0.

7. Adjournment

The mayor adjourned the meeting at 9:03 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2023-2024

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 06/24/2024 TO 06/24/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF	10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
Fund Bal.	Yr-end adj	42062	06/24/2024	EBRADFORI	1,133,221.00	10,000.00	2,641,039.61
	Year-end adjustments.	42101	06/24/2024	JFernandez	1,133,221.00	6,801.00	2,647,840.61
Admin.	10-10-4200-5300-080 TRAINING/CONF./CONV.						
	To cover office lighting upgrade.	41964	06/24/2024	JFernandez	22,050.00	-500.00	18,248.00
	To cover lighting upgrades in Comms offi	41995	06/24/2024	JFernandez	22,050.00	-738.00	17,510.00
Admin.	10-10-4200-5300-145 MAINTENANCE - BUILDINGS						
	To cover office lighting upgrade.	41965	06/24/2024	JFernandez	0.00	500.00	5,402.00
	To cover lighting upgrades in Comms offi	41996	06/24/2024	JFernandez	0.00	738.00	6,140.00
Admin.	10-10-4200-5300-581 RECOGNITION PAY						
	Year-end adjustments.	42087	06/24/2024	JFernandez	0.00	225.00	225.00
Public Space	10-10-6300-5120-050 FICA						
	Year-end adjustments.	42096	06/24/2024	JFernandez	12,312.00	350.00	12,662.00
Public Space	10-10-6300-5125-060 HOSPITALIZATION						
	Year-end adjustments.	42097	06/24/2024	JFernandez	19,829.00	1,000.00	20,829.00
Public Space	10-10-6300-5300-110 TELEPHONE/INTERNET						
	Year-end adjustments.	42098	06/24/2024	JFernandez	1,452.00	500.00	1,952.00
Safety & Risk	10-10-6600-5127-071 401(K) RETIREMENT SUPP.						
	Year-end adjustments.	42099	06/24/2024	JFernandez	4,909.00	300.00	5,209.00
Safety & Risk	10-10-6600-5300-332 SUPPLIES - OSHA						
	To cover WWTP fall equipment	42074	06/24/2024	EBRADFORI	50,775.00	6,000.00	75,104.55
Safety & Risk	10-10-6600-5300-571 SAFETY AWARDS PROGRAM						
	To cover WWTP fall equipment	42075	06/24/2024	EBRADFORI	15,120.00	-6,000.00	7,975.00
IT	10-10-6610-5300-458 DATA PROCESSING SERVICES						
	Cyber Insurance	41988	06/24/2024	EBRADFORI	553,042.00	-1,341.00	551,701.00
IT	10-10-6610-5300-540 INSURANCE						
	Cyber Insurance	41987	06/24/2024	EBRADFORI	9,700.00	1,341.00	11,041.00
Police	10-20-5100-5300-080 TRAINING/CONF./CONV.						
	Yr-end adj	42077	06/24/2024	EBRADFORI	26,900.00	1,600.00	32,500.00
Police	10-20-5100-5300-161 MAINTENANCE - VEHICLES						
	Correct radio expense account	42054	06/24/2024	EBRADFORI	1,000.00	-12,905.00	36,867.00
Police	10-20-5100-5300-570 MISCELLANEOUS						
	Yr-end adj	42076	06/24/2024	EBRADFORI	15,500.00	-1,600.00	13,900.00
Police	10-20-5100-5300-574 MISC. - POLICE DOG						
	Year-end adjustments.	42088	06/24/2024	JFernandez	4,100.00	75.00	9,876.00
Police	10-20-5100-5700-741 CAPITAL - EQUIPMENT						
	Correct radio expense account	42055	06/24/2024	EBRADFORI	0.00	12,905.00	12,905.00
Fleet Maint.	10-30-5550-5125-062 DENTAL INSURANCE						
	Year-end adjustments.	42089	06/24/2024	JFernandez	1,298.00	750.00	2,048.00
Fleet Maint.	10-30-5550-5127-070 RETIREMENT						
	Year-end adjustments.	42090	06/24/2024	JFernandez	31,543.00	300.00	31,843.00
Fleet Maint.	10-30-5550-5127-071 401(K) RETIREMENT SUPP.						
	Year-end adjustments.	42091	06/24/2024	JFernandez	12,460.00	1,000.00	13,460.00

JFernandez

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TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 06/24/2024 TO 06/24/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Fleet Maint.	10-30-5550-5300-130 UTILITIES Year-end adjustments.	42092	06/24/2024	JFernandez	8,600.00	550.00	9,150.00
Streets	10-30-5600-5300-140 TRAVEL/VEHICLE ALLOTMENT Year-end adjustments.	42093	06/24/2024	JFernandez	390.00	200.00	590.00
Solid Waste	10-30-5800-5300-110 TELEPHONE/INTERNET Year-end adjustments.	42094	06/24/2024	JFernandez	1,860.00	1,500.00	3,360.00
Solid Waste	10-30-5800-5300-484 LANDFILL FEES Yr-end adj	42061	06/24/2024	EBRADFORI	120,000.00	10,000.00	130,000.00
Solid Waste	10-30-5800-5300-570 MISCELLANEOUS Year-end adjustments.	42095	06/24/2024	JFernandez	1,000.00	50.00	2,950.00
Special Approp.	10-60-6900-5300-145 MAINTENANCE - BUILDINGS To allocate unused C.S./Alarm funds.	42001	06/24/2024	JFernandez	30,000.00	4,000.00	34,000.00
Special Approp.	10-60-6900-5300-490 C.S./ALARM To allocate unused C.S./Alarm funds.	42002	06/24/2024	JFernandez	4,000.00	-4,000.00	0.00
Special Approp.	10-60-6900-5400-920 DEBT SERVICE - INTEREST Year-end adjustments.	42100	06/24/2024	JFernandez	0.00	1.00	7,616.96
WSF Fund Bal.	30-80-3900-3900-000 FUND BALANCE APPROPRIATED Revenue bond admin fees	41981	06/24/2024	EBRADFORI	1,768,570.00	3,000.00	4,954,931.80
	Year-end adjustments.	42106	06/24/2024	JFernandez	1,768,570.00	11,775.00	4,966,706.80
Admin. of Enterprise	30-80-7200-5320-050 FICA Year-end adjustments.	42102	06/24/2024	JFernandez	0.00	300.00	300.00
Admin of Enterprise	30-80-7200-5327-070 RETIREMENT Year-end adjustments.	42103	06/24/2024	JFernandez	0.00	450.00	450.00
Utilities Admin.	30-80-7220-5300-113 LICENSE FEES To cover purchase of hydraulic modeling	41994	06/24/2024	JFernandez	12,550.00	15,000.00	27,550.00
Utilities Admin.	30-80-7220-5300-455 C.S./ENGINEERING To cover purchase of hydraulic modeling	41993	06/24/2024	JFernandez	75,000.00	-15,000.00	140,600.87
Billing & Collect.	30-80-7240-5300-110 TELEPHONE/INTERNET To cover South Data expenses.	42082	06/24/2024	JFernandez	480.00	-480.00	0.00
Billing & Collect.	30-80-7240-5300-113 LICENSE FEES To cover South Data expenses.	42083	06/24/2024	JFernandez	2,100.00	-1,290.00	0.00
Billing & Collect.	30-80-7240-5300-411 C.S./SOUTH DATA To cover South Data expenses.	42086	06/24/2024	JFernandez	43,100.00	3,517.80	40,527.91
Billing & Collect.	30-80-7240-5300-442 C.S./ONLINE UTILITY SERV. To cover South Data expenses.	42084	06/24/2024	JFernandez	2,400.00	-1,500.00	900.00
Billing & Collect.	30-80-7240-5300-458 DATA PROCESSING SERVICES To cover South Data expenses.	42085	06/24/2024	JFernandez	28,395.00	-247.80	27,147.20
WFER	30-80-8130-5300-570 MISCELLANEOUS Revenue bond admin fees	41980	06/24/2024	EBRADFORI	2,600.00	3,000.00	5,500.00
Water Dist.	30-80-8140-5300-158 MAINTENANCE - EQUIPMENT To cover water booster PS generator load	41979	06/24/2024	JFernandez	8,000.00	210.00	8,210.00
	To cover equipment maintenance through	42081	06/24/2024	JFernandez	8,000.00	200.00	8,410.00
Water Dist.	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE JFernandez		06/18/2024	1:42:35PM			
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TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 06/24/2024 TO 06/24/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	To cover replacement of supply inventory.	41976	06/24/2024	JFernandez	140,000.00	-2,000.00	69,200.00
	To cover re-wrapping camera trailer.	42058	06/24/2024	JFernandez	140,000.00	-2,300.00	66,900.00
	Door hangers, shop stock, materials, tools	42072	06/24/2024	JFernandez	140,000.00	-4,526.38	62,373.62
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover replacement of supply inventory.	41977	06/24/2024	JFernandez	131,440.00	2,000.00	130,888.64
	Door hangers, shop stock, materials, tools	42073	06/24/2024	JFernandez	131,440.00	4,526.38	135,415.02
Water Dist.	30-80-8140-5300-351 RENTAL - EQUIPMENT						
	To cover equipment maintenance through	42080	06/24/2024	JFernandez	4,000.00	-200.00	3,800.00
Water Dist.	30-80-8140-5300-570 MISCELLANEOUS						
	To cover water booster PS generator load	41978	06/24/2024	JFernandez	3,000.00	-210.00	2,790.00
	To cover custom tent for educational even	41990	06/24/2024	JFernandez	3,000.00	-720.00	2,070.00
WW Collect.	30-80-8200-5300-080 TRAINING/CONF./CONV.						
	To cover custom tent for educational even	41991	06/24/2024	JFernandez	8,500.00	-720.00	7,780.00
WW Collect.	30-80-8200-5300-151 FOG PROGRAM						
	To cover custom tent for educational even	41992	06/24/2024	JFernandez	8,000.00	1,440.00	9,440.00
	To cover re-wrapping camera trailer.	42060	06/24/2024	JFernandez	8,000.00	4,600.00	14,040.00
WW Collect.	30-80-8200-5300-158 MAINTENANCE - EQUIPMENT						
	To cover pump station generator load testi	41970	06/24/2024	JFernandez	40,000.00	6,550.05	50,761.01
	JetVac Cover	41983	06/24/2024	EBRADFORI	40,000.00	8,053.00	58,814.01
WW Collect.	30-80-8200-5300-165 MAINTENANCE - INFRASTRUCTURE						
	To cover re-lining of 7 manholes.	41972	06/24/2024	JFernandez	187,500.00	12,305.00	282,154.00
	To cover Wood's Edge PS repair	42057	06/24/2024	EBRADFORI	187,500.00	4,000.00	286,154.00
WW Collect.	30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS						
	To cover spare motors for lift stations.	41966	06/24/2024	JFernandez	193,000.00	-59,940.00	96,885.00
	To cover re-lining of 7 manholes.	41971	06/24/2024	JFernandez	193,000.00	-12,305.00	84,580.00
	JetVac Cover	41982	06/24/2024	EBRADFORI	193,000.00	-8,053.00	76,527.00
	To cover Wood's Edge PS repair	42056	06/24/2024	EBRADFORI	193,000.00	-4,000.00	72,527.00
	To cover re-wrapping camera trailer.	42059	06/24/2024	JFernandez	193,000.00	-2,300.00	70,227.00
WW Collect.	30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover lateral push camera for WWC.	41974	06/24/2024	JFernandez	80,500.00	-4,365.06	76,204.00
WW Collect.	30-80-8200-5300-351 RENTAL - EQUIPMENT						
	To cover pump station generator load testi	41968	06/24/2024	JFernandez	9,000.00	-5,724.72	3,275.28
WW Collect.	30-80-8200-5300-416 C.S./ROOT CONTROL SERVICE						
	To cover pump station generator load testi	41969	06/24/2024	JFernandez	20,000.00	-825.33	19,174.67
	To cover lateral push camera for WWC.	41973	06/24/2024	JFernandez	20,000.00	-5,534.94	13,639.73
WW Collect.	30-80-8200-5300-570 MISCELLANEOUS						
	Year-end adjustments.	42104	06/24/2024	JFernandez	1,500.00	25.00	231.00
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT						
	To cover spare motors for lift stations.	41967	06/24/2024	JFernandez	20,000.00	59,940.00	268,391.79
	To cover lateral push camera for WWC.	41975	06/24/2024	JFernandez	20,000.00	9,900.00	278,291.79
WWTP	30-80-8220-5300-320 SUPPLIES - OFFICE						
	To cover keyboard purchase.	42079	06/24/2024	JFernandez	560.00	20.00	580.00
WWTP	30-80-8220-5300-570 MISCELLANEOUS						
	To cover keyboard purchase.	42078	06/24/2024	JFernandez	104,410.00	-20.00	1,390.00

JFernandez

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TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/24/2024 TO 06/24/2024

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
WSF 30-80-9990-5300-000 CONTINGENCY Contingency Year-end adjustments.	42105	06/24/2024	JFernandez	400,000.00	11,000.00	11,000.00
Gen. 60-05-3900-3900-000 FUND BALANCE APPROPRIATION Cap. Proj. Offset via Fund 60 Fund Balance	42005	06/24/2024	EBRADFORI	0.00	61,612.54	61,612.54
Gen. 60-05-3980-3980-104 INSTALL FIN/NC86 RENOVATION Cap. Proj. Offset via Fund 60 Fund Balance	42003	06/24/2024	EBRADFORI	2,000,000.00	-61,612.54	3,237,719.46
WS 69-17-3870-3870-504 TRANSFER FROM WSF-16" OWASA WATER M Cap. Proj. Close out project	41984	06/24/2024	EBRADFORI	100,000.00	-100,000.00	0.00
WS 69-17-3870-3870-701 TRANSFER FROM FUND 75-16" OWASA WAT Cap. Proj. Close out project	41985	06/24/2024	EBRADFORI	465,000.00	-465,000.00	0.00
WS 69-17-8140-5700-748 16" OWASA WATER MAIN Cap. Proj. Close out project	41986	06/24/2024	EBRADFORI	565,000.00	-565,000.00	0.00
WS 69-24-8140-5700-722 GOV BURKE RD WATER MAIN REPLACEMENT Cap. Proj. Yr-end adj	42067	06/24/2024	EBRADFORI	230,000.00	-149,408.00	80,592.00
WS 69-24-8140-5972-002 TRANSFER TO FUND 75-WATER SDF RESER Cap. Proj. Yr-end adj	42069	06/24/2024	EBRADFORI	0.00	149,408.00	149,408.00
Water 75-71-3870-3870-990 TRAN FR FUND 69-US-70 WTR IMPROV SDF Res. Refund surplus SDF funds	42071	06/24/2024	EBRADFORI	0.00	149,408.00	381,374.53
Water 75-71-6900-5970-928 TRAN TO FUND 69 - US 70 PHASE I SDF Res. Refund surplus SDF funds	42070	06/24/2024	EBRADFORI	282,795.50	149,408.00	985,369.53
					<u>-768,032.00</u>	

APPROVED: 5/0

DATE: 6/24/24

VERIFIED: Janet E. Kimrey

FY 2023-2024

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 06/25/2024 TO 06/25/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF Revenue	10-00-3110-3110-002 LOCAL OPTION SALES TAX (40) Yr-end adj	42132	06/25/2024	EBRADFORI	751,000.00	-51,000.00	700,000.00
GF Revenue	10-00-3200-3201-000 FRANCHISE TAX Yr-end adj	42133	06/25/2024	EBRADFORI	615,000.00	-10,000.00	605,000.00
GF Revenue	10-00-3900-3900-000 FUND BALANCE APPROPRIATION Yr-end adj	42135	06/25/2024	EBRADFORI	1,133,221.00	371,900.00	3,019,740.61
Admin.	10-10-4200-5100-020 SALARIES Yr-end adj	42118	06/25/2024	EBRADFORI	995,712.00	20,000.00	1,034,712.00
Planning	10-10-4900-5100-020 SALARIES Yr-end adj	42119	06/25/2024	EBRADFORI	487,126.00	20,000.00	522,126.00
Planning	10-10-4900-5300-001 PAYMENTS - TOURISM BOARD Yr-end adj	42120	06/25/2024	EBRADFORI	425,000.00	125,000.00	550,000.00
Planning	10-10-4900-5300-002 PAYMENTS - TDA Yr-end adj	42121	06/25/2024	EBRADFORI	100,000.00	65,000.00	165,000.00
Facility Mgmt	10-10-5000-5100-020 SALARIES Yr-end adj	42122	06/25/2024	EBRADFORI	78,537.00	10,000.00	88,537.00
Safety	10-10-6600-5100-020 SALARIES Yr-end adj	42131	06/25/2024	EBRADFORI	98,172.00	15,000.00	113,172.00
Police	10-20-5100-5300-321 SUPPLIES - COMMUNITY POLICING To cover See It, Say It, Send It app.	42162	06/25/2024	JFernandez	2,000.00	749.99	2,749.99
Police	10-20-5100-5300-570 MISCELLANEOUS To cover See It, Say It, Send It app.	42161	06/25/2024	JFernandez	15,500.00	-749.99	13,150.01
Fleet	10-30-5550-5100-020 SALARIES Yr-end adj	42123	06/25/2024	EBRADFORI	249,210.00	34,000.00	283,210.00
Fleet	10-30-5550-5127-070 RETIREMENT Yr-end adj	42124	06/25/2024	EBRADFORI	31,543.00	2,482.00	34,325.00
Fleet	10-30-5550-5400-910 DEBT SERVICE - PRINCIPAL Yr-end adj	42125	06/25/2024	EBRADFORI	112,117.00	-36,482.00	72,964.52
Streets	10-30-5600-5100-020 SALARIES Yr-end adj	42126	06/25/2024	EBRADFORI	208,475.00	20,000.00	228,475.00
Streets	10-30-5600-5300-330 SUPPLIES - DEPARTMENTAL To cover CDL	42110	06/25/2024	EBRADFORI	27,500.00	-120.00	29,406.00
Streets	10-30-5600-5300-570 MISCELLANEOUS To cover CDL	42111	06/25/2024	EBRADFORI	1,000.00	120.00	592.00
Solid Waste	10-30-5800-5100-020 SALARIES Yr-end adj	42127	06/25/2024	EBRADFORI	267,931.00	30,000.00	310,931.00
Economic Dev.	10-50-6250-5100-020 SALARIES Yr-end adj	42128	06/25/2024	EBRADFORI	0.00	5,000.00	5,000.00
Economic Dev.	10-50-6250-5120-050 FICA Yr-end adj	42129	06/25/2024	EBRADFORI	0.00	300.00	300.00
Economic Dev.	10-50-6250-5127-070 RETIREMENT Yr-end adj	42130	06/25/2024	EBRADFORI	0.00	600.00	600.00

System 30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND

Dev Fee EBRADFORD

06/24/2024

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FY 2023-2024

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 06/25/2024 TO 06/25/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Yr-end adj	42147	06/25/2024	EBRADFORI	0.00	631,978.00	714,326.00
System	30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND						
Dev Fee	Yr-end adj	42148	06/25/2024	EBRADFORI	0.00	666,177.00	725,582.00
WSF	30-80-3500-3505-000 WATER CHARGES						
Revenue	Yr-end adj	42143	06/25/2024	EBRADFORI	5,745,200.00	-145,200.00	5,600,000.00
WSF	30-80-3500-3510-000 SEWER CHARGES						
Revenue	Yr-end adj	42144	06/25/2024	EBRADFORI	5,702,800.00	-102,800.00	5,600,000.00
WSF	30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES						
Revenue	Yr-end adj	42145	06/25/2024	EBRADFORI	0.00	631,978.00	714,326.00
WSF	30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES						
Revenue	Yr-end adj	42146	06/25/2024	EBRADFORI	0.00	666,177.00	725,582.00
WSF	30-80-3900-3900-000 FUND BALANCE APPROPRIATED						
Revenue	Yr-end adj	42160	06/25/2024	EBRADFORI	1,768,570.00	444,840.00	5,411,546.80
Admin of	30-80-7200-5350-610 SERVICE CHARGE - GOVERNING BODY						
Enterprise	Yr-end adj	42149	06/25/2024	EBRADFORI	178,034.00	5,000.00	183,034.00
Admin of	30-80-7200-5350-611 SERVICE CHARGE - ADMINISTRATION						
Enterprise	Yr-end adj	42150	06/25/2024	EBRADFORI	836,238.00	62,946.00	899,184.00
Admin of	30-80-7200-5350-612 SERVICE CHARGE - ACCOUNTING						
Enterprise	Yr-end adj	42151	06/25/2024	EBRADFORI	469,674.00	133.00	469,807.00
Admin of	30-80-7200-5350-613 SERVICE CHARGE - FLEET MAINTENANCE						
Enterprise	Yr-end adj	42152	06/25/2024	EBRADFORI	311,583.00	10,074.00	321,657.00
Admin of	30-80-7200-5350-614 SERVICE CHARGE - FACILITY MGMT						
Enterprise	Yr-end adj	42153	06/25/2024	EBRADFORI	141,285.00	18,752.00	160,037.00
Admin of	30-80-7200-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT						
Enterprise	Yr-end adj	42154	06/25/2024	EBRADFORI	301,140.00	34,110.00	335,250.00
Admin of	30-80-7200-5350-616 SERVICE CHARGE - INFORMATION TECH						
Enterprise	Yr-end adj	42155	06/25/2024	EBRADFORI	678,542.00	-4,175.00	674,367.00
Utilities	30-80-7220-5100-020 SALARIES						
Admin	Yr-end adj	42156	06/25/2024	EBRADFORI	368,043.00	15,000.00	440,826.00
WFER	30-80-8130-5300-130 UTILITIES						
	Yr-end adj	42157	06/25/2024	EBRADFORI	825.00	5,000.00	5,825.00
Water	30-80-8140-5100-020 SALARIES						
Distribution	Yr-end adj	42158	06/25/2024	EBRADFORI	450,888.00	20,000.00	510,388.00
WW	30-80-8220-5100-020 SALARIES						
Collection	Yr-end adj	42159	06/25/2024	EBRADFORI	499,190.00	30,000.00	564,190.00
Stormwater	35-30-5900-5100-020 SALARIES						
	Yr-end adj	42117	06/25/2024	EBRADFORI	280,246.00	20,000.00	300,246.00
Stormwater	35-30-5900-5120-050 FICA						
	Yr-end adj	42112	06/25/2024	EBRADFORI	21,439.00	100.00	21,539.00
Stormwater	35-30-5900-5127-070 RETIREMENT						
	Yr-end adj	42113	06/25/2024	EBRADFORI	35,737.00	2,000.00	37,737.00
Stormwater	35-30-5900-5127-071 401(K) RETIREMENT SUPPLEMENT						
	Yr-end adj	42114	06/25/2024	EBRADFORI	14,012.00	1,500.00	15,512.00

EBRADFORD

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FY 2023-2024

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

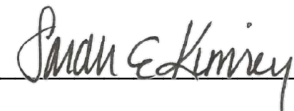
DATES: 06/25/2024 TO 06/25/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	35-30-5900-5300-140 TRAVEL/VEHICLE ALLOTMENT						
Stormwater	Yr-end adj	42115	06/25/2024	EBRADFORI	390.00	100.00	490.00
	35-30-5900-5300-495 COLLECTION EXPENSE						
Stormwater	Yr-end adj	42116	06/25/2024	EBRADFORI	26,000.00	3,000.00	29,000.00
	35-30-5900-5350-610 SERVICE CHARGE - GOVERNING BODY						
Stormwater	Yr-end adj	42136	06/25/2024	EBRADFORI	7,121.00	200.00	7,321.00
	35-30-5900-5350-611 SERVICE CHARGE - ADMINISTRATION						
Stormwater	Yr-end adj	42137	06/25/2024	EBRADFORI	33,450.00	2,517.00	35,967.00
	35-30-5900-5350-612 SERVICE CHARGE - ACCOUNTING						
Stormwater	Yr-end adj	42138	06/25/2024	EBRADFORI	18,787.00	5.00	18,792.00
	35-30-5900-5350-613 SERVICE CHARGE - FLEET MAINTENANCE						
Stormwater	Yr-end adj	42139	06/25/2024	EBRADFORI	6,521.00	-321.00	6,200.00
	35-30-5900-5350-614 SERVICE CHARGE - FACILITY MGMT						
Stormwater		42140	06/25/2024	EBRADFORI	83,486.00	11,081.00	94,567.00
	35-30-5900-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT						
Stormwater	Yr-end adj	42141	06/25/2024	EBRADFORI	12,046.00	1,364.00	13,410.00
	35-30-5900-5350-616 SERVICE CHARGE - INFORMATION TECH						
Stormwater	Yr-end adj	42142	06/25/2024	EBRADFORI	27,142.00	-167.00	26,975.00
	35-80-3900-3900-000 FUND BALANCE APPROPRIATED						
Stormwater	Yr-end adj	42134	06/25/2024	EBRADFORI	283,179.00	41,379.00	324,558.00
						<u>3,694,548.00</u>	

APPROVED: 5/0

DATE: 6/24/24

VERIFIED: _____





ORDINANCE

Tourism Board Budget

FY2024-25

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

Section 1. Tourism Board Fund:

It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Food & Beverage Tax	\$485,000
Fund Balance Appropriation	<u>\$ 84,151</u>
TOTAL	\$569,151

The following amounts are hereby appropriated for the operation of the Tourism Board and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the Chart of Accounts heretofore established for the Tourism Board:

Tourism Board	<u>\$569,151</u>
TOTAL	\$569,151

Section 2. The Town of Hillsborough will collect a Food & Beverage Tax and distribute the funds to the Tourism Board to fund its operations. These funds are listed as "Food & Beverage Tax" revenues in Section I of the ordinance.

Section 3. Operating funds encumbered on the financial records as of June 30, 2024, are hereby re-appropriated to this budget.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 24th day of June in 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



Victoria Pace

Victoria Pace, Tourism Board Chair

Mark Bell

Mark Bell, Mayor

Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Tourism Development Authority Budget FY2024-25

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

Section 1. Tourism Development Authority Fund:

It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2024 and ending June 30, 2025:

Occupancy Tax	\$100,000
Fund Balance Appropriation	<u>\$ 24,500</u>
TOTAL	\$124,500

The following amounts are hereby appropriated for the operation of the Tourism Development Authority (TDA) and its activities for the fiscal year beginning July 1, 2024 and ending June 30, 2025 in accordance with the Chart of Accounts heretofore established for the TDA:

Tourism Development Authority	<u>\$124,500</u>
TOTAL	\$124,500

Section 2. The Town of Hillsborough will collect an Occupancy Tax and distribute the funds to the Tourism Development Authority to fund its operations. These funds are listed as "Occupancy Tax" revenues in Section I of the ordinance.

Section 3. Operating funds encumbered on the financial records as of June 30, 2024, are hereby re-appropriated to this budget.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 24th day of June in 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



Meaghun Darab

Meaghun Darab, Tourism Development Authority Chair

Mark Bell

Mark Bell, Mayor

Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending Article II. Establishment of Stormwater Service Charge and Credits, Section 19-6 of the Code of Ordinances

The Hillsborough Board of Commissioners ordains:

Section 1. Chapter 19, Article II of the Hillsborough Code of Ordinances is amended as follows:

Sec. 19-6. Rate structure.

- (a) Every parcel within the town limits shall be subject to a stormwater management utility service charge derived from the rate structure described below. The rate structure to distribute the cost of services associated with the operation, repair, improvement and maintenance of public drainage systems and facilities through a schedule of rates, fees, charges, and penalties related to the operation of a stormwater management utility and stormwater management enterprise fund as established in section 19-4 shall be based on the following parameters:
 - (1) Residential parcels shall be assessed an annual, flat service charge based upon the schedule of rates approved by the Town Board as described in section 19-7 of this article.
 - a. Each residential parcel shall be charged for one ERU of impervious area.
 - b. Each residential unit in a townhome, condominium, or other multifamily structure with individual unit ownership and duplexes shall be billed for one ERU of impervious area.
 - (2) Nonresidential parcels shall be assessed an annual service charge based on the tier of the property. The schedule of rates for each tier is based on the number of ERUs in for the midpoint of the tier. Tiers are determined by the amount of impervious surface area on the parcel as follows:
 - a. Tier 1: 0 to 10,000 square feet of impervious surface area;
 - b. Tier 2: 10,001 to 30,000 square feet of impervious surface area;
 - c. Tier 3: 30,000 to 100,000 square feet of impervious surface area;
 - d. Tier 4: 100,001 to 200,000 square feet of impervious surface area;
 - e. Tier 5: 200,001 to 600,000 square feet of impervious surface area;
 - f. Tier 6: 600,001 to 800,000 square feet of impervious surface area.
- (c) Based on an analysis of impervious surface area on properties throughout the town, an impervious surface area of 2,800 square feet is hereby designated as one ERU.
- (d) Parcels maintained by residential homeowner associations that contain a common use building (i.e. "club house, pool house, etc."), parking and/or a swimming pool shall be charged one ERU of impervious area.

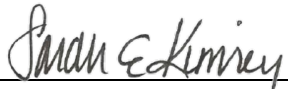
Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 24 day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk

DRAFT



RESOLUTION

Authorizing the Approval of a Memorandum of Understanding Between Orange County and the Towns of Chapel Hill, Carrboro, and Hillsborough for the Orange County Partnership to End Homelessness

WHEREAS, the Hillsborough Board of Commissioners approved a Memorandum of Understanding with the surrounding towns and Orange County in 2015 for the Orange County Partnership to End Homelessness, with extensions in 2022 and 2023; and

WHEREAS, the Partnership Leadership Team, consisting of elected representatives from each of the parties, desires an updated Memorandum of Understanding; and

WHEREAS, the Fiscal Year 2025 adopted budget includes sufficient funding to meet with the Memorandum of Understanding commitment of 6.5% of the partnership funding; and

WHEREAS, participation in the partnership is consistent with the FY2024-27 Strategic Plan and the Comprehensive Sustainability Plan;

NOW, THEREFORE, be it resolved that the Hillsborough Board of Commissioners approves the execution of a Memorandum of Understanding substantially similar to the draft attached to this agenda item and authorizes the mayor to execute it on behalf of the board. This resolution is effective upon approval.

Approved this 24th day of June of the year 2024.



Mark Bell

Mark Bell, Mayor
Town of Hillsborough

Attestation:

Sarah E. Kimrey

Sarah Kimrey, Town Clerk

FY 2023-2024

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

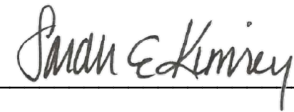
DATES: 06/30/2024 TO 06/30/2024

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
69-22-3300-3310-017 GRANT - NCEM - DISAST RELIEF & MITI						
Adj per grant award	42063	06/30/2024	EBRADFORI	0.00	1,069,275.00	1,069,275.00
69-22-8200-5700-738 RIVER PUMP STATION						
Adj per grant award	42064	06/30/2024	EBRADFORI	3,448,800.00	1,069,275.00	9,258,096.00
					<u>2,138,550.00</u>	

APPROVED: 5/0

DATE: 6/24/24

VERIFIED: _____



DRAFT



ORDINANCE

Capital Project Amendment

River Pump Station Relocation and Upgrade

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

- Section 1.** To accept the North Carolina Energy Management's Emergency Management Disaster Relief and Mitigation grant of \$1,069,275 for the River Pump Station relocation and upgrade.
- Section 2.** Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
River Pump Station Relocation and Upgrade	\$8,188,821	\$1,069,275	\$9,258,096

- Section 3.** Amounts appropriated for the capital project are hereby amended as follows.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
River Pump Station Relocation and Upgrade	\$8,188,821	\$1,069,275	\$9,258,096

- Section 4.** This capital project will close automatically upon projection completion.

- Section 5.** Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this project.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 24th day of June in the year 2024.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Churton Street Main Replacement

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
River Pump Station Relocation and Upgrade	\$430,000	(\$430,000)	\$0

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
River Pump Station Relocation and Upgrade	\$430,000	(\$430,000)	\$0

Section 3. This capital project is now closed.

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

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 24th day of June in the year 2024.

Ayes: 5

Noes: 0

Absent or excused: 0



Sarah E. Kimrey, Town Clerk



Minutes

Board of Commissioners Special Meeting - Affordable Housing Workshop

5:00 p.m. July 15, 2024

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

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

Absent: Commissioner Kathleen Ferguson (remote)

Staff: Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Communications Specialist JC Leser and Town Manager Eric Peterson

1. Opening of the special meeting — welcome and purpose

Mayor Mark Bell called the meeting to order at 5:05 p.m.

Bell condemned the assassination attempt on former President Donald Trump and called for depolarization of the nation. He said violent and political actions and speech are the opposite of democracy and expressed hope for improving the human condition and not being so estranged from each other as the nation approaches its 250th anniversary in two years.

Bell shared that this meeting is the first of three planned meetings on affordable housing before the end of the calendar year. The meetings will help the town refine its approach to affordable housing and help the Board of Commissioners determine the best use of funds set aside for affordable housing projects.

2. Introductions

A. Mayor and Board of Commissioners

The mayor and board members introduced themselves.

B. Partner representatives

The following partners were represented at the meeting:

- CASA – Project Manager Cornelis Verkerk
- Central Pines Regional Council – Housing Program Manager Hunter Fillers
- EMPOWERment – Executive Director Delores Bailey
- Habitat for Humanity of Orange County – President and CEO Jennifer Player
- Orange County Home Preservation Coalition – Coalition Coordinator Ryan Lavalley

Community Home Trust Executive Director Kimberly Sanchez provided written responses.

3. Town and partner sharing

A. Brief update on town affordable housing efforts and projects

Assistant Town Manager Matt Efird highlighted the town's current activities in affordable housing:

- Funding and financial assistance through federal relief funding, land donations and town tax revenue
- Policy updates to the town's strategic plan, comprehensive sustainability plan and unified development ordinance
- Coordination and collaboration with local government organizations and nonprofit organizations

B. Brief description of organizations' mission and experience, any ongoing or upcoming work in Hillsborough

Representatives described their organizations:

Central Pines Regional Pines

- Main function — Resources for local government
- Housing experience — Preserve housing, preserve houses for low-income homeowners, building coalitions to tackle larger problems
- Work in Hillsborough — Orange County housing plan

Habitat for Humanity

- Main function and housing experience — Build housing for low-income individuals
- Work in Hillsborough — Large townhome community near U.S. 70A

CASA

- Main function and housing experience — Own affordable rental properties, usually for people under 30% of the area's median income
- Work in Hillsborough — Collins Ridge parcel

Orange County Preservation Home Coalition

- Main function and housing experience — Make repairs to help people remain in their homes
- Work in Hillsborough — Working with 28 households in the town

EMPOWERment

- Main function and housing experience — Connects the whole community to resources and affordable housing
- Work in Hillsborough — Own several rental properties in Hillsborough

4. Break

Commissioner Evelyn Lloyd arrived at 6 p.m.

5. Partner Q&A

A. Moderator-facilitated questions to partners

Efird asked the following questions. Answers of the community partners are listed under the questions.

- What do you see as the biggest need for affordable housing in the Town of Hillsborough?
 - Lack of senior housing
 - Lack of affordable rentals
 - Need to address whole picture of housing: rentals, ownership and repairs

Community partners explained how accessory dwelling units can help expand affordable housing, even if direct listings for those units may be unaffordable for most people.

Commissioner Matt Hughes arrived at 6:18 p.m.

- What specific challenges are you aware of for development of affordable housing in Hillsborough?
 - Increasing costs of materials and construction
 - Working together with staff on development process
 - Communication between staff and affordable housing developers
 - Workforce development for contractors to complete repairs
 - Bringing homes up to code
- Are there specific actions that the town board or staff could perform to better facilitate the generation or preservation of affordable housing in town?
 - Flexible funding to allow programs to fill gaps in service
 - Access to capital
 - Landlord engagement

6. Break

Following the break, the partner Q&A session continued.

- What are your ideas to leverage 2 cents on the tax dollar (about \$325,000 per year) to generate new units or sustain current affordable units?
 - Buy and donate land
 - Use funds for repairs
 - Avoid splitting up the money because that diminishes returns
 - Create new rental units
- What other approaches or strategies that might be of interest to the town to better support affordable housing?
 - Landlord engagement
 - Manufactured home community engagement and preservation
 - Creative ideas to support communities in place
 - Foreclosure prevention
 - Reimbursing fees for affordable developers
 - Land banking
 - Utilizing the Jackson Center in Chapel Hill

7. Open discussion — board and partners

- A. Moderator-facilitated discussion among board, town staff and partners to explore affordable housing ideas and strategies for Hillsborough

It was noted that the town relies on the county for a significant proportion of affordable housing support, including landlord engagement. Community partners suggested having a full-time employee dedicated to affordable housing projects.

The group also discussed challenges with manufactured homes, formalizing expectations in the development review process, and the current state of the Gateway community.

8. Final thoughts

Attendees provided their final thoughts and items for follow-up, including getting more information on:

- Comparing Hillsborough's affordable housing supply to other jurisdictions.
- The number of full-time employees dedicated to affordable housing projects and landlord engagement in similarly sized jurisdictions.

- Cost of home repairs in the Historic District.
- The Central Pines grant program.
- Sharing affordable housing resources from community partners with Hillsborough residents.

9. Adjournment

The mayor adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 12, 2024
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Budget Director, Emily Bradford

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report (08-12-2024)

Summary:

There are a several expenses that were budgeted in Fiscal Year 2024 but for a variety of reasons did not occur before year-end and are being requested to be re-budgeted in FY25. Some of these are due to an accounting requirement that invoices for services, licenses, etc., be paid in the year in which the majority of the benefit is received. For example, we can't start and pay for an annual license in June, when 11 months of benefit will be in the next fiscal year. There are also a variety of amendments related to price adjustments discovered as departments have started to spend FY25 funds.

There is also a request to fund Water Distribution and Wastewater Collection projects that were requested during the FY25 budget process but deferred pending additional information. Earlier this summer, staff was able to get quotes for the projects and Accounting/Budget staff were able to determine that the majority of the projects were capital in nature, and thus funding them would have limited impact on the debt service coverage ratio. These projects total \$306,000 with the majority funded via re-allocation of unused funds from FY24. Since these funds were already accounted for, re-allocating them has limited impact to the bottom line. Staff recommends moving forward with funding the following projects: South Tank electric rack replacement, Forrest Ridge Booster Pump Station/70 Tank site panel improvements, generator connections at Blair Dr and New Brady Brown School booster pump stations, and miscellaneous repairs including new wastewater hatches, fences, rails, vents, pump control panels, etc at the Cemetery, Timer, Coachwood, Dixie, Woodsedge, Governor Burke, Tiny Tots and Shelton Ct pump stations.

Water & Sewer is also requesting \$100,000 for annual long-term flow monitoring. This was intended to be requested as part of the FY25 budget but was overlooked at the time. This service will be needed until the sewer projects are complete. If approved, this would be funded via Contingency, and would have no additional impact of the debt service coverage ratio but would reduce funds available later in the year.

Financial impacts:

As indicated above and on the attached Budget Changes Report.

Staff recommendation and comments:

Approve amendments as requested.

Action requested:

Approve amendments as requested.

FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 08/12/2024 TO 08/12/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF Fund Bal.	10-00-3900-3900-000 FUND BALANCE APPROPRIATION Re-budget lapsed phyc care funds from FY24	45466	08/12/2024	EBRADFORD	3,260,960.00	12,000.00	3,272,960.00
GF Contingency	10-00-9990-5300-000 CONTINGENCY To cover animal services and central square rm	45422	08/12/2024	JFernandez	450,000.00	-4,798.00	445,202.00
	To cover increased PW building rental fee	45471	08/12/2024	EBRADFORD	450,000.00	-1,500.00	443,702.00
	To cover RTV purchase price increase.	45482	08/12/2024	JFernandez	450,000.00	-40.00	443,662.00
	To cover increase in vehicle cost.	45487	08/12/2024	JFernandez	450,000.00	-2,050.00	441,612.00
	To cover refrigerator diagnostic and replaceme	45493	08/12/2024	JFernandez	450,000.00	-2,465.00	439,147.00
Gov. Body	10-10-4100-5300-145 MAINTENANCE - BUILDINGS To cover refrigerator diagnostic and replaceme	45492	08/12/2024	JFernandez	250.00	2,465.00	2,715.00
Comms	10-10-4600-5300-113 LICENSE FEES Move website support to correct line.	45479	08/12/2024	JFernandez	13,998.00	-3,000.00	10,998.00
Comms	10-10-4600-5300-570 MISCELLANEOUS Move website support to correct line.	45480	08/12/2024	JFernandez	6,200.00	3,000.00	9,200.00
Police	10-20-5100-5300-458 DATA PROCESSING SERVICES To cover central square rms.	45423	08/12/2024	JFernandez	26,100.00	3,510.00	29,610.00
Police	10-20-5100-5300-463 C.S./O.C. ANIMAL CONTROL To cover animal services.	45424	08/12/2024	JFernandez	83,985.00	1,288.00	85,273.00
Police	10-20-5100-5300-570 MISCELLANEOUS Re-budget lapsed phyc care funds from FY24	45465	08/12/2024	EBRADFORD	4,000.00	12,000.00	16,000.00
Streets	10-30-5600-5300-363 RENTAL - BUILDING To cover increased building rental fee	45470	08/12/2024	EBRADFORD	7,100.00	1,500.00	8,600.00
Streets	10-30-5600-5300-583 MISC-TAX, TAGS, ETC. To cover increase in vehicle cost.	45486	08/12/2024	JFernandez	2,006.00	50.00	2,056.00
Streets	10-30-5600-5700-740 CAPITAL - VEHICLES To cover increase in vehicle cost.	45485	08/12/2024	JFernandez	67,100.00	2,000.00	69,100.00
Solid Waste	10-30-5800-5700-741 CAPITAL - EQUIPMENT To cover RTV purchase price increase.	45481	08/12/2024	JFernandez	23,000.00	40.00	23,040.00
WSF Fund Bal.	30-80-3900-3900-000 FUND BALANCE APPROPRIATED Re-appropriate lapsed funds for Dist/Coll proje	45464	08/12/2024	EBRADFORD	406,244.00	305,900.00	712,144.00
	Hydraulic modeling software/syst pressure mo	45478	08/12/2024	JFernandez	406,244.00	110,000.00	822,144.00
Utilities Admin.	30-80-7220-5300-113 LICENSE FEES To cover hydraulic modeling software.	45475	08/12/2024	JFernandez	12,800.00	50,000.00	62,800.00
Utilities Admin.	30-80-7220-5300-455 C.S./ENGINEERING To cover long-term flow monitoring.	45474	08/12/2024	JFernandez	110,000.00	100,000.00	210,000.00
Billing & Collect.	30-80-7240-5300-145 MAINTENANCE - BUILDINGS To cover B&C building maintenance	45456	08/12/2024	EBRADFORD	0.00	500.00	500.00
WTP	30-80-8120-5300-145 MAINTENANCE - BUILDINGS To cover WTP HVAC maintenance contract.	45488	08/12/2024	JFernandez	6,000.00	-2,410.00	3,590.00
WTP	30-80-8120-5300-473 MAINTENANCE CONTRACTS To cover WTP maintenance contract.	45425	08/12/2024	JFernandez	6,340.00	128.00	6,468.00
	To cover WTP HVAC maintenance contract.	45489	08/12/2024	JFernandez	6,340.00	2,410.00	8,878.00
WTP	30-80-8120-5300-494 C.S./PUMP STA.MONITORING						

JFernandez
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FY 2024-2025

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 08/12/2024 TO 08/12/2024

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	To cover Mission Communications monitoring	45418	08/12/2024	JFernandez	1,650.00	109.00	1,759.00
WFER	30-80-8130-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover Mission Communications monitoring	45421	08/12/2024	JFernandez	2,500.00	-26.00	2,474.00
WFER	30-80-8130-5300-412 C.S./MONITORING MISSION UNIT						
	To cover Mission Communications monitoring	45420	08/12/2024	JFernandez	660.00	26.00	686.00
Water Dist.	30-80-8140-5300-130 UTILITIES						
	To cover propane PO into correct account.	45450	08/12/2024	JFernandez	43,000.00	-1,792.00	41,208.00
Water Dist.	30-80-8140-5300-154 MAINTENANCE - GROUNDS						
	To cover landscaping PO.	45447	08/12/2024	JFernandez	27,000.00	3,000.00	30,000.00
Water Dist.	30-80-8140-5300-310 GASOLINE						
	To cover propane PO into correct account.	45451	08/12/2024	JFernandez	23,730.00	1,792.00	25,522.00
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL						
	For rental of bypass pump.	45468	08/12/2024	JFernandez	120,000.00	-8,500.00	111,500.00
Water Dist.	30-80-8140-5300-351 RENTAL - EQUIPMENT						
	For rental of bypass pump.	45469	08/12/2024	JFernandez	2,000.00	8,500.00	10,500.00
Water Dist.	30-80-8140-5700-729 CAPITAL - INFRASTRUCTURE						
	S Tank, Forest Ridge, Blair Dr, New Brady Br	45461	08/12/2024	EBRADFORD	160,000.00	69,300.00	229,300.00
Water Dist.	30-80-8140-5700-741 CAPITAL - EQUIPMENT						
	To cover system pressure monitors.	45476	08/12/2024	JFernandez	0.00	60,000.00	60,000.00
WW Collect.	30-80-8200-5300-130 UTILITIES						
	To cover propane PO into correct account.	45448	08/12/2024	JFernandez	56,000.00	-532.00	55,468.00
WW Collect.	30-80-8200-5300-154 MAINTENANCE - GROUNDS						
	To cover landscaping PO.	45446	08/12/2024	JFernandez	35,000.00	-3,000.00	32,000.00
WW Collect.	30-80-8200-5300-165 MAINTENANCE - INFRASTRUCTURE						
	Timbers, Coachwood, Dixie & Woodsedge PS	45462	08/12/2024	EBRADFORD	137,000.00	43,100.00	180,100.00
WW Collect.	30-80-8200-5300-310 GASOLINE						
	To cover propane PO into correct account.	45449	08/12/2024	JFernandez	24,990.00	532.00	25,522.00
WW Collect.	30-80-8200-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover collection system annual permit fee.	45483	08/12/2024	JFernandez	70,000.00	-300.00	69,700.00
WW Collect.	30-80-8200-5300-530 DUES & SUBSCRIPTIONS						
	To cover collection system annual permit fee.	45484	08/12/2024	JFernandez	2,200.00	300.00	2,500.00
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT						
	Cemetery, Gov Burke, Tiny Tots, Shelton PS F	45463	08/12/2024	EBRADFORD	0.00	193,500.00	193,500.00
WWTP	30-80-8220-5300-145 MAINTENANCE - BUILDINGS						
	To cover WWTP HVAC maintenance contract.	45490	08/12/2024	JFernandez	4,140.00	-3,972.00	168.00
WWTP	30-80-8220-5300-413 C.S./DI WATER SYSTEM SERVICE						
	Dionize water system increase	42164	08/12/2024	EBRADFORD	4,300.00	233.00	4,533.00
	To cover DI Wtr Sys Service increased cost	42166	08/12/2024	EBRADFORD	4,300.00	20.00	4,553.00
WWTP	30-80-8220-5300-473 MAINTENANCE CONTRACTS						
	To cover WWTP HVAC maintenance contract.	45491	08/12/2024	JFernandez	30,250.00	3,972.00	34,222.00
WWTP	30-80-8220-5300-550 SLUDGE REMOVAL						
	To cover increased sludge removal costs	42163	08/12/2024	EBRADFORD	100,000.00	13,500.00	113,500.00
WSF Contingency	30-80-9990-5300-000 CONTINGENCY						
	JFernandez		08/05/2024	5:06:53PM			
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FY 2024-2025

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 08/12/2024 TO 08/12/2024

<u>REFERENCE</u>		<u>CHANGE</u> <u>NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL</u> <u>BUDGET</u>	<u>BUDGET</u> <u>CHANGE</u>	<u>AMENDED</u> <u>BUDGET</u>
Cost increase-dionize wtr sys & slude removal		42165	08/12/2024	EBRADFORD	400,000.00	-13,733.00	386,267.00
To cover DI Wtr Sys Service increased cost		42167	08/12/2024	EBRADFORD	400,000.00	-20.00	386,247.00
To cover Mission Communications monitoring		45419	08/12/2024	JFernandez	400,000.00	-109.00	386,138.00
To cover WTP maintenance contract.		45426	08/12/2024	JFernandez	400,000.00	-128.00	386,010.00
To cover B&C building maintenance		45457	08/12/2024	EBRADFORD	400,000.00	-500.00	385,510.00
To cover long term flow monitoring.		45477	08/12/2024	JFernandez	400,000.00	-100,000.00	285,510.00
Special 72-00-5100-3301-052 RESTRICTED REV-ABC BOARD GRANT							
Special Revenue	Allocate FY25 Q1 ABC Board payment.	45473	08/12/2024	JFernandez	27,157.85	3,500.00	30,657.85
Special 72-20-5100-5300-052 ABC BOARD EXPENDITURES							
Special Revenue	Allocate FY25 Q1 ABC Board payment.	45472	08/12/2024	JFernandez	27,157.85	3,500.00	30,657.85
						<u>862,800.00</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 12, 2024
Department:	Governing Body
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Mayor Mark Bell

ITEM TO BE CONSIDERED

Subject: Proclamation – Women’s Equality Day 2024

Attachments:

Proclamation

Summary:

Women’s Equality Day is celebrated annually on Aug. 26 to commemorate the adoption of the 19th Amendment to the United States Constitution in 1920, which prohibited states from depriving citizens of the right to vote based on gender.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To adopt proclamation recognizing Aug. 26, 2024 as Women’s Equality Day in the Town of Hillsborough.



PROCLAMATION Women's Equality Day 2024

WHEREAS, Women's Equality Day is celebrated annually on August 26 to commemorate the adoption of the 19th Amendment to the United States Constitution in 1920, which prohibited states from depriving citizens of the right to vote based on gender; and

WHEREAS, women of color fought for the right to vote for another four decades until the passage of the Voting Rights Act in 1965; and

WHEREAS, recognizing Women's Equality Day as a day of celebration emphasizes the importance of women's work for democracy and calls attention to women's continuing efforts toward full equality; and

WHEREAS, Hillsborough benefits from the leadership and representation of women who embody gender equality, including the Honorable Jennifer Weaver, the first woman Mayor of Hillsborough from 2019 to 2023; Commissioner Evelyn Lloyd, the longest-serving woman on the Hillsborough Town Board of Commissioners at 33+ years; Commissioner Phyllis Portie-Ascott, Orange County Board of Commissioners, District 2; Congresswoman Valerie Foushee of North Carolina Congressional District 4; and Representative Renee Price of North Carolina General Assembly District 50; and

WHEREAS, Hillsborough is home to the Northern Orange Branch of the NAACP, an organization devoted to ending racial discrimination and which joins in a statewide effort to honor and acknowledge women annually, and as an organization has been led by numerous women leaders from our community; and

WHEREAS, Hillsborough honors organizations like the League of Women Voters, serving the people of Orange, Durham and Chatham Counties, that work to protect and expand voting rights and defend democracy through advocacy, education, and litigation, at the local, state and national levels; and

WHEREAS, Hillsborough is committed to advancing gender equity and protecting women's rights and to making equity and inclusion a reality in the town's policies and procedures and throughout the community;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim Aug. 26, 2024, as Women's Equality Day 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 12th day of August in the year 2024.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 12, 2024
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Safety & Risk Manager Phil Cundiff

ITEM TO BE CONSIDERED

Subject: Ordinance Amending Article VII – Recreation, Section 3-49.a – Skateboard Park Regulations

Attachments:

1. Draft ordinance
2. NC General Statutes Chapter 99E-23
3. E-mail from NC League of Municipalities

Summary:

To lessen the town's exposure to liability from lawsuits and following the guidance listed in the North Carolina General Statutes Chapter 99E-23 along with the NC League of Municipalities requirements, an ordinance amendment has been drafted that requires all users of the town's skateboard park to wear helmets, elbow pads and knee pads at all times while engaged in hazardous recreational activities.

Financial impacts:

None.

Staff recommendation and comments:

Like other skateparks in North Carolina, the Hillsborough Skate Spot is not staffed; all rules will be posted at the park, but staff do not propose additional staffing to enforce this ordinance. Staff and the town attorney recommend ordinance adoption.

Action requested:

Adopt ordinance amendment as presented.



ORDINANCE

Amending Article VII – Recreation, Section 3-49.a

Skateboard Park Regulations

The Hillsborough Board of Commissioners ordains:

Section 1. The Code of Ordinances shall be amended by adding the following Section 3-49.a, Skateboard Park Regulations.

Section 3-49.a. Skateboard Park Regulations

1. Definitions.

The following definitions apply to this section:

- (a) *Hazardous recreational activity*: Skateboarding, inline skating, or freestyle bicycling.
- (b) *Inherent risk*: Dangers or conditions that are characteristic or intrinsic to, or an integral part of skateboarding, inline skating, and freestyle bicycling.
- (c) *Skateboard Park*: A facility established on town-owned property which is designed for the purpose of engaging in hazardous recreational activities, and which is specifically designed by the town for such use.

2. Responsibilities of the User.

- (a) All users of the skateboard park shall wear a helmet, elbow pads, and knee pads at all times while engaging in hazardous recreational activities.
- (b) Any person who observes, participates in or assists in hazardous recreational activities assumes the known and unknown inherent risks in these activities, irrespective of age, and is legally responsible for all damages, injury or death to himself or herself or other persons or property that results from these activities.
- (c) While engaged in hazardous recreational activities, irrespective of where such activities occur, a participant is responsible for doing all of the following:
 - (i) Acting within the limits of his or her ability and the purpose and design of the equipment used.
 - (ii) Maintaining control of his or her person and equipment used.
 - (iii) Refrain from acting in any manner that may cause or contribute to death or injury of himself or herself or other persons or property.
 - (v) Failure to comply with the requirements of this section shall constitute negligence as provided in North Carolina General Statute 99E-24 c.

3. Notice.

The town shall post signage at its skateboard park, affording reasonable notice to all users, as follows:

- (a) Any person engaged in hazardous recreational activity at the skateboard park must wear a helmet, elbow pads, and kneepads at all times.
- (b) The town does not provide regular supervision of the skateboard park.
- (c) Users of the skateboard park assume all risks associated with the use of the skateboard park, and
- (d) Failure to comply with these requirements for use may subject the violator to sanctions as provided in this ordinance.

4. **Sanctions.**

In addition to any other penalties stated in the Town Code of Ordinances, any person who violates the provisions of this section may be subject to sanctions imposed by the town, including, but not limited to, suspension or permanent revocation of the privilege to use the skateboard park and assessment for the full cost of any damage to the skateboard park caused by the person.

5. **Town immune from liability.**

The Town of Hillsborough, including its officials, employees, and agents, shall not be liable to any person who voluntarily participates in hazardous recreational activities for any damage or injury to property or persons that arises out the person's participation in the activity and that takes place at a skateboard park.

6. **Hours of Operation.**

It shall be unlawful for any person to unlawful for any person to be present on the premises of the town's skateboard park and recreation facility outside the posted normal hours of operation, except for town employees or contractors conducting town business thereon and for emergency and law enforcement personal on official business.

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

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of August in the year 2024.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

Article 3.

Hazardous Recreation Parks Safety and Liability.

§ 99E-21. Purpose.

The purpose of this Article is to encourage governmental owners or lessees of property to make land available to a governmental entity for skateboarding, inline skating, or freestyle bicycling. It is recognized that governmental owners or lessees of property have failed to make property available for such activities because of the exposure to liability from lawsuits and the prohibitive cost of insurance, if insurance can be obtained for such activities. It is also recognized that risks and dangers are inherent in these activities, which risks and dangers should be assumed by those participating in the activities. (2003-334, s. 1.)

§ 99E-22. Definitions.

The following definitions apply in this Article:

- (1) Governmental entity. –
 - a. The State, any county or municipality, or any department, agency, or other instrumentality thereof.
 - b. Any school board, special district, authority, or other entity exercising governmental authority.
- (2) Hazardous recreational activity. – Skateboarding, inline skating, or freestyle bicycling.
- (3) Inherent risk. – Those dangers or conditions that are characteristic of, intrinsic to, or an integral part of skateboarding, inline skating, and freestyle bicycling. (2003-334, s. 1.)

§ 99E-23. Duties of operators of skateboard parks.

(a) No operator of a skateboard park shall permit any person to ride a skateboard therein, unless that person is wearing a helmet, elbow pads, and kneepads.

(b) For any facility owned or operated by a governmental entity that is designed and maintained for the purpose of recreational skateboard use, and that is not supervised on a regular basis, the requirements under subsection (a) of this section are satisfied when all of the following occur:

- (1) The governmental entity adopted an ordinance requiring any person riding a skateboard at the facility to wear a helmet, elbow pads, and kneepads.
- (2) Signs are posted at the facility affording reasonable notice that any person riding a skateboard in the facility must wear a helmet, elbow pads, and kneepads and that any person failing to do so will be subject to citation under the ordinance under subdivision (1) of this subsection. (2003-334, s. 1.)

§ 99E-24. Duties of persons engaged in hazardous recreational activities.

(a) Any person who participates in or assists in hazardous recreational activities assumes the known and unknown inherent risks in these activities, irrespective of age, and is legally responsible for all damages, injury, or death to himself or herself or other persons or property that result from these activities. Any person who observes hazardous recreational activities assumes the known and unknown inherent risks in these activities, irrespective of age, and is legally responsible for all damages, injury, or death to himself or herself that result from these activities. No public

entity that sponsors, allows, or permits skateboarding, inline skating, or freestyle bicycling on its property is required to eliminate, alter, or control the inherent risks in these activities.

(b) While engaged in hazardous recreational activities, irrespective of where such activities occur, a participant is responsible for doing all of the following:

- (1) Acting within the limits of his or her ability and the purpose and design of the equipment used.
- (2) Maintaining control of his or her person and the equipment used.
- (3) Refraining from acting in any manner that may cause or contribute to death or injury of himself or herself or other persons.

(c) Failure to comply with the requirement of subsection (b) of this section constitutes negligence. (2003-334, s. 1.)

§ 99E-25. Liability of governmental entities.

(a) This section does not grant authority or permission for a person to engage in hazardous recreational activities on property owned or controlled by a governmental entity unless such governmental entity has specifically designated such area for these activities.

(b) No governmental entity or public employee who has complied with G.S. 99E-23 shall be liable to any person who voluntarily participates in hazardous recreation activities for any damage or injury to property or persons that arises out of a person's participation in the activity and that takes place in an area designated for the activity.

(c) This section does not limit liability that would otherwise exist for any of the following:

- (1) The failure of the governmental entity or public employee to guard against or warn of a dangerous condition of which a participant does not have and cannot reasonably be expected to have had notice.
- (2) An act of gross negligence by the governmental entity or public employee that is the proximate cause of the injury.

(d) Nothing in this section creates a duty of care or basis of liability for death, personal injury, or damage to personal property. Nothing in this section shall be deemed to be a waiver of sovereign immunity under any circumstances.

(e) Nothing in this section limits the liability of an independent concessionaire or any person or organization other than a governmental entity or public employee, whether or not the person or organization has a contractual relationship with a governmental entity to use the public property, for injuries or damages suffered in any case as a result of the operation of equipment for hazardous recreational activities on public property by the concessionaire, person, or organization.

(f) The fact that a governmental entity carries insurance that covers any activity subject to this Article does not constitute a waiver of the liability limits under this section, regardless of the existence or limits of the coverage. (2003-334, s. 1.)

§ 99E-26. Reserved for future codification purposes.

§ 99E-27. Reserved for future codification purposes.

§ 99E-28. Reserved for future codification purposes.

§ 99E-29. Reserved for future codification purposes.

Phil Cundiff

From: Patrice Adams <padams@NCLM.ORG>
Sent: Wednesday, July 17, 2024 10:13 AM
To: Phil Cundiff
Cc: Haley Thore; Matthew Reid
Subject: RE: [EXTERNAL]Skate Park Insurance Requirements
Attachments: GL - Skateboard Parks.pdf; Article_3.pdf

Hi Phil,

We will need to have or do the following:

1. A completed and signed Skateboard Park application (attached).
2. An ordinance must be in place.
3. It needs to be fenced and have proper signage. I have also attached the NC general statute regarding hazardous recreation parks safety and liability.
4. Matt Reid from our Risk Management Department must visit prior to opening.

I have included Matt in this email. He will reach out to schedule an appointment to visit the skateboard park and can help with any questions you have regarding risk management controls, etc.

Have a great day!



PATRICE ADAMS

Senior Underwriter

p 919-715-9549

e padams@NCLM.ORG

f 919-301-1157

underwriting fax 919-715-9751

underwriting email RMSUnderwriting@nclm.org

434 Fayetteville Street, Suite 1900, Raleigh, NC 27601

www.nclm.org

From: Phil Cundiff <phil.cundiff@hillsboroughnc.gov>
Sent: Wednesday, July 17, 2024 9:19 AM
To: Patrice Adams <padams@NCLM.ORG>
Cc: Haley Thore <Haley.Thore@hillsboroughnc.gov>
Subject: [EXTERNAL]Skate Park Insurance Requirements



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 12, 2024
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Collins Ridge Phase 1A Partial Water and Sewer Acceptance - Gold Hill Way Water Main and Orange Grove St. Sewer Outfall – Request 1

Attachments:

Letter of dedication and request for acceptance

Summary:

Two water and sewer segments in Collins Ridge Phase 1A, completed in 2021, are ready to be accepted into the town's system for ownership and maintenance.

Financial impacts:

The operation and maintenance of the assets are factored into water rates. The town will be accepting approximately 3,724 linear feet of 12" and 435 linear feet of 8" water main, 2,056 linear feet of 8" sanitary sewer, 7 hydrants and 12 manholes along with associated valves and services. The value of these assets is \$703,833.50 for financial purposes (i.e., depreciation and replacement).

Staff recommendation and comments:

This request is going to be one of many as staff works with the developer to accept all water and sewer infrastructure in Phase 1A. This acceptance does not include stormwater, streets or any other type of town final acceptance. We understand the developer is working towards these other items and the rest of Phase 1A utilities asset punch list items. They are also moving forward with future phases and staff is pleased this portion of the system is ready for town ownership. It provides the utilities department a level of comfort for them to move forward with new construction and that the town will maintain the backbone infrastructure serving the site.

Action requested:

Approve these assets for acceptance into the town's system for ownership, operation and maintenance.

August 6, 2024

K. Marie Strandwitz, PE
Town of Hillsborough
PO Box 429
Hillsborough, NC 27278

RE: Partial Acceptance of Water and Sanitary Sewer Mains in Collins Ridge Phase 1A
Request Number 1

Dear Marie,

DR Horton, doing business under SFTEN, LLC and as the executor of the Water and Sewer Extension Contract for Phase 1A, state that certain water and sanitary sewer mains installed to serve Phase 1A are completed to the town's satisfaction. We hereby dedicate the below water and sanitary sewer assets and any associated appurtenances to the town and request their acceptance into the town's ownership by your Board of Commissioners.

- Gold Hill Way (Connector 1 and Street E1) water main (12" and 8") along Gold Hill Way from its point of connection to the town's system on Churton Street to the stub out cap beyond Water Valve 103 south of Flat Ford Road (Street E3) including to the first mainline valve on all branch lines.
- Sewer main (8") from point of connection to the town's system on Churton Street along Orange Grove Road then cross country along the western property line to Open Air Lane (Street C8) at Manhole 117. This does not include the portion of sewer along Gold Hill Way that stubs to the future train station parcel after the main sewer turns to the south.

Future requests will be forthcoming for the remainder of water and sanitary sewer assets constructed. I certify that I have the authority to dedicate the above infrastructure to the town.

Sincerely,



Robert C. Stuart
Assist Vice Pres.
SFTEN, LLC



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 12, 2026
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Hot topics for work session Aug. 26, 2024

Attachments:

None

Summary:

Possible topics for the Aug. 12 work session include:

- Joint WSAC meeting
- 128 W. Margaret Ln. rezoning
- Capkov/Waterstone South annexation and rezoning
- Strategic Plan update

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 12, 2024
Department: All
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Department Heads

ITEM TO BE CONSIDERED

Subject: Staff (written reports in agenda packet)

Attachments:

Monthly departmental reports

Summary:

N/A

Financial impacts:

N/A

Staff recommendation and comments:

None.

Action requested:

Accept reports.



Administrative Services Report

June 2024

Budget

- FY25 budget adopted.
- W&S Rate Model completed.

Communications

- Branding — Reviewed wrap on utilities trailer.
- Town materials — Completed updated cemetery signage. Designed and completed updated park signage. Drafted budget video scripts for property tax, stormwater fee and water and sewer rates increases. Shot and produced property tax reel. Reviewed updates for water and sewer rates page and documents.
- Website — Launched new website on June 17. Continued working on final round of testing, issues with URLs from former site and for documents and external sites, issues with receiving emails from site.
- Utilities Outreach — Reviewed Water Quality Report. Bill insert on drinking water process.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Administrative Support Specialist- Utilities	Closed 5/19. Dept. reviewing applications.
Planning Technician	Closes 7/7.
Police Officer	Continuous recruitment.
Safety and Risk Manager	Starts 7/1.
Utilities Intern	Closed 6/2. Offer pending.

Diversity, Equity and Inclusion

- Continuing to test and make revisions to the equity assessment lens.
- Continued collaboration with the One Orange team, with current focus on enhancing the data dashboard and developing a countywide racialized history document.

Information Technology

- Completed in-person sessions of 2024 IT Security Awareness training. Recording and quiz will be made available for those unable to attend in-person sessions by July 1st.
- Completed Spectrum service transfer to new PD training facility.
- Project prep work with A3 Communications for upgrading security camera, gate access, and building access control at WWTP.

Safety and Risk Management

- No updates.



Administrative Services Report

July 2024

Budget

- Began FY24 audit prep work.
- Began work on final FY25 budget document.
- Continued FY24 closeout and FY25 budget rollout.

Communications

- Town materials — Designed signage for skate spot and graffiti area. Shot and produced budget videos for stormwater fee and water and sewer rates increases. Started plan for OC Alerts subscriptions campaign.
- Website — Updated gigabit fiber construction page. Continued training staff and working on final round of testing and improvements to new website. Started creating style and instruction guide. Started training on web accessibility and quality assurance dashboard use.
- Utilities Outreach — Bill insert on increases in water and sewer rates in English and Spanish. Bill message on rate increases, minimum usage decrease and Water Quality Report.
- Other — Training included “60 Ideas in 60 Minutes” from national communications association and emergency management team tabletop exercise.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Administrative Support Specialist- Utilities	Closed 5/19. Dept. reviewing applications.
Planning Technician	Closes 7/7. Interviews scheduled.
Police Officer	Continuous recruitment
Safety and Risk Manager	Started 7/1.
Utilities Intern	Started 7/22.

Diversity, Equity and Inclusion

- Continuing to test and make revisions to the equity assessment lens.
- Continued collaboration with the One Orange team, with current focus on enhancing the data dashboard and developing a countywide racialized history document.

Information Technology

- Received fiber project phases plan from NCDIT. Completed final walk-through of all proposed fiber locations. NCDIT to begin request for quotes process.
- Completed CentralSquare upgrade for police department.

- Continued work on low voltage and building access and security requirements for Adron Thompson remodel project.
- Completed Brightly Asset Essentials deeper dive demonstration. Completing final tasks in vendor selection process.

Safety and Risk Management

- No updates.

Hillsborough Police Department



Quarterly Transparency Report

April – June 2024

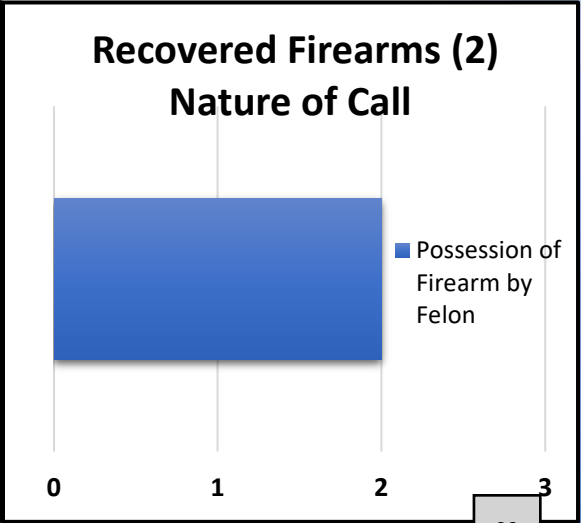
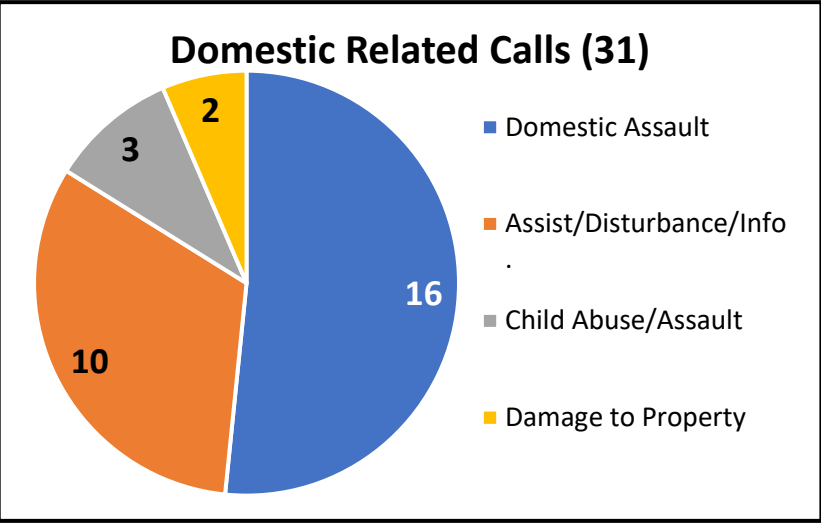
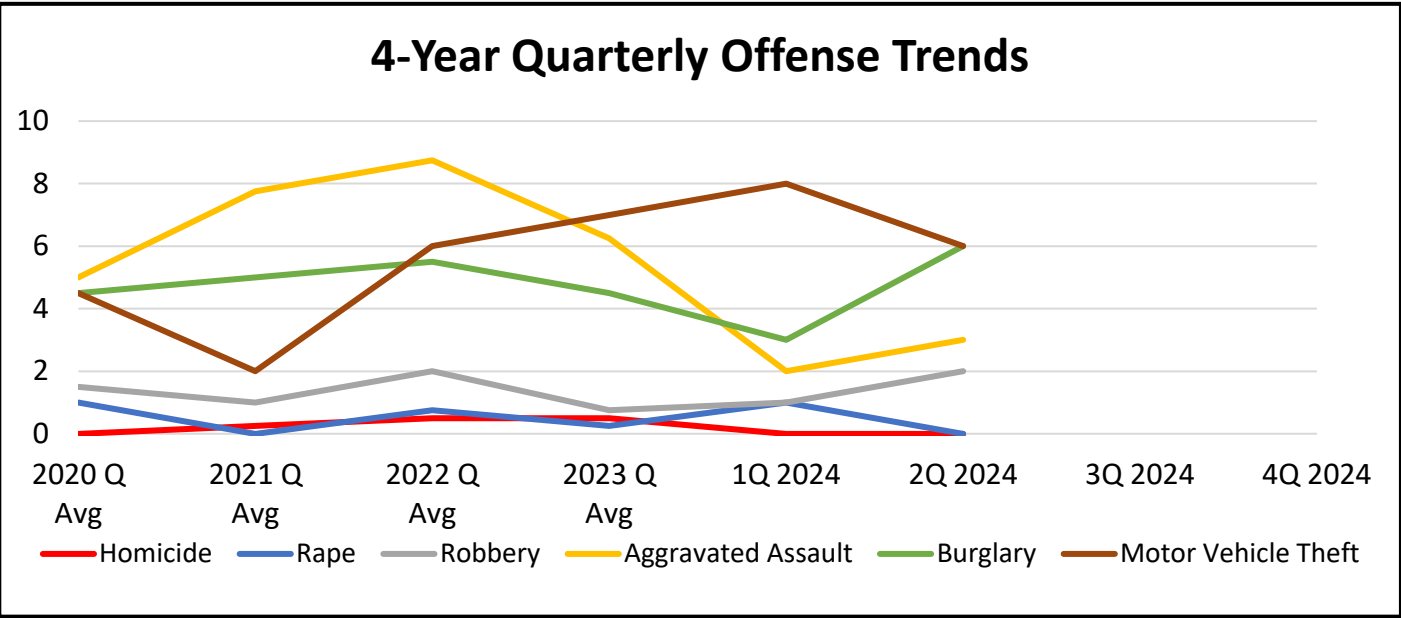
This report summarizes quarterly activity and data in the following areas:

- Reported Incidents and Crimes
- Arrest Data
- Internal Accountability
- Use of Force
- Mental Health Response
- Marijuana and Paraphernalia Enforcement
- Traffic Enforcement Focuses
- Traffic Stop Data
- Search Data
- Department Training
- Community Engagement
- Employee Accomplishments and Recognitions

NOTE: We experienced computer issues at the end of the quarter that may have resulted in some reports not having been entered at the time the data for this report was pulled. As a result, some data may be missing, but we do not believe it is a significant amount nor would it have a significant impact.

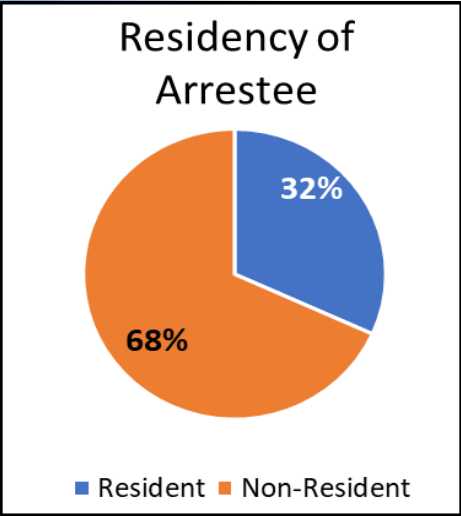
Reported Incidents

UCR Part 1 Reported Crimes	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	YTD
Homicide	0	0			0
Rape	1	0			1
Robbery	1	2			3
Aggravated Assault	2	3			5
Part 1 Violent Crimes Total	4	5			9
Burglary	3	6			9
Larceny/Theft	132	102			234
Motor Vehicle Theft	8	6			14
Part 1 Property Crimes Total	143	114			257
Other Offenses Reported	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	YTD
Drug Offenses	25	15			40
Simple Assault	33	39			72
Forgery/Counterfeit	2	0			2
Fraud	17	14			31
Embezzlement	1	2			3
Stolen Property	1	3			4
Vandalism	12	14			26
Prostitution	0	0			0
Other Sex Offenses	1	0			1
Gambling	0	0			0
Offense against family/child	0	3			3
DWI	3	6			9
Alcohol Violations	1	0			1
Disorderly Conduct	0	1			1



Arrest Summary

HPD Officers made a total of 85 Criminal Arrests of individuals during this quarter totaling 116 charges.



	B	H	W	TOTAL
Custodial Arrest	8	1	11	20
Citation/Summons	21	1	9	31
Warrant Service	19	2	13	34
Total Arrests	48	4	33	85
Resident	11	2	14	27
Non-Resident	37	2	19	58

OCPAD	
Orange County Pre-Arrest Diversions	1
1 Larceny Incident	

TOTAL OF ALL CHARGES	85
WARRANT SERVICE	29
LARCENY-SHOPLIFTING/CONCEAL	8
ALL OTHER OFFENCES	4
DRIVING WHILE IMPAIRED	4
ASSAULT ON A FEMALE	3
B&E FELONY	3
LARCENY-MISDEMEANOR	3
ASSAULT-SIMPLE	2
B&E TO A VEHICLE	2
CHILD ABUSE/NEGLECT-NON VIOLENT	2
INJURY TO PERSONAL PROPERTY	2
POSSESSION OF COCAINE	2
POSSESSION OF STOLEN VEHICLE	2
AFFRAY/FIGHTING	1
AGGRAVATED ASSAULT-ALL OTHER, F	1
BURGLARY	1
CARRYING A CONCEALED WEAPON	1
CHILD ABUSE-SIMPLE ASSAULT	1
COMMUNICATING THREAT	1
DISCHARGE OF WEAPONS	1
DRUG VIOLATION	1
DRUNK AND DISRUPTIVE	1
INDECENT EXPOSURE	1
LARCENY BY EMPLOYEE	1
LARCENY FROM PERSON	1
MURDER/NON-NEGL MANSLAUGHTER	1
OBTAIN PROPERTY FALSE PRETENSE	1
OPEN BURNING	1
POSSESSION OF FIREARM BY FELON	1
POSSESSION OF MARIJUANA	1
RESIST DELAY OBSTRUCT	1
TRESPASSING-2ND DEGREE	1

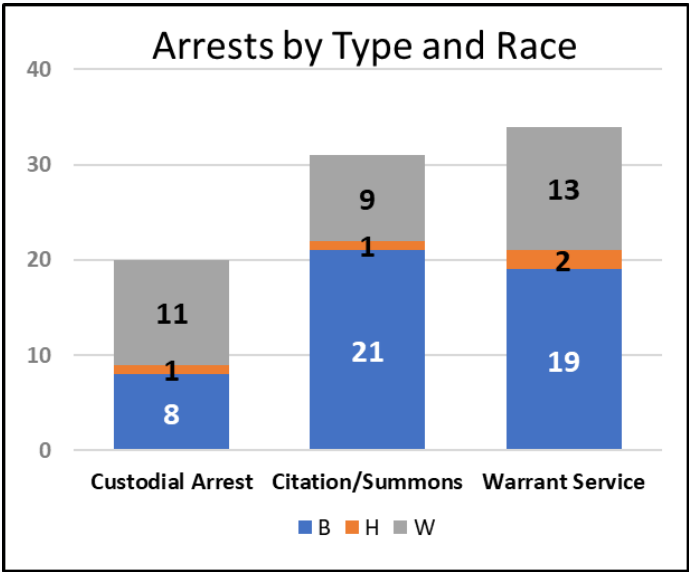
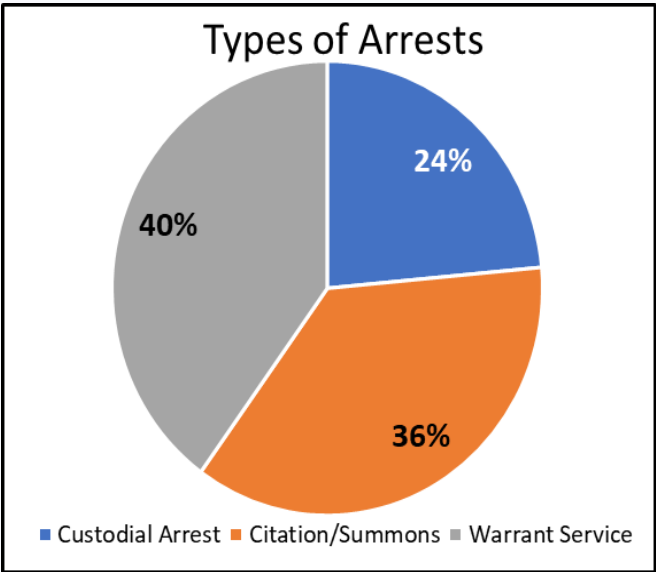
Definitions:

Custodial Arrests are typically on-view crimes for which an officer makes a physical arrest and takes the subject before a magistrate.

Warrant Service means an officer made a physical arrest for a previously existing warrant or order for arrest.

Citation/Summons means the offender was issued a citation or served a summons and was not taken into custody.

Section 7, Item C.



Internal Accountability

Internal Accountability Reviews

Use of Force Reviews	10
Complaints	2
Pursuit/Refuse to Stop	1
Internal/Admin	2
PEWS	7
Safety/Accident	1
TOTAL IA REVIEWS	23

10 Use of Force Reviews

6 Uses of Force
<ul style="list-style-type: none">• 1 Physical (minor)• 5 Physical (moderate)
4 Displays of Force
• 4 Firearm Displays

% of Arrests w/ Use of Force

2Q		%
Total Arrests	85	4%
Arrests w/ UoF	3	
YTD		%
Total Arrests	184	3%
Arrests w/ UoF	5	

Details on Displays of Force

An officer approached a traffic stop with their duty weapon drawn and the driver and passenger were reaching around in the vehicle. The passenger pulled out an Ar-15 style pistol and the officer ordered them to drop it. The suspects were detained without incident.

Officers responded to a downtown residence after reports of shots fired. Upon arrival, the officers approached the residence with their weapons drawn until the scene was deemed safe and secure.

A suspect who had shot a female in the chest was pulled over on a traffic stop. Officers approached the vehicle with their duty weapons drawn until the suspect was placed in handcuffs.

While investigating a report of an assault involving a gun, officers stopped a vehicle that matched the suspect description. Officers approached the vehicle with their duty weapons drawn until the scene was found secure.

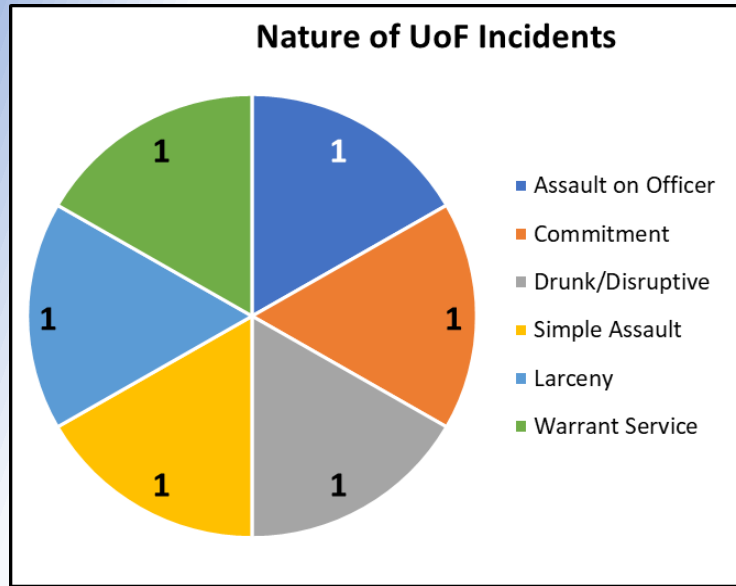
Summary of Complaints

A subject complained about officer tactics while they were conducting an investigation into stolen property. (Exonerated)

A subject complained about an officer's attitude and behavior when they were explaining their issue to them. (Exonerated)

Use of Force

HPD's review of 10 force-related incidents this quarter found that force of some type was used in 6 of the incidents and involved 6 subjects and 17 officers.



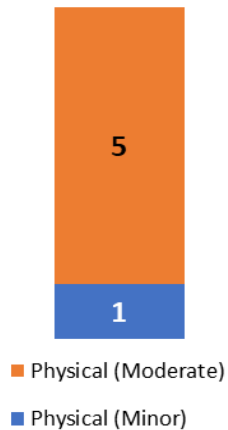
Summary of Use of Force Incidents

- An intoxicated subject pulled away from officers after being told he was under arrest. He was taken to the ground, held in place, and handcuffed by officers. (*Physical – moderate*)
- Officers had to grab an intoxicated subject's arms and place them behind their back to apply handcuffs. They also had to physically lift the subject's legs inside of the patrol vehicle when they refused to move. (*Physical – moderate*)
- A juvenile had to be held in place after throwing items and kicking an officer. (*Physical – moderate*)
- Officers lifted a subject out of their patrol vehicle when the suspect refused to exit the vehicle. They then had to carry the subject into the jail. (*Physical – moderate*)
- 2 uses of force involved persons having mental crisis and are detailed in the Mental Health/CIT Response Calls section on the next page.

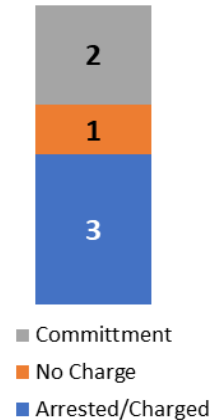
Subject Demographics



Types of Force Used



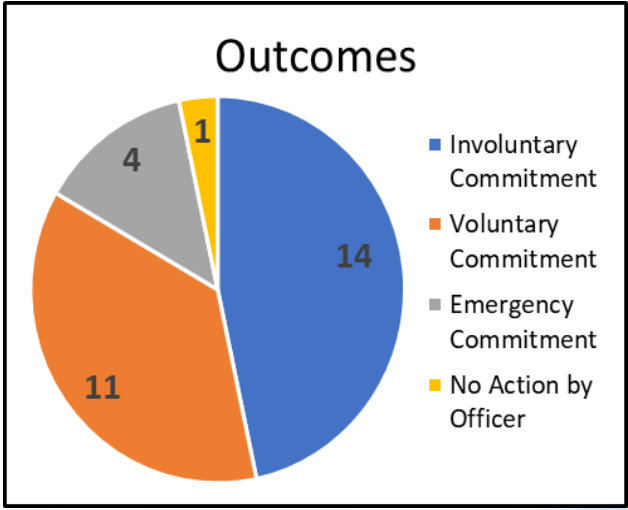
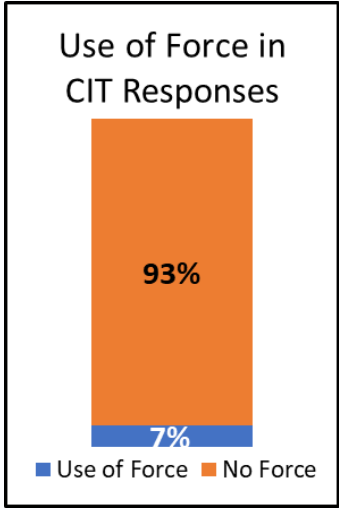
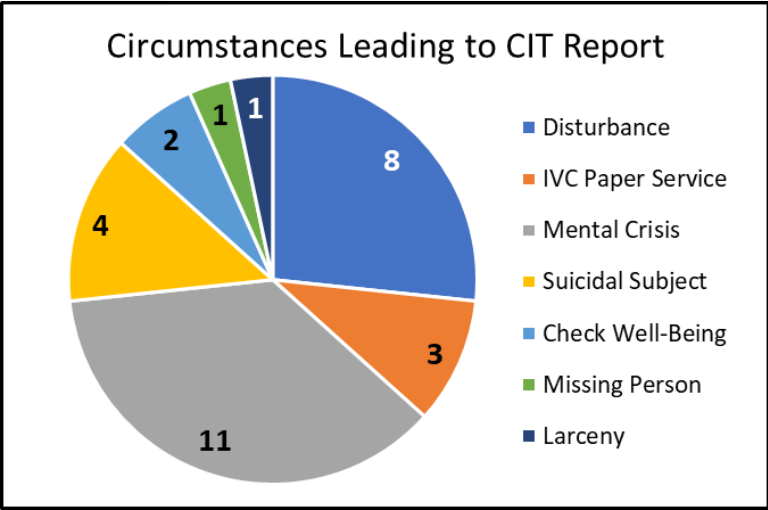
Disposition



Mental Health/Crisis Response Calls

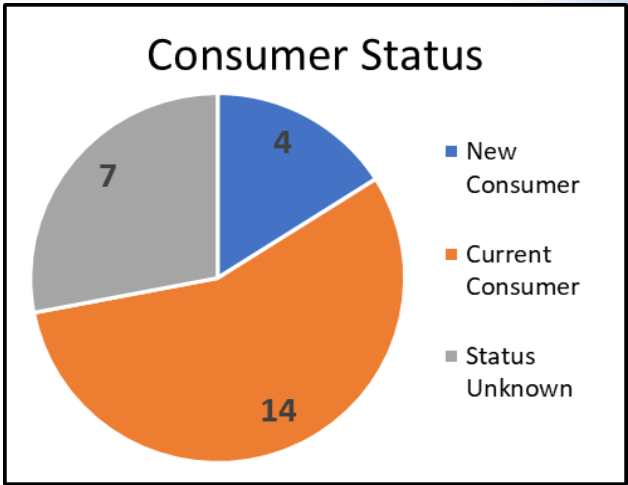
This section presents information on HPD responses to subjects having mental health issues or in crisis. The term “consumers” is used to describe these individuals. Data presented is based on reports in HPD’s records system.

Current Quarter	
<u>CIT Reports</u>	30
<u>Responses with Use of Force</u>	2
<u>Responses with Juvenile Consumer</u>	9



Details of Use of Force Situations:

- Officers had to physically grab and hold a juvenile consumer to prevent them from assaulting others and causing self-harm (Physical-minor).
- Officers has to physically grab and hold a juvenile consumer to prevent them from assaulting others (Physical-minor).



Traffic Enforcement Efforts

The Hillsborough Police Department spends time focusing on traffic issues that are received directly from our citizens and as part of the statewide Governor's Highway Safety Program. HPD also incorporates locations where there have been accident trends as focus areas for enforcement efforts.

Local Complaints and Focus Areas			
	Complaint	Time Spent	Actions
Beckett's Ridge	Speeding/Stop Signs	48 hrs, 36 min	42 Stops, 4 Cit, 12 VW, 26 WW
Cornwallis Hills Community	Stop Signs	20 hrs, 54 min	5 Stops, 2 Cit, 1 VW, 2 WW
Fairview Community	Speeding/Stop Signs	38 hrs, 1 min	19 Stops, 7 Cit, 4 VW, 8 WW
Nash & Eno	Stops Signs	71 hrs, 6 min	38 Stops, 24 VW, 14 WW
Lakeshore Dr.	Speeding	29 hrs, 12 min	46 Stops, 14 Cit, 17 VW, 15 WW
West Hill Ave.	Speeding	25 hrs, 51 min	3 Stops, 1 Cit, 1 VW, 1 WW
Hwy 70/86 N	Safe Movement	45 hrs, 18 min	17 Stops, 5 Cit, 7 VW, 5 WW
Hampton Pointe Blvd/NC 86	Safe movement	29 hrs, 15 min	1 Stop, 1 VW
Waterstone Dr./College Park Dr.	Speeding	5 hrs, 52 min	12 Stops, 4 Cit, 3 VW, 5 WW
Beckett's Ridge/Cates Creek Parkway	Stop Signs	13 hrs, 59 min	7 Stops, 6 VW, 1 WW
Totals		247 hrs, 39 min	190 Stops, 37 Cit, 76 VW, 77 WW

Cit=Citation
WW=Written Warning
VW=Verbal warning



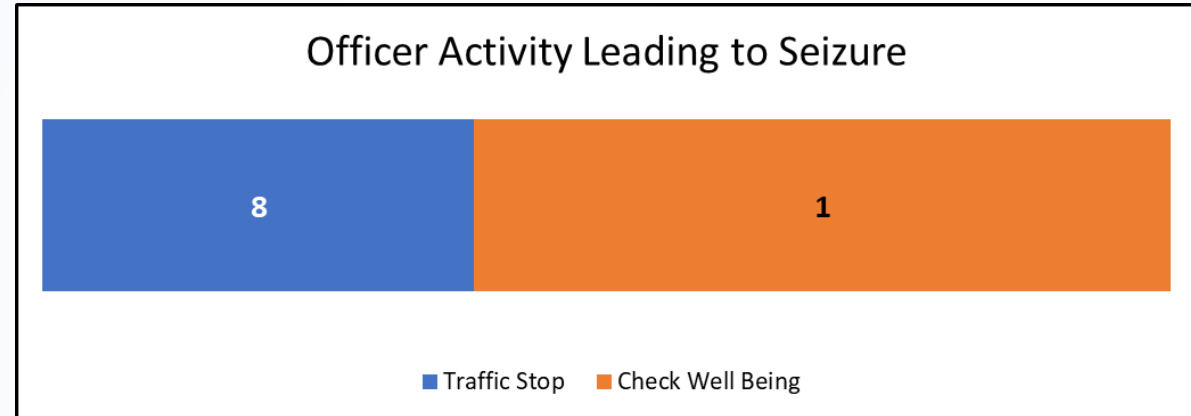
Governor's Highway Safety Program Participation (1550 points)	
Campaigns	
2024 Click it or Ticket	3 Citations Issued
2024 Operation Firecracker	1 Citation Issued
Day Time Speed Enforcement (11 Operations)	14 Citations Issued
Nighttime Speed Enforcement (5 operations)	6 Citations Issued
Checking Station (1 Operation)	1 Citation Issued
Saturation Enforcement (7 Operations)	16 Citations Issued

Marijuana (Schedule VI) Seizures

This section presents information on seizures of marijuana (MJ) and marijuana-related paraphernalia (P).
Drugs and paraphernalia not related to marijuana are not included.

Current Quarter	
Individuals with MJ/P Seized	9
Disposition	
No Resulting MJ/P Charge	7
Referred to OCPAD	0
Charged with MJ/P Only	0
Charged MJ/P w/ other criminal charges	2

Demographics			
B	W	H	O
6	3	0	0
Disposition			
4	3	0	0
0	0	0	0
0	0	0	0
2	0	0	0

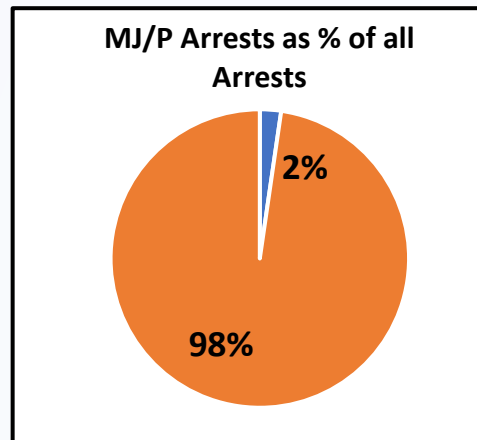
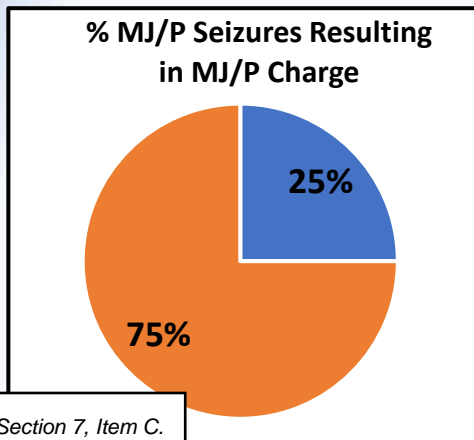


MJ/P Arrests as % of total arrests	
MJ/P Seizures	8
Arrests with MJ/P Charges	2
All Other Criminal Arrests	85

% MJ/P Seizure w/ arrest	MJ/P Arrests as % of all Arrests
25%	2%

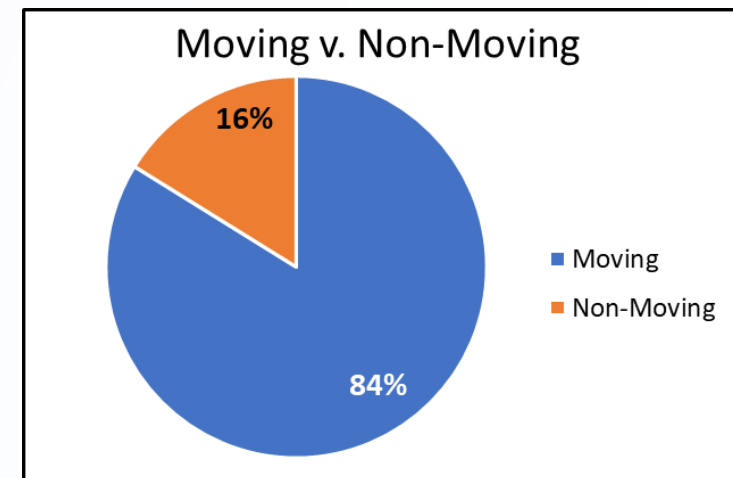
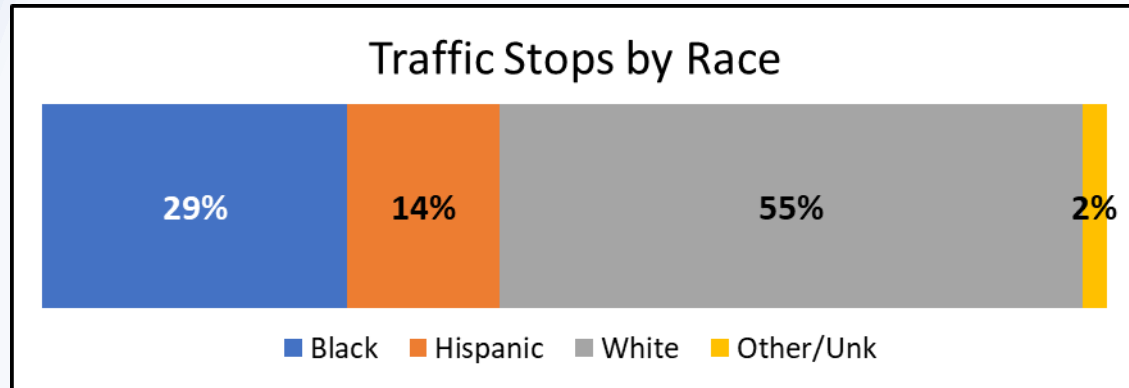
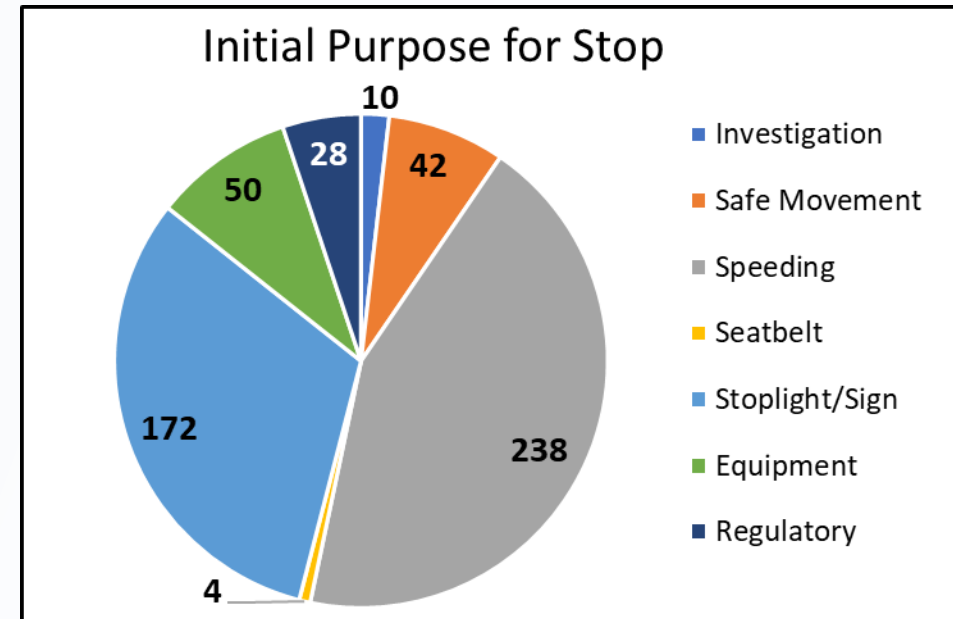
Detail on cases Charged:

- Two adults were charged with Possession with the Intent to sell and deliver Marijuana and possession of a Firearm by a Felon during the same traffic stop.



Traffic Stop Data (General)

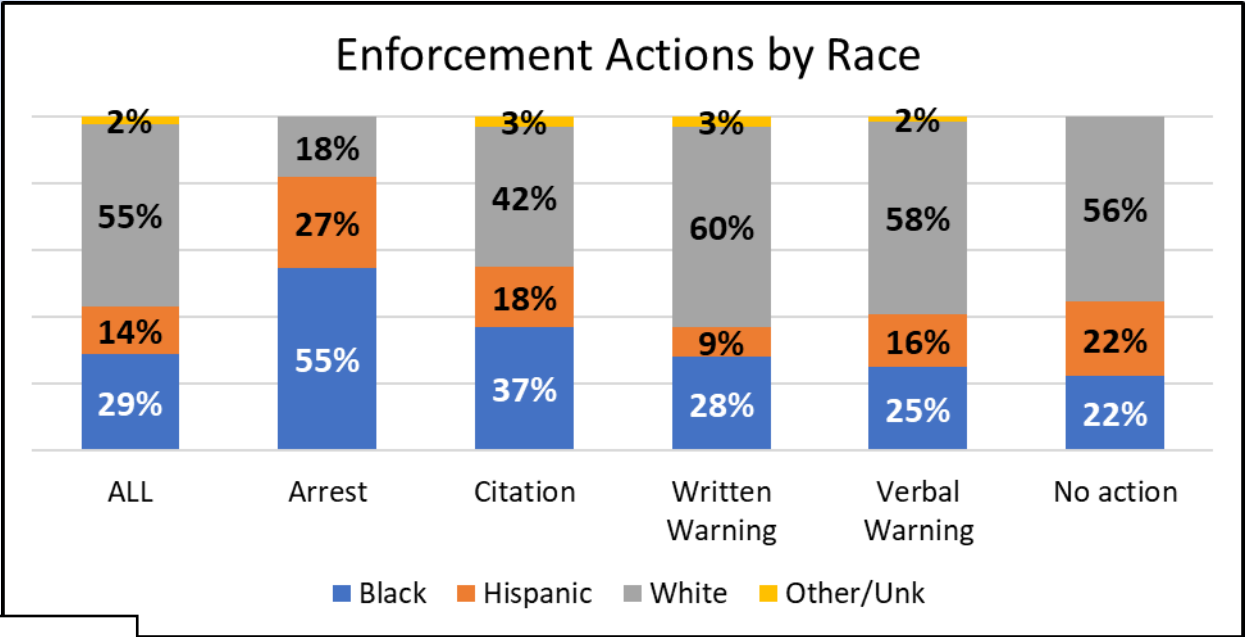
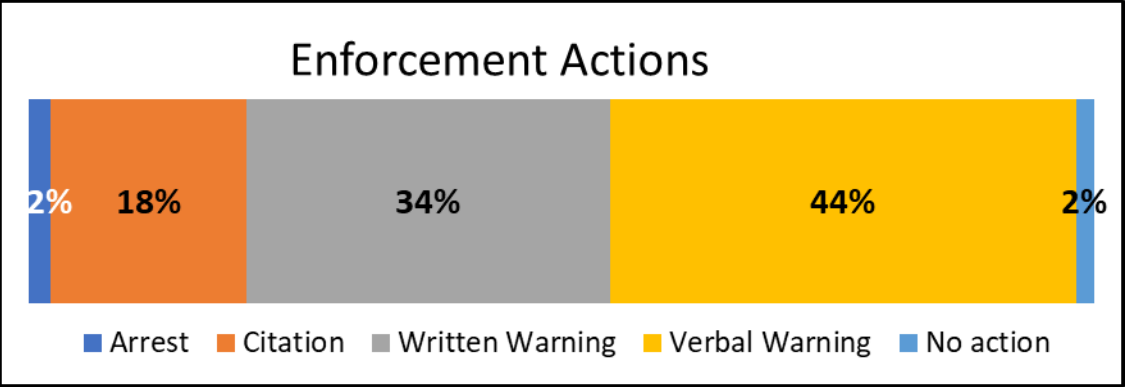
Current Quarter	Traffic Stops and Initial Reason				
	Total	Black	Hispanic	White	Other/Unk
Total Traffic Stops	544	156	78	297	13
DWI	0	0	0	0	0
Investigation	10	6	2	2	0
Safe Movement	42	9	7	25	1
Speeding	238	70	32	130	6
Seatbelt	4	0	1	3	0
Stoplight/Sign	172	42	20	104	6
Equipment	50	18	14	18	0
Regulatory	28	11	2	15	0



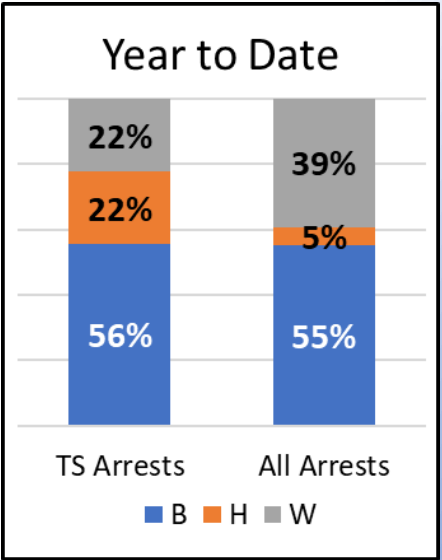
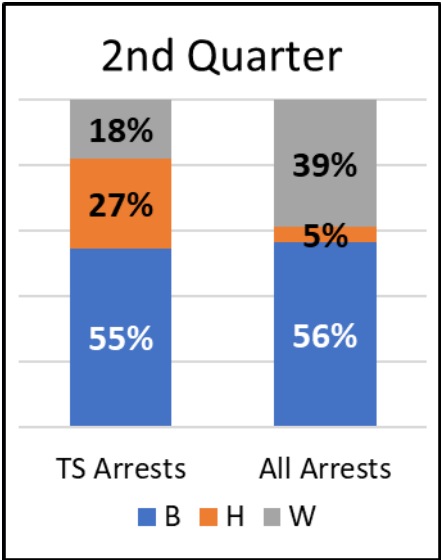
NOTE: We experienced computer issues at the end of the quarter that may have resulted in some reports not having been entered at the time the data for this report was pulled. As a result, some data may be missing, but we do not believe it is a significant number nor would it have a significant impact.

Traffic Stop Data (Enforcement)

Current Quarter	Enforcement				
	Total	Black	Hispanic	White	Other/Unk
All Enforcement	544	156	78	297	13
Arrest	11	6	3	2	0
Citation	100	37	18	42	3
Written Warning	186	52	17	111	6
Verbal Warning	238	59	38	137	4
No action	9	2	2	5	0

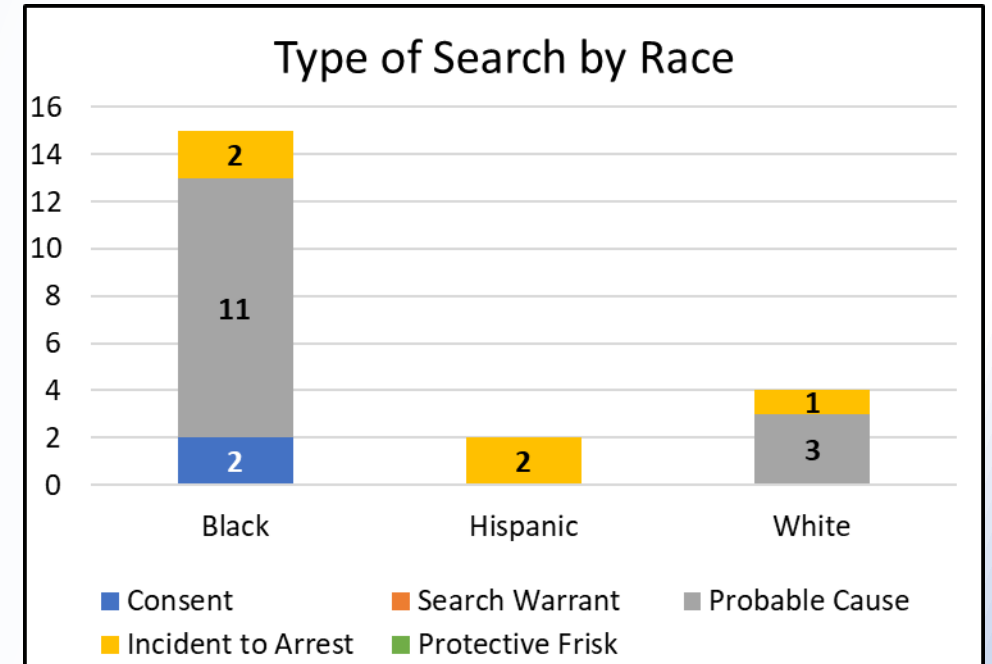


Traffic Stop Arrests Compared to All Arrests

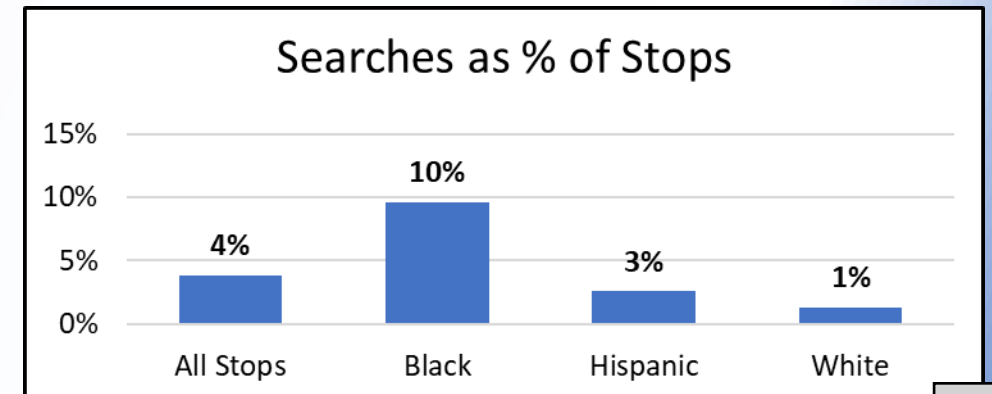


Search Data

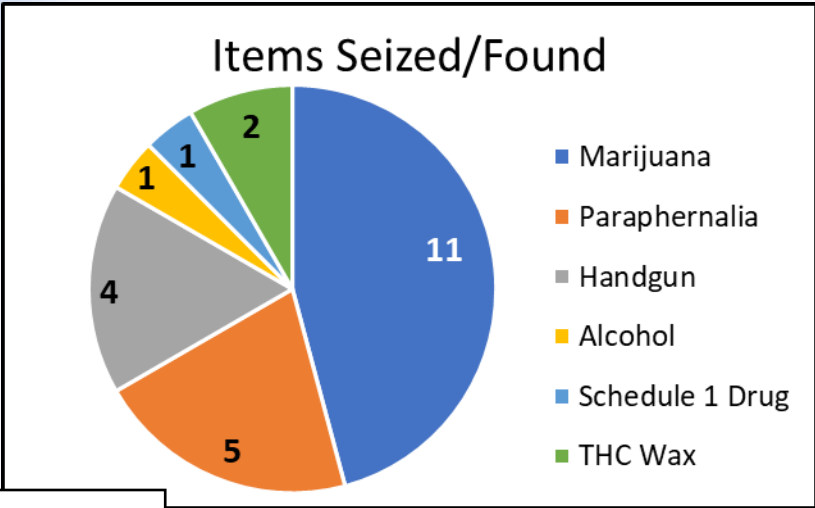
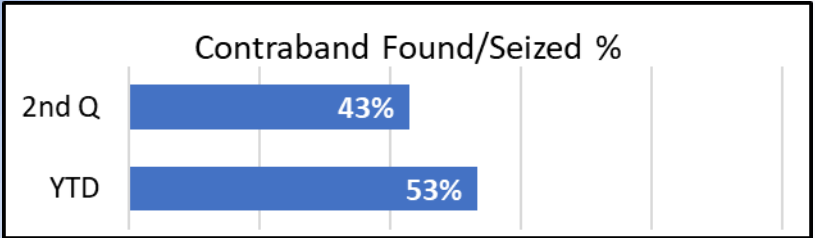
Current Quarter	Search Data – Search Types				
	Total	Black	Hispanic	White	Other/Unk
Total Traffic Stops	544	156	78	297	13
Total Searches	21	15	2	4	0
Consent	2	2	0	0	0
Search Warrant	0	0	0	0	0
Probable Cause	14	11	0	3	0
Incident to Arrest	5	2	2	1	0
Protective Frisk	0	0	0	0	0



Current Quarter	Search Data – Basis/Reason for Search				
	Total	Black	Hispanic	White	Other/Unk
Total Searches	21	15	6	0	0
Erratic/Suspicious Behavior	1	1	0	0	0
Observed suspected Contraband	3	3	0	0	0
Other Official Information	6	4	2	0	0
Suspicious Movements/Actions	0	0	0	0	0
Informant Tip	0	0	0	0	0
Multiple Basis Noted	11	7	4	0	0



Contraband Found?				
		Yes	No	Hit%
Total Searches	21	9	12	43%
Consent	2	1	1	0%
Search Warrant	0	0	0	na
Probable Cause	14	7	7	50%
Incident to Arrest	5	1	4	20%
Protective Frisk	0	0	0	na



Section 7, Item C.

Search Data (continued)

Search Details

- 5 searches was done after (incident to) an arrest.
- 2 searches were based on consent:
 - Officer asked for consent after detecting odor of marijuana
 - Officer had past history with subject and knew him to carry guns and drugs.
- 14 searches were based on Probable Cause
 - 8 were due to officer smelling marijuana and occupant admitting to having it or having recently used it in the vehicle.
 - 2 were based on the officer smelling marijuana.
 - 1 was based on a K-9 alert.
 - 1 was due to a vehicle initially refusing to stop and once stopped officer smelled Marijuana and saw weapon in the car.
 - 1 was as part of a felony stop for a violent crime.
 - 1 was the result of a DWI investigation.

Of the 21 incidents with searches, 10 (48%) involved an arrest or criminal charge. Of those 10, only 3 involved charges connected with contraband found during the search. The other 7 arrests/charges were not connected with the search, or the search was done as a result of the arrest.

Department Training

Elective Trainings Completed

- Alvarez – GSW Trauma Care (20 hours)
- Chelenza/Hooks – BLET Firearms Instructor (5 hours)
- Chelenza – Executive Leadership Institute (40 hours)
- Felts/Spragins - Slower is Faster (16 hours)
- Chestnut/Hooks/Morales – INTOX Recert. (7 hours)
- Foster/Duran/Hall/West – Basic Supervisor Liability (24 hours)
- Duran/Gregory/West – 1st Line Supervision (40hours)
- Jones - Crisis Intervention Training (40 hours)
- Mendoza – Robbery Investigation (8 hours)
- Spragins – Stop the Bleed (2 hours)
- Spragins – Background Investigation (16 hours)
- Gilliland – Applied Suicide Intervention Skills Training (16 hours)
- Gilliland – Adult Mental Health First Aid USA Training (8 hours)

Mandatory Training Completed

- MIST – 2024 Legal Update (4 hours, 30 employees)
- MIST - 2024 Legislative Update (4 hours, 30 employees)
- Annual POPAT Testing (1 hour, 30 employees)
- Juvenile Petition Training (1 hour, 21 employees)
- g Clearing Training (3 hours, 13 employees)

Training Hours	1 st Q	2 nd Q	3 rd Q	4 th Q	YTD
Mandatory	328	369			697
Non-Mandatory	722	429			1151
Goal: >40 hrs/employee of non-mandated training annually					
Avg hrs/employee	24.1	14.3			38.4

Highlights: Training Division

- Lieutenant Chelenza attained the Trilogy Award through FBI-LEEDA.
- All sworn officers completed and passed the annual Police Officers Physical Abilities Test (POPAT).
- The Training Division has created several training opportunities for all personnel to attend. (Included below)

- DCI Module 2 and 3 (2 hours, 1 employee)
- DCI Module 1 Recertification (1 hour, 1 employee)
- NCLM Leadership Training (4 hours, 1 employee)
- Autism Awareness Training (1 hour, 16 employees)
- Teen Court Training (1 hour, 16 employees)

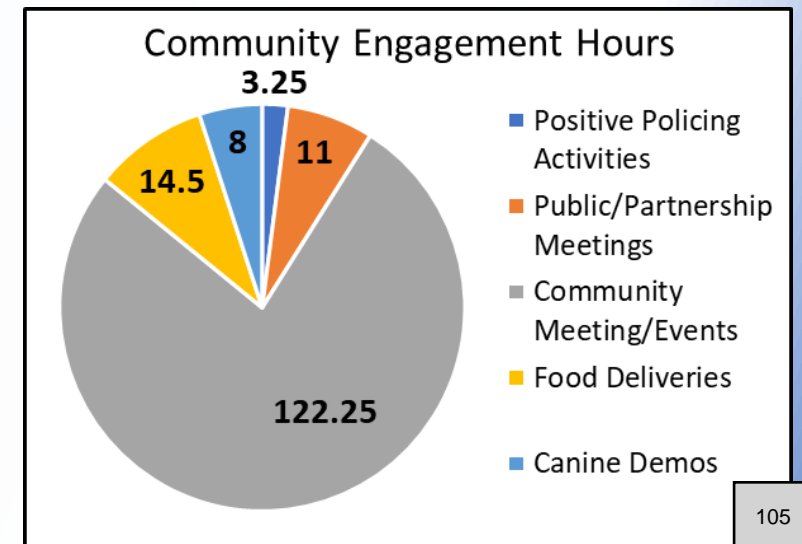
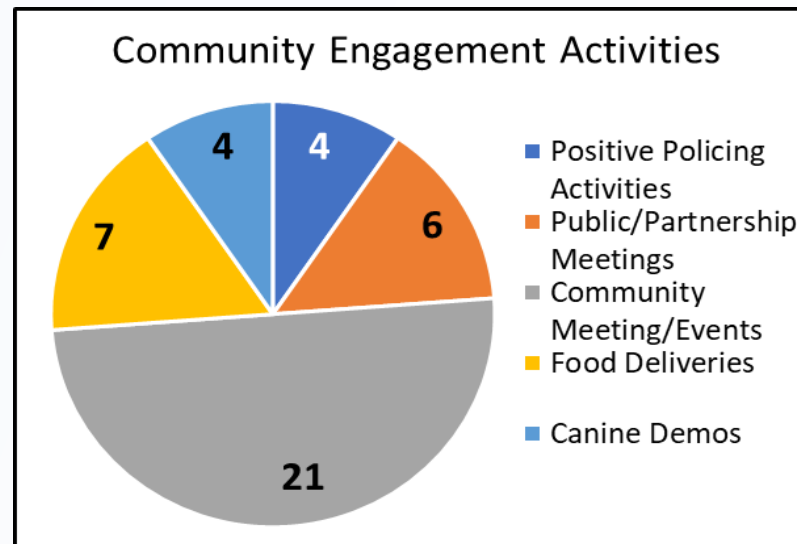
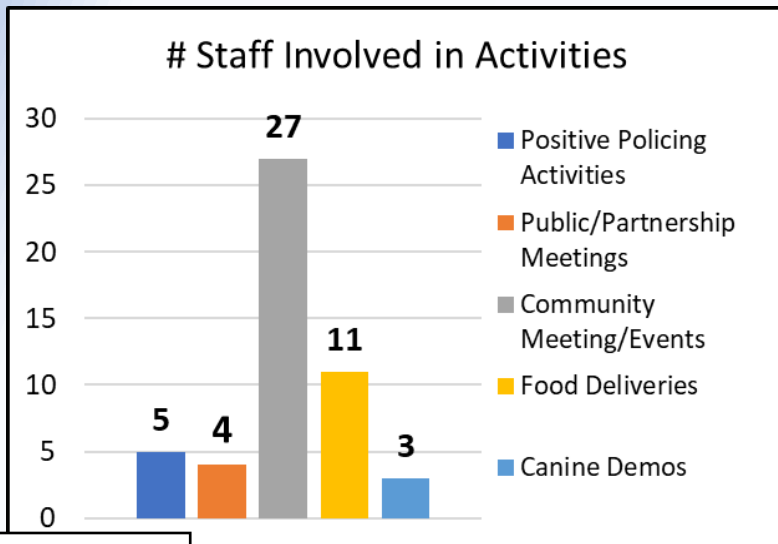
Community Engagement

Definitions

- Positive Policing Activity – Services and actions by officers that go beyond the typical definition of policing. This can include acts of kindness and service, helping with problems, and providing meals or support to community members.
- Public/Partnership Meetings – Meetings with an agenda focused on community issues that intersect with policing such as Board of Commissioners or Project Safe Kids meetings.
- Community Meetings/Events – Community-based activities organized by the department or the community where officers attend, collaborate and/or coordinate, such as community watch meetings or events like Fairview Live.
- Food Deliveries – Assisting with food delivery to Hillsborough residents with mobility challenges such as Meals on Wheels and Passmore Center food box deliveries.
- Canine Demos – Educational demonstrations put on by HPD canine teams.

Community Engagement Activities		
Activity	#	hours
Positive Policing Activities	4	3.25
Public/Partnership Meetings	6	11
Community Meeting/Events	21	122.25
Food Deliveries	7	14.5
Canine Demos	4	18
TOTALS	42	159

Total Staff Participating in Community Engagement Activities this Quarter	Number	% of staff
	29	97%



Community Engagement

Community Events/Activities

- Crafts with a Cop (5/7)
- Meal Deliveries (4/5, 4/18, 5/3, 5/31, 6/7, 6/20)
- First Responders Trust Program (4/24, 5/28, 6/6)
- K9 Demonstrations (4/20, 5/3, 5/9, 5/31)
- Community Watch Meetings (4/1, 6/3)
- Public/Partnership Meetings (4/8, 4/11, 6/4, 6/13)
- Mobile Medication Disposal Drop Offs (4/27, 5/10)
- Community Ice Cream Social (6/23)
- Fraud Prevention Booth (5/29)
- Supply Drive for Infant Care Items (6/7)
- Fan and A/C Collection for Distribution (6/20)
- Law Enforcement Education/Safety Class (5/3)
- Student Awards Presentation at SECU (6/10)



Positive Policing Activities

- On 5/8/24, an officer changed the tire for a female who was broken down on S. Nash St. It was a very hot day, and she didn't have the needed tools to change the tire. The officer didn't complain or hesitate to assist this citizen. The officer gets great joy out of being able to assist the citizens in Hillsborough. He keeps his own tools in his patrol car so he can assist people in ways that not all officers can. He has a unique skill set and utilizes his own tools to provide the citizens with a higher level of service than is required of HPD officers.
- On 5/7/2024, a window to a local business was found vandalized during the overnight hours. The business owner was unable to be contact to make them aware that a window had been broken out. Rather than leaving the window unsecure, officers working salvaged materials to temporarily repair the wind

Employee Accomplishments/Awards

Officer of the Quarter



Officer George Phuon

Officer Phuon has been an asset to the Hillsborough community. He is always thorough in his work and is a great team player. His coworkers can always count on him to help them out and he has a positive attitude which keeps morale up across the department.

Quarterly Community Engagement Award



Investigator Nevin Darden

Investigator Darden actively pursued community engagement opportunities this past quarter. He is always present and willing to lend a helping hand. He also helped develop Cedar Ridge's Criminal Justice program develop scenarios for their students.

Other Accomplishments/Awards:

- Major Winn completed the Southern Police Institute's Administrative Officers Course at the University of Louisville.
- Sergeant Felts completed the West Point Leadership program through Methodist University
- Lieutenant Chelenza attained the Trilogy Award through FBI-LEEDA.
- Officer Duran advanced to Police Corporal
- Officer Mendoza advanced to Officer 1st Class.
- Officers Burnette and Phuon were awarded their Intermediate Law Enforcement Certificates from NC Training and Standards





Public Works Report: June 2024

Work Orders

7 completed within two days.

Public Spaces

78 staff hours

Stormwater Maintenance

1,160 linear feet, 35 staff hours. 24 Storm drains were cleaned.

Inspections

1 sidewalk inspection

Special Events

Last Friday's – 4 Staff hours, Handmade Market – 4 Staff hours, Banner Install and removal for Flag Day, Juneteenth, Independence Day, and Pride Month – 18 staff hours, Handmade Parade – 12 Staff hours

Training

2 staff attended training through ITRE, 3 Staff attended Flagger training, and 7 staff attended AFAD training

Cemetery

Marked 1 grave and 4 Headstones

Asphalt Repairs

1 utility cuts repaired, 6 road repairs, 1 potholes



Public Works Report: July 2024

Work Orders

5 completed within two days.

Public Spaces

108 staff hours

Stormwater Maintenance

92 Storm drains were cleaned, 27 Staff hours

Inspections

1 Driveway inspection, 13 Utility inspections

Special Events

Last Friday's – 4 Staff hours, Town banner Install after July 4th Holiday – 7.5 Staff hours

Training

2 staff attended training through ITRE, 3 Staff attended Flagger training, and 7 staff attended AFAD training

Cemetery

Marked 2 graves and 2 Headstones

Asphalt Repairs

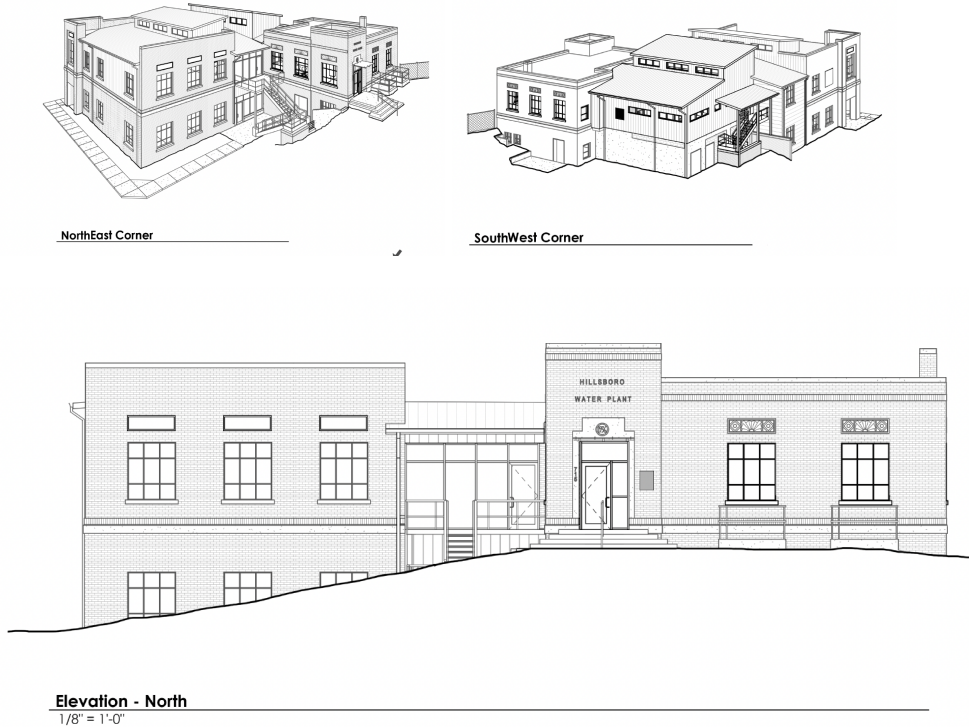
8 utility cuts repaired, and 5 road repairs



TOWN OF
HILLSBOROUGH

Utilities Department Status Report for Aug. 2024 (covering Jun./Jul. 2024)

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> ○ An evaluation memorandum about changing the chlorine gas disinfection system has been presented and is under review by engineering. Eventually we believe the town will be forced to move to a different disinfection system due to a few main reasons – safety of storing chlorine gas and availability. If there is any viable solution, it will become a recommended capital improvement project. ○ The first steps to replace the main 1972 control console with a modernized system are underway. This first step is to install a cabinet to house the control system and plans and specifications to add instruments and equipment as our budget allows and the operators comfort level. The selected consultant will prepare plans and specifications including necessary inputs and outputs, conduits and power. Jeff Mahagan is overseeing this effort. ○ The annual water quality report was released June 29. We hope you were able to review it.
WWTP	<ul style="list-style-type: none"> ○ All is well. We will be determining a new incoming route for the proposed River pumping station force main into the plant and discussing control scenarios with the WWTP staff. ○ A wastewater treatment master plan study is underway which will determine nutrient removal options to reach the plant rated capacity of 3.0 mgd. Staff believes that nutrient limits will be reached prior to the hydraulic limit. ○ Jeff is working on the annual wastewater report due by September 1. ○ A very comprehensive NPDES permit renewal package was submitted to the state thanks to Jeff and Corwin's work. ○ A variable frequency drive and motor control center power monitoring project is starting.
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> ○ The reservoir is about 3/4th of a foot down from spilling.
Developments/ Other	<ul style="list-style-type: none"> ○ Invoicing of fees for Persimmon at Cates Creek have been sent. Developer has paid one of the many thus far. ○ WSEC for Nash Place has been signed by the developer and is routing through the town. ○ Request received for Triangle West High School charter school at Eno River Mill is going to reserve 6,600 gpd of capacity for two years starting July 7. ○ Working still with Capkov project and Comet proposal. Comments from our department will be in the packet when presented to the board. ○ McAdams Rd Water Main replacement is essentially complete. There was a problem with a passing bacteria test, but this has been resolved. Once the project is certified to the state as completed and meters scheduled to be moved, the new 6-inch main will be placed into service. This new main is also looped to Corbin St. which will provide better water quality and redundancy to the area. ○ Collins Ridge James J. Freeland water main work has begun. The water main will provide a 2nd connection to our system providing needed redundancy to the Collins Ridge development. Staff continues to work to get Phase 1A acceptance of water and sewer completed. Several utilities staff did another comprehensive walk through and punch list. While the developer has performed some work towards resolving the issue, they would like another meeting to discuss certain items and timing. Staff has delayed Phase 1B permit documents until Phase 1A acceptance is certain with some comfort level. Phase 2 is also in the pipeline and will result in several more homes in the coming year. ○ Utilities submitted claims for the PFAS settlement money for 3M and Dupont. Thus far, PFAS has not been an issue in the town's drinking water with recent testing. ○ Two additional sewer flow monitors have been placed on our interceptor west of Churton St.

	<ul style="list-style-type: none"> Work at Cemetery pumping station is almost complete – a new electrical panel board was installed. The Hasell St booster pump is running on one pump due to the other pump's shaft breaking. A standby system has been placed in case of issues with the remaining pump. This station is responsible for pushing water to our north pressure zone and storage tank. Staff replaced several inoperable valves and a hydrant in June. Work on our lead service line inventory is underway. There will be a public facing effort in the next month or two. Utilities participated in a deeper demo of the Brightly asset management/work order software that Public Works likes. Utilities can utilize this. The Adron F. Thompson facility is under design! Rendering below. The design will keep the interior and exterior features of the original 1936 water plant but modernize all with energy efficiency, ADA compliance, safety and function. The addition will allow for a sequenced construction as to not displace the crew elsewhere. The lower level will house the Utilities administration division. There are some additional yard building improvements included as well. Everyone is very excited this is moving forward after so many years in need. <div style="text-align: center;">  <p>NorthEast Corner SouthWest Corner</p> <p>Elevation - North 1/8" = 1'-0"</p> </div>
Staffing	<ul style="list-style-type: none"> The administrative position for utilities is being vetted. There was a large response to this posting. Utilities is no longer fully staffed as we now have a distribution crew opening. One of the distribution crew (Daniel Wilson) was promoted to the collection crew. The intern at the wastewater plant, Alex Lupina, had his last day July 19. There is an intern from Cedar Ridge currently serving with the distribution crew for three weeks, Ben Powell. Keith Scarboro obtained the highest collection system operator grade (Grade 4). Brent Anderson obtained his Grade 2 collection system certification. Thomas Smith obtained his cross-connection control certification. Tyler Freeman will be moving to Illinois in August. A remote work schedule until the end of the year is being developed. This will put some increased pressure on the admin team to handle local fiber issues.
Grant Funded Project Activity	<ul style="list-style-type: none"> A contract has been executed with Hazen and Sawyer for River Pumping Station (FEMA BRIC and FPMP grants) and our first progress meeting has been held. Survey work will start in 2 – 3 weeks which will allow for an exhibit to discuss property acquisition from the school site. A contract is almost complete with Kimley Horn for the Starfield Circle Booster Pumping Station (FEMA BRIC grant). Staff has contacted a property owner for this station as land will need to be

	<p>acquired and is responding to questions about it. If all works out on the project and the BRIC funding covers it, we will ask to repurpose the STAG funding for this project to another need. There is no deadline to apply for the STAG funding.</p> <ul style="list-style-type: none"> ○ Hazen and Sawyer is making progress on the water system master planning model (AIA grant). ○ Freese and Nichols is making progress on the Hasell St water tank and US 70A study (ARPA grant). ○ Taylor Engineering is revising the Lawndale rehabilitation project plans and specifications for the SRF loan/grant. ○ Stephanie Trueblood approached Utilities about submitting for an Orange County grant to provide solar capability at the new Adron F. Thompson facility. She and Bryant are working on an application.
Water and Sewer Advisory Committee (WSAC) Activities	<p>Two out of town vacancies are open and there have been no applicants in the past several months. WSAC is scheduled for 8/2 and generally will receive this update. WSAC and the BOC have a joint meeting in August and the main topic is to discuss viability of the committee.</p>