



Agenda

Board of Commissioners Regular Meeting

7:00 PM February 09, 2026

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

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. Items for decision – consent agenda

A. Minutes

- Regular meeting Jan. 12, 2026
- Work session Jan. 26, 2026 (canceled)

B. Miscellaneous budget amendments and transfers

C. Proclamation – Black History Month 2026

D. Ordinance amending town code Article VII: Recreation, Section 3-49 through 3-50

E. Ordinance amending town code Section 9-4, Publication of proclamation

F. Ordinance amending town code Section 14-1, Definitions

G. Ordinance amending town code Section 14-60, Extensions Outside of Town

H. Special Event Permit – 2026 Orange County Senior Games Archery Competition

I. Conditional Award of the Construction Contract for Adron F. Thompson Addition and Renovation Project to Central Builders of Mebane, Inc

J. Capital Project Ordinance Amendment – Adron F. Thompson Facility Renovation

5. Items for decision - regular agenda

A. Adron F. Thompson Project Preliminary Resolution

B. Fiscal Year 2027-29 Budget and Financial Plan – Framing and Overview

C. Fiscal Year 2027-33 Capital Improvement Plan

D. Fiscal Year 2027-29 Budget and Financial Plan (noteworthy requests, issues, challenges, and opportunities)

E. Nonprofit Funding Process Review

F. Information Technology Operations Overview, Updates

G. Verify Board Direction on Key Decision Points and Review Parking Lot Items

H. Hot topics for work session Feb. 23, 2026

6. Updates

A. Board members

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
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- B. Town manager
- [C.](#) Staff (written reports in agenda packet)

7. Closed session

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(5) concerning property acquisition
- B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney regarding pending litigation in order to preserve the attorney-client privilege (Corbinton Commons Association, Inc. v. McKee)

8. Adjournment

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Town Clerk
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Minutes

Attachments:

1. Regular meeting Jan. 12, 2026
2. Budget retreat Jan. 26, 2026 (canceled)

Summary:

None.

Financial impacts:

None.

Staff recommendation and comments:

Approve minutes as presented.

Action requested:

To approve minutes of the Board of Commissioners regular meeting Jan. 12, 2026, and budget retreat Jan. 26, 2026 (canceled).



Minutes

Board of Commissioners Regular Meeting

7 p.m. Jan. 12, 2026

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

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

Absent: Commissioner Evelyn Lloyd

Staff: Senior Planner Molly Boyle, Planning and Economic Development Manager Shannan Campbell, Assistant Town Manager and Community Services Director Matt Efird, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Communications Specialist JC Leser-McMinn, Town Manager Eric Peterson and Chief of Police Jason Winn

Opening of the meeting

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

1. Public charge

Bell read the public charge.

2. Audience comments not related to the printed agenda

There were none.

3. Agenda changes and approval

Add Item – Special Event Permit – Annual Occoneechee Mountain Challenge

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

Vote: 4-0.

4. Presentations

A. Employee Service Milestone Awards

Town Manager Eric Peterson gave a presentation on the service milestone award recipients for 2025. Employees are recognized for every five years of service with a coin and \$100.

- 5 years of service – Police Cpl. Juan Duran, Police Officer 1st Class Curry Hall, Accounting Specialist Debra Strutz and Equipment Operator II Walson Williams.
- 10 years of service – Mayor Mark Bell, Planning and Economic Development Manager Shannan Campbell, Utility Systems Mechanic I Graham Dodson, Senior Administrative Support Specialist Danielle King and Utilities Infrastructure Protection Coordinator Troy Miller.
- 15 years of service – Utility Maintenance Supervisor Lacy Painter and Utility Systems Mechanic II Keith Scarboro.
- 20 years of service – Fleet Mechanic Frank Moore

- 25 years of service – Police Sgt. Scott Foster
- 40 years of service – Accounting Specialist Carolyn Glasgow

5. Appointments

- A. Planning Board – Appointment of Kimberly Landaverde to a three-year term ending Jan. 31, 2029
- B. Tourism Board – Appointment of Spencer Welborn for a term expiring Jan. 12, 2028

Motion: Ferguson moved to approve the appointments. Commissioner Matt Hughes seconded.
Vote: 4-0.

6. Items for decision – consent agenda

- A. Minutes
– Regular meeting Dec. 8, 2025
- B. Miscellaneous budget amendments and transfers
- C. Text amendment to Unified Development Ordinance Section 3, Administrative Procedures (staff-initiated)
- D. 2026 Board of Commissioners Meeting Schedule Amendment
- E. Special Event Permit – 5th Annual Kevin Dendy Memorial 5K
- F. Special Event Permit – Annual Occoneechee Mountain Challenge

Motion: Hughes moved to approve all items on the consent agenda. Ferguson seconded.
Vote: 4-0. Nays: None. Absent: Lloyd

7. Items for decision - regular agenda

- A. Rezoning request for three parcels in Oakdale Village
Senior Planner Molly Boyle presented a rezoning request for three parcels in Oakdale Village. The property owner, Oakdale Hillsborough LLC, and applicant Tony Whitaker requested rezoning from Entranceway Special Use to General Commercial for approximately 6.9 acres of undeveloped area and stormwater pond within Oakdale Village.

The key difference between the zones is that Entranceway Special Use requires special use permits for all uses, while General Commercial allows some uses by right. Boyle said that the Planning staff and Planning Board (by a 6-0 vote) recommended approval based on consistency with the Unified Development Ordinance and Future Land Use Plan.

Boyle explained that General Commercial was chosen over Economic Development zoning because General Commercial is more appropriate for a smaller scale development serving the immediate neighborhood, while Economic Development is intended for larger developments that serve a greater geographical area and generate significant jobs.

Motion: Ferguson moved to approve the rezoning request. Hughes seconded.
Vote: 4-0.

- B. Code Enforcement updates and upcoming abatement cases
Planning and Economic Development Manager Shannan Campbell provided updates on code enforcement efforts and presented properties requiring abatement. She explained that while many cases have been resolved through property owner cooperation, several properties require town intervention due to non-responsive owners or deteriorating conditions that pose safety hazards.

Campbell presented four priority properties for abatement:

- 116 Terrell Street - An heir-owned property with a deteriorating structure starting to fall.
- 533 West King Street - Concerning due to its proximity to the street, risking collapse onto King Street.
- 112 Hill Street - Requiring junk cleanup (heir property with accumulation near right-of-way).
- 370 East Cornelius - A collapsed structure needing debris removal.

She also highlighted additional problematic properties with significant structural or safety issues. Campbell noted the town currently has a \$20,000 budget for abatements, with a request for another \$20,000 in the next fiscal year.

The board expressed strong support for an aggressive abatement approach, emphasizing public safety risks and health concerns from vermin and mosquitoes.

C. Hot topics for work session Jan. 26, 2026

Town Manager Eric Peterson presented the draft agenda for the Jan. 26 budget retreat work session. He noted that in February they would discuss water rate options and provide a strategic plan update. He mentioned that CASA would be making a request for financial participation in the Collins Ridge property at the February regular meeting, which could have significant budget implications for the town's affordable housing plan.

8. Updates

A. Board members

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

B. Town manager

There were no additional updates.

C. Staff (written reports in agenda packet)

There were no additional updates.

9. Adjournment

Motion: Ferguson moved to adjourn at 8:19 p.m. Darab seconded.

Vote: 4-0.

Respectfully submitted,

Sarah Kimrey

Town Clerk

Staff support to the Board of Commissioners

Budget Adjustment Report

Adjustment Detail

For Date Range: 01/12/2026 - 01/12/2026

Town of Hillsborough, NC

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Department: 3800 - NON-DEPARTMENTAL						
10-00-3800-3800350	MISCELLANEOUS			-20,000.00	-320.00	-20,320.00
BA0000234	Allocate NC Community Foundation Donation	GLPKT02229	01/12/2026		-320.00	
Department 3800 Total:				-20,000.00	-320.00	-20,320.00
Department: 3880 - NON-DEPARTMENTAL						
10-80-3880-3887000	INSURANCE PROCEEDS			0.00	-220,000.00	-220,000.00
BA0000224	Chantal Expenses	GLPKT02045	01/12/2026		-220,000.00	
Department 3880 Total:				0.00	-220,000.00	-220,000.00
Department: 3900 - FUND BALANCE APPROPRIATION						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	88,467.00	-119,352.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-112,915.06	
BA0000227	TS Chantal: Undo double allocation for equip ..	GLPKT02074	01/12/2026		112,915.06	
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		88,467.00	
Department 3900 Total:				-207,819.00	88,467.00	-119,352.00
Department: 4000 - DISASTER						
10-10-4000-5300145	MAINT - BUILDINGS			0.00	-0.58	-0.58
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-0.58	
10-10-4000-5300154	MAINT - GROUNDS			0.00	7,073.72	7,073.72
BA0000223	TS Chantal: Consolidate unused funds	GLPKT02044	01/12/2026		1,073.72	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		6,000.00	
10-10-4000-5300155	MAINT - PARKS			0.00	-29.80	-29.80
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-29.80	
10-10-4000-5300158	MAINT - EQUIPMENT			0.00	-1,053.08	-1,053.08
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-1,053.08	
10-10-4000-5300161	MAINT - VEHICLES			0.00	-1,196.98	-1,196.98
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-1,196.98	
10-10-4000-5300310	GASOLINE			0.00	-2,008.22	-2,008.22
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-2,008.22	
10-10-4000-5300324	SUPPLIES - DISASTER			0.00	-964.29	-964.29
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-1,785.69	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		821.40	
10-10-4000-5300338	SUPPLIES - DATA PROCESSING			0.00	-10,000.00	-10,000.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-10,000.00	
10-10-4000-5300351	RENTAL - EQUIPMENT			0.00	-351.24	-351.24
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-351.24	
10-10-4000-5300361	RENTAL - VEHICLES			0.00	-19,782.95	-19,782.95
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-19,782.95	
10-10-4000-5300441	CS - ENGINEERING			0.00	-10.00	-10.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-10.00	
10-10-4000-5300570	MISCELLANEOUS			0.00	-33,732.34	-33,732.34
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-34,200.84	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		468.50	
10-10-4000-5300583	MISC - TAX, TAGS, ETC			0.00	-31,495.04	-31,495.04
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-28,495.04	
BA0000222	TS Chantal: Correct acct for declared equip l...	GLPKT02043	01/12/2026		-3,000.00	

Budget Adjustment Report**For Date Range: 01/12/2026 - 01/12/2026**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
10-10-4000-5700729	CAPITAL - INFRASTRUCTURE			0.00	-4,719.00	-4,719.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-4,719.00	
10-10-4000-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	-664.00	-664.00
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-664.00	
10-10-4000-5700740	CAPITAL - VEHICLES			0.00	-1,073.72	-1,073.72
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		220,000.00	
BA0000222	TS Chantal: Correct acct for declared equip l...	GLPKT02043	01/12/2026		-220,000.00	
BA0000223	TS Chantal: Consolidate unused funds	GLPKT02044	01/12/2026		-1,073.72	
10-10-4000-5700741	CAPITAL - EQUIPMENT			0.00	320,007.52	320,007.52
BA0000221	TS Chantal: Recently declared vehicle losses	GLPKT02042	01/12/2026		-2,787.52	
BA0000222	TS Chantal: Correct acct for declared equip l...	GLPKT02043	01/12/2026		223,000.00	
BA0000224	Chantal Expenses	GLPKT02045	01/12/2026		220,000.00	
BA0000227	TS Chantal: Undo double allocation for equip ..	GLPKT02074	01/12/2026		-112,915.06	
BA0000228	TS Chantal: Eno River tree removal & misc o...	GLPKT02075	01/12/2026		-7,289.90	
Department 4000 Total:				0.00	220,000.00	220,000.00
Department: 4200 - ADMINISTRATION						
10-10-4200-5500970	SERVICE CHARGE - W&S FUND			-495,362.00	-31,205.00	-526,567.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-31,205.00	
10-10-4200-5500980	SERVICE CHARGE - STORMWATER FUND			-19,814.00	-1,249.00	-21,063.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-1,249.00	
Department 4200 Total:				-515,176.00	-32,454.00	-547,630.00
Department: 4400 - ACCOUNTING						
10-10-4400-5300080	TRAINING/CONF/CONF			5,000.00	1,500.00	6,500.00
BA0000226	Accounting dept training/conference	GLPKT02062	01/12/2026		1,500.00	
10-10-4400-5300338	SUPPLIES - DATA PROCESSING			500.00	500.00	1,000.00
BA0000239	Cover processing 1099 and W-2 forms	GLPKT02258	01/12/2026		500.00	
10-10-4400-5300570	MISCELLANEOUS			10,210.00	-2,000.00	8,210.00
BA0000226	Accounting dept training/conference	GLPKT02062	01/12/2026		-1,500.00	
BA0000239	Cover processing 1099 and W-2 forms	GLPKT02258	01/12/2026		-500.00	
Department 4400 Total:				15,710.00	0.00	15,710.00
Department: 4500 - HUMAN RESOURCES						
10-10-4500-5300474	RECRUITMENT			37,750.00	-650.00	37,100.00
BA0000220	Service milestone monetary awards, coins, f...	GLPKT02041	01/12/2026		-650.00	
10-10-4500-5300560	SERVICE MILESTONE RECOGNITION			2,000.00	650.00	2,650.00
BA0000220	Service milestone monetary awards, coins, f...	GLPKT02041	01/12/2026		650.00	
10-10-4500-5500970	SERVICE CHARGE - W&S FUND			-261,518.00	-3,134.00	-264,652.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-3,134.00	
10-10-4500-5500980	SERVICE CHARGE - STORMWATER FUND			-10,460.00	-126.00	-10,586.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-126.00	
Department 4500 Total:				-232,228.00	-3,260.00	-235,488.00
Department: 5000 - FACILITY MANAGEMENT						
10-10-5000-5500970	SERVICE CHARGE - W&S FUND			-262,520.00	-10,948.00	-273,468.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-10,948.00	
10-10-5000-5500980	SERVICE CHARGE - STORMWATER FUND			-21,876.00	-913.00	-22,789.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-913.00	
Department 5000 Total:				-284,396.00	-11,861.00	-296,257.00
Department: 5100 - POLICE						
10-20-5100-5300321	SUPPLIES - COMMUNITY POLICING			2,500.00	675.00	3,175.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		355.00	
BA0000234	Allocate NC Community Foundation Donation	GLPKT02229	01/12/2026		320.00	
10-20-5100-5300330	SUPPLIES - DEPARTMENTAL			95,477.00	-355.00	95,122.00

Budget Adjustment Report**For Date Range: 01/12/2026 - 01/12/2026**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-355.00	
Department 5100 Total:				97,977.00	320.00	98,297.00
Department: 5400 - ENGINEERING SERVICES						
10-30-5400-5500970	SERVICE CHARGE - W&S FUND			-239,164.00	-18,595.00	-257,759.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-18,595.00	
10-30-5400-5500980	SERVICE CHARGE - STORMWATER FUND			-95,665.00	-744.00	-96,409.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-744.00	
Department 5400 Total:				-334,829.00	-19,339.00	-354,168.00
Department: 5550 - FLEET MAINTENANCE						
10-30-5550-5100010	OVERTIME COMPENSATION			500.00	300.00	800.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		300.00	
10-30-5550-5300110	TELEPHONE/INTERNET			840.00	1,200.00	2,040.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		1,200.00	
10-30-5550-5300330	SUPPLIES - DEPARTMENTAL			30,000.00	-1,500.00	28,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-1,500.00	
Department 5550 Total:				31,340.00	0.00	31,340.00
Department: 6610 - INFORMATION TECHNOLOGY						
10-10-6610-5500970	SERVICE CHARGE - W&S FUND			-689,445.00	-20,724.00	-710,169.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-20,724.00	
10-10-6610-5500980	SERVICE CHARGE - STORMWATER FUND			-27,577.00	-829.00	-28,406.00
BA0000235	FY26 Mid-Year Service Charge Adjustments	GLPKT02233	01/12/2026		-829.00	
Department 6610 Total:				-717,022.00	-21,553.00	-738,575.00
Fund 10 Total:				-2,166,443.00	0.00	-2,166,443.00
Fund: 30 - WATER/SEWER						
Department: 3900 - FUND BALANCE APPROPRIATION						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-675,666.00	-164,602.00	-840,268.00
BA0000232	TS Chantal: Replace F-750 Dump Truck	GLPKT02157	01/12/2026		-80,000.00	
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		-84,602.00	
Department 3900 Total:				-675,666.00	-164,602.00	-840,268.00
Department: 4000 - DISASTER						
30-80-4000-5300145	MAINT - BUILDINGS			0.00	-3,880.00	-3,880.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-3,880.00	
30-80-4000-5300151	FOG PROGRAM			0.00	-3,484.87	-3,484.87
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-3,484.87	
30-80-4000-5300154	MAINT - GROUNDS			0.00	-0.75	-0.75
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-0.75	
30-80-4000-5300158	MAINT - EQUIPMENT			0.00	-122,868.77	-122,868.77
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-122,868.77	
30-80-4000-5300310	GASOLINE			0.00	-252.93	-252.93
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-252.93	
30-80-4000-5300327	SUPPLIES - LAB			0.00	-5,000.00	-5,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-5,000.00	
30-80-4000-5300331	SUPPLIES - SAFETY			0.00	-1,948.36	-1,948.36
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-1,948.36	
30-80-4000-5300335	SUPPLIES - DISASTER			0.00	-0.82	-0.82
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-0.82	
30-80-4000-5300338	SUPPLIES - DATA PROCESSING			0.00	-7,652.00	-7,652.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-7,652.00	
30-80-4000-5300340	OUTSIDE LAB SERVICES			0.00	-5,000.00	-5,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-5,000.00	
30-80-4000-5300351	RENTAL - EQUIPMENT			0.00	56,493.75	56,493.75

Budget Adjustment Report**For Date Range: 01/12/2026 - 01/12/2026**

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		56,493.75	
30-80-4000-5300361	RENTAL - VEHICLES			0.00	-5,000.00	-5,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-5,000.00	
30-80-4000-5300480	PURCHASE WATER/& RESALE			0.00	-27,000.00	-27,000.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-27,000.00	
30-80-4000-5300570	MISCELLANEOUS			0.00	-67.86	-67.86
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		-67.86	
30-80-4000-5300583	MISC - TAX, TAGS, ETC			0.00	7,294.00	7,294.00
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		7,294.00	
30-80-4000-5700740	CAPITAL - VEHICLES			0.00	198,368.61	198,368.61
BA0000229	Clean up TS Chantal accts & fund truck repla...	GLPKT02124	01/12/2026		118,368.61	
BA0000232	TS Chantal: Replace F-750 Dump Truck	GLPKT02157	01/12/2026		80,000.00	
Department 4000 Total:				0.00	80,000.00	80,000.00
Department: 7200 - ADMINISTRATION OF ENTERPRISE						
30-80-7200-5350611	SERVICE CHARGE - ADMINISTRATION			495,363.00	31,204.00	526,567.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		31,204.00	
30-80-7200-5350614	SERVICE CHARGE - FACILITY MGMT			262,521.00	10,947.00	273,468.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		10,947.00	
30-80-7200-5350616	SERVICE CHARGE - INFORMATION TECH			689,445.00	20,724.00	710,169.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		20,724.00	
30-80-7200-5350622	SERVICE CHARGE - HUMAN RESOURCES			261,519.00	3,133.00	264,652.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		3,133.00	
30-80-7200-5350624	SERVICE CHARGE - ENGINEERING SERVICE			239,165.00	18,594.00	257,759.00
BA0000236	FY26 Mid-Year Service Charge Adjustments:...	GLPKT02234	01/12/2026		18,594.00	
Department 7200 Total:				1,948,013.00	84,602.00	2,032,615.00
Department: 7220 - UTILITIES ADMINISTRATION						
30-80-7220-5300112	POSTAGE			1,000.00	350.00	1,350.00
BA0000240	Lead service line annual customer notice lett...	GLPKT02318	01/12/2026		350.00	
30-80-7220-5300493	CS - GIS			40,000.00	-350.00	39,650.00
BA0000240	Lead service line annual customer notice lett...	GLPKT02318	01/12/2026		-350.00	
Department 7220 Total:				41,000.00	0.00	41,000.00
Department: 8120 - WATER TREATMENT PLANT						
30-80-8120-5300323	SUPPLIES - CHEMICALS			225,000.00	-100.00	224,900.00
BA0000238	Cover surface water renewals	GLPKT02257	01/12/2026		-100.00	
30-80-8120-5300441	CS - ENGINEERING			22,000.00	1,000.00	23,000.00
BA0000225	Increase in WTP tracer test quote	GLPKT02061	01/12/2026		1,000.00	
30-80-8120-5300530	DUES & SUBSCRIPTIONS			3,930.00	100.00	4,030.00
BA0000238	Cover surface water renewals	GLPKT02257	01/12/2026		100.00	
30-80-8120-5300550	SLUDGE REMOVAL			90,900.00	-1,000.00	89,900.00
BA0000225	Increase in WTP tracer test quote	GLPKT02061	01/12/2026		-1,000.00	
Department 8120 Total:				341,830.00	0.00	341,830.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5100010	OVERTIME COMPENSATION			5,000.00	5,500.00	10,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		5,500.00	
30-80-8220-5300130	UTILITIES			195,000.00	-5,500.00	189,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-5,500.00	
Department 8220 Total:				200,000.00	0.00	200,000.00
Fund 30 Total:				1,855,177.00	0.00	1,855,177.00

Budget Adjustment Report**For Date Range: 01/12/2026 - 01/12/2026**

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Fund: 35 - STORMWATER						
Department: 3900 - FUND BALANCE APPROPRIATION						
35-80-3900-3900050	FUND BALANCE APPROPRIATION			-182,175.00	-3,856.00	-186,031.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		-3,856.00	
Department 3900 Total:				-182,175.00	-3,856.00	-186,031.00
Department: 5900 - STORMWATER						
35-30-5900-5100010	OVERTIME COMPENSATION			1,000.00	500.00	1,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		500.00	
35-30-5900-5300570	MISCELLANEOUS			12,000.00	-500.00	11,500.00
BA0000233	Cover miscellaneous overages	GLPKT02209	01/12/2026		-500.00	
35-30-5900-5350611	SERVICE CHARGE - ADMINISTRATION			19,815.00	1,248.00	21,063.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		1,248.00	
35-30-5900-5350614	SERVICE CHARGE - FACILITY MGMT			21,877.00	912.00	22,789.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		912.00	
35-30-5900-5350616	SERVICE CHARGE - INFORMATION TECH			27,578.00	828.00	28,406.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		828.00	
35-30-5900-5350622	SERVICE CHARGE - HUMAN RESOURCES			10,461.00	125.00	10,586.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		125.00	
35-30-5900-5350624	SERVICE CHARGE- ENGINEERING SERVICE			95,666.00	743.00	96,409.00
BA0000237	FY26 Mid-Year Service Charge Adjustments: ...	GLPKT02235	01/12/2026		743.00	
Department 5900 Total:				188,397.00	3,856.00	192,253.00
Fund 35 Total:				6,222.00	0.00	6,222.00
Fund: 71 - CAPITAL RESERVE FUND - GENERAL FUND						
Department: 3870 - TRANSFER FROM						
71-71-3870-3870412	TRANSFER FROM GF - POLICE STATION			-50,000.00	50,000.00	0.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		50,000.00	
71-71-3870-3870420	TRANSFER FROM GF - VEH-STREETS			-147,500.00	147,500.00	0.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		147,500.00	
71-71-3870-3870421	TRANSFER FROM GF - VEH-SOLID WASTE			-144,822.00	144,822.00	0.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		144,822.00	
Department 3870 Total:				-342,322.00	342,322.00	0.00
Department: 6900 - SPECIAL APPROPRIATIONS						
71-71-6900-5970910	TRANSFER TO FUND 10 - GENERAL FUND			397,322.00	-342,322.00	55,000.00
BA0000230	Project Closeout	GLPKT02135	01/12/2026		-342,322.00	
Department 6900 Total:				397,322.00	-342,322.00	55,000.00
Fund 71 Total:				55,000.00	0.00	55,000.00
Fund: 78 - COMMITTED FUNDS - GENERAL FUND						
Department: 3870 - TRANSFER FROM						
78-71-3870-3870412	TRANSFER FROM GF - POLICE STATION			-50,000.00	50,000.00	0.00
BA0000231	Project Closeout	GLPKT02141	01/12/2026		50,000.00	
Department 3870 Total:				-50,000.00	50,000.00	0.00
Department: 5100 - POLICE						
78-71-5100-5970919	TRANSFER TO GF - POLICE STATION			0.00	-50,000.00	-50,000.00
BA0000231	Project Closeout	GLPKT02141	01/12/2026		-50,000.00	
Department 5100 Total:				0.00	-50,000.00	-50,000.00
Fund 78 Total:				-50,000.00	0.00	-50,000.00
Budget Code 2025-2026 Total:				-300,044.00	0.00	-300,044.00

Budget Adjustment Report

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	-2,166,443.00	0.00	-2,166,443.00
	30	1,855,177.00	0.00	1,855,177.00
	35	6,222.00	0.00	6,222.00
	71	55,000.00	0.00	55,000.00
	78	-50,000.00	0.00	-50,000.00
Budget Code 2025-2026 Total:		-300,044.00	0.00	-300,044.00

APPROVED: 4/0

DATE: 1/12/26

VERIFIED: Shan & Kimrey

DRAFT

**BOARD OF COMMISSIONERS
TOWN OF HILLSBOROUGH, NORTH CAROLINA**

Consistency Statement per NC GS § 160D-605

Request to amend Sections 3.5 – 3.8 of the Unified Development Ordinance
for the Town of Hillsborough (staff-initiated)

January 12, 2026

The Board of Commissioners for the Town of Hillsborough has reviewed a request from Planning and Economic Development staff to amend Sections 3.5 – 3.8 of the Unified Development Ordinance in order to:

1. Clarify subdivision regulations for Planned Development Districts and
2. Remove reapplication waiting periods to conform with Session Law 2025-94.

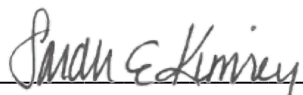
The Board of Commissioners has determined the proposed action is **consistent** with the town's Comprehensive Sustainability Plan (CSP) because:

1. The proposed amendment is **consistent** with the following Town Government & Public Services chapter goal, strategy, and action:
 - Goal: Adopt local laws, regulations, and policies that help to achieve sustainable and equitable outcomes.
 - Strategy: Develop and adopt policies that help accomplish town goals.
 - Action: Regularly review and update town policies as new information is garnered and achievements are met.
2. The proposed text amendment **advances** identified goals and strategies found in the CSP and **promotes** public health, safety, and welfare because it clarifies subdivision requirements for Planned Development Districts and updates the ordinance to remain consistent with State law.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 12th day of January in the year 2026.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance

Section 3, Administrative Procedures – Subsections 3.5, 3.6, 3.7 & 3.8

WHEREAS, an application was initiated by Planning and Economic Development staff to amend Unified Development Ordinance Sections 3.5 – 3.8 to clarify subdivision requirements for Planned Development Districts and remove reapplication waiting periods pursuant to Session Law 2025-94; and

WHEREAS, the application was referred to the Hillsborough Planning Board for its recommendation, and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed text amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

WHEREAS, the town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed text amendment with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.

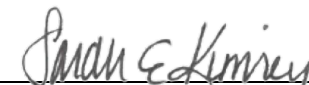
NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

- Section 1.** The Unified Development Ordinance of the Town of Hillsborough is hereby amended 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 12th day of January in the year 2026.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk

3.ADMINISTRATIVE PROCEDURES

3.5 CREATION OF NEW LOTS/DIVISION OF LAND

3.5.1 REVIEW REQUIRED

No land within the Town of Hillsborough planning jurisdiction shall be subdivided, or re-subdivided and offered for sale, gifted, exchanged, or in any other way conveyed until a plat thereof has been approved as herein provided. No plat shall be recorded by the Orange County Register of Deeds until this approval is entered in writing on the face of the plat as herein provided.

3.5.2 THE REVIEW REQUIRED IS DETERMINED BY THE NUMBER OF NEW LOTS TO BE CREATED AS FOLLOWS:

- 3.5.2.1 Exempt plats: Staff review, must meet standards in Section 3.5.3 below.
- 3.5.2.2 Minor subdivisions: Staff review to create 4 or fewer lots.
- 3.5.2.3 Major subdivisions: Staff review to create 5-19 lots.
- 3.5.2.4 Special subdivisions: Staff review to create 20 or more lots within a Planned Development District; Special Use Permit review by the Board of Adjustment to create 20 or more lots when the property to be subdivided is not within a Planned Development District.
- 3.5.2.5 Conservation subdivisions: Staff review to create 20 – 99 lots with reduced lot sizes and additional open space within a Planned Development District; Special Use Permit review by the Board of Adjustment to create 20-99 lots with reduced lot sizes and additional open space when the property to be subdivided is not within a Planned Development District.

3.5.3 EXEMPT PLATS

- 3.5.3.1 Property owners or their authorized agents must present a paper or recordable map to the Planning Department for determination of whether the action created by the recording of the map meets the Ordinance standards to be exempt.
- 3.5.3.2 If the proposal meets the exemptions listed in this Ordinance or in North Carolina General Statutes, Section 160D-802(a), the Planning Director shall sign an exemption note on the face of the recordable map before it is recorded.
- 3.5.3.3 In addition to the divisions of land identified in North Carolina General Statutes§160D-802(a), the following divisions of land shall not be included within the definition of the term “subdivision” and shall not be subject to this Ordinance: (1) the division of land for the purpose of creating a lot for use as a site for a utility pump station; (2) the recordation of a plot of lots created by deeds recorded in the Orange County Registry prior to March 13, 1978; (3) the creation of a lot to be conveyed to the Town or to a non-profit entity for the purpose of creating public parks or public open space, provided that the plat and the deed creating such parcel shall specifically state that the parcel created may not be used for any other purpose, (4) the division of land owned by a governmental entity to facilitate the conveyance of a portion of said land to another governmental entity for governmental or public use, and (5) the recordation of a plat consistent with Section 7.3.3, *Multiple Detached Dwellings on a Single Parcel*.
- 3.5.3.4 If the proposal does not meet the exemptions, the Planning Director shall return the unsigned map to the property owner or authorized agent with a written description of why the map does

not qualify to be exempt.

3.5.4 MINOR SUBDIVISION

Property owners or agents must present a paper map to the Planning Department to review any division of land into 4 or fewer lots from a single tract of land in any five (5) year period. If a new public road is proposed as part of the project, the subdivision shall be reviewed as a Major Subdivision. The Planning Director has the authority to refer and minor subdivision involving a new or existing private road to the Technical Review Committee. If no public or private road right of way or construction is part of the proposal, the Planning Director may approve the minor subdivision by signing the approval certificate on the recordable map.

The application will be processed according to the procedure details in Section 5.2.49, *Subdivisions, Minor*, or 5.2.47, *Subdivision, Major or Special*, as applicable.

3.5.5 MAJOR SUBDIVISIONS

Divisions of land resulting in the creation of between five (5) and nineteen (19) new lots from a single tract of land in any five (5) year period shall require major subdivision approval from the Planning Director.

3.5.5.1 Sketch Plan

Before submitting an application, the applicant shall submit a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

3.5.6 SPECIAL SUBDIVISIONS

Unless otherwise stated in Section 3.5.2 of this Ordinance, divisions of land resulting in the creation of twenty (20) or more new lots from a single tract of land in any five (5) year period shall require a Special Use Permit, with review criteria as set forth in Section 5.2.46, *Subdivisions, Major or Special*.

3.5.6.1 Sketch Plan

Prior to submitting a Special Use Permit application, the applicant shall submit a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

3.5.6.2 Special Use Permit Required

When the property to be subdivided is not within a Planned Development District, the preliminary plan will be processed according to the Special Use Permit procedure and details found in Section 3.8.

3.5.7 CONSERVATION SUBDIVISIONS (SECTION 9.2 FOR DEFINITION)

Unless otherwise stated in Section 3.5.2 of this Ordinance, divisions of land into twenty (20) or more new lots from a single tract of land in any five (5) year period, with special features as set forth in Section 5.2.48 for conservation subdivisions, shall require a Special Use Permit.

3.5.7.1 Sketch Plan

Prior to submitting a preliminary plat, the applicant shall submit to a sketch design plan, the elements of which are discussed in the *Administrative Manual*. In reviewing the proposal, the Planning Department may consider existing development in the area, compatibility with the comprehensive plan for the Town, and the suitability of the land to avoid the unnecessary expense of redesigning unacceptable subdivision proposals. The Planning Department shall make available to the applicant maps, studies, and reports which indicate land suitability including maps of flood prone areas, soil, conditions, location of historic sites and unique natural areas.

3.5.7.2 Special Use Permit Required

When the property to be subdivided is not within a Planned Development District, the preliminary plan will be processed according to the Special Use Permit procedure and details found in Section 3.8.

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3.6 FUTURE LAND USE PLAN AND COMPREHENSIVE PLAN AMENDMENTS

3.6.10 EFFECT OF DENIAL OR WITHDRAWAL

An applicant may withdraw his or her application for an amendment at any time by written notice to the Planning Director. However, application fees will not be refunded if notice of the legislative hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.

3.7 UNIFIED DEVELOPMENT ORDINANCE AND MAP AMENDMENTS

3.7.14 EFFECT OF DENIAL OR WITHDRAWAL

An applicant may withdraw their application for an amendment at any time by written notice to the Planning Director. However, application fees will not be refunded if required notice of the legislative hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.

3.8 SPECIAL USE PERMIT

3.8.16 EFFECT OF DENIAL OR WITHDRAWAL

An applicant may withdraw their application at any time by submitting written notice to the Planning Director. However, application fees will not be refunded if required notice of the evidentiary hearing has already been sent to the newspaper. An applicant may also refile their application after withdrawal or denial at any time.

DRAFT

Hillsborough Board of Commissioners
Consistency Statement per NC GS § 160D-605

Request to amend the Official Zoning Map for the Town of Hillsborough
Parcel Identification Numbers (PINs) 9863-87-8657, 9863-97-1719, and 9863-97-2991

January 12, 2026

The Hillsborough Board of Commissioners has reviewed a request from Oakdale Hillsborough LLC to rezone three parcels totaling approximately 6.9 acres at Old NC 86 and Oakdale Drive from Entranceway Special Use (ESU) to General Commercial (GC).

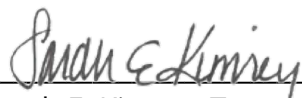
The town board has determined the proposed action is **consistent** with the town's Comprehensive Sustainability Plan (CSP) because:

1. The proposed amendment is **consistent** with the following Land Use and Development chapter goal, strategy, and action:
 - Goal: 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: Develop and adopt plans that contribute to meeting preferred future land use and growth patterns.
 - Action: Coordinate all plans, including land use, zoning, utility and infrastructure provision, and annexation policies, to ensure that future growth and development – including infill and redevelopment – establishes and follows land use and growth preferences.
2. The proposed rezoning **advances** identified goals and strategies found in the CSP and **promotes** public health, safety, and welfare by encouraging the completion of Oakdale Village, a commercial project, the master plan for which was approved in 2011. The applicant has identified the current zoning, Entranceway Special Use (ESU), as a barrier to completing the development because all development of the subject parcels is subject to the issuance of a special use permit. The board finds that completion of the Oakdale Village development is in the public interest and rezoning the subject properties to General Commercial (GC) will remove an administrative barrier while still limiting allowable land uses to those consistent with the original intent of Oakdale Village.

The foregoing consistency statement, having been submitted to a vote, received the following vote and was duly adopted this 12th day of January in the year 2026.

Ayes: 4
Noes: 0
Absent or excused: 1





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Official Zoning Map for the Town of Hillsborough, NC Parcel Identification Numbers 9863-87-8657, 9863-97-1719, and 9863-97-2991

WHEREAS, an application was made to amend the Official Zoning Map for the Town of Hillsborough, specifically to rezone approximately 6.9 acres at Old NC 86 and Oakdale Drive (PINs 9863-87-8657; 9863-97-1719; 9863-97-2991), the legal descriptions of which can be found in Deed Book 4987, Page 167 of the Orange County Registry, from Entranceway Special Use (ESU) to General Commercial (GC); and

WHEREAS, the application was referred to the town Planning Board for its recommendation, and the Planning Board has provided the town board with a written recommendation addressing the consistency of the proposed rezoning amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

WHEREAS, the town board has, prior to acting on the application, adopted a statement describing the consistency of the proposed rezoning with the town's comprehensive plan and explaining why the action contemplated by the town board as reflected herein is reasonable and in the public interest.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone the aforementioned properties to General Commercial (GC).

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 January in the year 2026.

Ayes: 4

Noes: 0

Absent or excused: 1

A handwritten signature in cursive script, reading "Sarah E. Kimrey", is written over a horizontal line.

Sarah E. Kimrey, Town Clerk



Minutes

Board of Commissioners Fiscal Year 2027-29 Budget Retreat - CANCELED

7 p.m. Jan. 26, 2026

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

Present: None

Staff: None

Absent (excused): Mayor Mark Bell, and commissioners Meaghun Darab, Robb English, Kathleen Ferguson, Matt Hughes and Evelyn Lloyd.

The Board of Commissioners Fiscal Year 2027-29 Budget Retreat originally scheduled at 7 p.m. Jan. 26, 2026 was cancelled Jan. 25, 2026 due to inclement weather.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

Budget Adjustment Report

Adjustment Detail

For Date Range: 01/26/2026 - 02/09/2026

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments Amount	Current Budget
Adjustment Number	Adjustment Description					
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 10 - GENERAL						
Revenue						
Department: 3100 - TAX LEVY						
10-00-3100-3101225	2025 TAX LEVY			-10,899,000.00	-55,000.00	-10,954,000.00
BA0000290	Adj per actual	GLPKT02567	02/09/2026		-55,000.00	
Department 3100 Total:				-10,899,000.00	-55,000.00	-10,954,000.00
Department: 3400 - FEE REVENUES						
10-10-3400-3401000	PLANNING FEES			-25,000.00	-30,000.00	-55,000.00
BA0000290	Adj per actual	GLPKT02567	02/09/2026		-30,000.00	
Department 3400 Total:				-25,000.00	-30,000.00	-55,000.00
Department: 3800 - NON-DEPARTMENTAL						
10-00-3800-3800350	MISCELLANEOUS			-20,000.00	-250.00	-20,250.00
BA0000252	Allocate donation -Tractor Supply Co Founda...	GLPKT02355	01/26/2026		-250.00	
Department 3800 Total:				-20,000.00	-250.00	-20,250.00
Department: 3850 - INTEREST EARNED						
10-00-3850-3850000	INTEREST EARNED			-400,000.00	-300,000.00	-700,000.00
BA0000290	Adj per actual	GLPKT02567	02/09/2026		-300,000.00	
Department 3850 Total:				-400,000.00	-300,000.00	-700,000.00
Department: 3870 - TRANSFER FROM						
10-71-3870-3870002	TRANSFER FROM FUND 60 GEN CAP IMPRO			0.00	-40,303.00	-40,303.00
BA0000264	Move Connectivity Funds to Committed Fun...	GLPKT02517	02/09/2026		-40,103.00	
BA0000287	Adj per actual	GLPKT02554	02/09/2026		-200.00	
10-71-3870-3870150	TRANSFER FROM GENERAL CRF			-20,500.00	-526,618.00	-547,118.00
BA0000246	Waterstone Station Contribution	GLPKT02339	01/26/2026		-7,118.00	
BA0000261	Move Sustainability to Committed Funds	GLPKT02514	02/09/2026		-519,500.00	
10-71-3870-3870900	TRANSFER FROM FUND 78 GF COMMITTED			-691,174.00	417,621.00	-273,553.00
BA0000262	Adj per actual	GLPKT02515	02/09/2026		352.00	
BA0000263	Adj per actual	GLPKT02516	02/09/2026		32,269.00	
BA0000290	Adj per actual	GLPKT02567	02/09/2026		385,000.00	
Department 3870 Total:				-711,674.00	-149,300.00	-860,974.00
Department: 3900 - FUND BALANCE APPROPRIATION						
10-00-3900-3900000	FUND BALANCE APPROPRIATION			-207,819.00	-21,667.00	-229,486.00
BA0000253	HPD Generator Replacement - gas piping	GLPKT02383	01/26/2026		-15,000.00	
BA0000254	Contracted SW bulk hauling due to truck los...	GLPKT02384	01/26/2026		-6,000.00	
BA0000287	Adj per actual	GLPKT02554	02/09/2026		200.00	
BA0000294	Winter Storm Fern preparations - Fleet Mgmt	GLPKT02607	02/09/2026		-867.00	
Department 3900 Total:				-207,819.00	-21,667.00	-229,486.00
Revenue Total:				-12,263,493.00	-556,217.00	-12,819,710.00
Expense						
Department: 4000 - DISASTER						
10-10-4000-5300570	MISCELLANEOUS			0.00	30,000.00	30,000.00
BA0000272	Adj per actual	GLPKT02532	02/09/2026		30,000.00	
10-10-4000-5700740	CAPITAL - VEHICLES			0.00	0.00	0.00
BA0000262	Adj per actual	GLPKT02515	02/09/2026		-352.00	
BA0000263	Adj per actual	GLPKT02516	02/09/2026		-32,269.00	
BA0000272	Adj per actual	GLPKT02532	02/09/2026		32,621.00	

Budget Adjustment Report

For Date Range: 01/26/2026 - 02/09/2026

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
10-10-4000-5700741	CAPITAL - EQUIPMENT			0.00	-62,621.00	-62,621.00
BA0000272	Adj per actual	GLPKT02532	02/09/2026		-62,621.00	
Department 4000 Total:				0.00	-32,621.00	-32,621.00
Department: 4400 - ACCOUNTING						
10-10-4400-5300459	CS - ACCOUNTING ASSISTANCE			41,000.00	-12,000.00	29,000.00
BA0000256	Cover Orange County tax collection service	GLPKT02389	01/26/2026		-12,000.00	
10-10-4400-5300487	TAX COLLECTION			45,000.00	12,000.00	57,000.00
BA0000256	Cover Orange County tax collection service	GLPKT02389	01/26/2026		12,000.00	
Department 4400 Total:				86,000.00	0.00	86,000.00
Department: 5100 - POLICE						
10-20-5100-5300321	SUPPLIES - COMMUNITY POLICING			2,500.00	250.00	2,750.00
BA0000252	Allocate donation -Tractor Supply Co Founda...	GLPKT02355	01/26/2026		250.00	
10-20-5100-5300460	CS - DRIVER SAFTEY TRAINING			4,000.00	500.00	4,500.00
BA0000285	Fall driver training expenses	GLPKT02545	02/09/2026		500.00	
10-20-5100-5300570	MISCELLANEOUS			15,500.00	-500.00	15,000.00
BA0000285	Fall driver training expenses	GLPKT02545	02/09/2026		-500.00	
10-20-5100-5700735	CAPITAL - BUILDINGS & IMPROVEMENTS			0.00	15,000.00	15,000.00
BA0000253	HPD Generator Replacement - gas piping	GLPKT02383	01/26/2026		15,000.00	
Department 5100 Total:				22,000.00	15,250.00	37,250.00
Department: 5350 - FIRE PROTECTION						
10-20-5350-5300482	CS - ORANGE RURAL FIRE			1,972,155.00	7,118.00	1,979,273.00
BA0000246	Waterstone Station Contribution	GLPKT02339	01/26/2026		7,118.00	
Department 5350 Total:				1,972,155.00	7,118.00	1,979,273.00
Department: 5550 - FLEET MAINTENANCE						
10-30-5550-5300130	UTILITIES			12,150.00	-230.00	11,920.00
BA0000244	Cover alarm invoice	GLPKT02335	01/26/2026		-230.00	
10-30-5550-5300330	SUPPLIES - DEPARTMENTAL			30,000.00	867.00	30,867.00
BA0000294	Winter Storm Fern preparations - Fleet Mgmt	GLPKT02607	02/09/2026		867.00	
10-30-5550-5300490	CS - ALARM			3,027.00	230.00	3,257.00
BA0000244	Cover alarm invoice	GLPKT02335	01/26/2026		230.00	
Department 5550 Total:				45,177.00	867.00	46,044.00
Department: 5800 - SOLID WASTE						
10-30-5800-5300421	CS - BULK CONTAINERS RENTAL & HAULI			8,500.00	6,000.00	14,500.00
BA0000254	Contracted SW bulk hauling due to truck los...	GLPKT02384	01/26/2026		6,000.00	
Department 5800 Total:				8,500.00	6,000.00	14,500.00
Department: 6300 - PUBLIC SPACE						
10-71-6300-5982950	TRANSFER TO FUND 78 - COMMITTED FUNDS			340,000.00	559,603.00	899,603.00
BA0000261	Move Sustainability to Committed Funds	GLPKT02514	02/09/2026		519,500.00	
BA0000264	Move Connectivity Funds to Committed Fun...	GLPKT02517	02/09/2026		40,103.00	
Department 6300 Total:				340,000.00	559,603.00	899,603.00
Expense Total:				2,473,832.00	556,217.00	3,030,049.00
Fund 10 Total:				-9,789,661.00	0.00	-9,789,661.00
Fund: 30 - WATER/SEWER						
Revenue						
Department: 3870 - TRANSFER FROM						
30-71-3870-3870010	TRANSFER FROM UTILITIES CAPITAL IMP			-252,884.00	-454,453.00	-707,337.00
BA0000289	Adj per FY26 Budget	GLPKT02561	02/09/2026		-454,453.00	
Department 3870 Total:				-252,884.00	-454,453.00	-707,337.00

Budget Adjustment Report

For Date Range: 01/26/2026 - 02/09/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Department: 3900 - FUND BALANCE APPROPRIATION						
30-80-3900-3900000	FUND BALANCE APPROPRIATION			-675,666.00	-120,000.00	-795,666.00
BA0000241	Lift Station Abandonment Study	GLPKT02327	01/26/2026		-10,000.00	
BA0000242	Distribution System Modeling	GLPKT02328	01/26/2026		-60,000.00	
BA0000243	Bellevue Mill Interceptor	GLPKT02329	01/26/2026		-50,000.00	
Department 3900 Total:				-675,666.00	-120,000.00	-795,666.00
Revenue Total:				-928,550.00	-574,453.00	-1,503,003.00
Expense						
Department: 4000 - DISASTER						
30-80-4000-5300570	MISCELLANEOUS			0.00	30,000.00	30,000.00
BA0000272	Adj per actual	GLPKT02532	02/09/2026		30,000.00	
30-80-4000-5700740	CAPITAL - VEHICLES			0.00	-30,000.00	-30,000.00
BA0000272	Adj per actual	GLPKT02532	02/09/2026		-30,000.00	
Department 4000 Total:				0.00	0.00	0.00
Department: 7220 - UTILITIES ADMINISTRATION						
30-80-7220-5300441	CS - ENGINEERING			150,000.00	70,000.00	220,000.00
BA0000241	Lift Station Abandonment Study	GLPKT02327	01/26/2026		10,000.00	
BA0000242	Distribution System Modeling	GLPKT02328	01/26/2026		60,000.00	
Department 7220 Total:				150,000.00	70,000.00	220,000.00
Department: 8120 - WATER TREATMENT PLANT						
30-71-8120-5982001	TRANSFER TO FUND 69 - UTIL CAP IMPROV			0.00	454,453.00	454,453.00
BA0000289	Adj per FY26 Budget	GLPKT02561	02/09/2026		454,453.00	
Department 8120 Total:				0.00	454,453.00	454,453.00
Department: 8140 - WATER DISTRIBUTION						
30-80-8140-5300505	CS - PLUMBING			45,000.00	20,000.00	65,000.00
BA0000255	Cover on-call plumbing services	GLPKT02388	01/26/2026		20,000.00	
Department 8140 Total:				45,000.00	20,000.00	65,000.00
Department: 8200 - WASTEWATER COLLECTION						
30-80-8200-5300158	MAINT - EQUIPMENT			45,000.00	6,000.00	51,000.00
BA0000259	Service call on pump station generator	GLPKT02467	02/09/2026		6,000.00	
30-80-8200-5300330	SUPPLIES - DEPARTMENTAL			70,000.00	-7,500.00	62,500.00
BA0000251	Upfit new F-350 truck	GLPKT02346	01/26/2026		-1,500.00	
BA0000259	Service call on pump station generator	GLPKT02467	02/09/2026		-6,000.00	
30-80-8200-5300505	CS - PLUMBING			45,000.00	-20,000.00	25,000.00
BA0000255	Cover on-call plumbing services	GLPKT02388	01/26/2026		-20,000.00	
30-80-8200-5700729	CAPITAL - INFRASTRUCTURE			0.00	50,000.00	50,000.00
BA0000243	Bellevue Mill Interceptor	GLPKT02329	01/26/2026		50,000.00	
30-80-8200-5700740	CAPITAL - VEHICLES			85,000.00	1,500.00	86,500.00
BA0000251	Upfit new F-350 truck	GLPKT02346	01/26/2026		1,500.00	
Department 8200 Total:				245,000.00	30,000.00	275,000.00
Department: 8220 - WASTEWATER TREATMENT PLANT						
30-80-8220-5300145	MAINT - BUILDINGS			14,200.00	900.00	15,100.00
BA0000291	Cover overages at WWTP	GLPKT02569	02/09/2026		900.00	
30-80-8220-5300158	MAINT - EQUIPMENT			130,380.00	-2,400.00	127,980.00
BA0000291	Cover overages at WWTP	GLPKT02569	02/09/2026		-2,400.00	
30-80-8220-5300164	MAINT - INSTRUMENTATION			26,390.00	1,500.00	27,890.00
BA0000291	Cover overages at WWTP	GLPKT02569	02/09/2026		1,500.00	
Department 8220 Total:				170,970.00	0.00	170,970.00
Expense Total:				610,970.00	574,453.00	1,185,423.00
Fund 30 Total:				-317,580.00	0.00	-317,580.00

Budget Adjustment Report

For Date Range: 01/26/2026 - 02/09/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Fund: 35 - STORMWATER						
Expense						
Department: 5900 - STORMWATER						
35-30-5900-5300112	POSTAGE			100.00	120.00	220.00
BA0000258	To cover postage	GLPKT02435	01/26/2026		120.00	
35-30-5900-5300165	MAINT - INFRASTRUCTURE			187,000.00	-120.00	186,880.00
BA0000258	To cover postage	GLPKT02435	01/26/2026		-120.00	
35-30-5900-5300320	SUPPLIES - OFFICE			300.00	1,000.00	1,300.00
BA0000245	Office Chairs	GLPKT02338	01/26/2026		1,000.00	
35-30-5900-5300570	MISCELLANEOUS			12,000.00	-1,000.00	11,000.00
BA0000245	Office Chairs	GLPKT02338	01/26/2026		-1,000.00	
Department 5900 Total:				199,400.00	0.00	199,400.00
Expense Total:				199,400.00	0.00	199,400.00
Fund 35 Total:				199,400.00	0.00	199,400.00
Fund: 60 - GENERAL CAPITAL IMPROVEMENTS						
Revenue						
Department: 3870 - TRANSFER FROM						
60-27-3870-3870407	TRANSFER FROM GF - SKATE PARK			-350,000.00	349,800.00	-200.00
BA0000286	Adj per actual	GLPKT02550	02/09/2026		349,800.00	
Department 3870 Total:				-350,000.00	349,800.00	-200.00
Revenue Total:				-350,000.00	349,800.00	-200.00
Expense						
Department: 5350 - FIRE PROTECTION						
60-31-5350-5700923	FIRE STATION			750,000.00	-1,050,000.00	-300,000.00
BA0000268	Project Accounting Setup	GLPKT02522	02/09/2026		-1,050,000.00	
Department 5350 Total:				750,000.00	-1,050,000.00	-300,000.00
Department: 5600 - STREETS						
60-32-5600-5700852	EXCHANGE CLUB RD BRIDGE REPAIRS			170,000.00	-170,000.00	0.00
BA0000269	Project Accounting Setup	GLPKT02523	02/09/2026		-170,000.00	
Department 5600 Total:				170,000.00	-170,000.00	0.00
Department: 6100 - PROJECTS (GL)- MULTI-YEAR						
60-00-6100-5300570	MISCELLANEOUS			0.00	145,500.00	145,500.00
BA0000271	Project Accounting Setup	GLPKT02525	02/09/2026		145,500.00	
BA0000292	Project Accounting Setup	GLPKT02574	02/09/2026		200,000.00	
BA0000293	Project Accounting Setup	GLPKT02575	02/09/2026		-200,000.00	
60-00-6100-5700717	PROFESSIONAL SERVICES			0.00	75,000.00	75,000.00
BA0000268	Project Accounting Setup	GLPKT02522	02/09/2026		75,000.00	
60-00-6100-5700720	CONSTRUCTION			0.00	10,526,003.00	10,526,003.00
BA0000267	Project Accounting Setup	GLPKT02521	02/09/2026		450,000.00	
BA0000268	Project Accounting Setup	GLPKT02522	02/09/2026		225,000.00	
BA0000269	Project Accounting Setup	GLPKT02523	02/09/2026		150,000.00	
BA0000270	Project Accounting Setup	GLPKT02524	02/09/2026		341,003.00	
BA0000271	Project Accounting Setup	GLPKT02525	02/09/2026		9,360,000.00	
BA0000292	Project Accounting Setup	GLPKT02574	02/09/2026		6,300,000.00	
BA0000293	Project Accounting Setup	GLPKT02575	02/09/2026		-6,300,000.00	
60-00-6100-5700745	DESIGN			0.00	2,161,000.00	2,161,000.00
BA0000267	Project Accounting Setup	GLPKT02521	02/09/2026		50,000.00	
BA0000268	Project Accounting Setup	GLPKT02522	02/09/2026		750,000.00	
BA0000269	Project Accounting Setup	GLPKT02523	02/09/2026		20,000.00	
BA0000270	Project Accounting Setup	GLPKT02524	02/09/2026		450,000.00	
BA0000271	Project Accounting Setup	GLPKT02525	02/09/2026		891,000.00	
BA0000292	Project Accounting Setup	GLPKT02574	02/09/2026		795,600.00	
BA0000293	Project Accounting Setup	GLPKT02575	02/09/2026		-795,600.00	
60-00-6100-5700746	LEGAL			0.00	42,500.00	42,500.00

Budget Adjustment Report

For Date Range: 01/26/2026 - 02/09/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000271	Project Accounting Setup	GLPKT02525	02/09/2026		42,500.00	
Department 6100 Total:				0.00	12,950,003.00	12,950,003.00
Department: 6300 - PUBLIC SPACE						
60-03-6300-5700728	CONNECTIVITY INFRASTRUCTURE			40,102.96	-40,102.96	0.00
BA0000257	Project Closeout	GLPKT02434	01/26/2026		-40,102.96	
60-03-6300-5970910	TRANSFER TO FUND 10 - GENERAL FUND			0.00	40,102.96	40,102.96
BA0000257	Project Closeout	GLPKT02434	01/26/2026		40,102.96	
60-27-6300-5700780	SKATE PARK			350,000.00	-350,000.00	0.00
BA0000286	Adj per actual	GLPKT02550	02/09/2026		-350,000.00	
60-27-6300-5970910	TRANSFER TO FUND 10 - GENERAL FUND			0.00	200.00	200.00
BA0000286	Adj per actual	GLPKT02550	02/09/2026		200.00	
60-28-6300-5700782	RIDGEWALK GREENWAY			458,003.00	-791,003.00	-333,000.00
BA0000270	Project Accounting Setup	GLPKT02524	02/09/2026		-791,003.00	
Department 6300 Total:				848,105.96	-1,140,803.00	-292,697.04
Department: 6510 - RAIL STATION						
60-23-6510-5300570	MISCELLANEOUS			505,500.00	-505,500.00	0.00
BA0000271	Project Accounting Setup	GLPKT02525	02/09/2026		-505,500.00	
60-23-6510-5700000	CONTINGENCY			800,000.00	-800,000.00	0.00
BA0000271	Project Accounting Setup	GLPKT02525	02/09/2026		-800,000.00	
60-23-6510-5700720	CONSTRUCTION			8,200,000.00	-8,200,000.00	0.00
BA0000271	Project Accounting Setup	GLPKT02525	02/09/2026		-8,200,000.00	
60-23-6510-5700745	DESIGN			891,000.00	-891,000.00	0.00
BA0000271	Project Accounting Setup	GLPKT02525	02/09/2026		-891,000.00	
60-23-6510-5700746	LEGAL			42,500.00	-42,500.00	0.00
BA0000271	Project Accounting Setup	GLPKT02525	02/09/2026		-42,500.00	
Department 6510 Total:				10,439,000.00	-10,439,000.00	0.00
Department: 6610 - INFORMATION TECHNOLOGY						
60-04-6610-5700747	FIBER LOOP			450,000.00	-500,000.00	-50,000.00
BA0000267	Project Accounting Setup	GLPKT02521	02/09/2026		-500,000.00	
Department 6610 Total:				450,000.00	-500,000.00	-50,000.00
Expense Total:				12,657,105.96	-349,800.00	12,307,305.96
Fund 60 Total:				12,307,105.96	0.00	12,307,105.96
Fund: 69 - UTILITIES CAPITAL IMPROVEMENTS						
Revenue						
Department: 3870 - TRANSFER FROM						
69-13-3870-3870500	TRANSFER FROM WSF - S ZONE BPS			-144,405.51	144,405.51	0.00
BA0000265	Project Closeout	GLPKT02518	02/09/2026		144,405.51	
69-26-3870-3870510	TRANSFER FROM WSF - WTP FILTERS #S2&3			-5,000.00	5,000.00	0.00
BA0000266	Project Closeout	GLPKT02520	02/09/2026		5,000.00	
Department 3870 Total:				-149,405.51	149,405.51	0.00
Revenue Total:				-149,405.51	149,405.51	0.00
Expense						
Department: 8100 - PROJECTS (W&S\SW) MULTI-YEAR						
69-00-8100-5300570	MISCELLANEOUS			0.00	200,000.00	200,000.00
BA0000293	Project Accounting Setup	GLPKT02575	02/09/2026		200,000.00	
69-00-8100-5700716	LAND ACQUISITION PROJECTS			0.00	550,000.00	550,000.00
BA0000274	Project Accounting Setup	GLPKT02534	02/09/2026		200,000.00	
BA0000275	Project Accounting Setup	GLPKT02535	02/09/2026		50,000.00	
BA0000278	Project Accounting Setup	GLPKT02538	02/09/2026		200,000.00	
BA0000281	Project Accounting Setup	GLPKT02541	02/09/2026		100,000.00	
69-00-8100-5700717	PROFESSIONAL SERVICES			0.00	615,000.00	615,000.00
BA0000274	Project Accounting Setup	GLPKT02534	02/09/2026		50,000.00	

Budget Adjustment Report

For Date Range: 01/26/2026 - 02/09/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
BA0000275	Project Accounting Setup	GLPKT02535	02/09/2026		20,000.00	
BA0000276	Project Accounting Setup	GLPKT02536	02/09/2026		375,000.00	
BA0000277	Project Accounting Setup	GLPKT02537	02/09/2026		75,000.00	
BA0000280	Project Accounting Setup	GLPKT02540	02/09/2026		15,000.00	
BA0000281	Project Accounting Setup	GLPKT02541	02/09/2026		40,000.00	
BA0000283	Project Accounting Setup	GLPKT02543	02/09/2026		10,000.00	
BA0000284	Project Accounting Setup	GLPKT02544	02/09/2026		30,000.00	
69-00-8100-5700720	CONSTRUCTION			0.00	19,291,343.40	19,291,343.40
BA0000275	Project Accounting Setup	GLPKT02535	02/09/2026		170,000.00	
BA0000278	Project Accounting Setup	GLPKT02538	02/09/2026		8,608,096.00	
BA0000279	Project Accounting Setup	GLPKT02539	02/09/2026		2,100,000.00	
BA0000280	Project Accounting Setup	GLPKT02540	02/09/2026		1,650,600.00	
BA0000283	Project Accounting Setup	GLPKT02543	02/09/2026		462,647.40	
BA0000293	Project Accounting Setup	GLPKT02575	02/09/2026		6,300,000.00	
69-00-8100-5700745	DESIGN			0.00	3,155,600.00	3,155,600.00
BA0000273	Project Accounting Setup	GLPKT02533	02/09/2026		750,000.00	
BA0000274	Project Accounting Setup	GLPKT02534	02/09/2026		500,000.00	
BA0000275	Project Accounting Setup	GLPKT02535	02/09/2026		140,000.00	
BA0000278	Project Accounting Setup	GLPKT02538	02/09/2026		450,000.00	
BA0000281	Project Accounting Setup	GLPKT02541	02/09/2026		70,000.00	
BA0000282	Project Accounting Setup	GLPKT02542	02/09/2026		160,000.00	
BA0000283	Project Accounting Setup	GLPKT02543	02/09/2026		15,000.00	
BA0000284	Project Accounting Setup	GLPKT02544	02/09/2026		275,000.00	
BA0000293	Project Accounting Setup	GLPKT02575	02/09/2026		795,600.00	
Department 8100 Total:				0.00	23,811,943.40	23,811,943.40
Department: 8120 - WATER TREATMENT PLANT						
69-26-8120-5970920	TRANSFER TO FUND 30 - WATER & SEWER			5,000.00	-5,000.00	0.00
BA0000266	Project Closeout	GLPKT02520	02/09/2026		-5,000.00	
69-47-8120-5700866	SODIUM HYPOCHLORIDE CONVERSION			0.00	-375,000.00	-375,000.00
BA0000276	Project Accounting Setup	GLPKT02536	02/09/2026		-375,000.00	
Department 8120 Total:				5,000.00	-380,000.00	-375,000.00
Department: 8140 - WATER DISTRIBUTION						
69-13-8140-5970920	TRANSFER TO FUND 30 - WATER & SEWER			144,405.51	-144,405.51	0.00
BA0000265	Project Closeout	GLPKT02518	02/09/2026		-144,405.51	
69-34-8140-5700853	STARFIELD BOOSTER PUMP STATION			1,665,600.00	-1,665,600.00	0.00
BA0000280	Project Accounting Setup	GLPKT02540	02/09/2026		-1,665,600.00	
69-35-8140-5700854	US-70 WATER IMPROVEMENTS			305,000.00	-305,000.00	0.00
BA0000284	Project Accounting Setup	GLPKT02544	02/09/2026		-305,000.00	
69-38-8140-5700857	HASELL WATER TANK REPLACEMENT			115,000.00	-210,000.00	-95,000.00
BA0000281	Project Accounting Setup	GLPKT02541	02/09/2026		-210,000.00	
69-41-8140-5700859	GALVANIZED WATER MAIN REPLACEMENT			160,000.00	-160,000.00	0.00
BA0000282	Project Accounting Setup	GLPKT02542	02/09/2026		-160,000.00	
69-42-8140-5700860	HYDRANT & VALVE PROJECT			487,647.40	-487,647.40	0.00
BA0000283	Project Accounting Setup	GLPKT02543	02/09/2026		-487,647.40	
Department 8140 Total:				2,877,652.91	-2,972,652.91	-95,000.00
Department: 8200 - WASTEWATER COLLECTION						
69-18-8200-5700723	ADRON THOMPSON FACILITY RENOVATION			7,295,600.00	-7,295,600.00	0.00
BA0000292	Project Accounting Setup	GLPKT02574	02/09/2026		-7,295,600.00	
69-22-8200-5700738	RIVER PUMP STATION			9,258,096.00	-9,258,096.00	0.00
BA0000278	Project Accounting Setup	GLPKT02538	02/09/2026		-9,258,096.00	
69-33-8200-5700786	ENO RIVER INTERCEPTORS			750,000.00	-750,000.00	0.00
BA0000274	Project Accounting Setup	GLPKT02534	02/09/2026		-750,000.00	
69-36-8200-5700855	ELIZABETH BRADY PS & FORCE MAIN UPG			300,000.00	-750,000.00	-450,000.00
BA0000273	Project Accounting Setup	GLPKT02533	02/09/2026		-750,000.00	

Budget Adjustment Report

For Date Range: 01/26/2026 - 02/09/2026

Account Number	Account Name	Packet Number	Post Date	Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description				Amount	
69-37-8200-5700856	EXCHANGE CLUB INTERCEPTORS			380,000.00	-380,000.00	0.00
BA0000275	Project Accounting Setup	GLPKT02535	02/09/2026		-380,000.00	
69-44-8200-5700862	LAWNDALE BASIN REHABILITATION			2,100,000.00	-2,100,000.00	0.00
BA0000279	Project Accounting Setup	GLPKT02539	02/09/2026		-2,100,000.00	
69-48-8200-5700865	CATES CREEK OUTFALL UPGRADE			0.00	-75,000.00	-75,000.00
BA0000277	Project Accounting Setup	GLPKT02537	02/09/2026		-75,000.00	
Department 8200 Total:				20,083,696.00	-20,608,696.00	-525,000.00
Expense Total:				22,966,348.91	-149,405.51	22,816,943.40
Fund 69 Total:				22,816,943.40	0.00	22,816,943.40
Fund: 71 - CAPITAL RESERVE FUND - GENERAL FUND						
Expense						
Department: 6300 - PUBLIC SPACE						
71-10-6300-5700851	SUSTAINABILITY			565,000.00	-540,000.00	25,000.00
BA0000250	Energy Mgmt Software	GLPKT02345	01/26/2026		-20,500.00	
BA0000260	Move Sustainability to Committed Funds	GLPKT02513	02/09/2026		-519,500.00	
Department 6300 Total:				565,000.00	-540,000.00	25,000.00
Department: 6900 - SPECIAL APPROPRIATIONS						
71-20-6900-5700750	WATERSTONE POLICE			115,128.00	-7,118.00	108,010.00
BA0000247	Waterstone Station Contribution	GLPKT02340	01/26/2026		-7,118.00	
71-71-6900-5970910	TRANSFER TO FUND 10 - GENERAL FUND			397,322.00	547,118.00	944,440.00
BA0000247	Waterstone Station Contribution	GLPKT02340	01/26/2026		7,118.00	
BA0000250	Energy Mgmt Software	GLPKT02345	01/26/2026		20,500.00	
BA0000260	Move Sustainability to Committed Funds	GLPKT02513	02/09/2026		519,500.00	
Department 6900 Total:				512,450.00	540,000.00	1,052,450.00
Expense Total:				1,077,450.00	0.00	1,077,450.00
Fund 71 Total:				1,077,450.00	0.00	1,077,450.00
Fund: 78 - COMMITTED FUNDS - GENERAL FUND						
Revenue						
Department: 3870 - TRANSFER FROM						
78-71-3870-3870422	TRANSFER FROM GF - VEH-POLICE			0.00	-250,000.00	-250,000.00
BA0000288	Adj per FY26 Budget	GLPKT02559	02/09/2026		-250,000.00	
Department 3870 Total:				0.00	-250,000.00	-250,000.00
Revenue Total:				0.00	-250,000.00	-250,000.00
Expense						
Department: 5100 - POLICE						
78-71-5100-5970914	TRANSFER TO GF - VEH-POLICE			0.00	250,000.00	250,000.00
BA0000288	Adj per FY26 Budget	GLPKT02559	02/09/2026		250,000.00	
Department 5100 Total:				0.00	250,000.00	250,000.00
Expense Total:				0.00	250,000.00	250,000.00
Fund 78 Total:				0.00	0.00	0.00
Budget Code 2025-2026 Total:				26,293,658.36	0.00	26,293,658.36

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	10	-9,789,661.00	0.00	-9,789,661.00
	30	-317,580.00	0.00	-317,580.00
	35	199,400.00	0.00	199,400.00
	60	12,307,105.96	0.00	12,307,105.96
	69	22,816,943.40	0.00	22,816,943.40
	71	1,077,450.00	0.00	1,077,450.00
	78	0.00	0.00	0.00
Budget Code 2025-2026 Total:		26,293,658.36	0.00	26,293,658.36



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Feb. 9, 2026
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 – Black History Month 2026

Attachments:

Proclamation in Honor of Black History Month 2026

Summary:

Black History Month is an annual celebration of achievements by African Americans and a time for recognizing their central role in U.S. history. Also known as African American History Month, the event grew out of “Negro History Week,” the brainchild of noted historian Carter G. Woodson and other prominent African Americans. Since 1976, every U.S. president has officially designated the month of February as Black History Month.

The theme for Black History Month 2026, designated by the Association for the Study of African American Life and History (ASALH), is “A Century of Black History Commemoration,” marking the 100th anniversary of the first “Negro History Week,” established by Dr. Carter G. Woodson in 1926.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

To adopt a proclamation in honor of Black History Month 2026.



PROCLAMATION In Honor of Black History Month 2026

WHEREAS, the Hillsborough Board of Commissioners takes pride in recognizing February 2026 as Black History Month, celebrating the many notable contributions that people of African descent have made to our community, state, and country; and

WHEREAS, African Americans have played significant roles in the history of North Carolina's economic, cultural, spiritual, and political development while working tirelessly to maintain and promote their culture and history; and

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black history throughout our American experience and includes some of the greatest, most advanced and innovative societies that we can all draw inspiration from; and

WHEREAS, since 1976, every American president has designated February as Black History Month; and

WHEREAS, the theme for the 2026 Black History Month, designated by the Association for the Study of African American Life and History (ASALH), is "A Century of Black History Commemoration"; and

WHEREAS, this theme marks the 100th anniversary of the first "Negro History Week," established by Dr. Carter G. Woodson in 1926; and

WHEREAS, African Americans living and working in Hillsborough — from the time of legalized slavery to the present day — have shown a steadfast determination to live freely and equally and to press the town and the community to make manifest an equitable Hillsborough where race is not a determining factor of outcomes; and

WHEREAS, this observance presents a special opportunity to become more knowledgeable about black heritage and to honor the many black leaders who have played a part in the progress of our community;

NOW, THEREFORE, I, Mark Bell, mayor of the Town of Hillsborough, do hereby proclaim February 2026 as Black History Month in Hillsborough and encourage all residents of the town to celebrate the collective ingenuity, creativity, culture, traditions, and achievements of African Americans and to participate in community events honoring their lasting contributions.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 9th day of February in the year 2026.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Community Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Public Space & Sustainability Manager Stephanie Trueblood

ITEM TO BE CONSIDERED

Subject: Ordinance amending town code Article VII: Recreation, Section 3-49 through 3-50

Attachments:

1. Draft ordinance
2. Track change version of proposed Code of Ordinances amendments

Summary:

On Jan. 20, 2026, the Parks and Recreation Board voted unanimously to recommend changes to the Hillsborough Town Code of Ordinances Article VII: Recreation, Section 3-49 through 3-50 including setting a speed limit of 10 mph on Riverwalk, prohibiting pets in town-owned playground areas, and prohibiting special events on greenway trails on Saturdays between 10 a.m. and 3 p.m.

Financial impacts:

None.

Staff recommendation and comments:

None

Action requested:

Adopt ordinance amendment as presented.



ORDINANCE

Amending Article VII: Recreation

Section 3-49 through 3-50 of the Code of Ordinances

The Hillsborough Board of Commissioners ordains:

Section 1. The Code of Ordinances shall be amended as follows:

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

Item 4 updated as follows:

Non-motorized vehicles may use town parks and greenways so long as any user of such a vehicle complies with all traffic regulations and so long as the operator shall stop or otherwise yield the right of way to pedestrian traffic. No nonmotorized vehicle shall exceed a speed of ten (10) miles per hour while being operated in parks or greenways.

Items 4 through 9 renumbered to 5 through 10.

Item 11 updated as follows:

Dogs are prohibited from being in any playground area in a town park. A playground area is a fenced or unfenced area containing manufactured or naturally derived play equipment or elements used by children. A playground area may also contain adult equipment or elements if developed as an intergenerational play space. Play equipment has prescribed use zones requiring safety surfacing to protect against impact injury. The area may have associated features such as a sand play area, play lawn or water play feature, as well as amenities such as benches, picnic tables, waste receptacles and signage.

Items 10 through 12 renumbered to 12 through 14.

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

Item j added as follows:

Town greenways, including greenway trails within Gold Park, may not be reserved for special events on Saturdays between the hours of 10 a.m. and 3 p.m.

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 9th day of February in the year 2026.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

ARTICLE VII. RECREATION

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

- (a) Unless otherwise authorized by the town manager, or the manager's designee, all town parks are closed from 30 minutes past sunset until 7:00 a.m. Use of a park outside of these operating hours must be authorized by the Town of Hillsborough through an approved special event permit.
- (b) Unless otherwise authorized by the town manager, or the manager's designee, all town greenway trails are closed from 30 minutes past sunset until sunrise. Use of a greenway outside of these operating hours must be authorized by the Town of Hillsborough through an approved special event permit.
- (c) It shall be unlawful to remain upon the park or greenway grounds during the time the facility is closed.

(Ord. No. 2006.006.12-11.E, § 1(3-48), 6-12-2006; Ord. No. 20090413-8.I, § 1, 4-13-2009; Ord. No. 20150413-9.G, § 1, 4-13-2015; Ord. No. 20240513-6.H, § 1, 5-13-2024)

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

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

- (1) All persons in any park or greenway shall obey all posted regulations, signs and directions.
- (2) No person shall willfully mark, deface, disfigure, injure, tamper with, displace, dig, or remove any structure, equipment, facility, vegetation or any other real or personal property that is located within the park or greenway and belonging to the town unless authorized by the Town of Hillsborough. This includes but is not limited to the removal of any artifacts, plants, flowers, or foliage from town parks or greenways.
- (3) No person shall park, drive or ride motorized vehicles in town parks or greenways, except in designated roadways and parking areas unless authorized by the Town of Hillsborough. Parking areas at town parks are restricted to park users and patrons.

(4) Non-motorized vehicles may use town parks and greenways so long as any user of such a vehicle complies with all traffic regulations and so long as the operator shall stop or otherwise yield the right-of-way to pedestrian traffic. No non-motorized vehicle shall exceed a speed of ten (10) miles per hour while being operated in parks or greenways.

(5)(4) No person shall dump, deposit, leave or place trash, balloons, confetti, ashes, broken glass or other waste within any park or greenway except in designated waste or recycling receptacles provided for the purpose. No person shall dispose of household garbage or rubbish within any town park or greenway. All pet waste shall be picked up and disposed of in pet waste receptacles or removed from the site.

(6)(5) No person shall camp or stay overnight in any town park or greenway.

(7)(6) No person shall carry, possess or use any firearm or other dangerous weapon within any town park. This section shall not apply to law enforcement or other government personnel acting within the scope of their employment.

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(8)(7) No person shall use, consume or possess any alcoholic beverages, beer or wine within any town park or greenway unless authorized by the Town of Hillsborough through a special event permit. No person shall use, consume or possess any narcotic drug or hallucinogen or any other controlled substance within any town park or greenway without a valid physician's prescription for the substance.

(9)(8) No person shall engage, either verbally or physically, in any loud, disruptive or offensive conduct, or engage in any activity or sport in a manner which threatens the safety or welfare of other patrons of the town park or greenway, or which unreasonably impairs the public's opportunity to use and enjoy the park.

(10)(9) No person shall ride or bring livestock or other animals, with the exception of leashed domesticated pets, to a town park or greenway. Unleashed dogs are prohibited outside of designated dog parks. Pets must be supervised at all times.

(11)(10) Dogs are prohibited from being in any playground area in a town park. A playground area is a fenced or unfenced area containing manufactured or naturally derived play equipment or elements used by children. ~~It~~A playground area may also contain adult equipment or elements if developed as an intergenerational play space. Play equipment has prescribed use zones requiring safety surfacing to protect against impact injury. The area may have associated features such as a sand play area, play lawn or water play feature, as well as amenities such as benches, picnic tables, waste receptacles and signage.

(12)(10) No person shall access or use any body of water in or adjacent to a town park or greenway where there is not properly permitted public access to the body of water.

(13)(11) Advertising, commercial or income generating activity is prohibited in town parks and greenways unless authorized by the Town of Hillsborough through a special event permit. This includes but is not limited to fitness classes, personal instruction, and selling of goods or services.

(14)(12) The following activities are prohibited in town parks and greenways:

- a. Balloon releases.
- b. Bounce house or inflatables.
- c. Climbing walls.
- d. Fire, fire pits, fireworks.
- e. Game trailers.
- f. Golf.
- g. Petting zoos, circuses, carnivals.
- h. Waterslides, water balloons, pools, and other water toys.
- i. High voltage electrical items. Outlets in picnic shelters are limited to 200 amps or lower. Electricity is not provided in all shelters.
- j. Paints, spray paints, and permanent markings on fields, buildings, equipment, walkways, and trails.
- k. The use of cleated shoes on playing fields.

(Ord. No. 2006.006.12-11.E, § 2(3-49), 6-12-2006; Ord. No 20150727-8, § 1, 7-27-2015; Ord. No. 20170410-10.G, §§ 1, 2, 4-10-2017; Ord. No. 20240513-6.H, § 1, 5-13-2024)

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Sec. 3-49.a. Skateboard park regulations.

(a) *Definitions.* The following definitions apply to this section:

Hazardous recreational activity. Skateboarding, inline skating, or freestyle bicycling.

Inherent risk. Dangers or conditions that are characteristic or intrinsic to, or an integral part of skateboarding, inline skating, and freestyle bicycling.

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.

(b) *Responsibilities of the user.*

- (1) All users of the skateboard park shall wear a helmet, elbow pads, and knee pads at all times while engaging in hazardous recreational activities.
- (2) 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.
- (3) While engaged in hazardous recreational activities, irrespective of where such activities occur, a participant is responsible for doing all of the following:
 - a. Acting within the limits of his or her ability and the purpose and design of the equipment used.
 - b. Maintaining control of his or her person and equipment used.
 - c. Refrain from acting in any manner that may cause or contribute to death or injury of himself or herself or other persons or property.
 - d. Failure to comply with the requirements of this section shall constitute negligence as provided in G.S. 99E-24c.

(c) *Notice.* The town shall post signage at its skateboard park, affording reasonable notice to all users, as follows:

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

(d) *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.

(e) *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.

(f) *Hours of operation.* It shall be 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,

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except for town employees or contractors conducting town business thereon and for emergency and law enforcement personnel on official business.

(Ord. No. 20240812-5.D, § 1, 8-12-2024)

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

- (a) The town may allow the reservation of certain facilities within town parks for private use for limited periods when such use does not conflict with enjoyment of the park by the general public or other town policies.
- (b) A person seeking to reserve a town park facility must submit a reservation permit application a minimum of 14 days in advance of the reservation date. The reservation request must be approved by town staff in advance of the reservation date for the reservation to be effective. Fees associated with the reservation are non-refundable and are due on the date specified by town staff after the reservation request is reviewed. Cancellations made seven days prior to the reservation date may be issued a credit toward a future reservation of the facility, to be used within one calendar year. Reservation cancellations made within seven days of the reservation date are not eligible for credit.
- (c) The reservation shall be on a form provided by town staff and require sufficient information to identify the person requesting the permit, emergency contact information, the facility to be reserved, the proposed use and duration of use, and proof of liability insurance if deemed necessary by the town.
- (d) The public space manager or their designee is authorized to approve park facility reservation permits.
- (e) The reservation permit-issuing staff may issue a reservation permit when they find that the proposed activity or use of the park:
 - (1) Will not unreasonably interfere or detract from the general public enjoyment of the park;
 - (2) Will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation;
 - (3) Is not reasonably anticipated to incite violence, crime or disorderly conduct;
 - (4) Will not entail unusual, extraordinary or burdensome expense or police operation by the town;
 - (5) Has not been reserved for other use at the day and hour required in the application.
- (f) Not to limit the generality of paragraph (e), the following activities are prohibited and may not be permitted as part of a park reservation but can be considered and approved during the review of a special event permit:
 - (1) Archery;
 - (2) Sound amplifying equipment including but not limited to PA systems and stereos;
 - (3) Temporary chalk markings associated with sports and games on playing fields.
- (g) Events that meet a threshold specified in section 7-18 shall seek a special event permit rather than a park reservation permit. Special event fees and park reservation fees apply to all events, unless hosted by the town. The following regulations apply to all special events and park reservations in town parks excluding town-hosted events:
 - (1) Events at town parks are limited to a total number of 75 persons excluding events conducted by schools and academic institutions held during school operating hours which may be permitted through a special event permit for up to 150 persons up to four times per calendar year.
 - (2) Events at town parks must comply with chapter 5, article I, Noise, of the Code of Ordinances.

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- (3) Event sponsors and hosts are responsible for the collection and disposal of all trash and waste that is not located within a provided trash bin or receptacle. No trash may be left on site or placed outside of the provided waste receptacles.
- (h) Town parks and greenways may not be reserved for exclusive, non-public use unless approved by the Hillsborough Board of Commissioners through a special event permit.
- (i) Town parks and greenways may not be reserved as the starting or ending point for walk, run, or bicycle events but may be used as a portion of the route for permitted events.

(j) Town greenways, including greenway trails within Gold Park, may not be reserved for special events on Saturdays between the hours of 10 a.m. and 3 p.m.

(Ord. No. 20090413-8.J, § 1, 4-13-2009; Ord. No. 20150713-10.H, §§ 1, 2, 7-13-2015; 20150511-10.D, § 1, 5-11-2015; Ord. No. 20170410-10.G, §§ 3, 4, 4-10-2017; Ord. No. 20240513-6.H, § 1, 5-13-2024; Ord. No. 20241014-5.H, § 1, 10-14-2024)

Sec. 3-51. Town parks are tobacco free zones.

All designated parks owned by the Town of Hillsborough are tobacco free zones. No person within a park boundary may possess a lighted tobacco product, including but not limited to cigarette, cigar, or pipe.

(Ord. No. 20090914-10.K, § 1, 9-14-2009)

Editor's note(s)—Ord. No. 20090914-10.K, § 1, adopted Sept. 14, 2009, set out provisions intended for use as § 3-50. For purposes of classification, and at the editor's discretion, these provisions have been included as § 3-51.

Sec. 3-52. Park naming procedure.

- (a) *Policy.* The Hillsborough Parks and Recreation Board shall be the responsible agency for receiving suggestions for park names and recommending all names for parks, recreation areas and facilities within the Town of Hillsborough. Upon approval from the parks and recreation board, the recommendation shall be sent to the Town Board for final approval and official designation.
- (b) *Procedure, rule.*
 - (1) *Presentation to parks and recreation board.* The board will receive written applications only. These requests may come from any citizen, organization, or the planning department. The application request shall include as much data as possible in order to determine why a particular name shall be attached to a certain park or facility.
 - (2) *Statement of reference.* Generally, the parks and recreation board will accept applications from any citizens in honor of a person, historical or ecological relationships indigenous to the park, recreation area or facility.
 - (3) *Statement of criteria.*
 - a. The parks and recreation board will accept applications from any citizens or group of citizens who wish to recommend the naming of facility or area in honor of a person, historical event, natural phenomenon or geographical location.
 - b. The parks and recreation board may recommend the name of an individual for a particular area or facility when that individual has made exceptional contributions to the town. Contributions in

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money, time or in the overall promotion of parks and recreation or in exceptional service to the town in areas other than parks and recreation are equally acceptable.

- c. Generally, the board believes that facilities within a park should not have separate names, but should bear the name of the park itself. Where a facility (within a park that has an existing name) is to be named, the proposed name of the facility will in some manner denote its affiliation with the park. The name of the park will precede the facility name (example, the Wilson Park Smith Shelter).
- d. The name must not duplicate, or be exceptionally similar to, any other name existing within the parks and recreation system so as to cause confusion to the public.
- e. When the proposed name is for an individual who is no longer living, the board will not consider that request unless a period of time of at least one year has elapsed from the time of death of the individual.
- f. When the board feels that the contribution of a particular individual warrants his name to be associated with a facility or park that already has a name, the board may add that name to the existing name. Such an addition to the name of a facility may not be made until at least five years has elapsed from the time of the original naming of the facility. Only one additional name may be added to the name of a park, recreation area or facility. The original name will take priority in order of arrangement (example: Wilson/Smith Park).
- g. A proposal to change the name of a previously named park, area or facility shall require a petition, including reasons, with the signatures of at least 200 residents of the Town of Hillsborough. This does not apply to parks, areas and facilities named for clubs, organizations or individuals pursuant to an agreement with the Town of Hillsborough. The terms of the agreement will apply and the name of the park cannot be changed if so stipulated by the agreement.
- h. Unless otherwise petitioned or requested, newly constructed parks, areas and facilities will use the name determined by the town administration for contract documents during construction. However, as in all cases involving disagreement between staff and citizens, any citizen may appeal to the parks and recreation board in writing and be heard with the board making a formal recommendation for Town Board action. A proposal for naming can be accepted at this time as well.

(c) *Procedure for submitting proposals.*

- (1) *Requirements.* The board will only accept proposals, which have been submitted in writing to planning department staff at least ten days before a regularly scheduled meeting. The parks and recreation board will discuss and hear public discussion at the public meeting. The parks and recreation board will vote on the proposal at the meeting following the meeting at which the proposal was originally heard, unless an objection is received, in writing, ten days before the second meeting.
 - a. In the event that there is an objection to a proposal, those objecting will also have to complete a statement identifying the reasons for their objection, and allow the parks and recreation board to question them, upon appearance before the board. The board may require the objectors to provide a petition.
 - b. When objection occurs to a naming request, the parks and recreation board will delay action on the naming of the park or facility for at least two months, in order to evaluate the objector's information.
- (2) *Public notice.* The planning department will notify local media through a press release and post notices at the park site at least five business days before the meeting to inform citizens that the parks and recreation board is considering the naming of a park or facility or a name change proposal.

Created: 2026-01-12 08:32:09 [EST]

(Supp. No. 54)

(Ord. of 7-11-2005, § 1; Ord. No. 20230109-7.A, § 2, 1-9-2023)

Editor's note(s)—Formerly § 3-29, see editor's note at article V.

Secs. 3-53—3-59. Reserved.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Clerk Sarah Kimrey

ITEM TO BE CONSIDERED

Subject: Ordinance amending town code Section 9-4, Publication of proclamation

Attachments:

Ordinance amendment

Summary:

The attached ordinance amendment removes the requirement to publish state of emergency declarations in newspapers. Instead, it mandates the electronic publication of declarations on the municipal website and submission of a signed declaration to the Department of Public Safety's critical incident management system, in accordance with North Carolina General Statute [166A-19.31\(d\)](#).

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

Adopt ordinance as presented.

Sec. 9-2. Declared by mayor.

- (a) Whenever the mayor finds that a state of emergency exists within all or a portion of the town, he shall issue a proclamation declaring such state of emergency in accordance with sections 9-3 and 9-4.
- (b) This proclamation, and any prohibitions and restrictions made effective by it, shall take effect immediately upon publication unless the proclamation sets a later time.

(Prior Code, § 9-2)

Sec. 9-3. Contents of proclamation.

The proclamation issued by the mayor shall declare to all persons that a state of emergency exists and shall set forth:

- (1) The area within which the state of emergency exists, which may be the entire town or a specifically described portion of it;
- (2) The date and time from which the proclamation shall be effective;
- (3) Any restrictions and prohibitions that shall be effective during the state of emergency and the penalties for violations; and
- (4) The date and time when the state of emergency shall terminate, unless extended or earlier terminated in accordance with section 9-6.

(Prior Code, § 9-3)

Sec. 9-4. Publication of proclamation.

- (a) For the purpose of making effective the prohibitions and restrictions imposed by the proclamation, publication shall include posting of a signed copy of the declaration conspicuously on the municipal website and submittal of a signed copy of the declaration to the Department of Public Safety WebEOC critical management system. Publication may also consist of reports of the substance of the proclamation's contents, including such prohibitions and restrictions, in the mass communications media serving the affected area or other effective methods of disseminating the necessary information quickly.
- ~~(b) Notwithstanding subsection (a) of this section, the full text of the proclamation shall be published as soon as practicable in one or more newspapers serving the affected area and may be posted in various places or otherwise disseminated to give the clearest notice practicable of its contents.~~

(Prior Code, § 9-4)



ORDINANCE

Amending Section 9-4: Publication of Proclamation

The Hillsborough Board of Commissioners ordains:

Section 1. The Code of Ordinances shall be amended as follows:

Section 9-4. Publication of proclamation.

Item a updated as follows:

For the purpose of making effective the prohibitions and restrictions imposed by the proclamation, publication shall include posting of a signed copy of the declaration conspicuously on the municipal website and submittal of a signed copy of the declaration to the Department of Public Safety's critical management system. Publication may also consist of reports of the substance of the proclamation's contents, including prohibitions and restrictions, in the mass communications media serving the affected area or other effective methods of disseminating the necessary information quickly.

Item b repealed.

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 9th day of February in the year 2026.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Engineering Services Manager Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: Ordinance amending town code Section 14-1, Definitions

Attachments:

Ordinance amending town code Section 14-1

Summary:

The proposed ordinance revision clarifies what is considered a bedroom for capacity tracking and system development fees.

Financial impacts:

No significant financial impacts are anticipated with the proposed change. The proposed change will limit the reclassification of proposed bedrooms as other spaces to reduce System Development Fee revenue.

Staff recommendation and comments:

The town currently assesses residential System Development Fees based on the number of new bedrooms proposed on a building permit for a new home or addition. Current ordinances and North Carolina Building Code provide only a limited definition of what constitutes a bedroom on a building permit.

The proposed definition will clarify what the town considers a bedroom and will ensure that appropriate System Development Fee revenue is received when new homes or additions are built. These fees are used to perform the infrastructure upgrades necessary to serve additional growth. The enhanced definition of a bedroom will also prevent applicants from labeling bedrooms as other spaces to prevent payment of System Development Fees.

Action requested:

Adopt the revisions to the town code as presented.



ORDINANCE

Amending Section I4-I: Definitions

The Hillsborough Board of Commissioners ordains:

Section 1. Section 14-1 Definitions is amended as follows:

(4a) *Building sewer* means sewer conveying wastewater from the premises of a user to a POTW.

(5) ***Bedroom means any room that has at least 100 square feet, and at least 50% of the room has a ceiling height of greater than 7', has a closet, is not used for food preparation, and has at least two means of ingress and egress including windows. This definition shall apply even if the room is not labeled as a bedroom on building permit applications and will apply when all fees are assessed.***

(6) *Categorical standards* means National Categorical Pretreatment Standards.

Added text is in bold and italics. This section shall be renumbered as described.

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 9th day of February in the year 2026.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Engineering Services Manager, Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: Ordinance amending town code Section 14-60, Extensions Outside of Town

Attachments:

Ordinance amending town code Section 14-60

Summary:

The town developed and adopted a Comprehensive Sustainability Plan in 2023 to guide future development and clarify where connections to its utility system outside town limits are permitted. The proposed ordinance revision codifies these requirements in the town's ordinances.

Financial impacts:

No financial impacts are anticipated with the proposed change.

Staff recommendation and comments:

The Comprehensive Sustainability Plan established a Recommended Urban Service Boundary which restricts the extension of utilities further into Orange County. The Recommended Urban Service Boundary is not currently referenced in the town's ordinances, and formal adoption of the Recommended Urban Service Boundary into the town's ordinances is needed to ensure compliance.

Town staff recommend the proposed changes to the ordinance to ensure developers are aware of the guidance provided in the Comprehensive Sustainability Plan and provide more clarity on how the requirements of the plan are implemented. The proposed ordinance amendment is consistent with the resolution adopted by the town board at the end of 2025.

Revisions to joint planning documents with Orange County and the Orange Water and Sewer Authority will be proposed as future agenda items. These revisions will align the Recommended Urban Service Boundary with requirements established in these existing joint planning documents. In general, these joint planning documents indicate the town would serve a broader service area than is established in the Recommended Urban Service Boundary, the Recommended Urban Service Boundary will be the maximum extent of town utility service until these joint planning documents are updated.

Action requested:

Adopt the revisions to the code as presented.



ORDINANCE

Amending Section 14-60: Extensions Outside of Town

The Hillsborough Board of Commissioners ordains:

Section 1. Section 14-60 Extensions outside of Town is amended as follows:

- (a) The town has no responsibility to provide water or sewer service to property located outside the corporate limits. However, upon request, the town may allow extensions, as defined in section 14-57(b), of its water or sewer lines to serve properties outside the town when it determines that it is in the town's best interest to do so. ***All water and sewer service extension to areas outside the Recommended Urban Service Boundary as shown in the Comprehensive Sustainability Plan adopted June 12, 2023 shall be performed in accordance with part f of this section.***
- (b) Town approval of extensions to property located outside of the town's extraterritorial planning jurisdiction shall be in conformity with all applicable county policies and regulations.
- (c) Any owner of property outside the corporate limits who seeks an extension of the town's water or sewer system to serve his property may make an application for such extension to the town. The owner shall provide all information the town deems necessary to determine whether the requested extension is feasible and in the town's best interest.
- (d) Subject to section 14-61, the responsibility for and the entire cost of extending a water or sewer line to serve property outside the town shall be borne by the property owner requesting the extension. The cost of extending the town's water or sewer system shall include the cost of installing oversized lines which may be required by the town to meet system-wide needs. In addition, the entire cost of extending lines within new subdivisions or developments outside of town shall be borne by the subdivider or developer.
- (e) It shall be unlawful to begin construction of buildings or project infrastructure ~~until a construction permit issued by the town engineer formal, written approval is provided by the town.~~ This ~~permit written approval~~ will be contingent upon approval of the final development plans for the project by ~~town engineer town staff~~, execution of a water and sewer agreement, if applicable, and the ~~ascertaining issuance~~ of all necessary permits for construction by other agencies.
- (f) ***The town shall not extend water lines and/or sewer lines across the Recommended Urban Service Boundary, and shall not assume ownership or maintenance of new water and/or sewer lines outside of the Recommended Urban Service Boundary. All resale of water outside of the Recommended Urban Service Boundary not associated with existing interconnections to adjacent publicly owned and operated utilities is prohibited. Resale of water outside the Recommended Urban Service Boundary to community-owned water systems, privately-held utilities, homeowners associations and condominium associations, and other non-governmentally owned utilities or authorities is prohibited. The town will allow single family homes, duplexes, triplexes, and accessory dwelling units to establish a connection to an existing water line outside of the Recommended Urban Service Boundary provided no waterline extension is required to serve the proposed residence. The town reserves the right to reject any proposed water connection to existing infrastructure outside of the Recommended Urban***

Service Boundary if adequate water pressure and/or water quality are not available or if the proposed connection does not meet other applicable town requirements.

Added text is in bold and italics

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 9th day of February in the year 2026.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

Sec. 14-60. Extensions outside of town.

- (a) The town has no responsibility to provide water or sewer service to property located outside the corporate limits. However, upon request, the town may allow extensions, as defined in section 14-57(b), of its water or sewer lines to serve properties outside the town when it determines that it is in the town's best interest to do so. All water and sewer service extension to areas outside the Recommended Urban Service Boundary as shown in the Comprehensive Sustainability Plan adopted June 12, 2023 shall be performed in accordance with part f of this section.
- (b) Town approval of extensions to property located outside of the town's extraterritorial planning jurisdiction shall be in conformity with all applicable county policies and regulations.
- (c) Any owner of property outside the corporate limits who seeks an extension of the town's water or sewer system to serve his property may make an application for such extension to the town. The owner shall provide all information the town deems necessary to determine whether the requested extension is feasible and in the town's best interest.
- (d) Subject to section 14-61, the responsibility for and the entire cost of extending a water or sewer line to serve property outside the town shall be borne by the property owner requesting the extension. The cost of extending the town's water or sewer system shall include the cost of installing oversized lines which may be required by the town to meet system-wide needs. In addition, the entire cost of extending lines within new subdivisions or developments outside of town shall be borne by the subdivider or developer.
- (e) It shall be unlawful to begin construction of buildings or project infrastructure until a ~~construction permit has been issued by the town engineer~~ formal, written approval is provided by the town. This written approval permit will be contingent upon approval of the final development plans for the project by ~~the town engineer~~ town staff, execution of a water and sewer agreement, if applicable, and the ~~ascertaining-issuance~~ of all necessary permits for construction by other agencies.
- (f) The town shall not extend water lines and/or sewer lines across the Recommended Urban Service Boundary (RUSB), and shall not assume ownership or maintenance of new water and/or sewer lines outside of the RUSB. All resale of water outside of the RUSB not associated with existing interconnections to adjacent publicly owned and operated utilities is prohibited. Resale of water outside the RUSB to community-owned water systems, privately-held utilities, homeowners associations and condominium associations, and other non-governmentally owned utilities or authorities is prohibited. The town will allow single family homes, duplexes, triplexes, and accessory dwelling units to establish a connection to an existing water line outside of the RUSB provided no waterline extension is required to serve the proposed residence. The town reserves the right to reject any proposed water connection to existing infrastructure outside of the RUSB if adequate water pressure and/or water quality are not available or if the proposed connection does not meet other applicable town requirements.

(Prior Code, § 14-60)



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning Technician Dakotah Kimbrough

ITEM TO BE CONSIDERED

Subject: Special Event Permit – 2026 Orange County Senior Games Archery Competition

Attachments:

Special Event Permit Application

Summary:

The Orange County Senior Games is hosting their annual archery competition at Cates Creek Park on Tuesday, April 21, 2026, from 2 to 4 p.m. Event setup will begin at noon, and breakdown will be completed by 5 p.m. An estimated 20-25 people attended last year's event, and organizers expect a similar attendance this year.

Orange County Senior games will bring their own equipment, including archery targets, tables, and chairs, and mark the grass with chalk paint. Participants will shoot at the targets from 3 distances.

No alcohol or food is being provided, no vendors will be present, and no donations are being solicited. No town-sponsored services are being requested. Organizers are only requesting that the performance of archery, normally a prohibited activity within town limits, be allowed at this place and time on town property.

Financial impacts:

None.

Staff recommendation and comments:

Staff recommend approval.

Action requested:

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



APPLICATION Special Event Permit

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

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

Name of event: Orange County Senior Games Archery

Event location address: Cates Creek Park

Date(s) of event: April 21, 2026

Event setup time: 12pm - 2pm Event hours: 2pm - 4pm Event breakdown: 4pm -5pm

Date(s) of event: _____

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

EVENT ORGANIZER AND CONTACT INFORMATION

Name of organization/company: Orange County Senior Games

Organization/company mailing address: PO Box 8181, Hillsborough, NC 27278

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

Event organizer name: Ardra Webster

Event organizer phone: [REDACTED] Event organizer email: [REDACTED]

On-site contact(s) during the event:

Name: Ardra Webster Cell phone: [REDACTED]

Name: _____ Cell phone: _____

GENERAL EVENT INFORMATION

Type of event:

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

General event description:

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

This is the annual archery competition for Orange County Senior Games. We bring in our own targets and shoot from 3 distances and would mark the grass with chalk paint.

Estimated number of people who will attend the event: 20-25

Estimated peak time(s) of attendance: 12:30pm - 4pm

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

For annual events, the estimated attendance of the last event of this kind: 20-25

GENERAL EVENT QUESTIONNAIRE

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

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

If yes regarding alcohol:

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

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

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

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

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

List name(s) of the vendors:

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

If yes, for what cause or organization? _____

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

Please explain: Archery targets, tables and chairs

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

Please explain: _____

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

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

Will tents be erected for the event? ☐ Yes ☒ No

If yes, how many and what size? _____

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

Will you provide (portable) restroom facilities? ☐ Yes ☒ No

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

Will you provide (portable) handwashing facilities? ☐ Yes ☒ No

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

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

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

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

☐ Road closures

☐ Police coverage

☐ Traffic control

☐ Trash and recycling rollouts

Number of rollouts _____

EVENT MAP AND LAYOUT REQUIREMENTS

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

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

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

EVENT LIABILITY INSURANCE

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

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

Name of insurance company providing liability coverage for the event:

Alliant Insurance Services, Inc.

Contact information for broker/agent providing coverage:

619-238-1828

EVENT PROPERTY USE PERMISSION

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

Name of property owner

Phone

Signature of property owner

Date

TOWN LIABILITY AGREEMENT

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

Ardra Webster

Applicant signature

1-16-26

Date

SUBMITTAL DIRECTIONS:

The following methods may be used:

- Submit electronically to Planning Technician Dakotah Kimbrough at dakotah.kimbrough@hillsboroughnc.gov
- Submit paper copy to:
Hillsborough Planning Department
ATTN: Planning Technician Dakotah Kimbrough
PO Box 429
101 E. Orange St.
Hillsborough, NC 27278

FOR OFFICE USE ONLYApplication received by: Dakotah KimbroughDate: 1/6/2026 Fee paid: NoDate information emailed out: 1/8/2026**Permit Status**Approved: ☐ Yes ☐ No

Explanation: _____

Date permit issued: _____

Approved with any conditions: _____

By: _____

Name of town staff member

Date

Forwarded to:

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



ORANCOU-50

ABOYARLA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/8/2025

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

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

PRODUCER Alliant Insurance Services, Inc. 227 W. Trade Street, Suite 1930 Charlotte, NC 28202	CONTACT NAME:	
	PHONE (A/C, No, Ext): (619) 238-1828	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Charter Oak Fire Insurance Company	25615
INSURED Orange County, NC 300 West Tryon Street Hillsborough, NC 27278	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			ZLP91N5373025PA	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Town of Hillsborough is included as additional insured.

CERTIFICATE HOLDER

CANCELLATION

Town of Hillsborough
101 E. Orange St.
Hillsborough, NC 27278

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Engineering Services Manager, Bryant Green, PE

ITEM TO BE CONSIDERED

Subject: Conditional Award of the Construction Contract for Adron F. Thompson Addition and Renovation Project to Central Builders of Mebane, Inc

Attachments:

1. Bid Tabulation
2. Recommendation of Award Letter from Architect

Summary:

Town staff received nine bids from general contractors bidding on the Adron F. Thompson Addition and Renovation Project. Upon review of the bids received, town staff recommends an award of the base bid plus all alternates of \$6,101,750 to Central Builders of Mebane, Inc. This award is conditional on the approval of the debt issuance by the Local Government Commission.

Financial impacts:

The proposed award would authorize the expenditure of up to \$6,101,750 for the renovation and expansion of the Adron F Thompson facility. This contract, plus all needed information technology infrastructure and interior furnishings, would be paid for by a \$7.5 million debt issuance to be approved by the Local Government Commission.

Staff recommendation and comments:

Renovation and expansion of the Adron F. Thompson Facility will include the renovation of the existing building as well as the addition of needed office and meeting space adjacent to the existing facility. This renovation and addition will provide adequate space for current utilities administration and maintenance staff and will provide enough additional space to accommodate an increase in staff in the future. The proposed facility includes flood mitigation measures on the ground floor to minimize impacts from potential flood events.

The bids received were competitive, with the highest and lowest bids being within approximately 25% of each other. The architect's estimate of the proposed project required sealed, formal bids. The lowest bidder, Central Builders of Mebane, Inc, is experienced with construction of this type and will be able to perform the work as required.

The bid included an additional alternate bid for a pre-engineered vehicle storage facility. This facility will allow expensive equipment such as the vacuum truck and jet trucks to be stored in a heated space that is not exposed to the elements. Storing these vehicles appropriately will protect the town's investment in this valuable equipment while ensuring a higher level of readiness for use in case of emergencies. Town staff recommend

award of this additional alternate as well as two smaller additional alternates that provide easier access to equipment stored at the site.

Action requested:

Conditionally award construction of the Adron F. Thompson Addition and Renovation Project to Central Builders of Mebane, Inc.

Bid Date:
Bid Location:

Thursday, January 29, 2026 at 3:00 p.m.
Hillsborough Town Hall Annex - 105 E. Corbin Street, Hillsborough, NC 27278 - COMMITTEE ROOM

Project Name & Location:
RND Project #:
Owner Representative:

Town of Hillsborough Utilities Department Adron F. Thompson Addition and Renovation
715 Dimmocks Mill Rd. Hillsborough, NC 27278
2231.01
Bryant Green, PE - Engineering Services Manager

RND Representatives: David B. Daniel, AIA & Jennifer MacDonald



BID TABULATION FORM

BIDDER & LICENSE #	Bid Bond	ADDENDA					HUB Forms		BASE BID	Pre-Engineered Vehicle Storage Building	Motorized Overhead Doors in Vehicle Storage Building	Motorized Swing & Sliding Gate Operators for both driveways gates	TOTAL BID with accepted alternates
		1	2	3	4	5	Participat ion	Affidav. A/B		ALT. No. 1	ALT. No. 2	ALT. No. 3	
1 Contractor: Salisbury and Moore Construction, LLC License # 100735	✓	✓	✓	✓	✓	✓	✓	✓	\$ 5,651,000.00	\$ 871,300.00	\$ 25,600.00	\$ 40,200.00	\$6,588,100.00
2 Contractor: HM Kern License # 8542	✓	✓	✓	✓	✓	✓	✓	✓	\$ 5,302,000.00	\$ 906,000.00	\$ 42,400.00	\$ 38,000.00	\$6,288,400.00
3 Contractor: Central Builders Inc. of Mebane License # 4176	✓	✓	✓	✓	✓	✓	✓	✓	\$ 5,047,000.00	\$ 980,000.00	\$ 17,250.00	\$ 57,500.00	\$6,101,750.00
4 Contractor: CT Wilson Construction Company License # 2443	✓	✓	✓	✓	✓	✓	✓	✓	\$ 5,820,325.00	\$ 1,132,734.00	\$ 18,914.00	\$ 30,437.00	\$7,002,410.00
5 Contractor: Harrod and Assoc. Constructors, Inc. License # 32791	✓	✓	✓	✓	✓	✓	✓	✓	\$ 5,555,000.00	\$ 930,000.00	\$ 16,000.00	\$ 44,000.00	\$6,545,000.00
6 Contractor: Lomax Construction Inc. License # 37571	✓	✓	✓	✓	✓	✓	✓	✓	\$ 6,475,900.00	\$ 972,900.00	\$ 18,400.00	\$ 49,900.00	\$7,517,100.00
7 Contractor: CMC Building, Inc. License # 52920	✓	✓	✓	✓	✓	✓	✓	✓	\$ 5,591,927.00	\$ 864,951.00	\$ 14,032.00	\$ 34,046.00	\$6,504,956.00
8 Contractor: Riggs Harrod Builders, Inc. License # 18667	✓	✓	✓	✓	✓	✓	✓	✓	\$ 5,181,800.00	\$ 1,010,200.00	\$ 16,000.00	\$ 22,400.00	\$6,230,400.00
9 Contractor: WC Construction Company, LLC License # 63557	✓	✓	✓	✓	✓	✓	✓	✓	\$ 5,423,000.00	\$ 984,855.00	\$ 0.00	\$ 32,100.00	\$6,439,955.00

Signature
David B. Daniel, AIA
RND Architects, PA

02/02/2026
Date Certified

February 2, 2026

Mr. Bryant Green
Town of Hillsborough, Engineering Services Manager
Utilities Department
105 E. Corbin St.
Hillsborough, NC 27278

RE: Town of Hillsborough, NC
Adron F. Thompson Addition and Renovation
715 Dimmocks Mill Road, Hillsborough, NC 27278
RND # 2231.01

Dear Mr. Green;

The apparent low bidder (single-prime contract) for the above referenced project was as follows:

Central Builders of Mebane Inc., with their office in Mebane, North Carolina

The following items are enclosed:

1. Certified Bid Tabulation Sheet
2. A copy of Form of Proposal by the apparent low bidder
3. Affidavit of MBE participation as included with Form of Proposal, and Original Affidavit D Good Faith Efforts with back-up submitted.

We have spoken with representatives of the apparent low bidder and are assured that their bid is sound. Based on the amount of funding available for construction, we recommend that this contract be awarded as a single-prime contract to **Central Builders of Mebane Inc.**, as follows:

Base Bid -----	\$ 5,047,000.00
Alternate No. 1 Vehicle Storage Pre-Engineered Metal Building ACCEPTED -----	\$ 980,000.00
Alternate No. 2 Motorized Overhead Doors in Veh. Stor. Bldg. ACCEPTED -----	\$ 17,250.00
Alternate No. 3 Motorized Swing and Sliding Gates at Site Entrances ACCEPTED -----	\$57,500.00.00

Total Construction Contract ----- **\$6,101,750.00**

We at RND Architects are excited to get this important renovation and repair project for the Town of Hillsborough under construction and anticipate that this project will be a great success.

Our office would be pleased to provide additional information that may be required. Please call me if you have any questions.

Sincerely,

David B. Daniel

David B. Daniel, AIA
Principal | RND Architects, PA



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Budget Director Emily Bradford

ITEM TO BE CONSIDERED

Subject: Capital Project Ordinance Amendment – Adron F. Thompson Facility Renovation

Attachments:

1. Capital Project Ordinance – Adron F. Thompson Facility Renovation
2. Budget Adjustment Report

Summary:

The amended budget reflects final construction costs, including asbestos abatement, as well as updated IT, furniture, fixtures and equipment estimates. Rental facility costs for staff and materials and equipment have been included, as well as the cost of debt issuance. These costs will be rolled into the debt issuance.

Financial impacts:

These updates will increase the originally estimated project budget by \$1,200,000.

Staff recommendation and comments:

Adopt the project ordinance amendment and associated budget amendments.

Action requested:

Adopt the project ordinance amendment and associated budget amendments.



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.

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Adron F. Thompson Facility Renovation	\$7,2795,600	\$1,204,400	\$8,500,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Adron F. Thompson Facility Renovation	\$7,295,600	\$1,204,400	\$8,500,000

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 9th day of February in the year 2026.

Ayes:

Noes:

Absent or excused:

Sarah E. Kimrey, Town Clerk

Budget Adjustment Report
Adjustment Detail

For Date Range: 02/10/2026 - 02/10/2026

Account Number	Account Name			Original Budget	Budget Adjustments	Current Budget
Adjustment Number	Adjustment Description	Packet Number	Post Date		Amount	
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026						
Fund: 69 - UTILITIES CAPITAL IMPROVEMENTS						
Revenue						
69-18-3980-3980306	INSTALL FIN / ADRON THOMPSON RENO			-6,500,000.00	-2,000,000.00	-8,500,000.00
BA0000298	Adron Thompson Reno - Adj per Actual	GLPKT02627	02/10/2026		-2,000,000.00	
Revenue Total:				-6,500,000.00	-2,000,000.00	-8,500,000.00
Expense						
69-00-8100-5300570	MISCELLANEOUS			0.00	185,000.00	185,000.00
BA0000298	Adron Thompson Reno - Adj per Actual	GLPKT02627	02/10/2026		185,000.00	
69-00-8100-5700720	CONSTRUCTION			0.00	1,098,000.00	1,098,000.00
BA0000298	Adron Thompson Reno - Adj per Actual	GLPKT02627	02/10/2026		1,098,000.00	
69-00-8100-5700745	DESIGN			0.00	-78,600.00	-78,600.00
BA0000298	Adron Thompson Reno - Adj per Actual	GLPKT02627	02/10/2026		-78,600.00	
69-18-8200-5970920	TRANSFER TO FUND 30 - WATER & SEWER FUND			0.00	795,600.00	795,600.00
BA0000298	Adron Thompson Reno - Adj per Actual	GLPKT02627	02/10/2026		795,600.00	
Expense Total:				0.00	2,000,000.00	2,000,000.00
Fund 69 Total:				-6,500,000.00	0.00	-6,500,000.00
Budget Code 2025-2026 Total:				-6,500,000.00	0.00	-6,500,000.00

Description

Fund Summary

Description	Fund	Original Budget	Budget Adjustments	Current Budget
Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026				
	69	-6,500,000.00	0.00	-6,500,000.00
Budget Code 2025-2026 Total:		-6,500,000.00	0.00	-6,500,000.00



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Feb. 9, 2026
Department:	Finance
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Finance Director Dave McCole

ITEM TO BE CONSIDERED

Subject: Adron F. Thompson Project Preliminary Resolution

Attachments:

Resolution

Summary:

The town plans to finance the project to renovate and expand the Adron F. Thompson building. This project is planned to include a new welding shop, stockroom for inventory, additional office space, storage and restrooms. The resolution directs the town manager and the finance officer to take all appropriate steps toward the completion of the financing, including completing an application to the Local Government Commission for its approval of the proposed financing. The town board ratifies all prior actions of town representatives in this regard.

Financial impacts:

Financing the project instead of using fund balance will preserve the reserves of the town's water and sewer fund.

Staff recommendation and comments:

Approve the preliminary resolution.

Action requested:

Approve the preliminary resolution.

Resolution Supporting an Application to the Local Government Commission for its Approval of Town Revenue Bonds -- 2026 Thompson Building Project

Introduction --

The Board of Commissioners of the Town of Hillsborough has previously determined to carry out a project to renovate and expand the Adron F. Thompson building. This project is planned to include a new welding shop, stockroom for inventory, additional office space, storage and restrooms.

The town has also made a preliminary determination to issue utility revenue bonds to pay some or all of these project costs. Revenue bonds are not secured by a pledge of the town's taxing power or by a lien on any town real estate. Instead, the bonds are payable only from the net operating revenues of the town's water and sewer system.

State law requires that the town's issuance of the bonds be approved by the North Carolina Local Government Commission, a division of the North Carolina State Treasurer's office. Under the Local Government Commission's guidelines, this governing body must make certain findings of fact to support the town's application for the commission's approval of the bonds.

1. The Town of Hillsborough Board of Commissioners RESOLVES, as follows:

(a) The town makes a preliminary determination to finance approximately \$8,500,000 to pay project costs.

(b) The town has solicited proposals from banks and other financial institutions provide the financing. Town staff recommends, and the board approves, a proposal from Webster Bank to provide 20-year financing for the project. The final

details of the financing, and the financing documents, are subject to this board's approval at a later meeting.

(c) The board will determine the final amount to be financed by a later resolution. The final amount financed may be higher or lower than \$8,500,000. Some of the financing proceeds may represent reimbursement to the town for prior expenditures on project costs, and some proceeds may be used to pay financing expenses or to provide any appropriate reserves.

2. The board makes the following findings of fact in support of the town's application to the Local Government Commission:

(a) The project is feasible. The town believes that the customer utility bills that will be necessary to provide for bond payments will be reasonable under the circumstances.

(b) The estimated sums to fall due are adequate and not excessive for the proposed purpose. The town will be able to market the bonds at reasonable rates of interest. The town will closely review proposed bond rates against market rates with guidance from the Local Government Commission and the town's financial adviser. All amounts financed will reflect either approved contracts, professional estimates or previous actual expenditures.

(c) As confirmed by the town's finance officer, (i) the town's debt management procedures and policies are sound and in compliance with law, and (ii) the town is not in default under any of its debt service obligations.

(d) The town attorney is of the opinion that the proposed project is authorized by law and is a purpose for which public funds of the town may be expended pursuant to the Constitution and laws of North Carolina.

3. Additionally, the board resolves as follows:

(a) The town intends that the adoption of this resolution will be a declaration of the town's official intent to reimburse project expenditures from financing proceeds. The town intends that funds that have been advanced for project costs, or which may be so advanced, from the town's general fund, or any other town fund, may be reimbursed from the financing proceeds.

(b) The board directs the town manager and the finance officer to take all appropriate steps toward the completion of the financing, including completing an application to the Local Government Commission for its approval of the proposed financing. The board ratifies all prior actions of town representatives in this regard.

(c) This resolution takes effect immediately.

I certify as follows: that the foregoing resolution was properly adopted at a meeting of the Board of Commissioners of the Town of Hillsborough, North Carolina; that this meeting was properly called and held on February 9, 2026; that a quorum was present and acting throughout this meeting; and that this resolution has not been modified or amended, and remains in full effect as of today.

Dated this ____ day of _____, 2026.

[SEAL]

Sarah Kimrey
Town Clerk
Town of Hillsborough, North Carolina



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Administration
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2027-29 Budget and Financial Plan – Framing and Overview

Attachments:

N/A

Summary:

Presentation from the town manager to include general information and observations about key projects, needs, opportunities, issues, and the town's overall finances.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

N/A



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Feb. 9, 2026
Department:	Administration
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2027-33 Capital Improvement Plan

Attachments:

FY27-33 Capital Improvement Plan Requests

Summary:

This is a preview of the various capital needs that have been identified and submitted by departments. At this time, staff have reviewed the requests but have not yet had an opportunity to develop a plan for which requests the town may be able to fund and when.

Since we are early in the budget process, this is a good time to hear from the board, including whether there are any other capital requests that are not reflected on the list that need to be, and receive any feedback related to the requests that are included. The board can also use this time to ask any questions about any of the projects or request additional information that may be helpful in making budget decisions moving forward.

Financial impacts:

We are still early in the budget development process. Staff is working on a funding strategy and will provide additional information as the budget starts to take shape.

Staff recommendation and comments:

Review requested capital projects.

Action requested:

- Do you have any questions or feedback related to the requested projects and identified needs?
- Are there any capital projects that are not reflected in the list that should be?

Town of Hillsborough Capital Improvement Plan FY27-33

Budget Retreat #1
January 26, 2026

CIP Summary

General CIP Summary.....	2
Water and Sewer CIP Summary	3
Stormwater CIP Summer.....	4
Town of Hillsborough CIP Summary	5

General CIP

Cates Creek Park Basketball Court	6
Parks Play Equipment Replacement	8
Rainey Avenue Sidewalk	10
Ridgewalk Greenway – North Segment	12
Ridgewalk Greenway – South Segment.....	14
Engine Truck.....	16
Ladder Truck	18
N. Churton Street Fire Station.....	20
S. Churton Street Improvements Cost Share	22
Garbage Truck Replacements.....	24
Knuckleboom Truck Replacements	26
Leaf Truck Replacements	28
Passenger Rail Multi-Modal Station.....	30

Water and Sewer CIP

Relocate Process Controls to SCADA.....	32
Sodium Hypochlorite Conversion	34
WFER Repairs.....	36
Galvanized Waterline Replacement	38
Hasell Water Tank Replacement	40
Hydrant and Valve Project	42
US-70 Business Water Improvements	44
Vacuum Excavator	46
Water Distribution Master Plan Improvements.....	48
Bellevue Mill Interceptor Upgrade.....	50
Cates Creek Outfall Upgrade	52
Elizabeth Brady Pump Station Force Main Upgrade	54
Eno River Interceptor Upgrade – East	56
Eno River Interceptor Upgrade – West	58
Exchange Club Interceptors	60
Sewer Jetter Flush Truck.....	62
Undersized Sewer Main Replacements	64
Tertiary Filter Flocculators	66

Stormwater CIP

Elizabeth Brady Road Culvert Rehabilitation.....	68
JetVac Truck	70

General CIP Summary

Expenditure	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Cates Creek Park Basketball Court	-	-	-	-	-	30,000	-	300,000
Parks Play Equipment Replacement	-	-	75,000	-	40,000	-	125,000	-
Rainey Avenue Sidewalk	-	30,000	-	125,000	-	-	-	-
Ridgewalk Greenway - North Segment	791,003	333,000	333,000	5,501,000	-	-	-	-
Ridgewalk Greenway - South Segment	-	-	-	800,000	-	6,000,000	-	-
Engine Truck	-	-	-	-	802,006	-	-	-
Ladder Truck	-	-	-	-	-	-	2,002,006	-
N. Churton Street Fire Station	1,050,000	300,000	8,650,000	15,000	15,000	15,000	15,000	15,000
S. Churton Street Improvements Cost Share	-	-	-	100,000	-	-	-	-
Garbage Truck Replacements	-	422,006	-	-	-	-	-	469,092
Knuckleboom Truck Replacement	-	-	-	-	-	-	-	-
Leaf Truck Replacement	-	-	-	-	-	-	436,734	-
Passenger Rail Multi-Modal Station	10,439,000	-	-	35,000	35,000	35,000	35,000	35,000
Total	12,280,003	1,085,006	9,058,000	6,576,000	892,006	6,080,000	2,613,740	819,092

Revenue	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer from General Fund	1,914,713	663,000	708,000	1,358,000	40,000	30,000	125,000	300,000
Operating Revenue	-	2,006	-	50,000	52,006	50,000	54,012	52,006
Debt Issuance	2,110,000	-	8,350,000	5,168,000	800,000	6,000,000	2,000,000	-
Transfer from Committed Funds	-	420,000	-	-	-	-	434,728	467,086
State TIP	6,914,000	-	-	-	-	-	-	-
Transit Tax	452,000	-	-	-	-	-	-	-
NCDOT Rail (TIP)	870,000	-	-	-	-	-	-	-
Transfer from Fund 43	19,290	-	-	-	-	-	-	-
Total	12,280,003	1,085,006	9,058,000	6,576,000	892,006	6,080,000	2,613,740	819,092

Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer to General CIP	1,914,713	663,000	708,000	1,358,000	40,000	30,000	125,000	300,000
Non-Debt Operations	-	2,006	-	50,000	52,006	50,000	54,012	52,006
Solid Waste Annual Contribution in GF	275,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000
Debt Service - Currently Approved by Ordinance	-	169,312	169,312	169,312	169,312	169,312	169,312	169,312
Debt Service - Proposed								
Ridgewalk Greenway - North Segment	-	-	-	-	669,280	669,280	669,280	669,280
Ridgewalk Greenway - South Segment	-	-	-	-	-	-	777,027	777,027
Engine Truck	-	-	-	-	-	184,780	184,780	184,780
Ladder Truck	-	-	-	-	-	-	-	461,950
N. Churton Street Fire Station	-	-	-	670,026	670,026	670,026	670,026	670,026
Total	2,189,713	1,109,318	1,152,312	2,522,337	1,875,623	2,048,397	2,924,436	3,559,380

Operating Impact - Debt Only	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Debt Service - Currently Approved by Ordinance	-	169,312	169,312	169,312	169,312	169,312	169,312	169,312
Ridgewalk Greenway - North Segment	-	-	-	-	669,280	669,280	669,280	669,280
Ridgewalk Greenway - South Segment	-	-	-	-	-	-	777,027	777,027
Engine Truck	-	-	-	-	-	184,780	184,780	184,780
Ladder Truck	-	-	-	-	-	-	-	461,950
N. Churton Street Fire Station	-	-	-	670,026	670,026	670,026	670,026	670,026
Total	-	169,312	169,312	839,337	1,508,617	1,693,397	2,470,424	2,932,374

Debt Assumptions

	Rate	Term
Buildings	5%	20
Infrastructure	5%	10
Vehicles	5%	5

Water and Sewer CIP Summary

Expenditure	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Relocated Process Controls to SCADA	-	300,000	-	-	-	-	-	-
Sodium Hypochlorite Conversion	375,000	1,590,600	-	-	-	-	-	-
WFER Repairs	-	3,000,000	-	-	-	-	-	-
Galvanized Water Main and Lead Galvanized Service Replacement	160,000	300,000	-	-	200,000	200,000	-	-
Hasell Water Tank Replacement	210,000	190,000	285,000	5,160,000	-	-	-	-
Hydrant and Valve Project	487,647	-	270,000	275,000	-	-	-	-
US-70 Business Water Improvement	305,000	-	50,000	5,320,000	-	-	-	-
Vacuum Excavator	-	-	155,000	-	-	-	-	-
Water Distribution Master Plan Improvements	-	-	400,000	400,000	500,000	500,000	500,000	-
Bellevue Mill Interceptor Upgrade	-	50,000	-	-	140,000	40,000	1,320,000	-
Cates Creek Outfall Upgrade	75,000	2,825,000	225,000	5,175,000	100,000	4,520,000	-	-
Elizabeth Brady Pump Station Force Main Upgrade	750,000	1,050,000	-	3,500,000	-	-	-	-
Eno River Interceptor Upgrade - East	750,000	2,080,000	-	3,120,000	-	-	-	-
Eno River Interceptor Upgrade - West	-	-	-	350,000	1,790,000	-	-	-
Exchange Club Interceptors	380,000	-	-	-	2,500,000	-	-	-
Sewer Jetter Flush Truck	-	222,006	-	-	-	-	-	-
Undersized Sewer Main Replacements	-	500,000	-	-	500,000	-	-	-
Tertiary Filter Flocculators	-	-	-	10,000	180,000	-	-	-
Total	3,492,647	12,107,606	1,385,000	23,310,000	5,910,000	5,260,000	1,820,000	-

Revenue	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer to Water-Sewer CIP	1,627,647	769,453	1,180,000	2,027,661	1,620,000	940,000	500,000	-
Federal Award	-	1,000,000	-	-	-	-	-	-
Debt Issuance	-	7,980,000	-	18,150,000	-	4,320,000	1,320,000	-
Grant - AIA	70,000	-	-	-	-	-	-	-
Transfer from Water SDF	275,000	511,147	50,000	1,704,234	-	-	-	-
Transfer from Cap Fees	1,050,000	500,000	-	953,105	-	-	-	-
Operating Revenue	-	522,006	155,000	-	-	-	-	-
Transfer from Sewer SDF	470,000	50,000	-	300,000	2,500,000	-	-	-
Special Assessment District	-	775,000	-	175,000	-	-	-	-
State Revolving Loan	-	-	-	-	1,790,000	-	-	-
Total	3,492,647	12,107,606	1,385,000	23,310,000	5,910,000	5,260,000	1,820,000	-

Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer from Water-Sewer Fund	1,627,647	769,453	1,180,000	2,027,661	1,620,000	940,000	500,000	-
Operating Budget Capital Outlay	-	522,006	155,000	-	-	-	-	-
Debt Service - Proposed								
WFER Repairs	-	-	388,514	388,514	388,514	388,514	388,514	388,514
Hasell Water Tank Replacement	-	-	-	-	619,032	619,032	619,032	619,032
US-70 Business Water Improvements	-	-	-	-	304,336	304,336	304,336	304,336
Bellevue Mill Interceptor Upgrade	-	-	-	-	-	-	-	170,946
Cates Creek Outfall Upgrade	-	-	246,059	246,059	815,879	815,879	1,375,339	1,375,339
Elizabeth Brady Pump Station Force Main Upgrade	-	-	129,505	129,505	582,771	582,771	582,771	582,771
Eno River Interceptor Upgrade - East	-	-	269,370	269,370	673,424	673,424	673,424	673,424
Eno River Interceptor Upgrade - West	-	-	-	-	-	109,471	109,471	109,471
Total	1,627,647	1,291,459	2,368,447	3,061,108	5,003,955	4,433,425	4,952,885	4,223,831

Operating Impact - Debt Only	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
WFER Repairs	-	-	388,514	388,514	388,514	388,514	388,514	388,514
Hasell Water Tank Replacement	-	-	-	-	619,032	619,032	619,032	619,032
US-70 Business Water Improvements	-	-	-	-	304,336	304,336	304,336	304,336
Bellevue Mill Interceptor Upgrade	-	-	-	-	-	-	-	170,946
Cates Creek Outfall Upgrade	-	-	246,059	246,059	815,879	815,879	1,375,339	1,375,339
Elizabeth Brady Pump Station Force Main Upgrade	-	-	129,505	129,505	582,771	582,771	582,771	582,771
Eno River Interceptor Upgrade - East	-	-	269,370	269,370	673,424	673,424	673,424	673,424
Eno River Interceptor Upgrade - West	-	-	-	-	-	109,471	109,471	109,471
Total	-	-	1,033,447	1,033,447	3,383,955	3,493,425	4,052,885	4,223,831

Debt Assumptions			
	Rate	Term	
Buildings	5%	20	
Infrastructure	5%	10	
SRLF	2%	20	
Vehicles	5%	5	

Stormwater CIP Summary

Expenditure		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
	Elizabeth Brady Road Culvert Rehabilitation	175,000	-	-	175,000	-	-	-	-
	JetVac Truck	-	608,020	1,000	1,000	1,000	1,000	1,000	1,000
	Total	175,000	608,020	1,000	176,000	1,000	1,000	1,000	1,000

Revenue		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
	Transfer from Stormwater Fund	175,000	-	-	175,000	-	-	-	-
	Debt Issuance	-	605,014	-	-	-	-	-	-
	Operating Revenue	-	3,006	1,000	1,000	1,000	1,000	1,000	1,000
	Total	175,000	608,020	1,000	176,000	1,000	1,000	1,000	1,000

Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
	Transfer from Stormwater Fund	175,000	-	-	175,000	-	-	-	-
	Operating Revenue	-	3,006	1,000	1,000	1,000	1,000	1,000	1,000
Debt Service - Proposed									
	JetVac Truck	-	-	139,743	139,743	139,743	139,743	139,743	139,743
	Total	175,000	3,006	140,743	315,743	140,743	140,743	140,743	140,743

Debt Assumptions			
	Rate	Term	
Buildings	5%	20	
Infrastructure	5%	10	
Vehicles	5%	5	

Town of Hillsborough CIP Summary

Project Totals	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
General Fund	12,280,003	1,085,006	9,058,000	6,576,000	892,006	6,080,000	2,613,740	819,092
Water and Sewer Fund	3,492,647	12,107,606	1,385,000	23,310,000	5,910,000	5,260,000	1,820,000	-
Stormwater Fund	175,000	608,020	1,000	176,000	1,000	1,000	1,000	1,000
Total	15,947,650	13,800,632	10,444,000	30,062,000	6,803,006	11,341,000	4,434,740	820,092

Operating Impact Totals	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
General Fund	2,189,713	1,109,318	1,152,312	2,522,337	1,875,623	2,048,397	2,924,436	3,559,380
Water and Sewer Fund	1,627,647	1,291,459	2,368,447	3,061,108	5,003,955	4,433,425	4,552,885	4,223,831
Stormwater Fund	175,000	3,006	140,743	315,743	140,743	140,743	140,743	140,743
Total	3,992,360	2,403,783	3,661,501	5,899,188	7,020,321	6,622,565	7,618,064	7,923,954

10-10-6300 - Cates Creek Park Basketball Court

Priority Rank	5
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

This project include the design, engineering, and construction of outdoor basketball courts at Cates Creek Park.

Capital Project Justification

The Parks and Recreation Board adopted an update to the Cates Creek Park Master Plan in August 2024. The update includes a recommendation for the construction of basketball courts on one end of the existing multi-use field. The Parks and Recreation Board recognizes the field is over-sized for the type of play the town allows and, as a result, is underutilized recreation space. There are very few public outdoor basketball courts in Hillsborough and none in town-owned parks. The Parks and Recreation Board has identified basketball courts as a priority for many years, trying to incentivize the construction of courts as part of new developments by increasing the value of points allotted for courts in the Unified Development Ordinance. Recent developments have not included basketball courts as a recreation resource. There is a lack of available basketball courts in town.

The addition of the Hillsborough Skate Spot has brought a lot of welcome activity to Cates Creek Park. The skatepark appeals to all ages of skaters but was built with teenagers in mind. Teens are an underserved population in Hillsborough parks. The Cates Creek Park Master Plan recommends additional investment in teen resources. The Parks and Recreation Board believes the addition of basketball courts will further attract teenagers to the park, providing valuable outdoor recreational opportunities for underserved population.

Capital Project Highlights

Initial estimates for basketball courts:

Design/Engineering: \$30,000

Construction: \$300,000

Construction cost estimates are likely to change once design and engineering is completed.

There is no specific project timeline identified in the Cates Creek Park Master Plan but it is recommended as a top priority.

10-10-6300 - Cates Creek Park Basketball Court									
		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Design/Engineering	-	-	-	-	-	30,000	-	-
	Construction	-	-	-	-	-	-	-	300,000
	Total	-	-	-	-	-	30,000	-	300,000
Revenue									
	Transfer from General Fund	-	-	-	-	-	30,000	-	300,000
	Total	-	-	-	-	-	30,000	-	300,000
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to General ClF	-	-	-	-	-	30,000	-	300,000
	Total	-	-	-	-	-	30,000	-	300,000

10-10-6300 - Parks Play Equipment Replacement

Priority Rank	4
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

This project includes the design, acquisition, and installation of new play equipment at Murray Street Park, Hillsborough Heights Park, and Turnip Patch Park

Capital Project Justification

The Parks and Recreation Board adopted master plans for each of the town's parks. The master plans recommend maintaining the existing playground equipment and park amenities in safe and working order. The play equipment at Murray Street Park, Hillsborough Heights Park, and Turnip Patch Park is more than 15 years old. Though the equipment is being maintained, it is starting to deteriorate and will need to be replaced in the coming years. Also, older equipment does not meet current safety standards.

Capital Project Highlights

Initial estimates for play equipment:

Murray Street Park: \$75,000

Hillsborough Heights Park: \$40,000

Turnip Patch Park: \$125,000

There is no specific project timeline identified in the park's master plans but equipment needs to be replaced before it present a safety hazard.

10-10-6300 - Parks Play Equipment Replacement									
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33	
Expenditure									
Murray Street Park	-	-	75,000	-	-	-	-	-	-
Hillsborough Heights Park	-	-	-	-	40,000	-	-	-	-
Turnip Patch Park	-	-	-	-	-	-	125,000	-	-
Total	-	-	75,000	-	40,000	-	125,000	-	-
Revenue									
Transfer from General Fund	-	-	75,000	-	40,000	-	125,000	-	-
Total	-	-	75,000	-	40,000	-	125,000	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33	
Transfer to General CIF	-	-	75,000	-	40,000	-	125,000	-	-
Total	-	-	75,000	-	40,000	-	125,000	-	-

10-10-6300 - Rainey Avenue Sidewalk

Priority Rank	3
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

This project includes the design, engineering, and construction of a sidewalk along Rainey Avenue between Torain Street and the Dorothy N. Johnson Community Center.

Capital Project Justification

This project has been identified in the Comprehensive Sustainability Plan as a connectivity recommendation. It has also been recommended in the Fairview Activate Plan, endorsed by the Fairview Community Watch.

Capital Project Highlights

Rainey Avenue is a primary corridor for vehicular and pedestrian traffic in Fairview. There has been increasing activity on this corridor over the past few years, especially since the Dorothy N. Johnson Community Center opened. The roadway is narrow and pedestrians have no place to walk safely. The town has invested in traffic-calming devices (speed humps) along this stretch of road after it was deemed warranted by traffic studies. Fairview Community Watch has requested additional safety measures including a sidewalk along the route. The Comprehensive Sustainability Plan also recommends this pedestrian improvement. This project aligns with the town's Vision Zero and Complete Streets policies. It may be possible to leverage funds from the Orange County Transit Tax for this project because there are existing transit stations in Fairview Community Park and at the community center and this project improves accessibility, connectivity, and safety for transit riders.

10-10-6300 - Rainey Avenue Sidewalk								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Design/Engineering		-	30,000	-	-	-	-	-
Construction		-	-	-	125,000	-	-	-
Total		-	30,000	-	125,000	-	-	-
Revenue								
Transfer from General Fund		-	30,000	-	125,000	-	-	-
Total		-	30,000	-	125,000	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Current Project Budget								
Depts - Ignore	Transfer to General CIF	-	30,000	-	125,000	-	-	-
	Total	-	30,000	-	125,000	-	-	-

10-10-6300 - Ridgewalk Greenway - North Segment

Priority Rank	1
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

Design and construct a greenway connecting downtown to the new train station and the Collins Ridge Greenway.

Capital Project Justification

The Ridgewalk greenway is included in the Comprehensive Sustainability Plan as a transportation priority. It is a paved, urban, accessible greenway that provides pedestrian and bicycle access between downtown Hillsborough to Cates Creek Park. Ridgewalk may be implemented in phases. The north segment of Ridgewalk connects downtown Hillsborough and Riverwalk to the Collins Ridge greenway via the future train station site. The alignment is shown as Alternative 1 in the Ridgewalk Feasibility Study Phase II. The conditions of the approval for Collins Ridge require the developer to build and dedicate to the town a segment of greenway and to work with the town to determine the location and specific design details for pedestrian and bicycle connectivity between the parcel south of I-85 and the public rights-of-way, sidewalks, greenways, and trails in Collins Ridge. The Collins Ridge greenway is required to be complete by December 2027.

The train station is scheduled for completion in February 2027 but permitting delays may cause the schedule to shift.

Capital Project Highlights

Ridgewalk was identified by the Board of Commissioners as a transportation priority in September 2021 and included as a priority in the Comprehensive Sustainability Plan.

An initial feasibility study and schematic design of the greenway system between downtown Hillsborough and Cates Creek Park was completed in FY24. The engineer cost estimates were higher than anticipated, so additional feasibility work was completed in FY25. A Benefits Analysis was also developed. The Ridgewalk Feasibility Study Phase II shows alternative alignments for the trails which result in cost savings. The Benefits Analysis shows great support for the greenway by community groups and members. The initial feasibility study was funded via a Surface Transportation Block Grant through the Metropolitan Planning Organization and 20% local match. It is uncertain though if Ridgewalk will compete well for funding through the Transportation Improvement Plan. Additional funding options, including grants, will be pursued once the feasibility of the project is determined.

North Segment: Downtown to Collins Ridge Greenway (via train station site)

South Segment: Collins Ridge Greenway to Cates Creek Park

This project will be funded with cash transfers from the General Fund for design/engineering work and installment financing for the construction portion estimated in Fiscal Year 2029.

10-10-6300 - Ridgewalk Greenway - North Segment								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Design/Construction</i>	333,000	333,000	333,000	5,501,000	-	-	-	-
<i>Engineering</i>	458,003	-	-	-	-	-	-	-
Total	791,003	333,000	333,000	5,501,000	-	-	-	-
Revenue								
<i>Transfer from General Fund</i>	791,003	333,000	333,000	333,000				
<i>Debt Issuance</i>				5,168,000				
Total	791,003	333,000	333,000	5,501,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Transfer to General CIF	791,003	333,000	333,000	333,000	-	-	-
Ignore	Debt Service	-	-	-	669,280	669,280	669,280	669,280
	Total	791,003	333,000	333,000	669,280	669,280	669,280	669,280

10-10-6300 - Ridgewalk Greenway - South Segment

Priority Rank	2
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

Design and construct a greenway connecting the Collins Ridge Greenway to Cates Creek Park.

Capital Project Justification

The Ridgewalk greenway is included in the Comprehensive Sustainability Plan as a transportation priority. It is a paved, urban, accessible greenway that provides pedestrian and bicycle access between downtown Hillsborough to Cates Creek Park. Ridgewalk may be implemented in phases. The south segment of Ridgewalk connects the Collins Ridge greenway to Cates Creek Park. The alignment is shown as Alternative 4 in the Ridgewalk Feasibility Study Phase II. The conditions of the approval for Collins Ridge require the developer to build and dedicate to the town a segment of greenway and to work with the town to determine the location and specific design details for pedestrian and bicycle connectivity between the parcel south of I-85 and the public rights-of-way, sidewalks, greenways, and trails in Collins Ridge. The Collins Ridge greenway is required to be complete by December 2027.

The train station is scheduled for completion in February 2027 but permitting delays may cause the schedule to shift.

North Segment: Downtown to Collins Ridge Greenway (via train station site)

South Segment: Collins Ridge Greenway to Cates Creek Park

Capital Project Highlights

Ridgewalk was identified by the Board of Commissioners as a transportation priority in September 2021 and included as a priority in the Comprehensive Sustainability Plan.

Initial feasibility study and schematic design of the greenway system between downtown Hillsborough and Cates Creek Park was completed in FY24. The engineer cost estimates were higher than anticipated, so additional feasibility work was completed in FY25. A Benefits Analysis was also developed.

Feasibility Study Phase II shows alternative alignments for the trails which result in cost savings.

Benefits Analysis shows great support for the greenway by community groups and members.

It is uncertain if Ridgewalk will compete well for funding through the Transportation Improvement Plan. Additional funding options, including grants, will be pursued once the feasibility of the project is determined.

10-10-6300 - Ridgewalk Greenway - South Segment								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Engineering	-	-	-	800,000	-	-	-	-
Construction	-	-	-	-	-	6,000,000	-	-
Total	-	-	-	800,000	-	6,000,000	-	-
Revenue								
Transfer from General Fund	-	-	-	800,000	-	-	-	-
Debt Issuance	-	-	-	-	-	6,000,000	-	-
Total	-	-	-	800,000	-	6,000,000	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer to General C/F	-	-	-	800,000	-	-	-	-
Debt Service	-	-	-	-	-	-	777,027	777,027
Total	-	-	-	800,000	-	-	777,027	777,027

10-20-5350 - Engine Truck

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	10 - General Fund Operating

Capital Project Description

Replace the 2015 engine truck used by Orange Rural Fire Department (ORFD).

Capital Project Justification

The truck is expected to run for 15 years as a front-line vehicle, followed by an additional 5 years as a backup.

Capital Project Highlights

Lead times on trucks can often be extensive and may necessitate ordering earlier than anticipated. The town will monitor lead times as truck nears replacement.

The town plans to issue debt in the amount of \$800,000 in Fiscal Year 2030 to finance this vehicle.

10-20-5350 - Engine Truck								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Misc. - Tax, Tags, Etc.</i>	-	-	-	-	2,006	-	-	-
<i>Capital - Vehicles</i>	-	-	-	-	800,000	-	-	-
Total	-	-	-	-	802,006	-	-	-
Revenue								
<i>Operating Revenue</i>	-	-	-	-	2,006	-	-	-
<i>Debt Issuance</i>	-	-	-	-	800,000	-	-	-
Total	-	-	-	-	802,006	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Operating Revenue	-	-	-	2,006	-	-	-
Ignore	Debt Service	-	-	-	-	184,780	184,780	184,780
	Total	-	-	-	2,006	184,780	184,780	184,780

10-20-5350 - Ladder Truck

Priority Rank	3
Category	Renovation/Remodel/Replacement
Fund	10 - General Fund Operating

Capital Project Description

Replace the 2012 ladder truck used by Orange Rural Fire Department (ORFD).

Capital Project Justification

The truck is expected to run for 20 years as a front-line vehicle, followed by an additional 5 years as a backup.

Capital Project Highlights

Lead times on trucks can often be extensive and may necessitate ordering earlier than anticipated. The town will monitor lead times as truck nears replacement.

The town plans to issue debt in the amount of \$2,000,000 in Fiscal Year 2032 to finance this vehicle.

10-20-5350 - Ladder Truck

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Misc. - Tax, Tags, Etc.</i>	-	-	-	-	-	-	2,006	-
<i>Capital - Vehicles</i>	-	-	-	-	-	-	2,000,000	-
Total	-	-	-	-	-	-	2,002,006	-
Revenue								
<i>Operating Revenue</i>	-	-	-	-	-	-	2,006	-
<i>Debt Issuance</i>	-	-	-	-	-	-	2,000,000	-
Total	-	-	-	-	-	-	2,002,006	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Operating Revenue	-	-	-	-	-	-	2,006	-
	Debt Service	-	-	-	-	-	-	-	461,950
	Total	-	-	-	-	-	-	2,006	461,950

10-20-5350 - N. Churton Street Fire Station

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	60 - General Capital Improvements

Capital Project Description

Build a new station north of town to replace the downtown station.

Capital Project Justification

The current station lacks sufficient space for staff and modern fire vehicles. The new station will serve as the Orange Rural Fire Department's (ORFD) headquarters. The new station will be located at 604 N. Churton St, near the intersection of N. Churton Street and Corbin St.

Capital Project Highlights

The town began setting aside funds in FY22 to fund design and offset construction costs.

Anticipated Station Timeline:

FY26 - Feasibility Study

FY27 - Design

FY28 - Construction

FY29 - First Debt Payment (\$7.9M @ 5.0% for 20 years = \$634k/yr)

10-20-5350 - N. Churton Street Fire Station

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Preliminary Study</i>	75,000	-	-	-	-	-	-	-
<i>Design</i>	750,000	-	-	-	-	-	-	-
<i>Construction</i>	225,000	300,000	6,975,000	-	-	-	-	-
<i>Furniture, Fixtures, Equipment</i>	-	-	175,000	-	-	-	-	-
<i>Contingency</i>	-	-	1,500,000	-	-	-	-	-
<i>Utilities</i>	-	-	-	15,000	15,000	15,000	15,000	15,000
Total	1,050,000	300,000	8,650,000	15,000	15,000	15,000	15,000	15,000

Revenue								
<i>Transfer from General Fund</i>	1,050,000	300,000	300,000	-	-	-	-	-
<i>Debt Issuance</i>	-	-	8,350,000	-	-	-	-	-
<i>Operating Revenue</i>	-	-	-	15,000	15,000	15,000	15,000	15,000
Total	1,050,000	300,000	8,650,000	15,000	15,000	15,000	15,000	15,000

Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
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	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to General CIF	1,050,000	300,000	300,000	-	-	-	-	-
	Debt Service	-	-	-	670,026	670,026	670,026	670,026	670,026
	Utilities	-	-	-	15,000	15,000	15,000	15,000	15,000
	Total	1,050,000	300,000	300,000	685,026	685,026	685,026	685,026	685,026

10-30-5600 - S. Churton Street Improvements Cost Share

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	60 - General Capital Improvements

Capital Project Description

Pedestrian improvements in the S. Churton Street corridor, from the Eno River to the Interstate 40 interchange.

Capital Project Justification

This project is funded in the NCDOT Transportation Improvement Plan and is listed as a widening, but will also allow for the construction of bicycle and pedestrian improvements in the entire corridor.

Current NCDOT policy would require the town to financially participate in the provision of pedestrian improvements where they do not already exist in the corridor. In FY19, the town's participation was estimated at \$68,000 (20% of actual sidewalk construction cost). Given the passage of time and escalation of prices, staff is estimating the town's participation at \$100,000. Changes in design and NCDOT policy may impact whether and how much the town must participate in this project. The FY29 funds are placeholder funds.

It is possible the town will not have to participate in this project if NCDOT amends their policies to robustly implement their Complete Streets policy. At this time, the town should plan on participating. Missing this opportunity to install pedestrian improvements in this corridor would commit the town to fully funding any future sidewalk improvements in the corridor. Such a project would be in the millions of dollars rather than the modest amount estimated by participating at the time of widening.

Capital Project Highlights

FY23 & FY24 - The town is funding a feasibility study with Surface Transportation Block Grant funds passed through from the Metropolitan Planning Organization. The town approved a \$50,000 contribution of local funds in FY23 to pair with \$150,000 of block grant funding to complete the feasibility study. This effort will include detailed outreach to ensure the final design is fully acceptable to the community as a whole and matches the town's long-term interests.

FY26 - NCDOT is anticipated to start right-of-way acquisition.

FY29 - NCDOT is anticipated to start construction, but this is subject to adjustment as the schedules of other state projects becomes clearer. The town's funding portion is planned as a cash transfer from the General Fund in Fiscal Year 2029.

10-30-5600 - S. Churton Street Improvements Cost Share

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Miscellaneous	-	-	-	100,000	-	-	-	-
	Total	-	-	-	100,000	-	-	-	-
Revenue									
	Transfer from General Fund	-	-	-	100,000	-	-	-	-
	Total	-	-	-	100,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to General CIF	-	-	-	100,000	-	-	-	-
	Total	-	-	-	100,000	-	-	-	-

10-30-5800 - Garbage Truck Replacements

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	10 - General Fund Operating

Capital Project Description

Replace garbage trucks on a 7-year replacement cycle.

Capital Project Justification

Solid Waste vehicles are replaced on a 7-year replacement cycle to ensure reliability, and reduce downtime and maintenance costs. Replaced trucks move into reserve status for several years before being retired.

#229, a 2015 Mack automated garbage truck - The truck is already 9 years old with 56k+ miles, and is now being used as a backup.

#437

Capital Project Highlights

Truck replacements will be paid for with set-aside funding committed for solid waste vehicles.

#229: Order in FY27

#437: Order in FY33

10-30-5800 - Garbage Truck Replacements									
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33	
Expenditure									
Misc. - Tax, Tags, Etc.	-	2,006	-	-	-	-	-	2,006	
Capital - Vehicles	-	420,000	-	-	-	-	-	467,086	
Total	-	422,006	-	-	-	-	-	469,092	
Revenue									
Operating Revenue	-	2,006	-	-	-	-	-	2,006	
Transfer from Committed Funds	-	420,000	-	-	-	-	-	467,086	
Total	-	422,006	-	-	-	-	-	469,092	
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-	
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Misc. - Tax, Tags, Etc.	-	2,006	-	-	-	-	-	-	2,006
Capital - Vehicles	-	420,000	-	-	-	-	-	-	467,086
Transfer from Committed Funds	-	(420,000)	-	-	-	-	-	-	(467,086)
Total	-	2,006	-	-	-	-	-	-	2,006

10-30-5800 - Knuckleboom Truck Replacements

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	10 - General Fund Operating

Capital Project Description

Replace Knuckleboom trucks on a 7-year replacement cycle.

Capital Project Justification

Solid Waste vehicles are replaced on a 7-year replacement cycle to ensure reliability and reduce downtime and maintenance costs. Replaced trucks move into reserve status for several years before being retired.

None on current schedule

Capital Project Highlights

The purchase of knuckleboom trucks will be paid for with set-aside funding committed for solid waste vehicles.

None on current schedule

10-30-5800 - Knuckleboom Truck Replacements								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Misc. - Tax, Tags, Etc.		-	-	-	-	-	-	-
Capital - Vehicles		-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-
Revenue								
Operating Revenue		-	-	-	-	-	-	-
Transfer from Committed Funds		-	-	-	-	-	-	-
Total		-	-	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Depts - Ignore	Misc. - Tax, Tags, Etc.	-	-	-	-	-	-	-
	Capital - Vehicles	-	-	-	-	-	-	-
	Transfer from Committed Funds	-	-	-	-	-	-	-
	Total	-	-	-	-	-	-	-

10-30-5800 - Leaf Truck Replacements

Priority Rank	3
Category	Renovation/Remodel/Replacement
Fund	10 - General Fund Operating

Capital Project Description

Replace leaf trucks on a 7-year replacement cycle.

Capital Project Justification

Solid Waste vehicles are replaced on a 7-year replacement cycle to ensure reliability, and reduce downtime and maintenance costs. Replaced trucks move into reserve status for several years before being retired.

#833, a 2022 Freightliner.

Capital Project Highlights

The purchase of these trucks will be paid for with set-aside funding committed for solid waste vehicles.

#833 - Order in FY32 for delivery in FY33.

10-30-5800 - Leaf Truck Replacements								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Misc. - Tax, Tags, Etc.		-	-	-	-	-	2,006	-
Capital - Vehicles		-	-	-	-	-	434,728	-
Total		-	-	-	-	-	436,734	-
Revenue								
Operating Revenue		-	-	-	-	-	2,006	-
Transfer from Committed Funds		-	-	-	-	-	434,728	-
Total		-	-	-	-	-	436,734	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Depts - Ignore	Misc. - Tax, Tags, Etc.	-	-	-	-	-	2,006	-
	Capital - Vehicles	-	-	-	-	-	434,728	-
	Transfer from Committed Funds	-	-	-	-	-	(434,728)	-
	Total	-	-	-	-	-	2,006	-

10-60-6900 - Passenger Rail Multi-Modal Station

Priority Rank	1
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	60 - General Capital Improvements

Capital Project Description

Construct a train station building and parking to facilitate passenger rail service in Hillsborough.

Capital Project Justification

The station will include a ticket office and waiting room, as well as a town board meeting room and a few permanent town offices (approximately 18% of the overall building). This facility is largely funded by the state and regional transit partners, excluding the cost of town offices, up-fitting the facility, and any expense that exceeds the allotted allocation. The town will accept long-term maintenance and ownership responsibility for the building.

Site improvements will include an access road from Orange Grove Street, two parking lots with a combined 100 parking spaces, some of which could be used as a local transit park-and-ride facility, stormwater treatment and bringing utilities to the site. Regional transit partners will be asked to modify routes to provide connected service from the Hillsborough Circulator, 420 route and other bus service to the train station. Feasibility of pedestrian connectivity to the station from downtown Hillsborough was included in the design of this project, but the construction of those improvements is considered outside the scope of this project and will be requested separately.

Station design includes several sustainability initiatives with the goal of eventually providing a net zero building, including a green roof, green stormwater infrastructure, and photo-voltaic rooftop solar arrays. The project also advances the town's sustainability goals by providing a transit connection for regular commuting and travel not currently available to town residents. The station and expected surrounding development will also provide enhanced connectivity and walkability to a new area of town and is expected to serve as a bridge to connect downtown to activity areas south of the river. The creation of a station that serves as a transit hub and public gathering place represents a significant investment in the town's physical and social infrastructure.

Capital Project Highlights

The town, NCDOT and Go Triangle have approved an interlocal agreement for the project, committing the state and local tax funding to the project. The project must be completed within 7 years of the funding agreement date, or the town will be expected to reimburse the outside funding to the partners. Project costs will be run through the town's budget and reimbursed later.

FY15 - Conceptual station plan was completed
FY23 - Station design completed
FY24 - Design submitted to NC Railroad for approval
FY26 & FY27 - Design
FY28 - Construction (spring '28 is earliest possible date)

NOTE: Budget does not currently include \$600k for solar panels or EV charging infrastructure.

10-60-6900 - Passenger Rail Multi-Modal Station

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Design</i>	891,000	-	-	-	-	-	-	-
<i>Legal</i>	42,500	-	-	-	-	-	-	-
<i>Miscellaneous</i>	505,500	-	-	-	-	-	-	-
<i>Construction</i>	8,200,000	-	-	-	-	-	-	-
<i>Contingency</i>	800,000	-	-	-	-	-	-	-
<i>Maintenance - Grounds</i>	-	-	-	2,500	2,500	2,500	2,500	2,500
<i>Utilities</i>	-	-	-	2,500	2,500	2,500	2,500	2,500
<i>Maintenance - Buildings</i>	-	-	-	30,000	30,000	30,000	30,000	30,000
Total	10,439,000	-	-	35,000	35,000	35,000	35,000	35,000
Revenue								
<i>State TIP</i>	6,914,000	-	-	-	-	-	-	-
<i>Transit Tax</i>	452,000	-	-	-	-	-	-	-
<i>NCDOT Rail (TIP)</i>	870,000	-	-	-	-	-	-	-
<i>Transfer from Fund 43</i>	19,290	-	-	-	-	-	-	-
<i>Transfer from General Fund</i>	73,710	-	-	-	-	-	-	-
<i>Debt Issuance</i>	2,110,000	-	-	-	-	-	-	-
<i>Operating Revenue</i>	-	-	-	35,000	35,000	35,000	35,000	35,000
Total	10,439,000	-	-	35,000	35,000	35,000	35,000	35,000
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to General CIF	73,710	-	-	-	-	-	-	-
	Debt Service	-	169,312	169,312	169,312	169,312	169,312	169,312	169,312
	Maintenance - Grounds	-	-	-	2,500	2,500	2,500	2,500	2,500
	Utilities	-	-	-	2,500	2,500	2,500	2,500	2,500
	Maintenance - Buildings	-	-	-	30,000	30,000	30,000	30,000	30,000
	Total	73,710	169,312	169,312	204,312	204,312	204,312	204,312	204,312

30-80-8120 - Relocated Process Controls to SCADA

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	30 - Water and Sewer Fund Operating

Capital Project Description

Relocate all equipment currently controled and/or monitored through the old main control console into the new control console.

Capital Project Justification

In FY26, a new control panel was installed to replace the antiquated old control panel. This year staff would like to relocate all critical chemical pumps, mixers, flocculators, flow meters, and analyzers to the new panel. This will provide monitoring, control, and data acquisition on the SCADA computer.

Due to the reliability issues of the old control panel, getting all the water plant equipment onto the new control panel is critical. Failure to make a successful transition in a timely manner could result in the plant not being able to successfully treat the drinking water.

Capital Project Highlights

- Provides equipment status, control, alarms, and historical data
- Provides historical data trending
- Provides automation of processes
- Increases operations efficiency
- Reduces the chance of operational errors
- Greatly increases reliability of processes and monitoring

30-80-8120 - Relocated Process Controls to SCADA

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Capital - Equipment		300,000						
	Total	-	300,000	-	-	-	-	-	-
Revenue									
	Operating Revenue		300,000						
	Total	-	300,000	-	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Capital - Equipment	-	300,000	-	-	-	-	-	-
	Total	-	300,000	-	-	-	-	-	-

30-80-8120 - Sodium Hypochlorite Conversion

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	30 - Water and Sewer Fund Operating

Capital Project Description

The water treatment plant currently utilizes chlorine gas for primary disinfection and to form chloramines for secondary disinfection. Due to the extreme toxic and corrosive nature of chlorine, and the large quantities of chlorine stored at the plant, the USEPA Risk Management Program Rule requires that a hazard assessment be completed. The hazard assessment for the water treatment plant (attached) estimates that in a worst-case scenario, a major chlorine leak at the water plant could be toxic to a population of 13,365.

A disinfection process analysis was completed in FY25 (attached). This was a comprehensive review of the existing disinfection system and considerations for conversion from chlorine gas to sodium hypochlorite. Utilizing sodium hypochlorite will eliminate the potential hazards of chlorine gas.

This project is for the engineering, management, and construction of new facilities needed to convert our existing chlorine gas feed system to sodium hypochlorite.

Capital Project Justification

Chlorine is stored and shipped by the chemical supplier as a liquefied gas under pressure in one-ton cylinders. These are unloaded and stored in a covered outdoor area adjacent to the treatment plant administrative area. There are typically two one-ton cylinders at the water plant.

Chlorine gas is highly toxic and corrosive and has been placed in Toxicity Category I (indicating the highest degree of acute toxicity) for oral, dermal, eye and inhalation effects. When chlorine liquid converts to gas, it expands 457 times. Additionally, chlorine gas is 2.5 times heavier than air. In the event of a catastrophic chlorine leak at the water plant, a significant amount of the town will need to be evacuated. However, the Raleigh regional HAZMAT team is the dedicated responder, and it would take some time for them to arrive given the distance. Significant impacts are unlikely to be avoided.

The disinfection process analysis included recommendations to improve the safety, accuracy and efficiency of the existing chlorine system. The existing procedures for delivery drivers to unload the cylinders is not in accordance with standard practices. Improvements to the loading dock and cylinder handling devices are needed. Additionally, only having a sliding steel door in front of the cylinders to keep them from public view is a vulnerability.

The analysis also included recommendations to convert from a chlorine disinfection process to a sodium hypochlorite disinfection process. Conversion to a sodium hypochlorite disinfection system eliminates the safety concerns of using chlorine gas. This is likely the reason most water treatment facilities now use sodium hypochlorite for disinfection. Additionally, since the demand for chlorine gas is now so low, there is only one chlorine gas supplier in North Carolina. With only one supplier, the cost and availability are of concern. We have received several force majeure notices of shortages and price hikes during and since the COVID-19 pandemic.

The Hillsborough water treatment plant has been using chlorine gas for disinfection since the early 1970s and has had no major chlorine leaks. Major chlorine leaks that cause widespread injuries are rare. However, it can and does happen. Since utilizing sodium hypochlorite will eliminate the public health risk, staff is recommending conversion of the disinfection process to sodium hypochlorite.

Capital Project Highlights

Conversion to sodium hypochlorite for disinfection:

- Safety concerns of using chlorine is eliminated
- Regulations are much less stringent
- Eliminates the need for a Risk Management Plan (\$4,200 per year for compliance management)
- Eliminates the need for a Hazard Assessment
- Additional operational costs anticipated to be minimal
- Chemical costs estimated to increase between \$20,000 and \$30,000 /year
- Total Construction Cost (2024 Dollars) estimated at \$1,590,600
- Engineering and construction administration services estimated at \$375,000

30-80-8120 - Sodium Hypochlorite Conversion								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Engineering/Construction Admin	375,000	-	-	-	-	-	-	-
Construction	-	1,590,600	-	-	-	-	-	-
Total	375,000	1,590,600	-	-	-	-	-	-
Revenue								
Transfer from WSF	375,000	79,453	-	-	-	-	-	-
Federal Award	-	1,000,000	-	-	-	-	-	-
System Development Fees	-	511,147	-	-	-	-	-	-
Total	375,000	1,590,600	-	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Transfer to Water-Sewer ClF	375,000	79,453	-	-	-	-	-	-
Total	375,000	79,453	-	-	-	-	-	-

Depts -
Ignore

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

The West Fork on the Eno Reservoir, completed in 2000 and expanded in 2019, is inspected annually by a consultant specializing in dams as required for high hazard dams. The October 2025 inspection revealed damages from Tropical Storm Chantal and also some general maintenance issues that require immediate investigation to determine the exact extent of damages and remedy. The consultant in its inspection report details the recommendations and estimates the extent of the repairs to be around \$2,000,000 - \$3,000,000.

1) The auxiliary spillway chute, primarily downstream of the overlay installed in the 2019 dam modifications, is in generally fair to poor condition. The high flows through the spillway resulting from Tropical Storm Chantal in July 2025 likely caused the damage to the spillway downstream of the overlay. The observed offsets in the chute spillway slab joints, the water observed entering and exiting the chute slab joints, and the damage that appears to be from lifting of the furthest downstream chutes lab section, indicate that undermining of the slab sections could have occurred. 2) The wet area on the downstream slope of the earth embankment adjacent to the left auxiliary spillway sidewall and the seepage through the left spillway sidewall indicates that the drainage system behind the left spillway sidewall is no longer functional. It is likely that the existing wall drain is clogged, potentially by iron ochre. It is possible that the drain has been clogged but is more evident now with the increased driving head from the Phase 2 reservoir normal pool elevation.

Capital Project Justification

As a high hazard dam, the town is required to maintain its integrity. Further investigation is required to determine the extent of damage and identify appropriate remedies.

Capital Project Highlights

- 1) The existing drainage system behind the left auxiliary spillway sidewall should be observed via video inspection for obstructions, crushed pipe sections, or other deficiencies. The design for any modifications to the drainage system will need to be submitted to NC Dam Safety for their review and approval prior to construction.
- 2) The chute spillway downstream of the overlayed section should be further evaluated by a Professional Engineer for undermining and chute slab delamination. Nondestructive evaluation methods can be used to identify potentially undermined areas beneath the slab, delamination within the slab, and areas of concentrated leakage flow below the chute slab. It is recommended to confirm the nondestructive evaluation results with concrete coring for visual inspection of the slab and foundation conditions. If undermining of the chute spillway slab or delamination of the chute slab is confirmed, repairs will be needed that will potentially include re-construction of the chute spillway slab joints, repair to the damage slab sections, and overlaying the existing slab. The design for any repairs to the chute spillway will need to be submitted to NC Dam Safety for their review and approval prior to construction.
- 3) The damaged Tideflex check valves at the embankment closure section drainage system outlet, and the right control section drainage system outlet should be replaced.
- 4) The exposed/broken waterstop within the conduit should be repaired. If this joint continues to deteriorate, it could allow for the soil materials in the embankment to wash into the conduit. The other joints in between segments of the conduit and previously grouted cracks should continue to be monitored at least annually. Repair plans for the exposed/broken water stop would need to be submitted to NC Dam Safety for their review and approval prior to construction.

30-80-8130 - WFER Repairs								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Design, Permitting of Repairs</i>		200,000						
<i>Construction of Repairs</i>		2,800,000						
Total	-	3,000,000	-	-	-	-	-	-
Revenue								
<i>Debt Issuance</i>	-	3,000,000	-	-	-	-	-	-
Total	-	3,000,000	-	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Debt Service	-	388,514	388,514	388,514	388,514	388,514	388,514
Ignore	Total	-	388,514	388,514	388,514	388,514	388,514	388,514

30-80-8140 - Galvanized Waterline Replacement Replacement

Priority Rank	7
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace galvanized water mains, upsize to 6" and provide fire protection.

Capital Project Justification

Several old, galvanized 2" waterlines remain in service throughout Hillsborough. These lines are undersized, are not capable of providing fire flow protection, and corrode in the Hillsborough's soils. Galvanized pipes are not used in today's water main construction. The proposed project replaces existing galvanized lines with new, larger diameter mains capable of providing fire protection. Town records indicate that there are approximately 1.45 miles of identified galvanized mains. Design to begin in FY26, allocation of recent SDF revenue is requested to fund construction sooner than previous CIP schedule. Compliance with the EPA's lead and copper rule will take place under a separate CIP item

Capital Project Highlights

If the project is not completed, the affected waterlines will continue to deteriorate. Adequate fire protection will not be available in the areas served by the current galvanized system.

30-80-8140 - Galvanized Waterline Replacement Replacement								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Engineering		160,000	-	-	-	-	-	-
Construction		-	300,000	-	-	200,000	200,000	-
Total		160,000	300,000	-	-	200,000	200,000	-
Revenue								
Transfer from WSF		160,000	300,000	-	-	200,000	200,000	-
Total		160,000	300,000	-	-	200,000	200,000	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer CIF	160,000	300,000	-	-	200,000	200,000	-
	Total	160,000	300,000	-	-	200,000	200,000	-

30-80-8140 - Hasell Water Tank Replacement

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace Hasell Street Water Tank with a new elevated water tank.

Capital Project Justification

The existing Hasell Street Water Tank was constructed in the mid-1930s and it is the oldest tank in the town system. It holds 200,000 gallons and is constructed of riveted steel. It is the controlling tank in the Central Pressure Zone (CPZ), where water is initially pumped from the Water Treatment Plant and then distributed to CPZ customers, as well as to the North Tank in the North Pressure Zone (NPZ) through a pumping station beside the tank. The small volume of the tank makes it difficult to manage water distribution, with customers near the tank experiencing more pressure fluctuations due to the quickly varying water levels of this tank style.

Development within the Central Pressure Zone (CPZ) has created additional water volume needs, and an elevated tank will enable use of the entire tank volume. The existing tank is a standpipe, with only about 40 percent usable volume. as the tank cannot drop more than about 30 feet of its 72 feet height. The proposed tank will be the same height, but the design will allow use of the entire tank volume.

The new tank size will be a 500,000 gallon tank and located near the same site as the existing tank. If possible, the existing Hassell Pump Station should be replaced with newer equipment as part of this project. An additional \$500,000 was included in construction costs to cover this replacement. The existing pumps and motors are out of date, new equipment is needed to ensure parts and spares availability. The existing pump building is undersized, leaving limited space to work. New pumps, motors, and buildings are needed to facilitate efficient operations of the pumping station

Capital Project Highlights

The tank structure is sound, and inspections are performed annually, so this project is slated for later in the CIP. Costs are based on the final estimate prepared as part of the AIA grant report. This project is semi-related but not codependent to the US-70 Business Water Main Improvements project as water from Hasell tank must get to the US-70A tank.

The costs of this project will be funded by a combination of leftover funds from completed projects, system development fees, and transfers from the Water & Sewer Operating Fund.

Funding Timeline

FY27 - \$25k - land acquisition

FY28 - \$450k - design

FY29 - \$240k - construction admin, \$15k - permitting & bidding, \$5.0M - construction

***Project is development driven and must be completed per the budgeted timeline.

30-80-8140 - Hasell Water Tank Replacement

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Preliminary Engineering	40,000	-	-	-	-	-	-	-
Design, Permitting, Bidding	70,000	190,000	190,000	15,000	-	-	-	-
Land Acquisition	100,000	-	-	-	-	-	-	-
Construction Administration	-	-	95,000	145,000	-	-	-	-
Construction	-	-	-	5,000,000	-	-	-	-
Total	210,000	190,000	285,000	5,160,000	-	-	-	-

Revenue								
Grant - AIA	40,000	-	-	-	-	-	-	-
Transfer from WSF	170,000	190,000	285,000	380,000	-	-	-	-
Debt Issuance	-	-	-	4,780,000	-	-	-	-
Total	210,000	190,000	285,000	5,160,000	-	-	-	-

Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
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	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer Clf	170,000	190,000	285,000	380,000	-	-	-	-
	Debt Service	-	-	-	-	619,032	619,032	619,032	619,032
	Total	170,000	190,000	285,000	380,000	619,032	619,032	619,032	619,032

30-80-8140 - Hydrant & Valve Project

Priority Rank	3
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace old, obsolete fire hydrants and install valves on the hydrant legs where needed. Install new valves and piping where redundancy study recommends.

Capital Project Justification

There are currently a large number of fire hydrants in the central pressure zone that were installed without a watch valve on the hydrant leg (valve on the pipe connecting the water main and the hydrant assembly). These cannot be turned off without turning off the water. Some of these hydrants date back to the 1930s and need to be replaced since parts are hard to find and they are sometimes difficult or impossible to disassemble. There are approximately 150 hydrants without watch valves. Additionally, in FY21, a consultant studied how many customers would be out of water if a pipe broke in various locations. The affected customers were prioritized based on the estimated demand of the outage area. This budget would include adding valves where needed to minimize impacts in four groups over the next several years.

If the town does not perform this work, it risks having these hydrants not work properly in the event of a fire, which could be catastrophic. Customers would also experience service disruptions or other impacts when ad-hoc repairs or replacements are needed. Additionally, there is an opportunity to reduce the risk of customers being out of service under certain main break scenarios by providing additional valves and piping in the system.

Capital Project Highlights

This project has been funded with ARPA-enabled funds up to this point. Future allocations will come from Water & Sewer Operating Fund transfers in future years. This project is underway and is expected to take several years. Future allocations will ensure the project is completed in its entirety.

30-80-8140 - Hydrant & Valve Project

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Design	15,000	-	-	-	-	-	-	-
	Permitting	10,000	-	-	-	-	-	-	-
	Construction	462,647	-	270,000	275,000	-	-	-	-
	Total	487,647	-	270,000	275,000	-	-	-	-
Revenue									
	Transfer from WSF	487,647	-	270,000	275,000	-	-	-	-
	Total	487,647	-	270,000	275,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-

Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer CIF	487,647	-	270,000	275,000	-	-	-	-
	Total	487,647	-	270,000	275,000	-	-	-	-

30-80-8140 - US-70 Business Water Improvements

Priority Rank	4
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace over 8,000 linear feet of asbestos cement water main along US-70 with 16" ductile iron water main.

Capital Project Justification

The main transmission line along Highway 70-A is only 12 inches in diameter and is made out of asbestos-cement. This pipe is no longer manufactured, is a hazard to repair due to the asbestos content and is more prone to breakage. Ductile iron pipe or plastic pressure pipe is the current standard for water mains. This project will provide long-term stability for this section of the water system. The increase in pipe size was recommended through system modeling to handle more flow to the US-70 tank, prevent the US-70 tank from emptying too much when the Forest Ridge Booster Pump Station is operating, and to better meet the town's needs when we need to transfer water from Durham in an emergency situation. Modeling has confirmed that upsizing from 12" to 16" between Churton Street and the US 70-A tank should help with pressure and ability to receive a target flow of 2 MGD from Durham. The report also recommended a new express main from Valley Forge to US 70-A tank, however that is not under consideration at this time.

Some sections of this pipeline are the only way to move water along 70-A east of Elizabeth Brady Road. The town has been fortunate to avoid major breaks thus far along this pipeline, due to its age (built in 1973) and the substandard material. If a main break occurs in the area between Hwy 86 and Forest Ridge on US 70-A, water cannot get to the US-70 tank. When the town has to make repairs, it typically has to cut the pipe with a saw, which releases asbestos fibers, thus requiring a respirator. If the town does not perform this work, it risks this line deteriorating further and draining the US-70 Tank. The town can currently receive 1.6 MGD from Durham.

Capital Project Highlights

This project is related to the Hasell Street Tank Replacement project to help move water to other parts of the central zone, but the projects are not codependent.

Phase I: Replace approximately 4,900 linear feet of 12-inch Asbestos-Cement (AC) water main along Highway 70-A between Highway 86/Elizabeth Brady Road to the Highway 70-A Water Tank with a new 16" ductile iron water main.

Phase II: Replace approximately 4,320 linear feet of 12" AC water main along Highway 70-A between Churton Street and Highway 86 with a new 16" ductile iron water main.

30-80-8140 - US-70 Business Water Improvements

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Preliminary Engineering</i>	30,000	-	-	-	-	-	-	-
<i>Design, Permitting & Bidding</i>	275,000	-	20,000	-	-	-	-	-
<i>Land Acquisition</i>	-	-	30,000	-	-	-	-	-
<i>Construction Admin</i>	-	-	-	220,000	-	-	-	-
<i>Construction</i>	-	-	-	5,100,000	-	-	-	-
Total	305,000	-	50,000	5,320,000	-	-	-	-
Revenue								
<i>Grant - AIA</i>	30,000	-	-	-	-	-	-	-
<i>Transfer from WSF</i>	-	-	-	312,661	-	-	-	-
<i>Transfer from Water SDF</i>	275,000	-	50,000	1,704,234	-	-	-	-
<i>Transfer from Cap Fees</i>	-	-	-	953,105	-	-	-	-
<i>Debt Issuance</i>	-	-	-	2,350,000	-	-	-	-
Total	305,000	-	50,000	5,320,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer CIF	-	-	-	312,661	-	-	-	-
	Debt Service	-	-	-	-	304,336	304,336	304,336	304,336
	Total	-	-	-	312,661	304,336	304,336	304,336	304,336

30-80-8140 - Vacuum Excavator

Priority Rank	5
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	30 - Water and Sewer Fund Operating

Capital Project Description

Purchase a Pacific Tek PV500 Vacuum Excavator equipped with the Pacific Tek Valve Exerciser for use by the Water Distribution crew.

Capital Project Justification

Pacific Tek Power Vac Vacuum Excavators are manufactured for potholing/"vacuum excavation." Every Pacific Tek Vacuum Excavator can non-destructively find utility lines and pipelines, clean out catch basins, and work with Pacific Tek Valve Exercisers. To aid in digging, water or air is used under low pressure to loosen up the dirt so that the Vacuum Excavator can vacuum the dirt into the Vacuum Excavator's debris tank.

These units are offered as a skid mounted vacuum or can be built onto a flatbed or trailer. Pacific Tek offers eight basic tank sizes with over 100 different configurations and options, depending on the customer's needs. The larger tanks have a reverse flow option where, at the flip of a lever, flow is reversed in the system which allows you to either pump liquid or slurry out of the tank to a higher place, or, to free up clogging in the pickup hose by having air blow the reverse direction. The specific model we are looking at is the PV500 with the optional PT1000 valve exerciser/valve operator mounted on the trailer.

Vacuum Excavating:

Vacuum Excavation, also known as "Potholing" is the process of using vacuum and sometimes an assisting process such as high pressure water jetting and high velocity air jetting to "suck" a hole in the ground. The hole size can be from 4 to 12 inches in diameter and can be from 1 to 20 feet deep. This process replaces manual or machine digging when there is the possibility of damage to anything in the underground vicinity of the area being uncovered.

With the number of utilities being run underground and the use of plastic pipe and conduit instead of heavier steel the risk of damage once a line is found by either a shovel or a backhoe is greatly increased. Vacuum excavation greatly reduces this risk and is referred to as a "non-destructive" digging method. Once on top of a line or cable the vacuum tube simply cannot continue down and the line being sought is safely found. This process is being used by gas companies, water and wastewater utilities, telephone companies, and underground contractors doing work for all of the above. Past interest in the process of vacuum excavation was not what it is today because at the time there were not as many delicate underground utilities such as fiber-optic cable and small plastic lines that we now have.

Valve Exercising:

Water distribution valves of all sizes are installed underground and mostly kept open so that water is available to everyone on the system. If left unattended those valves will rust, suffer cathodic damage, get stuck in place, become covered in dirt and silt from the street above, get paved over, or even shift with freezing and thawing conditions. The act of valve exercising / valve operating begins with locating the valve. Once located chances are that the valve box will need to be cleaned just to give access to the top of the valve nut. Then, the act of operating the valve to ensure that it will work if necessary completes the task. In the act of operating the valve you sometimes find valves that were supposed to be open were somehow left closed by someone working on the system resulting in lower water pressure or flow. This is another benefit of the program. There are an enormous number of valves in any distribution system and the act of exercising needs to be documented to ensure that all of the valves get attention that need it and that inoperable valves are documented and scheduled for replacement.

Doing this project by hand is a chore that requires some muscle and some twisting motion that could leave your valve exerciser / valve operator at risk for lower back pain or injury. That is why most cities and towns have employed valve operating machines to assist with the task. Machines are equipped with revolution counters and torque read-out gauges or meters and some are connected to a computer with a GPS that confirms the location. Those computers capture data about the valve and can have other useful bits of information logged and documented as well. Machines can operate many more valves in a day than a person can manually and they can do it day after day after day.

Capital Project Highlights

Purchasing the new Pacific Tek Vacuum Excavator w/Valve Exerciser would help tremendously with routine tasks such as valve/valve box maintenance, valve exercising, hydro excavating smaller service repairs, cleaning out meter boxes, potholing utilities and is a much more maneuverable unit for our crews to operate. The PV500 can be used dry to allow the excavated soil to be re-used as backfill or can be used with the attached water jetting system to "hydro" excavate. It will also have a class 2 hydraulic tool circuit kit installed to allow the use of our existing hydraulic tools in conjunction with the unit to complete tasks. The optional PT1000 valve exerciser has the option to add GIS management via the addition of their data logger.

30-80-8140 - Vacuum Excavator								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Capital - Equipment	-	-	155,000	-	-	-	-	-
Total	-	-	155,000	-	-	-	-	-
Revenue								
Operating Revenue	-	-	155,000	-	-	-	-	-
Total	-	-	155,000	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Capital - Equipment	-	-	155,000	-	-	-	-	-
Total	-	-	155,000	-	-	-	-	-

30-80-8140 - Water Distribution Master Plan Improvements

Priority Rank	6
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Implement the recommendations of the Water Distribution Master Plan.

Capital Project Justification

The Town is preparing a Water Distribution System Master Plan using a hydraulic model of the water distribution system. This master plan will provide recommendations on where improvements are needed to provide adequate fire flow to current and future customers, as well as improve drinking water quality and redundancy throughout the distribution system. The Master Plan recommendations may include waterline extensions, replacements, and installation of new appurtenances. The request is a placeholder until specific projects are identified.

Capital Project Highlights

The staff recommend implementing the recommendations of the Water Distribution Master Plan once complete. These projects will be facilitated by a cash transfer from the Water and Sewer Operating Fund.

30-80-8140 - Water Distribution Master Plan Improvements

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Capital - Infrastructure	-	-	400,000	400,000	500,000	500,000	500,000	-
	Total	-	-	400,000	400,000	500,000	500,000	500,000	-
Revenue									
	Transfer from WSF	-	-	400,000	400,000	500,000	500,000	500,000	-
	Total	-	-	400,000	400,000	500,000	500,000	500,000	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer CIP	-	-	400,000	400,000	500,000	500,000	500,000	-
	Total	-	-	400,000	400,000	500,000	500,000	500,000	-

30-80-8200 - Bellevue Mill Interceptor Upgrade

Priority Rank	8
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace 2,700 linear feet of 8" sewers with 12" sewers and 15 manholes, from near the end of Forrest St southward to Eno St. Abandon the currently unused branch.

Capital Project Justification

This Bellevue Mill interceptor was in existence prior to the town having a wastewater treatment plant, and possibly as early as the 1920s per mill maps. Portions of the are located in brownfield sites, so additional costs will be incurred for extra permitting and to identify and properly dispose of contaminated soils. Hydraulic modeling has shown this interceptor is undersized for 2040 growth scenarios and is significant contributor of inflow/infiltration. Regardless, it is well beyond its useful life and likely contributing to inflow and infiltration in the basin.

This interceptor is also paralleled by a 12" sewer. The parallel 12" interceptor was constructed to take flow from the Efland force main, which has since been abandoned. CCTV footage collected by Town staff indicates it is possible to reconfigure existing connections to this line to allow its abandonment. Abandonment of this line is recommended in the first phase to reduce inflow/infiltration, the upsizing of this line is proposed only after the Eno Outfall projects are complete (seperate project).

Capital Project Highlights

Upgrading this main is required to enable higher density redevelopment and development in the western part of Hillsborough.

\$1.2M - Construction (FY32)

\$120k - Construction Administration (FY32)

This project will be paid for with cash transfers from the Water & Sewer Operating Fund and a FY32 debt issuance.

30-80-8200 - Bellevue Mill Interceptor Upgrade								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Survey/Geotech/Design/Bid	-	-	-	-	120,000	-	-	-
Land Acquisition/Hazard Waste	-	-	-	-	20,000	40,000	-	-
Construction Administration	-	-	-	-	-	-	320,000	-
Construction	-	50,000	-	-	-	-	1,000,000	-
Total	-	50,000	-	-	140,000	40,000	1,320,000	-
Revenue								
Transfer from WSF	-	50,000	-	-	140,000	40,000	-	-
Debt Issuance	-	-	-	-	-	-	1,320,000	-
Total	-	50,000	-	-	140,000	40,000	1,320,000	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer to Water-Sewer CIF	-	50,000	-	-	140,000	40,000	-	-
Debt Service	-	-	-	-	-	-	-	170,946
Total	-	50,000	-	-	140,000	40,000	-	170,946

30-80-8200 - Cates Creek Outfall Upgrade

Priority Rank	4
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Upsize the Cates Creek Outfall to address anticipated demand from current and anticipated growth.

Capital Project Justification

The Cates Creek Outfall is 3.4 miles long and was built in two phases. The upper reach, which discharges into the Elizabeth Brady Pumping Station was built in the mid-1990s. The lower portion, which is called Phase 2, was built in the early to mid-2000s when Waterstone began to develop. The entire line is the main pipeline in the Elizabeth Brady sewer basin.

Collection system modeling shows in the next ten years that the outfall will need to be monitored and upsized appropriately. While much newer than the River Pumping Station Eno River Interceptors, there is evidence of a wet weather response in the system. This schedule may need to be escalated however due to a recent inquiry about a significant development south of Waterstone Drive that was not accounted for in modeling, as well as the underestimation of demand proposals of sites that were accounted for. The scope and extent of the upsizing is currently unknown, but the proposed development, if it proceeds, would exceed the pipe capacity in some areas. Developers will

Capital Project Highlights

This request relates to the Elizabeth Brady Pumping Station and Force Main project as both will need to be investigated and upsized accordingly, either sooner or later depending on development pacing. If the project is not approved, development will be limited, and sanitary sewer overflows may occur as the system ages and starts to leak more.

Funding Timeline:

Preliminary Engineering: FY27 - \$200k & FY28 - \$200k

Design/Permitting/Bidding: FY27 - \$800k & FY29 - \$800k

Construction Administration: FY-27 - \$1.9 million, FY29 - \$400k & FY31 - \$320k

Construction: FY29 - \$4.0M & FY31 - \$4.2M

***Project is development driven and must be completed per the budgeted timeline. Developer proffers to be applied directly to design and construction costs.

30-80-8200 - Cates Creek Outfall Upgrade

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Preliminary Engineering & Survey	75,000	125,000	200,000	-	-	-	-	-
Design/Permit/Bid	-	800,000	25,000	775,000	-	-	-	-
Construction Administration	-	-	-	400,000	100,000	320,000	-	-
Construction	-	1,900,000	-	4,000,000	-	4,200,000	-	-
Total	75,000	2,825,000	225,000	5,175,000	100,000	4,520,000	-	-
Revenue								
Transfer from Sewer SDF	-	-	-	300,000	-	-	-	-
Transfer from WSF	75,000	150,000	225,000	300,000	100,000	200,000	-	-
Debt Issuance	-	1,900,000	-	4,400,000	-	4,320,000	-	-
Special Assessment District	-	775,000	-	175,000	-	-	-	-
Total	75,000	2,825,000	225,000	5,175,000	100,000	4,520,000	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer CIF	75,000	150,000	225,000	300,000	100,000	200,000	-	-
	Debt Service	-	-	246,059	246,059	815,879	815,879	1,375,339	1,375,339
	Total	75,000	150,000	471,059	546,059	915,879	1,015,879	1,375,339	1,375,339

30-80-8200 - Elizabeth Brady Pump Station Force Main Upgrade

Priority Rank	3
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Design, bid and construct a public sanitary sewer pumping station upgrade at the existing Elizabeth Brady Pumping Station site. DEVELOPMENT RELATED - DO NOT MOVE

Capital Project Justification

The station upgrades would enable new development in the Elizabeth Brady basin, as well as denser redevelopment of existing sites. The station was rebuilt in 2012 and sized for a quick upgrade of pump capacity, which is currently being implemented. Unfortunately, the level of development discharging to this station is much greater than this quick upgrade option can handle, extending the useful life only a few years at best.

A developer is proposing consolidation of two to three existing sanitary sewer pumping stations (Woods Edge Front, Woods Edge Back, and Nazarene) into a new, larger pumping station. The larger pumping station would be sized to handle the three existing station that would be abandoned, as well future buildout within the basin, including the new, proposed development. The new station would likely discharge into the existing Cates Creek interceptor that drains to the Elizabeth Brady station.

The new, larger pumping station's operating point is significant when compared to Elizabeth Brady's operating point, and even a phased approach to the buildout of the basin served by the new pumping station would require upgrades at Elizabeth Brady. The developer is working with town staff to provide funding, either with an advance of system development fees or a proffer of future funds, to enable this upgrade to serve the proposed development. The developer would also be required to build the new station and force main that enables the future abandonment of Wood Edge Front, Woods Edge Back, and Nazarene Pumping Stations to town standards with no cost participation by the town. The upgrade to the Elizabeth Brady station will require an upgrade of the existing force main to the wastewater treatment plant to ensure efficient pumping station operations.

Capital Project Highlights

This project relates to the Cates Creek interceptor. If the decision is made to control the amount of development discharging to this station, then this project and the related Cates Creek outfall project scope can be minimized.

30-80-8200 - Elizabeth Brady Pump Station Force Main Upgrade

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Design	750,000	-	-	-	-	-	-	-
	Construction Administration	-	50,000	-	-	-	-	-	-
	Construction	-	1,000,000	-	3,500,000	-	-	-	-
	Total	750,000	1,050,000	-	3,500,000	-	-	-	-
Revenue									
	Transfer from Cap Fees	300,000	-	-	-	-	-	-	-
	Transfer from Sewer SDF	450,000	50,000	-	-	-	-	-	-
	Debt Issuance	-	1,000,000	-	3,500,000	-	-	-	-
	Total	750,000	1,050,000	-	3,500,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact									
Depts - Ignore	Debt Service	-	-	129,505	129,505	582,771	582,771	582,771	582,771
	Total	-	-	129,505	129,505	582,771	582,771	582,771	582,771

30-80-8200 - Eno River Interceptor Upgrade - East

Priority Rank	1
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace approximately 1 mile of 18" and 21" pipes with at least 30" and 36" pipes from the current River Pumping Station location to Churton Street, along with several manholes.

Capital Project Justification

The Eno River Interceptors were constructed with the wastewater plant in the mid-70s, thus they are over 40 years old. They are concrete and subject to corrosion from hydrogen sulfide. The original interceptors were installed very shallow – in places less than 4 feet deep, making them susceptible to damage by excavation or directional drilling of communications lines. There is also corrosion from hydrogen sulfide.

No significant rehabilitation or replacement of the collection system in this area has ever occurred. Over the years, the interceptor manholes were raised to prevent sanitary sewer overflows due to wet weather surcharging (water other than wastewater entering the system) and because they were not protected from the floodplain and some lining has been performed. The original manholes are constructed of brick material and subject to groundwater intrusion. Hydraulic modeling shows that due to the shallowness and some flat sloped pipes, the pipes are exceeding their capacity during wet weather events and TS Debby verified this concern with multiple sanitary sewer overflows along this portion of pipe. The town has committed and projected growth. These and other similar projects will exacerbate the collection system's hydraulic capacity which is already restricted in wet weather, resulting in sanitary sewer overflows and violations, and possibly even a moratorium on growth until upsizing can occur. To support current needs and future growth through 2040, these pipes need to be upsized.

Since these interceptor pipes carry flow from areas that are the focus of growth, the Board has already agreed to defer large projects contributing wastewater into the River pumping station basin due to wet weather concerns as we investigate our most leaky basin, Lawndale, and secure funding for this replacement. These pipes are some of the oldest in town. This project intertwines with the River Pump Station project for which a federal grant award was received.

Capital Project Highlights

Further development, as planned for the town, will exacerbate any hydraulically limited sewer pipes and cause overflows that result in noncompliance. This request supports the growth the town has worked hard to attract and approve. The money budgeted is what was submitted for funding to the state revolving fund (but not selected to date) and is reflective of 2040 projected flows. The current construction climate may result in an increase in costs. Much of the pipe need to be upsized to handle the projected 2025 growth. This cannot be deferred much longer.

The town currently plans to pursue the State of North Carolina's revolving loan program to finance the \$5.2M construction portion of this project. However, the loan program is based upon priority points for various categories. As such, an award is NOT guaranteed. However, recent sanitary sewer overflows in this interceptor will add priority to future applications.

30-80-8200 - Eno River Interceptor Upgrade - East

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Engineering/Design/Survey	500,000	-	-	-	-	-	-	-
	Land Acquisition	200,000	-	-	-	-	-	-	-
	Permitting & Bidding	50,000	-	-	-	-	-	-	-
	Construction Administration	-	80,000	-	120,000	-	-	-	-
	Construction	-	2,000,000	-	3,000,000	-	-	-	-
	Total	750,000	2,080,000	-	3,120,000	-	-	-	-
Revenue									
	Transfer from Cap Fees	750,000	-	-	-	-	-	-	-
	Debt Issuance	-	2,080,000	-	3,120,000	-	-	-	-
	Total	750,000	2,080,000	-	3,120,000	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact									
Depts - Ignore	Debt Service	-	-	269,370	269,370	673,424	673,424	673,424	673,424
	Total	-	-	269,370	269,370	673,424	673,424	673,424	673,424

30-80-8200 - Eno River Interceptor Upgrade - West

Priority Rank	6
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace approximately 2,900 linear feet of 18" sewers with 24" sewers and 12 manholes.

Capital Project Justification

This sewer interceptor is one of the oldest in town, built in the 1970s. The modeling report recommendation has shown that the sewer experiences wet weather capacity issues (leaks) and is undersized for potential 2040 growth. It will need to be upsized to meet future demands and due to general condition deterioration. The general vicinity of the work is west of Churton Street to Occoneechee Street on the south side of the river.

Capital Project Highlights

With the high-density redevelopment and new development expected in the downtown and west Hillsborough area west of Churton Street, it is recommended to upsize this interceptor.

This project is planned for financing from the State of North Carolina's revolving loan program to pay for the \$1.8M construction costs in Fiscal Year 2030.

30-80-8200 - Eno River Interceptor Upgrade - West

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Survey/Design/Bid</i>	-	-	-	250,000	-	-	-	-
<i>Land Acquisition</i>	-	-	-	100,000	-	-	-	-
<i>Construction Administration</i>	-	-	-	-	160,000	-	-	-
<i>Construction</i>	-	-	-	-	1,630,000	-	-	-
Total	-	-	-	350,000	1,790,000	-	-	-

Revenue								
<i>Transfer from WSF</i>	-	-	-	350,000	-	-	-	-
<i>State Revolving Loan</i>	-	-	-	-	1,790,000	-	-	-
Total	-	-	-	350,000	1,790,000	-	-	-

Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
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	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Transfer to Water-Sewer CIF	-	-	-	350,000	-	-	-	-
	Debt Service	-	-	-	-	-	109,471	109,471	109,471
	Total	-	-	-	350,000	-	109,471	109,471	109,471

30-80-8200 - Exchange Club Interceptors

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace 2,250 linear feet of gravity sewer with 15-inch (2040 committed) or 18-inch diameter (2040 committed + potential flows) between Orange Grove Road and Riverwalk.

Capital Project Justification

This gravity sewer was installed in the early 1970s. Recent hydraulic modeling of the collection system revealed a capacity deficiency for existing and proposed growth conditions. There is also some configuration of the mains that may contribute to hydraulic flow restrictions (i.e., there are zig zags that do not provide smooth transitions and allow buildup of corrosive gases). The current brick manholes along this segment are in disrepair. The town has paid to rehabilitate the manholes to keep them from crumbling, leaking or allowing infiltration. This segment of sewers goes through Exchange Club Park and is generally between Orange Grove Road and the Riverwalk.

Capital Project Highlights

Upsize this infrastructure with possible realignments to address current and future growth, and to improve its condition.

The construction portion of this project is scheduled for Fiscal Year 2030 and is anticipated to be paid for with a combination of System Development Fees (SDFs) and cash transfers from the Water & Sewer Operating Fund.

30-80-8200 - Exchange Club Interceptors								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Survey & Engineering	140,000	-	-	-	-	-	-	-
Easements	50,000	-	-	-	-	-	-	-
Permits & Bidding	20,000	-	-	-	-	-	-	-
Construction Administration	170,000	-	-	-	-	-	-	-
Construction	-	-	-	-	2,500,000	-	-	-
Total	380,000	-	-	-	2,500,000	-	-	-
Revenue								
Transfer from WSF	360,000	-	-	-	-	-	-	-
Transfer from Sewer SDF	20,000	-	-	-	2,500,000	-	-	-
Total	380,000	-	-	-	2,500,000	-	-	-
Exp Vs. Rev Surplus (Deficit)								
	-	-	-	-	-	-	-	-
Operating Impact								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Transfer to Water-Sewer ClF	360,000	-	-	-	-	-	-
Ignore	Total	360,000	-	-	-	-	-	-

30-80-8200 - Sewer Jetter Flush Truck

Priority Rank	7
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	30 - Water and Sewer Fund Operating

Capital Project Description

Sewer Jetter/Flush Truck - This truck incorporates a jet machine mounted to the chassis of a single axle truck, providing easy maneuverability for use in sewer line cleaning and flushing, clearing sewer blockages, and pressure washing. This truck would be an upgrade to our trailer mounted jet machine for everyday jetting/cleaning needs.

Capital Project Justification

Our current jet machine is a trailer mounted unit that has to be pulled by a larger utility truck in order to be used. It was purchased in 2008 (16 yrs old) and has been a vital asset to provide quality service to our customers in cleaning sewer lines, customers sewer laterals, and keeping the river walk clean by our Public Works Department. With our current machine, not all of our Collections crew staff is able to pull it due to vehicle size needed to tow. Having a truck mounted jet machine would allow all staff to respond to emergencies during and after operating hours, allow for quicker response times since trailer hookup is not needed and its size is more compact than the utility truck and trailer allowing for easier maneuverability around the narrower streets in Hillsborough and tighter sewer outfall easements.

Due to the age of our current jet machine and the amount of use it receives, this jet/flush truck would become a dependable and highly utilized piece of equipment with everyday tasks including sewer blockages and sewer line maintenance. Our state permit for the Collections system requires that we clean 10% of our sewer system each year which is growing exponentially. Having this truck would allow our team to operate 2 crews and 2 pieces of equipment to be more efficient with our state mandated cleaning which would free up the rest of the year to focus on other tasks/maintenance.

Capital Project Highlights

More compact for easier accessibility and maneuverability around town.

A vehicle that every crew member can operate.

Decrease trailer related incidents.

Provides redundancy to improve sewer line cleaning efficiency and a backup for emergency response situations if a machine is down for repair/maintenance.

30-80-8200 - Sewer Jetter Flush Truck

		Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure									
	Misc. - Tax, Tags, Etc.	-	2,006	-	-	-	-	-	-
	Capital - Vehicles	-	220,000	-	-	-	-	-	-
	Total	-	222,006	-	-	-	-	-	-
Revenue									
	Operating Revenue	-	222,006	-	-	-	-	-	-
	Total	-	222,006	-	-	-	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-	-
Operating Impact									
Depts - Ignore	Misc. - Tax, Tags, Etc.	-	2,006	-	-	-	-	-	-
	Capital - Vehicles	-	220,000	-	-	-	-	-	-
	Total	-	222,006	-	-	-	-	-	-

30-80-8200 - Undersized Sewer Main Replacements

Priority Rank	5
Category	Renovation/Remodel/Replacement
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Replace 4" & 6" sewer mains.

Capital Project Justification

The town installed or allowed to be installed sewer mains less than the state minimum design criteria of 8" diameter. Several parcels are served by 4" and 6" sewer mains where normally, one residential home or low demand non-residential home has its own dedicated 4" sewer main. Some of the undersized mains installed were extended without a permit, and have already demonstrated to be clogged and have several sags. These undersized sewer mains cause extra staff time to clean, have multiple sags which holds sewage and debris, cross properties without established easements, and are not serving customers to the level of service the town wants to provide. This project would replace such sewers with a proper design and established right of entry (easement) for future accessibility and maintenance.

Capital Project Highlights

Phase I: Mollies Ct., Hill St., and W. Corbin St.

Phase II: Lawndale Ave, Sherwood Ave and Waddell St.

30-80-8200 - Undersized Sewer Main Replacements

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Engineering, Design, Easements</i>	-	100,000	-	-	-	-	-	-
<i>Mollies, Hill, W Corbin</i>	-	400,000	-	-	-	-	-	-
<i>Lawndale, Sherwood, Waddell</i>	-	-	-	-	500,000	-	-	-
Total	-	500,000	-	-	500,000	-	-	-

Revenue								
<i>Transfer from WSF</i>	-	-	-	-	500,000	-	-	-
<i>Transfer from Cap Fees</i>	-	500,000	-	-	-	-	-	-
Total	-	500,000	-	-	500,000	-	-	-

Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
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	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts -	Transfer to Water-Sewer CIF	-	-	-	-	500,000	-	-	-
Ignore	Total	-	-	-	-	500,000	-	-	-

30-80-8220 - Tertiary Filter Flocculators

Priority Rank	1
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	69 - Water and Sewer Capital Improvements

Capital Project Description

Install new flocculators ahead of tertiary filtration to maximize the total phosphorous removal needed to meet the Falls Lake Rules and reduce chemical usage.

Capital Project Justification

The 2014 Phase 1 Plant Expansion included new tertiary filtration. The structure was designed to have flocculators installed, but the installation was removed from the project to reduce costs. The pedestals and electrical conduit were however installed to provide for future needs.

Currently, a chemical called Polyaluminum Chloride (PAC) is used to precipitate Phosphorous out of a dissolved state to a solid form that can be removed by filtration. Currently, PAC is fed to the clarifier, which provides the mixing necessary to activate the chemical. This method currently works well but will be insufficient in the future to meet the removal efficiency needed to meet the Falls Lake Rules.

Feeding PAC directly to the filters is also much more efficient. Laboratory testing has shown that with the addition of flocculators, the town should be able to reduce its chemical feed by 28% or more. This equates to chemical savings of approximately \$4,500 per year.

Capital Project Highlights

This project can be delayed until the current Phosphorous removal efficiency is inadequate to meet permit requirements, which is estimated to be in FY29. However, the town will not realize the cost savings of reduced chemical usage or the reduction in its carbon footprint. The PAC is manufactured and then delivered from out-of-state locations. Flocculation will not only reduce the carbon emissions from the chemical manufacturing process but also the semi-truck deliveries from hundreds of miles away.

30-80-8220 - Tertiary Filter Flocculators								
	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Engineering	-	-	-	10,000	-	-	-	-
Construction	-	-	-	-	180,000	-	-	-
Total	-	-	-	10,000	180,000	-	-	-
Revenue								
Transfer from WSF	-	-	-	10,000	180,000	-	-	-
Total	-	-	-	10,000	180,000	-	-	-
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-
Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Transfer to Water-Sewer ClF	-	-	-	10,000	180,000	-	-	-
Total	-	-	-	10,000	180,000	-	-	-

35-30-5900 - Elizabeth Brady Rd Culvert Rehabilitation

Priority Rank	2
Category	Renovation/Remodel/Replacement
Fund	61 - Stormwater Capital Improvements

Capital Project Description

Rehabilitate the existing culverts under Elizabeth Brady Road at Cates Creek using spincasting.

Capital Project Justification

The existing culverts are corrugated metal. Corrugated metal pipes have a functional age and the culverts are starting to deteriorate. Public Works staff has completed some maintenance work on the pipes to ensure they are clear and the downstream side (outlet side) is stabilized. This work has prolonged the life of the existing culverts, but within the next few years, the culvert pipes will need to be repaired. Rehabilitation through spincasting will reduce the risk of a failure similar to what occurred on Valley Forge Road and Cates Creek. The impact of a failure would be greater in that Elizabeth Brady Road serves more property owners, including the only ingress/egress to the town's wastewater plant.

Spincasting is a technique where the inside of existing pipes are sprayed with concrete. This process fixes damaged/aging pipes without having to replace them. This is a cost effective solution and has been utilized with smaller stormwater pipes in town. Based on the current status of the pipes, work already completed by Public Works, and recent discussions with Public Works staff, we believe the project can be pushed to FY29. Public Works will continue to monitor the culverts, and if necessary adjust project timing.

Capital Project Highlights

An alternative would be to replace the pipes with a bridge or bottomless culvert. This would most likely be more expensive, but would improve the aquatic ecosystem in the area. It is possible to combine replacement with additional riparian buffer enhancement, which would mean a portion of the project cost would qualify for the joint compliance program currently approved for the Falls Lake rules.

NuPipe is a unique contractor that provides spincasting services in our area. The NuPipe website gallery that shows before and after photos of various projects (<https://nu-pipe.webflow.io/gallery>).

35-30-5900 - Elizabeth Brady Rd Culvert Rehabilitation								
Current Project Budget		FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
Capital - Infrastructure		175,000	-	-	175,000	-	-	-
Total		175,000	-	-	175,000	-	-	-
Revenue								
Transfer from SWF		175,000	-	-	175,000	-	-	-
Total		175,000	-	-	175,000	-	-	-
Exp Vs. Rev Surplus (Deficit)		-	-	-	-	-	-	-
Operating Impact								
Depts - Ignore	Transfer to Stormwater CIF	175,000	-	-	175,000	-	-	-
	Total	175,000	-	-	175,000	-	-	-

35-30-5900 - JetVac Truck

Priority Rank	2
Category	New Facility/Infrastructure/Vehicle/Equipment
Fund	35 - Stormwater Fund Operating

Capital Project Description

JetVac Truck for cleaning stormwater infrastructure such as catch basins and pipes.

Capital Project Justification

The town is required to have a stormwater infrastructure maintenance program pursuant to the town's NPDES Phase II MS4 stormwater permit. The JetVac would allow Public Works to clean, collect and dispose of sediment, debris, etc.

Currently, the town uses a contractor to do catch basin/pipe cleaning. This approach is workable for now, but having a JetVac truck would improve efficiency in maintaining the town's stormwater infrastructure and allow the town to respond to problems that arise in a more timely manner.

Capital Project Highlights

The Water & Sewer Department is considering replacing their JetVac truck with a larger capacity model. If this happens, it is possible that the existing JetVac truck could be utilized by Public Works for stormwater maintenance.

A quote has been included for a GapVax 2024 MC1007-3S3X Combination Jet/Vac. Currently the price of the truck is listed in FY27.

35-30-5900 - JetVac Truck

	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Expenditure								
<i>Misc. - Tax, Tags, Etc.</i>	-	2,006	-	-	-	-	-	-
<i>Capital - Vehicles</i>	-	605,014	-	-	-	-	-	-
<i>Gasoline</i>	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Total	-	608,020	1,000	1,000	1,000	1,000	1,000	1,000
Revenue								
<i>Debt Issuance</i>	-	605,014	-	-	-	-	-	-
<i>Operating Revenue</i>	-	3,006	1,000	1,000	1,000	1,000	1,000	1,000
Total	-	608,020	1,000	1,000	1,000	1,000	1,000	1,000
Exp Vs. Rev Surplus (Deficit)	-	-	-	-	-	-	-	-

	Operating Impact	Current Project Budget	FY27	FY28	FY29	FY30	FY31	FY32	FY33
Depts - Ignore	Misc. - Tax, Tags, Etc.	-	2,006	-	-	-	-	-	-
	Capital - Vehicles	-	605,014	-	-	-	-	-	-
	Debt Service	-	-	139,743	139,743	139,743	139,743	139,743	139,743
	Gasoline	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000
	Debt Issuance Proceeds	-	(605,014)	-	-	-	-	-	-
	Total	-	3,006	140,743	140,743	140,743	140,743	140,743	140,743



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Fiscal Year 2027-29 Budget and Financial Plan (noteworthy requests, issues, challenges, and opportunities)

Attachments:

1. Noteworthy Requests – General Fund
2. Noteworthy Requests – Water & Sewer Fund
3. Medical Premium Rate Increase – Justification Form
4. Medical Premium Rate Increase – Additional Information

Summary:

This is a preview of the noteworthy needs, including capital, personnel and operating, that have been submitted by departments. At this time, staff have not yet had an opportunity to review or develop a plan for which requests the town may be able to fund and when.

Since we are early in the budget process, this is a good time to hear from the board, including whether there are any major requests that are not reflected on the list that need to be, and receive any feedback related to the requests that are included. The board can also use this time to ask any questions about any of the identified needs or request additional information that may be helpful in making budget decisions moving forward.

Financial impacts:

Large deficits are anticipated for all three major funds for FY27+. It is unlikely that we will be able to fund all of the needs as requested. Many will likely be unfunded, while others may be deferred to a future year.

Staff recommendation and comments:

Review noteworthy budget requests and provide feedback.

Action requested:

- Do you have any questions or feedback related to the operating requests?
- Are there any needs that were not reflected in the lists that should be?
- Medical Premium Rate Increase:
 - Do you have any questions or concerns about moving forward with the 9% premium increase option for health insurance that provides a \$200/month RxSaveCard subsidy for GLP-1 medication?
 - Premiums Coverage Options (we anticipate having more detailed information and potential cost share breakdowns for discussion at the retreat)

- Is the board okay to continue covering employee premiums at 100%, or should we explore cost-share options?
- How much of the dependent premium increase should the town cover?

General Fund			Requested		
Department	Request	Description	FY27	FY28	FY29
Administration	Public Records Request Software	Centralize, organize, and track public records requests through use of CivicPlus software.	-	12,288	-
Human Resources	Medical Insurance Premium Rate Increase	Renew medical insurance at 9% premium rate increase and cover GLP-1 for weight loss medications through RxSaveCard. [town-wide cost]	122,221	122,221	122,221
Communications	Community Kiosks	Build information kiosks in key locations around town.	10,500	10,500	10,500
Planning	Code Enforcement Abatement	Abatement funds are needed to have a contractor mow tall grass, clear junk piles, and in some cases, tear down or remove the remains of, abandoned and dilapidated houses or accessory structures, that are no longer occupied.	20,000	20,000	20,000
Planning	Welcome Sign Easement Plat	Survey and determine easement area around sign at Churton/Mayo St for future maintenance and upgrade access.	6,000	-	-
Facilities Management	Administration Building Interior Painting	Paint the first and second floor offices, halls and meeting rooms.	17,500	-	-
Facilities Management	Generator for Dorothy Johnson Community Center	Move the old generator from the HPD HQ to the community center.	35,000	-	-
Facilities Management	HVAC Replacements	Replace units at the end of their anticipated life cycle.	30,000	-	-
Facilities Management	Thermostat Upgrades	Replace old thermostats with programmable units.	9,000	-	-
Facilities Management	Generator and ATS Switch Replacement at Town Hall	Unit has reached end of its lifecycle and is showing signs of wear.	40,000	-	-
Facilities Management	Paint Exterior of Wastewater Treatment Plant	There are areas of peeling and faded paint on doors, windows and exposed steel beams.	20,000	-	-
Public Space	Picnic Shelter at Cates Creek Park	Add covered picnic shelter to existing concrete slab near playground and restroom building.	35,000	-	-
Public Space	Picnic Shelter at Riverwalk Entrance	Add a covered shelter over the picnic tables at the Nash and Kollack Street entrance to Riverwalk.	23,000	-	-
Public Space	Picnic Tables at Cates Creek Park	Add two picnic tables near the restroom building.	22,000	-	-
Public Space	Story Walk	16 aluminum frames placed along Gold Park walkways and four story inserts (changed quarterly). Preference for multicultural / multilingual stories. Requested by Parks and Recreation Advisory Board.	-	-	12,000
Public Space	Wayfinding Kiosks in West Hillsborough	Kiosks will have a town and trail map on one side and a corkboard for town event information.	6,000	-	-
Information Technology	Access Control Standardization	Standardize access control across town facilities (i.e. cameras, alarms, door access, etc.)	100,000	100,000	100,000
Information Technology	New Phone System	Migrate to cloud based system, bringing all facilities under one system.	-	100,000	100,000
Information Technology	Physical Security Standardization	Expand and upgrade key card access and cameras at town facilities and upgrade alarm system capabilities	120,000	120,000	120,000
Police	Crime Scene Barriers	Portable crime scene barriers with blackout curtains for use during homicide investigations, aggravated assaults, fatal traffic crashes, and other critical incidents.	2,500	-	-
Police	Handgun Lights	The department's duty weapon-mounted lights have been in service for approximately 15 years, with only limited replacements during that time. During training and qualification this year, five flashlight failures were documented, indicating the equipment has reached the end of its service life.	6,200	-	-
Police	Ballistic Helmets	Ballistic helmets for patrol officers and members of the Emergency Response Team (ERT) to replace expired, poorly fitting protective headgear currently in service.	12,800	-	-
Police	In-Car Camera Replacements	Current in-car cameras are out of date and causing maintenance and repair issues. Current camera video quality is also behind the current technology. The initiative to replace cameras are spread out over five years.	75,900	72,325	72,325
Police	Rifle Plates	Lightweight, rifle-rated armor plates for sworn personnel to be worn inside existing external body armor carriers.	15,000	-	-
Police	Speed Box	New traffic data collection device which will be utilized to monitor speeds, monitor citizen complaints, and collect data on traffic trends in a localized area.	2,500	-	-
Fire Protection	Fire Vehicle Ramp-Up	Start an annual ramp-up to fund debt service on large fire apparatus replacements, including the engine and ladder trucks.	50,000	100,000	150,000
Engineering Services	Truck #244 Replacement	Replace 2016 Ford F-150.	-	51,006	-
Special Appropriations	Affordable Housing Ramp-Up to 2-Cents	Last year of ramp-up towards town's commitment of \$320,000 for affordable housing efforts.	70,000	70,000	70,000
			1,122,775	1,131,799	1,148,665

Water and Sewer Fund			Requested		
Department	Request	Description	FY27	FY28	FY29
Water Treatment Plant	Existing Main Electrical Equipment Evaluation	Prepare a scope and schedule for a future electrical upgrade project.	45,000	-	-
Water Treatment Plant	Install New Effluent Filter Actuators	The three influent actuators are due to be rebuilt. However, the actuators are so old that they are now obsolete and cannot be rebuilt. New modern actuators are needed.	60,000	-	-
Water Treatment Plant	Replace Antiquated Pump Start Equipment	Replace the 3 remianing 1970s electrical equipment with modern soft start technology.	27,000	-	-
Water Treatment Plant	Replace Problematic Chlorine Meters	Replace the three reagentless Chlorine meters with reagent-based meters.	14,500	-	-
West Fork Eno Reservoir	Install Cameras at Reservoir	Installation of security/surveillance cameras at the West Fork Eno Reservoir (WFER).	71,000	51,000	1,000
Water Distribution	Chlorine Level Auto Flushers	Auto-flushers will actually measure and activate flushing based on the chlorine readings at the device.	50,000	50,000	50,000
Water Distribution	Truck #192 Replacement	Replace 2008 Toyota Tacoma with an F-150 pick-up truck.	62,006	-	-
Wastewater Collection	Pump Station Generator Replacements	Replace old generators at pump stations and add generators to pump stations currently without.	45,000	45,000	45,000
Wastewater Collection	Truck #210 Replacement	Replace Truck #210 with a new Ford F-350.	93,000	-	-
Wastewater Treatment Plant	Solids Storage Mixing Pump Replacement	Purchase new pump in FY26, allowing for old pump to be serviced and rebuilt in FY27, and allowing for one operating and one backup pump for the future. Current pump is approximately 10 years old and due for maintenance. Maintenance on old pump will take three months or more and cannot happen without another pump operating at the plant.	82,000	-	-
			549,506	146,000	96,000

10-10-4500 - Medical Premium Rate Increase

Priority Rank	1
Frequency	Recurring
Justification Type	"Taking Care of What We've Got"

Describe Request

Renew medical insurance at 9% premium rate increase and cover GLP-1 for weight loss medications through RxSavecard. RxSavecard is a program that offers GLP-1s at a lower rate by working directly with the drug manufacturers rather than through a pharmacy benefit manager that has increased fees. The town has an option to provide a subsidy to RxSavecard to help employees with the cost of the medication. The recommended subsidy is \$200. For example, if an employee is prescribed Zepbound or Wegovy for \$300, \$200 from the town will be loaded into the employee's RxSavecard and the employee would pay \$100 out of pocket. The town is expected to see around 68% savings by using RxSavecard with a \$200 subsidy. Hillsborough's GLP-1 for weight loss usage is around 5% and is expected to increase. The average usage is 8-10%.

Link to Strategic Plan or Departmental Priorities

Raising insurance costs and declining coverage remains a concern for employees. Working with RxSavecard will help employees access GLP-1 medications at a lower cost. This option supports service excellence in the strategic plan by supporting employees' health and wellbeing resulting in more engagement and employee satisfaction at work.

Alternatives & Operational Impact If Not Funded

If we continue to cover GLP-1s for weight loss without implementing the RxSaveCard, we will have a 12.5% premium rate increase. Employees and dependents on these medications would not have a disruption in access to the medications. However, the higher rate increase will impact all employees. If we stop covering GLP-1s for weight loss, the town will face a lower, 7.5%, premium rate increase. Removing coverage for GLP-1 weight loss medications would directly affect employees currently prescribed these medications, as well as those who may receive prescriptions before June 30, resulting in significantly higher out-of-pocket costs and making access more difficult.

Additional Information

Rising pharmacy costs, especially GLP-1 drugs like Zepbound and Wegovy, are driving renewal increases. The cost of GLP-1 drugs within the NCHIP have increased from \$3 million to \$10 million in 2 years. Other NCHIP members are seeing an average 6% rate increase without GLP-1 coverage and 12% if GLP-1 coverage is included. 24 out of 39 NCHIP members cover GLP-1s for weight loss (62%). If all 24 NCHIP members decide to implement Rx Savecard for GLP-1 weight loss medications, this will reduce claims and save up to \$4 million across all members. Fully insured groups outside of NCHIP are seeing increases between 20-50%. Hillsborough has partnered with Vida, a program that prescribes GLP-1 medications for weight loss and ensures employees and their dependents on the plan meet all eligibility requirements before these drugs are prescribed. This program was implemented to establish safeguards ensuring that those covered on the health plan are not inappropriately prescribed high-cost weight loss medications. It's expected that RxSavecard will work seamlessly with Vida as the GLP-1 prescriber. If we move forward with the 9% increase option, it's estimated to cost the town an additional \$122,221 per year if the town absorbs the full increase - meaning that employee payroll deductions would remain the same. We need guidance from the board regarding how much of the 9% increase the town is willing to absorb versus pass on to employees.



NCHIP Renewal FY27 | Projected Cost Comparison

Description (Monthly)	Current	Status Quo - GLP1 Coverage through BCBSNC	Option 2 - GLP1 Coverage through RxSaveCard	Option 3 - Exclude GLP1 Weight Loss Drugs
NCHIP Funding	\$113,168	\$127,314	\$121,655	\$121,655
RxSaveCard Funding	\$0.00	\$0.00	\$1,000	\$0
RxSaveCard/Vida Fees	\$0.00	\$0.00	\$150	\$0
Total Monthly Funding	\$113,168	\$127,314	\$122,805	\$121,655
Total Annual Funding	\$1,358,016	\$1,527,768	\$1,473,660	\$1,459,860
% change		12.5%	9.0%	7.5%
\$ difference		\$169,752	\$115,644	\$101,844



NCHIP Renewal FY27 | RxSaveCard Projected Savings for Hillsborough

This analysis compares your current pharmacy benefit manager (PBM) prescription costs against potential savings with RxSavecard for Zepbound and Wegovy									
Current with PBM:	ER Paid to Pharmacy	EE Paid Out of Pocket	PBM Rebate Per Rx	Total Net Drug Cost	Net ER Paid	Utilizers	Net ER Cost Monthly	Net ER Cost Annualized	
Zepbound	\$940	\$246	\$313	\$873	\$627	5	\$3,135	\$37,620	
Wegovy	\$0	\$0	\$0	\$0	\$0	0	\$0	\$0	
Total with PBM							\$3,135	\$37,620	
With RxSaveCard:	ER Subsidy Towards Rx	EE Paid out of Pocket	Rebate (N/A)	DTC Drug Cost (2026)	Net ER Paid	Utilizers	New ER Cost Monthly	New ER Cost Annualized	
Zepbound	\$200	\$0	\$0	\$449	\$200	5	\$1,000	\$12,000	
Wegovy	\$200	\$0	\$0	\$349	\$200	0	\$0	\$0	
Total with RxSaveCard							\$1,000	\$12,000	
Savings with RxSaveCard	ER Paid	EE Paid	Rebate (N/A)	Total Drug Cost	Net ER Paid	Utilizers	ER Cost Monthly	ER Cost Annualized	
Zepbound	\$740	\$246		\$424	\$427	5	\$2,135	\$25,620	
Wegovy	(\$200)	\$0		(\$349)	(\$200)	0	\$0	\$0	
Total Savings with RxSaveCard (\$)							\$2,135	\$25,620	
Total Savings with RxSaveCard (%)							68.10%	68.10%	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: None

PRESENTER/INFORMATION CONTACT

Administrative Services Director Jen Della Valle

ITEM TO BE CONSIDERED

Subject: Nonprofit Funding Process Review

Attachments:

1. Updated Draft Policy
2. Draft scoring guide
3. Draft report template

Summary:

The town board provided feedback regarding the Community Reinvestment Program at the December 2024 board meeting. Staff recommended a phased approach for the remaining items to evaluate and this is an opportunity to check in on the program and potential updates.

Phase 1 – Spring 2025 (Completed)

- First round of updates to policy and application. Most of the modifications the town board proposed were able to be incorporated in this phase.
- Funding amount

Phase 2 – Fall 2025

- Audit/financial requirements – determine what the audit/financial requirements are for nonprofits that receive town funding. The board had discussed establishing tiers based on organization's budget size.
 - o Human Services/Outside Agencies Funding Program (Orange County/Chapel Hill/Carrboro) requires the completion of "Schedule of Receipts and Expenditures" worksheet for agencies with revenues less than \$500,000 that do not have a financial audit or a financial report. Agencies with receipts of \$500,000 or more must submit a CPA-certified financial audit.
 - o Recommend aligning with this standard for the FY28 funding cycle.
- Reporting requirements – determine what the reporting requirements will look like for nonprofit organizations that receive funding from the town.
 - o Draft reporting template attached.
 - o Recommend adding a requirement that all nonprofit partners submit a report to the town by September 1, following the conclusion of the fiscal year in which the organization received funding.
- 501 nonprofit designation specification
 - o Human Services/Outside Agencies Funding Program (Orange County/Chapel Hill/Carrboro) requires that proposals be from established 501c3 agencies.
 - o Recommend aligning with this standard and including 501c4 agencies as well. If the organization does not have a 501c3 or 501c4 designation, they must partner with one to serve as a fiscal agent.

Phase 3 – Winter 2025

- Reevaluate program based on FY26 process
 - o Made updates to the FY27 application to make it more user-friendly.
- Establish rubric/guiding questions/framework
 - o Drafted scoring guide for the board to discuss and modify.

Staff revised the program name from Community Reinvestment to Nonprofit Partnership this funding cycle so it could be more intuitive to organizations seeking town funding. The board can redirect staff on the name, if needed.

Financial impacts:

No additional financial impacts.

Staff recommendation and comments:

Review updated materials and provide feedback/direction to staff on the program. Approve policy revisions.

Action requested:

Discuss and provide feedback. Approve policy revisions.

Community ReinvestmentNonprofit Partnership Program Funding Policy

Commented [JF1]: No notes

Purpose

The purpose of this policy is to promote partnerships between the Town of Hillsborough and non-profit organizations for the benefit of Hillsborough residents, to equitably and efficiently allocate resources to strengthen organizations, and to provide sound and clear methods for decisions.

Policy

- Policy Statement

The Town of Hillsborough has no statutory requirement to fund non-profit organizations or other similar community organizations. Hillsborough, however, may elect to provide funding to non-profit organizations to carry out specific programs or services that serve a public purpose and are vital to the well-being of the town and its residents. When reviewing each application, the Board of Commissioners will carefully consider the circumstances surrounding the request and determine the urgency of needs and its value to Hillsborough. Requests for funding for direct staffing costs and/or requests for services that duplicate services that are already available to the public through other means will be given lower funding priority. Requests for funding from programs or services receiving monies from other town funding sources (e.g., Tourism Board, Tourism Development Authority, etc.) will also be given a lower funding priority, unless strong justification and unique circumstances apply.

- General Funding Assistance

The Community Reinvestment Program is intended to provide time-limited funding for qualified agencies that provide services the town is legally permitted to fund. A funding award in one year is not a guarantee of future funding. Agencies should refrain from requesting funding that primarily supports permanent personnel or other on-going expenses, and any overhead expenses should be in alignment with the town's strategic interests. Eligibility does not guarantee funding. The funding amount may differ from the amount requested. Priority will be given to applications that most closely align with the Board of Commissioner's priorities in a given funding cycle.

- Funding Amount

As part of budget planning, staff will reserve a portion of the General Fund's operating budget for **Community ReinvestmentsNonprofit Partnerships**. The Board of Commissioners will finalize funding amounts through the adoption of the budget ~~ordinance~~ prior to the start of the fiscal year.

- Eligibility

Organizations eligible to apply for funding are those that have a majority of Hillsborough residents in their service population and/or conduct a significant amount of their activities and programs within the town limits of Hillsborough. Services or programs for which town funding is being requested must further the town's strategic priorities and interests through alignment with the town's strategic plan and/or comprehensive sustainability plan.

- Application Process

Requests for funding will only be accepted during the town's annual budget preparation process. Applications will be available in January of each fiscal year and available on the Town of Hillsborough website.

The applications will collect information related to the following:

- ~~Submit an~~An IRS tax-exempt letter or other documentation confirming 501 (c)(3) non-profit status or documentation for that of a fiscal sponsor.
- ~~Submit a~~A list of all board members (name, term, and office).
- ~~Submit a~~A program or service description and copy of the proposed program budget.
- ~~Submit a~~A list of other sources of revenue that have been requested to support the project.
- ~~Identify t~~The number of Hillsborough residents that are expected to receive direct services from the program during the fiscal year as a result of town funding.
- Renewal requests shall indicate the ~~estimated~~actual number of Hillsborough residents who reside ~~in~~within the corporate limits and are serviced during the funded period.
- Proposals that request funding for programs that replicate services already available in the town must clearly demonstrate that they will address an unmet service demand, or that they will deliver comparable services at a significantly lower unit cost than the currently available services.

- Review and Funding Process

Applications that are received after the deadline or do not provide the required information as set forth herein may be deemed ineligible for funding. Requests will be presented to the Board of Commissioners for funding consideration during their annual budget process.

Organizations will be notified of the date the Board of Commissioners will discuss requests to provide an opportunity to be present during those discussions.

~~Subsequent to~~After board approval of the annual budget, organizations will be notified of the outcome of their request. Board-approved funding awards will be effective for one year, aligning with the town's fiscal year of July 1 through June 30, unless an exception is made by the Board of Commissioners.

- Distribution of Funds

An agency must enter into a contract with the town prior to receiving funding approved by the board. The contract will describe among other items, the program(s) or service(s) to be provided, the funding distribution schedule, and other terms and conditions. If or where performance measures, milestones, service levels, and/or other relevant metrics help

monitor the efficiency and effectiveness of funded programs, then they may also be included in the contract.

Funds distributed by the town may only be spent as indicated in the ~~Community Reinvestment~~~~Nonprofit Partnership~~ application for which the funds were awarded, or as otherwise approved by the board. The town reserves the right to recapture funds not ~~used~~~~utilized~~ according to this policy and nonperformance may impact future funding.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Nonprofit Partnership Scoring Guide

Evaluation Criteria	Overall Score Numbers and Definitions					
	Weight	5 – Excellent	4 – Good	3 – Average	2 – Needs Improvement	1 – Insufficient
General Information and Description	10%	Description of the project is clear, concise and easy to understand.	Description of the project is clear, and most aspects can be understood.	Description does not fully explain or articulate the program or service.	Description is difficult to understand and hard to follow.	The applicant did not provide sufficient information.
Community Impact	30%	The program or service benefits Hillsborough residents. An unmet community need is identified, and the program or service clearly addresses it.	The program or service benefits Hillsborough residents. An unmet community need is identified, and the program or service generally addresses it or if duplicative service, clearly demonstrates an unmet service demand or lower cost of service.	The program or service benefits Hillsborough residents. An unmet community need is identified, and the project or service loosely addresses it or if duplicative service, generally demonstrates unmet service demand or lower cost of service.	The program or service benefits Hillsborough residents. A community need is not identified, and/or it is not clearly being met or if duplicative service, does not demonstrate an unmet service demand or lower cost of service.	The applicant did not provide sufficient information.
Budget and Financing	25%	The project budget has no mathematical mistakes and line items and dollar amounts are reasonable. The request leverages other funding sources.	The project budget has little to no mathematical mistakes and line items are reasonable. The request may or may not leverage	The project budget has a few mathematical mistakes and line items are not all reasonable. The request may or may not leverage	The project has numerous mathematical mistakes and line items are not reasonable. The request may or may not necessarily	The applicant did not provide sufficient information.

			other funding sources.	other funding sources.	leverage other funding sources.	
Town Objectives	20%	The project clearly achieves one or more documented town objectives.		The project partially achieves a documented town objective.		The project does not clearly explain how it's going to achieve a documented town objective.
Fiscal Sustainability	15%	The organization is sustainable beyond town funding, with diversified revenue streams.		The organization is primarily reliant on the town for its revenue source.	The organization's only source of revenue is from the town.	The applicant did not provide sufficient information.

Organization Name:

Reviewer Name:

Total Points:

Additional Comments:

—

Follow-Up Questions:

—



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Nonprofit Partnership Report Template

Applicant Information	
Organization Name:	
Contact Person Name and Title:	
Contact Person Email:	Contact Person Phone:

Project Information
Funded Project Name:
Amount of Town Funding: \$
Grant Period:
Overview of the Funded Project/Program:

Project Impact
Estimated number of town residents the project served:
Please describe how the number of residents served by the project was estimated:
For metrics that were included in the funding request, please update with final outcomes:

Project Reflection
What was the organization able to accomplish with the town funding?

Who benefited or was served by this funding?

What were some important outcomes or highlights of the project or program?

Final Project Budget versus Actuals Comparisons

Item	Budgeted Costs*	Actual Costs
<i>Ex. Supplies for small business workshop</i>	<i>\$200</i>	<i>\$175</i>

***Note:** Budgeted costs should align with the itemized costs outlined in the funding application.

Additional Comments or Feedback (Optional)

Is there anything else you'd like us to know or any feedback you'd like to share about the process?

Signatures

I hereby certify that the information contained in this report is true and accurate to the best of my knowledge. I understand that providing false or misleading information may disqualify this organization from receiving future funding from the Town of Hillsborough.

Signature:

Date:

Printed Name and Title:



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Feb. 9, 2026
Department:	Administrative Services
Agenda Section:	Regular
Public hearing:	No
Date of public hearing:	None

PRESENTER/INFORMATION CONTACT

Information Technology Manager Chris Johnston

ITEM TO BE CONSIDERED

Subject: Information Technology Operations Overview, Updates

Attachments:

Presentation slides

Summary:

The IT manager will provide an update on the state of IT in Hillsborough and an overview of upcoming IT projects. This is an opportunity for the town board to ask questions about any of the projects on the horizon.

Financial impacts:

No financial impacts at this time.

Staff recommendation and comments:

None.

Action requested:

Receive presentation.

Information Technology Overview

Board Presentation



HILLSBOROUGH
NORTH CAROLINA

1

Introduction

- Chris Johnston
 - IT Manager
 - Started in Mid-October (29 years and ~9 months to go!)
 - Town Resident for 14 years
 - Government 101 Graduate
 - Former Hillsborough Planning Board Member and Chair
 - Professional Amateur Sumo Wrestler



2

State of Hillsborough IT

Strengths

- Managed Service Provider (MSP) provides redundancy on tickets

Weaknesses

- Spending / Licensing
- Digital Security Practices
- Physical Security Practices
- Server Closet Management

Opportunities

- Fiber Rollout
- Renovation Projects
- AI

Threats

- Security issues (Physical and Digital)
- Documentation Issues in a Crisis
- AI



3

Upcoming Projects

- Trim the Fat
- Securing Tier 0 – Upgrades to Physical Infrastructure
- Physical Security Working Group
- Security Best Practices Implementations
- AI Framework
- Fiber Rollout
- New Construction



4

Trim the Fat



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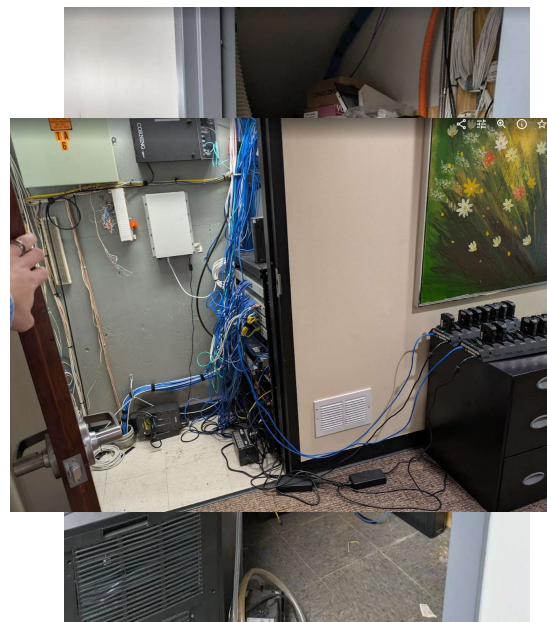
- Removing Waste – Where are our biggest costs
 - Phones
 - Internet
 - Software
- Buying in Bulk
 - Centralization and standardization of tech purchases
 - Buying all at once
- Use What We Have
 - Tools in place are not being fully utilized
 - Training on existing tools before purchasing new ones



5

Server Room Renovations

- Town of Hillsborough has 10 physical Locations
 - 8 of the 10 have varying degrees of structural or security problems
- Locations with organization wide services are top priorities
- Tier 0 Security emphasis



6

Physical Security Working Group



- Why is IT concerned with Physical Security?
- The focus of the Physical Security Working Group
 - Cross departmental collaboration (IT, Facilities, PD, Safety)
 - Ensuring employees are safe
 - Ensuring employees have the access they need
 - Ensuring Hillsborough equipment is safe and secured
 - Standardizing processes and procedures
 - Training, understanding, and awareness



7

Security Best Practices Implementation

- Work with contracted support to implement security best practices
 - Audit logs
 - Clear processes for onboarding and offboarding
- Reconfigure Networking, Active Directory, Group Policies
 - Align with best practices, Least Privileges
 - Minimize administrative overhead
- Organization-Wide Training



8

AI Framework

AI

- Hillsborough AI Framework
- Training for Town Employees
- AI Inventory
 - List of tools that have been approved by IT Manager for use (after training)
 - Guidance from NC Department of IT (NCDIT) AI Framework
 - CoPilot, GovAI, Other tools



9

Fiber Rollout - Overview

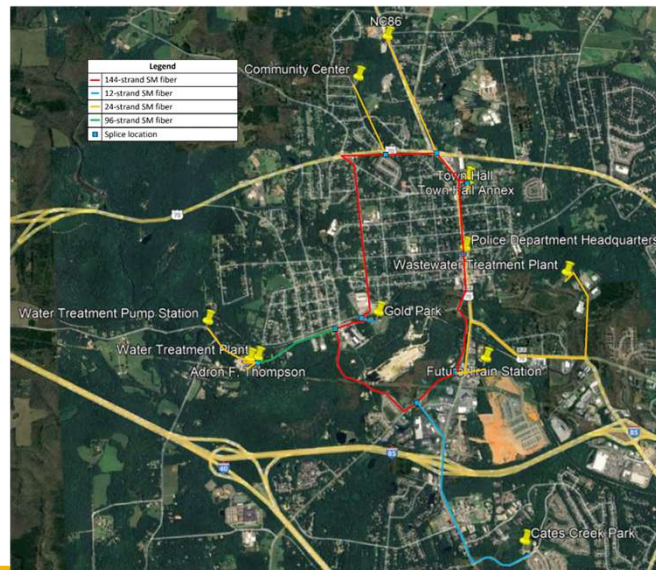
- What Fiber is
- Why we are interested
 - Speed
 - Price (Once installed)
 - Reliability / Redundancy
 - Latency
 - Scalability
 - Security
 - Connection with other projects
- What has changed since we started looking into Fiber
 - Availability
 - Costs
 - Vendor options



10

Fiber Rollout

- Working with NCDIT on Fiber Project
 - NCDIT has worked with other organizations but...few Municipalities our size
- Orange County is Rolling Out Fiber...Above Ground
 - Above ground – Fiber that is run along telephone pole/power lines
 - Keeping abreast of OC progress and next steps
- Next Steps on the Self-Install Project
 - Phase 1 – Town Hall, Town Hall Annex, Police Department, Gold Park
 - Phase 2 – Other branches in order



11

New Construction Projects



- NC Highway 86 Construction
 - Expanding Server Closet
 - Access Control Integration
- Adron Thompson
 - Pre-construction Work – Identifying Needs
 - Access Control Integration



12

Questions?



HILLSBOROUGH

13



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
Department: Administration
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject: Verify Board Direction on Key Decision Points and Review Parking Lot Items

Attachments:

N/A

Summary:

Retreat wrap-up, including verifying direction from the board on key decision points and confirming parking lot items requiring additional information and/or discussion at a future meeting.

Financial impacts:

N/A

Staff recommendation and comments:

N/A

Action requested:

N/A



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 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 Feb. 23, 2026

Attachments:

None

Summary:

A second mini-budget retreat is scheduled for the Feb. 23 work session.

Financial impacts:

None

Staff recommendation and comments:

None

Action requested:

None



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 9, 2026
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

January 2026

Budget

- Held departmental review meetings for FY27 budget requests.
- Continued work on Raftelis rate structure study.
- Continued work on OpenGov chart of accounts update and integration with Tyler.

Communications

- Created Emergency Updates page for quick summary of the status of current town operations and services.
- Completed revision of boil water signs in English and Spanish. Created map and listing of recommended locations if needed throughout town.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.
- Quarterly employee newsletter.

RECRUITMENT AND SELECTION	
Position	Status
Police ALERT Administrative Intern	Start date: 2/16.
Police Officer	Continuous recruitment.
Police Sergeant	Closed 2/1.
Utility Maintenance Technician	Open until filled.

Diversity, Equity and Inclusion:

- Continuing to keep up to date with status of House Bill 171 Equality in State Agencies/Prohibition on DEI.

Information Technology

- Work with external security team has produced a clean bill of health after our security event in December. Working to identify what security configuration changes can be made to address/prevent future issues.
- Identified and rolling out a password manager as well as stronger multifactor authentication as part of strengthening cyber security best practices. Finance is kicking off, with other departments to come.

Safety and Risk Management

- Received the insurance settlement for all but 3 of the vehicles damaged during Chantal. To date we have received \$1,246,107.39 in insurance settlements for vehicles and equipment that was damaged.



Public Works Report: December 2025

Work Orders

22 completed

Public Spaces

59 staff hours

Stormwater Maintenance

128 Storm drains cleaned, 425 linear ft, and 37 staff hours

Inspections

2 Utility inspections, and 6 driveway inspections

Special Events

Holiday parade 57 staff hours, and Solstice lantern walk 4 staff hours

Training

4 staff completed training through NEOGOV

Cemetery

1 monument marked, and 1 grave

Asphalt Repairs

1 pothole

Leaf Collection

32 loads of leaves



Public Works Report: January 2026

Work Orders

70 completed

Public Spaces

32 staff hours

Stormwater Maintenance

115 Storm Drains cleaned, 90 Linear Feet and 22 Staff Hours

Inspections

1 Utility inspections, and 3 sidewalk inspections

Training

7 staff completed training through NEOGOV

Cemetery

2 graves marked

Asphalt Repairs

2 potholes

Leaf Collection

14 loads of leaves



TOWN OF
HILLSBOROUGH

Utilities Department Status Report for Feb. 2026 (covering Jan. 2025)

PROJECT/ CATEGORY	STATUS
WTP	<ul style="list-style-type: none"> No storm related problems.
WWTP	<ul style="list-style-type: none"> No storm related problems. River pumping station continues to function well. The contractor has some punch list items to finish. CITI is nearly done with the WWTP Control Network Stability and Modernization Project. All that is left is minor testing and housekeeping. Jeff and Terry submitted flow projections along with other impacted utilities for UNRBA to make case for getting additional nutrient allocation from DEQ. The latest from DEQ was not favorable as they spoke to the EPA and made some initial decisions without providing the additional data requested. More meetings to be held.
West Fork of the Eno Reservoir	<ul style="list-style-type: none"> The reservoir is WFER is down 3.2 feet from the normal Phase 2 pool elevation. Schnabel Engineering submitted a scope and fee for dam spillway evaluations that is under review. The scope covers assessing the spillway for Chantal damages and some other items of note from the October inspection report, but also takes us through bid phase in any subsequent mitigation efforts.
Misc	<ul style="list-style-type: none"> The Lawndale sewer rehabilitation project will now begin in February. Adron Thompson renovations received several bids and Engineering Services is assisting with bond issuance for the debt financing. Staff are going to begin moving to a leased space at Cornerstone Ct. Manhole #85 and about 60' of the 6" force main have been replaced from the Cemetery PS at Corbin and Churton St. The force main was in dire need of cleaning as the "gunk" reduced its size to about 4" from 6". Mayor Bell assisted in connecting the town manager and utilities director with a legislative counsel person at Southern Environmental Law Center who was inquiring to him about available funds through the Water Resources Development Act. Preliminary discussion was held to determine if feasible and a path forward. This effort would provide us an authorization for funding through the program but the town would still need to go through the process to apply to receive the funds. There is still no word on the BRIC funding restoration or if outstanding requests for reimbursement will be honored. An easement status update on the two BRIC projects is part of the 2/9 meeting. Staff are working with the USDA-RD program rep to set up a kickoff meeting for the \$1M award for the chlorine change over project. An RFQ for design services is being drafted.
Staffing	<ul style="list-style-type: none"> We are fully staffed except for a Utility Maintenance Tech position which is posted and now extended for additional applicants. Two staff are away on approved medical leave. Jeff Mahagan became a grandfather on 1/1. Corwin Hess became a father on 1/20.