

Agenda

Board of Commissioners Regular Meeting

7:00 PM August 08, 2022

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. Appointments

- [A.](#) Board of Adjustment – Reappointment of Jenn Sykes for a term ending April 30, 2025
- [B.](#) Parks and Recreation – Reappointment of Cole Kenworthy for a term ending Aug. 31, 2025

5. Items for decision – consent agenda

- [A.](#) Minutes
 - Regular meeting June 13, 2022
 - Regular meeting closed session June 13, 2022
 - Work session June 27, 2022
- [B.](#) Miscellaneous budget amendments and transfers
- [C.](#) Fees and Charges Schedule Update
- [D.](#) Letter of support for regional Safe Streets grant application
- [E.](#) Special Event Permit – Carolina Tarwheels Bike Fest
- [F.](#) Classification and Pay Amendments
- [G.](#) Resolution exempting design work for the skate spot at Cates Creek Park from the Mini-Brooks Act requirements for qualification-based selection
- [H.](#) Joint Letter to North Carolina Utilities Commission Concerning Duke Energy's Carolinas Carbon Plan

6. Items for decision - regular agenda

- [A.](#) Orange County Food Council Progress Report and MOU Renewal
- [B.](#) Update on board project list
- [C.](#) Update on Berry Brick House gift
- [D.](#) Hot topics for work session Aug. 22, 2022

7. Updates

- [A.](#) Board members
- [B.](#) Town manager
- [C.](#) Departmental Reports

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8. Adjournment

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: Planning & Economic Development
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Senior Planner/Secretary to the BOA (Board of Adjustment), Tom King
Planning & Economic Development Manager, Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Board of Adjustment – Reappointment of Jenn Sykes for a term ending April 30, 2025

Attachments:

None.

Summary:

Board of Adjustment members are appointed for three-year terms and may serve two consecutive terms. Sykes previously served on the Planning Board, that annually elects a member to serve on the BOA. Sykes served as Planning Board representative to the BOA in 2019, 2020, and 2021 (2 years, 9 months collectively). Sykes' service on the Planning Board (and BOA) ended Dec. 31, 2021.

In April 2022, Sykes was appointed to fill BOA member Sean Kehoe's unexpired term as an in-town alternate member. Kehoe's term was to expire Aug. 31, 2022. Kehoe, in turn, was reappointed to fill an outgoing in-town regular member's seat.

Sykes desires to finish out a second term on the BOA. Since Sykes will have already served 4 months at the end of August 2022, staff calculates the remainder of Sykes' term, if reappointed, to be 2 years, 9 months for a total of 3 years.

Financial impacts:

None.

Staff recommendation and comments:

Consider reappointing Sykes as an in-town alternate BOA member: Term beginning Sept. 1, 2022 and ending April 30, 2025.

Action requested:

Consider reappointing Sykes as an in-town alternate BOA member: Term beginning Sept. 1, 2022 and ending April 30, 2025.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: Public Space and Sustainability
Agenda Section: Appointment
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Public Space Manager, Stephanie Trueblood

ITEM TO BE CONSIDERED

Subject: Parks and Recreation – Reappointment of Cole Kenworthy for a term ending Aug. 31, 2025

Attachments:

Volunteer form for Cole Kenworthy

Summary:

Cole Kenworthy has served one term on the Parks and Recreation Board and has volunteered to serve a second term of three years. Cole Kenworthy serves as the Vice Chair of the Parks and Recreation Board. He has an attendance record of 82%. He is available to attend meetings and willing to take on additional duties.

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

Consider reappointment of Cole Kenworthy as a member of Parks and Recreation Board whose term will expire on Aug. 31, 2025.

TOWN OF HILLSBOROUGH

Advisory Board Application

If you are a Town of Hillsborough resident, at least 18 years old and willing to volunteer your time and expertise to your community, please complete this form.

Name:

Cole Kenworthy

Home address:

122 Faucette Mill Rd.

Email address:

coledenworthy@gmail.com

Place of employment:

The Little School of Hillsborough

Job title:

Teacher

Birth date:

July 12, 1985

Ethnic origin:

Caucasian

Boards you would be willing to serve on:

First choice — Parks and Recreation Board

Second choice — Water and Sewer Advisory Committee

Third choice — Tree Board

Reasons for wanting to serve:

Hillsborough is the town that pulled me in. I fell in love with it's history and charm. I want to be part of it. I want to give back to the community that has been kind to me and be part of it's ongoing growth.

Relevant work, volunteer or educational experience:

As a pre school teacher for the last 10 years, I have been getting kids outside and connected with nature and play. I volunteered as a basketball coach in my late teens through early 20's and have been active my whole life. The recreation center in the town I grew up has a special place in my heart and was a factor in my growth and development as a young child.

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

I live, work, shop, and play in the 27278. I have been employed and renting in this town for the past 10 years. I took a big leap and purchased a home (in Hillsborough) recently. I want to feel connected to this town and be part of the positive growth of it through the coming years.

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

I haven't seen it, yet.

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

Not as thorough as needed to have an intelligent thought about them.

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

The growth of the town. How do we stay connected, involved. and keep that small town feel. What do the residents need and want from the town and how we can best serve those needs.

How you heard about this opportunity:

Other

Agreement:

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: 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 June, 13, 2022
2. Regular meeting closed session June 13, 2022
3. Work session June 27, 2022

Summary:

None.

Financial impacts:

None.

Staff recommendation and comments:

Approve minutes as presented.

Action requested:

Approve minutes of the Board of Commissioners regular meeting June 13, 2022, closed session June 13, 2022, and work session June 27, 2022.

Minutes

Board of Commissioners

Regular meeting

7 p.m. June 13, 2022

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



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

Staff: Budget Director Emily Bradford, Planning and Economic Development Manager Shannan Campbell, Administrative Services Director Jen Della Valle, Budget and Management Analyst Josh Fernandez, Police Chief Duane Hampton, Assistant Town Manager and Community Services Director Margaret Hauth, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Communications Specialist Cheryl Sadgrove and Utilities Director Marie Strandwitz

Opening of the meeting

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

1. Public charge

Weaver did not read the public charge.

2. Audience comments not related to the printed agenda

Jackie Jenks of Inter-Faith Council for Social Service asked for the town's support for the non-profit organization that operates shelters in Orange County. She stated over the last four years at least 4% of the people who have stayed in an IFC shelter reported that they came from Hillsborough, noting that some people decline to say where they are from.

Weaver noted the board had received an email of support for Jenks' request from a Hillsborough resident who is an IFC employee.

Weaver recommended the board continue with its plans to review IFC's financial support request after the town receives its audit. Others agreed.

3. Agenda changes and approval

Additional items included:

- Additional budget amendments and transfers added to Item 4.B
- Changes to attachments for Item 5.E
- Move Item 4.I from the consent agenda to Item 5.F for discussion

Motion: Commissioner Mark Bell moved to accept the agenda changes. Commissioner Kathleen Ferguson seconded.

Vote: 5-0. Nays: None. Absent: None.

4. Items for decision — consent agenda

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A. Minutes

1. Regular meeting May 9, 2022
2. Regular meeting closed session May 9, 2022
3. Joint public hearing April 21, 2022
4. Budget work session May 23, 2022

B. Miscellaneous budget amendments and transfers

C. Hillsborough Tourism Board FY2022-23 Budget Ordinance

D. Hillsborough Tourism Development Authority FY2022-23 Budget Ordinance

E. Fire Station capital project ordinance and associated budget amendments

F. Fiber Loop capital project ordinance amendment and associated budget amendments

G. Membership Agreement for Clean Water Education Partnership (CWEP) Services

H. FY23 HOME Annual Action Plan and annual funding allocation

~~I. Memorandum of Understanding for the operation of the Partnership to End Homelessness~~

J. Updated Street Standards document

K. Ordinance amending Town Code Chapter 11 to update solid waste collection requirements

L. Ordinance amending Town Code Section 14-48 regarding water and sewer connections

M. Consistency statement and ordinance to amend the Unified Development Ordinance Code Enforcement Chapter

N. National Pollinator Week 2022 Proclamation

O. Proclamation Commemorating Juneteenth Independence Day

P. Resolution appointing town manager as finance officer and designating bank depository signatories

Motion: Commissioner Matt Hughes moved to approve all items on the amended consent agenda.
Commissioner Evelyn Lloyd seconded.

Vote: 5-0. Nays: None. Absent: None.

5. Items for decision — regular agenda

A. Consistency statement and ordinance to amend the UDO to allow the use gallery/museum in the Agricultural Residential zoning district

Planning and Economic Development Manager Shannan Campbell reviewed this was a request from a homeowner who wished to use the first floor of the home for the purpose of generating income to maintain the historic home. Campbell noted this item was discussed at the April public hearing held jointly with the Planning Board and the Planning Board had recommended the request be approved.

Motion: Hughes moved to adopt the consistency statement and amend the ordinance. English seconded.

Vote: 3-2. Nays: Ferguson and Lloyd. Absent: None.

B. Consistency statement and ordinance to amend the Zoning Map and Future Land Use plan for the CASA at Collins Ridge project

Campbell noted this request was also reviewed at the joint public hearing in April and the Planning Board had recommended approval.

Motion: Ferguson moved to adopt as presented. Hughes seconded.

Vote: 5-0. Nays: None. Absent: None.

C. Consistency statement and ordinance to amend the Zoning Map and Future Land Use plan for 1700 N.C. 86 South

Campbell noted the request was to rezone 15.38 acres from Limited Office to Multifamily. The item was also heard at the April joint public hearing, and the Planning Board had recommended approval. She deferred to the town attorney to explain a complication that had arisen due to the applicant emailing the board that he was willing to place deed restrictions for affordable housing on the property.

Town Attorney Bob Hornik explained that the email provides a hint of contract zoning, meaning it could be interpreted to indicate that the board would vote a certain way because the property owner offered the deed restrictions. He said when the town has established conditional zoning then the board could have the applicant's proposed conversation.

When asked to explain a development agreement, Hornik said there are statutory requirements and the rezoning and development agreement tend to run parallel paths.

Hornik reminded the board that if the rezoning request was approved this evening, the property owner could sell the property without any restrictions because the deed had not been altered yet. He suggested if the board wanted to pursue the deed restrictions offer then the developer should submit a development agreement proposal and the board should hold a joint public hearing on that proposal and develop the development agreement simultaneously.

The applicant apologized for adding confusion to the process.

Hughes said he was in favor of rezoning the property before he received the email and is still in favor of doing so.

Ferguson said this property is best used for commercial purposes.

English expressed support for approving the rezoning request. He noted the property is located close to Fiori Hills and future residents would likely be able to bike and walk to downtown.

Bell said he was in favor of keeping the property for commercial purposes. The promise of affordable housing was not enough to sway him.

Weaver checked with the utilities director whether the property was included in the water model under its current zoning. Utilities Director Marie Strandwitz confirmed that it was. She said rezoning the property to Multifamily would increase the water usage by 30,000 gallons per day.

Lloyd agreed with Bell and Ferguson.

Weaver asked the board to consider that this property could be part of the missing middle-price point for housing and may have walkability to Riverwalk and the Occoneechee Speedway.

Motion: Ferguson moved to deny the rezoning and the amendment to the Zoning Map and Future Land Use Plan. Bell seconded.
Vote: 3-2. Nays: Hughes and English. Absent: None.

D. Petition to relocate/remove a public bench at 122 S. Churton Street

The board received a petition from business owners on the 100 block of South Churton Street requesting that a public bench be relocated or removed. The bench located in front of 122 S. Churton St. is frequently occupied by a person who sometimes exhibits threatening behavior toward business owners and pedestrians.

The board discussed options with Police Chief Duane Hampton, staff from Inter-Faith Council for Social Service, and a Chapel Hill Police Department social worker who were present to speak on other items. Staff and guests from Chapel Hill explained that relocating or removing the bench would likely not solve the problem at hand. The police chief will discuss other options with the business owners on that block as well as best practices for dealing with anyone exhibiting erratic behavior in a business or in the right of way.

E. FY2022-23 Annual Budget and Financial Plan

Jenks from Inter-Faith Council said she understands the board wants to wait to consider financially assisting her organization until after the town's audit is complete. She noted that IFC did not just recently submit a funding request but rather had sent a letter in March. She noted that she had missed the board's budget public hearing. She thanked the board for considering IFC's proposed interlocal agreement after the town's audit is complete.

Ronald Carnes, an IFC employee, addressed the board. He said IFC helped him find housing and he now works for IFC. He said IFC needs money.

Jennifer Gill and Susie Laidlaw with IFC also spoke in support of the interlocal agreement and request for financial assistance.

Motion: Hughes moved to adopt the budget and financial plan as presented. Ferguson seconded.
Vote: 5-0. Nays: None. Absent: None.

F. Memorandum of Understanding for the operation of the Partnership to End Homelessness

Assistant Town Manager and Community Services Director Margaret Hauth said this was not an interlocal agreement because the board was created. Also, the Town of Chapel Hill had requested a paragraph amendment to clarify that this is a one-year agreement.

Motion: Hughes moved to approve as amended. Ferguson seconded.
Vote: 5-0. Nays: None. Absent: None.

G. Hot topics for work session June 27, 2022

Bell requested a discussion about Community Home Trust, Hillsborough's role in human services organizations, and an overview of development requests involving housing units.

6. Updates

A. Board members

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

B. Town manager
There was none.

C. Staff (written reports in agenda packet)

Motion: Ferguson moved to go into closed session at 9:32 p.m. English seconded.
Vote: 5-0. Nays: None. Absent: None.

7. Closed session

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

Motion: Ferguson moved to return to open session at 9:45 p.m. Hughes seconded.
Vote: 5-0. Nays: None. Absent: None.

Motion: Hughes moved to authorize the execution of a supplement agreement between The Town of Hillsborough, Chatham Civil Contracting, LLC and BFS Operations, LLC for the repair of the Valley Forge Road culverts and to adopt a budget amendment for \$250,000 to cover additional costs of the repairs. Ferguson seconded.

Vote: 5-0. Nays: None. Absent: None.

8. Adjournment

Mayor Weaver adjourned the meeting at 9:47p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/13/2022 TO 06/13/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF - Contingency	10-00-9990-5300-000 CONTINGENCY						
	To cover vehicle repair	24447	06/13/2022	EBRADFORI	400,000.00	-7,000.00	74,605.00
	To cover street banners	24503	06/13/2022	EBRADFORI	400,000.00	-15,000.00	59,605.00
	To cover solid waste fuel	24514	06/13/2022	EBRADFORI	400,000.00	-10,000.00	49,605.00
	To cover PD fuel	24516	06/13/2022	EBRADFORI	400,000.00	-10,000.00	39,605.00
	To cover accounting assistance	24575	06/13/2022	EBRADFORI	400,000.00	-24,000.00	15,605.00
Accounting	10-10-4400-5300-459 C.S./ACCOUNTING ASSISTANCE						
	To cover accounting assistance	24574	06/13/2022	EBRADFORI	1,000.00	24,000.00	143,733.68
Public Space	10-10-6300-5300-570 MISCELLANEOUS						
	To cover street banners	24504	06/13/2022	EBRADFORI	7,000.00	15,000.00	26,877.00
Police	10-20-5100-5100-030 BONUS PAY						
	To cover FTO bonuses	24459	06/13/2022	EBRADFORI	4,000.00	1,000.00	7,500.00
Police	10-20-5100-5300-158 MAINTENANCE - EQUIPMENT						
	To cover recruitment efforts	24445	06/13/2022	EBRADFORI	4,000.00	-2,000.00	2,000.00
Police	10-20-5100-5300-310 GASOLINE						
	To cover PD fuel	24515	06/13/2022	EBRADFORI	45,000.00	10,000.00	70,000.00
Police	10-20-5100-5300-320 SUPPLIES - OFFICE						
	To cover FTO bonuses	24460	06/13/2022	EBRADFORI	5,000.00	-1,000.00	3,850.00
	To cover office furniture	24471	06/13/2022	EBRADFORI	5,000.00	1,500.00	5,350.00
Police	10-20-5100-5300-350 UNIFORMS						
	To cover office furniture	24470	06/13/2022	EBRADFORI	17,940.00	-1,500.00	18,180.46
Police	10-20-5100-5300-452 C.S. - ELEVATOR						
	To cover elevator inspection	24506	06/13/2022	EBRADFORI	3,000.00	87.00	3,087.00
Police	10-20-5100-5300-460 C.S./DRIVER SAFETY TRAINING						
	To cover elevator inspection	24505	06/13/2022	EBRADFORI	3,500.00	-87.00	4,178.00
Police	10-20-5100-5300-470 HIRING SELECTION PROCESS						
	To cover recruitment efforts	24446	06/13/2022	EBRADFORI	7,300.00	2,000.00	9,300.00
	To cover psychological and drug testing	24462	06/13/2022	EBRADFORI	7,300.00	1,100.00	10,400.00
Police	10-20-5100-5300-530 DUES & SUBSCRIPTIONS						
	To cover FFD assessment	24474	06/13/2022	EBRADFORI	500.00	-200.00	300.00
Police	10-20-5100-5300-570 MISCELLANEOUS						
	To cover FFD assessment	24475	06/13/2022	EBRADFORI	3,500.00	200.00	3,415.00
Police	10-20-5100-5300-730 DRUG ENFORCEMENT OPERATIONS						
	To cover psychological and drug testing	24461	06/13/2022	EBRADFORI	5,000.00	-1,100.00	1,400.00
Fleet Maintenance	10-30-5550-5300-201 VEHICLE REPAIR - WATER & SEWER						
	To cover vehicle repair	24448	06/13/2022	EBRADFORI	35,000.00	7,000.00	42,000.00
Streets	10-30-5600-5300-330 SUPPLIES - DEPARTMENTAL						
	To cover truck bed liner	24472	06/13/2022	EBRADFORI	31,800.00	-1,375.00	20,695.00
Streets	10-30-5600-5700-740 CAPITAL - VEHICLES						
	To cover truck bed liner	24473	06/13/2022	EBRADFORI	181,000.00	1,375.00	197,605.00
Solid Waste	10-30-5800-5300-112 POSTAGE						
	To cover franchise agreement notice	24511	06/13/2022	EBRADFORI	1,100.00	76.00	1,176.00
Solid Waste	10-30-5800-5300-310 GASOLINE						

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Page 1 of 3

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/13/2022 TO 06/13/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Yr-end balancing	24513	06/13/2022	EBRADFORI	31,097.00	10,000.00	41,097.00
Solid Waste	10-30-5800-5300-320 SUPPLIES - OFFICE To cover franchise agreement notice	24512	06/13/2022	EBRADFORI	750.00	-76.00	674.00
Solid Waste	10-30-5800-5700-740 CAPITAL - VEHICLES To cover garbage truck	24453	06/13/2022	EBRADFORI	720,000.00	12,336.00	1,040,723.66
GF-Revenue	10-70-3980-3980-001 DEBT ISSUANCE PROCEEDS To cover garbage truck	24454	06/13/2022	EBRADFORI	974,000.00	12,336.00	1,307,224.00
Fire	10-71-5350-5982-002 TRANSFER TO GEN CAP IMPROV Move funds to Fund 60	24483	06/13/2022	EBRADFORI	0.00	75,000.00	75,000.00
Fire	10-71-5350-5982-004 TRANSFER TO PUBLIC SAFETY FACILITY Move funds to Fund 60	24482	06/13/2022	EBRADFORI	75,000.00	-75,000.00	0.00
Streets	10-71-5600-5982-002 TRANSFER TO GEN CAP IMPROV FUND Move NC86 Proj to Fund 60	24489	06/13/2022	EBRADFORI	0.00	71,800.00	454,617.00
Streets	10-71-5600-5982-003 TRANSFER TO PW FACILITY PROJ FUND Move NC86 Proj to Fund 60	24488	06/13/2022	EBRADFORI	71,800.00	-71,800.00	0.00
Utilities Admin.	30-80-7220-5300-338 SUPPLIES - DATA PROCESSING To replace flow transducer.	24499	06/13/2022	JFernandez	1,700.00	-1,700.00	0.00
Billing & Collections	30-80-7240-5300-310 GASOLINE To cover fuel overage	24576	06/13/2022	EBRADFORI	4,038.00	1,000.00	6,738.00
WTP	30-80-8120-5300-145 MAINTENANCE - BUILDINGS To cover exterminator and HVAC mainter	24452	06/13/2022	JFernandez	6,000.00	500.00	37,216.00
WTP	30-80-8120-5300-158 MAINTENANCE - EQUIPMENT To cover exterminator and HVAC mainter	24451	06/13/2022	JFernandez	120,240.00	-500.00	202,117.38
	For purchase of tools	24501	06/13/2022	JFernandez	120,240.00	-500.00	201,617.38
WTP	30-80-8120-5300-330 SUPPLIES - DEPARTMENTAL For purchase of tools.	24502	06/13/2022	JFernandez	36,490.00	500.00	36,990.00
WFER	30-80-8130-5300-145 MAINTENANCE - BUILDINGS To replace flow transducer.	24496	06/13/2022	JFernandez	6,500.00	-3,296.00	3,204.00
WFER	30-80-8130-5300-152 AQUATIC WEED CONTROL To replace flow transducer.	24497	06/13/2022	JFernandez	8,300.00	-2,908.12	8,500.00
WFER	30-80-8130-5300-154 MAINTENANCE - GROUNDS To replace flow transducer.	24498	06/13/2022	JFernandez	8,500.00	-2,840.00	5,660.00
WFER	30-80-8130-5300-158 MAINTENANCE - EQUIPMENT To replace flow transducer.	24500	06/13/2022	JFernandez	1,500.00	10,744.12	19,844.12
Water Distribution	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE For purchase of pipe and fittings.	24443	06/13/2022	JFernandez	57,000.00	-12,000.00	36,707.00
	To cover leak detection services.	24458	06/13/2022	JFernandez	57,000.00	25,668.41	62,375.41
Water Distribution	30-80-8140-5300-326 SUPPLIES - PATCH For purchase of traffic control flare light k	24449	06/13/2022	JFernandez	8,000.00	-808.36	7,191.64
Water Distribution	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL For purchase of pipe and fittings	24444	06/13/2022	JFernandez	100,000.00	12,000.00	117,202.00
Water Distribution	30-80-8140-5300-331 SUPPLIES - SAFETY For purchase of traffic control flare light k	24450	06/13/2022	JFernandez	1,500.00	808.36	2,504.36

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Page 2 of 3

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/13/2022 TO 06/13/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
WW Collection	30-80-8200-5300-145 MAINTENANCE - BUILDINGS To cover leak detection services.	24455	06/13/2022	JFernandez	29,500.00	-12,029.92	15,470.08
WW Collection	30-80-8200-5300-326 SUPPLIES - PATCH To cover leak detection services.	24457	06/13/2022	JFernandez	8,000.00	-3,638.49	4,361.51
WW Collection	30-80-8200-5300-416 C.S./ROOT CONTROL SERVICE To cover leak detection services.	24456	06/13/2022	JFernandez	10,000.00	-10,000.00	0.00
W&S Contingency	30-80-9990-5300-000 CONTINGENCY To cover fuel overage	24577	06/13/2022	EBRADFORI	400,000.00	-1,000.00	7,913.00
Public Safety Proj.	47-20-5100-5700-000 CONTINGENCY To close out project	24476	06/13/2022	EBRADFORI	5,000.00	-5,000.00	0.00
Public Safety Proj.	47-20-5100-5700-570 MISCELLANEOUS To close out project	24477	06/13/2022	EBRADFORI	84,145.00	-84,145.00	0.00
Public Safety Proj.	47-20-5100-5700-720 CONSTRUCTION To close out project	24478	06/13/2022	EBRADFORI	222,855.00	-222,855.00	0.00
Public Safety Proj.	47-71-3870-3870-050 TRANSFER FROM RESTRICTED REV FUND To close out project	24479	06/13/2022	EBRADFORI	135,440.00	-135,440.00	0.00
Public Safety Proj.	47-71-3870-3870-100 TRANSFER FROM GENERAL FUND To close out project	24480	06/13/2022	EBRADFORI	176,560.00	-176,560.00	0.00
CRF - General	71-10-6300-5700-851 SUSTAINABILITY To amend per FY22 budget	24494	06/13/2022	EBRADFORI	0.00	300,000.00	300,000.00
CRF - General	71-71-3870-3870-410 TRANSFER FROM GF-SUSTAINABILITY To amend per FY22 budget	24495	06/13/2022	EBRADFORI	0.00	300,000.00	300,000.00
						<u>672.00</u>	

DRAFT

APPROVED: 5/0

DATE: 6/13/22

VERIFIED: Sam E. Kimrey

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/13/2022 TO 06/13/2022

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
60-23-3700-3700-101 STATE TIP To consolidate under NCDOT Rail acct	24578	06/13/2022	EBRADFORI	750,000.00	-750,000.00	0.00
60-23-3700-3700-103 NCDOT RAIL (TIP) To consolidate under NCDOT Rail acct	24579	06/13/2022	EBRADFORI	120,000.00	750,000.00	870,000.00
					<u>0.00</u>	

APPROVED: 5/0

DATE: 6/13/22

VERIFIED: *Sam E. Kimrey*

DRAFT

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

FY 2021-2022

PRINT ONLY

2021-2022 BUDGET

	<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Expenditure 10					
Admin Services	10-10-4200-5120-050 FICA End of year budget amendments.	6/13/2022	24518	68,345.00	-2,500.00	65,845.00
Admin Services	10-10-4200-5125-060 HOSPITALIZATION End of year budget amendments.	6/13/2022	24517	82,805.00	2,500.00	85,305.00
Public Space	10-10-6300-5300-154 MAINTENANCE - GROUNDS End of year budget amendments.	6/13/2022	24543	210,684.00	500.00	211,184.00
Public Space	10-10-6300-5300-165 MAINTENANCE - INFRASTRUCTURE End of year budget amendments.	6/13/2022	24544	9,000.00	-500.00	8,500.00
Safety & Risk Mgmt.	10-10-6600-5300-448 C.S./HEALTH NURSE & DRUG TESTING End of year budget amendments.	6/13/2022	24547	7,000.00	400.00	7,400.00
Safety & Risk Mgmt.	10-10-6600-5300-570 MISCELLANEOUS End of year budget amendments.	6/13/2022	24548	40,750.00	-400.00	40,350.00
Fleet Maint.	10-30-5550-5100-010 OVERTIME COMPENSATION End of year budget amendments.	6/13/2022	24528	2,500.00	-1,000.00	1,500.00
Fleet Maint.	10-30-5550-5100-020 SALARIES End of year budget amendments.	6/13/2022	24549	205,392.00	3,000.00	208,392.00
Fleet Maint.	10-30-5550-5125-060 HOSPITALIZATION End of year budget amendments.	6/13/2022	24529	31,216.00	-1,795.00	29,421.00
Fleet Maint.	10-30-5550-5125-062 DENTAL INSURANCE End of year budget amendments.	6/13/2022	24530	1,178.00	-400.00	778.00
Fleet Maint.	10-30-5550-5127-070 RETIREMENT End of year budget amendments.	6/13/2022	24521	23,700.00	1,000.00	24,700.00
Fleet Maint.	10-30-5550-5127-071 401(K) RETIREMENT SUPP. End of year budget amendments.	6/13/2022	24522	10,395.00	450.00	10,845.00
Fleet Maint.	10-30-5550-5300-130 UTILITIES End of year budget amendments.	6/13/2022	24535	9,350.00	-1,200.00	8,150.00
Fleet Maint.	10-30-5550-5300-158 MAINTENANCE - EQUIPMENT End of year budget amendments.	6/13/2022	24523	15,000.00	1,500.00	16,500.00
Fleet Maint.	10-30-5550-5300-180 VEHICLE REPAIR - SOLID WASTE End of year budget amendments.	6/13/2022	24526	45,000.00	1,500.00	46,500.00

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

FY 2021-2022

PRINT ONLY

2021-2022 BUDGET

	<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Expenditure					
Fleet Maint.	10-30-5550-5300-190 VEHICLE REPAIR - FLEET MAINTENANCE	6/13/2022	24532	3,000.00	-760.00	2,240.00
	End of year budget amendments.					
Fleet Maint.	10-30-5550-5300-201 VEHICLE REPAIR - WATER & SEWER	6/13/2022	24527	42,000.00	1,000.00	43,000.00
	End of year budget amendments.					
Fleet Maint.	10-30-5550-5300-204 VEHICLE REPAIR - SAFETY & RISK MGMT	6/13/2022	24533	1,500.00	-1,375.00	125.00
	End of year budget amendments.					
Fleet Maint.	10-30-5550-5300-206 VEHICLE REPAIR - STORMWATER	6/13/2022	24534	1,000.00	-920.00	80.00
	End of year budget amendments.					
Fleet Maint.	10-30-5550-5300-330 SUPPLIES - DEPARTMENTAL	6/13/2022	24536	25,385.00	-1,000.00	24,385.00
	End of year budget amendments.					
Streets	10-30-5600-5100-010 OVERTIME COMPENSATION	6/13/2022	24537	2,000.00	750.00	2,750.00
	End of year budget amendments.					
Streets	10-30-5600-5100-020 SALARIES	6/13/2022	24540	128,265.00	-900.00	127,365.00
	End of year budget amendments.					
Streets	10-30-5600-5127-071 401(K) RETIREMENT SUPP.	6/13/2022	24538	6,463.00	150.00	6,613.00
	End of year budget amendments.					
Streets	10-30-5600-5300-130 UTILITIES	6/13/2022	24561	121,000.00	-26,000.00	95,000.00
	End of year budget amendments.					
Streets	10-30-5600-5300-154 MAINTENANCE - GROUNDS	6/13/2022	24562	20,000.00	-8,719.00	11,281.00
	End of year budget amendments.					
Streets	10-30-5600-5300-310 GASOLINE	6/13/2022	24539	11,406.00	500.00	11,906.00
	End of year budget amendments.					
Streets	10-30-5600-5300-330 SUPPLIES - DEPARTMENTAL	6/13/2022	24541	20,695.00	-500.00	20,195.00
	End of year budget amendments.					
Solid Waste	10-30-5800-5100-010 OVERTIME COMPENSATION	6/13/2022	24553	8,675.00	-1,900.00	6,775.00
	End of year budget amendments.					
Solid Waste	10-30-5800-5100-020 SALARIES	6/13/2022	24542	192,794.00	38,000.00	230,794.00
	End of year budget amendments.					
Solid Waste	10-30-5800-5120-050 FICA	6/13/2022	24550	14,902.00	1,850.00	16,752.00
	End of year budget amendments.					

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

FY 2021-2022

PRINT ONLY

2021-2022 BUDGET

	<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Expenditure					
Solid Waste	10-30-5800-5125-060 HOSPITALIZATION End of year budget amendments.	6/13/2022	24554	49,496.00	-3,000.00	46,496.00
Solid Waste	10-30-5800-5127-070 RETIREMENT End of year budget amendments.	6/13/2022	24551	22,207.00	1,850.00	24,057.00
Solid Waste	10-30-5800-5127-071 401(K) RETIREMENT SUPP. End of year budget amendments.	6/13/2022	24552	9,740.00	2,500.00	12,240.00
Solid Waste	10-30-5800-5300-320 SUPPLIES - OFFICE End of year budget amendments.	6/13/2022	24557	674.00	-600.00	74.00
Solid Waste	10-30-5800-5300-324 SUPPLIES - DISASTER End of year budget amendments.	6/13/2022	24563	200.00	-200.00	0.00
Solid Waste	10-30-5800-5300-350 UNIFORMS End of year budget amendments.	6/13/2022	24558	1,500.00	-1,000.00	500.00
Solid Waste	10-30-5800-5300-530 DUES & SUBSCRIPTIONS End of year budget amendments.	6/13/2022	24559	700.00	-432.00	268.00
Solid Waste	10-30-5800-5300-570 MISCELLANEOUS End of year budget amendments.	6/13/2022	24286	995.00	-624.00	371.00
Cemetery	10-40-6400-5300-458 DATA PROCESSING SERVICES End of year budget amendments.	6/13/2022	24546	1,695.00	-100.00	1,595.00
Cemetery	10-40-6400-5300-476 C.S./PRINTING End of year budget amendments.	6/13/2022	24545	1,000.00	100.00	1,100.00
Total for 10				<u>1,449,607.00</u>	<u>1,725.00</u>	<u>1,451,332.00</u>
30						
Admin of Enterprise	30-80-7200-5300-560 SERVICE MILESTONE RECOGNITION End of year budget amendments.	6/13/2022	24566	0.00	225.00	225.00
Admin of Enterprise	30-80-7200-5300-570 MISCELLANEOUS End of year budget amendments.	6/13/2022	24567	117,000.00	-225.00	116,775.00
Billing/Collection	30-80-7240-5100-010 OVERTIME COMPENSATION End of year budget amendments.	6/13/2022	24568	2,000.00	1,200.00	3,200.00
Billing/Collection	30-80-7240-5125-060 HOSPITALIZATION End of year budget amendments.	6/13/2022	24569	62,431.00	-1,200.00	61,231.00
WTP	30-80-8120-5100-010 OVERTIME COMPENSATION End of year budget amendments.	6/13/2022	24570	25,000.00	15,000.00	40,000.00
WTP	30-80-8120-5100-020 SALARIES EBRADFORD	6/13/2022 06/10/2022 1:01:27PM	24571	388,110.00	-15,000.00	373,110.00

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Page 3 of 4

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

FY 2021-2022

PRINT ONLY

2021-2022 BUDGET

	<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Expenditure					
	End of year budget amendments.					
WWTP	30-80-8220-5100-010 OVERTIME COMPENSATION	6/13/2022	24573	5,000.00	-1,150.00	3,850.00
	End of year budget amendments.					
WWTP	30-80-8220-5127-071 401(K) RETIREMENT SUPP.	6/13/2022	24572	18,249.00	1,150.00	19,399.00
	End of year budget amendments.					
	Total for 30			617,790.00	0.00	617,790.00
	35					
Storm -water	35-30-5900-5300-570 MISCELLANEOUS	6/13/2022	24565	10,287.00	-20.00	10,267.00
	End of year budget amendments.					
Storm -water	35-30-5900-5300-571 SAFETY AWARDS PROGRAM	6/13/2022	24564	656.00	20.00	676.00
	End of year budget amendments.					
	Total for 35			10,943.00	0.00	10,943.00
	Total for Expenditure			2,078,340.00	1,725.00	2,080,065.00
Grand Total				2,078,340.00	1,725.00	2,080,065.00

APPROVED: 5/0

DATE: 6/13/22

VERIFIED: Sarah E. Kimrey

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

FY 2021-2022

PRINT ONLY

2021-2022 BUDGET

	<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Revenue					
	10					
GF -	10-00-3900-3900-000 FUND BALANCE	6/13/2022	24597	1,157,301.75	9,975.00	1,167,276.75
Fund	APPROPRIATION					
Balance	Yr-end balancing					
	Total for 10			<u>1,157,301.75</u>	<u>9,975.00</u>	<u>1,167,276.75</u>
	Total for Revenue			<u>1,157,301.75</u>	<u>9,975.00</u>	<u>1,167,276.75</u>
	Expenditure					
	10					
Solid	10-30-5800-5300-130 UTILITIES	6/13/2022	24556	3,146.00	-750.00	2,396.00
Waste	End of year budget amendments.					
Solid	10-30-5800-5300-484 LANDFILL FEES	6/13/2022	24560	94,000.00	9,000.00	103,000.00
Waste	Yr-end adjustments					
	Total for 10			<u>97,146.00</u>	<u>8,250.00</u>	<u>105,396.00</u>
	Total for Expenditure			<u>97,146.00</u>	<u>8,250.00</u>	<u>105,396.00</u>
	Grand Total			<u>1,254,447.75</u>	<u>18,225.00</u>	<u>1,272,672.75</u>

APPROVED: 5/0

DATE: 6/13/22

VERIFIED: *Sarah E. Kimrey*



ORDINANCE

FY2022-23 Tourism Board Budget

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

Section 1. General Fund:

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Food & Beverage Tax	\$400,000
Fund Balance Appropriation	\$ 19,435
TOTAL	\$419,435

The following amounts are hereby appropriated in the General Fund for the operation of the Tourism Board and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023 in accordance with the Chart of Accounts heretofore established for the Tourism Board:

Tourism Board	<u>\$419,435</u>
TOTAL	\$419,435


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

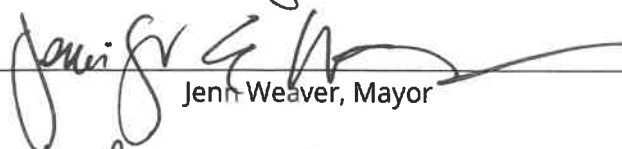
Section 3. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

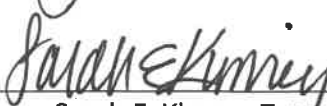
The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of June in 2022.

Ayes: 5
Noes: 0
Absent or excused: 0




Matt Hughes, Tourism Board Chair


Jenn Weaver, Mayor


Sarah E. Kimrey, Town Clerk



ORDINANCE FY2022-23 Tourism Development Authority Budget

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

Section 1. General Fund:

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Occupancy Tax	<u>\$95,000</u>
TOTAL	\$95,000

The following amounts are hereby appropriated in the General Fund for the operation of the Tourism Development Authority and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023 in accordance with the Chart of Accounts heretofore established for the Tourism Development Authority:

Tourism Development Authority	<u>\$95,000</u>
TOTAL	\$95,000

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

Section 3. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of June in 2022.

Ayes: 5
Noes: 0
Absent or excused: 0




Matt Hughes, Tourism Board Chair


Jenn Weaver, Mayor


Sarah E. Kimrey, Town Clerk



ORDINANCE

Fire Station Capital Project

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

Section 1. This ordinance is a capital project ordinance hereby authorizing the design and construction of a fire station.

Section 2. Revenues anticipated to be available to the town to complete the project are hereby amended as follows:

Fire Station	<u>\$75,000</u>
TOTAL	\$75,000

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

Fire Station	<u>\$75,000</u>
TOTAL	\$75,000

Section 4. 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 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 13th day of June in 2022.

Ayes: 5

Noes: 0

Absent or excused: 0

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

Sarah E. Kimrey, Town Clerk

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/13/2022 TO 06/13/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Fire Station	60-31-3870-3870-409 TRANSFER FROM GF-FIRE STATION To est project fund	24486	06/13/2022	EBRADFORI	0.00	75,000.00	75,000.00
Fire Station	60-31-5350-5700-923 FIRE STATION To est project fund	24487	06/13/2022	EBRADFORI	0.00	75,000.00	75,000.00
						<u>150,000.00</u>	

APPROVED: 5/0

DATE: 6/13/22

VERIFIED: *Shawn E. Kimrey*

DRAFT



ORDINANCE

Fiber Loop Capital Project Amendment

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$150,000	\$150,000	\$300,000

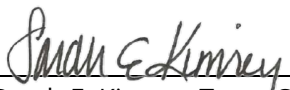
Section 2. Amounts appropriated for the capital project are hereby amended as follows:

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$150,000	\$150,000	\$300,000

Section 3. 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 13th day of June in 2022.

Ayes: 5
Noes: 0
Absent or excused: 0



Sarah E. Kimrey, Town Clerk

FY 2021-2022

TOWN OF HILLSBOROUGH

BUDGET CHANGES REPORT

DATES: 06/13/2022 TO 06/13/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Fiber Loop	60-04-3870-3870-403 TRANSFER FROM GF-FIBER LOOP To adj per FY22 budget	24490	06/13/2022	EBRADFORI	150,000.00	150,000.00	300,000.00
Fiber Loop	60-04-6610-5700-747 FIBER LOOP To adj per FY22 budget	24491	06/13/2022	EBRADFORI	150,000.00	150,000.00	300,000.00
						<u>300,000.00</u>	

APPROVED: 5/0

DATE: 6/13/22

VERIFIED: *Shawn E. Kimrey*

DRAFT

**Membership Agreement for
Clean Water Education Partnership (CWEP) Services
Provided by the Triangle J Council of Governments**

This Memorandum of Understanding by and between the undersigned local government (Local Government) and the Triangle J Council of Governments (TJCOG) pertains to the services provided by TJCOG under the Clean Water Education Partnership (CWEP) program.

WITNESSETH:

WHEREAS, CWEP and local government stormwater programs have the same basic mission of providing stormwater outreach and education; and

WHEREAS, CWEP is a program administered by TJCOG that has excelled in providing direct education and mass media to its wide variety of partner communities;

NOW, THEREFORE, TJCOG, via CWEP, will prepare and make available to the Local Government the following direct education and mass media items:

1. TJCOG's CWEP Program will assist the Local Government with the following education/outreach tasks during the term of this MOU related to direct educational programming:
 - a. Provide physical and digital outreach materials for local governments and target audiences that describe target pollutants and their likely sources and impacts on water quality
 - b. Maintain an internet website conveying the CWEP program's messages about stormwater pollution
 - c. Make available for download via website outreach materials for target audiences, and distribute materials at in-person or digital community events
 - d. Post on social media channels to promote CWEP's key messages
 - e. Provide unlimited local use and access to original and compiled educational materials on CWEP program website, to include educational videos, printable and digital lessons, lesson plans, and other resources useful for educating a variety of ages and audiences in various settings
 - f. Coordinate annually with stormwater staff and/or relevant educational contacts (as requested by the Local Government) to schedule and conduct stormwater education activities that correlate with NC Essential Science Standards or provide opportunities for citizen participation which may include stream cleanups, citizen science activities, or similar efforts. CWEP will coordinate with the CWEP local government representative prior to contacting any formal educators in the member jurisdiction.
 - g. Provide mechanisms on CWEP program website for public input on stormwater issues

2. TJCOG's CWEP program will assist the Local Government with the following mass media programming:
 - a. Coordinate an annual outreach campaign in the form of Public Service Announcements (PSAs) administered by local service providers, which includes the following:
 - i. Videos about common target pollutants, their likely sources, their negative impact on water quality, and best practices for target audiences likely to have significant stormwater impacts
 - ii. Static and animated banner ads about stormwater quality that link to the program website
 - iii. Approximately 12 weeks (as market costs allow) of digital pre-roll video PSAs, spread across popular stations with the aim of reaching a variety of target audiences.
 - iv. Approximately 8 weeks (as market costs allow) of television, radio, social media and/or digital PSAs across popular stations with the aim of reaching a variety of target audiences. CWEP will make an effort to ensure that media reach adequately covers member jurisdictions. Additional stations/programs may be proposed by local media companies and approved collectively by members.
 - v. Print and digital advertising in Spanish-language newspaper(s).
 - b. Provide unlimited local use and access to outreach materials created for CWEP Partners to inform target audiences about target pollutants, their likely sources and impacts on water quality
 - c. Provide unlimited local use and access of digital media materials for Partner jurisdictions' use in public buildings, parks, DMV locations, outdoor movies, etc
 - d. Promote regional education and engagement events such as the CWEP Regional Creek Week through CWEP website and social media platforms


Local Governments may use the tasks above to help comply with NPDES MS4 stormwater education requirements or nutrient strategy stormwater education requirements. The Local Government's signature on this MOU (and MS4 permit number if applicable) signifies an understanding that any one of the items listed above may only partially fulfill its education requirements during an audit from NC DEQ. Accordingly, the Local Government acknowledges that it is ultimately responsible for meeting all federal and state laws, rules and regulations related thereto. The Local Government and CWEP share responsibility for determining how specific objectives can be cooperatively achieved, with the understanding that CWEP supplements local efforts to comply with regulatory requirements. The Local Government is highly encouraged to send one or more representatives to CWEP's quarterly steering committee meetings to collaborate on strategies. CWEP will make every reasonable attempt, as permitted by available staffing and supplies, to independently and proactively address the objectives in the Local Government's community, and will update the CWEP Local Government representative each quarter to offer opportunities for discussion and collaboration.

The Local Government agrees to pay TJCOG for the services provided herein based on a fee schedule adopted by TJCOG, voted on by CWEP Local Governments, and incorporated herein by reference. The fee schedule and individual Local Governments' cost shares may change annually in the second and third year of the agreement if population estimates generated by the NC State Demographer's Office show population changes. The period of performance under, and the term of, this MOU will begin on July 1,

2022 and will conclude on June 30, 2025. This agreement automatically renews for a total of 3 years unless either party gives 90-day notice prior to end of the term. The Local Government reserves the unilateral right to terminate this MOU for cause or convenience (in the case of cause, immediately, and in the case of convenience, upon 90 calendar days' written notice), whereupon CWEP and TJCOC will only be entitled to prorated compensation for services properly rendered up to the date of termination.

CWEP will provide an annual report by August 31 on the prior fiscal year's local and regional outreach and education, to include both description and numbers for both mass media and direct education efforts. Interim numbers can be provided as needed.

IN WITNESS WHEREOF, both the Local Government and TJCOC have caused this MOU to be executed by their chief executive officers, all as of the day and year first above written.

Town of Hillsborough	NCS000466
City/Town/County Name	MS4 Permit Number, if applicable
Jenn Weaver	Mayor
Signatory Print Name	Title
	6/14/2022
Signature	Date Signed

TRIANGLE J COUNCIL OF GOVERNMENTS

Executive Director, TJCOG

Date _____

Exhibit A. CWERP FY23 Fee Schedule

TJCOG Clean Water Education Partnership Program FY23 Fee Schedule

Example Only; will be updated annually as certified population estimates are updated.

	Base Cost	Population* for FY23 (based on July 2020 certified pop from NC State Demographics)	FY23 Cost Share (\$0.041 per cap)
Town of Apex ^{2,5}	\$2,000	59,368	\$4,434
Town of Benson ²	\$2,000	3,998	\$2,164
Town of Butner ²	\$2,000	8,401	\$2,344
Town of Carrboro ^{2,5}	\$2,000	21,344	\$2,875
Town of Cary ^{1,2,5}	\$2,000	175,635	\$9,201
Town of Chapel Hill ^{2,5 *}	\$2,000	54,236	\$4,224
Chatham County ^{5,6}	\$2,000	60,349	\$4,474
Town of Clayton ²	\$2,000	26,517	\$3,087
City of Creedmoor ²	\$2,000	4,869	\$2,200
City of Durham ^{1,3,5}	\$2,000	284,317	\$13,657
Durham County ^{1,5}	\$2,000	37,167	\$3,524
City of Fayetteville ^{2,3 *}	\$2,000	188,230	\$9,717
Town of Fuquay-Varina ²	\$2,000	34,604	\$3,419
Town of Garner ^{1,2}	\$2,000	31,306	\$3,284
City of Goldsboro ^{1,2}	\$2,000	34,156	\$3,400
City of Havelock ¹	\$2,000	17,759	\$2,728
Town of Hillsborough ²	\$2,000	9,681	\$2,397
Town of Holly Springs ²	\$2,000	41,711	\$3,710
Town of Hope Mills ²	\$2,000	17,811	\$2,730
Johnston County ¹	\$2,000	154,728	\$8,344
City of Kinston ¹	\$2,000	19,873	\$2,815
Town of Knightdale ²	\$2,000	19,656	\$2,806
Town of Leland ²	\$2,000	23,049	\$2,945
Town of Morrisville ^{2,5}	\$2,000	29,925	\$3,227
Nash County ^{4,6}	\$2,000	41,284	\$3,693
Town of Nashville ^{2,4}	\$2,000	5,635	\$2,231
City of New Bern ^{1,2}	\$2,000	31,240	\$3,281
Orange County ^{1,5,6}	\$2,000	55,500	\$4,276
City of Oxford ⁴	\$2,000	8,632	\$2,354
Town of Pittsboro ⁵	\$2,000	4,556	\$2,187
City of Raleigh ^{1,3 *}	\$2,000	468,977	\$21,228
City of Rocky Mount ^{2,4}	\$2,000	54,309	\$4,227
Town of Rolesville	\$2,000	19,278	\$2,790
City of Roxboro ²	\$2,000	8,131	\$2,333
Town of Siler City	\$2,000	7,733	\$2,317
Town of Smithfield ¹	\$2,000	11,378	\$2,466
Town of Spring Lake ²	\$2,000	11,662	\$2,478
Town of Tarboro ⁴	\$2,000	10,685	\$2,438
Town of Wake Forest ²	\$2,000	48,062	\$3,971
Wayne County ^{1,6}	\$2,000	75,399	\$5,091
Town of Wendell ^{1,2}	\$2,000	9,901	\$2,406
Town of Zebulon ²	\$2,000	6,969	\$2,286

1. Subject to Neuse River Basin Nutrient Management Regulations.

2. Subject to NPDES Phase II Stormwater Regulations.

3. Subject to NPDES Phase I Stormwater Regulations.

4. Subject to Tar-Pamlico River Basin Nutrient Management Regulations.

5. Subject to Jordan Lake Nutrient Management Regulations.

6. MS4 Post-Construction "Tipped Counties"

*Populations have been adjusted for group quarters covered by another state stormwater permit



RESOLUTION

Authorizing the Submission of the FY23 Annual Action Plan and FY23 Program Design for Orange County, North Carolina

BE IT RESOLVED, the Hillsborough Board of Commissioners as a member of the Orange County HOME Consortium, that the Commissioners authorize the Town Manager to submit the Orange County Annual Action Plan for FY23 to the U.S. Department of Housing and Urban Development, including all understandings, assurances, and certifications required therein.

BE IT RESOLVED, by the Hillsborough Board of Commissioners, as a member of the Orange County HOME Consortium, that the Commissioners approve the following activities for the FY23 HOME Program:

Homebuyer Assistance

Funds will be allocated to the Community Empowerment Fund (\$90,000) and Orange County Habitat for Humanity (\$167,241) to provide down payment assistance for home ownership for an estimated 26 households earning between thirty percent (30%) and eighty percent (80%) of the area median income. (The final number of homebuyers assisted may be more or less than 26 and will depend on homebuyer underwriting.)

(Requested amount: \$525,000)

\$257,241

Housing Rehabilitation/Preservation

Funds will be allocated to Rebuilding Together of the Triangle to purchase replacement manufactured homes for (2) two Orange County property owners who are currently living in hazardous conditions due to deteriorating manufactured housing units. This funding will serve 1 household earning between thirty percent (30%) and fifty percent (50%) of the area median income, and 1 household earning between fifty percent (50%) and eighty percent (80%) of the area median income.

(Requested amount: \$150,000)

\$150,000

Rental Acquisition

Funds will be allocated to EmPOWERment, Inc. for acquisition of one (1) rental unit in Carrboro. Units will be leased to households earning less than sixty percent (60%) of the area median income.

(Requested amount: \$105,000)

\$105,000

Program Administration

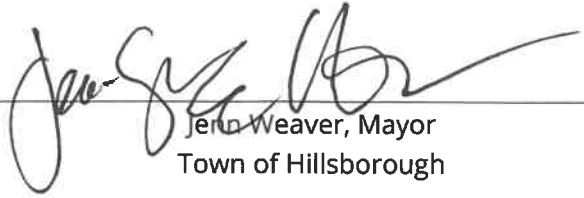
\$44,350

BE IT FURTHER RESOLVED that the Town Manager is hereby designated as the authorized representative of the Town to act in connection with the submission of these plans, to act in connection with the HOME Program,

and to provide such additional information as may be required by the U.S. Department of Housing and Urban Development.

Approved this 13th day of June 2022.




Jenn Weaver, Mayor
Town of Hillsborough

Attestation:


Sarah Kimrey, Town Clerk

DRAFT



RESOLUTION

Endorsing updates to Street Standards document

WHEREAS, The Hillsborough Board of Commissioners endorsed the Street Standards document in July 28, 2014 following its creation with the assistance of the Triangle J Council of Governments staff; and

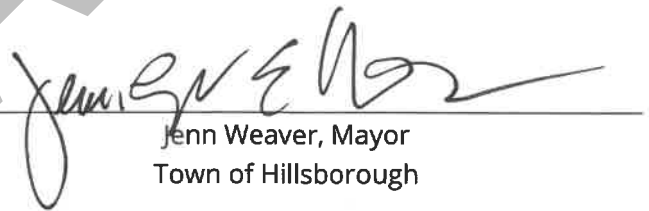
WHEREAS, The document has been revised in 2016 and 2021 to incorporate the traffic calming policy, private street standards, and approval checklists; and

WHEREAS, The document has been updated to align with changes to development review processes, update amenity standards, and provide additional guidance for unusual requested improvements; and

NOW, THEREFORE, be it resolved the Hillsborough Board of Commissioners hereby endorses the updated Street Standards document as a current reflection of requirements, standards, and processes related to improvements in public rights of way and for the traveling public.

Approved this 13th day of June 2022.




Jenn Weaver, Mayor
Town of Hillsborough



ORDINANCE

Amending Chapter II of the Hillsborough Town Code

The Hillsborough Board of Commissioners ordains:

Section 1. Section 11-1 is amended to delete the term "street superintendent," and the term "yard waste" and amend the definition of "sanitation superintendent" as follows:

Sanitation superintendent means the public works manager or any other person designated by the town manager to perform the functions and exercise the responsibilities assigned by this chapter to the sanitation superintendent.

Yard Waste means grass cuttings, hedge clippings, tree trimmings, leaves, branches, brush, and similar materials.

Section 2. Throughout Section 11, the term "rollout cart" replaces roll-out cart, roll-out container, or other terms used to describe

Section 3. Section 11-16-18 are hereby replaced with the following language:

Sec. 11-16. Services Provided by the town.

- (a) The town establishes that the collection of solid waste materials in a timely manner is necessary to protect the public health and safety. Therefore, the town establishes the following standard of service for solid waste collection to be covered by the ad valorem taxes paid to the town:
 - (1) weekly, curbside solid waste collection of one rollout cart of 96 gallons
 - (2) the town provides one such cart, compatible with its equipment, to each address qualified to receive service
 - (3) weekly, curbside collection of a second rollout cart of 96 gallons maybe included and provided if the resident purchases the second cart from the town for the fee established in the fee schedule.
- (b) For consistency, the town establishes that the level of service established above will be provided to the following types of locations or properties:
 - (1) Single-family houses with frontage on public streets or with driveway access to a public street
 - (2) Single-family houses on private streets where there is safe access to a receptacle storage area for the automated truck from a public street without unduly delaying travel on that public street.
 - (3) Townhouses with frontage on public streets or with executed hold harmless agreements for town equipment to provide service on private streets.

- (4) Other attached housing arrangements with not more than five units on a single lot provided there is safe access to the receptacles for the automated truck from a public street.
 - (5) Any accessory dwelling unit collocated with a single-family dwelling (attached or detached) is a single-family dwelling for the purposes of this section and is entitled to its own container.
 - (6) Churches and community organizations located in residential areas that can safely and adequately be served with the standard define in paragraph a above.
- (c) The town establishes that the public health and safety cannot be reasonably preserved with this established level of service for businesses, offices, restaurants, hotels, industries, residential condominiums or apartment complexes as these facilities generally produce a larger volume of waste or require more frequent service due to the character of the waste generated. Additionally, the volume of recyclable material generated at these facilities benefits from the provision of bulk recycling collection services provided by Orange County.
- (d) The sanitation superintendent shall be empowered to determine which uses and operations are required to contract for solid waste collection.
- (e) The sanitation superintendent in coordination with Orange County recycling staff will determine the size of dumpsters and recycling containers needed to serve any development that does not qualify for town service.
- (f) The specifications of the enclosure for such containers are detailed in the Unified Development Ordinance for Hillsborough.

Sec. 11-17. Receptacles generally.

All locations served by the town will be provided a rollout cart for solid waste for removal by the town. The following rules and regulations shall be observed:

- (a) Town-provided containers must be used so that automated trucks can be utilized. Bulk items or items too large to fit in the provided container will be serviced during bulk collection or via special collection only.
- (b) It is the property occupant's responsibility to ensure that vehicles do not block the container and that the container is accessible to the automated truck arm.
- (c) The property occupant will be responsible for keeping his container in a clean and sanitary condition.
- (d) Each address receiving service will be provided a single container. If a resident/occupant desires an additional container for regular service, one additional container will be provided following the payment of a fee established by the fee schedule. No location will receive regular collection from more than two containers.

Sec. 11-18. Storage and collection practices—Premises required to have contracted service.

- (a) The location of dumpsters shall be determined by the sanitation superintendent in consultation with Orange County Solid Waste staff and the owner of the premises concerned. In making this determination, the sanitation superintendent shall consider the needs of the occupants of the premises, the welfare of the occupants and neighbors, and local ordinances.

- (b) Dumpsters must be located on private property and serviced without interfering with traffic flow on the parcel or nearby public roads. The location must also be constructed in compliance with the Orange County Solid Waste Management Ordinance and screening requirements in the Hillsborough Unified Development Ordinance.
- (c) All solid wastes shall be stored in dumpsters pending collection.
- (d) All dumpsters shall be cleaned periodically to minimize offensive odors, and the tops or openings to all dumpsters shall be kept securely fastened at all times pending collection.
- (e) The premises owner or tenant shall contract for dumpster service adequate to keep the premises from becoming a nuisance. Service may only occur between 6:30 a.m. and 6:00 p.m. Monday -Saturday. Collection is not allowed on Sundays.
- (f) Locations required to have contracted service which have limited volume of waste may opt to contract for rollout cart service if offered by their service provider and:
 - (1) the location is outside the Central Commercial Zoning District and
 - (2) the location does not serve food or beverages as part of their business and
 - (3) the location can place rollout carts in a location where they can be safely served while not unduly interfering with traffic on the adjoining public street or
 - (4) the location has been provided a written exemption by the sanitation superintendent for the current occupant/operation (items 1-3 need not apply).

- Section 4.** Section 11-19 is amended to replace "dumpsters" in the heading with "town," The clause "With respect to premises not served by dumpsters:" is deleted and the sections are numbered consistent with the section.
- Section 5.** Section 11-19.1 is amended to replace "garbage" with "solid waste."
- Section 6.** Section 11-19.2 is amended to insert "before 7 a.m." after "collection" and "but no sooner than" before "4 p.m."
- Section 7.** Section 11-19.4 is amended to read: "The town reserves the right to refuse to collect solid waste not placed in the approved containers or containers not located in a manner accessible to the automated truck. The town may collect unapproved containers as solid waste."
- Section 8.** Sections 11-19.6-8 are deleted, and subsequent sections renumbered.
- Section 9.** Section 11-19.9 is amended to refer to Section 11.21 (not 11.20).
- Section 10.** Section 11-20, Other Regular Collection Services, is added to read as follows:
- (a) Yard waste/brush. The town provides weekly yard waste collection to locations receiving solid waste collection. The town may provide this service to commercial locations when the waste is not generated by commercial landscape services and otherwise meets the standards and limitations for yard waste. The standards and limitations will be established by the sanitation superintendent and published along with the collection calendar.

- (b) Bulk items will be collected once a month during the second full week of each month, using Sunday as the first day of the week. If the scheduled collection day falls on a town observed holiday, bulk items will be removed the following business day. Bulk items may be placed at the curbside no earlier than seven calendar days before the scheduled collection date.
- (c) Loose leaves will be collected by the town each fall for a period of not less than 10 weeks determined on the sanitation superintendent and published on the collection calendar. Loose leaves must be placed adjacent to the street so that they may easily be handled by the collector. No tree limbs, shrubs, or other materials may be mixed with the leaves. Outside of loose-leaf collection period, leaves may be collected with yard waste if properly bagged in biodegradable bags or otherwise required by the sanitation superintendent.

- Section 11.** Section 11-20, Special Collections is renumbered to Section 11-21 and the fee is amended to \$50.
- Section 12.** Section 11-21, Miscellaneous, is renumbered to 11-22 and subsection a is amended to add "and posted on the town website." after "office." The third sentence is deleted.
- Section 13.** Section 11-22, Limitations on solid waste materials collected by the town, is renumbered to 11-23 and the introduction is rewritten to read "The town does not provide collection of the following items due to either their degree of recyclability or hazardous nature. No person shall dispose of any of the following items in receptacles designated for town solid waste collection:"
- Section 14.** Section 11-23. Authorization for commercial solid waste disposal and collection franchise agreements within the Town of Hillsborough is deleted.
- Section 15.** Section 11-58.a is amended to replace "described earlier in section 11-31" with "defined in this chapter." And Section 11-58.e is correction to refer to Section 11-21.
- Section 16.** Section 11-60 and 11-62 are corrected to refer to Section 11-59. The reference to "this part II" is change to "this part" in Section 11-60.c.
- Section 17.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 18.** 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 13th day of June in 2022.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending Chapter I4, Article VI, Section I4-48, Construction of Connections and the adopted FY2022 Fees, Rates, and Charges Schedule

The Hillsborough Board of Commissioners ordains:

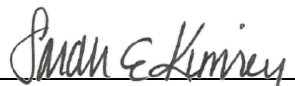
- Section 1.** Sections 14-48 (a)(1) and 14-48(b)(1) are hereby amended to add at the end of the first paragraphs, "Such contractor shall warranty their materials and workmanship for one year."
- Section 2.** Section 14-48(a)(1)(vi) shall be added to read, "Anyone caught making a connection to the water system without prior approval or notification will be charged a civil penalty in accordance with the town's adopted fees, rates, and charges schedule and potential civil or criminal charges. Licensed utility contractors will be reported to their licensing board and may be banned from working on the town's water system in the future."
- Section 3.** Section 14-48 (b)(1)(vii) is hereby added to read, "Anyone caught making a connection to the sewer system without prior approval or notification will be charged a civil penalty in accordance with the town's adopted fees, rates, and charges schedule and potential civil or criminal charges. Licensed utility contractors will be reported to their licensing board and may be banned from working on the town's sewer system in the future."
- Section 4.** There shall be established a civil penalty of \$1,000 for violation of new sections 14-48(a)(1)(vi) and 14-48(b)(1)(vii) which will be reflected in the town's adopted fees, rates, and charges schedule.
- Section 5.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 6.** 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 13th day of June in 2022.

Ayes: 5

Noes: 0

Absent or excused: 0



Sarah E. Kimrey, Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160D-605

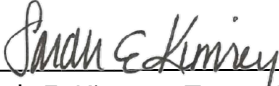
The Town of Hillsborough Town Board has received and reviewed the application of planning staff to amend the Town of Hillsborough Unified Development Ordinance as follows:

Amend and re-write Section 8. Code Enforcement, to improve the procedures of code enforcement action and outline tiered civil penalties.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

Code enforcement action needs to be taken quickly with clear compliance deadlines and expectations for civil penalties if code enforcement violations are not remedied in a timely manner. Improved code enforcement improves health and public safety and these proposed changes support the Vision 2030 goal of enhancing the responsive communication between citizens and government.

Adopted by the Town of Hillsborough Board of Commissioners this 13th day of June, 2022.



Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains:

8. ENFORCEMENT

8.1 PURPOSE AND APPLICABILITY

8.1.1 *This section establishes procedures the Town may use to enforce the provisions of this Ordinance, and penalties for use in its enforcement.*

8.1.2 *This section applies to any matter deemed a violation of this Ordinance.*

8.2 VIOLATIONS

Each of the following is a violation of this Ordinance and subject to the remedies and penalties provided by this section and state law.

8.2.1 Development without Permit

Engaging in any development, use, construction, remodeling, or other activity of any nature regulated by this Ordinance without first obtaining all required permits, certificates or other forms of authorization required by this Ordinance.

8.2.2 Development Inconsistent with Permit

Engaging in any development, use, construction, remodeling, alteration of a site or landscape features, or other activity of any nature in any way inconsistent with any approved plan, permit, certificate, or other form of authorization granted for such activity This includes non-performance of routine and regular maintenance that does not sustain an approved development to the standards set forth in the development or permit approval.

8.2.3 Violation by Act or Omission

Violation by act or omission of any term, variance, modification, condition, or qualification placed by the Town Board, its agent boards or staff upon any required permit, certificate, or other form of authorization for the use, development or other activity upon land or improvements thereon.

8.2.4 Use in Violation

The erection, construction, reconstruction, alteration, repair, conversion, maintenance or use of any building or structure, or the use of any land in violation or contravention of this Ordinance, or any other regulation made under this Ordinance.

8.2.5 Subdivide in Violation

Subdivision of land in violation of this Ordinance, or transferring or selling land by reference to, exhibition of or any other use of a plat or map showing a subdivision of land before the plat or map has been approved under this Ordinance and recorded in the Orange County Register of Deeds office. The description by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring land does not exempt the transaction from violation of this Ordinance.

8.2.6 Violations of Referenced Manuals

Violation of any adopted manuals, standards, or other documents for which this Ordinance requires compliance.

8.2.7 Violations of Conditions of Approval

Violation of any conditions attached to a variance, Special Use Permit or other development approval authorized or required by this Ordinance.

8.2.8 Continue a Violation

Continuing any of the above violations is a separate and distinct offense. Each day that a violation continues constitutes a new and separate violation.

8.3 RESPONSIBLE PERSONS

The owner, tenant, or occupant of any land or structure, or part thereof, and any architect, engineer, builder, contractor, agent, or other person who participates in, assists, directs, creates, or maintains (actively or passively) any situation contrary to the requirements of this Ordinance, may be held responsible for the violation and be subject to the penalties provided herein.

8.4 INSPECTIONS AND INVESTIGATIONS

8.4.1 Inspections

Staff may upon presentation of proper credentials or inspection warrant, if necessary, enter onto any public or private property or premises within the Town's planning jurisdiction at any reasonable hour for purposes of inspection, determination of plan compliance, investigation of any complaints or violations, or other enforcement action. No person may obstruct, hamper, or interfere with staff while they carry out their duties.

8.4.2 Supporting Documentation

Staff may require written statements, certificates, certifications, or the filing of reports with respect to pertinent questions relating to complaints or alleged violations.

8.4.3 Failure to Comply

Staff's failure to observe or recognize conditions that violate this Ordinance does not relieve the responsible person(s) from responsibility for the resulting conditions or damages, if any, and does not result in staff liability for such conditions or damages.

8.5 ENFORCEMENT PROCEDURE

8.5.1 Enforcement Procedure

Staff, after inspecting/investigating an alleged violation and determining a violation exists, will notify the responsible person(s) of the violation.

8.5.2 Notice of Violation

(a) Staff will give the responsible person(s) written notice by either certified or registered mail, first class mail, personal delivery, electronic delivery, or posting a notice conspicuously on the property, of the following:

- (1) that the land, building, structure, sign, or use is in violation of this Ordinance;*
- (2) the nature of the violation including citation of the Ordinance provision or permit condition violated;*
- (3) necessary measures required to correct the violation;*
- (4) the date in which the violation must be corrected;*
- (5) that penalties may be assessed, or other corrective remedies pursued; and*
- (6) that the responsible person(s) has the right to appeal the Notice to the Board of Adjustment as specified in subsection 3.11, Appeal, of this Ordinance.*

(b) If the notice by first class mail is not returned within 10 days of its mailing, and the registered or certified mail is returned, refused or unclaimed, service by first class mail shall be deemed sufficient. If only the notice by first class mail is used, a notice of violation shall also be posted in a conspicuous place on the premises in violation.

8.5.3 Failure to Comply with Notice

Responsible persons failing to comply with a Notice of Violation where no appeal was taken, or the Board of Adjustment's final decision following an appeal are upheld, are subject to the remedies and penalties provided by state law and subsection 8.6, Remedies, of this Ordinance.

8.6 REMEDIES

8.6.1 Cumulative

All available remedies for violations of this Ordinance are cumulative. To the extent North Carolina law may limit the availability of a particular remedy for a certain violation, that remedy remains available for other violations or parts of the same violation.

8.6.2 Repeat Violations

Responsible person(s) who repeat the same violation within a two-year period from the initial violation date will be considered in continued violation of the initial violation and

subject to additional penalties and remedies.

8.6.3 Referral to Town Attorney

In addition to other remedies provided by law, whenever the Planning Director has reasonable cause to believe that any person is violating this Ordinance, the matter may be referred to the Town Attorney.

8.6.4 Available Remedies

Any or all the following penalties and remedies may be used in enforcing this Ordinance.

8.6.4.1 Injunction or Other Relief

Violations of this Ordinance or of any permit condition, order, requirement, or remedy adopted pursuant to this Ordinance may be restrained, corrected, abated, mandated, or enjoined by other appropriate proceeding pursuant to state law. Institution of an action for injunctive relief does not relieve any party to such proceedings from issuance of civil penalties.

8.6.4.2 Civil Penalties

Responsible persons violating any provision of this Ordinance may be subject to the assessment of a civil penalty in accordance with subsection 8.7, Civil Penalty Assessment.

8.6.4.3 Conditional Permit or Temporary Certificate

Staff may condition the authorization of any permit or certificate upon the correction of the deficiency, payment of civil penalties within a specified time, or the posting of a compliance security in an amount using the calculation method specified by paragraph 3.14.12, Authorizing Occupancy Before Completion of Development.

8.6.4.4 Stop Work Orders

Whenever a building, structure, sign, or part thereof is being constructed, reconstructed, altered, or repaired in violation of this Ordinance, staff may order the work to be immediately stopped. The stop work order must be directed to the owner, occupant, or person doing the work and state the specific work to be stopped, the specific reasons for the stoppage and the conditions under which the work may be resumed. Delivery shall be by personal delivery, electronic delivery, or first-class mail.

8.6.4.5 Revocation of Permits or Certificates

(a) Zoning Compliance Permits: Staff may revoke and require the return of a permit by notifying the permit holder in writing stating the reason for the revocation. Permits or certificates may be revoked for any substantial departure from the approved application, plans, or specifications, the refusal or failure to comply with the requirements of state or local laws, or false

statements or misrepresentations made in securing the permit or certificate. Any permit or certificate mistakenly issued in violation of an applicable state or local law may also be revoked.

*(b) **Special Use Permits:** Before a Special Use Permit may be revoked, all the notice, hearing, and other applicable requirements of subsection 3.8, Special Use Permit, shall be complied with. The notice shall inform the permit recipient of the alleged grounds for the revocation. In hearing cases involving Special Use Permit revocation:*

- 1. The burden of presenting evidence sufficient to authorize the Board of Adjustment to conclude that a Special Use Permit should be revoked shall be upon the party advocating that position.*
- 2. The burden of persuasion shall also be upon that party. A motion to revoke a permit shall include, insofar as practicable, a statement of the specific reasons or findings of fact that support the motion.*

8.6.4.6 Denial of Permits or Certificates

Staff may deny issuance of a Zoning Compliance Permit or refuse to sign off on a Certificate of Occupancy/Compliance relative to property on which a violation exists. Additionally, staff may recommend denial of any permit, certificate or approval sought from a Town-appointed board charged with issuing permits, certificates, and approvals by this Ordinance if there are ongoing violations on the property for which such permit is sought.

8.6.4.7 Abatement

- (a) The Planning Director is authorized to summarily abate any violation that continues to exist after the expiration of the correction period provided in subsection 8.7, Civil Penalty Assessment.*
- (b) The expense of the action shall be paid by the responsible person(s) in default.*
- (c) If the expense is not paid, it is a lien on the land or premises where the abatement action occurred. The lien shall have the same priority and be collected as unpaid ad valorem taxes.*
- (d) The expense of the action is also a lien on any other real property within the Town's planning jurisdiction owned by the responsible person(s) in default, except for the responsible person's primary residence. This secondary lien is inferior to all prior liens and shall be collected as a money judgment.*
- (e) The provisions of this sub-paragraph do not apply if the responsible person(s) in default can show that the violation was created solely by the actions of another.*

8.6.4.8 State and Common Law Remedies

In addition to other enforcement provisions contained in this subsection, the Town may exercise all enforcement powers granted to it by state law or common law.

8.6.4.9 Previous Enforcement

Nothing in this Ordinance prohibits continuation of previous enforcement actions.

8.7 CIVIL PENALTY ASSESSMENT

8.7.1 Notice

Civil penalties may not be assessed until the responsible person(s) alleged to be in violation has been notified in accordance with paragraph 8.5.2, Notice of Violation. If the responsible person(s) fails to take corrective action or file an appeal after receiving notice, then a civil penalty may be imposed in the form of a citation. The citation shall be served in the same manner as a notice of violation. The citation shall state the nature of the violation, the civil penalty to be imposed, and direct the responsible person(s) to pay the civil penalty within 15 days of the citation's issuance date.

8.7.2 Continuing Violations

The responsible person(s) will be guilty of an additional and separate offense, and subject to an additional civil penalty, for each day the violation remains uncorrected.

8.7.3 Penalty Amounts

8.7.3.1 Civil Penalties for Violations Excepting Stormwater Management Violations: *The following table contains the schedule for civil penalty assessments that may be levied for violations of all sections of this Ordinance excepting subsection 6.20, Stormwater Management (see item 8.7.3.2, Civil Penalties for Stormwater Management Violations, below):*

Notice	Civil Penalty Amount
<i>1st Violation</i>	<i>\$200.00</i>
<i>2nd Violation</i>	<i>\$300.00</i>
<i>3rd Violation</i>	<i>\$400.00</i>
<i>4th and Subsequent Violations</i>	<i>\$500.00</i>

8.7.3.2 Civil Penalties for Stormwater Management Violations: *Civil penalties for violations of subsection 6.20, Stormwater Management, are set by NCGS 143-215.6A. The statutory civil penalty limit is \$25,000.00 per violation and, for continuous violations, \$25,000.00 per violation per day.*

8.7.4 Demand for Payment

8.7.4.1 Notice

Staff will determine the civil penalty amount to be assessed and make written demand for payment upon the responsible person(s). The demand must include a description of the violation. Separate notices must be provided for the first, second, third and fourth violation. Penalties may be assessed and accrue daily, without further notice to the responsible person(s) after the fourth notice is sent.

8.7.4.2 Referral to Town Attorney

If payment is not received within 30 days after written demand for payment is made, the Planning Director may refer the matter to the Town Attorney who is authorized to institute a civil action in the name of the Town in the appropriate division of the General Court of Justice for recovery of the penalty.

8.7.4.3 Adjustment

Staff may reduce the assessed penalties based on criteria set forth in 8.7.4.5. Modification of penalties is at the sole discretion of the Planning Director.

8.7.4.4 Nonpayment

If payment is not received or equitable settlement reached within 30 days after demand for payment is made, the matter shall be referred to the Town Attorney to institute a civil action for recovery of the penalty.

8.7.4.5 Factors to Consider in Assessing Penalties

Civil penalties shall be assessed where new and continuing violations of this ordinance exist. Adjustments may be granted when requested in writing by the responsible person(s) outlining the justifications of such adjustments. Situations involving adjustments may include performance-based progress made on violations. No adjustments shall be issued for a lack of timely action by responsible person(s).

The existing subsection number for subsection 8.9 (Prevention of Demolition by Neglect), changes to 8.8. No changes are being proposed to the subsection on demolition by neglect.


The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of June in 2022.

Ayes: 5

Noes: 0

Absent or excused: 0





Sarah E. Kimrey, Town Clerk



PROCLAMATION

Observance of National Pollinator Week

June 20-26, 2022

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

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

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

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

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

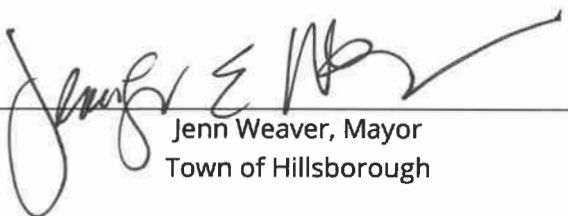
WHEREAS, the Town of Hillsborough provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats in urban and suburban environments; and

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

NOW, THEREFORE, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim the week of June 20 through 26, 2022 as our municipality's National Pollinator Week in the Town of Hillsborough and urge all citizens to recognize this observance.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 13th day of June in the year 2022.




Jenn Weaver, Mayor
Town of Hillsborough



PROCLAMATION

Commemorating Juneteenth Independence Day

WHEREAS, news of the end of slavery did not reach frontier areas of the United States, in particular the state of Texas and other Southwestern states, until months after the conclusion of the Civil War and more than 2½ years after President Abraham Lincoln issued the Emancipation Proclamation on Jan. 1, 1863; and

WHEREAS, isolated from both Union and Confederate forces during the Civil War, Texas had become a refuge for those who wished to continue the practice of holding human beings as property; and

WHEREAS, although the Emancipation Proclamation was issued on Jan. 1, 1863, 250,000 people still were held as human chattel in Texas when U.S. Army Major General Gordon Granger arrived in Galveston, Texas, and announced the Civil War had ended and enslaved people were free; and

WHEREAS, the following is the text of the official recorded version of the order:
“The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free. This involves an absolute equality of personal rights and rights of property between former masters and slaves, and the connection heretofore existing between them becomes that between employer and hired labor. The freedmen are advised to remain quietly at their present homes and work for wages. They are informed that they will not be allowed to collect at military posts and that they will not be supported in idleness either there or elsewhere”; and

WHEREAS, African Americans who had been slaves in the Southwest celebrated June 19, commonly known as “Juneteenth Independence Day,” as inspiration and encouragement for future generations; and

WHEREAS, Texas became the first state to make Juneteenth a state holiday and, by June 2020, 47 states and the District of Columbia have established full or partial recognition of the holiday; and

WHEREAS, Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the United States and celebrations have been held to honor African American freedom; and

WHEREAS, the U.S. Census discloses that the population of North Carolina in 1860 was 992,622, of which 331,059 were enslaved, including 5,108 slaves living in Orange County on plantations such as the Cameron Plantation in Hillsborough; and

WHEREAS, the United States Congress passed and President Joe Biden signed the Juneteenth National Independence Day Act on June 17, 2021 to designate Juneteenth as a nationally recognized federal holiday; and

WHEREAS, Juneteenth has been declared a paid holiday by the governing bodies of Orange County, the Town of Chapel Hill, the Town of Carrboro, the Town of Hillsborough, the Orange County School District and the Chapel Hill-Carrboro City School District; and

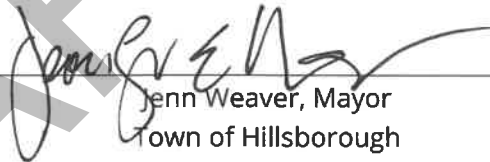
WHEREAS, slavery was not officially abolished until ratification of the Thirteenth Amendment to the United States Constitution by the required 27 of the then 36 states on Dec. 6, 1865, and the abolishment of slavery and involuntary servitude, except as punishment for a crime, was proclaimed on Dec. 18, 1865; and

WHEREAS, the Town of Hillsborough recognizes that while the Emancipation Proclamation and the Thirteenth Amendment may have officially ended the legal practice of enslaving human beings in the United States of America, 156 years later, there is still progress which must be made to dismantle the insidious systems and practices of white supremacy and systemic racism, the foundations of which were laid by the enslavement of Black people;

NOW, THEREFORE, I, Jenn Weaver, mayor of the Town of Hillsborough, do hereby proclaim that Hillsborough honors the perseverance and hope that inspired African Americans to celebrate freedom, to look for lost relatives, and to thrive in a hostile and white supremacist environment and that Hillsborough recognizes Juneteenth as an important date in American history.

IN WITNESS WHEREOF, I have hereunto set my hand and caused this seal of the Town of Hillsborough to be affixed this 13th day of June in the year 2022.




Jenn Weaver, Mayor
Town of Hillsborough



RESOLUTION

Appointing Town Manager as Finance Officer and Designating Bank Depository Signatories

WHEREAS, North Carolina General Statute 159-24 states each local government and public authority shall appoint a finance officer; and

WHEREAS, the finance officer is responsible for providing financial safeguards and ensuring that all duties of the finance office are adequately and efficiently covered; and

WHEREAS, Town Manager Eric Peterson is qualified to serve in the position of finance officer; and

WHEREAS, internal controls are an integral part of the organization and this appointment will improve the segregation of duties; and

WHEREAS, having a finance officer will help ensure that all duties of the Hillsborough Financial Services Department are adequately and effectively covered; and

WHEREAS, North Carolina General Statute 159-25(b) states all checks or drafts on an official depository shall be signed by the finance officer and countersigned by another official of the local government or public authority; and

WHEREAS, Eric Peterson, in his capacity as finance officer, shall sign all checks or drafts on town depositories; and the mayor shall countersign all checks and drafts; and

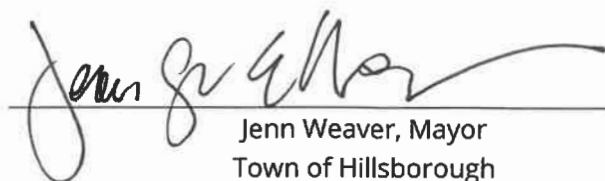
WHEREAS, Assistant Town Manager Margaret Hauth shall serve as secondary signatory to countersign all checks and drafts on town depositories;

NOW, THEREFORE, be it resolved the Hillsborough Board of Commissioners hereby appoints Town Manager Eric Peterson as finance officer.

BE IT FURTHER RESOLVED, the Hillsborough Board of Commissioners hereby designates Assistant Town Manager Margaret Hauth as secondary signatory on town depositories.

Approved this 13th day of June in the year 2022.




Jenn Weaver, Mayor
Town of Hillsborough

Town Board's Statement per N.C. Gen. Stat. 160D-605

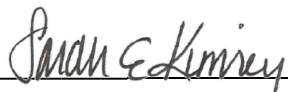
The Town of Hillsborough Town Board has received and reviewed the application of applicant Laurel Kilgore to amend the Town of Hillsborough Unified Development Ordinance as follows:

Amend the Table of Permitted Uses to allow the use 'gallery/museum' as permitted by right in the Agricultural Residential (AR) zoning district.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The proposed text amendment seeks to allow a use that encourages sustaining existing historic structures and land, preventing premature development, providing outreach to desirable business opportunities in the zoning district consistent with Town Vision 2030 and Future Land Use plans.

Adopted by the Town of Hillsborough Board of Commissioners this 13th day of June, 2022.



Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Unified Development Ordinance of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains:

The Table of Permitted Uses of the Unified Development Ordinance of the Town of Hillsborough allows the use 'Gallery/Museum' by right in the Agricultural Residential zoning district.

5.1.7 TABLE: USE TABLE FOR RESIDENTIAL DISTRICTS

P = Permitted by Right

SUP = Permitted with a Special Use Permit

+ = When also in the Plus Overlay district

	AR	R-40	R-20	R-15	R-10	MF	MHP	PW	PWCA	MFSU	ALN	RSU
Food Preparation Business												
Funeral Home												
Gallery/Museum	P											SUP
Government Maintenance Yard												
Greenhouses/Nursery	P											
Group Care Facility	P	P	P	P	P							
Health Care Facility												
Health/Fitness Club												
Homeless Shelter			SUP	SUP	SUP			SUP	SUP	SUP	SUP	
Hospitals												
Hotels & Motels												
Junkyard/Outside Storage of Junked or Wrecked Motor Vehicles												
Kennels, Boarding	SUP											
Library												
Manufacturing Complex												
Meeting Facility												SUP
Mobile Home Park							P					
Motor Vehicle Fuel Station												
Motor Vehicle Maintenance, & Service												
Motor Vehicle Repair												
Motor Vehicle Sales & Rentals												
Office operations												
Offices and professional services												
Order Fulfillment Center												
Outlet sales												

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of June in 2022.

Ayes: 3

Noes: 2

Absent or excused: 0



Sarah E. Kimrey
 Sarah E. Kimrey, Town Clerk

Town Board's Statement per N.C. Gen. Stat. 160D-605


The Town of Hillsborough Town Board has received and reviewed the application of DBC54 LLC & SFTEN LLC, subsidiaries of DR Horton to amend the Town of Hillsborough Official Zoning Map and Future Land Use Map as follows:

Rezone 4.38 acres (a portion of PIN(s) 9874003410 and 9874104407) from HIC (High Intensity Commercial) and RSU (Residential Special Use) to MF (Multi-Family). Update the Future Land Use Plan for this parcel from Retail Services to Mixed Residential Neighborhood.

The Hillsborough Town Board has determined that the proposed action is consistent with the Town of Hillsborough's comprehensive plan and the Town Board's proposed action on the amendment is reasonable and in the public interest for the following reason(s):

The rezoning is consistent with the approved residential zoning and use of the adjacent parcel and Collins Ridge development. The future land use is consistent with the adjacent parcel already designated as Mixed Residential Neighborhood.

Adopted by the Town of Hillsborough Board of Commissioners this 13th day of June, 2022.



Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending the Zoning Map and Future Land Use Plan Map of the Town of Hillsborough

The Hillsborough Board of Commissioners ordains:

- Section 1.** An application has been made for the zoning map and future land use plan amendment of the property herein.
- Section 2.** The application has been 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 and future land use plan map amendment with the town's comprehensive plan and such other matters as the Planning Board deemed appropriate.
- Section 3.** 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.
- Section 4.** The Official Zoning Map of the Town of Hillsborough is hereby amended to rezone 4.38 acres from High Intensity Commercial (HIC) and Residential Special Use (RSU) to Multi-Family (MF) (OC PIN(s) 9874003410 and 9874104407). The Future Land Use Map is hereby amended to change this area noted as Retail Services to Mixed Residential Neighborhood.
- Section 5.** The legal description of this parcel area is as follows: BEING A PORTION OF THE DANIEL BOONE RECREATION PARK AND CAMPGROUNDS AS SHOWN ON PLAT BOOK 22, PAGE 170 OF THE ORANGE COUNTY REGISTRY; ALSO A PORTION OF THE ELIZABETH COLLINS HEIRS PROPERTY AS SHOWN ON PLAT BOOK 115, PAGE 129 OF THE ORANGE COUNTY REGISTRY.
BEING MORE PARTICULARLY DESCRIBED AS:
COMMENCING AT AN IRON PIPE AT THE SOUTHWEST CORNER OF THE LOT SHOWN ON PLAT BOOK 36, PAGE 52 OF THE ORANGE COUNTY REGISTRY; THENCE WITH THE SOUTH LINE OF SAID LOT SOUTH 86°45'57" EAST A DISTANCE OF 455.01 FEET TO AN IRON PIPE, THE SOUTHEAST CORNER OF SAID LOT; THENCE SOUTH 86°45'57" EAST A DISTANCE OF 59.79 FEET TO AN IRON PIPE; THENCE SOUTH 86°48'46" EAST A DISTANCE OF 444.38 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 86°48'46" EAST A DISTANCE OF 367.13 FEET TO AN IRON PIPE IN OLD CHAPEL HILL ROAD, AS SHOWN ON PLAT BOOK 22, PAGE 170, BEING ALSO THE WEST LINE OF ELIZABETH COLLINS HEIRS, AS SHOWN ON PLAT BOOK 115, PAGE 129; THENCE WITH SAID WEST LINE SOUTH 07°22'14" EAST A DISTANCE OF 229.47 FEET TO AN IRON PIPE; THENCE SOUTH 07°22'14" EAST A DISTANCE OF 31.54 FEET TO A POINT; THENCE NORTH 88°50'46" EAST A DISTANCE OF 166.62 FEET TO A POINT; THENCE WITH A CURVE TO THE RIGHT A RADIUS OF 500.00 FEET, AN ARC LENGTH OF 42.60 FEET, A CHORD BEARING OF SOUTH 04°50'17" EAST, A CHORD LENGTH OF 42.59 FEET TO A POINT; THENCE SOUTH 88°50'46" WEST A DISTANCE OF 171.64 FEET TO A POINT; THENCE SOUTH 10°16'03" WEST A DISTANCE OF 169.74 FEET TO A POINT; THENCE SOUTH 52°10'01" WEST A DISTANCE OF 18.10 FEET TO A POINT; THENCE NORTH 90°00'00" WEST A DISTANCE OF 169.02 FEET TO A POINT; THENCE NORTH 82°36'38" WEST A DISTANCE OF 176.90

FEET TO A POINT; THENCE NORTH 01°09'14" WEST A DISTANCE OF 477.27 FEET TO THE POINT OF BEGINNING; CONTAINING 190,701 SQUARE FEET OR 4.38 ACRES.

Section 6. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 7. 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 13th day of June in 2022.

Ayes: 5

Noes: 0

Absent or excused: 0



Sarah E. Kimrey

Sarah E. Kimrey, Town Clerk

DRAFT

From: [Town of Hillsborough](#)
To: [Jenn Weaver](#); [Robb English](#); [Evelyn Lloyd](#); [Kathleen Ferguson](#); [Mark Bell](#); [Matt Hughes](#); [Sarah Kimrey](#); [Eric Peterson](#); [Margaret Hauth](#)
Subject: Contact form message: Comments re: Budget
Date: Monday, June 13, 2022 11:40:49 AM

Stephani Kilpatrick sent the message below via the Town of Hillsborough website "Contact Mayor and Commissioners" form. To respond, reply to this email or contact skilpatrick@ifcmailbox.org.

Hi! I'd like to submit the following public comments for tonight's Town Council meeting. My name is Stephani Kilpatrick and I'm a resident of Orange County and a staff member of IFC. I'm writing to ask you to support an Inter-Local Agreement with IFC to fund our county's only homeless shelters - and to do so in this budget cycle. I'll share an experience that explains why I feel this is important and urgent. When I worked at IFC Community House men's shelter, there was a man - his name was Steven - who couldn't stay at the shelter. So he started camping in the wooded area just outside the shelter. Because of my position it was my responsibility to tell him he couldn't do that, because of the rules in the neighborhood. As I was leaving that interaction with Steven, it started to rain. I was getting to drive away in my car, to my home. Many of us get to do that at the end of each day - go home. But not all of us get to do that. Some of us, like Steven, are left to fend for themselves in the elements, and figure it out - figure out a place to go. That was my lowest point in 10 years of working in the shelters - to stand there and tell another human being - you can't be anywhere. I was basically saying to him: We've created a system that totally leaves you out. It doesn't allow for you to have housing. It doesn't allow for you to have shelter. It doesn't even allow you to be outside. All the while, many of us benefit from this system. Luckily, you have some influence over that system, at least in our community. To look at another human being and say "There's nowhere for you" chipped away at my soul. I can only imagine what it did to his. We can't treat each other that way - it's not healthy for any of us. That's not why I got into this work. I got into this work to be part of the solution, and I know you did too. The very least we can do is to provide shelter, protection from the elements, a place to be. That's why this inter-local agreement to provide funding for shelter is so important and so urgent - to make sure that every member of our community has a place to be. We see more and more people in the shelters from all over our county - including Hillsborough - places that used to be affordable, but no longer are. As housing costs sky rocket across our county, people are being pushed out of areas where they may have grown up and/or lived for years. I know the Town of Hillsborough and other local municipalities are working on affordable housing, but we need a place for people to go to be safe and out of the elements in the meantime. Thank you for considering the inter-local agreement request. -Stephani Kilpatrick

BUDGET ORDINANCE

FISCAL YEAR 2022-23 BUDGET ORDINANCE TOWN OF HILLSBOROUGH

Be it ordained by the Board of Commissioners of the Town of Hillsborough, North Carolina:

SECTION I. GENERAL FUND:

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Current & Prior Year Property Taxes	\$ 9,093,700
Local Option Sales Tax	2,474,060
Licenses, Permits and Fees	136,000
Intergovernmental Revenue	1,350,500
Other	115,966
Investment Earnings	1,000
Transfers	0
Debt Issuance Proceeds	0
Fund Balance Appropriation	<u>743,482</u>
	\$ 13,914,708

The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2022 and ending June 30, 2023 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Governing Body	\$ 159,935
Administration	875,622
Accounting	380,205
Planning	1,320,886
Public Space	1,206,076
Facility Management	371,227
Safety & Risk Management	101,548
Information Services	452,645
Police	4,089,281
Fire	1,678,286
Fleet Maintenance	459,840
Streets	1,132,916
Solid Waste	776,239
Cemetery	5,350
Special Appropriations	604,652
Contingency	<u>300,000</u>
	\$13,914,708

SECTION II. WATER & SEWER FUND:

It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Licenses, Permits, and Fees	\$11,028,500
-----------------------------	--------------

Other	10,000
Retained Earnings Appropriated	<u>486,586</u>
	\$11,525,086

The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2022, and ending June 30, 2023 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Administration of Enterprise	\$ 2,694,500
Utilities Administration	580,985
Billing & Collections	849,105
Water Treatment Plant	1,210,072
West Fork Eno Reservoir	904,400
Water Distribution	1,350,832
Wastewater Collection	1,195,894
Wastewater Treatment Plant	2,339,298
Contingency	<u>400,000</u>
	\$11,525,086

SECTION III. STORMWATER FUND:

It is estimated that the following revenues will be available in the Stormwater Fund for the fiscal year beginning July 1, 2022 and ending June 30, 2023:

Licenses, Permits, and Fees	\$ 697,535
Retained Earnings Appropriated	<u>70,728</u>
	\$ 768,263

The following amounts are hereby appropriated in the Stormwater Fund for the operation of the stormwater utilities for the fiscal year beginning July 1, 2022, and ending June 30, 2023 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Stormwater	<u>\$ 768,263</u>
	\$ 768,263

SECTION IV. SPECIAL ASSESSMENT DISTRICT:

Revenues totaling \$604,050 are hereby approved for the following line-items:

Special Assessment Taxes Collected	<u>\$ 604,050</u>
	\$ 604,050

A total of \$604,050 is hereby authorized to be expended from Special Assessment District:

Payments - Regions Bank	<u>\$ 604,050</u>
	\$ 604,050

SECTION V. TAX RATE:

There is hereby levied a tax of \$0.587 per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2022, for the purpose of raising the revenue listed as "Property Taxes" in the General Fund in Section I of the ordinance.

This tax rate is based on an estimated total valuation of real and personal property (excluding motor vehicles) for the purposes of taxation of \$1,441,894,000 and an estimated rate of collection of 97.00% and an estimated total valuation of motor vehicles of \$91,050,000 and an estimated rate of collection of 97.00%.

SECTION VI. FEES, RATES AND CHARGES:

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

See the Fees and Charges Schedule for a detailed listing.

SECTION VII. RECYCLING:

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

SECTION VIII. BUDGET ORDINANCE:

Copies of this Budget Ordinance shall be filed with the finance officer, budget officer and the clerk of the governing board of this town.

Adopted this 13th day of June, 2022.

**NORTH CAROLINA
ORANGE COUNTY**

I, Sarah Kimrey, Town Clerk, hereby certify that the foregoing is a true and accurate copy of the 2022-23 Budget Ordinance which will be recorded in the Town of Hillsborough Minute Book.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the official corporate seal of said Town to be affixed, this the 13th day of June, 2022.


Jenn Weaver, Mayor


Sarah Kimrey, Town Clerk



**TOWN OF HILLSBOROUGH
CAPITAL PROJECT ORDINANCE
GREENWAY SOUTH SYSTEM**

BE IT ORDAINED by the Town of Hillsborough Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: This ordinance is a capital project ordinance authorizing the Greenway South System.

Section 2: The officers of this government unit are hereby directed to proceed with this capital project ordinance within the terms of the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

Greenway South System	<u>\$ 150,000</u>
TOTAL	\$ 150,000

Section 4: The following amounts are appropriated for this project:

Greenway South System	<u>\$ 150,000</u>
TOTAL	\$ 150,000

Section 5: 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 6: 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk



**TOWN OF HILLSBOROUGH
CAPITAL PROJECT ORDINANCE
CATES CREEK SKATE PARK**

BE IT ORDAINED by the Town of Hillsborough Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: This ordinance is a capital project ordinance authorizing the Cates Creek Skate Park.

Section 2: The officers of this government unit are hereby directed to proceed with this capital project ordinance within the terms of the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

Cates Creek Skate Park	<u>\$ 20,000</u>
TOTAL	\$ 20,000

Section 4: The following amounts are appropriated for this project:

Cates Creek Skate Park	<u>\$ 20,000</u>
TOTAL	\$ 20,000


Section 5: 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 6: 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk





ORDINANCE

Capital Project Amendment

NC-86 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>
NC-86 Facility Renovation	\$2,225,982	\$100,000	\$2,325,982

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


	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
NC-86 Facility Renovation	\$2,225,982	\$100,000	\$2,325,982

Section 3. 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 13th day of June in 2022.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Connectivity

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>
Connectivity	\$72,500	\$20,000	\$92,500

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Connectivity	\$72,500	\$20,000	\$92,500

Section 3. 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 13th day of June in 2022.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk

**TOWN OF HILLSBOROUGH
CAPITAL PROJECT ORDINANCE
ENO RIVER INTERCEPTORS**

BE IT ORDAINED by the Town of Hillsborough Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: This ordinance is a capital project ordinance authorizing the Eno River Interceptors.

Section 2: The officers of this government unit are hereby directed to proceed with this capital project ordinance within the terms of the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

Eno River Interceptors	<u>\$ 750,000</u>
TOTAL	\$ 750,000

Section 4: The following amounts are appropriated for this project:

Eno River Interceptors	<u>\$ 750,000</u>
TOTAL	\$ 750,000


Section 5: 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 6: 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk



**TOWN OF HILLSBOROUGH
CAPITAL PROJECT ORDINANCE
OWASA BOOSTER PUMP STATION**

BE IT ORDAINED by the Town of Hillsborough Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: This ordinance is a capital project ordinance authorizing the OWASA Booster Pump Station.

Section 2: The officers of this government unit are hereby directed to proceed with this capital project ordinance within the terms of the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

OWASA Booster Pump Station	<u>\$ 90,000</u>
TOTAL	<u>\$ 90,000</u>

Section 4: The following amounts are appropriated for this project:

OWASA Booster Pump Station	<u>\$ 90,000</u>
TOTAL	<u>\$ 90,000</u>

Section 5: 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 6: 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk



**TOWN OF HILLSBOROUGH
CAPITAL PROJECT ORDINANCE
US-70 BUSINESS WATER MAIN IMPROVEMENTS**

BE IT ORDAINED by the Town of Hillsborough Board of Commissioners that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

Section 1: This ordinance is a capital project ordinance authorizing the US-70 Business Water Main Improvements.

Section 2: The officers of this government unit are hereby directed to proceed with this capital project ordinance within the terms of the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

US-70 Business Water Main Improvements	<u>\$ 30,000</u>
TOTAL	\$ 30,000

Section 4: The following amounts are appropriated for this project:

US-70 Business Water Main Improvements	<u>\$ 30,000</u>
TOTAL	\$ 30,000

Section 5: 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 6: 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk



**TOWN OF HILLSBOROUGH
CAPITAL PROJECT ORDINANCE - AMENDMENT
RIVER PUMP STATION**

BE IT ORDAINED by the Town of Hillsborough Board of Commissioners 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:

	<u>Current Budget</u>	<u>+/-</u>	<u>Amended Budget</u>
River Pump Station	\$433,800	\$3,015,000	\$3,448,800

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

	<u>Current Budget</u>	<u>+/-</u>	<u>Amended Budget</u>
River Pump Station	\$433,800	\$3,015,000	\$3,448,800

Section 3: 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.

Adopted this 13th day of June, 2022.



Jenn Weaver, Mayor

Attest:



Sarah Kimrey, Town Clerk



**TOWN OF HILLSBOROUGH
CAPITAL PROJECT ORDINANCE - AMENDMENT
GOVERNOR BURKE RD WATER MAIN REPLACEMENT**

BE IT ORDAINED by the Town of Hillsborough Board of Commissioners 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:

	<u>Current Budget</u>	<u>+/-</u>	<u>Amended Budget</u>
Governor Burke Rd Water Main Replacement	\$30,000	\$200,000	\$230,000

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

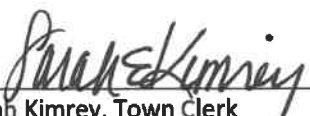
	<u>Current Budget</u>	<u>+/-</u>	<u>Amended Budget</u>
Governor Burke Rd Water Main Replacement	\$30,000	\$200,000	\$230,000

Section 3: 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk





ORDINANCE

Capital Project Amendment

Fire Station

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fire Station	\$75,000	\$150,000	\$225,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fire Station	\$75,000	\$150,000	\$225,000

Section 3. 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
13th day of June in 2022.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk



ORDINANCE

Capital Project Amendment

Fiber Loop

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

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$300,000	\$50,000	\$350,000

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
Fiber Loop	\$300,000	\$50,000	\$350,000

Section 3. 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
13th day of June in 20 22.

Ayes: 5
Noes: 0
Absent or excused: 0





Sarah E. Kimrey, Town Clerk

**TOWN OF HILLSBOROUGH
GRANT PROJECT ORDINANCE
AMERICAN RESCUE PLAN – CLARIFIER COATINGS**

BE IT ORDAINED by the Board of Commissioners of the Town of Hillsborough, North Carolina, that, pursuant to N.C.G.S. 159-13.2, the following grant project ordinance is hereby adopted:

Section 1: The project authorized by this ordinance is to re-coat the clarifiers at the wastewater treatment plant.

Section 2: The officers of this governmental unit are hereby directed to proceed with this grant project within the guidelines set by the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

American Rescue Plan	<u>\$190,000</u>
TOTAL	\$190,000

Section 4: The following amounts are available for expenditure for the project:

Clarifier Coatings	<u>\$190,000</u>
TOTAL	\$190,000

Section 5: This ordinance shall be amended in any manner so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 6: 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk



**TOWN OF HILLSBOROUGH
GRANT PROJECT ORDINANCE
AMERICAN RESCUE PLAN – GALVANIZED WATER MAIN REPLACEMENT**

BE IT ORDAINED by the Board of Commissioners of the Town of Hillsborough, North Carolina, that, pursuant to N.C.G.S. 159-13.2, the following grant project ordinance is hereby adopted:

- Section 1:** The project authorized by this ordinance is to replace and upsize galvanized water mains.
- Section 2:** The officers of this governmental unit are hereby directed to proceed with this grant project within the guidelines set by the budget contained herein.
- Section 3:** The following revenues are anticipated to be available to complete this project:
- | | |
|----------------------|-----------------|
| American Rescue Plan | <u>\$60,000</u> |
| TOTAL | \$60,000 |
- Section 4:** The following amounts are available for expenditure for the project:
- | | |
|-----------------------------------|-----------------|
| Galvanized Water Main Replacement | <u>\$60,000</u> |
| TOTAL | \$60,000 |
- Section 5:** This ordinance shall be amended in any manner so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.
- Section 6:** 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk



**TOWN OF HILLSBOROUGH
GRANT PROJECT ORDINANCE
AMERICAN RESCUE PLAN – LAWNDAL BASIN REHABILITATION**

BE IT ORDAINED by the Board of Commissioners of the Town of Hillsborough, North Carolina, that, pursuant to N.C.G.S. 159-13.2, the following grant project ordinance is hereby adopted:

Section 1: The project authorized by this ordinance is to rehabilitate the Lawndale sewer basin.

Section 2: The officers of this governmental unit are hereby directed to proceed with this grant project within the guidelines set by the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

American Rescue Plan	<u>\$935,000</u>
TOTAL	\$935,000

Section 4: The following amounts are available for expenditure for the project:

Lawndale Basin Rehabilitation	<u>\$935,000</u>
TOTAL	\$935,000

Section 5: This ordinance shall be amended in any manner so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 6: 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk



**TOWN OF HILLSBOROUGH
GRANT PROJECT ORDINANCE
AMERICAN RESCUE PLAN – HYDRANT AND VALVE PROJECT**

BE IT ORDAINED by the Board of Commissioners of the Town of Hillsborough, North Carolina, that, pursuant to N.C.G.S. 159-13.2, the following grant project ordinance is hereby adopted:

- Section 1: The project authorized by this ordinance is to replace fire hydrants.
- Section 2: The officers of this governmental unit are hereby directed to proceed with this grant project within the guidelines set by the budget contained herein.
- Section 3: The following revenues are anticipated to be available to complete this project:
- | | |
|----------------------|------------------|
| American Rescue Plan | <u>\$200,000</u> |
| TOTAL | \$200,000 |
- Section 4: The following amounts are available for expenditure for the project:
- | | |
|---------------------------|------------------|
| Hydrant and Valve Project | <u>\$200,000</u> |
| TOTAL | \$200,000 |
- Section 5: This ordinance shall be amended in any manner so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.
- Section 6: 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk



**TOWN OF HILLSBOROUGH
GRANT PROJECT ORDINANCE
AMERICAN RESCUE PLAN – MCADAMS ROAD WATER MAIN REPLACEMENT**

BE IT ORDAINED by the Board of Commissioners of the Town of Hillsborough, North Carolina, that, pursuant to N.C.G.S. 159-13.2, the following grant project ordinance is hereby adopted:

Section 1: The project authorized by this ordinance is to replace the water main along McAdams Road.

Section 2: The officers of this governmental unit are hereby directed to proceed with this grant project within the guidelines set by the budget contained herein.

Section 3: The following revenues are anticipated to be available to complete this project:

American Rescue Plan	<u>\$350,000</u>
TOTAL	\$350,000

Section 4: The following amounts are available for expenditure for the project:

McAdams Road Water Main Replacement	<u>\$350,000</u>
TOTAL	\$350,000

Section 5: This ordinance shall be amended in any manner so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

Section 6: 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.

Adopted this 13th day of June, 2022.


Jenn Weaver, Mayor

Attest:


Sarah Kimrey, Town Clerk





Fees & Charges Schedule

FY2023 Operating & Capital Budget

Accounting

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

Administration

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

Billing & Collections

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

Cemetery

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

Planning

Description	Rate	Basis
Special Event Permits		
Public and Private Events on Private Property	\$ 20.00	
Public and Private Events on Public Property	\$ 35.00	
Street or Greenway Events	\$ 55.00	
Applications for Review		
Future Land Use Plan or Comprehensive Plan Amendment	\$ 300.00	
Unified Development Ordinance Text Amendment	\$ 300.00	
Rezoning to Conditional district	The greater of \$2,000 or \$200	per acre
Rezoning to general purpose or overlay district	The greater of \$500 or \$50	per acre
Special Use Permit	The greater of \$1,000 or \$200	per acre
SUP Modification Requiring Public Hearing	\$ 500.00	
SUP Modification not Requiring Public Hearing	\$ 300.00	
Minor Subdivision Review (1-4 lots with or without streets)	\$ 300.00	
Major Subdivision Review (5-19 lots with or without streets)	\$ 600.00	
Subdivision Review (4th review and subsequent additional reviews)	\$ 150.00	
Site Plan Review	\$ 600.00	
Site Plan Review (4th review and subsequent additional reviews)	\$ 200.00	
Construction Plan Review ²		
Total building size less than 10,000 sf	\$ 600.00	
Total building size equal to or greater than 10,000 sf	\$ 1,000.00	
Construction Plan Review (4th review and subsequent additional reviews)	\$ 200.00	
Variance	\$ 200.00	
Street Closing Request	\$ 150.00	
Street Renaming Request	\$ 200.00	
Certificate of Appropriateness	\$ 1.00	per \$1,000 construction cost; \$10 minimum
Fees in Lieu of Construction		
Sidewalks	125%	of written, sealed, engineer's estimate for the cost of required
Documents & Maps¹		
Unified Development Ordinance	\$ 25.00	
Historic District Design Guidelines	\$ 25.00	
Community Connectivity Plan	\$ 15.00	
Administrative Manual	\$ 10.00	
Parks & Recreation Plan and Small Area/Corridor Plans	\$ 10.00	
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$ 10.00	
Town Street Map with Street Grid (11x17 Black & White)	\$ 2.00	
Future Land Use Map & Other 11x17 Color Maps	\$ 2.00	
Photocopies	\$ 0.10	per page
¹ All town produced documents and maps can be provided in electronic form (pdf, jpeg, word, or excel) at no cost if we are provided with the media.		
Zoning Compliance Permits		
Home Occupation	\$ 25.00	
Signs (New or Replacement):		
Wall Mounted	\$ 40.00	
Free-Standing	\$ 75.00	
Sandwich Board	\$ 10.00	

Event Sign Package (package of signs allowed by 6.18.6.2)	\$ 0.00	Board of Commissioners Regular Meeting
Banner (allowed by 6.18.6.3 & without other temporary signage)	\$ 50.00	Approved: _____
Change of Use (one business use to another or change in ownership)	No Charge	Page 71 of 85
Site Change (ie. fences, sheds, gazebos, decks, porches, ADUs)	\$ 75.00	
New Residential and Commercial Construction		
Projects costing \$499,999 or less - rounded to nearest thousand	\$ 1.00	per \$1,000 of construction cost; \$5 minimum
Projects costing \$500,000 or more - rounded to nearest thousand	\$ 2.00	per \$1,000 of construction cost; \$5 minimum
NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.		
Other Charges		
Consultant Fee Reimbursement		
Projects constructing new local roads will also reimburse the Town for consultant fees to review road construction plans and specifications, if needed.		
No-Permit Penalty		
Work begun without a necessary Zoning Compliance Permit will be charged a \$100 ZCP fee or the standard fee will be doubled, whichever is greater.		
Work begun without a required Certificate of Appropriateness will be charged a \$100 COA review fee for the standard fee will be doubled, whichever is greater. Work requiring both a COA and ZCP shall only pay the increased COA fee.		

Police

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

Public Space

Description	Rate	Basis
Portions of town parks may be reserved for private events. Events expecting 100 or more people are reviewed as special events as defined in the town code. If a special event requires police or public works overtime, costs of those impacts may be passed to the applicant.		
Large Picnic Shelter in Gold Park		
In-town resident	\$ 20.00	per 3 hours
Out-of-town resident	\$ 30.00	per 3 hours
Multi-Use Field in Gold Park or Cates Creek Park		
In-town resident	\$ 10.00	per hour
Out-of-town resident	\$ 20.00	per hour

Solid Waste

Description	Rate	Basis
Roll-Out Refuse Container	\$ 65.00	per container
Residential Refuse Collection		
1 Roll-Out Container	No Charge	
2 or More Roll-Out Containers	TBD	
Bulk Pick-Up / Oversized Load (fee at the discretion of the Public)		
Works Supervisor and dependent on quantity, size and weight ¹	\$ 50.00	minimum
Special Brush/Vegetation Collection		
Standard Collection	\$ 70.00	
Large Collection (Require use of Knuckleboom)	\$ 130.00	

¹Oversized loads are those larger than the bed of a standard pick-up truck. This fee is set at staff discretion to limit overuse of the service covered by general tax revenues.

Stormwater

Description	Rate	Basis
Plan Review		
Single Lot Residential ¹	\$ 100.00	per plan
LID Project ²	\$ 250.00	per plan

Standard Project (less than 1-acre of new impervious)	\$ 500.00	Board of Commissioners Regular Meeting
Standard Project (greater than 1-acre of new impervious) ³	\$ 500.00	Approved plan plus \$50/acre of new impervious
Standard Phased Projects ⁴	\$ 250.00	per each subsequent phase submittal
¹ Not part of a larger common plan for development or sale. ² Projects that meet the State of North Carolina's Low Impact Development requirements and calculations. ³ For standard projects (non-LID projects) requiring stormwater management approval, the fee includes one project review meeting with staff and no more than three rounds of staff comments. If stormwater plans are still incomplete after the third review or if additional meetings with staff are required, the applicant will be required to pay an additional \$500 review fee to cover the significant staff time spent reviewing incomplete or non-compliant stormwater management plans. ⁴ Phased development projects are required to obtain a stormwater management plan approval for the entire project; as each subsequent phase is submitted, an additional fee will be required to ensure the phase plans comply with the overall stormwater management plan approval.		
Stormwater Fee		
Residential Property	\$ 75.00	per year
Tier 1, Non-residential Property (0 to 10,000 sq. ft.)	\$ 150.00	per year
Tier 2, Non-residential Property (10,001 to 30,000 sq. ft.)	\$ 600.00	per year
Tier 3, Non-residential Property (30,001 to 100,000 sq. ft.)	\$ 1,800.00	per year
Tier 4, Non-residential Property (100,001 to 200,000 sq. ft.)	\$ 4,050.00	per year
Tier 5, Non-residential Property (200,001 sq. ft. and above)	\$ 12,900.00	per year

Streets

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

Water & Sewer

Description	Rate	Basis
Water Treatment & Distribution Use Fees		
Water System Development Fee ¹ :		
Residential	\$ 3,864.00	per residential unit
Commercial		
5/8" or 3/4" meter	\$ 3,864.00	
1" meter	\$ 6,440.00	
1.5" meter	\$ 12,880.00	
2" meter	\$ 20,608.00	
3" meter	\$ 41,216.00	
4" meter	\$ 64,400.00	
6" meter	\$ 128,800.00	
8" meter	\$ 206,080.00	
10" meter	\$ 540,960.00	
¹ In the event that a customer requests that an existing meter be replaced with a larger meter, credit will be given for the existing meter at the current rates. No rebates of system development fees will be made for decreases in meter sizes. No credits will be given for meters or services that have been pulled or capped due to condition, long-term vacancy or risk harming the public system.		
Volume Charges:		
Residential Volume Charges - Inside Town		
Residential Service:		
Block 1 (0-2,250 gallons/month)	\$ 22.77	
Block 2 (> 2,250 gallons/month)	\$ 10.12	per 1,000 gallons
Residential Volume Charges - Outside Town		
Residential Service:		
Block 1 (0-2,250 gallons/month)	\$ 44.37	
Block 2 (> 2,250 gallons/month)	\$ 19.72	per 1,000 gallons
Bulk Water	\$ 19.72	per 1,000 gallons

Water Connection Charge**Board of Commissioners Regular Meeting**Front Footage Fee^{1,2}:

Approved:

0 - 50 Feet	\$	750.00	per connection	Page 73 of 85
> 50 Feet	\$	15.00	per foot per connection	

¹ For a lot abutting two or more water lines, the front footage fee will be calculated on the longest length of the side abutting the main.² To recover a portion of the costs of town-installed water mains, hydrants, valves and appurtenances after 1987 which are necessary to provide water service to abutting properties.

Lateral Fee:

Licensed utility contractors shall make connections to the town's existing water system after an approved connection request and payment of an application fee of \$100, which includes town observation. This shall be at the owner's / applicant's expense. Where a licensed contractor makes connections as part of an approved water extension project there shall be no separate connection application required. The town may make water connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)

Water Meter Fees¹

5/8"	\$	354.00	
3/4"	\$	484.00	
1"	\$	487.00	
> 1"	Actual Cost of Meter to Town + \$100 Installation Fee		

¹ Note that water meters over 1" need to be installed by a plumber or contractor with observation by the town. Meters, strainers and spacers when needed are provided by the town.**Strainer Fees¹**

2"	\$	445.00	
3"	\$	790.00	
4"	\$	1,465.00	
6"	\$	2,061.00	
8"	\$	3,461.00	
10"	\$	5,420.00	

¹ Strainers are not required if Neptune Mach 10 Ultrasonic Meters are used. For other meters, strainers are required for 2" or larger and will be at cost.**Fire Hydrant Meter Fees**

Fire Hydrant Meter Security Deposit	\$	2,000.00	
Fire Hydrant Rental Fees (fees are in addition to deposit)			
Daily Rate	\$	20.00	
Weekly Rate	\$	100.00	
Monthly Rate	\$	300.00	
Semi-Annual Rate	\$	1,300.00	
Annual Rate	\$	2,500.00	
Fire Hydrant Meter Relocation Fee	\$	100.00	

Wastewater Collection System Use Fees

Wastewater System Development Fee:

Residential	\$	3,243.00	per residential unit
Commercial			
5/8" or 3/4" meter	\$	3,243.00	
1" meter	\$	5,405.00	
1.5" meter	\$	10,810.00	
2" meter	\$	17,296.00	
3" meter	\$	34,592.00	
4" meter	\$	54,050.00	
6" meter	\$	108,100.00	
8" meter	\$	172,960.00	
10" meter	\$	454,020.00	

¹ In the event that a customer requests that an existing meter be replaced with a larger meter, credit will be given for the existing meter at the current rates. No rebates of system development fees will be made for decreases in meter sizes. No credits will be given for meters or services that have been pulled or capped due to condition, long-term vacancy or risk harming the public system.

Volume Charges:

Inside Town			
Block 1 (0-2,250 gallons/month)	\$	32.04	
Block 2 (> 2,250 gallons/month)	\$	14.24	per 1,000 gallons
Outside Town			
Block 1 (0-2,250 gallons/month)	\$	62.46	
Block 2 (> 2,250 gallons/month)	\$	27.76	per 1,000 gallons

Wastewater Connection ChargeFront Footage Fee¹:

0 - 50 Feet	\$	1,000.00	
> 50 Feet	\$	20.00	per foot per connection

¹ For a lot abutting two or more sewer lines, the front footage fee will be calculated on the longest side of the lot abutting the main.² To recover a portion of the costs of town-installed public sewer mains and appurtenances after 1987 which are necessary to provide sewer service to abutting properties.

Lateral Fee:

Licensed utility contractors shall make connections to the town's existing sewer system after an approved connection request and payment of an application fee of \$100, which includes town observation. This shall be at the owner's/applicant's expense. Where a licensed contractor makes connections as part of an approved sewer extension project there shall be no separate connection application required. The town may make connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)

Engineering

Pumping station plans, calculations and specifications review fee	\$	3,000.00	for up to two reviews and comments
Water / Sewer Availability Review			
< 2 hours of effort		No Charge	
Outside Engineering or Legal Costs		Actual Cost to Town	

Engineering Construction Drawing Review

Water Main Review ¹	\$	3.50	per linear foot
Sewer Main Review ¹	\$	3.50	per linear foot
Final Plat Review	\$	60.00	per review

¹ This includes up to two reviews of plans, specifications, and permit and encroachment applications plus ability to serve documents. Plan changes and significant spec edits or additions after two full reviews will be \$300 each. A change in project scope or design after plan approval will restart the process.

Construction Observation / As Built Review

The town will observe all water and sewer meaningful work on projects not involving an extension of mains. On approved main extensions, inspectors will periodically stop by and confer with the 3rd party inspector on progress or when called by the contractor. The town inspector shall be present for all tapping of existing mains, acceptance testing and for planned shut downs for all work unless delegated or waived.

General Inspection	\$	50.00	per hour
Return trip for acceptance testing	\$	300 + \$0.25/lf of main over 1,000 lf + general inspection time	
FOG Device	\$	200.00	
Sewer System CCTV	\$	1.00	per lf
Rejected CCTV due to nonconformance with specifications	\$	100.00	each occurrence
Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items	\$	50.00	each + general inspection time

Other

Meter Replacement Fee	\$	50.00	
Meter Relocation Fee	\$	100.00	
Special Meter Read	\$	10.00	
Meter Test Charge	\$	35.00	
Hydrant Flow Test	\$	250.00	
Meter Pressure Test	\$	25.00	Unless confirmed problem due to public system operation
Interruptible Water Meter Install - Return Trip	\$	50.00	per trip
Perpetual Maintenance (new sewage pump stations)		Per Formula in Town Code	



General Fund

FY2023 Operating & Capital Budget

Revenues

General Fund Revenues (by type)

	FY21 Actual	FY22 Estimate	FY23 Budget	FY24 Projection	FY25 Projection
Property Tax	\$8,018,964	\$9,042,036	\$9,093,700	\$9,109,600	\$9,125,800
Sales Tax	\$2,048,982	\$2,487,001	\$2,474,060	\$2,521,525	\$2,572,795
Intergovernmental	\$1,317,388	\$1,369,592	\$1,350,500	\$1,330,500	\$1,335,500
Debt Issuance Proceeds	\$0	\$1,338,665	\$0	\$0	\$0
Fund Balance Appropriated	\$0	-\$1,346,470	\$743,482	\$645,290	\$1,071,654
Licenses/Permits/Fees	\$185,595	\$144,740	\$136,000	\$136,000	\$136,000
Other	\$110,762	\$65,800	\$115,966	\$116,839	\$116,985
Interfund Transfers	\$0	\$60,000	\$0	\$0	\$0
Interest	\$3,287	\$2,600	\$1,000	\$1,000	\$1,000
TOTAL	\$11,684,978	\$13,163,964	\$13,914,708	\$13,860,754	\$14,359,734

Expenditures

General Fund Expenditures (by department)

	FY21 Actual	FY22 Estimate	FY23 Budget	FY24 Projection	FY25 Projection
Public Safety					
Police	\$3,147,307	\$3,944,512	\$4,089,281	\$4,157,195	\$4,189,249
Fire	\$1,574,561	\$1,561,275	\$1,678,286	\$1,820,747	\$1,970,836
PUBLIC SAFETY TOTAL	\$4,721,867	\$5,505,787	\$5,767,567	\$5,977,942	\$6,160,085
General Government					
Public Space	\$716,526	\$1,086,269	\$1,206,076	\$1,089,176	\$1,105,012
Planning	\$462,447	\$569,819	\$1,320,885	\$1,120,728	\$1,131,526
Administration	\$914,048	\$836,844	\$875,622	\$890,670	\$889,521
Information Technology	\$334,790	\$474,112	\$452,645	\$467,695	\$433,594
Accounting	\$350,008	\$269,972	\$380,205	\$363,006	\$365,343
Facility Management	\$176,580	\$229,327	\$371,227	\$355,479	\$356,143
Governing Body	\$142,633	\$150,733	\$159,935	\$159,455	\$159,935
Safety & Risk Management	\$103,875	\$112,664	\$101,548	\$109,034	\$104,721
GENERAL GOVERNMENT TOTAL	\$3,200,907	\$3,729,740	\$4,868,144	\$4,555,243	\$4,545,794
Public Works					
Streets	\$1,006,652	\$1,334,058	\$1,132,916	\$1,217,412	\$1,383,978
Solid Waste	\$455,125	\$1,594,364	\$776,239	\$786,486	\$796,959
Fleet Maintenance	\$330,860	\$364,224	\$459,840	\$347,388	\$355,347
PUBLIC WORKS TOTAL	\$1,792,637	\$3,292,646	\$2,368,995	\$2,351,285	\$2,536,284
Special Appropriations					
Special Appropriations	\$292,543	\$180,440	\$604,652	\$661,384	\$912,611
SPECIAL APPROPRIATIONS TOTAL	\$292,543	\$180,440	\$604,652	\$661,384	\$912,611
Economic Development					
Economic Development	\$445,665	\$447,246	\$0	\$0	\$0
ECONOMIC DEVELOPMENT TOTAL	\$445,665	\$447,246	\$0	\$0	\$0
General Government/Water and Sewer/Stormwater					
Contingency	\$0	\$0	\$300,000	\$300,000	\$200,000
Disaster	\$16,079	\$0	\$0	\$0	\$0
GENERAL GOVERNMENT/WATER AND SEWER/STORMWATER TOTAL	\$16,079	\$0	\$300,000	\$300,000	\$200,000
Cemetery					
Cemetery	\$3,334	\$8,105	\$5,350	\$14,900	\$4,960
CEMETARY TOTAL	\$3,334	\$8,105	\$5,350	\$14,900	\$4,960
TOTAL	\$10,473,033	\$13,163,964	\$13,914,708	\$13,860,754	\$14,359,734

Financial Summary

General Fund Revenues vs Expenditures

	FY21 Actual	FY22 Estimate	FY23 Budget	FY24 Projection	FY25 Projection
Revenues	\$11,684,978	\$13,163,964	\$13,914,708	\$13,860,754	\$14,359,734
Expenses	\$10,473,033	\$13,163,964	\$13,914,708	\$13,860,754	\$14,359,734
REVENUES LESS EXPENSES	\$1,211,945	\$0	\$0	\$0	\$0

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Water & Sewer Fund

FY2023 Operating & Capital Budget

Revenues

Water & Sewer Fund Revenues (by type)

	FY21 Actual	FY22 Estimate	FY23 Budget	FY24 Projection	FY25 Projection
Licenses/Permits/Fees	\$11,374,562	\$10,952,821	\$11,028,500	\$11,380,500	\$11,745,500
Fund Balance Appropriated	\$0	\$156,076	\$486,586	\$87,035	\$315,502
Interfund Transfers	\$181,148	\$230,000	\$0	\$0	\$0
Other	\$58,368	\$10,000	\$10,000	\$10,000	\$10,000
Interest	\$397	\$5	\$0	\$0	\$0
TOTAL	\$11,614,475	\$11,348,902	\$11,525,086	\$11,477,535	\$12,071,002

Expenditures

Water & Sewer Fund Expenditures (by department)

	FY21 Actual	FY22 Estimate	FY23 Budget	FY24 Projection	FY25 Projection
Water and Sewer					
Wastewater Treatment Plant	\$2,192,210	\$2,264,086	\$2,339,298	\$2,359,965	\$2,641,102
Administration of Enterprise	\$1,143,922	\$2,280,547	\$2,694,498	\$2,715,215	\$2,728,742
Wastewater Collection	\$986,110	\$1,713,316	\$1,195,894	\$1,176,885	\$1,232,519
Water Distribution	\$870,840	\$1,261,782	\$1,350,832	\$1,225,240	\$1,550,197
Water Treatment Plant	\$1,103,267	\$1,374,539	\$1,210,072	\$1,298,439	\$1,240,025
West Fork Eno Reservoir	\$872,765	\$889,629	\$904,400	\$905,815	\$906,351
Billing & Collections	\$699,984	\$750,347	\$849,105	\$819,632	\$825,573
Utilities Administration	\$601,843	\$567,038	\$580,985	\$576,344	\$546,492
Transfer to Water/Sewer CRF	\$590,332	\$247,618	\$0	\$0	\$0
WATER AND SEWER TOTAL	\$9,061,273	\$11,348,902	\$11,125,086	\$11,077,535	\$11,671,002
General Government/Water and Sewer/Stormwater					
Contingency	\$0	\$0	\$400,000	\$400,000	\$400,000
Disaster	\$5,217	\$0	\$0	\$0	\$0
GENERAL GOVERNMENT/WATER AND SEWER/STORMWATER TOTAL	\$5,217	\$0	\$400,000	\$400,000	\$400,000
TOTAL	\$9,066,490	\$11,348,902	\$11,525,086	\$11,477,535	\$12,071,002

Financial Summary

Water & Sewer Fund Revenues vs Expenditures

	FY21 Actual	FY22 Estimate	FY23 Budget	FY24 Projection	FY25 Projection
Revenues	\$11,614,475	\$11,348,902	\$11,525,086	\$11,477,535	\$12,071,002
Expenses	\$9,066,490	\$11,348,902	\$11,525,086	\$11,477,535	\$12,071,002
REVENUES LESS EXPENSES	\$2,547,985	\$0	\$0	\$0	\$0



Stormwater Fund

FY2023 Operating & Capital Budget

Revenues

Stormwater Fund Revenues (by type)

	FY21 Actual	FY22 Estimate	FY23 Budget	FY24 Projection	FY25 Projection
Licenses/Permits/Fees	\$702,884	\$703,140	\$697,535	\$697,535	\$697,535
Fund Balance Appropriated	\$0	-\$28,010	\$70,728	\$84,551	\$97,945
TOTAL	\$702,884	\$675,130	\$768,263	\$782,086	\$795,480

Expenditures

Stormwater Fund Expenditures (by department)

	FY21 Actual	FY22 Estimate	FY23 Budget	FY24 Projection	FY25 Projection
Stormwater					
Stormwater	\$575,539	\$675,130	\$768,263	\$782,086	\$795,480
STORMWATER TOTAL	\$575,539	\$675,130	\$768,263	\$782,086	\$795,480
General Government/Water and Sewer/Stormwater					
Disaster	\$206	\$0	\$0	\$0	\$0
GENERAL GOVERNMENT/WATER AND SEWER/STORMWATER TOTAL	\$206	\$0	\$0	\$0	\$0
TOTAL	\$575,744	\$675,130	\$768,263	\$782,086	\$795,480

Financial Summary

Stormwater Fund Revenues vs Expenditures

	FY21 Actual	FY22 Estimate	FY23 Budget	FY24 Projection	FY25 Projection
Revenues	\$702,884	\$675,130	\$768,263	\$782,086	\$795,480
Expenses	\$575,744	\$675,130	\$768,263	\$782,086	\$795,480
REVENUES LESS EXPENSES	\$127,140	\$0	\$0	\$0	\$0



Crosswalk: Recommended to Adopted

FY2023 Operating & Capital Budget

General Fund

General Fund			FY23	FY24	FY25
Accounting	Accounting Services	3 months of contracted accounting services	\$ 24,000	\$ -	\$ -
Solid Waste	Landfill Fees	Monthly landfill fees have increased as volume as grown	\$ 13,000	\$ 6,000	\$ 7,000

Water & Sewer Fund

Water & Sewer Fund			FY23	FY24	FY25
WFER	Dam Inspections	Need to increase inspection frequency to annually	\$ 12,000	\$ 3,000	\$ 12,000

Stormwater Fund

Stormwater Fund			FY23	FY24	FY25
No major changes	No major changes	No major changes	N/A	N/A	N/A

All Funds

All Funds			FY23	FY24	FY25
All Departments	All Departments	Update estimates, including fuel.	N/A	N/A	N/A



Full Time Equivalent Positions (FTEs)

FY2023 Operating & Capital Budget

Positions by Fund

Position	Salary Band	FY21 (actual)			FY22 (actual)			FY23 (budget)			FY24 (projected)			FY25 (projected)		
		Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE
General Government																
(Administration)																
Town Manager	N/A	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Administrative Services Director	N/A	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Budget Director	20	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Human Resources Director/Town Clerk	20	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Public Information Officer	17	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Assistant to the Town Manager/Deputy Budget Director	16	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Human Resources Manager	N/A	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Human Resources Analyst	10	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Budget & Management Analyst	N/A	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Town Clerk/HR Technician	N/A	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Web Developer/Asst. Public Information Officer	10	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Public Information Specialist	8	0	1	0.75	0	1	0.75	0	1	0.75	0	1	0.75	0	1	0.75
HR Technician/Deputy Town Clerk	5	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Budget Technician (time limited position)	4	1		0.50	0		0.00	0		0.00	0		0.00	0		0.00
		9	1	9.25	9	1	9.75	9	1	9.75	9	1	9.75	9	1	9.75
(Accounting)																
Finance Director	23	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Billing/Collections Supervisor	15	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Financial Analyst	9	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Accounting Technician	5	1	1	1.40	1	1	1.40	1	1	1.40	1	1	1.40	1	1	1.40
Accounts Payable Technician	2	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Assistant Finance Director	0			0.00	1		1.00	1		1.00	1		1.00	1		1.00
		4	1	4.40	5	1	5.40	5	1	5.40	5	1	5.40	5	1	5.40
(Planning)																
Assistant Town Manager/Community Services Director	N/A	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Assistant Town Manager/Planning Director	24	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Senior Planner	12	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Planner	9	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Planning Technician	4	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
		4	0	4.00	4	0	4.00	4	0	4.00	4	0	4.00	4	0	4.00
(Public Space)																
Public Space & Sustainability Manager	N/A	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Public Space Manager	14	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Facilities Coordinator	N/A	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Equipment Operator II (40% Public Space/60% Streets)	3	1		0.40	1		0.40	1		0.40	1		0.40	1		0.40
Administrative Support Specialist	2	1		0.50	1		0.50	1		0.50	1		0.50	1		0.50
		3	0	1.90	4	0	2.90	4	0	2.90	4	0	2.90	4	0	2.90
(Safety & Risk Management)																
Safety & Risk Manager	14	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
		1	0	1.00	1	0	1.00	1	0	1.00	1	0	1.00	1	0	1.00
(Information Services)																
IT Manager	16	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
		1	0	1.00	1	0	1.00	1	0	1.00	1	0	1.00	1	0	1.00
General Government Subtotal		22	2	21.55	24	2	24.05	24	2	24.05	24	2	24.05	24	2	24.05
Public Safety																
(Police - Administration)																
Chief of Police	23	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Assistant Chief of Police	18	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Police Lieutenant	14	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Training Sergeant	12	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Management Analyst	9	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Senior Administrative Support Specialist	3	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
		5	0	5.00	5	0	5.00	5	0	5.00	5	0	5.00	5	0	5.00
(Police - Patrol)																
Police Lieutenant	14	2		2.00	2		2.00	2		2.00	2		2.00	2		2.00
Police Sergeant	12	4		4.00	4		4.00	4		4.00	4		4.00	4		4.00
Police Senior Corporal	10	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Police Corporal	10	4		4.00	4		4.00	4		4.00	4		4.00	4		4.00
Master Police Officer	10	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Police Officer 1st Class	8	3		3.00	3		3.00	3		3.00	3		3.00	3		3.00
Police Officer	8	5		5.00	5		5.00	5		5.00	5		5.00	5		5.00
		19	0	19.00	19	0	19.00	19	0	19.00	19	0	19.00	19	0	19.00
(Police - Investigations & Community Services)																
Police Lieutenant	14	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Police Sergeant	12	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Police Senior Corporal	10	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Police Corporal	10	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Police Officer 1st Class	8	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Police Officer	8	3		3.00	3		3.00	3		3.00	3		3.00	3		3.00
		7	0	7.00	7	0	7.00	7	0	7.00	7	0	7.00	7	0	7.00

Approved:

Page 81 of 85

Position	Salary Band	FY21 (actual)			FY22 (actual)			FY23 (budget)			FY24 (projected)			FY25 (projected)		
		Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE
<i>(Fire Marshal & Emergency Management)</i>																
Fire Marshal / Emergency Mgmt. Coordinator	14	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Fire Inspector	7	0	1	0.40	0		0.00	0		0.00	0		0.00	0		0.00
Senior Administrative Support Specialist	3	0	1	0.40	0		0.00	0		0.00	0		0.00	0		0.00
		1	2	1.80	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
Public Safety Subtotal		32	2	32.80	31	0	31.00	31	0	31.00	31	0	31.00	31	0	31.00
<i>Public Works</i>																
<i>(Fleet Maintenance)</i>																
Fleet Maintenance Supervisor	12	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Fleet Mechanic	7	2		2.00	2		2.00	2		2.00	2		2.00	2		2.00
		3	0	3.00	3	0	3.00	3	0	3.00	3	0	3.00	3	0	3.00
<i>(Streets)</i>																
Asst. Town Mngr./P.W. Director (50% Streets/50% Solid Waste)	33	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Public Works Director	19	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Engineering Manager (Split 80 WSF/10 GF/10 SWF)	17	0		0.00	0		0.10	0		0.10	0		0.10	0		0.10
Civil Engineering Technician (Split 80 WSF/10 GF/10 SWF)	13	0		0.00	0		0.10	0		0.10	0		0.10	0		0.10
Crew Leader/Equipment Operator III	4	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Equipment Operator II (60% Streets/40% Public Space)	3	0		0.60	0		0.60	0		0.60	0		0.60	0		0.60
Equipment Operator I	2	1		1.00	1		1.00	1		1.00	2		2.00	2		2.00
		3	0	3.60	2	0	2.80	2	0	2.80	3	0	3.80	3	0	3.80
<i>(Solid Waste)</i>																
Asst. Town Mngr./P.W. Director (50% Streets/50% Solid Waste)	33	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Public Works Manager	N/A	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Public Works Supervisor	10	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Equipment Operator I	2	3		3.00	3		3.00	3		3.00	3		3.00	3		3.00
Administrative Support Specialist	2	0		0.50	0		0.50	0		0.50	0		0.50	0		0.50
		4	0	4.50	4	0	4.50	4	0	4.50	4	0	4.50	4	0	4.50
Public Works Subtotal		10	0	11.10	9	0	10.30	9	0	10.30	10	0	11.30	10	0	11.30
<i>Economic & Physical Development</i>																
<i>(Economic Development)</i>																
Planning & Economic Development Manager	N/A	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Economic Development Planner	12	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
		1	0	1.00	1	0	1.00	1	0	1.00	1	0	1.00	1	0	1.00
Economic & Physical Development Subtotal		1	0	1.00	1	0	1.00	1	0	1.00	1	0	1.00	1	0	1.00
GENERAL FUND TOTAL																
		65	4	66.45	65	2	66.35	65	2	66.35	66	2	67.35	66	2	67.35
<i>Water/Sewer Fund</i>																
<i>(Utilities Administration)</i>																
Utilities Director	23	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Lead Utilities Inspector	10	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Utilities Inspector	9	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Utilities Analyst	7	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Engineering Manager (Split 80 WSF/10 GF/10 SWF)	17	0		0.00	1		0.80	1		0.80	1		0.80	1		0.80
Civil Engineering Technician (Split 80 WSF/10 GF/10 SWF)	13	0		0.00	1		0.80	1		0.80	1		0.80	1		0.80
		4	0	4.00	4	0	3.60	4	0	3.60	4	0	3.60	4	0	3.60
<i>(Billing & Collections)</i>																
Billing/Collections Supervisor	10	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Billing & Customer Service Supervisor	8	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Meter Services Supervisor	8	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Utility Billing Specialist	3	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Customer Service Representative	1	1	1	1.35	2	1	2.35	2	1	2.35	2	1	2.35	2	1	2.35
Lead Customer Service Representative	2	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Utility Maintenance Technician I (50% Bill./50% Distr.)	2	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Meter Services Technician	1	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
		5	1	5.35	5	1	5.35	5	1	5.35	5	1	5.35	5	1	5.35
<i>(Water Treatment Plant)</i>																
Water Plant Superintendent	15	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Chief Water Plant Operator	9	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Operator in Responsible Charge	7	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
Lab Specialist/Operator III	6	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Water Plant Operator III	6	3		3.00	2		2.00	2		2.00	2		2.00	2		2.00
Water Plant Operator II	4	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Water Plant Operator I	3	1		1.00	2		2.00	2		2.00	2		2.00	2		2.00
Plant Mechanic	4	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
		7	0	7.00	7	0	7.00	7	0	7.00	7	0	7.00	7	0	7.00
<i>(Water Distribution)</i>																
Utility System Superintendent (50% Distr./50% Coll.)	15	1		0.50	1		0.50	1		0.50	1		0.50	1		0.50
Utility System Supervisor (50% Distr./50% Coll.)	11	1		0.50	1		0.50	1		1.00	1		1.00	1		1.00
Utility Maintenance Supervisor (50% Distr./50% Coll.)	11	1		0.50	1		0.50	0		0.00	0		0.00	0		0.00
Utility Mechanic III (50% Distr./50% Coll.)	6	1		0.50	1		0.50	1		1.00	1		1.00	1		1.00
Backflow/FOG Specialist (50% Distr./50% Coll.)	7	1		0.50	1		0.50	1		0.50	1		0.50	1		0.50
Utility Mechanic II (50% Distr./50% Coll.)	5	0		0.00	1		0.50	0		0.00	0		0.00	0		0.00
Utility Mechanic I (50% Distr./50% Coll.)*	4	3		1.50	2		1.00	0		0.00	0		0.00	0		0.00
Utility Mechanic I (25% Distr./75% Coll.)	4	1		0.25	1		0.25	0		0.00	0		0.00	0		0.00
Utility Maintenance Technician III (50% Distr./50% Coll.)	3	1		0.50	1		0.50	1		1.00	1		1.00	1		1.00
Utility Maintenance Technician II (50% Distr./50% Coll.)	2	2		1.00	2		1.00	2		2.00	2		2.00	2		2.00
Utility Maintenance Technician I (50% Distr./50% Coll.)	1	2		1.00	2		1.00	2		2.00	2		2.00	2		2.00
		14	0	6.75	14	0	6.75	9	0	8.00	9	0	8.00	9	0	8.00
<i>(Wastewater Collection)</i>																
Utility System Superintendent (50% Coll./50% Distr.)	15	0		0.50	0		0.50	0		0.50	0		0.50	0		0.50
Utility System Supervisor (50% Coll./50% Distr.)	11	0		0.50	0		0.00	0		0.00	0		0.00	0		0.00
Utility Maintenance Supervisor (50% Coll./50% Distr.)	11	0		0.50	0		1.00	1		1.00	1		1.00	1		1.00
Utility Mechanic III (50% Coll. / 50% Distr.)	6	0		0.50	0		0.50	0		0.00	0		0.00	0		0.00
Backflow/FOG Specialist (50% Coll./50% Distr.)	7	0		0.50	0		0.50	0		0.50	0		0.50	0		0.50
Utility Mechanic II (50% Coll. / 50% Distr.)	5	0		0.00	0		0.50	1		1.00	1		1.00	1		1.00
Utility Mechanic I (50% Coll. / 50% Distr.)*	4	0		1.50	0		1.00	4		4.00	4		4.00	4		4.00
Utility Mechanic I (25% Distr./75% Coll.)	4	0		0.75	0		0.75	0		0.00	0		0.00	0		0.00
Utility Maintenance Technician III (50% Coll./50% Distr.)	3	0		0.50	0		0.50	0		0.00	0		0.00	0		0.00
Utility Maintenance Technician II (50% Coll./50% Distr.)	2	0		1.00	0		1.00	0		0.00	0		0.00	0		0.00
Utility Maintenance Technician I (50% Coll./50% Distr.)	1	0		1.00	0		1.00	0		0.00	0		0.00	0		0.00
		0	0	7.25	0	0	7.25	6	0	7.00	6	0	7.00	6	0	7.00

Approved:

Position	Salary Band	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE
Chief Wastewater Plant Operator	9	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Laboratory Supervisor	6	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Wastewater Plant Operator III	9	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Wastewater Plant Operator II	4	2		2.00	2		2.00	2		2.00	2		2.00	2		2.00
Utility Mechanic I	4	1		1.00	1		1.00	2		2.00	2		2.00	2		2.00
Wastewater Plant Operator I	3	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
		5	0	5.00	5	0	5.00	6	0	6.00	6	0	6.00	6	0	6.00
Water/Sewer Fund Total		35	1	35.35	35	1	34.95	37	1	36.95	37	1	36.95	37	1	36.95
Stormwater Fund (Stormwater)																
Stormwater & Environmental Services Manager	14	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Stormwater Program Coordinator	8	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Engineering Manager (Split 80 WSF/10 GF/10 SWF)	17	0		0.00	0		0.10	0		0.10	0		0.10	0		0.10
Civil Engineering Technician (Split 80 WSF/10 GF/10 SWF)	13	0		0.00	0		0.10	0		0.10	0		0.10	0		0.10
Equipment Operator II	3	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Equipment Operator I	2	0		0.00	1		1.00	1		1.00	1		1.00	1		1.00
		3	0	3.00	3	0	3.20	3	0	3.20	3	0	3.20	3	0	3.20
Stormwater Fund Total		3	0	3.00	3	0	3.20	3	0	3.20	3	0	3.20	3	0	3.20
TOTAL FULL-TIME EMPLOYEES		103			103			105			106			106		
TOTAL PERM. PART-TIME EMPLOYEES			5			3			3			3			3	
TOTAL FTE				104.80			104.50			106.50			107.50			107.50

DRAFT

On Friday, June 10, 2022, staff members were notified that a slightly different version will be presented to the Chapel Hill Town Council. The following highlighted sections are proposed changes by Chapel Hill:

D. → This Memorandum supersedes the 201508 Memorandum of Understanding that supported the Orange County 10-Year Plan to End Chronic Homelessness. It will remain in effect for ~~two years~~ one year from the date of its adoption by all Parties. The Memorandum ~~will~~ may be renewed for up to five additional two-year terms if agreed upon by all parties. Revisions will be presented to the Executive Team for consideration, no later than the final quarterly meeting of the Executive Team prior to expiration of the ~~two~~ one year term. Any Party hereto may withdraw from the Memorandum by providing written notice to every other Party at least ~~12-6~~ 12-6 months prior to the start of the fiscal year in which the Party wishes to withdraw. ¶

DRAFT



ORDINANCE

Capital Project Amendment

Valley Forge Road Street & Stormwater Project

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>
General Capital Improvement Fund Valley Forge	\$937,817	\$250,000	\$1,187,817

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
General Capital Improvement Fund Valley Forge	\$937,817	\$250,000	\$1,187,817

Section 3. 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 13th day of June in 2022.

Ayes: 5

Noes: 0

Absent or excused: 0



Sarah E. Kimrey, Town Clerk

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/14/2022 TO 06/14/2022

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
To cover Valley Forge access maint. costs	24510	06/14/2022	EBRADFORI	280,311.00	250,000.00	1,157,301.75
10-71-5600-5982-002 TRANSFER TO GEN CAP IMPROV FUND						
To cover Valley Forge access maint. costs	24509	06/14/2022	EBRADFORI	0.00	250,000.00	704,617.00
60-11-3870-3870-404 TRANSFER FROM GF-VALLEY FORGE						
To cover access maintenance costs	24507	06/14/2022	EBRADFORI	229,263.00	250,000.00	862,080.00
60-11-5600-5700-727 VALLEY FORGE RD INFRASTRUCTURE						
To cover access maintenance costs	24508	06/14/2022	EBRADFORI	493,000.00	250,000.00	1,125,817.00
					<u>1,000,000.00</u>	

APPROVED: 5/0

DATE: 6/13/22

VERIFIED: Smah & Kimrey

DRAFT

Minutes

BOARD OF COMMISSIONERS

Work session

7 p.m. June 27, 2022

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



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

Absent: Commissioner Robb English

Staff: Budget Director Emily Bradford, Budget and Management Analyst Josh Fernandez, Assistant Town Manager and Community Services Director Margaret Hauth, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Communications Specialist Cheryl Sadgrove and Utilities Director Marie Strandwitz

1. Opening of the work session

Mayor Jenn Weaver called the meeting to order at 7:03 p.m.

2. Agenda changes and approval

The following changes were proposed:

- Remove item 4.A Orange County Food Council Progress Report
- Additional budget amendments – Item 3.A
- Revised budget and purchase order transfers from FY2022-23 – Item 3.C
- Add Exchange Club Rd Bridge capital project ordinance and associated budget amendments – Item 3.I

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

Vote: 3-0. Nays: None. Absent: Commissioners Robb English and Evelyn Lloyd

3. Items for decision — consent agenda

- A. Miscellaneous budget amendments and transfers
- B. Valley Forge project ordinance amendment and budget amendments
- C. Budget and purchase order transfers from Fiscal Year 2022 to FY2023
- D. American Rescue Plan Act (ARPA) Policies
- E. Ordinance Revising Section 14-13(a) and 14-16 of Town Code Regarding Billing and Prohibited Activities
- F. Ordinance Revising Section 14-71 and Appendix A-1 of Town Code Regarding System Development and Capital Facilities Fees
- G. ARPA Grant Project Ordinance - Water Treatment Plant Paving and Curbing Repair
- H. ARPA Grant Project Ordinance - Water Treatment Plant SCADA Update
- I. Exchange Club Rd Bridge capital project ordinance and associated budget amendments (added item)

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

Vote: 3-0. Nays: None. Absent: English and Lloyd

101 E. Orange St., PO Box 429, Hillsborough, NC 27278
919-732-1270 | www.hillsboroughnc.gov | @HillsboroughGov

4. In-depth discussion and topics

~~A. Orange County Food Council Progress Report~~

B. Confirm transfer of Latimer Street parcel to Habitat for Humanity

Lloyd joined the meeting at 7:06 p.m.

Assistant Town Manager and Community Services Director Margaret Hauth stated that the process for a local government to give land to a nonprofit is straightforward unlike the process of trying to sell land to a private owner.

Motion: Ferguson moved to approve the land transfer to Habitat for Humanity. Hughes seconded.

Hillsborough resident Beverly Payne addressed the board. She stated that she grew up and still lives in that area and nearby property belonged to her aunt and uncle until they died. She feels that the property should have been offered for sale to her or given to her. She stated that she has stormwater problems caused by the parcel of property that she would like addressed.

Hauth said the spring that exists on the parcel is noted on the plan. She has not verified that the spring will require a buffer.

The mayor suggested the town's Stormwater and Environmental Services Division would be a helpful resource for the stormwater issues.

Hauth said that she will ask staff to contact Payne regarding stormwater and the clearing of drainage ditches.

Town Attorney Bob Hornik reiterated the town cannot give land to a person. The town can give land to Habitat for Humanity because it's a nonprofit organization that is creating affordable housing, which is in the public's interest.

Payne said she would have appreciated being notified of the conveyance of the property earlier.

Vote: 4-0. Nays: None. Absent English.

5. Other business

Ferguson asked the town attorney to look into the town's options for regulating ammunition. She also asked what the town can do about one of the two driving entrances for Patriot's Pointe Apartments being blocked by a fence installation.

Lloyd shared a business owner's concerns about turkey buzzards and commercial trash pickup.

6. Committee updates and reports

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

7. Adjournment

Mayor Weaver adjourned the meeting at 7:37 p.m.

Respectfully submitted,

Sarah Kimrey
Town Clerk
Staff support to the Board of Commissioners

DRAFT

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/27/2022 TO 06/27/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF- Revenue	10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
	VF Rd access maint., legal fees, & remob	24631	06/27/2022	EBRADFORI	280,311.00	16,100.00	1,183,376.75
	Adj to pay cash in FY22	24633	06/27/2022	EBRADFORI	280,311.00	1,007,207.00	2,190,583.75
GF- Contingency	10-00-9990-5300-000 CONTINGENCY						
	Yr-end balancing	24623	06/27/2022	EBRADFORI	400,000.00	-5,000.00	10,605.00
Gov Body	10-10-4100-5300-041 ATTORNEY FEES						
	Yr-end balancing	24622	06/27/2022	EBRADFORI	125,000.00	5,000.00	147,599.00
Safety & Risk Mgmt	10-10-6600-5300-570 MISCELLANEOUS						
	Yr-end balancing	24602	06/27/2022	EBRADFORI	40,750.00	7,975.00	48,325.00
Safety & Risk Mgmt	10-10-6600-5500-970 SERVICE CHARGE - W&S FUND						
	Adj per actuals	24600	06/27/2022	EBRADFORI	-118,653.00	-7,668.00	-126,321.00
Safety & Risk Mgmt	10-10-6600-5500-980 SERVICE CHARGE - STORMWATER FUND						
	Adj per actuals	24601	06/27/2022	EBRADFORI	-4,746.00	-307.00	-5,053.00
Police	10-20-5100-5300-112 POSTAGE						
	To cover yr-end overage	24581	06/27/2022	EBRADFORI	1,000.00	-13.00	987.00
Police	10-20-5100-5300-113 LICENSE FEES						
	To cover yr-end overage	24580	06/27/2022	EBRADFORI	21,282.00	13.00	21,445.00
Police	10-20-5100-5300-570 MISCELLANEOUS						
	Yr-end balancing	24599	06/27/2022	EBRADFORI	3,500.00	200.00	3,615.00
Police	10-20-5100-5300-574 MISC. - POLICE DOG						
	Yr-end balancing	24598	06/27/2022	EBRADFORI	4,000.00	-200.00	3,800.00
Fleet Maint.	10-30-5550-5300-320 SUPPLIES - OFFICE						
	Yr-end balancing	24620	06/27/2022	EBRADFORI	560.00	123.00	683.00
Fleet Maint.	10-30-5550-5300-350 UNIFORMS						
	Yr-end balancing	24621	06/27/2022	EBRADFORI	5,185.00	-123.00	5,062.00
GF- Revenue	10-70-3980-3980-001 DEBT ISSUANCE PROCEEDS						
	Adj to pay cash in FY22	24632	06/27/2022	EBRADFORI	974,000.00	-1,007,207.00	300,017.00
Streets	10-71-5600-5982-002 TRANSFER TO GEN CAP IMPROV FUND						
	VF Rd access maint., legal fees, & remob	24630	06/27/2022	EBRADFORI	0.00	16,100.00	720,717.00
W&S- Revenue	30-71-3870-3872-000 TRANSFER FROM CAPITAL RESERVE-WATER						
	Adj to send funds directly to Fund 69	24586	06/27/2022	EBRADFORI	30,000.00	-30,000.00	0.00
W&S- Revenue	30-71-3870-3872-001 TRANSFER FROM CAPITAL RESERVE-SEWER						
	Adj to send funds directly to Fund 69	24587	06/27/2022	EBRADFORI	200,000.00	-200,000.00	0.00
Admin. of Enterprise	30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND						
	Adj to actual	24611	06/27/2022	EBRADFORI	0.00	149,408.00	149,408.00
Admin. of Enterprise	30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND						
	Adj to actual	24612	06/27/2022	EBRADFORI	0.00	112,424.00	112,424.00
Water Distribution	30-71-8140-5982-001 TRANSFER TO UTIL CAP IMPROV FUND						
	Adj to send funds directly to Fund 69	24588	06/27/2022	EBRADFORI	155,000.00	-30,000.00	125,000.00
WW Collection	30-71-8200-5982-001 TRANSFER TO UTIL CAP IMPROV FUND						
	Adj to send funds directly to Fund 69	24589	06/27/2022	EBRADFORI	505,000.00	-200,000.00	305,000.00
	Adj to send funds directly to Fund 69	24590	06/27/2022	EBRADFORI	505,000.00	-180,000.00	125,000.00
W&S- Revenue	30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES						
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FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/27/2022 TO 06/27/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Adj to actual	24613	06/27/2022	EBRADFORI	0.00	149,408.00	149,408.00
W&S- Revenue	30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES						
	Adj to actual	24614	06/27/2022	EBRADFORI	0.00	112,424.00	112,424.00
W&S- Revenue	30-80-3900-3900-000 FUND BALANCE APPROPRIATED						
	Use SDFs for WW Sys Upgrades	24591	06/27/2022	EBRADFORI	728,039.00	-180,000.00	1,248,741.36
	Yr-end balancing	24604	06/27/2022	EBRADFORI	728,039.00	13,696.00	1,262,437.36
Admin. of Enterprise	30-80-7200-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT						
	Yr-end balancing	24603	06/27/2022	EBRADFORI	118,653.00	13,696.00	126,321.00
WTP	30-80-8120-5300-323 SUPPLIES - CHEMICALS						
	Yr-end caustic chemical expenses	24625	06/27/2022	JDELLAVALI	165,170.00	6,000.00	241,170.00
W&S- Contingency	30-80-9990-5300-000 CONTINGENCY						
	Yr-end caustic chemical expenses	24624	06/27/2022	JDELLAVALI	400,000.00	-6,000.00	1,913.00
Stormwater	35-30-5900-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT						
	Yr-end balancing	24605	06/27/2022	EBRADFORI	4,746.00	963.00	5,053.00
Stormwater	35-80-3500-3505-104 STORMWATER CHARGES 2020						
	Yr-end balancing	24606	06/27/2022	EBRADFORI	6,000.00	963.00	6,963.00
W&S Proj. Fund	69-24-3870-3870-509 TRANSFER FROM WSF - GOV BURKE WTR						
	Adj to fund with SDFs	24593	06/27/2022	EBRADFORI	30,000.00	-30,000.00	0.00
W&S Proj. Fund	69-24-3870-3870-702 TRANSFER FROM FUND 75-GOV BURKE						
	Adj to fund with SDFs	24594	06/27/2022	EBRADFORI	0.00	30,000.00	30,000.00
W&S- Cap Reserve	70-71-6900-5970-920 TRANSFER TO WATER & SEWER FUND						
	To close out Water Tank funds	24609	06/27/2022	EBRADFORI	3,760.57	-3,760.57	0.00
W&S- Cap Reserve	70-80-3700-3701-000 DEVELOPERS/CONTRIB-WATER						
	To close out Water Tank funds	24610	06/27/2022	EBRADFORI	3,760.57	-3,760.57	0.00
SDFs - Water	75-71-3870-3870-509 TRAN FR W/S - GOV BURKE						
	To adj per FY22 budget	24584	06/27/2022	EBRADFORI	0.00	30,000.00	30,000.00
	Adj per fees collected thru 6/16/22	24616	06/27/2022	EBRADFORI	0.00	149,408.00	179,408.00
SDFs- Water	75-71-6900-5970-933 TRAN TO FUND 69 - GOV BURKE WTR						
	To adj per FY22 budget	24585	06/27/2022	EBRADFORI	0.00	30,000.00	30,000.00
	Adj per fees collected thru 6/16/22	24617	06/27/2022	EBRADFORI	0.00	149,408.00	179,408.00
SDFs- Sewer	76-71-3870-3870-154 TRAN FR W/S - RIVER PUMP UPGRAD						
	Adj per FY22 budget	24595	06/27/2022	EBRADFORI	200,000.00	200,000.00	400,000.00
	Adj per Sewer SDFs collect thru 6/16/22	24618	06/27/2022	EBRADFORI	200,000.00	112,424.00	512,424.00
SDFs- Sewer	76-71-6900-5970-926 TRAN TO UTIL CAP IMP FD - RIVER PUM						
	Adj per FY22 budget	24596	06/27/2022	EBRADFORI	200,000.00	200,000.00	400,000.00
	Adj per Sewer SDFs collect thru 6/16/22	24619	06/27/2022	EBRADFORI	200,000.00	112,424.00	512,424.00
						<u>741,324.86</u>	

APPROVED: 3/0

DATE: 6/27/22

VERIFIED: *Sharon E. Kimrey*

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/28/2022 TO 06/28/2022

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
GF - 10-00-3100-3101-220 2020 TAX LEVY						
Tax Levy Yr-end balancing	24671	06/28/2022	EBRADFORI	40,000.00	16,127.00	56,127.00
Yr-end balancing	24702	06/28/2022	EBRADFORI	40,000.00	4,500.00	60,627.00
GF - 10-00-3110-3113-192 GROSS RECEIPTS TAX/VEHICLE						
Sales and Yr-end balancing	24701	06/28/2022	EBRADFORI	8,000.00	-4,500.00	3,500.00
Other Taxes Yr-end balancing						
GF - 10-00-3200-3201-000 FRANCHISE TAX						
License, Yr-end balancing	24705	06/28/2022	EBRADFORI	585,000.00	-35,000.00	550,000.00
Permits, Fees Yr-end balancing						
GF - 10-00-3800-3201-002 FEDERAL - STP-BG						
Intergov. Rev. Yr-end balancing	24706	06/28/2022	EBRADFORI	60,000.00	-60,000.00	0.00
GF - 10-00-3800-3800-350 MISCELLANEOUS						
Miscellaneous Yr-end balancing	24707	06/28/2022	EBRADFORI	32,500.00	-6,626.00	25,000.21
GF - 10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
Fund Balance Yr-end balancing	24709	06/28/2022	EBRADFORI	280,311.00	436,938.00	2,627,521.75
Yr-end balancing	24773	06/28/2022	EBRADFORI	280,311.00	-253,251.00	2,374,270.75
GF - 10-00-9990-5300-000 CONTINGENCY						
Contingency Yr-end balancing	24670	06/28/2022	EBRADFORI	400,000.00	-10,605.00	0.00
Governing 10-10-4100-5100-031 SALARIES - MAYOR						
Body Yr-end balancing	24665	06/28/2022	EBRADFORI	8,400.00	100.00	8,500.00
Governing 10-10-4100-5110-010 SALARIES - COMMISSIONERS						
Body Yr-end balancing	24666	06/28/2022	EBRADFORI	36,000.00	300.00	36,300.00
Governing 10-10-4100-5120-050 FICA						
Body Yr-end balancing	24661	06/28/2022	EBRADFORI	3,397.00	150.00	3,547.00
Governing 10-10-4100-5500-970 SERVICE CHARGE - W&S FUND						
Body Yr-end balancing	24759	06/28/2022	EBRADFORI	-149,515.00	-17,973.00	-167,488.00
Governing 10-10-4100-5500-980 SERVICE CHARGE - STORMWATER FUND						
Body Yr-end balancing	24760	06/28/2022	EBRADFORI	-5,981.00	-719.00	-6,700.00
Admin. 10-10-4200-5125-060 HOSPITALIZATION						
Services Yr-end balancing	24660	06/28/2022	EBRADFORI	82,805.00	848.00	86,153.00
Admin. 10-10-4200-5300-600 PERSONNEL EXPANSION - OP COSTS						
Services Yr-end balancing	24662	06/28/2022	EBRADFORI	5,000.00	-5,000.00	0.00
Admin. 10-10-4200-5500-970 SERVICE CHARGE - W&S FUND						
Services Yr-end balancing	24761	06/28/2022	EBRADFORI	-837,634.00	-66,472.00	-904,106.00
Admin. 10-10-4200-5500-980 SERVICE CHARGE - STORMWATER FUND						
Services Yr-end balancing	24762	06/28/2022	EBRADFORI	-33,505.00	-2,659.00	-36,164.00
Accounting 10-10-4400-5300-487 TAX COLLECTION						
Yr-end balancing	24663	06/28/2022	EBRADFORI	39,000.00	10,000.00	51,800.00
Accounting 10-10-4400-5500-970 SERVICE CHARGE - W&S FUND						
Yr-end balancing	24763	06/28/2022	EBRADFORI	-303,351.00	-81,141.00	-384,492.00
Accounting 10-10-4400-5500-980 SERVICE CHARGE - STORMWATER FUND						
Yr-end balancing	24764	06/28/2022	EBRADFORI	-12,134.00	-3,246.00	-15,380.00
Planning 10-10-4900-5300-467 C.S./MINUTES PREPARER						
Yr-end balancing	24664	06/28/2022	EBRADFORI	5,000.00	1,000.00	8,000.00
Facility 10-10-5000-5500-970 SERVICE CHARGE - W&S FUND						
Mgmt						

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Page 1 of 6

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/28/2022 TO 06/28/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Yr-end balancing	24765	06/28/2022	EBRADFORI	-66,412.00	-22,034.00	-88,446.00
Facility - Mgmt	10-10-5000-5500-980 SERVICE CHARGE - STORMWATER FUND						
	Yr-end balancing	24766	06/28/2022	EBRADFORI	-39,243.00	-13,021.00	-52,264.00
Public Space	10-10-6300-5300-130 UTILITIES						
	Yr-end balancing	24667	06/28/2022	EBRADFORI	4,105.00	1,000.00	5,105.00
Safety & Risk Mgmt	10-10-6600-5127-070 RETIREMENT						
	Yr-end balancing	24668	06/28/2022	EBRADFORI	9,092.00	1,500.00	11,592.00
Safety & Risk Mgmt	10-10-6600-5127-071 401(K) RETIREMENT SUPPLEMENT						
	Yr-end balancing	24669	06/28/2022	EBRADFORI	3,988.00	1,500.00	6,488.00
Safety & Risk Mgmt	10-10-6600-5500-970 SERVICE CHARGE - W&S FUND						
	Yr-end balancing	24769	06/28/2022	EBRADFORI	-118,653.00	-5,487.00	-131,808.00
Safety & Risk Mgmt	10-10-6600-5500-980 SERVICE CHARGE - STORMWATER FUND						
	Yr-end balancing	24770	06/28/2022	EBRADFORI	-4,746.00	-219.00	-5,272.00
Info. Services	10-10-6610-5500-970 SERVICE CHARGE - W&S FUND						
	Yr-end balancing	24771	06/28/2022	EBRADFORI	-492,896.00	-10,442.00	-503,338.00
Info. Services	10-10-6610-5500-980 SERVICE CHARGE - STORMWATER FUND						
	Yr-end balancing	24772	06/28/2022	EBRADFORI	-19,716.00	-418.00	-20,134.00
Police	10-20-5100-5100-030 BONUS PAY						
	Yr-end balancing	24652	06/28/2022	EBRADFORI	4,000.00	353.00	7,853.00
Police	10-20-5100-5120-050 FICA						
	Yr-end balancing	24672	06/28/2022	EBRADFORI	153,310.00	3,200.00	163,510.00
Police	10-20-5100-5127-070 RETIREMENT						
	Yr-end balancing	24673	06/28/2022	EBRADFORI	246,034.00	4,000.00	262,034.00
Fire & Emergency	10-20-5300-5100-020 SALARIES						
	Yr-end balancing	24653	06/28/2022	EBRADFORI	0.00	300.00	300.00
Fire & Emergency	10-20-5300-5120-050 FICA						
	Yr-end balancing	24654	06/28/2022	EBRADFORI	0.00	23.00	23.00
Fire & Emergency	10-20-5300-5125-060 HOSPITALIZATION						
	Yr-end balancing	24655	06/28/2022	EBRADFORI	0.00	13.00	13.00
Fire & Emergency	10-20-5300-5127-070 RETIREMENT						
	Yr-end balancing	24656	06/28/2022	EBRADFORI	0.00	25.00	25.00
Fire & Emergency	10-20-5300-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end balancing	24657	06/28/2022	EBRADFORI	0.00	12.00	12.00
Fire Protection	10-20-5350-5300-130 UTILITIES						
	Yr-end balancing	24674	06/28/2022	EBRADFORI	9,900.00	2,000.00	11,900.00
GF - Restr. Intergov.	10-30-3300-3301-000 POWELL BILL TAX						
	Yr-end balancing	24687	06/28/2022	EBRADFORI	200,000.00	73,767.00	273,767.00
Fleet Maint.	10-30-5550-5100-020 SALARIES						
	Yr-end balancing	24658	06/28/2022	EBRADFORI	205,392.00	14,500.00	222,892.00
	Yr-end balancing	24675	06/28/2022	EBRADFORI	205,392.00	10,000.00	232,892.00
Fleet Maint.	10-30-5550-5125-060 HOSPITALIZATION						
	Yr-end balancing	24659	06/28/2022	EBRADFORI	31,216.00	108.00	29,529.00
Fleet Maint.	10-30-5550-5127-070 RETIREMENT						
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FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/28/2022 TO 06/28/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Yr-end balancing	24676	06/28/2022	EBRADFORI	23,700.00	2,500.00	27,200.00
Fleet Maint.	10-30-5550-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end balancing	24677	06/28/2022	EBRADFORI	10,395.00	1,100.00	11,945.00
Fleet Maint.	10-30-5550-5300-130 UTILITIES						
	Yr-end balancing	24678	06/28/2022	EBRADFORI	9,350.00	1,000.00	9,150.00
Fleet Maint.	10-30-5550-5300-330 SUPPLIES - DEPARTMENTAL						
	Yr-end balancing	24679	06/28/2022	EBRADFORI	25,385.00	10,000.00	34,385.00
Fleet Maint.	10-30-5550-5500-970 SERVICE CHARGE - W&S FUND						
	Yr-end balancing	24767	06/28/2022	EBRADFORI	-225,296.00	-28,902.00	-254,198.00
Fleet Maint.	10-30-5550-5500-980 SERVICE CHARGE - STORMWATER FUND						
	Yr-end balancing	24768	06/28/2022	EBRADFORI	-5,404.00	-518.00	-5,922.00
Streets	10-30-5600-5100-010 OVERTIME COMPENSATION						
	Yr-end balancing	24680	06/28/2022	EBRADFORI	1,000.00	2,500.00	5,250.00
Streets	10-30-5600-5100-020 SALARIES						
	Yr-end balancing	24681	06/28/2022	EBRADFORI	128,265.00	7,500.00	134,865.00
Streets	10-30-5600-5120-050 FICA						
	Yr-end balancing	24682	06/28/2022	EBRADFORI	9,889.00	500.00	10,389.00
Streets	10-30-5600-5127-070 RETIREMENT						
	Yr-end balancing	24683	06/28/2022	EBRADFORI	14,736.00	1,000.00	15,736.00
Streets	10-30-5600-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end balancing	24684	06/28/2022	EBRADFORI	6,463.00	500.00	7,113.00
Streets	10-30-5600-5300-130 UTILITIES						
	Yr-end balancing	24685	06/28/2022	EBRADFORI	121,000.00	12,000.00	107,000.00
Streets	10-30-5600-5300-760 POWELL BILL						
	Yr-end balancing	24686	06/28/2022	EBRADFORI	200,000.00	73,767.00	273,767.00
Solid Waste	10-30-5800-5100-010 OVERTIME COMPENSATION						
	Yr-end balancing	24688	06/28/2022	EBRADFORI	2,000.00	1,000.00	7,775.00
Solid Waste	10-30-5800-5100-020 SALARIES						
	Yr-end balancing	24689	06/28/2022	EBRADFORI	192,794.00	10,000.00	240,794.00
Solid Waste	10-30-5800-5120-050 FICA						
	Yr-end balancing	24690	06/28/2022	EBRADFORI	14,902.00	500.00	17,252.00
Solid Waste	10-30-5800-5125-061 LIFE/DISABILITY/VISION						
	Yr-end balancing	24691	06/28/2022	EBRADFORI	1,349.00	60.00	1,409.00
Solid Waste	10-30-5800-5127-070 RETIREMENT						
	Yr-end balancing	24692	06/28/2022	EBRADFORI	22,207.00	3,200.00	27,257.00
Solid Waste	10-30-5800-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end balancing	24693	06/28/2022	EBRADFORI	9,740.00	500.00	12,740.00
Solid Waste	10-30-5800-5300-110 TELEPHONE/INTERNET						
	Yr-end balancing	24694	06/28/2022	EBRADFORI	2,280.00	52.00	2,472.00
Solid Waste	10-30-5800-5300-130 UTILITIES						
	Yr-end balancing	24695	06/28/2022	EBRADFORI	3,146.00	1,000.00	3,396.00
Solid Waste	10-30-5800-5300-570 MISCELLANEOUS						
	Yr-end balancing	24696	06/28/2022	EBRADFORI	1,000.00	10,000.00	10,371.00

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Page 3 of 6

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/28/2022 TO 06/28/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Econ. Dev.	10-50-6250-5100-020 SALARIES Yr-end balancing	24697	06/28/2022	EBRADFORI	10,156.00	25,000.00	35,156.00
Econ. Dev.	10-50-6250-5120-050 FICA Yr-end balancing	24698	06/28/2022	EBRADFORI	5,216.00	200.00	5,416.00
Econ. Dev.	10-50-6250-5127-070 RETIREMENT Yr-end balancing	24699	06/28/2022	EBRADFORI	7,774.00	2,000.00	9,774.00
Econ. Dev.	10-50-6250-5127-071 401K RETIREMENT SUPPLEMENT Yr-end balancing	24700	06/28/2022	EBRADFORI	3,409.00	1,000.00	4,409.00
Econ. Dev.	10-50-6250-5300-001 PAYMENTS - TOURISM BOARD Yr-end balancing	24703	06/28/2022	EBRADFORI	397,000.00	103,000.00	500,000.00
Econ. Dev.	10-50-6250-5300-002 PAYMENTS - TDA Yr-end balancing	24704	06/28/2022	EBRADFORI	70,000.00	60,000.00	130,000.00
GF - Trans. In	10-71-3870-3870-012 TRANSFER FROM FUND 72 RESTRICTED RE Yr-end balancing	24708	06/28/2022	EBRADFORI	60,000.00	-60,000.00	0.00
W&S - Interest	30-00-3850-3850-000 INTEREST EARNED Yr-end balancing	24735	06/28/2022	EBRADFORI	500.00	-245.00	255.00
W&S - Fees	30-80-3500-3505-000 WATER CHARGES Yr-end balancing	24733	06/28/2022	EBRADFORI	5,204,000.00	-204,000.00	5,000,000.00
W&S - Fees	30-80-3500-3505-001 PENALTIES/DELINQUENT FEE Yr-end balancing	24734	06/28/2022	EBRADFORI	175,000.00	-5,000.00	170,000.00
W&S - Fees	30-80-3500-3523-001 WATER LATERAL FEES Yr-end balancing	24736	06/28/2022	EBRADFORI	7,500.00	-7,400.00	100.00
W&S - Fees	30-80-3500-3524-000 WATER METER FEE Yr-end balancing	24737	06/28/2022	EBRADFORI	25,000.00	-18,032.00	6,968.00
W&S - Fees	30-80-3500-3525-001 SEWER LATERAL FEES Yr-end balancing	24738	06/28/2022	EBRADFORI	10,000.00	-8,000.00	2,000.00
W&S - Fees	30-80-3500-3800-350 MISCELLANEOUS Yr-end balancing	24739	06/28/2022	EBRADFORI	10,000.00	-10,357.00	100.00
W&S - Interest	30-80-3850-3851-003 PERPETUAL MAINT. FEE INTEREST Yr-end balancing	24740	06/28/2022	EBRADFORI	20.00	-13.00	7.00
W&S - Fund Bal.	30-80-3900-3900-000 FUND BALANCE APPROPRIATED Yr-end balancing	24741	06/28/2022	EBRADFORI	728,039.00	257,047.00	1,519,484.36
	Yr-end balancing	24749	06/28/2022	EBRADFORI	728,039.00	232,451.00	1,751,935.36
	Yr-end balancing	24774	06/28/2022	EBRADFORI	728,039.00	-4,000.00	1,747,935.36
Admin. of Enterprise	30-80-7200-5300-475 C.S./UTILITY ANALYSIS Yr-end balancing	24710	06/28/2022	EBRADFORI	24,000.00	3,000.00	27,000.00
Admin. of Enterprise	30-80-7200-5300-570 MISCELLANEOUS Yr-end balancing	24731	06/28/2022	EBRADFORI	117,000.00	-95,550.00	21,225.00
Admin. of Enterprise	30-80-7200-5300-571 SAFETY AWARDS PROGRAM Yr-end balancing	24711	06/28/2022	EBRADFORI	0.00	152.00	6,180.00
Admin. of Enterprise	30-80-7200-5350-610 SERVICE CHARGE - GOVERNING BODY Yr-end balancing	24742	06/28/2022	EBRADFORI	149,515.00	17,973.00	167,488.00
Admin. of Enterprise	30-80-7200-5350-611 SERVICE CHARGE - ADMINISTRATION EBRADFORD		06/27/2022	10:09:16AM			

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/28/2022 TO 06/28/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Yr-end balancing	24743	06/28/2022	EBRADFORI	837,634.00	66,472.00	904,106.00
Admin. of Enterprise	30-80-7200-5350-612 SERVICE CHARGE - ACCOUNTING						
	Yr-end balancing	24744	06/28/2022	EBRADFORI	303,351.00	81,141.00	384,492.00
Admin. of Enterprise	30-80-7200-5350-613 SERVICE CHARGE - FLEET MAINTENANCE						
	Yr-end balancing	24746	06/28/2022	EBRADFORI	225,296.00	28,902.00	254,198.00
Admin. of Enterprise	30-80-7200-5350-614 SERVICE CHARGE - FACILITY MGMT						
	Yr-end balancing	24745	06/28/2022	EBRADFORI	66,412.00	22,034.00	88,446.00
Admin. of Enterprise	30-80-7200-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT						
	Yr-end balancing	24747	06/28/2022	EBRADFORI	118,653.00	5,487.00	131,808.00
Admin. of Enterprise	30-80-7200-5350-616 SERVICE CHARGE - INFORMATION TECH						
	Yr-end balancing	24748	06/28/2022	EBRADFORI	492,896.00	10,442.00	503,338.00
Utilities Admin	30-80-7220-5300-310 GASOLINE						
	Yr-end balancing	24712	06/28/2022	EBRADFORI	2,129.00	500.00	2,629.00
Billing & Collections	30-80-7240-5100-020 SALARIES						
	Yr-end balancing	24713	06/28/2022	EBRADFORI	228,139.00	12,000.00	240,139.00
Billing & Collections	30-80-7240-5120-050 FICA						
	Yr-end balancing	24714	06/28/2022	EBRADFORI	17,606.00	1,000.00	18,606.00
Billing & Collections	30-80-7240-5125-060 HOSPITALIZATION						
	Yr-end balancing	24715	06/28/2022	EBRADFORI	62,431.00	-13,000.00	48,231.00
WTP	30-80-8120-5100-010 OVERTIME COMPENSATION						
	Yr-end balancing	24716	06/28/2022	EBRADFORI	25,000.00	3,000.00	43,000.00
WTP	30-80-8120-5125-060 HOSPITALIZATION						
	Yr-end balancing	24717	06/28/2022	EBRADFORI	72,509.00	-3,000.00	69,509.00
WTP	30-80-8120-5300-130 UTILITIES						
	Yr-end balancing	24718	06/28/2022	EBRADFORI	76,397.00	10,000.00	76,397.00
WTP	30-80-8120-5300-145 MAINTENANCE - BUILDINGS						
	Yr-end balancing	24719	06/28/2022	EBRADFORI	6,000.00	211.00	37,427.00
WTP	30-80-8120-5300-310 GASOLINE						
	Yr-end balancing	24720	06/28/2022	EBRADFORI	3,000.00	2,000.00	5,000.00
Water Dist.	30-80-8140-5100-020 SALARIES						
	Yr-end balancing	24721	06/28/2022	EBRADFORI	345,473.00	30,000.00	375,473.00
Water Dist.	30-80-8140-5120-050 FICA						
	Yr-end balancing	24722	06/28/2022	EBRADFORI	27,385.00	1,500.00	28,885.00
Water Dist.	30-80-8140-5127-070 RETIREMENT						
	Yr-end balancing	24723	06/28/2022	EBRADFORI	40,809.00	3,600.00	44,409.00
Water Dist.	30-80-8140-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end balancing	24724	06/28/2022	EBRADFORI	17,899.00	2,000.00	19,899.00
WWTP	30-80-8220-5100-020 SALARIES						
	Yr-end balancing	24725	06/28/2022	EBRADFORI	359,975.00	34,000.00	393,975.00
WWTP	30-80-8220-5120-050 FICA						
	Yr-end balancing	24726	06/28/2022	EBRADFORI	27,921.00	2,000.00	29,921.00
WWTP	30-80-8220-5127-070 RETIREMENT						
	Yr-end balancing	24727	06/28/2022	EBRADFORI	41,259.00	4,000.00	45,259.00
EBRADFORD			06/27/2022	10:09:16AM			

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Page 5 of 6

102

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/28/2022 TO 06/28/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
WWTP	30-80-8220-5127-071 401(K) RETIREMENT SUPP. Yr-end balancing	24728	06/28/2022	EBRADFORI	18,249.00	1,500.00	20,899.00
WWTP	30-80-8220-5300-310 GASOLINE Yr-end balancing	24729	06/28/2022	EBRADFORI	3,992.00	3,000.00	10,492.00
W&S - Cont.	30-80-9990-5300-000 CONTINGENCY Yr-end balancing	24730	06/28/2022	EBRADFORI	400,000.00	-1,913.00	0.00
Storm- Water	35-30-5900-5300-495 COLLECTION EXPENSE Yr-end balancing	24732	06/28/2022	EBRADFORI	23,000.00	4,000.00	27,000.00
Storm- Water	35-30-5900-5350-610 SERVICE CHARGE - GOVERNING BODY Yr-end balancing	24750	06/28/2022	EBRADFORI	5,981.00	719.00	6,700.00
Storm- Water	35-30-5900-5350-611 SERVICE CHARGE - ADMINISTRATION Yr-end balancing	24751	06/28/2022	EBRADFORI	33,505.00	2,659.00	36,164.00
Storm- Water	35-30-5900-5350-612 SERVICE CHARGE - ACCOUNTING Yr-end balancing	24752	06/28/2022	EBRADFORI	12,134.00	3,246.00	15,380.00
Storm- Water	35-30-5900-5350-613 SERVICE CHARGE - FLEET MAINTENANCE Yr-end balancing	24754	06/28/2022	EBRADFORI	5,405.00	517.00	5,922.00
Storm- Water	35-30-5900-5350-614 SERVICE CHARGE - FACILITY MGMT Yr-end balancing	24753	06/28/2022	EBRADFORI	39,243.00	13,021.00	52,264.00
Storm- Water	35-30-5900-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT Yr-end balancing	24755	06/28/2022	EBRADFORI	4,746.00	219.00	5,272.00
Storm- Water	35-30-5900-5350-616 SERVICE CHARGE - INFORMATION TECH Yr-end balancing	24756	06/28/2022	EBRADFORI	19,716.00	418.00	20,134.00
Storm- Water FB	35-80-3900-3900-000 FUND BALANCE APPROPRIATED Yr-end balancing	24757	06/28/2022	EBRADFORI	0.00	20,799.00	79,733.35
	Yr-end balancing	24758	06/28/2022	EBRADFORI	0.00	4,000.00	83,733.35
Restr. Revenues	72-00-5100-3301-023 RESTRICTED REV-HILLSBOROUGH ROCKS Adj budget to match FY21 roll forawrd ar	24644	06/28/2022	EBRADFORI	1,651.55	887.96	2,539.51
Restr. Revenues	72-00-5100-3301-027 RESTRICTED REV-CHRISTMAS TOY DRIVE Adj to match FY21 roll amount	24648	06/28/2022	EBRADFORI	1,444.19	854.81	2,299.00
	Adj per FY22 donations	24650	06/28/2022	EBRADFORI	1,444.19	650.00	2,949.00
Restr. Revenues	72-00-5100-3301-052 RESTRICTED REV-ABC BOARD GRANT Adj budget to match FY21 roll forward ar	24646	06/28/2022	EBRADFORI	6,101.60	7,556.25	19,157.85
Restr. Revenues	72-20-5100-5300-023 HILLSBOROUGH ROCKS EXPENDITURES Adj budget to match FY21 roll forawrd ar	24645	06/28/2022	EBRADFORI	1,651.55	887.96	2,539.51
Restr. Revenues	72-20-5100-5300-052 ABC BOARD EXPENDITURES Adj budget to match FY21 roll forward ar	24647	06/28/2022	EBRADFORI	6,101.60	7,556.25	19,157.85
Restr. Revenues	72-20-5100-5300-357 CHRISTMAS TOY DRIVE EXPENDITURES Adj to match FY21 roll amount	24649	06/28/2022	EBRADFORI	1,444.19	854.81	2,299.00
	Adj per FY22 donations	24651	06/28/2022	EBRADFORI	1,444.19	650.00	2,949.00
APPROVED: 3/0						<u>758,308.04</u>	

DATE: 6/27/22

VERIFIED: Janet E. Kimrey

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Page 6 of 6

103



ORDINANCE

Capital Project Amendment

Valley Forge Road Street & Stormwater Project

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>
General Capital	\$1,187,817	\$16,100	\$1,203,917
Improvement Fund			
Valley Forge			

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

	<i>Current Budget</i>	<i>+/-</i>	<i>Amended Budget</i>
General Capital	\$1,187,817	\$16,100	\$1,203,917
Improvement Fund			
Valley Forge			

Section 3. 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 27th day of June in 2022.

Ayes: 3
Noes: 0
Absent or excused: 2





Sarah E. Kimrey, Town Clerk

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/27/2022 TO 06/27/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Valley Forge	60-11-3870-3870-404 TRANSFER FROM GF-VALLEY FORGE Access maint., legal fees, & remobilizatio	24629	06/27/2022	EBRADFORI	229,263.00	16,100.00	878,180.00
Valley Forge	60-11-5600-5700-727 VALLEY FORGE RD - INFRASTRUCTURE To cover access maintenance costs	24628	06/27/2022	EBRADFORI	493,000.00	3,000.00	1,128,817.00
Valley Forge	60-11-5600-5700-781 VALLEY FORGE RD - MISCELLANEOUS Legal fees & equipment remobilization ex	24627	06/27/2022	EBRADFORI	0.00	13,100.00	13,100.00
						<u>32,200.00</u>	

DRAFT

APPROVED: 3/0

DATE: 6/27/22

VERIFIED: Sharon E. Kimrey

ACCOUNT	DESCRIPTION	VENDOR NAME	PO #	BALANCE	JUSTIFICATION FOR ROLL OVER
10-10-4100-5300-040	AUDIT FEES	CHERRY BEKAERT LLP	220475	\$ 74,000.00	To cover June invoice
10-10-4100-5300-041	ATTORNEY FEES	BROUGH LAW FIRM	220339	\$ 51,677.70	To cover June invoice
10-10-4200-5300-080	TRAINING/CONF./CONV.	BANK OF AMERICA NA	220894	\$ 1,300.00	Was not able to get to training this FY due to workload, but intent is to sign up for August/Sept timeframe.
10-10-4200-5300-320	SUPPLIES - OFFICE	OFFICE DEPOT	220319	\$ 770.19	back order of personnel file folders
10-10-4200-5300-451	C.S./PRINTING	SOUTH DATA INC	220100	\$ 623.96	June newsletter will be paid in early July
10-10-4200-5300-451	C.S./PRINTING	SOUTH DATA INC	221232	\$ 741.89	June insert will be paid in early July
10-10-4200-5300-454	C.S.-CATV/ASCAP-BMI/COD/TRANS/PAY S	GALLAGHER BENEFIT SERVICES	220395	\$ 9,578.79	To cover April-June quarterly invoice
10-10-4200-5300-454	C.S.-CATV/ASCAP-BMI/COD/TRANS/PAY S	MUNICIPAL CODE CORPORATION	220300	\$ 275.00	To cover June invoice
10-10-4200-5300-454	C.S.-CATV/ASCAP-BMI/COD/TRANS/PAY S	MUNICIPAL CODE CORPORATION	220302	\$ 1,268.88	To cover June invoice
10-10-4200-5300-454	C.S.-CATV/ASCAP-BMI/COD/TRANS/PAY S	TRIANGLE J COUNCIL OF GOVTS	221035	\$ 16,000.00	Class & Pay study in progress
10-10-4200-5300-458	DATA PROCESSING SERVICES	BANK OF AMERICA NA	220097	\$ 174.35	June service will be paid in early July
10-10-4200-5300-458	DATA PROCESSING SERVICES	DUNCAN, ALISON S	220430	\$ 1,242.50	Have not received requested division logos yet
10-10-4200-5300-458	DATA PROCESSING SERVICES	CIVICPLUS, LLC	221167	\$ 5,800.00	To cover software implementation (in process)
10-10-4200-5300-474	RECRUITMENT	CATAPULT	220424	\$ 215.75	June background check processing, none currently in queue but if need arises the June invoice would be received in July
10-10-4200-5300-474	RECRUITMENT	BANK OF AMERICA NA	221546	\$ 95.00	Pay June BOA invoice
10-10-4200-5300-530	DUES & SUBSCRIPTIONS	BANK OF AMERICA NA	220412	\$ 563.34	Expect to receive renewal invoice in June.
10-10-4200-5300-570	MISCELLANEOUS	NORDAN, CONSUELO	220101	\$ 120.68	Will need to translate June bill insert.
10-10-4200-5300-570	MISCELLANEOUS	UNIVERSITY OF NC AT CHAPEL HILL	221463	\$ 2,100.00	Not sure when invoice will be received.
10-10-4400-5300-320	SUPPLIES - OFFICE	SOUTH DATA INC	220807	\$ 220.20	1099's NOT INVOICED
10-10-4400-5300-440	C.S./HARRIS	HARRIS COMPUTER SYSTEMS	220719	\$ 6,232.48	UNSURE
10-10-4400-5300-459	C.S./ACCOUNTING ASSISTANCE	GREG W ISLEY, CPA	211148	\$ 61,000.00	Interim Finance Director
10-10-4400-5300-487	TAX COLLECTION	ORANGE COUNTY FINANCE DEPT	220717	\$ 661.59	HAVE NOT PAID APRIL, MAY JUNE TAX COLLECTION FEE
10-10-4400-5300-459	C.S./ACCOUNTING ASSISTANCE	NELSON, KAI	221541	\$ 24,000.00	Roll PO and funds to FY23
10-10-4900-5300-570	MISCELLANEOUS	ARC DOCUMENT SOLUTIONS, LLC	221080	\$ 10,000.00	WORK IS IN PROGRESS THROUGH AUG.
10-10-4900-5300-570	MISCELLANEOUS	SUMMIT DESIGN & ENGINEERING SVCS PLLC	221380	\$ 4,000.00	Expecting invoice
10-10-5000-5300-145	MAINTENANCE - BUILDINGS	CEDAR GROVE MAINTENANCE INC.	221141	\$ 6,260.00	materials are not available to complete the work
10-10-5000-5300-145	MAINTENANCE - BUILDINGS	ALLISON, JOE H	221492	\$ 215.00	have not received invoice - checking with Margaret - work complete?
10-10-6300-5300-155	MAINTENANCE - PARKS	SITE CONCEPTS LLC	220666	\$ 5,010.19	benches are back ordered due to covid delays. Expected to arrive in August forest service has started ut not completed the work. Hopefully, will be done in July.
10-10-6300-5300-156	MAINTENANCE - TREES	TBD	221279	\$ 40.00	
10-10-6300-5300-156	MAINTENANCE - TREES	BANK OF AMERICA NA	221393	\$ 668.08	signs have been ordered but not delivered. May be July before they arrive.
10-10-6300-5300-155	MAINTENANCE - PARKS	MIRACLE RECREATION EQUIPMENT	221408	\$ 843.00	BACKORDERED UNTIL AUGUST
10-10-6300-5300-165	MAINTENANCE - INFRASTRUCTURE	BURKHALTER, DEVON ARIELE	221409	\$ 2,000.00	WORK CARRIES OVER TO FY23 DUE TO COMMITTEE PROCESS
10-10-6300-5300-570	MISCELLANEOUS	MOSCA DESIGN	221521	\$ 15,000.00	PENDING ARRIVAL OF BANNERS
10-10-6600-5300-310	GASOLINE	WRIGHT EXPRESS FSC	220243	\$ 217.63	leave open for June invoice - THEN CLOSE
10-10-6600-5300-330	SUPPLIES - DEPARTMENTAL	BANK OF AMERICA NA	221318	\$ 203.93	leave open until May transactions are entered in Smartfusion - THEN CLOSE
10-10-6600-5300-448	C.S./HEALTH NURSE & DRUG TESTING	SAFE-T-WORKS, INC	220360	\$ 2,670.60	leave open for MAY/JUNE invoices - ROLL BALANCE AFTER INVOICES ARE PAID
10-10-6600-5300-080	TRAINING/CONF./CONV.	THE MOSES H CONE MEMORIAL HO	221516	\$ 3,212.00	leave open for June invoice - THEN CLOSE
10-10-6610-5300-110	TELEPHONE/INTERNET	BRIGHTSTAR COMMUNICATIONS, INC.	220162	\$ 4,810.22	Needed to pay service call invoices
10-10-6610-5300-110	TELEPHONE/INTERNET	BANK OF AMERICA NA	220163	\$ 12,723.76	Needed to pay remaining monthly invoices
10-10-6610-5300-110	TELEPHONE/INTERNET	BANK OF AMERICA NA	220223	\$ 16,264.65	Needed to pay remaining monthly invoices
10-10-6610-5300-113	LICENSE FEES	BANK OF AMERICA NA	221271	\$ 200.00	Needed to pay upgrade invoice
10-10-6610-5300-113	LICENSE FEES	BANK OF AMERICA NA	221343	\$ 55.00	Needed to pay WavePad licensing invoice
10-10-6610-5300-113	LICENSE FEES	COMPUTERBILITIES INC	221395	\$ 6,000.00	Needed to pay remaining monthly invoices
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	HP INC	220870	\$ 1,430.55	Items on back order and not yet received
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	BANK OF AMERICA NA	221221	\$ 11.99	Needed to pay invoice
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	BANK OF AMERICA NA	221261	\$ 270.32	Needed to pay invoice
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	COW LLC	221270	\$ 33.07	Needed to pay invoice
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	BANK OF AMERICA NA	221289	\$ 104.49	Needed to pay invoice
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	BANK OF AMERICA NA	221290	\$ 189.98	Needed to pay invoice
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	BANK OF AMERICA NA	221295	\$ 3,382.18	Needed to pay invoice
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	CDW LLC	221302	\$ 216.00	Needed to pay invoice
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	BANK OF AMERICA NA	221323	\$ 44.99	Needed to pay invoice
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	BANK OF AMERICA NA	221338	\$ 2,386.44	Items on back order and not yet received
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	COMPUTERBILITIES INC	221394	\$ 35,718.37	Items not yet received
10-10-6610-5300-338	SUPPLIES - DATA PROCESSING	CDW LLC	221353	\$ 94.96	Needed to pay invoice
10-10-6610-5300-458	DATA PROCESSING SERVICES	COMPUTERBILITIES INC	220222	\$ 36,925.00	Needed to pay remaining monthly invoices
10-10-6610-5300-458	DATA PROCESSING SERVICES	MCC INNOVATIONS, LLC	220584	\$ 6,110.00	Needed to pay remaining project invoice
10-10-6610-5300-458	DATA PROCESSING SERVICES	APPLE ELECTRONICS & SECURITY	220752	\$ 995.00	Needed to pay service call invoices
10-10-6610-5300-458	DATA PROCESSING SERVICES	INFOSEC ASSOCIATES	220878	\$ 4,500.00	Needed to pay final fiscal year invoice
10-10-6610-5300-113	LICENSE FEES	COMPUTERBILITIES INC	221395	\$ 3,441.00	Need to leave open to pay final invoices
10-10-6610-5300-338	SUPPLIES - DATA	BANK OF AMERICA NA	221438	\$ 39.99	Need to leave open until all items are received
10-10-6610-5300-338	SUPPLIES - DATA	COMPUTERBILITIES INC	221480	\$ 7,670.18	Need to leave open until all items are received
10-10-6610-5300-338	SUPPLIES - DATA	BANK OF AMERICA NA	221528	\$ 119.98	Need to leave open until all items are received
10-10-6610-5300-458	DATA PROCESSING SERVICES	APPLE ELECTRONICS & SECURITY	221461	\$ 1,000.00	Need to leave open until final invoice is received
10-10-6610-5300-458	DATA PROCESSING SERVICES	NETPLANNER SYSTEMS INC	221491	\$ 1,000.00	Need to leave open until final invoice is received
10-20-5100-5300-330	SUPPLIES - DEPARTMENTAL	DANA SAFETY SUPPLY, INC	220168	\$ 4,154.16	Yes - supposed to be here by end of the month
10-20-5100-5300-330	SUPPLIES - DEPARTMENTAL	LAWMEN'S SAFETY SUPPLY	221199	\$ 2,398.00	Yes (once all items are received)
10-20-5100-5300-330	SUPPLIES - DEPARTMENTAL	LAWMEN'S SAFETY SUPPLY	221272	\$ 2,398.00	Yes (once all items are received)
10-20-5100-5300-330	SUPPLIES - DEPARTMENTAL	SIRCHIE ACQUISITION COMPANY LLC	221321	\$ 759.45	Yes (once all items are received)
10-20-5100-5300-350	UNIFORMS	GALLS, LLC	220281	\$ 62.06	Carry 62.06. Waiting on two items. Anticipated ship date mid-july
10-20-5100-5300-350	UNIFORMS	GALLS, LLC	221356	\$ 1,792.70	Carry all remaining - waiting on items
10-20-5100-5300-447	C.S./COPIER	ALFORD LEASING COMPANY, INC	220376	\$ 2,463.85	Yes (once last FY22 bill is paid)
10-20-5100-5300-447	C.S./COPIER	C E I - THE DIGITAL OFFICE COMPANY	220638	\$ 171.91	Yes (once last FY22 bill is paid)
10-20-5100-5700-740	CAPITAL - VEHICLES	DANA SAFETY SUPPLY, INC	221083	\$ 20,466.74	Still in progress. Delayed due to supply issues
10-20-5100-5300-145	MAINTENANCE - BUILDINGS	ALLISON, JOE H	221490	\$ 2,265.00	Work is still pending

10-20-5100-5300-320	SUPPLIES - OFFICE	TBD	221504	\$	3,000.00	Still working to determine needs and vendor
10-20-5100-5300-330	SUPPLIES - DEPARTMENTAL	BANK OF AMERICA NA	221400	\$	90.25	Still waiting on item
10-20-5100-5300-350	UNIFORMS	GALLS, LLC	221419	\$	110.47	parker pants - trying to figure out credit issue
10-20-5100-5300-470	HIRING SELECTION PROCESS	PAGE, WILLIAM STERLING	221451	\$	3,850.00	Work still in progress
10-20-5100-5300-570	MISCELLANEOUS	THE FMRT GROUP	221503	\$	1,250.00	
10-20-5100-5700-735	CAPITAL - BUILDINGS & IMPROVEMENTS	CEDAR GROVE MAINTENANCE IN	221482	\$	30,960.00	work in progress. No eta on completion We have activities planned that will use some of these funds. Exact amount still not known.
10-20-5350-5300-498	C.S./ORANGE COUNTY	ORANGE COUNTY - EMS	220269	\$	135,952.00	
10-30-5550-5300-145	MAINTENANCE - BUILDINGS	DAC AWNNINGS, INC	221515	\$	6,137.00	JOB WILL NOT BE COMPLETED BEFORE JULY
10-30-5550-5300-350	UNIFORMS	LEGGETT TOWN & COUNTRY	221494	\$	183.20	JACKETS HAD TO BE ORDERED
10-30-5600-5300-455	C.S./ENGINEERING	SUMMIT DESIGN & ENGINEERING SVCS PLLC	210679	\$	5,688.75	\$5688.75 PROJECT STILL GOING
10-30-5600-5300-455	C.S./ENGINEERING	SUMMIT DESIGN & ENGINEERING SVCS PLLC	210809	\$	4,965.75	\$4965.75 PROJECT STILL GOING
10-30-5600-5300-455	C.S./ENGINEERING	SUMMIT DESIGN & ENGINEERING SVCS PLLC	210836	\$	12,730.00	\$12,730 PROJECT STILL GOING
10-30-5600-5300-455	C.S./ENGINEERING	SUMMIT DESIGN & ENGINEERING SVCS PLLC	220571	\$	45,940.00	\$45,940 PROJECT STILL GOING
10-30-5600-5300-760	POWELL BILL	ARCADIS G&M OF NORTH CAROLINA, INC	221377	\$	3,200.00	\$3200 WORK IN PROGRESS
10-30-5600-5700-729	CAPITAL - INFRASTRUCTURE	TRAFFIC AND PARKING CONTROL CO, INC	221317	\$	9,464.40	\$9464.40 HAVE NOT RECEIVED YET
10-30-5600-5700-740	CAPITAL - VEHICLES	UNIVERSITY FORD, INC	220296	\$	32,490.00	\$32,490 HAVE NOT RECEIVED YET
10-30-5600-5700-740	CAPITAL - VEHICLES	FREIGHTLINER OF ARIZONA, LLC	220332	\$	142,988.00	\$142,988 HAVE NOT RECEIVED YET
10-30-5600-5700-740	CAPITAL - VEHICLES	UNIVERSITY FORD, INC	221218	\$	7,730.00	\$7730 HAVE NOT RECEIVED YET
10-30-5600-5700-740	CAPITAL - VEHICLES	BANK OF AMERICA NA	221220	\$	2,006.00	\$2006 HAVE NOT RECEIVED YET
10-30-5600-5700-740	CAPITAL - VEHICLES	BANK OF AMERICA NA	221341	\$	980.70	\$980.70 HAVE NOT RECEIVED YET
10-30-5600-5700-741	CAPITAL - EQUIPMENT	DEERE & COMPANY	220331	\$	130,553.79	\$130,553.79 HAVE NOT RECEIVED
10-30-5600-5700-741	CAPITAL - EQUIPMENT	JOE JOHNSON EQUIPMENT LLC	221263	\$	79,811.00	\$79,811 HAVE NOT RECEIVED
10-30-5600-5700-741	CAPITAL - EQUIPMENT	BANK OF AMERICA NA	221340	\$	2,400.33	\$2400.33 HAVE NOT RECEIVED
10-30-5600-5700-740	CAPITAL - VEHICLES	UNIVERSITY FORD, INC	221508	\$	1,375.00	Have not received vehicle
10-30-5800-5700-740	CAPITAL - VEHICLES	UNIVERSITY FORD, INC	220295	\$	32,490.00	\$32,490 HAVE NOT RECEIVED
10-30-5800-5700-740	CAPITAL - VEHICLES	BANK OF AMERICA NA	221342	\$	980.70	\$980.70 HAVE NOT RECEIVED YET
10-30-5800-5700-740	CAPITAL - VEHICLES	AMICK EQUIPMENT CO INC	221496	\$	329,369.06	Have not received vehicle
10-30-5800-5700-740	CAPITAL - VEHICLES	BANK OF AMERICA NA	221497	\$	2,006.00	Have not received vehicle
10-50-6250-5300-120	ADVERTISING	SHANNON MEDIA, INC.	220171	\$	902.00	SHANNAN TO CONFIRM
10-60-6900-5300-570	MISCELLANEOUS	VHB ENGINEERING, P.C.	210769	\$	6,000.00	project is on-going
10-60-6900-5300-911	MAINTENANCE - TOWN CLOCK	RICKS TIME SHOP	220177	\$	725.00	DUSTIN TO CHECK ON 2ND MTCE INVOICE
10-60-6900-5300-145	MAINTENANCE - BUILDINGS	FAIRVIEW COMMUNITY WATCH	221465	\$	5,000.00	UPGRADES NOT STARTED
30-80-7220-5300-320	SUPPLIES - OFFICE	OFFICE DEPOT	220946	\$	140.87	YES IF BILLED
30-80-7220-5300-330	SUPPLIES - DEPARTMENTAL	U S A BLUE BOOK	220103	\$	129.79	YES IF BILLED
30-80-7220-5300-350	UNIFORMS	TOTAL EXPOSURE DESIGNS	221258	\$	173.85	YES IF BILLED
30-80-7220-5300-455	C.S./ENGINEERING	MERRICK & COMPANY	220554	\$	5,900.00	Ongoing project
30-80-7220-5300-455	C.S./ENGINEERING	I C F CONSULTING GROUP, INC	220606	\$	20,000.00	Ongoing project
30-80-7220-5300-493	C.S./GIS	SUMMIT DESIGN & ENGINEERING SVCS PLLC	211194	\$	9,000.00	Ongoing project
30-80-7220-5300-493	C.S./GIS	SUMMIT DESIGN & ENGINEERING SVCS PLLC	220645	\$	2,500.00	Ongoing project
30-80-7220-5300-570	MISCELLANEOUS	DAVENPORT & COMPANY LLC	221065	\$	20,000.00	Anticipate that work will get started later this summer
30-80-7220-5300-350	UNIFORMS	TOTAL EXPOSURE DESIGNS	221459	\$	293.73	Order pending - backordered items
30-80-7220-5300-455	C.S./ENGINEERING	H D R ENGINEERING, INC OF THE CA	221464	\$	32,763.60	Ongoing project
30-80-7220-5300-455	C.S./ENGINEERING	HAZEN AND SAWYER, P.C.	221520	\$	23,300.00	Ongoing project
30-80-7220-5300-493	C.S./GIS	SUMMIT DESIGN & ENGINEERING S	221479	\$	14,600.00	Ongoing project
30-80-7240-5300-334	DEPT SUPP-METER READING	CORE & MAIN LP	220305	\$	72,832.25	OPEN ORDERS ARE STILL PENDING - PER TH
30-80-8120-5300-158	MAINTENANCE - EQUIPMENT	GOPHER UTILITY SERVICES	220348	\$	477.91	Waiting on invoice/product
30-80-8120-5300-158	MAINTENANCE - EQUIPMENT	CITI LLC	220935	\$	7,978.00	
30-80-8120-5300-572	CONSUMER CONFIDENCE REPORT	NORDAN, CONSUELO	220237	\$	600.00	Ongoing project
30-80-8120-5300-145	MAINTENANCE - BUILDINGS	WARREN-HAY MECHANICAL CON	221401	\$	2,250.00	Pending work
30-80-8120-5300-158	MAINTENANCE - EQUIPMENT	BRYANT-DURHAM ELECTRIC CO, IN	221414	\$	4,364.40	Pending work
30-80-8120-5300-158	MAINTENANCE - EQUIPMENT	U S A BLUE BOOK	221509	\$	3,418.50	Pending invoice
30-80-8120-5300-158	MAINTENANCE - EQUIPMENT	U S A BLUE BOOK	221510	\$	3,542.01	Pending invoice
30-80-8120-5300-158	MAINTENANCE - EQUIPMENT	U S A BLUE BOOK	221511	\$	3,542.01	Pending invoice
30-80-8120-5300-323	SUPPLIES - CHEMICALS	UNIVAR USA INC	221416	\$	13,964.98	Pending invoice
30-80-8120-5300-323	SUPPLIES - CHEMICALS	SOUTHEASTERN LABORATORIES, IN	221439	\$	1,451.72	
30-80-8130-5300-152	AQUATIC WEED CONTROL	NC DENR	210202	\$	3,108.12	Ongoing project
30-80-8130-5300-152	AQUATIC WEED CONTROL	NC DENR	220488	\$	8,300.00	Ongoing project
30-80-8130-5300-154	MAINTENANCE - GROUNDS	JOHN WILKERSON GENERAL SVCS	220288	\$	7,000.00	JUST CHANGED TO WELLMONT (DOUG M)
30-80-8130-5300-158	MAINTENANCE - EQUIPMENT	CITI LLC	221203	\$	6,975.00	INVOICE FORTHCOMING BY 6/30
30-80-8130-5300-153	DAM INSPECTION & EVALUATION	ALTHISER, KENTON	221522	\$	6,500.00	Ongoing project
30-80-8130-5300-153	DAM INSPECTION & EVALUATION	SCHNABEL ENGINEERING LLC	221545	\$	2,500.00	PO ISSUED - STILL NEED QUOTES
30-80-8130-5300-154	MAINTENANCE - GROUNDS	4 S SIGN & SUPPLY INC	221513	\$	500.00	Order placed awaiting product
30-80-8130-5300-158	MAINTENANCE - EQUIPMENT	CITI LLC	221523	\$	12,599.00	Work underway but not sure if complete by 6/30
30-80-8140-5300-145	MAINTENANCE - BUILDINGS	APPLE ELECTRONICS & SECURITY	221247	\$	1,098.00	Waiting on work to be completed.
30-80-8140-5300-154	MAINTENANCE - GROUNDS	MALINOWSKI, DOUGLAS P	220621	\$	13,440.00	Not sure if the work will be completed by the end of the month
30-80-8140-5300-158	MAINTENANCE - EQUIPMENT	MANAGED GENERATOR SERVICES	221326	\$	1,049.80	Service has not been completed.
30-80-8140-5300-330	SUPPLIES - DEPARTMENTAL	DILLON SUPPLY CO	221250	\$	135.00	Waiting to receive the parts.
30-80-8140-5300-330	SUPPLIES - DEPARTMENTAL	CORE & MAIN LP	221369	\$	4,927.77	Waiting to receive the parts.
30-80-8140-5300-330	SUPPLIES - DEPARTMENTAL	HACH COMPANY	221370	\$	608.57	Still waiting on the other half of the order.
30-80-8140-5300-330	SUPPLIES - DEPARTMENTAL	T E C UTILITIES SUPPLY INC	221387	\$	3,294.00	Waiting to receive the parts.
30-80-8140-5300-331	SUPPLIES - SAFETY	LEGGETT TOWN & COUNTRY	221052	\$	120.00	Waiting on one pair of boots.
30-80-8140-5700-729	CAPITAL - INFRASTRUCTURE	TAYLOR ENGINEERING & CONSULTING	27025	\$	10,082.00	Ongoing project
30-80-8140-5700-729	CAPITAL - INFRASTRUCTURE	N C D E N R	27079	\$	150.00	Ongoing project
30-80-8140-5700-740	CAPITAL - VEHICLES	UNIVERSITY FORD, INC	221042	\$	69,775.00	Waiting on truck.
30-80-8140-5300-165	MAINTENANCE - INFRASTRUCTURE	GEL SOLUTIONS	221411	\$	1,878.00	Waiting to be invoiced.
30-80-8140-5300-165	MAINTENANCE - INFRASTRUCTURE	MCKIM & CREED, INC	221544	\$	40,000.00	PROJECT NOT STARTED YET
30-80-8140-5300-330	SUPPLIES - DEPARTMENTAL	T E C UTILITIES SUPPLY INC	221387	\$	1,657.00	Waiting on the rest of the parts to come in.
30-80-8140-5300-330	SUPPLIES - DEPARTMENTAL	T E C UTILITIES SUPPLY INC	221426	\$	140.00	Waiting on the parts to come in.
30-80-8200-5300-145	MAINTENANCE - BUILDINGS	APPLE ELECTRONICS & SECURITY	221247	\$	1,098.00	Waiting on work to be completed.
30-80-8200-5300-154	MAINTENANCE - GROUNDS	MALINOWSKI, DOUGLAS P	220621	\$	13,440.00	Not sure if the work will be completed by the end of the month
30-80-8200-5300-158	MAINTENANCE - EQUIPMENT	MANAGED GENERATOR SERVICES	221223	\$	1,857.97	Service has not been completed.
30-80-8200-5300-158	MAINTENANCE - EQUIPMENT	MANAGED GENERATOR SERVICES	221326	\$	5,069.05	Service has not been completed.
30-80-8200-5300-165	MAINTENANCE - INFRASTRUCTURE	ELLINGTON CONTRACTORS	210905	\$	11,500.00	Work has not been completed.
30-80-8200-5300-165	MAINTENANCE - INFRASTRUCTURE	ELLINGTON CONTRACTORS	210980	\$	2,702.00	Service has not been completed.

30-80-8200-5300-165	MAINTENANCE - INFRASTRUCTURE	TPT COATING INC	220386	\$	8,245.00	Waiting on one more MH to be completed.
30-80-8200-5300-322	SUPPLIES - LIFT STATION PUMPS	CLEAR WATER, INC.	221222	\$	13,294.00	Waiting on parts.
30-80-8200-5300-330	SUPPLIES - DEPARTMENTAL	BANK OF AMERICA NA	221202	\$	37.42	Marie.
30-80-8200-5300-330	SUPPLIES - DEPARTMENTAL	DILLON SUPPLY CO	221250	\$	135.00	Waiting on parts.
30-80-8200-5300-330	SUPPLIES - DEPARTMENTAL	T E C UTILITIES SUPPLY INC	221275	\$	3,765.10	Waiting on parts.
30-80-8200-5300-330	SUPPLIES - DEPARTMENTAL	T E C UTILITIES SUPPLY INC	221336	\$	3,420.00	Waiting on parts.
30-80-8200-5300-330	SUPPLIES - DEPARTMENTAL	T E C UTILITIES SUPPLY INC	221386	\$	1,992.00	Waiting on parts.
30-80-8200-5300-331	SUPPLIES - SAFETY	LEGGETT TOWN & COUNTRY	221052	\$	60.63	Waiting on one pair of boots.
30-80-8200-5700-740	CAPITAL - VEHICLES	UNIVERSITY FORD, INC	221042	\$	69,775.00	Waiting on truck.
30-80-8200-5700-741	CAPITAL - EQUIPMENT	MIZELLE CONSTRUCTION SERVICES INC	220827	\$	139,590.00	Ongoing project
30-80-8200-5300-158	MAINTENANCE - EQUIPMENT	MANAGED GENERATOR SERVICES	221445	\$	4,829.49	Waiting on the service to be completed.
30-80-8200-5300-322	SUPPLIES - LIFT STATION PUMPS	CLEAR WATER, INC.	221543	\$	7,350.00	WAITING ON PUMP
30-80-8200-5300-330	SUPPLIES - DEPARTMENTAL	INFRASTRUCTURE SOLUTIONS GRO	221413	\$	2,653.57	Waiting on the rest of the parts to come in.
30-80-8200-5300-330	SUPPLIES - DEPARTMENTAL	T E C UTILITIES SUPPLY INC	221426	\$	140.00	Waiting on the parts to come in.
69-21-8200-5700-739	WASTEWATER SYSTEM REHAB	TPT COATING INC	221517	\$	78,417.49	Waiting on the service to be completed.
30-80-8220-5300-158	MAINTENANCE - EQUIPMENT	TENCARVA MACHINERY COMPANY	221333	\$	8,023.47	WORK IS NOT COMPLETE YET
30-80-8220-5300-158	MAINTENANCE - EQUIPMENT	MCMMASTER-CARR SUPPLY CO	221360	\$	4,978.19	ONE ITEM BACKORDERED
30-80-8220-5300-165	MAINTENANCE - INFRASTRUCTURE	KEMP CONSTRUCTION INC	221352	\$	47,020.00	PROJECT IS ONGOING
60-03-6300-5700-728	CONNECTIVITY INFRASTRUCTURE	SUMMIT DESIGN & ENGINEERING SVCS PLLC	210827	\$	1,475.00	Capital project that has just started construction
60-11-5600-5700-718	VALLEY FORGE RD CONSTRUCTION ADMIN	SUMMIT DESIGN & ENGINEERING SVCS PLLC	211208	\$	44,975.00	capital project is on-going
60-11-5600-5700-727	VALLEY FORGE RD INFRASTRUCTURE	SUMMIT DESIGN & ENGINEERING SVCS PLLC	210461	\$	3,794.63	capital project is on-going
60-11-5600-5700-727	VALLEY FORGE RD INFRASTRUCTURE	CHATHAM CIVIL CONTRACTING LLC	220747	\$	809,438.25	capital project is on-going
60-11-5600-5700-781	VALLEY FORGE RD - MISC LEGAL & DELAY COSTS	CHATHAM CIVIL CONTRACTING LLC	221547	\$	13,100.00	legal fees - invoice should come in July
60-23-6510-5700-045	DESIGN	CLEARSCAPES, PA	221536	\$	799,800.00	train station design
61-11-5900-5700-727	VALLEY FORGE RD INFRASTRUCTURE	CHATHAM CIVIL CONTRACTING LLC	220747	\$	100,000.00	capital project is on-going
67-80-8130-5700-570	MISCELLANEOUS	KBS EARTHWORKS, INC.	221396	\$	88,647.00	Ongoing project
69-21-8200-5700-739	WASTEWATER SYSTEM REHAB	MERRICK & COMPANY	220554	\$	84,600.00	Ongoing project
72-10-3000-5300-800	CDBG-CV - ADMINISTRATION	ORANGE COUNTY HOUSING	220529	\$	52,737.48	project is on-going
72-10-3000-5300-801	CDBG-CV - PUBLIC SERVICES	ORANGE COUNTY HOUSING	220529	\$	467,374.85	project is on-going
72-20-5100-5300-052	ABC BOARD EXPENDITURES	FREEDOM HOUSE RECOVERY CENTER, INC.	220601	\$	3,040.00	We have activities planned that will use some of these funds. Exact amount
73-51-6250-5300-040	AUDIT FEES	CHERRY BEKAERT LLP	220473	\$	5,840.00	For FY21 Audit
73-51-6250-5300-458	DATA PROCESSING SERVICES	HEARTY PIXEL, LLC	220401	\$	337.50	waiting on final invoice
74-51-6250-5300-040	AUDIT FEES	CHERRY BEKAERT LLP	220474	\$	1,650.00	For FY21 Audit
74-51-6250-5300-486	C.S./ALLIANCE	ALLIANCE-VISITOR SERVICES	220443	\$	33,333.32	waiting on final invoice
10-10-4200-5300-080	TRAINING/CONF./CONV.	NO PO		\$	11,500.00	rollover funds for racial equity training for all employees
10-30-5600-5300-760	FDP of streets	NO PO		\$	100,000.00	Waiting on Contract paperwork
10-30-5600-5700-729	FDP of streets	NO PO		\$	116,600.17	Waiting on contract to write PO
10-10-5000-5700-740	Capital vehicles	NO PO		\$	24,000.00	carry over to purchase vehicle for Rod Jones
10-10-5000-53000-583	Misc-Tax, Tags, etc.	NO PO		\$	1,200.00	carry over taxes & license for vehicle
10-10-6600-5300-080	TRAINING/CONF./CONV.	ROLL OVER BALANCE TO FY23	NO PO	\$	7,443.16	Still catching up on trainings that were missed in the last 2 years
10-10-6600-5300-158	MAINTENANCE - EQUIPMENT	ROLL OVER BALANCE TO FY23	NO PO	\$	3,000.00	Repair of lift for confined space (Tripod) identified in the last 3-4 weeks.
10-10-6600-5300-320	SUPPLIES - OFFICE	ROLL OVER BALANCE TO FY23	NO PO	\$	500.00	Restocking supplies due to increased demand and supply chain irregularities over the last 2 years
10-10-6600-5300-330	SUPPLIES - DEPARTMENTAL	ROLL OVER BALANCE TO FY23	NO PO	\$	5,377.07	Restocking supplies due to increased demand and supply chain irregularities over the last 2 years
10-10-6600-5300-332	SUPPLIES - OSHA	ROLL OVER BALANCE TO FY23	NO PO	\$	12,577.64	Restocking supplies due to increased demand and supply chain irregularities over the last 2 years
10-10-6600-5300-448	C.S./HEALTH NURSE & DRUG TESTING	ROLL OVER BALANCE TO FY23	NO PO	\$	1,750.00	Verbal announcement from vendor that a price increase is expected which was not included in FY23 budget
10-10-6600-5300-570	MISCELLANEOUS	ROLL OVER BALANCE TO FY23	NO PO	\$	29,235.00	For vending machine purchase dependent on 86N renovations
10-60-6900-5300-145	MAINTENANCE - BUILDINGS	ROLL OVER BALANCE TO FY23	NO PO	\$	30.00	For Fairview Community Center Upgrades
30-80-7220-5300-477	CS/Update Sewer Cap Fees	ROLL OVER BALANCE TO FY23	NO PO	\$	30,000.00	Fee analysis has not yet started



ORDINANCE

Amending Chapter 14, Section 14-13(a) and 14-16, Bills and Prohibited Activities

WHEREAS, the Town of Hillsborough, a North Carolina municipal corporation (the “Town”) has a duly adopted Town Code of Ordinances (the “Code”); and

WHEREAS, Chapter 14 of the Code establishes regulations related to water and sewer services provided by the Town; and

WHEREAS, Sections 14-13(a) and 14-16 includes billing stipulations and prohibited activities and provisions allowing penalties for tampering with the Town-owned water or sewer system, including water meters and hydrants, some of which provisions were previously believed to be superseded by State law; and

WHEREAS, on June 29, 2020, the code was modified to remove tampering fees which have since been found to be allowable in the opinion of the town’s legal staff; and,

WHEREAS, the Code is being amended to return language allowing tampering fees and civil penalties for tampering with the water system, including water meters or hydrants amongst other water theft instances.

NOW, THEREFORE, the Hillsborough Board of Commissioners ordains:

Section 1. Section 14-13(a) is hereby struck in its entirety and replaced with the following:

- (a) Bills shall be mailed out at the beginning of each month and will become delinquent if not paid by the date stated on the bill, typically the 25th of each month.
 - (1) A late penalty charge will be assessed on the penalty date for all delinquent accounts.
 - (2) If the bill is not paid in full or otherwise resolved by the close of the business day on the disconnect date, the meter will be turned off and locked. There will also be a delinquency fee (refer to the town's fees, rates, and charges schedule) added to the account.
 - (3) Service will be reconnected when the total balance due is paid in full.
 - (4) Termination of service for non-payment will not take place on Friday or the day before a holiday.
 - (5) If any tampering to the meter or service connection occurs, the meter will be locked, and a tampering fee and civil penalty will be assessed per Section 14-16(a)(6). Service will not be reconnected until all fees are paid in full.
 - (6) Repeated tampering will result in removal of the meter, also incurring additional fees to reset and reactivate it, and potential civil or criminal charges.

Section 2. Section 14-16 is struck in its entirety and replaced with the following:

- (a) No unauthorized person may:
- (1) Supply or sell water from the town system to other persons or carry away water from any hydrant, public water fountain, or other such public outlet without specific authorization from the town.
 - (2) Manipulate, tamper with, bypass, obstruct, alter, or harm in any manner whatsoever any waterline, sewer line, main, or appurtenance or any other part of the water or sewer system including, but not limited to, any testing or inspection device used to measure the character or concentration of wastes discharged into the sanitary sewer system.
 - (3) Tamper with, bypass, obstruct or alter the water meter that results in altering the true reading of water consumed, affix personal monitoring devices to the water meter which may inhibit access or remote reading of the meter or turn on a water meter that has been turned off by the town for failure to pay a bill.
 - (4) Attach or cause to be attached any connection to the waterline before the water meter or between the water meter and a backflow prevention device that is an unprotected cross-connection.
 - (5) Knowingly make any false statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained under this chapter.
 - (6) Use of water from the town system without written permission from the town. A water system tampering fee and civil penalty will be charged as below in addition to estimated water taken without payment. Failure to pay will result in a civil action to collect the debt and may result in referral for criminal prosecution.
 - (i) A meter tampering fee of \$350 shall be charged along with a civil penalty of \$500, of which the civil penalty shall be doubled for any future offenses within a two-year period.
 - (ii) A hydrant tampering fee of \$500 will be charged along with a civil penalty of \$3000, of which the civil penalty shall be doubled for any future offenses by the same Person.

Section 3. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 4. 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 27th day of June in 2022.

Ayes: 3
Noes: 0
Absent or excused: 2





Sarah E. Kimrey, Town Clerk



ORDINANCE

Amending Chapter 14, Section 14-71 and Appendix A-I, System Development and Capital Facilities Fees

The Hillsborough Board of Commissioners ordains:

- Section 1.** The title of the Section shall read "Payment of system development and capital facilities fees."
- Section 2.** Section 14-71(a) is hereby struck in its entirety and replaced with the following:
- (a) System development fees or capital facilities fees set forth in the schedule of rates and charges referenced in section 14-9, and in appendix A to this chapter, shall be paid by the developer or owner of property being developed, or redeveloped.
 - (i) The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which increases the number of meters or increases the meter size which began after July 1, 2017.
 - (ii) The Capital Facilities Fee shall apply to existing development that connects to the system for the first time, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before February 12, 1990.
 - (iii) The collection of the fees shall be in accordance with G.S. 162A-213.
- Section 3.** Section 14-71(b) is hereby deleted.
- Section 4.** Section 14-71(c) is hereby deleted.
- Section 5.** Appendix A-1. One-time fees and charges for making water and sewer service available, Item 1 is to be changed to "Water System Development or Capital Facilities" as the fee title and the examples under purpose column are to be deleted.
- Section 6.** Appendix A-1 One-time fees and charges for making water and sewer service available, Item 5 definition is to be changed to "Sewer System Development or Capital Facilities" as the fee title and the examples under the purpose column are to be deleted.
- Section 7.** Appendix A-1 One-time fees and charges for making water and sewer service available, Item 9 Service initiation fee is to delete the last sentence of the purpose description and only keep the words, "See section 14-6(c)."
- Section 8.** All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 9.** 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 27th day of June in 2022.

Ayes: 3
Noes: 0
Absent or excused: 2



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

Sarah E. Kimrey, Town Clerk

DRAFT



ORDINANCE

Grant Project

American Rescue Plan Act - Water Treatment Plant Paving & Curbing Repair

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

Section 1. This ordinance is a grant project ordinance hereby authorizing paving and curbing repair at the Water Treatment Plant.

Section 2. Revenues anticipated to be available to the town to complete the project are as follows.

American Rescue Plan	<u>\$90,000</u>
TOTAL	\$90,000

Section 3. Amounts appropriated for the project are as follows.

WTP Paving & Curbing Repair	<u>\$90,000</u>
TOTAL	\$90,000


Section 4. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing projects, and/or add a new project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

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 27th day of June in 2022.

Ayes: 3
Noes: 0
Absent or excused: 2





Sarah E. Kimrey, Town Clerk

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

FY 2021-2022
PRINT ONLY

2021-2022 BUDGET

	<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Revenue					
	77					
ARPA	77-25-3001-3310-008 GRANT - ARPA - WTP PAVING & CURBING To establish project	6/27/2022	24638	0.00	90,000.00	90,000.00
	Total for 77			0.00	90,000.00	90,000.00
	Total for Revenue			0.00	90,000.00	90,000.00
	Expenditure					
	77					
ARPA	77-25-3001-5700-783 ARPA - WTP PAVING & CURBING REPAIR To establish project	6/27/2022	24639	0.00	90,000.00	90,000.00
	Total for 77			0.00	90,000.00	90,000.00
	Total for Expenditure			0.00	90,000.00	90,000.00
	Grand Total			0.00	180,000.00	180,000.00

APPROVED: 3/0

DATE: 6/27/22

VERIFIED: _____



ORDINANCE

Grant Project

American Rescue Plan Act - Water Treatment Plant SCADA Update

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

Section 1. This ordinance is a grant project ordinance hereby authorizing the update of the Water Treatment Plant's SCADA system.

Section 2. Revenues anticipated to be available to the town to complete the project are as follows.

American Rescue Plan	<u>\$50,000</u>
TOTAL	\$50,000

Section 3. Amounts appropriated for the project are as follows.

WTP SCADA Update	<u>\$50,000</u>
TOTAL	\$50,000

Section 4. This ordinance shall be amended in any manner to add additional appropriations, modify or eliminate existing projects, and/or add a new project, so long as it continues to fulfill the requirements of G.S. 159-13.2 and other applicable laws.

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 27th day of June in 2022.

Ayes: 3
Noes: 0
Absent or excused: 2





Sarah E. Kimrey, Town Clerk

TOWN OF HILLSBOROUGH
UPDATE BUDGET CHANGES

FY 2021-2022

PRINT ONLY

2021-2022 BUDGET

	<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Revenue					
	77					
ARPA	77-25-3001-3310-009 GRANT - ARPA - WTP SCADA UPDATE To establish project	6/27/2022	24640	0.00	50,000.00	50,000.00
	Total for 77			0.00	50,000.00	50,000.00
	Total for Revenue			0.00	50,000.00	50,000.00
	Expenditure					
	77					
ARPA	77-25-3001-5700-784 ARPA - WTP SCADA UPDATE To establish project	6/27/2022	24641	0.00	50,000.00	50,000.00
	Total for 77			0.00	50,000.00	50,000.00
	Total for Expenditure			0.00	50,000.00	50,000.00
	Grand Total			0.00	100,000.00	100,000.00

APPROVED: 3/0

DATE: 6/27/22

VERIFIED: Shan E. Kimrey



ORDINANCE

Capital Project

Exchange Club Road Bridge Repair

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

Section 1. This ordinance is a capital project ordinance hereby authorizing the repair of the Exchange Club Road bridge.

Section 2. Revenues anticipated to be available to the town to complete the project are hereby amended as follows.

Exchange Club Rd Bridge Repair	<u>\$170,000</u>
TOTAL	\$170,000

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

Exchange Club Rd Bridge Repair	<u>\$170,000</u>
TOTAL	\$170,000


Section 4. 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 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 27th day of June in 2022.

Ayes: 3
Noes: 0
Absent or excused: 2





Sarah E. Kimrey, Town Clerk

FY 2021-2022

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/29/2022 TO 06/29/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Streets	10-30-5600-5700-729 CAPITAL - INFRASTRUCTURE						
	Move Exchange Club Bridge Repairs to F	24779	06/29/2022	EBRADFORD	205,000.00	-43,553.00	123,447.00
Streets	10-71-5600-5982-002 TRANSFER TO GEN CAP IMPROV FUND						
	Move Exchange Club Bridge Repairs to F	24778	06/29/2022	EBRADFORD	0.00	43,553.00	764,270.00
Exchange Club	60-32-3800-3201-002 FEDERAL - ST-BG						
	To est project	24783	06/29/2022	EBRADFORD	0.00	126,447.00	126,447.00
Exchange Club	60-32-3870-3870-411 TRANSFER FROM GF - EXCHANGE CLUB RD						
	To est project	24784	06/29/2022	EBRADFORD	0.00	43,553.00	43,553.00
Exchange Club	60-32-5600-5700-852 EXCHANGE CLUB RD BRIDGE REPAIRS						
	To est project	24785	06/29/2022	EBRADFORD	0.00	170,000.00	170,000.00
						<u>340,000.00</u>	

APPROVED: 3/0

DATE: 6/27/22

VERIFIED: *Sam E Kimrey*

DRAFT



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Budget Director Emily Bradford

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Detail Report

Summary:

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

Financial impacts:

As indicated by each budget amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments.

Action requested:

Consider approving budget amendments and transfers.

FY 2022-2023

TOWN OF HILLSBOROUGH BUDGET CHANGES REPORT

DATES: 08/08/2022 TO 08/08/2022

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
GF-Contingency	10-00-9990-5300-000 CONTINGENCY To fund increased HOME match	27786	08/08/2022	EBRADFORI	300,000.00	-2,286.00	297,714.00
Admin.	10-10-4200-5300-113 LICENSE FEES To cover Neogov	27783	08/08/2022	EBRADFORI	16,950.00	279.00	17,229.00
Admin.	10-10-4200-5300-451 C.S./PRINTING Additional utilities inserts.	27743	08/08/2022	JFernandez	5,256.00	2,136.00	7,392.00
Admin.	10-10-4200-5300-530 DUES & SUBSCRIPTIONS Additional Associated Press Style Book st	27742	08/08/2022	JFernandez	7,677.00	27.00	7,704.00
Admin.	10-10-4200-5300-570 MISCELLANEOUS AP Style Book subscript. and utilities inse	27741	08/08/2022	JFernandez	31,253.00	-2,163.00	29,090.00
	To cover Neogov	27784	08/08/2022	EBRADFORI	31,253.00	-279.00	28,811.00
Planning	10-10-4900-5300-750 HOME FUNDS GRANT MATCH To adj per actual	27785	08/08/2022	EBRADFORI	4,200.00	2,286.00	6,486.00
Police	10-20-5100-5300-490 C.S./ALARM SERVICE To cover alarm services contract.	27737	08/08/2022	JFernandez	370.00	120.00	490.00
Police	10-20-5100-5300-570 MISCELLANEOUS To cover alarm services contract.	27738	08/08/2022	JFernandez	3,500.00	-120.00	3,380.00
WFER	30-80-8130-5300-412 C.S./MONITORING MISSION UNIT To cover monitoring services at West Fork	27739	08/08/2022	JFernandez	625.00	16.40	641.40
WFER	30-80-8130-5300-570 MISCELLANEOUS To cover monitoring services at West Fork	27740	08/08/2022	JFernandez	2,600.00	-16.40	2,583.60
Water Distribution	30-80-8140-5300-351 RENTAL - EQUIPMENT Increase for Apple Electronics and Security	27735	08/08/2022	JFernandez	4,000.00	-50.00	3,950.00
Water Distribution	30-80-8140-5300-490 C.S./ALARM Increase for Apple Electronics and Security	27736	08/08/2022	JFernandez	400.00	50.00	450.00
Water Distribution	30-80-8140-5300-583 MISC.-TAX, TAGS, ETC. To re-appropriate FY22 tax/tag funds	27780	08/08/2022	EBRADFORI	0.00	2,250.00	2,250.00
WW Collection	30-80-8200-5300-583 MISC.-TAX, TAGS, ETC. To re-appropriate FY22 tax/tag funds	27781	08/08/2022	EBRADFORI	0.00	2,250.00	2,250.00
WWTP	30-80-8220-5300-413 C.S./DI WATER SYSTEM SERVICE To cover actual contract cost for DI System	27744	08/08/2022	JFernandez	3,280.00	567.00	3,847.00
WWTP	30-80-8220-5300-570 MISCELLANEOUS To cover actual contract cost for DI System	27745	08/08/2022	JFernandez	4,300.00	-567.00	3,733.00
W&S Contingency	30-80-9990-5300-000 CONTINGENCY To re-appropriate FY22 tax/tag funds	27782	08/08/2022	EBRADFORI	400,000.00	-4,500.00	395,500.00
						<u>0.00</u>	



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: Administrative Services
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Fees and Charges Schedule Update

Attachments:

FY2023 Fees and Charges Schedule

Summary:

The FY2023 Fees and Charges Schedule is updated to reflect the new and reinstated charges and amended language adopted at the June 27, 2022 meeting. At that meeting, the changes were made to the town code. This item will bring the Fees and Charges Schedule in alignment with the town code.

Financial impacts:

N/A

Staff recommendation and comments:

Consider adoption of the amended Fees and Charges Schedule to match the amended town code.

Action requested:

Consider adoption of this item through the consent agenda.



Fees & Charges Schedule

FY2023 Operating & Capital Budget

Accounting

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

Administration

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

Billing & Collections

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

Cemetery

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

Planning

Description	Rate	Basis
Special Event Permits		
Public and Private Events on Private Property	\$ 20.00	
Public and Private Events on Public Property	\$ 35.00	
Street or Greenway Events	\$ 55.00	
Applications for Review		
Future Land Use Plan or Comprehensive Plan Amendment	\$ 300.00	
Unified Development Ordinance Text Amendment	\$ 300.00	
Rezoning to Conditional district	The greater of \$2,000 or \$200	per acre
Rezoning to general purpose or overlay district	The greater of \$500 or \$50	per acre
Special Use Permit	The greater of \$1,000 or \$200	per acre
SUP Modification Requiring Public Hearing	\$ 500.00	
SUP Modification not Requiring Public Hearing	\$ 300.00	
Minor Subdivision Review (1-4 lots with or without streets)	\$ 300.00	
Major Subdivision Review (5-19 lots with or without streets)	\$ 600.00	
Subdivision Review (4th review and subsequent additional reviews)	\$ 150.00	
Site Plan Review	\$ 600.00	
Site Plan Review (4th review and subsequent additional reviews)	\$ 200.00	
Construction Plan Review ²		
Total building size less than 10,000 sf	\$ 600.00	
Total building size equal to or greater than 10,000 sf	\$ 1,000.00	
Construction Plan Review (4th review and subsequent additional reviews)	\$ 200.00	
Variance	\$ 200.00	
Street Closing Request	\$ 150.00	
Street Renaming Request	\$ 200.00	
Certificate of Appropriateness	\$ 1.00	per \$1,000 construction cost; \$10 minimum
Fees in Lieu of Construction		
Sidewalks	125%	of written, sealed, engineer's estimate for the cost of required
Documents & Maps¹		
Unified Development Ordinance	\$ 25.00	
Historic District Design Guidelines	\$ 25.00	
Community Connectivity Plan	\$ 15.00	
Administrative Manual	\$ 10.00	
Parks & Recreation Plan and Small Area/Corridor Plans	\$ 10.00	
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$ 10.00	
Town Street Map with Street Grid (11x17 Black & White)	\$ 2.00	
Future Land Use Map & Other 11x17 Color Maps	\$ 2.00	
Photocopies	\$ 0.10	per page
¹ All town produced documents and maps can be provided in electronic form (pdf, jpeg, word, or excel) at no cost if we are provided with the media.		
Zoning Compliance Permits		
Home Occupation	\$ 25.00	
Signs (New or Replacement):		
Wall Mounted	\$ 40.00	
Free-Standing	\$ 75.00	
Sandwich Board	\$ 10.00	

Event Sign Package (package of signs allowed by 6.18.6.2)	\$	20.00	
Banner (allowed by 6.18.6.3 & without other temporary signage)	\$	5.00	
Change of Use (one business use to another or change in ownership)		No Charge	
Site Change (ie. fences, sheds, gazebos, decks, porches, ADUs)	\$	75.00	
New Residential and Commercial Construction			
Projects costing \$499,999 or less - rounded to nearest thousand	\$	1.00	per \$1,000 of construction cost; \$5 minimum
Projects costing \$500,000 or more - rounded to nearest thousand	\$	2.00	per \$1,000 of construction cost; \$5 minimum
NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.			
Other Charges			
Consultant Fee Reimbursement		Consultant Fee Reimbursement	
Projects constructing new local roads will also reimburse the Town for consultant fees to review road construction plans and specifications, if needed.			
No-Permit Penalty		No-Permit Penalty	
Work begun without a necessary Zoning Compliance Permit will be charged a \$100 ZCP fee or the standard fee will be doubled, whichever is greater.			
Work begun without a required Certificate of Appropriateness will be charged a \$100 COA review fee for the standard fee will be doubled, whichever is greater. Work requiring both a COA and ZCP shall only pay the increased COA fee.			

Police

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

Public Space

Description	Rate	Basis
Portions of town parks may be reserved for private events. Events expecting 100 or more people are reviewed as special events as defined in the town code. If a special event requires police or public works overtime, costs of those impacts may be passed to the applicant.		
Large Picnic Shelter in Gold Park		
In-town resident	\$	20.00 per 3 hours
Out-of-town resident	\$	30.00 per 3 hours
Multi-Use Field in Gold Park or Cates Creek Park		
In-town resident	\$	10.00 per hour
Out-of-town resident	\$	20.00 per hour

Solid Waste

Description	Rate	Basis
Roll-Out Refuse Container	\$	65.00 per container
Residential Refuse Collection		
1 Roll-Out Container	No Charge	
2 or More Roll-Out Containers	TBD	
Bulk Pick-Up / Oversized Load (fee at the discretion of the Public		
Works Supervisor and dependent on quantity, size and weight) ¹	\$	50.00 minimum
Special Brush/Vegetation Collection		
Standard Collection	\$	70.00
Large Collection (Require use of Knuckleboom)	\$	130.00

¹Oversized loads are those larger than the bed of a standard pick-up truck. This fee is set at staff discretion to limit overuse of the service covered by general tax revenues.

Stormwater

Description	Rate	Basis
Plan Review		
Single Lot Residential ¹	\$	100.00 per plan
LID Project ²	\$	250.00 per plan

Standard Project (less than 1-acre of new impervious)	\$	500.00	per plan
Standard Project (greater than 1-acre of new impervious) ³	\$	500.00	per plan plus \$50/acre of new impervious
Standard Phased Projects ⁴	\$	250.00	per each subsequent phase submittal
¹ Not part of a larger common plan for development or sale.			
² Projects that meet the State of North Carolina's Low Impact Development requirements and calculations.			
³ For standard projects (non-LID projects) requiring stormwater management approval, the fee includes one project review meeting with staff and no more than three rounds of staff comments. If stormwater plans are still incomplete after the third review or if additional meetings with staff are required, the applicant will be required to pay an additional \$500 review fee to cover the significant staff time spent reviewing incomplete or non-compliant stormwater management plans.			
⁴ Phased development projects are required to obtain a stormwater management plan approval for the entire project; as each subsequent phase is submitted, an additional fee will be required to ensure the phase plans comply with the overall stormwater management plan approval.			
Stormwater Fee			
Residential Property	\$	75.00	per year
Tier 1, Non-residential Property (0 to 10,000 sq. ft.)	\$	150.00	per year
Tier 2, Non-residential Property (10,001 to 30,000 sq. ft.)	\$	600.00	per year
Tier 3, Non-residential Property (30,001 to 100,000 sq. ft.)	\$	1,800.00	per year
Tier 4, Non-residential Property (100,001 to 200,000 sq. ft.)	\$	4,050.00	per year
Tier 5, Non-residential Property (200,001 sq. ft. and above)	\$	12,900.00	per year

Streets

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

Water & Sewer

Description	Rate	Basis
Water Treatment & Distribution Use Fees		
Water System Development or Capital Facilities Fee ¹ :		
Residential	\$ 3,864.00	per residential unit
Commercial		
5/8" or 3/4" meter	\$ 3,864.00	
1" meter	\$ 6,440.00	
1.5" meter	\$ 12,880.00	
2" meter	\$ 20,608.00	
3" meter	\$ 41,216.00	
4" meter	\$ 64,400.00	
6" meter	\$ 128,800.00	
8" meter	\$ 206,080.00	
10" meter	\$ 540,960.00	
¹ In the event that a customer requests that an existing meter be replaced with a larger meter, credit will be given for the existing meter at the current rates. No rebates of system development fees will be made for decreases in meter sizes. No credits will be given for meters or services that have been pulled or capped due to condition, long-term vacancy or risk harming the public system.		
Volume Charges:		
Residential Volume Charges - Inside Town		
Residential Service:		
Block 1 (0-2,250 gallons/month)	\$ 22.77	
Block 2 (> 2,250 gallons/month)	\$ 10.12	per 1,000 gallons
Residential Volume Charges - Outside Town		
Residential Service:		
Block 1 (0-2,250 gallons/month)	\$ 44.37	
Block 2 (> 2,250 gallons/month)	\$ 19.72	per 1,000 gallons
Bulk Water	\$ 19.72	per 1,000 gallons

Water Connection Charge		
Front Footage Fee ^{1,2} :		
0 - 50 Feet	\$ 750.00	per connection
> 50 Feet	\$ 15.00	per foot per connection
¹ For a lot abutting two or more water lines, the front footage fee will be calculated on the longest length of the side abutting the main.		
² To recover a portion of the costs of town-installed water mains, hydrants, valves and appurtenances after 1987 which are necessary to provide water service to abutting properties.		
Lateral Fee:		
Licensed utility contractors shall make connections to the town's existing water system after an approved connection request and payment of an application fee of \$100, which includes town observation. This shall be at the owner's / applicant's expense. Where a licensed contractor makes connections as part of an approved water extension project there shall be no separate connection application required. The town may make water connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)		
Water Meter Fees¹		
5/8"	\$ 354.00	
3/4"	\$ 484.00	
1"	\$ 487.00	
> 1"	Actual Cost of Meter to Town + \$100 Installation Fee	
¹ Note that water meters over 1" need to be installed by a plumber or contractor with observation by the town. Meters, strainers and spacers when needed are provided by the town.		
Strainer Fees¹		
2"	\$ 445.00	
3"	\$ 790.00	
4"	\$ 1,465.00	
6"	\$ 2,061.00	
8"	\$ 3,461.00	
10"	\$ 5,420.00	
¹ Strainers are not required if Neptune Mach 10 Ultrasonic Meters are used. For other meters, strainers are required for 2" or larger and will be at cost.		
Fire Hydrant Meter Fees		
Fire Hydrant Meter Security Deposit	\$ 2,000.00	
Fire Hydrant Rental Fees (fees are in addition to deposit)		
Daily Rate	\$ 20.00	
Weekly Rate	\$ 100.00	
Monthly Rate	\$ 300.00	
Semi-Annual Rate	\$ 1,300.00	
Annual Rate	\$ 2,500.00	
Fire Hydrant Meter Relocation Fee	\$ 100.00	
Wastewater Collection System Use Fees		
Wastewater System Development or Capital Facilities Fee:		
Residential	\$ 3,243.00	per residential unit
Commercial		
5/8" or 3/4" meter	\$ 3,243.00	
1" meter	\$ 5,405.00	
1.5" meter	\$ 10,810.00	
2" meter	\$ 17,296.00	
3" meter	\$ 34,592.00	
4" meter	\$ 54,050.00	
6" meter	\$ 108,100.00	
8" meter	\$ 172,960.00	
10" meter	\$ 454,020.00	
¹ In the event that a customer requests that an existing meter be replaced with a larger meter, credit will be given for the existing meter at the current rates. No rebates of system development fees will be made for decreases in meter sizes. No credits will be given for meters or services that have been pulled or capped due to condition, long-term vacancy or risk harming the public system.		
Volume Charges:		
Inside Town		
Block 1 (0-2,250 gallons/month)	\$ 32.04	
Block 2 (> 2,250 gallons/month)	\$ 14.24	per 1,000 gallons
Outside Town		
Block 1 (0-2,250 gallons/month)	\$ 62.46	
Block 2 (> 2,250 gallons/month)	\$ 27.76	per 1,000 gallons
Wastewater Connection Charge		
Front Footage Fee ¹ :		
0 - 50 Feet	\$ 1,000.00	
> 50 Feet	\$ 20.00	per foot per connection
¹ For a lot abutting two or more sewer lines, the front footage fee will be calculated on the longest side of the lot abutting the main.		
² To recover a portion of the costs of town-installed public sewer mains and appurtenances after 1987 which are necessary to provide sewer service to abutting properties.		

Lateral Fee:		
Licensed utility contractors shall make connections to the town's existing sewer system after an approved connection request and payment of an application fee of \$100, which includes town observation. This shall be at the owner's/applicant's expense. Where a licensed contractor makes connections as part of an approved sewer extension project there shall be no separate connection application required. The town may make connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)		
Engineering		
Pumping station plans, calculations and specifications review fee	\$ 3,000.00	for up to two reviews and comments
Water / Sewer Availability Review		
< 2 hours of effort	No Charge	
Outside Engineering or Legal Costs	Actual Cost to Town	
Engineering Construction Drawing Review		
Water Main Review ¹	\$ 3.50	per linear foot
Sewer Main Review ¹	\$ 3.50	per linear foot
Final Plat Review	\$ 60.00	per review
¹ This includes up to two reviews of plans, specifications, and permit and encroachment applications plus ability to serve documents. Plan changes and significant spec edits or additions after two full reviews will be \$300 each. A change in project scope or design after plan approval will restart the process.		
Construction Observation / As Built Review		
The town will observe all water and sewer meaningful work on projects not involving an extension of mains. On approved main extensions, inspectors will periodically stop by and confer with the 3rd party inspector on progress or when called by the contractor. The town inspector shall be present for all tapping of existing mains, acceptance testing and for planned shut downs for all work unless delegated or waived.		
General Inspection	\$ 50.00	per hour
Return trip for acceptance testing	\$300 + \$0.25/lf of main over 1,000 lf + general inspection time	
FOG Device	\$ 200.00	
Sewer System CCTV	\$ 1.00	per lf
Rejected CCTV due to nonconformance with specifications	\$ 100.00	each occurrence
Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items	\$ 50.00	each + general inspection time
Other		
Meter Replacement Fee	\$ 50.00	
Meter Relocation Fee	\$ 100.00	
Special Meter Read	\$ 10.00	
Meter Test Charge	\$ 35.00	
Hydrant Flow Test	\$ 250.00	
Meter Pressure Test	\$ 25.00	Unless confirmed problem due to public system operation
Interruptible Water Meter Install - Return Trip	\$ 50.00	per trip
Perpetual Maintenance (new sewage pump stations)	Per Formula in Town Code	
Tamping Fees		Town Code 14-16 (a) (6) (i) and (II)
Meter Tampering Fee	\$ 350.00	
Meter Tampering Civil Penalty ¹	\$ 500.00	
Hydrant Tampering Fee	\$ 500.00	
Hydrant Tampering Civil Penalty ²	\$ 3,000.00	
¹ The civil penalty shall be doubled for any future offenses within a two-year period.		
² The civil penalty shall be doubled for any future offenses by the same person.		



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 8, 2022
Department:	Community Services
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Margaret Hauth, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Letter of support for regional Safe Streets grant application

Attachments:

Draft letter

Summary:

The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization is working to prepare a grant application through the Safe Streets For All program (part of the infrastructure law) to develop an action plan for the region. All member governments are being asked to provide a letter of support to accompany the grant application. The MPO intends to meet the local match for this project through the general local match fund provided by the members. Member governments will not be asked for additional local funds. This grant is to create an action plan so there may be future requests to implement recommendations.

Financial impacts:

None. Staff will participate in the plan development if the grant is awarded.

Staff recommendation and comments:

Action requested:

Authorize Mayor Weaver to sign and submit letter in support of DCHC MPO's grant application.



August 8, 2022

Secretary Pete Buttigieg
U.S. Department of Transportation
Office of the Secretary
1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Secretary Buttigieg:

Hillsborough is a community of nearly 10,000 residents who value connectedness and strive for an inclusive community. The town of Hillsborough encompasses just over 6 square miles of area, within which we manage nearly 40-mile road network included in the project area for a grant application.

Hillsborough is pleased to write this letter to express strong support for the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization (DCHC-MPO) to receive funding under the FY2022 Safe Streets and Roads for All Program. The DCHC-MPO is the regional organization responsible for transportation planning for the western part of the Research Triangle Area in North Carolina.

DCHC-MPO is submitting an application under this program to fund development of a Comprehensive Safety Action Plan for regional improvements covering the urbanized area for which the DCHC-MPO coordinates and makes decisions on planning efforts. Four municipalities and three Counties will come together to develop this Action Plan: the City of Durham, the Towns of Chapel Hill, Carrboro and Hillsborough, and the Counties of Chatham, Durham, and Orange. All groups share a commitment to moving towards a Vision Zero goal and planning for low cost, high impact safety improvements.

The DCHC-MPO is committed to safety and equity as demonstrated in the adopted *Connect 2050 Plan*, some of the foundations of which include investments in safer streets, user-focused transit services, and greater access to job hubs from traditionally under-represented neighborhoods. As a regional effort led by the MPO, the project will lead with an equity focus to promote investment in underserved communities in the region. A diverse group of public and private stakeholders will be engaged to promote regional buy-in for the Action Plan such as the North Carolina Department of Transportation, County Health Departments, and others such as local universities, community groups and large employers in the region.

Development of this Action Plan will help advance regional goals of preventing death and serious injuries on roads and streets. Hillsborough strongly supports and recommends that the DCHC-MPO receive federal funding to advance this project and respectfully request and appreciate your time in considering this application.

Sincerely,

Jenn Weaver
Mayor



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: Planning and Economic Development
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Evan Punch, Planning Tech
Shannan Campbell, Planning and Economic Development Manager

ITEM TO BE CONSIDERED

Subject: Special Event Permit – Carolina Tarwheels Bike Fest

Attachments:

1. Special Event Permit Application: Carolina Tarwheels Bike Fest Permit Application
2. Field layout for Courthouse and Visitor Center
3. Route Layouts and road closure information

Summary:

The event is expecting around 850 cyclists to participate in a cycling event. The event will have three different routes. All start at the visitor center and end at the courthouse. Event organizers need a portion of Margaret Lane closed for line-up and police assistance at intersections to get cyclists safely out of town and into the county where they split up on various routes.

Financial impacts:

Low; however, sponsorship is being requested for town services so there are department level costs associated for Public Works and HPD.

Staff recommendation and comments:

None.

Action requested:

Approve, approve with conditions, or deny the permit.

SPECIAL EVENT PERMIT APPLICATION

Please review the Event Policy Ordinance, Chapter 7 of the Town Code, to determine if your event requires a Special Event Permit. The Permit Application must be received 60 days in advance of the event. If you are seeking Town sponsorship for event services, you must submit a request for sponsorship to the Town Board at least 60 days in advance of the event.

FEE IS DUE AT THE TIME OF APPLICATION. PLEASE SUBMIT CHECK OR CASH WITH APPLICATION.

Name of Event: CAROLINA TARWHEELS -- 2022 BIKEFEST

Event Location Address: Superior Courthouse Hillsborough / Visitor Center

Date(s) of event: October 1, 2022 (Saturday)

Event Set Up Time: 5-7AM Event Hours: 7AM to 4PM Event Break Down: 4-6PM

Date(s) of event: _____

Event Set Up Time: _____ Event Hours: _____ Event Break Down: _____

EVENT ORGANIZER & CONTACT INFORMATION

Name of Organization/Company: CAROLINA TARWHEELS BICYCLE CLUB

Organization/Company mailing address: P.O.Box 111, Durham, NC 27702

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

Event Organizer Name: John Gotthardt

Event Organizer Phone: 917-209-6568 Event Organizer Email: johngotthardt14@gmail.com

On-Site Contact(s) During the Day-of Event

Name: John Gotthardt

Cell Phone: 917-209-6568

Name: Mark Olsen

Cell Phone: 708-203-9973

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 (Parades, Marches, Rallies, 5Ks, Bike Races)

General Event Description (Narrative outlining event purpose and elements including food trucks, car shows, races, vendors, etc):

This event will be the 25th annual Bikefest event. All proceeds, net of expenses, are donated to support cycling related activities in our community. Since 2006 we have donated more than \$110,000.

Estimated number of people that will attend the event: 850

Estimated peak time(s) of attendance: 850

Maximum capacity of event location (number of persons, if applicable): 850

If the event is annual, the estimated attendance of the last event of this kind: 850

GENERAL EVENT QUESTIONNAIRE

Will tickets be sold or admission/fees be charged as part of the event? ☐ YES ☒ NO

Will there be alcohol sold or provided as a part of this event? ☐ YES ☒ NO

If yes, please indicate the vendor(s) and/or ABC permit holder(s) responsible for the alcohol sales/distribution and attach a copy of the ABC permit(s) for each vendor : _____

Please 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 & beverage tax.

Will vendors be on-site selling goods/crafts/wares during the event? ☐ YES ☒ NO

Will vendors be on-site selling food/beverages during the event? ☐ YES ☒ NO

Please note: All vendors without a physical location in town and/or food trucks that do not have Town of Hillsborough Food Truck Permits that are selling prepared food/beverage will need to prepay the Food & Beverage Tax with the Finance Department. Please list the name(s) of the food/beverage vendors:

Will you be soliciting donations as part of the event? ☐ YES ☒ NO

If yes, for what cause or organization? _____

Will you bring additional equipment, stages, microphones, amplification, etc? ☒ YES ☐ NO

Please Explain: Canopies, table and chairs

Will any items be left at the event site overnight? ☒ YES ☐ NO

Please Explain: Two canopies, tables and chair setup the night before the event.

Will signs or banners be displayed on site or around Town? ☒ YES ☐ NO

*Please note: Special event signage must be applied for and permitted separately **BEFORE** signage is placed around town.*

Will tents be erected for the event? ☒ YES ☐ NO

If yes, how many and what size? Two canopies without sidewalls (est. sz 15'x15' & 6'x20')

Please note: Tents may require a permit and inspection by the Fire Marshal's office depending on size and number. Tents should be shown with location and dimensions on event map/layout.

Will you provide (portable) restroom facilities?

☒ YES ☐ NO

Please note: Restroom facilities are required to be provided by Special Event organizers depending on attendance numbers and duration. Local Business, Town, and County facility restrooms may compliment, but not become a substitute for, providing adequate restrooms for the event.

Will you provide (portable) handwashing facilities?

☒ YES ☐ NO

Please 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 (i.e. Police Coverage, Road Closures, Traffic Control, Trash and Recycling Rollouts)?

☒ YES ☐ NO

Please note: Events requesting Town Sponsorship of events must apply at least 90 days in advance of the event to be considered. Event organizers who are able should make every necessary attempt to provide and pay for services at their events as the Town has limited staff and resources to cover the costs of event services.

Will require 10 minute Margaret Ln. closure at event start. Police support between 7:30-8:30AM at Margaret & Churton St.

EVENT MAP/LAYOUT REQUIREMENTS

Is the event map/layout meeting the requirements attached?

☒ YES ☐ NO

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

- Traffic flow; including any streets requested to be closed or obstructed (locations of barriers and officers will be determined by Law Enforcement).
- If the event includes a parade, greenway closure, etc. then the route of the event should be clearly shown.
- Parking areas where event attendees will be directed that are adequate for event attendance. Please note: The Eno River deck has only 400 parking spaces.
- Pedestrian access and flow.
- The location of any concession stand, food truck(s), booth, or other temporary structures, tents, stages or facilities; and the location of proposed fences, stands, platforms, benches, or bleachers.
- The location of restroom and/or handwashing facilities.

A street map and a map of Gold Park are available on the Town's website. Google Maps is also an excellent 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 an event attendee injures 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:

American Specialty Insurance & Risk Services, Inc

Contact information for broker/agent providing coverage:

Linda Charles (lcharles@nc.rr.com)

EVENT PROPERTY USE PERMISSION

If the event will be located on property that is not owned/managed by the event organizer then the property owner must indicate consent for the use of their property below:

Name of Property Owner

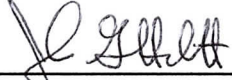
Phone

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 which 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.



Applicant Signature

5/27/2022
Date

SUBMITTAL DIRECTIONS: Please
submit to:

Hillsborough Planning Department
ATTN: Shannan Campbell
P.O. Box 429
101 E. Orange Street
Hillsborough, NC 27278

Shannan.Campbell@hillsboroughnc.gov

FOR OFFICE USE ONLY:

Application received by: Evan Punch

Date: 7/5/2022

Fee Paid: 7/21/2022

Date information emailed out: 7/6/2022

Permit Status

☐ Approved YES NO Explanation: _____

Date Permit Issued: _____

Approved with any conditions: _____

By: _____

Date: _____

Town Staff Member

Forwarded to others for review/information:

☐ Hillsborough Fire Marshal: _____

☒ Hillsborough Police Department: _____

☐ OC Sheriff's Department: _____

☐ OC Fire Department: _____

☒ Hillsborough Public Works: _____

☒ Hillsborough Public Space Manager: _____

☐ OC DEAPR (River Park): _____

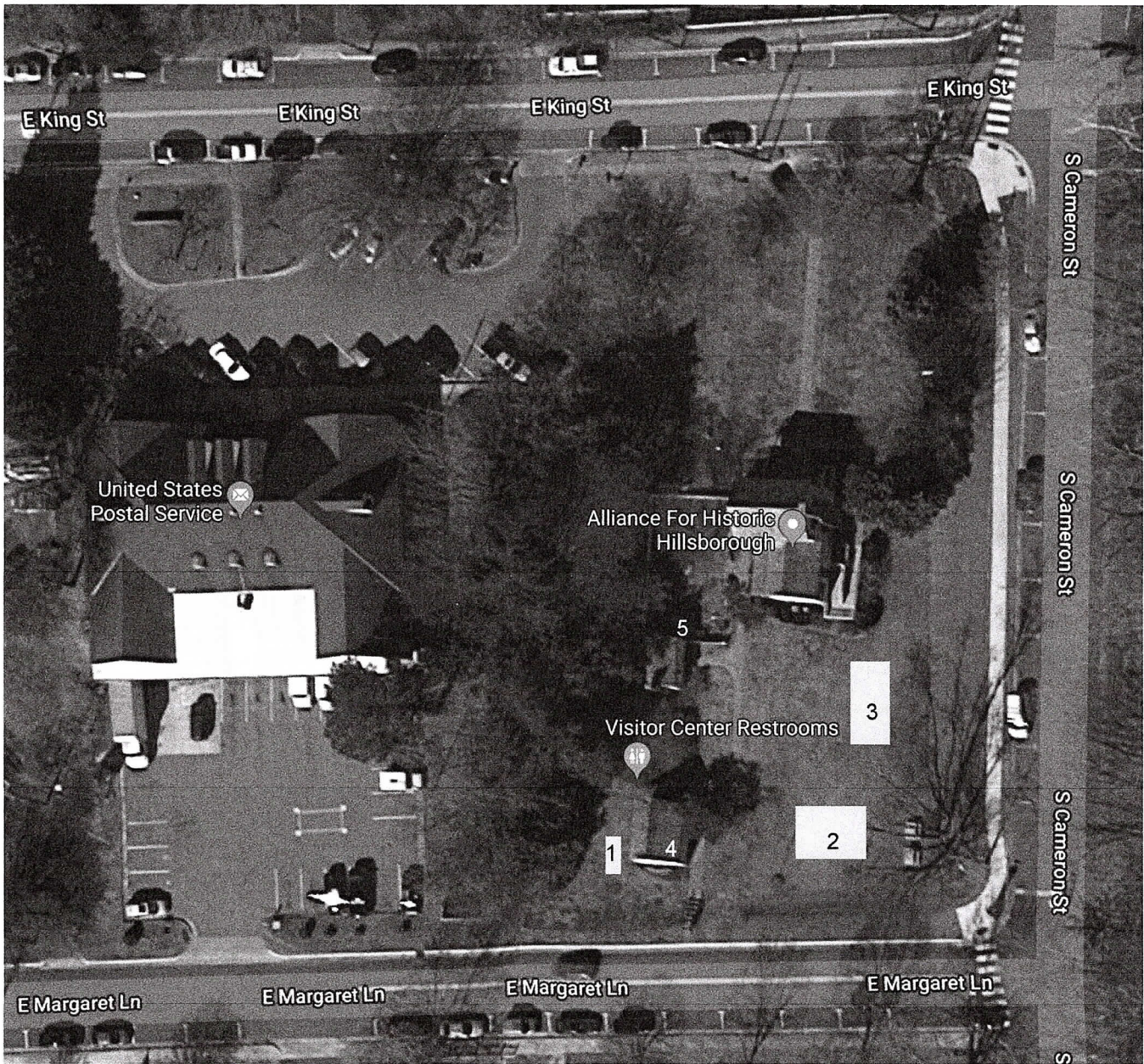
☐ OC AMS (Visitors Center, Library, Old or New

☒ Courthouse): _____

☐ NCDOT (DOT Road Closures): _____

Hillsborough Finance (Food & Beverage Tax 1 Day): _____

BikeFest



I. E. Margaret Lane will be closed for a brief time at the start of the ride (~10-15 minutes). Police assist with traffic at start of ride between 7:30-8:30am at intersection of Margaret Lane and Churton St.

II. Additional port-a-potties will be rented and delivered the afternoon before the event and removed the evening of the event. They will be located between the site restrooms and E. Margaret Lane. Hand washing facilities at the site restrooms.

III. A participant check-in tent will be set up about 50' to the right of the site restrooms. This will also house safety and radio control for the event checking in with and tracking safety vehicles and the number rest stop along the route.

IV. A food tent will be set up in the park in the area beneath S. Cameron St and E. Margaret Lane.

V. Water hose facilities available nearby for cleaning purposes.

VI. Parking locations:

- a. Eno River Parking Deck
- b. Cameron Park School lots
- c. Board of Education Lot
- d. Government Annex Parking lots on Cameron St.

- 1 – Porta-potties
- 2 – Rental Tent
- 3 – Tarwheels Food tents
- 4 – Restrooms
- 5 – Hose bib



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/01/2022

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 American Specialty Insurance & Risk Services, Inc. 7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Arch Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC # 11150
INSURED League of American Wheelmen dba League of American Bicyclists 1612 K Street NW, Suite 1102 Washington DC 20006		

COVERAGES

CERTIFICATE NUMBER: 1001989090

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"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: CLUB	Y		SBCGL0054505	02/01/2022	02/01/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ Excluded						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 5,000,000
							PRODUCTS - COMP/OP AGG \$ 5,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <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						EACH OCCURRENCE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	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 \$

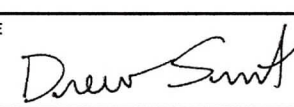
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Coverage applies to CAROLINA TARWHEELS, 213 GREENWAY LNDG, CHAPEL HILL, NC 27516.

- The Certificate Holder shall be an Additional Insured, but only with respect to the operations of the Named Insured, and subject to the provisions and limitations of Form CG 2026 Additional Insured - Designated Person or Organization, but only with respect to BIKEFEST 2022 on October 01, 2022.

CERTIFICATE HOLDER

CANCELLATION

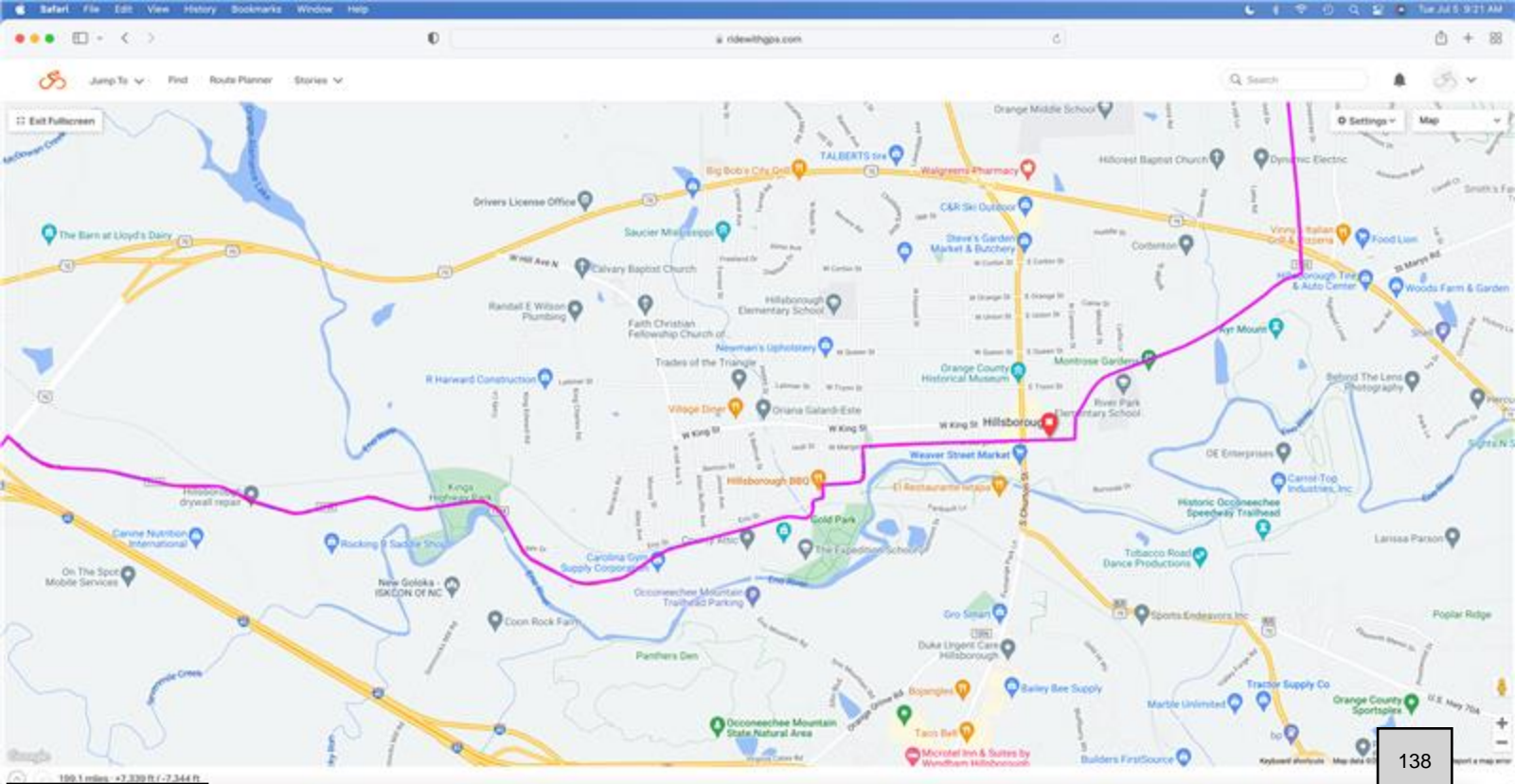
Town of Hillsborough 101 East Orange Street Hillsborough NC 27278	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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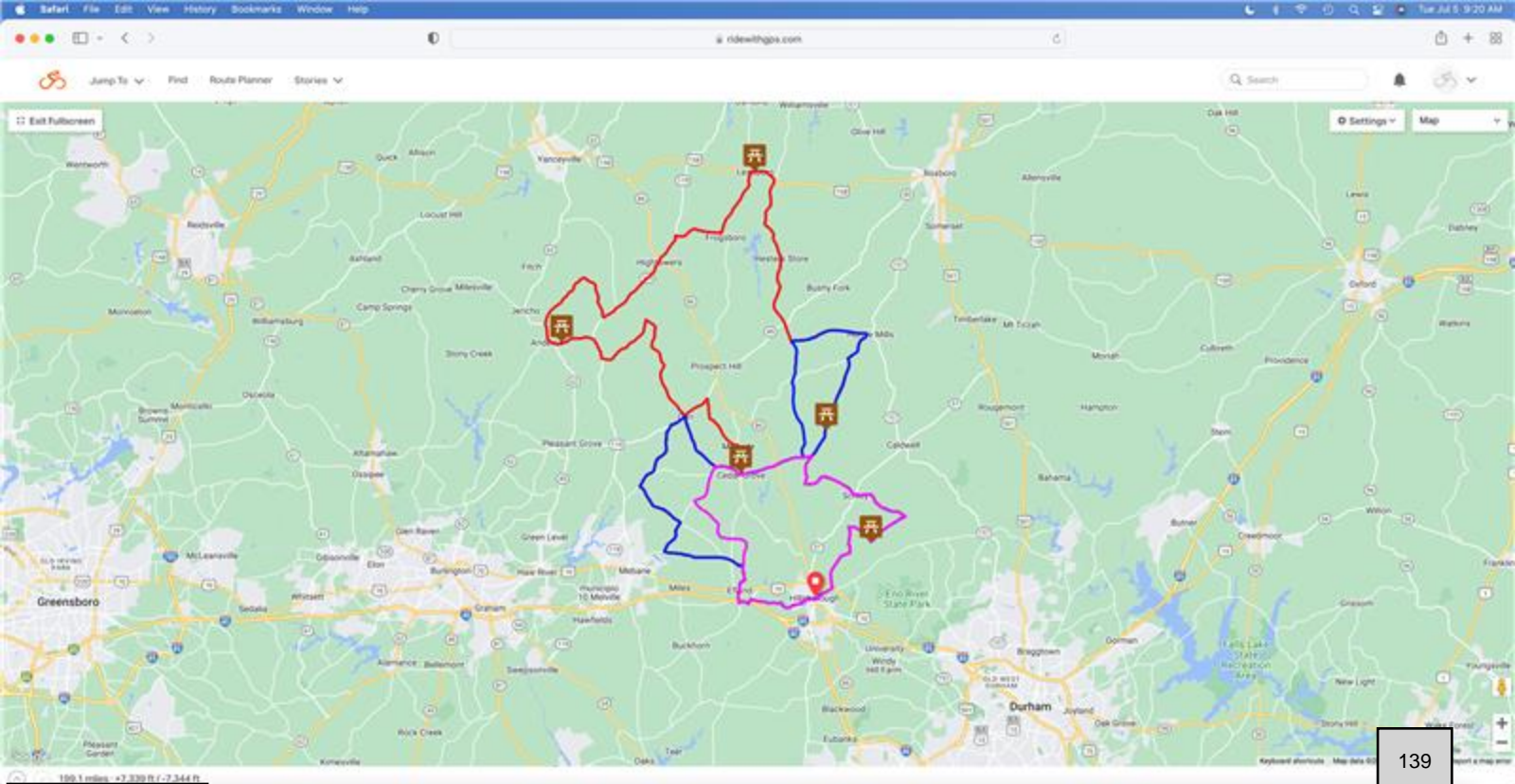
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ACORD 25 (2016/03)

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137





() Check () Cash () Credit Card

059926

TOWN OF HILLSBOROUGH

\$ 55.00 Hillsborough, NC, July 21, 2022

Received of John Gotthardt
Fifty Five 00/100 Dollars

() Meter Deposit () W/S Tap Fees ☒ Planning () Utility Donation

() Privilege License () Park Rental () Stormwater () Connect Fee

() Other By E. J. [Signature]



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: Administrative Services/Police
Agenda Section: Consent
Public hearing: No

PRESENTER/INFORMATION CONTACT

Haley Bizzell Human Resources Manager
Duane Hampton Chief of Police

ITEM TO BE CONSIDERED

Subject: Classification and Pay Amendments

Attachments:

1. Proposed salary schedule
2. Police Department full time equivalent (FTE) schedule
3. Environmental Engineering Supervisor (FTE) schedule

Summary:

The Police Department completed an organizational restructure that helps prepare for future succession, defines roles and responsibilities for supervisors, allows for better dedicated field supervision, and reduces the Chief's workload and number of direct reports. The restructure increases supervision without increasing the overall number of supervisors.

The restructure involves adding the classification of Police Major who report directly to the Chief. The purpose of this classification is to direct, develop, plan, and control the operations of a major division of the police department in order to preserve public peace, to protect lives, property and rights of the public; and to enforce statutory law and municipal ordinances.

It's proposed that the Police Major classification be added to the town's salary schedule with a salary range of \$67,082 - \$107,331.

This item will also amend the adopted Authorized Positions Full Time Equivalents Schedule document to reflect the proposed implementation of the reorganization for the Police Department.

In addition, this item will update the engineering manager classification to environmental engineering supervisor. The updated position title better fits with the job duties and responsibilities. The salary grade and range for this classification will not change.

Financial impacts:

Promotional salary increases for two employees at 5% each.

Staff recommendation and comments:

Approve the addition of Police Major classification to the town's salary schedule. Approve the classification revision from engineering manager to environmental engineering supervisor.

Approve the updated Authorized Positions Full Time Equivalents Schedule document.

Action requested:

Approve the salary schedule as presented.

Approve the updated Authorized Positions Full Time Equivalents Schedule document.

Regular (Non-Law Enforcement) Positions						
Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	33,209	42,571	51,934	N	0100	CUSTOMER SERVICE REPRESENTATIVE
1	33,209	42,571	51,934	N	0101	METER SERVICES TECHNICIAN
1	33,209	42,571	51,934	N	0102	UTILITY MAINTENANCE TECHNICIAN I
2	34,769	44,600	54,431	N	0204	ACCOUNTS PAYABLE TECHNICIAN
2	34,769	44,600	54,431	N	0205	ADMINISTRATIVE SUPPORT SPECIALIST
2	34,769	44,600	54,431	N	0206	EQUIPMENT OPERATOR I
2	34,769	44,600	54,431	N	0207	UTILITY MAINTENANCE TECHNICIAN II
3	36,408	46,730	57,052	N	0304	EQUIPMENT OPERATOR II
3	36,408	46,730	57,052	N	0305	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
3	36,408	46,730	57,052	N	0307	UTILITY MAINTENANCE TECHNICIAN III
3	36,408	46,730	57,052	N	0308	WASTEWATER PLANT OPERATOR I
3	36,408	46,730	57,052	N	0309	WATER PLANT OPERATOR I
4	38,128	48,967	59,805	N	0403	CREW LEADER/EQUIPMENT OPERATOR III
4	38,128	48,967	59,805	N	0405	PLANNING TECHNICIAN
4	38,128	48,967	59,805	N	0406	UTILITY SYSTEMS MECHANIC I
4	38,128	48,967	59,805	N	0407	WASTEWATER PLANT OPERATOR II
4	38,128	48,967	59,805	N	0408	WATER PLANT OPERATOR II
4	38,128	48,967	59,805	N	0409	PLANT MAINTENANCE MECHANIC I
4	38,128	48,967	59,805	N	0410	PLANT MECHANIC
5	39,934	51,315	62,695	N	0507	ACCOUNTING TECHNICIAN
5	39,934	51,315	62,695	N	0509	UTILITY SYSTEMS MECHANIC II
5	39,934	51,315	62,695	N	0510	PLANT MAINTENANCE MECHANIC II
6	41,831	53,781	65,730	N	0608	LABORATORY TECHNICIAN/WATER PLANT OPERATOR III
6	41,831	53,781	65,730	N	0609	UTILITY SYSTEMS MECHANIC III
6	41,831	53,781	65,730	N	0610	WASTEWATER LABORATORY SUPERVISOR
6	41,831	53,781	65,730	N	0611	WASTEWATER PLANT OPERATOR III
6	41,831	53,781	65,730	N	0612	WATER PLANT OPERATOR III
6	41,831	53,781	65,730	N	0613	PLANT MAINTENANCE MECHANIC III
7	43,823	56,370	68,916	N	0708	BACKFLOW/FOG SPECIALIST
7	43,823	56,370	68,916	N	0711	FLEET MECHANIC
7	43,823	56,370	68,916	N	0712	OPERATOR IN RESPONSIBLE CHARGE
8	45,914	59,088	72,262	N	0804	METER SERVICES SUPERVISOR
8	45,914	59,088	72,262	N	0806	COMMUNICATIONS SPECIALIST
8	45,914	59,088	72,262	N	0807	STORMWATER PROGRAM COORDINATOR
8	45,914	59,088	72,262	E	0808	BILLING & CUSTOMER SERVICE SUPERVISOR
9	48,110	61,942	75,775	N	0908	CHIEF WASTEWATER PLANT OPERATOR
9	48,110	61,942	75,775	E	0910	FINANCIAL ANALYST
9	48,110	61,942	75,775	E	0911	MANAGEMENT ANALYST
9	48,110	61,942	75,775	E	0912	PLANNER
9	48,110	61,942	75,775	N	0913	UTILITIES INSPECTOR
10	50,415	64,940	79,464	E	1013	HUMAN RESOURCES ANALYST
10	50,415	64,940	79,464	E	1016	WEB DEVELOPER/ASSISTANT COMMUNICATIONS MANAGER
10	50,415	64,940	79,464	N	1020	FACILITIES COORDINATOR
11	52,836	68,087	83,337	E	1107	UTILITY MAINTENANCE SUPERVISOR
11	52,836	68,087	83,337	E	1108	UTILITY SYSTEM SUPERVISOR
11	52,836	68,087	83,337	E	1109	BUDGET & MANAGEMENT ANALYST

12	55,378	71,391	87,404	E	1211	FLEET MAINTENANCE SUPERVISOR
12	55,378	71,391	87,404	E	1213	SENIOR PLANNER
13	58,047	74,860	91,674	E	1301	TOWN CLERK/HR TECH
13	58,047	74,860	91,674	E	1302	CIVIL ENGINEERING TECHNICAN
14	60,849	78,504	96,158	E	1407	SAFETY & RISK MANAGER
15	63,791	82,329	100,866	E	1507	UTILITY SYSTEM SUPERINTENDENT
15	63,791	82,329	100,866	E	1508	WASTEWATER PLANT SUPERINTENDENT
15	63,791	82,329	100,866	E	1509	WATER PLANT SUPERINTENDENT
16	66,881	86,345	105,809			
17	70,125	90,562	111,000	E	1701	COMMUNICATIONS MANAGER
17	70,125	90,562	111,000	E	1702	PUBLIC SPACES & SUSTAINABILITY MANAGER
17	70,125	90,562	111,000	E	1703	PUBLIC WORKS MANAGER
17	70,125	90,562	111,000	E	1704	HR MANAGER
17	70,125	90,562	111,000	E	1705	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	70,125	90,562	111,000	E	1706	IT MANAGER
17	70,125	90,562	111,000	E	1707	ENVIRONMENTAL ENGINEERING SUPERVISOR
17	70,125	90,562	111,000	E	1708	ASSISTANT FINANCE DIRECTOR
18	73,531	94,990	116,450	E	1801	PLANNING & ECONOMIC DEVELOPMENT MANAGER
19	77,108	99,640	122,172			
20	80,863	104,522	128,181	E	2002	BUDGET DIRECTOR
21	84,806	109,648	134,490			
22	88,947	115,031	141,114	E	2201	ADMINISTRATIVE SERVICES DIRECTOR
23	93,294	120,682	148,070	E	2301	FINANCE DIRECTOR
23	93,294	120,682	148,070	E	2302	UTILITIES DIRECTOR
24	97,859	126,616	155,374	E	2400	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR

Sworn Law Enforcement Officer Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
P0	43,823	NA	NA	N	P100	Police Officer Trainee
P1	48,000	61,174	74,348	N	P101	POLICE OFFICER/POLICE OFFICER FIRST CLASS
P2	50,196	64,028	77,861	N	P201	SENIOR POLICE OFFICER
P3	52,501	67,026	81,550	N	P301	POLICE CORPORAL
P3	52,501	67,026	81,550	N	P302	MASTER POLICE OFFICER
P4	57,464	73,477	89,490	N	P401	POLICE SERGEANT
P5	62,935	80,590	98,244	E	P501	POLICE LIEUTENANT
P6	67,082	87,207	107,331	E	P601	POLICE MAJOR
P7	95,380	122,768	150,156	E	P601	CHIEF OF POLICE

AUTHORIZED POSITIONS

Position	Salary Band	FY21 (actual)			FY22 (actual)			FY23 (budget)			FY24 (projected)			FY25 (projected)		
		Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE
Public Safety																
<i>(Police - Administration)</i>																
Chief of Police	P7	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Assistant Chief of Police	P6	1		1.00	1		1.00	0		0.00	0		0.00	0		0.00
Police Major	P6	0		0.00	0		0.00	2		2.00	2		2.00	2		2.00
Police Lieutenant	P5	0		0.00	3		3.00	4		4.00	4		4.00	4		4.00
Police Sergeant	P4	0		0.00	5		5.00	6		6.00	6		6.00	6		6.00
Training Sergeant	P4	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Police Corporal	P3	0		0.00	5		5.00	2		2.00	2		2.00	2		2.00
Master Police Officer	P3	0		0.00	1		1.00	0		0.00	0		0.00	0		0.00
Police Officer 1st Class	P1	0		0.00	4		4.00	4		4.00	4		4.00	4		4.00
Police Officer	P1	0		0.00	8		8.00	9		9.00	9		9.00	9		9.00
Management Analyst	9	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Senior Administrative Support Specialist	3	<u>1</u>		<u>1.00</u>	<u>1</u>		<u>1.00</u>	<u>1</u>		<u>1.00</u>	<u>1</u>		<u>1.00</u>	<u>1</u>		<u>1.00</u>
		5	0	5.00	31	0	31.00	31	0	31.00	31	0	31.00	31	0	31.00
<i>(Police - Patrol)</i>																
Police Lieutenant	P5	2		2.00	0		0.00	0		0.00	0		0.00	0		0.00
Police Sergeant	P4	4		4.00	0		0.00	0		0.00	0		0.00	0		0.00
Police Corporal	P3	4		4.00	0		0.00	0		0.00	0		0.00	0		0.00
Master Police Officer	P3	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Police Officer 1st Class	P1	3		3.00	0		0.00	0		0.00	0		0.00	0		0.00
Police Officer	P1	<u>5</u>		<u>5.00</u>	<u>0</u>		<u>0.00</u>	<u>0</u>		<u>0.00</u>	<u>0</u>		<u>0.00</u>	<u>0</u>		<u>0.00</u>
		19	0	19.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
<i>(Police - Investigations & Community Services)</i>																
Police Lieutenant	P5	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Police Sergeant	P4	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Police Corporal	P3	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Police Officer 1st Class	P1	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Police Officer	P1	<u>3</u>		<u>3.00</u>	<u>0</u>		<u>0.00</u>	<u>0</u>		<u>0.00</u>	<u>0</u>		<u>0.00</u>	<u>0</u>		<u>0.00</u>
		7	0	7.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00

AUTHORIZED POSITIONS

Position	Salary Band	FY21 (actual)			FY22 (actual)			FY23 (updated budget)			FY24 (projected)			FY25 (projected)		
		Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE	Full-Time	Part-Time	FTE
Public Works																
<i>(Streets)</i>																
Asst. Town Mngr./P.W. Director (50% Streets/50% Solid Waste)	33	0		0.00	0		0.00	0		0.00	0		0.00	0		0.00
Public Works Director	19	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Engineering Manager (Split 80 WSF/10 GF/10 SWF)	17	0		0.00	0		0.10	0		0.00	0		0.00	0		0.00
Environmental Engineering Supervisor (Split 80 WSF/10 GF/10 SWF)	17	0		0.00	0		0.00	0		0.10	0		0.10	0		0.10
Civil Engineering Technician (Split 80 WSF/10 GF/10 SWF)	13	0		0.00	0		0.10	0		0.10	0		0.10	0		0.10
Crew Leader/Equipment Operator III	4	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Equipment Operator II (60% Streets/40% Public Space)	3	0		0.60	0		0.60	0		0.60	0		0.60	0		0.60
Equipment Operator I	2	<u>1</u>		<u>1.00</u>	<u>1</u>		<u>1.00</u>	<u>1</u>		<u>1.00</u>	<u>2</u>		<u>2.00</u>	<u>2</u>		<u>2.00</u>
		3	0	3.60	2	0	2.80	2	0	2.80	3	0	3.80	3	0	3.80
Water/Sewer Fund																
<i>(Utilities Administration)</i>																
Utilities Director	23	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Lead Utilities Inspector	10	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Utilities Inspector	9	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Utilities Analyst	7	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Engineering Manager (Split 80 WSF/10 GF/10 SWF)	17	0		0.00	1		0.80	0		0.00	0		0.00	0		0.00
Environmental Engineering Supervisor (Split 80 WSF/10 GF/10 SWF)	17	0		0.00	0		0.00	1		0.80	1		0.80	1		0.80
Civil Engineering Technician (Split 80 WSF/10 GF/10 SWF)	13	<u>0</u>		<u>0.00</u>	<u>1</u>		<u>0.80</u>	<u>1</u>		<u>0.80</u>	<u>1</u>		<u>0.80</u>	<u>1</u>		<u>0.80</u>
		4	0	4.00	4	0	3.60	4	0	3.60	4	0	3.60	4	0	3.60
Stormwater Fund																
<i>(Stormwater)</i>																
Stormwater & Environmental Services Manager	14	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Stormwater Program Coordinator	8	1		1.00	1		1.00	1		1.00	1		1.00	1		1.00
Engineering Manager (Split 80 WSF/10 GF/10 SWF)	17	0		0.00	0		0.10	0		0.00	0		0.00	0		0.00
Environmental Engineering Supervisor (Split 80 WSF/10 GF/10 SWF)	17	0		0.00	0		0.00	0		0.10	0		0.10	0		0.10
Civil Engineering Technician (Split 80 WSF/10 GF/10 SWF)	13	0		0.00	0		0.10	0		0.10	0		0.10	0		0.10
Equipment Operator II	3	1		1.00	0		0.00	0		0.00	0		0.00	0		0.00
Equipment Operator I	2	<u>0</u>		<u>0.00</u>	<u>1</u>		<u>1.00</u>	<u>1</u>		<u>1.00</u>	<u>1</u>		<u>1.00</u>	<u>1</u>		<u>1.00</u>
		3	0	3.00	3	0	3.20	3	0	3.20	3	0	3.20	3	0	3.20



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: Public Space and Sustainability
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space Manager

ITEM TO BE CONSIDERED

Subject: Resolution exempting design work for the skate spot at Cates Creek Park from the Mini-Brooks Act requirements for qualification-based selection

Attachments:

Resolution

Summary:

In planning for a future skate spot at Cates Creek Park, located at 1445 Cates Creek Parkway, design services are needed to determine necessary and preferred features of the park, to develop construction documents, and to develop cost estimates for construction. The design elements will be determined by engagement with the public and future park users. The park will be cast-in-place concrete and designed by a team with significant experience in design and construction of concrete parks at a similar scale. This work qualifies as “design services” under North Carolina General Statutes. Design services for this work will not exceed \$20,000, as budgeted. This clearly meets the \$50,000 exemption threshold.

The Parks and Recreation Board prioritized the design and construction of a skate spot at Cates Creek Park after many years of community input and voiced desire for a skate park. Cates Creek Park is a town-owned and maintained park that has sufficient land available for a skate park. The park is readily accessible and has existing amenities such as parking and bathrooms available. Cates Creek Park scored very high in a ranking exercise conducted by the Parks and Recreation Board based on criteria needed for siting a skate park. The skate spot is anticipated to be 5,000 square feet and include sitting and gathering areas. The design will address all permitting requirements and include cost estimates for construction. The design team will meet with town staff and community members to develop ideas and the design program. Design is expected to be completed by the end of the fiscal year.

Financial impacts:

Funds for design services were included in the FY23 budget.

Staff recommendation and comments:

Approve the exemption.

Action requested:

Adopt resolution exempting design work for the future skate spot at Cates Creek Park from NCGS 143-64.31.



RESOLUTION

Resolution Exempting Design Consultation for the Skate Spot at Cates Creek Park, 1445 Cates Creek Parkway, from NCGS 143-64.31

WHEREAS, N.C.G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee; and

WHEREAS, the town proposes to enter into one contract for design services to inform to the design program; and

WHEREAS, G.S. 143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.31 if the estimated fee is less than \$50,000; and

WHEREAS, estimated fee for design services for the above-described project is less than \$20,000;

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

Section 1. The above-described project is hereby made exempt from the provisions of G.S. 143-64.31.

Section 2. This resolution shall be effective upon adoption.

Approved this 8th day of August 2022.

Jenn Weaver, Mayor
Town of Hillsborough

Attestation:

Sarah Kimrey, Town Clerk



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date:	Aug. 8, 2022
Department:	Public Space and Sustainability
Agenda Section:	Consent
Public hearing:	No
Date of public hearing:	N/A

PRESENTER/INFORMATION CONTACT

Stephanie Trueblood, Public Space Manager

ITEM TO BE CONSIDERED

Subject: Joint Letter to North Carolina Utilities Commission Concerning Duke Energy's Carolinas Carbon Plan

Attachments:

Draft Joint Letter

Summary:

Duke Energy has submitted the Carolinas Carbon Plan for the North Carolina Utilities Commission's (NCUC) review and approval by no later than Dec. 21, 2022. Similar to steps taken by the town in 2021 with regard to Duke Energy's 2020 Integrated Resource Plan, this review process is an opportunity for the town to join with other North Carolina communities to share our climate action goals and communicate how the Carolinas Carbon Plan can best support them. A joint letter is a collective effort to advance our local governments' renewable energy and greenhouse gas reduction targets.

The Carolinas Carbon Plan serves as Duke Energy's 2022 Integrated Resources Plan (IRP), which is a plan that is reviewed and approved by the NCUC every two years and one that communicates strategies for providing reliable electricity at the lowest cost over a 15-year period.

- By joining other North Carolina communities to comment on the Carolinas Carbon Plan, the town has an opportunity to advocate for bringing more renewable energy to the electricity grid and highlight the need for more support with local, affordable energy efficiency programming and expanded electric vehicle infrastructure.

With the board's permission, joint comments that are aligned with the town's renewable energy pledge will be submitted in August 2022. This timing aligns well with the NCUC's stakeholder input process.

Financial impacts:

There are no direct financial impacts associated with the recommendation above. Duke Energy's Carolinas Carbon Plan does, however, describe impacts to ratepayers across the four proposed portfolio options. The average annual retail bill impact will be limited over the next two years and ranges from 1.9% to 2.5% through 2035. The utility describes a balance of sustainability, affordability, and reliability as being central to their work in developing the options within the plan.

Staff recommendation and comments:

By adopting the resolution, the town board supports a joint letter with other North Carolina local governments to submit public comments to the North Carolina Utilities Commission concerning Duke Energy's Carolinas Carbon Plan.

Action requested:

Support a joint letter with other North Carolina local governments to submit public comments to the North Carolina Utilities Commission concerning Duke Energy's Carolinas Carbon Plan.

August XX, 2022

Re: Comments of North Carolina Local Governments on Duke Energy's Proposed Carbon Plan;
Docket No. E-100, Sub 179

Dear Chair Mitchell and Commission Members,

The **Town of Boone, Town of Chapel Hill, Chatham County, City of Greensboro, Town of Hillsborough, Town of Matthews, City of Raleigh, and the City of Wilmington** (subsequently referred to as "the undersigned") respectfully submit the following comments and recommendations on the proposed Carbon Plan filed by Duke Energy on May 16, 2022 to the North Carolina Utilities Commission (NCUC). These comments are the product of ongoing discussions with dozens of North Carolina local governments, including but not limited to the signatories of this letter, as a collective effort to advance our governments' renewable energy and greenhouse gas (GHG) reduction targets. We welcome the opportunity to collaborate and further discuss any of the issues described herein with the Commission.

I. Introduction

Local governments of all sizes around North Carolina have established long-term sustainability goals to reduce GHG emissions, scale up clean energy investment, create local jobs, and deliver immediate environmental and public health benefits to the communities we serve. These include GHG emission reduction and renewable energy targets, energy efficiency measures in local government facilities, fleet electrification plans, and electric vehicle charging infrastructure deployment. Local governments have two driving interests in ensuring the electricity grid is decarbonized in a thoughtful and cost-effective manner: a desire to meet our own internal goals related to GHG emissions, renewable energy, and other sustainability matters; and our responsibility to the communities we serve, including to protect health, safety, and the environment; promote a green economy; and provide reliable and clean transportation options in ways that promote equity and improve the quality of life.

The undersigned are some of Duke Energy's largest customers and our local governments collectively serve more than **1.4 million** North Carolina residents. Combined, our community-wide and government operations constitute more than **18,600 GWh** of electricity use annually. Accelerating a transition to a clean energy economy is a shared priority for our communities and the decisions made in the Carbon Plan process, including those regarding generation, transmission, and energy efficiency, will critically impact our ability to meet the objectives listed below. While our individual renewable energy goals and GHG reduction goals vary, the

undersigned all share a vision of a sustainable, reliable, affordable, resilient, and equitable energy system.

The renewable energy and GHG reduction targets of the undersigned local governments include:

- The Town of Boone adopted a resolution establishing the goals of climate neutrality in municipal operations by 2030, 100% clean renewable energy used in municipal operations by 2040, and 100% clean renewable energy used in the entire Town of Boone by 2050. As of February 2022, the electricity that the Town of Boone consumes is from 100% renewable sources.
- **The Town of Carrboro**
- The Town of Chapel Hill adopted a resolution in 2019 to create a Climate Action Plan and achieve 80% clean, renewable energy in the community by 2030, and 100% by 2050. The Town also has a goal of reducing community GHGs 26-28% by 2025, 50% by 2030, and reaching net-zero emissions by 2050.
- Chatham County adopted a resolution in 2017 to achieve 100% clean energy by 2050 and crafted a Comprehensive Plan focused on sustainable development, quality of life, and resiliency. The Comprehensive Plan's Resiliency section sets a goal to become a carbon negative county. Electrification of transportation, energy efficiency, and cleaning the power supply will play a huge role in achieving and maintaining this goal.
- **The City of Durham has set two goals: 1) to achieve carbon neutrality in municipal buildings and operations by 2040 and 2) to power city buildings and operations with 100% renewable energy by 2050. The city recently signed a Memorandum of Understanding with Duke Energy to work together on sustainability issues.**
- The City of Greensboro adopted a resolution establishing the goals of reducing GHGs in operations by 40% from 2005 levels by 2025 and to transition to 100% renewable energy in city operations by 2040.
- **The Town of Hillsborough adopted a resolution in 2017 establishing a transition from fossil fuel-powered operations to 100% clean and renewable energy by December 31, 2050, or sooner and 80% clean and renewable energy by 2030.**
- **The Town of Matthews**
- The City of Raleigh adopted a goal in 2019 of reducing community GHG emissions by 80% by 2050. In addition, the City's Comprehensive Plan and Strategic Plan include policies and goals that focus on GHG reductions, utilizing alternative and renewable energy, improving energy efficiency, improving equity and resilience, and improving energy security.
- **The Town of Wake Forest**
- The City of Wilmington adopted a resolution in 2009 establishing a municipal operations GHG goal of 58% by 2050. In 2021 the City of Wilmington passed a resolution adopting Clean Energy goals stating: By 2035 transition from fossil fuel powered municipal operations to 50% clean energy, and electrify 50% of the city's vehicle fleet. And, by 2050 transition from fossil fuel powered municipal operations to 100% clean energy and electrify 100% of the city's vehicle fleet.

Despite robust efforts at the community level, local governments are often constrained in achieving our goals and reducing our total GHG emissions footprints given that we have little to no direct ability to choose and optimize the sources of electricity that power our communities. As a result, cities and counties have a keen interest in finding ways to improve the overall emissions performance of the electricity system. In addition, local governments understand firsthand how energy decisions affect the overall affordability and livability of their communities. High energy costs are a major contributor to economic insecurity, and many low-income North Carolinians also suffer disproportionately from the impacts of climate change and power plant pollution. Moreover, as some of the utilities' largest customers and good stewards of taxpayer money, we are acutely aware of the role that clean energy investments can play in keeping costs reasonable and predictable over the long-term, hedging against volatile fuel prices, and delivering significant economic benefits in terms of ratepayer costs as well as public and environmental health, resilience, and other non-energy benefits.

For all of these reasons, the effective implementation of Session Law 2021-165/House Bill 951, including the development and implementation of North Carolina's Carbon Plan, is a significant priority of North Carolina's local governments. Duke Energy and the NCUC have both been essential partners for implementing our climate and clean energy plans and related priorities and the undersigned see the Carbon Plan as a pivotal opportunity to increase collaboration and achieve more together.

The undersigned ask that the Commission consider the following recommendations in crafting the final Carbon Plan:

- All pathways in NCUC's final Carbon Plan should prioritize meeting the 2030 deadline of reducing carbon emissions by 70% compared to 2005 levels.
- Energy efficiency and demand-side management (DSM) programs should be improved to help local governments and other ratepayers address affordability and climate concerns.
- Duke should adopt commercially proven resource generation technologies, including low-cost renewables, and phase out fossil fuels as soon as possible using the following strategies:
 - Retire and replace coal power plants with clean energy portfolios to improve public health outcomes and reduce ratepayer costs.
 - Run an all-source, competitive solicitation to procure all new generation sources and determine the best replacement resources.
 - Increase the renewable energy procurement opportunities available to all customers, including a more efficient and predictable interconnection process.
 - Value and encourage the development of distributed energy resources (DERs) and build community resilience through the use of DERs.
 - Prioritize and maximize tested technologies that are commercially viable before relying on unproven technologies that carry high risks for ratepayer dollars.
- Load forecasts should be adjusted to proactively and accurately account for the impact of demand side management (DSM) programs and technological advances that reduce

load as well as increased load that may result from transportation and building electrification.

- Transmission planning should be conducted in conjunction with capacity expansion and jointly with neighboring grids.
- NCUC and Duke should ensure that the Carbon Plan builds upon the years of work stakeholders have invested into processes that led to the creation and passage of S.L. 2021-165/HB951, and that there continues to be a robust and inclusive stakeholder engagement process throughout the implementation and evaluation of this and future versions of the Carbon Plan
- Ongoing monitoring of and dynamic adjustment to the Carbon Plan should occur as needed to meet the goals outlined in S.L. 2021-165/HB951.

The following letter provides further detail on each of our recommendations.

II. All pathways in NCUC's final Carbon Plan should meet the 2030 deadline of reducing carbon emissions by 70% compared to 2005 levels as required by S.L. 2021-165/HB951.

Based on Duke's proposed Carbon Plan, only one of four included pathways achieves the 2030 emission reduction target of 70% below 2005 levels as legislatively mandated by the NC General Assembly (NCGA) in S.L 2021-165/HB951. Given that local governments are constrained by the available energy generation mix at the utility level, a Carbon Plan that allows Duke to push the compliance date by multiple years would seriously reduce the likelihood of local governments meeting their climate targets, many of which include milestones similar to the state's 70% reduction by 2030 goal. The undersigned local governments have a duty to responsibly and efficiently utilize public dollars to meet these and other community-driven goals; in addition to increased emissions in the near term, delays in implementation result in increased costs for both local governments and utilities due to inflation and other factors. In addition to statewide carbon emissions reductions, meeting the 2030 goal would also have co-benefits for public health and air quality as mentioned above.

We appreciate that the Carbon Plan begins to address our long-term renewable energy goals and GHG emission reduction goals and hope to be engaged partners as the NCUC determines the best ways to achieve a 70% emissions reduction by 2030 and carbon neutrality by 2050. Due to the urgency of the climate crisis and the implications to the health and well-being of the constituents we serve, it is imperative that the 2030 target be met in the timelines specified in S.L 2021-165/HB951.

III. Energy efficiency and demand-side management (DSM) programs should be improved to help local governments and other ratepayers address affordability and climate concerns.

Energy Efficiency (EE) and DSM programs are not only highly effective and cost-competitive grid resources, but can also tangibly benefit North Carolinians by lowering customer energy bills and decreasing energy burden. Many of the undersigned local governments participated in Duke Energy's 2020 IRP processes and want to reinforce and expand upon those earlier comments in the context of the Carbon Plan.

Local governments and other non-residential customers have significant opportunities to reduce electrical consumption and peak demand—thereby providing both environmental and economic benefits as well as reducing generation needs. Greater EE and DSM programming should be evaluated and implemented as appropriate, including incentives intended to help reduce overall consumption, peak demand, or both.

Recognizing that efficiency not only reduces emissions but also saves customers money, we believe EE and DSM programs in North Carolina can provide a particularly significant benefit for low- and moderate-income (LMI) residents. In 2018, 31% and 26% of households in DEP and DEC, respectively, spent 6% or more of their income on electricity bills. These high energy burdens are disproportionately shouldered by low-income, Black, and Hispanic households, and are often due to factors like insufficient insulation, poor weatherization, older appliances, and an inability to access newer energy-efficient upgrades.¹ Accordingly, the development of EE programs could—and should—have significant equity impacts. The Carbon Plan should enable increased access to EE for low-income residents through both qualification criteria and collaboration with local governments around the state, including leveraging relationships with existing community-based organizations.

Additionally, the undersigned believe that Duke Energy should achieve energy savings above and beyond 1.0% of the full annual retail load. Despite the relatively high per capita energy consumption of North Carolinians, the plan's target is significantly below the performance of many states and just barely meets the national average of states that have energy efficiency resource standards (EERS).²

The undersigned commend Duke Energy's efforts to modify the cost-effectiveness test (including in the recent net energy metering settlement proposal), develop an on-tariff financing pilot, and engage stakeholders to improve EE measures and programs through the EE/DSM Collaborative and the Low-Income Affordability Collaborative. However, Duke's Market Potential Study (MPS) underestimated cost-effective EE and DSM as it failed to consider rapidly changing technologies. Instead, program potential inputs are based on historical program participation data. As a result, the MPS does not find cost-effective savings available for heating, ventilation, and air conditioning (HVAC) measures, although research shows that heat pumps and heat pump water heater (HPWH) are two of the highest potential efficiency opportunities in North Carolina.³ For this reason, the undersigned local governments

¹ Dreihobl, Ariel, Lauren Ross, and Roxana Ayala. 2020. How High Are Household Energy Burdens? Washington, D.C.: American Council for an Energy-Efficient Economy. <https://www.aceee.org/research-report/u2006>.

² According to the [2021 State Energy Efficiency Scorecard](#) from the American Council for an Energy-Efficient Economy (ACEEE), North Carolina's 2020 net incremental savings (MWh) is 0.55% of 2020 retail sales, ranking 29th among all states.

³ Electricity EE supply curve for single-family detached housing stock in North Carolina. Source: Wilson et al. 2017.

recommend that Duke update its analysis methods to fully value the contribution of EE programs and factor in technology advancement, critical tools like on-bill financing, enhanced marketing, and program targeting to accurately evaluate program cost-effectiveness and potential based on suggestions included in the NC Energy Regulatory Process (NERP) report and the NC Energy Efficiency Roadmap.

We suggest that Duke consider new or enhanced customer engagement strategies, including increased collaboration with local governments. The undersigned believe local governments can be important partners to design, develop, and deliver EE and DSM programs to North Carolina residents and businesses in multiple ways, such as improving local ordinances, increasing the uptake and success of utility programs through local networks and targeted outreach, and supporting low-income weatherization. Accordingly, we look forward to collaborating with and supporting Duke Energy in the design and implementation of cost-effective EE and DSM measures, especially ones that target LMI communities, in an effort to ensure expanded program eligibility serves those most in need.

- IV. **Resource generation:** Duke should adopt commercially proven resource generation technologies, including low-cost renewables, and phase out fossil fuels as soon as possible using the following strategies:

A. Retire and replace coal power plants with clean energy portfolios to improve health outcomes and reduce ratepayer costs.

In all of the proposed scenarios, more than 4 gigawatts (GW) of coal would remain online past 2030. In contrast, Energy Innovation has concluded that it would be cheaper to build new wind and solar plants than to continue operating the coal plants in Duke's fleet.⁴ The longer these coal plants remain online past their economic life, the more costs customers incur and the more they negatively impact public health, the economy, and the climate. In addition, Duke should better model regulatory risks, such as future carbon taxes or other potential emission regulations which would make the economic case for these coal plants even worse.

Duke has also included more than 3 GW of new natural gas by 2035 in all four scenarios to replace retired coal and meet increasing electricity load. In addition to this being incompatible with North Carolina's decarbonization goals, it doesn't seem to be a prudent economic decision. A recent report found that clean energy portfolios—combinations of renewable energy, efficiency, demand response, and battery storage—are cheaper than more than 80 percent of gas plants proposed to enter service by 2030.⁵

⁴ Energy Innovation. Coal Cost Crossover 2.0 Dataset. May 2021, available at <https://energyinnovation.org/publication/the-coal-cost-crossover-2021/>.

⁵ Dyson, Mark, Grant Glazer, and Charles Teplin. *The Growing Market for Clean Energy Portfolios + Prospects for Gas Pipelines in the Era of Clean Energy*. 2019. <https://rmi.org/insight/clean-energy-portfolios-pipelines-and-plants>.

While fossil fuels like gas and coal are expensive and volatile (especially with the recent jump in natural gas prices⁶), costs of renewables and battery storage have consistently fallen faster than expected over the past few years. Even after accounting for the impacts of the circumvention investigation and inflation, the levelized cost of existing natural gas-fired generation is up 63% in the last year compared to 16% for new solar.⁷ NextEra recently announced that its Florida Power & Light subsidiary will add 92 GW new solar and 50 GW new battery storage capacity and achieve zero carbon emissions by 2045 without increasing customer bills.

An increasing number of utilities have been canceling proposed gas plants before construction - one study found that over 50% of proposed gas plants were canceled over the past two years.⁸ For example, the New Mexico Public Regulation Commission approved a 100 percent renewable-plus-storage replacement for San Juan coal capacity as the solar-plus-storage option out-competed gas additions.

The cost-effectiveness of renewables can be further advanced if Duke is able to capture economies of scale with bulk transmission and upgraded integration of large-scale renewable developments (discussed again later in this comment). This is especially important to the development of offshore wind, a clean and abundant energy source for North Carolina.

Accordingly, the undersigned local governments urge Duke Energy to produce a more robust risk assessment of its maintenance of coal plants and proposed buildout of natural gas as well as explore clean energy portfolios, ideally through all-source procurement, to help ratepayers avoid the associated risk of stranded costs and help local governments meet our stated climate and equity goals. When retiring coal plants, the undersigned local governments urge Duke to reinvest savings from switching coal to lower cost energy sources into transition assistance to help workers and communities prosper in a decarbonized economy as they face important near-term risks and costs in the transition. We encourage Duke to incorporate equity and environmental justice concerns during the coal retirement process, including environmental remediation to protect these communities over the long term.

Additionally, to ensure the most optimal portfolio, including minimizing stranded asset risk and ratepayer costs, we strongly encourage Duke to use all-source procurement for any additional capacity required. The benefits of all-source procurement are explained in detail below.

B. Run an all-source, competitive solicitation to procure all new generations and determine the best replacement resources.

Transparent and robust all-source competitive procurement processes are critical to achieving carbon-reduction goals at the lowest cost to ratepayers. Section 1(1) of S.L 2021-165/HB951

⁶ NREL (National Renewable Energy Laboratory). 2022. "2022 Annual Technology Baseline." Golden, CO: National Renewable Energy Laboratory. <https://atb.nrel.gov/>.

⁷ NextEra Investor Conference, June 2022, available at <https://www.investor.nexteraenergy.com/news-and-events/events-and-presentations>.

⁸ Lauren Shwisberg, Alex Engel, Caitlin Odom, Mark Dyson, *Headwinds for US Gas Power*, 2021, available at <https://rmi.org/insight/headwinds-for-us-gas-power/>

requires that the Carbon Plan should achieve the least cost path to achieve compliance with the authorized carbon reduction goals.

As required by the S.L. 2021-165, 2,660 MW of new solar generation will be competitively procured, 55% of which would be owned by the utility and 45% of which would be supplied through power purchase agreements. Although we are glad to see the establishment of partial competitive procurement, the undersigned local governments recommend that Duke utilize all-source solicitations for both power purchase agreements and any replacement resources owned by Duke.

By allowing a full range of potential resources to compete on equal footing, all-source procurement can create a pathway for renewable energy, energy efficiency, demand-side management, and storage to play a critical role in addressing future energy and capacity needs. Selecting for market-based portfolios of optimal utility-scale and distributed energy resources can capture the value of interaction between resources, drive prices down, and benefit consumers. Experiences in multiple states demonstrate that all-source competitive procurement is a proven way to reduce costs for ratepayers while increasing access to cleaner electricity. For example, Xcel Energy Colorado's record-low costs secured by its 2016-2017 all-source competitive solicitation highlights the economic benefits of this approach.⁹

While we recognize that the Carbon Plan process is not the venue for amending S.L. 2021-165/HB951, the undersigned want to emphasize the importance of revisiting this law and the percentages allocated for utility ownership versus competitive procurement. This reassessment should be through the lens of ratepayer affordability, climate benefits outlined in the Carbon Plan, and grid reliability and resilience.

C. Increase renewable energy procurement opportunities available to all customers, including a more efficient and predictable interconnection process.

In addition, the undersigned local governments ask Duke to improve current programs and develop new customer solutions to meet the growing demand for renewables. This is essential for local governments to reach our renewable energy, climate, and equity goals. Ideally, new programs would reflect the decreasing cost of renewables by ensuring long-term savings and allowing for increased flexibility, for example, by providing various contract length options. Additionally, new customer program limits should include those based on energy consumption rather than peak demand in order to be most effective and workable for local governments and other customers that have worked to reduce their demand, including commercial customers, so that they can be sized to cover actual use. In addition, generating resources should be located

⁹ Xcel's ASCS returned a \$0.0107/kWh bid for wind, a \$0.023/kWh bid for solar, and a \$0.03/kWh bid for solar-plus-storage, according to a [February 2021 Xcel presentation](#) to Michigan regulators.

within Duke Energy's utility territories in North Carolina to ensure that economic and environmental benefits of renewables flow to North Carolinians.

A more efficient and predictable interconnection process is also critical for North Carolina to unlock the potential of renewables and meet decarbonization goals. Currently, the substantial delays in interconnection requests and unpredictable interconnection study processes result in stalled projects and create challenges for local governments to meet our renewable energy and decarbonization goals. We urge Duke to reduce interconnection timelines, accelerate interconnection studies, and improve the transparency of the queue.

The undersigned local governments would like to work with and support Duke in the design and implementation of renewables programs for large energy customers to help us meet local government demand. We are also interested in collaborating to shape new legislation that would extend the benefits of these programs to others in our communities to simultaneously support our GHG reduction and equity goals, such as community solar offerings with a carve-out for LMI customers. We welcome efforts to collaborate in the near future, including during future update cycles of the Carbon Plan and future dockets related to customer facing programs.

D. Value and encourage the development of distributed energy resources (DERs) and build community resilience through the use of DERs.

Distributed energy resources (DERs)—such as on-site solar, battery energy storage, and microgrids—are of significant interest to local governments as methods for supporting energy resilience, improving grid reliability in the face of natural disasters, and reducing probabilities of outages. Microgrids powered by distributed renewables and storage that can island during grid disruption and provide emergency backup power are critical for local responses to outages, and can replace fossil fuel generators, which have historically been the default solution for backup power. Local governments provide essential services and act as the first responders when climate disasters strike, and increased DER deployment would aid our efforts to bolster local resilience and enable us to better respond during emergency situations.

Although the undersigned local governments commend Duke for its pursuit of customer-sited resources and efforts to create rates that support customer-sited clean resources, the NCUC's final Carbon Plan should fully value and capture the benefits of renewables plus storage and microgrids in the plan's modeling.

Nationwide, utilities are increasingly deploying microgrids to improve community resilience. For example, Pacific Gas and Electric (PG&E) commissioned its first hybrid renewable microgrid to protect high fire-threat areas.¹⁰ Green Mountain Power (GMP) plans to create new microgrids

¹⁰ Pacific Gas and Electric Company (PG&E), *More Communities Now Eligible to Pursue Microgrids as a Part of PG&E's Efforts to Build a Stronger, More Resilient Electric Grid*, November 2021, available at: https://www.pge.com/en_US/about-pge/media-newsroom/news-details.page?pageID=bf70f039-7f80-4e31-957d-03a4d8e1283c&ts=1638294656832.

and community resilience zones as outlined in its latest Integrated Resource Plan (IRP).¹¹ ComEd and the U.S. Department of Energy completed the final tests on ComEd's Bronzeville Community Microgrid, a neighborhood-scale microgrid.

The undersigned local governments recommend Duke incorporate the resilience and GHG reduction benefits of renewably powered microgrids and other cost-effective DERs into the Carbon Plan and create energy resiliency programs that help local governments and communities better prepare for unexpected events. One example of such partnership is the Pepco Resiliency Center in Washington, D.C. The project deployed community solar paired with storage, microgrid, and generator capabilities, and can provide up to three days of backup power to critical loads.¹² The undersigned local governments would like to support the deployment of renewable energy plus storage, microgrids and other DER projects within our communities in order to support emergency services and operations, transit, and other resilience needs.

E. Prioritize and maximize tested technologies that are commercially viable before relying on unproven technologies that carry high risks for ratepayer dollars.

Duke Energy should prioritize proven, cost-effective technologies that are commercially viable and that Duke Energy is able to deploy in a timely manner before relying on energy sources that will require as yet uncertain technology advancement and thus put billions of ratepayer dollars at risk. The Plan assumes hydrogen will be widely available, be cost-effective and can be blended into gas networks at a high percentage to power units that currently run on natural gas. However, research suggests that only up to 20% hydrogen can be safely blended with natural gas in current pipelines and Duke does not include the cost of necessary retrofits (which can be 10-15% of the cost of building a new plant) into resource planning.¹³¹⁴ In addition, hydrogen-fired gas turbines that accommodate hydrogen blends higher than 30% are not yet commercially available.¹⁵ If the proposed new natural gas power plants cannot eventually be transitioned to

¹¹ Green Mountain Power (GMP), *Green Mountain Power (GMP) 2021 Integrated Resource Plan*, available at <https://greenmountainpower.com/wp-content/uploads/2021/12/2021-Integrated-Resource-Plan.pdf>

¹² Matthew Popkin, Madeline Tyson, *Introducing Community Solar+: the Next Generation of Community Solar*, available at <https://rmi.org/introducing-community-solar-the-next-generation-of-community-solar/>

¹³ Multiple resources indicate that up to 20% can be blended into gas network safely. For example, an [article](#) by Dentons mentions "20/80 blend (hydrogen/methane, by volume) is currently considered the upper limit." A [research](#) by NREL (National Renewable Energy Laboratory) also concludes that "If the hydrogen level in natural gas increases beyond 20%, the overall risk in service lines can significantly increase".

¹⁴ Siemens Energy, 2020. *Hydrogen infrastructure – the pillar of energy transition*, available at <https://assets.siemens-energy.com/siemens/assets/api/uuid:3d4339dc-434e-4692-81a0-a55adbcaa92e/200915-whitepaper-h2-infrastructure-en.pdf>

¹⁵ In [Appendix O | Low-Carbon Fuels and Hydrogen](#), it is mentioned that "Turbine manufacturers, such as General Electric ("GE"), Mitsubishi and Siemens, have shown success with cofiring hydrogen and natural gas (up to 30% hydrogen by volume) without significant gas turbine revisions in many of the combined cycle and combustion turbine models currently in operation."

burn 100% green hydrogen, they may become obsolete and decommissioned years before ratepayers finish paying off the costs to build the plants.

Two of the four portfolios Duke proposes also rely on more than 500 MW of nuclear from small modular reactors (SMRs) by 2035, even though this technology has not yet been proven and research indicates there may be significant environmental risks. For example, the SMR project under development by Nuscale in Utah has not received its design certification from the Nuclear Regulatory Commission, although it has been under development for more than a decade.¹⁶ Given the uncertainty of whether SMRs will be commercially and economically viable, the undersigned local governments encourage NCUC to prioritize and maximize proven, beneficial technologies (through all-source procurement as stated above) in the final Carbon Plan, and suggest performing pilot projects or allowing for technological advancement before investing large amounts of ratepayer dollars in unproven technologies. Due to our commitment to the health and safety of our communities, we also have safety and radioactive waste concerns related to SMR. The undersigned local governments recommend that Duke prove safe operations of any new technologies, including SMR, before investing in them at scale. In addition, to be a compelling decarbonization solution, SMRs should also demonstrate a history of reliably serving load and reliably ramping to meet peaks.

Duke should prioritize and maximize investment in currently deployable solutions, such as energy efficiency, renewables, and storage, while other innovative strategies are under development and testing. The undersigned local governments encourage NCUC to include at least one portfolio that doesn't rely on SMRs in the final Carbon Plan.

V. Load forecasts should be adjusted to proactively and accurately account for the impact of DSM programs and technological advances that reduce load as well as increased load that may result from transportation and building electrification.

Duke's load forecasting should account for the reduced demand resulting from DSM programs as well as technological advances such as increased appliance and HVAC efficiencies.

The rapid electrification of transportation and buildings represents a significant tool to aid North Carolina in achieving the decarbonization goals set by S.L 2021-165/HB951. As the electric vehicle (EV) market grows and state building codes shift to encourage electrification and efficiency, traditional load shapes will also change. Duke Energy should accurately analyze the impacts of electrification on the electric system, implement best practices for managing load growth and matching increased demand with clean, affordable, and reliable generation, so that EVs and appliances such as heat pumps can act as flexible assets on the grid.

The NCUC's Carbon Plan should revise the EV penetration rate proposed by Duke in its draft Plan to better reflect changing market conditions and related federal and state policies, such as Governor Cooper's Executive Order 246, North Carolina's participation in the multistate Medium- and Heavy-Duty Zero Emission Vehicle Memorandum of Understanding, and the

¹⁶ [Design Certification Application – NuScale, the U.S. Nuclear Regulatory Commission \(NRC\)](#)

distribution of Volkswagen Settlement Funds.¹⁷¹⁸ Accurate load forecasting can improve utility planning and load management.

EV loads can and should be well utilized to manage system peaks and integrate renewable energy. Matching EV charging demand with renewable energy supplies can offer greater grid and decarbonization benefits. Through the Charge Forward pilot program run by Pacific Gas & Electric and BMW, eligible EV drivers agree to delay charging to better align with available renewable energy in exchange for lower charging rates, creating an average of \$325 in estimated grid savings annually per vehicle.¹⁹ Researchers also found that smart charging can reduce carbon emissions for EVs by 32% on average, and enable EVs to accept an additional 1,200 kWh of renewable energy per vehicle per year.²⁰ Accordingly, the undersigned local governments recommend Duke further work to optimize charging behaviors and thus manage load and integrate more renewable energy sources on the grid through rate design that incentivizes off-peak charging, and explore the potential of Vehicle-to-Grid (V2G) to tap the synergies between EV charging and the operational needs of the grid in ways that maximize the benefits for all customers.

Similarly, the Carbon Plan should better forecast and incorporate the long-term load impacts of building code improvements and the growing trend toward beneficial electrification. As widespread electrification adds loads, effective demand management will mitigate system costs and aid renewables integration within a power system that increasingly rely on variable renewable energy. Accordingly, the undersigned recommend Duke plan for consequent increase of electricity consumption earlier, and proactively enable growth of building electrification, support the integration of renewable energy, thus addressing grid and peak load impacts. Such consideration of beneficial electrification could have a positive impact on the cost of implementing the Carbon Plan.

VI. Transmission planning should be conducted in conjunction with capacity expansion and jointly with neighboring grids.

Proactive, large-scale, long-term transmission planning approaches driven by future generation needs can drive cost-effective power system transformation. For example, the estimated average costs of coordinated onshore wind upgrades for renewables, including up to 17 GW of offshore wind, is significantly lower than the average costs of total network upgrades for current

¹⁷ On July 15, 2020, Gov. Cooper joined a bi-partisan group of 15 states and the District of Columbia in signing a Memorandum of Understanding (MOU) committing to the electrification of medium- and heavy-duty vehicles.

¹⁸ <https://deq.nc.gov/about/divisions/air-quality/motor-vehicles-and-air-quality/volkswagen-settlement>

¹⁹ BMW ChargeForward. BMW USA. Retrieved June 28, 2022 from <https://www.bmwchargeforward.com/#/home>.

²⁰ UC Berkeley Transportation Sustainability Research Center (TSRC), *New TSRC Report Shows Benefits of Optimizing EV Charging*, August 23, 2020, available at: <https://its.berkeley.edu/news/new-tsrc-report-shows-benefits-optimizing-ev-charging>

interconnection requests—totaling 15.5 GW offshore wind.²¹²²²³ This difference implies that proactive, integrated grid planning for larger volumes of capacity additions can offer economies of scale and scope.

Planning transmission and generation together can help unlock North Carolina’s high offshore wind energy potential in a cost-effective manner. Unit transmission costs of offshore wind expansion could be reduced further by planning appropriately for high-capacity lines to enable access to large resource areas, which would be more efficient than an incremental, piecemeal expansion approach. This could capture economies of scale and reduce redundancies by building fewer lines to support more renewables. Inter-regional coordination and transmission expansion would further reduce cost. Researchers calculate that such approaches could reduce the system cost of electricity in a 100%-renewable US power system by 46% compared with a state-by-state approach.²⁴ Accordingly, the undersigned local governments recommend that Duke Energy integrate transmission planning into resource planning and procurement as well as plan jointly with neighboring grids.

Communities of color and low-income communities often face the most health and environmental impacts from fossil fuel plants and energy infrastructure but often lack the resources and information to take part in the decision-making process related to the development of transmission projects. We encourage Duke to incorporate equity and environmental justice concerns in the transmission planning process and ensure historically underrepresented communities are included in this process.

- VII. **Stakeholder engagement:** NCUC and Duke should ensure that the Carbon Plan builds upon the years of work stakeholders have invested into processes that led to the creation and passage of S.L 2021-165/HB951, and that there continues to be a robust and inclusive stakeholder engagement process throughout the implementation and evaluation of this and future versions of the Carbon Plan.

Over the last several years, NC local governments have been actively involved in utility planning processes at the NC Utilities Commission. The City of Asheville, Buncombe County, and the City of Charlotte formally intervened in the 2020 Integrated Resource Plan proceeding (Docket

²¹ PJM’s feasibility and system impacts studies for current interconnection requests totaling 15.5 GW of offshore wind estimate \$6.4 billion in total network upgrade costs, which is as high as \$400/kW. However, PJM’s Offshore Wind Transmission Study published in 2021 estimated the cost of coordinated onshore upgrades for 75 GW of renewables, including up to 17 GW of offshore wind, at \$3.2 billion, an average cost of just \$40/kW. Such a significant difference implies that proactive, integrated grid planning for larger volumes of capacity additions can offer economies of scale and economies of scope.

²² Based on costs from PJM’s feasibility and system impact studies for individual generation interconnection requests as reported in Burke and Goggin, [Offshore Wind Transmission Whitepaper](#), October 2020 at p. 40.

²³ PJM, [Offshore Transmission Study Group Phase 1 Results](#), presented to Independent State Agencies Committee (ISAC), July 29, 2021.

²⁴ [The Value of Inter-Regional Coordination and Transmission in Decarbonizing the US Electricity System](#).

No. E-100, Sub 165), a first for local governments in the state. Twelve other North Carolina local governments and elected officials submitted written comments in this same integrated resource planning docket, including many of the undersigned. Additionally, numerous local governments have participated in Duke Energy's stakeholder engagement around their electric transportation pilot programs.

Local governments have also been active participants in numerous energy policy development processes at the state level. The City of Asheville, Town of Cary, City of Charlotte, City of Durham, Durham County, City of Greensboro, and City of Raleigh actively participated in the Clean Energy Plan stakeholder process in 2019, with several local governments also contributing to the carbon reduction policy design and NC Energy Regulatory Process (NERP) stakeholder processes that followed. Involvement in current state initiatives, including EO 246 and IJA funding implementation, remain priorities of the undersigned local governments.

Despite this robust engagement and interest in collaborating with Duke, the undersigned are unclear how local government feedback is being received and are concerned that the comments we have provided to date have been underutilized in developing the Carbon Plan. The undersigned local governments urge the NCUC to adopt a Carbon Plan that builds upon these collaborative processes and includes recommendations that were the result of the above energy policy and utility planning processes. The undersigned request that there be better integration of existing feedback from stakeholders into the Carbon Plan, including a record of where and how Duke and the NCUC integrate that feedback. This is a common best practice of local governments facilitating complex stakeholder engagement and planning processes.

We have a history of partnering with Duke on energy programs that benefit our residents, businesses, and local government operations. We look forward to and are committed to working with Duke and the NCUC to enable the solutions outlined in this letter that we believe will accelerate a more affordable, clean, equitable, resilient, and reliable energy system. Through continued partnership, we can demonstrate to both North Carolinians and the nation what collaborative clean energy leadership looks like.

VIII. Conclusion

The undersigned local governments appreciate the North Carolina Utilities Commission's consideration of our recommendations and we look forward to continued engagement in the development of the Carbon Plan. We are optimistic that with the incorporation of our recommendations, the effectiveness of this process will only improve and the final Carbon Plan approved by the NCUC will reflect the input and interests of local governments and their constituents, while setting North Carolina on a path to meet its emission reduction goals.

Thank you for the opportunity to provide comments. If you need additional information, please contact [CONTACT], who will direct your inquiry to the appropriate local government representative.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Administrative Services Director Jen Della Valle

ITEM TO BE CONSIDERED

Subject: Orange County Food Council Progress Report and MOU Renewal

Attachments:

1. Food Council Progress Report
2. 2020-2022 Update – Presentation slides
3. Memorandum of Understanding

Summary:

Food Council Coordinator Ashley Heger will present an update on the Food Council's progress and accomplishments.

Financial impacts:

None at this time.

Staff recommendation and comments:

N/A

Action requested:

Receive update.

Food Council Progress Report:

Based on goals identified in the Food Council's 2019-2020 Work Plan and coordinator work plans from 2019 to 2021

INTRODUCTION

The Food Council's 2019-2020 work plan was designed to be a living document that would evolve over time. The work plan was requested during the process to approve the MOU to create a Food Council Coordinator position in the county during the winter of 2018-2019. Any changes made to the Food Council's work plan and/or the Coordinator's scope of work have been approved by the County Manager and the Food Council's Executive Committee. These changes have been communicated in past Food Council Coordinator reports and board presentations.

In 2020, the Food Council shifted its focus to developing connections between community expertise and decision-makers. This work has involved 1) building trusting relationships with the most impacted communities, 2) institutional capacity building, 3) data collection and policy evaluations, 4) community-led research and recommendations.

In 2022, the Food Council will expand these efforts to include the following:

1. **Food Access Assessment:** The assessment began in fall 2021 and will run through spring 2022. A final report will be provided to County and Town leadership in late summer of 2022. The final report will include a community evaluation of food access data and recommendations for service providers and policy makers. This assessment has been designed and facilitated with community experts who have lived experience with food insecurity and hunger.
2. **Expanding Local Food Markets Pilot Program:** Facilitate a stakeholder input process with Cooperative Extension to gauge the interests, needs, and challenges of food producers in Orange County. After evaluating stakeholder responses, the Food Council and Cooperative Extension will provide recommendations for future pilot programs to support expanding markets and increasing access to local products. The stakeholder input process will include food producers and growers in Orange County plus local institutional buyers and regional distributors.

COORDINATOR WORK 2019 – 2022

The Food Council Coordinator was hired in summer of 2019. An annual work plan is developed by the Food Council's Executive Committee and the County Manager approves a final plan. The following are highlights of the Food Council Coordinator's work from 2019 to 2020:

- **Staff liaison to Piedmont Food Processing Center:** Coordinated the completion of a new Management Services Agreement and managed County reporting needs for a collaborative Golden Leaf Foundation grant.
- **Regional Coordination:** Attend regular monthly meetings of statewide and regional networks including NC Farmworker Advocacy Network, North Carolina Network of Food Councils, NC Food System Advocacy Coalition, and regional meetings with TJ Council

of Government, Triangle area food councils, and Cooperative Extension Food Security Coordinators.

- Food Council Coordination: Organize and facilitate all food council meetings and administrative needs, support board development with co-chairs, manage all requests from elected boards, coordinate and implement Food Council projects, committees, and activities.
- Administrative Support: Manage the Food Council's administrative needs including annual budgets, invoicing and contracts, grant writing, annual reports, County staff requirements, and email/website communication.
- Education and Capacity Building: Coordinate and lead trainings, attend regular webinars/professional development workshops, read relevant research, and stay up to date on equitable food system practices.

2019-2020 WORK PLAN GOALS, PROGRESS, AND OUTCOMES

Network Development & Community Engagement

Goals	Performance Measures	Summary of Progress	Outcomes
Facilitate conversations between regional food councils, food system practitioners and elected officials to build collaboration as a regional foodshed.	Attend 4 regional meetings per year; increase collaborative activities and sharing of resources/information	<p>*Co-led the development of the Triangle Regional Food Council Collaborative</p> <p>*Coordinate and participate in regular regional meetings between cooperative extension, food councils, and TJCOG</p> <p>*Participated in Project 40 (including elected officials, food system practitioners, regional planners, and Triangle J COG)</p>	<p>Regional collaborative able to engage in larger scale food policy</p> <p>Strong partnerships with regional planners, economic developers, and policy makers interested in regional work</p> <p>Workshops facilitated by this network and UNC School of Government</p>

Hold regular food council and workgroup meetings and community forums.	Convene monthly meetings with Food Council members, workgroups, partners and community members and biennial community forums; increase the number of people participating	<p>*Monthly meetings have continued and workgroup participation expanded from 2018 to 2020</p> <p>*Relationships with community members have deepened and we have expanded the amount of community partner organizations we work with</p> <p>*New website was launched in spring 2020 and meeting minutes will be updated soon</p> <p>*community forums planned for 2020 - 2021 fiscal year are postponed due to the Covid19 pandemic; smaller gatherings are happening via zoom</p>	<p>6 new council members</p> <p>New designated seat for Cooperative Extension</p> <p>Expanded partnerships with food agencies and practitioners</p> <p>Council leadership includes lived experience with food insecurity and farming</p> <p>Website with user-friendly resources</p> <p>More workgroup members and one new workgroup created</p>
Learn about barriers and opportunities to engage hard to reach populations in creating a stronger county food system.	A listening session guide is developed; collaborate with community organizations like Jackson Center, Family Success Alliance, El Centro, and Refugee Community Partnership	Change: in conversations with community leaders and partners it was determined a listening session guide would not support the actual goal. The Food Council has redirected their efforts to engage directly with community members most impacted by issues in the food system. Two projects have come out of this process since 2020: Orange County Black Farmer Think Tank and a community-led Food Access Assessment.	<p>A methodology for equitable community-based food system development</p> <p>*the methodology is being built through two pilot programs happening in the beginning stages of a Food Policy Agenda process</p>
Develop and implement a broad communication	Regular social media posts and website	*Information and resource sharing	Emergency food resources and

strategy to build awareness of the resources, activities and needs within the Orange County Food System	updates	happens regularly	<p>information shared</p> <p>Regular updates about events shared Increased page traffic</p> <p>Website with new resources</p>
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Local Food Economy

Goals	Performance Measures	Summary of Progress	Outcomes
Identify funding sources to stimulate economic growth and increase demand for local foods	<p>Regular workgroup meetings are held (at least 10 annually)</p> <p>A presentation is developed on the use of other funding sources for local food system activities. Develop a plan for the use of the identified funding sources to stimulate economic growth and increase demand for local foods.</p>	<p>*Workgroup met monthly from 2018 - until March 2020, workgroup leads have been meeting remotely via zoom</p> <p>*From 2018 - 2019 the Local Food Economy Workgroup and members of the Ag Preservation Board met to develop an Agricultural Trust Fund Proposal. The proposal focused on the use of deferred taxes through the Present-Use Value Program.</p> <p>*Invested more time in determining racial equity gaps and needs in the proposal</p> <p>*Met regularly with local farmers' markets, Cooperative Extension, and Economic Development to understand regional supply and demand</p>	<p>Ag Trust Fund Policy Proposal created</p> <p>Racial Equity Assessment of two county agriculture programs completed</p> <p>Black Farmer Think Tank group (ongoing)</p> <p>Stronger partnerships with regional planners, food processing facilities, farmers, and economic developers</p>
Identify a baseline of locally grown food consumption in	Meetings of the Local Food Economy Workgroup are held	*Worked with Chapel Hill Mayor's office, Farmer Foodshare, and UNC to create a	<p>Local foods purchased by UNC</p> <p>Increase of local</p>

Orange County public institutions and through strategic partnerships support an increase in the amount of locally grown food procured by the identified partner institutions and agencies (measured in dollars spent for food purchasing).	with representatives of local institutions to chart out a plan to meet the goal. The Local Food Economy Workgroup will facilitate relationship building between local food providers and local public institutions to help meet the determined goals around local food procurement.	relationship for an ongoing local procurement commitment *Convened meetings between school nutrition directors and Farmer Foodshare to support schools in sourcing some local foods with available entitlement dollars from Department of Defense funding *Supported the Orange County Farm to Early Child Education Coalition to increase locally grown foods in childcare centers and develop partnerships between farmers and centers	foods purchased by Orange County Schools Local farmers selling directly to several child care centers
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Food Access

Goals	Performance Measures	Summary of Progress	Outcomes
Increase community awareness of food access resources available in Orange County.	10 meetings of the Food Access Workgroup are held each fiscal year. Develop a Community Food Resource Guide that incorporates the many different resource guides available through various agencies in the county.	*Food Access Workgroup met monthly from 2018 - March 2020, workgroup has been meeting via zoom since the pandemic began *Created a Community Food Resource Guide in collaboration with food access providers and community leaders *Guide is updated 1-2 annually or anytime someone contacts the Coordinator with new information	Community Food Resource Guide available on website and in PDF (in multiple languages) Workgroup membership grew and diversified 3 community workshops hosted

<p>Coordinate with Town and County departments and associated partners to research successful policies that provide incentives, help subsidize purchasing and/or increase access to healthy, fresh foods.</p>	<p>6 meetings with Town and County departments and food system partners (Health, Housing, Aging, DSS, Summer Food Program etc.) to provide presentations on findings to the advisory boards associated with the Town and County departments.</p> <p>Town and County departments as well as food provider partners that are better informed on policies and practices that can help increase access to healthy foods and help the Town and County departments meet their strategic goals</p>	<p>*Met over 12 months with strategic partners including county staff, HHS leadership, Food for the Summer program partners, elected officials, and community members with lived experience around food access; focus of meetings was to understand 1) what programs, resources, and policies currently exist that address the issue of hunger and 2) look at the issue of access to fresh, nutritious, and culturally appropriate foods through a multi-sector approach (how housing and cost of living impacts access to food)</p> <p>*Participated in meetings with food councils and advocates across NC and around the U.S. to better understand best practices and innovative approaches to address the systemic issues that cause hunger and limited access to fresh food</p> <p>*Developed a report and presentation that was shared at the annual County Commissioner retreat in January 2020</p> <p>*Create an infographic that was shared across our network, with the</p>	<p>Relationships formed with food agencies and County agencies</p> <p>Presentation given to BOCC at annual board retreat</p> <p>Food insecurity report with pandemic data</p> <p>Food Security infographic</p> <p>Increased food access representation on the Food Council including direct service agencies and community members with lived experience</p> <p>Food Access Think Tank is in development</p>
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		<p>Food Council, and elected liaisons (infographic will need to be updated due to the pandemic); the infographic is intended as a tool to help policy makers and community members understand a systems change and racial equity approach to solving hunger</p> <p>*Cross sector and cross departmental identification of resources, data, and best practices is ongoing</p>	
<p>Identify redundancies and recommend more efficient use of resources and effective program implementation</p>	<p>Food council representatives attend, convene, and/or facilitate meetings between outside agency food providers at least six times per fiscal year.</p> <p>Food Access Workgroup convene Orange County and Chapel Hill-Carrboro public schools to better understand how food access can be improved in the school system.</p>	<p>*Met with outside agencies working together to map overlap and improve practices</p> <p>*Shared best practices and other resources with outside agencies about racial equity approach to food access</p> <p>*Met work CHCCS Sustainability Director, Nutrition Director, and some faculty to understand the impact and potential growth of school gardens</p> <p>*Co-facilitated a school garden tour for elected officials in the county</p> <p>*Provided a presentation on best practices for farm to school with support from CHCCS</p>	<p>Resource list created to help agencies</p> <p>Attend monthly Food for the Summer meetings (now focused on Covid coordination)</p> <p>Partnerships and communication channels created with food agencies</p> <p>Hosted school garden tour and provided educational materials to elected officials</p> <p>Partnerships between farmers and school nutrition directors</p> <p>Increased local foods purchased by school systems</p>

		Sustainability Director and CEFS North Carolina Farm to School Coordinator	
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Food Waste

Goals	Performance Measures	Summary of Progress	Outcomes
Reduce food waste across all sectors within Orange County	<p>10 meetings of the Waste Recovery Workgroup are held each fiscal year. The number of businesses utilizing the Orange County Solid Waste composting program will increase.</p> <p>Create a toolkit for waste diversion best practices, programs and resources</p> <p>Create a toolkit for waste diversion best practices, programs and resources</p> <p>Work with the Orange County Solid Waste Advisory Board as one of the stakeholder groups in the 2019 strategic planning process</p> <p>Develop goals and recommendations for decreasing food waste</p>	<p>*Waste Recovery Workgroup met monthly from October 2018 to March 2020 (meetings will begin again in fall 2020)</p> <p>*Facilitated a relationship between OC Solid Waste and Joe Van Gogh Coffee which helped JVG Coffee transition to all compostable products</p> <p>*Developed a survey that was distributed across Orange County and the Triangle to gather best practices and waste reduction strategies from institutions and the private sector (findings are being compiled into a report)</p> <p>*Discovered other toolkits focused on waste reduction and workgroup determined a new toolkit was not needed</p> <p>*Convened meetings between OC Solid Waste, Brooks Composting, and Orange County Schools to develop a</p>	<p>Over 10 meetings annually held</p> <p>Increased number of businesses utilizing the OC Solid Waste composting program</p> <p>Collected valuable data via a regional food recovery survey</p> <p>Partnership developed between Orange Co Solid Waste and Orange Co Schools</p> <p>Composting pilot program adopted by Orange Co Schools</p> <p>SOP's for food recovery created at state level (via DHSS)</p>

		<p>pilot compost program modeled after CHCCS's program (program now on hold due to Covid19)</p> <p>*Worked with a statewide coalition to advocate for the NC DHHS to develop standard operating procedures for prepared food recovery and donations (including the issue of sharing tables in schools and other food recovery practices)</p> <p>*Working with OC Solid Waste and plan to participate in future SWAG strategic planning process</p>	
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2020 - 2022 Report

1

Orange County Food Council

Who we are: Coordinator, elected liaisons, council members, community partners

Mission: Grow a sustainable and equitable local food system

How we work: Invest in relationships, work with community experts to identify issues and opportunities, research and develop solutions, and build bridges between community wisdom and decision-makers

2

Accomplishments & Projects

Our work in 2019 & 2020 included...

- Worked with One Orange (GARE) to develop a proposal for an Open Data Racial Equity Index
- Created a food access report and infographic for the County Commissioner Retreat
- Developed a Racial Equity Scorecard for the county food system
- Completed an equity assessment of 2 agricultural programs
- Supported the development of the Orange County Black Farmer Group
- Hosted weekly then monthly covid food system coordination calls
- Facilitated community feedback to emergency food assistance programs

Projects 2021 to now...

- Community Food Access Assessment
- Growing Local Food Markets pilot program
- 'Community-Rooted' Development Training with Communities in Partnership
- Farmworker Advocacy Network

3

Equity Framework (how we work part 2)

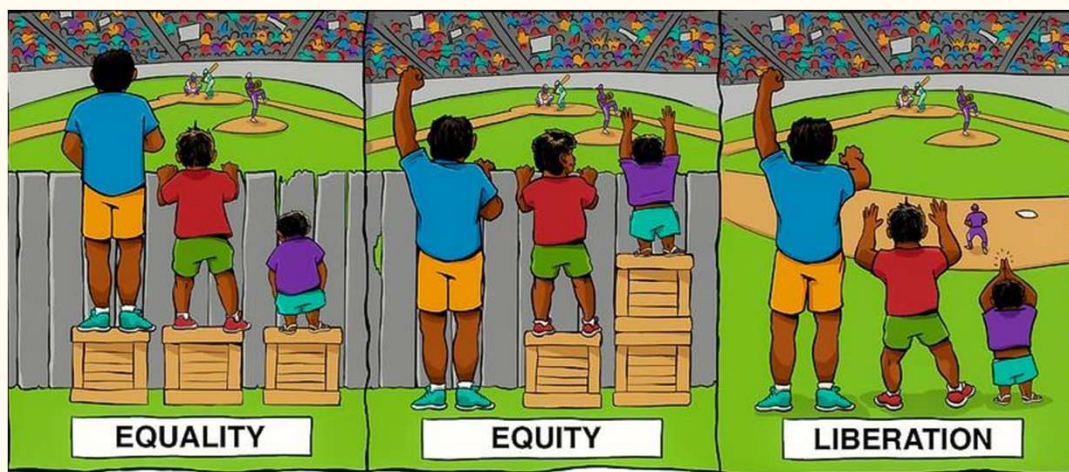
Lessons learned

- It's not just what you do, but how you do it

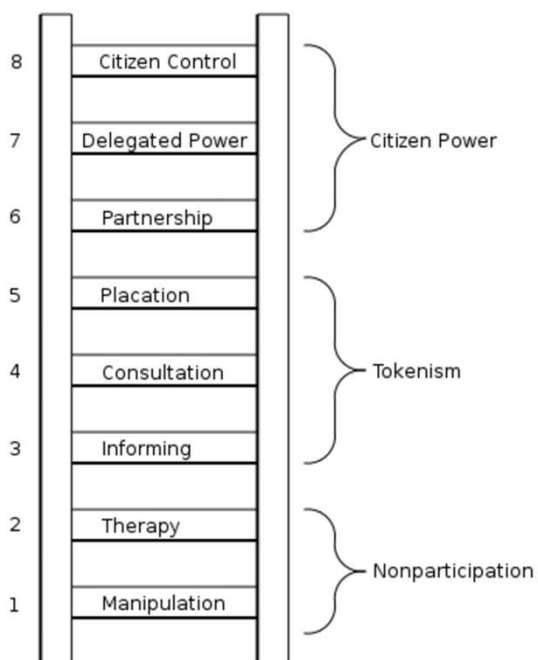
Operationalizing equity

- Moving at the speed of trust / relationships
- Ask: Who makes decisions for whom, and how?
- Shifting power and resources to those most impacted
- Lived experience = subject matter expertise

4



5



“citizen participation is a categorical term for citizen power. It is the redistribution of power that enables the have-not citizens, presently excluded from the political and economic processes, to be deliberately included in the future. It is the strategy by which the have-nots join in determining how information is shared, goals and policies are set, tax resources are allocated, programs are operated... There is a critical difference between going through the empty ritual of participation and having the real power needed to affect the outcome of the process.”

Source: lithgow-schmidt.dk/sherry-arnstein/ladder-of-citizen-participation_en.pdf

6

Community Food Access Assessment

The what & the how:

- Design process
- Timeline
- Methods
 - Shifting power
 - Centering community experts

Final Report will include:

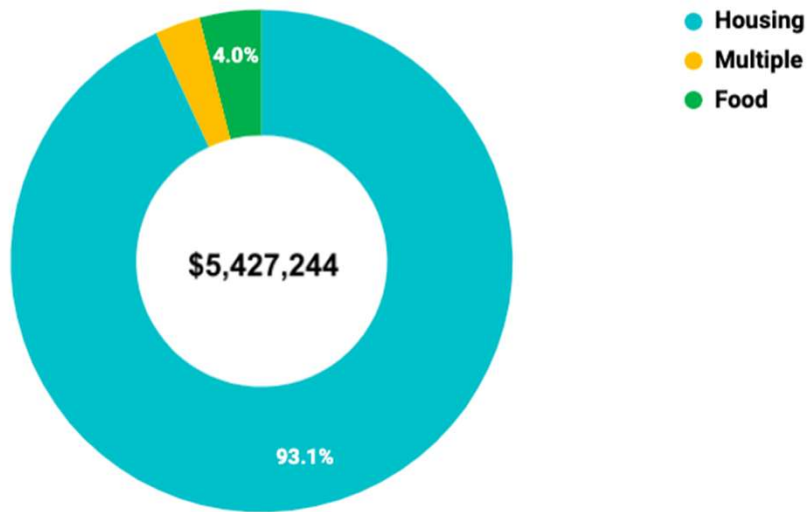
- Community-led analysis of budget data
- Community experts gaps analysis
- Recommendations for decision makers
- Stories and wisdom from lived experience that can guide future decisions

7



8

ARPA Funding for Food Access By Category



Multiple category represents wrap-around services. For example, organizations that provide both housing, utility assistance and/or food assistance.

9

Expanding Local Food Markets Pilot Project

At the recommendation of the chair of the Orange County Board of County Commissioners, the Food Council and Cooperative Extension have been exploring options for a pilot program to expand markets for Orange County growers and increase access to local foods for regional buyers.

- Stakeholder interviews
- 18 month pilot program
- Support 6-8 growers in an online selling/marketing platform to connect to regional buyers
- Pilot participants will help advise program implementation and evaluation
- Data collection and 2-4 staff reports annually
- Intended timeline: July 2022 to December 2023

10

MOU Renewal

Original MOU was signed in 2019

Executive Committee Recommendations for an updated MOU

- Remain in effect for 5 years
- Update funding percentages with 2020 census data
- Remove the number of council seats from the MOU
- Include reference to racial equity work

11

Questions & Discussion

Ashley Heger

aheger@orangecountync.gov

12

**Memorandum of Understanding between Orange County and the Towns of Chapel Hill,
Carrboro, and Hillsborough:
Orange County Food Council**

THIS MEMORANDUM OF AGREEMENT ("Agreement"), made and entered into this ____ day of _____, 20__ between Towns of Carrboro, Chapel Hill, and Hillsborough, North Carolina municipal corporations situated in Orange County, North Carolina (hereinafter referred to individually as the "Town" and jointly as "Towns"); and Orange County, a political subdivision of the State of North Carolina (hereinafter referred to as the "County"), for the provision of funding for a Food Council Coordinator. (County and Towns may be referred to collectively as the "Parties")

Whereas, since July 1, 2015, the Orange County Board of Commissioners, Chapel Hill Town Council, Carrboro Town Council, and Hillsborough Board of Commissioners have provided financial support to the Orange County Food Council.

Whereas, the Orange County Food Council will provide advice and recommendations to the four jurisdictions on issues related to the county community food system and also facilitate communication between community groups, committees, commissions, and other boards, whose work supports a thriving local farm economy, access to healthy food, food related economic development, strong communities, sustainable ecosystems, and healthy people.

Whereas, the Parties to this Agreement understand the value of this work to each jurisdiction and accordingly intend to continue to fund and support it.

Whereas, the Orange County Food Council Executive Committee consists of elected representatives appointed from each of the above governmental partners as well as the Co-Chairs of the Food Council, charged with providing oversight of the Food Council Coordinator.

Whereas, the Orange County Food Council consists of a 11-member council including elected representatives appointed from each of the above governmental partners and a cross-section of community members, food access and food provider representation, charged with providing direction for the council's work, and the Parties to this Agreement intend for the 11-member Food Council to continue to perform this role, and

Whereas, the Parties to this Agreement intend to provide funding support to a Food Council Coordinator, whose responsibilities have been outlined in a Job Description and the Parties to this Agreement hereby clarify the roles and responsibilities of each body as it relates to funding and oversight.

A. The Executive Committee will

1. Provide ongoing guidance of the Coordinator with all decisions about the Coordinator's work subject to final approval by the County Manager. The Executive Committee will provide this guidance by:
 - a. Conducting joint annual performance reviews of the Coordinator with the County Manager, after gathering input from the Co-chairs of the Food Council and others, as appropriate;
 - b. Approving an annual work plan for the Coordinator based on the goals of the Plan, subject to final approval by the County Manager;
 - c. Meeting with and reviewing the work plan with the Coordinator and the County Manager quarterly;
 - d. Participating in interviews for the hiring of the Coordinator;
 - e. Making recommendations to the County Manager regarding performance concerns related to the Coordinator.
2. Operate its program on the same fiscal year as that operated by the Towns and County
3. Not have supervisory authority over any Town or County staff who may be assigned to provide assistance to the Food Council or Executive Committee
4. Meet quarterly, with staff support, to review progress under the annual work plan.

B. The 11-member Food Council will:

- a. Convene stakeholders to build strategic partnerships across all sectors, identify issues,
- b. Conduct research, and educate the community on the Orange County food system,
- c. Promote sustainable agriculture, increase economic development, and advance social justice, and dismantle systemic racism,
- d. Develop strategies, and advise on policy recommendations to encourage the growth of a robust community food system and a healthier population.

C. Towns and County will:

- a. Appoint an elected representative to serve as liaison between the governmental jurisdiction and the Orange County Food Council. The appointed representative will serve on the Executive Committee.
- b. Provide office space and supplies for the use of the Coordinator.
- c. Provide staff assistance as needed to support the Coordinator and Orange County Food Council members and workgroup members subject to the County Manager's direction.
- d. Provide an annual appointment from the elected governing bodies to the Orange County Food Council.
- e. Assist with the annual implementation efforts of the Food Council and workgroup priorities.
- f. Continue to support the Orange County Food Council.

- g. The amount of funding to be provided by each partner will be determined by utilizing a population-based formula based on the latest Census data. Based upon the 2020 Census data, the percentage contributions are as follows:
 - Orange County 39%
 - Town of Chapel Hill 41%
 - Town of Carrboro 14%
 - Town of Hillsborough 6%
- h. Receive an annual report from Orange County Food Council.
- i. Not be required or expected to continue funding the Coordinator position should the funding not be available through any one or more of the other partners.
- j. Not require or suggest the Orange County Food Council or its Coordinator perform work on goals that are not in her/his work plan for the Food Council.

D. Invoicing and Payment:

- a. The Coordinator will submit annual invoices on behalf of the County to each Party by April 1st and payment will be due by June 30th each year. Failure to pay the agreed upon amount (see section C. g.) will be considered a breach of this Agreement. _____

This Agreement will remain in effect for five years from the date of its adoption by all Parties. The Agreement may be renewed for up to five additional five-year terms. Any Party hereto may withdraw from the Agreement by providing written notice to every other Party at least 12 months prior to the start of the fiscal year in which the Party wishes to withdraw.

[SIGNATURES TO FOLLOW]



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: All
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Margaret Hauth, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Update on board project list

Attachments:

Report

Summary:

During the February regular meeting, board members identified 23 topics or projects for staff to work into department workplan. The attached memo details staff response and has been updated since April. It divides the projects into 4 groups: already in process, needing clarification, longer term response, and items not recommended for further pursuit. The non-discrimination ordinance has also been added.

In April, there was not adequate time to discuss and get feedback from the board on these items, particularly the ones that need prioritization or that staff recommend no further action on. Relevant staff will be available to discuss topics in detail.

Financial impacts:

Uncertain

Staff recommendation and comments:

We have accelerated discussion from the previous schedule of September to better manage meeting agenda workload.

Action requested:

Discussion and direction regarding how to work these topics into existing workloads without impacting delivery of regular and on-going work or adding additional staff capacity.

Memorandum



To: Mayor Weaver
Town Board members

From: Operations team members

Date: August 1, 2022

Subject: Responses to projects identified at February 2022 meeting

During the February regular meeting, board members identified topics or projects they wanted staff to work on with no specific schedule or priority assigned. A report was provided in April, but there was not sufficient time to discuss in detail. This document has been updated with work done since April and added one additional topic inadvertently omitted previously.

Staff found the items fell into 4 categories:

- things we were already working on
- projects that needed more specificity
- larger projects
- projects not recommended for further action

This classification is based on staff understanding of the complexity of the topic and required effort to implement reviewed in light of other responsibilities and priorities. Without question, the board can prioritize these actions as they wish and direct staff to pursue any and all tasks.

Under the headings, the items are listed in approximate order of completion, based on workload and complexity. The responsible division is listed in parentheses with the item.

Already working on

A few of the requested topics were very easy to address or already being worked on by staff. Those items are detailed below.

1) Determining option to continue broadcasting at least Town Board meetings after we resume in-person meetings (Clerk/Communications/IT).

- ☐ Response: Complete
- ☐ Staff intends to continue broadcasting town board meetings using the Meeting Owl until directed otherwise.
 - If the board wants other options investigated, please advise.
 - There is no plan to broadcast volunteer board meetings at this time. If that is a board interest, please advise.
 - Expansion beyond the Meeting Owl for town board meetings would be challenging before FY24 due to workload and complexity.

2) De-criminalizing of penalties currently listed as criminal per the list we sent to the North Carolina General Assembly and determining which to move to civil penalty (Legal).

- ☐ Response: Complete.

3) Posting bios of Mayor and Commissioners on the web (Communications).

- ☐ Response: Complete.

4) Report on amplified sound provisions – is it working? (Police).

- ☐ Response: Complete.

5) Review of advisory board composition, appointment processes, training, etc. to help build competency and alignment with Board priorities (Clerk).

- ☐ Response: Clarity on outstanding questions and what needs to be done is needed.
 - Existing information was provided to the entire board in late June.
 - Staff have discovered that the attendance policy is not consistent across all boards and needs work.

6) Establish an on-going funding stream for bicycle and pedestrian improvements (Budget).

- ☐ Response: Board action and available funding are all that is needed.
 - The board can designate funding as part of the budget process for this purpose. Funds could accumulate over time and then be used to take advantage of opportunities as they arise or for identified projects. The town has a similar process for funding small connectivity projects and climate change initiatives.

Clarification or direction needed to fully respond

The following topics need some additional specificity about priority or the type of information the board is seeking for staff to respond. Direction is needed on each item. Please remember that these are all tasks in addition to staff regular workload and staff are not indicating we have capacity to address any of these without other work tasks being delayed.

1) Town-funded solutions to promote affordable housing in Hillsborough (Community Services).

- ☐ Response: Board action and available funding are needed.
 - The place-holder policy endorsed in April is a guide.
 - The town has received significant funding requests from partner organizations. How these relate to town-specific action needs discussion.
 - The Comprehensive Sustainability Plan will also provide guidance on this topic.
 - Staff will provide funding options consistent with the place-holder policy when any funding is designated.

2) Accessory Dwelling unit status & update (Planning).

- ☐ Response: staff has prepared a mappable dataset of all accessory dwellings and lots with multiple dwellings (attached).
 - Question: What is the board's objective? Is the location and number of units the interest? Are there particular details you want tracked for these units? Is it how ordinance changes impacted development of accessory units? Is it how to encourage more or different types?

3) Revisiting Code of Ethics ordinance from earlier in the year (Legal).

- ☐ Response: This is pending project for the legal team.
 - Direction as to relative urgency/priority of this project is requested.

4) Revising our firearm regulation with something similar to what Apex has in their Code (Legal).

- Response: This is a pending project for the legal team.
 - Direction as to relative urgency/priority of this project is requested.

5) Administering the Non-Discrimination Ordinance (Legal).

- Response: This is pending project for the legal team and was inadvertently left out of the previous report.
- Direction as to relative urgency/priority of this project is requested.

Items with a longer response time

Some items require deep research or are tied to other processes. These are detailed below. No specific schedule has been proposed for response. Any guidance about relative priority from the board is helpful. Please remember that these are all tasks in addition to staff regular workload and staff are not indicating we have capacity to address any of these without other work tasks being delayed.

1) Creating a searchable online depository of town contracts (Clerk/IT).

- Response: Clerk and IT have been looking into this. We are waiting on some technology shifts coming from the selected vendor.
 - Some direction is needed to indicate whether this is every contract or only those that meet a certain threshold. This will also need to involve Finance staff as they receive every contract.

2) Apex is implementing Dark Sky provisions – learn from and piggyback on their activities/actions (Planning).

- Response: Planning staff have met with Apex staff. They are still in the formulation stage. Nothing has been adopted or implemented. They are very willing to share, and staff will continue to monitor this project.

3) Assess bicycle/pedestrian friendliness of community and develop plan to address problem areas (Public Space/Planning).

- Response: The Community Connectivity Plan has served this function in the past. The Comprehensive Sustainability Plan will incorporate updates to the Community Connectivity Plan and will serve this function moving forward. Additional work can be scheduled if the plan response is lacking.

4) Investigate options to meet the community where they are – alternatives to traditional engagement (Communications).

- Response: This is a current project for Communications. Options under discussion include community message boards, rotating the location of the citizens academy to different spaces around town, as well as offering transportation and perhaps childcare. Prior to the pandemic, Communications staff had discussed trying to visit neighborhood meetings to be able to answer questions about the town and to encourage residents to sign up for communication methods and OC Alerts. It's unclear if neighborhood meetings have resumed and staff are still recovering from pandemic workload impacts.
 - Question: What does the board wish to accomplish?

5) Investigate options to provide public Wi-Fi in town parks and Fairview Park (in partnership with Orange County) (IT).

- Response: This is a current project for IT. The infrastructure does not exist in the parks to implement this. Additionally, there would be the on-going expense for internet service at each location and the need to develop policies about internet use that would need to be posted in all locations.

6) Investigating social districts (Planning/Police).

- Response: Staff have reached out to other jurisdictions to learn from their experience. We have a fair understanding of the level of effort and how to go about this if further effort is desired. Hillsborough is rather different than other communities who have implemented these districts. We contacted Greensboro and Hickory. This will require significant staff effort and community cooperation to implement. The issues we have identified so far include:
 - We have a limited number of establishments. Will they all participate? Will they all comply? Is this something they want?
 - We have residents who live very close to the area likely designated as a district. What is the impact to them?
 - We have heavily traveled roads through the area likely to be a district. The risk of injury is much higher.
 - This recalls the issues we observed with increased trash throughout the downtown with previous businesses who did not monitor outside beverage service without food.
 - How will this impact alcohol service in adjacent public spaces (courthouse square & Riverwalk) and at events?
- If a presentation about how districts work in other locations is needed to help the board members envision positives and negatives, staff can schedule this for a future workshop.
- Clarity about board support for pursuing this and its relative priority is needed.

Not recommended for further pursuit (alternatives suggested)

These topics take significant effort and staff are concerned that the real benefit to the community will not exceed that effort. For each item, staff need information about what the board wants to accomplish with the project. We ask that in hopes of identifying alternatives to reach the desired outcome. As stated previously, if the board wants these projects pursued, staff stand ready to try.

1) Investigate options to take commissioner meetings to neighborhoods on some sort of basis (Clerk/Communications).

- Response: Some basic research indicates implementing this project would take a significant amount of effort to accomplish. Most neighborhoods do not have public buildings where meetings could be held. Locations would have to be handicap accessible, have reliable internet if meetings are to be broadcast, and may have rental costs. The readily identified locations include Durham Tech, Orange County Library, Dorothy Johnson Community Center. Each location has its own challenges for set up and broadcast. Changing locations then requires transport, set up, and break down of seating, tables, recording and broadcast equipment. By changing locations, the public will be confused as to where the meetings will be held. We ran into this when meetings were shifted to the Whitted Building and later to the annex.
 - Question: What does the board wish to accomplish? Are there other alternatives that meet the same objective?

2) Investigate establishing a youth council to engage our younger residents (Public Space).

- Response: The Parks and Recreation Board looked into this concept when its membership was expanded to have age-specific members. That option was pursued rather than the separate Youth Council model. There is not staff capacity to establish another volunteer board at this time. Further, GARE training is indicating standing boards are not the best method of equitable engagement.
 - Alternative suggestions: Staff is willing to look into this further but suggests youth summit or youth survey as options that might be more attainable in the short term.

3) Noise ordinance related to nuisance noises & reducing noise pollution (Legal).

- Response: Noise enforcement is a time intensive enterprise and highly subjective. Short of designating specific staff to focus on this as an on-going responsibility, ordinance work is unlikely to be effective. Further, complaints about lack of enforcement will accompany anything less than robust and routine enforcement.
- Question: What does the board wish to accomplish? Are there other alternatives that meet the same objective?

4) Creating a searchable database of emails that are sent inbound to all Commissioners via our website (IT).

- Response: This initial concern is that inbound messages may contain information that is confidential. This practice is not immediately recommended by State Archives staff, so additional discussion and refinement is needed. This could lead to the need for emails to be redacted which could be very time consuming. IT continues to research the mechanics involved while the policy is also discussed.
- Question: What does the board wish to accomplish? Can it be accomplished in another way?

5) Investigate participatory budgeting (Budget).

- Response: Budget staff provided a report on participatory budgeting during the board's December 2020 meeting. This method is very staff intensive, and the town has very limited flexibility in funding from year to year. The budget staff has very limited capacity to take on this program.
- The town board initially expressed an interest in exploring participatory budgeting in October 2020. Budget staff researched participatory budgeting and met with staff who manage these efforts in other jurisdictions and then presented these key findings:
 - (1) Staff Investment – Regardless of whether your organization is investing \$25,000 or \$2.5 million, a successful program requires significant staff investment. For instance, the City of Durham has 2 full-time employees dedicated to their participatory budgeting efforts. Budget staff are involved throughout the entire process, from initial marketing to project implementation and process evaluation.
 - (2) Funds – Organizations vary in terms of how much funding is provided to participatory budgeting. Funds are needed not just in terms of the participatory budgeting funds to be allocated, but also the cost to administer the program. Some jurisdictions choose to include additional expenses, with the City of Durham including funds to provide childcare for their events, need-based stipends for their volunteers, and for parking and bus passes.
 - (3) Engagement – Engagement needs to happen throughout the process and it's important to meet the community where they are. For example, during the voting phase, the City of Durham had voting sites at bus stations, health & human services facilities, and public schools.
- One of the biggest challenges we face in the budget division is related to staff capacity. A couple examples that illustrate our limited capacity include being delayed on completing a budget document and struggling to find time to work on the strategic plan. We've also been continuing to learn the new budget software system. Part of the challenge is our work has gotten more complex and varied over the years, with more budget involvement in capital financings, audit prep, ARPA funding, enterprise-wide projects, etc. While we have added a budget analyst position this fiscal year, the Administrative Services Director is currently responsible for both her former budget duties as well as the new duties that have come with the reorganization. Once the budget analyst is fully onboarded, the administrative services director will be less involved in some of the day-to-day aspects of budget and will transition fully to the director role. Thus, there hasn't been much added in terms of budget capacity.
- Given our limited capacity, staff strongly recommends that the town not pursue participatory budgeting. We are a small organization and unfortunately, it's not possible to scale down participatory budgeting to match our size. Pursuing this effort would further stretch current staff and severely hamper our ability to meet our current workload unless additional staffing is added.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: Community Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Margaret Hauth, Assistant Town Manager

ITEM TO BE CONSIDERED

Subject: Update on Berry Brick House gift

Attachments:

1. Draft three party agreement
2. Resolution accepting gift from November 2019

Summary:

In 2019, the town board agreed to accept the future bequest of the Berry brick House from the current owners. The agreement is very general. The owners wish to preserve the agreement more formally as a three-party agreement that can be recorded in the property chain of title. Staff and representatives of the Arts Council have discussed and suggested edits to the draft agreement provided by the owners' attorney. The changes are highlighted in yellow.

This item is to provide an update to the board that staff is working on formalizing this gift and receive any direction desired.

Financial impacts:

None currently; uncertain for future.

Staff recommendation and comments:

Action requested:

For information unless board is comfortable with general terms and will authorize staff to enter into a substantially similar agreement when all parties agree.

Prepared by and return to Kim K. Steffan, Steffan & Associates, P.C.

NORTH CAROLINA

MEMORANDUM AGREEMENT

ORANGE COUNTY

THIS MEMORANDUM AGREEMENT is entered this ____ day of _____, 2021, by and between Kenneth Ostrand and Linda Ostrand (married), 208 W. Queen Street, Hillsborough, NC 27278 (herein, “the Ostrands”), the Town of Hillsborough, P.O. Box 429, Hillsborough, NC 27278, (herein, “the Town”), and the Hillsborough Arts Council, 102 N. Churton Street, Hillsborough, NC 27278, (herein, “the HAC”).

WHEREAS, the Ostrands own a unique historic property known as the Berry Brick House (ca. 1805 and boyhood home of local builder, politician, and entrepreneur John Berry) at 208 W. Queen Street, Hillsborough, NC 27278; and

WHEREAS, the Ostrands have furnished the Berry Brick House with period furniture, clocks, and objects from typical homes of the period; and

WHEREAS, the Ostrands desired to donate the Berry Brick House to the Town and its furnishings in the Ostrands’ Will to help preserve the historic nature of the house and to make it an asset to the community, particularly to arts in the community; and

WHEREAS, the Town has accepted this gift in a Resolution of the Town Council on November 12, 2019; and

WHEREAS, the Town is experienced in the ownership of historic properties; and

WHEREAS, the parties desire for HAC to take a leadership role in the management of the Berry Brick House and furnishings after the donation, and HAC is willing to do so; and

WHEREAS, the parties desire to have this Memorandum Agreement to memorialize their understanding of the arrangement;

THEREFORE, the parties agree as follows:

1. The Ostrands agree to make provision in their Last Wills and Testaments that, after both of the Ostrands are deceased, they give, devise, and bequeath the Berry Brick House and its furnishings to the Town in fee simple. The Berry Brick House is more particularly described as follows:

PIN # 9864-97-3626

The lot being designated as Lot 54A, as shown on the Plat recorded in the Orange County Registry in Plat Book 49 at Page 101.

The said property is subject to an Historic Preservation Easement dated March 20, 2020, and recorded at Book 6650, Page 1987 of the Orange County Registry.

If, prior to the death of both of the Ostrands, the Ostrands become unable to live in the Berry Brick House, the Ostrands (or the surviving spouse) may, but are not required to, deed the Berry Brick House to the Town in fee simple at that time, and such deed of gift shall be subject to the terms of this Agreement to the same extent as if the gift had been made by Will.

The Ostrands agree to maintain the Berry Brick House during their lifetimes in at least as good condition as it currently is.

The Ostrands or the Ostrand estate agree to provide an accurate floor plan of the Berry Brick House and an inventory of furnishings subject to this agreement prior to conveyance to the Town.

2. The Town accepts this gift. During the Town's ownership of the Berry Brick House and furnishings, the Town agrees to the following:
 - a. The Town shall follow the terms of the recorded Historic Preservation Easement.
 - b. As the owner of the Berry Brick House and furnishings, the Town will be responsible for maintenance and repairs. The Town will keep the Berry Brick House and furnishings insured.
 - c. To preserve the historic nature of the interior of the Berry Brick House, the Town agrees that the interior floorplan shall be preserved as shown on the provided floorplan, that any replacement of flooring that may be needed will be with antique floor boards, that plaster walls will remain as the wall surface, that painting and papering will be done with period design and décor, that wood trim shall remain in place or if replacement is needed shall be period in appearance and material, that fireplaces will remain in place or if needed to be re-built will retain their original features inside and out, that exterior repairs will be period in appearance and material, and that landscaping will be with period plants. If period furniture, as detailed in the provided inventory, needs to be replaced, the Town will make reasonable efforts to

obtain another period piece. The preservation easement will be used to identify those interior architectural features subject to this paragraph.

- d. The Town shall be responsible for seeing that the Berry Brick House will be used for purposes that may include, but are not limited to, housing an artist-in-residence, art or history events or workshops, literary readings, open house events, and educational programs. The Town may contract with the HAC or another non-profit organization (chosen at the Town's discretion) to manage the programing of the Berry Brick House and its furnishings on the terms set forth herein. Initially, the agreement is with HAC, whose obligations are set forth below. At its discretion and subject to agreed upon notice, the Town may at any time elect to contract with a different non-profit organization for program management of the Berry Brick House and its furnishings. The Town and HAC agree to manage and use the Berry Brick House and its furnishings for the benefit of the community with particular emphasis on the arts and history.
3. HAC agrees to do the following:
 - a. HAC will handle the operational and programming aspects of using the Berry Brick House and its furnishings for the benefit of the community with particular emphasis on the arts and history. This will include, but not be limited to, deciding on the specific uses for the property, e.g., housing an artist-in-residence, art or history events or workshops, literary readings, open house events, and educational programs, then scheduling and implementing these events and/or programs. When using the property for an artist-in-residence, HAC will be responsible for choosing a suitable artist, assisting them with setting up at the property, arranging for the community to have opportunities to interact with the artist and with their work, and choosing a suitable duration for each artist-in-residence tenure.
 - b. HAC will not have any responsibility for expenses related to upkeep of the Berry Brick House or its furnishings. If HAC becomes aware of a maintenance or repair item at the property, it will promptly notify the Town.
 - c. If HAC chooses to resign from this role, it may do so by giving 6 months' written notice to the Town. The Town will then contract with another non-profit to provide these services.
 4. The Town and HAC or other non-profit organization selected to manage the programing of the Berry Brick House are expected to develop detailed agreements, leases, or other memoranda of understanding closer to the time of conveyance of ownership to the Town to specify all details deemed necessary by the governing boards of the two parties.
 5. If, after receiving the gift, the Town no longer wishes to own the Berry Brick House and its furnishing, it shall have the right to sell or give the Berry Brick House and its furnishings to another governmental entity or a non-profit organization, provided that the transferee agrees in writing to be bound by the terms of this Agreement. The Town shall

use good faith judgment in making a determination that the transferee has or can obtain the financial means and the knowledge to comply with the transferee's obligations under this Agreement.

6. This Agreement shall remain in effect for the duration of the ownership of the Berry Brick House and its furnishings by the Ostrands and/or by the Town. This Agreement may be modified only in a signed written instrument, including partnership with a non-profit other than HAC under paragraph 2d or 3c and/or any transfer to a different owner under paragraph 5.

Entered the date signed below.

_____[SEAL]
Kenneth Ostrand

_____[SEAL]
Linda Ostrand
The Town of Hillsborough

By:_____[SEAL]
Authorized Agent

Printed Name: _____

Title: _____

Hillsborough Arts Council

By:_____[SEAL]
Authorized Agent

Printed Name: _____

Title: _____

RESOLUTION AUTHORIZING ACCEPTANCE OF THE BERRY BRICK HOUSE

WHEREAS, the Berry Brick House on West Queen Street is an architecturally historic property, owned and occupied by Ken and Linda Ostrand, who received an award from the Hillsborough Historic District Commission for their restoration and renovation of the home; and

WHEREAS, the Ostrands have offered to donate the Berry Brick House to the Town of Hillsborough at whatever time in the future they are no longer able to live there, to ensure the preservation of this historic site and for the community to use the house as an artist-in-residence program; and

WHEREAS, restrictions on use of the property are minimal, specifically that the property would not be sub-divided or sold, and that it would be used for an artist-in-residence function, artist very broadly defined; and

WHEREAS, the Ostrands desire to leave the house specifically to the town rather than a non-profit organization, given the town's continuity as an entity is more assured. As the town does not provide arts programming resources (and is unlikely to do so in the future), it is assumed the town would make the property available to one or more partner organizations in exchange for running a suitable artist-in-residence program and maintaining the property; and

WHEREAS, the Hillsborough Arts Council (HAC) is interested in taking the lead in this regard at whatever future time the house would become available. While acknowledging there are many unknowns that cannot reasonably be addressed until a future time, the HAC is enthusiastic in this opportunity; and

NOW, THEREFORE, BE IT RESOLVED, the Hillsborough Board of Commissioners accepts the property from the Ostrands and authorizes the town manager, town attorney, and mayor to proceed with appropriate due diligence and legal document execution. Included in the due diligence, as deemed appropriate and mutually desired, letters of understanding between the town and the Hillsborough Arts Council.

Approved this _____ day of _____ 20_____.

Seal

Tom Stevens, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson

ITEM TO BE CONSIDERED

Subject: Hot topics for work session Aug. 22, 2022

Attachments:

None.

Summary:

The August workshop was scheduled as a joint meeting with the Water and Sewer Advisory Committee. However, the committee vice-chair is unavailable for in person meetings in August. The Committee would like to skip this joint meeting and take up a discussion of mutual interest topics at the November meeting during the Water and Sewer Advisory Committee regular meeting. At that time, a basic update on capacity is also expected.

Completing the salary study is time sensitive. Staff recommend this remain on the workshop agenda. This provides ample discussion time and space for as yet unidentified items.

Staff recommends a special meeting be scheduled for the task force discussion to avoid other items creeping onto the agenda.

Possible topics include:

- Salary study presentation and vote
- Schedule for Mayor's Task Force Discussion – possible special meeting
- Enforcement update on Non-discrimination ordinance (tentative)

Financial impacts:

None.

Staff recommendation and comments:

None.

Action requested:

None.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Aug. 8, 2022
Department: All
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Department Heads

ITEM TO BE CONSIDERED

Subject: Departmental Reports

Attachments:

Monthly departmental reports

Summary:

N/A

Financial impacts:

N/A

Staff recommendation and comments:

None.

Action requested:

Accept reports.



Administrative Services Report

June/July 2022

Budget

- Closed out FY22 from a budgeting perspective.
- Posted a condensed version of the adopted FY23 budget document online. The Budget Team is continuing to build out the remainder of the document in OpenGov and is using this opportunity to update and fresh the look and feel of the data presented.

Communications

- Branding rollout — Checked proofs; updated documents; created or assisted with new templates; worked with graphics artist on remaining logos for divisions and offices.
- Town materials — Completed July and August print newsletters; prepared one-page budget highlights document for website and insertion in July utility bills; prepared budget and rates increases videos; worked on update to social media policy; created coming soon flyer for Stories with HPD in Fairview Park and Gateway Village Apartments; prepared survey for proposed greenway name. Created National Night Out flier; reviewed bid packages.
- Website — Completed new residents page; revised employment information page; created draft requests and complaints page; worked on and completed central permits, licenses and tax compliance page. Reworked pages for Police Department and its divisions, Planning and Economic Development Division, and Public Works Division; drafted requests and complaints page and publications and reports page; updated multiple employee profiles and contact forms for Police Department; updated all third-party software.
- Utilities outreach — Prepared utility rates increases document for July utility bill; created document comparing monthly rate increases to cost of bottled water and inserted into August utility bill; prepared 2021 Water Quality Report and worked on translation; completed update to rates FAQs page and documents with 2022 study data; continued translation for water advisories and notices page and wastewater collection documents; completed translation of 2021 Water Quality Report.
- Other — Prepared several sets of minutes; continued contacting neighborhood associations for inclusion of sustainability plan presentation at meetings; continued planning for academy for the community; continued working on printing of street banners; worked with police on demonstration of virtual training equipment; helped with multiple police inquiries from media; assistant communications manager/web developer and communications specialist attended county WebEOC training; participated in training on minutes and agenda platform (manager and specialist); helped with communications planning for Orange County fiber project; reviewed county COVID-19 booster video; completed first aid and CPR training (specialist).

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

RECRUITMENT AND SELECTION	
Position	Status
Engineering Manager	Open until filled.
Meter Services Technician	Recruitment closed 7/17.

Planner	Recruitment closed 7/17.
Police Officer	Continuous recruitment.
Utility Systems Mechanic	Open until filled.
Utility Maintenance Technician	Open until filled.
Utility Maintenance Technician I (Locator)	Open until filled.
Water Plant Operator (Night shift)	Open until filled.

TOWN OF HILLSBOROUGH
DETAIL ENCUMBRANCE INQUIRY BY ACCOUNT NUMBER

07/01/2022 TO 06/30/2023

FY 2022-2023

			<u>BUDGET</u>	<u>YTD AMT</u>	<u>ENC AMT</u>	<u>REM BAL</u>
10-10-4100-5300-080	TRAINING/CONF./CONV.		20,980.00	0.00	10,425.00	10,555.00
<u>DATE</u>	<u>PO REQ/REQ</u>	<u>PO/INVOICE</u>	<u>CHECK NO</u>	<u>VENDOR NAME/BILL TO</u>	<u>AMOUNT</u>	
07/01/2022	221591	230006		CHAPEL HILL-CARRBORO CHAMBER OF COMMERCE	11,070.00	
07/01/2022	221591	230006		CHAPEL HILL-CARRBORO CHAMBER OF COMMERCE	-645.00	
					<u>10,425.00</u>	
				TOTAL ENCUMBRANCES:	<u>10,425.00</u>	

10-10-4100-5300-530 DUES & SUBSCRIPTIONS			<u>BUDGET</u>		<u>PERIOD TO DATE</u>	<u>ENC AMT</u>
			21,362.00		6,000.00	14,863.00
<u>DATE</u>	<u>MOD</u>	<u>REFERENCE</u>	<u>JE # or VOUCHER#</u>	<u>CHECK#</u>	<u>DEBI</u>	<u>CREDIT</u>
		BALANCE FORWARD				
07/15/2022	AP	HILLSBOROUGH/OC CHAMBER OF COMMER	52042	3549	6,000.00	
		MEMBERSHIP RENEWAL - 07/01/22 - 06/30/23				
		SUBTOTALS FOR ACCOUNT 10-10-4100-5300-530 :			6,000.00	0.00
					6,000.00	0.00

			<u>BUDGET</u>	<u>YTD AMT</u>	<u>ENC AMT</u>	<u>REM BAL</u>
10-10-4100-5300-530	DUES & SUBSCRIPTIONS		21,362.00	6,000.00	14,863.00	499.00
<u>DATE</u>	<u>PO REQ/REQ</u>	<u>PO/INVOICE</u>	<u>CHECK NO</u>	<u>VENDOR NAME/BILL TO</u>	<u>AMOUNT</u>	
07/01/2022	221547	0		CHAPEL HILL-CARRBORO CHAMBER OF COMMERCE	1,350.00	
07/01/2022	221548	0		N C BLACK ELECTED	65.00	
07/01/2022	221549	0		N C LEAGUE OF MUNICIPALITIES	8,548.00	
07/01/2022	221550	0		SCHOOL OF GOVERNMENT	1,100.00	
07/01/2022	221551	0		TRIANGLE J COUNCIL OF GOVTS	3,500.00	
07/01/2022	221553	0		BANK OF AMERICA NA	300.00	
					<u>14,863.00</u>	
				TOTAL ENCUMBRANCES:	<u>14,863.00</u>	

Information Technology

- Successfully completed the second mandatory upgrade on our SwitchVox phone system. Began configuration for and testing of new features and functionality on the phone system.
- Completed Q2 external security scans and made necessary port and firewall changes to harden detected potential vulnerabilities.
- Identified preliminary building wiring needs for NC86 Facility Remodel project.
- Offboarded Finance Director, Tiffany Long, and onboarded interim Finance Director, Melissa Bishop. Interim Finance Director will be utilizing the Finance.Director@hillsboroughnc.gov email account until permanent Finance Director is hired.

Safety and Risk Management

- Inspections — Completed inspections at Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, and Cates Creek Park and forwarded recommendations (work orders). Forwarded safety inspection results to departments.
- Worked on workers comp and property/liability renewals to be submitted in May.
- Meetings - HR Team Meeting, Division Meetings, NCDOL monthly meetings, Star Gazers (Department of Labor) Meetings and Ergonomics Meeting.
- Random drug screens — Completed 2nd quarter random FMCA drug screens and completed pre-hire drug screens. On target for 3rd quarter drug screens random FMCA drug screens and completed pre-hire drug screens.
- Safety Committee — Working on completion of incident reviews and working on inspection requirements with Safety Committee members. Establishing IIRRP (Injury Illness Rate Reduction Plan) protocol to track injuries and P&L Claims. All available safety committee members completed safety audits for water plant and public works departments. Working on completion of incident reviews and working on inspection requirements with Safety Committee members.
- Safety equipment — Stocked/distributed/ordered safety gear and distributed updated safety wear.
- Other — Coordinated and held 4 AED/CPR Trainings as well as First Aid Trainings, worked on employee training schedule, workers compensation claims, and general duties concerning Highway 86 building renovation and collected fire extinguisher monthly check sheets.

Hillsborough Police Department

Quarterly Transparency Report

April – June 2022

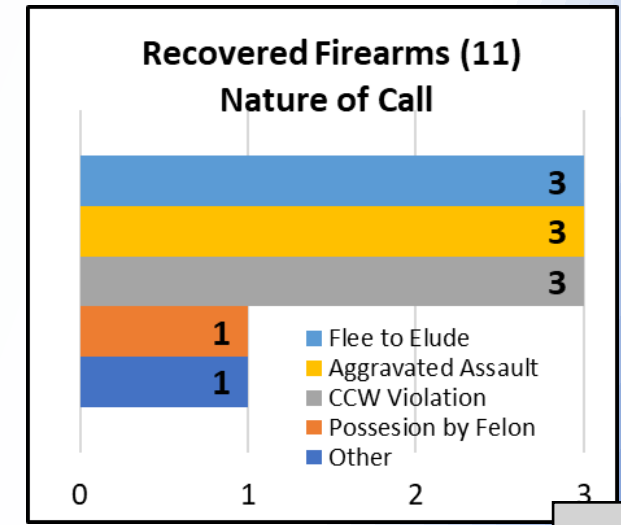
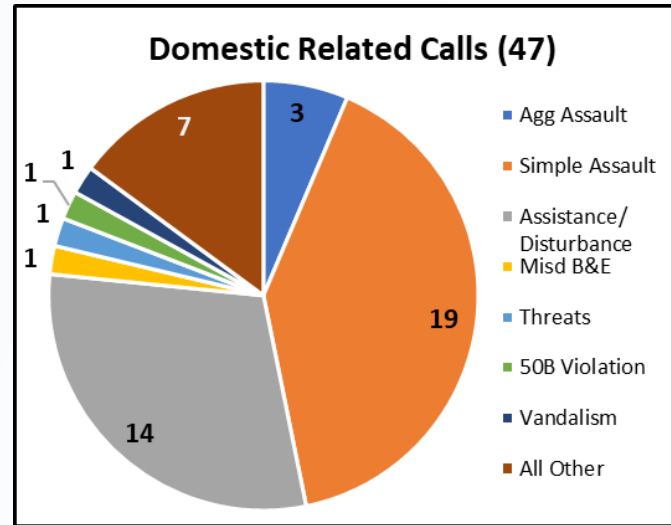
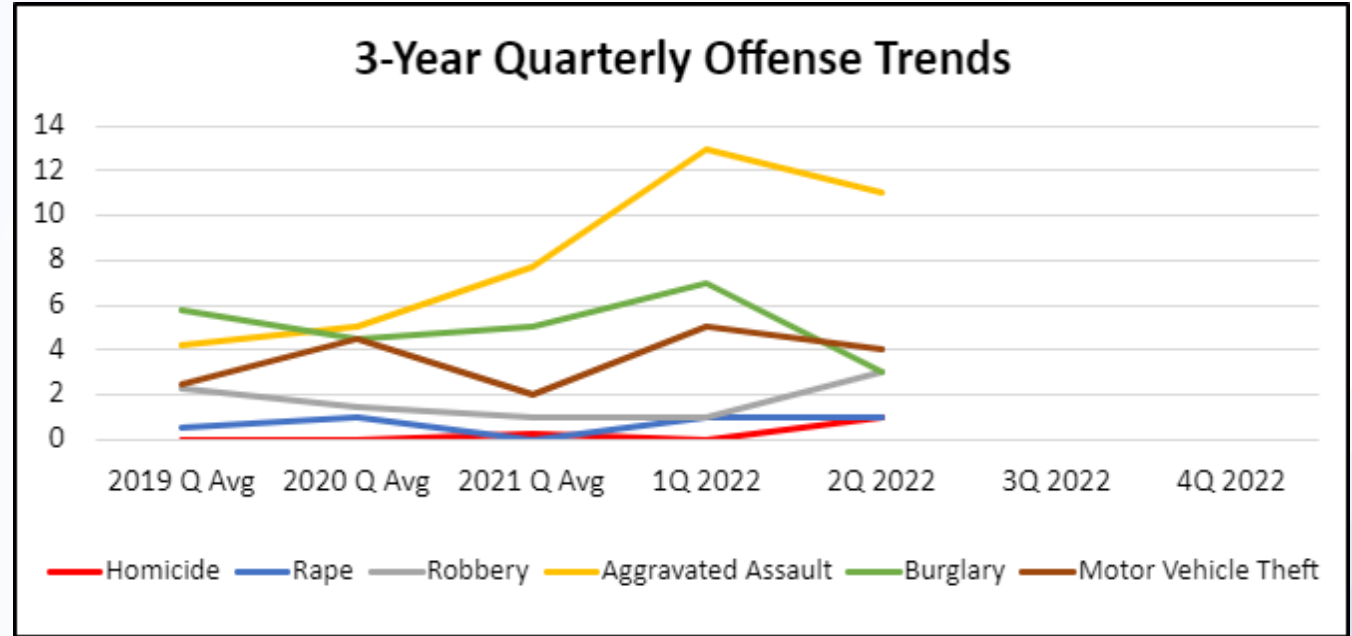


This report summarizes quarterly activity and data in the following areas:

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

Reported Incidents

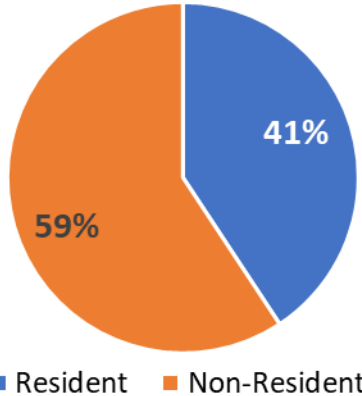
UCR Part 1 Reported Crimes	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	YTD
Homicide	0	1			1
Rape	1	1			2
Robbery	1	3			4
Aggravated Assault	13	11			24
Part 1 Violent Crimes Total	15	16			31
Burglary	7	3			10
Larceny/Theft	118	103			221
Motor Vehicle Theft	5	4			9
Part 1 Property Crimes Total	130	110			240
Other Offenses Reported	Jan-Mar	Apr-Jun	Jul-Sep	Oct-Dec	YTD
Drug Offenses	22	22			44
Simple Assault	18	28			46
Forgery/Counterfeit	0	2			2
Fraud	10	14			24
Embezzlement	3	1			4
Stolen Property	1	4			5
Vandalism	7	25			32
Prostitution	0	0			0
Other Sex Offenses	1	0			1
Gambling	0	0			0
Offense against family/child	1	2			3
DWI	5	2			7
Alcohol Violations	3	0			3
Disorderly Conduct	1	2			3



Arrest Summary

HPD Officers made a total of 113 Criminal Arrests of individuals during this quarter, with a total of 189 separate charges.

Residency of Arrestee



April-June 2022 Arrests

	B	H	W	U/O	TOTAL
Custodial Arrest	17	2	9	1	29
Citation/Summons	10	1	26	0	37
Warrant Service	30	1	16	0	47
Total Arrests	57	4	51	1	113
Resident	28	1	16	1	46
Non-Resident	29	3	35	0	67

OCPAD

Orange County Pre-Arrest Diversions

6

5 Larceny Incidents
1 Drug Violation

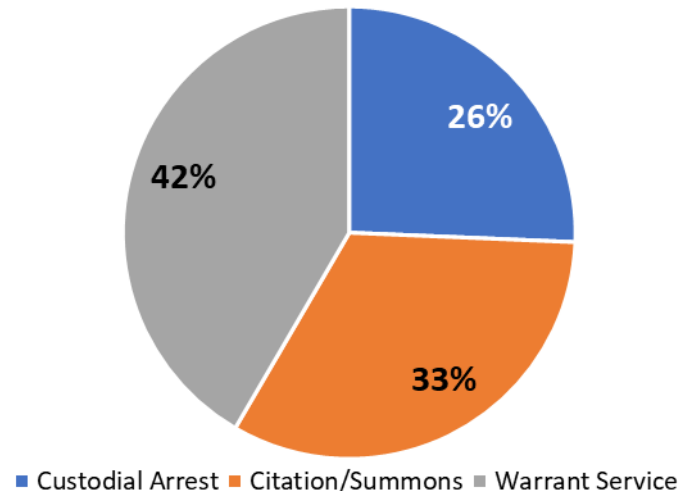
Definitions:

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

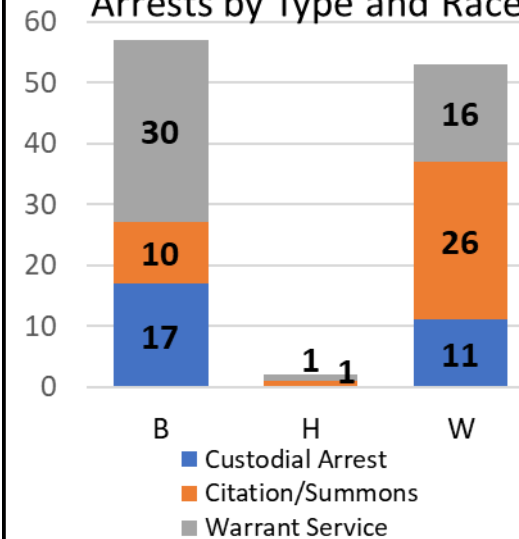
Warrant Service means an officer made a physical arrest for a previously existing warrant or order for arrest.

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

Types of Arrests



Arrests by Type and Race



TOTAL OF ALL CHARGES

189

WARRANT SERVICE (other jurisdiction)	60
LARCENY- SHOPLIFTING/CONCEALMENT	13
POSSESSION OF DRUG PARAPHERNALIA	10
POSSESSION OF CONTROLLED SUBSTANCE	7
LARCENY-FELONY	6
ALL OTHER OFFENSES	6
LARCENY-MISDEMEANOR	6
RESIST, DELAY, AND OBSTRUCT	5
ASSAULT ON A FEMALE	4
INJURY TO PERSONAL PROPERTY, M	4
ROBBERY	4
ASSAULT- SIMPLE	4
DRIVING WHILE IMPAIRED	4
DRUG VIOLATION	4
CARRYING CONCEALED WEAPON	4
INJURY TO PERSONAL PROPERTY	3
POSSESSION OF STOLEN VEHICLE	3
POSSESSION WITH INTENT TO SELL/DELIVER	3
CONTRIBUTING TO DELINQUENCY OF MINOR	3
LARCENY- ALL OTHER	3
INJUST TO REAL PROPERTY, M	2
POSSESSION OF COCAINE	2
SIMPLE ASSAULT- ALL OTHER	2
CHILD ABUSE OR NEGLECT	2
COMMUNICATING THREATS	2
INJURY TO REAL PROPERTY	2
LARCENY- SWITCHING PRICE TAGS	2
POSSESSION OF FIREARM BY A FELON	2
POSSESSION OF STOLEN PROPERTY	2
ALCOHOL VIOLATION	1
ASSAULT ON A MINOR	1
ASSAULT W/ INTENT TO KILL INFLECTING SERIOUS INJURY	1
ASSAULT WITH DEADLY WEAPON	1
DRUNK AND DISRUPTIVE	1
LARCENY BY EMPLOYEE	1
MOTOR VEHICLE THEFT- ALL OTHER	1
OBTAIN PROPERTY BY FALSE PRETENSES	1
POSSESSION OF MARIJUANA	1
TRESPASSING- 2ND DEGREE	1
CONSUME AND POSSESS OPEN CONTAINER	1
WEAPONS VIOLATION- ALL OTHER	1
DRUG VIOLATION- ALL OTHER	1
B&E- FELONY	1
INTERFERE W/ EMERGENCY COMM.	1

Internal Accountability

Internal Accountability Reviews	Apr - Jun
Use of Force Reviews	14
Complaints	5
Pursuit/Refuse to Stop	3
Internal/Admin	2
PEWS	0
Safety/Accident	2
TOTAL IA REVIEWS	24

14 Use of Force Reviews

12 Uses of Force

- 12 *Physical (minor)*

2 Displays of Force

- 2 handgun

Details on Displays of Force

- An officer responding to a felony B&E in progress stopped suspect vehicle. Vehicle was slow to stop and pulled into a secluded parking lot before stopping. Officer drew her weapon before approaching the vehicle.
- A person involved in a stabbing was revving their engine and coming toward an officer. The officer drew his weapon, and the vehicle stopped.

Summary of Complaints

- Citizen complained that an officer did not stop a vehicle for a traffic violation out of the officer's jurisdiction (Durham). (Not-Sustained)
- Citizen who officers had to serve commitment papers on complained about being committed and having his vehicle towed. Officers tried to avoid towing the vehicle, but after it remained on site for several days they had to tow it. (Not sustained).
- Citizen was not satisfied with the service provided by an officer. (Not Sustained)
- Citizen complained that they were being harassed after an officer cited them for fictitious tags. (Not Sustained)
- Citizen complained that K9 Jet barked at them and their dog when they walked past the K9 vehicle. (In progress)

Definitions:

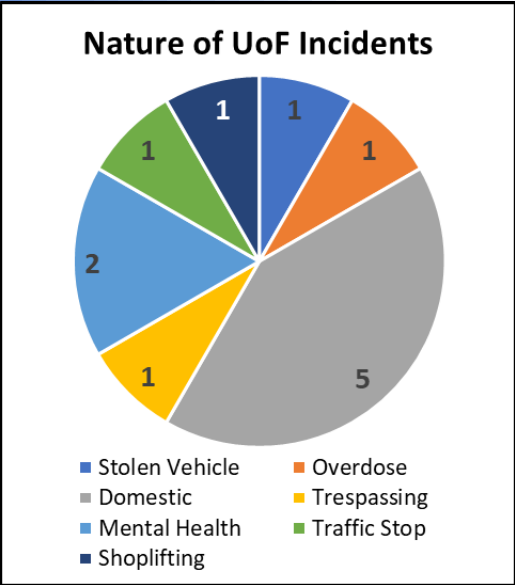
Sustained – allegation found to be valid and the officer's actions were against policy or expectations.

Not Sustained – officer's actions were within policy and expectations, or there was insufficient evidence to prove or disprove the allegations.

Unfounded – Allegation was found to be baseless or untrue.

Use of Force

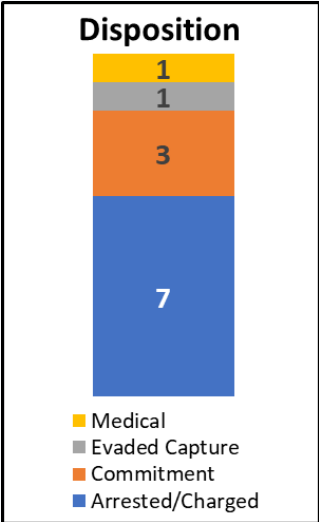
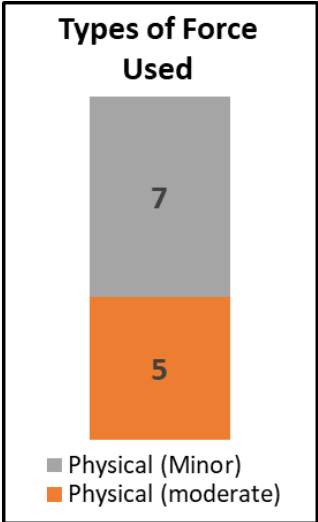
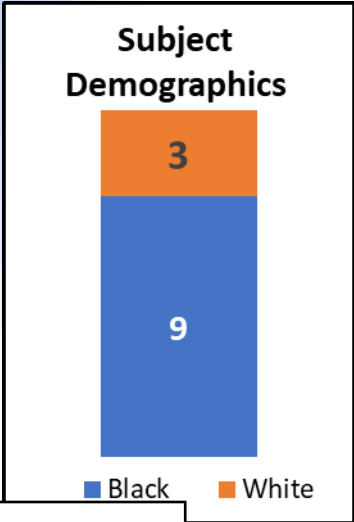
HPD’s review of 14 force-related incidents this quarter found that force of some type was used in 12 of the incidents and involved 12 subjects and 24 officers.



% of Arrests w/ Use of Force		
2Q		%
Total Arrests	113	6%
Arrests w/ UoF	7	
YTD		%
Total Arrests	221	5%
Arrests w/ UoF	10	

Summary of Use of Force Incidents

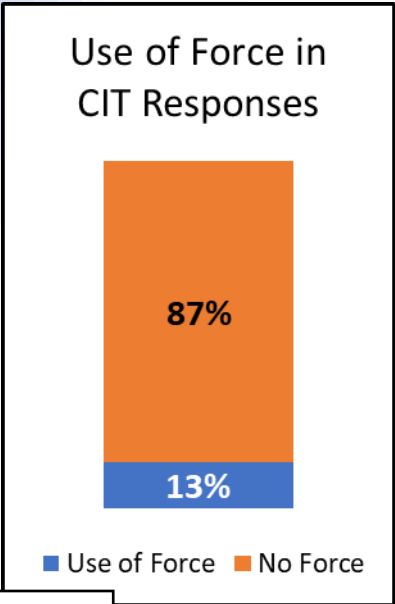
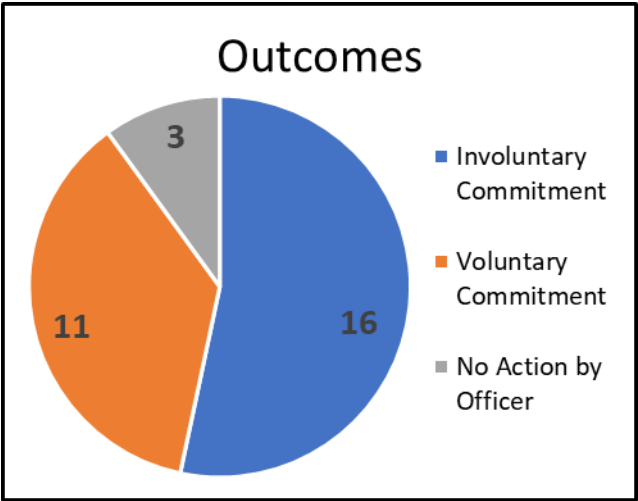
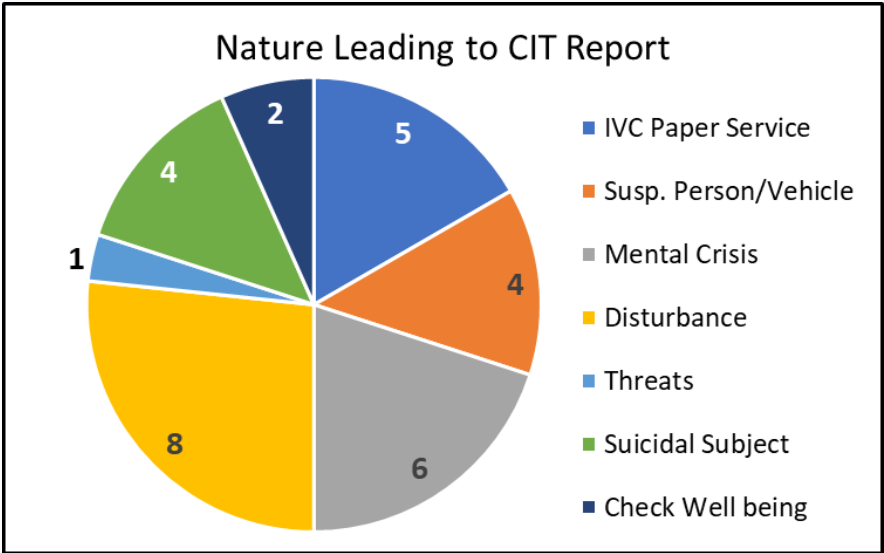
- Suspect was uncooperative and fled from a stolen vehicle after an officer grabbed his arm and tried to handcuff him. *(Physical – minor)*
- Juvenile had ingested an unknown drug, and after Narcan was deployed, he became combative with officers. Officers had to hold him down until medical help arrived. *(Physical – minor)*
- Domestic violence suspect started to pull away for officer as he was being handcuffed. Officer had to pull and hold arms and push him against a vehicle to get him handcuffed. *(Physical – moderate)*
- Domestic suspect who was in cuffs pulled away from officers and attempted to assault another party. Officers had to pull her back and physically control her. *(Physical – moderate)*
- Officers had to pull a drunk and disorderly suspect across the backseat to secure him for the ride to the jail. *(Physical – minor)*
- Driver being detained on a traffic stop with a gun in the car became belligerent and refused to follow directions. Officer had to grab him by the arm and pull him toward the back of a patrol vehicle. The officer believed the suspect was going to assault him and had to push and then hold the suspect in a sitting position. *(Physical – moderate)*
- Domestic assault suspect slipped out of handcuffs and had to have her arms held while the cuffs were put back on. *(Physical – minor)*
- Suspect pulled away from officer as he was being handcuffed for shoplifting. *(Physical – minor)*
- 4 uses of force involved subjects in crisis and are detailed in the Mental Health Call section.



Mental Health/Crisis Response Calls

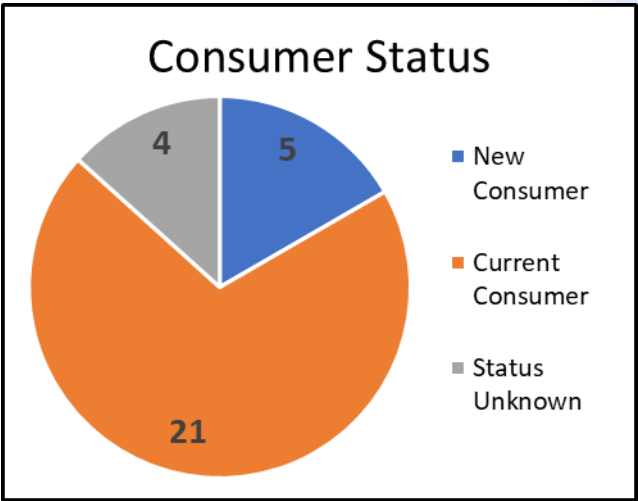
This section presents information on HPD responses to subjects having mental health issues or in crisis. The term “consumers” is used to describe these individuals. Data presented is based on reports in HPD’s records system.

April – June 2022	
<u>CIT Reports</u>	30
<u>Responses with Use of Force</u>	4
<u>Responses with Juvenile Consumer</u>	3



Details of Use of Force Situations:

- Subject being committed refused to cooperate and resisted being handcuffed. Officers had to physically move her and use control techniques to get her into the vehicle. *(Physical – moderate)*
- Officers had to force the arms of a suicidal subject behind her back to handcuff her so she could be taken to the hospital. *(Physical – minor)*
- Officers had to physically control a male in crisis to handcuff him and then push him into a seated position then lift his legs to get him in a patrol car. *(Physical – moderate)*
- Female in crisis had run from family. Officers located her and she pulled away while being handcuffed for commitment; her arms had to be placed behind her back. *(Physical – minor)*



Multiple Reports: 1 consumer had 4 reports, and 2 consumers had 2 reports each this quarter.

Marijuana (Schedule VI) Seizures

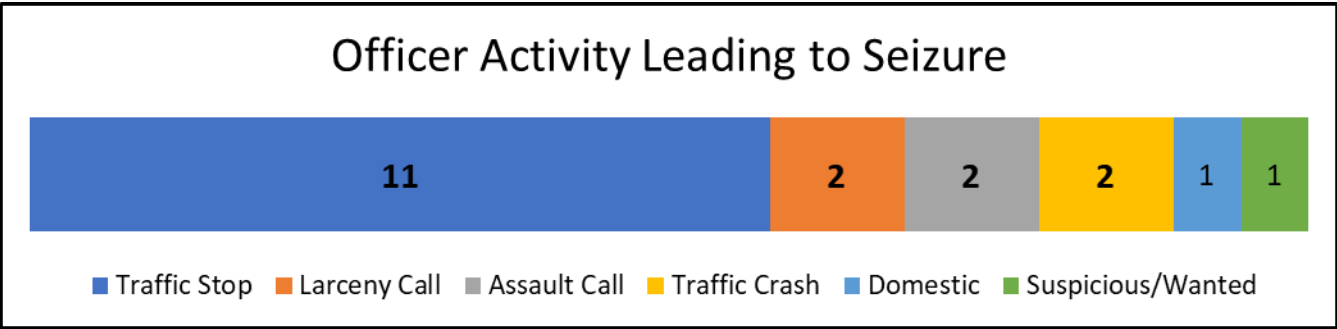
This section presents information on seizures of marijuana (MJ) and marijuana-related paraphernalia (P).
Drugs and paraphernalia not related to marijuana are not included.

Apr- Jun 2022	
Individuals with MJ/P Seized	19
Disposition	
No Resulting MJ/P Charge	14
Referred to OCPAD	1
Charged with MJ/P Only	0
Charged MJ/P w/ other criminal charges	4

MJ/P Arrests as % of total arrests	
MJ/P Seizures	19
Arrests with MJ/P Charges	4
All Other Criminal Arrests	109

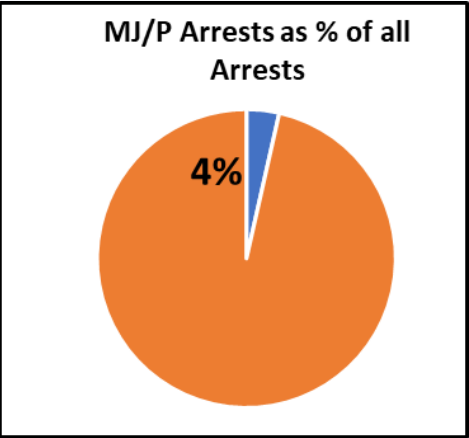
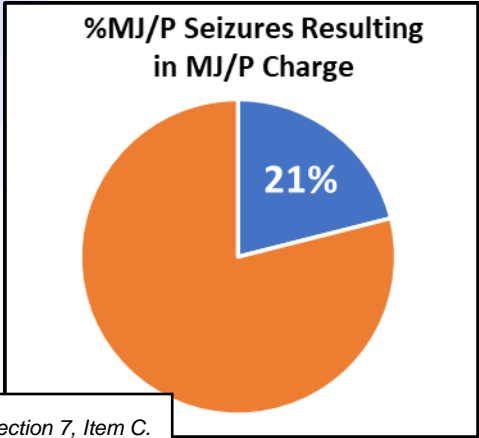
Demographics			
B	W	H	O
13	5	1	0
Disposition			
11	3	0	0
0	1	0	0
0	0	0	0
2	1	1	0

% MJ/P Seizure w/ arrest	MJ/P Arrests as % of all Arrests
21%	4%



Detail on cases Charged (4):

- B/M Stopped in a vehicle that was possibly used in a homicide in Durham. He was charged with carrying a concealed firearm and possession of marijuana.
- W/F attempted to run over a male in the parking lot of Walmart. She was charged with Assault with a Deadly Weapon with the Intent to Kill and Possession of Marijuana.
- B/M was stopped for having a warrant for robbery. In his possession was a concealed firearm, 29 grams of crack cocaine, 7 grams of Marijuana and 4 pills of oxycodone. He was charged with all offenses.
- H/M refused to stop for blue lights and siren, he threw a bag with 142 grams of marijuana out of the car window as he drove away at a high-rate speed. He ran into a pole at S. Churton and Old Dogwood Street. In his vehicle he had an AR15 style rifle. He was charged with all offenses.



Traffic Enforcement Efforts

Governor's Highway Safety Program Participation	
Campaigns	
Speed a Little Lose a Lot	3 Speeding Citations, 6 Other
Click it or Ticket	0 Seat Belt Citations, 4 Other
Other Initiatives	
Speed Enforcement	15 Events Conducted

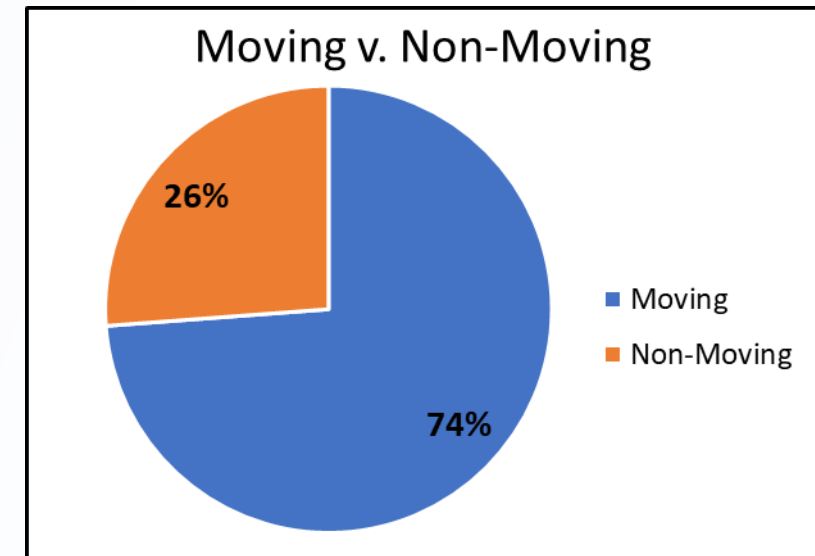
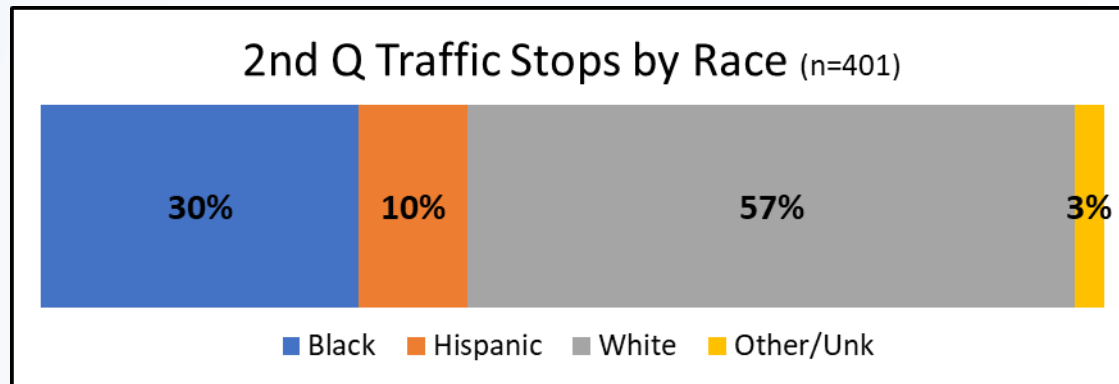
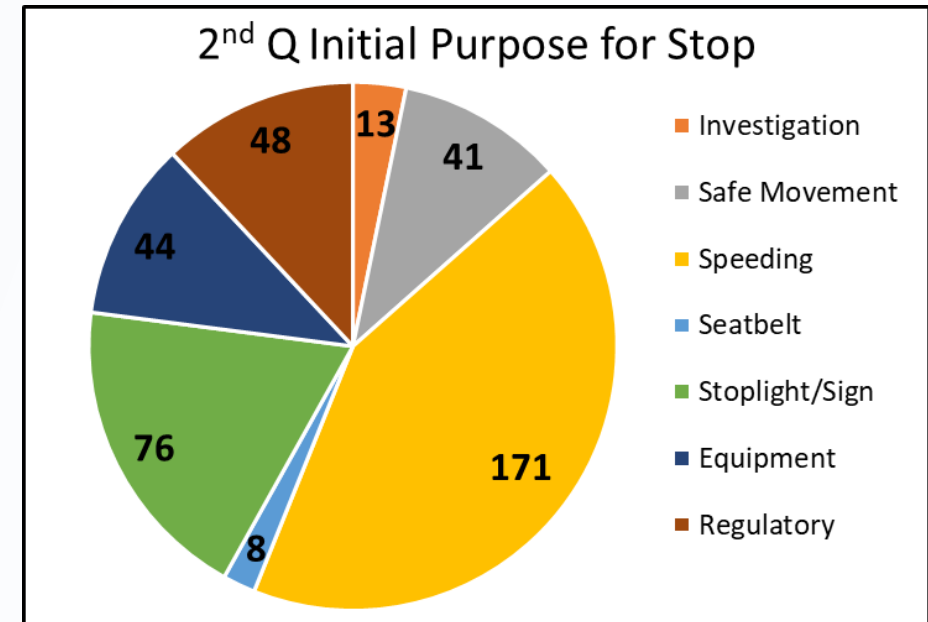
The Hillsborough Police Department spends time focusing on traffic issues that are received directly from our citizens and as part of the statewide Governor's Highway Safety Program. HPD also incorporates locations where there have been accident trends as focus areas for enforcement efforts.

Local Complaints and Focus Areas			
Location	Complaint	Time Spent	Actions
Faucette Mill Rd @ Dalton St	Stop signs/speeding/dirt bikes	1:00	No actions
Waterstone Drive	Speeding	2:10	4 stops, 3 Cit, 3 WW
Cornwallis Hills	Stop Sign Violations	13:50	7 Stops, 1 Cit, 2 WW, 5 VW
Millstone Dr @ Beckett's Ridge	Speeding	4:11	7 Stops, 1 Cit, 2 WW, 4 VW
Harper Rd	Speeding and Racing	0:20	1 Stop, 1 VW
Lakeshore Dr	Speeding	3:46	14 Stops, 6 Cit, 6 WW, 2 VW
Nash St	Speeding, Passing School Bus	7:01	10 Stops, 4 WW, 6 VW
N Cameron @ Caine St	Stop Sign Violations	2:18	No actions
Queen St @ Hassell St	Stop Sign Violations	1:45	1 stop, 1 VW
TOTALS		36:21	44 stops, 11 Cit, 17 WW, 19 VW

Cit=Citation
WW=Written Warning
VW=Verbal warning

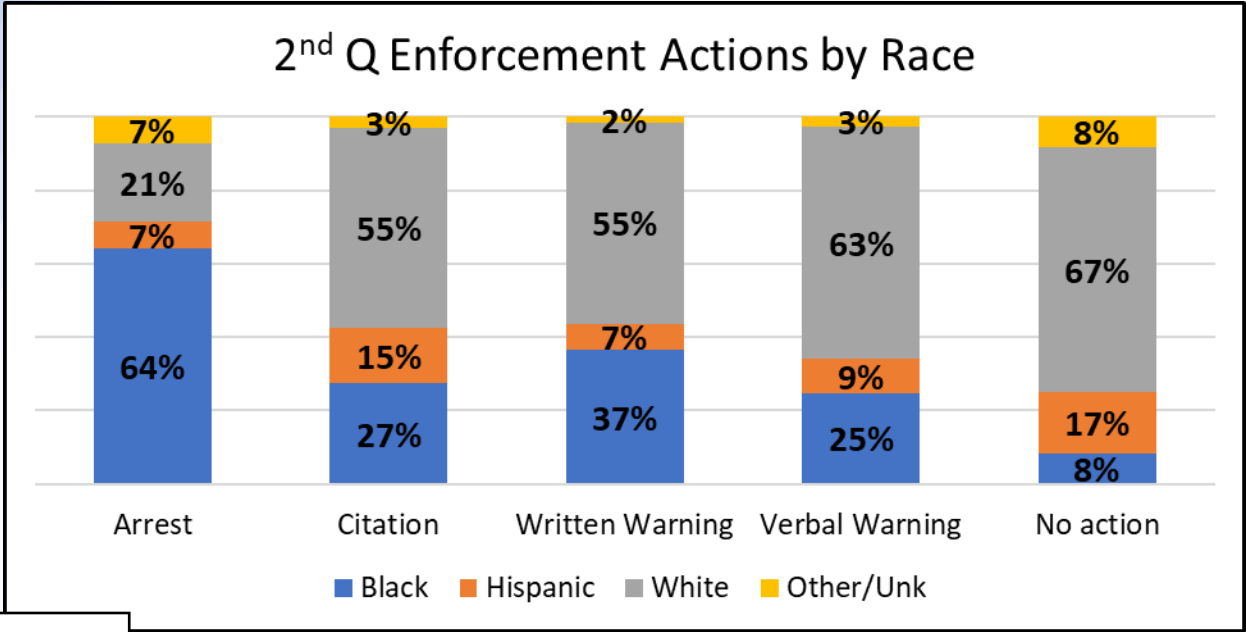
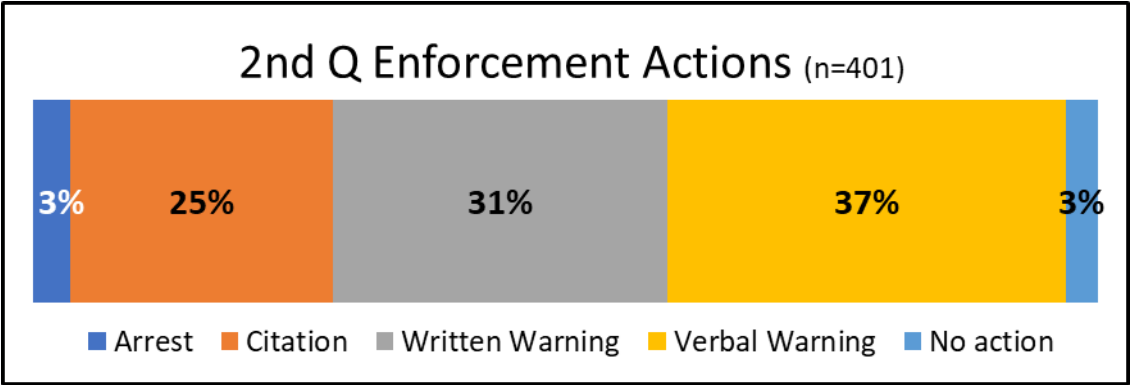
Traffic Stop Data (General)

2nd Quarter	Traffic Stops and Initial Reason				
	Total	Black	Hispanic	White	Other/Unk
Total Traffic Stops	401	120	41	229	11
DWI	0	0	0	0	0
Investigation	13	4	1	7	1
Safe Movement	41	14	7	19	1
Speeding	171	45	15	104	7
Seatbelt	8	3	0	5	0
Stoplight/Sign	76	11	11	52	2
Equipment	44	23	3	18	0
Regulatory	48	20	4	24	0

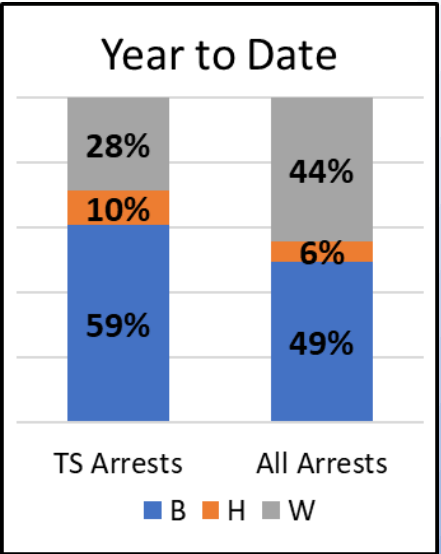
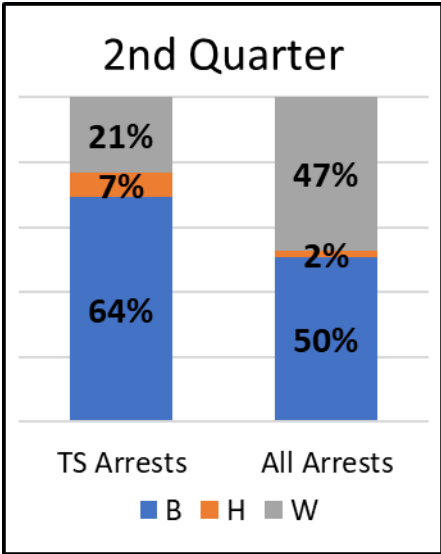


Traffic Stop Data (Enforcement)

2nd Quarter	Enforcement				
	Total	Black	Hispanic	White	Other/Unk
All Enforcement	401	120	41	229	11
Arrest	14	9	1	3	1
Citation	99	27	15	54	3
Written Warning	126	46	9	69	2
Verbal Warning	150	37	14	95	4
No action	12	1	2	8	1

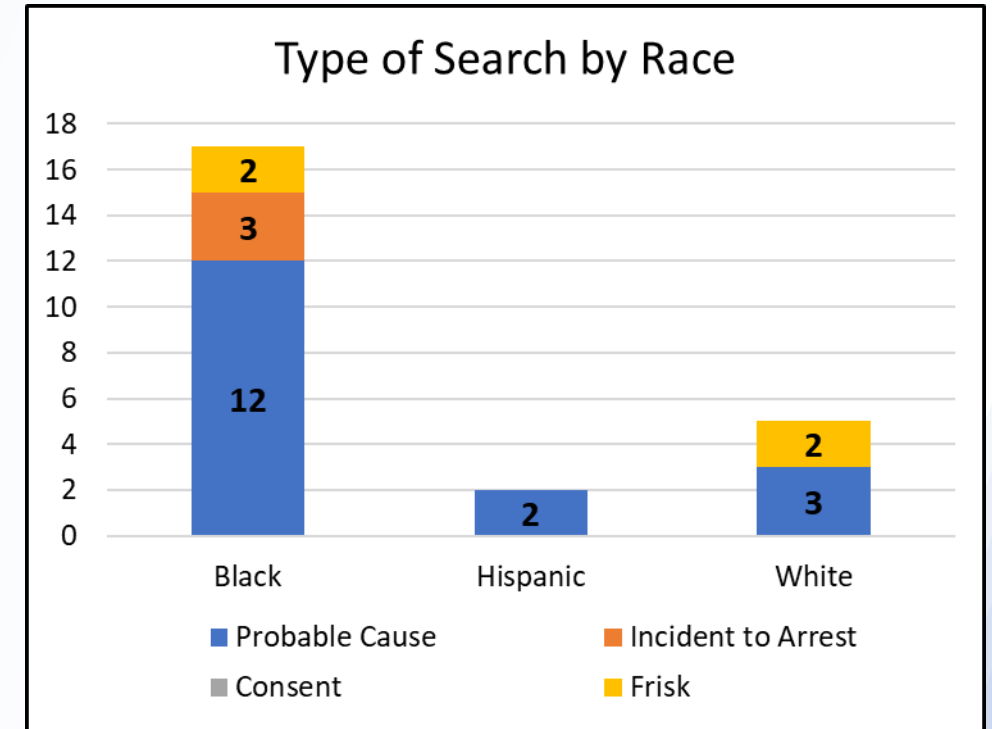


Traffic Stop Arrests Compared to All Arrests

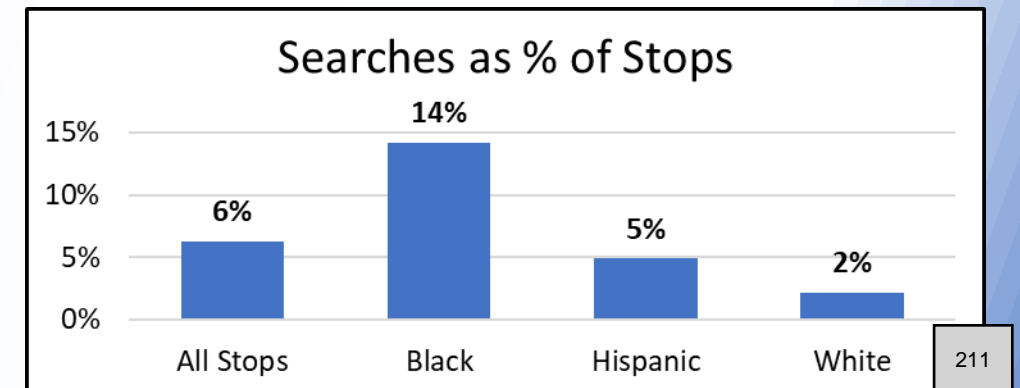


Search Data

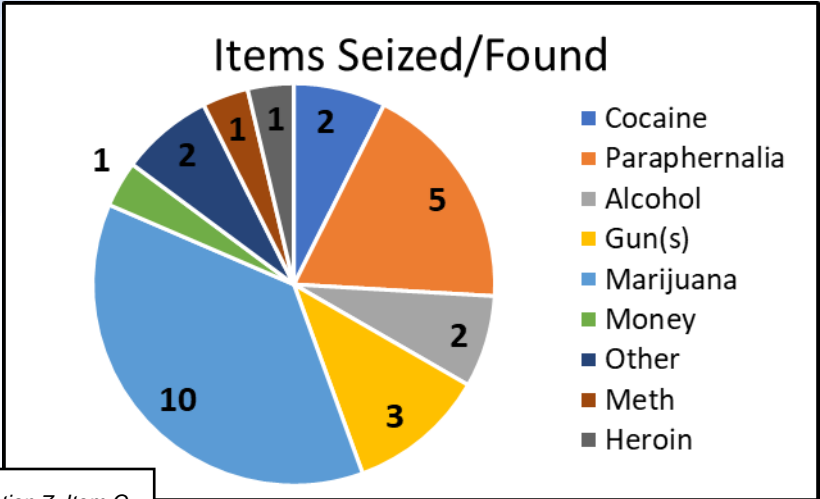
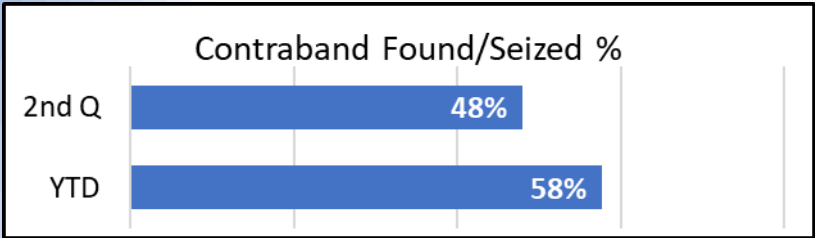
2nd Quarter	Search Data – Search Types				
	Total	Black	Hispanic	White	Other/Unk
Total Traffic Stops	401	120	41	229	11
Total Searches	25	17	2	5	1
Probable Cause	18	12	2	3	1
Incident to Arrest	3	3	0	0	0
Consent	0	0	0	0	0
Frisk	4	2	0	2	0
Search Warrant	0	0	0	0	0



2nd Quarter	Search Data – Basis/Reason for Search				
	Total	Black	Hispanic	White	Other/Unk
Total Searches	25	17	2	5	1
Erratic/Suspicious Behavior	0	0	0	0	0
Observed suspected Contraband	12	8	2	2	0
Other Official Information	6	4	0	2	0
Suspicious Movements/Actions	0	0	0	0	0
Informant Tip	1	0	0	0	1
Multiple Basis Noted	6	5	0	1	0



2nd Quarter		Contraband Found?		
		Yes	No	Hit%
Total Searches	25	12	13	48%
Probable Cause	18	10	8	56%
Incident to Arrest	3	1	2	33%
Consent	0	0	0	na
Frisk	4	1	3	25%
Search Warrant	0	0	0	na



Section 7, Item C.

Search Data (continued)

Search Details

- 4 searches were protective frisks of subjects with prior weapons charges and/or movements and actions that lead officers to be concerned subject was armed.
- 3 searches were done after (incident to) an arrest for warrants and other charges.
- 18 searches were based on probable cause:
 - Officer smelled marijuana and driver admitted to having or just having used marijuana. (6 Stops)
 - Officer saw what appeared to be marijuana in car and driver admitted it was.
 - Officer smelled alcohol and saw open container during DWI investigation.
 - Officer smelled alcohol and saw open container. Had K-9 sniff due to history of narcotics sales and driver admitting to having recently smoked marijuana in car and K-9 alerted.
 - Larceny suspect stopped. Paraphernalia in view and admitted to officer he had heroin in his possession. Methamphetamine also seized.
 - Driver admitted to having gun in car after officer had him exit car after seeing him making suspicious movements.
 - Officer smelled marijuana and alcohol. Occupants admitted to having MJ and open containers.
 - Officer smelled marijuana and driver had gun in the car. (2 stops)
 - Search initiated after K-9 alert on vehicle driven by subject with warrant.
 - Driver admitted to having marijuana in vehicle.
 - Larceny suspect stopped and found in possession of Marijuana along with stolen property.
 - Vehicle involved in disturbance stopped and officer saw paraphernalia (bong) in plain view. Driver admitted to using it to smoke marijuana.

Of the 25 incidents with searches, 14 (56%) resulted in an arrest or criminal charge. Of those 14, only 6 arrests involved charges resulting from contraband found during the search. The other 8 arrests were not connected with the search.

Department Training

Elective Trainings Completed

- White - Advanced Supervisory Liability Training (24 hrs)
- Jones - Crime Scene Investigation (80 hrs)
- Felts/Chestnut - General Instructor School (101 hrs)
- Parker/Gregory - Use of Force Assessment/Risk Management for Supervisors (8 hrs)
- Morales - Intoxilyzer Operator Certification (35 hrs)
- Hall/Gregory/Blackwell/Duran - Field Training Officer (40 hrs)
- Hall - Radar (40 hrs)
- Chelenza - Evidence Management (20 hrs)
- Parker - Being Prepared for the Day (24 hrs)
- Chestnut - Supervisor Leadership Institute (28 hrs)
- Simmons/Hampton/Parker/Hall - Survive and Thrive (8 hrs)
- Simmons/Trimmer - Glock Armorer (8 hrs)
- Morales - Alcohol Screening Test Device (7 hrs)
- Simmons - Officer Safety and Wellness Training (4 hrs)

Training Hours	1 st Q	2 nd Q	3 rd Q	4 th Q	YTD
Mandatory	529	284			814
Non-Mandatory	549	672			1221
Goal: >40 hrs/employee of non-mandated training annually					
Avg hrs/employee	18.3	22.4			40.7

Mandatory Training

- Domestic Violence: The Psychology of Whether to Stay or Go (2 hrs, All Sworn)
- Ethics: Preempting Misconduct and Increasing Integrity. (2 hrs, All Sworn)
- Firearms Classroom, Use of Force (6 hrs, All Sworn)
- Incorporating a Co-Response: Partnering with Community Professionals (2 hours, All Sworn)
- Legal Update (4 hours, All Sworn)
- Raising the Bar: Enhancing Community Engagement (2 hours, All Sworn)
- Responding to Individuals in Crisis (.5 hrs, 5 employees)
- Taser Refresher (2 hrs, 16 employees)
- CPR/First Aid (6 hrs, 1 employee)

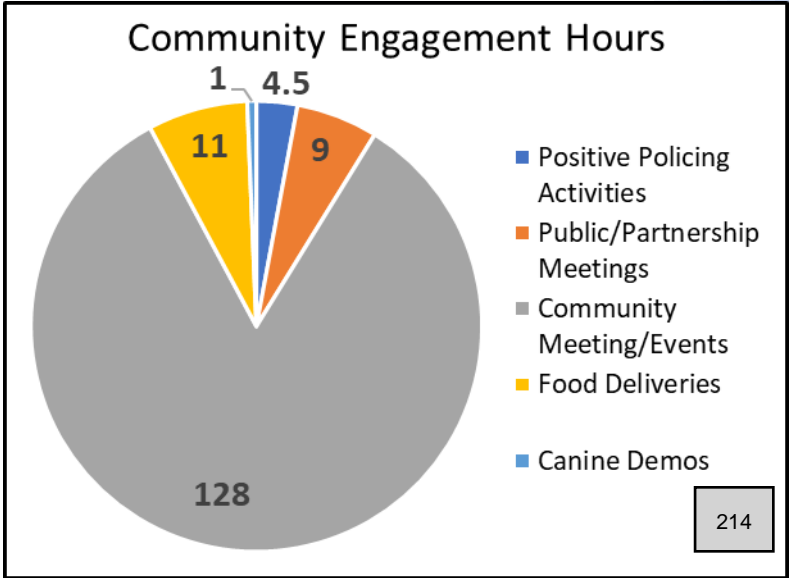
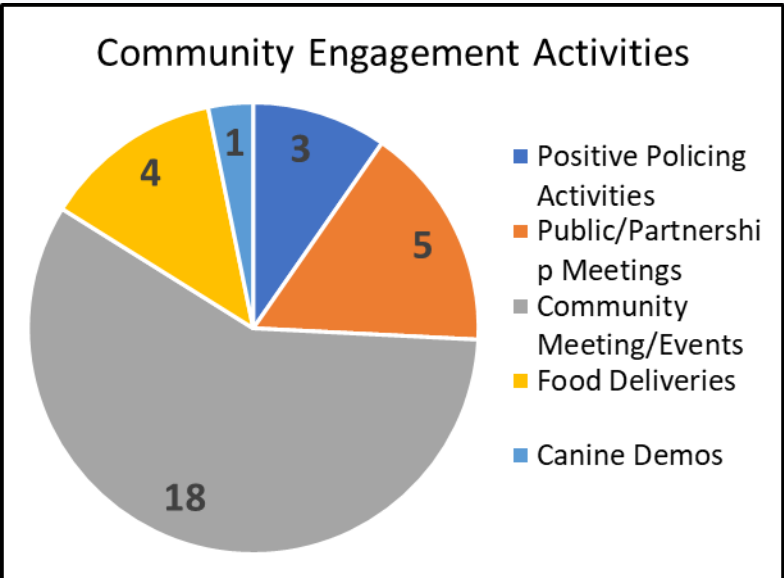
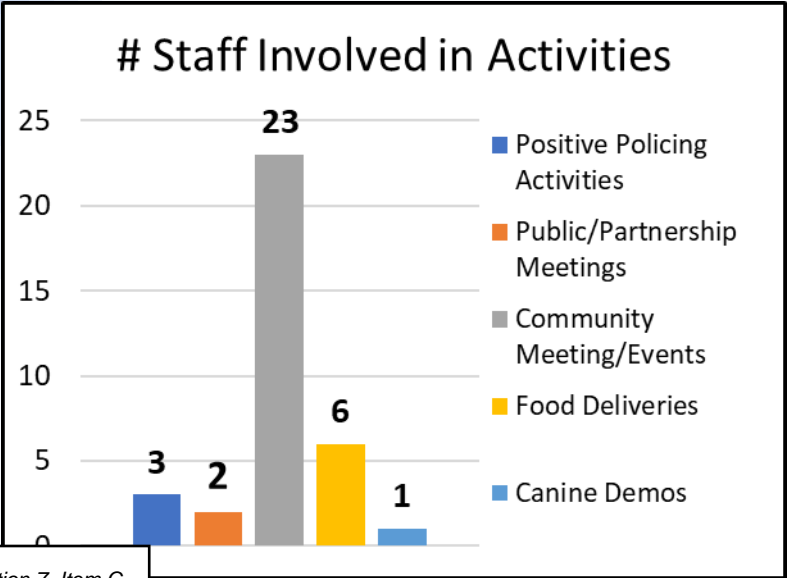
Community Engagement

Definitions

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

Community Engagement Activities		
Activity	#	hours
Positive Policing Activities	3	4.5
Public/Partnership Meetings	5	9
Community Meeting/Events	18	128
Food Deliveries	4	11
Canine Demos	1	1
TOTALS	31	153.5

Total Staff Participating in Community Engagement Activities	Number	% of staff
	26	87%



Community Engagement

Community Events/Activities

- Gateway Community Event (4/7)
- Canine Demonstration (4/14)
- Doggie Easter Egg Hunt (4/16)
- DSS/Gateway Community Event (4/27)
- Walgreen's Medicine Drop (4/30)
- O.H.S Roadside Safety Event (5/3, 5/23)
- PTA Luncheon (5/5)
- Pre School-Safety Class (5/12)
- Fraud Presentation (5/18)
- Bicycle Helmet Distribution (5/25)
- Stories With a Cop (4/20, 5/18, 6/14)
- Meal Box Delivery (4/1, 4/29, 5/19, 6/16)
- Ice Cream Social (6/19)
- Crafts With a Cop (6/27)
- DSS Open House/Gateway (6/28)
- Police Department Tour (5/6, 6/28)
- Operation Fill the Police Car (OCIM) (6/29)

Positive Policing Activities

- An officer assisted a male subject who was later found out to be schizophrenic. He listened to the subject, built rapport, gave him a ride to Sheetz, and offered to buy him food. He eventually took him to UNC-CH to be evaluated. The time and consideration he shared with this subject reflect his empathy for others and his ability to help those who are in crisis.
- An officer who had gotten off work was on his way home in a neighboring jurisdiction when he encountered a subject broken down in the road. He stopped and used his lights to keep the subject safe until the responding officer from that jurisdiction could arrive. The subject sent a note to HPD expressing his appreciation for our officer going out of his way to help.
- We received a message from an out-of-town family member about a relative who had a medical crisis. When we called them back, they were at Duke with their relative, but were trying to get information and find some belongings. The situation actually happened in the county and had no connection to Hillsborough, but our staff tracked down the information they needed and got it all to them so they could focus on their family member.





Public Works Report: June 2022

Work Orders

10 completed within two days

Public Spaces

68.5 staff hours

Cemetery

2 graves marked, and 2 monuments marked

Stormwater Maintenance

63 staff hours, 183 linear feet

Training

1 staff attended CPR and First Aid training

Special Events:

Last Friday's – 3 staff hours, Food Truck Event 3 staff hours

Asphalt Repairs:

5 utility cuts repaired, and 1 pothole



Public Works Report: July 2022

Work Orders

13 completed within two days

Public Spaces

107 staff hours

Cemetery

2 graves marked

Stormwater Maintenance

56 staff hours, 217 linear feet

Training

4 staff attended CPR and First Aid training

Special Events:

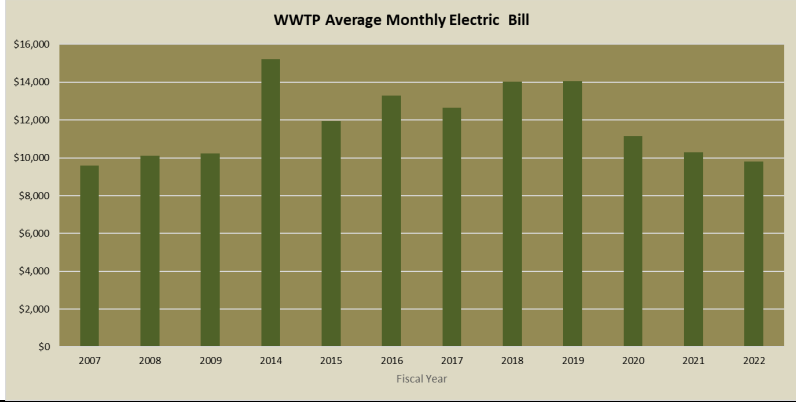
Last Friday's – 3 staff hours

Asphalt Repairs:

4 utility cuts repaired, and 1 pothole



Utilities Department Status Report for August 2022 (covering June/July)

PROJECT/CATEGORY	STATUS																										
WTP	<p>All filters have been repaired and back online. There was a problem with the sodium permanganate pump. It failed and the new one installed air locked a few days later. This caused yellow tinted water in some places around Town. Unfortunately, chemical prices are skyrocketing, and it is a concern for upcoming months.</p> <p>The annual water quality report has been released.</p>																										
WWTP	<p>The WWTP passed all Whole Effluent Toxicity tests since the failed test. Energy use as the WWTP has decreased the past several years as Jeff and team optimize operations.</p>  <table border="1"> <caption>WWTP Average Monthly Electric Bill Data (Estimated)</caption> <thead> <tr> <th>Fiscal Year</th> <th>Electric Bill (\$)</th> </tr> </thead> <tbody> <tr><td>2007</td><td>9,500</td></tr> <tr><td>2008</td><td>10,000</td></tr> <tr><td>2009</td><td>10,000</td></tr> <tr><td>2014</td><td>15,000</td></tr> <tr><td>2015</td><td>12,000</td></tr> <tr><td>2016</td><td>13,000</td></tr> <tr><td>2017</td><td>12,500</td></tr> <tr><td>2018</td><td>14,000</td></tr> <tr><td>2019</td><td>14,000</td></tr> <tr><td>2020</td><td>11,000</td></tr> <tr><td>2021</td><td>10,500</td></tr> <tr><td>2022</td><td>9,500</td></tr> </tbody> </table>	Fiscal Year	Electric Bill (\$)	2007	9,500	2008	10,000	2009	10,000	2014	15,000	2015	12,000	2016	13,000	2017	12,500	2018	14,000	2019	14,000	2020	11,000	2021	10,500	2022	9,500
Fiscal Year	Electric Bill (\$)																										
2007	9,500																										
2008	10,000																										
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2014	15,000																										
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2018	14,000																										
2019	14,000																										
2020	11,000																										
2021	10,500																										
2022	9,500																										
West Fork of the Eno Reservoir	The reservoir is at 43.4 feet. The new Phase 2 normal pool elevation is 53 feet. The releases met or exceeded the minimum required release. Lake Orange is 4' down due to construction. Lake Ben Johnson is spilling. A level transducer was replaced, and the flow transducer replacement is underway.																										
WFER Phase 2 Construction Project	Complete except now we are dealing with clearing of some regrowth. Still awaiting guidance from NCDOT on transfer of easements.																										
Water Restrictions	As of August 1, despite the rain, we are on Stage 1 withdraw restrictions until flow remains above 10 cfs for 7 consecutive days. We have been bobbling on and off with the restrictions.																										
Lawndale Basin Rehabilitation	90% plans and specifications are under review. It is expected to fund this project with ARPA money and hopefully begin in early FY23.																										
Funding Opportunities	Good news – we will receive a \$100,000 grant for water system master planning from the state. We were also selected for further review for both River Pump Station and OWASA BPS under the federal BRIC program. While further review is not an award, our consultant has never experienced a failure to award after further review in the past eight years.																										
Staffing	The Engineering Manager position is still advertised. The title will be changed to Environmental Engineering Supervisor to try to generate more interest. Tyler Freeman started as an engineering technician. Looking for two Utility Maintenance Mechanics and																										

	two Utility Maintenance Technicians. Jacob Womble started as a utility maintenance technician in July. We will also be seeking an on-call Water Treatment Plant Operator position for backup and a night operator for the water plant.
Water and Sewer Advisory Committee (WSAC) Activities	The first quarterly joint meeting with the BOC to discuss rate prioritizations was held in May. New In-Town member Steed Robinson was welcomed. The June meeting was cancelled. WSAC will be discussing leak adjustments, participating in Last Friday's and other outreach efforts in future meetings. August is to be another joint meeting at the board workshop August 22. However, canceling this will be discussed at the August 4 WSAC meeting in preference of the November joint meeting. Two members are ending their 2 nd term this December – Chair Art Sprinczeles (out of town) and member Barry Hupp (in town).