



Agenda

Board of Commissioners Fiscal Year 2027-29 Budget Retreat

7:00 PM February 23, 2026

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

1. Opening of the work session

2. Agenda changes and approval

3. Appointments

A. Tourism Board – Reappointment of Victoria Pace and Meaghun Darab for terms expiring Jan. 31, 2027

4. Items for decision - consent agenda

A. Miscellaneous budget amendments and transfers

B. Capital Project Ordinance Amendment – Elizabeth Brady Road Culvert Replacement

C. Water Treatment Plant Improvements – Disinfection System USDA-RD Obligation

5. In-depth discussion and topics

A. Request for Funding to Support CASA Cedar Village Project

B. Water and Sewer Rate Structure Discussion

C. Strategic Plan Mid-Year Update

D. Working Together (Board & Staff): Guides for requests, direction, lines of succession, and communications process – Annual Review and Discussion

E. Nonprofit Funding Process Review Continued

6. Committee updates and reports

7. Adjournment

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

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 23, 2026
Department: Planning and Economic Development
Agenda Section: Appointments
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Planning and Economic Development Manager Shannan Campbell

ITEM TO BE CONSIDERED

Subject: Tourism Board – Reappointment of Victoria Pace and Meaghun Darab for terms expiring Jan. 31, 2027

Attachments:

Victoria Pace’s Volunteer Application

Summary:

Victoria Pace currently serves on the Hillsborough Tourism Board as an at-large member and current board chair, and the Tourism Development Authority in the Tourism Board representative seat. She has been on the Tourism Board since December 2021 and has a good attendance record on both boards. This would be her last term on the Tourism Development Authority.

Meaghun Darab is the town board’s representative to the Tourism Development Authority. She has been an active and engaged tourism advocate with good attendance and communication. Town board members do not have term limits on appointed boards and this reappointment is largely ceremonial as the town board appoints elected officials to serve on the appointed boards.

There is a vacant Tourism Development Authority seat reserved for “individuals who are affiliated with businesses that collect the tax in the town.” When an application is received for a person qualified to fill this seat, their appointment will come before the town board for consideration.

Financial impacts:

None.

Staff recommendation and comments:

Staff recommends reappointment of all members.

Action requested:

Reappointment of Pace and Darab.



Advisory Board Application

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

Name:

Victoria Pace

Home address:

[REDACTED]

Home phone number:

[REDACTED]

Email address:

[REDACTED]

Place of employment:

Engineering World Health

Job title:

Operations Manager

Birth date:

[REDACTED]

Gender:

Female

Ethnic origin:

White

Boards you would be willing to serve on:

First choice — Tourism Board

Second choice — Historic District Commission

Third choice — Water and Sewer Advisory Committee

Reasons for wanting to serve:

I moved to Hillsborough in 2016 and have loved every minute of it. I find something new each week that makes me love living here even more. The town, the community, the level of civic involvement. I'd like to give back to a town that I enjoy and be a part of its continued success.

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

I have not served on a board, but would love to (as you can see)!

Relevant work, volunteer or educational experience:

I've worked for a Chapel Hill based non-profit (Engineering World Health) for over 4 years, so I have experience managing non-profits, applying for grants, and working within a budget. Previously I worked in the UNC Chapel Hill admissions office, where my main duties included overseeing and curating the visitor experience. I volunteered with the Alliance for Historic Hillsborough (albeit in a very limited capacity) a few years ago.

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

I've lived here since 2016, owned a home here since 2019, and own two businesses that operate out of Hillsborough (one is a flooring contracting company and the other is a supply company).

I spend most of my spare time here and shop local every chance I get.

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

I have. I think it is a well written plan with a clear strategy and I would be enthusiastic about working towards fulfilling the Vision. Most of the goals seem attainable within the next 8 years. Some will likely need to be re-worked or included in the next plan, which is understandable.

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

I have, namely the 5 Year Strategic Tourism Plan and the Community Connectivity/Corridor plans. I think the Strategic Tourism plan is great- the Tourism Board has clearly had success since the plan's adoption in 2017. Last Fridays are always well attended, even in the COVID era, and it seems other visitor organizations in town have experienced growth.

I feel the community connectivity/corridor plans are an important part of increasing town tourism. If more residents are able to conveniently access town businesses, they may be more likely to stay in town while hosting visitors (rather than travel to Durham/Chapel Hill for meals and events), thus those visitors may be more likely to return or mention Hillsborough as a lively spot to visit.

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

Currently, the limited variety of shops and open commercial space downtown. I think the Tourism Board could work with other boards to encourage new businesses and get the downtown spaces filled. If there is a unique store that is interesting enough for people to come from out of town, it could add significantly to our visitor numbers (for example, I have often traveled to Pittsboro just to go to Screaming for Vintage, but usually stop by other shops while I'm there).

I wanted to keep my answers brief for the sake of a non-strenuous review, but I'm happy to provide more information if needed! I'm very enthusiastic about Hillsborough and would love to be a part of a board. Thank you so much for your consideration!

How you heard about this opportunity:

Internet

Agreement:

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



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 23, 2026
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Miscellaneous budget amendments and transfers

Attachments:

Budget Changes Report

Summary:

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

Financial impacts:

As indicated by each amendment.

Staff recommendation and comments:

To approve the attached list of budget amendments and transfers.

Action requested:

Consider approving budget amendments and transfers.

Budget Adjustment Report

Adjustment Detail

For Date Range: 02/23/2026 - 02/23/2026

| Account Number | Account Name | Packet Number | Post Date | Original Budget | Budget Adjustments Amount | Current Budget |
|--|---|---------------|------------|-----------------------|---------------------------|-----------------------|
| Adjustment Number | Adjustment Description | | | | | |
| Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026 | | | | | | |
| Fund: 10 - GENERAL | | | | | | |
| Department: 3100 - TAX LEVY | | | | | | |
| 10-00-3100-3101225 | 2025 TAX LEVY | | | -10,899,000.00 | -26,410.00 | -10,925,410.00 |
| BA0000295 | Snow Storm Response | GLPKT02621 | 02/23/2026 | | -13,000.00 | |
| BA0000296 | Snow Plow Blade Replacements | GLPKT02622 | 02/23/2026 | | -13,410.00 | |
| Department 3100 Total: | | | | -10,899,000.00 | -26,410.00 | -10,925,410.00 |
| Department: 3400 - FEE REVENUES | | | | | | |
| 10-10-3400-3401000 | PLANNING FEES | | | -25,000.00 | -7,840.00 | -32,840.00 |
| BA0000308 | Adj per Actual | GLPKT02684 | 02/23/2026 | | -7,840.00 | |
| Department 3400 Total: | | | | -25,000.00 | -7,840.00 | -32,840.00 |
| Department: 3900 - FUND BALANCE APPROPRIATION | | | | | | |
| 10-00-3900-3900000 | FUND BALANCE APPROPRIATION | | | -207,819.00 | -148,294.00 | -356,113.00 |
| BA0000299 | IFC FEMA Consultant | GLPKT02629 | 02/23/2026 | | -120,000.00 | |
| BA0000309 | Orange County Emergency Operations Plan | GLPKT02695 | 02/23/2026 | | -28,294.00 | |
| Department 3900 Total: | | | | -207,819.00 | -148,294.00 | -356,113.00 |
| Department: 4000 - DISASTER | | | | | | |
| 10-10-4000-5300361 | RENTAL - VEHICLES | | | 0.00 | 2,635.00 | 2,635.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | 2,635.00 | |
| 10-10-4000-5300570 | MISCELLANEOUS | | | 0.00 | 116,800.00 | 116,800.00 |
| BA0000299 | IFC FEMA Consultant | GLPKT02629 | 02/23/2026 | | 120,000.00 | |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | -3,200.00 | |
| 10-10-4000-5300583 | MISC - TAX, TAGS, ETC | | | 0.00 | 565.00 | 565.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | 565.00 | |
| Department 4000 Total: | | | | 0.00 | 120,000.00 | 120,000.00 |
| Department: 4100 - GOVERNING BODY | | | | | | |
| 10-10-4100-5300120 | ADVERTISING | | | 150.00 | 531.00 | 681.00 |
| BA0000317 | State of emergency declaration | GLPKT02721 | 02/23/2026 | | 531.00 | |
| 10-10-4100-5300570 | MISCELLANEOUS | | | 4,500.00 | -531.00 | 3,969.00 |
| BA0000317 | State of emergency declaration | GLPKT02721 | 02/23/2026 | | -531.00 | |
| Department 4100 Total: | | | | 4,650.00 | 0.00 | 4,650.00 |
| Department: 5100 - POLICE | | | | | | |
| 10-20-5100-5300732 | EMERGENCY OPERATIONS CENTER | | | 10,000.00 | 28,294.00 | 38,294.00 |
| BA0000309 | Orange County Emergency Operations Plan | GLPKT02695 | 02/23/2026 | | 28,294.00 | |
| Department 5100 Total: | | | | 10,000.00 | 28,294.00 | 38,294.00 |
| Department: 5550 - FLEET MAINTENANCE | | | | | | |
| 10-30-5550-5100010 | OVERTIME COMPENSATION | | | 500.00 | 1,300.00 | 1,800.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | 1,300.00 | |
| 10-30-5550-5300130 | UTILITIES | | | 12,150.00 | -1,300.00 | 10,850.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | -1,300.00 | |
| 10-30-5550-5300170 | VEHICLE REPAIR - STREETS | | | 15,000.00 | 21,410.00 | 36,410.00 |
| BA0000295 | Snow Storm Response | GLPKT02621 | 02/23/2026 | | 8,000.00 | |
| BA0000296 | Snow Plow Blade Replacements | GLPKT02622 | 02/23/2026 | | 13,410.00 | |
| 10-30-5550-5300180 | VEHICLE REPAIR - SOLID WASTE | | | 25,000.00 | 5,000.00 | 30,000.00 |
| BA0000295 | Snow Storm Response | GLPKT02621 | 02/23/2026 | | 5,000.00 | |
| Department 5550 Total: | | | | 52,650.00 | 26,410.00 | 79,060.00 |

Budget Adjustment Report

For Date Range: 02/23/2026 - 02/23/2026

| Account Number | Account Name | Packet Number | Post Date | Original Budget | Budget Adjustments Amount | Current Budget |
|--|------------------------------------|---------------|------------|-----------------------|---------------------------|-----------------------|
| Department: 5600 - STREETS | | | | | | |
| 10-30-5600-5100010 | OVERTIME COMPENSATION | | | 3,000.00 | 2,990.00 | 5,990.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | 2,990.00 | |
| 10-30-5600-5300130 | UTILITIES | | | 155,278.00 | -4,500.00 | 150,778.00 |
| BA0000302 | Cover PO26000079 Wright Express | GLPKT02636 | 02/23/2026 | | -4,500.00 | |
| 10-30-5600-5300310 | GASOLINE | | | 12,500.00 | 4,500.00 | 17,000.00 |
| BA0000302 | Cover PO26000079 Wright Express | GLPKT02636 | 02/23/2026 | | 4,500.00 | |
| 10-30-5600-5300330 | SUPPLIES - DEPARTMENTAL | | | 32,000.00 | -2,990.00 | 29,010.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | -2,990.00 | |
| Department 5600 Total: | | | | 202,778.00 | 0.00 | 202,778.00 |
| Department: 5800 - SOLID WASTE | | | | | | |
| 10-30-5800-5100010 | OVERTIME COMPENSATION | | | 4,000.00 | 2,000.00 | 6,000.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | 2,000.00 | |
| 10-30-5800-5300350 | UNIFORMS | | | 8,400.00 | -2,000.00 | 6,400.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | -2,000.00 | |
| Department 5800 Total: | | | | 12,400.00 | 0.00 | 12,400.00 |
| Department: 6300 - PUBLIC SPACE | | | | | | |
| 10-10-6300-5300154 | MAINT - GROUNDS | | | 253,556.00 | 5,000.00 | 258,556.00 |
| BA0000301 | Snow removal | GLPKT02634 | 02/23/2026 | | 5,000.00 | |
| 10-10-6300-5300155 | MAINT - PARKS | | | 25,000.00 | -5,000.00 | 20,000.00 |
| BA0000301 | Snow removal | GLPKT02634 | 02/23/2026 | | -5,000.00 | |
| Department 6300 Total: | | | | 278,556.00 | 0.00 | 278,556.00 |
| Department: 6400 - CEMETERY | | | | | | |
| 10-40-6400-5300165 | MAINT - INFRASTRUCTURE | | | 12,000.00 | 7,840.00 | 19,840.00 |
| BA0000308 | Cemetery Wall Repair | GLPKT02684 | 02/23/2026 | | 7,840.00 | |
| Department 6400 Total: | | | | 12,000.00 | 7,840.00 | 19,840.00 |
| Fund 10 Total: | | | | -10,558,785.00 | 0.00 | -10,558,785.00 |
| Fund: 30 - WATER/SEWER | | | | | | |
| Department: 3880 - NON-DEPARTMENTAL | | | | | | |
| 30-80-3880-3887000 | INSURANCE PROCEEDS | | | 0.00 | -82,538.00 | -82,538.00 |
| BA0000311 | TS Chantal: Replace Truck #213 | GLPKT02704 | 02/23/2026 | | -7,187.00 | |
| BA0000312 | Correct BA0000311: Not TS Related | GLPKT02709 | 02/23/2026 | | -74,951.00 | |
| BA0000313 | Tax and Tags for Truck #213 (8140) | GLPKT02710 | 02/23/2026 | | -400.00 | |
| Department 3880 Total: | | | | 0.00 | -82,538.00 | -82,538.00 |
| Department: 3900 - FUND BALANCE APPROPRIATION | | | | | | |
| 30-80-3900-3900000 | FUND BALANCE APPROPRIATION | | | -675,666.00 | -120,000.00 | -795,666.00 |
| BA0000299 | IFC FEMA Consultant | GLPKT02629 | 02/23/2026 | | -120,000.00 | |
| Department 3900 Total: | | | | -675,666.00 | -120,000.00 | -795,666.00 |
| Department: 4000 - DISASTER | | | | | | |
| 30-80-4000-5300570 | MISCELLANEOUS | | | 0.00 | 120,000.00 | 120,000.00 |
| BA0000299 | IFC FEMA Consultant | GLPKT02629 | 02/23/2026 | | 120,000.00 | |
| 30-80-4000-5700740 | CAPITAL - VEHICLES | | | 0.00 | 0.00 | 0.00 |
| BA0000311 | TS Chantal: Replace Truck #213 | GLPKT02704 | 02/23/2026 | | 7,187.00 | |
| BA0000312 | Correct BA0000311: Not TS Related | GLPKT02709 | 02/23/2026 | | -7,187.00 | |
| Department 4000 Total: | | | | 0.00 | 120,000.00 | 120,000.00 |
| Department: 8120 - WATER TREATMENT PLANT | | | | | | |
| 30-80-8120-5100010 | OVERTIME COMPENSATION | | | 25,000.00 | 2,500.00 | 27,500.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | 2,500.00 | |
| 30-80-8120-5300145 | MAINT - BUILDINGS | | | 5,000.00 | 2,000.00 | 7,000.00 |
| BA0000319 | Cover building maintenance costs | GLPKT02759 | 02/23/2026 | | 2,000.00 | |
| 30-80-8120-5300158 | MAINT - EQUIPMENT | | | 88,400.00 | -4,500.00 | 83,900.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | -2,500.00 | |

Section 4, Item A.

Budget Adjustment Report

For Date Range: 02/23/2026 - 02/23/2026

| Account Number | Account Name | Packet Number | Post Date | Original Budget | Budget Adjustments | Current Budget |
|--|--|---------------|------------|-------------------|--------------------|-------------------|
| Adjustment Number | Adjustment Description | | | | Amount | |
| BA0000319 | Cover building maintenance costs | GLPKT02759 | 02/23/2026 | | -2,000.00 | |
| Department 8120 Total: | | | | 118,400.00 | 0.00 | 118,400.00 |
| Department: 8140 - WATER DISTRIBUTION | | | | | | |
| 30-80-8140-5300330 | SUPPLIES - DEPARTMENTAL | | | 120,000.00 | -5,000.00 | 115,000.00 |
| BA0000315 | Upfit of recently purchased F-450 | GLPKT02713 | 02/23/2026 | | -5,000.00 | |
| 30-80-8140-5300583 | MISC - TAX, TAGS, ETC | | | 2,600.00 | -2,600.00 | 0.00 |
| BA0000313 | Tax and Tags for Truck #213 (8140) | GLPKT02710 | 02/23/2026 | | 400.00 | |
| BA0000316 | Move to correct accounts 8140>8200 | GLPKT02720 | 02/23/2026 | | -3,000.00 | |
| 30-80-8140-5700740 | CAPITAL - VEHICLES | | | 85,000.00 | 5,000.00 | 90,000.00 |
| BA0000312 | Correct BA0000311: Not TS Related | GLPKT02709 | 02/23/2026 | | 82,138.00 | |
| BA0000315 | Upfit of recently purchased F-450 | GLPKT02713 | 02/23/2026 | | 5,000.00 | |
| BA0000316 | Move to correct accounts 8140>8200 | GLPKT02720 | 02/23/2026 | | -82,138.00 | |
| Department 8140 Total: | | | | 207,600.00 | -2,600.00 | 205,000.00 |
| Department: 8200 - WASTEWATER COLLECTION | | | | | | |
| 30-80-8200-5300130 | UTILITIES | | | 60,000.00 | -500.00 | 59,500.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | -500.00 | |
| 30-80-8200-5300145 | MAINT - BUILDINGS | | | 2,000.00 | 500.00 | 2,500.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | 500.00 | |
| 30-80-8200-5300165 | MAINT - INFRASTRUCTURE | | | 160,000.00 | -8,000.00 | 152,000.00 |
| BA0000307 | Pump repairs and pump station supplies | GLPKT02673 | 02/23/2026 | | -8,000.00 | |
| 30-80-8200-5300322 | SUPPLIES - LIFT STATION PUMPS | | | 10,000.00 | 8,000.00 | 18,000.00 |
| BA0000307 | Pump repairs and pump station supplies | GLPKT02673 | 02/23/2026 | | 8,000.00 | |
| 30-80-8200-5300583 | MISC - TAX, TAGS, ETC | | | 2,600.00 | 3,000.00 | 5,600.00 |
| BA0000316 | Move to correct accounts 8140>8200 | GLPKT02720 | 02/23/2026 | | 3,000.00 | |
| 30-80-8200-5700740 | CAPITAL - VEHICLES | | | 85,000.00 | 82,138.00 | 167,138.00 |
| BA0000316 | Move to correct accounts 8140>8200 | GLPKT02720 | 02/23/2026 | | 82,138.00 | |
| Department 8200 Total: | | | | 319,600.00 | 85,138.00 | 404,738.00 |
| Department: 8220 - WASTEWATER TREATMENT PLANT | | | | | | |
| 30-80-8220-5100010 | OVERTIME COMPENSATION | | | 5,000.00 | 2,000.00 | 7,000.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | 2,000.00 | |
| 30-80-8220-5300330 | SUPPLIES - DEPARTMENTAL | | | 4,000.00 | -2,000.00 | 2,000.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | -2,000.00 | |
| Department 8220 Total: | | | | 9,000.00 | 0.00 | 9,000.00 |
| Fund 30 Total: | | | | -21,066.00 | 0.00 | -21,066.00 |
| Fund: 35 - STORMWATER | | | | | | |
| Department: 5900 - STORMWATER | | | | | | |
| 35-30-5900-5100010 | OVERTIME COMPENSATION | | | 1,000.00 | 2,000.00 | 3,000.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | 2,000.00 | |
| 35-30-5900-5300000 | CONTINGENCY | | | 25,000.00 | -2,000.00 | 23,000.00 |
| BA0000318 | Account cleanup 02-13-2026 | GLPKT02743 | 02/23/2026 | | -2,000.00 | |
| 35-30-5900-5300441 | CS - ENGINEERING | | | 25,000.00 | -20,000.00 | 5,000.00 |
| BA0000314 | Elizabeth Brady Culvert Study | GLPKT02712 | 02/23/2026 | | -20,000.00 | |
| 35-71-5900-3592010 | TRANSFER TO STORMWATER CPF | | | 125,000.00 | 20,000.00 | 145,000.00 |
| BA0000314 | Elizabeth Brady Culvert Study | GLPKT02712 | 02/23/2026 | | 20,000.00 | |
| Department 5900 Total: | | | | 176,000.00 | 0.00 | 176,000.00 |
| Fund 35 Total: | | | | 176,000.00 | 0.00 | 176,000.00 |
| Fund: 60 - GENERAL CAPITAL IMPROVEMENTS | | | | | | |
| Department: 6100 - PROJECTS (GL)- MULTI-YEAR | | | | | | |
| 60-00-6100-5700720 | CONSTRUCTION | | | 0.00 | -5,218.83 | -5,218.83 |
| BA0000304 | Project Accounting Setup | GLPKT02644 | 02/23/2026 | | -5,218.83 | |
| 60-00-6100-5700745 | DESIGN | | | 0.00 | 5,218.83 | 5,218.83 |

Budget Adjustment Report

For Date Range: 02/23/2026 - 02/23/2026

| Account Number | Account Name | Packet Number | Post Date | Original Budget | Budget Adjustments | Current Budget |
|--|-------------------------------------|---------------|------------|-----------------------|--------------------|-----------------------|
| Adjustment Number | Adjustment Description | | | | Amount | |
| BA0000304 | Project Accounting Setup | GLPKT02644 | 02/23/2026 | | 5,218.83 | |
| Department 6100 Total: | | | | 0.00 | 0.00 | 0.00 |
| Fund 60 Total: | | | | 0.00 | 0.00 | 0.00 |
| Fund: 61 - STORMWATER CAPITAL IMPROVEMENTS | | | | | | |
| Department: 3870 - TRANSFER FROM | | | | | | |
| 61-46-3870-3870602 | TRANSFER FROM SWF-ELIZ BRADY CULVER | | | -75,000.00 | -20,000.00 | -95,000.00 |
| BA0000314 | Elizabeth Brady Culvert Study | GLPKT02712 | 02/23/2026 | | -20,000.00 | |
| Department 3870 Total: | | | | -75,000.00 | -20,000.00 | -95,000.00 |
| Department: 5900 - STORMWATER | | | | | | |
| 61-00-5900-5700717 | PROFESSIONAL SERVICES | | | 0.00 | 20,000.00 | 20,000.00 |
| BA0000314 | Project Accounting Setup | GLPKT02712 | 02/23/2026 | | 20,000.00 | |
| 61-00-5900-5700720 | CONSTRUCTION | | | 0.00 | 175,000.00 | 175,000.00 |
| BA0000314 | Elizabeth Brady Culvert Study | GLPKT02712 | 02/23/2026 | | 175,000.00 | |
| 61-46-5900-5700864 | ELIZABETH BRADY RD CULVERT REPLC | | | 75,000.00 | -175,000.00 | -100,000.00 |
| BA0000314 | Elizabeth Brady Culvert Study | GLPKT02712 | 02/23/2026 | | -175,000.00 | |
| Department 5900 Total: | | | | 75,000.00 | 20,000.00 | 95,000.00 |
| Fund 61 Total: | | | | 0.00 | 0.00 | 0.00 |
| Fund: 69 - UTILITIES CAPITAL IMPROVEMENTS | | | | | | |
| Department: 8100 - PROJECTS (W&S\SW) MULTI-YEAR | | | | | | |
| 69-00-8100-5300570 | MISCELLANEOUS | | | 0.00 | 22,335.00 | 22,335.00 |
| BA0000300 | Lawndale Closing Costs | GLPKT02632 | 02/23/2026 | | 22,335.00 | |
| 69-00-8100-5700720 | CONSTRUCTION | | | 0.00 | -606,135.00 | -606,135.00 |
| BA0000300 | Lawndale Closing Costs | GLPKT02632 | 02/23/2026 | | -22,335.00 | |
| BA0000303 | Starfield BPS Design | GLPKT02643 | 02/23/2026 | | -150,000.00 | |
| BA0000305 | Project Accounting Setup | GLPKT02645 | 02/23/2026 | | -400,000.00 | |
| BA0000306 | Project Accounting Setup | GLPKT02649 | 02/23/2026 | | -33,800.00 | |
| 69-00-8100-5700745 | DESIGN | | | 0.00 | 583,800.00 | 583,800.00 |
| BA0000303 | Starfield BPS Design | GLPKT02643 | 02/23/2026 | | 150,000.00 | |
| BA0000305 | Project Accounting Setup | GLPKT02645 | 02/23/2026 | | 400,000.00 | |
| BA0000306 | Project Accounting Setup | GLPKT02649 | 02/23/2026 | | 33,800.00 | |
| Department 8100 Total: | | | | 0.00 | 0.00 | 0.00 |
| Fund 69 Total: | | | | 0.00 | 0.00 | 0.00 |
| Fund: 72 - RESTRICTED REVENUES - GENERAL FUND | | | | | | |
| Department: 5100 - POLICE | | | | | | |
| 72-00-5100-3301052 | RESTRICTED REV - ABC BOARD GRANT | | | -41,033.96 | -3,125.00 | -44,158.96 |
| BA0000310 | FY26 Q3 ABC Board Distribution | GLPKT02696 | 02/23/2026 | | -3,125.00 | |
| 72-20-5100-5300052 | ABC BOARD EXPENDITURES | | | 41,033.96 | 3,125.00 | 44,158.96 |
| BA0000310 | FY26 Q3 ABC Board Distribution | GLPKT02696 | 02/23/2026 | | 3,125.00 | |
| Department 5100 Total: | | | | 0.00 | 0.00 | 0.00 |
| Fund 72 Total: | | | | 0.00 | 0.00 | 0.00 |
| Budget Code 2025-2026 Total: | | | | -10,403,851.00 | 0.00 | -10,403,851.00 |

Description

Fund Summary

| Description | Fund | Original Budget | Budget Adjustments | Current Budget |
|--|------|-----------------------|--------------------|-----------------------|
| Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026 | | | | |
| | 10 | -10,558,785.00 | 0.00 | -10,558,785.00 |
| | 30 | -21,066.00 | 0.00 | -21,066.00 |
| | 35 | 176,000.00 | 0.00 | 176,000.00 |
| | 60 | 0.00 | 0.00 | 0.00 |
| | 61 | 0.00 | 0.00 | 0.00 |
| | 69 | 0.00 | 0.00 | 0.00 |
| | 72 | 0.00 | 0.00 | 0.00 |
| Budget Code 2025-2026 Total: | | -10,403,851.00 | 0.00 | -10,403,851.00 |



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 23, 2026
Department: Administration
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Budget Director Emily Bradford

ITEM TO BE CONSIDERED

Subject: Capital Project Ordinance Amendment – Elizabeth Brady Road Culvert Replacement

Attachments:

1. Capital Project Amendment – Elizabeth Brady Road Culvert Replacement
2. Budget Adjustment Report

Summary:

Increase budget to fund engineering to determine size of pipe needed and better define scope of project.

Financial impacts:

\$20,000 for engineering work funded via reallocation of Stormwater operating budget funds.

Staff recommendation and comments:

Adopt the project ordinance and associated budget amendments.

Action requested:

Adopt the project ordinance and associated budget amendments.



ORDINANCE

Capital Project Amendment

Elizabeth Brady Road Culvert Replacement

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

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

| | <i>Current Budget</i> | +/- | <i>Amended Budget</i> |
|---|-----------------------|----------|-----------------------|
| Elizabeth Brady Rd Culvert Replacement | \$175,000 | \$20,000 | \$195,000 |

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

| | <i>Current Budget</i> | +/- | <i>Amended Budget</i> |
|---|-----------------------|----------|-----------------------|
| Elizabeth Brady Rd Culvert Replacement | \$175,000 | \$20,000 | \$195,000 |

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 23rd day of February in the year 2026.

Ayes:
Noes:
Absent or excused:

Sarah E. Kimrey, Town Clerk

Budget Adjustment Report

Adjustment Detail

For Date Range: 02/23/2026 - 02/23/2026

| Account Number | Account Name | Packet Number | Post Date | Original Budget | Budget Adjustments Amount | Current Budget |
|--|-------------------------------------|---------------|------------|-------------------|---------------------------|-------------------|
| Adjustment Number | Adjustment Description | | | | | |
| Budget Code: 2025-2026 - Budget 2025-2026 Fiscal: 2025-2026 | | | | | | |
| Fund: 61 - STORMWATER CAPITAL IMPROVEMENTS | | | | | | |
| Revenue | | | | | | |
| 61-46-3870-3870602 | TRANSFER FROM SWF-ELIZ BRADY CULVER | | | -75,000.00 | -20,000.00 | -95,000.00 |
| BA0000314 | Elizabeth Brady Culvert Study | GLPKT02712 | 02/23/2026 | | -20,000.00 | |
| Revenue Total: | | | | -75,000.00 | -20,000.00 | -95,000.00 |
| Expense | | | | | | |
| 61-00-5900-5700717 | PROFESSIONAL SERVICES | | | 0.00 | 20,000.00 | 20,000.00 |
| BA0000314 | Project Accounting Setup | GLPKT02712 | 02/23/2026 | | 20,000.00 | |
| 61-00-5900-5700720 | CONSTRUCTION | | | 0.00 | 175,000.00 | 175,000.00 |
| BA0000314 | Elizabeth Brady Culvert Study | GLPKT02712 | 02/23/2026 | | 175,000.00 | |
| 61-46-5900-5700864 | ELIZABETH BRADY RD CULVERT REPLC | | | 75,000.00 | -175,000.00 | -100,000.00 |
| BA0000314 | Elizabeth Brady Culvert Study | GLPKT02712 | 02/23/2026 | | -175,000.00 | |
| Expense Total: | | | | 75,000.00 | 20,000.00 | 95,000.00 |
| Fund 61 Total: | | | | 0.00 | 0.00 | 0.00 |
| Budget Code 2025-2026 Total: | | | | 0.00 | 0.00 | 0.00 |

Description

Fund Summary

| Description | Fund | Original Budget | Budget Adjustments | Current Budget |
|---|------|-------------------|--------------------|----------------|
| Budget Code: 2025-2026 - Budget 2025-2026 | | Fiscal: 2025-2026 | | |
| | 61 | 0.00 | 0.00 | 0.00 |
| Budget Code 2025-2026 Total: | | 0.00 | 0.00 | 0.00 |



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 23, 2026
Department: Utilities
Agenda Section: Consent
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Utilities Director K. Marie Strandwitz, PE

ITEM TO BE CONSIDERED

Subject: Water Treatment Plant Improvements – Disinfection System USDA-RD Obligation

Attachments:

Resolution to designate authorized representatives and agree to local match/additional funds

Summary:

The town received a Fiscal Year 2026 Congressionally Directed Spending (CDS)/Community Project Funding (CPF) obligation under USDA’s Rural Development Water & Environmental Programs (WEP) in the amount of \$1,000,000 as requested by Representative Valerie Foushee. The project entails design and construction of a new water disinfection system with an estimated combined cost of \$1,965,600 that will utilize sodium hypochlorite, which is a more common and risk-adverse method of potable water disinfection, instead of the current chlorine gas disinfection system. To formally apply for the obligation, we need to authorize representatives and agree to the local match requirement and any additional funds above the obligation as the initial step.

Financial impacts:

A grant award of \$1,000,000 will reduce the town’s estimated design and construction cost to slightly less than \$1,000,000. There will be long-term operational cost changes to chemical costs as sodium hypochlorite is more expensive than chlorine gas, yet it is a safer method of disinfection for staff and the community and less risk of shortages than chlorine gas. The project is supported by emergency response teams.

Staff recommendation and comments:

Action requested:

Approve the resolution to begin the application process.



RESOLUTION

USDA-RD Authorized Representatives and Local Match

Water Treatment Facility Improvements – Disinfection System

WHEREAS, the Town of Hillsborough received a Fiscal Year (FY) 2026 Congressionally Directed Spending (CDS)/Community Project Funding (CPF) obligation under USDA's Rural Development Water & Environmental Programs (WEP) in the amount of \$1,000,000 as requested by Representative Valerie Foushee, and

WHEREAS, the project entails design and construction of a new water disinfection system with an estimated combined cost of \$1,965,600 that will utilize sodium hypochlorite, which is a more common and risk-adverse method of potable water disinfection, instead of the current chlorine gas disinfection system, and

WHEREAS, the Town of Hillsborough intends to formally apply for the obligation, authorize representatives and agree to the local match requirement and any additional funds above the obligation as the initial step, and

NOW, THEREFORE, be it resolved the Hillsborough Board of Commissioners declares the Town of Hillsborough, as the Applicant, will:

1. designate Town Manager Eric J. Peterson and Utilities Director K. Marie Strandwitz as Authorized Representatives (sign-certify and administrator, respectively) and any successors so titled, to hereby authorize preparation, execution and filing of an application on behalf of the Applicant for the design and construction of the project described above.
2. authorize and direct the Authorized Representatives, and successors so titled, to furnish such information as the appropriate federal agency may request in connection with such application or the project and to execute such other documents as may be required in connection with the application.
3. provide the required 25% non-federal cost share of the total project cost and any additional funds above the obligation amount from the Town's reserve funds.

Approved this 23rd day of February in the year 2026.

Mark Bell, Mayor
Town of Hillsborough



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 23, 2026
Department: Community Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Matt Efird, Assistant Town Manager
Cornelis Verkerk, CASA

ITEM TO BE CONSIDERED

Subject: Request for Funding to Support CASA Cedar Village Project

Attachments:

None

Summary:

CASA is a nonprofit affordable housing provider based in Raleigh, with a presence in Wake, Durham and Orange counties. The mission of CASA is to provide access to stable, affordable housing for people who are homeless or at risk by developing and managing rental communities. As a part of the approval of the Collins Ridge development, a parcel of land approximately 4.38 acres in size was transferred to CASA to be developed for affordable housing.

The proposed project, known as Cedar Village, will include 72 units of affordable housing intended to target renters at 60% or less of the area median income (AMI). The development will include 36 one-bedroom units and 36 two-bedroom units, and the intended income distribution is as follows:

- 24 units at/below 30% AMI (33%)
- 26 units at/below 50% AMI (36%)
- 22 units at/below 60% AMI (31%)

Anticipated residents in Cedar Village include low-income veterans (working with Veteran's Administration and Veteran's Bridge Home) and coordinated entry clients through Orange County Partnership to End Homelessness (OCPEH).

In order to successfully finance Cedar Village, CASA has been and will continue to seek 9% Low Income Housing Tax Credits (LIHTC). In 2023, the application window was missed due to a delay in the transfer of property to CASA ownership by DR Horton. In 2024 and 2025, the project scored very well on the LIHTC application but was passed over in favor of projects in Chapel Hill that had more external funding. CASA feels that the application will be very competitive in the 2026 application cycle and is not anticipating a competing project in Orange County.

There have been changes to the NC Housing Finance Agency's (NCHFA) Qualified Allocation Plan (QAP) which are favorable for CASA's 2026 application, and the new tiebreaker that would apply to projects (with perfect site scores) within the county is the total number of units. However, the overall funding climate has made it more difficult to make LIHTC projects work financially. The state has not funded NCHFA's Workforce Housing Loan Program, which many developers rely upon, and that has put additional pressure on the funds that NCHFA has available for gap financing for LIHTC projects. Additionally, due to other changes on the federal level, the "equity pricing" that investors pay for the LIHTC is expected to be much lower than it was in previous years. For instance,

CASA was able to secure \$0.875 per dollar for their last LIHTC project in Orange County, Perry Place. The equity syndicators CASA has been reaching out to as part of their due diligence are saying that investors are now paying between \$0.80-\$0.83 per dollar. This results in hundreds of thousands of dollars in lost equity to help develop the project.

CASA is requesting \$300,000 from the Town’s Affordable Housing Fund to assist in securing a LIHTC award and move forward with developing Cedar Village in Hillsborough.

Financial impacts:

The first chart below shows the current Affordable Housing Fund base budget – essentially what was adopted for Fiscal Year 2026, advanced one year to include FY29. An expansion request from Community Home Trust has been added to the base budget, but updated requests from OCEPH or HOME funds have not been received as of this agenda deadline. The yellow highlight represents the annual appropriation to the Affordable Housing Fund, the blue highlight represents the annual funding available less the previous commitments to support CHT, HOME and OCEPH, and the orange line represents the funding available for additional investments. For FY27, the amount available for new investment is about \$162,000, which would grow to about \$445,000 in FY29 without any changes to the projects funded. It should be noted that the adopted FY26 budget did not include any funding for home repair or emergency housing assistance programs beyond FY26, and the town is currently in the process of working with Central Pines Regional Council on developing an Affordable Housing Strategy. The FY26 pilot programs have not launched due to limited staff capacity caused by Tropical Storm Chantal recovery efforts.

| Annual Affordable Housing Funding (FY27 Base Budget) | | | | | | | | |
|---|-----------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
| | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 |
| Community Home Trust | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 |
| HOME Funds Match | \$4,200 | \$6,486 | \$6,281 | \$6,281 | \$6,281 | \$6,281 | \$6,281 | \$6,281 |
| OC Partnership to End Homelessness | \$15,788 | \$59,080 | \$61,128 | \$51,910 | \$59,640 | \$59,640 | \$59,640 | \$59,640 |
| Subtotal, Current Commitments | \$22,488 | \$68,066 | \$69,909 | \$60,691 | \$68,421 | \$68,421 | \$68,421 | \$68,421 |
| Annual Affordable Housing Funding | \$22,488 | \$68,066 | \$102,793 | \$175,000 | \$250,000 | \$320,000 | \$320,000 | \$320,000 |
| Remaining Balance | \$0 | \$0 | \$32,884 | \$114,309 | \$181,579 | \$251,579 | \$251,579 | \$251,579 |
| OCEPH Expansion Request (FY26) | | | | | \$7,753 | \$7,753 | \$7,753 | \$7,753 |
| CHT Expansion Request (FY27) | | | | | | \$2,500 | \$2,500 | \$2,500 |
| Repair Pilot | | | | | \$100,000 | \$0 | \$0 | \$0 |
| EHA Pilot | | | | | \$50,000 | \$0 | \$0 | \$0 |
| Auman Village Support | | | | | \$100,000 | \$100,000 | \$100,000 | \$100,000 |
| Affordable Housing Strategy | | | | | \$50,000 | | | |
| Remaining Funds for Housing (New and Preservation) | \$0 | \$0 | \$32,884 | \$114,309 | (\$126,174) | \$141,326 | \$141,326 | \$141,326 |
| Cumulative Housing Funds | \$0 | \$0 | \$32,884 | \$147,193 | \$21,019 | \$162,345 | \$303,671 | \$444,997 |

The second chart below shows what a potential funding agreement with CASA would look like inserted in the FY27 base budget. The green highlighted portion of the chart includes \$100,000 annual appropriations over three years, and the change is reflected in the running total below in the orange line. There is some remaining recurring funding available for appropriation, about \$41,000 per year or \$145,000 over the three-year budget window.

| Annual Affordable Housing Funding (w CASA Funding) | | | | | | | | |
|---|-----------------|-----------------|------------------|------------------|--------------------|------------------|------------------|------------------|
| | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 | FY28 | FY29 |
| Community Home Trust | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 | \$2,500 |
| HOME Funds Match | \$4,200 | \$6,486 | \$6,281 | \$6,281 | \$6,281 | \$6,281 | \$6,281 | \$6,281 |
| OC Partnership to End Homelessness | \$15,788 | \$59,080 | \$61,128 | \$51,910 | \$59,640 | \$59,640 | \$59,640 | \$59,640 |
| Subtotal, Current Commitments | \$22,488 | \$68,066 | \$69,909 | \$60,691 | \$68,421 | \$68,421 | \$68,421 | \$68,421 |
| Annual Affordable Housing Funding | \$22,488 | \$68,066 | \$102,793 | \$175,000 | \$250,000 | \$320,000 | \$320,000 | \$320,000 |
| Remaining Balance | \$0 | \$0 | \$32,884 | \$114,309 | \$181,579 | \$251,579 | \$251,579 | \$251,579 |
| OCPEH Expansion Request (FY26) | | | | | \$7,753 | \$7,753 | \$7,753 | \$7,753 |
| CHT Expansion Fequest (FY27) | | | | | | \$2,500 | \$2,500 | \$2,500 |
| Repair Pilot | | | | | \$100,000 | \$0 | \$0 | \$0 |
| EHA Pilot | | | | | \$50,000 | \$0 | \$0 | \$0 |
| Auman Village Support | | | | | \$100,000 | \$100,000 | \$100,000 | \$100,000 |
| Affordable Housing Strategy | | | | | \$50,000 | | | |
| Cedar Village Support | | | | | | \$100,000 | \$100,000 | \$100,000 |
| Remaining Funds for Housing (New and Preservation) | \$0 | \$0 | \$32,884 | \$114,309 | (\$126,174) | \$41,326 | \$41,326 | \$41,326 |
| Cumulative Housing Funds | \$0 | \$0 | \$32,884 | \$147,193 | \$21,019 | \$62,345 | \$103,671 | \$144,997 |

Staff recommendation and comments:

Staff recommends consideration of the funding request from CASA to support the Cedar Village project.

Action requested:

Staff requests the town board discuss and advise on the appropriation of Affordable Housing Fund resources for FY27-FY29.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 23, 2026
Department: Administration
Agenda Section: Regular
Public hearing: No
Date of public hearing: N/A

PRESENTER/INFORMATION CONTACT

Emily Bradford, Budget Director

ITEM TO BE CONSIDERED

Subject: Water and Sewer Rate Structure Discussion

Attachments:

N/A

Summary:

Presentation from Raftelis Financial Consultants on alternative water and sewer rate structure options. Raftelis looked at other rate structure options that would generate equivalent revenue and the impact of each on customers based on usage.

Financial impacts:

N/A

Staff recommendation and comments:

Receive presentation.

Action requested:

Receive presentation.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 23, 2026
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: Strategic Plan Mid-Year Update

Attachments:

Strategic Plan – Mid-Year Updates

Summary:

The town board adopted the [FY24-26 Strategic Plan](#) in June 2023. The strategic plan outlines the town’s strategic direction for a three-year period and is an action-oriented road map that aligns the town’s resources with priorities. Now that the strategic plan has been adopted, we are now in the plan implementation phase.

This is our first check-in with the town board for the FY26 plan year, providing an opportunity to discuss progress made on initiatives that were identified for the current fiscal year. The update attached includes the status of the initiatives, across each focus area, that were identified to be worked on during FY26.

Financial impacts:

No financial impacts at this time.

Staff recommendation and comments:

N/A

Action requested:

Receive update and provide feedback.



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Strategic Plan

Mid-Year Update

Focus Area Updates

- Sustainability
- Connected Community
- Economic Vitality
- Community Safety
- Service Excellence

Sustainability

| ID # | Status | Initiative | Lead | Timeline | Progress Notes |
|-------|---|--|----------------------|-----------------------------|---|
| S 1.1 |  | Overhaul the Unified Development Ordinance and Zoning Map to reflect current development trends and patterns to incorporate sustainability, environmental and climate best practices, economic resiliency measures, and equity in development and redevelopment as well as meet water and sewer system-wide needs. | Planning | FY26 (was FY24- FY25) | Held internal meeting to develop improved Transportation Impact Analysis requirements for the Unified Development Ordinance, which was sent to consultant. Also met to discuss appropriate street cross sections for various development types and which streets will require which amenities. Had first few technical advisory committee meeting to go through the first few draft chapters across divisions. Staff led a density discussion with the Planning Board in November to discuss various kinds of density and what that would look like on the ground. Staff continues to receive, review, and comment on draft UDO chapters. Staff has another meeting with the Planning Board in March on updating and condensing zoning districts. |
| S 1.2 |  | Update the Future Land Use Map to simplify land use categories and express current preferred future land use and growth patterns. | Planning | FY26 (was FY24- FY25) | The town board formally adopted the new urban service boundary, which will inform updates to the future land use plan and future updates to other shared agreements. |
| S 2.1 |  | Assess renewable energy generation potential for solar photovoltaics and wind energy projects on town-owned properties and identify priority sites for planning and implementation. | Public Space | FY24- FY26 | The town will conduct a solar feasibility study beginning in January 2026. Facilities that will be evaluated include the Water Plant, Wastewater Treatment Plant, Adron F. Thompson Water/Sewer Facility, Highway 86 North Facility and the Town Hall Annex. |
| S 2.2 |  | Investigate opportunities and incorporate to the greatest extent possible sustainability and climate initiatives in facility development including geothermal, solar, weatherization, and green infrastructure. | Public Space | FY24- FY26 | This is an ongoing item. Sustainability and climate initiatives are evaluated for every public space project. Green infrastructure is being incorporated to the Rainey Avenue sidewalk design, Mayo Park Lot, Wastewater Plant and skate park. The fence and compost for the live stake nursery was installed at Cates Creek Park in November. |
| S 2.4 |  | Evaluate the town's vehicle fleet to determine right-sizing and transition to electric vehicle (EV) potential. Transition the town's vehicle fleet to zero emission alternatives on a schedule consistent with vehicle lifecycles and market availability. Advance the schedule of this transition as feasible. | Fleet Maintenance | FY24- FY26 | The town's fleet of hybrid police vehicles are performing well overall. Fleet staff had its first hybrid-related repair on one of the vehicles and staff is prepared to complete this repair on other units as it becomes necessary. |
| S 2.5 |  | Ensure electric vehicle charging infrastructure is appropriately provided to support the town's vehicle transition. | Public Space | FY25 | This is on hold until we begin transitioning to an electric fleet. |
| S 2.6 |  | Work with regional partners to expand the number of EV charging stations in the town to support EV readiness and encourage widespread adoption, especially in key places like Gold Park and the Town Hall campus | Public Space | FY25- FY26 | No update for the first two quarters. Funding is in short supply for sustainability and climate initiatives. |
| S 3.1 |  | Develop and adopt a tree inventory for town-owned and town-maintained properties. | Public Space | FY26 (was FY25) | This item needs to be put on hold until transition to ArcGIS Pro and Online is complete. Staff training on these new ESRI products has begun. |
| S 3.2 |  | Develop and adopt a tree preservation policy for town-owned and town-maintained properties | Public Space | FY25- FY26 | This item will be initiated once the tree inventory is complete. |
| S 3.5 |  | Investigate options to develop incentives for developers to incorporate sustainable environmental best practices for managed natural areas and landscapes. | Stormwater | FY25- FY26 | Incentives will be included in the Unified Development Ordinance rewrite. Language has been shared with the consultants to incorporate it in the draft. |
| S 3.7 |  | Continue implementing watershed improvement projects under the Interim Alternative Implementation Approach for compliance with the Falls Lake Stage 1 Existing Development Rule for Stormwater. | Stormwater | FY24- FY26 | Stormwater and Environmental Services Division staff held a planning meeting to discuss possible watershed improvement projects. For the remainder of the fiscal year, a compost blanket is being designed for the town's Mayo Park Lot, downtown. The project is expected to be completed in March/April. |

Connected Community

| ID # | Status | Initiative | Lead | Timeline Progress Notes |
|--------|---|--|--------------|---|
| CC 1.2 |  | Contribute annual budget allocations to expand public art and amenities and public spaces. | Public Space | FY24-FY26 Public art funds were included in the budget. If the town wants to continue to purchase permanent public art from Uproar festival, funds will need to be added in FY28. Three public pieces have been purchased for the Town Hall campus over the past two years. A public art mosaic mural will be added to the Dorothy N Johnson community center in the spring. |
| CC 1.3 |  | Ridgewalk feasibility study is complete. If directed by the board, design and engineering for the section from downtown to Collins Ridge will proceed. | Public Space | FY26 (was FY24 -FY25) No update. |

Economic Vitality

| ID # | Status | Initiative | Lead | Timeline | Progress Notes |
|--------|---|---|--------------------|-----------------------|--|
| EV 1.1 |  | Conduct a downtown parking study to develop and adopt a long-range parking plan. | Planning | FY26 (Was FY25) | Town board adopted the finalized Hillsborough Parking Study analysis. Next steps are to proceed with parking study implementation projects planned for late FY26-28. |
| EV 1.2 |  | Complete Train Station Development Master Plan. | Planning | FY26 (was FY24 /FY25) | Uses and development scenarios continue to be contemplated internally, but no updates at this time. |
| EV 1.3 |  | Invest in wayfinding and interpretive signage programs. | Public Space | FY24- FY26 | Adding a wayfinding destination sign at the Calvin Street greenway entrance for Riverwalk and Gold Park. Working on text for two new interpretive signs. Topics include riparian restoration and invasive species removal work and water and wastewater treatment. |
| EV 1.4 |  | Market and brand Hillsborough through town website and social media as a great place to live, work and do business by engaging in partnerships to highlight success stories and incentive opportunities. | Planning | FY24- FY26 | Ongoing effort between Planning/Economic Development and Communications with partnerships through Tourism. Recommend re-evaluation of this goal into multiple pieces for each division for the strategic plan in FY27 and beyond. |
| EV 2.1 |  | Identify and analyze current labor market and skills gaps/needs through partnership, contract, or town-led study. | Planning | FY26 (was FY25) | No updates as there has been no staff capacity to work on this in the first half of the year. Workforce meeting planned with Orange Works and the Chamber in third quarter. |
| EV 2.2 |  | Engage with the local business community through periodic small business workshops hosted by town or in conjunction with economic development partners. | Planning | FY24- FY26 | No updates for Q1-2 as fall and winter are too busy with events and ongoing programs to be able to get meaningful engagement from business owners. Plans are made to have more small business workshops in quarters 3 and 4. |
| EV 3.1 |  | Translate business documents and forms into other relevant languages and set up a system for staff to be able to communicate in other languages with residents. | Planning | FY26 (was FY25) | This initiative will be transitioned to the Communications Division. |
| EV 3.2 |  | Work with local and regional partners to identify and promote woman and Black, Indigenous and People of Color (BIPOC) owned businesses through marketing success stories and tracking contractual partnerships with the town. | Planning | FY24- FY26 | No updates as there has been no staff capacity to work on this in the first half of the year. Work with the Chamber was done in FY25 to start to identify woman and BIPOC-owned businesses, but the list was not complete and needs more work/research. Staff recommends splitting this goal into multiple parts for FY27 and beyond if it remains a priority. |
| EV 4.2 |  | Develop local action plan. | Community Services | FY26 (was FY25) | Under contract with Central Pines Regional Council to complete Affordable Housing Strategy. Work kicked off January 2026. |
| EV 5.1 |  | Establish an affordable housing reserve fund to support the creation of new affordable housing units. | Community Services | FY26 | The fund has been established, and the town board provided direction in FY26 on next steps before finalizing FY27 budget allocations. |
| EV 5.2 |  | Support changes to town code and state law to provide new funding sources and reduce administrative barriers for affordable housing creation. | Community Services | FY24- FY26 | No updates, this is a continuous item. |
| EV 5.3 |  | Prioritize surplus of town-owned land for creation of affordable housing and strategically acquire additional land or financial participation from new development for affordable housing | Community Services | FY24- FY26 | No updates. |

Community Safety

| ID # | Status | Initiative | Lead | Timeline | Progress Notes |
|--------|---|--|---------------------------|--------------------|---|
| CS 1.3 |  | Restart the police citizens academy program. | Police | FY26 (was FY25) | The Spring 2026 Hillsborough Police Citizens Academy will tentatively hold sessions Tuesday nights from May 5 through June 16 from 6 to 8 pm. Sessions will cover departmental operations, recruitment, training, criminal investigations, community services, patrol operations, and traffic laws, and will include a final banquet. |
| CS 2.1 |  | Complete refresh of the Emergency Operations Plan. | Emergency Management Team | FY26 (was FY25) | Working with county-wide group to create a revised Emergency Operations Plan. Meeting scheduled with consultant in March. |
| CS 2.2 |  | Establish quarterly management check-ins | Emergency Management Team | FY24- FY26 | The Emergency Management Team continues to meet quarterly. |
| CS 2.3 |  | Conduct at least 1 tabletop exercise. | Emergency Management Team | FY26 (was FY25) | This exercise will be conducted after the Emergency Operations Plan is complete. |
| CS 2.4 |  | Establish Emergency Operations Centers. | Emergency Management Team | FY26 (was FY25) | Complete, and is ready for activation, when needed. |

Service Excellence

ID # Status Initiative

Initiative Lead Timeline Progress Notes

| | | | | | |
|--------|---|--|-----------------|--------------------|---|
| SE 1.2 |  | Develop a utilities asset management plan that helps identify risk of failure | Utilities | FY26 (was FY25) | The Utilities Department has had various aspects of asset management plans for many years, mostly on the water distribution system. The goal is to combine all assets into a comprehensive asset management plan. Utilities was going to implement an asset management system but there has been delays due to implementation issues with another department. The asset management plan to identify failure risk, which helps drive capital projects, will depend on getting all assets updated into one system. While this remains a goal, the department has a good handle on areas in need of replacement and has already incorporated projects into the CIP where possible and where growth is focused. |
| SE 3.1 |  | Assess representation on appointed boards and boost recruitment efforts for underrepresented groups and areas. | Town Clerk | FY26 (was FY25) | No update. Work is planned on this initiative in the second half of the year. |
| SE 4.1 |  | Develop, adopt, and implement a racial equity plan. | Human Resources | FY24-FY26 | This initiative has been placed on hold as we continue to monitor the status of House Bill 171 - Equality in State Agencies/Prohibition on Diversity, Equity and Inclusion. |



Agenda Abstract

BOARD OF COMMISSIONERS

| | |
|-------------------------|-------------------------|
| Meeting Date: | Feb. 23, 2026 |
| Department: | Administrative Services |
| Agenda Section: | Regular |
| Public hearing: | No |
| Date of public hearing: | None |

PRESENTER/INFORMATION CONTACT

Town Manager Eric Peterson
Communications Manager Catherine Wright

ITEM TO BE CONSIDERED

Subject: Working Together (Board & Staff): Guides for requests, direction, lines of succession, and communications process – Annual Review and Discussion

Attachments:

Guide: Board-Staff Interactions & Requests

Summary:

The town manager and communications manager will provide a refresher on the following key guidelines:

1. Board-staff
 - a. 1-Hour Rule – review and purpose
 - b. Direction(s) to staff - go through town manager/acting manager
 - c. Individual requests, questions, and inquiries from town board member(s) to the manager
 - i. What's the trigger point or threshold on the level of information that should be shared with the entire town board?
 - ii. Ideally, the mayor should be cc'd on requests that go to the manager to ensure they are in the loop on significant staff requests and important public-facing communications involving board members. What might be an exception to this practice?
 - d. Emergency operations
 - i. Board-staff communications lead. When to switch from the town manager being the primary provider of information, updates, and responding to town board inquiries to the mayor (i.e., mayor or acting mayor serving as "bridge" between town manager or incident commander to manage communications, monitor gaps/progress/issues, and follow-up on key issues?
 - ii. Mayoral line of succession during emergencies beyond mayor pro tem?
 - iii. Town Manager line of succession
 - iv. Other?
2. Communications
 - a. Email signatures
 - b. Information process
 - i. Social media
 - ii. Emergency events
 - iii. Media contacts and interviews
 - iv. VIP visit coordination

Financial impacts:

No additional financial impacts.

Staff recommendation and comments:

None.

Action requested:

Receive information and discuss, as needed.

Guide: Board-Staff Interactions & Requests

The Board as a Whole

The town manager (often through staff) strives to be responsive to individual board members' inquiries and requests. This is done so no one member or subset of the board is at an advantage or disadvantage when it comes to accessing information affecting their ability to govern, monitor, deliberate, make well-informed decisions, and lead. This is especially important when the board is not unanimous regarding their views on a topic. Please let the town manager know if you don't receive information that would have been helpful (e.g., update, event, issue, something another board member received, etc.).

“One Hour Rule”

- ✓ Requests from the mayor or commissioner(s) for information (e.g., data, research, policy or code amendments, etc.) estimated to take more than one hour to complete go to the town board for consideration and official direction.
- ✓ This allows the entire board to be aware of noteworthy interests, requests, and issues fellow commissioners may be dealing with or working on. It helps the manager/staff coordinate responses, schedule the work, and balance with daily work and priorities set in the Strategic Plan.
- ✓ If the request is estimated to take less than one hour the town manager will request staff to complete the request. If the information requested is likely to be of interest to other board members the results will be shared with the entire board.
- ✓ Requests involving the unplanned expenditure of funds should be placed on a town board meeting agenda for consideration.

Board Member Interactions with Staff

Some organizations restrict or prohibit direct interaction between elected officials and town staff. One advantage of being smaller is that Hillsborough is traditionally more informal and can often coordinate more quickly than larger units without being so formal or bureaucratic.

It's acceptable for town board members to meet with department or division heads to get information. This can be informal, such as crossing paths around town, or more intentional via a meeting, phone call, or email. Since staff are usually subject matter experts and in the best position to provide accurate information, this is often the most efficient and effective way to provide information to town board members. Still, the manager, assistant manager, acting manager, and ideally the mayor, should always be made aware of any noteworthy discussions/issues. Frequently, this is done via copying the manager and mayor on an email or a quick call from someone involved

in the discussion. This allows the manager or acting manager to determine if the topic or information should be relayed to the entire board and if follow-up or adjustments are required.

A division/department head explaining how an operation or process works (e.g., rezoning, bulk item pick-up, non-profit applies for budget funding, etc.) are examples of minor information or standard processes that likely would not warrant informing the entire board.

Personnel & Operational Concerns

If there is frustration with an issue, problem, individual employee, or department's performance, it is usually most effective to handle these matters via directly contacting the manager or acting manager in a private setting. If the manager is not effective or quick enough in resolving an issue, a board member may ask that the issue be discussed in a private meeting, during a closed session if the matter is personnel related, or during an open board meeting. As a reminder, due to NCGS 160A-168 (privacy of employee personnel records) there may be limited information that can be provided to board members regarding circumstances and actions.

Three important reminders:

- No orders to staff! If something needs to be addressed, those types of requests are directed to the town manager or acting manager. This is usually the #1 issue of concern in board-staff relations that causes confusion and tension.
- No reprimanding, venting, or expressing displeasure at staff one-on-one or small groups. Employees work for their supervisor, division, or department head, and ultimately the town manager, not the board.
- Many employees are intimidated by elected officials. Please be mindful that employees may feel uncomfortable and in a bad position in certain situations when engaging with board members.

Issues in these areas can cause a board member to lose access to staff. It's been a long time since restrictions have had to be put in place in Hillsborough. The informal approach has mostly worked well for the past 25+ years and matches the vibe and way we all prefer to work together. It's natural, especially with board and staff dealing with a high number of issues, sometimes during chaotic times, that oversights will occur. Thus, an occasional friendly reminder will be sent out in addition to the annual review.



Agenda Abstract

BOARD OF COMMISSIONERS

Meeting Date: Feb. 23, 2026
Department: Administrative Services
Agenda Section: Regular
Public hearing: No
Date of public hearing: None

PRESENTER/INFORMATION CONTACT

Administrative Services Director Jen Della Valle

ITEM TO BE CONSIDERED

Subject: Nonprofit Funding Process Review Continued

Attachments:

1. Revised draft policy
2. Draft mid-year report
3. Updated scoring guide (changes highlighted)

Summary:

The town board discussed the nonprofit partnership program at the first budget retreat on February 9. Below are updates on the items that require follow-up.

Policy

The town board discussed the revised nonprofit partnership policy and did not note any further changes. Added 501(c)(4) designation in the policy following board discussion. Staff requests that the town board formally approve the revised policy.

Reporting requirements

The town board indicated support for requiring all nonprofit partners to submit an annual report to the town by September 1, following the conclusion of the fiscal year in which the organization received funding. Some board members expressed an interest in a more frequent report to help guide funding decisions for the upcoming year. A draft mid-year report is included as an attachment.

Here is a sample timeline for an agency:

- Spring 2026 – Agency submits funding request for FY27
- June 2026 – Board decides to fund Agency
- Jan. 2027 – Agency submits mid-year report
- Spring 2027 – Agency submits funding request for FY28
 - o Town board receives FY28 application and FY27 mid-year report
- June 2027 – Board funds Agency for second year
- Sept. 2027 – Agency submits annual report

Scoring Guide

- Following the town board's February 9 board meeting, the following changes were made to the draft scoring guide:
 - o "General Information and Description" criteria reduced from 10% to 5%

- “Town Objectives” criteria increased from 20% to 30% and placed higher in the scoring guide
- “Fiscal Sustainability” criteria reduced from 15% to 10%

Financial impacts:

No additional financial impacts at this time.

Staff recommendation and comments:

N/A

Action requested:

Approve policy revisions. Discuss and provide feedback.

Community Reinvestment Nonprofit Partnership Program Funding Policy

Commented [JF1]: No notes

Purpose

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

Policy

- Policy Statement
The Town of Hillsborough has no statutory requirement to fund non-profit organizations or other similar community organizations. Hillsborough, however, may elect to provide funding to non-profit organizations to carry out specific programs or services that serve a public purpose and are vital to the well-being of the town and its residents. When reviewing each application, the Board of Commissioners will carefully consider the circumstances surrounding the request and determine the urgency of needs and its value to Hillsborough. Requests for funding for direct staffing costs and/or requests for services that duplicate services that are already available to the public through other means will be given lower funding priority. Requests for funding from programs or services receiving monies from other town funding sources (e.g., Tourism Board, Tourism Development Authority, etc.) will also be given a lower funding priority, unless strong justification and unique circumstances apply.
- General Funding Assistance
The ~~Community Reinvestment Nonprofit Partnership~~ Program is intended to provide time-limited funding for qualified agencies that provide services the town is legally permitted to fund. A funding award in one year is not a guarantee of future funding. Agencies should refrain from requesting funding that primarily supports permanent personnel or other ongoing expenses, and any overhead expenses should be in alignment with the town's strategic interests. Eligibility does not guarantee funding. The funding amount may differ from the amount requested. Priority will be given to applications that most closely align with the Board of Commissioner's priorities in a given funding cycle.
- Funding Amount
As part of budget planning, staff will reserve a portion of the General Fund's operating budget for ~~Community Reinvestments Nonprofit Partnerships~~. The Board of Commissioners will finalize funding amounts through the adoption of the budget ~~ordinance~~ prior to the start of the fiscal year.
- Eligibility
Organizations eligible to apply for funding are those that have a majority of Hillsborough residents in their service population and/or conduct a significant amount of their activities and programs within the town limits of Hillsborough. Services or programs for which town funding is being requested must further the town's strategic priorities and interests through alignment with the town's strategic plan and/or comprehensive sustainability plan.

- Application Process

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

The applications will collect information related to the following:

- ~~Submit an~~An IRS tax-exempt letter or other documentation confirming 501-(c)(3) ~~or 501(c)(4)~~ non-profit status or documentation for that of a fiscal sponsor.
- ~~Submit a~~A list of all board members (name, term, and office).
- ~~Submit a~~A program or service description and copy of the proposed program budget.
- ~~Submit a~~A list of other sources of revenue that have been requested to support the project.
- ~~Identify t~~The number of Hillsborough residents that are expected to receive direct services from the program during the fiscal year as a result of town funding.
- Renewal requests shall indicate the ~~estimated~~~~actual~~ number of Hillsborough residents who reside ~~in~~within the corporate limits and are serviced during the funded period.
- Proposals that request funding for programs that replicate services already available in the town must clearly demonstrate that they will address an unmet service demand, or that they will deliver comparable services at a significantly lower unit cost than the currently available services.

- Review and Funding Process

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

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

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

- Distribution of Funds

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

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

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



TOWN OF
HILLSBOROUGH
NORTH CAROLINA

Nonprofit Partnership Mid-Year Report Template

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

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

| Project Impact |
|--|
| Estimated number of town residents the project has served: |
| Please describe how the number of residents served by the project was estimated: |

| Project Reflection |
|---|
| What services or programs have been provided so far? |
| Are the programs meeting the intended goals and objectives? |

Have any challenges been encountered in delivering services or programs? Are there any risks that could impact service/program delivery for the remainder of the year? If so, what steps are being taken to address these challenges?

What are the priorities for the next six months?

| Project Budget versus Year-to-Date (YTD) Actuals Comparisons | | |
|--|-----------------|--------------|
| Item | Budgeted Costs* | YTD Costs |
| <i>Ex. Supplies for small business workshop</i> | <i>\$200</i> | <i>\$175</i> |
| | | |
| | | |
| | | |
| | | |
| | | |

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

| Additional Comments or Feedback (Optional) |
|---|
| Is there anything else you'd like us to know? |

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

Signature:

Date:

Printed Name and Title:



Nonprofit Partnership Scoring Guide

| Evaluation Criteria | Overall Score Numbers and Definitions | | | | | |
|-------------------------------------|---------------------------------------|---|--|---|--|---|
| | Weight | 5 – Excellent | 4 – Good | 3 – Average | 2 – Needs Improvement | 1 – Insufficient |
| General Information and Description | 5% | Description of the project is clear, concise and easy to understand. | Description of the project is clear, and most aspects can be understood. | Description does not fully explain or articulate the program or service. | Description is difficult to understand and hard to follow. | The applicant did not provide sufficient information. |
| Town Objectives | 30% | The project clearly achieves one or more documented town objectives. | / | The project partially achieves a documented town objective. | / | The project does not clearly explain how it's going to achieve a documented town objective. |
| Community Impact | 30% | The program or service benefits Hillsborough residents. An unmet community need is identified, and the program or service clearly addresses it. | The program or service benefits Hillsborough residents. An unmet community need is identified, and the program or service generally addresses it or if duplicative service, clearly demonstrates an unmet service demand or lower cost of service. | The program or service benefits Hillsborough residents. An unmet community need is identified, and the project or service loosely addresses it or if duplicative service, generally demonstrates unmet service demand or lower cost of service. | The program or service benefits Hillsborough residents. A community need is not identified, and/or it is not clearly being met or if duplicative service, does not demonstrate an unmet service demand or lower cost of service. | The applicant did not provide sufficient information. |
| Budget and Financing | 25% | The project budget has no mathematical mistakes and line items and dollar | The project budget has little to no mathematical mistakes and line | The project budget has a few mathematical mistakes and line | The project has numerous mathematical mistakes and line | The applicant did not provide sufficient information. |

| | | | | | | |
|-----------------------|-----|--|---|---|---|---|
| | | amounts are reasonable. The request leverages other funding sources. | items are reasonable. The request may or may not leverage other funding sources. | items are not all reasonable. The request may or may not leverage other funding sources. | items are not reasonable. The request may or may not necessarily leverage other funding sources. | |
| Fiscal Sustainability | 10% | The organization is sustainable beyond town funding, with diversified revenue streams. | / | The organization is primarily reliant on the town for its revenue source. | The organization's only source of revenue is from the town. | The applicant did not provide sufficient information. |

Organization Name:

Reviewer Name:

Total Points:

Additional Comments:

–

Follow-Up Questions:

–