



TOWN OF HILLSBOROUGH

Hillsborough Board of Commissioners Agenda

7 p.m. June 13, 2016

Town Barn, 101 E. Orange St.

Compliance with the Americans with Disabilities Act interpreter services and/or special sound equipment is available on request. If you are disabled and need assistance with reasonable accommodations, call the Town Clerk's Office at 919-732-1270, ext. 71.

Please use the [Bookmark Feature](#) to navigate and view the [Item Attachments](#).

1. PUBLIC CHARGE

The Hillsborough Board of Commissioners pledges to the citizens of Hillsborough its respect. The Board asks its citizens to conduct themselves in a respectful, courteous manner, both with the Board and with fellow citizens. At any time should any member of the Board or any citizen fail to observe this public charge, the Mayor or their 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 their designee will recess the meeting until such time that a genuine commitment to this public charge is observed.

2. AUDIENCE COMMENTS REGARDING MATTERS NOT ON THE PRINTED AGENDA

3. AGENDA CHANGES & AGENDA APPROVAL

4. PRESENTATIONS

A. Introduction of newly-promoted Sgt. Jason Huey and his public swearing of his Oath of Office

5. APPOINTMENTS

- A. Tourism Board - Reappoint Erik Myers to a restaurant seat with a term expiring June 30, 2018
- B. Parks & Recreation Board - Reappoint Kim Woodell to an ETJ seat with a term expiring June 30, 2019
- C. Parks & Recreation Board – Reappoint Todd Stabley to a seat with a term expiring June 30, 2019

6. COMMITTEE REPORTS (*CRITICAL*)

7. REPORT FROM THE TOWN MANAGER

8. DEPARTMENTAL REPORTS

9. **PUBLIC HEARING** – Possible closure of the unopened portion of Piney Lane between Allen Ruffin Avenue and West Hill Avenue South

10. ITEMS FOR DECISION – CONSENT AGENDA

- A. Minutes of the Joint Public Hearing April 21, 2016, Minutes of the Board of Commissioners May 9, 2016 Regular Meeting, Minutes of the Board of Commissioners May 9, 2016 Regular Meeting Closed Session, Minutes of the Board of Commissioners May 23, 2016 Budget Work Session and Regular Work Session, and Minutes of the Board of Commissioners May 23, 2016 Work Session Closed Session
- B. Miscellaneous budget amendments and transfers
- C. Brough Law Firm Rate Schedule for FY17
- D. Adoption of Statement of Consistency and Ordinance amending the Unified Development Ordinance to merge the Economic Development District uses into the UDO and delete the EDD Design Manual
- E. Adoption of Statement of Consistency and Ordinance amending the Unified Development Ordinance to insert the Historic District Commission into the review process for SUP and CUP applications in the historic district
- F. Adoption of Statement of Consistency and Ordinance amending the Unified Development Ordinance to amend definitions, rename the Mixed Residential Special Use district, and delete sections discussed at the April Public Hearing
- G. Approval of the FY17 Tourism Board budget
- H. FY2017 Grant Awards for Hillsborough Tourism Board
- I. Staffing funding agreements for the Tourism Board and Tourism Development Authority
- J. Miscellaneous budget amendments and transfers for the Tourism Development Authority
- K. Authorize manager to sign three-party agreement with Go Triangle and NCDOT to fund the preparation of the environmental review document for the Hillsborough Train Station (modified from previous version)

11. ITEMS FOR DECISION – REGULAR AGENDA

- A. Establishment of the Town of Hillsborough Stormwater Management Utility
- B. Adoption of FY2016-17 Budget
- C. Mosquito Control – Zika Virus Prevention
- D. Consideration of ordinance to close the unopened portion of Piney Lane between Allen Ruffin Avenue and West Hill Avenue South
- E. Receive request from citizen to amend Town Code provisions to allow chickens on smaller lots
- F. Consideration of a Resolution for the Special Use Permit modification request to expand the uses permitted by Special Use Permit at 128 W. Margaret Lane
- G. Review and discussion of pedestrian improvement study along N. Churton and Cornelius Street
- H. Discussion of how to review traffic impact studies
- I. “Hot Topics” for the June 27 Workshop

12. CLOSED SESSION

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(5) to discuss and give direction to staff regarding negotiating terms for the possible acquisition of real property (the former Colonial Inn, 153 W. King St.)
- B. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(5) to discuss and give direction to staff regarding the possible acquisition of real property (5 acres adjacent to WFER property)

13. ADJOURN

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Police

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	4.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Chief Duane Hampton

ITEM TO BE CONSIDERED

Subject:

Introduction of newly-promoted Sergeant Jason Huey and the public swearing of his oath of office.

Attachment(s):

Brief Summary:

Recently promoted Sergeant Jason Huey will be introduced to the board and he will publically take his Oath of Office as administered by the Mayor.

Action Requested:

N/A

ISSUE OVERVIEW

Background Information & Issue Summary:

N/A

Financial Impacts:

N/A

Staff Recommendations/Comments:

N/A

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
Department: Planning
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	5.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Reappoint Erik Myers to a restaurant seat on the Tourism Board with a term expiring June 30, 2018.

Attachment(s):

Application form

Brief Summary:

Mr. Myers has expressed interest in continuing service on the Tourism Board. That term will expire on June 30, 2018. Mr. Myers has been serving as the board chair for both years and has attended 83% of called meetings.

Action Requested:

Reappoint Erik Myers to restaurant seat on the Tourism Board with a term expiring June 30, 2018.

ISSUE OVERVIEW

Background Information & Issue Summary:

Terms on the Tourism Board are for two years, and each member may serve 3 consecutive terms.

Financial Impacts:

Staff Recommendations/Comments:

Erik Myers on 05/06/2014

Name: Erik Myers

Home Address:

226 White Oak Drive, Durham, NC 27707

Phone (home): 919-619-9159

Phone (work):

919-697-8379

Email:

erik@mysterybrewing.com

Place of Employment:

Mystery Brewing Company

Job Title:

Founder/CEO

Personal Background

Date of Birth: Fri, 05/28/1976

Gender: Male

Ethnic Origin: Caucasian

Boards/Commissions:

Tourism Board ([/content/tourism-board](#))

Reasons for wishing to serve:

Hello - I am interested in serving in one of the vacant Restaurants spots on the Tourism Board. One of my goals for Mystery Brewing Company is to help foster tourism and economic growth in Hillsborough, and I feel like serving on the Tourism Board would be an excellent step toward that, as well. I already serve on the Water and Sewer Advisory Board and am familiar with volunteer service to the town. I would be happy to go a step further and serve on another board that is closely aligned with my interests and the interests of my business. Thanks for your consideration.

Relevant Experience

Work Experience:

Owner of Mystery Brewing Company and Mystery Brewing Public House

Volunteer Experience:

Town of Hillsborough Water and Sewer Advisory Board

How did you hear about this opportunity?:

Current Hillsborough Volunteer

Agreement

I agree to the above statement.: I agree to the above statement.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
Department: Planning
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	5.B	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Reappoint Kim Woodell to an ETJ seat on the Parks and Recreation Board with a term expiring June 30, 2019

Attachment(s):

Application form

Brief Summary:

Ms. Woodell has expressed interest in continuing service on the Parks and Recreation Board. That term will expire on June 30, 2019. Ms. Woodell has attended 17 of the 25 called meetings (68%).

Action Requested:

Reappoint Kim Woodell to an ETJ seat on the Parks and Recreation Board with a term expiring June 30, 2019.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Kim Woodell on 05/14/2013**Name:** Kim Woodell**Home Address:**

607 Governor Drive, Hillsborough NC 27278

Phone (home): 919-732-6922**Email:**

kimwoodell@gmail.com

Place of Employment:

not currently employed

Personal Background

Date of Birth: Wed, 01/21/1970**Gender:** Female**Ethnic Origin:** Caucasian**Boards/Commissions:****Parks and Recreation Board** (</content/parks-and-recreation-board>)**Reasons for wishing to serve:**

I have lived in Hillsborough for over 7 years and was very excited a few years ago at the opening of Gold Park. Parks/playgrounds before it's opening were not very close by and seemed very dated and in need of renovation. The improvements that have occurred over the past few years have been very encouraging, but it seems more needs to be done. I often find myself standing at the park saying to myself "I wish we had this" or "I wonder what they are planning to do next?" Participating on the Board, I feel I can offer a perspective of a parent who frequents the local parks and am willing to help in any way I am able to bring the plans to fruition. Rather than just standing around talking about what should be done, I would like to participate and help make it happen.

Relevant Experience

Work Experience:

I have a B.S. in Nursing and worked at Duke Hospital for over 6 years. I have been fortunate enough to be home with my kids since they have been born.

Volunteer Experience:

I am on the Board for our HOA and have volunteered in the past for the Humane Society and the Durham Animal Shelter. My recent volunteer work centers around my children's schools.

Educational Experience:

1997 A.A.S. in Nursing from Erie County Community College in Williamsville, NY 2005 B.S. in Nursing from UNC Chapel Hill, NC

How did you hear about this opportunity?:

Television

Agreement

I agree to the above statement.: I agree to the above statement.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
Department: Planning
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	5.C	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Reappoint Todd Stabley to a seat on the Parks and Recreation Board with a term expiring June 30, 2019

Attachment(s):

Application form

Brief Summary:

Mr. Stabley has expressed interest in continuing service on the Parks and Recreation Board. That term will expire on June 30, 2019. Mr. Stabley has been serving as the board chair for the last year and has attended 100% of called meetings.

Action Requested:

Reappoint Todd Stabley to a seat on the Parks and Recreation Board with a term expiring June 30, 2019.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Todd Stabley on 05/14/2013

Name: Todd Stabley

Home Address:

408 Calvin St., Hillsborough, NC 27278

Phone (home): 9193230858

Phone (work):

9193230858

Email:

tcs16@duke.edu

Place of Employment:

Duke University

Job Title:

Digital Media Engineer

Personal Background

Date of Birth: Sun, 10/23/1966

Gender: Male

Ethnic Origin: Caucasian

Boards/Commissions:

Parks and Recreation Board ([/content/parks-and-recreation-board](#))

Reasons for wishing to serve:

I'm new to Hillsborough and very interested in meeting people, learning about and being involved in town projects, and contributing however I can to making my neighborhood and city a great place to live. Serving on the Parks and Rec board seems like a great first step to take toward those ends.

Relevant Experience

Work Experience:

I've worked with web-based digital media since 1996, first while a grad student researcher at UNC's ibiblio under Paul Jones, and then full time as a member of UNC-Chapel Hill's Center for Instructional Technology where I collaborated with faculty on innovative instructional multimedia projects. I left UNC in 2006 to work at Duke's Office of Information Technology, researching and deploying campus-wide video-based systems, including an automated lecture recording service that captures hundreds of classes and other events each week. I do independent work as a photographer and digital archivist on the side, and have worked with local sculptor Patrick Dougherty for over 10 years creating a digital archive of photos of his works and preparing photos for exhibitions (several are currently on display in the Hillsborough Arts Council Gallery). While living in Durham, I applied for and received a State Historic Rehabilitation Tax Credit for the house I owned, and have a keen interest in historic preservation.

Volunteer Experience:

I've volunteered for over two years for Duke University's Cycling Club, helping maintain the group's web site, write race reports, help coordinate Duke's annual home race, including the 9th St. Derby, help with logistics for travel, and various other duties. Duke's Road Race was held this April in Hillsborough, and the team often rides to Weaver St. for coffee and on various roads north of town. Riding my bike in Hillsborough with the team is one reason why I fell in love with this area and chose to live here.

Educational Experience:

I have a BA in English from Asbury College and a MA in English from UNC-Chapel Hill.

How did you hear about this opportunity?:

Other

Where Heard Detail:

Town Council meeting

Agreement

I agree to the above statement.: I agree to the above statement.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
 Department: All
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	8	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Department Heads

ITEM TO BE CONSIDERED

Subject:
Departmental Reports

Attachment(s):
Monthly Departmental Reports

Brief Summary:
n/a

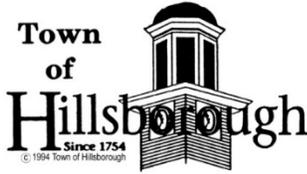
Action Requested:
Accept reports

ISSUE OVERVIEW

Background Information & Issue Summary:
n/a

Financial Impacts:
n/a

Staff Recommendations/Comments:
n/a



**ADMINISTRATION DEPARTMENTAL REPORT
June 2016**

**Human Resources Director/Town Clerk
May 2016**

Meetings

- New Employee Orientation (5/2/16)
- Root Beer with the Town Manager (5/2/16)
- Local HR Directors (5/4/16)
- Board of Commissioners Regular Meeting (5/9/16)
- Benefits Renewal Meeting with HCW (5/10/16)
- Benefits Renewal Meeting with HCW and BCBS (5/12/16)
- Triangle J Designated Employer Representative (DER) meeting (5/12/16)
- Budget and Open Enrollment Updates (2) (5/17/16)
- Benefits Renewal Meeting with HCW (5/17/16)
- Budget and Open Enrollment Updates (2) (5/18/16)
- Budget and Open Enrollment Updates (5/19/16)
- Wellness Team (5/19/16)
- Budget and Open Enrollment Updates (5/20/16)
- Budget and Open Enrollment Updates (5/23/16)
- Board of Commissioners Work Session/Budget Public Hearing (5/23/16)
- Weekly update meetings with Town Manager
- Biweekly update meetings with Safety and Risk Management Officer
- Monthly meetings with Administration and Management Teams

Employee Events and Training

- Open Enrollment Meetings (6/2/16)

Recruitment and Selection

- Police Officer (Police)
 - Recruitment opened (1/2/15)
 - Recruitment ongoing (110 applicants to date)
 - Nine offers accepted

Pay and Benefits

- Biweekly payroll (2)
- Classification and Compensation study
- Open Enrollment preparation

Wellness

- Wellness mini-grant program
- On the Move Challenge

Performance Evaluation

- Provided ongoing support for NeoGov performance evaluation system
- NeoGov Perform system update

Professional Development

- Drug & Alcohol Training: Reasonable Suspicion (5/3/16)/Sherri
- Webinar: EEOC and Background Checks: Is Your Program in Jeopardy? (5/4/16)/Katherine
- Webinar: Managing Medical Child Support Orders (5/4/16)/Sherri
- Clerk Certification School (5/9/16 – 5/13/16)/Sherri
- SOG Public Employment Law Update (5/13/16)/Katherine
- Webinar: Understanding DOL's New Overtime Rule (5/19/16)/Katherine
- Getting Your Message Across (5/20/16)/Sherri
- Public Records Workshop (5/24/16)/Sherri and Liz
- Webinar: New FLSA Rules Readiness Issues (5/26/16)/Sherri

Miscellaneous

- Bank of America Purchase Card Training (5/5/16)
- Provided administrative assistance to Fire Marshal (22 hours)/Sherri
- High school student began vocational training on 4/20/16 (1 hour/week)
- UNC MPA intern began work on 5/16/16
- Employee Handbook updates
- Began contract scanning project
- Began minutes/agenda scanning project
- Developing employee safety training requirements per position
- Employee newsletter published
- Draft proposal for Carolina Star program

Public Information Office Report: May 2016

News Releases

- Issued news releases to media and subscriber list; posted to website and social media sites; and created bulletins for government access channel:

2-May — Help Maintain Gold Park's Pollinator Garden
3-May — Watch Broomball Battle to Support Special Olympics
4-May — Committee to Perform Cleanup in Town Cemetery
10-May — Section of Riverwalk to Close for Erosion-Control Work
10-May — Board of Commissioners Meeting Summary
12-May — Citizens Police Academy Registration Extended
12-May — Hillsborough Keeping Lead out of Water System
16-May — Hillsborough Board Receives Updated Budget, to Hear from Public May 23
17-May — Eastern Red Cedar Hillsborough Treasure Tree
17-May — Four Arrested Following Report of Shots Fired

- 19-May — Hillsborough Police Department Recognized with National Traffic Safety Award
- 20-May — Historic District Commission Preservation Awards to Recognize Cemetery Cleanup, Downtown Building Renovation
- 20-May — Fire Destroys Part of Historic Mill
- 21-May — Mill Fire Update — 8 a.m. Saturday, May 21, 2016
- 21-May — Mill Fire Update — 6 p.m. Saturday, May 21, 2016
- 23-May — Town Offices Closed, Solid Waste Collection Rescheduled due to Memorial Day
- 24-May — Interior Photos of Mill's Weaving Room Wanted
- 26-May — Police Seek Information in Shooting
- 26-May — Mill Fire's Cause Ruled 'Suspicious'
- 27-May — Help Clean Up Gold Park's Pollinator Garden
- 31-May — Churton Street Access Improvements Project Delayed
- 31-May — Opening of Cates Creek Parkway Delayed, Traffic Monitoring to Follow

- As of June 5, subscriptions are:
 - News releases — 694
 - Meeting notices — 405
 - Bid postings — 350

Website/Intranet

- May was a record month for website visitors (27,817) and visits (41,610), according to stats dating to January 2012, when the town's previous website had 6,462 visitors and 10,844 visits.
 - May's numbers are a 23-percent increase in visitors and an 8-percent increase in visits, compared to previous highs set in January 2016 — 22,595 visitors and 38,617 visits then.
 - The May numbers also represent an 86-percent increase in visitors and a 48-percent increase in visits since work began on cleanup of content and simplification of menus. Highs then, set in February 2015, were 14,879 visitors and 28,073 visits.
- Continued work on the employee section and backend of the website.
- Created website instructions for posting releases and slides and posting to the calendar.

Newsletters/Brochures/Advertisements

- Completed final text edits and added new photos to Old Town Cemetery walking guide. Visited cemetery on May 19 for locations of boxwoods, trees and flagstone map. Created mockup for use in creating the cemetery map.
- Started work on updating the Town Cemetery brochure, including adding history section provided by the Cemetery Committee.
- Created newspaper advertisement and promotions on Citizens Police Academy and Police Department's Special Olympics fundraiser for use in town's social media, website and TV channel.
- Created promotions via website slides for Stickwork sculpture, pollinator garden, police traffic safety award and bulk items pickup.

Social Media

- Made 36 Facebook posts and 34 tweets. Posted 1 new video to YouTube.
- As of June 5:
 - Facebook: 1,548 likes
 - Twitter: 660 followers
 - YouTube: 52 subscribers
- Responded to 1 comment on Facebook.

Government Access Channel/Videos

- Shot, edited and posted meeting summary video for Board of Commissioners' May 9 meeting.
- Purchased video camera and accessory equipment.
- Purchased laptop for summer intern.
- Renewed annual support for TV hardware/software equipment.
- Started creating templates for TV channel slides.

Other Work

- Worked with Dex Media for estimate on advertisement for the phone book's yellow pages.
- Took photos of police oath of office and Citizens Academy graduates at May 9 Board of Commissioners meeting.
- Updated action plan on the town's emergency notifications system regarding testing, promotion and increasing enrollment.
- Provided template to Utilities Department for water supply status updates.
- Reserved room for Hillsborough University writing course.
- Helped identify needed changes to curbside collections information and calendar.
- Updated water and sewer rates FAQs and sought additional updated information.
- Started updating media and community contacts.

Meetings/Events/Training

- PIO and web developer/assistant PIO met May 3 to discuss division of duties.
- PIO attended purchase card training on May 5.
- PIO interviewed UNC master of public administration graduate on May 18 for summer internship/temporary PIO support specialist.
- PIO met May 18 with fire marshal/emergency management coordinator regarding mosquito management.
- PIO and management analyst/assistant PIO attended management team retreat on May 19.
- PIO attended one-day public speaking workshop on May 20 at UNC School of Government.
- PIO worked on site at scene of mill fire on May 20 and visited site again May 21 for additional photos and information.
- PIO and web developer/assistant PIO met May 23 with audio visual design consultant.
- PIO staff met for monthly meeting on May 26.
- Hired temporary public information support specialist, who started May 31. Provided basic training on website, government access channel and canva.

Safety and Risk Management Officer Monthly Report
May 2016

Meetings Attended/Conducted

- Semi-monthly department meeting
- Safety Service Area Group Meeting (SSAG)
- Introduction to NCLM Training Portal/Safety Catch for Water Treatment, Water Distribution and Public Works Departments
- Meeting with vendors regarding future purchasing Fastenal, Dillon Supply and Northern Safety Supply

Training Attended/Conducted

- NC Safety Conference Greensboro- Koury Center
- DER Supervisor Training/Updates-Triangle J COG
- Monthly Safety Trainings
- AED/CPR/First Aid Classes x8
- Bank of America Purchase card

Site inspections

- New Hope Lift Station
- Gold Park
- Turnip Patch Park
- Murray Street Park
- Hillsborough Heights Park
- Cates Creek Park x 2

Miscellaneous

- On target for 2nd quarter random drug screens
- 3 pre-hire drug screens
- Updated P&L insurance renewal, completed equipment schedules
- Worked on employee training schedule
- Working on Active Shooter Program/Training
- Gathering information regarding Lead Safety Training/Policy
- Installed "Safety is no Accident" and "811 Know where you dig" banners at the 86 Facility
- Working on workers comp. incident
- Working on P & L claims
- Working on completion of incident reviews (Safety Committee)
- Finalized reconsideration review
- Stocked safety gear
- Assigning and installing stickers to employee's badges for vending machine access
- Vending machine tutorials for employees, demonstrating functions and accessibility
- Working on inspection requirements with Safety Committee members
- Updated training spreadsheet
- Distributed updated safety wear

- General duties concerning new facility at Highway 86 north
- Forwarded Safety Inspection results to departments
- Collecting Fire Extinguisher Monthly check sheets
- Forwarded recommendations (work orders) generated from Park Inspections
- Collected 3.5 years of information regarding P & L Incidents for Police Department
- Coordinated snacks/refreshments for training classes
- Began distributing training certificates for AED/CPR

**TOWN OF HILLSBOROUGH
ENGINEERING STATUS REPORT**

JUNE 2016

Kenneth P. Keel, PE; 919-732-1270 ext 75; kenny.keel@hillsboroughnc.org

PROJECT	BUDGET	STATUS
WWTP Discharge Compliance	-	We were compliant with our discharge permit limits in April. Our sludge management program is in good condition.
Sewer Spill Summary	-	The Town had no reportable collection system sewage spills since my last report (one so far in 2016). There have been no reportable spill/bypass events at the WWTP in 2016.
West Fork of the Eno Reservoir	-	The reservoir is full, with approximately 336 days of supply remaining. The current overflow is exceeding the minimum release for June of 1.8 cubic feet per second (1.164 MGD).
WFER Phase 2 Design Project (FY16)	\$ 1,237,000	The road improvements design work for Mill Creek Road and Carr Store road is ongoing. Discussions with NCDOT are ongoing to determine responsibilities and cost sharing of the Efland-Cedar Grove Road realignment and raising, with construction to begin in Summer 2016 and bidding in July (probably) , and the Town's share of project funds will be due to NCDOT upon contract award (approximately \$500,000). The remaining dam and project design work began in September 2015, in order to complete all of the engineering and permitting required prior to construction of Phase 2 in early 2017. Project construction is planned in the FY17 budget. The total estimated construction cost of Phase 2 is currently at \$6.7 million, plus about \$910,000 in inspection & contract administration costs during construction (total of \$8.3M needed for construction in FY17, which includes contingency funds). These estimated costs are included in the FY17-19 budget requests.
Total Trihalomethanes (TTHM) Compliance	-	The 2nd Quarter 2016 testing was performed in mid-May. These results are 14 parts per billion (ppb) higher than the 2015 2nd Quarter , increasing our 2nd Quarter average to 54 ppb, which makes our current running annual average increase to 54 ppb (up by 3 ppb, annual average limit is 80 ppb). The Town remains compliant with TTHM levels. 3rd Quarter 2016 testing is scheduled for mid-August.
Water Restrictions	-	No restrictions are in effect for Town customers. The Town is not subject to any withdrawal restrictions currently. Our usage is currently around 1.454 MGD . Lake Orange is full.
Water System Flushing	-	The Spring water system flushing operations were completed in March. Approx. 4,905,870 gallons were flushed (645 hydrants). Fall flushing is planned for September through November.
"Unaccounted-for" Water	-	Approximately 1.4 MG of water was used to extinguish the Bellevue Mill fire. Some small line breaks were repaired on Riddle Avenue, Lonnie Circle, and West Hill Avenue in May. Miscellaneous repairs have been proceeding as needed.
Miscellaneous Water Projects	-	The 6" water line along US 70 between Walgreens and Orange High School Road was substantially completed in March, and customer connections completed in May (to eliminate an old 2" galvanized pipeline). A short connection and road crossing on NC 86 North at the BP station will begin construction in June (right turn lane from US 70 West onto NC 86 North will be shut down temporarily at night to complete this work).
New South Zone Water Transmission Main	\$ 240,000	A delay in the acquisition of the utility easement for the proposed water meter vault at Davis Road continues to delay construction of this project (a verbal agreement has been reached, but I am awaiting lender documentation from the owner). A new meter vault, additional connections to our existing distribution system, demolition of the existing OWASA Booster Pump Station, and addressing emergency pumping issues from OWASA due to pressure zone changes are all parts of this project. The project will be primarily constructed in-house, after attaining the easement and completing the current North Zone work.
Waterstone Elevated Water Tank	\$ 2,029,398	Tank construction is behind schedule, primarily due to contractor delays. Final landscaping is complete and electrical inspections are nearing completion. Tank construction began on 10/27/14, and final completion was scheduled by 11/9/15. We are hopeful that the tank can be filled and placed into service this month (although I did say the same last month).
New South Zone Booster Pump Station	\$ 175,000	Construction of the Forest Ridge water booster pump station (BPS) has begun, and the water line from Executive Court to I-85 (which will link Forest Ridge to the South Pressure Zone) should begin later this year. Easements for the water line are currently being finalized. The BPS project is part of the next phase of Forest Ridge, and the Town's financial contribution to the project will add capacity to the BPS planned by the developer, to boost water to the South Zone and the Waterstone Tank.
Sewer Rehabilitation & Repairs and Eno River Outfall Lining	\$ 250,000	The sewer relining along the Eno (and Riverwalk) was completed in January. Some additional sewer relining will be done in the next few months further down the river near the WWTP. Cleaning and reinspection of the Eno River Outfall and some contributing sewers occurred in August 2015, a few point repairs were completed in November 2015, and relining of a few hundred feet near the Post Office was completed in late November 2015.

TOWN OF HILLSBOROUGH
2016 SEWER SPILL SUMMARY (as of June 6, 2016)

<u>Spill Number</u>	<u>Date</u>	<u>Location</u>	<u>Cause of Spill</u>	<u>Spill Volume (gallons)</u>	<u>Volume Reaching Surface Waters (gal)</u>
1	3/9/2016	212 Mollies Court	Grease	900	400
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

TOTAL 900 400

PRIORITY PROJECTS – STOPLIGHT REPORT
Engineering (June 2016)

Project & Key Information	Time ₂	\$\$\$ ³	Other ₄	% Complete	Comments/Notes/Key Lessons Learned To Date
<p><u>Waterstone Elevated Water Tank Project</u> Current Phase¹: Construction Original/Preliminary Estimated Cost (pre-design): \$1,300,000 Revised Cost (post-design): \$1,960,127 Revised Cost (actual): \$2,029,398 Original Completion Date: Fall 2015 Revised Completion Date: Spring 2016</p> <p><i>Original cost based on rough estimate with various assumptions. Revised costs based on actual design output, actual cost on bids received/construction contract and contingency.</i></p>				96%	<ul style="list-style-type: none"> • Disinfection and initial filling will occur as soon as electrical inspections are completed and electric meter installed. A jurisdictional conflict between Orange County and the State Construction Office delayed this inspection. <i>SCO has approved the project and completed an initial inspection.</i> • Landscaping, driveway paving, curb and storm water drain construction, fencing, and other site work are complete. Quality testing of the evenness of the tank structure was completed in February with positive results. • An additional 1-month delay occurred due to the discovery of the incorrect pipe size being installed for the tank during the UNC Hospital project. The incorrect pipe was a short (about 30 feet long) extension from the 12” main toward the tank site. The pipe was replaced with the correct size on November 27th by the UNC Health Care utility sub-contractor. • Work is complete for the piping (December). Contractor left project during July & August 2015, resulting in the initial construction delay. • The interior and top painting was finished in September 2015, and the steel tank structure ground fabrication, painting, and jacking was completed in early June 2015. • Tank riser (concrete support column) was completed in early May 2015, foundation in February 2015. • Actual tank construction began on October 27, 2014 (site preparation). • The Notice to Proceed was issued on September 15, 2014. The substantial completion date is October 10, 2015, and final completion by November 9, 2015. • The Town awarded the construction contract on 6/9/14 to Caldwell Tanks for the <i>Composite</i> tank option. The alternates for a mixer, FAA lighting, and 2 text logos were also awarded. • SRF loan is being used for all project costs, \$2,029,398 at 0% for 20 years. The \$500,000 contribution from Waterstone will be used to make loan payments until it is exhausted. • In April 2014, the Town Board approved a UDO amendment to allow painting of a text logo (“Hillsborough”) on the tank. • Revised cost estimate increased from original estimates due to preliminary quotes received from tank contractors and more detailed estimating.
<p><u>New South Zone Transmission Main Project</u> Current Phase¹: Construction Original Cost: \$200,000 (entire project) Revised Cost: \$240,000 Original Completion Date: Dec. 2015 Revised Completion Date: Fall 2016</p>				24%	<ul style="list-style-type: none"> • The overall completion date has been pushed back to Fall 2016 due to staff workload. • The North Zone loops are under construction (Walgreens to OHS Rd is complete as of March 5th & NC 86 adjacent to BP station to be completed hopefully by late July). • Project delays due to easement acquisition & crew workload are not problematic. • There is a verbal agreement on the meter site easement purchase, and we are awaiting documents to be signed. Construction of new meter vault will follow, then remainder of South Zone construction work (tie-ins & OWASA PS demo). • Design of new meter vault near Davis Drive, pump connections near New Hope Creek, and various interconnections to existing Hillsborough distribution system began in early 2014.

<p><i>Delays due to meter easement acquisition and line crew workload. Added costs due to North Zone work.</i></p>					<ul style="list-style-type: none"> • Some additional water line was included along US70 between NC86 and OHS Road. This will create additional loops in the North Zone to improve water flow & quality. • Transfer of 16" water line through Hillsborough from OWASA was completed Sept. 2013.
<p><u>WFER Phase 2 Road Design & Permitting</u> Current Phase¹: Design Original Cost: \$458,019 1st Revised Cost: \$483,799 2nd Revised Cost: \$602,575 Original Completion Date: June 2015 1st Revised Completion Date: Fall 2015 2nd Rev. Completion Date: June 2016 (for design & permitting only)</p> <p><i>Revisions due to contract addendums to continue work to final completion for all 3 roads that require modifications.</i></p>				81%	<ul style="list-style-type: none"> • Request for revisions to the 404 permit were submitted in late April 2016 to cover the entire Phase 2 project. Timing was driven by the need to proceed with Efland-Cedar Grove Road realignment project. • Municipal agreement negotiation with NCDOT anticipated for <i>June 2016</i>. A budget amendment <i>may be needed</i> to make funding available for project from Capital Reserve funds prior to the loan funding of the rest of the Phase 2 project in early 2017. • Final right-of-way plans for the Efland-Cedar Grove Road realignment project were submitted in late January 2016, <i>with revisions made in May 2016</i>. • Preliminary bridge design plans for Carr Store Road were submitted for NCDOT review in mid-October 2015. • A contract amendment was approved on July 13, 2015 for roadway & hydraulic design completion, bridge design, ROW staking, and 404 permit modification. • Discussions with NCDOT are ongoing regarding responsibilities and cost sharing. The Efland-Cedar Grove Road project bid is scheduled for <i>June 2016</i>, and the Town's share of costs will have to be made available to NCDOT at that time (currently estimated around \$500,000). • Some perimeter surveying and concrete & soils testing at the dam were done in April & May 2015. • Environmental studies and the eagle survey are complete (see Facebook page for eagle photos). <i>A follow-up eagle study will be completed in 2016</i>. • Design is proceeding in accordance with the schedule NCDOT has set. Construction of Efland-Cedar Grove Road realignment will be completed in Summer 2016. Town schedule has been revised to match NCDOT postponement of construction (previously was scheduled for Summer 2015). • A contract amendment with Atkins, NA was approved on November 10, 2014 for the hydrologic model and flood mapping for the Phase 2 improvements. • We are partnering with NCDOT for improvements on Efland-Cedar Grove Road, which will benefit both parties. Atkins is leading this effort for Hillsborough.
<p><u>WFER Phase 2 Dam & Clearing Design</u> Current Phase¹: Design Original Cost: \$633,500 Revised Cost: Original Completion Date: Dec. 2016 Revised Completion Date:</p>				25%	<ul style="list-style-type: none"> • Geotechnical design of the dam area began in April. • Site visits for development of the clearing plan began in February, with help of a forestry consultant. Timber values and clearing costs are being determined. • Civil design work began in mid-September 2015. • The final design contract with Schnabel Engineering South, PC for dam & clearing design, contractor prequalification, and bidding services was approved on September 14, 2015.

Notes: ¹ Current project phase is basis for "stoplights." Current project phases may be in study, design, implementation, or construction.
² Time: Green = on schedule or ahead of time; Yellow = behind schedule but not problematic; Red = behind schedule/urgent/problematic.
³ \$\$\$: Green = w/in 5% of current phase budget; Yellow = w/in 5% to 15% of budget; Red = more than 15% & contingency likely exhausted.
⁴ Other: Green = no issues current phase; Yellow = minor issues; Red = major issues/concerns



FINANCE DEPARTMENTAL REPORT FOR MAY 2016

SUMMARY OF ACTIVITIES:

Daily Collections	\$	745,758.64
Tax & Vehicle License	\$	60,579.44
Solid Waste Disposal Tax	\$	1,001.72
Beer & Wine Receipt	\$	27,827.85
Franchise Tax	\$	-
Sales & Use Tax	\$	96,647.01
	\$	<u>931,814.66</u>

Expenditures: General Fund/Water Fund \$ 1,268,811.22

FINANCE:

- Compiled and submitted all monthly reports.
- Issued 43 purchase orders.
- Processed 446 vendor invoices, issued 263 accounts payable checks.
- Collected and processed 52 payments for food and beverage tax.
- Collected and processed 13 payments for fire inspection fees and permits.
- Prepared and mailed no delinquent fire inspection letters.
- Prepared and processed 2 payrolls.
- Issued no new special event permits; collected no payments.

METER READING:

- Terminated 92 services and connected 86 new services upon request.
- Rechecked 200 meter readings, responded to 2 call backs.
- Installed 5 new meters, changed 1 old meter, performed 1 pressure test.
- Identified no hydrant tamperings and 2 meter tamperings.
- Changed 43 meter registers.

BILLING & COLLECTION:

- Corrected 129 bills that were rechecked before the 06-01-16 billing.
- Bills adjusted after 05-01-16: 24 leaks; 2 late fees; 3 pools; 2 miscellaneous.
- Prepared 5,570 water bills; processed 11 returned checks.
- Disconnected 74 services for non-payment, reconnected 55.
- Adjustments made for month: 170,226 gallons totaling \$4,581.77.
- Processed 1,385 utility bank drafts.
- Processed 0 debt set-off letters.
- Processed 773 on-line bill pays.

FINANCE DIRECTOR

- Attended Root Beer with the Manager Session May 2, 2016
- Conducted Supervisor Meetings May 12 & 26, 2016
- Conducted Budget Meeting with staff May 3, 2016
- Participated in BOA P-Card Implementation meeting May 9, 2016
- Attended Town Board Meetings May 9 & 23, 2016
- Conducted supervisors meetings May 10 & 24, 2016
- Attended budget review meeting with Town Manager May 18, 2016
- Attended Wellness Committee meeting May 19, 2016
- Attended Public Speaking class at SOG May 20, 2016
- Met with Assistant Town Manager & Stifel re: SAD Bonds May 24, 2016
- Attended First Aid Training on May 25, 2016
- Attended Solid Waste Advisory Committee Meeting May 25, 2016

Finance
Departmental Report
May 2016
Due: Monday, June 06, 2016

Revenues

Collections:	\$ 743,072.90
NCCMT Interest:	\$ 2,685.74
Tax & Vehicle:	\$ 60,579.44
Solid Waste Disposal Tax:	\$ 1,001.72
Alcoholic Beverage Tax:	\$ 27,827.85
Franchise Tax:	\$ -
Sales & Use Tax:	\$ 96,647.01
Total:	\$ 931,814.66

Expenditures

General & Water Fund:	\$ 1,268,811.22	Central Depository + NCCMT account
CPF:	\$ -	

Finance

Purchase Orders:	43	43 purchase orders
Vendor Invoices:	446	446 vendor invoices
A\P Checks:	263	263 accounts payable checks
Food & Bev. Pmts:	52	52 payments
Fire Inspections Fees:	13	13 payments
Delinquent Fire Insp. Letters:	0	no delinquent fire inspection letters
Payrolls:	2	2 payrolls
Special Event Permits	0	no new special event permits
Privilege Licenses Payments:	0	no payments
Last Fridays Permits	6	Leave blank if no permits were issued
B/W Privilege License Billed:		Leave blank if no permits were issued
B/W Privilege License Renewals:	1	Leave blank if no permits were issued
Hillsborough Downtown Permits		Leave blank if no permits were issued
Beer & Wine Priv. Lic. Letters		Leave blank if no letters were sent out

Meter Reading:

New Services Connected:	86	86 new services
Services Terminated:	92	92 services
Meter Readings Rechecked:	200	200 meter readings
Call Backs:	2	2 call backs
New Meters Installed:	5	5 new meters
Old Meters Changed:	1	1 old meter
Pressure Tests:	1	1 pressure test
Hydrant Tamperings:	0	no hydrant tamperings
Meter Tamperings:	2	2 meter tamperings

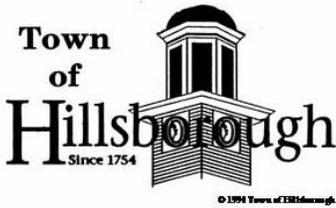
Meter Registers Changed:

43

 43 meter registers

Billing & Collections

Bills corrected before 6-1-16:	<table border="1"><tr><td>129</td></tr></table>	129	129 bills
129			
Bills adjusted after 5-1-16:			
Leaks:	<table border="1"><tr><td>24</td></tr></table>	24	24 leaks
24			
Late Fees:	<table border="1"><tr><td>2</td></tr></table>	2	2 late fees
2			
Pools:	<table border="1"><tr><td>3</td></tr></table>	3	3 pools
3			
Misc.:	<table border="1"><tr><td>2</td></tr></table>	2	2 miscellaneous
2			
Water Bills Mailed:	<table border="1"><tr><td>5,570</td></tr></table>	5,570	5,570 water bills
5,570			
Returned Checks:	<table border="1"><tr><td>11</td></tr></table>	11	11 returned checks
11			
Services Disconnected for non-pmt:	<table border="1"><tr><td>74</td></tr></table>	74	Disconnected 74 services for non-payment
74			
Reconnected:	<table border="1"><tr><td>55</td></tr></table>	55	55 services
55			
Adjustments for May-2016(Gal.):	<table border="1"><tr><td>170,226</td></tr></table>	170,226	170,226 gallons
170,226			
Adjustments for May-2016(\$):	<table border="1"><tr><td>\$4,581.77</td></tr></table>	\$4,581.77	
\$4,581.77			
Utility Bank Drafts:	<table border="1"><tr><td>1385</td></tr></table>	1385	1,385 utility bank drafts
1385			
Debt Set-Off Letters Processed:	<table border="1"><tr><td>0</td></tr></table>	0	0 debt set-off letters
0			
Online Bill Pays Processed:	<table border="1"><tr><td>773</td></tr></table>	773	773 on-line bill pays
773			



Planning Department Report May 2016

Advisory Board Activities

Board of Adjustment

Members reviewed and approved a conditional use permit for Orange Charter High School to locate on NC57 and a site plan denial appeal from Stihl.

Historic District Commission

The members reviewed a COA application for work on S Churton Street, decided the 2016 Preservation award recipients and discussed appropriateness of modern construction materials.

Parks & Recreation Board

The member discussed updates in the proposed budget and ongoing projects. They also initiated an update process for the Connectivity Plan, which should be complete in the winter or spring.

Planning Board

The members formulated recommendation to the Town Board for items discussed at public hearing.

Tourism Board

The members reviewed grant applications and made award based on a scoring system.

Tourism Development Authority

Did not meet

Tree Board

Approval the removal of some trees at the police substation to allow for the parking lot to be paved and discussed on-going projects.

Revenues Collected

Development Review fees	\$1,430.00		
<u>Zoning Permits & HDC reviews</u>	<u>\$6,300.92</u>	Code Enforcement Reimbursement	\$ 50
Planning Total	\$7,730.92	Park Reservations	\$ 420

Other department activities of note:

Tom conducted 9 certificate of occupancy site inspections and 1 other site inspections. He also had 4 on-site meetings with applicants regarding project status. Stephanie continued to work with the signage committee for the next round of interpretive signs and the group working to rebuild the Occaneechi Village near River Park. Stephanie and Margaret worked with consultants and the state on the train station plans and the pedestrian study and begin work on alternatives to streamline town construction projects around north campus. Shannan returned from leave and assisted the Tourism Board with grant and RFP processes as well as budget preparation.

We hired a retired planner to help with permit administration and other tasks in the office for 4 hours one day a week through the end of the fiscal year.

*Planning Department Stoplight reports
May 31, 2016*

Project	Time	Budget	Other	% complete	
CMAQ 2012 - design/construction Design Complete: 9/15/15 Construction Complete 6/30/16				80%	Still awaiting final approval from NCDOT to advertise for construction bids.
Downtown access - construction				35%	We weren't able to solicit contractors during two advertising periods. The project will be held until the fall, which is prime bidding season & possibly combined with the CMAQ project to attract larger contractors.
N Churton and US 70 Pedestrian assessment				90%	The consultant has completed the field work and is finalizing a report for the Town Board's June meeting.
Train station conceptual plan				90%	Modifications desired by transit providers are being incorporated and the plans should be finalized by the end of June.
Train station environmental documentation				0%	This review cannot begin until the conceptual design is complete.

Hillsborough Police Department Monthly Report

May 2016

REPORTED OFFENSES - UCR																
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2016	2015	2014	
Part I Offenses																
Homicide	0	0	0	0	0								0	0	0	
Rape	0	0	0	1	0								1	1	0	
Robbery	1	0	0	1	2								4	3	10	
Aggravated Assault	2	4	5	3	2								16	31	27	
Burglary	2	2	4	5	6								19	59	39	
Larceny/Theft	30	24	31	34	24								143	360	333	
Motor Vehicle Theft	0	1	0	0	0								1	9	13	
Total Part I	35	31	40	44	34	0	184	463	422							
Other Offenses													2016	2015	2014	
Simple Assault	9	13	8	4	11								45	170	152	
Fraud/Forgery	5	7	4	2	3								21	49	43	
Stolen Property	0	1	0	1	1								3	3	3	
Damage to Property	7	9	7	12	7								42	91	93	
Weapons Violations	0	1	0	0	2								3	9	8	
Sex Offences	1	3	2	0	0								6	9	12	
Drug Violations	3	2	2	5	12								24	34	35	
Driving While Impaired	3	6	1	0	1								11	38	31	
Liquor Law Violations	0	0	1	0	0								1	6	7	
Trespassing	1	1	1	5	0								8	9	14	
Domestic Related	6	15	5	8	8								42	na	na	
Missing Persons	1	1	0	0	0								2	14	14	

Summary of Select Offenses:

On 05/07/2016, Officers responded to the Microtel Inn & Suites reference to a subject entering rooms without permission. Officers arrested Jody Hill Beeker, (W/M, 23, of Jay Cir) and charged him with Felony Breaking and Entering, and Misdemeanor Larceny. He was given a \$5,000.00 secured bond.

On 05/07/2016, Officers responded to a Breaking and Entering and Damage to Property at 203 Cornelius St. Mayo Unisex Barbershop. Officers charged Devon Allen Lee, (W/M, 23, of Forrest St.) with Misdemeanor Breaking and Entering, and Misdemeanor Injury to Real Property. He was given a \$4,000.00 secured bond.

On 05/09/2016, Officers responded to the 270-Harper Rd. in reference home-invasion style robbery. Suspects forced open a door, identifying themselves as "Sheriff's Office", tied up the victims, and then took cash from the residence. No one was injured. This incident is under investigation.

On 05/13/2016, a breaking and entering and larceny was reported to a home in the 100-block of Twisted Ct. \$1,410.00 in electronics were taken. There were no signs of forced entry. This incident is under investigation.

On 05/16/2016, shots fired and a disturbance were reported on Tulip Tree Rd. It was found that several rounds had been fired in the area. The incident resulted in the following charges: Terrell Jamal Howell, (B/M, 20, of VA) Misd. Comm. Threats and RDO-\$250 secured bond; Nathan Johnson Sr. (B/M, 44, of Wildaro Ct) Misd. Discharge of Weapons Town Ordinance- \$750.00 secured bond; Alexander Jaquan Lipford, (B/M, 19, of VA) RDO- \$250.00 secured bond; Ronnie R. Fuller, (W/F, 43, of Rougemont) Child Abuse/Neglect-\$750.00 secured bond.

On 05/24/2016, Officers responded to the 600-block of Oak St. in reference to a Breaking and Entering to a vacant residence. The homeowner believes someone has been staying inside and possibly removing items.

On 05/23/2016, Shots were reported in the 200-block of Harper Rd. Officers were shown where a bullet was shot into the residence above the door that went into an adjacent wall. No injuries were reported, the residents were all asleep at the time.

On 05/22/2016, an armed robbery was reported at the Waffle House, 110 Boone Square St. A w/m male had reportedly pulled out a handgun, ordered the employees to open the cash register, and took the money then fled on foot. This incident is under investigation.

On 05/25/2016, an aggravated assault was reported in the 200-block of Harper Rd. Upon arrival it was found that one person had serious injuries from a gunshot wound and was transported to the hospital and another had already gone to the hospital with injuries, before officers arrived. This incident is still under investigation.

Two of the reported B&Es were to sheds – one on 5/4/16 in the 2300 block of Red Oak Ct. (\$2300 in bicycles and motor vehicle parts were taken) and one on 5/9/16 in the 100 block of Meadowlands Dr. resulting in damage to the shed, but nothing being taken.

24 Larcenies were reported at various locations including:

- 13 larcenies were shoplifting related incidents at Hampton Pointe- Walmart.
- 2 larcenies from locked vehicles were reported. 100-block of Old Dogwood St. broke out the \$500.00 window and took a \$10.00 book bag containing \$100.00 in work gear. In the 200-block of Cardinal Dr. someone broke out a \$200.00 window on a truck, nothing of value was reported stolen.
- 1 Larceny was from a locked trailer at Mid-Atlantic Stihl, 315 Executive Ct., where \$1,209.75 in power tools, which were later recovered. Timothy Glenn Evans, (W/M, 29, of Kennedy Cir.) was charged with Felony Breaking and Entering and Felony Larceny. He was given a \$5,000.00 secured Bond.
- 1 Larceny occurred when a female left her purse, containing \$900.00, unattended in a wagon near her residence at 311 Patriots Pointe Dr. for a short time and it was gone when she returned.

Narcotics/weapons related incidents:

- During the month of May, Officers recovered small amounts of marijuana/paraphernalia from 8 traffic related incidents (traffic stops, suspicious vehicles, and traffic accident calls) at Corbin St., Beckett's Ridge, Patriot's Pointe, Fairbault Ln., Torain St., Rainey Av., Homemont Av., and Latimer St.
- On 05/07/2016, Officers performed a traffic stop at John Earl and Churton St. and seized 54.8 grams of Marijuana, 2 scales, a grinder, a glass jar, and an igloo cooler.
- On 05/13/2016, Officers performed a traffic stop and seized a loaded handgun and ammunition.
- On 05/11/2016, Officers performed a traffic stop at Waterstone Dr and NC 86, and seized .4 grams of Cocaine, .4 grams of Marijuana, and a grinder.
- On 05/23/2016, Officers responded to a report of a trespasser at the Dollar General, 110 Rebecca Dr. They seized .03 grams of Heroin.
- On 05/30/2016, Officers performed a traffic stop/warrant service and seized .10 grams of crack cocaine, spoon, and a pipe.

ADMINISTRATIVE SUMMARY

Training

- Total Hours of Non-Mandatory training – 64
- Patrol Shift Training Conducted: 58 trainings conducted over 62 shifts (93.5%)

Complaints related to service or conduct:

- none

Resistance encounters that result in the use of some kind of force:

- 5/4/16 – During a traffic stop, officers had to detain a subject by taking him to the ground after he escalated to assaultive behaviors. One officer was bitten by the suspect, but it was not a serious injury and no other injuries were reported. It is believed the subject had an altered mental status.
- 5/16/16 – during an altercation involving shots being fired, officers displayed their weapons, and later one subject was taken to the ground for actively resisting arrest. No injuries.
- 5/20/16 – an officer took a subject to the ground using physical control after the subject actively resisted arrest by trying to flee the scene of a domestic assault. No injuries.

Commendations/Compliments Received:

- Officer Hagbourne received a compliment from a citizen due to her noticing a garage door that was left open and stopping to have a preventative contact.
- Received a letter form a citizen expressing her thanks to Officer Jason Dimitri and Officer Felts for repairing her mailbox. Dimitri responded to a call of damage to property, but ended up determining that the mailbox had simply fallen due to a rotting post. The resident was elderly and could not fix the post themselves, so Dimitri and Felts went and got wood and repaired the post so the resident could get mail.

Other Notable Events/Activities/Accomplishments

- Additional patrols were added at the end of May to increase presence in the Fairview area in response to several violent crimes in that area.
- A Basic Law Enforcement Training academy, sponsored by the Orange County Sheriff's Office, began. HPD had two newly hired candidates in attendance as part of the town's diversity program. Unfortunately one of the candidates resigned at the end of May, however the other candidate is still doing well.

PATROL SUMMARY

Patrol Activities 2016	Mar	Apr	May
DISPATCHED CALLS	463	440	534
SELF INITIATED ACTIVITIES	367	322	329
TRAFFIC STOPS	172	145	127
TOTAL ENFORCEMENT			
On-View Felony Arrest/warrant issued	8	5	8
On-View Misd Arrest/warrant issued	21	10	29
Warrants/OFA/Summons Served	29	10	32
Traffic Citations	49	30	47
Written Warnings	109	97	58
Parking Tickets	70	15	3
DRUG/GUN ENFORCEMENT DETAIL			
Felony Drug Charge	0	2	7
Misd Drug Charge	3	8	14
Currency Seizure	0	0	0
Gun(s) Seized/Recovered	2	2	2
Schedule I Seized (gms)	0	0	3
Schedule II Seized (gms)	0	4	1.4
Schedule III Seized (gms)	0	0	0
Schedule IV Seized (gms)	0	1	0.4
Schedule V Seized (gms)	0	0	0
Schedule VI Seized (gms)	6.5	11.2	117.7

	Mar	Apr	May
TRAFFIC ENFORCEMENT DETAIL			
Injury Accidents Investigated	8	25	11
DWI Arrests	2	1	0
Stopsign/Stop Light Violations	17	17	4
Speeding Citations	2	7	9
Other Traffic Citations	31	19	34
Truck Route Cits/Warnings	0	1	0
License Checks	6	4	9
Traffic Directed Patrols	27	13	5
COMMUNITY ENGAGEMENT			
Non-Traffic Directed Patrols	117	66	84
School Patrols	53	47	43
Downtown Foot Patrols	11	39	15
Preventative Contacts	12	11	11
Community Meetings / Events Attended	4	11	3
Community Project/Problem Solved	0	2	0

Other Notable Events/Activities/Accomplishments

5/7/16 - Officer Toellen assisted with a B&E case at the Microtel. Toellen located the suspect and made the arrest, all within hours of the call coming out. His arrest led to a confession and multiple felony charges.

5/7/16 - Officer Felts and Cpl. Bradshaw conducted a traffic stop and located 54.8g of marijuana and various paraphernalia. This resulted in 4 felony charges and 1 misdemeanor charge.

5/20/16 - A Squad did a great job handling traffic during the fire at the mill on South Nash Street. Sgt. Huey used all the resources at his disposal to handle a large fire in a crowded area on a busy Friday afternoon. All A Squad officers, Officer Kempf and Cpl. King worked tirelessly to maintain an active perimeter.

INVESTIGATIONS SUMMARY

VIOLENT/PROPERTY CRIME SUMMARY AND CLEARANCE STATUS							
Crime	CURRENT MONTH				YEAR TO DATE		
	Reported	Assigned to Invest.	Cleared By Invest.	Cleared By Other	Reported	Cleared	%
Homicide	0	0	0	0	0	0	na
Rape	0	0	0	0	1	0	0%
Robbery	2	2	0	0	4	1	25%
Agg Assault	2	2	0	0	16	10	63%
Sex. Offense	0	0	0	0	2	2	100%
VIOLENT TOTAL	5	6	2	1	23	13	56%
Burglary	6	6	0	2	18	4	22%
Larceny from MV	3	3	2	0	30	2	6%
Other Larceny	21	12	1	10	105	76	72%
Motor Vehicle Theft	0	0	0	0	1	0	0%
PROPERTY TOTAL	39	10	2	19	154	82	53%

CID MONTHLY WORKLOAD	
Prior Cases	72
New Cases Assigned	48
Cleared by Arrest	6
Exceptionally Cleared	9
Unfounded	0
Closed/Inactivated	16
Cases to Carry	89

WARRANTS	F	M
Issued	14	1
Served	2	0

NARCOTICS	
Prior Cases	4
New Cases	0
Closed Cases	0

Other Notable Events/Activities/Accomplishments:

- Personnel changes. New Sergeant and Investigator assigned to CID to replace the investigators promoted to Sergeant and reassigned to patrol.
- Suspects identified and warrants secured for the shed break-ins in the area around town hall.
- Suspect identified and arrested for break-ins to equipment trailer at Mid-Atlantic Stihl.
- Suspect involved in several cases was killed by a security guard during a robbery in Concord. CID assisted Concord PD are were able to identify two other suspects in the robbery. Concord has obtained warrants for the remaining suspects.
- Created a Drug and Criminal Tip Phone Line in CID for people to leave anonymous reports of criminal activity.

COMMUNITY POLICING SUMMARY

Community Watch Group Interactions/Activities

Group	Type of contact(s)
Beckett's Ridge	none
Cameron St.	none
Coachwood	none
<i>Cornwallis Hills</i>	<i>Inactive</i>
Fairview	Community Watch meeting on 5/2. Cpl. King and Cpl. Nash attended
Gateway	none
Gatemoore	none
Hampton Point	none
Hillsborough Heights	Commissioner Ferguson attend the Fairview Community Watch on 5/2. She attended to relay information back to her group.
Kenion Grove	none
<i>Orange St.</i>	<i>INACTIVE</i>
<i>Patriot's Point</i>	<i>INACTIVE</i>
River Bend	none
% of Community Watch Groups Interacted with: 20% (2/10)	

Ongoing Programs Summary:

- Tutoring –approximately 33 participants.
- Are You OK? – 14 participants. 7 checks made.
- Safe Kids Program - 16 participants
- Vial of Life – 21 residents registered

Community Events/Engagement:

- May 3, 2016: Cpl. King conducted a radio interview on WHUP (104.7), to speak on upcoming events and programs being sponsored by the police department
- May 7, 2016: The Broomball event was held at the Sports Plex. The event was a success and \$480.00 was raised toward Special Olympics. The police department team, dubbed "The Justice League," consisted of Chief Hampton, Lt Simmons, Sgt. Parker, Cpl. Nash, Officer Kempf and Officer Dimitri. Positive feedback was received from the Sportsplex and they are already offering to help coordinate next year's event.
- May 11, 2016: Cpl. King conducted a presentation at the Senior Center on pedestrian safety. This was a special request due the high volume of vehicular traffic at the Sports Plex and the safety of the patrons being of high priority
- May 23, 2016: Members of the Hillsborough Police Department attended the 100th birthday of Virginia Smith. Mrs. Smith is a resident of the Carillon Assisted Living facility. HPD members in attendance were Chief Hampton, Lt Whitted, Sgt. Chelenza, Cpl. King, Officer Kempf, Officer Watson, Office Hagbourne and Administrative Assistant Danielle King

- May 24, 2016: The first class of the HPD Citizens Police Academy was held on May 24, 2016. The class welcome/ introduction was given by Chief Hampton. The chief also spoke to the class on police department structure and jurisdiction. Cpl. King spoke on the purpose of the police academy and a tour of the 911/Telecommunications Center was given to the class
- May 27, 2016: The 2nd Last Friday's event was held on the Old Courthouse lawn.
- May 31, 2016: The second class of the Citizens Police Academy was held. This class was dedicated to the Uniform Patrol Division. Sgt. Parker spoke on the topic of Driving While Impaired and he conducted a practical exercise as well. Sgt. Chelenza spoke on the patrol officer schedule and the responsibilities of the division to the citizens of Hillsborough. To round out the evening, Sgt. Winn spoke on traffic laws.

Community Concerns Summary:

- The Fairview community has voiced concerns in reference to the incidents of shots being fired in their neighborhood. The concerns actually consisted of requests for more vigilant patrols in the area. The COP Division has assisted the Patrol Division in ramping up the presence of law enforcement in the area. This presence has been noted by residents of the Fairview Community.

Community Problem Solving Summary:

Problem	Actions	Results
Community Problem Solving is still being developed		

Future Plans/Events:

- A "Cops on Top" fundraiser for Special Olympics is being planned for late June.
- The HPD Basketball Camp is being planned for July 7th
- The Junior Police Academy is scheduled for the week of August 8th.
- HPD is planning a golf tournament for Special Olympics on August 13th.
- Fairview Live is scheduled for August 20th.

Hillsborough Public Works

May 2016 Monthly Report

Work Orders: 12 work orders completed within 2 days, 5 asphalt repair work orders consisting of 10 utility cuts completed.

Park Maintenance: 54 staff hours

Cemetery: 3 gravesites marked, 1 monument marked

Last Friday's: 4 staff hours

Flag Installation: 6 staff hours

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: June 13, 2016

For Clerk's Use Only
AGENDA ITEM #

	9	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

PUBLIC HEARING – Possible closure of the unopened portion of Piney Lane between Allen Ruffin Avenue and West Hill Avenue South

Attachment(s):

Request

Brief Summary:

The town received a request from residents to consider closing a 150' long unopened portion of Piney Lane located West of Allen Ruffin Ave (but not connected to West Hill Ave South). June 13 was advertised and noticed as the public hearing date. The property has been properly posted.

Action Requested:

Conduct public hearing

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

March 11, 2016

Margaret A. Hawth
Planning Director/Assistant Town Manager
P.O.Box 429
101 E Orange Street
Hillsborough, NC 27278

Dear Ms. Hawth and members of the Town Board:

We would like to apply for permanent closure of the part of Piney Lane that adjoins two properties: 312 Allen Ruffin Avenue (owner: Patricia L. Weigant) and 306 Allen Ruffin Avenue (owners: Kevin McKenna and Carleen McKenna). (See GIS map, **Fig. 1.**)

Piney Lane enters from West Hill Avenue (**Fig. 2**) and does not continue to Allen Ruffin Avenue because of the steep terrain. Piney Lane picks up again as a disjunct road between Allen Ruffin Ave. and Jones Ave

From West Hill Ave. Piney Lane serves as an entrance to 3 parking areas (**Fig. 3**): one property on West Hill (401 West Hill Ave.) and two that have steep slopes on Allen Ruffin Avenue (306 Allen Ruffin Ave. and 312 Allen Ruffin Ave). We would not propose closing the western-most part of Piney Lane between West Hill Ave. and our west property lines, as this part of the street also provides access for parking for 401 West Hill Avenue. The other adjoining property at 307 West Hill Ave. Has a driveway on West Hill, so does not use Piney Lane for access.

The area proposed for closure would extend from the back (west) property lines to the front (east) property lines for 306 and 312 Allen Ruffin Ave. (**Fig. 4**, shaded area of map and **Fig. 5** visual) The western part provides access to our parking areas. The eastern part of the proposed area is now vegetated (**Fig. 6**). This eastern area drops off very steeply as it goes toward Allen Ruffin Avenue (**Fig. 7**), and indeed, the next disjunct part of Piney Lane begins at a slope at Allen Ruffin Avenue that is so steep there are stairs for pedestrian access (**Fig. 8**).

We do not believe that there are any other properties or persons that would be affected by this closure.

Sincerely,

Patricia L. Weigant
312 Allen Ruffin Ave.
919-949-7199
patricia.weigant@gmail.com

Kevin McKenna
306 Allen Ruffin Ave.
919-272-6214
mckenna.kc@gmail.com

Carleen McKenna
306 Allen Ruffin Ave.
919-749-6125
carleengrady@gmail.com

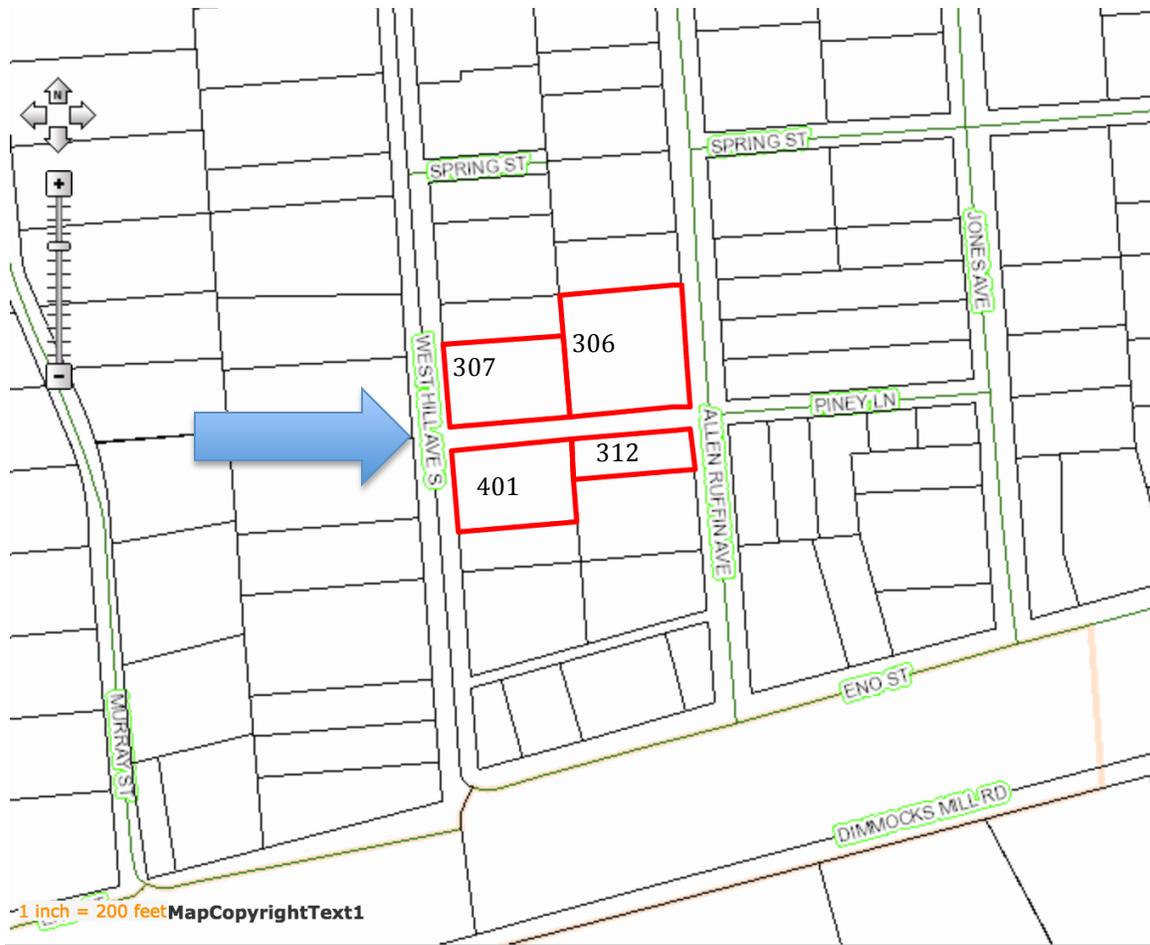


Figure 1. Piney Lane between West Hill Avenue and Allen Ruffin Avenue and lots adjoining it.



Figure 2. Entrance to Piney Lane from West Hill Avenue. We do not propose to close as public right-of-way this eastern part of Piney Lane as it provides access to the sole parking for three properties: 401 West Hill, 306 Allen Ruffin, and 312 Allen Ruffin.

Figure 3.

401 West Hill is to the front right. Their parking area is behind the house with access only from this part of Piney Lane. 307 West Hill is to the left; however, they have a driveway on West Hill to the left of the house. Our properties at 306 and 312 Allen Ruffin Avenue are straight ahead. 306 is just visible to the left (white house). We do not propose to close this part of Piney Lane near West Hill Ave.





Figure 4. Proposed area of Piney Lane to close as right-of-way is shaded and in between the two properties at 306 and 312 Allen Ruffin Avenue.



Figure 5. Visual of proposed area of Piney Lane to close from the western boundary (bottom of picture) of lots at 306 Allen Ruffin Ave (white house to the left) and 312 Allen Ruffin Ave (brown house to the right) to the eastern boundaries (beyond the far trees) of the lots at Allen Ruffin Avenue.



Figure 6. East part of proposed closure. This section is vegetated. Part is mowed to keep down weeds, and the easternmost part is shrub/tree and very steep as it approaches Allen Ruffin Avenue.



Figure 7. Piney Lane at junction with Allen Ruffin Avenue is vegetated and steep. This view is from Allen Ruffin looking back toward the west, “up” the lot



Figure 8. The other disjunct section of Piney Lane, looking east (not part of this proposal). Descend from Allen Ruffin Ave. on pedestrian steps down a steep slope. Piney Lane ends at Jones Avenue. This picture just illustrates the steep terrain in this section of the neighborhood.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
Department: Administration
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.A		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Katherine Cathey, Human Resources Director/Town Clerk

ITEM TO BE CONSIDERED

Subject:

Minutes of the April 21, 2016 Joint Public Hearing, Board of Commissioners May 9, 2016 Regular Meeting, Minutes of the Board of Commissioners May 9, 2016 Regular Meeting Closed Session, Minutes of the Board of Commissioners May 23, 2016 Budget Work Session and Minutes of the May 23, 2016 Budget Work Session Closed Session

Attachment(s):

- 1) Minutes of the April 21, 2016 Joint Public Hearing
- 2) Minutes of the Board of Commissioners May 9, 2016 Regular Meeting
- 3) Minutes of the Board of Commissioners May 23, 2016 Budget Work Session

Brief Summary:

None

Action Requested:

Approve minutes

ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

None

Staff Recommendations/Comments:

Approve minutes

MINUTES
JOINT PUBLIC HEARING
HILLSBOROUGH TOWN BOARD and
PLANNING BOARD
Thursday, April 21, 2016
7:00 PM, Town Barn

PRESENT: Mayor Tom Stevens, Mark Bell, Brian Lowen, Jenn Weaver; Planning board members: Chairman Erin Eckert, Dan Barker, Rick Brewer, James Czar, Lisa Frazier, Janie Morris, Jenn Sykes, Toby Vandemark, Chris Wehrman
STAFF: Planning Director Margaret Hawth

ITEM #1: Consideration of additions or changes to the agenda

Ms. Hawth announced that Item 3 would not be discussed because all the necessary paperwork was not yet in, so the items was not ready for public hearing.

ITEM #2: Open the public hearing

Mayor Stevens opened the public hearing at 7 p.m. and passed the gavel to Chair Eckert.

ITEM #4: Special Use Permit (SUP) modification request to expand the uses permitted by Special Use Permit at 128 W Margaret Lane. OC PIN 9874-06-2054

Ms. Hawth reviewed the application and that each person who wished to speak needed to be sworn in first and took the oath. She reviewed that when the board approved the SUP it was established that there could be no more than a total of eight employees working in businesses in this building and that it was permitted for office uses from 6 a.m. to 8 p.m.

In the Unified Development Ordinance (UDO), office uses are not medical or anything providing service to a human or regarding clothes or pets. The applicant is asking for flexibility of uses. There is an email from a neighboring property owner who wasn't able to attend this evening's public hearing. This process requires sworn testimony and his email does not qualify. She cautioned board members to not rely on the email as a reason for decision.

Mr. Brewer asked whether in the original approval it was office space and residential or office space alone. Ms. Hawth said Neighborhood Special Use district lists residence as a by-right use. Every house in town is allowed to use 25 percent of heated space for home occupation as long it as can meet a list of conditions. The owner would like the flexibility to have a dwelling with additional space (beyond the 25% cap) used as a home occupation.

The owner, Lisa Smith, asked for a copy of the email and a member of the board supplied it. Ms. Hawth summarized the email as expressing concern not the combination of residential and business uses and general intensity of use but not about the two requested uses.

Ms. Smith was sworn in. Ms. Smith said when she first asked for a SUP she had some interest in the space she was renovating. A therapist was interested and she contacted Ms. Hawth and found therapy wasn't an allowed use. Her thought is the use for a therapist is not different from that for a CPA – people make appointments. She is asking that from the “personal service business” category, therapy and massage therapy be permitted.

Ms. Smith explained the renovations that she had completed including creating three offices -- two with front doors and one with a back door. There is a handicap-accessible bathroom and new flooring throughout. The house is 2,000 feet on one floor. Mayor Stevens asked whether it was approved for two businesses. Ms. Smith said the SUP doesn't stipulate two businesses.

Commissioner Weaver asked about a parking restriction accompanying the SUP. Ms. Smith said there was talk about parking on the driveway but no language made it into the SUP.

Mr. Wehrman asked as part of the renovation, are you replacing the driveway? Ms. Smith answered she will fix it after renovations. Mr. Wehrman asked if replacing the driveway, is it possible to move it closer to your structure and put a buffer in for the neighbor. Chair Eckert said she recalls the driveway is right close to the house. Ms. Smith said the gas pack is right there and she doesn't intend to replace the driveway.

Chairman Eckert asked whether anyone else is signed up to speak on this.

Maria Flanagan, who resides at 168 W. Margaret Lanes, was sworn in. She said she lives four houses away. She opposes the expansion because she believes it will add to the overall traffic on this street. Office use would generally occur during the day but she argued that massage therapy and therapy would be more likely to occur before and after typical office hours and weekends. She said she contacted a local massage business to determine how many clients could be seen if there were eight employees. That figure was 120 visits per week for massage therapy. She figures mental health would include group therapy. Even if employees use the parking deck, the clients won't. West Margaret Lane is extremely congested for a lane. This building is located right across from the library which is already congested and includes a lot of children. Also, West Margaret Lane is the fire response pathway to the western part of town. She is concerned other property owners will put their property on the market and the commercial uses will expand down the block.

Ms. Morris asked is there going to be a handicap space. Ms. Smith answered there is in back, with a ramp. And the library brings much more traffic than her proposed changes would, she added. Ms. Flanagan said both together would create even more confusion/traffic. There were no other comments.

MOTION: Ms. Vandemark moved to close the public hearing on this item. Ms. Morris seconded.

VOTE: Unanimous

ITEM #5: Unified Development Ordinance Text Amendments to:

a. Amendments to merge the Economic Development District uses into the UDO and delete the EDD Design Manual

Ms. Hauth reviewed that this was written in 1994 to set aside a place for employment. Businesses were built on Millstone Drive but the manual is hard to understand and difficult to provide guidance to applicants. Our ordinance is better now to aid in turning out the type of development we want to see than it was in 1994, she said.

Mr. Barker said there's a church there now and we added church to the list. Churches and economic development don't go together. Churches don't contribute in the same way as a business. Ms. Hauth explained churches were allowed under the current EDD manual. Since there is one in the district now, she recommended including the use as and she doesn't recommend creating nonconformities.

Commissioner Weaver asked are there any what-ifs? Ms. Hauth said not really. She noted that the design manual does an excellent job of tree protection. It's a higher standard than what's in the UDO, but the UDO is adequate.

Mayor Stevens said in terms of agreement with Orange County, can you clarify that there are slightly overlapping but two different agreements. Ms. Hauth said in 1994 we both adopted the same document. Orange County has revised theirs. They have responsibility for that strip of property along South Churton Street that backs up to Cornwallis Hills and 60- and 80-acre tracks that are for a larger enterprise, so they have tweaked the manual. She said Orange County staff understands her desire to eliminate the manual but they want Hillsborough to not approve residences in the EDD.

There were no more comments.

b. Amendments inserting the Historic District Commission into the review process for SUP and CUP applications in the historic district.

Ms. Hawth explained this would make changes to our procedural sections. Right now, the way the process is set up, applicants bring their rezoning or SUP to a joint public hearing (Town Board and Planning Board) or a Conditional Use Permit to the Board of Adjustment. By the time those boards have approved or recommended approval of the plans, the parking and landscaping are all set up. It's all finalized and approved. Then the Historic District Commission looks at it and can talk about materials but the fact that everything is finalized takes away from what the Commission is authorized to review. This is a proposal to let the HDC see it formally for compliance with Design Guidelines and bringing a written comment to the public hearing. It allows them to engage in the fuller review that they are authorized to do under state law. Commissioner Bell said he participated on a discussion on the HDC with Mr. Hornik awhile ago and thinks it would be good to add this to the process.

Anna Currie, chairman of the HDC, addressed the board. She read a statement from the HDC advocating for this change in the review process. She acknowledged that these types of projects come up infrequently but have a great impact. These proposed changes would provide the Town Board, Planning Board, Board of Adjustment and the public a perspective of a project's impact on the character of the Historic District and would give the developer a chance for feedback regarding compatibility of the project within the fabric of the Historic District overlay. She said the HDC members have unique training in determining the capability of new construction and renovations of projects in the Historic District. The HDC asks for serious consideration in favor of these changes to the review process.

Chairman Eckert said she is concerned the applicant may modify the application based on HDC feedback before the Planning Board has the opportunity to review. Ms. Hawth said in most cases, if the applicant modified the plan before it came to the Planning Board, the Planning Board wouldn't know. Ms. Hawth added that staff reviews proposals and makes pages and pages of comments and the applicant changes their plans based on those. This proposed process is more like staff review.

Chairman Eckert said it needs to be made clear the HDC is making these suggestions on behalf of town and not part of the Certificate of Appropriateness (COA) process. Commissioner Bell said the main purpose is to advise the Town Board. Chairman Eckert said she wouldn't want anyone to come before the HDC, hear from that board "move in this direction/that direction," and then it comes before the Planning Board which says, "Well, that's not our interest." She wouldn't want an applicant to be told two different things. Mr. Barker said that's the problem they've got now. Board members agreed. Chairman Eckert reiterated her point.

Mr. Barker said the Planning Board will hear what the HDC said. Anyone who develops property professionally is accustomed to contradictions with boards and will know we have a three-board process.

Chairman Eckert said she wants to be sure we're not being more burdensome to applicants. Mr. Brewer said if you're a developer and you have a spectrum of possibilities of massing and materials, this new process would give you (the developer) the opportunity to be more directionally correct earlier in the process.

c. Section 9.2 – definitions of office and recreation uses

Ms. Hawth reviewed this is proposing modifications to office and professional services (real estate, finance) and office operations to capture that headquarters type of businesses that don't generally have face-to-face meetings with clients.

She also presented a change to the definition of recreation facilities to open up the option for facilities owned by a non-profit, like the Sportsplex. She noted the following amendments were clean-up in nature and described each briefly.

d. Delete Section 2.5.1.p – special exception permits

e. Delete Section 3.6.1 - protest petition authorization has been removed from state law

f. Delete Section 4.1.4.3 – remove standard for property rezoning from AR to another district

g. Delete Section 4.3.5 – South Churton Street Corridor District

- h. Rename Section 4.4.2 and 5.2.25 to assistive living neighborhood covers not just age-restricted but special needs
- i. Delete Section 6.20.16 – impervious surface

She wrote these back in the 90s before we had all the technical guidance we have now. These occasionally get in the way but are better handled through other standards.

- j. Delete Section 7.2.3 – expansion of non-conforming uses in the Limited Office district

Ms. Hawth noted that in the early 2000s the Limited Office district was created and applied to properties along NC 86 in hopes of encouraging rezoning to Entranceway Special Use when a parcel sought to redevelop. A provision was added to accommodate businesses that are there in case they wanted to expand. This was only supposed to last for 24 months. She recommends taking this out. There are three left zoned this way. Two are undeveloped. The other is the BP station, which isn't likely to come in for redevelopment anytime soon.

MOTION: Mr. Barker moved to close the public hearing on these items. Ms. Vandemark seconded.

VOTE: Unanimous

ITEM #6: Adjourn

MOTION: Mr. Brewer moved to adjourn at 7:58 p.m. Commissioner Weaver seconded.

VOTE: Unanimous

Respectfully submitted,



Margaret A. Hawth
Secretary



TOWN OF HILLSBOROUGH

Hillsborough Board of Commissioners Regular Meeting Minutes

7 p.m., May 9, 2016

Town Barn, 101 E. Orange St.

PRESENT: Mayor Tom Stevens and Commissioners Mark Bell, Kathleen Ferguson, Evelyn Lloyd, Brian Lowen, and Jenn Weaver

STAFF PRESENT: Town Manager Eric Peterson, Planning Director Margaret Hauth, Finance Director Heidi Lamay, Town Engineer/Utilities Director Kenny Keel, Management Analyst/Assistant PIO Jen Della Valle, Human Resources Director/Town Clerk Katherine Cathey, Public Works Director Ken Hines, Police Chief Duane Hampton, Assistant Finance Director Phil Cordeiro, and Town Attorney Bob Hornik

ABSENT: None.

OPEN THE MEETING:

[7:00:17 PM](#) Mayor Stevens opened the meeting.

1. PUBLIC CHARGE

Mayor Stevens did not read the public charge but asked that everyone abide by it.

2. AUDIENCE COMMENTS REGARDING MATTERS NOT ON THE PRINTED AGENDA

[7:01:15 PM](#) There were none.

3. AGENDA CHANGES & AGENDA APPROVAL

[7:01:20 PM](#) Mayor Stevens added a Chamber item.

[7:01:46 PM](#) Commissioner Bell moved to approve the amended agenda. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

4. PRESENTATIONS

A. Recognition of Citizen Academy Graduates and Presentation of Certificates

[7:04:26 PM](#) The graduates were called forward for a certificate and a handshake with Mayor Stevens.

B. Presentation and Swearing in of Police Officer William Felts

[7:10:34 PM](#) Officer Felts was sworn in by Mayor Stevens.

5. INTERVIEWS

A. Board of Adjustment – Interview Rob Bray for an out-of-town position

[7:12:54 PM](#) Mr. Bray shared some of his history with the board. He has retail and real estate experience and has run into different zoning/planning/tax issues that he thinks are neat and important.

B. Orange County Animal Services Advisory Board – Interview Kimberly Rider for appointment as the Town of Hillsborough representative

[7:16:52 PM](#) Mayor Stevens thanked two people for offering to serve in this position. Ms. Rider addressed the board. She shared that she owns a professional pet sitting/dog walking business. She believes it's helpful that she works with pet owners every day. Commissioner Ferguson asked if there is any opportunity for a conflict of interest with pet sitting. Ms. Rider answered that she doesn't think so. Commissioner Weaver asked if she's been to one of the advisory meetings. She hasn't.

C. Orange County Animal Services Advisory Board – Interview Victoria Hudson for appointment as the Town of Hillsborough representative

[7:19:01 PM](#) Ms. Hudson addressed the board. She shared that she's an environmental health specialist working in Hillsborough. In Richmond County, for about 5 ½ years she provided assistance to animal control officers including recovery, going on sites when there were multiple animals, and completing paperwork. She feels she can keep the regulatory part separate from people's needs. She has not been to an advisory board meeting.

6. APPOINTMENTS

A. Board of Adjustment – Adopt a resolution requesting the Board of County Commissioners to appoint Rob Bray to an out-of-town seat with a term ending June 30, 2017

[7:21:37 PM](#) Commissioner Ferguson moved to adopt a resolution requesting the BOCC appoint Mr. Bray. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

B. Orange County Animal Services Advisory Board – Adopt a resolution requesting the Board of County Commissioners to appoint a Town of Hillsborough representative with a term ending June 30, 2018

[7:23:54 PM](#) Commissioner Lowen moved to recommend appointment of Victoria Hudson and Ms. Rider as her alternate if that is acceptable to that board. Commissioner Ferguson seconded.

Discussion: Commissioner Weaver said they bring different experience and she doesn't know the current makeup of that advisory board.

[7:25:13 PM](#) The motion carried upon a unanimous vote of 5-0.

7. COMMITTEE REPORTS (CRITICAL)

[7:25:50 PM](#) Commissioner Ferguson referred to something sent earlier from the Partnership to End Homelessness. It is mirroring the goals and objectives with affordable housing goals and strategic plan so when it goes before the county commissioners they can see where the goals and objectives of all the municipalities line up with the strategic plan. There isn't an expectation of a deliverable from Hillsborough at this time.

Commissioner Ferguson reported the Tourism Board met and voted on grants.

[7:29:16 PM](#) Commissioner Weaver said she attended the inaugural meeting of the Orange County Food Council. It was a really great meeting with terrific energy about food access. There will be lots of opportunities for other members of the community to be involved. UNRBA (Upper Neuse River Basin Association) meets next week and will likely have an update. She also mentioned that it had been in the news that solar bees don't work and would no longer be used.

8. REPORT FROM THE TOWN MANAGER

[7:32:26 PM](#) Mr. Peterson gave a brief update on the budget process. He said we do everything so early, a lot of times we're conservative. Staff tightened up and improved fund balance levels. The planner position is included but there is more talk about a recession in 2017. He said the board will need to decide if it wants to wait and see how things go or go ahead and bring in a new planner.

9. DEPARTMENTAL REPORTS

[7:35:34 PM](#) Chief Hampton reported broomball raised \$400 for Special Olympics. We have two candidates in training to be in law enforcement with the Basic Law Enforcement Training (BLET) program.

10. ITEMS FOR DECISION – CONSENT AGENDA

- A. Minutes of the Board of Commissioners April 11, 2016 Regular Meeting, Minutes of the Board of Commissioners April 11, 2016 Regular Meeting Closed Session, and Minutes of the Board of Commissioners April 25, 2016 Work Session
- B. Budget Amendments
- C. Receive report from School Adequate Public Facility Ordinance Technical Committee regarding school data and projections
- D. Interlocal agreement regarding funding and responsibilities related to the Community Home Trust
- E. Traffic Calming Policy revision
- F. Approve letter of support for the agreement between the Occoneechee Band of the Saponi Nation and Orange County to re-establish a village site in Hillsborough
- G. Approve resolution authorizing the Orange County FY 2016-2017 HOME program design
- H. Mental Health Awareness Month Proclamation
- I. Consider Professional Services Agreement with EMA Resources, Inc. for Water Plant residuals removal
- J. Consider acceptance of water & sewer facilities at Waterstone Estates, Phase 2, and start of 1-year warranty period
- K. Consider changing the name of the Old Water Plant facility to the "Adron F. Thompson Water/Sewer Facility"
- L. Encroachment agreement request for 125 Bonaparte Drive
- M. Interlocal Agreement for Orange County to administer collection of stormwater fees and charges to be levied against and charged to properties located within the town
- N. Authorize Manager to enter into contracts for design and survey work related to relocating town hall annex and conceptual design for police and fire station

[7:40:09 PM](#) Commissioner Lowen moved to approve the items on the consent agenda. Commissioner Bell seconded. The motion carried upon a unanimous vote of 5-0.

11. ITEMS FOR DECISION – REGULAR AGENDA

[7:40:28 PM](#) Added Item – Hillsborough Chamber

Mayor Stevens said he requested this item after talking with Sara Stephens, CEO of the Hillsborough/Orange County Chamber of Commerce, about partnering on economic development. Ms. Stephens then addressed the board, asking the board to consider becoming a trustee level partner. She read a statement covering all that the chamber is doing. It costs \$5,000 annually for the top level membership. The five top members will be on all Chamber promotions.

Mayor Stevens said we do not have to decide tonight. Commissioner Ferguson praised the work of the chamber. Mayor Stevens said we know how tight the budget is. Commissioner Bell asked what was earmarked in the budget. Ms. Della Valle said \$20,000 for all community partnerships. Mr. Peterson said the chamber membership is currently budgeted under "governing board" and it can continue to come out of that line item since it's a membership. Mayor Stevens encouraged the board to move in that direction.

Commissioner Lloyd said she's not saying the chamber shouldn't get the money but there are other ways the town helps, such as providing police and public works staffing for parades.

A. Discussion of service impact report related to the potential annexation of Northside Mobile Home Park

7:49:39 PM Ms. Hauth reviewed that at the March meeting, the board discussed this and asked staff to conduct a service impact analysis. A quick overview in the agenda packet indicates impacts to different departments. Chief Hampton checked with dispatch that there are few calls generated there. It is a half mile out for patrol. The main impact is on the water fund. There is a minor impact to the street/sanitation department. The owner is still very interested. Commissioner Weaver said at last discussion, some of the water bills seemed too high. She asked Ms. Lamay whether she's heard from any customers. She hasn't. Ms. Hauth said there are one or two accounts that are high but they are consistently high, indicating they just use more water. Commissioner Bell asked whether she's had enough time to do a thorough analysis. Ms. Hauth answered positively.

Mayor Stevens asked is it unlikely that it would ever be contiguous. Ms. Hauth said it's possible but it's probably staying a satellite for a good while.

Commissioner Ferguson said she is concerned what precedent it would be setting for other areas. Commissioner Lowen thinks this mobile home park has come a long way. It used to have problems. When asked, Ms. Hauth answered she could think of two other mobile home parks close to town that could seek annexation.

Commissioner Weaver said she appreciates those concerns but she's with Commissioner Lowen that this is a chance to do something for some people who could use our help. I don't feel overly concerned about precedent. It is valid and real. Commissioner Ferguson doesn't feel overly concerned.

Chief Hampton said he has some concern about pulling a car that far away for visibility. Mayor Stevens is hearing enough interest to call a public hearing.

B. Receive request from Mystery Brewing to authorize use of Riverwalk for a "parade" on Saturday June 18

8:04:11 PM Ari Sanders of Mystery Brewing addressed the board. Ms. Hauth said they are making an effort to manage entrances during the parade. Ms. Sanders said they would have a marching band go from Weaver Street to Calvin Street. It would take 21 minutes briskly or 35 minutes as a more leisurely pace. They would have people at the entrances to Riverwalk who would let people know an 8-piece band is coming. She doesn't think it will impede traffic. Ms. Sanders is thinking people might want to follow the band. Mayor Stevens asked whether police or public works have concerns. The answer was no.

Ms. Sanders said Mystery Brewing wants to show people it's not that far from downtown to West Hillsborough and vice versa.

8:06:38 PM Commissioner Ferguson moved to approve the request. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

C. Receive request from Classical American Homes Preservation Trust to install pedestrian warning and trail crossing signs on Elizabeth Brady Road

8:07:11 PM Ms. Hauth said the trail is progressing and Bill Crowther is thinking ahead. Agenda packets included depictions of what signage might look like. Chief Hampton suggested signs on the trail warning that cars may not stop. Ms. Hauth said Mr. Crowther is thinking only signs or perhaps a painted 3D crosswalk. Mayor Stevens said a painted crosswalk could be added

later if needed. Ms. Hauth said it will require a town code amendment which can be brought back to the June meeting. Staff just needs direction not a motion tonight.

- D. Receive and discuss conceptual site layout for the train station portion of the town's 20 acres on Orange Grove Street

[8:12:42 PM](#) Ms. Hauth advised she wanted to be ready in July when funding becomes available to do the environmental work. There were no comments other than that it is exciting.

- E. Ordinance revision amending Town Code, Section 11-17, Specifications for Solid Waste receptacles

[8:16:24 PM](#) Mr. Hines reviewed that some things have been understood since he's been working for the town but he decided they needed to be put in writing.

One thing is to state in the town code that you must be on a public road to have solid waste services. The second thing is dwellings/units need to have a place to put rollout carts for pick up. The third is if you have five or more units located on a single lot, you would need to get a dumpster; but we have situations where each unit of a townhouse was assigned to a single lot, so he changed the wording to five units with adjacent lots.

There were no questions.

[8:18:35 PM](#) Commissioner Ferguson moved approval of the amendments to the ordinance. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

- F. Itinerant Merchant policy

[8:18:45 PM](#) Phillip Cordeiro, assistant finance director, summarized the background of this policy. He asked whether or not the board wishes the finance department to issue itinerant merchant permits so the town knows who those merchants are. The permit fee is \$15. The department would periodically refer the list to the police department for background checks.

Commissioner Ferguson said she is glad to get some background. She said nonprofits were being approached about the itinerant merchant fee at Last Fridays. They were willing to pay, but there was a lot of unease.

Ms. Lamay said that won't go away. They are selling food, so they are subject to food and beverage rules. Any business that is selling food is still subject to food and beverage tax.

There was discussion about having people register. The draft policy is written that if you are trying to solicit money or generate commerce, you would have to register. Ms. Hauth clarified that the planning department has nothing to do with it.

Ms. Lamay wants some clarification tonight on how the board wants the finance department to handle itinerant merchants. There was some concern of shutting out groups like Boy Scouts or Girl Scouts going door to door. There was agreement to continue as is for now. Mr. Hornik said unless you're getting complaints, continue as is for now.

Mr. Cordeiro said it's a one page application. People either have to come in or can mail it in with the \$15.

[8:40:36 PM](#) Commissioner Ferguson moved to go into Closed Session. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

12. CLOSED SESSION

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(5) to discuss and give direction to staff regarding negotiating terms for the possible acquisition of real property (the former Colonial Inn, 153 W. King St.)

13. ADJOURN

[9:11:45 PM](#) Commissioner Bell moved to adjourn. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

Respectfully submitted,



Katherine M. Cathey
Town Clerk

DRAFT

Resolution #20160509-6.A

RESOLUTION REQUESTING APPOINTMENT
TO AN EXTRATERRITORIAL JURISDICTION SEAT
ON THE HILLSBOROUGH BOARD OF ADJUSTMENT

WHEREAS, as a result of a resignation, it is necessary to appoint a volunteer to an alternate seat reserved on the Hillsborough Board of Adjustment for persons residing within the town's extraterritorial planning jurisdiction; and

WHEREAS, by state statute and town ordinance, the Orange County Board of Commissioners initially has the authority and responsibility to appoint ETJ members to the town's Board of Adjustment; and

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH RESOLVES:

Section 1. The Orange County Board of Commissioners is respectfully requested to appoint the following individual to an alternate ETJ seat on the Hillsborough Board of Adjustment, whose term would expire on June 30, 2017:

Mr. Rob Bray
1806 W Chapman Court
Hillsborough, NC 27278

Section 2. If the Orange County Board of Commissioners fails to appoint persons willing to serve in the capacity described above within 90 days after receiving this resolution, then the Hillsborough Town Board may make this appointment.

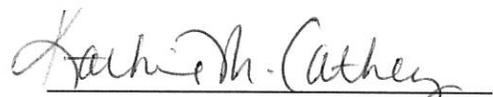
Section 3. The Town Clerk shall send a copy of this resolution to the Orange County Manager.

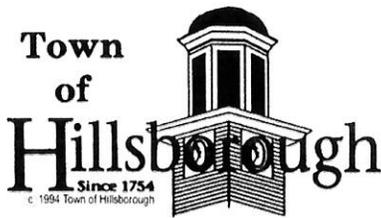
Section 4. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote received the following vote and was duly adopted this 9th day of May, 2016.

Ayes: 5
Notes: 0
Absent or excused: 0

I, Katherine M. Cathey, Town Clerk of the Town of Hillsborough, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Hillsborough Town Board of Commissioners on May 9, 2016.


Katherine M. Cathey
Human Resources Director/Town Clerk



RESOLUTION REQUESTING APPOINTMENT TO THE
ORANGE COUNTY ANIMAL SERVICES ADVISORY BOARD

WHEREAS, it is necessary to appoint a volunteer to a seat reserved on the Orange County Animal Services Advisory Board for persons residing within the Town of Hillsborough; and

WHEREAS, by state statute and county ordinance, the Orange County Board of Commissioners has the authority and responsibility to appoint members to the Animal Services Advisory Board; and

WHEREAS, the current applicant wishes to serve a first term as the Town of Hillsborough representative on the Animal Services Advisory Board;

NOW, THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH RESOLVES:

Section 1. The Orange County Board of Commissioners is respectfully requested to appoint the following individual to the vacant Town of Hillsborough seat on the Animal Services Advisory Board, whose term would expire June 30, 2018:

Name: Victoria Hudson
Address: 109 Bonaparte Dr.
Hillsborough, NC 27278

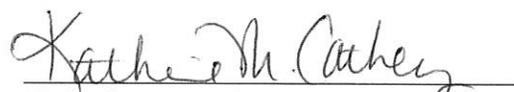
Section 2. The Town Clerk shall send a copy of this resolution to the Orange County Manager.

Section 3. This resolution shall become effective upon adoption.

The foregoing resolution having been submitted to a vote received the following vote and was duly adopted this 9th day of May, 2016.

Ayes: 5
Noes: 0
Absent or excused: 0

I, Katherine M. Cathey, Town Clerk of the Town of Hillsborough, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Hillsborough Town Board of Commissioners on May 9, 2016.


Katherine M. Cathey
Town Clerk

FY 2015-2016

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT

DATES: 05/09/2016 TO 05/09/2016

	REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
	10-10-4300-5300-330 DEPT. SUPPLIES						
PEG	To purchase video camera & camera equip	2919	05/09/2016	JDELLAVAL	1,000.00	1,618.00	2,618.00
	10-10-4300-5300-338 DATA PROCESSING SUPPLIES						
PEG	Two routers for PEG channel	2913	05/09/2016	JDELLAVAL	0.00	635.00	635.00
	10-10-4300-5300-458 DATA PROCESSING SERVICES						
PEG	Service support for PEG channel equipme	2925	05/09/2016	JDELLAVAL	4,800.00	92.00	4,892.00
	10-10-4300-5300-570 MISCELLANEOUS						
	Two routers for PEG channel	2912	05/09/2016	JDELLAVAL	12,649.00	-635.00	11,014.00
PEG	To purchase video camera & camera equip	2918	05/09/2016	JDELLAVAL	12,649.00	-1,618.00	9,396.00
	Service support for PEG channel equipme	2924	05/09/2016	JDELLAVAL	12,649.00	-92.00	9,304.00
	10-10-6200-5300-153 MAINT./KINGS HIGHWAY PARK						
Parks & Rec	Wildlife-proof trash & recycling containe	2931	05/09/2016	JDELLAVAL	100.00	2,000.00	6,600.00
	10-10-6200-5300-156 MAINT./GOLD PARK						
Parks & Rec	To cover janitorial maint. & overage in G	2909	05/09/2016	JDELLAVAL	8,700.00	1,500.00	19,585.00
	10-10-6200-5300-157 MAINT./CATES CREEK						
Parks & Rec	Building/janitorial maintenance and overa	2901	05/09/2016	JDELLAVAL	4,500.00	1,400.00	10,900.00
	10-10-6200-5300-158 MAINT./RIVERWALK						
Parks & Rec	Building/janitorial maintenance and overa	2900	05/09/2016	JDELLAVAL	25,500.00	-1,400.00	19,100.00
	To cover janitorial maint. & overage in G	2908	05/09/2016	JDELLAVAL	25,500.00	-1,500.00	17,600.00
	10-10-6200-5300-570 MISCELLANEOUS						
Parks & Rec	Wildlife-proof trash & recycling containe	2930	05/09/2016	JDELLAVAL	12,000.00	-2,000.00	7,350.00
	10-10-6600-5300-080 TRAINING/CONF./CONV.						
Safety & Wellness	To cover first aid and CPR training	2911	05/09/2016	JDELLAVAL	9,720.00	8,500.00	19,685.84
	10-10-6600-5300-577 WELLNESS PROGRAM ACTIVITIES						
Safety & Wellness	To cover first aid and CPR training	2910	05/09/2016	JDELLAVAL	16,000.00	-8,500.00	14,545.95
	10-30-5550-5300-113 LICENSE FEES						
Fleet Maint.	To cover overages in Supplies/Data Proce	2923	05/09/2016	JDELLAVAL	3,905.00	-749.00	3,156.00
	10-30-5550-5300-202 FIRE INSP VEHICLE REPAIR						
Fleet Maint.	To cover unexpected repair & overages	2917	05/09/2016	JDELLAVAL	400.00	256.00	656.00
	10-30-5550-5300-330 DEPARTMENTAL SUPPLIES						
Fleet Maint.	Software support charge	2914	05/09/2016	JDELLAVAL	23,000.00	-830.00	22,170.00
	To cover unexpected repair & overages	2916	05/09/2016	JDELLAVAL	23,000.00	-256.00	21,914.00
	10-30-5550-5300-338 SUPPLIES/DATA PROCESSING						
Fleet Maint.	Software support charge	2915	05/09/2016	JDELLAVAL	750.00	830.00	1,580.00
	To cover overages in Supplies/Data Proce	2922	05/09/2016	JDELLAVAL	750.00	749.00	2,329.00
	10-30-5600-5300-113 LICENSE FEES						
Street	To cover overage in License Fees	2905	05/09/2016	JDELLAVAL	205.00	350.00	555.00
	10-30-5600-5300-151 BUILDING REPAIR/MAINTENANCE						
Street	To cover Building Maintenance overage	2907	05/09/2016	JDELLAVAL	500.00	300.00	1,800.00
	10-30-5600-5300-154 MAINTENANCE - GROUNDS						
	To cover overage in License Fees	2904	05/09/2016	JDELLAVAL	24,150.00	-350.00	22,800.00
Street	To cover Building Maintenance overage	2906	05/09/2016	JDELLAVAL	24,150.00	-300.00	22,500.00
	Street sign supplies & other yr-end expend	2926	05/09/2016	JDELLAVAL	24,150.00	-5,000.00	17,500.00

FY 2015-2016

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT

DATES: 05/09/2016 TO 05/09/2016

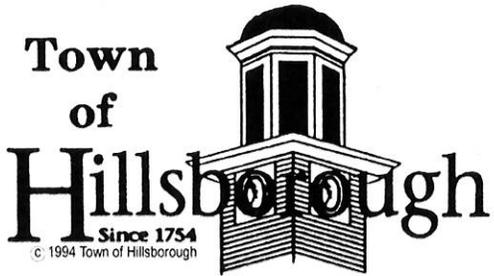
	REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
	10-30-5600-5300-330 DEPARTMENTAL SUPPLIES						
Street	Street sign supplies & other yr-end expen	2927	05/09/2016	JDELLAVAL	25,000.00	5,000.00	41,376.00
	10-30-5800-5300-455 C.S./CARDBOARD CONTAINER						
Solid Waste	To cover overage in Dues & Subscription	2902	05/09/2016	JDELLAVAL	1,500.00	-42.00	1,458.00
	10-30-5800-5300-530 DUES & SUBSCRIPTIONS						
Solid Waste	To cover overage in Dues & Subscription	2903	05/09/2016	JDELLAVAL	500.00	42.00	542.00
	10-30-5900-5300-165 MAINTENANCE - INFRASTRUCTURE						
Stormwater	Cover update of stormwater mapping for	2894	05/09/2016	JDELLAVAL	48,000.00	-6,400.00	41,600.00
	10-30-5900-5300-472 C.S.STORMWATER/FOG ENFORCEMENT						
Stormwater	Cover update of stormwater mapping for	2895	05/09/2016	JDELLAVAL	8,000.00	6,400.00	15,857.25
	10-40-6400-5300-165 MAINTENANCE INFRASTRUCTURE						
Cemetery	Additional repairs to cemetery rock wall	2897	05/09/2016	JDELLAVAL	14,000.00	1,800.00	15,800.00
	10-40-6400-5300-771 MARGARET LANE CEMETERY						
Cemetery	Additional repairs to cemetery rock wall	2896	05/09/2016	JDELLAVAL	2,000.00	-1,800.00	1,300.00
	10-60-6900-5300-130 UTILITIES						
Special Approp.	To cover yr-end utilities expenditures	2929	05/09/2016	JDELLAVAL	2,000.00	500.00	2,500.00
	10-60-6900-5300-151 MAINTENANCE-BUILDINGS						
Special Approp.	To remove trees from right-of-way	2920	05/09/2016	JDELLAVAL	3,000.00	-1,500.00	1,500.00
	10-60-6900-5300-910 ECONOMIC DEVELOPMENT						
Special Approp.	To cover yr-end utilities expenditures	2928	05/09/2016	JDELLAVAL	6,000.00	-500.00	5,500.00
	10-60-6900-5700-921 TREE MAINTENANCE						
Special Approp.	To remove trees from right-of-way	2921	05/09/2016	JDELLAVAL	5,000.00	1,500.00	9,530.00
	30-80-8120-5300-150 PLANT & EQUIPMENT MAINTENANCE/REPAI						
WTP	Pump station repair project	2899	05/09/2016	JDELLAVAL	47,200.00	3,000.00	42,600.00
	30-80-8120-5300-550 ALUM SLUDGE REMOVAL						
WTP	Pump station repair project	2898	05/09/2016	JDELLAVAL	17,000.00	-3,000.00	65,183.00
						<u>0.00</u>	

APPROVED: 5-0

ON: May 9, 2016

VERIFIED: Katherine M. Cathey

Resolution #20160509-10.G



RESOLUTION AUTHORIZING
THE ORANGE COUNTY FY 2016 - 2017 HOME PROGRAM DESIGN

BE IT RESOLVED, by the Hillsborough Town Board of Commissioners as a member of the Orange County HOME Consortium approves the following activities for the 2016 - 2017 HOME Program.

Name of Applicant	Activity/Other	Recommendations
Habitat for Humanity	Second Mortgage Assistance	285,000
Rebuilding Together of the Triangle	Homeowner Repairs	50,000
Orange County	Housing Rehabilitation	114,655
	TOTAL	\$449,655

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

This the 9th day of May 2016.



Tom Stevens, Mayor

Proclamation Mental Health Awareness Month

WHEREAS, Mental Health Awareness Month is part of a nationwide effort in the month of May to reduce the stigma and discrimination surrounding mental health challenges and to increase awareness of tools and resources to prevent such challenges and reduce the symptoms; and,

WHEREAS, one in four adults experiences mental health problems in any given year and one in 16 adults experiences serious mental illness; and,

WHEREAS, mental health is part of overall health and helps to sustain an individual's thought processes, relationships, productivity and ability to adapt to change or face adversity, yet we too often think about mental health differently from other health issues; and,

WHEREAS, like other diseases, mental illnesses can be successfully treated and thus we must build an open dialogue that encourages support and respect for those struggling with mental illness; and,

WHEREAS, a combination of medications, therapy, and recovery supports are highly effective, allowing people to maintain their quality of life and their involvement with their families and communities; and,

WHEREAS, NAMI NC, through its local affiliate NAMI Orange County, serves individuals and families living with mental illness and has requested that the city of Hillsborough, NC make this designation. For more information on how you can get involved, please visit www.naminc.org; and,

THEREFORE, I, TOM STEVENS, Mayor of Hillsborough, NC do hereby proclaim May 2016 to be National Mental Health Awareness Month in the town of Hillsborough, NC. As the Mayor, I call upon all Hillsborough citizens to recommit our community to increase awareness and understanding of mental illness, to improve the array of mental health services for consumers of all ages, to expand the supply of affordable housing for people living with mental illness, and to ensure that those who are struggling know they are not alone.

This the 9th day of May 2016.



Tom Stevens, Mayor

AN ORDINANCE AMENDING SECTION 11-17, SPECIFICATIONS FOR SOLID WASTE RECEPTACLES,
OF THE TOWN CODE OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

- Subsection (a). Existing subsection (a) is re-identified as subsection (c).
- Subsection (a). Subsection (a) is amended to read, "The Town shall have no obligation to, and does not, collect solid waste from premises unless the premises have frontage on a public street constructed to Town standards and solid waste receptacles are provided as required by the Section."
- Subsection (b). Subsection (b) is re-identified as subsection (d).
- Subsection (b). Subsection (b) is amended to read, "All dwelling units have driveways or other clearly defined curbside locations where roll-carts can be serviced along the public street."
- Subsection (c). Subsection (c) is re-identified as subsection (e) and "subsection (e)" in the first sentence is amended to read "subsection (f)." "Subsection (a)" in the first sentence is amended to read "subsection c."
- Subsection (d). Subsection (d) is re-identified as subsection (f).
- Subsection (d). Subsection (d) is amended to read, "When there are five or more attached dwelling units (e.g., each shares at least one wall with an adjacent unit, such as a townhouse or apartment building), the owner(s) of the premises shall provide one or more solid waste receptacles as determined by the sanitation superintendent."
- Subsection (e). Subsection (e) is re-identified as subsection (g).
- Subsection (f). Subsection (f) is re-identified as subsection (h).

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 9th day of May, 2016.

Ayes: 5
Noes: 0
Absent or Excused: 0



Katherine M. Cathey, Town Clerk



TOWN OF HILLSBOROUGH

Hillsborough Board of Commissioners Budget Work Session Minutes

7 p.m., May 23, 2016

Town Barn, 101 E. Orange St.

PRESENT: Mayor Tom Stevens and Commissioners Mark Bell, Kathleen Ferguson, Evelyn Lloyd, Brian Lowen, and Jenn Weaver

STAFF PRESENT: Town Manager Eric Peterson, Planning Director Margaret Hauth, Finance Director Heidi Lamay, Town Engineer/Utilities Director Kenny Keel, Management Analyst/Assistant PIO Jen Della Valle, Human Resources Director/Town Clerk Katherine Cathey, Public Works Director Ken Hines, Budget Director Emily Bradford, Public Information Officer Catherine Wright, Stormwater Manager Terry Hackett, and Town Attorney Bob Hornik

ABSENT: None.

1. Open the Workshop

[7:00:17 PM](#) Mayor Stevens opened the budget work session. He commended the fire and police departments and town staff for their response to the recent mill fire.

2. Agenda Changes & Agenda Approval

[7:02:27 PM](#) There were no changes. The agenda was approved as presented.

3. Committee Updates and Reports

[7:02:32 PM](#) Commissioner Bell reported he'd attended a Visitor's Bureau meeting and the impacts of HB2 were discussed. The Visitor's Bureau reported \$250,000 in cancellations so far and estimated an equal amount of lost dollars there. Tourism businesses are looking to change their marketing to mitigate the impacts of HB2. Also, the editor of *Our State* magazine came and spoke at that meeting.

[7:03:33 PM](#) Commissioner Lloyd commended the fire department.

[7:03:53 PM](#) Commissioner Weaver reported that she had attended the Upper Neuse River Basin Association meeting the previous week where an update was given on state lawmaking. There would be some state funds for aquatic weed control. Monitoring continues.

[7:05:10 PM](#) Commissioner Lowen reported he attended the Metropolitan Planning Organization meeting and the I-85 interchange improvements are on the spreadsheet as fully funded, but we don't know when that will happen.

[7:06:07 PM](#) Commissioner Ferguson reported that the new coordinator of the Partnership to End Homelessness is on the ball, and we're finding out we haven't had the most accurate information as far as HUD requirements.

4. Miscellaneous budget amendments and transfers

[7:07:44 PM](#) Commissioner Lowen moved to approve the miscellaneous budget amendments and transfers. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

5. Public Hearing on the Proposed Stormwater Utility

[7:08:06 PM](#) Mr. Hackett reviewed that this is a continuation of the public hearing that was opened the previous month. In the agenda packet, he addressed the comments brought up by a citizen at the public hearing last month.

[7:09:31 PM](#) Mayor Stevens asked whether anyone in the audience wanted to speak. No one did.

[7:09:40 PM](#) Commissioner Weaver said she thinks it's a great solution to allow people to supply additional information on why they should be considered in a different tier.

[7:11:05 PM](#) Commissioner Ferguson moved to close the public hearing. Commissioner Bell seconded. The motion carried upon a unanimous vote of 5-0.

6. Public Hearing to collect public comment on the proposed [FY 2016-17 Budget](#)

A copy of the FY2016-17 Recommended Budget can be found at the following website:
www.hillsboroughnc.gov/government/departments-and-divisions/budget/

[7:12:03 PM](#) Mayor Stevens opened the public hearing on the town budget and asked whether anyone wished to speak. No one did.

[7:12:13 PM](#) Mr. Peterson suggested addressing Item 8 before Item 7.

[7:12:48 PM](#) Commissioner Ferguson moved to close the public hearing on the budget. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

7. Budget Workshop

- a. General Fund
- b. Water and Sewer Fund
- c. Stormwater Fund

[7:24:52 PM](#) Mr. Peterson said this year more cuts have been made to the budget before approval than have typically been made. The north campus building is put off three years but town staff are still looking at solutions to provide better work space. Regarding the water/sewer fund, there's no increase in the first year but an increase in years two and three. That can be looked at again next year. Mr. Peterson said that the budget includes adding more AED units so that each building has one, as do crews that go out and work near powerlines. Also, first-aid, CPR and AED training for all staff is good for employees and the community.

[7:30:55 PM](#) General Fund
Commissioner Weaver asked if the new overtime rules affect anyone. Ms. Cathey answered the new rules will affect only a few employees, and they are working on it.

[7:32:15 PM](#) Commissioner Lowen said he doesn't think it looks good that the town bought the land for the north campus and then it sits empty. Mr. Peterson said we may have to phase it in. Commissioner Ferguson agreed with Commissioner Lowen that if we can take baby steps, we need to.

[7:35:25 PM](#) Mr. Peterson said regarding Orange Rural Fire Department, discussions will continue.

[7:36:20 PM](#) Mayor Stevens asked whether there was anything new regarding public safety and the police department. Mr. Peterson said the police department wasn't really affected with the last round of budget cuts. Regarding police compensation, we need to stay competitive. Many surrounding

communities offer take-home cars, but Mr. Peterson has been skeptical of the benefits of that. Chief Hampton is looking at options.

Water/Sewer Fund:

[7:45:38 PM](#) Mr. Peterson reported there were no noteworthy changes since February on the Water Fund.

[7:45:59 PM](#) Mayor Stevens asked whether the advisory board has discussed the rate increases.

[7:46:23 PM](#) Mr. Peterson said when staff sends the budget to the town board, it is then discussed at the advisory board. Staff brings back recommendations from the advisory board to the Town Board. The 3 percent increase has not gone before the advisory board because it came up late in the budget process. There is still time for the advisory board to discuss and give feedback before possible implementation in a year.

Stormwater Fund:

[7:47:42 PM](#) Commissioner Ferguson thanked staff for the work they've put in.

8. Request for Community Investment funding for Exchange Club Park Maintenance

[7:13:02 PM](#) Marvin Park, a past president of the Hillsborough Exchange Club who expects to serve as president again next year, addressed the board. He said the Hillsborough Exchange Club has been here since 1947 and acquired lands for public use. A private nonprofit trying to maintain 20 acres of park is difficult. The Exchange Club raises money for the Center for the Prevention of Child Abuse as well as some local college scholarships. Mowing, insuring, hauling off the trash, and maintaining the equipment is too much for his nonprofit going forward.

[7:16:05 PM](#) Mayor Stevens said we appreciate what the group has done for the community for many years. We understand the cost of maintaining parks, and our budget is also tight. We're not making a decision tonight.

[7:17:27 PM](#) Ms. Della Valle said the community reinvestment fund has \$15,000 remaining in that line item. \$5,000 is already earmarked for the Arts Council.

[7:17:51 PM](#) Mayor Stevens said this would hold us over until a longer range plan could be made. Ms. Della Valle said yes, the longer term plan was removed with other budget cuts. Commissioner Ferguson said it's a worthwhile cause but I'd like to have further budget discussions first. Commissioner Bell said he and his daughter love this park and would love to see it maintained. Commissioner Lowen said he remembers coming here almost 24 years ago, and Exchange Club Park was it. I don't know if this is the right time to do it and he defers to Mr. Peterson. Commissioner Lowen said he doesn't want to see the opportunity to use that land go away because the Parks and Recreation Board is hoping to build a skate park there. It's a nice location in the center of town. We could possibly connect that with Gold Park with trails someday.

[7:23:15 PM](#) Mr. Peterson said that even after the board approved the budget the board can decide at any time to pay for the maintenance or work on buying Exchange Club Park.

9. Contract with Dixon Hughes Goodman, LLP, to perform the Town of Hillsborough audit for fiscal year ending June 30, 2016

[7:49:14 PM](#) Ms. Lamay said that next year the town may put out an RFP to consider other companies for the audit. Mayor Stevens agreed that would be a good idea in the next year or two.

[7:52:46 PM](#) Commissioner Lowen moved to approve the contract with Dixon Hughes Goodman, LLP, to perform the Town of Hillsborough audit for fiscal year ending June 30, 2016. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

10. Other Business

[7:53:40 PM](#) Commissioner Ferguson moved to go into Closed Session. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

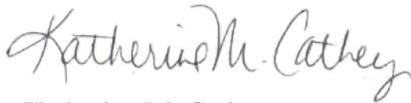
11. Closed session

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(5) to discuss and give direction to staff regarding negotiating terms for the possible acquisition of real property (the former Colonial Inn, 153 W. King St.)

12. Adjourn

[8:57:48 PM](#) Commissioner Ferguson moved to adjourn. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

Respectfully submitted,



Katherine M. Cathey
Town Clerk

DRAFT

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TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT

DATES: 05/23/2016 TO 05/23/2016

	<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>
Admin	10-10-4200-5300-081 TRAINING-HILLS.UNIV.PROGRAM To cover Hillsborough Univ. yr-end expen	2939	05/23/2016	JDELLAVAL	3,000.00	1,000.00	4,000.00
Admin	10-10-4200-5300-110 PHONE/INTERNET/CODE RED Everbridge expense moved to Fire Marsh	2942	05/23/2016	JDELLAVAL	16,750.00	-7,140.00	9,610.00
Admin	10-10-4200-5300-320 SUPPLIES To cover Hillsborough Univ. yr-end expen	2938	05/23/2016	JDELLAVAL	7,000.00	-1,000.00	5,444.00
PEG	10-10-4300-5300-338 DATA PROCESSING SUPPLIES Laptop for PIO intern	2947	05/23/2016	JDELLAVAL	0.00	1,480.00	2,115.00
PEG	10-10-4300-5300-458 DATA PROCESSING SERVICES Renewal of service support for PEG chan	2941	05/23/2016	JDELLAVAL	4,800.00	1,975.00	6,867.00
PEG	10-10-4300-5300-570 MISCELLANEOUS Renewal of service support for PEG chan	2940	05/23/2016	JDELLAVAL	12,649.00	-1,975.00	7,329.00
	Laptop for PIO intern	2946	05/23/2016	JDELLAVAL	12,649.00	-1,480.00	5,849.00
Finance	10-10-4400-5100-010 OVERTIME COMPENSATION To cover overages in Overtime Compensa	2954	05/23/2016	JDELLAVAL	700.00	197.00	897.00
Finance	10-10-4400-5125-060 HOSPITALIZATION To cover overages in Overtime Compensa	2953	05/23/2016	JDELLAVAL	47,695.00	-197.00	47,498.00
Finance	10-10-4400-5300-320 SUPPLIES To cover overage in Supplies - Data Proce	2955	05/23/2016	JDELLAVAL	3,000.00	-495.00	2,505.00
Finance	10-10-4400-5300-338 SUPPLIES - DATA PROCESSING To cover overage in Supplies - Data Proce	2956	05/23/2016	JDELLAVAL	3,700.00	495.00	4,195.00
Finance	10-10-4400-5300-456 C.S./SECURITY To cover overage in Dues & Subscription	2957	05/23/2016	JDELLAVAL	1,000.00	-255.00	745.00
Finance	10-10-4400-5300-530 DUES & SUBSCRIPTIONS To cover overage in Dues & Subscription	2958	05/23/2016	JDELLAVAL	500.00	255.00	755.00
Planning	10-10-4900-5300-080 TRAINING/CONF./CONV. To cover overages & yr-end expenses in t	2935	05/23/2016	JDELLAVAL	5,000.00	2,000.00	5,200.00
Planning	10-10-4900-5300-453 C.S./ENG REVIEW To cover overages & yr-end expenses in t	2934	05/23/2016	JDELLAVAL	60,000.00	-2,000.00	203,296.00
	To cover overage in C.S. Homelessness C	2950	05/23/2016	JDELLAVAL	60,000.00	-306.00	202,990.00
	To cover yr-end overage in C.S./Minutes	2973	05/23/2016	JDELLAVAL	60,000.00	-4,000.00	198,990.00
Planning	10-10-4900-5300-459 C.S./HOMELESSNESS COORD. To cover overage in C.S. Homelessness C	2949	05/23/2016	JDELLAVAL	5,050.00	306.00	5,356.00
Planning	10-10-4900-5300-467 C.S./MINUTES PREPARER To cover yr-end overage in C.S./Minutes	2974	05/23/2016	JDELLAVAL	6,000.00	4,000.00	10,000.00
Parks & Rec	10-10-6200-5300-570 MISCELLANEOUS Curbing and pavement marking in downt	2937	05/23/2016	JDELLAVAL	12,000.00	-7,000.00	350.00
Police-Admin	10-20-5100-5125-060 HOSPITALIZATION To cover overage in Separation Allowanc	2959	05/23/2016	JDELLAVAL	55,132.00	-4,200.00	50,932.00
Police-Admin	10-20-5100-5127-075 SEPARATION ALLOWANCE To cover overage in Separation Allowanc	2960	05/23/2016	JDELLAVAL	20,000.00	4,200.00	24,200.00
Police-Admin	10-20-5100-5300-110 TELEPHONE/INTERNET To cover overage in C.S. - Elevator/HVA	2963	05/23/2016	JDELLAVAL	13,630.00	-500.00	11,930.00

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TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT

DATES: 05/23/2016 TO 05/23/2016

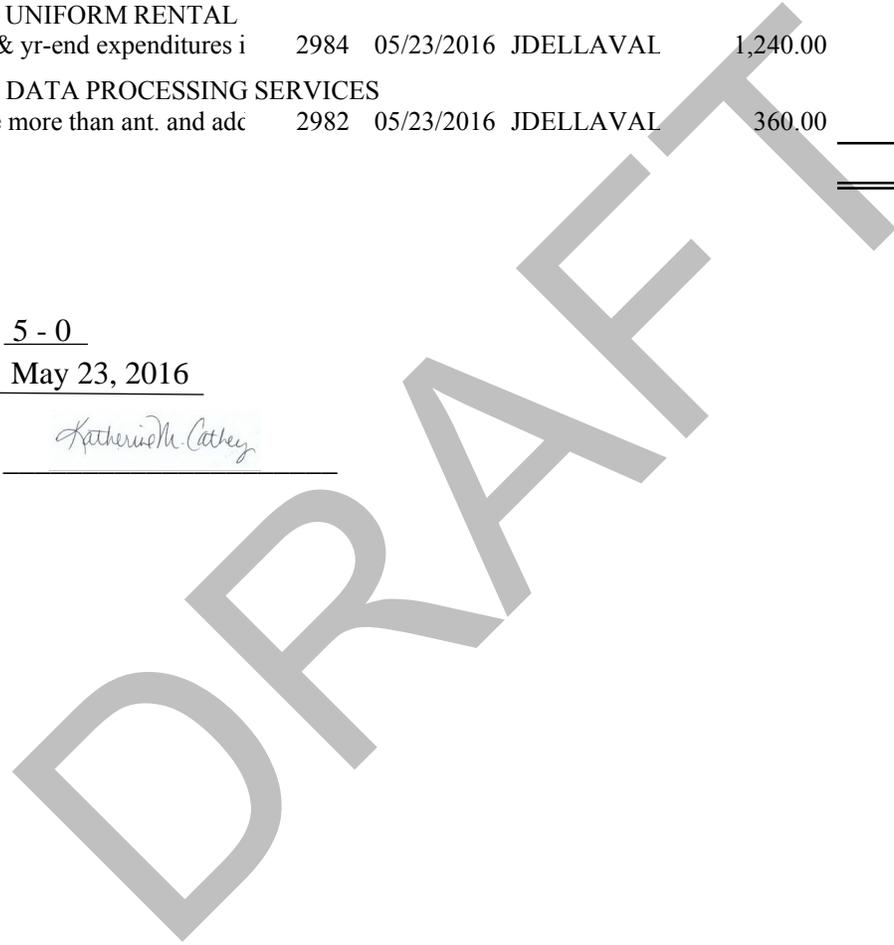
REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET	
10-20-5100-5300-335 SUPPLIES - DISASTER							
Police-Admin	To cover overage in Supplies - Data Proc	2961	05/23/2016	JDELLAVAL	200.00	-50.00	150.00
10-20-5100-5300-338 SUPPLIES - DATA PROCESSING							
Police-Admin	To cover overage in Supplies - Data Proc	2962	05/23/2016	JDELLAVAL	0.00	50.00	850.00
10-20-5100-5300-452 C.S. - ELEVATOR/HVAC							
Police-Admin	To cover overage in C.S. - Elevator/HVA	2964	05/23/2016	JDELLAVAL	3,800.00	500.00	4,300.00
10-20-5100-5300-570 MISCELLANEOUS							
Police-Admin	To correct previous budget amendment	2966	05/23/2016	JDELLAVAL	500.00	3,200.00	16,151.00
10-20-5110-5300-310 GASOLINE							
Police-Patrol	Yr-end expenditures in CS - Mobile Data	2967	05/23/2016	JDELLAVAL	40,000.00	-1,200.00	27,100.00
10-20-5110-5300-330 DEPARTMENTAL SUPPLIES							
Police-Patrol	To cover overage in Supplies - Data Proc	2971	05/23/2016	JDELLAVAL	16,200.00	-50.00	20,894.94
10-20-5110-5300-338 SUPPLIES - DATA PROCESSING							
Police-Patrol	To cover overage in Supplies - Data Proc	2972	05/23/2016	JDELLAVAL	16,000.00	50.00	16,280.00
10-20-5110-5300-450 C.S./MOBILE DATA TERMINALS							
Police-Patrol	Yr-end expenditures in CS - Mobile Data	2970	05/23/2016	JDELLAVAL	13,166.00	3,200.00	16,366.00
10-20-5110-5300-458 DATA PROCESSING SERVICES							
Police-Patrol	Yr-end expenditures in CS - Mobile Data	2968	05/23/2016	JDELLAVAL	3,600.00	-1,000.00	2,600.00
10-20-5110-5300-570 MISCELLANEOUS							
Police-Patrol	To correct previous budget amendment	2965	05/23/2016	JDELLAVAL	500.00	-3,200.00	1,000.00
10-20-5110-5300-573 MISC.-AUTO TAGS/TAX							
Police-Patrol	Yr-end expenditures in CS - Mobile Data	2969	05/23/2016	JDELLAVAL	4,500.00	-1,000.00	3,500.00
10-20-5300-5300-110 TELEPHONE/INTERNET							
Fire Marshal	Everbridge expense moved to Fire Marsha	2943	05/23/2016	JDELLAVAL	9,300.00	7,140.00	16,440.00
10-30-5600-5300-570 MISCELLANEOUS							
Street	Curbing and pavement marking in downtc	2936	05/23/2016	JDELLAVAL	3,500.00	7,000.00	10,918.40
30-80-7240-5100-010 OVERTIME COMPENSATION							
Bill & Coll	To cover overages in Overtime Compense	2952	05/23/2016	JDELLAVAL	700.00	2,500.00	3,200.00
30-80-7240-5300-112 POSTAGE							
Bill & Coll	To cover License Fees overage	2944	05/23/2016	JDELLAVAL	350.00	-175.00	175.00
30-80-7240-5300-113 LICENSE FEES							
Bill & Coll	To cover License Fees overage	2945	05/23/2016	JDELLAVAL	615.00	175.00	790.00
30-80-7240-5300-310 GASOLINE							
Bill & Coll	To cover overage in Miscellaneous	2979	05/23/2016	JDELLAVAL	6,000.00	-2,000.00	4,000.00
30-80-7240-5300-330 DEPT SUPP-B&C							
Bill & Coll	To cover overages in Overtime Compense	2951	05/23/2016	JDELLAVAL	9,000.00	-2,500.00	6,500.00
Bill & Coll	To cover overage in Miscellaneous	2977	05/23/2016	JDELLAVAL	9,000.00	-5,000.00	1,500.00
30-80-7240-5300-338 SUPPLIES/DATA PROCESSING							
Bill & Coll	To cover overage in Miscellaneous	2978	05/23/2016	JDELLAVAL	5,000.00	-8,000.00	1,372.11
30-80-7240-5300-570 MISCELLANEOUS							
Bill & Coll	To cover overage in Miscellaneous	2980	05/23/2016	JDELLAVAL	700.00	15,000.00	15,700.00
30-80-8220-5300-113 LICENSE FEES							
WWTP	To cover O365 & yr-end overages in Lice	2976	05/23/2016	JDELLAVAL	420.00	300.00	720.00

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REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET	
30-80-8220-5300-320 CHEMICALS							
	To cover O365 & yr-end overages in Lice	2975	05/23/2016	JDELLAVAL	87,740.00	-300.00	85,440.00
WWTP	WIN-911 software more than ant. and adc	2981	05/23/2016	JDELLAVAL	87,740.00	-100.00	85,340.00
	To cover overage & yr-end expenditures i	2983	05/23/2016	JDELLAVAL	87,740.00	-250.00	85,090.00
	To purchase new equipmt and addl testing	2985	05/23/2016	JDELLAVAL	87,740.00	-13,300.00	71,790.00
30-80-8220-5300-332 SUPPLIES - LAB							
WWTP	To purchase new equipmt and addl testing	2986	05/23/2016	JDELLAVAL	10,610.00	13,300.00	23,910.00
30-80-8220-5300-350 UNIFORM RENTAL							
WWTP	To cover overage & yr-end expenditures i	2984	05/23/2016	JDELLAVAL	1,240.00	250.00	1,490.00
30-80-8220-5300-458 DATA PROCESSING SERVICES							
WWTP	WIN-911 software more than ant. and adc	2982	05/23/2016	JDELLAVAL	360.00	100.00	460.00
						<u>0.00</u>	

APPROVED: 5 - 0
 On: May 23, 2016
 VERIFIED: *Katherine M. Cathey*



TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
 Department: Administration/Budget
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.B		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Management Analyst Jen Della Valle

ITEM TO BE CONSIDERED

Subject:

Miscellaneous budget amendments and transfers.

Attachment(s):

Description and explanation for budget amendments and transfers.

Brief Summary:

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

Action Requested:

Consider approving budget amendments and transfers.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

As indicated by each budget amendment.

Staff Recommendations/Comments:

To approve the attached list of budget amendments.

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TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/13/2016 TO 06/13/2016

	<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>
Food & Beverage	10-00-3200-3203-003 FOOD & BEVERAGE TAX Adj to match Tourism Board's Revenue L	3298	06/13/2016	JDELLAVAL	300,000.00	50,000.00	368,000.00
Interest Earned	10-00-3850-3850-000 INTEREST EARNED Increase Budget to Align with Actuals	2992	06/13/2016	EBRADFORI	500.00	7,055.00	7,555.00
Fund Balance	10-00-3900-3900-000 FUND BALANCE APPROPRIATION Downtown Access Improvements	3292	06/13/2016	EBRADFORI	1,252,029.00	5,000.00	1,713,114.51
Gov. Body	10-10-4100-5100-030 MAYOR'S SALARY To cover yr-end overages in Mayor's Sala	3008	06/13/2016	JDELLAVAL	8,400.00	50.00	8,450.00
	To cover yr-end Mayor's Salary overage	3143	06/13/2016	JDELLAVAL	8,400.00	200.00	8,650.00
Gov. Body	10-10-4100-5110-010 COMMISSIONER'S FEES To cover yr-end Commissioner's Fees ove	3145	06/13/2016	JDELLAVAL	36,000.00	500.00	36,500.00
Gov. Body	10-10-4100-5120-050 FICA To cover yr-end overages in FICA	3010	06/13/2016	JDELLAVAL	2,846.00	525.00	3,371.00
Gov. Body	10-10-4100-5300-041 ATTORNEY FEES To cover yr-end overages in FICA	3009	06/13/2016	JDELLAVAL	110,000.00	-525.00	105,987.00
	To cover yr-end Commissioner's Fees ove	3144	06/13/2016	JDELLAVAL	110,000.00	-500.00	105,487.00
Gov. Body	10-10-4100-5300-338 SUPPLIES - DATA PROCESSING To cover yr-end overages in Mayor's Sala	3007	06/13/2016	JDELLAVAL	5,100.00	-50.00	4,061.00
	Replace NC-86 Server	3239	06/13/2016	EBRADFORI	5,100.00	-1,029.00	3,032.00
Gov. Body	10-10-4100-5300-572 VOLUNTEER BOARD RECOGNITION To cover yr-end Mayor's Salary overage	3142	06/13/2016	JDELLAVAL	250.00	-200.00	50.00
Admin.	10-10-4200-5100-020 SALARIES To cover yr-end overage in Admin. Salari	3013	06/13/2016	JDELLAVAL	473,528.00	33,426.00	506,954.00
Admin.	10-10-4200-5120-050 FICA To cover yr-end overage in FICA	3015	06/13/2016	JDELLAVAL	35,001.00	1,718.00	36,719.00
Admin.	10-10-4200-5125-060 HOSPITALIZATION To cover yr-end overage in Admin. Salari	3012	06/13/2016	JDELLAVAL	57,966.00	-12,000.00	45,966.00
Admin.	10-10-4200-5125-061 LIFE/DISABILITY/VISION To cover yr-end overages in Life/Disabili	3017	06/13/2016	JDELLAVAL	2,254.00	975.00	3,229.00
Admin.	10-10-4200-5127-070 RETIREMENT To cover yr-end overage in Retirement	3027	06/13/2016	JDELLAVAL	31,969.00	2,850.00	34,819.00
Admin.	10-10-4200-5127-071 401(K) RETIREMENT SUPP. To cover yr-end overage in 401K Retirem	3029	06/13/2016	JDELLAVAL	23,498.00	2,490.00	25,988.00
Admin.	10-10-4200-5300-112 POSTAGE To cover yr-end overages in Life/Disabili	3016	06/13/2016	JDELLAVAL	3,000.00	-975.00	2,011.00
	To cover yr-end overage in Data Processii	3030	06/13/2016	JDELLAVAL	3,000.00	-450.00	1,561.00
Admin.	10-10-4200-5300-338 SUPPLIES - DATA PROCESSING Replace NC-86 Server	3240	06/13/2016	EBRADFORI	4,200.00	-2,055.00	3,134.00
Admin.	10-10-4200-5300-451 C.S./PRINTING To cover yr-end overage in FICA	3014	06/13/2016	JDELLAVAL	5,950.00	-1,718.00	4,232.00
	To cover yr-end overage in Retirement	3026	06/13/2016	JDELLAVAL	5,950.00	-2,850.00	1,382.00
Admin.	10-10-4200-5300-458 DATA PROCESSING SERVICES To cover yr-end overage in Data Processii	3048	06/13/2016	JDELLAVAL	8,150.00	450.00	10,568.00

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	Security certificate for the town website	3251	06/13/2016	JDELLAVAL	8,150.00	70.00	10,638.00
Admin.	10-10-4200-5300-560 EMPLOYEE MILESTONE RECOGNITION						
	Replace NC-86 Server	3241	06/13/2016	EBRADFORI	1,500.00	-1,230.00	270.00
Admin.	10-10-4200-5300-570 MISCELLANEOUS						
	Security certificate for the town website	3252	06/13/2016	JDELLAVAL	8,440.00	-70.00	8,370.00
PEG	10-10-4300-5100-010 OVERTIME COMPENSATION						
	To Cover Yr-End Overages	3295	06/13/2016	EBRADFORI	0.00	85.00	85.00
PEG	10-10-4300-5100-020 SALARIES						
	To cover yr-end overage in Retirement	3020	06/13/2016	JDELLAVAL	9,799.00	-250.00	21,549.00
	To cover yr-end overage in 401K Retirem	3032	06/13/2016	JDELLAVAL	9,799.00	-175.00	21,374.00
PEG	10-10-4300-5120-050 FICA						
	To cover yr-end overage in Life/Disability	3018	06/13/2016	JDELLAVAL	566.00	-25.00	1,541.00
PEG	10-10-4300-5125-061 LIFE/DISABILITY/VISION						
	To cover yr-end overage in Life/Disability	3019	06/13/2016	JDELLAVAL	39.00	25.00	64.00
PEG	10-10-4300-5127-070 RETIREMENT						
	To cover yr-end overage in Retirement	3021	06/13/2016	JDELLAVAL	494.00	250.00	744.00
PEG	10-10-4300-5127-071 401(K)RETIREMENT SUPP.						
	To cover yr-end overage in 401K Retirem	3033	06/13/2016	JDELLAVAL	366.00	175.00	541.00
PEG	10-10-4300-5300-570 MISCELLANEOUS						
	To Cover Yr-End Overages	3296	06/13/2016	EBRADFORI	12,649.00	-85.00	5,764.00
Finance	10-10-4400-5100-010 OVERTIME COMPENSATION						
	To cover yr-end overage in Overtime Con	3023	06/13/2016	JDELLAVAL	700.00	300.00	1,197.00
Finance	10-10-4400-5100-020 SALARIES						
	To cover yr-end overage in Overtime Con	3022	06/13/2016	JDELLAVAL	348,049.00	-300.00	347,749.00
	To cover yr-end overage in Life/Disability	3034	06/13/2016	JDELLAVAL	348,049.00	-180.00	347,569.00
	To cover yr-end 401K Retirement overage	3069	06/13/2016	JDELLAVAL	348,049.00	-705.00	346,864.00
Finance	10-10-4400-5125-060 HOSPITALIZATION						
	To cover overage in Miscellaneous	3005	06/13/2016	JDELLAVAL	47,695.00	-1,000.00	46,498.00
Finance	10-10-4400-5125-061 LIFE/DISABILITY/VISION						
	To cover yr-end overage in Life/Disability	3035	06/13/2016	JDELLAVAL	1,977.00	180.00	2,157.00
Finance	10-10-4400-5127-071 401(K) RETIREMENT SUPP.						
	To cover yr-end 401K Retirement overage	3070	06/13/2016	JDELLAVAL	16,360.00	705.00	17,065.00
Finance	10-10-4400-5300-080 TRAINING/CONF./CONV.						
	To cover overage in Miscellaneous	2998	06/13/2016	JDELLAVAL	8,900.00	-2,900.00	6,696.82
Finance	10-10-4400-5300-112 POSTAGE						
	To cover overage in Miscellaneous	2999	06/13/2016	JDELLAVAL	2,500.00	-500.00	2,000.00
Finance	10-10-4400-5300-120 ADVERTISING						
	To cover overage in Miscellaneous	3000	06/13/2016	JDELLAVAL	200.00	-200.00	0.00
Finance	10-10-4400-5300-130 UTILITIES						
	To cover overage in Miscellaneous	3001	06/13/2016	JDELLAVAL	7,000.00	-1,000.00	6,000.00
Finance	10-10-4400-5300-150 BUILDING MAINT/REPAIRS						
	To cover overage in C.S./ICS	2996	06/13/2016	JDELLAVAL	5,000.00	-2,792.00	5,528.74
	To cover yr-end overage in Supplies	3140	06/13/2016	JDELLAVAL	5,000.00	-1.00	5,527.74

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	10-10-4400-5300-154 MAINTENANCE - GROUNDS						
Finance	To cover overage in Miscellaneous	3002	06/13/2016	JDELLAVAL	1,100.00	-500.00	600.00
	10-10-4400-5300-320 SUPPLIES						
Finance	To cover yr-end overage in Supplies	3141	06/13/2016	JDELLAVAL	3,000.00	1.00	2,506.00
	10-10-4400-5300-330 DEPARTMENTAL SUPPLIES						
Finance	To cover overage in Miscellaneous	3003	06/13/2016	JDELLAVAL	3,000.00	-2,200.00	800.00
	10-10-4400-5300-451 TAX COLLECTION						
Finance	To cover overage in Miscellaneous	3004	06/13/2016	JDELLAVAL	40,000.00	-6,700.00	33,300.00
	10-10-4400-5300-453 C.S./ICS						
Finance	To cover overage in C.S./ICS	2997	06/13/2016	JDELLAVAL	14,025.00	2,792.00	16,817.00
	10-10-4400-5300-570 MISCELLANEOUS						
Finance	To cover overage in Miscellaneous	3006	06/13/2016	JDELLAVAL	1,700.00	15,000.00	16,700.00
	10-10-4900-5100-020 SALARIES						
Planning	To transfer funds from Personnel Expansi	3262	06/13/2016	JDELLAVAL	246,099.00	20,680.00	266,779.00
	To cover yr-end overage in Salaries	3272	06/13/2016	JDELLAVAL	246,099.00	9,669.00	276,448.00
	10-10-4900-5100-021 PERSONNEL EXPANSION						
Planning	To transfer funds from Personnel Expansi	3261	06/13/2016	JDELLAVAL	20,680.00	-20,680.00	0.00
	10-10-4900-5120-050 FICA						
Planning	To cover yr-end overage in FICA	3278	06/13/2016	JDELLAVAL	18,827.00	1,479.00	20,306.00
	10-10-4900-5125-061 LIFE/DISABILITY/VISION						
Planning	To cover yr-end overage in Life/Disability	3284	06/13/2016	JDELLAVAL	1,340.00	795.00	2,135.00
	10-10-4900-5125-062 DENTAL INSURANCE						
Planning	To cover yr-end overage in Dental	3286	06/13/2016	JDELLAVAL	1,189.00	173.00	1,362.00
	10-10-4900-5127-070 RETIREMENT						
Planning	To cover yr-end overage in Retirement	3282	06/13/2016	JDELLAVAL	16,612.00	2,103.00	18,715.00
	10-10-4900-5127-071 401(K) RETIREMENT SUPP.						
Planning	To cover yr-end overage in 401K Retirem	3276	06/13/2016	JDELLAVAL	12,085.00	1,554.00	13,639.00
	10-10-4900-5300-453 C.S./ENG REVIEW						
	To cover yr-end overage in Salaries	3271	06/13/2016	JDELLAVAL	60,000.00	-9,669.00	189,321.00
	To cover yr-end overage in 401K Retirem	3275	06/13/2016	JDELLAVAL	60,000.00	-1,554.00	187,767.00
Planning	To cover yr-end overage in FICA	3277	06/13/2016	JDELLAVAL	60,000.00	-1,479.00	186,288.00
	To cover yr-end overage in Retirement	3281	06/13/2016	JDELLAVAL	60,000.00	-2,103.00	184,185.00
	To cover yr-end overage in Life/Disability	3283	06/13/2016	JDELLAVAL	60,000.00	-795.00	183,390.00
	To cover yr-end overage in Dental	3285	06/13/2016	JDELLAVAL	60,000.00	-173.00	183,217.00
	10-10-5000-5300-110 TELEPHONE/INTERNET						
Ruffin-Roulhac	Replace Town Hall Server	3137	06/13/2016	EBRADFORI	16,000.00	-97.00	15,903.00
	10-10-5000-5700-730 CAPITAL - BLDG & IMPROVEMENTS						
Ruffin-Roulhac	Replace Town Hall Server	3135	06/13/2016	EBRADFORI	0.00	-3,750.00	0.00
	10-10-5000-5700-742 CAPITAL - DATA PROCESSING						
Ruffin-Roulhac	Replace Town Hall Server	3136	06/13/2016	EBRADFORI	7,500.00	3,847.00	11,347.00
	10-10-6200-5100-020 SALARIES						
Parks & Rec	To cover yr-end Parks & Rec - Salaries ov	3134	06/13/2016	JDELLAVAL	12,200.00	810.00	13,010.00
	10-10-6200-5125-060 HOSPITALIZATION						

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Parks & Rec	To cover yr-end Retirement overage	3065	06/13/2016	JDELLAVAL	3,798.00	-48.00	3,750.00
	To cover yr-end overage in 401K Retirem	3091	06/13/2016	JDELLAVAL	3,798.00	-50.00	3,700.00
	10-10-6200-5127-070 RETIREMENT						
Parks & Rec	To cover yr-end Retirement overage	3066	06/13/2016	JDELLAVAL	824.00	48.00	872.00
	10-10-6200-5127-071 401(K)RETIREMENT SUPP.						
Parks & Rec	To cover yr-end overage in 401K Retirem	3092	06/13/2016	JDELLAVAL	610.00	50.00	660.00
	10-10-6200-5300-156 MAINT./GOLD PARK						
Parks & Rec	Gold Park mulch and maintenance	3236	06/13/2016	JDELLAVAL	8,700.00	4,500.00	24,085.00
	10-10-6200-5300-158 MAINT./RIVERWALK						
Parks & Rec	Gold Park mulch and maintenance	3235	06/13/2016	JDELLAVAL	25,500.00	-4,500.00	13,100.00
	10-10-6600-5100-020 SALARIES						
Safety & Wellness	To cover yr-end Safety - Salaries overage	3132	06/13/2016	JDELLAVAL	62,174.00	5,390.00	67,564.00
	10-10-6600-5120-050 FICA						
Safety & Wellness	To cover yr-end FICA overage	3108	06/13/2016	JDELLAVAL	4,755.00	526.00	5,281.00
	10-10-6600-5125-060 HOSPITALIZATION						
Safety & Wellness	To cover yr-end FICA overage	3107	06/13/2016	JDELLAVAL	8,322.00	-316.00	8,006.00
	10-10-6600-5125-061 LIFE/DISABILITY/VISION						
Safety & Wellness	To cover yr-end Life/Disability/Vision ov	3068	06/13/2016	JDELLAVAL	368.00	86.00	454.00
	10-10-6600-5125-062 DENTAL INSURANCE						
Safety & Wellness	To cover yr-end Dental overage	3119	06/13/2016	JDELLAVAL	340.00	5.00	345.00
	10-10-6600-5127-070 RETIREMENT						
Safety & Wellness	To cover yr-end Safety - Retirement over	3126	06/13/2016	JDELLAVAL	4,197.00	1,050.00	5,247.00
	10-10-6600-5127-071 401(K) RETIREMENT SUPPLEMENT						
Safety & Wellness	To cover yr-end overage in 401K Retirem	3094	06/13/2016	JDELLAVAL	3,034.00	215.00	3,249.00
	10-10-6600-5300-110 TELEPHONE/INTERNET						
Safety & Wellness	To cover yr-end FICA overage	3109	06/13/2016	JDELLAVAL	3,500.00	-210.00	3,290.00
	To cover yr-end Safety - Retirement over	3125	06/13/2016	JDELLAVAL	3,500.00	-176.00	3,114.00
	10-10-6600-5300-310 GASOLINE						
Safety & Wellness	To cover yr-end Life/Disability/Vision ov	3067	06/13/2016	JDELLAVAL	1,700.00	-86.00	1,614.00
	To cover yr-end overage in 401K Retirem	3093	06/13/2016	JDELLAVAL	1,700.00	-215.00	1,399.00
	To cover yr-end Dental overage	3118	06/13/2016	JDELLAVAL	1,700.00	-5.00	1,394.00
	10-10-6600-5300-320 SUPPLIES - OFFICE						
Safety & Wellness	To cover yr-end overages in Departmenta	3250	06/13/2016	JDELLAVAL	1,200.00	-95.00	1,105.00
	10-10-6600-5300-330 DEPARTMENTAL SUPPLIES						
Safety & Wellness	To cover yr-end overages in Departmenta	3249	06/13/2016	JDELLAVAL	500.00	95.00	595.00
	10-20-5100-5100-020 SALARIES						
Police-Admin	To cover yr-end overage in Salaries	3037	06/13/2016	JDELLAVAL	228,949.00	424.00	229,373.00
	10-20-5100-5125-060 HOSPITALIZATION						
	To cover yr-end overage in Salaries	3036	06/13/2016	JDELLAVAL	55,132.00	-424.00	50,508.00
	To cover yr-end Life Insurance overage	3071	06/13/2016	JDELLAVAL	55,132.00	-252.00	50,256.00
Police-Admin	To cover yr-end overage in Separation All	3095	06/13/2016	JDELLAVAL	55,132.00	-4,900.00	45,356.00
	Radar/Camera	3245	06/13/2016	JDELLAVAL	55,132.00	-216.00	45,140.00
	To cover yr-end Fitness Incentive Prograr	3270	06/13/2016	JDELLAVAL	55,132.00	-1,083.00	44,057.00
	To cover yr-end Miscellaneous overage	3273	06/13/2016	JDELLAVAL	55,132.00	-56.00	44,001.00

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Police-Admin	10-20-5100-5125-061 LIFE INSURANCE To cover yr-end Life Insurance overage	3072	06/13/2016	JDELLAVAL	1,153.00	252.00	1,405.00
Police-Admin	10-20-5100-5127-075 SEPARATION ALLOWANCE To cover yr-end overage in Separation Al	3096	06/13/2016	JDELLAVAL	20,000.00	4,900.00	29,100.00
Police-Admin	10-20-5100-5300-160 EQUIPMENT REPAIR Radar/Camera	3246	06/13/2016	JDELLAVAL	500.00	216.00	216.00
Police-Admin	10-20-5100-5300-472 FITNESS INCENTIVE PROGRAM To cover yr-end Fitness Incentive Prograr	3269	06/13/2016	JDELLAVAL	3,000.00	1,083.00	4,053.00
Police-Admin	10-20-5100-5300-570 MISCELLANEOUS To cover yr-end Miscellaneous overage	3274	06/13/2016	JDELLAVAL	500.00	56.00	16,207.00
Police-Admin	10-20-5100-5700-742 CAPITAL - DATA PROCESSING EQUIPMENT Replace NC-86 Server	2987	06/13/2016	EBRADFORI	8,000.00	-8,000.00	0.00
Police-Patrol	10-20-5110-5100-010 OVERTIME COMPENSATION To cover yr-end overage in 401K Retirem	3044	06/13/2016	JDELLAVAL	35,000.00	-5,062.00	26,738.00
Police-Patrol	10-20-5110-5100-020 SALARIES To cover yr-end overage in Patrol-Salarie:	3039	06/13/2016	JDELLAVAL	920,358.00	95,000.00	1,015,358.00
Police-Patrol	10-20-5110-5125-060 HOSPITALIZATION To cover yr-end overage in Retirement	3042	06/13/2016	JDELLAVAL	143,322.00	-7,662.00	135,660.00
Police-Patrol	To cover yr-end Misc. - Police Dog overa	3267	06/13/2016	JDELLAVAL	143,322.00	-285.00	135,375.00
Police-Patrol	10-20-5110-5125-061 LIFE/DISABILITY/VISION To cover yr-end overage in Life/Disability	3041	06/13/2016	JDELLAVAL	5,571.00	955.00	6,526.00
Police-Patrol	10-20-5110-5127-070 RETIREMENT To cover yr-end overage in Retirement	3043	06/13/2016	JDELLAVAL	65,806.00	7,662.00	73,468.00
Police-Patrol	10-20-5110-5127-071 401(K) RETIREMENT SUPP. To cover yr-end overage in 401K Retirem	3045	06/13/2016	JDELLAVAL	45,243.00	5,062.00	50,305.00
Police-Patrol	10-20-5110-5300-110 TELEPHONE & INTERNET To cover yr-end Telephone/Internet overa	3074	06/13/2016	JDELLAVAL	5,120.00	475.00	6,595.00
Police-Patrol	10-20-5110-5300-161 MAINTENANCE - VEHICLE Auto detail	3248	06/13/2016	JDELLAVAL	150.00	14.00	164.00
Police-Patrol	10-20-5110-5300-310 GASOLINE To cover yr-end overage in Life/Disability	3040	06/13/2016	JDELLAVAL	40,000.00	-955.00	26,145.00
Police-Patrol	To cover yr-end Telephone/Internet overa	3073	06/13/2016	JDELLAVAL	40,000.00	-475.00	25,670.00
Police-Patrol	To cover yr-end Uniform overage	3265	06/13/2016	JDELLAVAL	40,000.00	-700.00	24,970.00
Police-Patrol	10-20-5110-5300-350 UNIFORMS To cover yr-end Uniform overage	3266	06/13/2016	JDELLAVAL	5,100.00	700.00	14,931.55
Police-Patrol	10-20-5110-5300-570 MISCELLANEOUS Auto detail	3247	06/13/2016	JDELLAVAL	500.00	-14.00	986.00
Police-Patrol	10-20-5110-5300-574 MISC.-POLICE DOG To cover yr-end Misc. - Police Dog overa	3268	06/13/2016	JDELLAVAL	3,500.00	285.00	6,985.00
Police-Inv.	10-20-5120-5100-020 SALARIES To cover yr-end overage in Patrol-Salarie:	3038	06/13/2016	JDELLAVAL	441,227.00	-95,000.00	346,227.00
Police-Inv.	10-20-5120-5100-021 PERSONNEL ADDITIONS-INVESTIGATOR To cover yr-end overage in Training/Conl	3046	06/13/2016	JDELLAVAL	28,519.00	-150.00	19,869.00

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	Citizen's Police Academy Supplies	3243	06/13/2016	JDELLAVAL	28,519.00	-431.00	19,438.00
	To cover yr-end Supplies-Office overage	3263	06/13/2016	JDELLAVAL	28,519.00	-50.00	19,388.00
Police-Inv.	10-20-5120-5300-080 TRAINING/CONF./CONV. To cover yr-end overage in Training/Conf	3047	06/13/2016	JDELLAVAL	4,000.00	150.00	4,500.00
Police-Inv.	10-20-5120-5300-320 SUPPLIES - OFFICE To cover yr-end Supplies-Office overage	3264	06/13/2016	JDELLAVAL	3,000.00	50.00	3,050.00
Police-Inv.	10-20-5120-5300-321 SUPPLIES - COMMUNITY POLICE Citizen's Police Academy Supplies	3244	06/13/2016	JDELLAVAL	2,000.00	431.00	2,431.00
Police-Inv.	10-20-5120-5700-735 CAPITAL BLDG.& IMPROVEMENTS Fairview substation paving project	3128	06/13/2016	JDELLAVAL	14,750.00	3,000.00	54,750.00
Police-Inv.	10-20-5120-5700-740 CAPITAL - VEHICLES Fairview substation paving project	3127	06/13/2016	JDELLAVAL	30,000.00	-3,000.00	27,000.00
Fire Marshal	10-20-5300-5100-020 SALARIES To cover yr-end Fire Marsh. - Salaries over	3076	06/13/2016	JDELLAVAL	89,703.00	2,960.00	92,663.00
Fire Marshal	10-20-5300-5120-050 FICA To cover yr-end overage in FICA	3050	06/13/2016	JDELLAVAL	6,862.00	260.00	7,122.00
Fire Marshal	10-20-5300-5125-060 HOSPITALIZATION To cover yr-end overage in FICA	3049	06/13/2016	JDELLAVAL	8,630.00	-260.00	8,370.00
Fire Marshal	To cover yr-end Dental overage	3077	06/13/2016	JDELLAVAL	8,630.00	-5.00	8,365.00
Fire Marshal	10-20-5300-5125-061 LIFE/DISABILITY/VISION To cover yr-end overage in Life/Disability	3052	06/13/2016	JDELLAVAL	402.00	145.00	547.00
Fire Marshal	10-20-5300-5125-062 DENTAL INSURANCE To cover yr-end Dental overage	3078	06/13/2016	JDELLAVAL	340.00	5.00	345.00
Fire Marshal	10-20-5300-5127-070 RETIREMENT To cover yr-end overage in Life/Disability	3051	06/13/2016	JDELLAVAL	6,055.00	-145.00	5,910.00
Fire Marshal	10-20-5300-5300-310 GASOLINE Hillsborough Alerts logo for Everbridge s	3079	06/13/2016	JDELLAVAL	3,500.00	-150.00	3,350.00
Fire Marshal	10-20-5300-5300-570 MISCELLANEOUS Hillsborough Alerts logo for Everbridge s	3080	06/13/2016	JDELLAVAL	500.00	150.00	650.00
Fleet Maint.	10-30-5550-5100-010 OVERTIME COMPENSATION To cover yr-end Life/Disability/Vision over	3055	06/13/2016	JDELLAVAL	7,000.00	-208.00	6,792.00
Fleet Maint.	To cover yr-end 401K Retirement overage	3083	06/13/2016	JDELLAVAL	7,000.00	-713.00	6,079.00
Fleet Maint.	10-30-5550-5100-020 SALARIES To cover yr-end Fleet Maint.- Salaries over	3098	06/13/2016	JDELLAVAL	170,744.00	9,200.00	179,944.00
Fleet Maint.	10-30-5550-5120-050 FICA To cover yr-end overage in FICA	3054	06/13/2016	JDELLAVAL	13,062.00	745.00	13,807.00
Fleet Maint.	10-30-5550-5125-060 HOSPITALIZATION To cover yr-end overage in FICA	3053	06/13/2016	JDELLAVAL	25,274.00	-745.00	24,529.00
Fleet Maint.	To cover yr-end Retirement overage	3081	06/13/2016	JDELLAVAL	25,274.00	-881.00	23,648.00
Fleet Maint.	To cover yr-end Dental overage	3099	06/13/2016	JDELLAVAL	25,274.00	-5.00	23,643.00
Fleet Maint.	10-30-5550-5125-061 LIFE/DISABILITY/VISION To cover yr-end Life/Disability/Vision over	3056	06/13/2016	JDELLAVAL	1,039.00	208.00	1,247.00
Fleet Maint.	10-30-5550-5125-062 DENTAL INSURANCE						

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	To cover yr-end Dental overage	3100	06/13/2016	JDELLAVAL	1,019.00	5.00	1,024.00
Fleet Maint.	10-30-5550-5127-070 RETIREMENT						
	To cover yr-end Retirement overage	3082	06/13/2016	JDELLAVAL	11,525.00	881.00	12,406.00
Fleet Maint.	10-30-5550-5127-071 401(K) RETIREMENT SUPP.						
	To cover yr-end 401K Retirement overage	3084	06/13/2016	JDELLAVAL	8,312.00	713.00	9,025.00
Fleet Maint.	10-30-5550-5300-130 UTILITIES						
	To cover Building Maintenance Yr-end O	3293	06/13/2016	EBRADFORI	12,000.00	-1,000.00	11,000.00
Fleet Maint.	10-30-5550-5300-150 BUILDING MAINT. & REPAIRS						
	Refrigerator for Hwy 86 facility	3280	06/13/2016	JDELLAVAL	6,160.00	825.00	6,985.00
	To cover Building Maintenance Yr-end O	3294	06/13/2016	EBRADFORI	6,160.00	1,000.00	7,985.00
Fleet Maint.	10-30-5550-5300-202 FIRE INSP VEHICLE REPAIR						
	Brake pads for fire marshal vehicle	3139	06/13/2016	JDELLAVAL	400.00	46.00	702.00
Fleet Maint.	10-30-5550-5300-310 GASOLINE						
	Brake pads for fire marshal vehicle	3138	06/13/2016	JDELLAVAL	2,600.00	-46.00	2,554.00
Fleet Maint.	10-30-5550-5300-330 DEPARTMENTAL SUPPLIES						
	Refrigerator for Hwy 86 facility	3279	06/13/2016	JDELLAVAL	23,000.00	-825.00	21,089.00
Fleet Maint.	10-30-5550-5300-339 SUPPLIES/TOOLS						
	To purchase tools for new service truck	3025	06/13/2016	JDELLAVAL	3,600.00	485.00	4,085.00
Fleet Maint.	10-30-5550-5300-350 UNIFORMS						
	To replace aging uniform t-shirts	2995	06/13/2016	JDELLAVAL	4,400.00	400.00	4,800.00
Fleet Maint.	10-30-5550-5300-570 MISCELLANEOUS						
	To replace aging uniform t-shirts	2994	06/13/2016	JDELLAVAL	1,000.00	-400.00	600.00
	To purchase tools for new service truck	3024	06/13/2016	JDELLAVAL	1,000.00	-485.00	115.00
Fleet Maint.	10-30-5550-5700-741 CAPITAL - EQUIPMENT						
	Replace NC-86 Server	2990	06/13/2016	EBRADFORI	6,500.00	-1,081.00	5,419.00
Fleet Maint.	10-30-5550-5700-742 CAPITAL - DATA PROCESSING EQUIPMENT						
	Replace NC-86 Server	2989	06/13/2016	EBRADFORI	0.00	8,000.00	8,000.00
	Replace NC-86 Server	2991	06/13/2016	EBRADFORI	0.00	1,081.00	9,081.00
	Replace NC-86 Server	2993	06/13/2016	EBRADFORI	0.00	7,055.00	16,136.00
	Replace NC-86 Server	3242	06/13/2016	EBRADFORI	0.00	4,314.00	20,450.00
Street	10-30-5600-5100-020 SALARIES						
	To cover yr-end Salaries overage	3058	06/13/2016	JDELLAVAL	164,093.00	13,046.00	177,139.00
Street	10-30-5600-5120-050 FICA						
	To cover yr-end FICA overage	3060	06/13/2016	JDELLAVAL	12,553.00	56.00	12,609.00
Street	10-30-5600-5125-060 HOSPITALIZATION						
	To cover yr-end FICA overage	3059	06/13/2016	JDELLAVAL	37,911.00	-56.00	37,855.00
	To cover yr-end Life/Disability/Vision overage	3085	06/13/2016	JDELLAVAL	37,911.00	-243.00	37,612.00
Street	To cover yr-end Dental overage	3101	06/13/2016	JDELLAVAL	37,911.00	-30.00	37,582.00
	To cover yr-end Retirement overage	3110	06/13/2016	JDELLAVAL	37,911.00	-689.00	36,893.00
	To cover yr-end 401K Retirement overage	3122	06/13/2016	JDELLAVAL	37,911.00	-417.00	36,476.00
	To cover yr-end Telephone/Internet overage	3129	06/13/2016	JDELLAVAL	37,911.00	-206.00	36,270.00
Street	10-30-5600-5125-061 LIFE/DISABILITY/VISION						
	To cover yr-end Life/Disability/Vision overage	3086	06/13/2016	JDELLAVAL	1,174.00	243.00	1,417.00
Street	10-30-5600-5125-062 DENTAL INSURANCE						

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	To cover yr-end Dental overage	3102	06/13/2016	JDELLAVAL	1,223.00	30.00	1,253.00
	10-30-5600-5127-070 RETIREMENT						
Street	To cover yr-end Retirement overage	3111	06/13/2016	JDELLAVAL	11,076.00	689.00	11,765.00
	10-30-5600-5127-071 401(K) RETIREMENT SUPP.						
Street	To cover yr-end 401K Retirement overage	3123	06/13/2016	JDELLAVAL	8,081.00	417.00	8,498.00
	10-30-5600-5300-110 TELEPHONE/INTERNET						
Street	To cover yr-end Telephone/Internet overage	3130	06/13/2016	JDELLAVAL	1,751.00	206.00	1,957.00
	10-30-5600-5300-130 UTILITIES						
Street	To cover yr-end Salaries overage	3057	06/13/2016	JDELLAVAL	134,200.00	-13,046.00	121,154.00
	10-30-5800-5100-020 SALARIES						
Solid Waste	To cover yr-end Salaries overage	3062	06/13/2016	JDELLAVAL	174,785.00	875.00	175,660.00
	10-30-5800-5125-060 HOSPITALIZATION						
	To cover yr-end Salaries overage	3061	06/13/2016	JDELLAVAL	37,911.00	-875.00	37,036.00
Solid Waste	To cover yr-end Retirement overage	3087	06/13/2016	JDELLAVAL	37,911.00	-122.00	36,914.00
	To cover yr-end overage in 401K Retirement	3103	06/13/2016	JDELLAVAL	37,911.00	-115.00	36,799.00
	To cover yr-end Telephone/Internet overage	3112	06/13/2016	JDELLAVAL	37,911.00	-146.00	36,653.00
	10-30-5800-5127-070 RETIREMENT						
Solid Waste	To cover yr-end Retirement overage	3088	06/13/2016	JDELLAVAL	11,798.00	122.00	11,920.00
	10-30-5800-5127-071 401(K) RETIREMENT SUPP.						
Solid Waste	To cover yr-end overage in 401K Retirement	3104	06/13/2016	JDELLAVAL	8,628.00	115.00	8,743.00
	10-30-5800-5300-110 TELEPHONE/INTERNET						
Solid Waste	To cover yr-end Telephone/Internet overage	3113	06/13/2016	JDELLAVAL	1,300.00	146.00	1,446.00
	10-30-5900-5100-020 SALARIES						
Storm-water	To cover yr-end Stormwater - Salaries overage	3115	06/13/2016	JDELLAVAL	67,529.00	3,961.00	71,490.00
	10-30-5900-5125-060 HOSPITALIZATION						
	To cover yr-end Life/Disability/Vision overage	3063	06/13/2016	JDELLAVAL	8,630.00	-122.00	8,508.00
Storm-water	To cover yr-end Retirement overage	3089	06/13/2016	JDELLAVAL	8,630.00	-196.00	8,312.00
	To cover yr-end 401K overage	3105	06/13/2016	JDELLAVAL	8,630.00	-145.00	8,167.00
	To cover yr-end Dental overage	3116	06/13/2016	JDELLAVAL	8,630.00	-5.00	8,162.00
	10-30-5900-5125-061 LIFE/DISABILITY/VISION						
Storm-water	To cover yr-end Life/Disability/Vision overage	3064	06/13/2016	JDELLAVAL	382.00	122.00	504.00
	10-30-5900-5125-062 DENTAL						
Storm-water	To cover yr-end Dental overage	3117	06/13/2016	JDELLAVAL	340.00	5.00	345.00
	10-30-5900-5127-070 RETIREMENT						
Storm-water	To cover yr-end Retirement overage	3090	06/13/2016	JDELLAVAL	4,558.00	196.00	4,754.00
	10-30-5900-5127-071 401(K) RETIREMENT SUPPLEMENT						
Storm-water	To cover yr-end 401K overage	3106	06/13/2016	JDELLAVAL	3,376.00	145.00	3,521.00
	10-50-6250-5125-060 HOSPITALIZATION						
Tourism	To cover yr-end Hospitalization overage	3258	06/13/2016	JDELLAVAL	6,391.00	120.00	6,511.00
	10-50-6250-5125-061 LIFE/DISABILITY/VISION						
Tourism	To cover yr-end Life/Disability/Vision overage	3260	06/13/2016	JDELLAVAL	234.00	135.00	369.00
	10-50-6250-5127-070 RETIREMENT						
Tourism	To cover yr-end Retirement overage	3256	06/13/2016	JDELLAVAL	2,339.00	450.00	2,789.00

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Tourism	10-50-6250-5127-071 401K RETIREMENT SUPPLEMENT To cover yr-end 401K overage	3254	06/13/2016	JDELLAVAL	1,733.00	320.00	2,053.00
Tourism	10-50-6250-5300-001 PAYMENTS - TOURISM BOARD Adj to match Tourism Board's Revenue L	3297	06/13/2016	JDELLAVAL	282,000.00	50,000.00	350,000.00
Tourism	10-50-6250-5300-080 TRAINING/CONF/CONV To cover yr-end 401K overage	3253	06/13/2016	JDELLAVAL	1,505.00	-320.00	1,185.00
Tourism	10-50-6250-5300-320 SUPPLIES - OFFICE To cover yr-end Retirement overage	3255	06/13/2016	JDELLAVAL	1,000.00	-450.00	550.00
Tourism	10-50-6250-5300-338 SUPPLIES - DATA PROCESSING To cover yr-end Hospitalization overage	3257	06/13/2016	JDELLAVAL	2,000.00	-120.00	1,880.00
Tourism	10-50-6250-5300-570 MISCELLANEOUS To cover yr-end Life/Disability/Vision ov	3259	06/13/2016	JDELLAVAL	3,605.00	-135.00	3,470.00
Special Approp.	10-60-6900-5300-130 UTILITIES To cover yr-end Utilities overage	3121	06/13/2016	JDELLAVAL	2,000.00	500.00	3,000.00
	10-60-6900-5300-570 MISCELLANEOUS To cover yr-end overage in Admin. Salari	3011	06/13/2016	JDELLAVAL	50,000.00	-21,426.00	52,874.00
	To cover yr-end overage in 401K Retirem	3028	06/13/2016	JDELLAVAL	50,000.00	-2,490.00	50,384.00
Special Approp.	To cover yr-end Fire Marsh. - Salaries ovr	3075	06/13/2016	JDELLAVAL	50,000.00	-2,960.00	47,424.00
	To cover yr-end Fleet Maint. - Salaries ovr	3097	06/13/2016	JDELLAVAL	50,000.00	-9,200.00	38,224.00
	To cover yr-end Stormwater - Salaries ovr	3114	06/13/2016	JDELLAVAL	50,000.00	-3,961.00	34,263.00
	To cover yr-end Safety - Retirement overa	3124	06/13/2016	JDELLAVAL	50,000.00	-874.00	33,389.00
	To cover yr-end Safety - Salaries overage	3131	06/13/2016	JDELLAVAL	50,000.00	-5,390.00	27,999.00
	To cover yr-end Parks & Rec - Salaries ov	3133	06/13/2016	JDELLAVAL	50,000.00	-810.00	27,189.00
Special Approp.	10-60-6900-5300-910 ECONOMIC DEVELOPMENT To cover yr-end Utilities overage	3120	06/13/2016	JDELLAVAL	6,000.00	-500.00	5,000.00
Downtown Improv.	10-71-6900-5982-001 TRANSFER TO DOWNTOWN IMPROV FUND Increase to Account for NCDOT Revenue	3291	06/13/2016	EBRADFORI	25,000.00	5,000.00	30,000.00
Engineering	30-80-7220-5100-020 SALARIES To cover yr-end overages	3172	06/13/2016	EBRADFORI	298,830.00	10,000.00	308,830.00
Engineering	30-80-7220-5120-050 FICA To cover yr-end overages	3176	06/13/2016	EBRADFORI	22,861.00	300.00	23,161.00
Engineering	30-80-7220-5125-060 HOSPITALIZATION To cover yr-end overages	3177	06/13/2016	EBRADFORI	34,212.00	-5,000.00	29,212.00
Engineering	30-80-7220-5125-061 LIFE/DISABILITY/VISION To cover yr-end overages	3173	06/13/2016	EBRADFORI	1,610.00	450.00	2,060.00
Engineering	30-80-7220-5125-062 DENTAL INSURANCE To cover yr-end overages	3181	06/13/2016	EBRADFORI	1,359.00	-62.00	1,297.00
Engineering	30-80-7220-5127-070 RETIREMENT To cover yr-end overages	3178	06/13/2016	EBRADFORI	20,171.00	400.00	20,571.00
Engineering	30-80-7220-5127-071 401(K) RETIREMENT SUPPL. To cover yr-end overages	3179	06/13/2016	EBRADFORI	14,717.00	275.00	14,992.00
Engineering	30-80-7220-5300-110 TELEPHONE/INTERNET To cover yr-end overages	3182	06/13/2016	EBRADFORI	2,900.00	-300.00	2,600.00

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	30-80-7220-5300-113 LICENSE FEES						
Engineering	To cover yr-end overages	3174	06/13/2016	EBRADFORI	420.00	333.00	753.00
	30-80-7220-5300-310 GASOLINE						
Engineering	To cover yr-end overages	3180	06/13/2016	EBRADFORI	5,300.00	-2,700.00	2,600.00
	30-80-7220-5300-452 CONT.SERV./UPDATE SEWER CAP FEES						
Engineering	To cover yr-end overages	3184	06/13/2016	EBRADFORI	20,000.00	-2,563.00	17,437.00
	30-80-7220-5300-530 DUES & SUBSCRIPTIONS						
Engineering	To cover yr-end overages	3175	06/13/2016	EBRADFORI	5,500.00	45.00	5,545.00
	30-80-7220-5300-531 UPPER NEUSE RIVER BASIN DUES						
Engineering	To cover yr-end overages	3183	06/13/2016	EBRADFORI	18,000.00	-1,178.00	16,822.00
	30-80-7240-5100-010 OVERTIME COMPENSATION						
B&C	To cover yr-end overages	3185	06/13/2016	EBRADFORI	700.00	1,000.00	4,200.00
	30-80-7240-5125-060 HOSPITALIZATION						
B&C	To cover yr-end overages	3187	06/13/2016	EBRADFORI	51,856.00	-10,500.00	41,356.00
	30-80-7240-5127-070 RETIREMENT						
B&C	To cover yr-end overages	3186	06/13/2016	EBRADFORI	17,077.00	255.00	17,332.00
	30-80-7240-5127-071 401(K) RETIREMENT SUPP.						
B&C	To cover yr-end overages	3192	06/13/2016	EBRADFORI	13,480.00	-800.00	12,680.00
	30-80-7240-5300-080 TRAINING/CONF./CONV.						
B&C	To cover yr-end overages	3197	06/13/2016	EBRADFORI	4,250.00	-1,555.00	3,992.00
	30-80-7240-5300-111 TELEPHONE-METER READING						
B&C	To cover yr-end overages	3193	06/13/2016	EBRADFORI	4,220.00	-1,000.00	3,220.00
	30-80-7240-5300-160 EQUIPMENT MAINT/REPAIR						
B&C	To cover yr-end overages	3194	06/13/2016	EBRADFORI	3,200.00	-1,500.00	1,528.00
	30-80-7240-5300-310 GASOLINE						
B&C	To cover yr-end overages	3188	06/13/2016	EBRADFORI	6,000.00	-1,000.00	3,000.00
	30-80-7240-5300-331 DEPT SUPP-METER READING						
B&C	To cover yr-end overages	3191	06/13/2016	EBRADFORI	45,000.00	5,300.00	137,577.00
	30-80-7240-5300-453 C.S./ONLINE UTILITY SERV.						
B&C	To cover yr-end overages	3195	06/13/2016	EBRADFORI	3,200.00	-700.00	2,500.00
	30-80-7240-5300-454 C.S./SOUTH DATA						
B&C	To cover yr-end overages	3196	06/13/2016	EBRADFORI	36,000.00	-500.00	35,500.00
	30-80-7240-5300-572 MISC.-CREDIT/DEBIT CARD FEES						
B&C	To cover yr-end overages	3190	06/13/2016	EBRADFORI	27,000.00	26,000.00	53,000.00
	30-80-7240-5700-735 CAPITAL - BUILDINGS & IMPROVEMENTS						
B&C	To cover yr-end overages	3189	06/13/2016	EBRADFORI	15,000.00	-15,000.00	0.00
	30-80-8120-5100-020 SALARIES						
WTP	To cover yr-end overages	3198	06/13/2016	EBRADFORI	351,682.00	415.00	352,097.00
	30-80-8120-5120-050 FICA						
WTP	To cover yr-end overages	3199	06/13/2016	EBRADFORI	26,904.00	830.00	27,734.00
	30-80-8120-5125-060 HOSPITALIZATION						
WTP	To cover yr-end overages	3204	06/13/2016	EBRADFORI	50,740.00	-3,684.00	47,056.00
	30-80-8120-5125-061 LIFE/DISABILITY/VISION						
WTP	JDELLAVALLE		06/06/2016	5:05:41PM			

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	To cover yr-end overages	3200	06/13/2016	EBRADFORI	2,110.00	252.00	2,362.00
WTP	30-80-8120-5127-071 401(K) RETIREMENT SUPP.						
	To cover yr-end overages	3201	06/13/2016	EBRADFORI	17,222.00	140.00	17,362.00
WTP	30-80-8120-5300-150 PLANT & EQUIPMENT MAINTENANCE/REPAI						
	To cover yr-end overages	3202	06/13/2016	EBRADFORI	47,200.00	2,000.00	44,600.00
WTP	30-80-8120-5300-451 C.S./PUMP STA.MONITORING						
	To cover yr-end overages	3203	06/13/2016	EBRADFORI	1,200.00	47.00	1,247.00
WFER	30-80-8130-5300-152 AQUATIC WEED CONTROL						
	To cover yr-end overages	3207	06/13/2016	EBRADFORI	7,200.00	202.00	9,402.00
WFER	30-80-8130-5300-330 DEPARTMENTAL SUPPLIES						
	To cover yr-end overages	3206	06/13/2016	EBRADFORI	800.00	-109.00	691.00
WFER	30-80-8130-5300-921 WATER QUALITY MONITORING						
	To cover yr-end overages	3205	06/13/2016	EBRADFORI	17,100.00	-93.00	17,007.00
Dist.	30-80-8140-5100-010 OVERTIME COMPENSATION						
	To cover yr-end overages	3208	06/13/2016	EBRADFORI	23,000.00	14,300.00	37,300.00
Dist.	30-80-8140-5100-020 SALARIES						
	To cover yr-end overages	3209	06/13/2016	EBRADFORI	254,260.00	8,700.00	262,960.00
Dist.	30-80-8140-5100-021 PESONNEL ADDITIONS-ENTRY LEVEL MGMT						
	To cover yr-end overages	3219	06/13/2016	EBRADFORI	29,520.00	-29,520.00	0.00
Dist.	30-80-8140-5120-050 FICA						
	To cover yr-end overages	3210	06/13/2016	EBRADFORI	19,451.00	3,100.00	22,551.00
Dist.	30-80-8140-5125-060 HOSPITALIZATION						
	To cover yr-end overages	3222	06/13/2016	EBRADFORI	47,447.00	-1,520.00	45,927.00
Dist.	30-80-8140-5125-061 LIFE/DISABILITY/VISION						
	To cover yr-end overages	3211	06/13/2016	EBRADFORI	1,624.00	430.00	2,054.00
Dist.	30-80-8140-5127-070 RETIREMENT						
	To cover yr-end overages	3212	06/13/2016	EBRADFORI	17,163.00	2,535.00	19,698.00
Dist.	30-80-8140-5127-071 401(K) RETIREMENT SUPP.						
	To cover yr-end overages	3213	06/13/2016	EBRADFORI	12,440.00	1,630.00	14,070.00
Dist.	30-80-8140-5300-113 LICENSE FEES						
	To cover yr-end overages	3214	06/13/2016	EBRADFORI	0.00	57.00	159.00
Dist.	30-80-8140-5300-130 UTILITIES						
	To cover yr-end overages	3221	06/13/2016	EBRADFORI	67,000.00	-838.00	66,162.00
	Water tank maintenance	3237	06/13/2016	EBRADFORI	67,000.00	-10,000.00	56,162.00
Dist.	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE						
	Water tank maintenance	3238	06/13/2016	EBRADFORI	7,000.00	10,000.00	17,000.00
Dist.	30-80-8140-5300-330 DEPARTMENTAL SUPPLIES						
	To cover yr-end overages	3215	06/13/2016	EBRADFORI	104,000.00	2,000.00	105,583.00
Dist.	30-80-8140-5300-338 SUPLIES - DATA PROCESSING						
	To cover yr-end overages	3216	06/13/2016	EBRADFORI	2,500.00	125.00	3,459.00
Dist.	30-80-8140-5300-571 MISC.-TAX, TAGS, ETC.						
	To cover yr-end overages	3217	06/13/2016	EBRADFORI	1,000.00	941.00	1,941.00
Dist.	30-80-8140-5300-600 PERSONNEL EXPANSION - OPER COSTS						

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	To cover yr-end overages	3220	06/13/2016	EBRADFORI	3,460.00	-3,460.00	0.00
Dist.	30-80-8140-5700-735 CAPITAL/BUILDINGS & IMPROVEMENTS						
	To cover yr-end overages	3218	06/13/2016	EBRADFORI	0.00	1,520.00	84,356.00
Coll.	30-80-8200-5100-010 OVERTIME COMPENSATION						
	To cover yr-end overages	3153	06/13/2016	EBRADFORI	23,000.00	13,300.00	36,300.00
	To cover yr-end overages	3223	06/13/2016	EBRADFORI	23,000.00	935.00	37,235.00
Coll.	30-80-8200-5100-020 SALARIES						
	To cover yr-end overages	3154	06/13/2016	EBRADFORI	254,260.00	1,900.00	256,160.00
Coll.	30-80-8200-5100-021 PERSONNEL EXPANSION						
	To cover yr-end overages	3162	06/13/2016	EBRADFORI	29,520.00	-29,520.00	0.00
Coll.	30-80-8200-5120-050 FICA						
	To cover yr-end overages	3155	06/13/2016	EBRADFORI	19,451.00	1,600.00	21,051.00
	To cover yr-end overages	3224	06/13/2016	EBRADFORI	19,451.00	775.00	21,826.00
Coll.	30-80-8200-5125-060 HOSPITALIZATION						
	To cover yr-end overages	3230	06/13/2016	EBRADFORI	47,447.00	-4,008.00	43,439.00
Coll.	30-80-8200-5125-061 LIFE/DISABILITY/VISION						
	To cover yr-end overages	3156	06/13/2016	EBRADFORI	1,624.00	100.00	1,724.00
	To cover yr-end overages	3225	06/13/2016	EBRADFORI	1,624.00	293.00	2,017.00
Coll.	30-80-8200-5127-070 RETIREMENT						
	To cover yr-end overages	3157	06/13/2016	EBRADFORI	17,163.00	1,400.00	18,563.00
	To cover yr-end overages	3226	06/13/2016	EBRADFORI	17,163.00	700.00	19,263.00
Coll.	30-80-8200-5127-071 401(K) RETIREMENT SUPP.						
	To cover yr-end overages	3158	06/13/2016	EBRADFORI	12,440.00	1,100.00	13,540.00
	To cover yr-end overages	3227	06/13/2016	EBRADFORI	12,440.00	530.00	14,070.00
Coll.	30-80-8200-5300-110 TELEPHONE/INTERNET						
	To cover yr-end overages	3147	06/13/2016	EBRADFORI	5,090.00	1,300.00	6,390.00
	To cover yr-end overages	3228	06/13/2016	EBRADFORI	5,090.00	275.00	6,665.00
Coll.	30-80-8200-5300-113 LICENSE FEES						
	To cover yr-end overages	3148	06/13/2016	EBRADFORI	0.00	57.00	159.00
Coll.	30-80-8200-5300-130 UTILITIES						
	To cover yr-end overages	3159	06/13/2016	EBRADFORI	51,000.00	1,550.00	52,550.00
	To cover yr-end overages	3229	06/13/2016	EBRADFORI	51,000.00	500.00	53,050.00
Coll.	30-80-8200-5300-150 BUILDING MAINT/REPAIRS						
	To cover yr-end overages	3149	06/13/2016	EBRADFORI	2,000.00	2,000.00	4,000.00
Coll.	30-80-8200-5300-338 SUPPLIES - DATA PROCESSING						
	To cover yr-end overages	3161	06/13/2016	EBRADFORI	0.00	139.00	139.00
Coll.	30-80-8200-5300-456 C.S./VAC WASTE DUMPSTER						
	To cover yr-end overages	3150	06/13/2016	EBRADFORI	0.00	2,350.00	2,350.00
Coll.	30-80-8200-5300-571 MISC-TAX,TAGS,ETC						
	To cover yr-end overages	3152	06/13/2016	EBRADFORI	1,000.00	766.00	1,766.00
Coll.	30-80-8200-5300-600 PERSONNEL EXPANSION - OPER COSTS						
	To cover yr-end overages	3163	06/13/2016	EBRADFORI	3,460.00	-738.00	2,722.00
Coll.	30-80-8200-5400-910 SEWER RELINE/VAC TRL/TV SYS/ELIZ BR						
	To cover yr-end overages	3151	06/13/2016	EBRADFORI	128,905.00	2,696.00	131,601.00

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WWTP	30-80-8220-5100-020 SALARIES To cover yr-end overages	3164	06/13/2016	EBRADFORI	311,894.00	24,200.00	336,094.00
WWTP	30-80-8220-5120-050 FICA To cover yr-end overages	3165	06/13/2016	EBRADFORI	23,860.00	1,300.00	25,160.00
WWTP	30-80-8220-5125-060 HOSPITALIZATION To cover yr-end overages	3170	06/13/2016	EBRADFORI	50,856.00	-5,000.00	45,856.00
	To cover yr-end overages	3231	06/13/2016	EBRADFORI	50,856.00	-1,525.00	44,331.00
WWTP	30-80-8220-5125-061 LIFE/DISABILITY/VISION To cover yr-end overages	3166	06/13/2016	EBRADFORI	1,959.00	170.00	2,129.00
	To cover yr-end overages	3232	06/13/2016	EBRADFORI	1,959.00	175.00	2,304.00
WWTP	30-80-8220-5127-070 RETIREMENT To cover yr-end overages	3167	06/13/2016	EBRADFORI	21,053.00	700.00	21,753.00
	To cover yr-end overages	3233	06/13/2016	EBRADFORI	21,053.00	750.00	22,503.00
WWTP	30-80-8220-5127-071 401(K) RETIREMENT SUPP. To cover yr-end overages	3168	06/13/2016	EBRADFORI	15,283.00	800.00	16,083.00
	To cover yr-end overages	3234	06/13/2016	EBRADFORI	15,283.00	600.00	16,683.00
WWTP	30-80-8220-5300-130 UTILITIES To cover yr-end overages	3171	06/13/2016	EBRADFORI	212,060.00	-23,270.00	188,790.00
WWTP	30-80-8220-5300-154 MAINTENANCE - GROUNDS To cover yr-end overages	3169	06/13/2016	EBRADFORI	5,240.00	1,100.00	6,340.00
DT Improv.	45-70-3700-3700-400 NCDOT Reduce Budget Due to Lower Than Expect	3289	06/13/2016	EBRADFORI	0.00	-5,000.00	245,000.00
DT Improv.	45-70-3870-3870-100 TRANSFER FROM GENERAL FUND Increase to Account for NCDOT Revenue	3290	06/13/2016	EBRADFORI	5,500.00	5,000.00	35,500.00
Fire	60-20-5350-5700-740 FIRE - VEHICLES To cover overage	3299	06/13/2016	JDELLAVAL	480,000.00	78.81	480,078.81
Fire	60-70-3980-3983-301 INSTAL FIN./ENGINE TRUCK To cover overage	3300	06/13/2016	JDELLAVAL	480,000.00	78.81	480,078.81
						<u>124,267.62</u>	

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
 Department: Administration
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.C		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject:

Brough Law Firm Rate Schedule for FY17

Attachment(s):

Cover Letter & Memorandum of Understanding

Brief Summary:

The Brough Law Firm serves as the Hillsborough Town Attorney. Currently, the top hourly rate is \$180 per hour for Town Attorney Bob Hornik. The firm has added a lower, \$150 hourly rate for the new associate who will join the firm this summer.

Action Requested:

Consider approval of the proposed memorandum of understanding for services/rates.

ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

The budget line items will not change for this service as the demand/hours worked is a greater factor in annual costs. Thus, this will not affect the FY17 budget estimates.

Staff Recommendations/Comments:

The town manager recommends approval.

THE BROUGH LAW FIRM, PLLC

1526 E. FRANKLIN STREET • SUITE 200
CHAPEL HILL, NORTH CAROLINA 27514
TEL 919.929.3905 • FAX 919.942.5742

MICHAEL B. BROUGH, Retired
G. NICHOLAS HERMAN
ROBERT E. HORNIK, JR.
T.C. MORPHIS, JR.
ALBERT M. BENSHOFF

brough@broughlawfirm.com
hornik@broughlawfirm.com
morphis@broughlawfirm.com
benshoff@broughlawfirm.com

May 12, 2016

Mr. Eric Peterson, Town Manager
Town of Hillsborough
Post Office Box 429
Hillsborough, North Carolina 27278

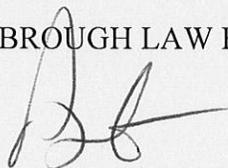
Re: 2016-2017 Brough Law Firm, PLLC Rates

Dear Eric:

Please find enclosed our proposed rate schedule for FY 2016-2017. Our top hourly rate is \$180 per hour. We have also added a lower, \$150.00 hourly rate for the new associate who will be joining the Firm this Summer. Please let me know if you or any members of the Town Board have any questions or wish to discuss this matter further.

Very truly yours,

THE BROUGH LAW FIRM, PLLC



Robert E. Hornik, Jr.

REHjr:las
Enclosure

NORTH CAROLINA

ORANGE COUNTY

MEMORANDUM OF UNDERSTANDING

1. Parties. The parties to this memorandum of understanding (“memo”) are the Town of Hillsborough (the “Town”) and The Brough Law Firm, PLLC (“Law Firm”).

2. Purpose. The purpose of this memo is to set forth the understanding between the parties concerning the nature of the relationship under which the Law Firm shall serve as the Town Attorney. The Town and the Law Firm recognize and understand that at all times during the performance of services pursuant to this Memorandum of Understanding the Law Firm shall be acting as an independent contractor and that nothing herein shall be deemed as establishing an employer/employee relationship between the parties.

3. Scope of Service. In consideration of the compensation set forth below, Law Firm shall continue to perform for the Town all of the legal services required by the Town as set forth herein. Such services shall include, without limitation, consultation with the Board of Commissioners and town staff, attendance upon request at the Board of Commissioners’ meetings, and the meetings of other boards, drafting and/or review of ordinances and other documents, and representation of the Town in litigation. Not included within the scope of covered services are services customarily performed by outside bond counsel.

4. Services Performed by Law Firm. The parties acknowledge and agree that the full resources of the Law Firm shall be available to the Town. However, the Law Firm may subcontract with other firms or individuals to have certain services performed for the Town, such as title searches, but the Law Firm shall remain responsible to the Town for the quality and timeliness of these services. Payment for these subcontracted services shall be made by the Law Firm and shall be charged to the Town on the Law Firm’s monthly invoice.

5. Compensation. The Town shall pay to Law Firm for legal services rendered during fiscal year 2016-2017 on a monthly basis according to the services performed during each month. Monthly invoices shall indicate the number of hours worked and the fees shall be calculated according to the following rates.

G. Nicholas Herman	\$180.00
Robert E. Hornik, Jr.	\$180.00
T.C. Morphis, Jr.	\$180.00
Albert M. Benshoff	\$180.00
Associate	\$150.00

Ordinary office expenses shall continue to be charged in accordance with the attached statement.

6. Duration, Termination. This memorandum shall govern the relationship between the parties for the period July 1, 2016 through June 30, 2017. The relationship established under this memorandum may be terminated upon ten (10) days written notice by either party. Payment shall be made for services rendered through the date of termination.

This memorandum of understanding is executed by the parties this _____ day of May, 2016.

TOWN OF HILLSBOROUGH

THE BROUGH LAW FIRM, PLLC

BY: _____
Eric Peterson, Manager

BY: _____
Robert E. Hornik, Jr.

ATTEST:

Katherine M. Cathey, Clerk

Provision for payment has been made by an appropriation duly made or bonds or notes duly authorized, pursuant to the Local Government Budget and Fiscal Control Act.

Finance Officer

COMPENSATION FOR SERVICES

Statements for services rendered by The Brough Law Firm, PLLC will be prepared at the end of each calendar month for the work performed during the previous month.

Your monthly statement will consist of two parts: an itemized breakdown of professional services and a list of expenses and costs advanced.

The professional services portion of your statement will be based upon the following hourly rates for the attorneys who work on your case:

G. Nicholas Herman	\$180.00
Robert E. Hornik, Jr.	\$180.00
T.C. Morphis, Jr.	\$180.00
Albert M. Benschhoff	\$180.00
Associate	\$150.00

Your statement will indicate the services performed and the date, the attorney performing the services, the hourly rate, and the total. It will also include an itemized list of additional expenses and costs advanced. These include:

- Photocopy charges for non-routine copying done for the client outside the office.
- Private express mail carriers such as Federal Express.
- Paralegal services at a rate of \$100.00 per hour.
- Mileage and travel expenses outside Chatham, Cumberland, Durham, Granville, Orange, Moore, Person, Richmond and Wake counties.
- Filing, service of process, and other fees associated with litigation.
- Fees for recording deeds and other instruments.

Statements will be mailed by the 10th of each month and are overdue if payment is not received by the end of that month. Interest at the rate of 1½% per month shall accumulate on balances not paid within thirty days after the date such balances become overdue.

Any retainer received from you will be deposited in our trust account and used to pay your monthly statements. To the extent our statements exceed the retainer amount, payment will be expected as indicated above. If payment in full is not received by the 15th of the month following the month in which a statement is issued, no additional services will be performed in your behalf and thereafter services will be performed only if and to the extent that additional funds are deposited in our trust account to ensure payment of our statements as they become due.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: April 21, 2016

For Clerk's Use Only
AGENDA ITEM #

10.D		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Adoption of statement of Consistency and Ordinance amending the Unified Development Ordinance to merge the Economic Development District uses into the UDO and delete the EDD Design Manual

Attachment(s):

Draft consistency statement and draft amending ordinance

Brief Summary:

These amendments were discussed at the April public hearing. There were no public comments. The Planning Board recommended approval of the amendment unanimously without substantive discussion.

Action Requested:

Consider adopting the consistency statement that the amendments ARE consistent with the Comprehensive Plan and adopt the ordinance amending the Unified Development Ordinance.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Town Board's Statement per N.C. Gen. Stat. 160A-383

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 various section of the UDO to merge the Economic Development District uses into the UDO and delete the EDD Design Manual

The Hillsborough Town Board has determined that the proposed action **is consistent** /inconsistent 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 EDD manual and permitted use list were develop din the 1990s using a very different base of describing uses than the UDO, these differences let to confusion and the possibility for inconsistency. Merging the district into the fabric of the UDO allows for a more seamless and consistent set of requirements for non-residential development across the town.

Adopted by the Town of Hillsborough Board of Commissioners this 13th day of June, 2016.

Town Clerk

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

- Section 1. Section 4.2.9.1, Intent, is hereby amended to delete “,and residential uses”.
- Section 2. Section 6.5.10.1, Intent, and Section 6.5.10.2, Applicability, are both amended to replace “Oakdale Drive” with “Interstate-40”
- Section 3. Section 5.1.6, Use Table for non-residential district, is amended to add the use “Postal and parcel deliver services” and show that use as permitted by right in ARU, CC, GC, HIC, and EDD
- Section 4. Section 5.1.6, Use Table for non-residential district, is amended to add the use “low impact school” and show that use as permitted by right in the EDD.
- Section 5. Section 5.1.6, Use Table for non-residential district, is amended to add a column labeled EDD with the following listed as “P” uses:
- | | |
|------------------------------------|---|
| Artisan Studio | Park, Athletic or Community |
| Bank & Financial Institution | Park and Ride Facility |
| Building/Trade Contractor’s office | Parking as Principal Use, Surface or Structure |
| Child Day Care | Performance Facility |
| Church, Place of worship | Personal service business |
| Detention facility | Public Safety Services |
| Event Center | Recreational Facilities |
| Flex Space | Research Facility |
| Food Preparation Business | Restaurant |
| Funeral Home | Retail sales/rentals of goods within wholly enclosed structure |
| Government Maintenance Yard | School: Art & Music |
| Health Care Facility | School: Dance, Martial Arts |
| Health/Fitness Club | School: Vocational |
| Hotels & Motels | Storage & Warehousing: Inside building, excluding explosives & hazardous wastes |
| Library | Storage & Warehousing: Outside |
| Mail Order Houses | Veterinarian/Animal Hospital |
| Manufacturing Complex | Wholesale sales, indoor |
| Meeting Facility | |
| Offices and professional services | |
| Offices, headquarters | |
| Outlet sales | |

Section 6. Section 5.1.6, Use Table for non-residential district, is amended to list the following uses as requiring a Special Use Permit: Processing Facility, Public Utilities, Telecommunication tower, 200' or taller, and Transmission Lines. Telecommunication tower, less than 200' tall shall be shown as a Conditional Use.

Section 7. Section 6.3.2, dimensional requirements – non-residential, is amended to show the following requirements under a column heading of EDD:

Minimum lot area	40,000 sf
Minimum lot width	75 ft
Minimum side yard width	25 ft
Minimum rear yard width	25 ft
Minimum front setback	25 ft
Maximum Building height	45 ft

Section 8. Section 6.3.2, dimensional requirements – non-residential, is amended in the notes section to replace “Oakdale Drive” with “Interstate-40”.

Section 9. Section 6.3.3, Side and Rear setback for lots abutting a different zoning district, is amended to require the following setback from a zoning district when it abuts EDD:

ARU	20 ft	HIC	20 ft
OI	20 ft	LI	20 ft
NB	15 ft	GI	20 ft
GC	20 ft		

Section 10. Section 6.5.9, required buffers, is amended to add a row for EDD and require the following buffers when is applies to locate next to the following districts:

AR, R-40, R-20, R-15, R-10, MF, MFSU, MHP, MRSU, RSU: C
SDD: B
NB, NBSU, LO, OI, CC, GI: A

Section 11. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 12. 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, 2016.

Ayes: _____
Noes: _____
Absent or Excused: _____

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: April 21, 2016

For Clerk's Use Only
AGENDA ITEM #

10.E

*Consent
Agenda*

*Regular
Agenda*

*Closed
Session*

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Adoption of Statement of Consistency and Ordinance amending the Unified Development Ordinance to insert the Historic District Commission into the review process for SUP and CUP applications in the historic district

Attachment(s):

Draft consistency statement and draft amending ordinance; minutes of the May Planning Board meeting (draft)

Brief Summary:

These amendments were discussed at the April public hearing. The chair of the HDC spoke in favor of the amendments on behalf of the entire commission. There were no other public comments. The Planning Board discussed this amendment at length before and after the hearing, expressing concern about whether this change in process was the appropriate tool to achieve the goal. The Planning Board did recommend approval of the amendment unanimously.

Action Requested:

Consider adopting the consistency statement that the amendments ARE consistent with the Comprehensive Plan and adopt the ordinance amending the Unified Development Ordinance.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Town Board's Statement per N.C. Gen. Stat. 160A-383

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 Section 3 to insert the Historic District Commission into the review process for SUP and CUP applications in the historic district

The Hillsborough Town Board has determined that the proposed action **is consistent** /inconsistent 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):

These amendments help insure the impact to important aspects of historic character are considered during the Special Use Permit and Conditional Use Permit process in a way that allows the expertise of the Historic District Commission members be considered by the permit issuing authority in advance of a decision on the permit and consistent with state law.

Adopted by the Town of Hillsborough Board of Commissioners this 13th day of June, 2016.

Town Clerk

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

- Section 1. Section 3.6.6, Staff Review, is amended to add the following paragraph before “once the application is deemed complete, it will be placed on the next available public hearing agenda.”

An application to amend the zoning map to a Special Use district impacting any parcel within the Historic Overlay District shall be referred to the Historic District Commission for review before the public hearing as described in section 3.8.9.

- Section 2. Section 3.8.9, Staff Review, is amended to add the following paragraph:

If a Special Use Permit application is filed for a parcel located within the Historic Overlay District, the application shall be referred to the Historic District Commission for its review prior to ~~of~~ the public hearing on the Special Use Permit application. The applicant shall present a conceptual plan of the proposal to the Historic District Commission and shall discuss how the application fits into the historic district in terms of site organization, circulation, structure, form, massing, scale, height, orientation, roof form, and proportion. The Commission may offer comments and recommendations on the application to the applicant and shall formulate a formal statement to be provided in writing to the Planning Board and Town Board during the public hearing on the application. The Planning Board and the Town Board shall consider any comments or recommendations provided by the Commission when determining the findings of fact for the application. The Commission’s comments and/or recommendations, if any, shall not be binding on the Commission when it considers any application for a Certificate of Appropriateness with respect to the property, which application shall be processed and reviewed pursuant to Section 3.12.

- Section 3. Section 3.8.24, Action Required on proposed modifications, is amended to add the following paragraph:

Modifications to Special Use Permits for properties located in the historic overlay district which impact the site organization, form, massing, scale, height, orientation, roof form, and proportion of the site shall be referred to the Historic District Commission, as described in Section 3.8.9 before any public hearing on the modification.

- Section 4. Section 3.9.5.4, Staff Review, is amended to add the following paragraph:

If a Conditional Use Permit application is filed for a parcel located within the Historic Overlay District, the application shall be referred to the Historic District Commission in advance of the public hearing on the Conditional Use Permit application. The applicant shall present a conceptual plan of the proposal to the Historic District Commission and shall discuss how the application fits into the historic district in terms of site organization, circulation, structure, form, massing, scale, height, orientation, roof form, and proportion. The Commission may offer comments and recommendations on the application to the applicant and shall formulate a formal statement to be provided in writing to the Board of Adjustment during the public hearing on the application. The Board of Adjustment shall consider any comments or recommendations provided by the Commission when determining the findings of fact for the application. The Commission’s comments and/or recommendations, if any, shall not be binding on the Commission when it considers any application for a Certificate of Appropriateness with respect to the property, which application shall be processed and reviewed pursuant to Section 3.12.

Section 5. Section 3.9.16, Action required on proposed modifications, is amended to add the following paragraph:

Modifications to Conditional Use Permits for properties located in the historic overlay district which impact the site organization, form, massing, scale, height, orientation, roof form, and proportion of the site shall be shared with the Historic District Commission, as described in Section 3.9.5.4 before any public hearing on the modification.

Section 6. Section 2.5.1 is amended to add new section “r” as follows:

Review and offer comments on Special Use permits and Conditional Use Permits for properties located within the Historic Overlay district. The commission may not accept public comment on these reviews. Any comments or recommendations must be reduced to writing and presented both verbally and in writing at the public hearing on the application by a Commission member. Commission members may offer personal comments at any public hearing, but must clarify that they are not speaking for the commission.

Section 7. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 8. 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, 2016.

Ayes: _____

Noes: _____

Absent or Excused: _____

Katherine M. Cathey, Town Clerk

MINUTES
PLANNING BOARD
Thursday, May 19, 2016
7:00 PM, Town Barn

PRESENT: Lisa Frazier, Janie Morris, Toby Vandemark, Erin Eckert, Dan Barker, Rick Brewer, Jenn Sykes, James Czar, Doug Peterson

STAFF: Planning Director Margaret Hauth

B. Unified Development Ordinance Text Amendments to insert the Historic District Commission into the review process for SUP and CUP applications in the historic district.

There was brief discussion regarding that currently the HDC's hands are tied in this process. Mr. Czar said I need to understand a little more the proposed mechanism. Ms. Hauth said the HDC will give comments at the public hearing. The applicant will see the comments at the HDC meeting. Mr. Barker said this board will see any notes from the HDC which will reduce tension. Mr. Czar said I don't see arguments between the two boards. Mr. Czar said it would go to the HDC and they have to make recommendations. It comes to us and we say we agree with this recommendation and don't agree with this one. Then the applicant has to go back to the HDC. It seems you are putting the applicant in a double jeopardy.

Mr. Barker said if we use the current process, the HDC is stuck. They can't ask for a different massing. Mr. Brewer said it will take some guidance from staff. Ms. Hauth said it will make it easier if it can be done with the HDC offering guidance earlier and we get an application more in compliance with their guidelines. Mr. Czar said we've done a ton of work on the UDO and we believe it's the best practices for the town of Hillsborough and I think if we can't justify what's in the UDO... Ms. Hauth said the HDC can't approve something that isn't in the UDO. Mr. Czar said for us to say you have to go beyond the UDO... there was discussion about this. Mr. Brewer said with the past scenario with the condos, multi-family is fine in the UDO. If there had been a chat with the HDC, talking about the massing, perhaps it would fit better with the streetscape than what we got.

Ms. Hauth said after the HDC review, it's more likely to be compliant with the UDO and Comprehensive Plan.

Mr. Czar said he wasn't convinced it was a good idea. There was more discussion.

Chair Eckert asked why not send it from Planning Board to HDC before Town Board approval. Ms. Hauth explained the HDC can't approve a COA until the zoning is settled. It has to be tight and square with the UDO first.

Mr. Czar said being on the Board of Adjustment, my feeling is if we were to evaluate a Special Use Permit and the permit complied with the UDO but it had HDC recommendations written in their own blood because they feel so strongly about this, I think if it gets kicked out of the Planning Board, it will get kicked to BOA and we'll say it complies with the UDO and that's that. We always will lose if something is written out in the UDO. Any type of legal proceeding is always going to favor the land owner. Mr. Czar said I'm not opposed to taking the considerations of the HDC into account, that could be a great help to the developer, but I think we're paving a path for them to do whatever they want. Mr. Barker said these will come in as special uses and we

can grant a waiver. Ms. Hauth reminded Mr. Czar that a Special Use Permit appeal does not go to the BOA. It would go straight to court. Mr. Czar said but we're going to lose it.

Ms. Hauth said when an HDC representative gives live testimony under oath at the public hearing, that's their due process, and it is taken as their expert testimony just like a traffic engineer's or an appraiser's. Chair Eckert said the HDC can't trump the UDO but we just have more information for something that meets the UDO and meets the HDC guidelines.

Mr. Barker said let's try this for a year.

Mr. Czar continued to express concern.

Ms. Hauth clarified that in the example of the new condos for Churton Street, no one is saying that what got approved across the street shouldn't have been approved. Let's be clear. It complies with the Design Guidelines.

There was more discussion. Mr. Peterson said we have to trust that Ms. Hauth, Ms. Trueblood, and Mr. Hornik have talked about this and we should give it a try.

MOTION: Mr. Barker moved to recommend approval to the Town Board. Chair Eckert seconded.

VOTE: Unanimous

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: April 21, 2016

For Clerk's Use Only
AGENDA ITEM #

10.F		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Adoption of Statement of Consistency and Ordinance amending the Unified Development Ordinance to amend definitions, rename the Mixed Residential Special Use district, and delete sections discussed at the April Public Hearing

Attachment(s):

Draft consistency statement and draft ordinance amendment

Brief Summary:

This group of text amendments was discussed at the April public hearing, but no public comment was offered. The amendments are mostly deletions of references that are no longer relevant and some definitions amendments. The Planning Board unanimously recommended approval of all of these amendments at their May meeting without discussion.

Action Requested:

Consider adopting the consistency statement that the amendments ARE consistent with the Comprehensive Plan and adopt the ordinance amending the Unified Development Ordinance.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Town Board's Statement per N.C. Gen. Stat. 160A-383

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 definitions, rename the Mixed Residential Special Use district, and delete sections discussed at the April 2016 Public Hearing

The Hillsborough Town Board has determined that the proposed action **is consistent** /inconsistent 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 sections proposed for deletions are either irrelevant under the UDO because a process has changed or the town is no longer authorized to consider the item due to a change in state law.

The definition amendments allow for a smooth continuum of recreational uses to be covered by the ordinance and clarify the distinction between two types of office uses.

The renamed zoning district is more descriptive of what is allowed in the district than the current name.

On a whole, the amendments make the requirements easier to understand.

Adopted by the Town of Hillsborough Board of Commissioners this 13th day of June, 2016.

Town Clerk

AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

- Section 1. Section 2.5.1 is hereby amended to delete subsection “p” and the subsequent sections are renumbered to recognize the deletion.
- Section 2. Section 3.6 is hereby amended to delete subsection 15, “Protest Petitions”.
- Section 3. Section 4.1.4 is hereby amended to delete subsection 3, “Rezoning”.
- Section 4. Section 4.3 is hereby amended to delete subsection 5, “South Churton Street Corridor District”.
- Section 5. Section 4.2.2 is hereby amended to rename the “Mixed Residential Special Use District” to the “Assistive Living Neighborhood”. This change is also made throughout the ordinance wherever the district is referenced by name or initials.
- Section 6. Section 6.20 is hereby amended to delete subsection 16, “Impervious Surface” and the subsequent sections are renumbered to recognize the deletion.
- Section 7. Section 7.2 is hereby amended to delete subsection 3, “Extension Or Enlargement Of Nonconforming Uses In Limited Office District”.
- Section 8. Section 9.2 is hereby amended to delete the definitions “Office Uses Not Providing Services to Clients via Walk In Traffic” and “Offices Uses Providing Services to Clients”
- Section 9. Section 9.2 is hereby amended to add the two following definitions:
- Offices and professional services
Base of operations for government and client service businesses including but not limited to: real estate, finance, insurance, engineering, travel agents, web design, and others not captured by the term personal service business or the term health care facility as defined in this ordinance.
- Office operations
Location of business operations generally without daily face to face contact with customers or clients, including back office functions, telephone or internet based customer service and sales, or other business functions for a larger entity. This use includes corporate headquarters, enterprises engaged in intellectual research or consulting, and call centers or data centers not co-located with distribution operations.
- Section 10. The ordinance is further amended to use “office and professional services” as replacement wording throughout the ordinance for the use “offices uses providing services to clients,” including but not limited to the permitted use table, Section 5.2 and Section 6.13.
- Section 11. The ordinance is further amended to use “office operations” as replacement wording throughout the ordinance for the use “office uses not providing services to clients via

walk in traffic,” including but not limited to the permitted use table, Section 5.2 and Section 6.13.

Section 12. Section 9.2 is hereby amended to replace the definition for Recreation Facilities with the following text:

Recreational Facilities

An indoor establishment (entirely within an enclosed structure) use providing for sport and recreation activities. Examples of recreational facilities uses include, but are not limited to bowling alleys, dancehalls, skating rinks, indoor commercial swimming pools, and racquet and tennis club facilities (indoor).

Section 13. All provisions of any town ordinance in conflict with this ordinance are repealed.

Section 14. 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, 2016.

Ayes: _____

Noes: _____

Absent or Excused: _____

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
Department: Planning/Economic Development
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.G		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Shannan Campbell, Economic Development Planner

ITEM TO BE CONSIDERED

Subject:

Approval of the FY17 Tourism Board budget

Attachment(s):

Budget spreadsheet, budget ordinance

Brief Summary:

The Tourism Board developed and approved the attached budget to fund their mission of promoting tourism within the Town of Hillsborough consistent with the state enabling legislation. The Town Board is required to also approve the board's budget.

Action Requested:

Approve the FY17 Tourism Board budget and specified expenditures in excess of \$5,000 shown in the budget spreadsheet

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

BUDGET ORDINANCE

FISCAL YEAR 2016-17 BUDGET ORDINANCE
TOURISM BOARD

Be it ordained by the Board of the Hillsborough Tourism Board, 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, 2016 and ending June 30, 2017:

Food & Beverage Tax	\$ 312,000
Fund Balance Appropriation	<u>\$ 21,405</u>
	\$ 333,405

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, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Tourism Board:

Tourism Board	<u>\$ 333,405</u>
	\$ 333,405

SECTION II. FOOD & BEVERAGE TAX:

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 III. 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 6th day of June, 2016.

NORTH CAROLINA
ORANGE COUNTY

I, Katherine M. Cathey, Town Clerk, hereby certify that the foregoing is a true and accurate copy of the 2016-17 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 6th day of June, 2016.



Erik Myers, Chair

Katherine M. Cathey, Town Clerk

TOURISM BOARD

Revenues								
<u>Account Name</u>	<u>FY15 Actual</u>	<u>FY16 Estimate</u>	<u>FY17 Budget</u>	<u>FY18 Projection</u>	<u>FY19 Projection</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Comments</u>
Food & Beverage Tax	318,172	300,000	312,000	312,000	312,000	12,000	4.0%	Amount deposited in Tourism account after
Interest Earned	0	0	0	0	0	0	0.0%	6% admin cost to Town of Hillsborough
Fund Balance Appropriated	0	5,925	21,405	0	0	15,480	261.3%	
<i>General Fund Balance</i>		0	2,000	0	0			Logo design
<i>Website Fund</i>		5,925	5,925	0	0			Website development
<i>Streetscape Fund</i>		0	13,480	0	0			
Tourism Board Total	\$ 318,172	\$ 305,925	\$ 333,405	\$ 312,000	\$ 312,000	\$ 27,480	9.0%	Prior to FY15 revenues/expenditures were tracked in the TOH's General Fund
% Change	0.0%	-3.8%	9.0%	-6.4%	0.0%			
Expenditures								
<u>Account Name</u>	<u>FY15 Actual</u>	<u>FY16 Estimate</u>	<u>FY17 Budget</u>	<u>FY18 Projection</u>	<u>FY19 Projection</u>	<u>\$ Change</u>	<u>% Change</u>	<u>Comments</u>
Operations								
Audit Fees	6,000	6,000	6,000	6,000	6,000	0	0.0%	
Attorney Fees	1,225	650	650	650	650	0	0.0%	
Training/Conferences/Conventions	0	100	100	100	100	0	0.0%	
Advertising	4,173	60	65	65	65	5	8.3%	
<i>Public Hearing for Budget</i>		60	65	65	65			
<i>WHUP Advertising/Logo Placement</i>		0	0	0	0			
C.S./Alliance of Historic Hills.	169,826	180,000	187,200	187,200	187,200	7,200	4.0%	Operate Visitor's Center
C.S./Town of Hillsborough	0	28,000	28,000	28,000	28,000	0	0.0%	ED Planner: Econ Dev-30%/TDA-30%/TB-40%
Data Processing Services	0	7,525	8,425	2,000	2,000	900	12.0%	
<i>Website Hosting</i>		1,600	2,500	2,000	2,000			
<i>Website Development</i>		5,925	5,925	0	0			\$23,700 split with TDA
Insurance	963	980	980	980	980	0	0.0%	
<i>Bond Insurance</i>		180	180	180	180			
<i>Liability Insurance</i>		800	800	800	800			
Miscellaneous	1,477	4,180	8,485	10,070	10,519	4,305	103.0%	
<i>Tax Form Booklets</i>		180	270	270	270			
<i>Tourism Plan Development</i>		0	3,500	0	0			
<i>Logo Design</i>		1,000	2,000	0	0			
<i>Miscellaneous</i>		3,000	2,715	9,800	10,249			Fund opportunities as they arise
Grants	83,406	78,430	93,500	84,935	84,486	15,070	19.2%	
<i>Grants</i>		78,430	42,500	49,435	48,986			
<i>Contract: Arts Council - Last Fridays</i>		0	11,460	9,000	9,000			Contract- Annual Events & Project Donations
<i>Contract: Orange County Museum</i>		0	9,995	12,000	12,000			Contract- Free Admission/Programming; Annual Event
<i>Contract: Burwell School</i>		0	20,727	12,000	12,000			Contract- Free Tours/Programming; Annual Events
<i>North Am Travel Journalists Conference</i>		0	2,500	0	0			Special Project/Partnership
<i>Special Project & Partnership Opportunities</i>		0	6,318	2,500	2,500			Unassigned Special Project/Partnerships
Operations Subtotal	267,070	305,925	333,405	320,000	320,000	27,480	9.0%	
Tourism Board Total	\$ 267,070	\$ 305,925	\$ 333,405	\$ 320,000	\$ 320,000	\$ 27,480	9.0%	
% Change	-11.6%	14.5%	9.0%	-4.0%	0.0%			
Available Fund Balance	\$ 163,122	\$ 163,122	\$ 163,122	\$ 163,122	\$ 163,122			
<i>Fund Balance as a % of Operating Expenditures</i>	61.1%	53.3%	48.9%	51.0%	51.0%			Per LGC, must maintain minimum of 8%
Other Reserves								
Website Fund	\$ 12,525	\$ 5,925	\$ -	\$ -	\$ -			FYs16-17 - Used funds for website
Streetscape Fund	\$ 13,480	\$ 13,480	\$ -	\$ -	\$ -			FY17 - Use Streetscape funds

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.H		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Shannan Campbell, Economic Development Planner

ITEM TO BE CONSIDERED

Subject:

FY2017 Grant Awards for Hillsborough Tourism Board

Attachment(s):

FY 2017 Grant Awards Spreadsheet

Brief Summary:

After careful consideration and scoring, the Hillsborough Tourism Board selected the attached grant projects for funding. Per NCGS 1993, Chapter 449, Senate Bill 808, the Hillsborough Town Board must approve expenditures over \$5,000.00 (five thousand) dollars.

Action Requested:

Approve the 2017 Grant Awards for Hillsborough Tourism Board.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

HILLSBOROUGH TOURISM BOARD FY2017 GRANT AWARDS

Organization	Project Name/General Description	Grant Request Amount	SCORE
Eno Publishers	Elizabeth Keckley Book Project	\$1,000.00	3.583
Hillsborough Run Club	Historic Hillsborough Half Marathon Event	\$7,869.00	4.587
Hillsborough/Orange County Chamber of Commerce	Sundays in Hillsborough Events	\$10,000.00	3.583
Orange Community Players	Lil Abner Production	\$9,750.00	3.916
Orange Conty Museum/Historical Foundation of Hillsborough and Orange County	Hillsborough Day / Colonial Day Event	\$9,565.00	3.714
WHUP Radio Station	Remote Broadcasting and Recording Equipment Project	\$3,834.00	4.5

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.1		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Staffing funding agreements for the Tourism Board and Tourism Development Authority

Attachment(s):

Agreements approved by each board

Brief Summary:

Last year, The Tourism Board and Tourism Development Authority each approved an interlocal agreement with the town to formalize their commitment for funding for the Economic Development Planner position. We are asking the Town Board to formally approve these documents, as well to ease the processing of payments from the two entities to the town. Each entity has a spending limit of \$5000 without town board approval. The board's approval of these agreements will provide the blanket approval needed to facilitate quarterly payments.

Action Requested:

Approve the agreement with the Tourism Board consistent with the local bill establishing the board.
Approve the agreement with the Tourism Development Authority consistent with Town Code 8A-7c

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

STATE OF NORTH CAROLINA
COUNTY OF ORANGE
TOWN OF HILLSBOROUGH

AGREEMENT FOR SUPPORT SERVICES
BETWEEN THE HILLSBOROUGH TOURISM BOARD
AND THE TOWN OF HILLSBOROUGH

THIS AGREEMENT made and entered into as of the 2nd day of November, 2015, by and between the Hillsborough Tourism Board ("Board"), a public authority formed and operated under authority granted by Chapter 449 of the Sessions Laws of 1993, and Town of Hillsborough, a body corporate and politic of the State of North Carolina, ("Town"), with its principal offices located at 101 East Orange Street, Hillsborough, North Carolina 27278.

WHEREAS, the Board has the power and duty to promote tourism and provide visitor services in the Town of Hillsborough with the objective of soliciting and encouraging tourism and supporting historic, cultural, and commercial attractions in and around the Town; and

WHEREAS, the Board has the specific mission, in furtherance of these objectives and in accordance with its powers and duties, of soliciting individuals and groups to visit and stay in Hillsborough, assisting these individuals and groups with visitor services and promoting Hillsborough's built and natural environment, and its cultural, entertainment, and recreational opportunities; and

WHEREAS, the Board is empowered to contract with any person, firm, organization, or agency to advise, assist in, and carry out its objectives and mission as herein set forth; and

WHEREAS, the Board has determined that the Town can assist with these activities by supplying staff support to the Board.

NOW, THEREFORE, in consideration of the promises and mutual obligations set forth herein, the parties hereto do hereby agree as follows:

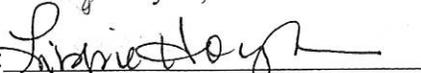
1. The Town shall recruit and hire a planner to provide staff support to the Board.
2. This "support" shall include, but not be limited to board management functions relating to the operation of the Tourism Board in compliance with state open meetings requirements and grant contract management functions related the solicitation, evaluation, dispersal, and oversight of funding awarded by the Board to tourism activities.
3. This "support" shall also include the preparation, adoption and implementation of a Tourism Plan for the town.
4. The Board agrees to provide the Town \$28,000 annually toward this support.
5. This agreement shall be in effect through June 30, 2016 and shall renew for 5-year intervals unless terminated sooner as detailed below.
6. Should either party decide not to extend or renew this Agreement, said party shall provide written notice of non-renewal to the other at least 90 days in advance of the proposed

termination date.

Made and entered into this 2nd day of November, 2015.

HILLSBOROUGH TOURISM BOARD

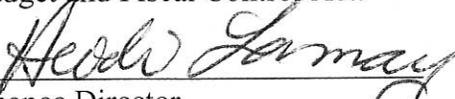
By: 
Erik Myers, Chair

By: 
Libbie Hough, Vice-Chair

TOWN OF HILLSBOROUGH

By: 
Eric J. Peterson, Town Manager

This disbursement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.


Finance Director

STATE OF NORTH CAROLINA
COUNTY OF ORANGE
TOWN OF HILLSBOROUGH

AGREEMENT FOR SUPPORT SERVICES
BETWEEN THE HILLSBOROUGH TOURISM DEVELOPMENT AUTHORITY
AND THE TOWN OF HILLSBOROUGH

THIS AGREEMENT made and entered into as of the 22nd day of October, 2015, by and between the Hillsborough Tourism Development Authority ("Authority"), a public body formed and operated under authority granted by Senate Bill 269 of the Sessions Laws of 2011, and Town of Hillsborough, a body corporate and politic of the State of North Carolina, ("Town"), with its principal offices located at 101 East Orange Street, Hillsborough, North Carolina 27278.

WHEREAS, the Authority has the power and duty to promote advertise or market an area or activity, publish and distribute pamphlets and other materials, conduct market research, or engage in similar promotional activities that attract tourists or business travelers to the Town of Hillsborough; and

WHEREAS, the Authority has the specific mission, in furtherance of these objectives and in accordance with its powers and duties, to increase the use of lodging facilities, meeting facilities, or convention facilities in the town or to attract tourists or business travelers to the town; and

WHEREAS, the Authority is empowered to contract with any person, firm, organization, or agency to advise, assist in, and carry out its objectives and mission as herein set forth; and

WHEREAS, the Authority has determined that the Town can assist with these activities by supplying staff support to the Board.

NOW, THEREFORE, in consideration of the promises and mutual obligations set forth herein, the parties hereto do hereby agree as follows:

1. The Town shall recruit and hire a planner to provide staff support to the Board.
2. This "support" shall include, but not be limited to board management functions relating to the operation of the Tourism Development Authority in compliance with state open meetings requirements and grant contract management functions related the solicitation, evaluation, dispersal, and oversight of funding awarded by the Authority to tourism activities.
3. This "support" shall also include the preparation, adoption, and implementation of a Tourism Plan for the town.
4. The Authority agrees to provide the Town \$24,000 annually toward this support.
5. This agreement shall be in effect through June 30, 2016 and shall renew for 5-year intervals unless terminated sooner as detailed below.
6. Should either party decide not to extend or renew this Agreement, said party shall provide written notice of non-renewal to the other at least 90 days in advance of the proposed

termination date.

Made and entered into this 22nd day of Oct., 2015.

HILLSBOROUGH TOURISM DEVELOPMENT AUTHORITY

By:

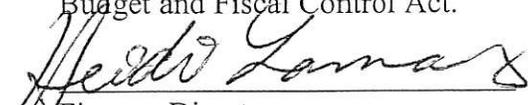

Eric Hallman, Chair

TOWN OF HILLSBOROUGH

By:


Eric J. Peterson, Town Manager

This disbursement has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.


Finance Director

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Budget

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.J

*Consent
Agenda*

*Regular
Agenda*

*Closed
Session*

PRESENTER/INFORMATION CONTACT:

ITEM TO BE CONSIDERED

Subject:

Miscellaneous Tourism Board budget amendments and transfers.

Attachment(s):

Description and explanation for budget amendments and transfers.

Brief Summary:

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

Action Requested:

Consider approving budget amendments and transfers.

ISSUE OVERVIEW

Background Information & Issue Summary:

Tourism budget amendments/transfers must be approved by the Town Board.

Financial Impacts:

As indicated by each budget amendment.

Staff Recommendations/Comments:

To approve the attached list of budget amendments.

BUDGET TRANSFERS

Meeting Date: 6/6/2016

Account #	Account Name	Current Budget Amount	Transfer Amount	New Budget Amount	Notes
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Tourism Board

Revenue

74-00-3460-3100-000 Food & Beverage Tax \$ 300,000.00 \$ 50,000.00 \$ 350,000.00 To anticipate for higher yr-end revenues

Expenditure

74-51-6250-5300-570 Miscellaneous \$ 4,180.00 \$ (60.00) \$ 4,120.00 Advertising Overages
74-51-6250-5300-120 Advertising \$ 60.00 \$ 60.00 \$ 120.00 Advertising Overages
74-51-6250-5350-620 Service Charge - Economic Development \$ 28,000.00 \$ (28,000.00) \$ - Staff Support
74-51-6250-5300-451 C.S./Economic Development \$ - \$ 28,000.00 \$ 28,000.00 Staff Support
74-51-6250-5300-450 C.S./Alliance \$ 180,000.00 \$ 50,000.00 \$ 230,000.00 To anticipate for higher yr-end expense

Tourism Board

Approved On: 6/6/16

Signature of Chair: 
Erik Myers, Tourism Board Chair

Board of Commissioners (approval needed if amendment is >\$5,000)

Approved On: _____

Signature of Mayor: _____
Tom Stevens, Mayor

Verified By: _____
Katherine Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

10.K		
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Authorize staff to enter into an Interlocal agreement with Go Triangle and NCDOT for environmental study of rail station site

Attachment(s):

Draft agreement

Brief Summary:

This agreement is very similar to the one approved last year, but with sufficient changes that the attorney recommended it be reauthorized by the Town Board

Action Requested:

Authorize staff to sign the final agreement provided it is substantially the same in all material respects and provide funding for the town's portion of the study

ISSUE OVERVIEW

Background Information & Issue Summary:

Staff understands that there is much uncertainty around this project due to the Senate version of the budget. However, in case that is resolved in our favor, this document is needed to move the project forward.

Financial Impacts:

Staff Recommendations/Comments:

NORTH CAROLINA
ORANGE COUNTY

Draft Date: ~~May 5, 2016~~ May 24, 2016

NORTH CAROLINA DEPARTMENT
OF TRANSPORTATION

PRELIMINARY ENGINEERING
FUNDING AGREEMENT
(PEFA)

AND

TOWN OF HILLSBOROUGH

TIP: P-5701

WBS: 46395

AND

RESEARCH TRIANGLE REGIONAL PUBLIC
TRANSPORTATION AUTHORITY
d/b/a GOTRIANGLE

This **Preliminary Engineering Funding Agreement** ("Agreement") is made and entered into on the last date executed below ~~made this _____ day of _____, 2016,~~ and constitutes an agreement between the North Carolina Department of Transportation, an agency of the State of North Carolina (hereinafter referred to as the "Department"), the Town of Hillsborough, a local government entity (hereinafter referred to as "Municipality"), and the Research Triangle Regional Public Transportation Authority d/b/a GoTriangle, a public body politic and corporate of the State of North Carolina, (hereinafter referred to as "GoTriangle") (each individually hereinafter referred to as a "Party," and collectively as the "Parties") to describe the proposed actions to be taken by the Parties to govern the planning, design, and coordination efforts associated with a proposed new Hillsborough Passenger Rail Station.

WITNESSETH:

WHEREAS, the Department, the Municipality, and GoTriangle are interested in establishing a new passenger rail station (hereinafter referred to as the "Project") which would encourage economic development ~~to within~~ the Municipality, ~~industrial/commercial facilities,~~ and the surrounding communities (~~hereinafter referred to as the "Project"~~); and,

WHEREAS, the Department, the Municipality, and GoTriangle hereby agree that it would be beneficial to the Parties to pursue the Project; and,

WHEREAS, the Municipality is responsible for preparing the design and plans for the Project and has requested that the Department prepare any environmental documentation necessary for the Project; and,

WHEREAS, North Carolina General Statute ("N.C.G.S.") Sections 136-18, 136-20, and 136-44 provide the Department with the authority to participate in the planning and construction of railroad projects approved by the North Carolina Board of Transportation; and,

WHEREAS, GoTriangle and the Municipality have agreed to reimburse the Department for all preliminary engineering costs associated with the work performed by the Department and associated with the preparation and approval of the environmental documentation; and,

WHEREAS, the Parties to this Agreement fully understand that this Agreement is only for the completion of an environmental and planning document (hereinafter referred to as the “Environmental Document”); and, at the appropriate time, this Agreement may be supplemented, and other agreements may be necessary to outline-address future responsibilities of all the Parties in regard to the design and construction and maintenance of the Project; and,

WHEREAS, the governing board of the Municipality and GoTriangle have agreed to participate in certain costs and to assume certain responsibilities in the manner and to the extent as hereinafter set out; and,

WHEREAS, the Municipality and GoTriangle understand that the completion of the Environmental Document for the Project -~~Project~~ is contingent upon and subject to the receipt and availability of the appropriate Municipality and GoTriangle funds for the purpose set forth herein and this Agreement shall automatically terminate if funds cease to be available; and,

NOW, THEREFORE, the Parties hereto, each in consideration of the promises and undertakings of the other as herein do hereby covenant and agree, each with the other, as follows:

1. SCOPE OF WORK

The Scope of Work includes all tasks necessary to prepare the Environmental Document and shall include the preparation of concept plans necessary to initiate the creation of an Environmental Document, complete all necessary Environmental Document(s), and obtain all permits necessary for the completion project as set forth in the Environmental Document(s). All or any portion of the responsibilities that make up the Scope of Work shall be designated as “Project Work.”

2. ALLOCATION OF WORK

The Parties shall have the following responsibilities in connection with the Project Work, including, but not limited to:

- a. The Municipality, its agents and/or contractors, shall prepare the concept plans necessary to initiate the creation of the Environmental Document at no cost to the Department;
- b. The Department shall prepare the Environmental Document for the Project, in accordance with the National Environmental Policy Act (“NEPA”) and all other appropriate environmental laws and regulations. All Project Work shall be performed in accordance with Federal, State and Departmental procedures and guidelines. The Department shall be responsible for preparing and filing with all proper agencies the appropriate design documents, including notices for finalizing the documents.
- c. The Municipality and GoTriangle agree to cooperate with the Department by providing any required supporting documentation required for the completion of the Environmental Document.

The Parties recognize and agree that consultants and/or subcontractors may perform all or any portion of the Project Work. The Municipality and GoTriangle shall approve and consent to all Consultants or subconsultants before the Department may issue Notice to Proceed for any Project Work.

3. FUNDING

The Municipality and GoTriangle will reimburse the Department for the cost of all Project Work performed by the Department up to and including a total amount not to exceed one hundred fifty thousand dollars (\$150,000.00). GoTriangle will reimburse the Department for 77.33% of the actual cost of the Project Work up to a total amount not to exceed \$116,000, and the Municipality will reimburse the Department for 22.67% of the actual cost of the Project Work up to a total amount not to exceed \$34,000. The Department shall be responsible for any and all costs, fees, and expenses associated with the Project Work in excess of one hundred fifty thousand dollars (\$150,000.00). Any costs above \$150,000 will be charged to a WBS number associated with TIP Project P-5701 Hillsborough Train Station.

Upon execution of this Agreement, the Department shall submit an invoice to the Municipality and GoTriangle for the estimated cost of completing the Department's responsibilities. Within sixty-thirty (60/30) days of receiving the estimate-invoice from the Department, GoTriangle will remit 77.33% of the estimated cost of the Project Work up to a total amount not to exceed \$116,000, and the Municipality will remit 22.67% of the estimated cost of the Project Work up to a total amount not to exceed \$34,000.

Upon completion of the Project Work and the delivery of the Environmental Document, if the actual costs, fees, and expenses associated with the Project Work are less than one hundred fifty thousand dollars (\$150,000.00), the Department shall reimburse any and all overpayment to GoTriangle and the Municipality according to the percentages set out in Section 3 within thirty (30) days.

The Department understands that GoTriangle may seek reimbursement from the Federal Transit Administration ("FTA") for its expenditures to the Department associated with this Agreement. The Department will provide GoTriangle with billing documentation showing how funds were applied to the Scope of Work and any other materials as required by the FTA. Further, the Department shall provide monthly progress reports to both the Municipality and GoTriangle. Each progress report shall reasonably detail and substantiate the incurred cost for preliminary engineering work and/or other required activities associated with the Project Work, including such items as copies of consultant/contractor invoices, including the percentage of Project Work complete during the period and to date names of personnel, labor rates, number of hours worked, and tasks performed.

4. NOTICE TO PROCEED AND PROJECT TIME FRAME

Unless otherwise specified, this Agreement shall act as a Notice to Proceed and the Municipality shall endeavor to commence submit the deliverables under its responsibilities under in Section 2.a within forty-five (45) calendar days following the execution of this Agreement.

The Department shall commence preparation for meeting its responsibilities under Section 2.b within forty five (45) days of the execution of this Agreement and, upon receipt of concept plans from the Municipality, the Department shall complete its responsibilities. The Department

estimates it may take up to twenty-four (24) months to complete its obligations under this Agreement.

5. OTHER PROVISIONS

a) Indemnification of Department

The Municipality and GoTriangle agree to indemnify and hold harmless the Department, and the State of North Carolina, to the extent allowed by law, for any and all claims and/or judgments for payment, damages and/or liabilities of any nature, asserted or rendered against the Department in connection with the Project Work.— The Department shall not be responsible for any damages –which may be initiated by third parties.

b) Debarment Policy

It is the policy of the Department not to enter into any agreement with parties that have been debarred by any government agency (Federal or State). By execution of this Agreement, the Municipality and GoTriangle certify that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Agency or Department and that they will not enter into agreements with any entity that is debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction.

c) Other Agreements

The Municipality and GoTriangle are solely responsible for all agreements, contracts, and work orders entered into or issued by the Municipality and GoTriangle for this Project.

d) Termination of Project

The Department shall have the right to end its participation in the Project at any time before the Municipality and GoTriangle have been called upon to perform any work or provide funding under the term of this Agreement.

If the Municipality and/or GoTriangle terminate the Project, the terminating entity shall reimburse the Department one hundred percent (100%) of all actual costs expended by the Department above and beyond the maximum total amount of one hundred fifty thousand dollars (\$150,000.00) already contributed by the Municipality and GoTriangle associated with the Project Work.

e) Amendment

This Agreement may be amended only by a written instrument signed by all Parties.

f) Complete Understanding

The Parties agree that this Agreement embodies the complete understanding of the Parties with respect to the Project Work and supersedes other prior or

contemporaneous written or oral agreements, understandings, and negotiations with respect to the Project Work.

g) Severability

The Parties agree that if any part, term, or provision of this Agreement is held to be illegal or in conflict with any State or Federal law or regulation, such provision shall be severable and the remaining provisions will remain valid and enforceable.

h) Expiration

The Parties agree that this Agreement is limited in scope and does not provide for all necessary preliminary engineering that will be needed for completion of the construction of the proposed Hillsborough Train Station. In the event that environmental conditions prove not to be conducive to going forward with the construction, this Agreement will expire at the completion of the Environmental Document.

i) Governing Law

North Carolina law shall govern interpretation and enforcement of this Agreement and any other matters relating to this Agreement (all without regard to North Carolina conflicts of law principles). Any and all legal actions or proceedings relating to this Agreement shall be brought in a court sitting in Orange County, North Carolina. By the execution of this Agreement, the Parties submit to the jurisdiction of said courts and hereby irrevocably waive any and all objections that they may have with respect to venue in any court sitting in Orange County, North Carolina

j) Authorization

The Parties acknowledge that the individual executing the Agreement on their behalf is authorized to execute this Agreement on their behalf and to bind the respective entities to the terms contained herein and that he has read this Agreement, conferred with his attorney, and fully understands its contents.

k) Signatures and Duplicates

A copy or facsimile copy of the signature of any party shall be deemed an original with each fully executed copy of the Agreement as binding as an original, and the parties agree that this Agreement can be executed in counterparts, as duplicate originals, with facsimile signatures sufficient to evidence an agreement to be bound by the terms of the Agreement.

l) Iran Divestment Act

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.* requires that each vendor, prior to contracting with the State, certify that the contracting party meets the requirements of the Iran Disinvestment

Act. The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address www.nctreasurer.com/Iran and will be updated every 180 days.

- By execution of this Agreement each Party certifies that neither it nor its Agents or Contactors/Subcontractors 1) are on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran; 2) shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and 3) that the undersigned are authorized by the Parties to make this Certification.
- During the term of this Agreement, should the Parties receive information that a person is in violation of the Act as stated above, the Department will offer the person an opportunity to respond and the Department will take action as appropriate and provided for by law, rule, or contract. Should this Act be voided by NC General Statute, this Agreement will remain valid; however this certification will no longer be required.

8. DESIGNATED REPRESENTATIVE

Any notice, consent or other communication required or contemplated by this Agreement shall be in writing, and shall be delivered by electronic mail to the intended recipient at the electronic mail address set forth below. Notice shall be effective upon the date of receipt by the intended recipient. Each Party may change its designated representative for notification purposes by giving the other Parties written notice of the new address and the date upon which it shall become effective.

Craig Newton, PE, shall serve as the Department's representative and project manager for the Project Work as set forth in this Agreement. All notices, correspondence, and questions should be directed to him at cmnewton@ncdot.gov or by calling (919) 707-4731.

Margaret Hauth, AICP, Planning Director, shall serve as the Municipality's representative and project manager for the Project Work as set forth in this Agreement. All notices, correspondence, and questions should be directed to her at Margaret.hauth@hillsboroughnc.org or by calling (919) 732-1270 ext. 86.

Jeffrey Mann, General Manager, shall serve as GoTriangle's representative and project manager for this Project Work as set forth in this Agreement. All notices, correspondence, and questions should be directed to him at jmann@gotriangle.org or by calling (919) 485-7424.

9. ETHICS PROVISION

By Executive Order 24, issued by Governor Perdue, and N.C.G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Cultural Resources, Environment and Natural Resources, Health and Human Services, Public Safety, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED that the approval of the Project by the Department, the Municipality, and GoTriangle is subject to the conditions of this Agreement, and that no

expenditures of funds on the part of the Department will be made until the terms of this Agreement have been complied with on the part of the Municipality and GoTriangle.

IN WITNESS WHEREOF, this Agreement has been executed, in triplicate originals, the last day and year set out below, on the part of the Department, the Municipality, and GoTriangle by authority duly given.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this Agreement, you attest, for your entire organization and its employees or agents, that you are not aware that any gift in violation of N.C.G.S. § 133-32 and Executive Order 24 has been offered, accepted, or promised by any employees of your organization.

WITNESS

TOWN OF HILLSBOROUGH

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

MUNICIPAL SEAL

Approved by the Town of Hillsborough governing board as attested to by the signature of

Clerk of the Board of
Commissioners
(Date)

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Municipal Finance Director

FEDERAL IDENTIFICATION NUMBER

Town of Hillsborough

MAILING ADDRESS

Town of Hillsborough
P.O. Box 429
Hillsborough, NC 27278-0429
Attn: _____

IN WITNESS WHEREOF, this Agreement has been executed, in triplicate originals, the last day and year set out below, on the part of the Department, the Municipality, and the Authority by authority duly given.

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this Agreement, you attest, for your entire organization and its employees or agents, that you are not aware that any gift in violation of N.C.G.S. § 133-32 and Executive Order 24 has been offered, accepted, or promised by any employees of your organization.

WITNESS	Research Triangle Regional Public Transportation Authority (d/b/a GoTriangle)
BY: _____	BY: _____
NAME: _____	NAME: <u>Jeffrey G. Mann</u>
TITLE: _____	TITLE: <u>General Manager</u>
DATE: _____	DATE: _____

This instrument has been pre-audited
in the manner required by the Local
Government Budget and Fiscal Control Act

FEDERAL TAX IDENTIFICATION NUMBER

561718037

Saundra Freeman, Director of Financial
And Administrative Services

Reviewed and approved as to legal form

MAILING ADDRESS

PO Box 13787
Research Triangle Park, NC 27709

Shelley Blake, General Counsel

ATTN: Jeffrey G. Mann

IN WITNESS WHEREOF, this Agreement has been executed, in triplicate originals, the last day and year set out below, on the part of the Department, the Municipality, and the Authority by authority duly given.

ATTEST

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

BY: _____

BY: _____

NAME: Tereca Betts

NAME: Keith H. Weatherly

TITLE: Secretary to the Board of
Transportation

TITLE: Deputy Secretary for Transit

DATE: _____

DATE: _____

MAILING ADDRESS

North Carolina Department of Transportation
Rail Division, Operations and Facilities
Branch
1553 Mail Service Center
Raleigh, North Carolina 27699-1553
ATTN: Craig Newton, PE
Project Engineer, Rail Division

APPROVED BY BOARD OF TRANSPORTATION ITEM O: October 8, 2015
(Date)

TOWN OF HILLSBOROUGH

Board of Commissioners

Agenda Abstract Form

Meeting Date: June 13, 2016
 Department: Planning/Stormwater
 Public Hearing: Yes No
 Date of Public Hearing: May 23, 2016

For Clerk's Use Only
 AGENDA ITEM #

	11.A	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Terry Hackett, Stormwater Program Manager

ITEM TO BE CONSIDERED

Subject:

Establishment of the Town of Hillsborough Stormwater Management Utility

Attachment(s):

June 2015 Proposed Stormwater Utility Update
 Proposed – Stormwater Management Utility Ordinance

Brief Summary:

In order to establish the proposed stormwater management utility, an ordinance must be adopted. Rather than a stand-alone ordinance, staff proposes amending the Town's Code of Ordinances by adding "Chapter 19 – Stormwater Management Utility."

Action Requested:

Establish the Town of Hillsborough's Stormwater Management Utility by adopting an ordinance adding Chapter 19 – Stormwater Management Utility to the Town Code of the Town of Hillsborough.

ISSUE OVERVIEW

Background Information & Issue Summary:

The proposed stormwater management utility and associated fee was deemed necessary to offset increasing costs of stormwater and water quality programs, including the town's NPDES stormwater program and the Falls Lake stormwater rules. These programs are unfunded mandates required by both state and federal law. The proposed stormwater fee will also generate revenue to improve town-maintained drainage and stormwater infrastructure. Town stormwater staff completed numerous public outreach efforts, including a formal public hearing. As a result of public input, several adjustments to the proposed stormwater utility and fee structure were made.

Financial Impacts:

The Stormwater Management Utility will operate as an enterprise fund. The recommended fee structure includes a flat, annual stormwater utility fee of \$75 for single family, residential properties and a 5-tier system based on the "equivalent residential unit" for non-residential properties. Fees will be set annually as part of the budget adoption process. For the upcoming fiscal year, expected revenue and expenses are included in the proposed FY17 budget.

Staff Recommendations/Comments:

Establish the Town's Stormwater Management Utility by adopting an ordinance amending the Town's Code of Ordinances to include "Chapter 19 – Stormwater Management Utility."

Proposed Stormwater Utility Update

June 2016



The Town of Hillsborough is proposing the creation of a stormwater utility and associated fee beginning July 1, 2016. This fee is not a tax and would apply to all properties within the town limits, including tax-exempt parcels. A formal public hearing was opened at the April 2016 Town Board meeting and was officially closed at the May 24, 2016 meeting.

Recommended Fees

Based on input from the public and staff analysis the following fee schedule has been recommended:

<i>Residential Properties</i>	<i>\$75 annually</i>
<i>Tier 1, Non-residential Properties (0 to 10,000 sq. ft.)</i>	<i>\$150 annually</i>
<i>Tier 2, Non-residential Properties (10,001 to 30,000 sq. ft.)</i>	<i>\$600 annually</i>
<i>Tier 3, Non-residential Properties (30,000 to 100,000 sq. ft.)</i>	<i>\$1,800 annually</i>
<i>Tier 4, Non-residential Properties (100,001 to 200,000 sq. ft.)</i>	<i>\$4,050 annually</i>
<i>Tier 5, Non-residential Properties (200,001 sq. ft. and above)</i>	<i>\$12,900 annually</i>

The fees will be adopted through the budget approval process, and will be evaluated annually. The public will be able to comment on the fees each year through the budget public hearing. Fees will be collected for the town by the Orange County tax office. The stormwater fee will be included on the annual property tax bill. An inter-local agreement between the town and county has been approved for the collection of the stormwater fee.

Each parcel within the town limits will be designated as residential, non-residential, undeveloped or not applicable. Residential and non-residential properties will be assessed the stormwater fee. A database will be provided to the county that includes this designation and the fee amount. Projects that have a zoning and/or building permit issued as of June 1, 2016 will be included in the database and will be assessed a fee.

Stormwater Ordinance

In order to establish the utility, an ordinance must be adopted by the town board. Rather than a stand-alone ordinance, staff proposes amending the Town’s Code of Ordinances by adding “Chapter 19 – Stormwater Management Utility.” The ordinance will provide the structure of the utility, but a stormwater utility policy manual will be developed to address specific implementation issues.

Implementation

It is anticipated that the town board will adopt the stormwater management utility ordinance at its July 13, 2016 meeting. At that same meeting, it is expected that the town budget will be adopted. Once the stormwater management utility ordinance and budget is adopted, staff will begin implementing the stormwater management utility. Staff anticipates the creation of a temporary, citizen advisory board to help guide the implementation and provide input on the stormwater management utility policy manual.

AN ORDINANCE ADDING CHAPTER 19 – STORMWATER MANAGEMENT UTILITY-
TO THE TOWN CODE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. Add Chapter 19 to the Town Code to create a stormwater management utility as follows:

CHAPTER 19 - STORMWATER MANAGEMENT UTILITY

ARTICLE I. - GENERAL PROVISIONS

Section 19-1. Findings.

- a) Water quality standards mandated by state and federal law are requiring that local governments develop more detailed, advanced, and costly stormwater programs.
- b) Effective stormwater management should be provided to protect, to the extent practicable, the citizens of the Town from the loss of life and property damage from flooding.
- c) The construction, operation, and maintenance of stormwater conveyance systems requires long term planning and stable and adequate funding.
- d) Chapter 160A, Article 16 of the North Carolina General Statutes, authorizes the Town to acquire, construct, establish, enlarge, improve, extend, maintain, own, operate, and contract for the operation of Stormwater Management Programs designed to protect water quality by controlling the level of pollutants in, and the quantity and flow of, stormwater and structural and natural stormwater and Drainage Systems of all types.
- e) The establishment of a Stormwater Management Utility that would be accounted for as a separate enterprise fund and would facilitate the provision of a Stormwater Management Program is reasonable and in the public interest.
- f) North Carolina General Statute §160A-314 authorizes the Town of Hillsborough to establish and revise, from time to time, a schedule of rates and charges to fund the Stormwater Management Program activities including both structural and natural stormwater conveyance and drainage system services provided by the Stormwater Management Utility.

Section 19-2. Purpose.

A Stormwater Management Utility is hereby created as an identified fiscal and accounting fund for the purpose of comprehensively addressing the Stormwater management needs of the Town. The Town's stormwater management needs are met herein (1) through programs designed to protect and manage water quality and quantity by controlling the level of pollutants in stormwater runoff, and the quantity and rate of stormwater received and conveyed by structural and natural stormwater and drainage systems of all types, (2) by establishing a schedule of charges, (3) by defining the control, collection, and disbursement of funds, and (4) by setting forth penalties, methods of appeals and exemptions.

Section 19-3. Definitions Applicable to Article.

For the purpose of this Article, the following words, terms, and phrases shall have the meanings given to them in this section, except where the context clearly indicates a different meaning:

- (1) *Developed Land* shall mean a land parcel altered from its Natural State.
- (2) *Drainage System* shall mean natural and structural channels, swales, ditches, swamps, rivers, streams, creeks, wetlands, branches, reservoirs, ponds, drainage ways, inlets, catch basins, gutters, pipes, culverts, bridges, head walls, storm sewers, lakes, and other physical works, properties, and improvements that transfer, control, convey or otherwise influence the movement of storm water runoff.
- (3) *Equivalent Residential Unit* (ERU) is a unit of measure of impervious surface (in square feet) that represents the impervious surface area on the average Single Family Residential Parcel in the Town as a unit of comparison. ERU shall mean, for the purposes of this Ordinance, 2,800 square feet of impervious surface.
- (4) *Impervious Surface* shall mean developed areas of land that prevent or significantly impede the infiltration of stormwater into the soil. Typical Impervious Surfaces include, but are not limited to: roofs, sidewalks, walkways, patios, swimming pools, private driveways, parking lots, access extensions, alleys and other paved, engineered, compacted or gravel surfaces containing materials that prevent or significantly impede the natural infiltration of stormwater into the soil. Impervious Surface Area is synonymous with Built Upon Area ("BUA") as defined in the Falls Model Stormwater Ordinance for New Development as approved by the North Carolina Environmental Management Commission on March 10, 2011.
- (5) *Natural State* shall describe existing undeveloped land where the soil and vegetation characteristics have not been substantially modified or disturbed by human activities and the hydrologic function is in an unaltered or natural condition.
- (6) *Non-residential Parcel* shall mean a parcel that is Developed Land not used as a single family residence; this includes but is not limited to commercial, industrial, institutional properties, and apartment complexes.
- (7) *Residential Parcel* shall mean a parcel with a single family residential structure used as a single family dwelling and whose primary uses is as a single family residence; residential condominiums/townhomes subdivided as individual parcels are considered residential parcels.
- (8) *Service Charge* shall mean a stormwater management service charge, applicable to a land parcel, which generally reflects the impact on or demand for stormwater management services provided by the Town to properly control and manage stormwater runoff quantity and/or quality associated with the land parcel. The Service Charge may vary from one land parcel to another based on the Impervious Surface and pollution load. The Service Charge may vary for the same class of service in different areas of the Town Limits and may vary according to classes of service.
- (9) *Stormwater* shall mean the runoff from precipitation that travels over Natural State or Developed Land surfaces and enters a Drainage System.

- (10) *Stormwater Utility Manager* is a person working for or on behalf of the Town to administer the Stormwater Management Program.
- (11) *Stormwater Management Program* shall mean an identified set of measures and activities designed to protect, restore and/or manage stormwater quality by controlling and/or reducing pollutants and to reduce and/or manage stormwater quantity by controlling velocity, volume, and rate.
- (12) *Stormwater Management Utility* shall mean an organizational structure established by the Town, that is responsible for funding, administering, and operating the Town's Stormwater Management Program, and that is supported through a rate structure based on the Impervious Surface Area and found on land parcels located within the Town Limits.
- (13) *Town Limits* shall mean all land within the corporate limits of the Town of Hillsborough.
- (14) *Undeveloped Land* shall mean all land that is not altered from its Natural State.

Section 19-4 Establishment of a Stormwater Management Utility and Enterprise Fund.

- a) There is hereby established a Town of Hillsborough Stormwater Management Utility that shall be responsible for implementing, operating, and administering the Town's Stormwater Management Program as defined herein.
- b) There is hereby established a Town of Hillsborough Stormwater Management Enterprise Fund for the purpose of dedicating and protecting funding applicable to the responsibilities of the Stormwater Management Utility including, but not limited to, rents, rates, fees, charges, and penalties as may be established after due notice having been given and a public hearing held by the Town Board as required by N.C. Gen. Stat. §160A-314(a1)(1). The hearing may be held concurrently with the public hearing on the proposed budget ordinance. Funding may also include other funds transferred or allocated to the Stormwater Management Utility by the Town Board. All revenues and receipts of the Stormwater Management Utility shall be placed in the Stormwater Management Enterprise Fund and all expenses of the Stormwater Management Utility shall be paid from the Stormwater Management Enterprise Fund, except that other revenues, receipts, and resources not accounted for in the Stormwater Management Enterprise Fund may be applied to Stormwater management activities as deemed appropriate by the Town Board.

Section 19-5. Jurisdiction.

The jurisdiction of the Stormwater Management Utility shall extend throughout the Town Limits.

ARTICLE II. – ESTABLISHMENT OF STORMWATER SERVICE CHARGE AND CREDITS

Section 19-6. Rate Structure.

- a) Every parcel within the Town Limits shall be subject to a Stormwater Management Utility Service Charge derived from the rate structure described below. The rate structure to distribute the cost of services associated with the operation, repair, improvement and maintenance of public Drainage Systems and facilities through a schedule of rates, fees, charges, and penalties related to the operation of a Stormwater Management Utility and Stormwater Management Enterprise Fund as established in Section 4 shall be based on the following parameters:

1. Residential Parcels shall be assessed an annual, flat Service Charge based upon the schedule of rates approved by the Town Board as described in Section 7 of this ordinance.
 - i. Each Residential Parcel shall be charged for one (1) ERU of impervious area.
 - ii. Each residential unit in a townhome, condominium, or other multifamily structure with individual unit ownership and duplexes shall be billed for one (1) ERU of impervious area.
2. Non-residential Parcels shall be assessed an annual Service Charge based on the tier of the property. The schedule of rates for each tier is based on the number of ERUs in for the midpoint of the tier. Tiers are determined by the amount of Impervious Surface Area on the parcel as follows:
 - i. Tier 1 - 0 to 10,000 square feet of Impervious Surface Area;
 - ii. Tier 2 - 10,001 to 30,000 square feet of Impervious Surface Area;
 - iii. Tier 3 - 30,000 to 100,000 square feet of Impervious Surface Area;
 - iv. Tier 4 - 100,001 to 200,000 square feet of Impervious Surface Area;
 - v. Tier 5 - 200,001 square feet of Impervious Surface Area and above.
- c) Based on an analysis of Impervious Surface Area on properties throughout the Town, an Impervious Surface Area of 2,800 square feet is hereby designated as one ERU.
- d) Parcels maintained by residential homeowner associations that contain a common use building (i.e. "club house, pool house, etc."), parking and/or a swimming pool shall be charged one (1) ERU of impervious area.

Section 19-7. Schedule of Fees and Charges.

The schedule of rates, fees, charges, and penalties related to this Ordinance shall be adopted after notice and a public hearing as required by N.C. Gen. Stat. §160A-314. As set out in N.C. Gen. Stat. §160A-314, the hearing may be held concurrently with the public hearing on the Town's proposed budget. The schedule of rates, fees, charges, and penalties shall apply to all land parcels within the Town Limits, except as may be altered by credits or exemptions provided in this Article.

Section 19-8. Billing and Collection

- a) Method of billing. Billing and collection of the Stormwater Management Utility Service Charges for Stormwater management services and facilities shall be billed with property taxes under the general administration of the Town Manager. Stormwater Management Utility Service Charges may be made payable in the same manner as property taxes, or in such other manner as may be determined by the Town Manager.
- b) Delinquencies. Stormwater Management Utility Service Charge billings that are not paid within the time allowed for the payment of property taxes shall be collected by any remedy provided by law for collecting and enforcing private debts or in any other manner authorized by law.
- c) Application of payment. Payment will be applied to a customer's bill in the following order:
 1. Interest, to the extent allowed by law.
 2. Civil penalties assessed pursuant to this Ordinance.
 3. Stormwater Management Utility Service Charge.

- d) Appeal of disputed bills and adjustments. If any citizen wishes to dispute a Stormwater Management Utility Service Charge billing or any other rents, rates, fees, charges, or penalties adopted pursuant to this Article, that citizen must submit a written appeal within 60 days from the date of billing, stating the reasons for the appeal, and providing information pertinent to the calculation of the billed charge. A timely appeal shall stay the penalty deadlines. An appeal of a disputed bill shall be filed with the Stormwater Utility Manager for review and disposition. If the citizen is not satisfied with the disposition of the appeal, the citizen may further appeal the disputed charge to the Town Manager or his designee who shall make the final ruling on the validity of the appeal.

Section 19-9. Exemptions and Credits Applicable to Stormwater Management Service Charges.

- a) *Statement of Policy.* Except as provided in this section, no public or private property shall be exempt from Stormwater Management Utility Service Charges or receive a credit or offset against such Stormwater Management Utility Service Charges. No exemption or reduction in Stormwater Management Utility Service Charges shall be granted based on the age, tax or economic status, race, or religion of the customer, or other condition unrelated to the cost of providing stormwater services and facilities.
- b) *Exemptions.* No public or private property shall be exempt from Stormwater Management Utility Service Charges, with the following exceptions:
1. Publically dedicated roads, streets, greenways, sidewalks and other publically dedicated rights of way and easements for vehicular or pedestrian traffic that are available for use by the general public for transportation purposes, shall be exempt from Town Stormwater Management Utility Service Charges. This exemption shall not apply to internal site roadways within public or private facilities.
 2. Railroad rights-of-way used or formerly used for trackage shall be exempt from Town Stormwater Management Utility Service Charges. This exemption shall not be construed to apply to railroad stations, maintenance buildings, or other developed land used for railroad purposes.
 3. Undeveloped Land, open space or land parcels with fewer than 500 square feet of Impervious Surface Area.
 4. Parcels maintained by homeowner associations as open space or with engineered stormwater control measures.
 5. Town-owned property.
- c) *Credits.* The following credits may be allowed upon adoption of a Credit Application Instruction Manual by the Town Board:
1. Non-residential parcels that provide measures to mitigate the impacts of runoff on the stormwater system beyond what was required at the time the project was approved by the Town may be eligible for one or more credits to the Stormwater Management Utility Service Charge.
 2. The Credit Application Instruction Manual may be approved by the Town Board and placed on file with the Town Clerk at which time it shall be followed in establishing applicable credits to a customer's Stormwater Management Utility Service Charge.

3. Each credit allowed against a customer's Stormwater Management Utility Service Charge shall be conditioned on continuing compliance with the performance standards set forth in the Credit Application Instruction Manual and may be rescinded for noncompliance with those standards.
4. Each credit for which a customer applies shall be subject to review and approval by the Stormwater Utility Manager. The Stormwater Utility Manager may approve or reject any application for a credit in whole or in part.

ARTICLE III. – USE OF STORMWATER UTILITY ENTERPRISE FUNDS

Section 19-10. Disposition of Service Charges and Fees.

Stormwater Management Utility Service Charge and fee revenues shall be assigned and dedicated solely to the Stormwater Management Enterprise Fund in the Town budget and accounting system, which shall be and remain separate from other funds, and shall be used only to fund identified Stormwater Management Program activities. The services charges and fees paid to and collected by virtue of the provision of this Article shall not be used for general or other governmental or proprietary purposes of the Town, except to pay for costs incurred by the Town in rendering services associated with the Stormwater Management Utility.

Section 19-11. Miscellaneous.

- a) This Ordinance supersedes all other Town ordinances, or parts of ordinances in conflict herewith.
- b) Any part or provision of this Ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or of the State of North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the Ordinance.

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

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 13th day of June, 2016.

Ayes: _____

Noes: _____

Absent or Excused: _____

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Administration

Public Hearing: Yes No

Date of Public Hearing: May 23, 2016

For Clerk's Use Only
AGENDA ITEM #

	11.B	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT:

ITEM TO BE CONSIDERED

Subject:

Adoption of FY2016-17 Budget

Attachment(s):

FY2016-17 Budget Ordinance and Fees & Charges Schedule

Brief Summary:

The FY2016-17 budget outlines revenues and expenditures for the Town of Hillsborough.

Action Requested:

Consider adoption of the FY2016-17 Budget Ordinance.

ISSUE OVERVIEW

Background Information & Issue Summary:

N/A

Financial Impacts:

N/A

Staff Recommendations/Comments:

N/A

BUDGET ORDINANCE

FISCAL YEAR 2016-17 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, 2016 and ending June 30, 2017:

Current & Prior Year Property Taxes	\$ 5,904,000
Local Option Sales Tax	1,249,500
Licenses, Permits and Fees	157,000
Unrestricted Intergovernmental Revenue	883,915
Restricted Intergovernmental Revenue	207,000
Other	28,650
Investment Earnings	11,500
Transfers	204,534
Debt Issuance Proceeds	307,000
Fund Balance Appropriation	<u>594,298</u>
	\$ 9,547,397

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, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Governing Body	\$ 130,796
Administration	534,258
Local Government Channel (PEG)	38,803
Finance	267,417
Planning	461,503
Ruffin-Roulhac	35,840
Public Space	518,166
Safety & Wellness	77,426
Information Services	157,120
Police	2,787,005
Fire Marshal & Emergency Mgmt.	145,694
Fire Protection	1,234,369
Fleet Maintenance	292,757
Streets/Powell Bill	1,104,703
Solid Waste	695,354
Cemetery	44,175
Economic Development	414,295
Special Appropriations	457,716
Contingency	<u>150,000</u>
	\$ 9,547,397

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, 2016 and ending June 30, 2017:

Licenses, Permits, and Fees	\$11,176,660
Other	15,000
Investment Earnings	1,200
Transfers	805,428
Debt Issuance Proceeds	500,000
Retained Earnings Appropriated	<u>511,343</u>
	\$13,009,631

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, 2016, and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Administration of Enterprise	\$ 4,383,887
Engineering	525,345
Billing & Collections	834,082
Water Treatment Plant	1,281,456
West Fork Eno Reservoir	704,792
Water Distribution	1,387,913
Wastewater Collection	1,064,244
Wastewater Treatment Plant	2,627,912
Contingency	<u>200,000</u>
	\$13,009,631

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, 2016 and ending June 30, 2017:

Licenses, Permits, and Fees	<u>\$ 595,804</u>
	\$ 595,804

The following amounts are hereby appropriated in the Stormwater Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2016, and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Town of Hillsborough:

Stormwater	<u>\$ 595,804</u>
	\$ 595,804

SECTION IV. TAX RATE:

There is hereby levied a tax of sixty-eight cents (\$0.68) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2016, 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 \$816,300,000 and an estimated rate of collection of 97.00% and an estimated total valuation of motor vehicles of \$53,400,000 and an estimated rate of collection of 90.00%.

SECTION IV. PUBLIC WORKS FACILITY:

Revenues totaling \$25,000 are hereby approved for the following line-items:

Transfer from General Fund	<u>\$ 25,000</u>
	\$ 25,000

A total of \$25,000 is hereby authorized to be expended from the Public Works Facility Project Fund:

Design	<u>\$ 25,000</u>
	\$ 25,000

SECTION V. DOWNTOWN ACCESS IMPROVEMENTS:

Revenues totaling \$204,673 are hereby approved for the following line-items:

State Contingency	\$ 120,000
Transfer from General Fund	<u>\$ 84,673</u>
	\$ 204,673

A total of \$204,673 is hereby authorized to be expended from Downtown Access Improvements:

Construction	\$ 17,673
Construction Administration	\$ 125,000
<u>Contingency</u>	<u>\$ 62,000</u>
	\$ 204,673

SECTION VI. WEST FORK ENO RESERVOIR PHASE II:

Revenues totaling \$8,278,020 are hereby approved for the following line-items:

Debt Issuance Proceeds	<u>\$ 8,278,020</u>
	\$ 8,278,020

A total of \$8,278,020 is hereby authorized to be expended from West Fork Eno Reservoir Phase II:

Design	\$ 910,000
Construction	\$ 6,698,200
<u>Contingency</u>	<u>\$ 669,820</u>
	\$ 8,278,020

SECTION VII. UTILITIES CAPITAL IMPROVEMENTS:

Revenues totaling \$553,000 are hereby approved for the following line-items:

Transfer from Water & Sewer Fund	<u>\$ 553,000</u>
	\$ 553,000

A total of \$553,000 is hereby authorized to be expended from Utilities Capital Improvements:

North Zone Loop	\$ 50,000
EDD Water Line Extension	\$ 250,000
<u>Effluent Aeration Project</u>	<u>\$ 253,000</u>
	\$ 553,000

SECTION VIII. SPECIAL ASSESSMENT DISTRICT:

Revenues totaling \$609,700 are hereby approved for the following line-items:

Special Assessment Taxes Collected	<u>\$ 609,700</u>
	\$ 609,700

A total of \$609,700 is hereby authorized to be expended from Special Assessment District:

Payments - Regions Bank	<u>\$ 609,700</u>
	\$ 609,700

SECTION IX. FEES, RATES AND CHARGES:

There is hereby maintained a Fees, Rates 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, Rates and Charges Schedule for a detailed listing.

SECTION X. 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 XI. 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, 2016.

**NORTH CAROLINA
ORANGE COUNTY**

I, Katherine M. Cathey, Town Clerk, hereby certify that the foregoing is a true and accurate copy of the 2016-17 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, 2016.

Tom Stevens, Mayor

Katherine M. Cathey, Town Clerk

FEES, RATES & CHARGES SCHEDULE

(Effective July 1, 2016 unless otherwise noted; Fees subject to change by Board of Commissioners)

ADMINISTRATION

Photocopies	\$	0.10 / page
Laser Printer Copies	\$	0.10 / page
Town Clerk Certified Copies	\$	1.00 / page
Board of Commissioners Meeting Notification Listing	\$	20.00 annually
Town Code:		
Bound Copy	\$	40.00
Unbound Copy	\$	25.00
Supplements	\$	0.10 / page
Motor Vehicle License Fee	\$	10.00 / vehicle
Franchise Fees (Cable)		5% of gross receipts

BILLING & COLLECTIONS

Returned Check / Bank Draft Fee	\$	25.00 / occurrence
Disconnect/Reconnect for Returned Item	\$	40.00 / occurrence
Connection Fee	\$	20.00
Security Deposits:		
Water/Sewer Service		
Low Risk		
Inside Town	\$	25.00
Outside Town	\$	50.00
Medium Risk		
Inside Town	\$	75.00
Outside Town	\$	150.00
High Risk		
Inside Town	\$	175.00
Outside Town	\$	225.00
Fire Hydrant Meter	\$	800.00
Delinquent Fee	\$	40.00
Late Fee		15% (after 25th of month)
Reconnection Fee:		
Business Hours		No Charge
After Hours (Town Error)		No Charge
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 / 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
Credit Re-Evaluation Fee	\$	5.00

CEMETERY

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 / pair of lots

FINANCE

Food & Beverage Tax (failure to pay)	Fine not to exceed \$500.00
Mobile Food Vendor Permit Application Fee	\$ 50.00

FIRE MARSHAL

There shall be two types of permits:

- 1) Operational Permits - Allows the applicant to conduct an operation or a business for which a permit is required by section 105.6 of the North Carolina Fire Prevention Code for either
 - a) A prescribed period of time.
 - b) Until renewed or revoked.
- 2) Construction Permits - Allows the applicant to install or modify systems and equipment for which a permit is required by section 105.7 of the North Carolina Fire Prevention Code.

OPERATIONAL PERMITS

Carnivals & Fairs	\$100.00	
Battery Systems	\$50.00	
Cellulose Nitrate Film	\$50.00	
Combustible Dust Producing Operations	\$50.00	
Combustible Fibers	\$50.00	
Compressed Gases		
Inert and Simple Asphyxiate	\$30.00	
Flammable	\$50.00	
Corrosive	\$50.00	
Oxidizing	\$50.00	
Toxic	\$75.00	
Highly Toxic	\$100.00	
Covered Mall Buildings	\$50.00	
Cryogenic Fluids	\$50.00	
Cutting & Welding	\$50.00	
Dry Cleaning Plants	\$50.00	
Exhibits and Trade Shows	\$50.00	
Explosives (blasting)		
Three Day or Single Shot	\$75.00	
Two Week	\$150.00	
Monthly	\$225.00	
Fire Hydrants and Valves	\$25.00	each
Flammable and Combustible Liquids		
Section 1	\$ 50.00	
Section 2	\$ 50.00	
Section 3	\$ 50.00	
Section 4	\$ 50.00	
Section 5	\$ 50.00	+ \$10.00 / each addl. tank/vehicle
Section 6	\$ 100.00	+ \$10.00 / each addl. tank/vehicle
Section 7	\$ 50.00	
Section 8	\$ 150.00	
Section 9	\$ 50.00	
Section 10	\$ 50.00	
Floor Finishing	\$ 50.00	
Fruit and Crop Ripening	\$ 50.00	
Fumigation and Thermal Insecticidal Fogging	\$ 15.00	
Hazardous Materials	\$ 60.00	each class not reported under sara title III
Hazardous Production Material (Facility)	\$ 75.00	each class not reported under sara title III
High Pile Storage	\$ 60.00	
Hot Work Operations	\$ 50.00	
Industrial Ovens	\$ 50.00	

Lumber Yards and Wood Working Plants	\$ 50.00
Liquid or Gas-Fueled Vehicles or Equipment in Assembly Buildings	\$ 60.00
LP Gas	\$ 50.00
Magnesium	\$ 50.00
Miscellaneous Combustible Storage	\$ 50.00
Open Burning	\$ 10.00
Open Flames and Candles	
Section 1	\$ 50.00
Section 2	\$ 50.00
Organic Coatings	\$ 50.00
Places of Assembly	\$ 100.00
Private Fire Hydrants	\$ 25.00
Pyrotechnic Special Effects Materials	\$ 100.00
Pyroxylin Plastics	\$ 50.00
Refrigeration Equipment	\$ 50.00
Repair Garages and Service Stations	\$ 50.00
Rooftop Heliports	\$ 50.00
Spraying or Dipping Operation	\$ 50.00
Storage of Scrap Tires and Tire Byproducts	\$ 50.00
Temporary Membrane Structures, Tents and Canopies	\$ 40.00
Tire Rebuilding Plants	\$ 50.00
Waste Handling	\$ 50.00
Wood Products	\$ 50.00

CONSTRUCTION PERMITS

Building Plans Review	\$ 0.009 / sq foot; \$65.00 minimum
Site Plan Review	\$ 25.00
Pre-Development Meetings and Site Consultations	\$ 25.00 each addl. meeting or visit
Automatic Fire-Extinguishing Systems	
Kitchen Hood System	\$ 65.00
Paint Booth System	\$ 75.00
Compressed Gases	\$ 50.00

Fire Alarm and Sprinkler Plans Review Fee Schedule

Each building requires a separate permit

Square Feet

Rate per sqft

0 - 5,000	\$ 0.01450 / sq foot; \$70.00 min; \$72.50 max
5,001 - 10,000	\$ 0.01403 / sq foot; \$73.00 min; \$140.00 max
10,001 - 15,000	\$ 0.0138 / sq foot; \$140.50 min; \$207.00 max
15,001 - 20,000	\$ 0.0135 / sq foot; \$207.50 min; \$270.00 max
20,001 - 25,000	\$ 0.0133 / sq foot; \$270.50 min; \$332.50 max
25,001 - 30,000	\$ 0.0130 / sq foot; \$325.00 min; \$382.50 max
30,001 - 35,000	\$ 0.0128 / sq foot; \$382.50 min; \$448.00 max
35,001 - 40,000	\$ 0.0125 / sq foot; \$448.50 min; \$500.00 max
40,001 - 45,000	\$ 0.0123 / sq foot; \$500.50 min; \$543.50 max
45,001 - 50,000	\$ 0.0120 / sq foot; \$540.00 min; \$600.00 max
50,001 - 55,000	\$ 0.0118 / sq foot; \$600.50 min; \$649.00 max
55,001 - 60,000	\$ 0.0115 / sq foot; \$632.50 min; \$690.00 max
60,001 - 65,000	\$ 0.0113 / sq foot; \$690.50 min; \$734.50 max
65,001 - 70,000	\$ 0.0110 / sq foot; \$735.00 min; \$770.00 max
70,001 - 75,000	\$ 0.0108 / sq foot; \$752.50 min; \$810.00 max
75,001 - 80,000	\$ 0.0105 / sq foot; \$787.50 min; \$820.00 max
80,001 - 85,000	\$ 0.0103 / sq foot; \$820.50 min; \$875.50 max
85,001 - 90,000	\$ 0.0100 / sq foot; \$876.00 min; \$900.00 max
90,001 - 95,000	\$ 0.0098 / sq foot; \$900.50 min; \$931.00 max
95,001 - 100,000	\$ 0.0095 / sq foot; \$931.50 min; \$950.00 max
100,001 - 105,000	\$ 0.0094 / sq foot; \$950.50 min; \$987.00 max
105,001 - 110,000	\$ 0.0092 / sq foot; \$987.50 min; \$1012.00 max
110,001 - 115,000	\$ 0.0091 / sq foot; \$1012.50 min; \$1046.50 max
115,001 - 120,000	\$ 0.0090 / sq foot; \$1047.00 min; \$1080.00 max

120,001 - 125,000	\$	0.0090 / sq foot; \$1080.50 min; \$1125.00 max
125,001 - 130,000	\$	0.0090 / sq foot; \$1125.00 min; \$1170.00 max
130,001 - 135,000	\$	0.0090 / sq foot; \$1170.50 min; \$1215.00 max
135,001 - 140,000	\$	0.0090 / sq foot; \$1215.00 min; \$1260.00 max
140,001 - 145,000	\$	0.0090 / sq foot; \$1260.00 min; \$1305.00 max
> 145,001	\$	0.0088 / sq foot; \$1305.00 min; \$1500.00 max
Sprinkler System Monitoring	\$	70.00
Fire Pumps	\$	200.00
Flammable and Combustible Liquids	\$	100.00 / tank or system
Hazardous Materials	\$	100.00 / tank or system
Industrial Ovens	\$	75.00
LP Gas	\$	75.00 /tank
Private Fire Hydrants	\$	50.00 / hydrant
Spraying or Dipping	\$	100.00
Standpipe Systems	\$	150.00
Temporary Membrane Structures, Tents and Canopies	\$	40.00

FIRE INSPECTION FEES

Building Square Feet	Initial Inspection In-Compliance	Initial Inspection Non- Compliance	Re-Inspection In-Compliance	Re-Inspection Non-Compliance	3rd Inspection In-Compliance	3rd Inspection Non-Compliance
< 5,000	\$ 35.00	\$ 60.00	\$ 45.00	\$ 90.00	\$ 60.00	\$ 125.00
5,001 - 10,000	\$ 40.00	\$ 65.00	\$ 45.00	\$ 95.00	\$ 60.00	\$ 150.00
10,001 - 15,000	\$ 45.00	\$ 70.00	\$ 45.00	\$ 100.00	\$ 60.00	\$ 150.00
15,001 - 20,000	\$ 50.00	\$ 75.00	\$ 50.00	\$ 105.00	\$ 60.00	\$ 200.00
20,001 - 25,000	\$ 55.00	\$ 80.00	\$ 50.00	\$ 110.00	\$ 65.00	\$ 200.00
25,001 - 30,000	\$ 60.00	\$ 85.00	\$ 50.00	\$ 115.00	\$ 65.00	\$ 200.00
30,001 - 35,000	\$ 65.00	\$ 90.00	\$ 55.00	\$ 120.00	\$ 65.00	\$ 250.00
35,001 - 40,000	\$ 70.00	\$ 95.00	\$ 55.00	\$ 120.00	\$ 65.00	\$ 250.00
40,001 - 45,000	\$ 75.00	\$ 100.00	\$ 55.00	\$ 125.00	\$ 70.00	\$ 250.00
45,001 - 50,000	\$ 80.00	\$ 105.00	\$ 60.00	\$ 130.00	\$ 70.00	\$ 250.00
50,001 - 55,000	\$ 85.00	\$ 110.00	\$ 60.00	\$ 135.00	\$ 70.00	\$ 300.00
55,001 - 60,000	\$ 90.00	\$ 115.00	\$ 60.00	\$ 140.00	\$ 70.00	\$ 300.00
60,001 - 65,000	\$ 95.00	\$ 120.00	\$ 65.00	\$ 145.00	\$ 75.00	\$ 300.00
65,001 - 70,000	\$ 100.00	\$ 125.00	\$ 65.00	\$ 150.00	\$ 75.00	\$ 300.00
70,001 - 75,000	\$ 105.00	\$ 130.00	\$ 65.00	\$ 155.00	\$ 75.00	\$ 300.00
75,001 - 80,000	\$ 110.00	\$ 135.00	\$ 65.00	\$ 160.00	\$ 80.00	\$ 350.00
80,001 - 85,000	\$ 115.00	\$ 140.00	\$ 65.00	\$ 165.00	\$ 80.00	\$ 350.00
85,001 - 90,000	\$ 120.00	\$ 145.00	\$ 65.00	\$ 170.00	\$ 80.00	\$ 350.00
90,001 - 95,000	\$ 125.00	\$ 150.00	\$ 70.00	\$ 175.00	\$ 85.00	\$ 350.00
95,001 - 100,000	\$ 130.00	\$ 155.00	\$ 70.00	\$ 180.00	\$ 85.00	\$ 350.00
100,001 - 105,000	\$ 135.00	\$ 160.00	\$ 70.00	\$ 185.00	\$ 85.00	\$ 400.00
105,001 - 110,000	\$ 140.00	\$ 165.00	\$ 70.00	\$ 190.00	\$ 90.00	\$ 400.00
110,001 - 115,000	\$ 145.00	\$ 170.00	\$ 70.00	\$ 200.00	\$ 90.00	\$ 400.00
115,001 - 120,000	\$ 150.00	\$ 175.00	\$ 70.00	\$ 205.00	\$ 90.00	\$ 400.00
120,001 - 125,000	\$ 155.00	\$ 180.00	\$ 75.00	\$ 210.00	\$ 95.00	\$ 400.00
125,001 - 130,000	\$ 160.00	\$ 185.00	\$ 75.00	\$ 215.00	\$ 95.00	\$ 425.00
130,001 - 135,000	\$ 165.00	\$ 190.00	\$ 75.00	\$ 220.00	\$ 95.00	\$ 425.00
135,001 - 140,000	\$ 170.00	\$ 195.00	\$ 80.00	\$ 225.00	\$ 100.00	\$ 425.00
140,001 - 145,000	\$ 175.00	\$ 200.00	\$ 80.00	\$ 230.00	\$ 100.00	\$ 425.00
145,001 - 150,000	\$ 180.00	\$ 205.00	\$ 80.00	\$ 235.00	\$ 100.00	\$ 425.00
150,001 - 155,000	\$ 185.00	\$ 210.00	\$ 85.00	\$ 240.00	\$ 110.00	\$ 450.00
155,001 - 160,000	\$ 190.00	\$ 215.00	\$ 85.00	\$ 245.00	\$ 110.00	\$ 450.00
160,001 - 165,000	\$ 195.00	\$ 220.00	\$ 85.00	\$ 250.00	\$ 110.00	\$ 450.00
165,001 - 170,000	\$ 200.00	\$ 225.00	\$ 90.00	\$ 255.00	\$ 120.00	\$ 450.00
170,001 - 175,000	\$ 205.00	\$ 230.00	\$ 90.00	\$ 260.00	\$ 120.00	\$ 450.00

175,001 - 180,000	\$	210.00	\$	235.00	\$	90.00	\$	265.00	\$	120.00	\$	500.00
180,001 - 185,000	\$	215.00	\$	240.00	\$	95.00	\$	270.00	\$	130.00	\$	500.00
185,001 - 190,000	\$	220.00	\$	245.00	\$	95.00	\$	275.00	\$	130.00	\$	500.00
190,001 - 195,000	\$	225.00	\$	250.00	\$	95.00	\$	280.00	\$	130.00	\$	500.00
195,001 - 200,000	\$	230.00	\$	255.00	\$	100.00	\$	285.00	\$	135.00	\$	500.00

COMPLAINT FEES

Illegal Burning

No Permit	\$	50.00	/day
Illegal Materials as defined by EPA / NC Air Quality	\$	100.00	/day
Burning of Structure or Vehicles	\$	500.00	/day

Work Without a Permit

Twice the cost of the required permit

Class 1 Violation	\$	500.00	/violation written
Class 2 Violation	\$	250.00	/violation written
Class 3 Violation	\$	100.00	/violation written
Class 4 Violation	\$	50.00	/violation written

PARKS & RECREATION

Portions of Gold Park may be reserved for private events involving 50 or fewer people. Events, whether public or private expecting more than 50 attendees require a special event permit. 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	/3 hours
Out-of-town resident	\$	30.00	/3 hours

Multi-Use Field in Gold Park

In-town resident	\$	10.00	/hour
Out-of-town resident	\$	20.00	/hour

PLANNING

APPLICATIONS FOR REVIEW

Future Land Use Plan or Comprehensive Plan Amendment	\$	300.00
Unified Development Ordinance Text Amendment	\$	300.00
Rezoning to a Special Use District with Special Use Permit ²	\$	1,200.00 ¹
Rezoning to a Special Use District Master Plan ²	\$	800.00 ¹
Rezoning to other than Special Use District ²	\$	300.00 ¹
Special Use Permit without Rezoning	\$	1,000.00 ¹
Conditional Use Permit	\$	800.00 ¹
CUP, SUP, or Master Plan Modification Requiring Public Hearing	\$	500.00
CUP, SUP, or Master Plan Modification not Requiring Public Hearing	\$	300.00
Minor Subdivision Review (1-4 lots with or without streets)	\$	100.00
Site Plan - Technical Review Committee or Staff	\$	600.00 ¹
Construction Plan Review ³	\$	300.00 ¹
Variance	\$	150.00
Street Closing Request	\$	150.00
Certificate of Appropriateness	\$	1.00 / \$1,000 construction cost; \$10 minimum
Historic District Minor Work	\$	10.00

¹ Plus \$10.00 per each acre for sites larger than 10 acres (example: 12 acre CUP = \$920.00 fee)

² Rezoning and Special Use rezonings reviewed in conjunction with an annexation request should first calculate the standard fee and then double it to account for the fiscal impact report for annexation requests.

³ This fee will apply to staff review of construction drawings - required for all projects approved by a board.

NOTE: For projects requiring board review and approval, if plans are deemed incomplete upon the third review by staff before reaching the permit-issuing board, the applicant will be required to file a new application and pay new filing fees to cover the significant staff time spent reviewing incomplete plans. This will also apply to construction drawings that do not fully respond to staff comments at the third review.

FEES in LIEU of CONSTRUCTION

Sidewalks 80% of written, sealed, engineer's estimate for the cost of required sidewalk installation

DOCUMENTS & MAPS¹

Unified Development Ordinance	\$	25.00
Historic District Design Guidelines	\$	25.00
Community Connectivity Plan	\$	15.00
Administrative Manual	\$	10.00
Parks & Recreation Plan and Small Area/Corridor Plans	\$	10.00
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$	10.00
Town Street Map with Street Grid (11x17 Black & White)	\$	2.00
Future Land Use Map & Other 11x17 Color Maps	\$	2.00
Photocopies	\$	0.10 / 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. If we provide the CD, \$2 covers the CD and case.

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
Construction		
Residential Zones	\$	1.00 /\$1,000 of construction cost; \$5.00 min.
Multi-Family Zones	\$	1.50 /\$1,000 of construction cost; \$10.00 min.
Non-Residential Zones	\$	2.00 /\$1,000 of construction cost; \$10.00 min.

OTHER CHARGES

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.

Consultant Fee Reimbursement

Projects constructing new local roads will also reimburse the town for consultant fees to review road construction plans and specifications.

Projects requiring a traffic impact statement will be reviewed by the traffic engineer of the Town's choice. The applicant shall reimburse the Town for the cost of the statement in lieu of submitting a statement by a consultant of their choice as part of the application.

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

Parking Citation	\$	10.00
Fire Lane Parking Violation	\$	25.00

Handicap Parking Violation	\$ 250.00
Sidewalk Table Service Permit Violation	Fine up to \$500.00

SOLID WASTE

Roll-Out Refuse Container	\$ 60.00 / 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)	\$ 50.00 minimum
Special Brush/Vegetation Collection	
Standard Collection	\$ 70.00
Large Collection (Require use of Knuckleboom)	\$ 130.00

STORMWATER

PLAN REVIEW

Single Lot Residential ¹	\$ 100.00 /plan
Low-Density Projects	\$ 250.00 /plan
High-Density Projects	\$ 500.00 /plan

¹ Not part of a larger common plan for development or sale.

STORMWATER FEE

Residential Property	\$ 75.00 /year
Tier 1, Non-residential Property (0 to 10,000 sq. ft.)	\$ 150.00 /year
Tier 2, Non-residential Property (10,001 to 30,000 sq. ft.)	\$ 600.00 /year
Tier 3, Non-residential Property (30,001 to 100,000 sq. ft.)	\$ 1,800.00 /year
Tier 4, Non-residential Property (100,001 to 200,000 sq. ft.)	\$ 4,050.00 /year
Tier 5, Non-residential Property (200,001 sq. ft. and above)	\$ 12,900.00 /year

WATER / SEWER

WATER TREATMENT AND DISTRIBUTION USE FEES

Water Capital Facilities Fee²:

Residential	\$ 2,993.00 / residential unit
Commercial	
5/8" meter	\$ 2,993.00
1" meter	\$ 7,482.00
1.5" meter	\$ 14,965.00
2" meter	\$ 23,944.00
3" meter	\$ 47,888.00
4" meter	\$ 74,825.00
6" meter	\$ 149,650.00
8" meter	\$ 269,370.00
10" meter	\$ 433,985.00

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 capital facilities fees will be made for decreases in meter sizes.

Volume Charges:

Residential Volume Charges - Inside Town

Residential Service:

Block 1 (0-2,500 gallons/month)	\$ 20.18
Block 2 (> 2,500 gallons/month)	\$ 8.07 / 1000 gallons

Residential Volume Charges - Outside Town

Residential Service:

Block 1 (0-2,500 gallons/month)	\$ 39.35
Block 2 (> 2,500 gallons/month)	\$ 15.74 / 1000 gallons
Orange - Alamance Water System	75% of Inside Town Rate + \$0.6124 / 1000 gallons

WATER CONNECTION CHARGE

Front Footage Fee¹:

0 - 50 Feet	\$ 750.00 / connection
> 50 Feet	\$ 15.00 / foot / connection

Lateral Fee:

Installed on a suitable stub-out for service that has been made at the expense of the applicant or previous property owner and is available for connection, there is no charge. In any other case, the water lateral fee is \$750.00 for service to a 5/8" water meter and \$1,250 for service to a 1" water meter. Service to a larger meter shall be installed by a licensed utilities contractor at the owner's/applicant's expense.

¹ For a lot abutting two or more water lines, the front footage fee will be calculated on the average lengths of the sides of the lot abutting the lines.

WATER METER FEES

5/8"	\$ 310.00
> 5/8"	Actual Cost of Meter to Town + \$100 Installation Fee

WASTEWATER COLLECTION SYSTEM USE FEES

Wastewater Capital Facilities Fee:

Residential	\$ 3,488.00 / residential unit
Commercial	
5/8" meter	\$ 3,488.00
1" meter	\$ 8,721.00
1.5" meter	\$ 17,442.00
2" meter	\$ 27,907.00
3" meter	\$ 55,813.00
4" meter	\$ 87,209.00
6" meter	\$ 174,417.00
8" meter	\$ 313,951.00
10" meter	\$ 505,810.00

Volume Charges:

Inside Town

Block 1 (0-2,500 gallons/month)	\$ 30.33
Block 2 (> 2,500 gallons/month)	\$ 12.13 / 1000 gallons

Outside Town

Block 1 (0-2,500 gallons/month)	\$ 59.13
Block 2 (> 2,500 gallons/month)	\$ 23.65 / 1000 gallons
Efland-Cheek	70% of Outside Town Rate

WASTEWATER CONNECTION CHARGE

Front Footage Fee¹:

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

Lateral Fee:

Installed on a suitable stub-out for service that has been made at the expense of the applicant or previous property owner and is available for connection, there is no charge. In any other case, the sewer lateral fee is \$750.00 for a 4" service. Larger services shall be installed by a licensed utilities contractor at the owner's/applicant's expense.

¹ For a lot abutting two or more sewer lines, the front footage fee will be calculated on the average lengths of the sides of the lot abutting the lines.

ENGINEERING REVIEW

Residential Development

Water Line Review

0 - 10 Units	\$	100.00
> 10 Units	\$	500.00

Wastewater Line Review

0 - 10 Units	\$	100.00
> 10 Units	\$	500.00

Commercial Development

Fee shall be the same as the greater than 10 residential units fee except where the amount and complexity of proposed water and sewer line construction is equivalent to a residential development of ten or less units.

MISCELLANEOUS WATER/SEWER FEES

Meter Replacement Fee	\$	50.00
Meter Relocation Fee	\$	100.00
Special Meter Read	\$	10.00
Meter Test Charge	\$	35.00
Water Flow Test	\$	150.00 original / \$15.00 copy
Meter Pressure Test	\$	25.00
Meter Tampering Fee		
Water Meter	\$	250.00 ; subsequent events \$1,000.00/occ.
Fire Hydrant	\$	750.00 ; subsequent events \$3,000.00/occ.
Direct Connect	\$	1,000.00 ; subsequent events up to \$5,000.00/occ.
Interruptible Water Meter Install - Return Trip	\$	50.00 / trip
Perpetual Maintenance (new sewage pump stations)		Per Formula in Town Code
Water / Sewer Availability Review		Actual Cost to Town

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Fire Marshal / Emergency Management

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.C	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Jerry Wagner, Fire Marshal/Emergency Management

ITEM TO BE CONSIDERED

Subject:

Mosquito Control – Zika Virus Prevention

Attachment(s):

Draft Town Code Chapter 20 Mosquito Control – for information only

Brief Summary:

Presentation by the Fire Marshal / Emergency Management Coordinator, concerning proactive plans and activities to reduce the mosquito population and the threat of the Zika Virus.

Action Requested:

Direction from the board

ISSUE OVERVIEW

Background Information & Issue Summary:

BACKGROUND:

Since April 2015, a large, ongoing outbreak of Zika virus has spread to much of South and Central America, and the Caribbean. In January 2016, the CDC issued a level 2 travel alert for people traveling to regions and certain countries where Zika virus transmission is ongoing. The agency also suggested that women thinking about becoming pregnant should consult with their physicians before traveling. According to the CDC, Brazilian health authorities reported more than 3,500 microcephaly cases between October 2015 and January 2016. Some of the affected infants have had a severe type of microcephaly and some have died.

As of June 1, 2016, there have been 618 documented cases of the Zika Virus in the United States; of those, 12 cases have been confirmed in North Carolina.

Financial Impacts:

Unknown

Staff Recommendations/Comments:

That the town be proactive in preventing the transmission of the Zika Virus through local mosquito populations

Chapter 20 - MOSQUITO CONTROL

Sec. 20-1. - Purpose

It is the intent of these regulations to reduce the risk of mosquito transmitted diseases through control and reduction methods. The town seeks to eliminate mosquito populations by removing, draining, treating, altering, or otherwise eliminating all sources for mosquito breeding. The town has established an effective program of mosquito control which includes, but is not limited to, elimination of, or treatment of, breeding sources for mosquitoes. The town will accomplish this goal through public education and information and proactive code enforcement. The presence of mosquitos constitute a danger to the public health, due to their ability to transmit, Zika, Dengue, West Nile and various other Encephalitis causing viruses.

Sec. 20-2. - Definitions.

For the purposes of this chapter, collections of water in which mosquitoes breed or are likely to breed are those contained in ditches, pools, ponds, cisterns, tanks, shallow wells, barrels, troughs (except watering troughs in frequent use), urns, cans, boxes, bottles, tubs, buckets, defective house roof gutters, or other similar water containers.

Sec. 20-3. - Certain collections of water prohibited.

It shall be unlawful for any person to have, keep, maintain, cause or permit, on any property owned or controlled by him within the corporate limits of the town or its extra-territorial jurisdiction, any collection of standing water or flowing water in which mosquitoes breed or are likely to breed, unless such collection of water is treated so as to effectually prevent such breeding.

Sec. 20-4. - Methods of treating collections of water.

The methods of treatment of any collection of water prohibited by this chapter shall be one (1) or more of the following:

- (1) Screening with wire netting of at least sixteen (16) meshes to the inch each way or with any other material that will prevent the ingress and egress of mosquitoes.
- (2) Complete emptying every seven (7) days of unscreened containers, together with their thorough drying and cleaning.
- (3) Using an effective larvicide once in every seven (7) days.
- (4) Cleaning and keeping sufficiently free of vegetation and other obstructions and stocking with mosquito-destroying fish.
- (5) Filling and draining.
- (6) Proper disposal, by removal and destruction, of tin cans, boxes, broken or empty bottles and similar articles likely to hold water such as house hold trash, tarps and construction debris.

Sec. 20-5. - Failure to take action to prevent breeding after notice to do so; action by town.

If the person responsible for conditions giving rise to the breeding of mosquitoes fails or refuses to take necessary measures to prevent the same within twenty-four (24) hours after due notice has been given to him by the town manager or his designee, or within such longer time after the notice as may be specified therein, he shall be deemed guilty of a separate violation of this article for each day that the failure or refusal continues. In addition, the town manager or his designee is authorized to take the necessary measures to prevent the breeding of mosquitoes and all necessary costs incurred for that purpose shall be a charge against the property owner or other person responsible.

Sec. 20-6. - Penalties and remedies.

(a) A violation of any of the provisions of this chapter or a failure to take corrective action shall subject the offender to a civil penalty of \$500.00. If a person fails to pay this penalty within ten days after being cited for a violation, the town may seek to recover the penalty by filing a civil action in the nature of debt.

(b) Each day that a violation continues after the offender has been notified of the violation shall constitute a separate offense.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: June 13, 2016

For Clerk's Use Only
AGENDA ITEM #

	11.D	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Consideration of ordinance to close the unopened portion of Piney Lane between Allen Ruffin Avenue and West Hill Avenue South

Attachment(s):

Draft order

Brief Summary:

If the board wishes to close the unopened portion of Piney Lane as requested, this order requires approval and eventual recording in the register of deeds office.

Action Requested:

Approve the order if the board agrees with the right of way closure

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

ORDER

Return to: Town of Hillsborough
P.O.Box 429
Hillsborough, NC 27278

**TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS
ORDER CLOSING AN UNOPENED 30' right of way
between 306 and 312 Allen Ruffin Ave
Orange County PINs 9864-44-9940 and 9864-44-9747
PURSUANT TO
NORTH CAROLINA GENERAL STATUTE § 160A-299**

WHEREAS, a request was made to the town of Hillsborough Board of Commissioners to permanently close an unopened portion of Piney Lane running west off Allen Ruffin Avenue for 150 feet;

WHEREAS, on June 13, 2016, the Hillsborough Town Board conducted a public hearing after giving due notice thereof as required by North Carolina General Statutes Section 160A-299(a), at which all those wishing to be heard on the issue were given an opportunity to speak.

NOW, THEREFORE, the Hillsborough Board of Commissioners find as follows:

1. It appears to the satisfaction of the Town Board that closing the unopened portion of Spring Street, is not contrary to the public interest; and
2. No individual owning property in the vicinity of the portion of the right-of-way to be closed will be deprived of a reasonable means of ingress and egress to their property.

Based on the foregoing findings, it is ORDERED that the unopened right of way of Piney Lane, running 150 feet west of Allen Ruffin Avenue, shall be closed in accordance with North Carolina General Statutes § 160A-299(a) effective upon the recording of an instrument in the Orange County Register of Deeds Office.

WHEREFORE, the foregoing Order was put to a vote of the members of the Town of Hillsborough Board of Commissioners on the 13th day of June, 2016, the result of which vote were as follows:

Ayes: _____
Noes: _____
Absent or Excused: _____

Dated: _____

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.E	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Receive request from citizen to amend Town Code provisions to allow Chickens on smaller lots

Attachment(s):

Request

Brief Summary:

Action Requested:

Direction – is this a topic the board wants staff to research and prepare an amendment or recommendation?

ISSUE OVERVIEW

Background Information & Issue Summary:

The town code was amended in 2000 to establish guidelines and requirements for citizen wishing to keep a variety of domesticated farm animals in the city limits. One criteria established was that any lot wishing to keep a farm animal must comply with the minimum lot size for the zoning district within which it is located. The town does not issue permits to anyone keeping farm animals. We do get regular inquiries and refer folks to the town code provisions.

The situation in question involves a non-conforming lot in the R-20 district. The resident is asking to set the standard for keeping chickens at 10,000 sf, rather than using the zoning as a base. She is also suggesting a maximum number of chickens to be kept on any lot at 10.

The town was a little ahead of the curve on urban chickens when the amendments were added. I believe many other jurisdictions across the state have adopted regulations since that time. The resident is asking for relief (she already has chickens and structures for them on site). Staff is asking whether the board wishes staff to investigate options.

Financial Impacts:

Staff Recommendations/Comments:

**Petition to Reduce the Minimum Lot Size Requirement to Maintain Chickens within Hillsborough
Town Limits**

Rachel Wilbur
June 6, 2016

Currently, Hillsborough town code for R-20 zone requires a minimum lot size of 20,000 sq. ft. in order to keep chickens (Hillsborough Town Code Sec. 10-2[a.3]). In addition, chicken coops must be located 50 ft. or more from the nearest structure (Hillsborough Town Code Sec. 10.2[a.5]).

I am petitioning for the minimum lot size for R-20 zones to be decreased to 10,000 square feet. This would bring Hillsborough's R-20 zone minimum lot size for maintaining chickens in line with the towns of Chapel Hill (Chapel Hill Ordinance Sec. 4-10[d.3]) and Carrboro (Carrboro Town Code Sec. 10-5[e.1]).

Retaining a minimum requirement of 50 ft. from the nearest structure would ensure that, even on the smallest size lot allowed under the proposed change (10,000 sq. ft.), the impact of chickens on neighbors would be negligible. This would be especially true if a limitation was set on the number of chickens allowed per lot within Hillsborough city limits to ten, as has been done in Chapel Hill.

Municipality	Number of Chickens	Ft. from Nearest Structure	Minimum Lot Requirement	Referenced Town Code Section
Chapel Hill	10	30	10,000 sq ft	4-10
Carrboro	none	15	10,000 sq ft	10-5
Hillsborough R-20 (current)	none	50	20,000 sq ft	10-1
Hillsborough R-20 (proposed)	10	50	10,000 sq ft	

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: April 21, 2016

For Clerk's Use Only
AGENDA ITEM #

	11.F	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Consideration of a Resolution for the Special Use Permit modification request to expand the uses permitted by Special Use Permit at 128 W Margaret Lane

Attachment(s):

Application, draft resolution to deny modification; draft resolution to approve modification; Planning Board May minutes (draft); email correspondence from neighbor and applicant

Brief Summary:

The Special Use Permit modification was presented at the April public hearing. A neighbor spoke in opposition and another offered written comments (attached). The Planning Board had an extended discussion about the modification. They recommended denial of the application as that it would not protect the value of adjoining property or be in harmony with the neighborhood, based on the testimony in the record. The vote was unanimous.

Action Requested:

Resolutions of approval and denial are both attached for board consideration

ISSUE OVERVIEW

Background Information & Issue Summary:

The Planning Board's discussion is summarized in the attached minutes. The emails are provided for information, but should not be considered competent evidence as they were not offered under oath.

Financial Impacts:

Staff Recommendations/Comments:

TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS

**RESOLUTION GRANTING A SPECIAL USE PERMIT MODIFICATION
AFFECTING 0.21 acres at 128 W Margaret Lane**

WHEREAS, the Town of Hillsborough Board of Commissioners has received an application from ZV Smith Family Trust for a Special Use Permit modification to add the uses of massage therapy and mental health counseling to the existing special use permit; and

WHEREAS, the Town of Hillsborough Planning Board and the Board of Commissioners conducted a joint public hearing to consider the application on April 21, 2016 after giving notice thereof as required by law; and

WHEREAS, at the aforesaid public hearing, the Applicant and all others wishing to be heard in connection with the Application were given an opportunity to do so; and

WHEREAS, the Town of Hillsborough Planning Board has made it's recommendation to the Town of Hillsborough Board of Commissioners regarding the Application;

WHEREAS, the Town of Hillsborough Board of Commissioners has considered the recommendation of the Planning Board and all the information and testimony presented to it at the public hearings.

NOW, THEREFORE, BE IT RESOLVED by the Town of Hillsborough Board of Commissioners, on motion of _____, seconded by _____, this 13th day of June, 2016 as follows;

1. The Board of Commissioners has considered all the information presented to it both in support of and in opposition to the application at the April public hearing;
2. The Board of Commissioners finds that the requested permit is within its jurisdiction according to the Table of Permissible Uses, that the application is complete, and that if the proposed development is completed as proposed in the application, subject to the Special Conditions attached hereto, it will comply with the requirements of the Unified Development Ordinance.
3. The Special Conditions attached hereto are intended to preserve and/or promote the health, safety and welfare of the surrounding areas and the Town of Hillsborough in general, and to insure that the provisions established by Section 3.8 and 5.2.9.2 of the Unified Development Ordinance are met.
4. Upon adoption of this Resolution, the Town of Hillsborough shall issue a modified Special Use Permit in the standard form to expand the approvable uses on site as requested and notice of this decision and issuance of the special use permit shall be transmitted forthwith in accordance with Section 3.8.16 of the Unified Development Ordinance.

The foregoing Resolution was put to a vote of the Town of Hillsborough Board of Commissioners, the results of which vote are as follows:

Ayes:

Noes:

Absent or Excused:

Dated: _____

Katherine M. Cathey, Town Clerk

**TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS RESOLUTION
DENYING THE APPLICATION OF ZV Smith Jr. Family Trust
FOR A SPECIAL USE PERMIT MODIFICATION**

WHEREAS the Applicant, ZV Smith Jr. Family Trust, applied to the Town of Hillsborough for a Special Use Permit modification on approximately 0.21 acres at 128 W Margaret Lane to expand the permitted uses to include mental health counseling and massage therapy; and

WHEREAS the Town of Hillsborough Planning Board and Board of Commissioners have conducted a public hearing on the application and have reviewed the site plans, information and testimony presented both in favor of, and in opposition to, the Special Use Permit; and

WHEREAS on May 19, 2016 the Hillsborough Planning Board considered the application and made its recommendation to the Board of Commissioners with respect to the application.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN OF HILLSBOROUGH BOARD OF COMMISSIONERS this 13th day of June, 2016 as follows:

The Board of Commissioners has reviewed the application, all the testimony presented and material submitted to it in connection with the application, and the Planning Board's recommendation, and finds that though the application satisfies the requirements of Unified Development Ordinance Section 3.8.3, if the development is completed as proposed, more probably than not the development will substantially injure the value of adjoining or abutting property; and/or will not be in harmony with area in which it is to be located, as more particularly established by the following facts in the record:

Testimony was provided estimated the number of clients that could be seen by the requested types of businesses and the likelihood of those uses operating later during the day or on weekend (more so than the approved uses), which was markedly higher than a majority of the Planning Board could support as not injuring the value of surrounding property or being out of harmony with the adjoining residential uses. The member were not able to agree on conditions or further modifications that were acceptable to a majority of members.

WHEREFORE, upon a motion by Commissioner _____, seconded by Commissioner _____, the foregoing Resolution was put to a vote of the Town of Hillsborough Board of Commissioners, the results of which vote are as follows:

Ayes:

Noes:

Absent or Excused:

Katherine M. Cathey, Town Clerk

MINUTES
PLANNING BOARD
Thursday, May 19, 2016
7:00 PM, Town Barn

PRESENT: Lisa Frazier, Janie Morris, Toby Vandemark, Erin Eckert, Dan Barker, Rick Brewer, Jenn Sykes,
James Czar, Doug Peterson
STAFF: Planning Director Margaret Hauth

ITEM #5: Recommendations to Town Board regarding items at April public hearing:

A) Special Use Permit modification request to expand the uses permitted by Special Use Permit at 128 W Margaret Lane. OC PIN 9874-06-2054

Ms. Hauth reviewed there's testimony from the public hearing. She cautioned email exchanges are not sworn testimony. Ms. Morris asked for review of what the owner is allowed to have there now versus what she wants. Ms. Hauth summarized that massage therapy and mental health counseling don't qualify as office use under the Unified Development Ordinance. The owner can have a lawyer, CPA, travel agent, and/or Web designer. She can have up to eight employees on site, 8 a.m. to 6 p.m.

Mr. Peterson said I feel snaked that immediately after we approved it, she put it up for sale. Ms. Hauth said there were changes in her life. I don't want everyone to think it was a deliberate attempt or change. Mr. Peterson appreciated that assurance.

Ms. Morris said eight employees doesn't take into account how many people are coming in and out. Ms. Hauth said over time it becomes a significant enforcement issue. Chair Eckert said although we want to respect personal changes in the owner's life, we explicitly wrote the permit to not include the businesses that are requested. She can't feel 100 percent that the neighboring property value will not be affected with the driveway that close. Ms. Morris said I completely concur with Chair Eckert.

Chair Eckert said her concern is not traffic or spreading commercial down Margaret Lane, it's just the configuration of that site and the neighboring property. She doesn't see how it wouldn't have a negative effect on the neighboring property owner. If there is some way to relax the home occupancy standard so the property could have more space for home occupation, she is interested in allowing that.

Ms. Hauth advised polling the board to see about the two new uses. If there's interest in trying to craft language about the home occupation side, then move into that. With a straw poll on the new uses, Mr. Brewer would decline. Mr. Czar said he would split the two. He doesn't have a problem with mental health counseling. I don't see how it's particularly different from what we've already approved. For massage therapy, you have people coming and going. Ms. Sykes thinks with massage therapy only one person going in at a time. For the mental health part, you have group counseling sessions and that to her would cause more of a problem. Ms. Sykes added that group sessions after hours would be a traffic impediment.

Mr. Barker is curious whether the neighbor or applicant could get an appraiser to state whether there would be an impact. Ms. Hauth answered we haven't been given that

evidence and I think it would be difficult to get from the appraiser. That is the line. We have to give them the opportunity to get that evidence, Mr. Barker said. Ms. Hauth said the hearing is closed and both sides had that option. Mr. Barker said the evidence is not there to say there is no impact. My belief is it will have an impact. He said the counseling service on Millstone Drive sometimes takes emergency calls with people exiting angrily and threatening to harm themselves. Mr. Peterson said he didn't see either one of these businesses being done at 6 o'clock.

The property owner checked that the neighbor's email said that he was OK with counselor and massage therapist. That was confirmed.

Mr. Barker moved that these new uses be approved. Ms. Sykes seconded. All in favor of approving the modification as submitted:

VOTE: 0--The board was unanimously opposed to this motion.

Chair Eckert asked for discussion whether there's something the board could approve. Chair Eckert asked for the percentage allowed for home occupancy. Ms. Hauth said 25 percent of the heated area and gave examples.

The property owner asked if she can make a modification. What if she were to request the board only allow counseling and drop the other two uses.

Ms. Hauth said knowing you've put it on the table, the board would not treat it as a modification. Mr. Peterson asked what the hours would be. The answer was 6 a.m. to 8 p.m. Mr. Barker asked what are the hours of the library? The answer was 8 p.m.

Chair Eckert said she'd like to say it changes her opinion but the proximity to the neighbor's house, the shared space that is the driveways next to each other and lack of buffer don't change her opinion. If we could reconfigure that and provide a buffer, that would be fine.

Ms. Vandemark said for group counseling, it could be eight people walking in. Mr. Barker asked would the applicant accept a cap on the number of customers at a time. There was agreement that can't be regulated. There was brief discussion that if a counselor couldn't simultaneously treat couples or a family, then it's limiting her livelihood. Ms. Sykes sees it as a privacy issue on both sides, with neighboring kids playing outside seeing who is coming in and out of the counselor's office.

Chair Eckert asked if home occupancy would apply to a rental situation as well. Chair Eckert said if three separate spaces, you could create a boarding house situation with businesses running there as well. That seems like two to three time the impact as a single family building. Mr. Barker asked if any of the three is configured as a dwelling. The answer was there is only one and a half baths and no kitchen.

Mr. Barker is thinking massage therapy would eat up the most space. There was brief discussion that you could end up having eight massage customers at a time.

Mr. Barker is thinking this proposal is a little bit too much. I'm not hearing much support. Chair Eckert is wondering whether there is benefit in adjusting home occupation.

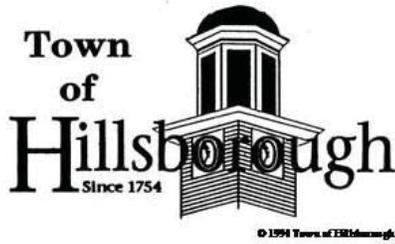
Ms. Hauth said counseling is the owner's primary business there. Ms. Sykes thinks group counseling during lunch would probably not have much of an impact but during dinner time and evening, it would have more impact.

Mr. Barker asked what if hours were restricted 8 a.m. to 6 p.m.? Mr. Peterson said that would make a difference to him. Chair Eckert said I don't know if that will be desirable to someone who wants to move into that business. Mr. Barker said what if restricted to a single counselor.

Ms. Hauth asked should the board ask if it's acceptable. Mr. Brewer doesn't want to get in the habit of discussing minutia like this. He doesn't want to set a precedent. Chair Eckert said any discussion we have here today isn't protecting the neighbors. Whatever decision we make today is binding in perpetuity. I think it would be a bad decision down the line. Mr. Barker said a re-application with more specificity might be helpful but we don't have this tonight. Mr. Czar said to Mr. Peterson's point, there's economic evidence you could give but that's not the sole criteria to judge this on. Chair Eckert said we know this house is difficult and there's not an easy answer.

MOTION: Mr. Czar made a motion to recommend to the town board the denial of this modification to the special use permit. Mr. Brewer seconded.

VOTE: Unanimous



**APPLICATION FOR
Special Use or Conditional Use Permit Modification**

Planning Department
101 E. Orange Street / P.O. Box 429
Hillsborough, NC 27278

Phone: (919) 732-1270, Ext. 73, 86, Fax: (919) 644-2390

Website: www.ci.hillsborough.nc.us

Project Title: Modify SUP for 128 W Margaret Lane Permit Type: SUP CUP
Address: 128 West Margaret Lane PIN #: 9874062054

Applicant Name: ZV Smith Jr. Family Trust
Mailing Address: PO Box 1411 Phone: 9194486150
City, State, Zip: Hillsborough NC 27278 E-mail: juliesmithnc@gmail.com

Property Owner Name: Same
Mailing Address: _____ Phone: _____
City, State, Zip: _____ E-mail: _____

Minor Change Requested: In the space provided below, or on a separate sheet of paper, explain the details of the proposed change(s) requested. Be as specific as possible. Also, attach a site plan indicating all proposed changes.

~~Expand the permissible uses at 128 W Margaret Lane to include massage therapy and mental health counseling in addition to the previously approved office uses with the same restriction on hours and employees and to clarify that the structure may include a residence and the occupant of the residence may also operate an office use as defined herein, even if it exceeds the home occupation guidelines for size.~~

Reference only – the approved permit reads:
Real estate, attorney, and other office uses which have no more than 8 employees (combined total of all offices) working from the site, and hours of operation limited to 6 AM to 8 PM seven days a week, may also occupy and operate at the property

I, the applicant, hereby certify that the forgoing application is complete and accurate. I understand that I am bound to comply at all times with the rules and regulations of the issued Special or Conditional Use Permit issued for the property identified in this application, as well as all applicable requirements of the Town of Hillsborough Zoning Ordinance.
APPLICATIONS WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR OFFICIAL AGENT.

Applicant's signature date
2-17-16

Property Owner's signature date

DEPARTMENT USE ONLY	Date Received: _____	SUP/CUP #: _____
	Fee: \$ _____ .00	Receipt #: _____

Margaret Hawth

From: David Payne <dapay@embarqmail.com>
Sent: Thursday, April 21, 2016 9:35 AM
To: Margaret Hawth
Subject: from David Payne, 134 W. Margaret Lane re: rezoning 128 W. Margaret Lane

Dear Margaret,

Unfortunately, I have a conflict and can't make tonight's meeting, but I hope you'll convey my remarks to the Board.

From my perspective as the next-door neighbor and owner of 134 W. Margaret Lane, it has been unsettling and disturbing to deal with the changing plans of the Smith Trust and with the resulting uncertainty regarding the fate of 128 W. Margaret. As a 16-year owner/ resident of Margaret Lane, my feeling—and that of other W. Margaret neighbors and residents like the Boerickes and Susan Frankenburg—was that the parking lot between Cy Hogue's law office and 128 W. Margaret was the only natural boundary that could serve to separate the commercial part of Margaret Lane from the residential part on the north side of the street. 128 W. Margaret is close up on my house, and people parking in the driveway of 128 W. Margaret look directly into my kitchen and dining room windows from a distance of about 8 feet. The Board granted the Smith Trust's rezoning request over my objection and that of other neighbors, and since that time there has been a constant stream of cars and visitors to 128 W. Margaret, parking in the driveway and in the grass of the front yard, and my privacy has been compromised in exactly the way I feared and predicted. I feel encroached on already, and now the Smith Trust wishes to loosen the zoning even further.

In addition to considering the Smith Trust's desires and needs, I ask that the Board consider—and protect-- my desires and needs for privacy as an owner/resident. If the Smith Trust wishes to use 128 W. Margaret as a space for massage therapy or mental health counseling, I don't object. However, I don't support the re-purposing of 128 W. Margaret to serve as a combined office and residence.

Thank you for your consideration in this matter.

David Payne
134 W. Margaret Lane
Hillsborough, NC 27278

From: [Margaret Hawth](#)
Sent: Wednesday, April 20, 2016 3:09 PM
To: <mailto:dapay@embarqmail.com>
Subject: contact

Margaret A. Hawth, AICP
Planning Director/Assistant Town Manager
P.O.Box 429
101 E Orange Street
Hillsborough, NC 27278

Margaret Hawth

From: Julie Smith <juliesmithnc@gmail.com>
Sent: Friday, April 22, 2016 10:06 AM
To: Margaret Hawth
Subject: Response to David Payne's email

Margaret,

There are some issues that I feel we need to respond to regarding David Payne's email since it was circulated to all of the board members.

1) He has been "unsettled" and "disturbed" over our changing plans for 128 W Margaret. I can assure him that we would have never purchased the property if we knew my mother would be diagnosed with cancer months later and I would need to figure out a way to eventually move closer to my family after living here since 1977. Regardless of that, just because we purchased the property, doesn't mean we (or anyone else for that matter) have to retain ownership so as to not upset him.

2) Yes, the driveway for 128 is "close up" on his house. It was like that when he purchased his house 16 years ago.

3) "People parking in the driveway of 128 W Margaret look directly into my kitchen and dining room windows from a distance of about 8 feet" - yes, the driveway was the way it was when he purchased his house 16 years ago. Mr. Payne has plenty of room in his side yard and has had plenty of time to remedy this situation if he wanted to do so. Furthermore, no one parks in a driveway for the purpose of staring into someone else's windows. Frankly, I have no interest in looking into Mr. Payne's windows and I doubt anyone else does either. Did he complain to the town boards about this when Mr. Long lived there? I'm sure he had people over to his house who parked in the driveway and I doubt they sat there and looked into Mr. Payne's windows either.

4) "Since that time (*of the zoning request*), there has been a constant stream of cars and visitors to 128 W. Margaret"... well, this is not a vacant lot - we own the property and have a right to come and go from there. If we had kept it as a residential rental property like he wanted, there would have been people there 24/7. When Mr. Long was living there, I'm sure there were cars in and out of the driveway.

So of course, there have been people in and out and yes, we park in the driveway. Does he think we should park in the street when we are there? Does he think we should park in the deck and walk over to the house to do things like mow the yard?

From last April to August, we were going through motions of getting approvals. Regular maintenance was performed on the house but hardly anyone was ever at this place.

From August to December, there was again hardly any activity at all except again to maintain the place. We were trying to sell it 'as-is' after my mom's diagnosis.

From December to March, there was more activity as we decided that renovations were going to be necessary. But the activity was sporadic at most.

From March to present, there has been more activity as the renovations are finally getting done and yes, for about a week-10 days, there were contractors and subs that parked on the front lawn. It is totally unreasonable to think they would park in the parking deck and walk over with saws, nail guns, compressors, and other equipment. The fact that they parked on our property didn't affect Mr. Payne in the least bit other than he had to look at the trucks or cars during the day. How does that invade his privacy? And in fact, his own parking is in his front yard and we don't complain when he has 4 or 5 cars there. Why would we? It's his property. There are cars that park on the street for minutes at a time and pull into our driveway to go to the library on a daily basis.

He complains that his "privacy has been compromised in exactly the way I feared and predicted" - exactly how has that occurred - by activity, cars and people over at 128 W Margaret? Did he think it would remain vacant for years on end? Again, he purchased his house with this house already beside it.

5) He has no issue with allowing massage therapy or counseling which is nice that he wrote that since he had already told Jeff Wells, a local massage therapist who was interested in the space, that he would be happy for him to be there - but now he doesn't want the building used as a residence. At the first hearing, he wanted it to remain a residence and not be a business.

It appears that he is not going to be happy with anything happening at this place, except for maybe it to remain vacant as it did for many, many years. If Mr. Payne wanted to have total control over the space, he should have purchased it. There was plenty of time for him to have done that.

Julie

TOWN OF HILLSBOROUGH

Board of Commissioners

Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.G	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Review and discussion of pedestrian improvement study along N. Churton and Cornelius Street

Attachment(s):

Excerpts from study and plans (12 pages)

Brief Summary:

The town contracted with Davenport to assess the physical and regulatory feasibility of construction sidewalk or pedestrian paths along the US 70/Cornelius corridor from Lakeshore Drive to Orange High School Road and along N. Churton Street from Corbin Street to US 70. Eighty percent of this study expense was funded through planning funds allocated to member jurisdictions in the MPO.

Action Requested:

Receive report

ISSUE OVERVIEW

Background Information & Issue Summary:

We asked for these two high priority areas to be studied to 1) determine whether pedestrian elements could be reasonably added and 2) if so, what type and at what possible expense. The attached drawings are considered 25% drawings – i.e. only about 25% of the work needed to get construction bids has been done. The drawings begin on the 5th page of the attachment at Lakeshore Drive/Holiday Park Road and move east, ending at Orange High School Road. The N. Churton Street drawing is the last in the drawing set.

Because of the high speed in the Cornelius corridor, NCDOT will require more than just a curb as a barrier between pedestrians and cars. This is both a positive and negative. Curb & gutter is expensive to build so other options can be considered. But those options require additional spacing which use of more of the existing right of way – which the residents along the corridor may not understand to be right of way.

The recommended installation is a 10' paved multi-use trail placed at the northern extent of the right of way along the north side of the corridor. This option, rather than a traditional sidewalk, is recommended due to:

- ability to use existing topography to our advantage (working around existing utilities in more cases)
- has a lower cost of construction (asphalt)
- requires less stormwater infrastructure to be installed

- provides safe path for both bikes and pedestrians in one shared facility – the wider width ensure that both can share without incident
- provides greater chance of maintaining this improvement if the road is widened
- gives us more flexibility to install landscaping and trees and doesn't require a guardrail, allowing us to enhance the aesthetics of the corridor as well.

For N. Churton Street, the recommendation is more standard – to install sidewalk behind a curb along the east side of the street. We had talked about integrating these improvements with the construction of the public safety center. That remains an option or others exist.

This project was the first step in determining whether these projects might be feasible for the town to undertake over time. The consultant is finishing up a cost break down to divide the corridor into pieces that can be funded through the same source at the MPO that funded this study – which keeps the town's participation at 20% of the project costs and does not require projects to move through the TIP process.

This project was initiated partially in response to the board's on-going support for connectivity and pedestrian access. The next phase can be initiated at the board's discretion – there is no ticking clock.

Financial Impacts:

No further commitments at this time – the board can provide direction on how and when to proceed at their convenience.

Staff Recommendations/Comments:

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Executive Summary

The Town of Hillsborough is proposing to install pedestrian facilities on two sections of roadway along NC 86 (Churton Street) and US 70 Bypass (Cornelius Street) in Hillsborough. The first section is along NC 86 from East Corbin Street to the US 70 Bypass and the second section is along US 70 Bypass from Lakeshore Drive to Orange High School Road. The purpose of this report is to determine the feasibility of the proposed project and recommend an alternative(s) for further study and eventual construction. For the section along NC 86 it is recommended to study in detail Alternative 1, with sidewalk on the East side of the road from Corbin Street to US 70 Bypass for approximately 1,400 feet. Along US 70 Bypass, it is recommended to further study a hybrid alternative (Alternative 4) which consists of a combination of shoulder sections with sidewalk, curb and gutter sections with sidewalk and sections of sidewalk located behind the guardrail for safety and to meet minimum clear zone requirements. The total cost estimated for this project is estimated to be \$800,000 which includes estimated costs for any necessary right of way or easement acquisition. A summary of costs and impacts is provided in Table 1. It is expected this project will have a low impact on the human and natural environment. Utility impacts as a result of this project are expected to be low. A historic resource, the Mars Hill (Hillsborough Town) Cemetery exists along US 70 in the south east quadrant of the project area and the State Historic Preservation Office (HPO) should be contacted during project development to verify there will be no impacts to the cemetery. No impacts to parks, recreation areas, or community facilities are anticipated with this project.

Table 1. Summary of Analysis

FEASIBILITY STUDY OF PEDESTRIAN UPGRADES ALONG NC 86 AND US 70 BYPASS - HILLSBOROUGH, NC						
	NC 86 / N. Churton Street		US 70 / Cornelius Street			
Alternative	1	2 (NOT SHOWN)	1	2	3	4 (HYBRID)
General Description of Proposed Improvements	5' concrete sidewalk added along the east side of NC 86 with a variable width planting strip (min 2').	6' concrete sidewalk added along east side of NC 86 directly to the back of the existing curb.	5' concrete sidewalk added along both sides of US 70. Sidewalk set at 30' from edge or pavement.	5' concrete sidewalk added along both sides of US 70. Sidewalk set behind curb and gutter 2' from edge or pavement.	5' concrete sidewalks added along both sides of US 70. Sidewalk set at 4' from back guardrail which is 12' from edge of travel.	Combination of shoulder section, guardrail, and curb and gutter along both sides of US 70.
Shoulder Section	No	No	Yes	Yes	No	Yes
Guardrail	No	No	Yes	No	Yes	Yes
Curb & Gutter	Yes (Ex)	Yes (Ex)	No	No	Yes	Yes
COST ANALYSIS						
Opinion of Probable Construction Cost	\$80,000	\$90,000	\$450,000	750,000	1,650,000	\$800,000
IMPACT SCORE (0) Low Impacts to (5) High Impacts						
Cost	1	1	2	3	5	3
Environmental Impacts	1	1	3	2	1	2
Safety	1	3	2	1	4	3
Traffic Impacts	1	3	1	4	5	3
Constructability	2	3	4	3	5	3
R/W Impacts	1	1	5	2	1	2
Business Impacts	3	3	1	1	2	1
Aesthetics	2	2	3	5	1	2
TOTAL IMPACT SCORE						
	12	17	21	21	24	19
RECOMMENDED ALTERNATIVE						
	RECOMENDED					RECOMENDED
Additional Notes	Recommend access management along the corridor by eliminating or reducing the width of driveways.	Recommend access management along the corridor by eliminating or reducing the width of driveways.	It appears the cheapest and easiest, but meeting ADA requirements, potential for lighting, extra clearing, etc make this alternative less attractive.			



Legend	
	Revised LPA
	Revised PA Buffer
Natural Heritage Elemental Occurrence	
	Historical Animal
	Eto River
Wetlands	
	Pulsatine forested
	Scrub shrub wetland
	Freshwater Pond
	Riverine wetland system
	Neuse River Basin



Data Source: NO Overlay



3722 Shipyard Boulevard, Suite E
Wilmington, North Carolina 28403

PROJECT

FEASIBILITY STUDY
TOWN OF HILLSBOROUGH
US 70 BYPASS (CORNELIUS ST) AND NC 86 (NORTH CHURTON ST)
HILLSBOROUGH, ORANGE COUNTY,
NORTH CAROLINA

JOB NO: 15-428

TITLE

ENVIRONMENTAL SCREENING
MAP

DATE: APRIL 2016

SCALE: AS SHOWN

DRAWN BY: AMR

CHECKED BY:

ZJB

FIGURE

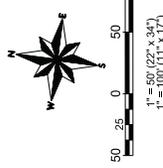
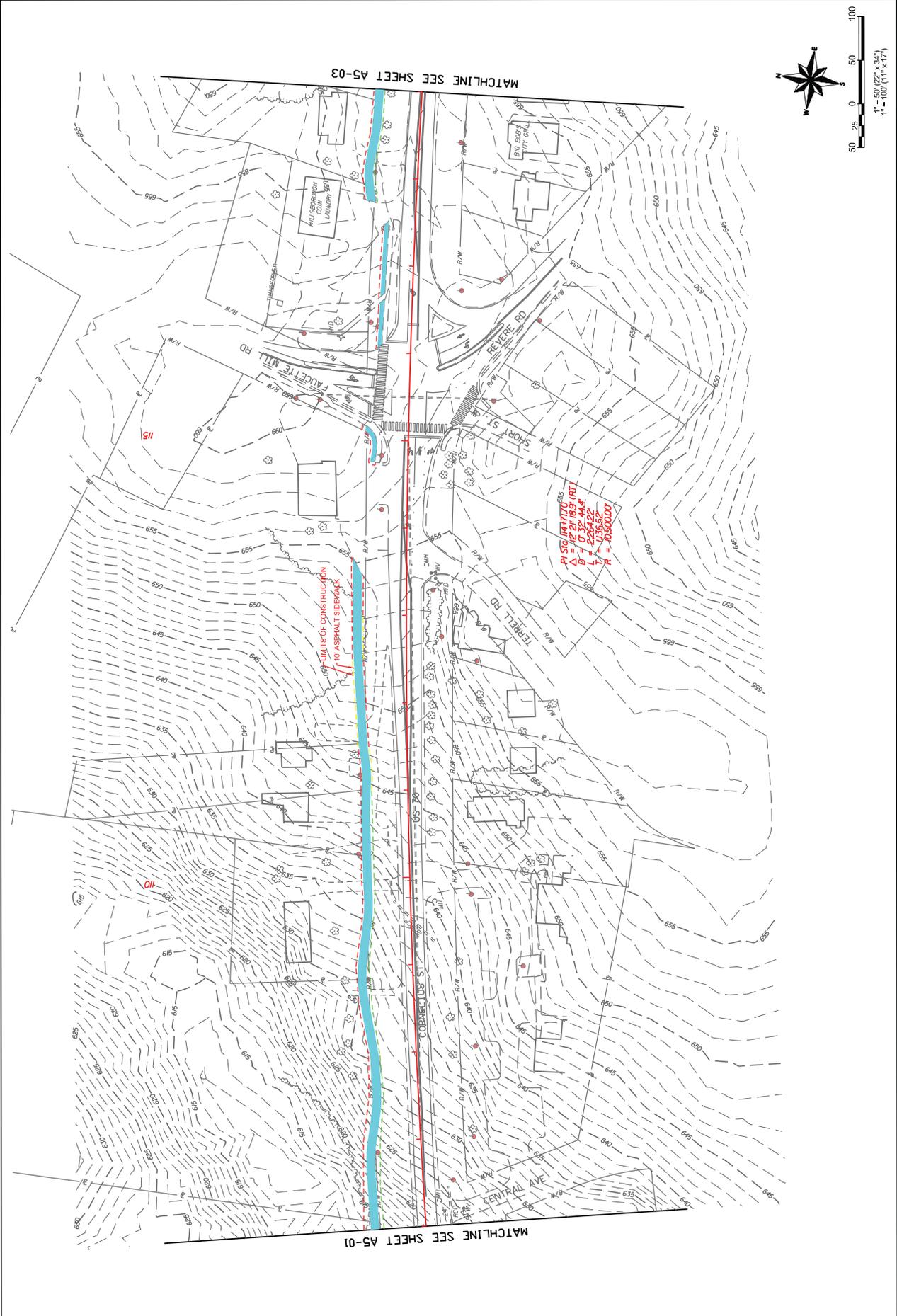
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TITLE: ALTERNATIVE 5 PLAN SHEET NO. A5-01		PROJECT: PEDESTRIAN UPGRADES ALONG NC 86 AND US 70 BYPASS		CLIENT: TOWN OF HILLSBOROUGH 101 E. CHANCE STREET HILLSBOROUGH, NC 27278	
NO. DATE REVISIONS		PROJECT: 15-428		DATE: 04/02/18 DESIGNED BY: GWA CHECKED BY: MBO SCALE: AS NOTED	
FUNCTIONAL PLANS NOT FOR CONSTRUCTION		HOME OFFICE 306 WEST COUNTRY STREET, SUITE 204 WINTER KILN, NC 27158 336.742.1938 www.hilltop.com NCEBLS PERM LICENSE NO. C0202		DAVENPORT	



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DAVENPORT 303.741.1838 www.davenport.com 306 WEST FOUNDRY STREET, SUITE 5A WASHINGTON, NC 27703 HONG CHANG PROJECT: 15-028		NO. DATE REVISIONS DESCRIPTION DATE: 04/02/18 DESIGNED BY: CHA DRAWN BY: CHA CHECKED BY: MFC SCALE: AS NOTED		CLIENT: TOWN OF HILLSBOROUGH 101 ORANGE STREET HILLSBOROUGH, NC 27778 PROJECT: PEDESTRIAN UPGRADES ALONG NC 86 AND US 70 BYPASS		TITLE: ALTERNATIVE 5 PLAN		SHEET NO. A5-04	
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SHEET NO. A5-04

ALTERNATIVE 3 PLAN

PROJECT: PEDESTRIAN UPGRADES ALONG NC 86 AND US 70 BYPASS

CLIENT: TOWN OF HILLSBOROUGH
101 E ORANGE STREET
HILLSBOROUGH, NC 27278

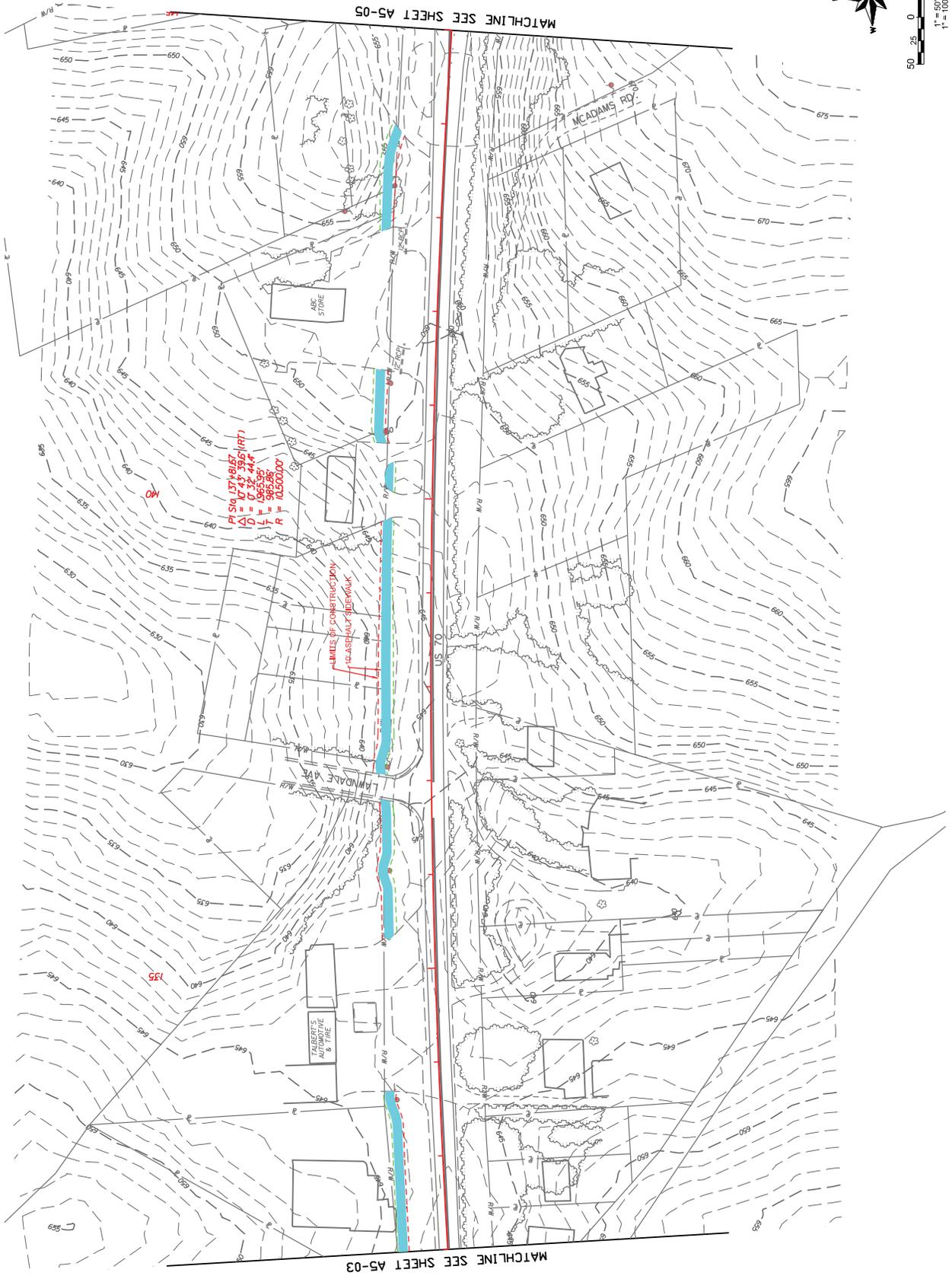
NO.	DATE	DESCRIPTION

PROJECT: 15-28
 DATE: 04/02/18
 DESIGNED BY: GKA
 CHECKED BY: MSC
 SCALE: AS NOTED



DAVENPORT
 HOME OFFICE
 303 WEST KNOX STREET, SUITE 204
 WASHINGTON, NC 27681
 336.744.1818 www.davenport.com
 NOBEL'S PROFESSIONAL LICENSE NO. 04222

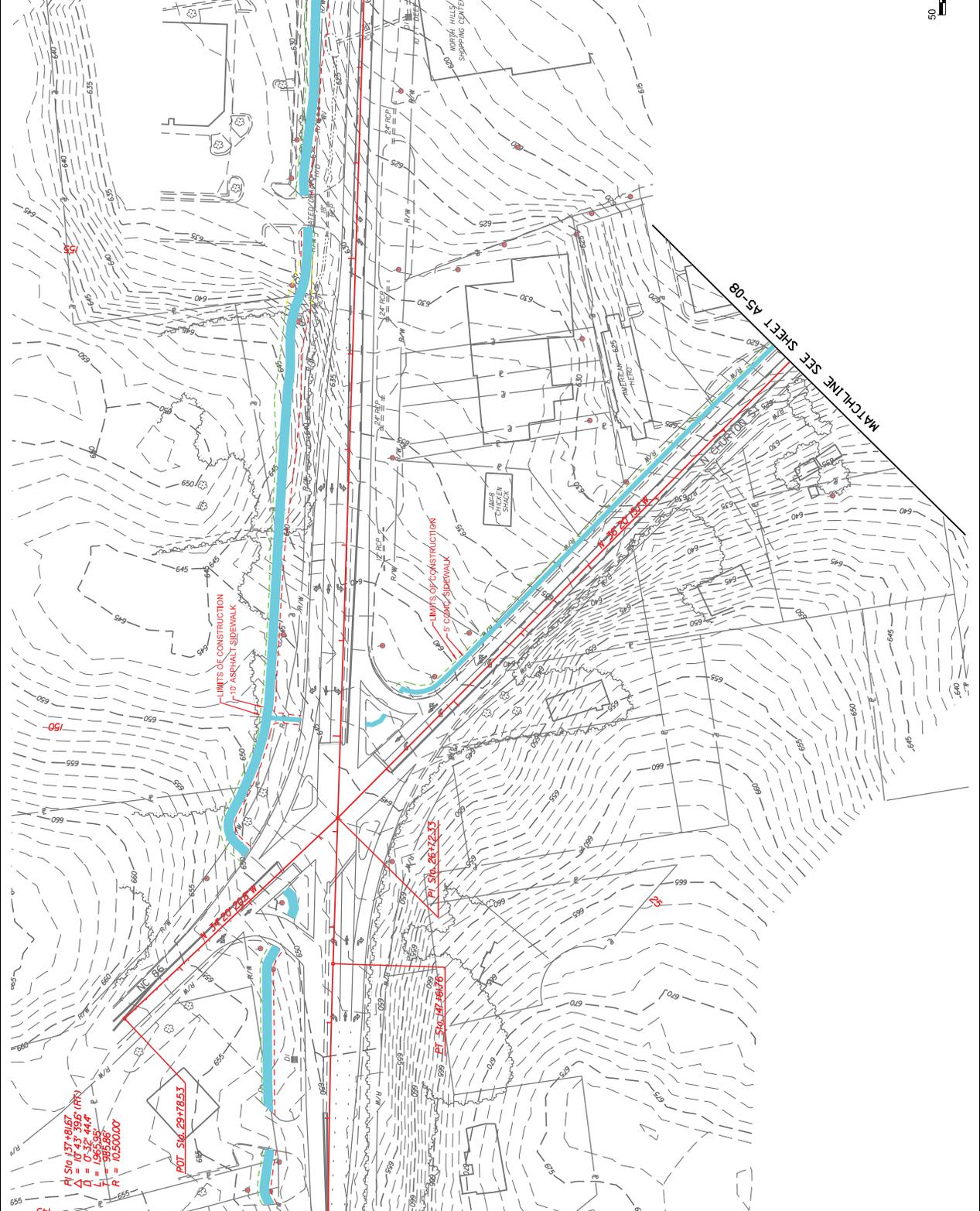
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 CONSTRUCTION



MATCHLINE SEE SHEET A5-05

MATCHLINE SEE SHEET A5-03

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SHEET NO. **A5-06**

ALTERNATIVE 5
PLAN

PROJECT: **PEDESTRIAN UPGRADES
ALONG
NC 86 AND US 70 BYPASS**

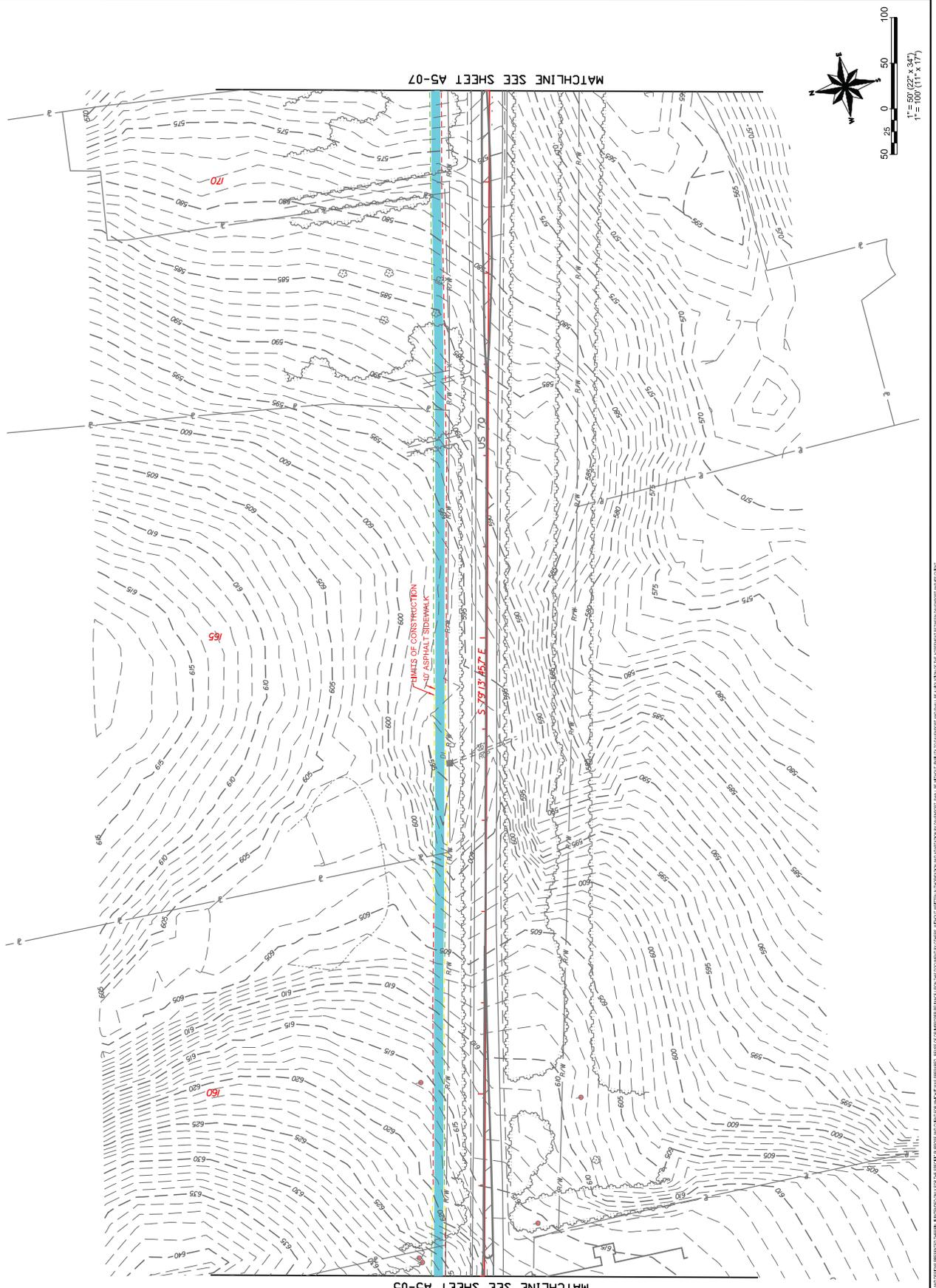
CLIENT: **TOWN OF HILLSBOROUGH
HILLSBOROUGH, NC 27278
101 E. CHANCE STREET
PO BOX 239**

NO.	DATE	DESCRIPTION

PROJECT: 15-428
 DATE: 04/02/18
 DESIGNED BY: GKA
 CHECKED BY: MSC
 SCALE: AS NOTED

DAVENPORT
 HOME OFFICE
 305 WEST FAYETTE STREET, SUITE 204
 MINTON, NC 27028
 336.324.1536 www.davenport.com
 NCELS PROFESSIONAL NO. C2922

PLANNING PLANS
 Construction



MATCHLINE SEE SHEET A5-05

MATCHLINE SEE SHEET A5-07

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15-05-07
SHEET NO.

ALTERNATIVE 5
PLAN

PEDESTRIAN UPGRADES
ALONG
NC 86 AND US 70 BYPASS

TOWN OF HILLSBOROUGH
101 ORANGE STREET
PO BOX 528
HILLSBOROUGH, NC 27278

NO.	DATE	DESCRIPTION

PROJECT: 15-128
 DESIGNED BY: GMA
 DATE: 04/02/18
 DRAWN BY: GMA
 CHECKED BY: MSC
 SCALE: AS NOTED

DAVENPORT
 HOME OFFICE
 308 WEST FLORENCE STREET, SUITE 5A
 WINTHROP, NC 27157
 336.744.1638 www.davenportnc.com
 NORTH FURNACE NO. 02022



TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.H	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning Director

ITEM TO BE CONSIDERED

Subject:

Discussion of traffic study preparation for development proposals

Attachment(s):

None

Brief Summary:

The engineer the town has been working with at Volkert has taken a position with another firm. The company is no longer willing to provide this service.

Under our current arrangement the town, the applicant, NCDOT, and the consulting engineer agree to a scope of services and study area for each proposal. The town contracts with the consultant and pays the fee. The applicant is then billed for 100% of the fee. There is some overhead associated with collecting the reimbursement.

Action Requested:

Direction to staff

ISSUE OVERVIEW

Background Information & Issue Summary:

The board discussed this topic briefly in April. One board member expressed interest in having Orange County provide the review service, based on the comments offered during the review of Collins Ridge. The County does not have staff with the necessary training or credentials to prepare a traffic analysis that meets the town's requirements nor NCDOT's. Review and comment by Orange County will happen through our Courtesy Review Agreement, but they do not have the necessary training to actually prepare the studies.

From talking further with applicants and NCDOT staff, it appears other jurisdictions are moving away from direct involvement in traffic study preparations. NCDOT has noted that except in the large and complex projects, the town gains little from hiring the consultant. We always have the ability to specify certain criteria or requirements for studies (like including changes to travel time) and can determine the study area and what intersections to be included.

Existing staff has gained some expertise in understanding the implications of certain assumptions in these studies and can offer reasonable and meaningful comments to consultants. This would be an important skill to continue to keep in house in the future. For the town to find a new firm to prepare these studies, the selected firm would have to agree to NOT be involved in preparing the applicant development plans. Many of the traffic engineers currently

practicing who have the most familiarity with Hillsborough also work for firms who regularly submit development plans. The fee generated from submitting a development plan greatly outweighs just the traffic study component, so the town would be losing out on the best experience available.

Staff would recommend allowing applicants to pick the consultant of their choice to prepare the traffic studies in consultation with the town and NCDOT, and to town and NCDOT standards. We also suggest reserving the option to require a peer review of the study provided by the applicant for particularly complex projects. Perhaps a reasonable threshold for this type of review would be projects of more than 50 acres, depending on the proposed land uses and location.

Financial Impacts:

The potential cost to the applicant of a large project may be higher since they will be paying for a traffic study & a third party review. The short-term cost to the town would be lower as we no longer front the full study expense, be involved in "managing" the consultant, or seeking the reimbursement for most projects.

Staff Recommendations/Comments:

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TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: June 13, 2016

Department: Administration

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.1	
<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>

PRESENTER/INFORMATION CONTACT: Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject:

Hot Topics for the June 27 Board of Commissioners Work Session

Attachment(s):

None

Brief Summary:

Possible topics include:

- End of the year budget amendments and encumbrances
- Update and possible action on compensation and classification study (salary survey)
- Note: July workshop may include a presentation/update from Habitat for Humanity on the Waterstone Townhome project.

Action Requested:

Please provide direction.

ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

Not applicable at this time

Staff Recommendations/Comments:

N/A