

Hillsborough Board of Commissioners Agenda

7 p.m. August 8, 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. Recognition of Citizen Police Academy Graduates and Presentation of Graduation Certificates

5. INTERVIEWS

A. Interview Brian Perkins for an in-town position on the Board of Adjustment

6. APPOINTMENTS

- A. Family Success Alliance Advisory Council - Consider appointing a member of the Hillsborough Board of Commissioners to the FSA Council
- B. Tourism Board – Reappoint Kim Tesoro for the Chamber of Commerce seat for a term ending August 8, 2018
- C. Board of Adjustment - Appoint Brian Perkins to fill an in town alternate vacancy for a term expiring August 31, 2019
- D. Board of Adjustment - Consider adopting a resolution requesting the Board of Orange County Commissioners to reappoint Dustin Williams for a term ending Sept. 30, 2019

7. COMMITTEE REPORTS (*CRITICAL*)

8. REPORT FROM THE TOWN MANAGER

9. DEPARTMENTAL REPORTS

10. ITEMS FOR DECISION – CONSENT AGENDA

- A. Minutes of the Board of Commissioners June 13, 2016 Regular Meeting, Minutes of the Board of Commissioners June 13, 2016 Regular Meeting Closed Session, Minutes of the June 27, 2016 Board of Commissioners Work Session, and Minutes of the Board of Commissioners June 27, 2016 Work Session Closed Session
- B. Budget Transfers and Amendments
- C. Lease agreement for jet/vac combination sewer truck
- D. Revisions to the Technical Specifications for Water & Sewer Systems
- E. Classification and Pay Plan Amendment – new Planner position
- F. Town Code amendment to establish minimum lot size of 10,000 sf for keeping chickens and other fowl in the city limits
- G. Capital Project Ordinance Adoption – AMI Infrastructure
- H. Tourism Board Expenditure to support an event in Hillsborough during Redeye’s Label Hang Conference

11. ITEMS FOR DECISION – REGULAR AGENDA

- A. Receive letter of interest in annexation from residents of Faucette Mill Road
- B. Update in Police issues
- C. Request for Community Reinvestment funding for Orange County Food Council
- D. Consideration of a resolution establishing a preference for payment in lieu of construction of sidewalks for projects fronting on South Churton Street from Orange Grove Road to I-40 in acknowledgement of the pending widening project by NCDOT
- E. Discussion and direction regarding proposed Planning Department work plan

12. CLOSED SESSION

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(5) to discuss and provide direction to staff regarding potential economic development actions in downtown
- B. 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

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 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, Cpl. Tereasa King

ITEM TO BE CONSIDERED

Subject:

Recognition of Citizen Police Academy Graduates and Presentation of Graduation Certificates

Attachment(s):

n/a

Brief Summary:

The Hillsborough Police Department's Citizen's Police Academy was held from May 24th through July 5th. Seven participants met weekly and received instruction on a variety of topics including: Communications, traffic operations, accident investigations, narcotics, criminal investigations, general patrol duties, use of force, internal investigations and K-9 operations. In addition, they were all required to complete several hours of ride-alongs to see the challenges patrol officers face.

Action Requested:

none

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: August 8, 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:

Interview Brian Perkins for an in-town position on the Board of Adjustment

Attachment(s):

Application

Brief Summary:

Mr. Perkins has expressed interest in serving on the Board of Adjustment and attended a board meeting to be interviewed.

Action Requested:

Conduct interview

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

TOWN OF HILLSBOROUGH



Brian Lynn Perkins on 04/08/2015

Name: Brian Lynn Perkins

Home Address:

2207 Summit Drive, Hillsborough, NC 27278

Phone (home): 919-732-3136

Phone (work):

919-668-8338

Email:

brian.perkins@duke.edu

Place of Employment:

Duke University - Duke Clinical Research Institute

Job Title:

CRA III

Personal Background

Date of Birth: Tue, 01/02/1962

Gender: Male

Ethnic Origin: Caucasian

Boards/Commissions:

[Board of Adjustment](#) (/content/board-adjustment)

[Historic District Commission](#) (/content/historic-district-commission)

Reasons for wishing to serve:

I will soon be a graduate of Hillsborough's Citizen Academy and am very interested in serving on the Board of Adjustment or the Historic District Commission.

Relevant Experience

Work Experience:

Given the work I do at Duke University, I am great at working in groups in an effort to achieve desired goals within a timely manner.

Volunteer Experience:

Hillsborough's Citizen Academy

Educational Experience:

I have a B.A. in Journalism and an MBA with an emphasis in accounting.

How did you hear about this opportunity?:

Internet

Other

Where Heard Detail:

town emails

Agreement

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

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: Aug. 8, 2016
 Department: Administration
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT:

ITEM TO BE CONSIDERED

Subject:

Consider appointing a member of the Hillsborough Board of Commissioners to the Family Success Alliance Advisory Council

Attachment(s):

None

Brief Summary:

The FSA Advisory Council voted in April to extend council representation to a member from each town council. The FSA has asked the Hillsborough Board of Commissioners to discuss and select a board member to serve on the advisory council.

Action Requested:

Appoint Hillsborough Board of Commissioner

ISSUE OVERVIEW

Background Information & Issue Summary:

The [Family Success Alliance](#) (FSA) was created by the Board of County Commissioners in June 2014 to address the rising number of children and families living in poverty. The Family Success Alliance currently serves two geographic zones (one zone between I-40 and I-85 in Orange County; second zone in downtown Chapel Hill southwest to Highway 54) with a pipeline of evidence-based programs, services and support from cradle to career.

The backbone staff of FSA are housed at the Orange County Health Department with additional staff who serve as "navigators" and partners working directly with families via community-based organizations. The council consists of elected officials, community organizations, and government partners.

Financial Impacts:

None

Staff Recommendations/Comments:

None

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016
Department: Economic Dev/Planning
Public Hearing: Yes No
Date of Public Hearing: N/A

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Margaret Hauth, Planning

ITEM TO BE CONSIDERED

Subject:

Reappoint Kim Tesoro to the Tourism Board's Chamber of Commerce seat to a term expiring 8/8/2018

Attachment(s):

None

Brief Summary:

Ms. Kim Tesoro indicated that she would like to be re-appointed as the Hillsborough Chamber of Commerce board representative. At the August 1, 2016 Tourism Board meeting, the Tourism Board voted unanimously to recommend re-appointment.

Action Requested:

Reappoint Kim Tesoro in her current seat as the 'Chamber of Commerce Appointee' with term expiring 8/8/2018.

ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

None

Staff Recommendations/Comments:

None

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016
Department: Planning
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	6.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:

Appoint Brian Perkins to fill an in-town alternate vacancy on the Board of Adjustment for a term expiring August 31, 2019.

Attachment(s):

Application form (with interview item)

Brief Summary:

Mr. Perkins has expressed interest in serving on the Board of Adjustment and has been interviewed by the Board members. The Board's recommendation is for Mr. Perkins to be appointed to fill this vacancy. That term will expire on August 31, 2019.

Action Requested:

Appoint Brian Perkins to fill an in-town alternate vacancy on the Board of Adjustment for a term expiring August 31, 2019.

ISSUE OVERVIEW

Background Information & Issue Summary:

Mr. Al Hartkopf also applied for this position. The Board of Adjustment members unanimously recommended Mr. Perkins after interviewing both men.

Financial Impacts:

Staff Recommendations/Comments:

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016
Department: Planning
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	6.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:

Consider adopting a resolution requesting the Board of Orange County Commissioners re-appoint Dustin Williams to the Hillsborough Board of Adjustment.

Attachment(s):

Application; draft resolution

Brief Summary:

Mr. Williams has been serving on the Board of Adjustment since April 2014. He is willing to continue his service and has an excellent attendance record.

Action Requested:

Consider adopting the Resolution

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

**Volunteer Application
Orange County Advisory Boards and Commissions**

Name: Mr. Dustin Williams
Name Called:
Home Address: 416 St Marys Rd
HILLSBOROUGH NC 27278
Phone (Day): 8432241561
Phone (Evening): 8432241561
Phone (Cell): 8432241561
Email: ducwilliams@gmail.com
Place of Employment: RTI International
Job Title: Survey Manager
Year of OC Residence: 2005
Township of Residence: Hillsborough
Zone of Residence:
Sex: Male
Ethnic Background: Caucasian

Community Activities/Organizational Memberships:
N/A

Past Service on Orange County Advisory Boards:
N/A

Boards/Commissions applied for:

Hillsborough Board of Adjustment

Background, education and experience relevant to this board:

As a graduate student(MA, Political Science)I minored in public policy (administered through UNC s School of Government). My public policy coursework focused on economic development and I believe this experience would serve me well on the board of adjustment.

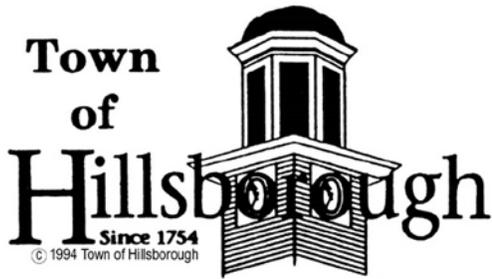
Reasons for wanting to serve on this board:

I would like to become active in Hillsborough and play an active role in the development and growth of Hillsborough and Orange County. I love Orange County and Hillsborough and want to help ensure it remains a great play to live, work, and do business.

Conflict of Interest:

Supplemental Questions:

Other Comments:



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

WHEREAS, as a result of the end of a term, it is necessary to re-appoint a volunteer to a 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

WHEREAS, the current volunteer is a member in good standing with the Board and wishes to serve a second term;

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

Section 1. The Orange County Board of Commissioners is respectfully requested to re-appoint the following individual to an ETJ seat on the Hillsborough Board of Adjustment, whose term would expire in September 30, 2019:

Mr. Dustin Williams
416 St. Mary's Road
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 8th day of August, 2016.

Ayes: _____
Notes: _____
Absent or excused: _____

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 August 8, 2016.

Katherine M. Cathey
Human Resources Director/Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016
 Department: All
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	9	
<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

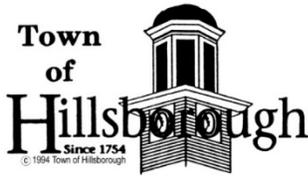
Action Requested:
Accept reports

ISSUE OVERVIEW

Background Information & Issue Summary:
n/a

Financial Impacts:
n/a

Staff Recommendations/Comments:
n/a



**ADMINISTRATION DEPARTMENTAL REPORT
August 2016**

**Human Resources Director/Town Clerk
June and July 2016**

Meetings

- Board of Commissioners Regular Meeting (6/13/16)
- Wellness Team (6/16/16)
- Board of Commissioners Work Session/Budget Public Hearing (6/27/16)
- Safety Committee (7/13/16)
- Wellness Team (7/21/16)
- Department Directors re: Class and Pay Study (7/25-7/29/16)
- 2016 Local Government Legislative Review Webinar (8/1/16)
- 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)
- Health Fair preparation (scheduled for 9/7/16)

Recruitment and Selection

- NEOGOV Raleigh City Tour (7/26/16)/Sherri
- Police Officer (Police)
 - Recruitment opened (1/2/15)
 - Recruitment ongoing (120 applicants to date)
 - Nine offers accepted
 - 1 new employee starting 8/8/16

Pay and Benefits

- Biweekly payroll (5)
- Classification and Compensation study
- Benefits open enrollment (6/2/16 – 6/13/16)
- Benefits open enrollment processing and data entry
- SmartFusion Insurance/Benefits module implementation
- Employee Meetings with Prudential 401(k) representative (6/16/16 and 7/27/16)
- Pension examination audit (7/11-7/12/16)

Wellness

- Wellness mini-grant program
- On the Move Challenge

Performance Evaluation

- Updated templates for FY2016-17 evaluations
- Provided ongoing support for NeoGov performance evaluation system

Professional Development

- Mitigating the Impact of Healthcare Reform Fees & Taxes (6/1/16)/Sherri
- Webinar: FLSA changes (6/6/16)/Katherine
- Advanced FMLA (6/29/16)/Sherri
- Tackling the paradox of designing learning for the 70-20-10 world (7/6/16)/Sherri
- Webinar: How to Prevent Political Discussions from Becoming Workplace Wars (7/12/16)/Katherine
- Ask the Expert - OSHA Final Rule on Electronic Submission of Injury/Illness Data (7/13/16) Katherine/Sherri/Tiny
- Pay or Play: Managing the Employer Mandate (7/19/16)/Sherri
- ACA Reporting: Lessons Learned in 2016 and Recommendations for Employers (7/20/16)/Sherri
- REI Phase I Workshop (7/22/16 and 7/23/16)/Katherine
- Cracking the Codes: ACA Reporting Deciphered (7/27/16)/Sherri

Miscellaneous

- UNC MPA intern began work on 5/16/16
- Employee Handbook updates
- Ongoing implementation of contract and agenda/minutes scanning project
- Developing employee safety training requirements per position
- Innovation and Customer Service Awards
- Employee newsletter published
- Draft proposal for Carolina Star program
- Human Resources organizational assessment and debrief
- IPMA-HR Long-Range Strategic Plan Taskforce meeting, Salt Lake City, UT (Katherine) (6/23-6/25/16)

Public Information Office Report: June 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:

3-Jun — State Patching Pavement on Churton Street Next Week
3-Jun — Hillsborough Police Announce Tip Line
9-Jun — Library to Hold 5K Run/Walk at Riverwalk and Gold Park Saturday
13-Jun — Hillsborough Seeks Volunteers for Tourism Board
13-Jun — Hillsborough Police Apprehend Suspected Drug Dealer
14-Jun — Staff Working to Manage Mosquitoes
14-Jun — Board of Commissioners Meeting Summary
15-Jun — Brush Collection Delayed Due to Truck Repair

- 17-Jun — Brush Collection Resuming
- 22-Jun — Dog Park to Close for Maintenance
- 22-Jun — Downtown Curb and Pavement Painting Scheduled
- 23-Jun — Brush Collection Delayed Again
- 24-Jun — Part of Riverwalk Closed Due to Safety Hazard
- 24-Jun — Closed Portion of Riverwalk Reopened
- 27-Jun — Town Offices to Be Closed, Solid Waste Collection Delayed due to Fourth of July
- 27-Jun — Town Collecting Brush Manually
- 27-Jun — Warrants Issued in May Shooting
- 30-Jun — New Water Tank Enters Service

- As of June 5, subscriptions are:
 - News releases — 695
 - Meeting notices — 408
 - Bid postings — 353
 - Water supply status updates — 679

Website/Intranet

- Completed system for human resources personnel to create messages for employees on the home page of the website's employee section.
- Added internal contact system to employee section of website.
- Added tabular navigation to employee section of website.
- Created a system for automatically sending advisory board applications submitted through the website to appropriate staff support (previously manually sorted by town clerk).
- Created a system for syncing subscriptions between the website and MailChimp for upcoming town email newsletter distribution.
- Added SSL certificate to website to prevent hijacking of data when forms are submitted.
- Created map of town facilities for website.
- Added mobile-friendly interface to Frequently Asked Questions section of website.
- Reconfigured the hillsboroughnc.org domain name to use the website's domain name servers instead of a third party's and configured the servers to allow both hillsboroughnc.org and hillsboroughnc.gov to be used for town email addresses.

Newsletters/Brochures/Advertisements

- Took new photos of Town Cemetery on June 4 for use in updated brochure. Completed update of brochure and sent to printer.
- Completed ad with town phone listings and communication methods for phone book's yellow pages.
- Provided edits to map for Old Town Cemetery brochure.
- Created citizens newsletter to be inserted and mailed with July water and sewer bills. Also created an electronic version with additional information to be sent to subscribers.
- Updated Treasure Trees brochure to match look of current brochures and provided to Planning Department support specialist for addition of trees.
- Provided edits for interpretative signage.

Social Media

- Worked on updating and converting social media guidelines to policy.
- Created slideshow video of heron at Gold Park wetland for use on Facebook and Twitter.
- Made 26 Facebook posts and 30 tweets. Posted 1 new video to YouTube.
- As of June 5:
 - Facebook: 1,613 likes
 - Twitter: 680 followers
 - YouTube: 58 subscribers
- Responded to three tweets.

Government Access Channel/Videos

- Wrote script for video on stormwater utility fund, shot footage and edited rough cut. Video to be available in July.
- Wrote scripts for videos on town budget — one on overall process; second on FY17 highlights. Videos likely will be shot in late July.
- Worked on text additions for water treatment process video.
- Submitted 2016 PEG channel certification form.
- Continued creating templates, backgrounds and new slides for TV channel.

Other Work

- Took new photos of various town facilities.

Meetings/Events/Training

- PIO and management analyst/assistant PIO attended administration and management team meetings on June 1.
- PIO and PIO support specialist met with stormwater manager on June 3 for discussion of video on proposed stormwater utility and for briefing on stormwater operations for support specialist (new temporary position).
- PIO support specialist toured town facilities with PIO and management analyst/assistant PIO on June 15.
- PIO staff met for monthly meeting on June 22.
- PIO and management analyst/assistant PIO attended administration and management team meetings on June 29.
- Attended valve-opening ceremony for new water tank on June 29 and took photos for news release, TV channel and social media.

Public Information Office Report: July 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:

1-Jul — Volunteer at Garden Cleanup Day
5-Jul — Illegal Fireworks Damage Downtown Building
5-Jul — Hillsborough Rail Station, Other Projects in 10-Year N.C. Transportation Plan
13-Jul — Second Arrest Made in May Shooting

- 15-Jul — Ribbon-Cutting Planned for Bridge Linking Speedway Trail to Riverwalk
- 19-Jul — Section of Riverwalk to Close for Erosion-Control Work
- 21-Jul — Officers on a Roll with Bike Gifts
- 22-Jul — Patrol Officers to Reward Safety
- 25-Jul — Informational Video on Stormwater Utility and Fee Available Online
- 25-Jul — Police Events to Benefit Special Olympics
- 25-Jul — Bridge Linking Riverwalk to Speedway Trail Opens
- 26-Jul — Celebrate National Night Out Aug. 2
- 28-Jul — Town Files Action to Acquire Former Colonial Inn

- As of Aug. 1, subscriptions are:
 - News releases — 692
 - Meeting notices — 408
 - Bid postings — 347
 - Water supply status updates — 676

Website/Intranet

- Added a system to the website for outputting park reservation data as a spreadsheet. Data previously was collated in the Planning Department by hand from paper printouts.
- Looked into handling of navigation for development regulations.
- Created slide with link to help in creating profiles for online bill pay of water/sewer bills. Slide is to run a week before due dates.

Social Media

- Made 24 Facebook posts and 21 tweets. Posted 1 new video to YouTube.
- As of Aug. 1:
 - Facebook: 1,703 likes
 - Twitter: 710 followers
 - YouTube: 91 subscribers (increase of 33)
- Responded to six comments on Facebook and one tweet.

Government Access Channel/Videos

- Edited additional rough cuts for video on stormwater utility fund and posted.
- Edited scripts for videos on town budget — one on overall process; second on FY17 highlights. Started edited text and graphic slides for videos. Shot initial footage for one video on July 27.
- Continued work on text additions for water treatment process video.
- Added WHUP-FM as the background audio for the channel when videos are not playing.
- Cleaned up TV channel video file database, removing outdated files and implementing consistent naming conventions.
- Added 19 new videos to TV channel from federal and state agencies.
- Cataloged seasonal videos for TV channel.
- Started spreadsheet documenting TV channel's scheduling.
- Continued creating templates, backgrounds and new slides for TV channel.

Other Work

- Continued taking new photos of town facilities.

- Updated and edited FAQs on stormwater utility and fee. Edited directory of current stormwater services and an appeals form.
- Updated FAQs on utility metering and billing and collection service changes. Finance is reviewing prior to updating on the town's website.
- Met with Public Works director July 21 to view asphalt problems around town for information and photos to be used in paving video and news release.
- Took photos of Public Works employees July 22 working on stormwater drainage system in a Hillsborough neighborhood.

Meetings/Events/Training

- PIO staff met for monthly meeting on July 20.
- Attended Riverwalk extension opening on July 22.
- PIO started six-week course on Microsoft Outlook.

Safety and Risk Management Officer Monthly Report

June 2016

Meetings Attended/Conducted:

- Semi-monthly department meeting
- Isaiah Hughes w/Fastenal regarding vending machines\

Training Attended/Conducted:

- Attended the School of Government - Effective Supervisory Management Program
- Monthly Safety Trainings
- Quarterly Utilities Meeting
- "Slower is Faster" Driver Safety Training
- Met w/Utility Supervisor regarding Training on slings, chains, proper lifting techniques and apparatuses

Site inspections:

- Lawndale Lift Station
- Gold Park
- Police Department Excavation
- Turnip Patch Park
- Murray Street Park
- Hillsborough Heights Park
- Latimer St. brush removal operation
- Bellevue St. sewer camera operation
- Cates Creek Park x 3

Misc:

- Completed 2nd quarter random drug screens
- Worked on employee training schedule
- Working on Active Shooter Program/Training
- Completed Work Place Violence Policy
- Distributing training certificates for AED/CPR

- Gathering information regarding Lead Safety Training/Policy
- Working with Adam/Computerabilities regarding computer issues
- Working on workers comp. incident
- Working on several P & L claims
- Working on completion of incident reviews (Safety Committee)
- 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 NC 86 North
- Forwarded Safety Inspection results to departments
- Collecting Fire Extinguisher Monthly check sheets
- Forwarded recommendations (work orders) generated from Park Inspections

July 2016

Meetings Attended/Conducted:

- Monthly Safety Committee Meeting
- Semi-monthly department meeting
- Adam w/computerabilities regarding computer issues
- Meeting with vendors regarding Tri-Pods (safety retrieval devices)

Training Attended/Conducted:

- Monthly Safety Trainings
- OSHA Final Rule Webinar

Site inspections:

- Dixie Lift Station
- Gold Park
- Turnip Patch Park
- Murray Street Park
- Hillsborough Heights Park
- Cates Creek Park

Misc:

- Began 3rd quarter random drug screens
- Preparing for annual Safety Shoe Event
- Preparing for Annual Fire Extinguisher Audit
- Worked on employee training schedule
- Working on Active Shooter Program/Training
- Completed 1st Draft Work Place Violence Policy and submitted to Safety Committee for review
- Distributing training certificates for AED/CPR

- Gathering information regarding Lead Safety Training/Policy
- Working with Adam/Computerabilities regarding computer issues
- Working on workers comp. incident claims
- Working on several P & L claims
- Working on completion of incident reviews (Safety Committee)
- 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 NC 86 North
- Forwarded Safety Inspection results to departments
- Collecting Fire Extinguisher Monthly check sheets
- Forwarded recommendations (work orders) generated from Park Inspections

TOWN OF HILLSBOROUGH
ENGINEERING STATUS REPORT
AUGUST 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 May & June. 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 about 1 inch below full, with approximately 359 days of supply remaining. The current controlled release is meeting the minimum release for July of 1.4 cubic feet per second (0.905 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 planned to begin before the end of Summer 2016, 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 currently subject to Stage 1 withdrawal restrictions (1.51 mgd), due to the low flow rate in the Eno. Our usage is currently around 1.315 MGD. Lake Orange is about an inch below 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	-	We had a few relatively large leaks repaired in June on Margaret Lane, Gov. Burke Road, Lakeshore Drive, and Cates Court. Miscellaneous repairs have been proceeding as needed.
Miscellaneous Water Projects	-	A short connection and road crossing on NC 86 North at the BP station is planned to begin construction in August (was delayed from June, will have the right turn lane from US 70 West onto NC 86 North shut down temporarily at night to complete this work). 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).
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 was placed into service on June 25th, and an official opening ceremony held on June 29th. Tank construction is still behind schedule, primarily due to contractor delays. Only an entry gate and punch list items remain. Tank construction began on 10/27/14, and final completion was scheduled by 11/9/15.
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 July 25, 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 (August 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>				99%	<ul style="list-style-type: none"> • Remaining work includes an entry gate to restrict vehicular access, and miscellaneous punch list items. • An official opening ceremony was held on June 29, 2016. • Disinfection and initial filling occurred in late June, with the tank officially being placed into service on June 25, 2016. • A jurisdictional conflict between Orange County and the State Construction Office delayed the electrical inspection. SCO approved the project and completed the final inspection in May 2016. • Landscaping, driveway paving, curb and storm water drain construction, fencing, and other site work were completed in early Spring. 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 27, 2015 by the UNC Health Care utility sub-contractor. • Piping work was completed in December 2015. 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</p>				24%	<ul style="list-style-type: none"> • The overall completion date has been pushed back to Winter 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 in August). • Project delays due to easement acquisition & crew workload are not problematic.

<p>Revised Completion Date: Winter 2016</p> <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"> • 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. • 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></p> <p>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 3rd Rev. Completion Date: Dec. 2016 (for design & permitting only)</p> <p><i>Revisions due to NCDOT delays and contract addendums to continue work to final completion for all 3 roads that require modifications.</i></p>			85%	<ul style="list-style-type: none"> • <i>Right-of-way is being acquired by NCDOT for Efland-Cedar Grove Road project.</i> • <i>404 permit revisions were approved in June 2016, which covers the entire Phase 2 project.</i> Timing was driven by need to proceed with Efland-Cedar Grove Road realignment project. • Municipal agreement negotiation with NCDOT anticipated for <i>June 2016</i>. A budget amendment may be needed 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, with revisions made in May 2016. • 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 cost sharing. The Efland-Cedar Grove Road project bid was scheduled for June 2016 (NCDOT delays). Town's cost share will have to be made available to NCDOT at bid time (currently estimated around \$500K). • 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). A follow-up eagle study will be completed in 2016. • Design is proceeding in accordance with the schedule NCDOT has set. 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></p> <p>Current Phase¹: Design Original Cost: \$633,500 Revised Cost: Original Completion Date: Dec. 2016 Revised Completion Date:</p>			32%	<ul style="list-style-type: none"> • <i>Clearing access plan was completed in late June.</i> • 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
June 2016

Revenues

Collections:	\$ 1,989,162.56
NCCMT Interest:	\$ 2,415.96
Tax & Vehicle:	\$ 52,944.76
Solid Waste Disposal Tax:	
Alcoholic Beverage Tax:	
Franchise Tax:	
Sales & Use Tax:	
Total:	\$ 2,044,523.28

Expenditures

General & Water Fund:	\$ 1,230,916.14	Central Depository + NCCMT account
CPF:	\$ -	

Finance

Purchase Orders:	17	17 purchase orders
Vendor Invoices:	506	506 vendor invoices
A\P Checks:	309	309 accounts payable checks
Food & Bev. Pmts:	62	62 payments
Fire Inspections Fees:	11	11 payments
Delinquent Fire Insp. Letters:	0	no delinquent fire inspection letters
Payrolls:	2	2 payrolls
Special Event Permits	1	1 special event permits
Privilege Licenses Payments:	4	4 payments
Last Fridays Permits		Leave blank if no permits were issued
B/W Privilege License Billed:		Leave blank if no permits were issued
B/W Privilege License Renewals:		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:	84	84 new services
Services Terminated:	73	73 services
Meter Readings Rechecked:	184	184 meter readings
Call Backs:		no call backs
New Meters Installed:	20	20 new meters
Old Meters Changed:	2	2 old meters
Pressure Tests:	0	no pressure tests
Hydrant Tamperings:	0	no hydrant tamperings
Meter Tamperings:	1	1 meter tampering

Meter Registers Changed:

33

 33 meter registers

Billing & Collections

Bills corrected before 7-1-16:	<table border="1"><tr><td>149</td></tr></table>	149	149 bills
149			
Bills adjusted after 6-1-16:			
Leaks:	<table border="1"><tr><td>39</td></tr></table>	39	39 leaks
39			
Late Fees:	<table border="1"><tr><td>3</td></tr></table>	3	3 late fees
3			
Pools:	<table border="1"><tr><td>2</td></tr></table>	2	2 pools
2			
Misc.:	<table border="1"><tr><td>3</td></tr></table>	3	3 miscellaneous
3			
Water Bills Mailed:	<table border="1"><tr><td>5,534</td></tr></table>	5,534	5,534 water bills
5,534			
Returned Checks:	<table border="1"><tr><td>4</td></tr></table>	4	4 returned checks
4			
Services Disconnected for non-pmt:	<table border="1"><tr><td>95</td></tr></table>	95	Disconnected 95 services for non-payment
95			
Reconnected:	<table border="1"><tr><td>67</td></tr></table>	67	67 services
67			
Adjustments for Jun-2016(Gal.):	<table border="1"><tr><td>200,839</td></tr></table>	200,839	200,839 gallons
200,839			
Adjustments for Jun-2016(\$):	<table border="1"><tr><td>\$2,889.40</td></tr></table>	\$2,889.40	
\$2,889.40			
Utility Bank Drafts:	<table border="1"><tr><td>1394</td></tr></table>	1394	1,394 utility bank drafts
1394			
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>757</td></tr></table>	757	757 on-line bill pays
757			

FINANCE DEPARTMENTAL REPORT FOR JULY 2016

SUMMARY OF ACTIVITIES:

Daily Collections	\$	925,824.02
Tax & Vehicle License	\$	81,289.68
Solid Waste Disposal Tax	\$	-
Beer & Wine Receipt	\$	-
Franchise Tax	\$	-
Sales & Use Tax	\$	112,533.31
	\$	<u>1,119,647.01</u>

Expenditures: General Fund/Water Fund \$ 1,793,185.65

FINANCE:

- Compiled and submitted all monthly reports.
- Issued 63 purchase orders.
- Processed 349 vendor invoices, issued 261 accounts payable checks.
- Collected and processed 56 payments for food and beverage tax.
- Collected and processed 6 payments for fire inspection fees and permits.
- Prepared and mailed no delinquent fire inspection letters.
- Prepared and processed 3 payrolls.
- Issued 1 special event permits; collected no payments.
- Assistant Finance Director prepared special event permits for Hillsborough Downtown.

METER READING:

- Terminated 89 services and connected 114 new services upon request.
- Rechecked 176 meter readings, responded to no call backs.
- Installed 7 new meters, changed 3 old meters, performed no pressure tests.
- Identified no hydrant tamperings and no meter tamperings.
- Changed 17 meter registers.

BILLING & COLLECTION:

- Corrected 131 bills that were rechecked before the 08-01-16 billing.
- Bills adjusted after 07-01-16: 14 leaks; 2 late fees; 3 pools; 2 miscellaneous.
- Prepared 5,643 water bills; processed 5 returned checks.
- Disconnected 86 services for non-payment, reconnected 76.
- Adjustments made for month: 137,797 gallons totaling \$3,737.76.

FINANCE DIRECTOR

- Vacation July 5th-8th, 2016
- Participated in bi-weekly Fathom Project Status meetings July 11th and 25th, 2016
- Conducted supervisor's meeting July 12th, 2016
- Conducted all staff meeting July 13th, 2016

- Participated in on-site propagation study with Fathom & Neptune July 12th & 13th, 2016
- Attended NCGFOA Conference July 17th-19th, 2016
- Attended NCLGIA Conference July 20th-21st, 2016
- Attended Management Team meeting July 27, 2016
- Met with HR to discuss Pay & Classification study results July 27, 2016
- Participated in IT Controls Audit July 28th, 2016
- Conducted Audit planning kick off meeting July 29th, 2016

Finance
Departmental Report
July 2016

Revenues

Collections:	\$ 923,415.67
NCCMT Interest:	\$ 2,408.35
Tax & Vehicle:	\$ 81,289.68
Solid Waste Disposal Tax:	\$ -
Alcoholic Beverage Tax:	\$ -
Franchise Tax:	\$ -
Sales & Use Tax:	\$ 112,533.31
Total:	\$ 1,119,647.01

Expenditures

General & Water Fund:	\$ 1,793,185.65	Central Depository + NCCMT account
CPF:	\$ -	

Finance

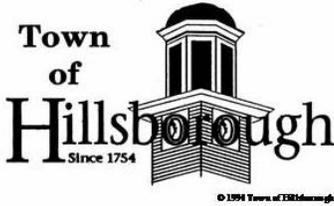
Purchase Orders:	63	63 purchase orders
Vendor Invoices:	349	349 vendor invoices
A\P Checks:	261	261 accounts payable checks
Food & Bev. Pmts:	56	56 payments
Fire Inspections Fees:	6	6 payments
Delinquent Fire Insp. Letters:	0	no delinquent fire inspection letters
Payrolls:	3	3 payrolls
Special Event Permits	1	1 special event permits
Privilege Licenses Payments:	0	no payments
Last Fridays Permits	2	Leave blank if no permits were issued
B/W Privilege License Billed:	1	Leave blank if no permits were issued
B/W Privilege License Renewals:	0	Leave blank if no permits were issued
Hillsborough Downtown Permits	0	Leave blank if no permits were issued
Beer & Wine Priv. Lic. Letters	0	Leave blank if no letters were sent out

Meter Reading:

New Services Connected:	114	114 new services
Services Terminated:	89	89 services
Meter Readings Rechecked:	176	176 meter readings
Call Backs:	0	no call backs
New Meters Installed:	7	7 new meters
Old Meters Changed:	3	3 old meters
Pressure Tests:	0	no pressure tests
Hydrant Tamperings:		no hydrant tamperings
Meter Tamperings:		no meter tamperings
Meter Registers Changed:	17	17 meter registers

Billing & Collections

Bills corrected before 8-1-16:	131	131 bills
Bills adjusted after 7-1-16: Leaks:	14	14 leaks
Late Fees:	2	2 late fees
Pools:	3	3 pools
Misc.:	2	2 miscellaneous
Water Bills Mailed:	5,643	5,643 water bills
Returned Checks:	5	5 returned checks
Services Disconnected for non-pmt:	86	Disconnected 86 services for non-payment
Reconnected:	76	76 services
Adjustments for Jul-2016(Gal.):	137,797	137,797 gallons
Adjustments for Jul-2016(\$):	\$3,737.76	
Utility Bank Drafts:		no utility bank drafts
Debt Set-Off Letters Processed:	0	0 debt set-off letters
Online Bill Pays Processed:		no on-line bill pays



Planning Department Report June & July 2016

Advisory Board Activities

Board of Adjustment

The members overturned a staff ordinance interpretation, indicating that a building setback should be measured from the property line, not an access easement. They also interviewed a volunteer for a vacancy. In July the members reviewed a Conditional Use Permit modification for Triangle Vision Optometry.

Historic District Commission

The members reviewed a COA application for work on N. Churton St., S. Churton St. (2), E. King St., W. King St., S. Oconeechee St., E. Orange St., and N. Wake St. In July the members reviewed applications for work at S Churton St, S Nash St, E Queen St, and Thomas Ruffin St. They continued their discussion of modern building materials.

Parks & Recreation Board

The member discussed a second round of interpretive sign locations, the townhome proposal from Lennar to locate in Waterstone and the Connectivity Plan update. In July the members discussed a list of behaviors to be prohibited in parks.

Planning Board

The members discussed text amendments to consider at the July public hearing and upcoming work tasks for the year. In July, the members met in joint session with the Town Board for the public hearing and to discuss items of mutual interest.

Tourism Board

The members reviewed request for proposal response from the Burwell School, Museum, and Arts Council and adopted their FY17 budget. The Board did not meet in July.

Tourism Development Authority

Discussed the FY16 audit contract and adopted the FY17 budget. The Authority did not meet in July.

Tree Board

The members discussed a request to partner with the Garden Club to pursue Bee City designation. The Board did not meet in July.

Revenues Collected

June		July	
Development Review fees	\$1,050.00	Development Review fees	\$ 800.00
Zoning Permits & HDC reviews	\$1,790.70	Zoning Permits & HDC reviews	\$2,877.90

<i>Planning Total</i>	<i>\$2,840.70</i>	<i>Planning Total</i>	<i>\$3,677.90</i>
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Code Enforcement Reimbursement	\$ 50	Code Enforcement Reimbursement	\$ 50
Park Reservations	\$ 230	Park Reservations	\$ 540

Other department activities of note:

Shannan attended a training course from the School of Government on Economic Development Essential and attended the Classical American Home bridge opening and a number of chamber functions. Tom Conducted 18 Co inspection and 5 site inspections in both June and July (same numbers each month). He also attended the Zoning Officials conference in Asheville.

Stephanie discussed a bike-share program with Orange County staff and met exchange Club representatives at the Park. She began discussing a land gift from Piedmont Minerals to the town and coordinated the donation of funds for 4 benches. Margaret coordinated with partners on the park and ride lot for Go Triangle, the train station, as well as permitting software, 911 back-up locations and Gateway Village concerns with Orange County.

Hillsborough Police Department Monthly Report

June/July 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	0	0	
Rape	0	0	0	1	0	1	0						2	1	0	
Robbery	1	0	0	1	2	1	0						5	3	10	
Aggravated Assault	2	4	5	3	2	1	3						20	31	27	
Burglary	2	2	4	5	6	5	3						27	59	39	
Larceny/Theft	30	24	31	34	24	28	29						200	360	333	
Motor Vehicle Theft	0	1	0	0	0	1	1						3	9	13	
Total Part I	35	31	40	44	34	37	36	0	0	0	0	0	257	463	422	
Other Offenses													2016	2015	2014	
Simple Assault	9	13	8	4	11	15	8						68	170	152	
Fraud/Forgery	5	7	4	2	3	4	3						28	49	43	
Stolen Property	0	1	0	1	1	0	1						4	3	3	
Damage to Property	7	9	7	12	7	12	9						63	91	93	
Weapons Violations	0	1	0	0	2	0	1						4	9	8	
Sex Offences	1	3	2	0	0	1	1						8	9	12	
Drug Violations	3	2	2	5	12	4	7						35	34	35	
Driving While Impaired	3	6	1	0	1	2	1						14	38	31	
Liquor Law Violations	0	0	1	0	0	2	2						5	6	7	
Trespassing	1	1	1	5	0	1	3						12	9	14	
Domestic Related	6	15	5	8	8	11	6						59	na	na	
Missing Persons	1	1	0	0	0	0	1						3	14	14	

Summary of Select Offenses:

JUNE

On 06/15/2016, a Robbery was reported in the 500 block of Alma Ave. A male advised he was knocked off his bicycle, valued at \$200.00, the suspects then took it and damaged it beyond repair.

On 06/05/2016, a Breaking and Entering and Larceny were reported in the 100 block of E Tryon St. Unknown suspect(s) broke out a window with a rock and stole a bottle of whiskey sitting on the window sill.

On 06/08/2016, a Breaking and Entering and Larceny were reported in the 500 block of Lakeshore Dr. Unknown suspect(s) entered an unoccupied dwelling that is used for storage and took a stereo receiver.

On 06/10/2016, a Breaking and Entering and Larceny were reported at 114 Boone Square St., The Dog House. Unknown suspect(s) broke out the drive thru window valued at and caused \$400.00 damage to the safe.

On 06/14/2016, a Breaking and Entering and Larceny were reported to a residence at 200 Cheshire Dr. The victim advised that the door may have been unsecured and someone may have entered and stolen approximately \$50.00 in rolled and loose change.

On 06/28/2016, a Breaking and Entering and Larceny were reported to a residence in the 100 block of Allen Ruffin Ave. The victim advised that they were missing a \$200.00 safe that contained checks and two guns valued at \$200.00 each, one of which was in a leather holster valued at \$10.00.

On 06/09/2016, an Aggravated Assault/Child Abuse case was reported and is under investigation.

On 06/26/2016, a Larceny of a Motor Vehicle (Moped valued at \$700.00) was reported at Walmart, 501 Hampton Pointe Blvd.

28 Larcenies were reported at various locations including:

- 10 larcenies were shoplifting related incidents at Hampton Pointe- Walmart.
- 3 Larcenies were shoplifting related incidents, 1 at Food lion – 110 Rebecca Dr. and 1 at Dollar General - 106 Rebecca Dr., and 1 at Dollar General – 662 N Churton St.
- 1 Larceny was a lawn mower valued at \$1,000.00 that was left unsecured behind Dual Supply, 115 W King St. for repairs.
- 1 Larceny was an unsecured push mower from a residence in the 300 block of Revere Rd. The \$300.00 mower was located and returned to the owner.
- 2 Larcenies were from motor vehicles. One victim advised that he was at the Kangaroo, 500 S Churton St. and while in the store someone entered his vehicle and took \$30.00 cash and two cell phones valued at \$100.00 each. Another victim advised that someone entered her unlocked vehicle in the 2400 block of Beckett's Ridge Dr. and took a bag containing \$10.00 in semi-precious stones.
- 1 Larceny was reported in the 100 block of N Bellvue Ave. Power tools valued at \$1,650.00 were taken from a secured crawl space at a job site. The items were later recovered. Warrants are pending.

Narcotics/weapons related incidents:

- During the month of June, Officers recovered small amounts of marijuana/paraphernalia from 3 traffic related incidents (traffic stops, suspicious vehicles, and traffic accident calls) at S Churton St., Rainey Ave., Cardinal Dr., and St. Mary's Rd.

JULY

On 07/05/2016, a Larceny of a Burke Utility Trailer, was reported in the 200 block of E. Margaret Ln. The trailer is valued at \$800.00.

On 07/07/2016, an Aggravated Assault was reported in the 400 block of W. Queen St. Unknown suspect(s) shot at an occupied garage, causing \$350.00 in damage to the garage door. No reported injuries.

On 7/09/2016, a Breaking and Entering and Larceny to a locked shed were reported in the 500 block of Locust Rd. A Dirt bike, valued at \$2,300.00, was taken and there were approximately \$500.00 in damages to the shed.

On 7/11/2016, a Breaking and Entering and Aggravated Assault were reported in the 500 block of Locust Rd. Several males reportedly entered an occupied residence and assaulted the victim.

On 7/13/2016, a Breaking and Entering and Larceny were reported to a locked, unoccupied, residence in the 600 block of Wildaro Ct. A \$400.00 stove was taken, causing approximately \$300.00 in damages to the floor.

On 7/26/2016, an Aggravated Assault was reported in area of Murdock Rd. and Lakeside Dr., the victim advised that a female associate pulled a knife on him and tried to hit him with her vehicle.

On 07/27/2016, a Breaking and Entering and Larceny from a locked storage building in the 500 block of Revere Rd. A gaming system and games valued at \$43.00 were taken. No damage reported.

29 Larcenies were reported at various locations including:

- 12 larcenies were shoplifting related incidents, 6 at Hampton Pointe- Walmart; 1 at Dollar General on Rebecca Dr., 3 at Dollar General on N Churton St., 2 were from the Kangaroo Express – 500 S Churton St.

- 1 Larceny was a load of pallets taken from the back of Tractor Supply, 1701 NC 86 South.
- 8 Larcenies were from locked motor vehicles –2 were from 318 Elizabeth Brady Rd. the Occoneechee Speedway parking lot, one-\$200.00 damaged window and purse and valuables \$1883.00, second - \$250.00 damaged window and a stolen purse \$66.57. 2 vehicles at The Triangle Sportsplex, 101 Meadowlands Dr. One-stolen purse valued at \$130.00 second- stolen purse and valuables \$141.00. 1 vehicle in the 300 block of Allison St. \$150.00 truck battery. 1 vehicle at 600 S Churton St. a \$175.00 handgun. 1 vehicle in the 400 block of Harper Rd. \$45.00 in cash. 1 vehicle at Planet Fitness, 151 Mayo St. \$300.00 damaged window and purse stolen \$350.00.
- 1 Larceny was from an unlocked motor vehicle –500 block of Homemont Ave. where a \$450.00 handgun was stolen.

Narcotics/weapons related incidents:

- During the month of June, Officers recovered small amounts of marijuana/paraphernalia from 6 traffic related incidents (traffic stops, suspicious vehicles, and traffic accident calls) at Hayes St., Turner St., N NC 86, Cornelius St., Exchange Park Ln., and Beckett's Ridge.
- On 07/08/2016, Officers responded to a suspicious person call and located a male with a pellet gun and Katana Sword. The male was brought to UNC for evaluation and the weapons were seized.

ADMINISTRATIVE SUMMARY**Training**

- Total Hours of Non-Mandatory training in June – 72
- Total Hours of Non-Mandatory training in July -
- Patrol Shift Training Conducted in June: 60 trainings conducted over 60 shifts (100%)
- Patrol Shift Training conducted in July: 58 trainings conducted over 62 shifts (93.5%)

Complaints related to service or conduct:

- June – none
- July:
 - A complaint was filed against an officer in reference to how he conducted a traffic crash investigation. It was alleged that the officer permitted one driver to unfairly influence the statement of a witness. This complaint was not sustained and the officer was found to have acted appropriately.
 - A citizen called to complain that during a traffic accident investigation officers had towed her car unnecessarily without asking for her permission or allowing her any options. This complaint was not sustained and the officers were found to have acted appropriately.

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

- 6/27/16– Officers responded to assist OCSO with a possible armed home invasion. A description of a vehicle seen in the area at the time of the invasion was broadcast. HPD officers conducted a felony vehicle stop on that vehicle, displaying weapons during the stop. Further investigation revealed that the stopped vehicle was not involved in the incident and the driver and vehicle were released.

- 7/13/16 - During the service of multiple violent felony warrants including attempted murder, an officer drew his handgun, but kept it pointed down and away from the suspect. The suspect was initially hiding during the incident and finally gave up without incident. No other force was used.
- 7/24/16 – During a shoplifting arrest, family members of the arrestee showed up and began causing a loud disturbance and interfering with the officers. Two of the family members were arrested for Resisting and Delaying the officers. One subject actively resisted and was taken to the ground to be arrested. An officer did pull and display a Taser, but it was not used. Officer Hemingway suffered a minor knee injury during this incident. Employees of the store who witness the incident said the officers acted appropriately. No other injuries were reported.

Commendations/Compliments Received:

- Over the past month we have received numerous compliments from citizens on our service and expressions of appreciation.

Other Notable Events/Activities/Accomplishments

- New Carpet and Paint were installed at the main police building.
- D-Squad and many other officers have done multiple acts of kindness during this period, including the purchases of bicycles for kids that generated a significant amount of positive attention for the department and the community.

PATROL SUMMARY

Patrol Activities 2016	May	June	July
DISPATCHED CALLS	534	484	481
SELF INITIATED ACTIVITIES	329	324	413
TRAFFIC STOPS	127	166	148
TOTAL ENFORCEMENT			
On-View Felony Arrest/warrant issued	8	11	6
On-View Misd Arrest/warrant issued	29	28	24
Warrants/OFA/Summons Served	32	20	29
Traffic Citations	47	69	55
Written Warnings	58	84	75
Parking Tickets	3	1	5
DRUG/GUN ENFORCEMENT DETAIL			
Felony Drug Charge	7	0	4
Misd Drug Charge	14	4	6
Currency Seizure	0	0	820
Gun(s) Seized/Recovered	2	0	0
Schedule I Seized (gms)	3	0	0
Schedule II Seized (gms)	1.4	0	0.96
Schedule III Seized (gms)	0	0	0
Schedule IV Seized (gms)	0.4	0	0
Schedule V Seized (gms)	0	0	0
Schedule VI Seized (gms)	117.7	35.52	96.6

	May	Jun	July
TRAFFIC ENFORCEMENT DETAIL			
Injury Accidents investigated	11	2	1
DWI Arrests	0	2	2
Stopsign/Stop Light Violations	4	2	6
Speeding Citations	9	14	23
Other Traffic Citations	34	0	34
Truck Route Cits/Warnings	0	63	63
License Checks	9	11	20
Traffic Directed Patrols	5	10	15
COMMUNITY ENGAGEMENT			
Non-Traffic Directed Patrols	84	93	120
School Patrols	43	7	16
Downtown Foot Patrols	15	22	24
Preventative Contacts	11	5	1
Community Meetings / Events Attended	3	7	17
Community Project/Problem Solved	0	0	0

Other Notable Events/Activities/Accomplishments

On June 6, C Squad participated in the "Drop in the Hat" campaign that raised over \$1000 for Special Olympics. The campaign was designed by Cpl. Bradshaw, and C Squad officers participated on their own time.

On June 11, Officer Kempf handled a Dementia patient very well when confronted with her being extremely combative (kicking and hitting folks). When he found her laying on the floor in a defensive position and after one of the CNA's advised she had been spouting German. She relaxed and they were able to control her.

On June 21, Senior Cpl. Foster interviewed a shooting suspect from 502 Revere Rd and was able to get him to confess to committing the crime as well as show officers the location that he threw the weapon from the vehicle he was in.

On July 2, Sgt. Huey came in two hours early to assist Sgt. Winn and Cpl. Bradshaw with a narcotics traffics top which resulted in charges for cocaine, marijuana, DWI, a vehicle seizure, an OFA, and multiple traffic offenses.

On July 13, Chan Owens located and arrested by A Squad for multiple violent felony warrants. They received a tip about his being in the Gateway area and after checking multiple locations he surrendered from his hiding place and was taken into custody.

Sgt. Chelenza, Cpl. Nash and Officer Watson volunteered and worked the Basketball camp.

C Squad participated in LE Appreciation events at the Knee High Preschool, the Mars Hill Baptist Church and at Wal-Mart.

D Squad purchased and delivered bicycles to 4 children who had their bikes stolen.

Sgt. Parker gave out the first certificate/ice cream voucher for bike safety awareness. Sgt. Winn followed with a second one.

Hillsborough Public Works

July 2016 Monthly Report

Work Orders: 11 work orders completed within 2 days

Asphalt Repair: Two utility cuts patched

Park Maintenance: 43 staff hours

Cemetery: 3 gravesites marked, 1 monument marked

Last Friday's: 4 staff hours

Flag Installation: 6 staff hours

Training: Two staff attended Aerial Lift Truck Certification class

Stormwater Maintenance: 79 staff hours, 606 feet of pipe and drainage conveyance maintenance

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 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 Board of Commissioners June 13, 2016 Regular Meeting, Minutes of the Board of Commissioners June 13, 2016 Regular Meeting Closed Session, Minutes of the Board of Commissioners June 27, 2016 Work Session and Minutes of the Board of Commissioners June 27, 2016 Work Session Closed Session

Attachment(s):

- 1) Minutes of the Board of Commissioners June 13, 2016 Regular Meeting
- 2) Minutes of the Board of Commissioners June 27, 2016 Work Session

Brief Summary:

None

Action Requested:

Approve minutes

ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

None

Staff Recommendations/Comments:

Approve minutes



TOWN OF HILLSBOROUGH

Hillsborough Board of Commissioners Regular Meeting Minutes

7 p.m. June 13, 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, Assistant Town Manager/Planning Director Margaret Hauth, Finance Director Heidi Lamay, Management Analyst/Assistant PIO Jen Della Valle, Human Resources Director/Town Clerk Katherine Cathey, Public Works Director Ken Hines, Police Chief Duane Hampton, Economic Development Planner Shannan Campbell, Budget Director Emily Bradford, Stormwater Manager Terry Hackett, Public Information Officer Catherine Wright, Fire Marshal/Emergency Management Coordinator Jerry Wagner, and Town Attorney Bob Hornik

ABSENT: None.

OPEN THE MEETING:

[7:01:23 PM](#) Mayor Stevens called the meeting to order.

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

There were none.

3. AGENDA CHANGES & AGENDA APPROVAL

[7:02:36 PM](#) Mayor Stevens proposed adding a discussion on the Orange County Historical Museum's Smithsonian on Main St. application and pulled from the Consent Agenda the Tourism Board grant awards so that this board could specifically talk about the museum.

[7:02:42 PM](#) Commissioner Bell moved to modify the agenda as suggested. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

PRESENTATIONS

A. Introduction of newly-promoted Sgt. Jason Huey and his public swearing of his Oath of Office (To give Sgt. Huey another minute to get in the door, the board addressed Item 4 before this presentation.)

[7:04:46 PM](#) Chief Hampton summarized Sergeant Huey's accomplishments and promotion. Mayor Stevens swore in Sergeant Huey.

4. APPOINTMENTS

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

[7:03:36 PM](#) Commissioner Bell moved to approve the reappointment of Mr. Myers. Commissioner Lloyd seconded. The motion carried upon a unanimous vote of 5-0.

B. Parks & Recreation Board - Reappoint Kim Woodell to an ETJ seat with a term expiring June 30, 2019

[7:03:50 PM](#) Commissioner Ferguson moved to reappoint Ms. Woodell. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

C. Parks & Recreation Board – Reappoint Todd Stabley to a seat with a term expiring June 30, 2019

[7:04:07 PM](#) Commissioner Ferguson moved to reappoint Mr. Stabley. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

5. COMMITTEE REPORTS (*CRITICAL*)

[7:10:14 PM](#) Commissioner Lowen reported that at the most recent transportation advisory meeting he and County Commissioner Jacobs expressed concerns about the timetables. Mayor Stevens said I think we copied everyone on the letter. Senator Foushee told Mayor Stevens the letter was exactly what was needed, he reported. We may want to send another note to follow up on that, Mayor Stevens said.

Commissioner Bell reported he and Commissioner Lowen had attended the SWAG meeting and heard a report that donating things to the Habitat for Humanity Restore is very successful in reducing the amount of landfill material. There is a growing budget gap for the cost of recycling.

Commissioner Lloyd reported that the fire department discussed the Bellevue Mill fire at great length and there wasn't anything the fire department would have done differently.

Commissioner Weaver reported the Orange County Food Council had a second meeting and elected co-chairs. She is one of them. The Upper Neuse River Basin Association would be meeting later this week. The UNRBA wants to make sure the monitoring gets the measurements that are needed to ensure good water quality.

Commissioner Ferguson said the bylaws are being revised for the Partnership to End Homelessness to meet HUD requirements. HUD is pushing for evidence-based solutions and is encouraging "housing first." Chapel Hill has asked Community Home Trust to vet rental applicants. Also, she will share the Rogers Road Do's and Don'ts that is intended to help support that community.

6. REPORT FROM THE TOWN MANAGER

No report.

7. DEPARTMENTAL REPORTS

[7:18:38 PM](#) Ms. Hauth had emailed the board the text for the next round of interpretive signs. Commissioner Weaver had suggestions for another paragraph on the museum sign, so that is being finished up, Ms. Hauth reported.

Chief Hampton reported downstairs re-carpeting and painting are getting underway in the Police Station.

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

Mayor Stevens opened the public hearing.

Ms. Hauth said there is 150 feet of right of way. The lots that face Allen Ruffin Avenue wish to close it. The right of way is completely unimproved and it doesn't change anyone's access to his or her properties. Adjoining property owners received a certified letter.

Mayor Stevens asked Ms. Hauth whether there's any interest in the town maintaining this in the future. Ms. Hauth said it's not even good for pedestrian use because it's never been cleared. There's no utilities. There is no reason to keep hold of this right of way.

Mayor Stevens asked if anyone wants to speak on this. No one did.

[7:22:13 PM](#) Commissioner Ferguson moved to close the public hearing. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

9. 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)

[7:22:24 PM](#) Commissioner Lowen moved to approve the remaining items on the consent agenda (H was pulled for later discussion). Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

10. ITEMS FOR DECISION – REGULAR AGENDA

- A. Establishment of the Town of Hillsborough Stormwater Management Utility
Mr. Hackett said he would not be giving a presentation this evening as he had already done so at previous meetings.

[7:23:27 PM](#) Commissioner Lowen made a motion to approve it as presented. Commissioner Ferguson seconded. Commissioner Bell acknowledged all the hard work that went into this. The motion carried upon a unanimous vote of 5-0.

- B. Adoption of FY2016-17 Budget [Emily/Jen]
Ms. Bradford noted a few changes that were just a matter of items not being paid in the current budget but rather next year's budget.

[7:24:53 PM](#) Commissioner Ferguson moved to adopt as presented. Commissioner Weaver seconded. Commissioner Weaver thanked staff for all the work they've done. The motion carried upon a unanimous vote of 5-0.

C. Mosquito Control – Zika Virus Prevention

Mayor Stevens said we're looking to receive information and then help provide guidance.

Fire Marshal/Emergency Management Coordinator Jerry Wagner reviewed that the disease is spread through two breeds of mosquitoes. He has checked on daycares and schools to make sure those places don't have things for mosquitos to breed in. He suggests proactive clean-up/code enforcement (driving around looking for places to clean up). Also, he wrote an amendment to the ordinance that would address what should be done if a property owner has a green pool and is just letting the water stagnate without doing anything about it.

Mr. Wagner reported Public Works has purchased 500 mosquito dunks in case bodies of water are identified. We're going to do some more outreach, Mr. Wagner said. He suggested making up signs for the parks to encourage people to protect themselves from mosquito bites.

Commissioner Ferguson spoke a bit more about education (sexual transmission) and balance so education is not scary. Mayor Stevens summarized such education should not be just Zika focused.

Mr. Wagner added that if Zika makes its way to our population, it will affect us over a number of years.

Commissioner Bell suggested there may be guidance from the state health director.

Commissioner Weaver said it seems like sage advice for all mosquito-borne illnesses. She suggested considering putting something in the water bill. Also, thinking about the enforcement issue and who is it who is most likely going to know what to do and what not to do. I don't want us to get overzealous about the enforcement piece, Commissioner Weaver said. Others agreed don't they want to beat people up on the enforcement piece.

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

Ms. Hauth corrected a typo.

[7:44:34 PM](#) Commissioner Ferguson moved to adopt the right-of-way closure. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

E. Receive request from citizen to amend Town Code provisions to allow chickens on smaller lots

Ms. Hauth reviewed the request. Commissioner Ferguson was concerned about the maximum number. She knows of a case in Roswell, GA, where there's roughly 200 chickens in a backyard.

Ms. Hauth said we're not going to spend staff resources to regulate it on the front end but rather we'll deal with it on a complaint basis. Sometimes people complain about roaming issues. Ms. Hauth said we haven't been asked to mediate between a chicken owner and an owner of another animal (when someone asked about problems with dogs and roaming chickens).

Rachel Wilbur said she is interested in decreasing the impact on neighbors. If you have a few animals contained that are 50 feet from anybody, it's not a problem. She wondered whether the 50-foot distance could be a limiting factor.

Commissioner Ferguson said in other states with large poultry, there's a registry. Others said there is here, too. Commissioner Bell said limiting to 10 on a quarter of an acre is good.

Mayor Stevens said it sounds like the board is all in favor of making this work. Ms. Hauth will bring an amendment to the ordinance back to the board that sets a minimum lot size for chickens at 10,000 SF and that perhaps sets a maximum number for the 10,000 SF lots.

Mr. Hornik added this is under town code authority – not zoning ordinance (which would require a public hearing).

- 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

Ms. Hauth reviewed that the Planning Board recommends denial of the request. Mayor Stevens said he has mixed feelings. He thinks the proposed uses are reasonable but he understands they are under a different category than a realtor, say, and it's a different use for parking. Ms. Hauth said the proposed uses are a little more likely to occur outside business hours and on weekends.

Commissioner Ferguson asked about library traffic and the parking lot for the shops. How does this differ? Ms. Hauth said it would add to it. Mayor Stevens said it would mean someone pulling into the driveway on the hour. Commissioner Ferguson said people are dropping off books or browsing -- there's in and out. Mayor Stevens said it's the equivalent of your next door neighbor. Commissioner Ferguson said the library is the neighbor. Ms. Hauth explained the proximity of the driveways and the kitchen windows of the residential adjacent neighbor. Ms. Hauth said it's a very unique situation.

[8:05:13 PM](#) Commissioner Ferguson moved to deny the modification request. Commissioner Lloyd seconded. The motion carried upon a unanimous vote of 5-0.

- G. Review and discussion of pedestrian improvement study along N. Churton and Cornelius Street

Ms. Hauth said thank you to the MPO for giving us the money. Commissioner Lowen and Commissioner Ferguson expressed appreciation for the work of Ms. Hauth.

- H. Discussion of how to review traffic impact studies

Ms. Hauth acknowledged that Commissioner Lloyd wanted her to look at who generates the county comments. Those are planners' comments and not those of a traffic engineer. Ms. Hauth suggested the town board let applicants pick a traffic engineer of their choice. There was agreement.

- I. Added Item: Museum application for Smithsonian on Main St.

Mayor Stevens referred to an email about the museum. Mayor Stevens is happy to write a letter of support but would like the board to authorize the mayor to send it.

[8:17:38 PM](#) Commissioner Ferguson moved to authorize the mayor to send a letter in support of the application. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

Mayor Stevens suggested that perhaps the chair of the Tourism Board could do so, too.

J. Tourism Board grants, removed from consent agenda (Item 10.H)

Mayor Stevens said I'm reluctant to evaluate the project. I would like to discuss the museum proposal first.

Ms. Hauth recognized that Economic Development Planner Shannan Campbell is here.

Mayor Stevens summarized that it calls on the board to create a Hillsborough Holiday about the founding of Hillsborough on the Saturday after Thanksgiving. Mayor Stevens thinks the town would take some ownership, so it would be more than just the museum.

Ms. Campbell introduced herself as the town's economic development planner and staff to the Tourism Board and the Tourism Development Authority. Ms. Campbell explained the museum staff envisions a holiday to commemorate the naming of Hillsborough on Monday Nov. 21 and then a Colonial Day the Saturday after Thanksgiving Day. The museum is anticipating a lot of participation. The Tourism Board liked the idea. The application and the event were meant to pull people in who have family in town. That Saturday is also Small Business Saturday.

Commissioner Lloyd said it's bad timing.

Mayor Stevens said he said to the museum staff and the chair that he has some concerns about this. He traded emails with Candace Midgett, the museum's director, on Monday. Mayor Stevens said this board could table it to see if we have any questions and then put it on the agenda for two weeks from now.

Mayor Stevens said, I appreciate where the Tourism Board is coming from. It was well intentioned but if they are going to declare a Hillsborough Founding Day, it's like someone taking you to a restaurant you don't want to go to.

Ms. Campbell pointed out it's a proposal, just an outline. There is a lot of information in here. There are a lot of unknowns with new events. With grant applications, you are mostly approving a proposal.

Mayor Stevens said it hems us in to do it this way. People will feel like they have to participate. I think it's a setup for approving it without getting conceptual buy-in from stakeholders.

Mayor Stevens thinks it's better to push back now rather than approving it first. Commissioner Lloyd said for the 250th anniversary, it took over a year to plan it.

Commissioner Bell said what makes this application different is it takes a lot of buy-in.

[8:33:44 PM](#) Commissioner Ferguson moved to approve the 2017 Grant Awards from the Hillsborough Tourism Board except for the Hillsborough holiday item. Commissioner Lowen seconded. The motion carried with a unanimous vote of 5-0.

K. “Hot Topics” for the June 22 Workshop

Mr. Peterson reviewed that topics include the end of the year budget amendment, classification studies, Habitat in Waterstone, and the tabled tourism application. Commissioner Ferguson added affordable housing for people losing homes in Fairview.

Ms. Hauth said Habitat wants to be on the July workshop agenda. They need to make some decisions.

[8:37:31 PM](#) Commissioner Lloyd moved to go into Closed Session. Commissioner Lowen 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.)
- 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)

12. ADJOURN

[9:05:00 PM](#) Commissioner Bell moved to adjourn. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

Respectfully submitted:

Town Clerk

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/13/2016 TO 06/13/2016

FY 2015-2016

	<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/Disabilit	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/Disabilit	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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Finance	10-10-4400-5300-154 MAINTENANCE - GROUNDS To cover overage in Miscellaneous	3002	06/13/2016	JDELLAVAL	1,100.00	-500.00	600.00
Finance	10-10-4400-5300-320 SUPPLIES To cover yr-end overage in Supplies	3141	06/13/2016	JDELLAVAL	3,000.00	1.00	2,506.00
Finance	10-10-4400-5300-330 DEPARTMENTAL SUPPLIES To cover overage in Miscellaneous	3003	06/13/2016	JDELLAVAL	3,000.00	-2,200.00	800.00
Finance	10-10-4400-5300-451 TAX COLLECTION To cover overage in Miscellaneous	3004	06/13/2016	JDELLAVAL	40,000.00	-6,700.00	33,300.00
Finance	10-10-4400-5300-453 C.S./ICS To cover overage in C.S./ICS	2997	06/13/2016	JDELLAVAL	14,025.00	2,792.00	16,817.00
Finance	10-10-4400-5300-570 MISCELLANEOUS To cover overage in Miscellaneous	3006	06/13/2016	JDELLAVAL	1,700.00	15,000.00	16,700.00
Planning	10-10-4900-5100-020 SALARIES To transfer funds from Personnel Expansi To cover yr-end overage in Salaries	3262 3272	06/13/2016 06/13/2016	JDELLAVAL JDELLAVAL	246,099.00 246,099.00	20,680.00 9,669.00	266,779.00 276,448.00
Planning	10-10-4900-5100-021 PERSONNEL EXPANSION To transfer funds from Personnel Expansi	3261	06/13/2016	JDELLAVAL	20,680.00	-20,680.00	0.00
Planning	10-10-4900-5120-050 FICA To cover yr-end overage in FICA	3278	06/13/2016	JDELLAVAL	18,827.00	1,479.00	20,306.00
Planning	10-10-4900-5125-061 LIFE/DISABILITY/VISION To cover yr-end overage in Life/Disability	3284	06/13/2016	JDELLAVAL	1,340.00	795.00	2,135.00
Planning	10-10-4900-5125-062 DENTAL INSURANCE To cover yr-end overage in Dental	3286	06/13/2016	JDELLAVAL	1,189.00	173.00	1,362.00
Planning	10-10-4900-5127-070 RETIREMENT To cover yr-end overage in Retirement	3282	06/13/2016	JDELLAVAL	16,612.00	2,103.00	18,715.00
Planning	10-10-4900-5127-071 401(K) RETIREMENT SUPP. To cover yr-end overage in 401K Retirem	3276	06/13/2016	JDELLAVAL	12,085.00	1,554.00	13,639.00
Planning	10-10-4900-5300-453 C.S./ENG REVIEW To cover yr-end overage in Salaries To cover yr-end overage in 401K Retirem To cover yr-end overage in FICA To cover yr-end overage in Retirement To cover yr-end overage in Life/Disability To cover yr-end overage in Dental	3271 3275 3277 3281 3283 3285	06/13/2016 06/13/2016 06/13/2016 06/13/2016 06/13/2016 06/13/2016	JDELLAVAL JDELLAVAL JDELLAVAL JDELLAVAL JDELLAVAL JDELLAVAL	60,000.00 60,000.00 60,000.00 60,000.00 60,000.00 60,000.00	-9,669.00 -1,554.00 -1,479.00 -2,103.00 -795.00 -173.00	189,321.00 187,767.00 186,288.00 184,185.00 183,390.00 183,217.00
Ruffin-Roulhac	10-10-5000-5300-110 TELEPHONE/INTERNET Replace Town Hall Server	3137	06/13/2016	EBRADFORI	16,000.00	-97.00	15,903.00
Ruffin-Roulhac	10-10-5000-5700-730 CAPITAL - BLDG & IMPROVEMENTS Replace Town Hall Server	3135	06/13/2016	EBRADFORI	0.00	-3,750.00	0.00
Ruffin-Roulhac	10-10-5000-5700-742 CAPITAL - DATA PROCESSING Replace Town Hall Server	3136	06/13/2016	EBRADFORI	7,500.00	3,847.00	11,347.00
Parks & Rec	10-10-6200-5100-020 SALARIES 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 Al	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 Progar	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/Conf	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 ovr	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 ov	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 ovr	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 ov	3056	06/13/2016	JDELLAVAL	1,039.00	208.00	1,247.00
Fleet Maint.	10-30-5550-5125-062 DENTAL INSURANCE						
	JDELLAVALLE		06/06/2016	5:05:41PM			

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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 ov	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 overa	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 ov	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 coverage	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 coverage	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 coverage	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 coverage	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 coverage	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 coverage	3062	06/13/2016	JDELLAVAL	174,785.00	875.00	175,660.00
	10-30-5800-5125-060 HOSPITALIZATION						
	To cover yr-end Salaries coverage	3061	06/13/2016	JDELLAVAL	37,911.00	-875.00	37,036.00
Solid Waste	To cover yr-end Retirement coverage	3087	06/13/2016	JDELLAVAL	37,911.00	-122.00	36,914.00
	To cover yr-end coverage in 401K Retirement	3103	06/13/2016	JDELLAVAL	37,911.00	-115.00	36,799.00
	To cover yr-end Telephone/Internet coverage	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 coverage	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 coverage 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 coverage	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 coverage	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 coverage	3063	06/13/2016	JDELLAVAL	8,630.00	-122.00	8,508.00
Storm-water	To cover yr-end Retirement coverage	3089	06/13/2016	JDELLAVAL	8,630.00	-196.00	8,312.00
	To cover yr-end 401K coverage	3105	06/13/2016	JDELLAVAL	8,630.00	-145.00	8,167.00
	To cover yr-end Dental coverage	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 coverage	3064	06/13/2016	JDELLAVAL	382.00	122.00	504.00
	10-30-5900-5125-062 DENTAL						
Storm-water	To cover yr-end Dental coverage	3117	06/13/2016	JDELLAVAL	340.00	5.00	345.00
	10-30-5900-5127-070 RETIREMENT						
Storm-water	To cover yr-end Retirement coverage	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 coverage	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 coverage	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 coverage	3260	06/13/2016	JDELLAVAL	234.00	135.00	369.00
	10-50-6250-5127-070 RETIREMENT						
Tourism	To cover yr-end Retirement coverage	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 ov	3075	06/13/2016	JDELLAVAL	50,000.00	-2,960.00	47,424.00
	To cover yr-end Fleet Maint. - Salaries ov	3097	06/13/2016	JDELLAVAL	50,000.00	-9,200.00	38,224.00
	To cover yr-end Stormwater - Salaries ov	3114	06/13/2016	JDELLAVAL	50,000.00	-3,961.00	34,263.00
	To cover yr-end Safety - Retirement over	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						

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>
	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

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/13/2016 TO 06/13/2016

FY 2015-2016

	<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>
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
	30-80-8220-5125-060 HOSPITALIZATION						
WWTP	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
	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
WWTP	To cover yr-end overages	3232	06/13/2016	EBRADFORI	1,959.00	175.00	2,304.00
	30-80-8220-5127-070 RETIREMENT						
WWTP	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
	30-80-8220-5127-071 401(K) RETIREMENT SUPP.						
WWTP	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 Expec	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>	

APPROVED: 5 - 0
On: June 13, 2016

VERIFIED: *Katherine M. Cathey*

Ordinance #20160613-10.D

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 | |

Ordinance #20160613-10.D

- 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: 5
Noes: 0
Absent or Excused: 0


Katherine M. Cathey, Town Clerk

Ordinance #20160613-10.E

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.

Ordinance #20160613-10.E

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:

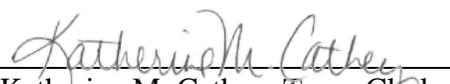
Review and offer comments on Special Use permits and Conditional Use Permits for properties located within the Historic Overlay district. The commission may not accept public comment on these reviews. Any comments or recommendations must be reduced to writing and presented both verbally and in writing 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: 5
Noes: 0
Absent or Excused: 0


Katherine M. Cathey, Town Clerk

Ordinance #20160613-10.F

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.

Ordinance #20160613-10.F

- 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: 5
Noes: 0
Absent or Excused: 0


Katherine M. Cathey, Town Clerk

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	\$ 21,405
	\$ 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	\$ 333,405
	\$ 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

BUDGET TRANSFERS

Meeting Date: 6/6/2016

Account #	Account Name	Current Budget Amount	Transfer Amount	New Budget Amount	Notes
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: [Signature]
 Erik Myers, Tourism Board Chair

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

Approved On: June 13, 2016

Signature of Mayor: [Signature]
 Tom Stevens, Mayor

Verified By: [Signature]
 Katherine Cathey, Town Clerk



Ordinance #20160613-11.A

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 disbursal of funds, and (4) by setting forth penalties, methods of appeals and exemptions.

Ordinance #20160613-11.A

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.

Ordinance #20160613-11.A

- (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:

Ordinance #20160613-11.A

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.

Ordinance #20160613-11.A

- 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.

Ordinance #20160613-11.A

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.

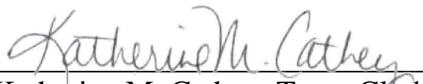
- a) This Ordinance supersedes all other Town ordinances, or parts of ordinances in conflict herewith.
- b) Any part or provision of this Ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or of the State of North Carolina is hereby 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: 5
Noes: 0
Absent or Excused: 0


Katherine M. Cathey, Town Clerk

BUDGET ORDINANCE

Ordinance #20160613-11.B

FISCAL YEAR 2016-17 BUDGET ORDINANCE
TOWN OF HILLSBOROUGH

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

Licenses, Permits, and Fees	\$11,176,660
Other	15,000
Investment Earnings	1,200
Transfers	1,310,179
Debt Issuance Proceeds	500,000
Retained Earnings Appropriated	<u>519,095</u>
	\$13,522,134

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	\$ 5,904,500
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>612,096</u>
	\$ 9,565,695

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	538,973
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	164,320
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	701,737
Cemetery	44,175
Economic Development	414,295
Special Appropriations	457,716
Contingency	<u>150,000</u>
	\$ 9,565,695

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:

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	\$ 4,396,390
Engineering	525,345
Billing & Collections	834,082
Water Treatment Plant	1,281,456
West Fork Eng Reservoir	1,204,792
Water Distribution	1,387,913
Wastewater Collection	1,064,244
Wastewater Treatment Plant	2,627,912
Contingency	<u>200,000</u>
	\$13,522,134

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 stormwater 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 (\$.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 V. PUBLIC SAFETY FACILITY:

Revenues totaling \$78,480 are hereby approved for the following line-items:

Transfer from General Fund	\$ <u>78,480</u>
	\$ 78,480

A total of \$78,480 is hereby authorized to be expended from the Public Safety Facility Project Fund:

Design	\$ <u>78,480</u>
	\$ 78,480

SECTION VI. 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 VII. 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
Contingency	\$ <u>62,000</u>
	\$ 204,673

SECTION VIII. WEST FORK ENO RESERVOIR PHASE II:

Revenues totaling \$8,778,020 are hereby approved for the following line-items:

Transfer from Water & Sewer Fund	\$ 500,000
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Debt Issuance Proceeds	\$ <u>8,278,020</u>
	\$ 8,778,020

A total of \$8,778,020 is hereby authorized to be expended from West Fork Eno Reservoir Phase II:

Design	\$ 910,000
Construction	\$ 7,198,200
Contingency	\$ <u>669,820</u>
	\$ 8,778,020

SECTION IX. 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
Effluent Aeration Project	\$ <u>253,000</u>
	\$ 553,000

SECTION X. 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 XI. 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 XII. 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 XIII. 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.

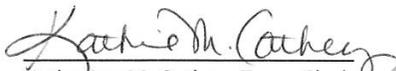
Adopted this 13th day of June, 2016.

**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

DRAFT

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

Special Event Permit Fee	\$ 50.00
Itinerant Merchant Permit Fee	\$ 15.00

FOOD & BEVERAGE

Food & Beverage Tax (failure to pay)	Fine not to exceed \$500.00
Single-Day Pre-Paid Food & Beverage Fee	\$ 15.00
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
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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 town parks may be reserved for private events. Events expecting 100 or more people are reviewed as special events as defined in the town code. If a special event requires police or public works overtime, costs of those impacts may be passed to the applicant.

Large Picnic Shelter in Gold Park	
In-town resident	\$ 20.00 /3 hours
Out-of-town resident	\$ 30.00 /3 hours
Multi-Use Field in Gold Park or Cates Creek 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 ¹	\$ 1,200.00
Rezoning to a Special Use District Master Plan ¹	\$ 800.00
Rezoning to other than Special Use District ¹	\$ 300.00
Special Use Permit without Rezoning	\$ 1,000.00
Conditional Use Permit	\$ 800.00
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
Construction Plan Review ²	\$ 300.00
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)

⁴ 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

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 Fee :

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 Fee :

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 Fee⁴:

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.

⁴ 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

Resolution#20160613-11.F

**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 Ferguson, seconded by Commissioner Lloyd, 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: 5

Noes: 0

Absent or Excused: 0


Katherine M. Cathey, Town Clerk



TOWN OF HILLSBOROUGH

Hillsborough Board of Commissioners Work Session Minutes

7 p.m. June 27, 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, Assistant Town Manager/Planning Director Margaret Hauth, Finance Director Heidi Lamay, Management Analyst/Assistant PIO Jen Della Valle, Human Resources Director/Town Clerk Katherine Cathey, Economic Development Planner Shannan Campbell, and Town Attorney Bob Hornik

ABSENT: None.

1. Open the Work Session

[7:00:15 PM](#) Mayor Stevens called the meeting to order and added a new item number 5.

2. Agenda Changes & Agenda Approval

[7:00:56 PM](#) Commissioner Ferguson moved to approve the agenda as amended. Commissioner Lloyd seconded. The motion carried upon a unanimous vote of 5-0.

3. Committee Updates and Reports

Commissioner Ferguson shared there was a training orientation with the Partnership, but she was not able to attend. The Partnership amended the bi-laws to account for continuing care. The other piece is that Housing for New Hope is retracting out of Orange County, and they have several grants as part of continuing care and some other outreach, so we are really taking a look at how to fill the gaps there. There is a gap analysis required by HUD that identifies agencies that can pick up the funding. Community Home Trust is still looking at doing a pilot rental readiness but there's no news on that. There's been activity with the Tourism Development Authority. Triangle J will revisit on area economics that should be more helpful than the emerging issues were.

Commissioner Lloyd reported the fire department held an annual meeting and the same board was re-elected.

4. Miscellaneous budget amendments and transfers

The mayor said there are two different packets. One is for transfers for the town and the other is transfers for the TDA. There was no discussion.

[7:04:39 PM](#) Commissioner Ferguson moved to approve the miscellaneous budget transfers (that are included on the two handouts in addition to what was in the agenda). Commissioner Bell seconded.

The motion carried upon a unanimous vote of 5-0.

[7:06:04 PM](#) Commissioner Lowen moved to approve the TDA transfers. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

5. Added Item -- Budget encumbrances for FY 15-16

[7:06:46 PM](#) Commissioner Ferguson moved to approve the open purchase orders. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

[7:06:55 PM](#) Commissioner Ferguson moved to approve the year end budget transfers. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

6. Reapportionment of certain Special Assessments for portions of the Waterstone Special Assessment District: Parcel 3 of Waterstone Terrace

Ms. Hauth reviewed there is a slight difference in the number of lots. This is to be sure that all the benefited lots are being taxed. Ashton Woods got a little further ahead of schedule on townhome lots and had two or three extra.

[7:09:32 PM](#) Commissioner Ferguson moved to reapportion special assessments of the Waterstone Special Assessment District. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

7. Continued discussion of request for community investment funding for the Exchange Club for maintenance of the park in return for an agreement for the park's continuation and potential transfer in ownership to the town

Ms. Hauth said a signed copy has been delivered from the club. Blair Bradford, Past President of the Exchange Club of Hillsborough is here to answer any questions. Commissioner Lowen said the Parks and Recreation Board is quite interested in the park and building a skate park there. I'm in full agreement in supporting what they request from us. I want to see that if we're going to begin to support it, that we not only have an opportunity to purchase it, but first right of refusal, he said.

Mr. Hornik said he and Ms. Hauth had discussed this and he suggests separately recording a right of refusal with the Register of Deeds that says if they receive an offer, the town has a certain amount of time to match the offer. We weren't sure whether we wanted to put that in the agreement. Should it be a separate motion or added in? Mayor Stevens suggested approving the request on the condition that before funds are disbursed, we have a recorded agreement of right of first refusal. Mr. Hornik said it's a simple document. The question was posed: will that work for the Exchange Club?

Ms. Bradford answered it's our understanding that the agreement we signed is for the next year. In the next year, we want to partner with the town on development of the park. We have historical promises that the land will remain parkland. We don't have any plans to sell the land right now, certainly not in the next year. We want to be sure it remains a park. Ms. Hauth felt comfortable the assurances were in place without the formal agreement. Mayor Stevens said having it recorded would be helpful and

would let the rest of the world know. Ms. Bradford nodded.

[7:17:50 PM](#) Commissioner Lowen moved to approve the maintenance funding on the condition of having the town attorney prepare a right of first refusal. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

8. Approval of the FY17 Tourism Development Authority Budget

Ms. Campbell said the TDA budget is set. She acknowledged that Commissioner Bell had emailed her to ask about marketing support under miscellaneous. She said it's not for one item. It's general. If the board approves the expenditure for Hog Day, then she will come back with a budget amendment for that.

Mayor Stevens checked that any expenditure over \$5,000 still comes back before this board.

[7:19:31 PM](#) Commissioner Ferguson moved to approve. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

9. Approval of an allocation of \$7,000 to Hillsborough Hog Day in FY16-17

Mayor Stevens encouraged the board to support this. Commissioner Lowen said he hadn't understood why Hog Day had to leave but he thinks some of the issues are being addressed positively. What better way to support tourism? I fully support it.

[7:21:06 PM](#) Commissioner Lowen moved to approve. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

10. Discuss September Chapel Hill Chamber of Commerce Inter-City Visit

Mayor Stevens explained if several are going, the date it occurs would normally be a work session. It's \$2,000, but expenses are paid. Commissioner Ferguson said the last one was helpful. Mayors are co-sponsors and expected to go, Mayor Stevens added. There was agreement to cancel the September work session.

11. Discuss July Workshop

There was a brief review of what's on the agenda for July and discussion of not getting an entire month off because there's a quarterly public hearing in July by ordinance. The notice has been given. Commissioner Lowen will not be here for the July work session. Mr. Peterson suggested urgent items could be approved before or after the public hearing. It was decided the board can cancel the regular meeting and work session for July. The board decided to schedule a regular meeting for August 8, 2016.

The board would like to shift the quarterly public hearings so one doesn't fall in July starting in 2017.

[7:32:02 PM](#) Commissioner Lowen made a motion to amend the schedule as Mayor Stevens presented

with one meeting on July 21 combined with the public hearing and a regular meeting August 8. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

12. Other Business

7:32:40 PM Commissioner Ferguson moved to go into Closed Session. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

13. 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)(6) regarding personnel matters

14. Adjourn

8:29:20 PM Commissioner Ferguson moved to adjourn. Commissioner Lloyd seconded. The motion carried upon a unanimous vote of 5-0.

Respectfully submitted:

Town Clerk

DRAFT

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/27/2016 TO 06/27/2016

	<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>
Interest Earned	10-00-3850-3850-000 INTEREST EARNED Adj. budget to more align with actual	3374	06/27/2016	EBRADFORI	500.00	2,500.00	10,055.00
Gov. Body	10-10-4100-5300-041 ATTORNEY FEES Yr-end overage in C.S./ICS	3322	06/27/2016	JDELLAVAL	110,000.00	-4,200.00	101,287.00
	To cover sanitation truck air compressor r	3344	06/27/2016	JDELLAVAL	110,000.00	-1,700.00	99,587.00
	Yr-end miscellaneous overage	3376	06/27/2016	JDELLAVAL	110,000.00	-1,400.00	98,187.00
Gov. Body	10-10-4100-5300-570 MISCELLANEOUS Yr-end miscellaneous overage	3377	06/27/2016	JDELLAVAL	4,500.00	1,400.00	5,900.00
Admin.	10-10-4200-5100-010 OVERTIME COMPENSATION Yr-end overage in overtime	3307	06/27/2016	JDELLAVAL	150.00	600.00	750.00
Admin.	10-10-4200-5300-120 ADVERTISING Yr-end overage in advertising	3309	06/27/2016	JDELLAVAL	400.00	75.00	475.00
Admin.	10-10-4200-5300-320 SUPPLIES Yr-end overage in advertising	3308	06/27/2016	JDELLAVAL	7,000.00	-75.00	5,369.00
Admin.	10-10-4200-5300-330 DEPARTMENTAL SUPPLIES Yr-end overage in overtime	3306	06/27/2016	JDELLAVAL	4,000.00	-600.00	2,432.00
Finance	10-10-4400-5125-060 HOSPITALIZATION Yr-end overage in Training	3325	06/27/2016	JDELLAVAL	47,695.00	-866.00	45,632.00
	Yr-end telephone overage	3388	06/27/2016	JDELLAVAL	47,695.00	-500.00	45,132.00
Finance	10-10-4400-5127-070 RETIREMENT Yr-end supplies overage	3390	06/27/2016	JDELLAVAL	23,493.00	-50.00	23,443.00
Finance	10-10-4400-5300-080 TRAINING/CONF./CONV. Yr-end overage in Training	3324	06/27/2016	JDELLAVAL	8,900.00	866.00	7,562.82
Finance	10-10-4400-5300-110 TELEPHONE/INTERNET Yr-end telephone overage	3389	06/27/2016	JDELLAVAL	9,000.00	500.00	9,500.00
Finance	10-10-4400-5300-150 BUILDING MAINT/REPAIRS Yr-end overage in Bldg Maint/Repairs	3347	06/27/2016	JDELLAVAL	5,000.00	250.00	5,777.74
Finance	10-10-4400-5300-320 SUPPLIES Yr-end supplies overage	3391	06/27/2016	JDELLAVAL	3,000.00	50.00	2,556.00
Finance	10-10-4400-5300-453 C.S./ICS Yr-end overage in C.S./ICS	3323	06/27/2016	JDELLAVAL	14,025.00	4,200.00	21,017.00
	Yr-end overage in Bldg Maint/Repairs	3346	06/27/2016	JDELLAVAL	14,025.00	-250.00	20,767.00
Planning	10-10-4900-5300-338 SUPPLIES - DATA PROCESSING Yr-end supplies-data processing overage	3379	06/27/2016	JDELLAVAL	3,950.00	625.00	4,575.00
Planning	10-10-4900-5300-453 C.S./ENG REVIEW Yr-end C.S./Minutes Preparer overage	3348	06/27/2016	JDELLAVAL	60,000.00	-2,000.00	181,217.00
	Yr-end supplies-data processing overage	3378	06/27/2016	JDELLAVAL	60,000.00	-625.00	180,592.00
Planning	10-10-4900-5300-467 C.S./MINUTES PREPARER Yr-end C.S./Minutes Preparer overage	3349	06/27/2016	JDELLAVAL	6,000.00	2,000.00	12,000.00
Parks & Rec.	10-10-6200-5100-020 SALARIES Yr-end Salaries overage	3419	06/27/2016	JDELLAVAL	12,200.00	150.00	13,160.00
Parks & Rec.	10-10-6200-5120-050 FICA Yr-end Retirement overage	3420	06/27/2016	JDELLAVAL	933.00	-20.00	913.00

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Parks & Rec.	10-10-6200-5125-060 HOSPITALIZATION Yr-end Salaries overage	3418	06/27/2016	JDELLAVAL	3,798.00	-150.00	3,550.00
Parks & Rec.	10-10-6200-5127-070 RETIREMENT Yr-end Retirement overage	3421	06/27/2016	JDELLAVAL	824.00	20.00	892.00
Parks & Rec.	10-10-6200-5127-071 401(K)RETIREMENT SUPP. Yr-end 401K retirement overage	3423	06/27/2016	JDELLAVAL	610.00	10.00	670.00
Parks & Rec.	10-10-6200-5300-080 TRAVEL AND TRAINING Yr-end 401K retirement overage	3422	06/27/2016	JDELLAVAL	1,250.00	-10.00	1,240.00
Parks & Rec.	10-10-6200-5300-153 MAINT./KINGS HIGHWAY PARK Yr-end deptl supplies overage	3368	06/27/2016	JDELLAVAL	100.00	-200.00	6,400.00
Parks & Rec.	10-10-6200-5300-330 DEPARTMENTAL SUPPLIES Yr-end deptl supplies overage	3369	06/27/2016	JDELLAVAL	300.00	200.00	500.00
Parks & Rec.	10-10-6200-5300-331 SUPPLIES - SAFETY Yr-end Misc. overage	3424	06/27/2016	JDELLAVAL	200.00	-100.00	100.00
Parks & Rec.	10-10-6200-5300-570 MISCELLANEOUS Yr-end Misc. overage	3425	06/27/2016	JDELLAVAL	12,000.00	100.00	450.00
Safety	10-10-6600-5100-020 SALARIES Yr-end salaries overage	3427	06/27/2016	JDELLAVAL	62,174.00	50.00	67,614.00
Safety	10-10-6600-5125-060 HOSPITALIZATION Yr-end salaries overage	3426	06/27/2016	JDELLAVAL	8,322.00	-50.00	7,956.00
Safety	10-10-6600-5300-150 MAINTENANCE - BUILDINGS Yr-end maint.-bldgs overage	3371	06/27/2016	JDELLAVAL	2,760.00	225.00	2,985.00
Safety	10-10-6600-5300-320 SUPPLIES - OFFICE Yr-end maint.-bldgs overage	3370	06/27/2016	JDELLAVAL	1,200.00	-225.00	880.00
IT	10-10-6610-5300-080 TRAINING/CONF/CONV Yr-end Supplies-data processing overage	3372	06/27/2016	JDELLAVAL	5,000.00	-20.00	4,980.00
IT	10-10-6610-5300-338 SUPPLIES - DATA PROCESSING Cover year-end overages	3333	06/27/2016	EBRADFORI	2,500.00	-12.00	16,642.00
	Yr-end Supplies-data processing overage	3373	06/27/2016	JDELLAVAL	2,500.00	20.00	16,662.00
IT	10-10-6610-5300-570 MISCELLANEOUS Cover year-end overages	3334	06/27/2016	EBRADFORI	25,000.00	2,480.00	60,495.00
IT	10-10-6610-5700-743 CAPITAL - SOFTWARE Cover year-end overages	3332	06/27/2016	EBRADFORI	20,000.00	-2,468.00	15,490.00
Police-Admin	10-20-5100-5100-020 SALARIES Yr-end Police-Admin Salaries overage	3351	06/27/2016	JDELLAVAL	228,949.00	6,200.00	235,573.00
Police-Admin	10-20-5100-5120-050 FICA Yr-end FICA overage	3397	06/27/2016	JDELLAVAL	19,045.00	530.00	19,575.00
Police-Admin	10-20-5100-5125-060 HOSPITALIZATION Yr-end dental insurance overage	3392	06/27/2016	JDELLAVAL	55,132.00	-25.00	43,976.00
Police-Admin	10-20-5100-5125-061 LIFE INSURANCE Yr-end overage in life insurance	3310	06/27/2016	JDELLAVAL	1,153.00	100.00	1,505.00
Police-Admin	10-20-5100-5125-062 DENTAL INSURANCE Yr-end dental insurance overage	3393	06/27/2016	JDELLAVAL	1,019.00	25.00	1,044.00

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Police-Admin	10-20-5100-5127-070 RETIREMENT						
	Yr-end Retirement overage	3353	06/27/2016	JDELLAVAL	14,402.00	500.00	14,902.00
	Yr-end retirement overage	3399	06/27/2016	JDELLAVAL	14,402.00	300.00	15,202.00
Police-Admin	10-20-5100-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end Hiring Selection Process	3394	06/27/2016	JDELLAVAL	12,447.00	-100.00	12,347.00
Police-Admin	10-20-5100-5300-080 TRAINING/CONF./CONV.						
	Yr-end FICA overage	3396	06/27/2016	JDELLAVAL	13,000.00	-530.00	13,470.00
Police-Admin	10-20-5100-5300-110 TELEPHONE/INTERNET						
	Yr-end retirement overage	3398	06/27/2016	JDELLAVAL	13,630.00	-300.00	11,630.00
Police-Admin	10-20-5100-5300-130 UTILITIES						
	Yr-end Retirement overage	3352	06/27/2016	JDELLAVAL	13,200.00	-500.00	11,700.00
Police-Admin	10-20-5100-5300-150 BUILDING MAINT/REPAIRS						
	Yr-end overage in hiring selection process:	3313	06/27/2016	JDELLAVAL	7,585.00	-759.00	28,966.00
Police-Admin	10-20-5100-5300-310 GASOLINE						
	Yr-end miscellaneous overage	3354	06/27/2016	JDELLAVAL	4,400.00	-200.00	2,200.00
Police-Admin	10-20-5100-5300-470 HIRING SELECTION PROCESS						
	Yr-end overage in hiring selection process:	3312	06/27/2016	JDELLAVAL	750.00	759.00	3,509.00
	Yr-end Hiring Selection Process	3395	06/27/2016	JDELLAVAL	750.00	100.00	3,609.00
Police-Admin	10-20-5100-5300-570 MISCELLANEOUS						
	Yr-end miscellaneous overage	3355	06/27/2016	JDELLAVAL	500.00	200.00	16,407.00
Police-Patrol	10-20-5110-5100-010 OVERTIME COMPENSATION						
	Yr-end overage in overtime compensation	3314	06/27/2016	JDELLAVAL	35,000.00	100.00	26,838.00
	Yr-end overage in overtime	3330	06/27/2016	JDELLAVAL	35,000.00	4,000.00	30,838.00
Police-Patrol	10-20-5110-5120-050 FICA						
	Yr-end overage in FICA	3316	06/27/2016	JDELLAVAL	70,407.00	8,500.00	78,907.00
	Yr-end training overage	3400	06/27/2016	JDELLAVAL	70,407.00	-50.00	78,857.00
Police-Patrol	10-20-5110-5300-080 TRAINING/CONF./CONV.						
	Yr-end overage in training	3326	06/27/2016	JDELLAVAL	6,000.00	275.00	14,125.00
	Yr-end training overage	3401	06/27/2016	JDELLAVAL	6,000.00	50.00	14,175.00
Police-Patrol	10-20-5110-5300-110 TELEPHONE & INTERNET						
	Yr-end overage in telephone	3328	06/27/2016	JDELLAVAL	5,120.00	150.00	6,745.00
Police-Patrol	10-20-5110-5300-310 GASOLINE						
	Yr-end overage in life insurance	3311	06/27/2016	JDELLAVAL	40,000.00	-100.00	24,870.00
	Yr-end overage in training	3327	06/27/2016	JDELLAVAL	40,000.00	-275.00	24,595.00
	Yr-end misc. - police dog overage	3358	06/27/2016	JDELLAVAL	40,000.00	-150.00	24,445.00
Police-Patrol	10-20-5110-5300-330 DEPARTMENTAL SUPPLIES						
	Yr-end overage in overtime compensation	3315	06/27/2016	JDELLAVAL	16,200.00	-100.00	20,794.94
	Yr-end overage in telephone	3329	06/27/2016	JDELLAVAL	16,200.00	-150.00	20,644.94
	Yr-end uniforms overage	3356	06/27/2016	JDELLAVAL	16,200.00	-400.00	20,244.94
	Yr-end uniforms overage	3402	06/27/2016	JDELLAVAL	16,200.00	-150.00	20,094.94
Police-Patrol	10-20-5110-5300-350 UNIFORMS						
	Yr-end uniforms overage	3357	06/27/2016	JDELLAVAL	5,100.00	400.00	15,331.55
	Yr-end uniforms overage	3403	06/27/2016	JDELLAVAL	5,100.00	150.00	15,481.55
	10-20-5110-5300-574 MISC.-POLICE DOG						

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	Yr-end misc. - police dog coverage	3359	06/27/2016	JDELLAVAL	3,500.00	150.00	7,135.00
Police-Inv.	10-20-5120-5100-021 PERSONNEL ADDITIONS-INVESTIGATOR						
	Yr-end coverage in FICA	3317	06/27/2016	JDELLAVAL	28,519.00	-8,500.00	10,888.00
	Yr-end coverage in overtime	3331	06/27/2016	JDELLAVAL	28,519.00	-4,000.00	6,888.00
	Yr-end Police-Admin Salaries coverage	3350	06/27/2016	JDELLAVAL	28,519.00	-6,200.00	688.00
Police-Inv.	10-20-5120-5300-320 SUPPLIES - OFFICE						
	Yr-end supplies-office coverage	3430	06/27/2016	JDELLAVAL	3,000.00	200.00	3,250.00
Police-Inv.	10-20-5120-5300-600 PERSONNEL EXPANSION- OPERATING COST						
	Yr-end supplies-office coverage	3431	06/27/2016	JDELLAVAL	4,300.00	-200.00	200.00
Fire Marshal	10-20-5300-5300-110 TELEPHONE/INTERNET						
	Yr-end telephone coverage	3361	06/27/2016	JDELLAVAL	9,300.00	150.00	16,590.00
Fire Marshal	10-20-5300-5300-310 GASOLINE						
	Yr-end telephone coverage	3360	06/27/2016	JDELLAVAL	3,500.00	-150.00	3,200.00
Fleet Maint.	10-30-5550-5100-010 OVERTIME COMPENSATION						
	Yr-end retirement coverage	3385	06/27/2016	JDELLAVAL	7,000.00	-25.00	6,054.00
Fleet Maint.	10-30-5550-5125-060 HOSPITALIZATION						
	Yr-end dental insurance coverage	3383	06/27/2016	JDELLAVAL	25,274.00	-25.00	23,618.00
Fleet Maint.	10-30-5550-5125-062 DENTAL INSURANCE						
	Yr-end dental insurance coverage	3384	06/27/2016	JDELLAVAL	1,019.00	25.00	1,049.00
Fleet Maint.	10-30-5550-5127-070 RETIREMENT						
	Yr-end retirement coverage	3386	06/27/2016	JDELLAVAL	11,525.00	25.00	12,431.00
Fleet Maint.	10-30-5550-5300-180 SANITATION VEHICLE REPAIR						
	To cover yr-end overages	3345	06/27/2016	EBRADFORI	38,000.00	2,500.00	40,500.00
	To cover sanitation truck air compressor r	3375	06/27/2016	JDELLAVAL	38,000.00	2,700.00	43,200.00
Fleet Maint.	10-30-5550-5300-190 MOTOR POOL VEHICLE REPAIR						
	Yr-end deptl supplies coverage	3382	06/27/2016	JDELLAVAL	1,250.00	-400.00	850.00
Fleet Maint.	10-30-5550-5300-204 SAFETY & RISK VEHICLE REPAIR						
	Yr-end deptl supplies coverage	3380	06/27/2016	JDELLAVAL	200.00	-200.00	0.00
Fleet Maint.	10-30-5550-5300-205 RUFFIN-ROULHAC GENERATOR REPAIR						
	Yr-end deptl supplies coverage	3381	06/27/2016	JDELLAVAL	200.00	-200.00	0.00
Fleet Maint.	10-30-5550-5300-330 DEPARTMENTAL SUPPLIES						
	Yr-end deptl supplies coverage	3387	06/27/2016	JDELLAVAL	23,000.00	800.00	21,889.00
Fleet Maint.	10-30-5550-5300-573 VEHICLE TAX & TAGS						
	To cover sanitation truck air compressor r	3343	06/27/2016	JDELLAVAL	3,500.00	-1,000.00	2,500.00
Streets	10-30-5600-5100-020 SALARIES						
	Yr-end salaries coverage	3405	06/27/2016	JDELLAVAL	164,093.00	1,279.00	178,418.00
Streets	10-30-5600-5120-050 FICA						
	Yr-end FICA coverage	3407	06/27/2016	JDELLAVAL	12,553.00	101.00	12,710.00
Streets	10-30-5600-5127-070 RETIREMENT						
	Yr-end retirement coverage	3409	06/27/2016	JDELLAVAL	11,076.00	90.00	11,855.00
Streets	10-30-5600-5127-071 401(K) RETIREMENT SUPP.						
	Yr-end 401K Retirement coverage	3411	06/27/2016	JDELLAVAL	8,081.00	20.00	8,518.00
Streets	10-30-5600-5300-080 TRAINING/CONF./CONV.						

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	Yr-end salaries overage	3404	06/27/2016	JDELLAVAL	3,750.00	-1,279.00	2,836.00
Streets	10-30-5600-5300-150 LANDSCAPING						
	Yr-end 401K Retirement overage	3410	06/27/2016	JDELLAVAL	1,000.00	-20.00	980.00
Streets	10-30-5600-5300-330 DEPARTMENTAL SUPPLIES						
	Yr-end FICA overage	3406	06/27/2016	JDELLAVAL	25,000.00	-101.00	41,275.00
Streets	10-30-5600-5300-331 SUPPLIES - DISASTER						
	Yr-end retirement overage	3408	06/27/2016	JDELLAVAL	500.00	-90.00	410.00
Solid Waste	10-30-5800-5100-010 OVERTIME COMPENSATION						
	Yr-end overage in overtime	3319	06/27/2016	JDELLAVAL	4,000.00	150.00	4,150.00
	To cover yr-end overtime overage	3365	06/27/2016	JDELLAVAL	4,000.00	500.00	4,650.00
Solid Waste	10-30-5800-5127-070 RETIREMENT						
	Yr-end Retirement overage	3413	06/27/2016	JDELLAVAL	11,798.00	25.00	11,945.00
Solid Waste	10-30-5800-5300-080 TRAINING/CONF./CONV.						
	Yr-end Retirement overage	3412	06/27/2016	JDELLAVAL	3,000.00	-25.00	3,668.00
Solid Waste	10-30-5800-5300-110 TELEPHONE/INTERNET						
	Yr-end overage in telephone	3321	06/27/2016	JDELLAVAL	1,300.00	100.00	1,546.00
Solid Waste	10-30-5800-5300-130 UTILITIES						
	Yr-end overage in overtime	3318	06/27/2016	JDELLAVAL	2,600.00	-150.00	2,450.00
Solid Waste	10-30-5800-5300-310 GASOLINE						
	Yr-end overage in telephone	3320	06/27/2016	JDELLAVAL	35,000.00	-100.00	34,900.00
	To cover yr-end overtime overage	3364	06/27/2016	JDELLAVAL	35,000.00	-500.00	34,400.00
Storm-water	10-30-5900-5100-020 SALARIES						
	Yr-end salaries overage	3367	06/27/2016	JDELLAVAL	67,529.00	150.00	71,640.00
Storm-water	10-30-5900-5125-060 HOSPITALIZATION						
	Yr-end salaries overage	3366	06/27/2016	JDELLAVAL	8,630.00	-150.00	8,012.00
Storm-water	10-30-5900-5125-061 LIFE/DISABILITY/VISION						
	Yr-end L/D/V overage	3415	06/27/2016	JDELLAVAL	382.00	20.00	524.00
Storm-water	10-30-5900-5127-071 401(K) RETIREMENT SUPPLEMENT						
	Yr-end 401K overage	3417	06/27/2016	JDELLAVAL	3,376.00	5.00	3,526.00
Storm-water	10-30-5900-5300-080 TRAVEL AND TRAINING						
	Yr-end 401K overage	3416	06/27/2016	JDELLAVAL	1,000.00	-5.00	995.00
Storm-water	10-30-5900-5300-310 GASOLINE						
	Yr-end L/D/V overage	3414	06/27/2016	JDELLAVAL	850.00	-20.00	830.00
Special Appro.	10-60-6900-5300-910 ECONOMIC DEVELOPMENT						
	Yr-end Town Clock Maint. overage	3428	06/27/2016	JDELLAVAL	6,000.00	-1,000.00	4,000.00
Special Appro.	10-60-6900-5300-911 TOWN CLOCK MAINTENANCE						
	Yr-end Town Clock Maint. overage	3429	06/27/2016	JDELLAVAL	1,500.00	1,000.00	2,500.00
Engin.	30-80-7220-5300-320 SUPPLIES						
	To cover year-end overages	3433	06/27/2016	EBRADFORI	2,500.00	-75.00	2,425.00
Engin.	30-80-7220-5300-530 DUES & SUBSCRIPTIONS						
	To cover year-end overages	3432	06/27/2016	EBRADFORI	5,500.00	75.00	5,620.00
WWTP	30-80-8120-5300-150 PLANT & EQUIPMENT MAINTENANCE/REPAI						
	To cover year-end overages	3434	06/27/2016	EBRADFORI	47,200.00	5,000.00	49,600.00

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WWTP	30-80-8120-5300-320 CHEMICALS To cover year-end overages	3435	06/27/2016	EBRADFORI	155,200.00	-5,000.00	162,391.06
Dist.	30-80-8140-5300-113 LICENSE FEES To cover year-end overages	3436	06/27/2016	EBRADFORI	0.00	27.00	186.00
Dist.	30-80-8140-5300-330 DEPARTMENTAL SUPPLIES To cover year-end overages	3437	06/27/2016	EBRADFORI	104,000.00	1,000.00	106,583.00
Dist.	30-80-8140-5700-741 CAPITAL/EQUIPMENT To cover year-end overages	3438	06/27/2016	EBRADFORI	30,000.00	-1,027.00	28,973.00
Coll.	30-80-8200-5300-080 TRAINING/CONF./CONV. To cover year-end overages	3439	06/27/2016	EBRADFORI	4,500.00	544.00	5,044.00
Coll.	30-80-8200-5300-113 LICENSE FEES To cover year-end overages	3440	06/27/2016	EBRADFORI	0.00	27.00	186.00
Coll.	30-80-8200-5300-310 GASOLINE To cover year-end overages	3441	06/27/2016	EBRADFORI	23,200.00	-571.00	22,629.00
Downtown	45-30-5600-5700-041 SURVEYING DOWNTOWN IMPROVEMENTS To cover construction costs	3303	06/27/2016	EBRADFORI	2,100.00	-2,100.00	0.00
Downtown	45-30-5600-5700-045 DESIGN To cover construction costs	3301	06/27/2016	EBRADFORI	3,000.00	-24,827.50	3,172.50
Downtown	45-30-5600-5700-046 LEGAL DOWNTOWN IMPROVEMENTS To cover construction costs	3302	06/27/2016	EBRADFORI	400.00	-400.00	0.00
Downtown	45-30-5600-5700-720 CONSTRUCTION Construction Costs	3304	06/27/2016	EBRADFORI	0.00	27,327.50	402,327.50
Interest Earned	71-00-3850-3850-000 INTEREST EARNED Record interest to 6/30/15	3335	06/27/2016	EBRADFORI	14,207.00	81.57	14,288.57
	Record interest to 4/30/16	3338	06/27/2016	EBRADFORI	14,207.00	776.50	15,065.07
Waterstone Police	71-20-6900-5700-740 WATERSTONE POLICE Record interest to 6/30/15	3336	06/27/2016	EBRADFORI	107,811.00	18.95	107,829.95
	Record interest to 4/30/16	3339	06/27/2016	EBRADFORI	107,811.00	180.39	108,010.34
Waterstone Fire	71-20-6900-5700-741 WATERSTONE FIRE Record interest to 6/30/15	3337	06/27/2016	EBRADFORI	356,257.00	62.62	356,319.62
	Record interest to 4/30/16	3340	06/27/2016	EBRADFORI	356,257.00	596.11	356,915.73
	Ladder Truck Debt Service	3341	06/27/2016	EBRADFORI	356,257.00	-126,053.02	230,862.71
Transfer to GF	71-71-6900-5970-921 TRANSFER TO GENERAL FUND Ladder Truck Debt Service	3342	06/27/2016	EBRADFORI	252,108.00	126,053.02	378,161.02
						<u>6,716.14</u>	

**TOWN OF HILLSBOROUGH
 UPDATE BUDGET CHANGES**

FY 2015-2016
 PRINT ONLY

2015-2016 BUDGET

<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Revenue					
30 - Water & Sewer Fund		30			
30-80-3500-3505-000 WATER CHARGES To cover yr-end revenue short fall	6/27/2016	3508	3,840,000.00	-350,000.00	3,490,000.00
30-80-3500-3505-001 PENALTIES/DELINQUENT FEE Reduce due to lower than anticipated revenues	6/27/2016	3493	150,000.00	-75,000.00	75,000.00
30-80-3500-3510-000 SEWER CHARGES To cover yr-end revenue short fall	6/27/2016	3509	4,065,000.00	-350,000.00	3,715,000.00
30-80-3500-3523-000 WATER CAPITAL FACILITY FEES Adjust to actual	6/27/2016	3492	303,170.00	510,445.00	813,615.00
30-80-3500-3525-000 SEWER CAPITAL FACILITY FEES Adjust to actual	6/27/2016	3494	398,818.00	685,256.00	1,084,074.00
30-80-3900-3900-000 FUND BALANCE APPROPRIATED To cover yr-end revenue short fall	6/27/2016	3507	554,113.43	700,000.00	1,254,113.43
Total for 30			9,311,101.43	1,120,701.00	10,431,802.43
66 - WFER Phase 2		66			
66-70-3870-3870-100 TRANSFER FROM WATER/SEWER FUND Design Overages	6/27/2016	3502	1,534,000.00	117.00	1,534,117.00
Total for 66			1,534,000.00	117.00	1,534,117.00
70 - Water & Sewer Capital Reserve Fund		70			
70-70-3870-3870-000 TRANSFER FROM WATER FUND Adj to Actual	6/27/2016	3500	2,496,540.00	510,445.00	3,006,985.00
70-70-3870-3870-100 TRANSFER FROM SEWER FUND Adj to Actual	6/27/2016	3501	3,369,272.00	685,256.00	4,054,528.00

**TOWN OF HILLSBOROUGH
 UPDATE BUDGET CHANGES**

FY 2015-2016
 PRINT ONLY

2015-2016 BUDGET

<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>	
Revenue						
Total for 70			5,865,812.00	1,195,701.00	7,061,513.00	
Total for Revenue			16,710,913.43	2,316,519.00	19,027,432.43	
Expenditure						
30						
Admin of Enterprise	30-70-5972-5972-000 TRANSFER TO WATER CRF	6/27/2016	3495	305,655.00	510,445.00	816,100.00
	Increase due to higher than anticipated revenues					
Admin of Enterprise	30-70-5972-5972-001 TRANSFER TO SEWER CRF	6/27/2016	3496	402,087.00	685,256.00	1,087,343.00
	Increase due to higher than anticipated revenues					
West Fork Eno Reservoir	30-71-8130-5982-923 TRANSFER TO WFER-PH II Design Overages	6/27/2016	3497	734,000.00	117.00	734,117.00
Admin of Enterprise	30-80-7200-5300-570 MISCELLANEOUS Cover yr-end overages	6/27/2016	3511	34,000.00	-6,754.00	27,246.00
West Fork Eno Reservoir	30-80-8130-5300-151 MAINTENANCE WFER Ph II design overages	6/27/2016	3498	18,100.00	-117.00	17,983.00
Contingency	30-80-9990-5300-000 CONTINGENCY Cover yr-end overages	6/27/2016	3510	68,246.00	-68,246.00	0.00
Total for 30				1,562,088.00	1,120,701.00	2,682,789.00
66						
66 - WFER - Phase 2	66-80-8130-5700-045 DESIGN Design Overages	6/27/2016	3503	1,534,000.00	117.00	1,534,117.00
Total for 66				1,534,000.00	117.00	1,534,117.00
70						
70 - Water & Sewer Capital Reserve Fund	70-71-6900-5970-920 TRANSFER TO WATER FUND To Fund FY16 Projects	6/27/2016	3499	2,792,575.00	1,436,060.00	4,228,635.00
	\$700,000 - WFER Ph 2 Design					
	\$634,590 - WWTP Debt Service					
	\$101,470 - S. Zone Water Tank Debt Service					

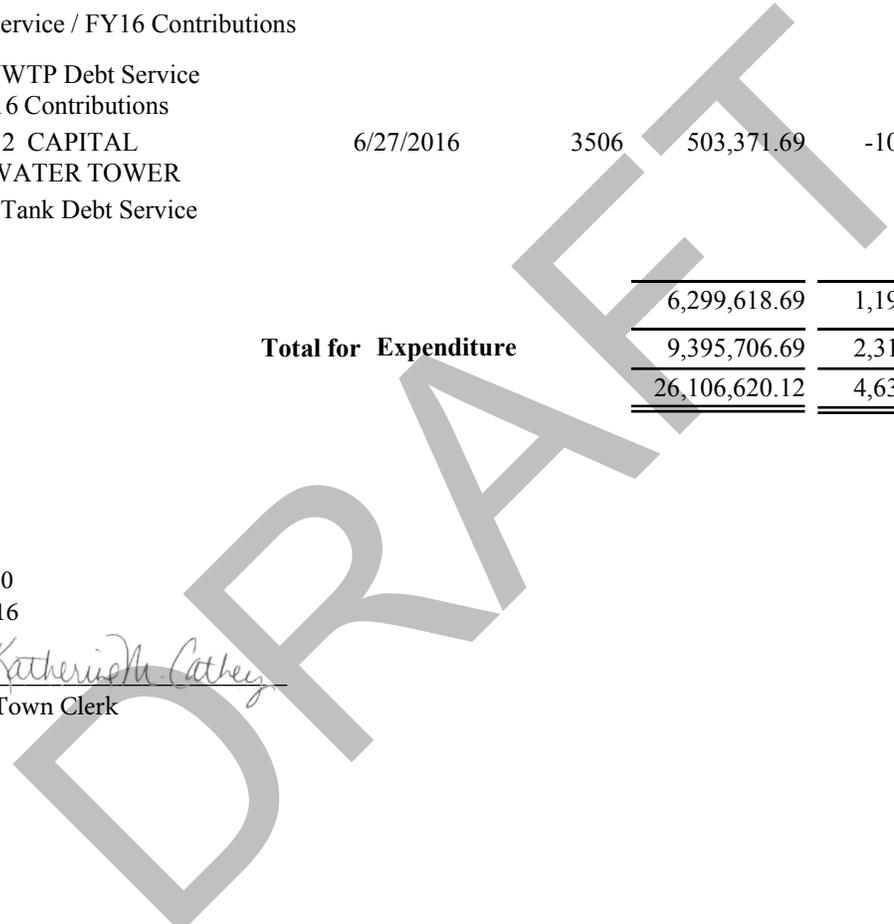
**TOWN OF HILLSBOROUGH
 UPDATE BUDGET CHANGES**

FY 2015-2016
 PRINT ONLY

<u>ACCOUNT</u>	<u>DATE</u>	<u>CHANGE NUMBER</u>	<u>CURRENT BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Expenditure					
70-80-6900-5700-730 CAPITAL IMPROV.- WATER	6/27/2016	3504	963,093.00	-189,555.00	773,538.00
WFER Ph 2 Design / FY16 Contributions					
(\$700,000) - WFER Ph 2 Design					
\$510,445 - FY16 Contributions					
70-80-6900-5700-731 CAPITAL IMPROV.- SEWER	6/27/2016	3505	2,040,579.00	50,666.00	2,091,245.00
WWTP Debt Service / FY16 Contributions					
(\$634,590) - WWTP Debt Service					
\$685,256 - FY16 Contributions					
70-80-6900-5700-732 CAPITAL IMPROVEMENT-WATER TOWER	6/27/2016	3506	503,371.69	-101,470.00	401,901.69
S. Zone Water Tank Debt Service					
Total for 70			6,299,618.69	1,195,701.00	7,495,319.69
	Total for Expenditure		9,395,706.69	2,316,519.00	11,712,225.69
Grand Total			26,106,620.12	4,633,038.00	30,739,658.12

APPROVED: 5/0
 On: June 27, 2016

VERIFIED: Katherine M. Cathey
 Town Clerk



BUDGET TRANSFERS

Meeting Date: 6/21/2016

Account #	Account Name	Current Budget Amount	Transfer Amount	New Budget Amount	Notes
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Tourism Development Authority

Expenditure

73-51-6250-5300-450	Contract Services	\$ -	\$ 24,000.00	\$ 24,000.00	Staff support
73-51-6250-5350-620	Service Charge	\$ 24,000.00	\$ (24,000.00)	\$ -	Staff support

Tourism Board

Approved On: 6/21/16

Signature of Chair: [Signature]
 Mary Catherine McKee, Tourism Development Authority Chair

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

Approved On: June 27, 2016

Signature of Mayor: [Signature]
 Tom Stevens, Mayor

Verified By: [Signature]
 Katherine Cathey, Town Clerk

DRAFT

Town of Hillsborough--Budget Transfers (Purchase Orders) from FY2016 to FY2017; current as of 6/27/2016

Dept	Account #	Account Description	Vendor	PO #	FY17 PO Amt	Budget Trans Amt
4200	10-10-4200-5300-080	TRAINING/CONF./CONV.	UNC AT CHAPEL HILL	23956	\$1,250.00	\$0.00
4900	10-10-4900-5300-165	MAINTENANCE - INFRASTRUCTURE	DESIGN WORKSHOP	24128	\$7,000.00	\$7,000.00
5000	10-10-5000-5300-154	MAINTENANCE - GROUNDS	KING, CHRISTINA	23988	\$125.00	\$125.00
5000	10-10-5000-5700-742	CAPITAL - DATA PROCESSING	COMPUTERBILITIES INC	24195	\$11,347.00	\$11,347.00
5000	10-10-5000-5700-742	CAPITAL - DATA PROCESSING	COMPUTERBILITIES INC	24195	\$11,347.00	\$11,347.00
5000	10-10-5000-5700-742	Capital - Data Processing	Computerbilities Inc	24195	\$11,347.00	\$11,347.00
5100	10-20-5100-5300-080	Training/Onf/Conv.	Bank of America	24212	\$1,050.00	\$1,050.00
5100	10-20-5100-5300-150	BUILDING MAINT/REPAIRS	GRIFFIN CARPETS INC	24172	\$7,326.52	\$7,326.52
5100	10-20-5100-5300-150	BUILDING MAINT/REPAIRS	R&L ROYAL SERVICES	24174	\$4,200.00	\$4,200.00
5100	10-20-5100-5700-743	CAPITAL - SOFTWARE	SUNGARD PUBLIC SECTOR INC.	23628	\$22,523.79	\$22,523.79
5120	10-20-5120-5700-735	CAPITAL BLDG.& IMPROVEMENTS	EASTERN SERVICE, LLC	24194	\$50,465.00	\$50,465.00
5120	10-20-5120-5700-735	Capital Builidngs and improvements	Summitt Engineering	24200	\$1,500.00	\$1,500.00
5120	10-20-5120-5700-740	Capital Vehicles	Mark Woodhouse	24217	\$8,750.00	\$8,750.00
5550	10-30-5550-5700-742	CAPITAL - DATA PROCESSING	COMPUTERBILITIES INC	24206	\$20,450.00	\$20,450.00
5550	10-30-5550-5700-742	Capital - Data Processing Equipment	Computerbilities Inc	24206	\$20,450.00	\$20,450.00
5600	10-30-5600-5300-080	TRAININGCONF./CONV	ITRE AT NC STATE UNIVERSITY	23743	\$150.00	\$150.00
5600	10-30-5600-5300-330	DEPARTMENTAL SUPPLIES	4S SIGN & SUPPLY	24198	\$7,000.00	\$7,000.00
5600	10-30-5600-5300-455	C.S/ENGINEERING SERV-STREET IMPRO	KLEINFELDER	23253	\$4,079.00	\$4,079.00
5600	10-30-5600-5300-455	C.S/ENGINEERING SERV-STREET IMPRO	KLEINFELDER	23269	\$8,084.50	\$8,084.50
5600	10-30-5600-5300-570	MISCELLANEOUS	LABOR WORKS	24155	\$1,046.04	\$1,046.04
5600	10-30-5600-5700-730	CAPITAL INFRASTRUCTURE	EASTERN SERVICE, LLC	24136	\$41,136.00	\$41,136.00
5600	10-30-5600-5700-730	CAPITAL INFRASTRUCTURE	SUMMIT CONSULTING	24143	\$2,200.00	\$2,200.00
5600	10-30-5600-5700-730	CAPITAL INFRASTRUCTURE	ROCKY L. WILKERSON	24186	\$10,510.00	\$10,510.00
5600	10-30-5600-5700-730	CAPITAL INFRASTRUCTURE	SUMMIT CONSULTING	24193	\$15,000.00	\$15,000.00
5700	10-30-5700-5300-330	DEPARTMENTAL SUPPLIES	ARCADIS US INC	24197	\$1,500.00	\$1,500.00
5700	10-30-5700-5300-762	PATCH AND RESURFACE	SUMMIT CONSULTING	24193	\$10,000.00	\$10,000.00
5900	10-30-5900-5300-460	STORM DRAIN CLEANING	VISION, NC	24196	\$4,000.00	\$4,000.00
6200	10-10-6200-5300-150	MAINT./TURNIP PATCH PARK	CHRISTINA KING	23988	\$150.00	\$150.00
6200	10-10-6200-5300-150	MAINT./HILLSBOROUGH HEIGHT PARK	CHRISTINA KING	23988	\$100.00	\$100.00
6200	10-10-6200-5300-156	MAINT./GOLD PARK	CHRISTINA KING	23988	\$175.00	\$175.00
6200	10-10-6200-5300-157	MAINT./CATES CREEK	A CLEAN TOUCH/MULTI-SERVICES	24066	\$1,800.00	\$1,800.00
6200	10-10-6200-5300-450	C.S. PARKS MOWING	REDMILL LANDSCAPE & NURSERY	24139	\$3,700.00	\$3,700.00
6200	10-10-6200-5300-450	C.S. PARKS MOWING	REDMILL LANDSCAPE & NURSERY	24140	\$3,675.00	\$3,675.00
6400	10-40-6400-5300-451	C.S. GROUNDS MAINTENANCE	DAVEY TREE EXPERT	24080	\$11,000.00	\$11,000.00
6400	10-40-6400-5300-570	10-40-6400-5300-570	PIP PRINTING	24204	\$1,500.00	\$1,500.00
6600	10-10-6600-5300-080	Training/Conf./Conv.	Alamance Regional Medical Ctr	24149	\$12,244.00	\$12,244.00
6610	10-10-6610-5300-113	LICENSE FEES	COMPUTERBILITIES INC	23841	\$701.00	\$701.00
6610	10-10-6610-5300-113	LICENSE FEES	COMPUTERBILITIES INC	24037	\$405.00	\$405.00
6610	10-10-6610-5300-458	DATA PROCESSING SERVICES	COMPUTERBILITIES INC	24104	\$5,645.85	\$5,645.85
6610	10-10-6610-5300-570	MISCELLANEOUS	COLUMBIA TELECOMMUNICATIONS CORP	24114	\$14,000.00	\$14,000.00
6610	10-10-6610-5300-570	MISCELLANEOUS	BRIGHTSTAR COMMUNICATIONS, INC	24214	\$35,000.00	\$35,000.00
6610	10-10-6610-5300-113	License Fees	Computerbilities Inc	23841	\$701.00	\$701.00
6610	10-10-6610-5300-113	License Fees	Computerbilities Inc	24037	\$405.00	\$405.00
6610	10-10-6610-5300-458	Data Processing Services	Computerbilities Inc	24104	\$5,645.85	\$5,645.85

6610	10-10-6610-5300-570	Miscellaneous	Columbia Telecommunications Corp	24114	\$14,000.00	\$14,000.00
6610	10-10-6610-5300-570	Miscellaneous	Brightstar Communications, Inc.	24214	\$35,000.00	\$35,000.00
8120	30-80-8120-5300-150	Plant & Equipment Repair	John D Bennett	24130	\$6,648.00	\$6,648.00
8120	30-80-8120-5300-150	Plant & Equipment Repair	TPT Coatings INC	24150	\$10,000.00	\$10,000.00
8120	30-80-8120-5300-150	Plant & Equipment Repair	Carolina Pumpworks LLC	24153	\$1,150.00	\$1,150.00
8120	30-80-8120-5300-150	plant & Equipment Repair	Clear Water INC	24165	\$3,000.00	\$3,000.00
8120	30-80-8120-5300-320	Chemicals	JCI Jones Chemical Inc	23770	\$4,227.48	\$4,227.48
8120	30-80-8120-5300-320	Chemicals	Americhem	23950	\$1,034.80	\$1,034.80
8120	30-80-8120-5300-320	Chemicals	Americhem	24047	\$2,822.00	\$2,822.00
8120	30-80-8120-5300-320	Chemicals	JCI Jones Chemical Inc	24182	\$8,050.00	\$8,050.00
8120	30-80-8120-5300-320	Chemicals	UNIVAR	24183	\$7,647.00	\$7,647.00
8120	30-80-8120-5300-330	Departmental Supplies	Idexx Laboratories	24029	\$331.21	\$331.21
8120	30-80-8120-5300-340	Outside lab services	Research and Analytical	24079	\$760.00	\$760.00
8120	30-80-8120-5300-340	Outside lab services	Eurofin Eaton Analytical	24137	\$9,980.00	\$9,980.00
8120	30-80-8120-5300-530	Dues and Subscriptions	NCWTF0 certification board	24026	\$210.00	\$210.00
8130	30-80-8130-5300-152	AQUATIC WEED CONTROL	SEPRO CORPORATION	24135	\$5,949.00	\$5,949.00
8140	30-80-8140-5300-361	EQUIP/CONT. RENTAL	DOUGLAS P MALINOWSKI	24187	\$5,270.19	\$5,270.19
8140	30-80-8140-5700-730	CAPITAL INFRASTRUCTURE	HIGHFILL INFRASTRUCTURE ENG.	23306	\$6,318.02	\$6,318.02
8140	30-80-8140-5700-740	CAPITAL EQUIPMENT	CAPITAL FORD OF HILLSBOROUGH	24097	\$28,561.01	\$28,561.01
8200	30-80-8200-5300-322	PUMP STATION SUPPLIES	P.B.E.M.	24154	\$2,300.00	\$2,300.00
8200	30-80-8200-5300-361	EQUIP/CONT. RENTAL	DOUGLAS P MALINOWSKI	24187	\$5,270.19	\$5,270.19
8200	30-80-8200-5700-740	CAPITAL EQUIPMENT	CAPITAL FORD OF HILLSBOROUGH	24097	\$28,671.00	\$28,671.00

APPROVED: 5/0

On: June 27, 2016

VERIFIED:

Katherine M. Cathey

 Town Clerk

Town of Hillsborough--Budget Transfers (Unencumbered Funds) from FY2016 to FY2017; current as of 6/27/2016

Dept	Account #	Account Description	Vendor	Budget Trans Amt
6900	10-60-6900-5700-922	NEW TREES	To be determined	\$1,150.00
7220	30-80-7220-5300-572	JORDAN LAKE PARTNERSHIP	City of Durham (administers JLP funds)	\$11,796.50
8120	30-80-8120-5300-550	ALUM SLUDGE REMOVAL	EMA Resources, Inc. (requested 5/31/16)	\$68,182.97
8140	30-80-8140-5700-730	CAPITAL INFRASTRUCTURE	There will be multiple vendors	\$13,598.08
8200	30-80-8200-5300-455	Root control service		\$13,300.00
8200	30-80-8200-5700-730	CAPITAL IMPROVEMENTS INFRASTRUCTURE	To be determined	\$10,000.00

APPROVED: 5/0
 On: June 27, 2016

VERIFIED: *Katherine M. Cathey*
 Town Clerk

DRAFT

Resolution #20160627 – 5

A RESOLUTION ADOPTING AND APPROVING ALLOCATION OF SPECIAL
ASSESSMENT AMONG LOTS SOWN ON APPROVED SUBDIVISION PLATS IN
WATERSTONE TERRACES

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF
HILLSBOROUGH:

Section 1. That pursuant to the resolution adopted by the Hillsborough Town Board of Commissioners on the 9th day of February, 2015 the Town of Hillsborough Board of Commissioners adopted and confirmed a special assessment roll (the "Assessment Roll") for the Waterstone Special Assessment District, including special assessments for the property now shown on the subdivision plats for Waterstone Terraces, recorded a Plat Book 113, Pages 116 and 117, in the Orange County Registry.

Section 2. The recorded subdivision plats divided the larger Waterstone Terraces parcels into lots.

Section 3. The Orange County Tax Collector collects the Waterstone Special Assessment District assessments for the Town of Hillsborough pursuant to an agreement between the Town and the County. Development Planning & Financing Group, Inc. ("DPFG"), provides administrative services with respect to the Special Assessment District, and as part of its duties DPFG has prepared tables, attached hereto as Attachment A, apportioning the assessments for the lots previously assessed in connection with a revised land plan and increased lot count effective in 2016.

Section 4. The Town of Hillsborough Board of Commissioners has reviewed the tables prepared by DPFG, and hereby adopts and approves the apportionment of the Waterstone special assessments for the property shown on the recorded subdivision plats for Waterstone Terraces, as shown on the table attached to this Resolution.

Section 5. Except as stated in this Resolution, all other terms, conditions, requirements and payments related to the Waterstone Special Assessment District Assessment Roll remain unchanged.

Adopted this the 27th day of June 2016.



Tom Stevens
Mayor

ATTEST:



Katherine M. Cathey
Town Clerk



Attachment
A

Town of Hillsborough, Orange County
Waterstone Special Assessment District
2016 Assessment Roll for Recorded Waterstone Terrace Plats to Date
Original Parcel ID #9873268165
Legal Description: Lot __ in Waterstone Terraces Subdivision, Phase 1
Delinquent if not paid by February 1, 2017

Lot #	Parcel ID #	Property Address	Total Assessment per Unit	Total Assessment Balance per Unit*	2016 Billing		
					Principal Assessment	OC 2% Interest	Total Assessment
1	9873267561	121 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
2	9873267580	125 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
3	9873268500	129 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
4	9873268429	133 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
5	9873268439	137 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
6	9873268468	141 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
7	9873269414	145 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
8	9873269433	149 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
9	9873269451	153 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
10	9873269460	157 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
11	9873269379	161 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
12	9873269397	165 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
13	9873360322	201 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
14	9873360340	205 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
15	9873360258	209 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
16	9873360267	213 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
17	9873360275	217 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
18	9873360283	221 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
19	9873361107	229 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
20	9873361115	231 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
21	9873361123	235 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
22	9873361121	239 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
23	9873361039	243 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
24	9873361043	249 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
25	9873361040	253 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
26	9873351958	257 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
27	9873351957	261 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
28	9873351955	265 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
29	9873351952	269 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
30	9873351857	303 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
31	9873351854	307 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
32	9873351852	311 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
33	9873351840	315 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
34	9873351748	319 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
35	9873351746	323 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
36	9873351740	333 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
37	9873351648	337 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
38	9873351646	341 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
39	9873351644	345 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
40	9873351642	349 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
41	9873351640	353 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
42	9873350525	440 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
43	9873259595	436 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
44	9873259585	432 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
45	9873259555	428 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
46	9873350607	342 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
47	9873350609	338 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
48	9873350711	334 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
49	9873350714	330 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
50	9873350719	318 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
51	9873350812	314 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
52	9873350814	310 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
53	9873350816	306 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
54	9873350818	302 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
55	9873350914	264 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
56	9873350917	260 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
57	9873350919	256 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539



Town of Hillsborough, Orange County
Waterstone Special Assessment District
2016 Assessment Roll for Recorded Waterstone Terrace Plats to Date
Original Parcel ID #9873268165
Legal Description: Lot __ in Waterstone Terraces Subdivision, Phase 1
Delinquent if not paid by February 1, 2017

Lot #	Parcel ID #	Property Address	Total Assessment per Unit	Total Assessment Balance per Unit*	2016 Billing		
					Principal Assessment	OC 2% Interest	Total Assessment
58	9873360001	252 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
59	9873360002	248 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
60	9873360005	244 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
61	9873269181	230 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
62	9873269174	226 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
63	9873269165	222 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
64	9873269158	218 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
65	9873268132	203 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
66	9873268140	207 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
67	9873268048	211 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
68	9873268056	215 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
69	9873268064	219 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
70	9873258978	221 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
71	9873258975	225 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
72	9873258973	229 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
73	9873258972	233 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
74	9873258879	237 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
75	9873258873	301 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
76	9873258870	305 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
77	9873258778	309 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
78	9873258777	313 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
79	9873258775	317 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
80	9873258772	321 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
81	9873257758	518 Aronia Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
82	9873257728	514 Aronia Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
83	9873257709	510 Aronia Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
84	9873256789	506 Aronia Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
85	9873256769	502 Aronia Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
86	9873256964	505 Aronia Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
87	9873256994	509 Aronia Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
88	9873257914	513 Aronia Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
89	9873257924	517 Aronia Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
90	9873257954	521 Aronia Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
91	9873267014	212 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
92	9873267006	208 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
93	9873267008	204 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
94	9873266190	200 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
95	9873266175	116 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
96	9873266158	112 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
97	9873266159	108 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
98	9873266241	104 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
99	9873266233	100 Monarda Way	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
100	9873268214	601 Allium Lane	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
101	9873268245	605 Allium Lane	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
102	9873268256	609 Allium Lane	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
103	9873268277	613 Allium Lane	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
104	9873268298	617 Allium Lane	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
105	9873268305	138 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
106	9873267386	134 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
107	9873267366	130 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
108	9873267347	126 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
109	9873267317	122 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
110	9873266345	118 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
111	9873266324	114 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
112	9873266303	110 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
113	9873265382	106 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539
114	9873265361	102 Rubrum Drive	\$ 4,793	\$ 3,672	\$ 465	\$ 73	\$ 539

BUDGET ORDINANCE

Ordinance #20160627-7

FISCAL YEAR 2016-17 BUDGET ORDINANCE
TOURISM DEVELOPMENT AUTHORITY

Be it ordained by the Board of the Hillsborough Tourism Development Authority, 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:

Occupancy Tax	\$ 70,500
Fund Balance Appropriation	<u>\$ 5,925</u>
	\$ 76,425

The following amounts are hereby appropriated in the General Fund for the operation of the Tourism Development Authority and its activities for the fiscal year beginning July 1, 2016 and ending June 30, 2017 in accordance with the Chart of Accounts heretofore established for the Tourism Development Authority:

Tourism Development Authority	\$ 76,425
	\$ 76,425

SECTION II. OCCUPANCY TAX:

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

SECTION 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 21st 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 21st day of June, 2016.


Mary Catherine McKee, Chair


Katherine M. Cathey, Town Clerk

TOURISM DEVELOPMENT AUTHORITY

<u>Revenues</u>	FY15	FY16	FY17	FY18	FY19	\$	%	
<u>Account Name</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Projection</u>	<u>Projection</u>	<u>Change</u>	<u>Change</u>	<u>Comments</u>
Occupancy Tax	100,353	70,000	70,500	70,500	70,500	500	0.7%	Amount deposited in TDA account after
Fund Balance Appropriated	0	5,925	5,925	0	0	0	0.0%	6% admin cost to Town of Hillsborough
Tourism Total	\$ 100,353	\$ 75,925	\$ 76,425	\$ 70,500	\$ 70,500	\$ 500	0.7%	
% Change	48.5%	-24.3%	0.7%	-7.8%	0.0%			

<u>Expenditures</u>	FY15	FY16	FY17	FY18	FY19	\$	%	
<u>Account Name</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>	<u>Projection</u>	<u>Projection</u>	<u>Change</u>	<u>Change</u>	<u>Comments</u>
Operations								
Audit Fees	3,000	3,000	3,000	3,000	3,000	0	0.0%	
Attorney Fees	0	350	350	350	350	0	0.0%	
Conferences/Conventions/Training	0	600	600	600	600	0	0.0%	
Advertising	1,052	6,060	6,060	6,060	6,060	0	0.0%	
Ad for Public Hearing on Budget		60	60	60	60			
Ad Buys		6,000	6,000	6,000	6,000			
C.S. / Town of Hillsborough	0	24,000	23,162	23,472	23,808	(838)	-3.5%	Support Staff; salaries + benefits split:
Data Processing Services	0	7,125	7,125	1,200	1,200	0	0.0%	Planning-30%, TDA-30%, TB-40%
Website Maintenance		1,200	1,200	1,200	1,200			
Website Development		5,925	5,925	0	0			FYs16-17-\$23,700 split with Tourism Board
Insurance	925	980	980	980	980	0	0.0%	
Bond Insurance		180	180	180	180			
Liability Insurance		800	800	800	800			
Miscellaneous	0	33,810	35,148	34,838	34,502	1,338	4.0%	
Tax Form Booklets		180	180	180	180			
Marketing Support		32,430	29,930	32,430	32,430			
NATJA Conference Support		0	2,500	0	0			
Miscellaneous		1,200	2,538	2,228	1,892			
Operations Subtotal	4,977	75,925	76,425	70,500	70,500	500	0.7%	

Tourism Total	\$ 4,977	\$ 75,925	\$ 76,425	\$ 70,500	\$ 70,500	\$ 500	0.7%
% Change	32.2%	132.2%	232.2%	332.2%	432.2%		

Available Fund Balance	\$ 168,778	\$ 162,853	\$ 156,928	\$ 156,928	\$ 156,928
Fund Balance as a % of Operating Expenditures	3391.0%	214.5%	205.3%	222.6%	222.6%

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 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:

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.

FY 2016-2017

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 08/08/2016 TO 08/08/2016

	<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>
GF - Revenue	10-00-3800-3800-350 MISCELLANEOUS Insurance Reimb. for Damaged Veh #198	5873	08/08/2016	EBRADFORI	25,000.00	8,279.00	33,279.00
GF - Contingency	10-00-9990-5300-000 CONTINGENCY To cover increase in grounds maintenance	5883	08/08/2016	EBRADFORI	150,000.00	-61,400.00	16,600.00
Public Space	10-10-6200-5300-450 C.S./ GROUNDS MAINTENANCE To cover increase in grounds maintenance	5884	08/08/2016	EBRADFORI	89,650.00	61,400.00	151,050.00
Police - Admin.	10-20-5100-5300-150 MAINTENANCE - BUILDING Construct Walls in Furniture Store for Tra	5880	08/08/2016	EBRADFORI	7,585.00	3,800.00	11,385.00
	Construct Display Area in Lobby	5881	08/08/2016	EBRADFORI	7,585.00	1,000.00	12,385.00
Police - Patrol	10-20-5110-5700-740 CAPITAL - VEHICLES Insurance Reimb. for Damaged Veh #198	5874	08/08/2016	EBRADFORI	35,000.00	8,279.00	43,279.00
	Re-Paint 2 I&CS Vehicles	5875	08/08/2016	EBRADFORI	35,000.00	-3,200.00	40,079.00
	Construct Walls in Furniture Store for Tra	5879	08/08/2016	EBRADFORI	35,000.00	-3,800.00	36,279.00
	Construct Display Area in Lobby	5882	08/08/2016	EBRADFORI	35,000.00	-1,000.00	35,279.00
Police - I&CS	10-20-5120-5300-161 MAINTENANCE - VEHICLES Re-Paint 2 I&CS Vehicles	5876	08/08/2016	EBRADFORI	500.00	3,200.00	3,700.00
Police - I&CS	10-20-5120-5300-570 MISCELLANEOUS Tax & Tags for Used Impala	5877	08/08/2016	EBRADFORI	1,500.00	-100.00	1,400.00
Police - I&CS	10-20-5120-5300-573 VEHICLE TAGS & TAX Tax & Tags for Used Impala	5878	08/08/2016	EBRADFORI	200.00	100.00	300.00
WTP	30-80-8120-5300-154 MAINTENANCE - GROUNDS To cover increase in grounds maintenance	5885	08/08/2016	EBRADFORI	2,700.00	10,450.00	13,150.00
WWTP	30-80-8220-5300-154 MAINTENANCE - GROUNDS To cover increase in grounds maintenance	5886	08/08/2016	EBRADFORI	1,260.00	11,000.00	12,260.00
WSF - Contingency	30-80-9990-5300-000 CONTINGENCY To cover increase in grounds maintenance	5887	08/08/2016	EBRADFORI	200,000.00	-21,450.00	178,550.00
						<u>16,558.00</u>	

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016
Department: Utilities
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: Kenny Keel, PE, Town Engineer / Utilities Director

ITEM TO BE CONSIDERED

Subject:

Lease Agreement for Jet/Vac Combination Sewer Truck

Attachment(s):

Mile After Mile Maintenance Agreement (Lease Document)
Repurchase Agreement
Lease Financing details

Brief Summary:

The lease of this large equipment item is included in our current budget. Due to the complexity and expense of the equipment, a lease and associated maintenance agreement is the most viable way for the town to use and benefit from this item for the betterment of our sewage system.

Action Requested:

Approve 5-year lease/maintenance and repurchase agreements for Vactor Truck

ISSUE OVERVIEW

Background Information & Issue Summary:

We are replacing our existing jet wash and vacuum trailer machines with one combination jet/vac truck. This will allow for more efficient cleaning and easier maneuverability. Fleet Maintenance prefers the lease/maintenance option due to the complexity of the equipment and its difficulty in exacting repairs. The lease option covers all maintenance, parts replacement, and provides a loaner in the event the leased unit is down for repairs. We feel the lease option for a new jet/vac combo truck is the best option from a longevity and maintenance standpoint.

Financial Impacts:

\$70,000 is currently available in the Wastewater Collection budget for this equipment lease in FY17, FY18, & FY19 (and planned for FY20 & FY21). The agreement is for annual payments of \$69,830.77.

Staff Recommendations/Comments:

Approve 5-year lease/maintenance and repurchase agreements for Vactor Truck



PUBLIC WORKS EQUIPMENT AND SUPPLY



Since 1972

4519 Old Charlotte Highway Monroe, North Carolina 704-289-6488

Mile After Mile Maintenance Agreement

The intent of this agreement is to describe special terms and conditions for the Town of Hillsborough to lease or purchase a Vactor sewer cleaner with vendor maintenance. The proposal is written to insure that equipment operated by you will provide the lowest total cost during its useful life. This contractual agreement includes all preventative maintenance and repairs to both the body and chassis with noted exceptions.

DEFINITIONS:

The term “you” shall mean the Town of Hillsborough.

The term “PWEASI” shall mean Public Works Equipment And Supply, Inc., the dealer who represents the manufacturer of the equipment being proposed.

The term “Fleet Management” shall mean the Town of Hillsborough Fleet Manager or his/her designated representative, wherein the equipment will be operated and maintained.

The term “PWEASI Principal” shall mean the principal person or his/her designated representative of PWEASI, whom this contract shall apply.

The term “normal work day” shall mean a day which falls on or between Monday and Friday of the calendar week, 52 weeks a year, excluding Town holidays. A list of all Town holidays shall be supplied to PWEASI from you upon award of this contract.

PWEASI Observed Holidays:

New Years Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving
Christmas Day

The term "normal working hours" shall mean the time period of a normal workday when the Town of Hillsborough's main equipment shop and/or maintenance facility is normally open for operation. You shall supply PWEASI with this information upon award of this contract.

The term "in-service date" shall mean the date the Town of Hillsborough places the unit in operation. The Town of Hillsborough will notify the PWEASI Principal of the in-service date.

The term "downtime" shall mean the period of time measured in normal work days that the unit is unable or unsafe to perform those operations for which the unit was designed.

1. The maintenance contract period shall be a 5 year term.
2. The training will require a minimum of one (1) day for operation and one (1) day for daily maintenance.
3. The Town of Hillsborough is responsible for providing fuel, insurance, wear items such as nozzles, leader hose, debris hose and rodder hose and operator for the sewer cleaner. Original Equipment Items listed in this paragraph to be utilized and will be supplied at fleet pricing.
4. The Town of Hillsborough is responsible for the daily maintenance of the sewer cleaner in accordance with instructions from PWEASI and/or the manufacturer.
5. PWEASI is responsible for the cost and labor of the following:
 - a. All preventative maintenance requirements for the chassis and body.
 - b. Sewer Cleaner and related components.
 - c. All repairs to chassis and related components except tires. Operator damage is not included.
 - d. Repair of damage caused by the Town of Hillsborough personnel is not covered by this agreement and must be repaired to manufacturer's original specifications within a reasonable time frame upon notification of damage.
6. PWEASI shall be fully responsible for transporting to and from your facility, at no cost to you for any repairs or maintenance required, if said repairs or maintenance cannot be completed at the Town of Hillsborough's site.
7. This proposal is based on a maximum average annual usage of 2,000 engine hours, In the unlikely event that this should occur, a charge of \$75 will be invoiced at year end on the anniversary date of this agreement for all hours exceeding the cumulative total of 2,000 annual engine hours as shown on the engine hour counter.
8. PWEASI shall guarantee that the equipment purchased under this contract will be available for operation at least 90% of normal workdays. PWEASI shall guarantee that the equipment purchased under this contract will not be out of service for more than five (5) consecutive normal work days, nor more than five (5) normal workdays, in any 100 consecutive, normal work day period.
9. Equipment availability shall apply to equipment put out of service for any reason other than operator damage, theft, vandalism, accident or incidents out of control of PWEASI which render the unit unable or unsafe to perform those operations for which the unit is designed. Supervising personnel, after inspection will determine in conjunction with a PWEASI

Principal, if the unit was inoperable or unsafe and the cause of the downtime. Equipment availability shall not apply to equipment during routine maintenance.

10. The unit will be considered out of service starting the first normal work day, following PWEASI notification that the unit is inoperable or unsafe and required repair. Therefore, the downtime clock will start at the beginning of the first normal work day, following such notification. The Town of Hillsborough's Fleet Manager will notify the PWEASI Principal during normal working hours of a unit that is out of service and requires repair. The unit will be considered in service (operational) starting the first normal work day following the completion of the repair and/or return of the repaired unit. Therefore, the downtime clock will stop at the beginning of the first normal day following the repair completion or return of the repaired unit.
11. Equipment availability or in-service percentage (uptime) will be computed by the Town at the end of each 100 consecutive, normal work day period, beginning from the in-service date, using downtime increments of normal work days. The Town will use the following formula to compute equipment availability at the end of each 100 consecutive, normal work day period: $Equipment\ Availability = [(100\ Days - Downtime) / 100\ days] \times 100\%$
NOTE: The term "Days" refers to normal work days. The term "Downtime" refers to the total downtime accumulated during the 100 consecutive, normal work day period.
12. PWEASI will provide an equivalent loaner should repair downtime be more than five (5) consecutive normal workdays. All costs associated with securing and delivering the unit shall be at PWEASI's expense. The unit must be functionally equivalent to its replacement.
13. This guarantee shall be in effect for a period of (5) years. Time will be measured in calendar years from the in-service date and engine hours will be recorded on the electric, solid state hour meter provided with the unit.
14. The Town of Hillsborough is responsible for payment of Title and License Plate Fees.

Rate: \$69.830.00 Annual in advance.

Town of Hillsborough

Public Works Equipment & Supply Inc.

By: _____

By: _____

Name:

Name: Peter Berko

Its:

Its: Area Sales Manager

Date:

Date:

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

Heidi Lamay, Finance Director _____



PUBLIC WORKS EQUIPMENT AND SUPPLY

Since 1972

4519 Old Charlotte Highway Monroe, NC 28110 704-289-6488

This Repurchase Agreement (the "Agreement") is entered into as of this day of , 2016 by the Town of Hillsborough North Carolina and Public Works Equipment And Supply, Inc. a North Carolina corporation, with its principal place of business at 4519 Old Charlotte Highway Monroe, NC 28110 (Dealer), and the Town of Hillsborough with its principal place of business at 101 E. Orange Street Hillsborough, NC 27278.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Dealer and Lessee hereby agrees as follows:

AGREEMENT

1. **Repurchase.** Upon expiration of the Lease with the Town of Hillsborough in accordance with the Municipal Lease Documents Dated , Dealer shall repurchase the Vehicle subject to satisfaction of the conditions therefore and as otherwise provided herein.
2. **Delivery.** Dealer shall obtain possession of and deliver Vehicle for repurchase to Dealer's location set forth above or such other location as Dealer may designate. The date of delivery of the vehicles to such location shall be the "Delivery Date".
3. **Price.** The price of the repurchased vehicle (the "Repurchase Price") shall be Dollars (\$141,306.48) as set forth in Exhibit B attached hereto.
4. **Title.** Title for each Vehicle will be sent to Dealer or its authorized representative within 10 business days of receipt by Lessee of the Repurchase Price as defined above, in good funds. Title to each Vehicle shall be free and clear of any liens or encumbrances.
5. **Payment.** Full payment by Dealer of the amount of the Repurchase Price determined pursuant to Section 3 hereof shall be made within five (5) business days following the Delivery Date of the Vehicles to Dealer. In the event Dealer fails to timely pay the Repurchase Price for any vehicle in full, Dealer shall pay interest on the unpaid amount of such obligation at the "Prime Rate" in effect on the date that payment of the Repurchase Price was due, accruing on and from the date payment of such amount was due through the date such amount is paid in full. The "Prime Rate" shall mean the rate published in The Wall Street Journal described therein as the base rate on corporate loans at large U.S. money center commercial banks; as such rate may vary from time-to-time. If such base rate is expressed in a range in said publication, the higher rate of the range shall apply. In the event The Wall Street Journal ceases to publish such base rate, then Buyer shall designate a similar source for such base rate. The "Prime Rate" applicable to any paid repurchase obligation of Dealer shall be determined initially as of the date payment of such obligation

was due and shall be adjusted thereafter on the last business day of each calendar month and shall serve as the basis for establishing the rate of interest accruing on such paid amount for the next succeeding calendar month.

6. **Transportation Charges.** Dealer shall be responsible for arranging transportation of each Vehicle for delivery to the address set forth above or other location designated by Dealer as provided herein.
7. **Sole Parties.** This Agreement is made exclusively for the benefit and solely for the protection of Dealer and Lessee.
8. **Binding Effect and Amendment.** Lessee shall have no right to assign any of Lessee's rights hereunder without the prior written consent of Dealer in its reasonable discretion. This Agreement shall be binding upon the parties hereto and their successors and permitted assigns. This Agreement may be amended, altered or changed only by an instrument in writing signed and approved by Dealer and Lessee.
9. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the substantive laws of the State of North Carolina without regard to conflicts of law principles.
10. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which shall constitute one and the same instrument. Furthermore, the parties agree that this Agreement may be executed and delivered by (a) personal delivery, (b) nationally recognized overnight delivery service, (c) registered or certified mail, return receipt requested, postage prepaid, (d) telecopy or facsimile machine or (e) Dealer:
Public Works Equipment And Supply, Inc.
Attention:
4519 Old Charlotte Hwy
Monroe, NC 28110
Fax Number 704-283-2266
E-mail: loyd@pweasi.com

All notices and other communications shall be deemed to have been duly given on (a) the date of delivery if personally delivered, (b) the day after delivery to the service if by nationally recognized overnight delivery service, (c) three days following posting if delivered by mail, or (d) on the date a copy is delivered by telecopy or facsimile machine, or (e) at the time received by the recipient if delivered by eMail, whichever shall first occur. Any party may change its address or other contact information for purposes hereof by notice to the other party given in accordance with provisions hereof.

11. **Entire Agreement.** This Agreement, the Assignment, and the exhibits attached hereto and thereto, respectively, constitute the entire Agreement of Dealer and Lessee concerning the transactions contemplated by this Agreement and supersede and cancel any and all previous negotiations, arrangements, agreements, understandings or letters of interest or intent.
12. **Severability.** Every provision of this Agreement is intended to be severable. If any term or provision hereof is declared by a court of competent jurisdiction to be illegal, invalid or unenforceable for any reason whatsoever, such illegality, invalidity or unenforceability shall not affect the balance of the terms and provisions hereof, which terms and provisions shall remain binding and enforceable.

WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

LESSEE

Town of Hillsborough

DEALER

Public Works Equipment And Supply, Inc.
A North Carolina corporation

By:

Name:

Its:

By:

Name:

Its:

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

Heidi Lamay, Finance Director _____

EXHIBIT B

Year	Chassis	VIN	Body	Body Serial #	Repurchase Amt.
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2525 West State Road 114
Rochester, IN 46975
(800) 700-7878
Fax: (800) 865-8517

www.republicfirstnational.com

June 29, 2016

To: Peter Berko
Vendor: Public Works Equipment and Supply, Inc.
From: Mackie Ozment

Customer: City of Hillsborough

Thanks for the opportunity to give you a quote on your latest project!

Equipment: One (1) Vactor with Automatic Transmission

Unit Cost: \$392,572.00
Down Payment: \$0.00
Net Financed: \$392,572.00
Frequency of Payments: Annual

Term:	<u>5</u>	<u>Maintenance</u>	<u>Total Payment</u>
5 Payments @:	\$57,830.77	\$12,000.00	\$69,830.77
Residual Payment:	\$141,306.48		
APR:	3.13%		

Delivery Date: To be determined
First Lease Payment Due: Due upon documentation

The lease is to be executed within 14 days of the equipment purchase contract. The quote is subject to acceptance of our documentation and credit approval. Payments and rates reflect pre-application of escrow earnings and manufacturer discounts (if any); and are based upon vendor payments being made no earlier than above dates. Rates are subject to change with Treasury Bills of like-maturity prior to funding. The lease must qualify for Federal Income Tax Exempt status for the Lessor.

Sincerely,
Republic First National Corporation

Mackie Ozment
mackie@rfnonline.com

“When results matter”

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016

Department: Engineering

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Kenny Keel, Town Engineer/Utilities Director

ITEM TO BE CONSIDERED

Subject:

Revisions to the Technical Specifications for Water & Sewer Systems (Ordinance to amend Chapter 14 Utilities, Appendix F, of the Town Code).

Attachment(s):

Ordinance for revisions to the Technical Specifications for Water & Sewer Systems
Town of Hillsborough Technical Specifications for Water & Sewer Systems (with revisions noted)

Brief Summary:

The Technical Specifications for Water & Sewer Systems are reviewed annually and revisions recommended. These are the standards that are used when new water and sewer facilities are constructed that are to become part of the Town system.

Action Requested:

Approve the Ordinance for Revisions to Technical Specifications for Water & Sewer Systems.

ISSUE OVERVIEW

Background Information & Issue Summary:

This revision includes minor changes to the specifications. The most significant change is the addition of tracer wire requirements for PVC sewer force mains, to enable easier location of pipelines.

Financial Impacts:

Some of the changes may slightly increase the construction cost for water and sewer projects. However, long term operation and maintenance costs for the Town will be reduced with the higher quality required initially.

Staff Recommendations/Comments:

Approve the Ordinance for Revisions to Technical Specifications for Water & Sewer Systems.

AN ORDINANCE AMENDING CHAPTER 14, APPENDIX F, TECHNICAL SPECIFICATIONS FOR WATER & SEWER SYSTEMS

**THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH
ORDAINS:**

Section 1. Chapter 14, Appendix F Technical Specifications for Water & Sewer Systems is hereby amended as follows:

- (1) Revise the 4th paragraph of Section 1.0 of Appendix F with the text noted as follows (revisions are noted in ***bold italics***):

“All utilities (electric, phone, gas, cable TV, etc.) shall be installed a minimum of three feet horizontally from all Town waterlines (existing and proposed). Where other utilities are installed closer or cross water lines, they shall be installed in rigid conduit. Electrical transformers, and cable TV & telephone distribution boxes shall not be located on the same property line as water meters. Water lines shall be a minimum of three feet deep. Sewers should be designed for at least four feet deep and below water lines. Minimum separations between sewers and water lines and sewers and storm sewers shall be as specified by the ***NC Department of Environmental Quality.***”

- (2) Revise the 3rd paragraph of Section 2.3 of Appendix F with the text noted as follows (revisions are noted in ***bold italics***):

“After successful pressure testing, all water piping shall be sterilized by chlorination in accordance with NCDENR and AWWA C651 (Section 4.4.3 - Continuous Feed Method) requirements. The requirements of NCAC Title 15A, Subchapter 18C, section .1003 are to be followed (50 ppm chlorine, hold for 24 hours with a minimum of 10 ppm during that period). Super-chlorinated water shall be de-chlorinated upon discharge from the water lines and metered. The line shall produce two consecutive negative bacteria samples drawn at least 24 hours after flushing of super-chlorinated water, and at least 24 hours apart, and tested by a State-approved laboratory. A list of approved laboratories is located on the ***NCDEQ / DWR Public Water Supply Section*** website at: <http://deq.nc.gov/about/divisions/water-resources/drinking-water/drinking-water-laboratories>. If any samples fail, the sterilization procedure shall be repeated until satisfactory results are obtained. Copies of all testing results and water usage data shall be submitted to the Town Engineer or Utilities Inspector.”

- (3) Revise the 1st sentence of the 5th paragraph of Section 2.4 of Appendix F with the text noted as follows (revisions are noted in ***bold italics***):

“Water services shall be Class K copper, ***PEXa crosslinked polyethylene (2” or smaller)***, or Class 350 DIP.”

- (4) Insert the following paragraph after the 2nd paragraph of Section 3.1 of Appendix F:

“Trace wire shall be installed over force main piping, and shall be #12 AWG Copper Clad Steel, High Strength with minimum 450 lb. break load, with minimum 30 mil HDPE insulation thickness colored green. Direct bury wire connectors shall include 3-way lockable connectors and mainline to lateral lug connectors specifically manufactured for use in underground trace wire installation. Connectors shall be dielectric silicon filled to seal out moisture and corrosion, and shall be installed in a manner so as to prevent any uninsulated wire exposure. Non locking friction fit, twist on, or taped connectors are prohibited. All termination points shall utilize an approved trace wire access box, specifically manufactured for this purpose, and shall include a manually interruptible conductive/connective link between the terminal(s) for the trace wire connection and the terminal for the grounding anode wire connection. Trace wire must be properly grounded at all dead ends/stubs with a drive-in magnesium

grounding anode rod with a minimum of 20 feet of #14 red HDPE insulated copper clad steel wire connected to the anode (minimum 0.5 lb.) specifically manufactured for this purpose, and buried at the same elevation as the utility."

- (5) Revise the 1st sentence of the 4th paragraph of Section 4.0 of Appendix F with the text noted as follows (revisions are noted in ***bold italics***):

"All electrical panels shall be mounted to an aluminum or 0.4 pressure treated lumber backboard with 4" diameter aluminum or 6"x6" 0.4 PTL posts, with aluminum rain cover (***or other pre-approved material***) extending 36" from backboard over panels."

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 the 8th day of August, 2016.

Ayes: _____

Noes: _____

Absent or Excused _____

Katherine Cathey
Town Clerk

SEAL



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TOWN OF HILLSBOROUGH TECHNICAL SPECIFICATIONS FOR WATER AND SEWER SYSTEMS

These specifications are intended to convey the Town's preferences related to water and sewer system extensions and modifications. In no manner do these specifications intend to supersede any federal or state regulations or design criteria. Where conflict may occur, the more stringent specification shall apply. Any other deviation from the specifications shall be reviewed and approved by the Utilities Director/Town Engineer preferably during the design phase but in all cases before construction.

1.0 GENERAL

48-hours' notice shall be required for utilities construction and inspections. Utilities construction activities shall normally be between 7 am and 4 pm Monday through Friday, unless otherwise approved.

Prior to any blasting operations, the contractor shall notify the Town Engineer and the Hillsborough Fire Marshal to obtain blasting permits as required. The contractor shall furnish proof (certification) of insurance specifically covering any and all obligations assumed pursuant to the use of explosives.

Utility easements shall be a minimum of 20 feet wide for a single utility pipeline, and a minimum of 30 feet wide for pipes deeper than 16 feet. For multiple pipes, easement shall provide a minimum of 10 feet clearance on either side of each pipe. Easement plats shall be recorded as Town of Hillsborough Utility Easement.

All utilities (electric, phone, gas, cable TV, etc.) shall be installed a minimum of three feet horizontally from all Town waterlines (existing and proposed). Where other utilities are installed closer or cross water lines, they shall be installed in rigid conduit. Electrical transformers, and cable TV & telephone distribution boxes shall not be located on the same property line as water meters. Water lines shall be a minimum of three feet deep. Sewers should be designed for at least four feet deep and below water lines. Minimum separations between sewers and water lines and sewers and storm sewers shall be as specified by the NC Department of Environmental Quality.

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The Town of Hillsborough (TOH) has standard details for many of the specifications presented herein. The details shall be reviewed for additional specifications not stated in this document. Details shall be incorporated into the design plans as applicable. A list of the standard details available is presented below.

Where industry specifications are stated (i.e., AWWA or ASTM), the latest version of the specification at the time of construction shall be used unless special provisions on the construction plans state otherwise.



TOWN OF HILLSBOROUGH LIST OF STANDARD DETAILS

General		Water		Sewer	
G-01	Utility Separation	W-01	Hydrants	S-01	Air/Vacuum Release Valve for Sewer Force Main
WS-01	Valve Box Assembly and Gate Valve	W-02	Flushing Device for New Water Main Extensions	S-02	Cored Connections for Sewer Wetwell or Manhole
WS-02	Thrust Blocking	W-03	Reduced Pressure Backflow Preventer (RP)	S-03	Sewer Service and Cleanout with Collar
WS-03	Trench Details	W-04	Double Check Valve Assembly (DCVA)	S-04	Odor Control for Sewer Pumping Station
		W-05	Water Main Taps	S-05	Electrical Panel Riser Diagram (Typical)
		W-06	Residential Water Meter and Box	S-06	Pumping Station Valve Vault
		W-07	Commercial Water Meter and Vault	S-07	Pumping Station Yard Hydrant and Meter
		W-08	Backflow for Fire Line	S-08	Precast Concrete Manhole
		W-09	Water Meter Location	S-09	Frames and Cover
		W-10	Air Release Valve – Water	S-10	Outside Drop Manhole
		W-11	Blow-Off Detail	S-11	Doghouse Manhole
		W-12	Temporary Faucet	S-12	Aerial Crossing

2.0 WATER

2.1 Piping, Hydrants, Valves and Other Appurtenances

Piping shall be Ductile Iron Pipe (DIP) Pressure Class 350 cement mortar lined interior/asphaltic coated exterior, or Class K Copper (less than 3"). Bedding shall be as recommended by the manufacturer. Fittings shall be mechanical joint for all buried pipe. Pipe shall have a burial depth of 36" minimum.

Hydrants shall be 5 1/4", dry-barrel, AWWA C502, as manufactured by Clow (Medallion), or AVK (Series 27 Nostalgic). Alternate manufacturers and models are not acceptable without pre-approval by the Town Engineer. The hydrant pumper nozzle shall include a 5" Storz connection. Hydrant flange shall be installed between 2" and 6" above surrounding final grade (after landscaping), and hydrants shall be installed with a minimum 12" clearance between the edge of the hydrant and the sidewalk. A 350 ductile iron Gradelok hydrant leg, conforming to AWWA C153/C104, may be used for grade adjustment. Hydrants shall be located a minimum of: 6 feet behind the edge of the curb, 10 feet from the edge of pavement in locations without a drainage ditch, or behind the ditch. Spacing shall be 500 to 700 feet between hydrants. Resilient wedge gate valves shall be required on the main line and hydrant leg at all hydrants. Hydrant legs shall be restrained joint and rodded from the main through the valve and to the hydrant. Fire Department Connection (FDC) shall be mounted between 24" and 36" above surrounding grade. Private hydrants shall be painted Safety Yellow, and shall have an RP-Detector backflow preventer installed on the customer's side of the property line near the service connection.



Resilient wedge gate valves (AWWA C509) shall be used on water lines in buried service. Two valves shall be installed at all tees, and three valves at all crosses. Valves shall be installed every 1000 feet on water lines without hydrants (<6" mains).

All castings shall be made-in-USA conforming to ASTM A48, Class 35B, gray cast iron.

A #9800 Eclipse Automatic flushing device (manufactured by The Kupferle Foundry Company) shall be installed or provided to the Town for every 2,500 feet of water line installed for all new water line extension projects. A 2" Neptune T-10 water meter (with Auto-Detect ARB and R-900 MIU (radio read) shall be installed for each installed flushing device. A #9400 Eclipse unit may be substituted with prior approval, dependent upon specific site conditions.

All water main taps 4" and greater require a stainless steel tapping sleeve with full circumferential seal, mechanical joint outlet, and stainless steel bolts. Taps onto asbestos-concrete (AC) or PVC mains require an extended-length sleeve on the main being tapped. Taps onto equal size mains (e.g. 8" tap on an 8" main) must be cut & sleeved with a tee and main line valve installed.

2.2 Backflow and Cross Connection Control

A Reduced Pressure (RP) backflow prevention assembly (AWWA C511) is required immediately after the meter in an above-ground ASSE 1060 compliant enclosure (Class I or II) for all commercial, industrial, institutional, or irrigation services where a severe hazard exists (as defined in NCAC 15A-18C Appendix B). A double check valve assembly (DCVA) (AWWA C510) shall be installed immediately after the meter in an above-ground ASSE 1060 compliant enclosure (Class I or II) for all commercial/industrial/institutional/irrigation services not requiring an RP (unless requirement is waived on a case-by-case basis). A Detector assembly shall be provided for all fire services (RP-D or DCDA depending on hazard level). An RP-D is required if a Fire Department Connection is installed on the fire service. The detector meter shall be compatible with the Town's radio-read system, or be purchased directly from the Town. Fire service strainers shall be installed on fire services prior to the backflow preventer.

The location of backflow preventers within the Historic District shall be determined on a case-by-case basis, in compliance with Historic District Design Guidelines. A dual check valve shall be installed on residential services at the meter yoke. RP and DCVA assemblies shall be approved by USC-FCCCHR and ASSE, shall be tested by a certified tester after installation, and test results shall be provided to the Town. Dual check valves shall be ASSE approved. RP assemblies shall have a minimum of 12" clearance on all sides. DCVA shall have adequate clearance for testing. RP and DCVA assemblies shall be installed over a concrete pad base, and all exposed (non-buried) piping through vaults shall be flanged ductile iron or copper (compression joints/fittings). Copper piping passing through concrete shall include a collar/sleeve at the concrete interface. All fire service installations shall fully comply with NFPA requirements.

2.3 Flushing and Testing

All flushing and other use of water from the Town system shall be coordinated with the Town Engineer or Utility Inspector. Contractor shall pay for all water used.

All water piping shall be pressure tested in accordance with AWWA C600 to 200 psi for a 2 hour period. Allowable leakage from the main is determined by the following formula:



$$L=(S*D*P^{1/2})/148000$$

L=Allowable leakage (gallons per hour), S=Length of pipe tested (feet)
D=Nominal diameter of pipe (inches), P=Average test pressure (psig).

After successful pressure testing, all water piping shall be sterilized by chlorination in accordance with NCDENR and AWWA C651 (Section 4.4.3 - Continuous Feed Method) requirements. The requirements of NCAC Title 15A, Subchapter 18C, section .1003 are to be followed (50 ppm chlorine, hold for 24 hours with a minimum of 10 ppm during that period). Super-chlorinated water shall be de-chlorinated upon discharge from the water lines and metered. The line shall produce two consecutive negative *bacteria* samples drawn at least 24 hours after flushing of super-chlorinated water, and at least 24 hours apart, and tested by a State-approved laboratory. A list of approved laboratories is located on the [NCDEQ / DWR Public Water Supply Section website at: http://deq.nc.gov/about/divisions/water-resources/drinking-water/drinking-water-laboratories](http://deq.nc.gov/about/divisions/water-resources/drinking-water/drinking-water-laboratories). If any samples fail, the sterilization procedure shall be repeated until satisfactory results are obtained. Copies of all testing results and water usage data shall be submitted to the Town Engineer or Utilities Inspector.

2.4 Meters, Vaults and Services

Meters shall be Schlumberger Neptune T-10 (<2"), Tru/Flo Compound (2" - 6") or Neptune HP Turbine (8" - 10") with Auto-Detect ARB and R-900 MIU (radio read). All meters shall be purchased directly from the Town. Flanged bronze strainers by Neptune shall be installed immediately before all 2" and larger meters with appropriately sized spacer installed between the strainer and meter to avoid meter inaccuracies.

All residential size meter box lids shall be cast iron with pre-drilled 2" hole for Pro-Read disk installation. Hatches for large meter boxes shall be hinged aluminum and also be drilled with a 2" hole adjacent to hinge area. Residential size meter boxes (3/4" and 1") shall be standard rectangular black plastic boxes, 12" deep, with flared bottom. Boxes for 1" meters shall be a minimum of 22" x 35" at the base. Large (>1") meter boxes/vaults shall be pre-cast concrete, with drain pipe at the bottom of the vault to daylight (and shown on the plans), unless approved otherwise.

All piping (>1") through vaults shall be flanged ductile iron or copper (compression joints/fittings). Meter vaults shall be no deeper than stated on the TOH detail (from ground surface to vault bottom) with adequate personnel entry points for service. Water taps shall be a minimum of 1" from the main to the meter box.

All water meter locations shall be coordinated with the Meter Reader Supervisor. Meters shall be grouped in pairs at adjoining property lines, unless approved otherwise. All water meters shall be located at the property line adjoining the public road right-of-way (unless approved otherwise), and shall be no deeper than 12" below grade for residential size meters. The domestic service may be tapped off the fire service only when the fire service is 6" or larger (NFPA 24).



Water services shall be Class K copper, PEXa crosslinked polyethylene (2" or smaller), or Class 350 DIP. All service connections shall be backfilled properly under the corporation stop to prevent undue stress on the connection. Residential water meter boxes shall have orange temporary safety fencing (or other Town-approved barrier) installed around the meter area to protect the installation during home construction activities.

Temporary faucets installed for construction shall be a minimum of 10 feet from the meter box. Temporary faucets shall be removed before occupation of the structure. Refer to the TOH Temporary Faucet detail for additional requirements.

2.5 *Fire Sprinkler Systems*

Residential fire sprinkler systems shall be designed to NFPA 13D requirements (multipurpose systems). Sprinklers shall share the home plumbing system and be looped to minimize dead ends. No additional backflow prevention device/assembly shall be required.

3.0 SEWER

3.1 *Piping, Manholes, Valves and Other Appurtenances*

Gravity sewer piping shall be Ductile Iron Pipe (DIP) Pressure Class 350 epoxy lined interior/ asphaltic coated exterior (Conforming to AWWA C150 and AWWA C151 and with rubber jointed gaskets conforming to AWWA C111), or SDR 35 PVC (pipe and fittings meeting ASTM 3034; gaskets conforming to ASTM F477). Eight inch gravity sewers shall be designed with a minimum slope of 0.5%. Other sized sewer slopes shall be in accordance with the state minimum design criteria.

Sewer force main piping shall be green PVC DR14 Class 200 or Schedule 40 or 80 (conforming to AWWA C150 and AWWA C151, with combination air & vacuum valves at all high points (see standard detail for valve information). Force main shall be installed in steel casing pipe where installed under roads in accordance with NCDOT specifications.

Trace wire shall be installed over force main piping, and shall be #12 AWG Copper Clad Steel, High Strength with minimum 450 lb. break load, with minimum 30 mil HDPE insulation thickness colored green. Direct bury wire connectors shall include 3-way lockable connectors and mainline to lateral lug connectors specifically manufactured for use in underground trace wire installation. Connectors shall be dielectric silicon filled to seal out moisture and corrosion, and shall be installed in a manner so as to prevent any uninsulated wire exposure. Non locking friction fit, twist on, or taped connectors are prohibited. All termination points shall utilize an approved trace wire access box, specifically manufactured for this purpose, and shall include a manually interruptible conductive/connective link between the terminal(s) for the trace wire connection and the terminal for the grounding anode wire connection. Trace wire must be properly grounded at all dead ends/stubs with a drive-in magnesium grounding anode rod with a minimum of 20 feet of #14 red HDPE insulated copper clad steel wire connected to the anode (minimum 0.5 lb.) specifically manufactured for this purpose, and buried at the same elevation as the utility.

Piping deeper than 16 feet shall be DIP for the entire length between manholes, with 5 foot diameter manholes required. Manholes 20 feet deep or deeper shall be 6 foot diameter, and are approved on a case-by-case basis. Pipe bedding shall be as recommended by the manufacturer, with crushed stone bedding required for PVC pipe.



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Manholes shall be pre-cast concrete with cast-in-place or pre-cast inverts. All castings shall be made-in-USA conforming to ASTM A48, Class 35B, gray cast iron. Manhole tops shall be a minimum of 18" above grade in unpaved areas not adjacent to public roads (grade rings not allowed in unpaved areas). No more than 12" of concrete grade rings will be allowed from the top of the cone to the bottom of the manhole ring (including 2' diameter sections cast into the manhole sections above the cone). When situated in floodplains, manhole covers shall be water tight and vented above the 100-year floodplain every 1000 feet. Conseal CS-212 Polyolefin backed exterior joint wrap or approved equal shall be used on all manhole joints, including grade rings. Cored holes with rubber boots shall be required for manholes and pump stations where pipes are inserted.

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Doghouse manholes should be avoided by specifying full replacement of the manhole and a stub of at least five feet of sewer with a connector piece to the existing sewers. Should the Utilities Director/Town Engineer approve doghouse manholes, refer to the TOH standard detail.

3.2 Testing

All PVC gravity sewer mains shall be air tested in accordance with ASTM F 1417 – "Standard Test Method for Installation Acceptance of Plastic Gravity Sewer Lines Using Low-Pressure Air". For ductile iron pipelines, test in accordance with the applicable requirements of ASTM C924. Tests shall be performed after services are installed. Plugs shall be secured to prevent blowouts and all pressure released before removal of plugs. A mandrel (95% of base ID) shall be pulled through all PVC gravity mains to test for unacceptable deflection. Deflection, tested 30 days after backfill, shall not exceed 5%. An alternative to waiting 30 days is to submit a certification from a soil sampling firm indicating that backfill was compacted to 95% maximum density. All gravity sewer mains and services (to the customer cleanout) shall be smoke-tested and TV inspected in the presence of Town personnel after all other utilities have been installed, and at the end of the warranty period, and DVD disks of the inspection and smoke-test reports shall be provided to the Town prior to acceptance.

Force mains shall be pressure tested to 50 psi above maximum system pressure (AWWA C600). Allowable leakage shall be as determined by the formula listed previously in the water piping pressure testing requirements.

Deficiencies shall be corrected prior to acceptance and operation. Copies of all testing results shall be submitted to the Town Engineer.

All new manholes shall be vacuum tested before and after backfilling according to ASTM C1244. Manholes that fail the test according to ASTM C1244 shall be brought to a passing condition.

3.3 Services and Taps

An individual sewer service shall be provided for each property from the property line to the sewer main, unless approved otherwise on a case-by-case basis. Sewer services for new construction shall be installed with an in-line wye fitting. Saddles are not acceptable for new construction. Services to be tapped into existing iron or PVC sewer mains shall use Romac CB-4.80UN saddles, or SDR35 saddle tee with gasketed skirt for existing PVC mains, or pre-approved equal, and shall have precision-cut entries into the sewer main that match the saddle used (no sharp or protruding edges). Services shall be constructed with SDR-35 PVC or DIP. Services shall have



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cleanouts installed at all changes in direction. A pre-cast concrete ring or 2' x 2' cast in place concrete pad shall be installed around all cleanouts at the property line and within the road right-of-way or sewer easement. Concrete shall be level with finished grade, and top of cleanout 2" above the concrete.

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4.0 SEWAGE PUMP STATIONS

The design engineer shall make all attempts to avoid the need for a pumping station. When required, sewage pump stations shall be duplex submersible or suction-lift style, unless approved otherwise. Motors shall be minimum of 5 hp, and must be 3 phase, 480V, 60 Hz, 1800 rpm maximum. Pumps shall be non-clog centrifugal pumps, unless approved otherwise. Grinder pumps shall only be approved when conditions preclude other selections. Pumps shall be as manufactured by ABS, Fairbanks Morse, Flygt, Smith & Loveless, or Gorman Rupp. One spare pump and motor shall be provided that is identical to the pumps installed in the station.

Pump station wet wells shall be round pre-cast concrete, 6 feet inside diameter minimum. Top shall be pre-cast concrete, with cast-in hatch. A 1,000 gallon odor control chemical tank and chemical feed metering pump (adjustable and sized for manufacturer's recommended application rate), piped to a point just below the wet well hatch, shall also be provided, and shall be filled with calcium nitrate tetrahydrate, or chemical specified by the Town Engineer, prior to operation. Refer to the TOH standard detail for odor control.

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Pump station electrical panels shall be NEMA 4X, UL listed, with alarm horn/light with silence switch, pump alternator & switch, pump run-time hour meters, contacts for RTU/SCADA, heater/thermostat, phase monitor, and run lights. An MJK 704 Level/Pump Controller/Transmitter/Flowmeter/Datalogger with Model 2100 Pressure Transmitter & mounting bracket shall be installed to control the pump operation. Two level control floats shall be provided for low level alarm and high level alarm as backup units, tied-into the power control panel (separate from the pump controller).

All electrical panels shall be mounted to an aluminum or 0.4 pressure treated lumber backboard with 4" diameter aluminum or 6"x6" 0.4 PTL posts, with aluminum rain cover (or other pre-approved material) extending 36" from backboard over panels. A 4 foot dual fluorescent tube light with switch shall be mounted under rain cover. A 110V GFCI power outlet shall be installed in the electrical panel. See TOH detail for layout and additional requirements.

Resilient wedge gate valves shall be installed on the influent piping and force main piping. Force main gate and check valves shall be in a separate vault next to the wet well. Gate valves shall be installed on each pump line and on the force main, and check valves on each pump line. A tee (with the leg facing up), gate valve, and quick-connect fitting shall be installed on the discharge side of one check valve as a "pump-around" connection inside the valve vault. An equal size blind flange shall also be provided for maintenance purposes.

All guide rails, fasteners, and miscellaneous metals inside the wet well shall be stainless steel. Access ladders shall be aluminum or stainless steel. Piping inside the wet well shall be flanged ductile iron or stainless steel. Wet well vent shall be flanged ductile iron pipe with a screened outside end. A yard hydrant and water meter connected to potable water shall be installed at the pump station site, unless approved otherwise.



Access hatches shall be hinged and lockable, with stainless steel or aluminum frame, and ¼" thick aluminum diamond plate door(s). All hardware and hinges shall be stainless steel.

All new pump stations shall have permanent on-site standby power with auto transfer switch and Mission M110 RTU telemetry equipment installed with the first year of service pre-paid. Generators shall be as manufactured by Generac, Kohler, Caterpillar/Olympian, or pre-approved equal. Generator shall operate on natural gas (or diesel fuel only if natural gas is unavailable to the site). Generator shall be sized to operate both pumps simultaneously and start the lag pump while the lead is operating. If diesel fuel is required, a double-walled tank with 24-hours of storage shall be provided.

Pump station sites shall be at least 50 feet square, have 4" depth (minimum) of ABC stone covering entire site underlain with geotextile fabric (to prevent weed growth), and include perimeter black plastic-coated chain link fencing (6 feet high, topped with 3 strands of barbed wire, and 16 foot wide double leaf gate), and dusk-to-dawn high-pressure sodium area light with independent circuit breaker (or switch) in main electrical panel. Alternate fencing materials may be required based on individual site conditions. Padlocks shall be provided for the gate, electrical panels, and access hatch(es) and shall be keyed to the Town's system.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016
 Department: Administration
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject:

Classification and Pay Plan Amendment

Attachment(s):

Revised FY 2016-17 Classification and Pay Plan

Brief Summary:

This change is being made to fulfill organizational needs within the Planning Department

Action Requested:

Approve as presented

ISSUE OVERVIEW

Background Information & Issue Summary:

Addition of Planner position (salary grade 17, minimum: \$42,363, maximum: \$67,781): In the FY2016-17 annual budget, the Board approved an additional Planner position to provide primary support to the Historic District Commission and provide primary permitting contact and development management support. Staff is requesting a Classification and Pay Plan amendment to allow for recruitment of the position as soon as possible.

Financial Impacts:

Salary and benefits were included in the FY2016-17 annual budget.

Staff Recommendations/Comments:

Approve as presented

Town of Hillsborough
FY 2016-17 Classification and Pay Plan
Classes by Salary Grades

Salary Grade	Annual Salary			FLSA Status	Class Code	Class Title
	Minimum	Midpoint	Maximum			
7	25,274	32,856	40,438	N	4008	Billing & Collection Clerk
				N	4008 PT	Billing & Collection Clerk P/T
8	26,983	35,078	43,173	N	4007	Accounts Payable Clerk
				N	3023	Equipment Operator I
				N	3024	Utility Maintenance Technician I
9	28,962	37,299	45,907	N	7005	Administrative Support Specialist
				N	4006	Customer Services Representative
				N	3022	Equipment Operator II
				N	3020	Utility Maintenance Technician II
10	30,401	39,521	48,642	N	4005	Accounting Technician
				N	3026	Equipment Operator/Crew Leader
				N	3025	Water/Wastewater Plant Operator I
11	32,109	41,742	51,374	N	3017	Utility Maintenance Technician III
12	33,818	43,964	54,109	N	1201	Administrative Assistant
				N	3019	Utility Mechanic I
				N	3021	Water/Wastewater Plant Operator II
13	35,528	46,186	56,845	N	2011	Police Officer
				N	3018	Utility Mechanic II
14	37,236	48,407	59,578	N	3015	Lab Specialist/Operator III
				N	3014	Laboratory Supervisor
				N	2009	Police Officer 1st Class
				N	3013	Utility Mechanic III
				N	3016	Water/Wastewater Plant Operator III
				N	1401	Backflow/FOG Specialist
15	38,945	50,629	62,312	E	4003	Billing & Collection Supervisor
				N	6002	Fleet Mechanic
				E	4004	Meter Reader Supervisor
				N	3011	Utilities Analyst
				N	3012	Utilities Inspector
16	40,654	52,850	65,046	E	4010	Financial Analyst
				E	1601	Human Resources Analyst/Deputy Town Clerk
				E	1007	Management Analyst/Assistant PIO
				N	2007	Police Corporal
				E	1602	Web Developer/Assistant PIO
17	42,363	55,072	67,781	E	3010	Chief Wastewater Treatment Plant Operator
				E	1701	Economic Development Planner
				E	1702	Planner
18	44,072	57,293	70,515	E	3007	Assistant Public Works Supervisor
				N	2004	Police Senior Corporal
19	45,781	59,515	73,250	E	3008	Utility Maintenance Supervisor
				E	3009	Chief Water Treatment Plant Operator

Town of Hillsborough
FY 2016-17 Classification and Pay Plan
Classes by Salary Grades

Salary Grade	Annual Salary			FLSA Status	Class Code	Class Title
	Minimum	Midpoint	Maximum			
				N	5002	Fire Inspector P/T
				E	1902	Project Planner
				E	7002	Senior Planner
				E	3006	Utility System Supervisor
				E	7004	Stormwater Manager
20	47,490	61,737	75,984	N	2003	Police Sergeant
21	49,198	63,958	78,717	E	6001	Fleet Maintenance Supervisor
				E	1005	Safety & Risk Management Officer
22	50,908	66,180	81,453			
23	52,616	68,401	84,186	E	3005	Assistant Utilities Director
				E	2002	Police Lieutenant
				E	1006	Public Information Officer P/T
24	54,325	70,623	86,920			
25	56,034	72,844	89,654	E	2501	Assistant Finance Director
				E	5001	Fire Marshal/EMS Coordinator
				E	3004	Wastewater Plant Superintendent
26	57,743	75,066	92,389	E	3003	Water Plant Superintendent
27	59,452	77,288	95,123	E	2701	Budget Director
28	61,161	79,509	97,858	E	1003	Human Resources Director/Town Clerk
29	62,870	81,731	100,592	E	3002	Public Works Director
30	64,578	83,952	103,325			
31	66,288	86,174	106,061	E	4001	Finance Director
32	67,997	88,396	108,795			
33	69,705	90,617	111,528			
34	71,415	92,839	114,264			
35	73,123	95,080	116,997	E	2001	Chief of Police
36	74,832	97,282	119,731			
37	76,541	99,503	122,466			
38	78,250	101,725	125,200	E	3001	Town Engineer/Utilities Director
39	79,353	103,947	127,934			
40	81,668	106,168	130,669	E	4011	Assistant Town Manager/Planning Director
41	83,377	108,380	133,403			
42	85,085	110,611	136,136			
43	86,795	112,833	138,872			
44	88,503	115,054	141,605			
45	90,212	117,276	144,339			
46	91,922	119,498	147,075			
47	93,630	121,719	149,808			
48	95,339	123,941	152,542	E	1001	Town Manager

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: _____

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:

Town Code amendment to establish minimum lot size of 10,000 sf for keeping chickens and other fowl in the city limits

Attachment(s):

Draft amending ordinance, excerpt of impacted section

Brief Summary:

In June, the board received a request from a citizen to establish a 10,000 sf minimum lot size for the keeping of chicken inside the city limits. The ordinance currently refers to the zoning requirement for lot size, so the minimum size is different in different neighborhoods.

Action Requested:

Approve the attached ordinance if the board supports the amendment

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Chapter 10 - REGULATION AND CONTROL OF ANIMALS¹¹

Sec. 10-2. - Keeping farm animals inside city limits.

- (a) Small farm animals. Small farm animals and fowl may be kept under the following circumstances:
- (1) Small farm animals means those that normally weigh less than 500 pounds at maturity. Small animals include, but are not limited to: goats, sheep, rabbits, etc.
 - (2) Fowl means feathered animals that normally weigh less than 50 pounds at maturity.
 - (3) The lot on which the *small farm* animals are kept complies with the minimum lot size for the zoning district within which it is located. *The minimum lot size for keeping fowl is 10,000 square feet.*
 - (4) Animals are kept secured on site under sanitary conditions with adequate food, water, and shelter.
 - (5) Pens, roosts, hutches, etc., for the animals are located at least 50 feet from the nearest adjacent structure *not owned by the farm animal or fowl owner.*
- (b) Large farm animals. Large farm animals may be kept under the following circumstances:
- (1) Large animals generally include, but are not limited to: pigs, horses, cows, etc.
 - (2) The lot on which the animals are kept is at least one acre in size.
 - (3) Grazing type animals (horses, cows, donkeys, etc.) have one acre per adult animal of grazing area available to them, not including buildings.
 - (4) Animals are kept secured on site under sanitary conditions with adequate food, water, and shelter.
 - (5) Barns, stables, etc., for the animals are located at least 50 feet from the property lines.

AN ORDINANCE AMENDING CHAPTER 10 OF THE TOWN CODE
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. Section 10-2(a)3 of the Town Code is amended to read as follows:

The lot on which small farm animals are kept complies with the minimum lot size for the zoning district within which it is located. The minimum lot size for keeping fowl is 10,000 square feet.

Section 2. Section 10-2(a)5 of the Town Code is amended to add the phrase “not owned by the farm animal or fowl owner” to the end of the requirement to clarify which structures are measured from.

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

Section 4. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 8th day of August, 2016.

Ayes: _____

Noes: _____

Absent or Excused: _____

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016
Department: Finance
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:

ITEM TO BE CONSIDERED

Subject:

Adopt capital project ordinance for Advanced Metering Infrastructure project.

Attachment(s):

Capital Project Ordinance – Advanced Metering Infrastructure.

Brief Summary:

To establish project fund for expenses that will be accounted for in a project fund outside of the Water & Sewer Fund.

Action Requested:

Consider adopting project ordinances.

ISSUE OVERVIEW

Background Information & Issue Summary:

A project ordinance was not adopted for this project when the Town's FY17 budget ordinance was adopted. In order to proceed with this project, a capital project ordinance must be adopted.

Financial Impacts:

As indicated by the capital project ordinance.

Staff Recommendations/Comments:

To approve the attached capital project ordinance.

CAPITAL PROJECT ORDINANCE — ADVANCED METERING INFRASTRUCTURE

CAPITAL PROJECT ORDINANCE **TOWN OF HILLSBOROUGH**

Be it ordained by the Board of Commissioners of the Town of Hillsborough, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is adopted:

SECTION I.

The project authorized consists of construction of advanced metering infrastructure.

SECTION II.

The officers of this unit are hereby directed to proceed with the capital project within the terms contained herein.

SECTION III.

The following amounts are appropriated for the project:

Equipment	<u>\$937,747</u>
	\$937,747

SECTION IV.

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

Debt Issuance Proceeds	<u>\$937,747</u>
	\$937,747

SECTION IX.

Copies of this capital project ordinance shall be filed with the finance officer, budget officer and the clerk of the governing board of this town.

Adopted this 8th day of August, 2016.

NORTH CAROLINA
ORANGE COUNTY

I, Katherine M. Cathey, Town Clerk, hereby certify that the foregoing is a true and accurate copy of the Advanced Metering Infrastructure Capital Project 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 8th day of August, 2016.

Tom Stevens, Mayor

Katherine M. Cathey, Town Clerk

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016
 Department: Economic Dev/Planning
 Public Hearing: Yes No
 Date of Public Hearing: N/A

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT:

ITEM TO BE CONSIDERED

Subject:

Tourism Board Expenditure of \$5,000.00 to support an event in Hillsborough during Redeye's Label Hang Conference

Attachment(s):

Redeye Event Proposal

Brief Summary:

After careful consideration and discussion of the merits and exposure the project would bring, the Hillsborough Tourism Board selected the attached event for funding through its Special Projects and Partnerships monies by a unanimous vote at their meeting on August 1, 2016. The Tourism Board believes the event, hosted by Redeye and WHUP during Redeye's Label Hang Conference, will provide a national audience insight to the location, culture, and vibrancy of Hillsborough, which should promote Hillsborough as a tourist destination via the live radio broadcast at the event.

Per NCGS 1993, Chapter 449, Senate Bill 808, the Hillsborough Town Board must approve expenditures over \$5,000.00 (five thousand) dollars.

Action Requested:

Town board approval of the \$5,000.00 expenditure for the event as outlined in the attached proposal.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

Redeye Worldwide/Hillsborough Tourism Board Funding Request

Redeye hosts an annual Label Hang conference in Orange County and for our upcoming event in December 2016, we propose the following to the Hillsborough Tourism Board as a tourism focused funding request to integrate Hillsborough specifically into our conference agenda.

Redeye will facilitate a live broadcast and taping of nationally syndicated weekly radio program “The Future of What” in a partnership with WHUP. The event will happen at a Hillsborough location that is to be determined and will be open to the general public to attend. The content of the program will be music focused, but highlight Hillsborough to a national audience. In addition, Redeye would transport the attendees of our conference, along with limited seating made available to the general public, into Hillsborough from Carrboro for this event.

Redeye estimates this Hillsborough event to reach 100-150 persons on-site and over 250,000 persons nationally between the syndicated and archived broadcasts.

Redeye Label Hang

The Redeye Label Hang is an annual sales and marketing conference held in Carrboro and attended by executives of Redeye’s top independent labels that are based domestically and abroad, along with executive members of Apple, Google, Amazon, YouTube, Pandora, Spotify, and others.

- Date: December 7-9, 2016
- Location: Carrboro, NC
- Conference Label Attendees: Approx. 150
- Conference Redeye Attendees: Approx. 50
- Conference Redeye Vendor/Guest Attendees: Approx. 50
- Conference Closing Gala Attendees: Approx. 350

ESTIMATED CONFERENCE REACH: 500 to 600 attendees/guests

“The Future of What?”

TFOW is a weekly show hosted by influential Kill Rock Stars president, Portia Sabin, that explores current trends within the music industry through the eyes and ears of the working professionals who shape and mold it.



- Nationally broadcast weekly on radio stations in Oregon, Washington, New York, and in North Carolina on Hillsborough's own WHUP
- 44 Episodes have been broadcast to date
- Available on demand & by subscription on iTunes, Soundcloud, BandCamp, and Stitcher
- Kill Rock Stars is a Portland, Oregon based independent label that launched the careers of The Decemberists, Elliott Smith, Bikini Kill, Sleater-Kinney, and more

The Future of What - <http://killrockstars.com/thefutureofwhat/>

Link to All Episodes - <https://thefutureofwhat.bandcamp.com/>

Redeye/WHUP "Future Of What?" Radio Broadcast Event

The event consists of a live broadcast and taping of radio program "The Future of What?", to be aired live on WHUP, as well as archived for national syndication and on-demand listening. Redeye will use proposed budget for advertising, catering, staff, and security at the event. There is also funding earmarked for transportation of attendees to the event.

- Date: TBD, December 7-9, 2016
- Location: TBD, Hillsborough, NC
- On-Site Broadcast Attendees: Approx. 150

ESTIMATED NATIONAL REACH: 250,000 [through syndicated and archived broadcast]

Proposal Budget:

- \$2000.00 - Transportation (2 Buses)
- \$500.00 - WHUP Technical Resources for Live Broadcast
- \$500.00 - Catering at Event
- \$500.00 - Services at Event (chairs, staff, security, etc.)
- \$1500.00 - Advertising for Event (posters, online ads, graphic design)

TOTAL: \$5000.00

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	11.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:

Receive letter of interest in annexation from residents on Faucette Mill Road

Attachment(s):

Request and map, Inter-local agreement with Orange County establishing Urban Services boundary (and map), preliminary estimate from town engineer of sewer extension cost

Brief Summary:

A board member received the letter of interest (and petition) in advance of the quarterly public hearing in July. Mrs. Moore spoke at the public hearing in support of their annexation request. Since the board had preliminarily seen this request, some background research was done for this meeting to document a rough estimate of sewer extension costs and the conflict with our Urban Service Boundary agreement

Action Requested:

Direction

ISSUE OVERVIEW

Background Information & Issue Summary:

The residents requesting annexation currently have town water service, as indicated by the light blue color on the Urban Services map. This designation puts them in an area that has current water service, but where annexation and future service expansions are not expected. The board could pursue an amendment to the Urban Service agreement, if they want. Due to the other parties involved, an amendment may take one year or more to have processed. This agreement ties into an agreement with Chapel Hill, Carrboro, and OWASA also.

Financial Impacts:

Undetermined

Staff Recommendations/Comments:

**"LETTER OF INTEREST" AND PETITION FOR ANNEXATION
FOR NON CONTIGUOUS PROPERTIES
FAUCETTE MILL ROAD
HILLSBOROUGH, NORTH CAROLINA 27278**

July 14, 2016

Mr. Eric Peterson
Hillsborough Town Manager
P. O. Box 429
Hillsborough, North Carolina 27278

Dear Mr. Peterson:

We, the undersigned below, request that voluntary annexation shall be initiated by the submittal of a "letter of interest" asking the town to consider voluntary annexation of a property or a voluntary annexation "petition" pursuant to N.C. G.S. Chapter of 160A, Article 4A, Parts 1 or 4 (GS 160-29-160A-31.1 or G.S. 160A-58-160A-58.8).

We are initiating this "letter of interest" and "petition" in response to our "Notice of a Public Hearing" scheduled for July 21, 2016 at 7:00 P.M. in Hillsborough Town Barn at 101 East Orange Street of a satellite or non-contiguous annexation zoning request for the Piney Creek Properties, LLC, 809 Faucette Mill Road, OC PIN 9865-43-3808. Since this request impacts only the Piney Creek Properties, LLC, we request to be included in this satellite application for the following reasons:

1. Our properties share an edge or boundary with the Piney Creek Properties, LLC.
2. Our properties are located from .2 of a mile to .4 of a mile from the Hillsborough city limits on Faucette Mill Road and we are presently connected to the city water line.
3. Our properties contain soil that is difficult to perk, which causes the property owners additional financial hardships from time to time.

Enclosed are maps of our properties on Faucette Mill Road. We are appealing to the town to take our request under consideration.

Sincerely,

Caleb W. Moore + Rosetta O Moore

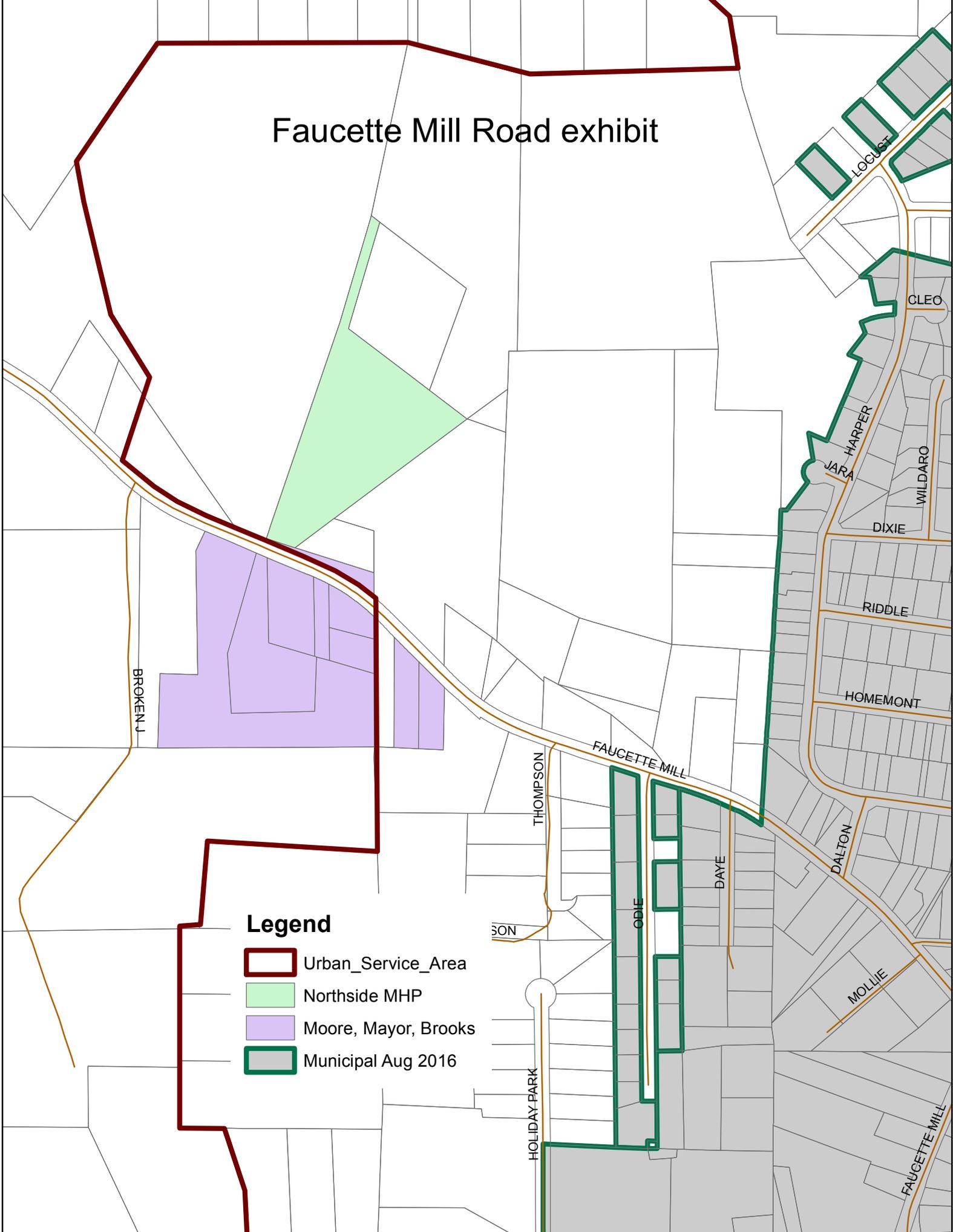
*Bobbys Vivian Mayo
POA Myrtle D Mayo*

*Leo Brooks
Pauline Brooks*

*Thomas E. Brooks
Rutha J. Brooks*

Enclosures: Maps

Faucette Mill Road exhibit



Legend

-  Urban_Service_Area
-  Northside MHP
-  Moore, Mayor, Brooks
-  Municipal Aug 2016

Hillsborough-Orange Interlocal Land Management Agreement

Central Orange Coordinated Area

THIS AGREEMENT, made and entered into this 15 day of Dec, 2009, by and between the COUNTY OF ORANGE, a political subdivision of the State of North Carolina, and the TOWN OF HILLSBOROUGH, a municipal corporation duly created and existing under the laws of North Carolina.

WITNESSETH:

In consideration of the public benefits expected to flow from the cooperative efforts of the parties in establishing a coordinated and comprehensive system of planning within their respective areas of public concern, the parties to this Agreement hereby mutually agree as follows:

ARTICLE I. PURPOSE, DEFINITIONS, EFFECTIVE DATE

Section 1.1 Purpose of the Agreement

The purpose of this Agreement is to establish a method of coordinated and comprehensive planning in the Central Orange Coordinated Area, as defined herein.

Section 1.2 Definitions

- A. Central Orange Coordinated Area. The area displayed on the attached map labeled as Exhibit A.
- B. Hillsborough Jurisdiction. Areas that are either within the Town Limits of Hillsborough, or within Hillsborough's Extraterritorial Area. The Town of Hillsborough is responsible for adopting and administering land use regulations within these areas. The area under Hillsborough's Jurisdiction may be amended over time either as annexation occurs, or as changes are made to the Town's Extraterritorial Area boundary. On the attached Exhibit A, areas within Hillsborough's jurisdiction are shown in shades of gray.
- C. Orange County Jurisdiction. All areas included in the attached map labeled as Exhibit A which are not within Hillsborough's Jurisdiction as defined above. Orange County is responsible for adopting and arranging for administration of land use regulations in this area.
- D. Hillsborough Urban Services Area. An area, shown on the attached map labeled as Exhibit A, which includes properties that are currently within the Hillsborough Jurisdiction, and also areas in the Orange County Jurisdiction that are expected to

develop according to municipal standards, within which it is anticipated that municipal services will be provided, and within which property is expected to be annexed into the Town Limits of Hillsborough as development occurs. It is not expected that Hillsborough will extend water and sewer service outside of this Urban Services Area except for reasons of public health, safety, and general welfare.

- E. Hillsborough Urbanizing Area. A portion of the Hillsborough Urban Services Area, as shown on the attached map labeled as Exhibit A, but outside the area designated as “Hillsborough Jurisdiction,” within which Hillsborough development standards will be applied as described in this Agreement. Property is expected to be annexed into the Town Limits of Hillsborough as development occurs. (Shown in the color blue on Exhibit A.)
- F. Orange County Urbanizing Area. A portion of the Hillsborough Urban Services area, as shown on the attached map labeled as Exhibit A, but outside the area designated as “Hillsborough Jurisdiction” and outside the area labeled “Hillsborough Urbanizing Area,” within which County development standards will be applied as described in this Agreement. Annexation is possible. Public utilities may be extended as feasible. (Shown in the color orange on Exhibit A.)
- G. Existing Water Service Area Outside Urban Services Area. An area shown on the attached map labeled as Exhibit A which currently is served by Hillsborough’s municipal water system, but which is outside the boundary of the Hillsborough Urban Services Area, and for which it is not intended that other municipal services will be provided, and for which annexation is not intended.
- H. Notification Area. All areas included within the Central Orange Coordinated Area boundary as shown on the attached map labeled Exhibit A, but which are not located within any of the areas defined in paragraphs E through H above. (Shown in white on Exhibit A.) There will be no annexation of property within the Notification Area.
- I. Central Orange Coordinated Area Land Use Plan. A land use plan to be adopted by the parties to this agreement subsequent to enactment of this agreement for the areas on Exhibit A shown in blue, orange, and white (all land within the Central Orange Coordinated Area except that which is within Hillsborough’s jurisdiction), and as may be amended from time to time.

Section 1.3 Effective Date and Duration

- A. This Agreement shall become effective upon signatures of the parties.
- B. This Agreement, including any Appendix hereto, shall remain in effect until terminated by mutual agreement or by withdrawal of either party. Subject to

termination provisions of this Agreement, annexation provisions of this Agreement shall be valid for not more than 20 years and may thereafter be renewed. A party may not withdraw until it holds a public hearing on the proposed withdrawal with thirty (30) days notification of the hearing, followed by action and written notice to the other party not sooner than thirty (30) days following the closing of the public hearing. The withdrawal shall be effective one (1) year following receipt by the other party of the written notice.

- C. Upon execution of this Agreement, the parties agree that each will take, in a timely manner, all steps (including but not limited to preparation and adoption of Zoning Maps and all required land use ordinance amendments) required to cause this Agreement to become effective, and will notify the other party with those steps have been taken.

ARTICLE 2. ACTIONS SUBSEQUENT TO EXECUTION OF AGREEMENT

The parties to this agreement shall initiate work to complete the following, subsequent to execution of this agreement:

Section 2.1. Adoption of Joint Land Use Plan

- A. Hillsborough shall adopt a Land Use Plan designating future land use for the Hillsborough Urbanizing Area and the Orange County Urbanizing Area (areas shown in blue and orange in Exhibit A), inviting comments from the Orange County Board of Commissioners.
- B. Upon receipt of the adoption described in Section 2.1.A, the Orange County Board of Commissioners shall consider endorsing the land use designations adopted by Hillsborough, adding land use designations for the Notification Area (area shown in white on Exhibit A).
- C. Both parties, Hillsborough and Orange County shall then either (1) Each adopt the composite land use plan if deemed to be acceptable; or (2) If one or both parties desire changes to be made to the recommendations, the parties shall arrange for negotiation and agreement on such changes followed by joint approval.

Section 2.2. Adjustment of Hillsborough Extraterritorial Jurisdiction

- A. Hillsborough shall prepare a request to submit to Orange County, offering to relinquish existing Extraterritorial Jurisdiction as part of County action to adjust the ETJ boundary as shown on Exhibit A, and requesting extension of Extraterritorial Jurisdiction as shown on Exhibit A.

- B. Upon receipt of the request described in Section 2.1.A, Orange County shall take action to amend the Hillsborough Extraterritorial Jurisdiction boundary, as shown in Exhibit A.

Section 2.3. Adoption of Zoning and Subdivision Regulations

- A. Following the land use designations of the jointly adopted Land Use Plan described in Section 2.1 above, Hillsborough shall adopt zoning and subdivision regulations (including amendments to the Zoning Map) for application to ETJ areas, and recommend Orange County adoption of zoning and subdivision regulations (including amendments to the Zoning Map) for the Hillsborough Urbanizing Area and the Orange County Urbanizing Area (areas shaded blue and orange on Exhibit A).
- B. Upon receipt of the actions described in Section 2.3.A and following the land use designations of the jointly adopted Land Use Plan described in Section 2.1 above, Orange County shall take action to amend zoning and subdivision regulations (including amendments to the Zoning Map) for application to the Hillsborough Urbanizing Area, the Orange County Urbanizing Area, and the Notification Area (areas shaded blue, orange and white on Exhibit A), including areas for which Hillsborough Extraterritorial Jurisdiction has been rescinded.

ARTICLE 3. ADOPTION, ADMINISTRATION AND AMENDMENT OF STANDARDS

Section 3.1. Standards Within the Hillsborough Urbanizing Area (shown in blue on Exhibit A)

- A. Hillsborough shall prepare a Zoning Map for that portion of the Urban Services Area that lies within the Hillsborough Urbanizing Area and shall recommend its adoption by Orange County. Upon approval and adoption of this Zoning Map by Orange County as prescribed in Subsection B of this Section, this shall become part of the Orange County Zoning Ordinance. The Zoning Map shall be prepared using zoning districts which correspond to the text of the Hillsborough Zoning Ordinance.
- B. Upon completion of the Zoning Map referred to in Section 3.1A, Orange County shall amend its Zoning Atlas in accordance with said Map. Orange County shall also adopt by reference the Hillsborough Zoning Ordinance and Subdivision Regulations and make those provisions applicable to the Hillsborough Urbanizing Area.

Section 3.2. Standards Within the Orange County Urbanizing Area (shown in orange on Exhibit A)

Within the Orange County Urbanizing Area, the Orange County Zoning Ordinance (including Zoning Atlas) and Subdivision Regulations that are in effect on the effective date of this Agreement shall remain in effect unless amended in accordance with Section 3.9 of this Agreement.

Section 3.3. Standards Within the Notification Area (shown in white on Exhibit A)

Within the Notification Area, the Orange County Zoning Ordinance (including Zoning Atlas) and Subdivision Regulations that are in effect on the effective date of this Agreement shall remain in effect unless amended in accordance with Section 3.9 of this Agreement.

Section 3.4. Permit Administration within the Hillsborough Urbanizing Area (shown in blue on Exhibit A)

A. Except as otherwise provided in Sections 3.5 and 3.6, the Town of Hillsborough shall perform all functions related to the administration of the ordinances referenced in Section 3.1B. Subject to the remainder of this Section, Hillsborough shall administer the referenced ordinances just as if the land were located within the Town's planning jurisdiction. Administration shall include, but not be limited to, the following:

1. Receipt and processing of applications;
2. Consideration by applicable advisory and permit-issuing boards;
3. Issuance of any required permits and certifications;
4. Review and approval of required site/construction plans;
5. Conducting necessary site/building inspections;
6. Enforcement of all standards;
7. Any other acts or things necessary to administer the Ordinance;

and shall ensure that a developer complies with all applicable ordinance requirements and the terms and conditions of any permit issued by the Town. The Town may also charge fees for processing applications, conducting site/construction plan reviews, and carrying out site/building inspections in accordance with fee schedules applicable within its planning jurisdiction.

B. Whenever Hillsborough receives an application for a development permit as defined in this Agreement relating to land within the Hillsborough Urbanizing Area, it shall forward copies of the application to Orange County for review. Hillsborough shall establish timetables to ensure that Orange County has an opportunity to make recommendations regarding such applications within the framework of the County's regularly scheduled meeting dates. To the extent possible, the timetables of the County and the Town shall provide for

simultaneous review to expedite application processing, as described in Exhibit B, an existing Courtesy Review agreement; provided, however, the Town may not vote to issue or deny a permit until it has received the recommendations of Orange County or until the expiration of sixty (60) days after Orange County has received the application, whichever comes first.

Section 3.5. Permit Administration Within the Orange County Urbanizing Area (shown in orange on Exhibit A)

- A. Except as otherwise provided in Section 3.8 and the remaining provisions of this Section, Orange County shall perform all functions related to the administration of the ordinances referenced in Section 3.2.
- B. Whenever Orange County receives an application for a development permit as described in the "Courtesy Review Agreement" attached as Exhibit B, relating to land located within the Orange County Urbanizing Area, it shall forward copies of the application to Hillsborough for review. The County shall establish timetables to ensure that Hillsborough has an opportunity to make recommendations regarding such applications within the framework of Hillsborough's regularly scheduled meeting dates. To the extent possible, the timetables of the County and the Town shall provide for simultaneous review to expedite application processing; provided, however, the County may not vote to issue or deny a permit until it has received the recommendations of Hillsborough or until the expiration of sixty (60) days after Hillsborough has received the application, whichever comes first.

{{Note: covered below in 3.6.B}}

Section 3.6. Permit Administration Within the Notification Area (shown in white on Exhibit A)

- A. Except as otherwise provided in Section 3.8 and the remaining provisions of this Section, Orange County shall perform all functions related to the administration of the ordinances referenced in Section 3.2.
- B. Whenever Orange County receives an application for a development permit as described in the "Courtesy Review Agreement" attached as Exhibit B, relating to land located within the Notification Area, it shall forward copies of the application to Hillsborough for informational purposes.

Section 3.7 Enforcement Remedies

- A. Permit revocation, if necessary and authorized by ordinance, shall be handled by the same individual or board authorized to issue the original permit.

- B. Within those portions of the Hillsborough Urbanizing Area where the ordinances specified in Section 3.1B are administered by Hillsborough, enforcement efforts through the use of civil penalties, criminal penalties or injunctive relief shall be initiated by Hillsborough. Hillsborough shall have the duty to defend at its own expense and shall indemnify and hold harmless, to the extent that it can legally do so, Orange County, its Board of Commissioners, its advisory boards, its staff and all members of its boards and staffs, in their official and individual capacities, from any and all claims, actions, proceedings, expenses, damages or liabilities, including attorneys' fees and court costs, resulting from the Town's administration of the ordinances specified in Section 3.1B.

- C. Orange County shall notify Hillsborough and Hillsborough shall notify the County as soon as practicable thereafter of any such claim, action or proceeding.

Section 3.8 Land Use Plan Amendments

The process for amending the Joint Land Use Plan shall be the same as the process for initially adopting the plan, as spelled out in Section 2.1.

Section 3.9 Ordinance and Zoning Map Amendments

- A. Proposed amendments to the Zoning Ordinance or Zoning Map applicable to properties within the Hillsborough Urbanizing Area shall be initiated by or referred to Hillsborough. No such amendment may become effective until after it has been adopted by both Orange County and the Town of Hillsborough, following a joint public hearing by both governing bodies. In reviewing and taking action on such proposed amendments, the adopted Joint Land Use Plan shall be considered in good faith as a guide to decision-making.

- B. Proposed amendments to the Zoning Ordinance or Zoning Map applicable to properties within the Orange County Urbanizing Area shall be initiated by or referred to Orange County and adopted in accordance with the procedures set forth in County ordinances. . No such amendment may become effective until after it has been adopted by both Orange County and the Town of Hillsborough, following a joint public hearing by both governing bodies. In reviewing and taking action on such proposed amendments, the adopted Joint Land Use Plan shall be considered in good faith as a guide to decision-making.

- C. Whenever Hillsborough proposes to amend the text of its Zoning Ordinance or Subdivision Regulations, Hillsborough shall deliver a copy of the full text of the proposed amendment to Orange County not later than thirty (30) days before the date of the public hearing on any such amendment. However, with the written consent of the Orange County Manager or his/her designee, this thirty (30) day period may be reduced to not less than ten (10) days. Unless Orange County files a written objection on or before the date of the public hearing on the proposed ordinance amendment, then adoption of the amendment by Hillsborough shall

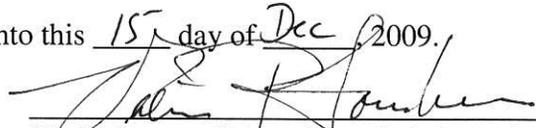
automatically effect a corresponding amendment to the ordinance adopted by reference by Orange County as provided in Section 3.1. If Hillsborough adopts an amendment despite Orange County's objection, then it shall refer such amendment to Orange County with a request that the County make corresponding changes expeditiously so that Hillsborough may continue to enforce within its portion of the Urbanizing Area the same standards that it enforces within its own planning jurisdiction. In the event of objection by Orange County as provided herein, no such amendment shall be effective within the Hillsborough Urbanizing Area until it is adopted by Orange County. Amendments shall be made in consideration of and consistent with the Joint Land Use Plan.

- D. Orange County may not unilaterally amend the text of its zoning or subdivision ordinances applicable to the Urbanizing Areas (i.e., those ordinances adopted by reference pursuant to Section 3.1B). Amendments to the ordinances referenced in Section 3.1B by Orange County may be accomplished only pursuant to Subsection C above (including adoption by Orange County following a request to do so by Hillsborough). Any petitions or requests to amend these ordinances received by the County or initiated by the County shall be referred to Hillsborough.
- E. Proposed amendments to the text of this Agreement shall not become effective until approved by Hillsborough and Orange County.

ARTICLE 4. LIMITATIONS ON ANNEXATIONS

Except pursuant to the written consent of both parties to this Agreement, Hillsborough may not annex land outside of the Urbanizing Area boundaries (whether by voluntary or involuntary annexation or any other method authorized by law), nor shall any party seek special legislation accomplishing such annexation.

THIS AGREEMENT entered into this 15 day of Dec 2009.



Chair, Orange County Board of Commissioners

Attest:



Mayor, Town of Hillsborough

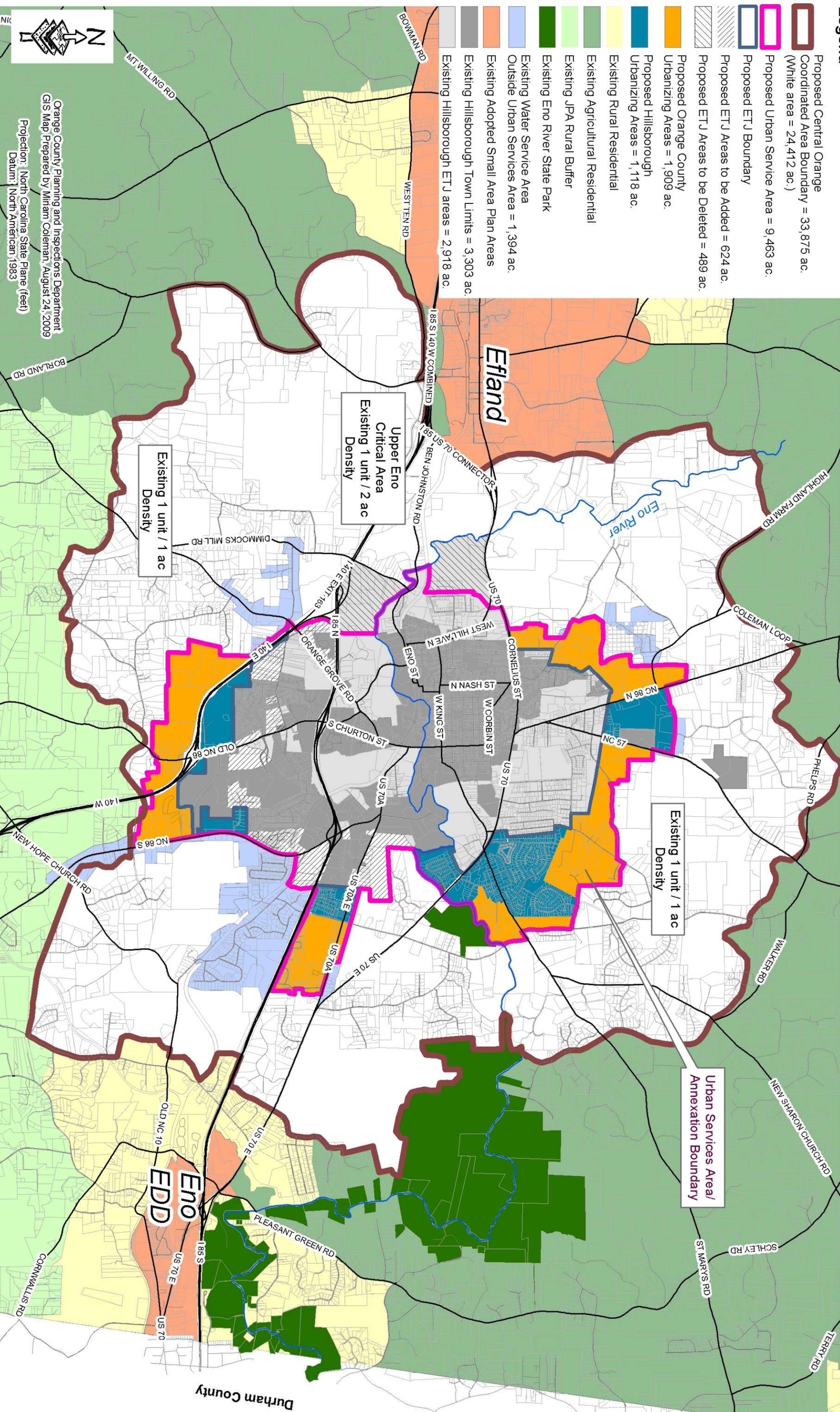
Attest:

Town of Hillsborough/Orange County Strategic Growth Plan Phase II

Central Orange Coordinated Area

Legend

-  Proposed Central Orange Coordinated Area Boundary = 33,875 ac. (White area = 24,412 ac.)
-  Proposed Urban Service Area = 9,463 ac.
-  Proposed ETJ Boundary
-  Proposed ETJ Areas to be Added = 624 ac.
-  Proposed ETJ Areas to be Deleted = 489 ac.
-  Proposed Orange County Urbanizing Areas = 1,909 ac.
-  Proposed Hillsborough Urbanizing Areas = 1,118 ac.
-  Existing Rural Residential
-  Existing Agricultural Residential
-  Existing JPA Rural Buffer
-  Existing Eno River State Park
-  Existing Water Service Area
-  Existing Adopted Small Area Plan Areas
-  Existing Hillsborough Town Limits = 3,303 ac.
-  Existing Hillsborough ETJ areas = 2,918 ac.



Orange County Planning and Inspections Department
 GIS Map Prepared by Miriam Coleman, August 24, 2009
 Projection: North Carolina State Plane (feet)
 Datum: North American 1983

Durham County

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016

Department: Police

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Chief Duane Hampton

ITEM TO BE CONSIDERED

Subject:

Update on Hillsborough Police activities

Attachment(s):

None

Brief Summary:

Brief update on HPD activities and future plans

Action Requested:

none

ISSUE OVERVIEW

Background Information & Issue Summary:

With the events going on across the county and the attention that has been focused on policing, Chief Hampton wants to update the board and the community on what HPD has done and what they are doing, as well as talk about some future initiatives so they can continue to stay ahead of the problems and maintain and build the community's confidence and support.

Financial Impacts:

n/a

Staff Recommendations/Comments:

n/a

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: Aug. 8, 2016
Department: Administration
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:

ITEM TO BE CONSIDERED

Subject:

Request for Community Reinvestment funding for Orange County Food Council

Attachment(s):

Funding request

Brief Summary:

The Orange County Food Council, whose mission is to build a local food system that ensures health, sustainable agriculture and access for all, is requesting \$5,000 from the town to support its efforts.

Action Requested:

Consider funding request.

ISSUE OVERVIEW

Background Information & Issue Summary:

A group of Orange County stakeholders has met monthly since October 2014 to develop the Orange County Food Council. The Council developed a collaborative agreement and convened its first meeting in May 2016. Cyril Murphy, Executive Committee Co-Chair will attend the board meeting and be available to answer any questions.

Financial Impacts:

\$5,000

Staff Recommendations/Comments:

None

July 29, 2016

Town of Hillsborough
Board of Commissioners
PO Box 429, Hillsborough, NC 27278

Dear Commissioners:

Since October 2014, a committed group of ten to fifteen Orange County stakeholders has convened monthly to develop the Orange County Food Council. The taskforce has since formed the council with community input and county specific data collected by hosting two community forums and conducting a quantitative baseline food assessment. The result of these meetings, forums and data collection has resulted in a Collaborative Agreement that includes a common purpose, values, and council structure, and a process for seating members of the council. The taskforce has seated a council that convened for the first time in May 2016. Over the next year, the Orange County Food Council will further its development through the following activities: hire a part-time coordinator; conduct the qualitative portion of the baseline community food assessment including working directly with the Orange County Family Success Alliance to assess food insecurity in their two zones; create a community food security action plan for Orange County; and hold two large community forums to continue to build collaborations and implement the action plan to strengthen the food system in Orange County.

The Orange County Food Council's mission is building a local food system that ensures health, sustainable agriculture and access for all. Over the coming months we are creating an action plan from which we will build work groups made up of council members and community members. It is through these work groups we will see the real fruits of our labor. We will serve the community through advisement as we look at the communities needs, assessment of places of success and opportunities for growth and advocating for what is necessary for all people to have access to a thriving local food system.

The OCFC's finances are currently managed through United Way of the Great Triangle (2400 Perimeter Park Drive, Suite 150, Morrisville NC 27560). The OCFC has currently received funding thru the joint Human Services application. This included \$16,000.00 from Orange County, \$2,000.00 from Chapel Hill, and \$1,000.00 from Carrboro. United Way of the Greater Triangle recently completed its new strategic plan with a new purpose which is: Real solutions sparked by a community united for transformative change. United Way of the Greater Triangle is a catalyst for new approaches to solve social issues. We cannot let accolades for the Triangle mask the pervasiveness of families and children facing poverty, food insecurity, and educational disparity. Therefore, our work will create awareness of the issues, ignite a call-to-action around systems change, and unite the community around sustainable, scalable solutions. Attached is our proposed budget for the next year.

Community Food Strategies of the Center for Environmental Farming Systems is also walking beside the Orange County Food Council. They have helped us formulate our structure and continue to be active player as we work towards an action plan.

Over the coming months the Orange County Food Council will conduct community outreach, hold two forums, increase community involvement thru awareness and thru work groups, hire a coordinator, complete the qualitative portion of the Baseline Food Assessment, and create a food security action plan. We are asking for support from the Hillsborough town council in the amount of \$5,000.

Also included is an Executive Summary of the Baseline Food Assessment of Orange County, a listing of the Orange Food Council's Board, and our Collaborative Agreement.

Thank you in advance for your time and consideration of funding for the Orange County Food Council. We look forward to answering any questions you may have during the August 8th Board Meeting.

Sincerely,

Cyril Murphy
Orange County Food Council Co-Chair

Orange County Food Council Collaborative Agreement

The Coordinating Committee is a group of Orange County stakeholders who have been participating in a collaboration building process since February 2015. The outcome from the process is a collaborative agreement for the Coalition that includes:

- A common purpose and set of values for the Orange County Food and Farm Coalition
- An organizational structure for the Coalition
- A set of roles and responsibilities for stakeholders participating on the Coalition's Council and workgroups

The Coordinating Committee has also commissioned a baseline food assessment and is planning a fall public forum. After the collaboration building process has concluded, a Council and workgroups will be formed for the Coalition.

Common Purpose (why is the Coalition coming together):

- Orange County Food Council is building a local food system that ensures health, sustainable agriculture and access for all

Values (defines how Coalition members will work together and their commitment to Orange County):

- Promote safety – encompassing food, agricultural practices, and labor standards within the community
- Education - increased understanding about food system issues
- Sustainability – sustainability calls for a decent standard of living for everyone today without compromising the needs of future generations
- Balance – seeking out a balance of perspectives and making sure that food council decisions reflect differences in opinion
- Shared responsibility – even division of labor among council members
- Inclusion/ equity – The Council will foster culture of openness by making sure that all voices are heard
- Transparency – openness about decision-making process and who participates. Council votes are not anonymous
- Integrity – do what you said you were going to do
- Accountability – commitment to the shared goal. Being pro-active in truth seeking & checking in with community. Incorporating feedback and adjusting
- Community self-reliance – local area is able to produce food to support itself and local economy
- Respect – being mindful about each other in regards to time, investment and abilities
- Participation/ involvement – commitment to being engaged to process and food council
- Innovation/ creativity – thinking outside the box, willing to take risks and try new things
- Commitment – we are committed to the people of Orange County

Orange County Food Council Structure – Council and Workgroups

- The Council will have a maximum of 15 seats. It will include representatives from organizations, grassroots/community members and 1 elected official from each Orange County municipality: Chapel Hill, Carrboro, Hillsborough, and County
- The Council will include an executive committee composed of a chair, vice chair, and after funding is secured, a paid coordinator
- Executive Committee meets in between Council meetings to set agendas and to convene the Council
- The Coordinating Committee will appoint a Membership Committee to identify and screen prospective Council members. The Membership Committee will also develop criteria and a process for stakeholders to join the Council
- The Coalition will use a letter of commitment with organizations and grassroots/community representatives to secure their committee and participation on the Council

Orange County Food Council - Council Membership, Expectations & Criteria:

- Commitment to the Coalition and represent stakeholders whose work intersects with and addresses the Coalition's common purpose, e.g. sustainable agricultural, health, food access
- Have willingness and ability to work collaboratively with other Council and Coalition members
- Able to make a 1 year commitment to serve on Council
- Council will also include 1 elected official from each Orange County municipality: Chapel Hill, Carrboro, Hillsborough, and County
- Council members will not be selected because of their titles solely. The Council should be composed of individuals who are connected within their organizations or community and who can offer subject matter expertise, information, and perspectives that enhance the Coalition
- Participate in x-% of number of meetings per year
- Be willing to do work outside of Council meetings
- The time commitment and expectation for in-between Council meeting work will be defined base on priority
- Share information back to home organization so that organization is aware of Coalition, the Council and the member's role

Orange County Food Council - Workgroup Membership, Expectations & Criteria

- The Coalition's workgroups will be composed of volunteers who have subject matter expertise and/or relationships with key stakeholders whose perspectives and input are important to the Coalition's work
- Workgroup members are expected to participate for duration of a specific project. Duration of project will be defined prior to work starting
- Each workgroup will include at least one member from the Council

Orange County Food Council - Decision-making Processes

- Workgroups will use consensus to make recommendations to the Council
- The Council will use majority voting to make final decisions about all workgroup recommendations. The Council will also actively seek and incorporate input from Coalition members in its decision-making process
- Quorum for the Council is defined as 50% +1 or 9 for decisions to be voted on by the Council

Orange County Food Council Proposed Budget Detail:

Cost Element	Cost	Quantity/Unit of Measure	Subtotal
Part-time Food Council Coordinator (Coordinator will lead the council in setting meeting agendas, facilitating meetings along with the chair, guiding the work of the baseline community food assessment and creation of the action plan, and coordinating the logistics for the two community forums.)	\$20	20 hours/week x 4 weeks x 12 months = 960 hours	\$19,200
Two Community Forums (We will hold two large community forums to engage Orange County residents in developing the actions of the council, recruit participants for the working groups, and provide opportunities for sharing to facilitate collaboration.)	\$350	Costs include \$200 for refreshments and \$150 meeting supplies including flipcharts, easels, nametags: \$350 x 2 = \$700	\$700
Conduct the qualitative portion of the baseline community food assessment including connecting with the Orange County Family Success Alliance and working directly in the two zones to assess food insecurity via stipends to graduate students.	\$20	10 hours/week for 4 weeks = 40 hours	\$800
Provision of childcare to facilitate wide participation in council meetings, community forums, or workgroup meetings as needed	\$30	\$30 for on-site child care per community forum and council meeting (14 total instances)	\$420
Training for council members on democratic governance and consent-based decision-making and racial equity	\$2000 for governance training provided by the UNC School of Government, \$5000 for Racial Equity Training provided by Dismantling Racism	\$2000 + \$5000	\$7000

	Works or the Racial Equity Institute		
Translation services provided by CHICLE	\$55	Burmese/Karen live translation services provided by CHICLE required for two meetings at the rate of \$55 an hour for minimum of 2 hours. \$55/hour x 2 hours x 2 meetings = \$220 x 2 (Burmese and Karen) <i>*Note, we have in-kind funding from UNC to cover Spanish translation.</i>	\$440
Interpretation services provided by CHICLE	\$50	Document translation for up to 5 pages of documents, \$50 per page x 5= \$250 x 2 (Burmese and Karen) <i>*Note, we have in-kind funding from UNC to cover Spanish interpretation.</i>	\$500
Communication/marketing including graphic design to produce a logo and reproduction of copies, printing of meeting materials	\$100	\$100/month x 12 months	\$1200
Transportation to statewide events such as county food council convenings and to council meetings to facilitate wide participation	\$150	\$150/month x 12 months	\$1800
		Total:	\$32,060

Orange County Community Food Assessment *Executive Summary*

The Community Food Assessment is a compilation of data offering a holistic view of the state of Orange County's food system, with the goal of understanding how the Orange County Food Council may support a socially, economically, and environmentally just food system that provides safe, culturally appropriate, and nutritious food.

Our food system is a complex and interwoven network that includes the following components: production, processing, distribution, consumption, and food waste management. The assessment used this framework alongside the Whole Measures Framework, adapted from the Center of Whole Communities, to guide data collection and analysis. Data was compiled in Fall 2015, primarily from public resources as well as qualitative interviews with key stakeholders.

Key Findings

Growing Food: Production

Orange County enjoys a long farming history, but the nature of agricultural production has changed over time. The number of farms increased while the size of farms and total farming acreage declined. Types of produce and profitability are changing as local food systems gain support. Farmers themselves are older, and are relatively a homogenous demographic. The rural buffer in Orange County is a tremendous asset for farmers and farming, and supports high air, water, and soil quality, although more data to monitor the quality would be beneficial.

Preparing Food: Processing and Distribution

This report focuses on Orange County yet a regional perspective is needed to fully understand processing and distribution. A handful of local operations provide produce and meat processing or distribution/aggregation services. Orange County currently supports food business development through incubators and grant programs. However, this area of the food system has growth potential, particularly for poultry processing and additional distribution infrastructure.

Consumption: Eating Food & Selling Food

Orange County is consistently ranked among the healthiest in North Carolina. Diet-related health outcomes such as obesity and diabetes improved recently and food insecurity in Orange County is relatively low, though a substantial proportion of food insecure individuals are ineligible for SNAP (formerly known as food stamps). The percentage of households receiving SNAP increased dramatically over the last 15 years, mirroring national trends, though the proportion remains low relative to the rest of North Carolina. Both schools districts in Orange County saw an increase in the proportion of students receiving free and reduced lunch, but the need is greater in rural Orange County schools. Additionally, summer lunch programs have expanded yet still have trouble reaching all children in need. The majority of Chapel Hill/ Carrboro is a classified food desert, and many more households are located in low income, low access areas within the county. Programming improved for services providing fresh foods for low-income households, particularly targeting recipients of Supplemental Nutritional Assistance Program (SNAP).

Both demand and availability of local food increased in Orange County. Direct-to-consumer markets, such as farmers markets and community supported agriculture arrangements (CSAs), have and continue to grow. Traditional retailers are interested in selling more local food to meet this demand, though infrastructure is still lacking. Despite the avenue of selling food, promotion and access to healthy food for consumers is still a concern.

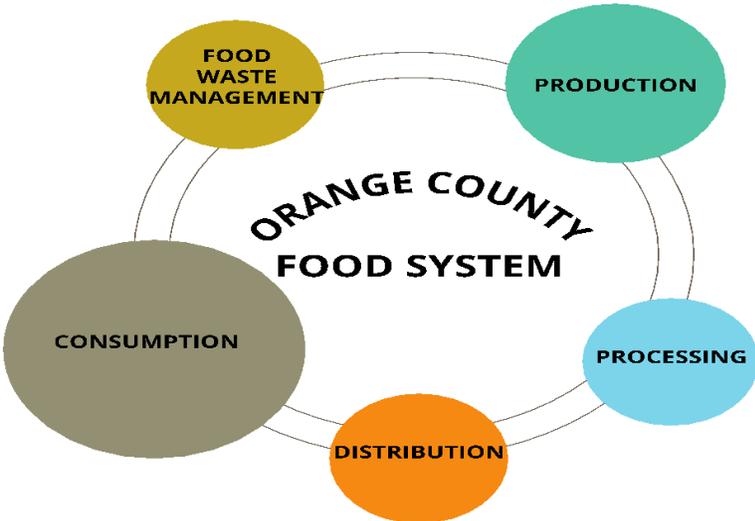
Composting Food: Food Waste Management

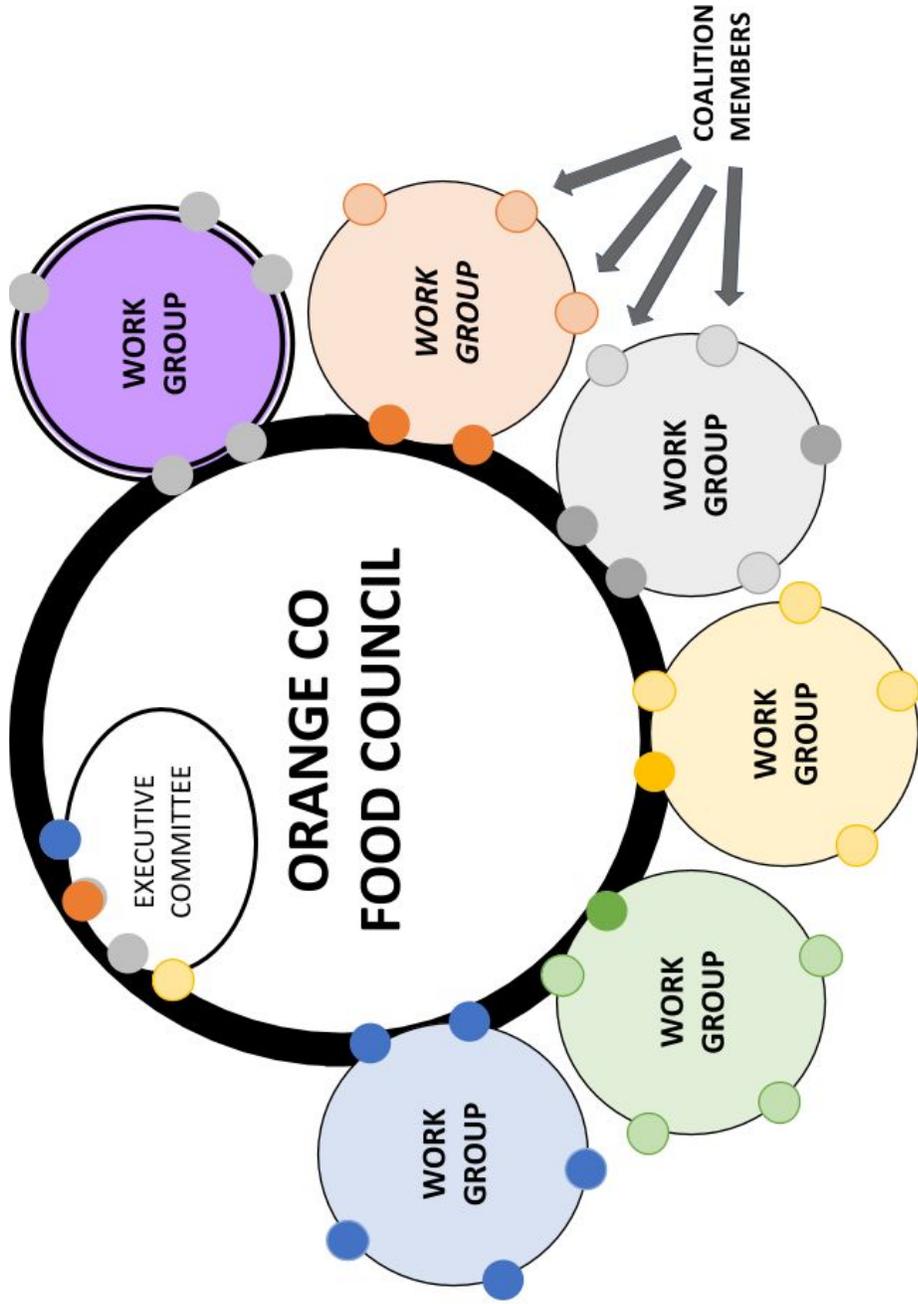
Orange County does not have a county supported composting service, but residents have access to privately run composting services. Other waste reduction programming includes a district wide composting program at schools, composting at select grocers, and event specific initiatives.

Additional Findings:

Our food system exists within a larger institutional framework made up of organizations and policies that shape all aspects of the food system’s inner workings. Orange County programs and policies working to create a more viable and equitable food system include: community-based organizations working with local farmers and retailers to connect food insecure households with fresh foods; policies promoting economic growth in agriculture and food entrepreneurship; and school initiatives such as gardens and farm to school programs. The Orange County Food Council would join this infrastructure as a collaborative network between these key stakeholders already engaged in the health of the food system and the community.

Food System Schematic:





COUNCIL MEMBERS

Executive Committee:
 Jenn Weaver, Co-Chair
 Cyril Murphy, Co-Chair
 Eva Bailor, Administrator
 Coordinator/Facilitator

Elected Officials:

- 1 Chapel Hill - Sally Green
- 2 Hillsborough - Jennifer Weaver
- 3 Carrboro - Sammy Slade
- 4 Orange Co - Barry Jacobs
- 5 Ag Preservation - Ken Dawson

At Large

- 6 Ashley Mercer*
- 7 Cyril Murphy*
- 8 Molly DeMarco*
- 9 Stan Holt*
- 10 Eva Bailey
- 11 Julia Sendor
- 12 Mike Ortosky*
- 13 Patrick Mateer
- 14 Trevor Barhydt
- 15 Valerie Green*

(*Task Force Members)

[Responsibilities and Agreements of members:](#)

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 2016

Department: Planning

Public Hearing: Yes No

Date of Public Hearing: _____

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 a resolution establishing a preference for payment in lieu of construction of sidewalks for projects fronting on South Churton Street from Orange Grove Road to I-40 in acknowledgement of the pending widening project by NCDOT

Attachment(s):

Draft resolution and map

Brief Summary:

The UDO requires many development and redevelopment projects to construct sidewalks as part of their project. Until the construction drawings are completed for the South Churton Street widening project by NCDOT, the final location for sidewalks in this corridor is uncertain. Since this is an ordinance requirement that allows the permitting issuing authority to take matters into consideration, the board adopting a policy for payment-in-lieu for a short period provides direction and support for the town to accept and encourage payment-in-lieu rather than construction.

Action Requested:

Approve resolution, including the amendment to the fee schedule.

ISSUE OVERVIEW

Background Information & Issue Summary:

While the town should not need to financially participate in the widening project, having the fees-in-lieu on deposit will be vital if this becomes a requirement. If not needed to supplement the NCDOT project, we will be able to use the funds to construct other sidewalks in the immediate vicinity to further our connectivity goals.

The current payment-in-lieu policy allows applicants to only pay 80%; given the high priority nature of this corridor, staff included language in the resolution to require 100% of the estimated construction cost.

Financial Impacts:

Staff Recommendations/Comments:

**Resolution Establishing Town Policy
To Prefer Payment-In-Lieu Of Sidewalk Construction
Along South Churton Street In Recognition Of
Pending Road Widening Project By NCDOT**

WHEREAS, The current NCDOT TIP includes full funding for a project identified as U-5845, the widening of South Churton Street from the Eno River to Interstate-40.

WHEREAS, Section 6.17 of the Unified Development Ordinance requires development projects to construct high priority sidewalks as part of their project

WHEREAS, The Community Connectivity Plan currently shows the majority of the South Churton corridor from the Eno River to Interstate-40 as a high priority sidewalk. The section south of Lafayette Drive is not so noted in the current plan as a majority of the adjoining property is not in the town's jurisdiction.

WHEREAS, The Community Connectivity Plan is being updated this summer as a project of the Parks and Recreation Board and Public Space division, and

WHEREAS, The construction plans for this road widening are not yet complete, so the final location of the sidewalk in this corridor is unknown. The town does not want to require applicants to construct sidewalks that are not aligned with this construction project

NOW, THEREFORE BE IT RESOLVED, by the Hillsborough Town Board of Commissioners, that, in consideration of the foregoing, it is the policy of the Town of Hillsborough to require applicants proposing development or redevelopment of property along South Churton Street from Orange Grove Road to Interstate 40 to make a payment-in-lieu of sidewalk construction rather than actual construction of a sidewalk if the project would otherwise require a sidewalk under the Unified Development Ordinance. This policy shall remain in effect until either (a) the widening of South Churton Street by NCDOT is complete, or (b) the construction drawings for the project are finalized so an applicant could construct the sidewalk in the final desired location, or (c) until changed by the Board of Commissioners. The Planning staff and Board of Adjustment may rely on this preference in reviewing development applications within their jurisdiction.

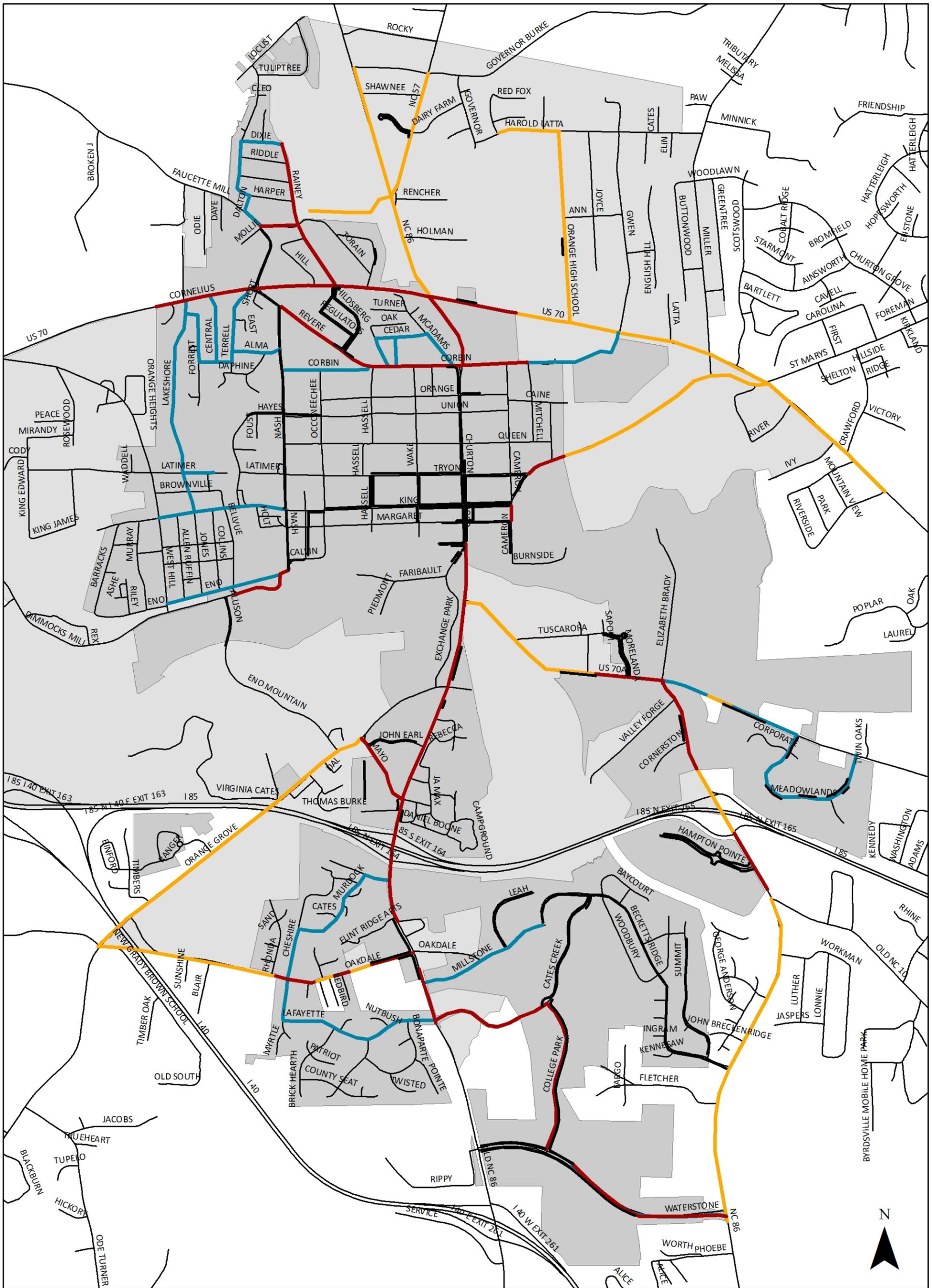
BE IT FURTHER RESOLVED that the Town's fee schedule is hereby amended to require applicants impacted by this policy to make a payment equal to 100% of the engineers estimated cost of construction rather than the 80% allowed for applicants not impacted by the policy.

Tom Stevens, Mayor

Attest:

Katherine M Cathey, Town Clerk

Date



Sidewalk Recommendations

- Existing Sidewalks
- High Priority Sidewalk Recommendations
- Low Priority Sidewalk Recommendations
- Orange County Sidewalk Recommendations
- Town Limits
- Extra Territorial Jurisdiction

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: August 8, 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:

Discussion and direction regarding proposed Planning Department work plan

Attachment(s):

Draft departmental work plan and memo

Brief Summary:

The Planning Department prepares a work plan on a regular and on-going basis. At certain critical junctions, we share this plan with the elected board for concurrence and information. During the budget preparation, the board identified 3 topics that were of high importance. These are reflected in the department work plan to the extent we have resources to address them.

Action Requested:

Direction, receive plan

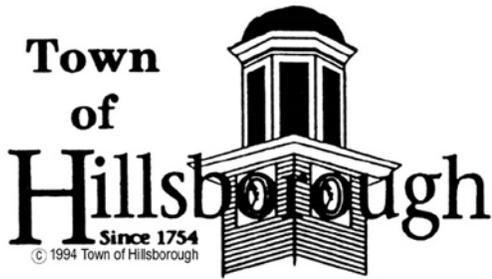
ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

These tasks are expected to be completed with the approved budget

Staff Recommendations/Comments:



Memorandum

TO: Mayor Stevens and Hillsborough Town Board members

From: Planning Department staff

Date: August 1, 2016

RE: Work Plan narrative

The planning staff have interpreted the direction from the town board to be: first handle development activity, but keep in mind connectivity, economic development, and affordable housing. To that end, we developed the attached plan for tasks during the upcoming 18 months that indicates what we think we can accomplish on those four fronts. Many of the tasks are color coded to align with one of the priorities. Development activity doesn't show up in the plan per se, but it impacts the time we have to focus on the items in the plan.

Connectivity

An update of the Connectivity Plan is underway by the Parks and Recreation Board. This will be ready for public hearing and adoption in January.

Construction of the downtown improvements and CMAQ sidewalk projects are both on tap for the coming year.

We will also be using MPO funds for some additional study of the connection needed over I-85 and to downtown from the train station.

Economic Development

Shannan has found many small ways to positively impact how the town is perceived and to generate interest in prime properties. Many of these tasks involve modernization of codes and improved communication.

Affordable Housing

The staff continues to try to identify ways to make the town more attractive to more affordable options and learn from our neighbors. Hillsborough's market is quite different from Chapel Hill's and Carrboro's so we have to consider the impacts of significant policy changes.

New Directions

There are four items in the plan that we would appreciate specific board support for. While we appreciate the board allowing us to manage our time ourselves, these tasks are in some ways a departure from normal operations and we just want to be up-front before beginning.

Strategic plan for downtown – See more information in the closed session item.

Service Agreement with Orange County Inspections – the more Shannan coordinates with new businesses & Inspections, the more we are hearing that we should be asking for higher quality service as part of our contract. The processes (or lack thereof) in the inspections divisions are not providing the customer service we want for folks who are looking to make investments in the community. The issue is not one of strictness, it's one of unpredictability and time. As the town has a contract with the county, it is reasonable for a staff to staff level conversation about expectations and roles. We will exhaust those options before involving the elected officials.

Update review processes – We are investigating what other development review processes exist that might work better than the current Special Use Permit and master plan processes. The SUP process isn't generating the flexibility intended – the boards are granting waivers for mediocre development because applicants prefer not to comply. We are looking at methods that give the board conceptual approval on the front end and convert the detailed review to staff who cannot grant waivers. The amount of volunteer and elected time spent on development review is significant and staff perceives there may be some fatigue at the board levels. Applicants seem rather excited when I describe the master plan process and then a little incredulous when I say they comeback through the same process for each development tract. We are looking for a staged process so that the one and two acre sites are simple to own & grow (rather than coming through 3 SUPs like Leland Little), but there big sites are adequately reviewed and vetted. I want to check in on the acceptability of this before chasing it too far. This will require a chunk of Bob's time as well.

Advisory Board consolidation – we've asked this before, but we need to try again. We have a number of boards (parks, cemetery, tree) doing closely similar things & sending staff on wide ranging projects that aren't tied to the strategy map because it's what they want to do & what they feel is important. The energy needed to support these boards is significant. Many of the tasks the boards are working on are better handled by local clubs that don't need town support.

DRAFT
Planning Dept. Work Program

July 2016

Project	July	Aug	Sept	Oct	Nov	Dec	Jan-17	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Discussion with Utilities about hot box location																		
Connectivity Plan Update																		
Rental deposit assistance investigation																		
New Planner - recruit/hire/train																		
On-going UDO updates																		
Regulate temporary uses																		
Good Repair standards to the UDO																		
Non-conforming characteristics																		
Train Station design solicitation																		
Strategic plan for downtown in light of redevelopment potential																		
Update review processes to limit SUP & increase by right																		
Town Hall Campus renovation could start																		
Amendments for Accessory dwellings																		
Service agreement discussions with Orange County Inspections																		
Discussion of priorities for expending payment in lieu funds																		
CMAQ 2012 - design/construction Design Complete: 9/15/15 Construction Complete 6/30/16																		
Downtown access - construction																		
Sidewalk dining updates																		
Advisory Board consolidation																		

Economic Development

Affordable Housing

Connectivity