



TOWN OF HILLSBOROUGH

Hillsborough Board of Commissioners Agenda

7 p.m. October 10, 2016

Town Barn, 101 E. Orange St.

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

1. PUBLIC CHARGE

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

2. AUDIENCE COMMENTS REGARDING MATTERS NOT ON THE PRINTED AGENDA

3. AGENDA CHANGES & AGENDA APPROVAL

4. PRESENTATIONS

- A. Introduction of Police Officer Nicole Brinkley and public reaffirmation of her Oath of Office
- B. Employee Innovation and Customer Service Awards for FY16
- C. Economic Development and Tourism Quarterly Report

5. COMMITTEE REPORTS (CRITICAL)

6. REPORT FROM THE TOWN MANAGER

7. DEPARTMENTAL REPORTS

8. ITEMS FOR DECISION – CONSENT AGENDA

- A. Minutes of the September 12, 2016 Board of Commissioners Regular Meeting and Minutes of the September 12, 2016 Board of Commissioners Regular Meeting Closed Session
- B. Miscellaneous budget amendments and transfers
- C. Tourism Development Authority expenditure request for up to \$15,000 to professionally design and print an official Hillsborough Visitors Map and Hillsborough Visitors Guide

- D. Financing the purchase of equipment for Public Works and authorization to issue a PO prior to the receipt of financing
- E. Arbor Day Proclamation

9. ITEMS FOR DECISION – REGULAR AGENDA

- A. Request from Stratford Land to allow for the construction of a median break in Waterstone Drive to allow for left turns between Old NC 86 and College Park Road
- B. Space Needs Assessment Update
- C. Hot Topics for the Oct. 24, 2016 Board of Commissioners' Work Session

10. CLOSED SESSION

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the Town Attorney in order to preserve the attorney-client privilege (Colonial Inn)
- 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

11. ADJOURN

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: October 10, 2016
Department: Police
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Chief Duane Hampton

ITEM TO BE CONSIDERED

Subject:

Introduction of Police Officer Nicole Brinkley and public reaffirmation of her Oath of Office

Attachment(s):

Brief Summary:

Recent graduate of Orange County's 1st BLET, Nicole Brinkley will be introduced to the board and she will publically reaffirm her Oath of Office as administered by the Mayor.

Action Requested:

N/A

ISSUE OVERVIEW

Background Information & Issue Summary:

N/A

Financial Impacts:

N/A

Staff Recommendations/Comments:

N/A

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: October 10, 2016

Department: Administration

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject:

Employee Innovation and Customer Service Awards for FY16

Attachment(s):

- Guidelines for making awards
- Summary of FY16 award winners

Brief Summary:

This is the eighth year of the Town's Innovation and Customer Service Awards Program. Nominations are made throughout the year to recognize employee contributions that have gone beyond the normal call of duty and that serve as examples to their fellow employees. The Awards program review committee consisted of Commissioner Jenn Weaver, Commissioner Brian Lowen, citizen Holly Reid, Utility Maintenance Technician Ethan Oles, HR Director/Town Clerk Katherine Cathey, HR Analyst/Deputy Town Clerk Sherri Ingersoll, Management Analyst/Assistant PIO Jen Della Valle, and Town Manager Eric Peterson.

Action Requested:

Recognize employees for outstanding efforts.

ISSUE OVERVIEW

Background Information & Issue Summary:

None

Financial Impacts:

N/A

Staff Recommendations/Comments:

None

Town of Hillsborough

INNOVATION & CUSTOMER SERVICE AWARDS PROGRAM

Purpose:

1. Recognizing employees for exceptional contributions, ideas, and efforts that have resulted in superior service being provided to the citizens of Hillsborough.
2. Citing noteworthy examples of innovation and customer service to share success stories throughout the organization and community, thus making it easier for others to build upon these achievements.
3. Rewarding employees for outstanding contributions and making on-going improvement a part of the organization's culture.

Nominations: Are made for exemplary efforts in the areas of customer service and innovation. Nominations can be made by anyone (e.g., co-worker, supervisor, department head, an employee in another department, citizen, appointed or elected officials, and an employee can nominate themselves). Nomination forms can be obtained from Management Analyst Jen Della Valle, the town intranet, and the town's website. The deadline for accepting nominations for this fiscal year is **July 22, 2016**.

Eligibility: Employees are eligible for multiple nominations and can be nominated for efforts in both areas (customer service and innovation). All part-time and full-time employees are eligible for the awards program. Note: the town manager is not eligible for participation. A nomination can be for an individual or multiple employees. The definition for each award category is listed below:

Innovation:

Any idea, program, or effort where the implementation results in improving the efficiency, effectiveness, or responsiveness of a town service/operation. An innovation can also be an idea that addresses a major community need, strategic priority, or town-wide objective listed on the town's strategy map/balanced scorecard. An innovation is generally described as an improvement that changes the processes or way in which something has been done in the past (i.e., excelling well beyond the current practice).

Customer Service

A customer can be widely defined (e.g., a citizen, business operator, tourist, co-worker, advisory board, department, vendor, other government or non-profit agency, etc). A few examples of customer service include 1) assistance to a citizen in need, 2) implementing an idea that improves communications and the provision of critical information to the public, and 3) providing assistance to co-workers/other departments beyond the normal call of duty. Customer service items are generally considered either "actions" or changes that impact the quality of service a citizen receives.

Review Committee and Awards: The town manager will appoint a committee to review the nominations and recommend awards based on the merits of each award submission. The committee will consist of a combination of 3 to 4 management team members, an elected official, and an advisory board member or citizen. The Review Committee will make decisions on the following awards for both the Innovation and Customer Service categories:

- Gold Award - \$500, award, and one day of vacation leave
- Silver Award - \$250 and award
- Bronze Award - \$100 and award
- Honorable mentions – certificate

In addition to individuals, awards can be given to a team or group. Each member of the team/group will receive the award as if they were an individual (i.e., if a team of three employees wins the Distinguished Innovation award, then they will each receive \$500, the custom award, and a day of vacation leave.

FY16 Innovation & Customer Service Awards

Innovation Awards

Silver – Utility Maintenance Technician Tyrone Hodge voluntarily undertook a project to GPS the town's estimated 6,400 water meters, rather than have an outside consultant perform the work. This project took 2 ½ years to complete, saved the town about \$64,000 and provided a unique training opportunity for Tyrone. This data feeds into the town's Utility Cloud, an operations management system, which will benefit the town in the years to come.

Silver – Stormwater Manager Terry Hackett worked closely with the Utility Cloud vendor to migrate engineered stormwater control measure data into Utility Cloud. Terry created workflows that allow for online data management and streamline the site inspections processes, saving the town an estimated \$25,000 in consultant fees to develop a system. Automation of these inspections has improved efficiency and reduced the time it takes to complete an inspection by approximately 30 percent.

Bronze – Police Officer Jason Dimitri recommended that the police department develop a bicycle safety recognition program, rewarding local children for wearing bicycle helmets. Senior Corporal Tereasa King implemented this idea, promoting the program, securing sponsorship from McDonald's and designing the award certificates. This program is a wonderful example of proactive positive policing – increasing the number of positive interactions between officers and the community.

Bronze – Police Corporal Keith Bradshaw implemented a program called "Drop in a Hat" to collect donations for Special Olympics. This program raised over \$1,000 in about 2.5 hours, and expanded the donation efforts for the police department's involvement in this charity.

Customer Service Awards:

Gold – Stormwater Manager Terry Hackett took on the monumental task of compiling and writing the town's stormwater utility analysis, and developing an extremely successful public outreach campaign for the new stormwater fee. Terry did an outstanding job presenting at town board meetings and public hearings and responding to the public's concerns, which enabled the new fee to be adopted with little controversy.

Gold – Police Corporal Danotric Nash regularly provides money and assistance for struggling members in the community. He consistently helps by providing meals, letting others use his phone, buying Christmas gifts for children, and supporting the police department's efforts aimed at helping the community. Last month, his generosity was recognized on the police department's social media. While serving an arrest warrant on a woman with an infant, he learned that the mother did not have any baby formula and that she did not have any money for food. Following the visit to the magistrate's office, Corporal Nash met the woman at the drug store and personally purchased formula for her child.

Silver – Police Sergeant William Parker, Corporal Danotric Nash, Officer First Class John Kempf and Officer William Felts purchased new bicycles and helmets out of their own pockets for four children when their bikes were stolen. This selfless effort helped to foster trust in the community and set a strong example of the department's commitment to Hillsborough residents.

Silver – Project Planner Stephanie Trueblood, Assistant Public Works Supervisor Craig Tollison, Crew Leader Dustin Hill, and Equipment Operators Curtis Watkins and Graham Dodson provided invaluable support to the Stickwork project installation, which is an ongoing attraction in downtown Hillsborough. By providing logistical support, equipment and labor, the employees saved the Arts Council money that had not been budgeted to support the art installation, helped ensure that the event left a positive reflection on the town, and protected the safety of participants and the area along the Riverwalk greenway.

Silver – Web Developer/Assistant PIO Jonathan Rickard worked extensively for over a year to revamp the antiquated town website into a streamlined and more efficient design. This project reduced the hosting costs for the website, made it more user-friendly for the public, made it easier for employees to update content and it is more accessible for the disabled.

Bronze – Administrative Support Specialist Jamie Johnson’s regular duties were greatly expanded over the course of four months as she researched board actions between 1977 and 1993 related to a drainage feature located on a property being developed as a cemetery at a local church. This research was in response to neighboring property owner complaints of the town’s responsibility for maintenance as a result of negotiated easements. The research ultimately found that the town had never agreed to take over maintenance of the drainageway in question; more importantly, this is an excellent example of how employees go above and beyond their normal duties to serve Hillsborough residents.

Bronze – Backflow/FOG Specialist Troy Miller put his regular job on hold for a month and assumed additional duties to help the line crew flush hydrants in a timely manner. This additional effort allowed the spring flushing to be completed on schedule.

Bronze – From October to May 2015, Utility Maintenance Technicians Waddell Jacobs, Lacy Painter and Keith Scarboro, Utilities Mechanic Scott Smith, Utility Inspector Nathan Cates and Backflow/FOG Specialist Troy Miller exemplified interdepartmental coordination by assisting the meter readers with monthly water disconnections to stay on schedule despite staff shortages. In addition, these members of the line crew assisted the Streets Division following inclement weather in January.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: October 10, 2016
Department: All
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	7	
<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

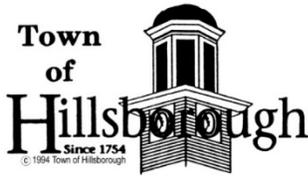
Action Requested:
Accept reports

ISSUE OVERVIEW

Background Information & Issue Summary:
n/a

Financial Impacts:
n/a

Staff Recommendations/Comments:
n/a



**ADMINISTRATION DEPARTMENTAL REPORT
October 2016**

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

Meetings

- Orange County Health Department Nutrition Services (9/1/16)
- Board of Commissioners regular meeting (9/12/16)
- Innovation and Customer Service Awards committee (9/13/16)
- Wellness Team (9/15/16)
- Hill, Chesson and Woody (9/23/16)
- Safety Committee (9/26/16)
- Local HR Directors (9/30/16)
- 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

- Employee Health Fair (9/7/16)
 - Approximately 70 attendees
 - 36 vendors
 - 41 health assessments completed
 - 40 flu vaccines provided
- New Employee Orientation (9/12/16)

Recruitment and Selection

- Police Officer
 - Recruitment opened (1/2/15)
 - Recruitment ongoing (131 applicants to date)
 - 12 offers accepted
- Planner
 - Recruitment opened (8/11/16)
 - Recruitment closed (8/31/16) (31 applicants)
 - Interviews to be scheduled
- Utility Maintenance Supervisor
 - Recruitment opened – internal candidates only (8/29/16)
 - Recruitment closed (9/11/16) (3 applicants)
 - Offer accepted; start date 10/17/16
- Wastewater Laboratory Supervisor
 - Recruitment opened (9/20/16)
 - Recruitment to be closed (10/10/16) (9 applicants to date)

Pay and Benefits

- Biweekly payroll (2)
- Classification and Compensation study

Wellness

- Health fair
- Wellness mini-grant program

Performance Evaluation

- Provided ongoing support for NeoGov performance evaluation system
- Updated templates for FY 2016-17 evaluations

Professional Development

- Introduction to Local Government Finance/Clerk Certification Institute (8/30-9/2/16)/Sherri
- Hillsborough University Creative Writing class (9/8/16, 9/15/16)/Sherri
- 2016 IPMA-HR International Training Conference and Expo (9/18-9/21/16)/Katherine
- Carolina Star annual conference (9/14/16)/Sherri

Miscellaneous

- Employee Handbook updates
- Ongoing implementation of contract and agenda/minutes scanning project
- Developing employee safety training requirements per position
- Working on draft proposal for Carolina Star program

Public Information Office Report: September 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-Sep — Hillsborough Citizens Wanted for Animal Services Board
 - 2-Sep — Reminder: Sign up for Emergency Notification System
 - 9-Sep — Town Facility Renamed in Honor of Longtime Employee
 - 12-Sep — Downtown Streets, Riverwalk to be Affected by Hog Day Festival and 5K
 - 13-Sep — Board of Commissioners Meeting Summary
 - 14-Sep — Police Investigating Break-ins of Unlocked Vehicles
 - 23-Sep — Hillsborough Seeks Volunteers for Tourism Board
 - 26-Sep — Learn About Hillsborough Departments and Boards at Last Fridays
 - 27-Sep — Hillsborough Seeks Volunteers for Tourism Development Authority
 - 29-Sep — Traffic to be Affected by Half Marathon
 - 29-Sep — Nighttime Utilities Work Planned for N.C. 86
 - 30-Sep — Town Adds Division Focusing on Public Space
 - 30-Sep — Hillsborough Producing Quality Drinking Water, Offers Note on Filters
- As of Oct. 2, subscriptions are:

- News releases — 697
- Meeting notices — 405
- Bid postings — 353
- Water supply status updates — 672

Website/Intranet

- Created Public Space Division page.

Social Media

- Made 25 Facebook posts and 24 tweets.
- As of Oct. 1:
 - Facebook: 1,749 likes
 - Twitter: 784 followers
 - YouTube: 191 subscribers (increase of 49)

Government Access Channel/Videos

- Completed filming for paving video and creation of slides for use in the video. Made first edits.
- Made edits to two videos on the town budget (overall process and FY17 highlights).
- Continued looking into changes in regulations for PEG channels
- Added bilingual information videos on Orange County schools and housing bonds to government access channel.
- Video segment producer set up new camera equipment.

Other Work

- PIO started teaching eight-week practical writing course for town and Orange Rural Fire Department employees. Four of the weekly classes are complete.
- Created two-page, fall citizens newsletter for inclusion in the October water and sewer bills. Started an electronic version to be distributed in early October.
- Created brochure regarding Citizens Academy, advisory boards and communication for use at Last Fridays downtown arts event.
- Took photos of hydrant flushing, sewer outfall work, guest at practical writing course, and newly planted chestnut trees and informational sign for use in citizens newsletter, social media and other means.
- Obtained photos for use in news release on Inter-City Visit.

Meetings/Events/Training

- PIO completed six-week course on Microsoft Outlook.
- Assistant PIO/web developer attended sign dedication renaming old water plant on Sept. 8 and took photos for communications use.
- PIO met with Tree Board member on Sept. 13 for information on chestnut trees plantings and Arbor Day celebration.
- PIO attended Toastmasters meeting on Sept. 15.
- Met for monthly staff meeting on Sept. 21.
- Assistant PIOs staffed an administration booth during Last Fridays on Sept.

Safety and Risk Management Officer Monthly Report
August 2016

Meetings Attended/Conducted

- Semi-monthly department meeting
- Monthly Safety Committee meeting
- Conducted Annual Safety Shoe event
- Conducted town-wide annual fire extinguisher audit

Training Attended/Conducted

- Monthly Safety Trainings
- Playground random inspection training
- Attended Carolina Star annual conference

Site inspections

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

Miscellaneous

- Completed 3rd quarter random drug screens
- Received AEDs-assorting and distributing to new locations
- Worked on employee training schedule
- Working on Active Shooter program/training
- 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 facility at hwy 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
OCTOBER 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 August. Our sludge management program is in good condition.
Sewer Spill Summary	-	The Town had no reportable collection system sewage spills since my last report (one so far in 2016). There have been no reportable spill/bypass events at the WWTP in 2016.
West Fork of the Eno Reservoir	-	The reservoir is full, with approximately 368 days of supply remaining. The current overflow is meeting the minimum release for October of 1.0 cubic feet per second (0.646 MGD).
WFER Phase 2 Design Project (FY16)	\$ 1,237,000	A municipal agreement is currently being negotiated between the Town and NCDOT to determine responsibilities and cost sharing of the Efland-Cedar Grove Road realignment and raising, with construction planned to begin in 2016. The Town's share of project funds will be due to NCDOT upon contract award (approximately \$500k to \$600k). The road improvements design work for Mill Creek Road and Carr Store road is ongoing. 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 2017. Project construction is included 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). Construction is expected to begin in mid-2017.
Total Trihalomethanes (TTHM) Compliance	-	The 3rd Quarter 2016 testing was performed in mid-August. These results are 5 parts per billion (ppb) higher than the 2015 3rd Quarter, increasing our 3rd Quarter average to 69 ppb, which makes our current running annual average increase to 56 ppb (up by 2 ppb, annual average limit is 80 ppb). The Town remains compliant with TTHM levels. 4th Quarter 2016 testing is scheduled for mid-November.
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 1.465 MGD. Lake Orange is full.
Water System Flushing	-	The Fall water system flushing operations began on September 6th, and will continue through November.
"Unaccounted-for" Water	-	We will NOT have a Water Audit for FY16. Due to software issues, the Billing/Collections Department was unable to provide accurate data for several months, which compromised the integrity of the water audit. We had a few relatively large leaks repaired in August on Orange High School Road, Carriage Trail, South Nash Street, and in Gateway Village. Miscellaneous repairs have been proceeding as needed.
Miscellaneous Water Projects	-	A short connection and road crossing on NC 86 North at the BP station will begin construction on October 3rd (was delayed due to scheduling difficulties, will have the right turn lane from US 70 West onto NC 86 North shut down temporarily at night to complete the first part of 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	The utility easement for the proposed water meter vault at Davis Road has finally been acquired (on September 28th). 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 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 complete, final payment is being negotiated (due to contractor delays), and close-out paperwork is being prepared. 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.
NC 86 (South) Water Improvements	\$ 90,000	Surveying and design work is proceeding to extend an 8" water line from the I-85 water line crossing near Orange Mobile Estates to the entrance to Hampton Pointe. Extension will enhance flow to and from the Waterstone Tank and areas north of I-85.
Sewer Rehabilitation & Repairs and Eno River Outfall	\$ 250,000	The sewer relining along the Eno (and Riverwalk) was completed in January. Some additional sewer relining will be done later this fiscal year further down the river near the WWTP (contractor difficulties has caused delays, & we are seeking new contractor). 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 one branch sewer near the Post Office was completed in late November 2015.

TOWN OF HILLSBOROUGH
2016 SEWER SPILL SUMMARY (as of October 3, 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 (October 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>				100%	<ul style="list-style-type: none"> • All work is complete. Final payment is being negotiated (due to contractor delays and liquidated damages), and close-out paperwork is being prepared. • 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 <i>in October</i>). • Project delays due to easement acquisition & crew workload are not problematic. • <i>The meter site easement has been attained as of September 28th.</i>

<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 which expanded project scope.</i></p>					<ul style="list-style-type: none"> • Construction of new meter vault will begin later this year, 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>				89%	<ul style="list-style-type: none"> • <i>Draft municipal agreement with NCDOT received and is under negotiations for Efland-Cedar Grove Road project.</i> A budget amendment will 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 to mid-2017. • Right-of-way is being acquired by NCDOT for Efland-Cedar Grove Road project. • 404 permit revisions were approved in June 2016, which covers the entire Phase 2 project. Timing was driven by need to proceed with Efland-Cedar Grove Road realignment project. • 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>				45%	<ul style="list-style-type: none"> • <i>65% design drawings complete and reviewed with engineer on September 26, 2016.</i> • Clearing access plan was completed in late June. • Geotechnical design of the dam area began in April. • Site visits for development of the clearing plan began in February, with help of a forestry consultant. Timber values and clearing costs are being determined. • Civil design work began in mid-September 2015. • The final design contract with Schnabel Engineering South, PC for dam & clearing design, contractor prequalification, and bidding services was approved on September 14, 2015.

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



FINANCE DEPARTMENTAL REPORT FOR SEPTEMBER 2016

SUMMARY OF ACTIVITIES:

Daily Collections	\$	705,291.62
Tax & Vehicle License	\$	211,137.80
Solid Waste Disposal Tax	\$	-
Beer & Wine Receipt	\$	-
Franchise Tax	\$	144,348.63
Sales & Use Tax	\$	124,043.63
	\$	<u>1,184,821.68</u>

Expenditures: General Fund/Water Fund \$ 1,030,861.30

FINANCE:

- Compiled and submitted all monthly reports.
- Issued 40 purchase orders.
- Processed 408 vendor invoices, issued 213 accounts payable checks.
- Collected and processed 61 payments for food and beverage tax.
- Collected and processed 14 payments for fire inspection fees and permits.
- Prepared and mailed no delinquent fire inspection letters.
- Prepared and processed 2 payrolls.
- Issued 1 special event permits; collected no payments.
- Assistant Finance Director prepared 28 special event permits for Hillsborough Downtown

METER READING:

- Terminated 71 services and connected 158 new services upon request.
- Rechecked 203 meter readings, responded to no call backs.
- Installed 5 new meters, changed no old meters, performed 2 pressure tests.
- Identified 1 hydrant tampering and 5 meter tamperings.
- Changed 49 meter registers.

BILLING & COLLECTION:

- Corrected 147 bills that were rechecked before the 10-01-16 billing.
- Bills adjusted after 09-01-16: 32 leaks; 10 late fees; 1 pool; 2 miscellaneous.
- Prepared 5,624 water bills; processed 10 returned checks.
- Disconnected 85 services for non-payment, reconnected 59.
- Adjustments made for month: 445,064 gallons totaling \$6,717.99.
- Processed 1,396 utility bank drafts.
- Processed 0 debt set-off letters.
- Processed 833 on-line bill pays.

FINANCE DIRECTOR

- Conducted Audit check in Meeting September 1, 2016
- Conducted meetings with Fathom September 8 & 20, 2016
- Attended Board meeting September 12, 2016
- Conducted Supervisor's meetings September 13 & 27, 2016
- Participated in Same Day ACH Webinar September 13, 2016
- Participated in Wellness Committee meeting September 15, 2016
- Attended Meeting with Verizon Rep September 29, 2016

Finance
Departmental Report
September 2016
Due: Monday, October 03, 2016

Revenues

Collections:	\$ 703,615.69
NCCMT Interest:	\$ 1,675.93
Tax & Vehicle:	\$ 211,137.80
Solid Waste Disposal Tax:	\$ -
Alcoholic Beverage Tax:	\$ -
Franchise Tax:	\$ 144,348.63
Sales & Use Tax:	\$ 124,043.63
Total:	\$ 1,184,821.68

Expenditures

General & Water Fund:	\$ 1,030,861.30	Central Depository + NCCMT account
CPF:	\$ -	

Finance

Purchase Orders:	40	40 purchase orders
Vendor Invoices:	408	408 vendor invoices
A\P Checks:	213	213 accounts payable checks
Food & Bev. Pmts:	61	61 payments
Fire Inspections Fees:	14	14 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:	0	no payments
Last Fridays Permits	3	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
Hog Day Permits	28	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:	158	158 new services
Services Terminated:	71	71 services
Meter Readings Rechecked:	203	203 meter readings
Call Backs:	0	no call backs
New Meters Installed:	5	5 new meters
Old Meters Changed:	0	no old meters
Pressure Tests:	2	2 pressure tests
Hydrant Tamperings:	1	1 hydrant tampering
Meter Tamperings:	5	5 meter tamperings

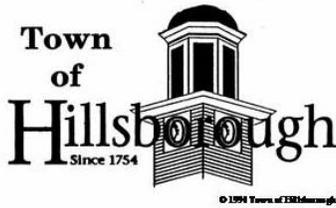
Meter Registers Changed:

49

 49 meter registers

Billing & Collections

Bills corrected before 10-1-16:	<table border="1"><tr><td>147</td></tr></table>	147	147 bills
147			
Bills adjusted after 9-1-16:			
Leaks:	<table border="1"><tr><td>32</td></tr></table>	32	32 leaks
32			
Late Fees:	<table border="1"><tr><td>10</td></tr></table>	10	10 late fees
10			
Pools:	<table border="1"><tr><td>1</td></tr></table>	1	1 pool
1			
Misc.:	<table border="1"><tr><td>2</td></tr></table>	2	2 miscellaneous
2			
Water Bills Mailed:	<table border="1"><tr><td>5,624</td></tr></table>	5,624	5,624 water bills
5,624			
Returned Checks:	<table border="1"><tr><td>10</td></tr></table>	10	10 returned checks
10			
Services Disconnected for non-pmt:	<table border="1"><tr><td>85</td></tr></table>	85	Disconnected 85 services for non-payment
85			
Reconnected:	<table border="1"><tr><td>59</td></tr></table>	59	59 services
59			
Adjustments for Sep-2016(Gal.):	<table border="1"><tr><td>445,064</td></tr></table>	445,064	445,064 gallons
445,064			
Adjustments for Sep-2016(\$):	<table border="1"><tr><td>\$6,717.99</td></tr></table>	\$6,717.99	
\$6,717.99			
Utility Bank Drafts:	<table border="1"><tr><td>1396</td></tr></table>	1396	1,396 utility bank drafts
1396			
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>833</td></tr></table>	833	833 on-line bill pays
833			



Planning Department Report September 2016

Advisory Board Activities

Board of Adjustment

The members discussed the continued conditional use permit request for Auto Patron Car Wash. The application was continued a second time as the applicant had not fully responded in writing to the board's inquiries.

Historic District Commission

The members reviewed Certificate of Appropriateness applications for N. Cameron St., S. Churton St., S. Hillsborough Ave., W. King St., and the right-of-way on West Tryon Street adjacent to 213 W. Tryon St. Additionally, the commission continued discussion of updates to the materials list.

Parks & Recreation Board

The members discussed the Connectivity Plan update and an update on Joint Advisory Board topics.

Planning Board

The members discussed potential text amendments to the Unified Development Ordinance impacting stormwater, non-conforming uses, and the permitted uses in non-residential districts.

Tourism Board

The members discussed a special projects and partnerships funding request for a book festival, created a sub-committee for development of marketing collateral and established a stakeholder list and meetings for the development of the Tourism Plan.

Tourism Development Authority

The members discussed their vacancy and tourism projects funding/partnership request.

Tree Board

The members discussed requests from the Cemetery Committee to remove Red Cedars at the south property line of the Margaret Lane Cemetery and to remove a Tree Board sign from the Margaret Lane Cemetery. Additionally, the board discussed fall 2016 plantings and plan for September Last Fridays.

Revenues Collected

Development Review fees	\$ 900.00	Code Enforcement Reimbursement	\$ 50
<u>Zoning Permits & HDC reviews</u>	<u>\$29,625.48</u>	Park Reservations	\$ 290
Planning Total	\$30,525.48		

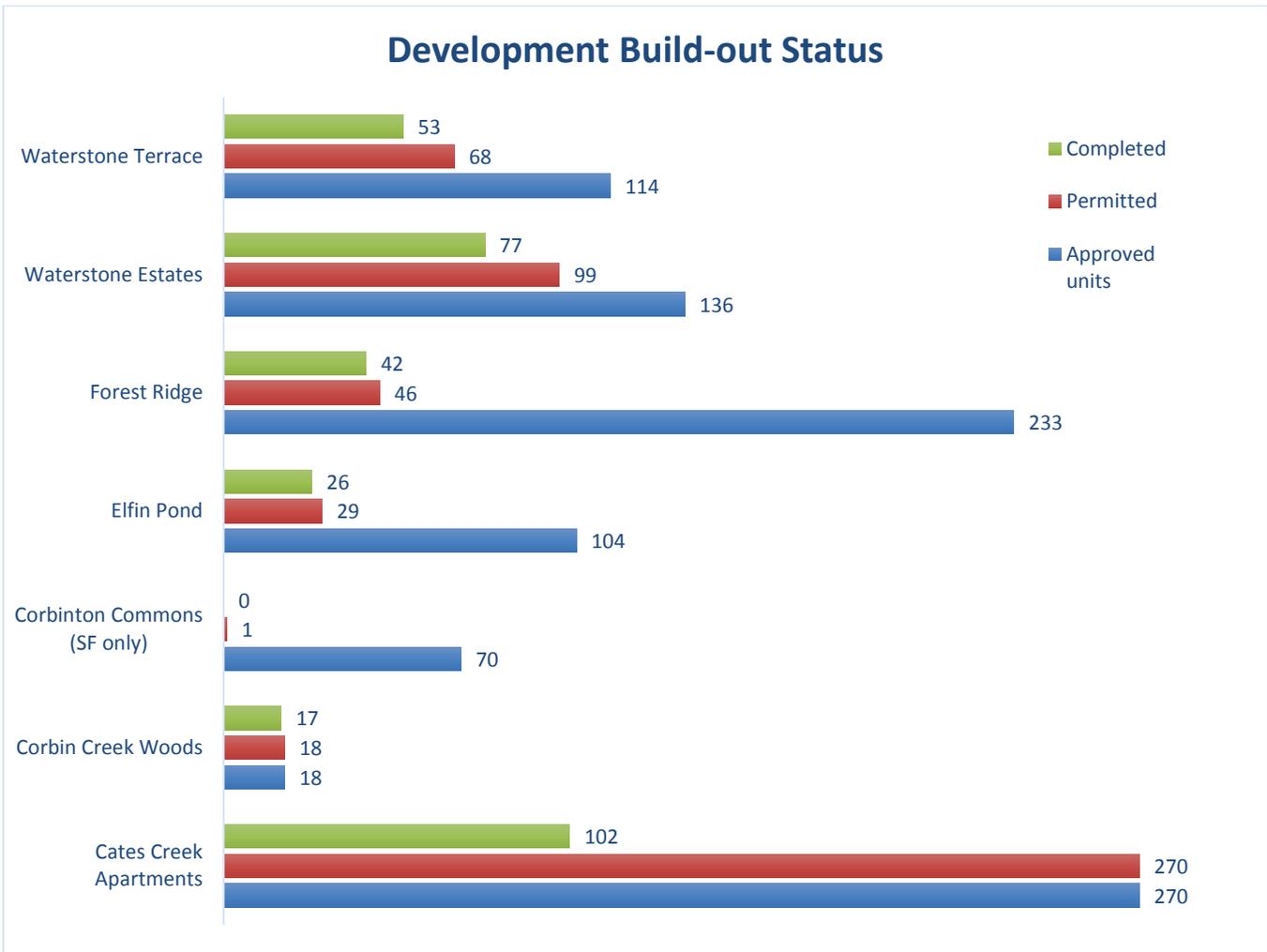
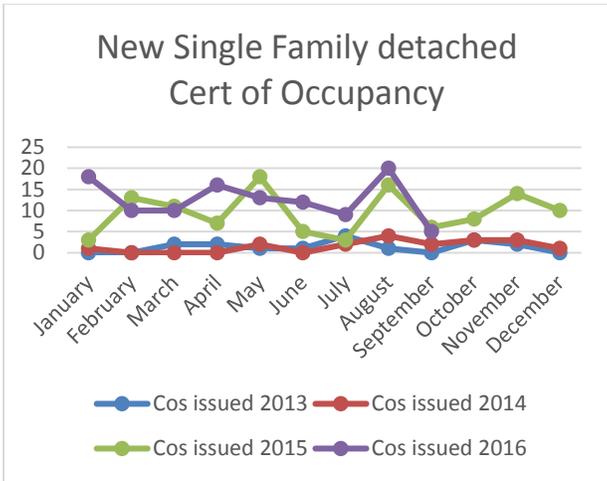
Other activity of note

Tom King completed 15 certificate of occupancy inspections and two other site visits. Please see the next page for an update on development activity.

Shannan Campbell held coordination meetings for Hog Day and the half marathon. She attended a conference on public finance and continued to work with local partners.

Stephanie Trueblood received the grant agreement from the state for our downtown revitalization funding. She coordinated the location of additional benches and trashcans downtown.

Margaret Hawth began recruiting for the new planner position and attended meetings with NCDOT about our TIP projects. She took the Lego exercise from the citizens academy to a class at Cedar Ridge and participate dint eh intercity visit to Boulder.



Hillsborough Police Department Monthly Report September 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	0	0
Rape	0	0	0	1	0	1	0	0	0				2	1	0
Robbery	1	0	0	1	2	1	0	0	1				6	3	10
Aggravated Assault	2	4	5	3	2	1	3	2	0				22	31	27
Burglary	2	2	4	5	6	5	3	6	6				39	59	39
Larceny/Theft	30	24	31	34	24	28	29	38	32				270	360	333
Motor Vehicle Theft	0	1	0	0	0	1	1	2	0				5	9	13
Total Part I	35	31	40	44	34	37	36	48	39	0	0	0	344	463	422
Other Offenses													2016	2015	2014
Simple Assault	9	13	8	4	11	15	8	13	10				91	170	152
Fraud/Forgery	5	7	4	2	3	4	3	6	1				35	49	43
Stolen Property	0	1	0	1	1	0	1	0	2				6	3	3
Damage to Property	7	9	7	12	7	12	9	8	3				74	91	93
Weapons Violations	0	1	0	0	2	0	1	0	0				4	9	8
Sex Offences	1	3	2	0	0	1	1	1	0				9	9	12
Drug Violations	3	2	2	5	12	4	7	7	3				45	34	35
Driving While Impaired	3	6	1	0	1	2	1	2	1				17	38	31
Liquor Law Violations	0	0	1	0	0	2	2	0	1				6	6	7
Trespassing	1	1	1	5	0	1	3	1	2				15	9	14
Domestic Related	6	15	5	8	8	11	6	9	6				74	na	na
Missing Persons	1	1	0	0	0	0	1	0	0				3	14	14

Summary of Select Offenses:

On 09/02/2016, a Breaking and Entering and Larceny were reported AT 127 James J Freeland Memorial Dr., Vulcans Forge. The suspect(s) gained entry with a pry tool causing \$600.00 in damage and took \$120.00 in cash.

On 09/03/2016, a Breaking and Entering and Larceny were reported at 373 JaMax Dr., It's New to Me. The suspect(s) gained entry by forcing a door open causing \$200.00 in damages and took guns, ammo, and cash valued at approximately \$1070.00.

On 09/03/2016, a Breaking and Entering and Larceny were reported at 376 JaMax Dr., Sidetracked Vintage. The suspect(s) forced open a door causing \$100.00 in damages and took a guitar case valued at \$75.00

On 09/05/2016, a Burglary was reported in the 200 block of Torain St. The suspect(s) took a window air conditioning unit valued at \$100.00.

On 09/12/2016, a Breaking and Entering and Larceny were reported at 101 Aurora Rd. A \$2,000.00 bathtub was reported stolen from a house under construction.

On 09/22/2016, a Breaking and Entering and Larceny were reported in the 400 block of Lakeshore Dr. A \$250.00 power saw was taken from an unsecured shed.

On 09/25/2016, a Robbery was reported in the 500 block of Riddle Ave. A pizza delivery driver advised a suspect took \$15.00 in cash from him.

32 Larcenies were reported at various locations including:

Hillsborough Police Department Monthly Report September 2016

- 4 larcenies were shoplifting related incidents at Hampton Pointe- Walmart.
- 2 Larcenies were shoplifting related incidents, 1 at Tractor Supply, 1701 NC 86 S. where an \$806.24 chainsaw was taken. 1 at Certified Auto Sales, 770 Cornelius St. where rims and tires valued at \$750.00 were taken.
- 2 Larcenies were tags taken from vehicles-1 in the 600 block of N Churton St. 1 in the 500 block of Tuliptree Rd.
- 14 Larcenies were from unlocked motor vehicles – 1 on Revere Rd where a purse containing various items was taken, all valued at \$2300.00. 2 vehicles on Childsberg Way, one missing \$5.00 in change and nothing taken in the other. 1 on Terrell Rd. where nothing was taken. 1 on Hillsborough Ave. where \$2.00 in change was taken. 2 on W. Corbin, one with a backpack and items valued at \$17.00, 1 with a purse and contents valued at \$205.00. 1 on N. Hassell where two phone charges valued at \$40.00 and \$1.00 in change were taken. 1 on W. Margaret with a purse and contents taken, valued at \$235.00. 1 on S. Churton where a phone and ID valued at \$310.00 were taken. 1 on W Tryon where medicine and alcohol were taken, valued at \$34.00. 1 at Nash and Kollock where two guns valued at \$500.00 were taken. 1 on Dimmocks Mill where a purse and contents valued at \$200.00 were taken. 1 on Eno where \$25.00 in gas was taken from a gas tank. Warrants are on file in connection with some of these cases – see the investigations summary for more details.
- 3 Larcenies were from locked motor vehicles– 1 on US 70A, where someone tried to pry the door open and nothing was taken. 2 on Mayo St. where the windows were busted-1 had a purse and contents valued at \$1,765.00 taken. 1 had a purse and contents valued at \$150.00 taken.

Narcotics/weapons related incidents:

- During the month of June, Officers recovered small amounts of marijuana and prescription pills on three different traffic stops.
- On 9/21 a suspect came to headquarters for questioning and during a subsequent arrest was found to be in possession of cocaine.

Hillsborough Police Department Monthly Report September 2016

ADMINISTRATIVE SUMMARY

Training

- Total Hours of Non-Mandatory training - 154
- Patrol Shift Training Conducted: 58 trainings conducted over 60 shifts (100%)

Complaints related to service or conduct:

- Complaint on an officer for using a derogatory term. Case was investigated and it was determined that the incident did not occur. NOT SUSTAINED.
- Complaint on an officer for a consensual encounter with a citizen behind Home Depot. Citizen was upset that he was awake in his vehicle, it was determined that the officer did not violate any policies or treat the citizen in any way deemed improper. NOT SUSTAINED.
- Complaint on an officer acting aggressive and unprofessional. Interview with the complainant and body camera footage showed the exact opposite. The complainant was the instigator not the officer. NOT SUSTAINED

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

- None

Commendations/Compliments Received:

-

Other Notable Events/Activities/Accomplishments

Hillsborough Police Department Monthly Report September 2016

PATROL SUMMARY

Patrol Activities 2016	July	Aug	Sep
DISPATCHED CALLS	481	538	505
SELF INITIATED ACTIVITIES	413	344	351
TRAFFIC STOPS	148	108	138
TOTAL ENFORCEMENT			
On-View Felony Arrest/warrant issued	6	14	0
On-View Misd Arrest/warrant issued	24	24	11
Warrants/OFA/Summons Served	29	38	20
Traffic Citations	55	29	43
Written Warnings	75	58	56
Parking Tickets	5	0	0
DRUG/GUN ENFORCEMENT DETAIL			
Felony Drug Charge	4	8	0
Misd Drug Charge	6	8	3
Currency Seizure	820	2100	0
Gun(s) Seized/Recovered	0	1	0
Schedule I Seized (gms)	0	0.6	.18
Schedule II Seized (gms)	0.96	8.15	.15
Schedule III Seized (gms)	0	0	0
Schedule IV Seized (gms)	0	0.5	.71
Schedule V Seized (gms)	0	0	0
Schedule VI Seized (gms)	96.6	27.4	.1

	July	Aug	Sep
TRAFFIC ENFORCEMENT DETAIL			
Injury Accidents investigated	1	3	4
DWI Arrests	2	2	2
Stopsign/Stop Light Violations	3	6	5
Speeding Citations	6	3	2
Other Traffic Citations	45	17	36
Truck Route Cits/Warnings	0	2	0
License Checks	0	3	2
Traffic Directed Patrols	3	0	5
COMMUNITY ENGAGEMENT			
Non-Traffic Directed Patrols	120	131	150
School Patrols	16	39	43
Downtown Foot Patrols	24	31	32
Preventative Contacts	1	4	5
Community Meetings / Events Attended	17	26	11
Community Project/Problem Solved	0	0	2

**Corrections were made to some previous month's data due to data entry errors that were identified.*

Other Notable Events/Activities/Accomplishments

9/10- Officers worked in the Fairview Community Garden workday. Chief Hampton, Lieutenant Simmons, Sergeant White, Sergeant Winn, Corporal Bradshaw, Corporal Chestnut, Corporal Nash, Officer Ingram and Town Commissioner Jennifer Weaver all assisted.

9/10- While working in the Fairview Community garden, officers overheard an older citizen talking about how a tree that had fallen on the power lines had been cut down and left in her yard. Officers went to her residence, moved all of the logs, pieces and brush and made it into a natural fence at the back of her property. Chief Hampton, Lieutenant Simmons, Sergeant Parker, Corporal Nash, Officer Dimitri and Officer Ingram all assisted.

9/10- Cpl. Bradshaw presented a bicycle to a child on Faucette Mill Rd.

9/18- Off. Toellen and K9 Viper did a demo at the Top Dog event.

9/15 and 9/23- Officer Hagbourne initiated license checkpoints which yielded traffic citations and a DWI arrest with stolen property.

- Officer Felts changed flat tires for two people this month and also removed a television from an elderly lady's apartment and took it to recycling for her.

Officer Ingram was able to interact with several youth about employment and peer pressure while at Bojangles. He also spoke to Planet Fitness and Tricor Properties about installing signs and/or cameras due to recent motor vehicle B/E's.

Hillsborough Police Department Monthly Report September 2016

INVESTIGATIONS SUMMARY

Clearance Summary			
Crime	YEAR TO DATE		
	Reported	Cleared	%
<i>VIOLENT TOTAL</i>	37	22	59%
<i>PROPERTY TOTAL</i>	270	117	43%

CID MONTHLY WORKLOAD		
Prior Cases	45	
New Cases Assigned	43	
Cleared by Arrest	15	
Exceptionally Cleared	10	
Unfounded	2	
Closed/Inactivated	25	
Cases to Carry	36	
WARRANTS	F	M
Issued	9	5
Served	6	4

Other Notable Events/Activities/Accomplishments:

- Between 9/10/16 and 9/14/16, eight vehicle break-ins were reported in an area between Tryon St and Margaret Lane. The break-ins were linked to five break-ins that happened off US Hwy 70A. Hillsborough Police and the Orange County Sheriffs' Office worked together on the break-ins and identified two suspects. Warrants have been obtained for David Cox (B/M, 12/20/88, of Foust St.) and Rushuun Malik McGriff, (B/M, 07/21/1997, of Locust Rd.).
- 9/21/16-Burlington Police Department reported a subject being shot and a separate robbery where a car was stolen. The suspects in the incidents were from Hillsborough. Investigators searched for the suspects and located the stolen car at 540 Homemont Ave. After the stolen car was towed, officers kept a watch on the area and shortly located one of the suspects. Crack cocaine was found on the suspect after he came to the police department to be interviewed. Seth Whitted, (B/M, 07/21/1999 of Mebane) was charged with possession of cocaine by Hillsborough Police and with the robbery and shooting by Burlington Police.

Hillsborough Police Department Monthly Report September 2016

COMMUNITY POLICING SUMMARY

Community Watch Group Interactions/Activities

Group	Type of contact(s)
Beckett's Ridge	-Contacted via email in reference to vehicle break-ins
Cameron St.	-Contacted via email in reference to vehicle break-ins
Coachwood	-Contacted via email in reference to vehicle break-ins
Cornwallis Hills	- Re-established on 9-20-16 Chestnut
Fairview	- Sept meeting was cancelled/still contacted in reference to vehicle break-ins
Gateway	-Contacted via email in reference to vehicle break-ins
Gatemoore	- 9-19-16/ 5 citizens King and Chestnut
Hampton Point	- Contacted via email in reference to vehicle break-ins
Hillsborough Heights	- Commissioner Kathleen Ferguson, from Hillsborough Hgts, will often attend the Fairview Community Watch for the purpose of relaying information back to her community. Email contact made in reference to the vehicle break-ins
Kenion Grove	- Contacted via email in reference to vehicle break-ins
<i>Orange St.</i>	- <i>Inactive</i>
<i>Patriot's Point</i>	- <i>Inactive</i>
River Bend	- Contacted via email in reference to vehicle break-ins
Waterstone	- Contacted via email in reference to vehicle break-ins
% of Community Watch Groups Interacted with: 100% (12 of the active 12)	

Ongoing Programs Summary:

- Vial of Life – 13 residents are registered with the departments Vial of Life program
- Are You OK Program: 37 contacts were made, in-home as well as by phone
- Safe Kids Program: There are 16 participants in the program
- Tue-Wed 4:30-6p: There are 33 participants in the tutoring program

Community Events/Engagement:

Sept 1, 2016 Drop in the Hat solicitation for Special Olympics by Chestnut and Bradshaw \$681.27 collected.

September 10, 2016: The Women's Business Owners of Orange County conducted an event that was held to raise funds for family in Orange County. The event was called Funfest for Ridge and it was to benefit the family of Ridge Riley.

Sept 18, 2016: Hog Day took place behind the Orange County Courthouse. The event was a success as there were various vendors and the Life Flight helicopter was flown in for a static display.

September 20, 2016: Cornwallis Hills re-established their Community Watch group with a meeting on this date.

Sept 30, 2016: Members from the police department solicited funds for the Special Olympics during Last Friday's events. A dunk tank was held and \$138.00 was raised. Members of the department that participated were Lt Simmons, Lt. Trimmer, Lt Nicolaysen, Sgt Winn, Officer Brinkley, Investigator Kempf and Mrs. King.

Hillsborough Police Department Monthly Report September 2016

Community Concerns Summary:

Recent vehicle break-ins within the town. The residents were told to secure their vehicles at all times and remove valuables or at least keep them out of sight when vehicles are unattended.

Community Problem Solving Summary:

Problem	Actions	Results
Cornwallis Hills Community Watch spoke of poor lighting and the deer population within the development.	Cpl King advised that she would contact Public Works Director, Ken Hines for signage and to address the lighting concerns.	Mr. Hines was given the contact information for the point of contact for the neighborhood, Mrs. Gayane Chambless

Future Plans/Events:

Hillsborough Public Works

September 2016 Monthly Report

Work Orders: 8 work orders completed within 2 days, 0 not completed

Asphalt Repair: One utility cuts repaired

Park Maintenance: 43 staff hours

Cemetery: 0 gravesite marked, 2 monuments marked

Last Friday's: 4 staff hours

Hog Day: 47 staff hours

Training: One member of staff completed Snow and Ice Training course

Stormwater Maintenance: 26 staff hours, 96 feet of pipe and drainage conveyance maintenance

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: October 10, 2016
 Department: Administration
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

8.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 Sept. 12, 2016 Regular Meeting, and Minutes of the Board of Commissioners Sept. 12, 2016 Regular Meeting Closed Session

Attachment(s):

1) Minutes of the Board of Commissioners Sept. 12, 2016 Regular Meeting

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 Minutes
7 p.m., Sept. 12, 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: 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, Human Resources Analyst/Deputy Town Clerk Sherri Ingersoll, Police Officer Ryan Ingram, Police Sergeant Jason Winn, and Town Attorney Bob Hornik

ABSENT: None.

Call to Order:

[7:00:08 PM](#) Mayor Stevens called the meeting to order. He did not read the public charge but asked that everyone abide by it.

1. PUBLIC CHARGE

2. AUDIENCE COMMENTS REGARDING MATTERS NOT ON THE PRINTED AGENDA
None.

3. AGENDA CHANGES & AGENDA APPROVAL

Commissioner Weaver requested pulling Item 10.K from the consent agenda to ask questions.

Mr. Hornik added a Closed Session item in order to update the board about HB2 litigation.

[7:01:47 PM](#) Commissioner Weaver moved to approve the agenda as amended. Commissioner Lloyd seconded. The motion carried upon a unanimous vote of 5-0.

4. PRESENTATIONS

A. Introduction of Officer Ryan Ingram and public reaffirmation of his Oath of Office

[7:02:11 PM](#) Chief Hampton spoke highly of Officer Ingram and his contributions to the department, including bringing a wealth of experience.

[7:04:29 PM](#) Mayor Stevens led Officer Ingram in reaffirming his oath.

B. Orange Partnership for Alcohol and Drug Free Youth Presentation

[7:06:36 PM](#) Marianne Hark, Program Director, Orange Partnership for Alcohol and Drug Free Youth, addressed the board. She informed the board that the Orange Partnership has just received a grant for \$625,000 over 5 years to focus efforts on Hillsborough and rural Orange County. Ms. Hark recognized the good relationship her partnership has with the Hillsborough Police Department.

[7:09:58 PM](#) Pat Cameron, a juvenile court counselor and co-chair of the Partnership, addressed the board. Alcohol sales to minors have decreased significantly in Orange County, she said. She announced that Weaver Street Market is the recipient of the 2016 award for making great efforts including signage, training, and three years without failure in law enforcement checks and surveys. Mayor Stevens presented the award to Weaver Street Market.

5. INTERVIEWS

- A. Interview Eddie Sain for out of town position on the Planning Board for a term ending Oct. 31, 2019
[7:14:20 PM](#) Mr. Sain said he has lived around Hillsborough for about 45 years and loves this town. He is retired from the motor car industry. He would like to serve and help it grow in the right ways.

6. APPOINTMENTS

- A. Consider adopting a resolution requesting the Board of Orange County Commissioners appoint Eddie Sain to the Hillsborough Planning Board for a term ending Oct. 31, 2019.
[7:17:01 PM](#) Commissioner Ferguson moved to appoint Mr. Sain to the Hillsborough Planning Board for a term ending October 31, 2019. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.
- B. Re-appoint Reid Highley to a second term on the Historic District Commission
[7:17:26 PM](#) Commissioner Lowen moved to appoint Mr. Highley to a second term on the Historic District Commission. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.
- C. Appointment of Matt Hughes to the vacant At-Large Tourism Board Seat
[7:17:39 PM](#) Commissioner Ferguson moved to appoint Matt Hughes to an at-large Tourism Board seat. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

7. COMMITTEE REPORTS (*CRITICAL*)

[7:17:59 PM](#) Commissioner Bell reported he'd recently attended a meeting of the Chapel Hill/Orange County Visitors Bureau. The executive director of the Pinehurst Chamber spoke. The visitors bureau is conducting a feasibility study as to whether there's a need for an event space similar to the Friday Center perhaps larger and taking on other types of events in Orange County. The next meeting is in Hillsborough on Sept. 21 and may feature Riverwalk.

[7:19:07 PM](#) Commissioner Ferguson shared that the Home Trust annual gala had recently occurred and it looks like fundraising went as well as last year. Donna Coffey would like to attend the next board meeting to discuss education and the related bond. Commissioner Ferguson added that she's impressed with the Orange Partnership for Alcohol and Drug Free Youth's grant, noting the dollar amount is the same size as the continuing care grant for all Orange County to address homelessness. We're trying to continue efforts to shape best practices, she added. Triangle J is holding a summit with various home providers and financials, a major regional summit and not just the usual stakeholders, to look at what can be done on a regional basis. That's September 20 in Cary. Thank you to the police department for working on the Fairview Community Garden. She heard from a lot of residents that they were just thrilled and appreciative.

[7:21:35 PM](#) Commissioner Lloyd reported she attended the fire department meeting. Nothing new to report.

[7:21:46 PM](#) Mayor Stevens reported that the TJCOG Mayors and Chairs toured downtown Sanford redevelopment. He noted Sanford has placed town, county, chamber and other folks all on one site for economic development. The chamber quarterly meeting focused on the interface and chain of value between agriculture,

Hillsborough and Orange County. Distribution is a piece that may be missing, so it's being looked at with perhaps public/private partnerships.

[7:23:13 PM](#) Commissioner Weaver reported she came here from a meeting of the new Food Council, which is moving forward with planning and structure. She had her first meeting with the Family Success Alliance. She sees overlap and hopes they will be partners. It became clear that the community navigators who have experienced the challenges they are trying to address are the true heroes of this project (being paid with grant funding).

8. REPORT FROM THE TOWN MANAGER

Ms. Hauth noted Mr. Peterson was absent due to illness.

9. DEPARTMENTAL REPORTS

Chief Hampton said within a month he hoped to have the medication on hand to counteract opiate overdoses. Also, he noted that Cpl. Nash had bought baby formula for someone, the mention of which had received about 23,000 views on Facebook.

10. ITEMS FOR DECISION – CONSENT AGENDA

- A. Minutes of the Joint Public Hearing July 21, 2016, Minutes of the Board of Commissioners Aug. 8, 2016 Regular Meeting, and Minutes of the Board of Commissioners Aug. 8, 2016 Regular Meeting Closed Session
- B. Miscellaneous budget amendments and transfers
- C. Adoption of an ordinance annexing three parcels on the south side of US 70 A adjacent to the Orange County Sportsplex
- D. Adoption of statement of Consistency and Ordinance amending the Hillsborough Zoning Map to zone three parcels on the south side of US 70 A and adjacent to the Sportsplex as Office Institutional
- E. Adoption of an ordinance annexing the parcel at 809 Faucette Mill Road
- F. Adoption of statement of Consistency and Ordinance amending the Hillsborough Zoning Map to zone the parcel at 809 Faucette Mill Road as Mobile Home Park
- G. Adoption of a resolution amending the Future Land Use Plan Map
- H. Adoption of statement of Consistency and Ordinance amending the Unified Development Ordinance to amend minimum parking requirements for child day care, attached dwellings, and warehouse operations
- I. Adoption of statement of Consistency and Ordinance amending the Unified Development Ordinance to amend Section 9 to clarify that building setbacks are measured from property lines
- J. Authorize filing liens to collect the town's expenses to abate nuisances on three properties
- K. Resolution consenting that Piedmont Electric Membership Corporation shall be the Exclusive Provider of electric service within all portions of the annexed areas assigned to it by the North Carolina Utilities Commission (*moved to regular agenda*)
- L. Request for Town Sponsorship of "Hog Day" September 16th and 17th
- M. Request for Town Sponsorship of the Handmade Parade on October 15, 2016
- N. 2017 Board of Commissioners meeting calendar

[7:26:05 PM](#) Commissioner Bell moved to approve the Consent Agenda, bar the removal of K. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

[7:26:17 PM](#) Discussion of Consent Agenda Item K.

Commissioner Weaver said the agreement is logical, but municipalities don't have a lot of tools available to deal with the affordability for our community. What, if any, programs do you have to help low income co-op members, she asked Piedmont Electric Membership Corporation representatives.

Steve Hamlin, Piedmont Electronic Membership Corporation Chairman, said we offer a variety of things like a pre-paid program that helps them manage their financial position. Sometimes they pay weekly. We find that helps them afford it and helps them be acutely aware of how much they're using, and they become more efficient.

Susan Cashion, Vice President – Chief Compliance and Administrative Officer, said we've seen up to 10 percent savings. We have advanced meters. All members can go in and see usage on daily basis. With pre-paid programs, members don't have to put a deposit down. That can be up to \$400. Energy experts come out there and do residential audits.

Commissioner Weaver said that's wonderful information. Have you looked at other ways to deploy other energy efficiency tools, she asked. Ms. Cashion said we have a suite of programs because we do buy the majority of our power from Duke Energy. Our contract is unique, but we are billed on the top 20 peak days of summer. We have a program to sign up for "beat the peak". She added they also have a tool that homeowners can consent to use that enables Piedmont to cycle down their HVAC systems and water heaters on peak days. Commissioner Weaver asked do you allow net metering. Ms. Cashion answered yes and if they have solar panels, any excess they generate, we pay them.

[7:34:48 PM](#) Commissioner Weaver moved approval. Commissioner Lloyd seconded. The motion carried upon a unanimous vote of 5-0.

11. ITEMS FOR DECISION – REGULAR AGENDA

A. Consideration of Special Use Permit request from Lennar of the Carolinas to develop 200 townhomes on parcel 17 in Waterstone

[7:35:23 PM](#) Ms. Hawth reviewed the board reviewed this at the July public hearing. The Planning Board took it up at its August meeting and recommended approval. The Planning Board had talked about a pedestrian pathway on the plan that was not located in a great place and recommended removal of it. The planning Board also added prohibition against preventing the public from walking and prohibition against the neighborhood adding a gate. There was a typo on this resolution. It's Lennar Carolinas LLC. Mayor Stevens said connectivity is important to us so I think we're on the same page.

[7:36:52 PM](#) Commissioner Ferguson moved approval of the resolution to authorize Lennar Carolinas LLC as recommended by the Planning Board. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

B. Discussion with Habitat for Humanity about the development of affordable dwellings in Waterstone

[7:37:41 PM](#) Susan Levy, Executive Director, Habitat for Humanity, addressed the board. She said Habitat has been working for 18 months or more to work on a plan for senior housing there. It's a great fit for that location because there will be a geriatric department at UNC Hospitals Hillsborough Campus. Orange County is developing a strategic plan for affordable housing and has identified a need for more affordable senior housing. We've been doing a lot of research and interviewing other providers of senior housing, she said. All affordable senior housing is rental and almost all have an on-site property manager, which seems to be critical. The waitlist is long and years rather than months. Residents tend to be in their mid- to late-70s. Less than half drive a car. Most are living in small, one-bedroom apartments. ADA compliant is important. Most have alarm cords for fall intervention. Habitat held three focus groups over the summer with 30 participants total. She shared concerns of the focus groups (including maintenance, re-sale burden for families, rising monthly payments, don't want mixed development, want pets, don't want to live with unrelated roommate).

Ms. Levy shared the design outcome of the focus groups. She reported they have been working with an architect and she shared a preliminary design with 24 "very small" units. The options would be a mix of

studios, one bedrooms and one bedroom with a niche. John Sehon, of the Habitat site acquisition committee, has met with Ashton Woods. They have to approve the outside design. Ashton Woods didn't like this design, Ms. Levy said. Ashton Woods didn't like the placement of the road. Habitat likes the road placement for the trees they are able to preserve.

Habitat is negotiating with Ashton Woods to get dues reduced. Ms. Hauth explained these homes will be part of the HOA of the townhomes, so the HOA has control.

Ms. Levy said Habitat's reading is that Ashton Woods has architectural review but not site review.

Commissioner Ferguson asked is Ashton Woods negotiating in good faith. Mr. Sehon said he believes so.

Board members were impressed that the architect was able to get 24 units on the site. Mr. Sehon explained they are trying to negotiate a fixed cost for the entire development and then split it up among the 24 (for the HOA dues).

Commissioner Ferguson expressed great support for this design. Mayor Stevens complimented the neighborhood feel of the design.

Ms. Levy reviewed next steps.

Ms. Levy said part of the negotiation over HOA dues is that perhaps these residents would give up membership to the outdoor pool. Also, Ashton Woods is keen to have the town assume maintenance for Fletcher Road rather than the Ashton Woods HOA. Habitat is trying to get HOA dues down to \$125 a month. Ms. Hauth explained it's unusual for the town to assume control of a road in a townhome development because of trash pickup.

Habitat would like reduction in parking spaces, perhaps 35. We don't think there will be nearly as many cars, Ms. Levy said. Mayor Stevens said for Ashton Woods, could you bump out some trees in those extra spaces. Mr. Sehon reminded the board that the large trees would stay in the middle of the property. If we go with Ashton Woods's preference of a road down the middle, we'll lose some large oaks.

Habitat is also looking at creating a fund to help those who can no longer pay. Commissioner Ferguson said Home Trust uses it for the five major appliances. Ms. Levy said Habitat has a zero interest loan program for that. Mr. Sehon said 24 units would represent 20 percent of the HOA membership, and HOAs have the ability to assess.

Board members expressed concerns about taking pool access away from seniors living in these units.

~~C. Request from Stratford Land to allow for the construction of a median break in Waterstone Drive to allow for left turns between Old NC 86 and College Park Road~~ **Removed**

D. Consideration of request from Little School to amend their special use permit to construct additional parking and increase their enrollment.

[8:05:55 PM](#) Ms. Hauth said the enrollment cap is 196 students and the school has well exceeded that limit and has parking issues. The Little School is trying to address parking issues with an amendment to the SUP. The school would have to encroach in the perimeter buffer to increase parking. The discussion point is this enough of a change that you want this on the October public hearing or do you want to address this tonight, Ms. Hauth asked the board. She has an email from the neighboring property owner that indicates acceptance of these plans. He said they've worked with him. The buffer is supposed to be 100 feet and it encroaches about 25 feet into the buffer.

Mayor Stevens said we've heard from neighbors in Waterstone at other meetings and it makes sense to send this to public hearing. Commissioner Ferguson and others agreed.

- E. Consideration of option to allocate a portion of the Affordable Housing fees in lieu to assist with rental deposits for income eligible families

[8:09:10 PM](#) Ms. Hauth said we've heard Chapel Hill and Carrboro had set up local funds to help folks with Section 8 vouchers pay rental deposits when they need to move from one to another. They use Community Empowerment to vet the applicant, pay the amount, then seek reimbursement. Empowerment has a clear framework. Empowerment helps them identify rentals that accept Section 8 Housing vouchers. The Hillsborough Town Board has about \$55,000 in the affordable housing fees in lieu fund.

Ms. Hauth would want to create a service agreement. The board was interested in starting with \$5,000. Staff will create a budget amendment for a future meeting.

[8:15:53 PM](#) Commissioner Ferguson moved authorization for \$5,000. Commissioner Bell seconded. The motion carried upon a unanimous vote of 5-0.

- F. Draft School Impact Fee Report

[8:16:24 PM](#) Ms. Hauth said the last study was in 2007. In the past, they have used 60 percent or some stages to get us to 60 percent. This is action for the county commissioners. If you have any comments, this is your opportunity. Mayor Stevens said this is the cost of construction. We want to see our schools funded and we want to keep construction costs low. I think we all know the tension.

Ms. Hauth said we project students on a much more rough number (don't know how many bedrooms). I do feel like the projections coming out of the student generation rates are good numbers, she said.

- G. Financing a 5-year lease of a Vacuum (aka Vactor) Truck for the Utilities Department

[8:19:51 PM](#) Ms. Lamay said a lease was preferred rather than a purchase because it requires a lot of maintenance and the maintenance is in the lease agreement.

Mr. Hines said Public Works will be able to use this for storm drain cleaning whereas right now we pay a contractor to do that.

[8:21:49 PM](#) Commissioner Lloyd moved to approval of the lease. Commissioner Ferguson seconded. The motion carried upon a unanimous vote of 5-0.

- H. Employee Handbook Revision

[8:22:28 PM](#) Ms. Cathey said, as background, the employment policies and personnel policies used to be part of the Town Code. In September 2013, the board voted to remove those policies from the Town Code and combine them with other policies and place it in an employee handbook and policy manual. It was recommended by the Town Attorney and an outside HR attorney that it would be good for liability and risk management purposes and allow for more flexible administration. That action was taken about a month after she joined the town. My understanding from the persons involved at that time was that going forward the town manager was to approve amendments to the handbook, in line with the more flexible administration. That's how the town has been operating since then. Ms. Cathey said she's read the handbook many times but she just recently picked up in the wording in one of the sections that states that all revisions need to be reviewed and authorized by the town manager and Town Board, but the next

sentence says each new policy is effective only after approval by the town manager. The town attorney reviewed that language and came to the same reading. It seems a little counter intuitive to making this a more manageable process, she said. She included in attachment changes in the last 3 years (revised 6 times). Each time a revision has been made, employees have been informed via email and the updated handbook has been placed on the employee internet site. We're asking the Town Board to make a change to the handbook wording about the Town Board having a role in approval in order to enable the town manager to do that going forward.

Commissioner Ferguson asked what's the normal checks and balances if we didn't have a wonderful town manager. Mr. Hornik answered the town manager serves at your pleasure. Commissioner Ferguson said how would the Town Board know if "funky" changes are made. TJCOG recently had a horror story.

Commissioner Bell suggested asking the town manager to let the Town Board know of substantive changes once a month.

Mayor Stevens suggested putting it on the Consent Agenda. Ms. Cathey said updates are made about once every six months. Mayor Stevens said we are looking at worst case scenarios. Ms. Cathey said she could email the Town Board when she emails employees to let them know of revisions. Mayor Stevens suggested an annual report, then he said it's on the Town Board to ask for that.

[8:29:40 PM](#) Commissioner Lowen moved to revise the policy revision section to state that all revisions are authorized by the Town Manager. Commissioner Weaver seconded. The motion carried upon a unanimous vote of 5-0.

I. Classification and Compensation Study Report

[8:30:17 PM](#) Ms. Cathey reviewed that the board authorized funding for this study in FY17. It began in April. Each employee filled out a position description questionnaire. Supervisors signed off on them and HR staff reviewed them in detail. Ms. Ingersoll and an intern helped compile and take first look. The other part of the study was to survey area jurisdictions. We received comprehensive responses from Orange County, OWASA, Chapel Hill, Durham, Mebane, Burlington, Carrboro, and Pittsboro. We asked them to look at our staff descriptions, decide how it matched and then share their salary ranges for comparative positions. Some of our positions don't exactly appear in other jurisdictions so we went broader (Ms. Cathey reported on those other data sources).

She is proposing a new salary schedule and recommending a market adjustment. We haven't had one since 2012, so it's more of a cost of living adjustment. We moved our ranges up 5 percent. We had a lot of salary grades we weren't using, so we condensed those. Most positions did stay in the ballpark of their current range, but some moved up because of more duties or market factors that make the position more competitive right now. Six employees' salaries would need to be adjusted up to the new minimum of the ranges. The cost for those adjustments, the associated taxes, and the adjusted retirement benefits would total \$14,000 and would be effective on October 3.

The new minimum hourly rate does meet the standard for the Orange County Living Wage. That organization had contacted the Town of Hillsborough to consider applying for certification. It's \$12.75 without benefits, but Hillsborough's is \$12.76 with benefits.

The other piece to follow this would be to complete our compression analysis, Ms. Cathey said. Staff is looking to make sure everyone is not at the lower end of their salary ranges because that would make it

difficult for recruitment. The objective is to stay within the budgeted amount and staff will come back to the Town Board if that doesn't work out.

[8:37:37 PM](#) Commissioner Ferguson moved to approve the salary schedule as presented. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

[8:38:47 PM](#) Commissioner Ferguson moved to go into Closed Session. Commissioner Lloyd seconded. The motion carried upon a unanimous vote of 5-0.

12. CLOSED SESSION

- A. Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the Town Attorney in order to preserve the attorney-client privilege (the former Colonial Inn, 153 W. King St.)
- B. Added Item - Closed Session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to meet with Town Attorney regarding potential litigation (HB2)

13. ADJOURN

[9:07:25 PM](#) Commissioner Bell moved to adjourn. Commissioner Lowen seconded. The motion carried upon a unanimous vote of 5-0.

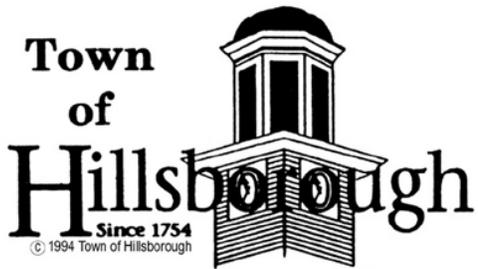
Respectfully submitted,



Katherine M. Cathey
Town Clerk

DRAFT

Resolution #20160912-6.A



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

WHEREAS, as a result of the end of a term, it is necessary to appoint a volunteer to a seat reserved on the Hillsborough Planning Board 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 Planning Board; and

WHEREAS, the Town began recruiting for the position in June, but only received interest from residents outside the ETJ;

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

Section 1. The Orange County Board of Commissioners is respectfully requested to appoint the following individual to an ETJ seat on the Hillsborough Planning Board, whose term would expire in October 31, 2019:

Mr. Carl Edward Sain
1010 US 70 A East
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 12th day of September, 2016.

Ayes: 5
Notes: 0
Absent or excused: 0

I, Katherine M. Cathey, Town Clerk of the Town of Hillsborough, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Hillsborough Town Board of Commissioners on September 12, 2016.


Katherine M. Cathey
Human Resources Director/Town Clerk

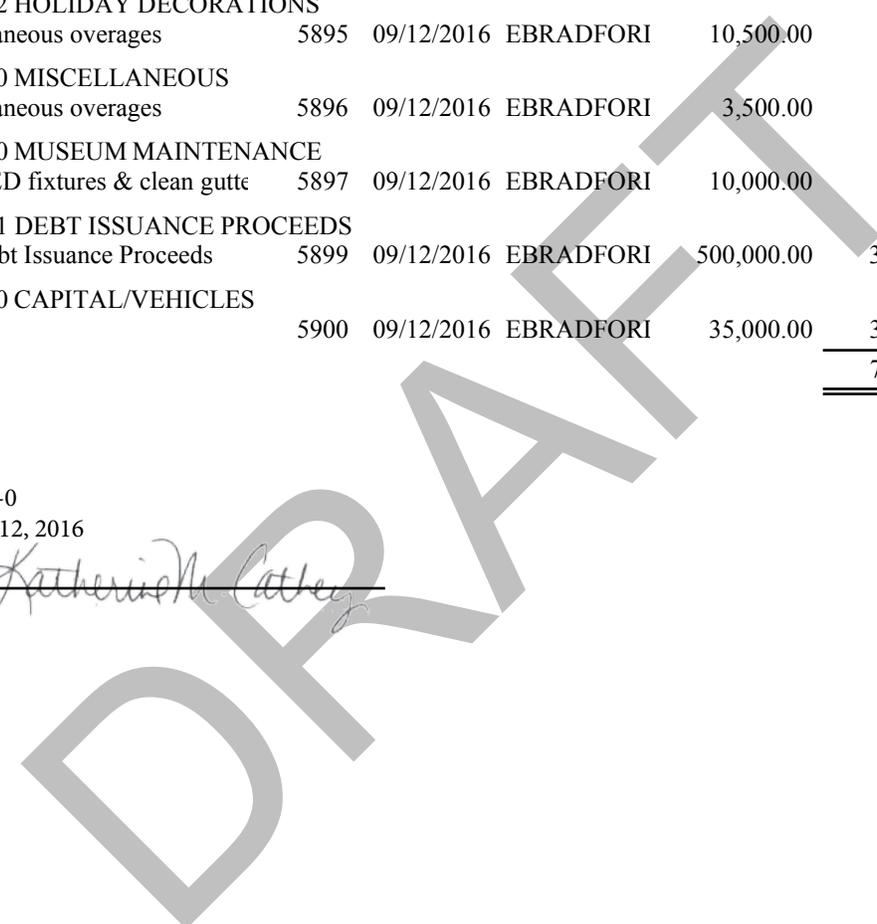
FY 2016-2017

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT
 DATES: 09/12/2016 TO 09/12/2016**

	<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 - Contingency	10-00-9990-5300-000 CONTINGENCY Museum Maintenance	5898	09/12/2016	EBRADFORI	150,000.00	-10,000.00	6,600.00
Safety & Wellness	10-10-6600-5300-080 TRAINING/CONF./CONV. Replace Laptop	5888	09/12/2016	EBRADFORI	10,500.00	-1,089.00	9,411.00
Safety & Wellness	10-10-6600-5300-338 SUPPLIES - DATA PROCESSING Replace Laptop	5889	09/12/2016	EBRADFORI	2,000.00	1,089.00	3,089.00
Streets	10-30-5600-5300-152 HOLIDAY DECORATIONS To cover Miscellaneous overages	5895	09/12/2016	EBRADFORI	10,500.00	-2,000.00	8,500.00
Streets	10-30-5600-5300-570 MISCELLANEOUS To cover Miscellaneous overages	5896	09/12/2016	EBRADFORI	3,500.00	2,000.00	9,962.00
Special Approp.	10-60-6900-5300-150 MUSEUM MAINTENANCE Ceiling repair, LED fixtures & clean gutte	5897	09/12/2016	EBRADFORI	10,000.00	10,000.00	20,000.00
W&S - Revenue	30-70-3980-3980-001 DEBT ISSUANCE PROCEEDS Jet/Vac Truck Debt Issuance Proceeds	5899	09/12/2016	EBRADFORI	500,000.00	392,572.00	892,572.00
WW Collection	30-80-8200-5700-740 CAPITAL/VEHICLES Jet/Vac Truck	5900	09/12/2016	EBRADFORI	35,000.00	392,572.00	427,572.00
						<u>785,144.00</u>	

APPROVED: 5-0
 On: September 12, 2016
 VERIFIED: _____

Katherine M. Cathey



S
NA

1/2



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SML

FILED Mark Chilton
Register of Deeds, Orange Co., NC
Recording Fee: \$26.00
NC Real Estate TX: \$.00

(Signature)

9874-71-7383
9874-71-6466
9874-71-5479 RKB

Ordinance No. 20160912-10.C

The following ordinance was introduced by Commissioner Bell, and duly seconded by Commissioner Ferguson.

Return to: Town of Hillsborough
PO Box 429
Hillsborough, NC 27278

**AN ORDINANCE ANNEXING
NON-CONTIGUOUS PROPERTY**

WHEREAS, a petition was received requesting the annexation of the non-contiguous area totaling 2.631 acres described in Section 2 below; and

WHEREAS, a public hearing on the question of the annexation was held on Thursday, July 21, 2016 following notice of such public hearing published in the News of Orange on July 6 and 13, 2016.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS FOR THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. The Board of Commissioners finds that:

- a. The area described in Section 2 meets all of the standards set forth in G.S. 160A-58.1(b). More specifically:
 - 1. The nearest point on the proposed satellite corporate limits is less than three miles from the primary corporate limits of the Town;
 - 2. No point in the proposed satellite area is closer to the limits of any other city than to the primary corporate limits of the Town;
 - 3. The area described in Section 2 is situated such that the Town will be able to provide the same services with this area that it provides within its primary corporate limits;
 - 4. The area proposed for annexation is not a subdivision;
 - 5. The area described in Section 2, when added to the area within all other satellite corporate limits, does not exceed 10% of the area within the primary corporate limits of the Town.
- b. The petition requesting annexation of the area described in Section 2 contains the signatures of all of the owners of real property within the area (except property owned by those tax-exempt and other entities specified in G.S. 160A-58.1).
- c. The petition is otherwise valid.
- d. The public health, safety, and welfare of the inhabitants of the Town and of the area described in Section 2 will be best served by the annexation.



Section 2. Pursuant to Part 4 of Article 4A of G.S. Chapter 160A, the following area is hereby annexed to and made a part of the Town of Hillsborough:

Being all of a certain portion of land situated in Hillsborough Township, Orange County, North Carolina, bounded on the north by US 70 Business, on the east by Wanda W. Braxton (PIN 9874718275), on the south by George Horton Enterprise, LLC (PIN 9874719144) and Orange County (PIN 9874711038) and on the west by Orange County (PIN 9874711038) and being more particularly described as:

Beginning at an existing iron pipe within the right-of-way of US 70 Business, said point being located N 73°06'12" W 334.99' from the centerline intersection of said US 70 Business and Meadowland Drive, said pipe also being the northwest corner of Wanda W. Braxton; thence with the western line of said Braxton and with the new town limits line S 13°05'02" W 296.98' to an existing iron pipe on the northern property line of Horton Enterprise, LLC, said pipe also being on the existing town limits line; thence with the northern line said Horton and said existing town limits line N 70°26'58" W 75.15' to an existing iron rod at the northeast corner of Orange County; thence with said Orange County's northern and eastern lines and said existing town limits line the following four calls: N 69°11'51" W 99.10' to an existing angle iron, N 69°43'22" W 100.21' to an existing iron pipe, N 69°25'45" W 98.31' to an existing iron pipe and N 08°06'08" E 306.12' to an existing iron pipe within the right-of-way of US 70 Business, with the last 9.19' of the last call being part of the new town limits line; thence with the northern line of Orange County and with the new town limits line, the following three calls: S 68°39'44" E 100.21' to an existing iron pipe, S 68°54'09" E 99.79' to an existing iron pipe and S 69°13'04" E 200.17' to the point or place of beginning containing 114,606.36sf - 2.631 acres more or less as shown on a Map by Riley Surveying, PA titled "Town of Hillsborough Contiguous Annexation Map" prepared for Orange County, dated August 29, 2016.

Section 3. This Ordinance shall become effective on October 9, 2016.

Section 4. The Town Clerk shall cause to be recorded in the Office of the Register of Deeds of Orange County and in the Office of the Secretary of State an accurate map of the annexed territory described in Section 2 together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Orange County Board of Elections as required by G.S. 163-288.1.

The foregoing ordinance having been submitted to a vote received the following vote and was duly adopted this 12th day of September 2016.

Ayes: 5
Noes: 0
Absent or Excused: 0




Town of Hillsborough
Katherine M. Cathey, Town Clerk



STATE OF NORTH CAROLINA
COUNTY OF Orange

I, Sherri L. Ingersoll, a Notary Public of the County and State aforesaid, certify that Katherine M. Cathey personally appeared before me this day and acknowledged that she is the Town Clerk for the Town of Hillsborough, a North Carolina municipal corporation, and that she, as Town Clerk, being duly authorized to do so, executed the foregoing instrument to acknowledge that it is an Annexation Ordinance duly adopted by the Town of Hillsborough Board of Commissioners on the date indicated.

Witness my hand and official seal, this the 12th day of September, 2016

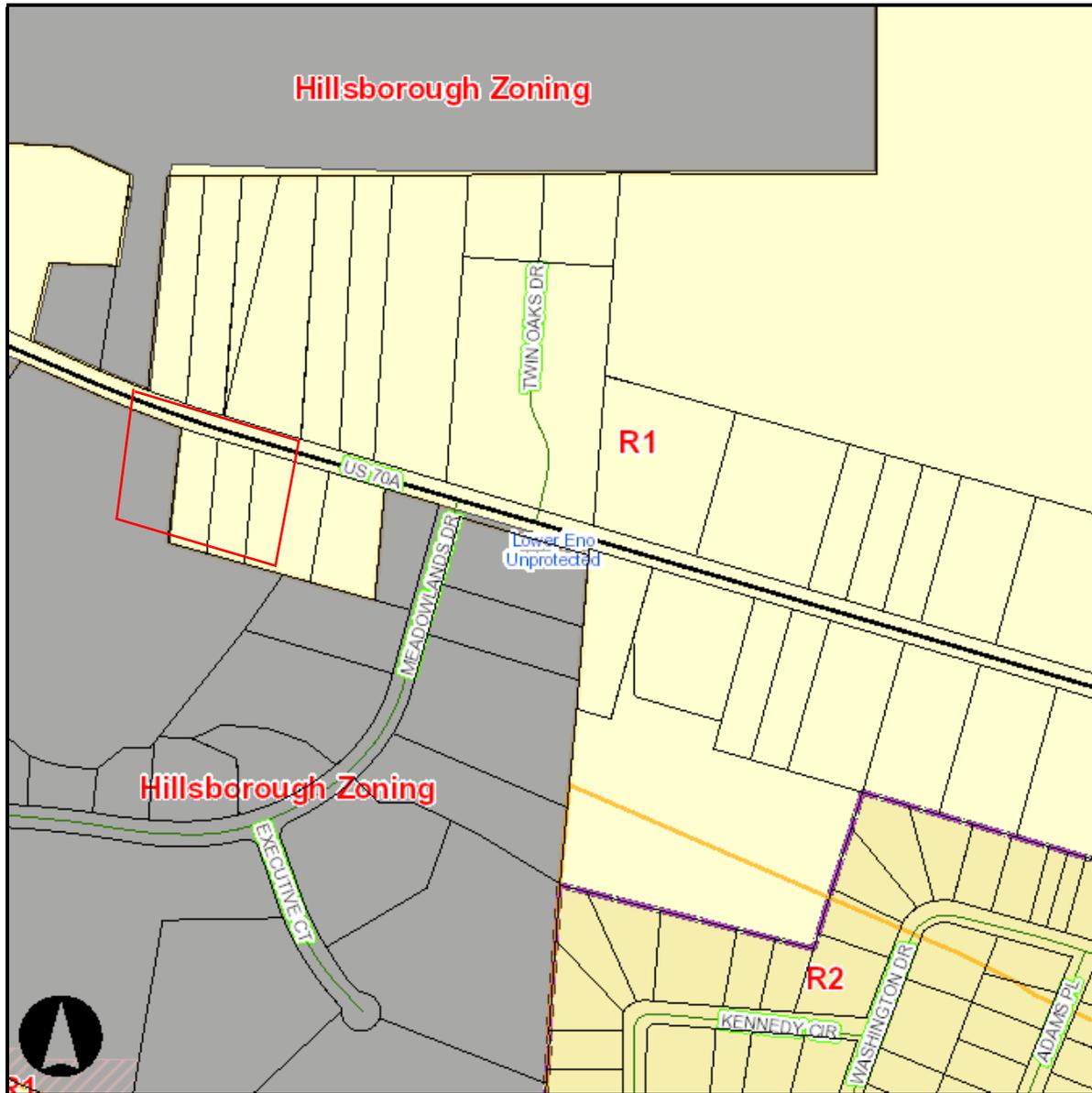


Sherri L. Ingersoll
Notary Public

My commission expires: 2/10/2018



Orange County, NC GIS



1 inch = 400 feet
Created on 7/13/2016. Orange County, North Carolina.

Ordinance #20160912-10.D

AN ORDINANCE AMENDING THE ZONING MAP
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Whereas an application has been made for the zoning of the property herein following its annexation; and

Whereas the application has been referred to the Town Planning Board for its recommendation and the Planning Board has provided the Town Board with a written recommendation addressing the consistency of the proposed rezoning with the Town's comprehensive plan and such other matters as the Planning Board deemed appropriate; and

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

NOW, THEREFORE, be it ordained as follows:

- Section 1. The Zoning Map of the Town of Hillsborough is hereby amended to zone approximately 2.631 ac on the south side of US 70 A East from County R-1 to Office Institutional. The impacted PINs are 9874-71-5479, 9874-71-6466, and 9874-71-7383
- Section 2. All provisions of any town ordinance in conflict with this ordinance are repealed.
- Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote received the following vote and was duly ADOPTED this 12th day of September, 2016.

Ayes: 5
Noes: 0
Absent or Excused: 0


Katherine M. Cathey, Town Clerk

Ordinance No. 20160912-10.E

The following ordinance was introduced by Commissioner Bell, and duly seconded by Commissioner Ferguson.

***AN ORDINANCE ANNEXING
NON-CONTIGUOUS PROPERTY***

WHEREAS, a petition was received requesting the annexation of the non-contiguous area totaling 8.52 acres described in Section 2 below; and

WHEREAS, a public hearing on the question of the annexation was held on Thursday, July 21, 2016 following notice of such public hearing published in the News of Orange on July 6 and 13, 2016.

NOW, THEREFORE, THE BOARD OF COMMISSIONERS FOR THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. The Board of Commissioners finds that:

- a. The area described in Section 2 meets all of the standards set forth in G.S. 160A-58.1(b). More specifically:
 1. The nearest point on the proposed satellite corporate limits is less than three miles from the primary corporate limits of the Town;
 2. No point in the proposed satellite area is closer to the limits of any other city than to the primary corporate limits of the Town;
 3. The area described in Section 2 is situated such that the Town will be able to provide the same services with this area that it provides within its primary corporate limits;
 4. The area proposed for annexation is not a subdivision;
 5. The area described in Section 2, when added to the area within all other satellite corporate limits, does not exceed 10% of the area within the primary corporate limits of the Town.
- b. The petition requesting annexation of the area described in Section 2 contains the signatures of all of the owners of real property within the area (except property owned by those tax-exempt and other entities specified in G.S. 160A-58.1).

- c. The petition is otherwise valid.
- d. The public health, safety, and welfare of the inhabitants of the Town and of the area described in Section 2 will be best served by the annexation.

Section 2. Pursuant to Part 4 of Article 4A of G.S. Chapter 160A, the following area is hereby annexed to and made a part of the Town of Hillsborough:

BEGINNING at a control corner, said corner being a common corner with Kennedy IV Family Trust; thence S 53° 21' 59" W 744.43' to an existing corner; thence S 53° 17' 31" 115.97' to an iron pin set; thence N 67° 03' 01" W 165.48' to an existing corner identified as "A" on the plat entitled "Recombination Survey for Carlton A. Laws & Lynn J. Laws. Trustees of Laws Joint Living Trust Dated 6/2/1995" and being duly recorded at Plat Book 99, Page 103, Orange County Registry; thence N 19° 48' 23"E 909.45' to an existing corner; thence N 19° 43' 17" E 441.72' to an iron pin set; thence S 52° 29' 15" E 41.38' to an existing corner; thence S 19° 43' 17" W 438.49' to an existing corner, the common corner with James Flowers, Sr.; thence S 52° 30' 00" E 438.43' to an existing corner; thence S 52° 25' 24" E 192.94' to an existing corner, said corner being the point and place of beginning.

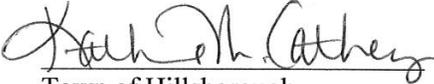
Section 3. This Ordinance shall become effective October 9, 2016.

Section 4. The Town Clerk shall cause to be recorded in the Office of the Register of Deeds of Orange County and in the Office of the Secretary of State an accurate map of the annexed territory described in Section 2 together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Orange County Board of Elections as required by G.S. 163-288.1.

The foregoing ordinance having been submitted to a vote received the following vote and was duly approved this 12th day of September 2016.

Ayes: 5
Noes: 0
Absent or Excused: 0




Town of Hillsborough
Katherine M. Cathey, Town Clerk

STATE OF NORTH CAROLINA
COUNTY OF Orange

I, Sherril L. Ingersoll, a Notary Public of the County and State aforesaid, certify that Katherine M. Cathey personally appeared before me this day and acknowledged that she is the Town Clerk for the Town of Hillsborough, a North Carolina municipal corporation, and that she, as Town Clerk, being duly authorized to do so, executed the foregoing instrument to acknowledge that it is an Annexation Ordinance duly adopted by the Town of Hillsborough Board of Commissioners on the date indicated.

Witness my hand and official seal, this the 12th day of September, 2016

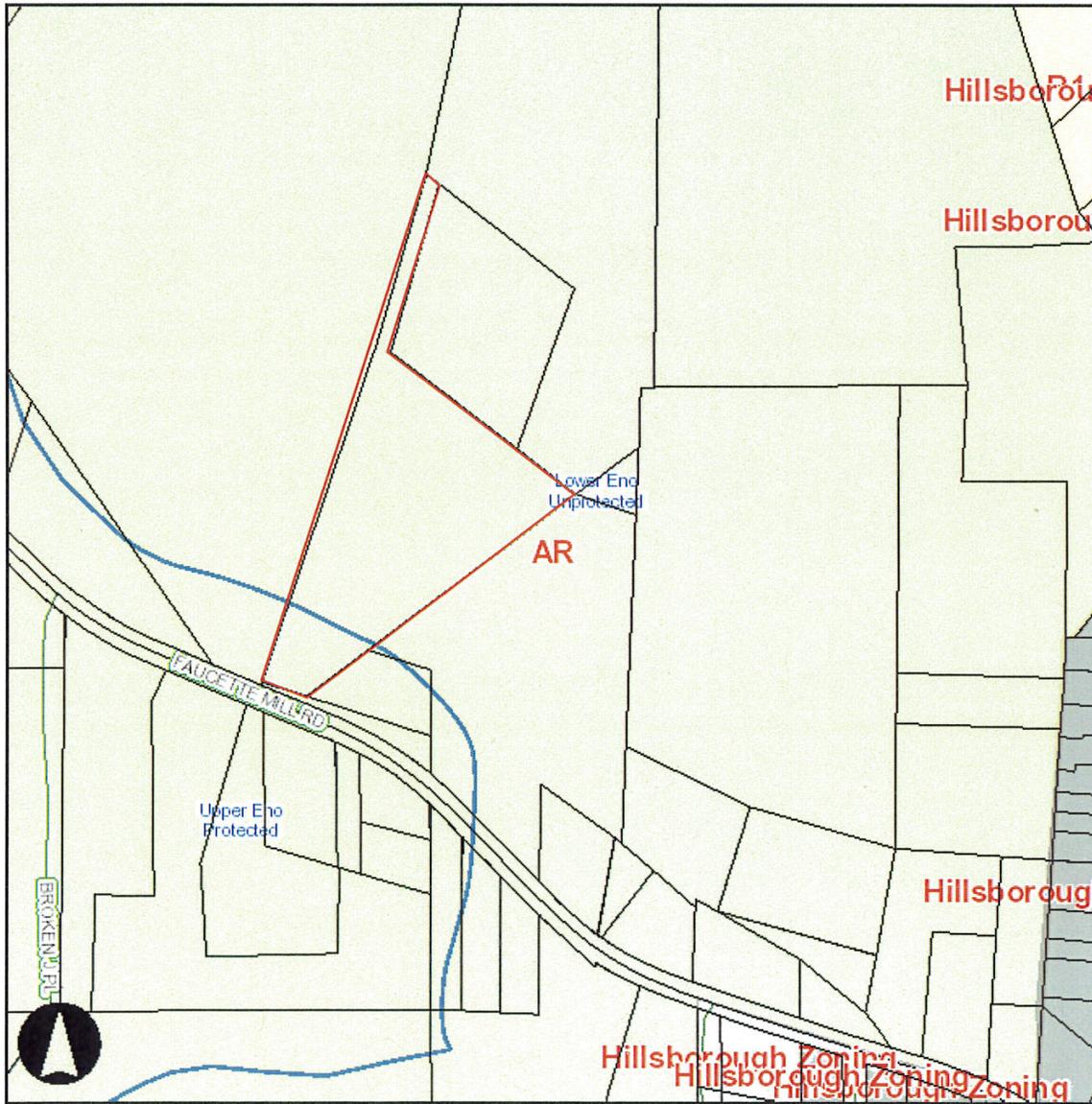


Sherril L. Ingersoll
Notary Public

My commission expires: 2/10/2018



Orange County, NC GIS



1 inch = 400 feet
Created on 7/13/2016. Orange County, North Carolina.

Ordinance 20160912-10.F

AN ORDINANCE AMENDING THE ZONING MAP
OF THE TOWN OF HILLSBOROUGH

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Whereas, an application has been made for the zoning of the property herein following its annexation; and

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

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

NOW, THEREFORE, be it ordained as follows:

Section 1. The Zoning Map of the Town of Hillsborough is hereby amended to zone approximately 8.52 ac on Faucette Mill Road from County AR to Mobile Home Park. The parcel PIN is 9865-43-3808.

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

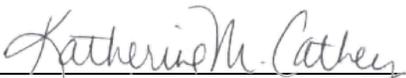
Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote received the following vote and was duly adopted this 12th day of September, 2016.

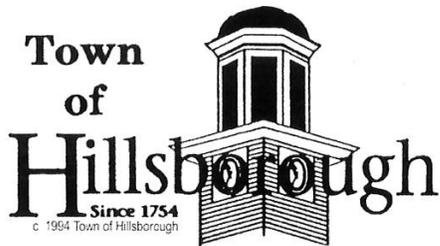
Ayes: 5

Noes: 0

Absent or Excused: 0


Katherine M. Cathey, Town Clerk

Resolution #20160912-10.G



RESOLUTION ADOPTING AMENDMENT TO
THE FUTURE LAND USE PLAN AND MAP
FOR THE TOWN OF HILLSBOROUGH

WHEREAS, The Town of Hillsborough adopted a Future Land Use Map in March 2013 based, in part, on recommendations found in the Strategic Growth Plan, and other locally adopted plans, and

WHEREAS, The Future Land Use Plan and Map describe 16 different land uses to recognize the diversity of land uses currently existing and anticipated to occur in the town's jurisdiction in the future, and

WHEREAS, The Future Land Use Plan describes various land use designations and indicates which zoning districts identified in the Unified Development Ordinance are included within each land use designation identified in the Future Land Use Plan, such information being intended as a resource and reference for staff and land owners considering rezoning requests, and

WHEREAS, an amendment to the Future Land Use Plan map was proposed by Orange County to assist the county in accomplishing economic development goals. The request was to designate four parcels as employment and one parcel as suburban office complex. The OC PINS for the parcels changing to employment are 9873-01-4031, 9863-71-8857, 9863-91-6573, and 9863-93-6843. The parcel changing to suburban office complex is 9873-20-2388, and

WHEREAS, a public hearing was held to gather public comments on this amendment in July 21, 2016, and

WHEREAS, Planning Board unanimously recommended approval of the amendment to the Future Land Use Plan map,

NOW, THEREFORE BE IT RESOLVED, that the Hillsborough Town Board of Commissioners hereby amends the Future Land Use Map as described in the fourth "whereas" above.

The Future Land Use Plan and Map as herein adopted shall be and is a component of the town's comprehensive plan in accordance with N.C. G. S. Section 160A-383.

This the 12th day of September, 2016.



Tom Stevens, Mayor

Ordinance #20160912-10.H

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

THE BOARD OF COMMISSIONERS OF THE TOWN OF HILLSBOROUGH ORDAINS:

Section 1. Table 6.13.3.5, Minimum number of parking spaces required, is hereby amended as follows:

Child Day Care	1 per staff person plus 1 per 8 students
Dwelling, attached	2 per unit when the development has 100 or fewer units 1 per bedroom plus 1 visitor space per 25 units when the development has more than 100 units
Storage and warehousing, indoor	1 space per employee plus 3 visitor spaces
Storage and warehousing, outdoor	1 space per employee plus 3 visitor spaces

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

Section 3. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of September, 2016.

Ayes: 5
Noes: 0
Absent or Excused: 0



Katherine M. Cathey, Town Clerk

Ordinance #20160912-10.I

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 9.1.3.1 is amended by adding the following phrase to the end of the first sentence:

“exclusive of rights of way or easement for streets (public or private) or access to other property. Utility and similar encumbrances are included in the lot area.”

Section 2. Section 9.1.5.1 is hereby amended to introduce subsection lettering for the existing 3 paragraphs and adding two new subsections as follows:

“d) Lots encumbered with private street rights of way shall measure their setback from the right of way boundary.

e) Lots encumbered with access easements not classified as private streets, utility or other easements shall measure setback requirements from the property line, not the easement.”

Section 3. Section 9.2 is amended to delete “street or highway” from the definition of “lot area.”

Section 4. Section 9.2 is amended add “or street right of way” after the word “line” in the definition of setback. That definition is further amended by adding “(see 9.1.5 for further information)” after the first sentence.

Section 5. All provisions of any town ordinance in conflict with this ordinance are repealed.

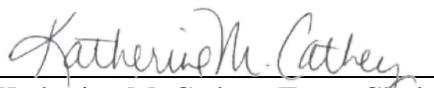
Section 6. This ordinance shall become effective upon adoption.

The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 12th day of September, 2016.

Ayes: 5

Noes: 0

Absent or Excused: 0


Katherine M. Cathey, Town Clerk

Resolution 20160912-10.K

**A RESOLUTION GRANTING CONSENT TO
PIEDMONT ELECTRIC MEMBERSHIP CORPORATION
TO SERVE AS THE EXCLUSIVE PROVIDER OF
ELECTRIC SERVICE TO CERTAIN ANNEXED AREAS**

WHEREAS, the Town of Hillsborough (hereinafter the "Town") has annexed certain areas (hereinafter the "Annexed Areas"), into the corporate limits of the Town;

WHEREAS, prior to the effective date of annexation, the Annexed Areas had been assigned by the North Carolina Utilities Commission to Piedmont Electric Membership Corporation as the electric supplier pursuant to Chapter 62 of the North Carolina General Statutes;

WHEREAS, North Carolina General Statute §160A-332(a)(6a) provides that upon obtaining the written consent of a town, suppliers of electricity may be the exclusive provider of electrical service within any area assigned to that supplier prior to the effective date of annexation;

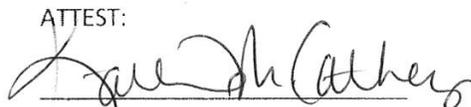
NOW, THEREFORE, BE IT RESOLVED BY THE Town, as follows:

The Town consents that Piedmont Electric Membership Corporation shall be the exclusive provider of electric service within all portions of the Annexed Areas assigned to Piedmont Electric Membership Corporation by the North Carolina Utilities Commission as the electric service supplier prior to the determination date; and

This resolution and the consent which it grants shall be in full force and effect from and after the 12th day of September, 2016.

Adopted by resolution of the Town of Hillsborough, this the 12th day of September, 2016.


MAYOR

ATTEST:

SECRETARY



TOWN OF HILLSBOROUGH

Hillsborough Board of Commissioners Meeting Schedule — 2017

All meetings start at 7 p.m. and are in the Town Barn, located at 101 E. Orange St. on the Town Hall Campus, unless otherwise noted. Times, dates and locations are subject to change.

Monday, Jan. 9	Regular meeting
Thursday, Jan. 19	Joint public hearing with Planning Board
Monday, Jan. 23	Work session
Monday, Feb. 13	Regular meeting
Monday, Feb. 27	Work session
Monday, March 13	Regular meeting
Monday, March 27	Work session
Monday, April 10	Regular meeting
Thursday, April 20	Joint public hearing with Planning Board
Monday, April 24	Work session
Monday, May 8	Regular meeting
Monday, May 22	Work session
Monday, June 12	Regular meeting
Monday, June 26	Work session
Thursday, July 20	Joint public hearing with Planning Board
Monday, Aug. 14	Regular meeting
Monday, Aug. 28	Work session
Monday, Sept. 11	Regular meeting
Monday, Sept. 25	Work session
Monday, Oct. 9	Regular meeting
Thursday, Oct. 19	Joint public hearing with Planning Board
Monday, Oct. 23	Work session
Monday, Nov. 13	Regular meeting
Monday, Nov. 27	Work session
Monday, Dec. 11	Regular meeting

Resolution #20160912-11.G

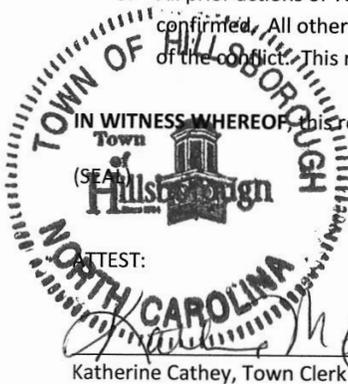
TOWN OF HILLSBOROUGH
Resolution Approving Financing Terms for Purchase of Vector Truck

WHEREAS, the Town of Hillsborough ("Town") has previously determined to undertake a project for purchase of a Vector Truck with Automatic Transmission for the Utilities Department, "the Project" and the Finance Officer has now presented a proposal for the financing of such Project.

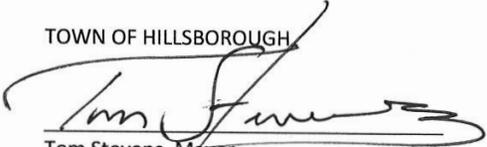
BE IT THEREFORE RESOLVED AS FOLLOWS:

1. The Town hereby determines to finance the Project through Republic First National Corporation in accordance with the proposal June 29, 2016. The amount financed shall not exceed \$392,572 the annual interest rate (in the absence of default of change in tax status) shall not exceed 3.13%, and the financing term shall not exceed five years (5) years from closing.
2. All financing contracts and all related documents for the closing of the financing "the Financing Documents" shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and a Project Fund Agreement as Republic First National Corporation Bank may request.
3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer and Town Attorney shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.
4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).
5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the Republic First National Corporation financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's water fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.
6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

IN WITNESS WHEREOF, this resolution was adopted this the day 12th day of September 2016.



TOWN OF HILLSBOROUGH


Tom Stevens, Mayor

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: October 10, 2016

Department: Administration/Budget

Public Hearing: Yes No

Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

8.B

<i>Consent Agenda</i>	<i>Regular Agenda</i>	<i>Closed Session</i>
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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: 10/10/2016 TO 10/10/2016

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Admin.	10-10-4200-5300-113 LICENSE FEES NeoGov SSO and On-Boarding	5910	10/10/2016	EBRADFORI	10,043.00	2,465.00	12,508.00
Admin.	10-10-4200-5300-458 DATA PROCESSING SERVICES NeoGov SSO and On-Boarding	5911	10/10/2016	EBRADFORI	5,206.00	3,500.00	8,706.00
Info. Services	10-10-6610-5700-743 CAPITAL - SOFTWARE NeoGov SSO and On-Boarding	5909	10/10/2016	EBRADFORI	20,000.00	-5,965.00	14,035.00
Police- Patrol	10-20-5110-5700-740 CAPITAL - VEHICLES Replace 2nd Patrol Car; Delay I&CS Rep	5918	10/10/2016	EBRADFORI	35,000.00	25,000.00	60,279.00
Police - I&CS	10-20-5120-5700-740 CAPITAL - VEHICLES Replace 2nd Patrol Car; Delay I&CS Rep	5917	10/10/2016	EBRADFORI	25,000.00	-25,000.00	0.00
Fleet Maintenance	10-30-5550-5300-150 MAINTENANCE - BUILDING To cover increase in price for crane	5907	10/10/2016	JDELLAVAL	6,210.00	-650.00	5,560.00
Fleet Maintenance	10-30-5550-5300-570 MISCELLANEOUS To cover increase in price for crane	5906	10/10/2016	JDELLAVAL	1,000.00	-650.00	350.00
Fleet Maintenance	10-30-5550-5700-741 CAPITAL - EQUIPMENT To cover increase in price for crane	5908	10/10/2016	JDELLAVAL	12,500.00	1,300.00	13,800.00
						<u>0.00</u>	

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: October 10, 2016
 Department: Planning/Economic Development
 Public Hearing: Yes No
 Date of Public Hearing: N/A

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Shannan Campbell, Economic Development Planner

ITEM TO BE CONSIDERED

Subject:

Approval for Tourism Development Authority to spend up to \$15,000 on the design and printing of an Official Hillsborough Visitors (and Relocation) Guide and Official Hillsborough Guide Map

Attachment(s):

None

Brief Summary:

The Tourism Development Authority (TDA) in order to advance their mission of promoting tourism and lodging within the Town of Hillsborough consistent with the state enabling legislation would like to have an Official Visitors Guide and Guide Map professionally developed, designed, and printed for the Town. The Tourism Development Authority is working with the Hillsborough Tourism Board collaboratively on this project along with other stakeholders. The Tourism Development Authority feels that having more cohesive collateral materials will attract and inform visitors in a more purposeful way and will improve overnight stay numbers as well as contribute to more day trips and general tourism in Hillsborough.

Per the Town Code any expenditure over \$5,000 must be approved by the Hillsborough Town Board. Estimates that were obtained for the Visitors Guide project were approximately \$6,000 for design and \$2,000 for printing with a \$2,000 contingency in case those costs run over, which is possible in design work and printing. Estimates that were obtained for the Official Guide Map project were approximately \$3,000 for design and \$1,000 for printing with a \$1,000 contingency in case those costs run over, which is possible in design work and printing.

Action Requested:

Approve the request to spend up to \$15,000 on the design and printing of an Official Hillsborough Visitors (and Relocation) Guide and Official Hillsborough Guide Map.

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: October 10, 2016
Department: Finance
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Heidi Lamay, Finance Director and Ken Hines, Public Works Director

ITEM TO BE CONSIDERED

Financing the purchase of equipment for Public Works and request authorization to issue a PO prior to the receipt of financing.

Attachment(s):

N/A

Brief Summary:

It is our intent to seek installment purchase financing for the purchase of a knuckle boom truck, an asphalt roller and a dump truck for a total of \$296,330.55, with the first payment due after July 1, 2017.

Action Requested:

Adopt a motion authorizing the Finance Director to proceed with a request for proposals (RFP) for installment purchase financing for the equipment purchase. The dump truck and the knuckle boom truck will take about 4-6 months to be delivered, therefore, the Public Works Director is requesting that the Board also adopt a motion to allow him to submit a PO to the vendors prior to the receipt of financing providing no deposit is needed.

ISSUE OVERVIEW

Background Information & Issue Summary:

N/A

Financial Impacts:

None at this time

Staff Recommendations/Comments:

Authorize the Finance Director to proceed with the RFP and adopt a motion to allow the Public Works Director to proceed with ordering the dump truck and knuckle boom truck prior to receiving financing.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: October 10, 2016
 Department: Planning/Public Space
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Stephanie Trueblood, Public Space Manager

ITEM TO BE CONSIDERED

Subject:
Arbor Day Proclamation

Attachment(s):
Draft proclamation

Brief Summary:
As part of the town's continuing participation in the Tree City program, an annual proclamation for Arbor Day is requested by the Tree Board to be read at the September 30, 2016 Last Friday event.

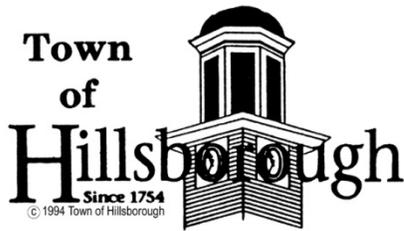
Action Requested:
Adopt resolution

ISSUE OVERVIEW

Background Information & Issue Summary:

Financial Impacts:

Staff Recommendations/Comments:



Arbor Day Proclamation

Whereas, in 1872, J. Sterling Morton, who would become Secretary of Agriculture under President Grover Cleveland, proposed to the Nebraska Board of Agriculture that a special day be set aside for planting trees; and,

Whereas, the resulting holiday – Arbor Day – was first observed in that State with the planting of more than one million trees and is now observed throughout the nation and the world; and,

Whereas, trees are renewable resources that yield fruit and nuts for food and profit, wood for construction, fuel for warmth, paper products and a variety of other goods and materials; and,

Whereas, trees intercept storm water, reduce runoff and erosion, clean air and water, produce oxygen, slow climate change by absorbing carbon dioxide, provide habitat for wildlife, and moderate air temperature; and,

Whereas, when properly selected and tended appropriately, trees increase property values, enhance economic vitality and business districts, provide buffers from traffic and are a source of joy and spiritual renewal; and,

Whereas, the Town of Hillsborough achieved Tree City USA status in 1983 and has received the Outstanding Tree Board Urban Forestry Award by the N.C. Urban Forest Council while continuing to maintain and improve our urban forest by the planting of additional trees to enhance our community; and,

Whereas, Arbor Day reminds us of the timeless observation by its founder, J. Sterling Morton, that “Each generation takes the Earth as trustees”;

NOW, THEREFORE, LET IT BE PROCLAIMED by the Honorable Mayor and Town Board of Commissioners of the Town of Hillsborough, North Carolina, that **Friday, September 30, 2016**, be recognized as “**Arbor Day**” and we urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands. We encourage all citizens to plant trees to promote the well-being of this and future generations because a healthy urban forest can bring a sense of vibrancy or respite, adventure or calm and escape or contentment, amidst asphalt and concrete.

Duly proclaimed by the Hillsborough Town Board of Commissioners this 30th day of September 2016.

(Town Seal)

Tom Stevens
Mayor

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: October 10, 2016
 Department: Planning
 Public Hearing: Yes No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

	9.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:

Request from Stratford Land to allow for the construction of a median break in Waterstone Drive to allow for left turns between Old NC 86 and College Park Road

Attachment(s):

Request – drawing and letter with comments from interested companies

Brief Summary:

In their efforts to market Pods 10 and 11 in Waterstone (northeast side of Waterstone Drive and Old 86), the Stratford folks have indicated the lack of direct access of Waterstone Drive is making the site unappealing. They are asking for approval of a median break to install a left turn into the sites (see the attached map).

Action Requested:

Discussion/Decision. This is not an amendment to a SUP or Master Plan, but does require a vote by the board.

ISSUE OVERVIEW

Background Information & Issue Summary:

Waterstone Drive is presently the only 4-lane street in Hillsborough. I met with the project engineer and the NCDOT district engineer to discuss this request. NCDOT doesn't have a role in approving this request since there is no direct impact to a state facility. He did caution about the importance of access management, noting that if a left turn lane is allowed for site access to the north, it is reasonable to expect the parcel on the south side of Waterstone Drive will have a similar request – which will then beg the question of the need for a signal at these driveways and College Park Road. A signal at College Park Road may be needed at the project build-out regardless of possible driveways.

There is no published standard that indicates this turn lane is contrary to engineering practices. The information attached from the engineer indicates this request is not out of the ordinary. I believe the question before the board is a policy trade-off between hopefully enticing desirable commercial development and preserving the long-term functionality of this roadway section.

Financial Impacts:

Staff Recommendations/Comments:

I had suggested to the developer that I could support added flexibility in our sign regulations to help direct folks to other driveways if that would be enough to entice retailers to commit.



September 2, 2016

Ms. Margaret Hauth, AICP
Planning Director/Assistant Town Manager
Town of Hillsborough
101 East Orange Street
Hillsborough, NC 27278

Subject: Request for left turn lane on Waterstone Drive – Supplemental Information

Dear Ms. Hauth,

Please accept this additional information that we believe will be helpful to Town Staff and the Town Board of Commissioners for the consideration of the proposed left turn lane on Waterstone Drive to Tracts 9 and 10 at our Waterstone project.

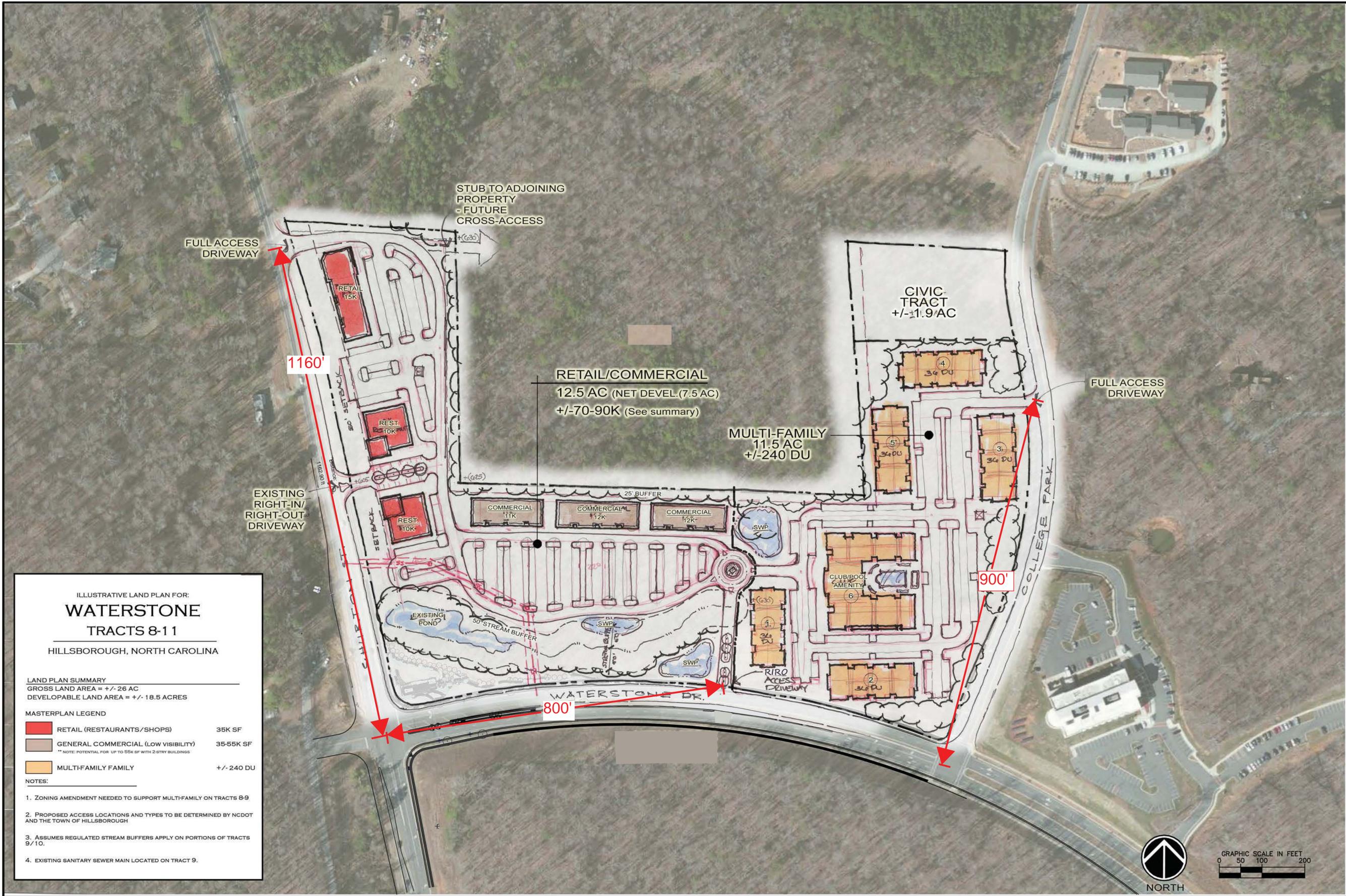
We have shown these commercial properties to a significant number of commercial land users and the majority of them have declined the location primarily for access and visibility issues. We understand that you have expressed that the Town might be willing to provide some flexibility on proposed signage for this site, so we plan to pass that along to possible end users of these tracts and hopefully we can come back to you with a more specific proposal.

The end users we have visited with also express that the access doesn't work well, but might be willing to consider the site if we could improve the access, particularly from Waterstone Drive. The following represent a short list of specific users that have said that access was an issue.

- [REDACTED] (retail developer) – Access would need to be improved and visibility is low. A higher population count is needed for a grocer. Area is still a little green but on the radar.
- [REDACTED] (convenience store/fuel) - Access and visibility are issues with the site and will need to be improved. Right in, right out is not enough.
- [REDACTED] (convenience store/fuel) - Access seems to be an issue with the site as well as visibility from 86. Will keep site in mind.
- [REDACTED] (retail developer) – Need more rooftops. Access isn't great from a retail perspective. Low visibility on 86.
- [REDACTED] (grocer) – Need more rooftops. Access looks to be an issue. Right in, right out is not enough. Signage on 86 would be beneficial.
- [REDACTED] (fast foot user) – Visibility is low off of 86. Signage on 86 is needed to help with this issue. Access would need to be improved.
- [REDACTED] (gym user) – Area seems a little green and visibility is poor. Access would need to be improved as we a right in, right out is not ideal.

Please note that we have not asked these end users for permission to publish their concerns, so we would ask that the Town keep this information confidential.

Very Truly Yours,
Ocie Vest
Senior Vice President Entitlements
Stratford Land



ILLUSTRATIVE LAND PLAN FOR:
WATERSTONE TRACTS 8-11
 HILLSBOROUGH, NORTH CAROLINA

LAND PLAN SUMMARY
 GROSS LAND AREA = +/- 26 AC
 DEVELOPABLE LAND AREA = +/- 18.5 ACRES

MASTERPLAN LEGEND

■	RETAIL (RESTAURANTS/SHOPS)	35K SF
■	GENERAL COMMERCIAL (LOW VISIBILITY)	35-55K SF
■	MULTI-FAMILY FAMILY	+/- 240 DU

NOTES:

1. ZONING AMENDMENT NEEDED TO SUPPORT MULTI-FAMILY ON TRACTS 8-9
2. PROPOSED ACCESS LOCATIONS AND TYPES TO BE DETERMINED BY NCDOT AND THE TOWN OF HILLSBOROUGH
3. ASSUMES REGULATED STREAM BUFFERS APPLY ON PORTIONS OF TRACTS 9/10.
4. EXISTING SANITARY SEWER MAIN LOCATED ON TRACT 9.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: Oct. 10, 2016
Department: Administration
Public Hearing: Yes No
Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Jen Della Valle, Assistant to the Town Manager; Stephanie Trueblood, Public Space Manager; and Margaret Hauth, Assistant Town Manager/Planning Director

ITEM TO BE CONSIDERED

Subject:

Space Needs Assessment Update

Attachment(s):

Report addendum

Brief Summary:

Staff has developed an alternative plan to locate some departments at the future train station site and pursue town hall/Annex design and construction separate from public safety facilities planning.

Action Requested:

Provide authorization for staff to proceed with the updated plan.

ISSUE OVERVIEW

Background Information & Issue Summary:

Earlier this year, the town issued a request for qualifications (RFQ) for professional, multi-disciplinary firms/teams experienced in the design of public safety and municipal facilities to provide detailed design plans for the Town Barn and former medical and dental center renovations and a preliminary design plan for the public safety facility. With updated budget figures, the town deferred this facilities project until FY16 audit results become available. In the meantime, staff went back to the drawing board to come up with a less expensive alternative, which is outlined in the addendum.

A significant update from the last Space Needs Assessment, approved by the board in 2015, is that the future train station project is now considered to be fully committed, with the concept plan complete, permitting underway and construction funding available in 2019-2020. There has been no identified uses for the train station building, but there are several advantages to locating town departments and meeting space at this facility. A few benefits include additional space for departments located at the Town Hall campus and at the train station building, collocating departments near major public projects in the center of town and maintaining a municipal presence at the station.

If the board approves, staff will begin the process to reissue an RFQ for design services for the Town Barn and former medical and dental center, with an updated scope of work, while we wait for the final audit numbers. This would give us about a month lead-time. The train station would require a separate RFQ. We would be early enough in the process, where we would retain the flexibility to postpone the project if the audit results come back lower than

expected. Planning staff anticipates releasing the new RFQ sometime in late October, discussing staff's recommendation at the board's November work session, and signing a contract in December/January (if authorized by the board).

The project would occur in three phases but would operate as one project. Planning staff estimates that this revised project will cost \$1.2 million. Our financing strategy is to debt finance the project, trying to schedule the first debt payment for FY18. We may have to pay for architecture fees before we borrow funds, but that expense would be manageable. Financing the project over 10 years at a 4 percent interest rate would result in an annual debt payment of \$147,949, distributed across the three funds*.

Fund	Total Cost	Annual Debt Payment (rounded)
General	\$455,500	\$56,000
Water & Sewer	\$695,500	\$86,000
Stormwater	\$49,000	\$6,000

*estimates

Financial Impacts:

Project estimate is \$1.2 million, with an \$147,000 annual debt payment.

Staff Recommendations/Comments:

Provide direction.



To: Mayor and Board of Commissioners
From: Stephanie Trueblood, Public Space Manager
Margaret Hauth, Assistant Town Manager/Planning Director
Eric Peterson, Town Manager
Jen Della Valle, Assistant to the Town Manager
Date: October 3, 2016
Re: Space Needs Assessment Addendum

In 2015, town staff conducted a space needs assessment, which identified current and future departmental space needs and outlined how departments were to be distributed across town facilities. At that time, plans had not been completed and funding had not been confirmed for the future train station. Over the past year, we have made great progress on the train station and now consider the project fully committed. Staff proposes the following addendum to the space needs assessment, which identifies the future train station as a likely site for town operations.

The train station is a North Carolina Department of Transportation project (P-5701) that includes the construction of the passenger rail platform, a 6,000 SF building, and all associated infrastructure, such as parking areas, road and sidewalk networks, a transit station, and stormwater control measures. Project funding includes \$6.63 million in state funds with a \$570,000 local match provided through the sales tax allocated to transit. The concept plan is complete, permitting is underway and funding for construction is available in 2019-2020.

So far, there has been no particular use identified for the station building. Having the building occupied early, however, will help establish a safe site for passengers and may help mark the area as a destination ripe for development. The train station building presents a unique opportunity to expand town office space by creating a campus for departments that would benefit from collocating and being easily accessible to the public.

Option 3: New Recommended Option

Staff proposes using the future train station building as a long-term site for Engineering, Planning, Public Space, Stormwater, and potentially the Fire Marshal’s Office. Staff also proposes locating town board and advisory boards meeting space at the train station building. Staff anticipates that the proposed building has enough space to meet the current and future needs of these departments as well as provide expanded meeting space. The meeting space may be made available to the public, if desirable.

As planning for the Public Safety Campus moves forward, it may be determined that the Fire Marshal would be better located alongside Police, Fire, and EMS. This plan provides the option of locating the Fire Marshal with Planning and Engineering in the event that it is deemed a better location or if space is limited at the new Public Safety building.

Below is an updated chart of the new proposal.

Recommendation	# of Offices Available	Current Departments	# of Offices Needed	Proposed Departments	# of Offices Needed
Town Hall					
Main Building	6	Planning (5); Public Space (2); Engineering (2)	9	Management (2); PIO (2) & Budget (1)	5
Adjacent Building	1	Stormwater	2	Mayor	1
Clerk's Office	2	Human Resources	2 (+ interns)	Available	2
Cemetery Office	1	Cemetery	1	Cemetery	1
Town Barn					
First Floor	1400 SF	Meeting room, restrooms, closet	1400 SF	Human Resources (2 + interns) and meeting space	2
Second Floor	3	Management (2); PIO (2)	4	Interns & flex space	3
Third Floor	1	Utilities Inspector	1	Do not occupy	-
Existing Annex					
	8	Finance/Billing & Collections	9 (short-term); 12 (l	Police overflow & then sell	-
Future Annex					
West Side	3,800 SF	N/A	N/A	Finance/Billing and Collections (9) and Temporary Engineering (3)**	12
East Side	2,400 SF	N/A	N/A	Training Room	2,400 SF
Existing Police Department					
		Police		Sell	
Fairview Substation					
		Community Police		Community Police	
Existing Fire Station					
		Orange Rural Fire Department		Sell	
Future Public Safety					
		N/A	N/A	Police; Fire Department; EOC; potentially Fire Marshal*, and IT	TBD
N.C. 86 Facility					
		Fleet; Safety; Fire Marshal; Meter Readers		Fleet, Safety; Meter Readers	
Existing Public Works					
		Public Works		Available	
Future Public Works					
		N/A	N/A	Public Works	TBD
Water Treatment Plant					
		Water Treatment		Water Treatment	
Wastewater Treatment Plant					
		Wastewater Treatment		Wastewater Treatment	
Old Water Plant					
		Distribution and Collection		Distribution and Collection (expand)	
Train Station					
	6,000 SF	N/A			
Office Area		N/A		Engineering (3); Stormwater (2), and potentially Fire Marshal (2)*	14
Meeting Room Area		N/A		Board Meeting Room (1,400 SF); Bathrooms; Storage	2,400 SF
Churton Street Building					
		Orange County Museum		Sell	

* Fire Marhsal may locate in Train Station or in the Public Safety Facility

**3 offices become available to Finanace/Billing & Collection Office when Train Station is built and Engineering relocates

Advantages

Moving the aforementioned departments to the new train station site frees up the Town Hall Campus. Administration, Public Information, Budget, and Human Resources could occupy the Town Hall Campus, with flexibility on the exact distribution. This configuration allows Town Hall to continue to serve as the central base for town government. There is also room for the Mayor to have an office or workspace. The second floor of the Town Barn could be used as intern offices and private conference space. The Carriage House should not be used as permanent storage.

This proposal allows the Administration Department to still be located near Finance/Billing & Collections. The Town Hall and Future Annex are proximal and adjacent to the Future Public Safety Campus.

Engineering, Planning, Public Space, Stormwater, and potentially Fire Marshal move to a new campus – one that is located in the new ‘center’ of town near recent and future development sites (Collins Ridge, Forest Ridge, Waterstone, and future Daniel Boone redevelopment), major public projects (South Churton road widening, North/South greenway and pedestrian bridge over I-85, Orange Grove Road extension, etc.), and train and transit service. If there were insufficient room for any of these functions to move to the train station building, there would be enough flex space on the Town Hall Campus to accommodate adjustments.

The Board would need to meet in the New Annex (former dental side) while Town Barn renovations are underway. After the permanent Town Board meeting room is built at the train station, the meeting room in the New Annex could be used for training purposes and meeting space. This may provide relief for flex meeting space that may have otherwise been built in the future Public Safety Building.

Disadvantages

The train station site will not be developed until 2020 and there is an immediate need for office space. The Planning Department needs two additional offices immediately, one for the economic development planner, currently sharing an office, and one for the planner position for which we are currently recruiting. A third office may become necessary for a transportation planner position that has been requested but not yet funded.

One way to address these more immediate needs is to allow Engineering (Kenny, Julie, and Nathan) to locate temporarily in the new Finance/Billing and Collections space until the train station site is ready to occupy. There is sufficient room for Finance and Engineering on the former medical side of the building and then as engineering moves to the train station, room becomes available for Finance/Billing and Collections to expand. Thus, this proposal would require the Engineering Department to move twice, which is not ideal.

Costs

Staff put together new budget estimates for the north campus project:

- Future Annex
 - West (Renovation) – Based on an estimate of \$100 per\$600K square foot, 10% design costs, 10% construction administration.
 - East (Demolition and Renovation) – Based on an estimate\$120K from a dumpster company, estimate for new carpet, and

basic renovation and repair.

- Town Barn Renovation \$250K
- Town Hall Campus – Based on furniture, landscaping.....\$230K
and contingency.

The total projected cost of the project will be \$1.2 million. The annual debt cost would be \$147,000 per year, if we finance the project over 10 years at a 4 percent interest rate.

Next Steps

Staff feels that this option would adequately address the town’s immediate space needs and better position the town to accommodate future growth. Staff requests authorization from the board to move forward with the process and assess the financial feasibility of this plan (specifically, the town hall campus renovations) once the financial audit has been completed in October. If there are sufficient funds to undertake this debt load, staff’s recommendation is to move forward with this plan. This update will be included as a discussion item at the October board meeting and staff encourages the board to provide any feedback or share any concerns.

TOWN OF HILLSBOROUGH

Board of Commissioners Agenda Abstract Form

Meeting Date: October 10, 2016
 Department: Administration
 Public Hearing: No
 Date of Public Hearing: _____

For Clerk's Use Only
AGENDA ITEM #

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

PRESENTER/INFORMATION CONTACT: Eric Peterson, Town Manager

ITEM TO BE CONSIDERED

Subject:

Hot Topics for the Oct. 24, 2016 Board of Commissioners' Work Session

Attachment(s):

None

Brief Summary:

The only topic currently scheduled for the October 24 work session is the Annual Balanced Scorecard Report

Action Requested:

Provide direction on potential workshop items.

ISSUE OVERVIEW

Background Information & Issue Summary:

Please see above

Financial Impacts:

None

Staff Recommendations/Comments:

Please include the Annual Balanced Scorecard report and review for this work session.