

**Butner Town Council
Meeting Agenda**

6:30 PM Thursday, April 4, 2024
Council Meeting Room – Butner Town Hall
415 Central Avenue
Butner, NC 27509

Hearing impaired devices are available upon request – Please see Town Clerk

1. Welcome, Remarks and Call to Order - Mayor Dr. Jordon
2. Roll Call - Clerk Rote
3. Invocation and Pledge of Allegiance – Councilmember Vicky Daniels
4. Adjustments to and/or Approval of the Meeting Agenda
5. Acceptance of Meeting Minutes (Attachment 5)
 - March 7, 2024 – Regular Meeting
 - March 13, 2024 – Budget Retreat
6. Recognition of Parks and Recreation Advisory Committee Members

This Committee advises staff on recreational activities, facility planning and assists with seasonal activities. We are recognizing the members for their service and dedication to the Town and community.
7. Recognize Advancement - Senior Public Safety Officer Joseph Mannella
8. Public Comment Period

Citizens wishing to address the Board must sign in on the form located on the podium prior to the beginning of the meeting.
9. Consider Land Development Ordinance (LDO) Text Amendment TA.24.01 to Article 7.4.3(A)(4) Accessory Dwelling Units (ADUs), to remove the minimum size for ADUs

Town staff requests an amendment to the Land Development Ordinance, Article 7.4.3(A)(4) Accessory Uses and Structures, to remove the minimum size for accessory dwelling units. Legislation passed in 2019 restricts the ability of local governments to regulate the minimum sizes for anything that meets the residential building code. A maximum size can still be regulated and enforced. **(Attachment 9)**

 - Public Hearing

- Consider Consistency Statement and approval of Text Amendment TA.24.01

Recommended Action: Town Council must adopt a statement indicating if the amendment is/is not consistent with the Butner 2040 Plan’s Goals and Objectives, and relative to public interest. The Ordinance Administrator recommends approval of TA.24.01 to *Article 7.4.3(A)(4) Accessory Dwelling Units (ADUs)*, to remove the minimum size for ADUs as presented, effective upon adoption. The Planning Board recommends the same.

10. Consider Land Development Ordinance (LDO) Text Amendment TA.24.02 to Article 5 Nonconformities, to the provisions on nonconforming uses and structures.

Town staff requests an amendment to the Land Development Ordinance (LDO) Article 5, to amend the provisions on nonconforming uses and structures. When a nonconforming structure is damaged a distinction is made if the damage is more or less than 50% of the value. If the damage is over 50% of the value, the structure needs to be brought into compliance with current Code. If the damage is less than 50% of the value, the structure can be rebuilt as is. During a staff review, two edits were identified. Currently Butner allows 6 months to obtain a building permit and we are recommending a change to 1 year. Staff would like to allow extra time for a business or property owner to go through their insurance and find an appropriate contractor for repair work. Next, staff recommends deleting the provision that work shall be completed within one year of obtaining building permit. Butner does not issue building permits, Granville County does. The County allows for building permits to be extended if the applicant is progressing on their project and receiving the required inspections. There is not a time limit to finish a project.

(Attachment 10)

- Public Hearing
- Consider Consistency Statement ad approval of Text Amendment TA.24.02

Recommended Action: The Town Council must adopt a statement indicating if the amendment is/is not consistent with the Butner 2040 Plan’s Goals and Objectives, and relative to public interest The Ordinance Administrator recommends approval of TA.24.02 *Article 5 Nonconformities*, to the provisions on nonconforming uses and structures as presented, effective upon adoption. The Planning Board recommends the same.

11. Receive & Accept February 2024 Financial Report – Finance Director Ung
(Attachment 11)

12. Consider adopting the updated Mission, Vision, Values Statements.
During the January 30 Strategic Planning Retreat, Council reviewed our current Mission, Vision and Values statements, which were adopted in 2022, and recommended updates. The Statements will help guide the Council and staff when determining future projects and goals. **(Attachment 12)**

Recommended Action: Consider adopting the updated Mission, Vision, Values Statements as presented.

13. Reports (Attachment 13)
- Manager
 - Planning Director
 - Public Safety Director

14. Attorney Report

15. Mayor and Council Comments

16. Closed Session according to according to according to N.C.G.S. 143-318.11 (a)(5) regarding property acquisition, N.C.G.S. 143-318.11 (a)(6) to discuss a personal matter, and to approve the closed session meeting minutes from 12-07-23, 01-16-24 and 03-13-24.

17. Adjournment

REMINDERS:

If you need additional information about the following items, please visit **Butnenc.org** for updates and additions.

April 8	Military Holiday Committee, 7:00 PM, Town Hall
April 11	Planning Board Meeting, 6:30 PM, Town Hall
April 16	Budget Work Session – 3 PM, Town Hall
April 19	Groovin at the Gazebo – 5:30 PM, Gazebo Park
April 20	Beautify Butner Day – 8:00 AM, Gazebo Park

**THURSDAY, MARCH 7, 2024 – 6:30 P.M.
REGULAR MEETING OF THE BUTNER TOWN COUNCIL
COUNCIL MEETING ROOM – TOWN HALL**

The Butner Town Council met at the above-mentioned time and place. All members of the Council and local news media were notified of the same as well as the purpose of the meeting.

Council Present: Mayor Dr. Linda R. Jordon, Mayor Pro Temp Michel Branch, Councilmembers Judy Cheek, Vicky Daniels, Tom Lane, and Ed Sosa. Also present: Town Manager Jordan McMillen, Town Attorney Jim Wrenn, Town Clerk Barbara Rote, and Deputy Town Clerk Anita Thomasson.

Absent: Councilmember Josh Shank

CALL TO ORDER & ROLL CALL

Mayor Jordon called the meeting to order. Clerk Rote called the roll for Council attendance. Councilmember Lane gave the prayer and led the Pledge to the American Flag.

AGENDA APPROVAL

MPT BRANCH MADE A MOTION, SECONDED BY COUNCILMEMBER LANE, TO ACCEPT THE AGENDA AS PRESENTED. **THE MOTION CARRIED.**

MINUTES ACCEPTED -JANUARY 30, FEBRUARY 1, 2024

MEETING MINUTES WERE ACCEPTED ON MOTION BY MPT BRANCH, SECONDED BY COUNCILMEMBER CHEEK. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RECOGNITION OF PLANNING BOARD MEMBERS

Mayor Jordon recognized members of the Planning Board and presented them with a certificate and computer bag. Present: Martin Sinicki, Ricky Campbell, Mike McFadden, Bill Cheek, Lynette Bailey, Thomas Beau Whited, and Mark Pennington. Absent: Wyvette Thompson.

PUBLIC COMMENT

No one spoke during Public Comment

JANUARY 2024 FINANCE REPORT

TM McMillen presented the January 2024 Financial Report. Revenues and collections are on target. FD Ung was attending a Finance Officer’s Conference.

COUNCILMEMBER LANE MADE A MOTION, SECONDED BY COUNCILMEMBER DANIELS, TO ACCEPT THE JANUARY 2024 FINANCIAL REPORT AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

JANUARY 2024 Financial Report	General Fund	Stormwater Fund
<i>50% of FY Complete</i>		
REVENUES		
YTD	\$ 5,572,729	\$ 432,691
YTD Percent of Budget	47.31%	62.96%
EXPENSES		
YTD	\$ 6,265,627	\$ 125,947
Budget	\$ 11,779,653	\$ 687,197
YTD Percent of Budget	53.19%	18.33%
January 2024 Total Cash & Investments Town-Wide – All Funds		
General Fund	Other Funds	Total
\$12,684,739	\$3,456,497	\$16,141,236

APPROVED BUDGET AMENDMENT 012-2024 – ACCEPT 2023 BYRNE-JUSTICE ASSISTANCE GRANT (JAG) \$24,249.60

TM McMillen presented Budget Amendment 012-2024 to accept a 2023 Byrne-Justice Assistance Grant (JAG) in the amount of \$24,249.60. Butner Public Safety has been awarded a 2023 Byrne-Justice Assistance Grant (JAG) to purchase Mobile Data Computers for the patrol vehicles. We must purchase the equipment before receiving the 100% reimbursement.

COUNCILMEMBER DANIELS MADE A MOTION, SECONDED BY COUNCILMEMBER LANE, TO APPROVE BUDGET AMENDMENT 012-2024, ACCEPTING A 2023 JAG GRANT IN THE AMOUNT OF \$24,249.60 FOR THE PURCHASE OF BPS MOBILE DATA COMPUTERS FOR PATROL VEHICLES. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

BUDGET ORDINANCE AMENDMENT

012 - 2024

BE IT ORDAINED by the Council of the Town of Butner, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1. To amend the General Fund, the appropriations are to be changed as follows:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-8120-5540 Vehicles (BPS)		\$ 24,249.60
		\$ 24,249.60
	=====	=====

Butner Public Safety department’s expense budget will increase by \$24,249.60, It is a 100% reimbursement to the Town from Bryrne- Justice Assistance Grand (JAG) in the Federal Grant Revenue line as follows.

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3305 Federal Grants		\$ 24,249.60
	\$	\$ 24,249.60
	=====	=====

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 7th day of March, 2024

APPROVED RES-24-03-01 – ADD \$1.4 MILLION TO EXISTING CAPITAL RESERVE FUND
BUDGET AMENDMENT 014-2024 TRANSFER FROM GENERAL TO RESERVE FUND

TM McMillen presented RES-24-03-01, *A Resolution to Add to an Existing Capital Reserve Fund* and Budget amendment 014-2024 to transfer \$1.4 million from the General Fund to the Capital Reserve Fund for future capital projects.

The Finance Committee discussed the Town’s current fund balance and future capital projects. The Town’s Unrestricted Fund Balance at the end of FY23-24 was \$9.8 million or 111.5% of General Fund expenditures. The Town’s draft Capital Improvement Plan indicates potential spending of \$14.5 million over the first five years. To set aside funds for future capital projects and begin funding the Capital Improvement Plan, the staff and Committee recommend transferring \$1.4 million from the General Fund to the Capital Reserve Fund. This would lower the Unrestricted(available) Fund Balance below 100% and be more in line with our peer comparisons. A Capital Reserve Fund requires us to designate how the funds are used. The Finance Committee supported approval of the transfer during their February 12th Committee Meeting.

The distribution of the \$1.4 M is designated as follows. It aligns with the percentage of the total CIP for each department. The Capital Reserve Fund is used for projects and Capital expenditures. It is not used for staffing costs.

a. providing for Public Safety vehicles and equipment	\$ 490,000
b. providing for Public Works and Public Facilities	\$ 350,000
c. providing for Recreation	\$ 560,000
Total	\$1,400,000

COUNCILMEMBER DANIELS MADE MOTION, SECONDED BY COUNCILMEMBER CHEEK, TO APPROVE RES-24-03-01 A RESOLUTION TO ADD TO AN EXISTING CAPITAL RESERVE FUND, AND TO APPROVE BUDGET AMENDMENT 014-2024 TO TRANSFER \$1.4 MILLION FROM THE GENERAL FUND TO THE CAPITAL RESERVE FUND FOR FUTURE CAPITAL PROJECTS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RES-24-03-01
A RESOLUTION TO ADD TO AN EXISTING
CAPITAL RESERVE FUND FOR THE TOWN OF BUTNER

WHEREAS, under North Carolina General Statute 159-18 the Town is authorized to establish and maintain a capital reserve fund for any purposes for which the Town may issue bonds; and

WHEREAS, the Council members deem it is in the best interest of the Town of Butner and its citizens to establish a capital reserve to fund anticipated capital improvements; and

THEREFORE, BE IT RESOLVED BY THE TOWN OF BUTNER, NORTH CAROLINA, ACTING THROUGH ITS COUNCIL MEMBERS, THAT:

2. The Council members approve a one-time transfer in the amount of \$1.4 M from the legally available/unrestricted General Fund Balance to the Capital Reserve Fund.
3. The Capital Reserve Fund is established to provide funds for anticipated capital improvements list herein. The distribution of the \$1.4 M is designated as follows:

a. providing for Public Safety vehicles and equipment	\$ 490,000
b. providing for Public Works and Public Facilities	\$ 350,000
c. providing for Recreation	\$ 560,000
Total	\$1,400,000

4. No funds shall be expended from the Capital Reserve Fund without approval by the Town Council.
5. This resolution shall become effective immediately upon adoption.

Adopted this 7th day of March 2024.

**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

014 - 2024

BE IT ORDAINED by the Council of the Town of Butner, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1. To amend the following appropriations for the transferring of the Unrestricted General Fund Balance to the Capital Reserve Fund:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-9842-5980.42 Transfer to CIP Fund		\$1,400,000
42-0000-3811.10 General Fund -NCCMT		<u>\$1,400,000</u>
	<u>\$ 0</u>	<u>\$ 1,400,000</u>

The following Revenues will be amended from Unrestricted General Fund Balance Appropriations

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3991 Appropriated fund balance		<u>\$ 1,400,000</u>
	<u>\$ 0</u>	<u>\$ 1,400,000</u>

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 7th day of March, 2024.

APPROVED CLASSIFICATION AND PAY STUDY WITH PERSONNEL POLICY AMENDMENTS
EFFECTIVE 3-11-24
AUTHORIZED TOWN MGR. & HR/ADM. MGR. TO MAKE NECESSARY ADJUSTMENTS
APPROVED BUDGET AMENDMENT 013-2024 TO FUND STUDY THROUGH 6-30-24
\$119,526

HR/Admin. Manager presented the Classification and Pay Study for implementation March 11, 2024. The Town's Consultant (Maps Group) presented the results of the Classification and Pay Study on January 30th and the Finance Committee discussed an implementation strategy at their February 12th meeting. Staff and the Committee are recommending implementation of Option two, which has a total cost of \$352,000. Option two had a lower cost without significantly increasing salary compression. The Committee discussed the impact this will have on future budgets and recognized the need to implement the study sooner rather than later to keep in line with the market. The Committee recognized and supported the possibility of the tax rate being above the revenue-neutral rate to fund the salary study and cover future obligations for the town. The cost of the study is equivalent to 5 cents on the tax rate.

MPT BRANCH MADE A MOTION, SECONDED BY COUNCILMEMBER SOSA, TO APPROVE THE CLASSIFICATION AND PAY STUDY TO INCLUDE ADJUSTED PAY PLAN AND PERSONNEL POLICY AMENDMENTS EFFECTIVE MARCH 11, 2024, AND TO AUTHORIZE THE TOWN MANAGER AND HR/ADMIN. MANAGER TO MAKE THE NECESSARY ADJUSTMENTS FOR IMPLEMENTATION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

COUNCILMEMBER CHEEK MADE A MOTION, SECONDED BY COUNCILMEMBER DANIELS, TO APPROVE BUDGET AMENDMENT 013-2024 IN THE AMOUNT OF \$119,526, PAYABLE FROM THE UNRESTRICTED GENERAL FUND BALANCE TO FUND THE CLASSIFICATION AND PAY STUDY THROUGH JUNE 30, 2024. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Personnel Policy Changes

1. Article I, Section 10. Definitions

Add a definition for “day” as follows:

***Day.** A day, for the purposes of leave time calculations, will be calculated using a ratio. This ratio is determined by dividing the number of hours that are budgeted to be worked in a year by 52 to determine the average work week. The average work week is then divided by 40 (the standard workweek) to determine the ratio. That ratio is then applied to 8 as the standard day for a 40 hour per week employee. (For example, an employee who works 2184 hours per year, the calculation is 2184 divided by 52 equals 42 hours per week. 42 divided by 40 equals 1.05. 1.05 is the ratio applied to 8 hours which results in an 8.4-hour day. An employee who works 1560 hours per year is calculated as 1560 divided by 52 equals 30 hours per week. 30 divided by 40 equals 0.75. The 0.75 ratio is applied to 8 hours which results in a 6-hour day.)*

2. Article III, Section 6. Performance Pay

Change title from Performance Pay to *Performance Pay and In-range Adjustments*

Add a second paragraph as follows:

The Town Manager may approve in-range adjustments to employee salaries not to exceed ten percent when necessary to accommodate inequities, special assignments, temporary assignments, special performance or achievements, or other related issues.

3. Article III, Section 11. Effective Date of Salary Changes

Revise to allow the effective date of salary changes to be immediate as follows:

Salary changes shall become effective at specific dates as approved by the Town Manager.

4. Article III, Section 12. Fair Labor Standards and Overtime Compensation Provisions

Add the underlined italicized section shown below with the goal of reducing very large compensatory time balances.

Non-exempt employees will be paid at a straight time rate for hours up to the FLSA established limit for their position (usually 40 hours in a 7-day period or 168 in a 28-day cycle for sworn public safety employees). Hours worked beyond the FLSA established limit will be compensated in either time or pay as determined by the Town Manager subject to budget availability at the appropriate overtime rate. All hours worked over 171 in a 28-day cycle for sworn public safety staff are subject to the overtime rate. Hours worked between 168 and 171 may be compensated in time or pay at straight time.

5. Article III, Section 19. Language, Certification, and Educational Increases

Certifications needed or strongly preferred for tasks such as pesticide application, playground safety inspection, fire safety inspections, AICP (Planner certification), etc. change over time and become more and less valuable to the organization. Compensation for obtaining degrees

also fluctuates with the market. The same is true with the ability to provide language interpretation. We recommend that Council delegate authority to the Town Manager to adjust these as needed without the necessity of bringing them to Council for approval, thus getting Council too deep into the weeds of daily operational management.

We recommend replacing this Section with the following language:

The Town Manager shall establish a schedule of salary increases to reward employees for attaining and maintaining certifications, providing language interpretation, and obtaining degrees that increase the employee's value to the Town. These increases should reflect certifications and/or degrees that exceed the requirements on the position classification specification.

6. Article IV, Section 3 Recruitment, Selection and Appointment

Replace language in first two paragraphs as follows to update with web-based recruitment methods.

***Recruitment Sources.** When position vacancies occur, the Human Resources Officer shall publicize these opportunities for employment, including applicable salary information and employment qualifications. Information on job openings and hiring practices will be provided to recruitment sources, including organizations and media available to minority applicants. In addition, notice of vacancies shall be posted on the Town's website and/or employee emails. Individuals shall be recruited from a geographic area as wide as necessary and for a period sufficient to ensure that well-qualified applicants are obtained for Town service. The North Carolina Division of Employment Security may be used as a recruitment source. In rare situations because of emergency conditions, high turnover, etc., the Town may hire or promote without advertising jobs, upon approval of the Town Manager.*

***Job Advertisements.** Jobs will normally be advertised on the Town's website, and on other websites such as professional association websites, and other relevant publications in order to establish a diverse and qualified applicant pool. Recruitment notices shall contain assurances of equal employment opportunity and shall comply with Federal and State statutes.*

7. Article V, Section 1. Work Schedule

Add a second paragraph as follows:

The Town Manager will approve procedures for flexible work schedules, remote work, compressed schedules and alternative schedules as needed to meet the needs of the Town and employees. The needs of the Town, including teamwork and customer service values will take precedence over employee convenience. Any remote work agreements approved by the Manager must be reviewed and re-authorized at least quarterly.

8. Article V, Section 5. Employment of Relatives

Update the definition of "Immediate Family" as follows:

"Immediate Family" shall be defined as spouse, partner, those in dating relationships, child, parent, sibling, grandparent, grandchild, son or daughter in laws, parent-in-law, brother or sister-in-law, aunt uncle or the spouse or guardian of the employee.

9. Article VI, Section 11. Tuition Assistance Program

Change Tuition assistance reimbursement amount to up to \$2000 to reflect inflation.

10. Article VII, Section 2. Holiday

Replace with the following:

The Town will follow the holiday schedule as published by the State of North Carolina for state employees. In addition, the Town provides one floating holiday per year to be selected by the employee with notice to the supervisor following department leave request procedures.

Employees wishing to schedule time off for religious observances, other than those observed by the Town, may request vacation leave from their respective department directors. The department director will attempt to arrange the work schedule so that an employee may be granted vacation leave for the religious observance. Vacation leave for religious observances may be denied only when granting leave would create an undue hardship for the Town.

11. Article VIII, Section 2. Resignation

Add the following sentence to the end of the first paragraph.

Thirty days' notice is expected of department directors and the Town Manager.

12. Article IX, Section 9. Name Clearing Hearing

The following addition is recommended based on recent court cases.

Following the Town's decision to dismiss or demote an employee, including a probationary employee, the employee shall be afforded an opportunity for a name-clearing hearing. The employee must request the hearing within a time frame established by the Town. If requested by the employee, a time and date for the hearing will be established such that the hearing takes place prior to the release of any negative or stigmatizing information about the employee that could inhibit future employment. The employee may invite anyone the employee wishes to invite (including the media) to the hearing. At this name-clearing hearing, the employee may present any response to information that the employee believes to be false and/or stigmatizing to the employee's reputation with respect to his or her work performance or the reasons for the dismissal or demotion.

Any written comments submitted by the demoted or dismissed employee will be placed in the employee's personnel file, and a copy will be provided to anyone who requests the termination letter on that employee. In lieu of actually attending the hearing, the employee may submit written comments and they will be placed in the file just as if the employee had presented them at the scheduled hearing. If the employee speaks at the hearing but does not provide written comments, the person conducting the hearing shall take notes and place a copy of the notes in the employee's personnel file, and a copy will be provided to anyone who requests the termination letter on that employee. There is no requirement for the Town or the hearing officer to respond in any way to the comments of the demoted or dismissed employee at the hearing. The name clearing hearing is not a substitute for, or a second opportunity for, a pre-termination hearing at which the employee may contest the proposed disciplinary action. Information presented at the name clearing hearing will not be used by the Town to reconsider the disciplinary action.

**TOWN OF BUTNER
BUDGET ORDINANCE AMENDMENT**

013 - 2024

BE IT ORDAINED by the Council of the Town of Butner, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2024:

Section 1. To amend the following appropriations as follows in each of the Department Salary Wages and Benefit lines:

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
4110- Council & Mayor		\$ 5,024
4120- Administration		2,759
4130- Finance		4,732
4140- Human Resources		5,809
4310- Public Safety		88,791
4510- Public Works		4,446
7520- Stormwater - Operating		1,816
6121- BAP		974
4910- Planning & Zoning		2,867
7510- Stormwater Admin		1,171
6175- Special Events		1,137
	\$ 0	\$ 119,526

The Total impact of Option 2, effective March 11 to June 30 is \$119,526 use of the unrestricted Fund Balance Appropriations.

<u>Account No.</u>	<u>Decrease</u>	<u>Increase</u>
10-0000-3991	Appropriated fund balance (General Fund)	\$ 116,539
62-0000-3991	Appropriated fund balance (Stormwater)	2,987
	\$ 0	\$ 119,526

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 7th day of March, 2027

SELECTED C-STREET AS OPTION FROM SIDEWALK PROJECT BETWEEN CENTRAL AND 22ND STREET

Planning Director Ganser presented two optional routes between Central and 24th Street for the C Street Sidewalk Project. This project includes designing and constructing new sidewalks between 12th and 24th Street and along 24th Street between C and D Streets. Council previously indicated a desire to choose either B Street or C Street between Central Avenue and 22nd Street prior to design work beginning. Staff previously informed Council that B Street has less traffic and construction would be less challenging and costly, although C Street is a more direct route between residential areas and retail/shopping areas along Central Avenue. The Town's contracted engineer (Timmons Group) has prepared maps of the various routes as well as advantages and disadvantages of each. Staff recommended selecting the C Street option between Central and 22nd Street. Both options included using C Street between 22nd and 24th Streets.

It was also noted that industry is primarily located on this section of B Street, but the road is wider and less traffic if someone wants to walk along the road.

Two options for C-Street Sidewalk Project - From Central Ave. to 22nd St.

Option 1: Better for meeting citizen's needs and creating a community.

Advantages

- Serves residential areas/homes
- Creates a loop with the existing D Street Sidewalk
- Closer in proximity to school

Disadvantages

- Potentially more design challenges
- Potentially more costly to construct

Working with more property owners can create longer overall project schedule

Option 2: Possibly easier construction, lower cost, and shorter construction timeline.

Advantages

- Potentially easier/quicker to construct.
- Working with fewer property owners

Disadvantages

- Industrial area/more remote
- Away from residential areas
- Limited space around 22nd Street coming up from B Street

Estimated Timeline:

- Survey Work – April 2024
- Preliminary design (60%) to Town and NCDOT – May 2024
- Community meeting with 90% design – July 2024
- State Permitting – Summer 2024
- Construction begins – 2025

COUNCILMEMBER CHEEK MADE A MOTION, SECONDED BY COUNCILMEMBER SOSA, TO SELECT THE C STREET OPTION BETWEEN CENTRAL AND 22ND STREET AS THE PREFERRED ROUTE FOR DESIGNING THE C-STREET SIDEWALK PROJECT. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

AUTHORIZED TOWN MANAGER & ATTORNEY TO FINALIZE UPDATED CONTRACT WITH HEADWATER FORESTRY/TIM HARRIS

TM McMillen presented for consideration, authorizing he and the Town Attorney to finalize an updated contract with Headwater Forestry/Tim Harris for forestry consulting services.

Since 2010, the Town has had an existing agreement with Tim Harris (Headwaters Forestry) to serve as the Town’s consulting forester. Staff is looking to move forward with services necessary for the timber sale (i.e. timber cruise, advertisement, request for bids, sale, supervision of harvesting and replanting, and other associated activities) on Town owned land. The new contract updates the forester’s compensation from 6% to 7% of the timber proceeds and updates the additional consulting forestry services from \$70/hr. to \$90/hr. There have been no updates to the fees since the original agreement. The forester has indicated he can complete the timber cruise and prepare the sale in March with advertisement and bidding to follow leading to potential award by early summer. Fortunately, timber prices are rising.

COUNCILMEMBER DANIELS MADE A MOTION, SECONDED BY COUNCILMEMBER LANE, TO AUTHORIZE THE TOWN MANAGER AND TOWN ATTORNEY TO FINALIZE AN UPDATED CONTRACT WITH HEADWATER FORESTRY/TIM HARRIS FOR FORESTRY CONSULTING SERVICES. ALL VOTES WERE IN THE AFFIRMATIVE, **THE MOTION CARRIED.**

APPROVED BCA REQUESTS RELATED TO 2024 BUTNER SUMMER FESTIVAL

TM McMillen presented requests by Butner Community Association (BCA) related to the Friday May 31, 2024 and Saturday June 1, 2024 Butner Summer Dance and Festival:

- Suspend the “No Alcohol” policy at the Soldiers Memorial Sports Arena (SMSA) on May 31, 2024 from 6:00 pm to 10:00 pm for the Butner Summer Festival Dance. The dance is from 7:00 pm – 10:00 pm.
- Suspend the No Alcohol” Policy in Gazebo Park and on Central Ave. between D & E Streets on June 1, 2024 from 9:00 am to 4:00 pm.
- Adopt RES-24-03-02 to close Central Avenue between D & E Streets on June 1, 2024 from 6:00 am to 5:00 pm.

COUNCILMEMBER CHEEK MADE A MOTION, SECONDED BY COUNCILMEMBER DANIELS, TO APPROVE THE BCA REQUESTS FOR THE 2024 SUMMER FESTIVAL AND DANCE AS PRESENTED. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RES-24-03-02
RESOLUTION DECLARING A ROAD CLOSURE FOR THE 2024 BUTNER SUMMER FESTIVAL

WHEREAS, the Town Council of Butner acknowledges a long tradition of the annual Butner Summer Festival for its citizens; and

WHEREAS, the Town Council of Butner acknowledges its citizens realize a civic and economic benefit from holding the annual Butner Summer Festival; and

WHEREAS, the Town Council of Butner acknowledges the annual Butner Summer Festival Event requires signs and traffic control, and also requires removing signs, traffic control, and litter retrieval;

NOW THEREFORE BE IT RESOLVED by the Town Council of Butner pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

- Date(s):** Saturday, June 01, 2024
- Times:** 6:00 a.m. to 5:00 p.m.
- Route Description:** Central Avenue (SR 1103) between D Street (SR1113) and E Street (SR1172)

This resolution is to become effective when signs are erected giving notice of the limits and times of the event, and implementation of adequate traffic control to guide vehicles around the event route.

Adopted this 7th day of March, 2024.

SUSPENDED “NO ALCOHOL” POLICY FOR GROOVIN’ AT THE GAZEBO 2024

TM McMillen presented for consideration suspending the “No Alcohol” policy for Gazebo Park in conjunction with the Town sponsored 2024 Groovin’ at the Gazebo events. The events are scheduled for April 19 and August 16.

MPT BRANCH MADE A MOTION, SECONDED BY COUNCILMEMBER CHEEK, TO SUSPEND THE “NO ALCOHOL” POLICY FOR GAZEBO PARK IN CONJUNCTION WITH THE 2024 GROOVIN’ AT THE GAZEBO EVENTS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ADOPTED 2024 STREET CLOSING RESOLUTIONS
MEMORIAL DAY & CHRISTMAS PARADE

TM McMillen presented the necessary resolutions to close Central Avenue in conjunction with the Memorial Day Wreath Laying Ceremony and the Christmas Parade.

- RES-24-03-03 to close Central Avenue between D & E Streets on May 27, 2024 from 9:30 am to 11:30 am for the annual Memorial Day Wreath Laying Ceremony.
- RES-24-03-04 to close Central Avenue between G Street and A Street on December 7, 2024 from 1 pm to 4 pm for the annual Christmas Parade.

COUNCILMEMBER DANIELS MADE A MOTION, SECONDED BY COUNCILMEMBER LANE, TO ADOPT RES-24-03-03 FOR THE MAY 27, 2024 MEMORIAL DAY CEREMONY AND RES-24-03-04 FOR THE DECEMBER 7, 2024 CHRISTMAS PARADE. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RES-24-03-03
RESOLUTION DECLARING A ROAD CLOSURE FOR THE 2024 BUTNER MEMORIAL DAY SERVICE

WHEREAS, the Town Council of Butner acknowledges a long tradition of an annual Memorial Day Service for its citizens to honor the fallen; and

WHEREAS, the Town Council of Butner acknowledges its citizens realize a civic benefit from holding an annual Memorial Day Service; and

WHEREAS, the Town Council of Butner acknowledges a Memorial Day Service requires approximately one half (1/2) hour to install signing and traffic control, and also requires approximately one half (1/2) hour for removing signs, traffic control, and litter retrieval;

NOW THEREFORE BE IT RESOLVED by the Town Council of Butner pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date(s):	Monday, May 27, 2024
Times:	9:30 a.m. to 11:30 a.m.
Route Description:	Central Avenue (SR 1103) between D Street (SR1113) and E Street (SR1172)

This resolution is to become effective when signs are erected giving notice of the limits and times of the ceremony, and implementation of adequate traffic control to guide through vehicles around the event route.

Adopted this 7th day of March 2024

RES-24-03-04
RESOLUTION DECLARING A ROAD CLOSURE FOR THE 2024 BUTNER CHRISTMAS PARADE

WHEREAS, the Town Council of Butner acknowledges a long tradition of an annual Christmas parade for the pleasure of its citizens; and

WHEREAS, the Town Council of Butner acknowledges its citizens realize a financial benefit from holding an annual Christmas parade; and

WHEREAS, the Town Council of Butner acknowledges a parade requires approximately one (1) hour to install signing and traffic control, and also requires approximately one (1) hour for removing signs, traffic control, and litter retrieval;

NOW THEREFORE BE IT RESOLVED by the Town Council of Butner pursuant to the authority granted by G.S. 20-169 that they do hereby declare a temporary road closure during the day(s) and times set forth below on the following described portion of a State Highway System route:

Date(s):	Saturday, December 7, 2024
Times:	1:00 p.m. to 4:00 p.m.
Route Description:	Central Avenue (SR 1103) between G Street and A Street

This resolution is to become effective when adopted.

Adopted this 7th day of March, 2024

TOWN MANAGER MONTHLY REPORT
FIRE TRUCK REPAIR – USE OF CONTINGENCY
BANNERS ON TOWN PROPERTY

TM McMillen reviewed the following report. He elaborated on the use of Banners as noted in his report. The banners are only applicable to Town owned property. He also reported that the ladder truck needs a new fan radiator. The repair will be done as soon as possible using contingency funds. A report will be provided at the April Council meeting. The new Ladder Truck is now scheduled for completion in September 2025. The insurance claim on the damage to the East Lyon Greenway bridge was denied.

Finance Software Implementation – Implementation of the Town’s new finance software is moving faster than anticipated. The financial portion may be ready to go live in March with the payroll portion live in May and full implementation by June/July. Over the last several weeks, staff has put in considerable training time to help with a smooth transition. The new software will provide the ability to receive online payments and as discussed at the finance committee meeting, we intend to pass on any convenience fees to the customer. *For Your Information.*

Greenway Bridge Design. You may recall the greenway footbridge was damaged by flooding this past month. Within the last week we authorized a structural engineer to begin designing a fix for the bridge. The total cost is \$3,500 and funds are available within the budget for this work. We anticipate design work being complete within 30 days at which time we will evaluate options for bidding and moving the project forward. *For Your Information.*

Multi-Purpose Field Feasibility Study – The NC League of Municipalities originally intended to use American Recovery Funds to provide engineering and planning (E&P) studies for Towns at no cost. Our plan was to use this service to study and prioritize potential locations for developing future soccer/multi-purpose fields. We have been informed the League no longer intends to offer this service. We believe this study is still a priority for the Town and would like to evaluate options and pricing for a similar study with the Town covering the cost. This will most likely be a budget item for consideration next fiscal year with an estimated cost of \$40,000. The League is continuing to offer a cybersecurity assessment and grant services at no cost to the Town. *For Your Information.*

Gazebo Park Tree Removal and Banners – Crews have removed one large tree from Gazebo Park and pruned a second. The area is now prepared for the performance stage construction to occur later this year. This month staff continued evaluating whether the Town should allow private banners at Gazebo Park and on Town property. Staff reviewed a Supreme Court Case (Reed v. Town of Gilbert), checked with surrounding Towns, and reviewed the usage policy for the electronic sign at Gazebo Park. Based on this review we do not believe it is in the Town’s best interest to allow private banners on Town property. Exceptions to this would include the federal, state, or local government, as well as the tourism development authority or the Butner Community Association which is consistent with the usage policy for the electronic sign. Additional exceptions would apply for events held at Gazebo Park which are approved by the Town. Staff is open to further input from Council, but for the time being intends to enforce this internal policy. *For Your Information.*

Spring Litter Sweep, Beautify Butner Day, and Employee Roadside Cleanup – NCDOT’s spring litter sweep is April 13-27, 2024. This is NCDOT’s biannual cleanup drive that encourages citizens and groups to get out and clean up along our roadways and in our communities. The Butner Community Association (BCA) has planned a community cleanup for Saturday, April 20th (Beautify Butner Day). Interested individuals or groups can come to Gazebo Park at 8AM and will be provided with necessary supplies, safety vests, water and snacks. The event typically ends by noon. Following these events, we have planned a town employee roadside cleanup day. This will occur on Friday, May 3rd (weather dependent). *For Your Information.*

PLANNING MONTHLY REPORT

PD Ganser reviewed the following report:

January Activity

- Met with Gateway property owner to discuss zoning and ideas
- Worked on the on-call RFQ for professional services (released in February)
- Sent letters for private property stormwater inspection reminders
- Attended Local Government Fundamentals Class at UNC Chapel Hill
- New public hearing signs

Board of Adjustment / Planning Board

- Planning Board is scheduled for March 14th
 - Text amendment on Accessory Dwelling Units (ADU) (minimum size)
 - Text amendment on the timing of non-conformities
 - Will see more text amendments in the future
- February BOA is cancelled

Code Enforcement

- Three (3) open violations

2024 permits to date

- Seven (7) zoning permits were issued in the month of February
- 1 for Food Truck

Development Project Updates

The following are ongoing projects that are still being reviewed by the Planning Department or are incomplete: Altec Gen II Expansion, Cookout, SGWASA Village Court Lift Station, SGWASA E. Middleton Drive Lift Station, Meritage Homes American Hero. Creedmoor Fuel, Stream RV.

PUBLIC SAFETY MONTHLY REPORT

BPS Director Champion presented the following report.

FIRE SERVICES

Notable Fire Calls and Calls for Services since the last meeting

Fire Incidents February

January 24-February 28

Fire Incidents

Fire Alarm Activations	17
Motor Vehicle Collisions	11
Cancelled Enroute/No incident	3
Vehicle Fire	3
Building Fire	3
Gas Leak/Odor of Gas	2
Mutual Aid	2
Downed Powerline	1
Outside trash or Brush Fire	1
Assist EMS	1
Total Number of Incidents	44

Notable Events

Outbuilding fire at 312 12th Street

POLICE SERVICES

Police Calls and Services for January 2024 (January 24-February 28)

Police Calls and Services for February 2024

911 Hang Up Calls -	32
Animal Complaints -	7
Arrest -	33
Breaking and Entering	3
B & E Motor Vehicles -	4
Communicating Threats -	0
Disturbances -	12
DWI -	1
EMS Calls -	17
Juvenile Complaints -	0
Larcenies -	16
Larceny of Motor Vehicles	3
Traffic Stops -	261
Citations issued -	79
Traffic Check Points-	7
Vehicle Crashes"10-50's" -	23
Ride Along -	0
Robbery -	0
Property Checks-	236
Operations Reports Code#5-	310
Calls Resolved without Reports-	45

Notable Incidents

On January 28th, A vehicle stop lead to K9 Salsa being deployed who alerted to narcotics within the vehicle. Cocaine, Methamphetamine, Xanax, and Marijuana were located and seized. The driver was placed under arrest by PSO Dominguez and given a \$28,000 secured bond.

On February 4th, a motor vehicle was stolen from the Granville County Department of Social Services. The vehicle was located and a juvenile charged.

On February 17, a multitude of vehicles were found to be broken into at Piedmont Village Apartments. PSO Dominguez made contact with a suspicious person and began an investigation. PSO Dominguez determined the male had broken into the vehicles and seized multiple stolen items possessed by the suspect. The suspect was arrested and given a \$40,000 secured bond.

On February 23rd, a vehicle stop lead to K9 Lando being deployed who alerted to narcotics within the vehicle. Methamphetamine and Alprazolam was seized. The driver was placed under arrest by PSO Creech and given a \$7500 secured bond.

Chief's Notes

Training hours overview- From January 24-February 28 Butner Public Safety employees participated in 428 hours of fire training and 112 hours of law enforcement training. This includes all training that is attended by Public Safety Officers, Firefighters, Telecommunicators, and civilian personnel.

Mayor Jordan conducted the Swearing-In Ceremony for Public Safety Officer Hunter Creech on February 22, 2024. PSO Creech now begins his Field Training prior to being released as a permanent Public Safety Officer.

MAYOR COMMENTS

Mayor Jordon distributed information on statutory authority that was part of the SOG Municipal Essentials for Newly Elected Officials class. It will be helpful when going through the budget process. She attended this class with Councilmember Sosa and Town Manager McMillen.

Mayor Jordon also attended the Mayor's Association meeting, presented at the annual Granville County Commissioner's Retreat, attended the monthly local Mayor's luncheon, participated in a program at Penn Ave. Baptist Church and was interviewed on WRAL as part of Black History Month.

COUNCIL COMMENTS

Councilmember Sosa – Attended the SOG Municipal Essential's class for Newly Elected Officials, attended the Black Business and Non-Profit Awards Luncheon, Granville County Career and Technical Program, Granville County school recognition program, and a scholarship presentation at the Christian Faith Center for Hispanic and black students. He has been visiting people in the community. He spoke with the Granville County Commissioners about increasing the amount of Spanish speaking teachers due to the high percentage of Hispanic students. He will continue this pursuit once the election process is over.

Councilmember Daniels – Reported that SGWASA was approved for a \$35 Million low interest loan for the I-85 Sanitary Sewer System Project. Director Scott Schroyer is concerned about the PFAS's in the water. He is waiting for upcoming guidelines from the EPA on how to move forward with ways to address the problem. She noted that PFAS are not only in the water but in many everyday products that we use. Daniels attended the Mental Health and Substance Abuse Forum, Black Business and Non-Profit Awards Luncheon – noting that Plumpeez, TruSoul, and Uptown Café were winners. She also attended the Granville Co. Career and Technical Education program. Leadership Granville is conducting a supply drive for our Sr. Citizens, Town Hall is a drop off location. Crimestoppers' annual Golf Tournament is May 16 and encouraged participation. It is their only fundraiser for the year.

Councilmember Lane – Reported from the COG TAC meeting that NCDOT will bid contracts for the W. Lyon Station Rd. project in July 2024 with construction scheduled for 2025. Transportation projects are a long process and limited due to funding.

MPT Branch – Reminded everyone to pick up trash in front of their homes or when they are out walking. He also attended the COG TAC meeting as an alternate and found it very interesting. He attended the Black Business and Non-Profit Awards Luncheon. He would like to see all small businesses recognized monthly. BCA is working on the Butner Summer Festival. They are looking for volunteers and meet on March 21st at 7 PM.

Councilmember Cheek – She is working with PIO/Events Coordinator Richard to begin an Adopt-a-Street program for litter pickup. This is in the early stages of planning, and welcome suggestions.

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 7:40 PM, COUNCILMEMBER CHEEK MADE A MOTION, SECONDED COUNCILMEMBER SOSA, TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Minutes prepared by
Barbara J. Rote, MMC, NCCMC Town Clerk

ATTEST:

Dr. Linda R. Jordon, Mayor

WEDNESDAY MARCH 13, 2024 – 12:00 PM
BOARD BUDGET RETREAT AND CLOSED SESSION
BUTNER TOWN COUNCIL
CAMP BUTNER ROOM, BUTNER TOWN HALL, 415 CENTRAL AVE

The Butner Town Council met at the above-mentioned time and place. All members of the Council and local news media were notified of the same as well as the purpose of the meeting.

Council Present: Mayor Dr. Linda Jordon, Mayor Pro Temp Michel Branch, Councilmembers, Judy Cheek, Vicky Daniels, Tom Lane, Josh Shank and Ed Sosa. Also present: Town Manager Jordan McMillen, Finance Director Hak Ung, BPS Director James Champion, Public Works Director Reid Daniel, Admin/HR Director Liz Davis, Planning Director Jennifer Ganser, and Town Clerk Barbara Rote.

MAYOR OPENING

Mayor Jordon called the meeting to order.

Copies of the detailed presentation slides from each department were given and emailed to Council. Below is a summary. A copy of the proposed CIP was also provided.

PRIOR YEAR ACCOMPLISHMENTS AND UPCOMING PROJECTS

Town Manager McMillen welcomed and reviewed the Agenda. He reviewed the prior year accomplishments and upcoming projects.

ACCOMPLISHMENTS:

- New Leadership and New Council Members
- Butner Public Safety: Added 2nd SRO position, purchased 6 police vehicles as part of the assigned vehicle program, added second K9 Officer Salsa.
- Parks, Rec. and Cultural Resources: Replaced HVAC @ SMSA, gutters on BAP Concession Building, 1.2 mile sidewalk on D-12-E streets using Powell Bill Funds.
- Grants Received
 - Granville County TDA for performance stage - \$25,000
 - Granville Parks, Greenway & Recreation Mini-Grant for Shades at BAP - \$15,000
 - Carbon Reduction Program Grant for Veazy Road Roundabout - \$2,034,744
 - NC Commerce Rural Transformation Grant for demo of Umstead - \$825,000
 - Edward Byrne Justice Assistance Grant (JAG) - \$25,000
 - USPCA AKC Reunite Grant to purchase K9 Salsa - \$10,000 (75/25)
 - NC League of Municipalities Safety grant for load bearing vests (50/50) - \$9,400
- Increased Town sponsored events from 7 to 21

UPCOMING PROJECTS

- Performance Stage
- Umstead Corrections Center Demolition
- C-Street Sidewalk – 1.3 miles; \$1.3 Million

LONG RANGE PROJECTS

- Transportation Corridor Study – Gate 2 to new roundabout – focus on access to industrial properties, Butner Gateway, and Streetscape for central Avenue
- Veazy Road Roundabout - \$2.5 million,(\$2 million carbon reduction grant)
- W. Lyon Station/Hwy 56 Road Realignment – scheduled for bids in July 2024, construction July 2025.

FINANCIAL UPDATE & REVIEW OF CAPITAL IMPROVEMENT PLAN

Finance Director Ung reviewed FY 23 revenues and expenditures as detailed in the Audit report. He explained the revenue neutral tax rate, reviewed the draft Capital Improvement Plan and proposed budget revenues & expenses for FY 24-25.

- Fourth Year for Annual Financial Comprehensive Report with a Clean Audit
- Property Values have increased over the past 10 years from 2014 - \$584,331,010 to 2023 – 744,983,295.
- General Fund Revenues are broken down as follows: Intergovernmental 57.98%, Ad Valorem Taxes 34.52%, Investment Earnings 4.87%, Sales & Services 1.34%, Misc. 0.69%, Other Taxes, License & Permits 0.60%.
- General Fund Expenses are broken down as follows: Public Safety 65.23%, General Government, 25.0%, Cultural & Recreation 6.73%, Economic & Physical Development 2.49%, Environmental Protection 0.35%, Debt Service 0.03%.
- Unreserved and Undesignated Fund Balance as a % of General Fund Expenditures was 111.50% in 2023. This will decrease for FY 24 due to the recent transfer of \$1.4 million to the Capital Reserve Fund.
- FY 23 Audit – General Fund Revenues showed an \$850K increase in receipts. This was primarily due to increases in Sales tax, Property tax, and interest earnings. As the economy slows down and interest rates change, we cannot count on large interest earning over multiple years.
- FY 23 Audit – General Fund Expenditures came in \$3.1 million less than budgeted. A major portion of this was the Ladder Truck approved in FY 23 -- \$1,337,469 – when paid, this will reduce our interest earning by 5.5% = (\$88,273)
- March’s Council meeting allocated \$1.4M transfer from the General Fund to the Capital Fund to begin funding future capital projects.
- The Town’s property tax base is \$744,983,294 in FY 23. This year’s property tax values won’t be determined until we hear from Granville County Tax Assessor on final revaluations. It could possibly be around \$1 billion total.
- In FY 27, \$500,000 SGWASA Revenue goes away.

CAPITAL IMPROVEMENT PLAN (CIP)

FD Ung provided a definition and process for the CIP.

- A copy of the detailed proposed CIP was distributed.
- Current Capital Reserve Fund: - 5 year commitment of \$440,000, which consists of the following: Replacement of BPS Vehicles – \$250,000, Fire Truck Replacement - \$135,000, Public Work Vehicles \$35,000, Recreational Vehicles \$20,000.
- Transferred \$1.4 Million March 2024 for additional Capital items.
- The largest 2 CIP departments for FY 25 are BPS \$636,638 and PW/Recreation: \$772,000.

CIP FUNDING SOURCE SUMMARY

Funding Source Summary						
Funding Source	Budget Year	Planning Year	Planning Year	Planning Year	Planning Year	TOTAL
	2024-25	2025-26	2026-27	2027-28	2028-29	
Pay Go	1,408,637.74	2,066,410.76	1,409,794.76	502,888.76	582,007.76	\$ 5,969,739.78
Debt		2,150,000.00	3,750,000.00		700,000.00	\$ 6,600,000.00
Powell Bill	-	1,600,000.00	107,000.00	250,000.00		\$ 1,957,000.00
Grant	(60,000.00)					\$ (60,000.00)
		-	-			\$ -
Total	\$ 1,348,637.74	\$ 5,816,410.76	\$ 5,266,794.76	\$ 752,888.76	\$ 1,282,007.76	\$ 14,466,739.78

Capital Improvement Plan – Future Years

- FY24-25 is a year of preparation; the plan is fluid with the plan adjusting evert fiscal year.
- Large proposed projects in years 2 - 5
 - Soccer/Multi-purpose field development - \$3M+
 - Sports Arena Parking lot expansion - \$1.5M+
 - C Street Sidewalk Project - \$1.4M+
 - BAP – LED Lighting Conversation - \$600,000
 - Street Resurfacing - \$450,000+
 - Fire Engine Replacements - \$650,000 and \$700,000
 - Ladder Truck - \$1.34 million previously committed

REVENUE AND BUDGET HIGHLIGHTS:

- Ad Valorem Taxes – Current rate \$0.425/ \$100 valuation
- Revaluation Year possible Revenue Neutral Rate Range – \$0.267 to \$0.320 per \$100 valuation.
- Interest Revenue- Current rate 5% to 5.5% Affected by Federal Reserve.
- Sales Tax – Affected bychange in economic growth.
- State Shared Revenue Projections – (mid-April published by the NCLM)
- Proposed FY 25 General Fund budget requests total \$10,373,256.
- \$600,000 of additional money is in the upcoming budget for staff as a result of the Pay & Classification Study, merit and COLA.

DEPARTMENT BUDGET PRIORITY PRESENTATION HIGHLIGHTS

PUBLIC SAFETY – PUBLIC SAFETY DIRECTOR JAMES CHAMPION

Director Champion reviewed the Department's goal. His presentation included the following:

FY 2024 BUDGET GOALS ACCOMPLISHED: Assigned Vehicle Replacement, Administration Hallway Bathroom Remodel, 2 self-Contained Breathing Apparatus, Electrical service to Storage/Evidence Shed.

FY 2025 BUDGET/CIP

- **Body Camera Replacement** – moving from end of life Digital Ally body cameras to Axon, which is cloud-based and can be shared with DA's office; \$55,596.94 and includes immediate replacement of broken/inoperable equipment – Yrs. 2-5, \$19,570.76. The Digital Ally car cameras will still be used.
- **Assigned Vehicle & Patrol Vehicle Replacement Plan** – FY 25 – 6 vehicles (\$405,000); replaces 2 and adds 4 for new qualifying officers. Following this purchase, all officers will have assigned vehicles and yearly purchase should decrease. The program is working well with officers reaching their eligibility through certification faster and reduced employee turnover.
- **TDMA Radio Upgrade** - In 2025, the current statewide radio system will be converted over to Time-Division Multiple Access (TDMA). All portable radios are TDMA compatible with a software update required. Recommended Kenwood Mobile Radios - \$60,120.00.
- **Fire Turnout Gear** – 10-yr. expiration regardless of use. Replaces expired turnout gear and gear for new hires who may not fit into gear on hand. Requested 8 sets of turnout gear \$21,420.00.
- **Replace Digital Ally Server** - Although BPS is requesting new body cameras, the department will still be using the Digital Ally car cameras to save funds. The server is not cloud-based and has reached its end of life. Cost to upgrade and replace server - \$10,000.
- **Replace Current Pistols** – Current Sig Sauer P220's Carry are no longer being manufactured. The .45 ACP ammunition that we use is expensive. Conversion to Glock G45 pistols is preferred. Purchase includes pistol, optics, flashlight, and holster. The 9mm ammunition is also cheaper. The department's current pistols will be sold to current officers or traded in at market value to assist in offsetting the price. Total cost \$42,000.80. Trade-in or sale for \$375 each should offset the price by \$12,750.
- **Flock Camera System** - License Plate Recognition (LPR) Camera System captures objective vehicle data needed to solve and prevent crime. The cost is \$3000 per camera per year which covers 24/7 access and maintenance. BPS will have access to every Flock camera system in the United States. The first year requires a \$600 fee for installation per camera. The minimum number of cameras required to get full access is 6 – total cost \$21,900. Staff will find out how long the data from the cameras will be kept.
- **Fire Helmets** – All new helmets were purchased in 2013 when BPS became part of the Town. Helmets have a 10-yr. expiration. BPS has been purchasing a few each year to minimize a one-time purchase. Requested 14 helmets this year (13 next year) - \$5,600.

- **Unmanned Ariel Vehicle (UAV) or Drone** – Can monitor critical situations, document crime scenes, find lost people, located unseen fires, pictures & videos of town events, and assess storm damage. It can be used to assist other departments as well. The cost includes a FLIR (Forward Looking InfraRed) camera - \$15,000.
- **Budgeted Line item** – In addition to the presentation Director Champion distributed and reviewed further details for the *Safety & Security*, *Public Relations*, and *Training* Line items. *Professional Services/HR* – Assessment Center(increased by \$6,000); *Professional Services Other* – conduct facility location assessment for additional fire station (increased by \$18,300); *Safety & Security* – No change, will apply for grants; *Training* – additional fees (increased by \$1,000); *Public Relations* (increase by \$6,810). Dependent upon donations received but need to plan for no donations. Increase in BPS Events. *Internet and Cable Services* – (increase by \$4,925.76) – Includes MiFi for patrol units and internet for the department. Removed internet used at 611 from our Computer Hosting Provider to paying for it separately. Instead of using MiFi's, BPS is proposing to issue a phone with built-in MiFi. The phones can be used to take crime and accident scene photographs, internet for the Mobile Data Computers (MDC) and the officer will not have to use personal phones that may be used in a criminal trial.

SHORT TERM PLANNING GOALS:

- Continued funding of the Body Camera Program-\$19,570.76
- Continued funding of the Assigned Vehicle Program-FY2026 request 4 vehicles \$270,000
- Replacement of Engine #2-\$650,000
- Land for Future Station-\$150,000
- Turnout Gear-\$19,940
- Self-Contained Breathing Apparatus-\$25,500
- Firefighter Helmets-\$5,200
- Continued funding for Flock Cameras-\$18,000

PUBLIC WORKS – PUBLIC WORKS DIRECTOR REID DANIEL

PW Director Daniel reviewed the following items:

- Performance Stage should be complete in the Fall.
- Timber Harvest bid could be awarded by Council as early as May.
- Umstead Demolition Project - Hazardous Materials Study is complete and document preparation for bids is in the process. The cost may be higher than the grant received.

FY 25 BUDGET REQUESTS INCLUDE THE FOLLOWING:

- **Part time position for Litter Pick-up** - 20 hours a week – up to 100 hrs/yr., PW has a truck, estimated cost is between \$20-25k per year. This is better than using a service.
- **Additional Truck for PW/REC** - This is a scheduled addition to fleet to prevent replacing all the vehicles at once - \$60,000 estimated.
- **Pickleball at Gazebo Park** - Use the slab behind the playground for free play court. First come, First serve. - \$7,000 estimated.
- **More Cameras at Town Hall and SMSA** – Provide better coverage at SMSA with a side-by-side system (moving Town Hall to SMSA for use with the existing system) & more coverage at Town Hall - \$6,000 estimate.

- **Inclusive Playground at Gazebo Park** – No ADA Park in town, include children of all mobility levels - \$60,000 - \$100,000 estimated.
- **On-Call Engineering Services** - Additional parking at SMSA (\$50k), Pavement Condition Survey for Town owned Streets (\$37k), SMSA Space Study (HagerSmith Bonus)
- **LED upgrades at BAP** – cost prohibitive, not at this time, should reconsider if lots of the ballasts need replaced at once.
- **CIP Item** – BAP Turf Equipment - \$22,000.

PLANNING – PLANNING DIRECTOR JENNIFER GANSER

Planning Director Ganser reviewed the following items:

- Reviewed functions of the Planning Department
- Explained what is included in the Land Development Ordinance
- Explained the purpose and duties of the Planning Board and Board of Adjustment
- Discussed the possibility of combining both boards into one.
- Due to some concern by Council on combining the Boards, staff will research for conflicts associated with combining the Boards or people serving on both Boards. It was noted that the Board of Adjustment members have a hard time remembering their responsibilities because of the time gap between meetings (years).

FY 24-25 OBJECTIVES AS FOLLOWS

- Online permitting through Tyler Tech - not in Planning Budget
- Carbon Reduction Grant (no money budgeted in fiscal year 24-25)
- Gate 2 Road/Central Avenue (no money budgeted in next fiscal year)
 - \$500K from the State; \$0 from Butner
- Increase in Professional Services budget from \$40,000 to \$98,400:
 - On-call engineering (RFQ is out!) – budget amount will vary
 - Meeting Minutes - \$2,400
 - Searchable Online minutes for BO- \$1,000
 - Soccer field study –\$40,000
 - Road design manual (Stimmel) –\$40,000
 - Additional text amendments (CodeWright) –\$15,000
 - Planning Board/BOA training (CodeWright) – included in the above budget
 - Other line items are consistent with last year.

FY 24-25 STORMWATER BUDGET

- Explained Enterprise Fund – money from the stormwater fee on your property tax bill
- Professional Legal Services \$15,000 (increase from \$7,500)
 - Staff anticipates additional development and additional work with Meritage
- Professional Services (Other) \$60,000
 - Shared services with Granville County for Stimmel and Raftelis
- Dues and Subscriptions \$25,500
 - UNRBA membership
 - Annual stormwater permit (State)

- Training \$1,500
 - Stormwater training
 - Jennifer and Katie need training (renewal) every 3 years
 - Could be used by Public Works

HUMAN RESOURCES – ADMIN/HR DIRECTOR LIZ DAVIS

Admin/HR Director Davis reviewed the following:

FY 25 BUDGET ITEMS:

- **Recommend 3% COLA July 2024:** CPI South Region up 3.4%(3.7% updated) for the 12 months ending in January. A 3% COLA was given in both March and July 2023. FD Ung budgeted for 3.5% for FY 25.
- **Merit Pay increase for Exceeds:** below midpoint from 2.75% to 3.00% and above midpoint from 2.25% to 2.50%.
- **Changes in budget –**
- *Employee Wellness increase*– not renewing BurnAlong & will look for other opportunities. Start recognizing years of service and finding ways to give recognition/thank you. Possibly adding a family day.
- *Training increase* – for Dept. Heads and employee professional development.
- *Professional Services – Other* – decreased. No Classification and Pay Study.
- **IT Projects:**
 - Migrate Town Hall from VOA to MOA – \$22,000 (potential savings \$26,000)
 - Town Hall Network Refresh – \$23,000.
 - Wifi at the BAP – \$10,000 per year.
 - Migrate from @butnenc.org or @butnerps.org to @butnenc.gov – \$19,000.

MISSION, VISION, VALUES - HR/Admin Director Davis reviewed the Mission, Vision and Values as discussed during the January 30 Strategic Planning Workshop. The Council will consider the statements for formal adoption at the April 4 Council meeting.

Mission: The Town of Butner is an evolving community of diverse culture and history. We provide a helpful, supportive environment through our services to the public which will benefit our citizens in a community of leisure living, economic growth, and well-being.

Vision: As a thriving town, we want to encourage a collaborative community using our small-town charm, diverse cultures, and rich history to strengthen our economic viability and livability.

Values:

1. Ethical
2. Collaborative
3. Inclusive and Equitable
4. Accountable
5. Advancing

ADMINISTRATION – TOWN CLERK BARB ROTE

Town Clerk Rote reviewed major purchases within the Council and Administration budgets.

- New Council Room Chairs for Dais – 9 chairs - \$15,000 estimated
- New Car for Administration, Finance, Planning, HR, PIO/Events Coordinator – Replace 2011 Ford Fusion with an SUV - \$40,000 estimated.

OTHER ITEMS:

- An electronic bulletin board will be installed in the lobby. It can be seen from outside. This will eliminate the need for the announcements and notices on the windows/doors. Mission, Vision, and Values will be a part of the rotation.
- Events Budget – includes 2 portable tower lights for outdoor evening events – possibly covered by a grant.
- Events Coordinator/PIO Richard would like a retractable screen for the new performance stage.
- Councilmember Cheek will meet with the Beautification Committee and report their budget requests for the April 2nd Budget Workshop.
- TM McMillen asked Council to think about keeping the \$0.425 tax rate. This is approximately what we would need to balance the budget.

CLOSED SESSION

AT APPROXIMATELY 3:35 PM, COUNCILMEMBER CHEEK MADE A MOTION, SECONDED BY COUNCILMEMBER SHANK, TO GO INTO CLOSED SESSION PURSUANT TO N, N.C.G.S. 143-318.11(A)(5) PROPERTY ACQUISITION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

RETURN TO OPEN SESSION

AT APPROXIMATELY 3:55 PM, MPT BRANCH MADE A MOTION, SECONDED BY COUNCILMEMBER SOSA, TO RETURN TO OPEN SESSION. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

ADJOURNMENT

WITH THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 3:55 PM, COUNCILMEMBER CHEEK MADE A MOTION, SECONDED COUNCILMEMBER SOSA, TO ADJOURN. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

Minutes prepared by
Barbara J. Rote, MMC, NCCMC Town Clerk

ATTEST:

Dr. Linda Jordon, Mayor



STAFF REPORT FOR A.24.01

PUBLIC MEETING DATE: April 4, 2024

SUBJECT: Revisions to Article 7.4.3 – Accessory Dwelling Units

FROM: Katie Rhyne, CZO

SUMMARY: Town staff requests an amendment to the Land Development Ordinance, Article 7.4.3(A)(4) – Accessory Uses and Structures, to remove the minimum size for accessory dwelling units. Legislation passed in 2019 restricts the ability of local governments to regulate the minimum sizes for anything that meets the residential building code. A maximum size can still be regulated and enforced.

PROPOSED AMENDMENTS:

7.4.3(A)(4) The accessory dwelling unit ~~shall be at least 300 square feet in size, but~~ shall not exceed 50% of the gross habitable floor area of the principal structure.

LAND DEVELOPMENT ORDINANCE TEXT AMENDMENT STANDARDS:

In determining whether to approve or deny a proposed amendment, the Planning Board shall consider and weigh the relevance of the following factors:

- (1) *Whether, and to the extent which, the proposed amendment is consistent with the Land Use Plan, and any other relevant plans.*

The 2040 Future Land Use Plan sets goals to build a place for people of all ages, maximize existing public investments and resources, and to ensure a diversity of housing and services to serve residents. This proposed change would loosen restrictions for Accessory Dwelling Units and would encourage a diversity of housing types for people of all ages.

- (2) *Whether, and to the extent which, the proposed amendment addresses a demonstrated community need.*

There is a demonstrated need for diverse housing types. This proposed amendment would reduce restrictions for Accessory Dwelling Units, encouraging their construction more throughout the community.

- (3) *Whether the proposed amendment is in conflict with any other provision of this Ordinance or other related Town regulations.*

This amendment is not in conflict with any other provisions of the Ordinance or other Town regulations, and makes the Ordinance more in alignment with State legislation.

- (4) *Whether, and to the extent which, the proposed amendment is consistent with the purpose of the zoning districts in the Ordinance, or will improve compatibility among uses and will ensure efficient development in the Town.*

This proposed amendment will make no changes to the uses allowed within the zoning districts. ADU's will still only be allowed in RP, RR, and RT zoning districts by right and in CE via a Special Use Permit.

- (5) *Whether, and to the extent which, the proposed amendment would result in significantly adverse impacts on the natural environment.*

This proposed amendment will allow ADU's to be developed at smaller sizes, which would either have no effect, or would lessen the impact on the natural environment.

LAND USE PLAN:

The proposed amendment is consistent with the Town's objective to maintain and strengthen its relationships with the County, neighboring municipalities, and the State and Federal agencies that call Butner home to ensure that growth and development are adequately coordinated, and opportunities for partnerships are realized as they become available. The 2040 Future Land Use Plan also has objectives to ensure a wide range of housing options available for residents of all ages and income levels while working to preserve and enhance existing neighborhoods. This proposed amendment lessens restrictions on ADU's which could make them a more viable option for residents who would not be able to construct an ADU with current regulations.

ORDINANCE ADMINISTRATOR RECOMMENDATION:

The Ordinance Administrator recommends APPROVAL of this request.

PLANNING BOARD RECOMMENDATION

On March 14, 2024 the Town of Butner Planning Board recommended APPROVAL of this request.

LEGAL NOTICE

Butner-Creedmoor News ran a legal notice for public hearing in the March 22, 2024 and March 29, 2024 editions of the newspaper.



Butner Town Council Consistency Statement Regarding Text Amendment A.24.01

Written Plan Consistency Statement: The Town of Butner 2040 Comprehensive Land Use Plan has an objective that The Town will maintain and strengthen its relationships with the County, neighboring municipalities, and the State and Federal agencies that call Butner home to ensure that growth and development are adequately coordinated, and opportunities for partnerships are realized as they become available. Making the Land Development more consistent with state legislation will help maintain relationships with State agencies.



STAFF REPORT FOR A.24.02

PUBLIC HEARING DATE: April 4, 2024

SUBJECT: Revisions to Article 5 – Nonconformities

FROM: Jennifer Ganser, AICP, Planning Director

SUMMARY:

Town staff requests an amendment to the Land Development Ordinance (LDO) Article 5, to amend the provisions on nonconforming uses and structures. Nonconforming structures are buildings or other structures that do not meet current standards in the Butner LDO. Nonconforming uses are land uses that are not permitted in the zoning district they reside in per the Butner LDO. Butner became a town in 2007, therefore there are buildings and uses that existed before the LDO was written. Nonconformities exist in every municipality. It is common for municipalities to have a section of the Code on nonconforming uses and structures.

When a nonconforming structure is damaged a distinction is made if the damage is more or less than 50% of the value. If the damage is over 50% of the value, the structure needs to be brought into compliance with current Code. If the damage is less than 50% of the value, the structure can be rebuilt as is.

During a staff review, two edits were identified. Currently Butner allows 6 months to obtain a building permit and we are recommending a change to 1 year. Staff would like to allow extra time for a business or property owner to go through their insurance and find an appropriate contractor for repair work. Staff have heard from businesses and property owners that finding a qualified contractor can be difficult as many are booked up with other jobs. Next, staff recommends deleting the provision that work shall be completed within one year of obtaining building permit. Butner does not issue building permits, Granville County does. The County allows for building permits to be extended if the applicant is progressing on their project and receiving the required inspections. There is not a time limit to finish a project.

PROPOSED AMENDMENTS:

Below are proposed amendments to Article 5: Nonconformities. Additions are in **bold underline** and deletions are in ~~striketrough~~.

§ 5.2 NONCONFORMING USES.

5.2.6 Reconstruction after casualty damage.

(B) Damage of 50% or less of value.

(1) In the event a structure housing a nonconforming use is damaged, by any means, to an extent of 50% or less of its structural replacement cost at the time of damage, it may be repaired to its previous form, and the nonconforming use reestablished, if a building permit for such repair or restoration is obtained within ~~180~~ **365** days of the casualty damage, ~~and the repair or restoration is completed within one year of obtaining the building permit.~~

(2) In no case shall a different nonconforming use be established in the place of the nonconforming use that was housed in the structure at the time of casualty damage.

§ 5.3 NONCONFORMING STRUCTURES.

5.3.4 Reconstruction after casualty damage.

(B) Damage of 50% or less of value.

(1) In the event a nonconforming structure is damaged, by any means, to an extent of 50% or less of its structural replacement cost at the time of damage or destruction, it may be rebuilt to its previous form if a building permit for such repair or restoration is obtained within ~~180~~ **365** days of the casualty damage, ~~and repair or restoration is completed within one year of obtaining the building permit.~~

(2) In no event shall the repair or restoration increase the degree of nonconformity.

§ 5.7 NONCONFORMING RELIGIOUS AND CIVIC INSTITUTIONAL USES IN THE HIGHWAY BUSINESS, LIGHT INDUSTRIAL, OR HEAVY INDUSTRIAL ZONING DISTRICTS.

5.7.8 Reconstruction or restoration after casualty damage. In the event a structure housing a nonconforming religious or civic institutional use in the HB, LI, or HI Zoning Districts is damaged or destroyed by any means, the nonconforming use may be reestablished provided a building permit for such repair or restoration is obtained within one year of the damage or destruction, ~~and repair or restoration is completed within one year of obtaining the building permit.~~

LAND DEVELOPMENT ORDINANCE TEXT AMENDMENT STANDARDS:

In determining whether to approve or deny a proposed amendment, the following factors shall be considered:

1. *Whether the proposed amendment is consistent with the Land Use Plan and any other relevant plans;*

The proposed amendment is consistent with the 2040 Land Use Plan.

2. *Whether the proposed amendment addresses a demonstrated community need;*

The proposed amendments will allow for extra time in the event of a building being damaged less than 50% of the value.

3. *Whether the proposed amendment is in conflict with any other provision of this Ordinance or other related Town regulations;*

The proposed amendment is not in conflict with any other provisions of the Town.

4. *Whether the proposed amendment is consistent with the purpose of the zoning districts in this Ordinance, or will improve compatibility among uses and will ensure efficient development in the Town; and,*

The amendment is consistent with the current plans and ordinances of the Town and the County.

5. *Whether the proposed amendment would result in significantly adverse impacts on the natural environment.*

No adverse impacts on the natural environment are anticipated from this request.

LAND USE PLAN:

The proposed amendment is consistent with the Town’s objectives.

- Future development to occur in a manner which makes the most efficient use of the Town’s land resources by utilizing design techniques which produce compact, interconnected, and complementary residential neighborhoods, commercial areas, employment centers and civic facilities.
- The Town will maintain and strengthen its relationships with the County, neighboring municipalities, and the State and Federal agencies that call Butner home to ensure that growth and development are adequately coordinated, and opportunities for partnerships are realized as they become available.

The proposed amendment is consistent with the Town’s goals.

- Conduct a review of the Land Development Ordinance to incorporate any changes identified in the plan review process.

ORDINANCE ADMINISTRATOR RECOMMENDATION

The Ordinance Administrator recommends APPROVAL of this request.

PLANNING BOARD RECOMMENDATION

On March 14, 2024 the Town of Butner Planning Board recommended APPROVAL of this request.

LEGAL NOTICE

Butner-Creedmoor News ran a legal notice for public hearing in the March 22, 2024 and March 29, 2024 editions of the newspaper.



Butner Town Council Consistency Statement Regarding Text Amendment A.24.02

Written Plan Consistency Statement: The Town of Butner 2040 Comprehensive Land Use Plan notes

- The Town will maintain and strengthen its relationships with the County, neighboring municipalities, and the State and Federal agencies that call Butner home to ensure that growth and development are adequately coordinated, and opportunities for partnerships are realized as they become available.
- Future development to occur in a manner which makes the most efficient use of the Town's land resources by utilizing design techniques which produce compact, interconnected, and complementary residential neighborhoods, commercial areas, employment centers and civic facilities.
- Conduct a review of the Land Development Ordinance to incorporate any changes identified in the plan review process.



TOWN OF BUTNER

Monthly Financial Dashboard

FISCAL YEAR ENDING June 30, 2024

Reporting Period: February 2024

OUR CASH AND INVESTMENTS		
Balances on February 29, 2024, in whole dollars		
CASH & INVESTMENTS BY FUND		
GENERAL FUND		
	February 2023	February 2024
Operating	\$ 12,030,996	\$ 11,884,583
Powell Bill	668,978	499,265
Designated Funds	\$ 451,524	\$ 380,104
TOTAL GENERAL FUND	\$ 13,151,498	\$ 12,763,952
OTHER FUNDS		
	February 2023	February 2024
Stormwater Fund	\$ 1,530,472	\$ 1,887,006
Local Vehicle Taxes	108,766	143,184
Capital Improvement Fund	448,643	926,360
ARPA Funds	7,302	-
Capital Projects Fund	\$ 438,843	\$ 513,692
TOTAL OTHER FUNDS	\$ 2,534,026	\$ 3,470,242
TOTAL CASH & INVESTMENTS TOWN-WIDE		
	February 2023	February 2024
ALL FUNDS	\$ 15,685,524	\$ 16,234,194

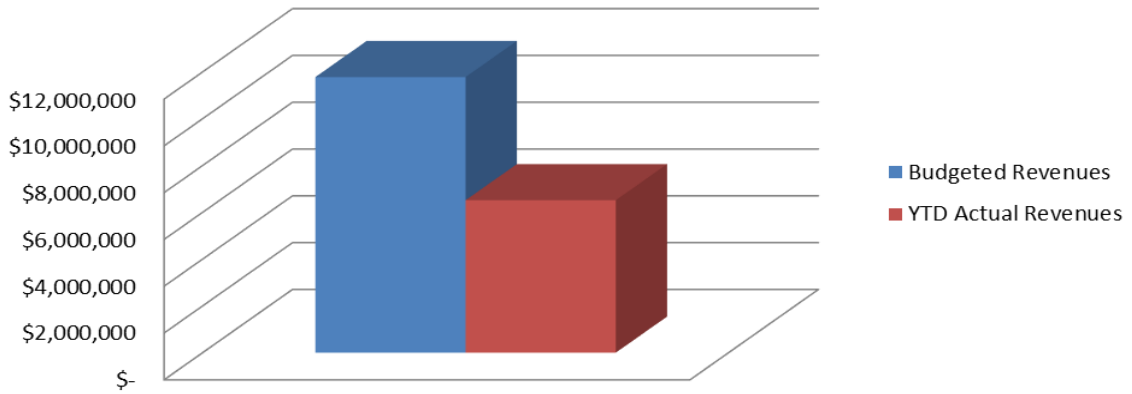
REVENUE COLLECTIONS BY SOURCE			
	FY 22-23		% Change
	As of 2/28/23	As of 2/29/24	
ABC Profits	\$ 11,403	\$ 11,403	0.00%
Property & Vehicle Taxes	\$ 2,671,688	2,826,088	5.78%
Granville County Funding	28,634	29,954	4.61%
DHHS Funding	909,655	936,243	2.92%
Falls Lake Academy SRO	-	104,890	
State Fire Protection Grant	-	-	
Grants	941	44,616	4641.34%
Franchise & Utility Taxes	124,913	127,793	2.31%
Miscellaneous	50,802	52,090	2.54%
Interest Earned	223,541	425,925	90.54%
Transfer From Other Funds	2,517,244	-	-100.00%
Planning Fees	3,510	4,890	39.32%
Loan Proceeds	-	-	
Public Safety Fees	8,230	11,752	42.79%
Recreation/Facility Fees	29,008	43,828	51.09%
Rent	45,259	40,534	-10.44%
Sale of Assets	4,465	10,600	137.40%
Sales Tax	1,200,795	1,245,795	3.75%
SGWASA Agreement	333,333	338,333	1.50%
Assessments	-	-	
State Shared Revenue	3,490	3,447	-1.23%
Total	\$ 8,166,911	\$ 6,258,181	

REVENUE COLLECTIONS BUDGET vs. ACTUAL			
	FY Budget		% Collected
	YTD Actual		
ABC Profits	\$ 22,806	\$ 11,403	50.00%
Property & Vehicle Taxes	2,970,953	2,826,088	95.12%
Granville County Funding	109,476	29,954	27.36%
DHHS Funding	936,243	936,243	100.00%
Falls Lake Academy SRO	134,859	104,890	77.78%
State Fire Protection Grant	69,854	-	0.00%
Grants	49,200	44,616	90.68%
Fund Balance Appropriated	2,378,306	-	0.00%
Franchise & Utility Taxes	464,998	127,793	27.48%
Miscellaneous	50,500	52,090	103.15%
Interest Earned	384,530	425,925	110.77%
Planning Fees	5,000	4,890	97.80%
Public Safety Fees	11,250	11,752	104.46%
Recreation/Facility Fees	51,850	43,828	84.53%
Rent	66,000	40,534	61.42%
Sale of Assets	105,000	10,600	10.10%
Sales Tax	3,203,616	1,245,795	38.89%
SGWASA Agreement	500,000	338,333	67.67%
Transfer From Other Funds	225,000	-	0.00%
State Shared Revenue	40,212	3,447	8.57%
Total	\$ 11,779,653	\$ 6,258,181	53.13%

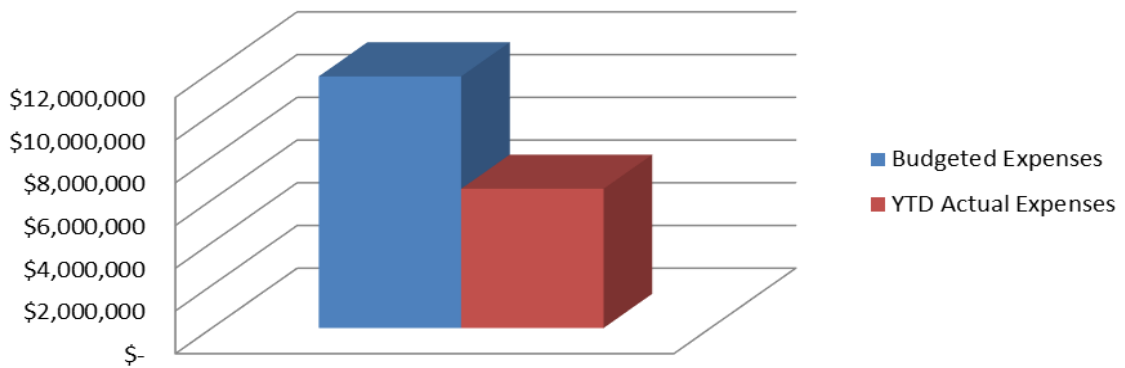
OUR CASH FLOWS...					
		Comparison of FYTD %			
GENERAL FUND REVENUES & EXPENDITURES		Prior FYTD %	Current FYTD %		
		Fiscal Year Budget	\$ 11,445,894	\$ 11,779,653	
Revenues Fiscal Year to Date	\$ 6,258,181	71.35%	53.13%		
Expenses Fiscal Year to Date	\$ 6,940,284	56.44%	58.92%		
POWELL BILL FUND					
		Fiscal Year Budget	\$ 834,834	\$ 416,862	
Revenues Fiscal Year to Date	\$ 450,127	26.70%	107.98%		
Expenses Fiscal Year to Date	\$ -	0.00%	0.00%		
STORMWATER FUND					
		Fiscal Year Budget	\$ 622,170	\$ 687,197	
Revenues Fiscal Year to Date	\$ 463,374	47.51%	67.43%		
Expenses Fiscal Year to Date	\$ 138,139	15.11%	20.10%		
Local Vehicle Tax Fund					
		Fiscal Year Budget	\$ 29,850	\$ 29,850	
Revenues Fiscal Year to Date	\$ 16,232	55.62%	54.38%		
Expenses Fiscal Year to Date	\$ -	0.00%	0.00%		
Capital Project Budget					
		Gazebo Park Stage		Prior FYTD %	Current FYTD %
		\$ 325,000	\$ 325,000		
Revenues to Date	\$ 325,000	0.00%	100.00%		
Expenses to Date	\$ 17,063	0.00%	5.25%		
Umstead Correction Center					
		\$ 825,000	\$ 948,162		
Revenues to Date	\$ 123,162	0.00%	12.99%		
Expenses to Date	\$ 12,316	0.00%	1.30%		

EXPENDITURES AT A GLANCE...					
Comparison of Monthly Expenses					
GENERAL FUND DEPARTMENTS	YTD Expenditures		% Change	Fiscal Year 2024 Budget	% of Budget Expended
	Prior FY	Current FY			
Governing Body	\$ 92,470	\$ 105,624	14.23%	\$ 173,510	60.87%
Administration	307,329	293,275	-4.57%	473,702	61.91%
Finance	148,817	165,539	11.24%	320,565	51.64%
Human Resources	106,524	124,038	16.44%	205,644	60.32%
Legal	70,178	85,611	21.99%	161,636	52.97%
Town Hall	26,725	51,658	93.29%	69,800	74.01%
Landscaping & Beautification	808	817	1.11%	15,500	5.27%
Christmas Decorations	12,706	5,426	-57.30%	12,500	43.41%
EMS Building	558	776	39.07%	2,100	36.95%
600 Central Ave. Property	1,165	3,394	191.33%	3,200	106.06%
Non-Departmental	124,510	140,468	12.82%	150,385	93.41%
Umstead Property	2,820	2,379	-15.64%	3,899	61.02%
ADA Transition	574	-	-100.00%	20,000	0.00%
Information Technology	57,711	102,916	78.33%	214,742	47.93%
Public Safety	2,916,196	3,260,032	11.79%	5,059,119	64.44%
BPS Training Center	5,056	5,302	4.87%	15,250	34.77%
Public Works	313,348	350,216	11.77%	532,568	65.76%
Recycling Center	12,986	13,398	3.17%	24,500	54.69%
Forestry & Nursery	2,524	7,825	210.02%	23,000	34.02%
Planning & Zoning	106,262	138,582	30.42%	295,943	46.83%
Butner Athletic Park	215,658	206,149	-4.41%	391,374	52.67%
D Street Ball Field	1,230	1,860	51.22%	2,500	74.40%
Gazebo Park	6,888	5,945	-13.69%	16,600	35.81%
Lake Holt	4,700	2,521	-46.36%	13,350	18.88%
Sports Arena	21,509	30,905	43.68%	40,300	76.69%
Community Events	5,464	112	-97.95%	-	0.00%
Special Events	17,875	73,441	310.86%	138,607	52.99%
Capital Outlay	861,192	851,606	-1.11%	2,674,354	31.84%
Sales Tax	26,442	47,147	78.30%	50,000	94.29%
Contingency	-	-		86,843	0.00%
Transfers to Other Funds	440,000	440,000	0.00%	588,162	74.81%
	\$ 5,910,225	\$ 6,516,850	10.26%	\$ 11,779,653	55.32%
Encumbrances		\$ 423,434			
Total Expenses		\$ 6,940,284			58.92%

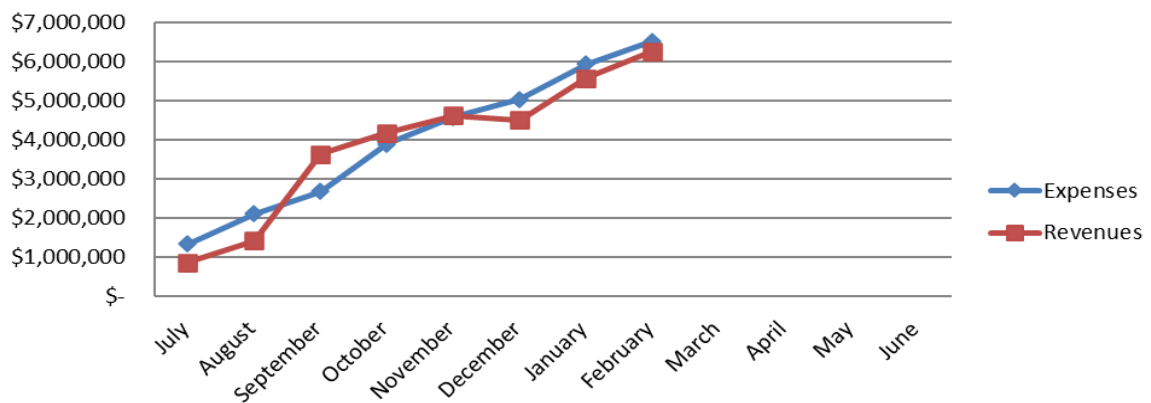
Budgeted vs. YTD Revenues



Budgeted vs. YTD Expenses



YTD Revenues & Expenses



415 Central Avenue, Suite A
Butner, NC 27509
919-575-3032



*Dr. Linda R. Jordon, Mayor
Jordan McMillen, Town Manager*

Mission

As a thriving town, we want to encourage a collaborative community using our small-town charm, diverse cultures, and rich history to strengthen our economic viability and livability.

Vision

The Town of Butner is an evolving community of diverse culture and history. We provide a helpful, supportive environment through our services to the public which will benefit our citizens in a community of leisure living, economic growth, and well-being.

Values

Ethical
Collaborative
Inclusive and Equitable
Accountable
Advancing



Town Manager's Report
April 4, 2024

Budget Update and Finance Software Now Live – Budget work and implementation of the new finance software have been top priorities this month. Staff has spent considerable time compiling and adjusting the budget, preparing work session materials and highlights for communicating budget changes. Council input during the retreat and recent work session have been helpful as we work towards a recommended budget to be presented at your May meeting. Finance staff went live with the financial portion of the new software the week of March 18th. Finance staff will remain working two parallel systems while moving toward the payroll module going live in April. Staff training is ongoing with the new software. *For Your Information.*

Performance Stage Update – This month staff reviewed the final specifications and plans for the performance stage. We are working toward an early April release date for bidding. Depending on bid timing, number of bids received and bid amounts we anticipate seeking council approval at your May or June meeting to award a contract. *For Your Information.*

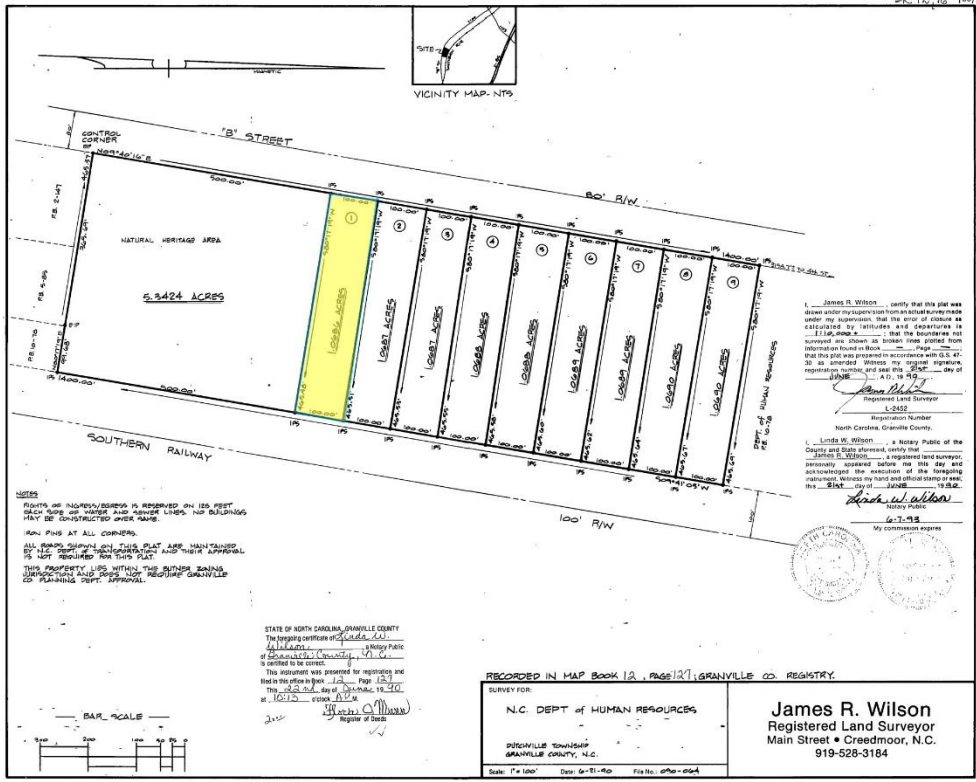
On-Call Engineering – This month staff received statements of qualifications from engineering and architectural firms to work with the Town in an on-call capacity. A total of 19 proposals were received, and staff is reviewing submittals with anticipation of recommending multiple firms. Having firms in an on-call capacity will provide the Town with quick access to specialized expertise on an as-needed basis. For the coming year, we anticipate this being helpful for accessing the pavement condition of town streets, inspecting new road construction, evaluating a space conversion and parking lot expansion at the sports arena, studying potential soccer/multi-purpose field locations, in addition to future capital projects. *For Your Information.*

Ladder Truck Update – We have yet to receive the formal quote for the ladder truck fix. The truck was previously hauled to C.W. Williams in Rocky Mount to evaluate an issue with the radiator fan and radiator. We have received a preliminary quote of \$21,000 but are awaiting the formal quote before authorizing the work. Funds from contingency will be used for the fix. *For Your Information.*

Spring Litter Sweep – NCDOT's spring litter sweep is April 13-17, 2024. We encourage residents and groups to get out and cleanup along our roadways this month. The Butner Community Association (BCA) is holding a community cleanup on Saturday, April 20th. Interested community members are invited to Gazebo Park on the 20th at 8AM to help with the cleanup efforts. We also have an employee roadside cleanup planned for May 3rd. *For Your Information.*

SGWASA Sewer Project Update – Town staff met with SGWASA to review plans for the upcoming sewer capacity upgrade project. SGWASA has scheduled an open house public information meeting for residents on April 17th from 4-7PM at Town Hall. The latest schedule indicates work could begin in the early part of 2025 through mid-2028. Town roads will be impacted by the project. *For Your Information.*

Cedar Glade Preservation – This month we finalized transferring 1.07 acres off West B Street to the NC Department of Agriculture. The parcel is a part of the Butner Cedar Glade Plant Conservation Preserve and was approved for transfer to the state in 2018. The Town conveyed the 5.34-acre adjacent parcel to the state several years ago, but because of various factors it has taken time to complete this final piece. The Butner Cedar Glade was discovered in the 1980s and is an endangered plant species. The Town recognized the site in 2011 for its potential as an excellent Plant Conservation Preserve and in 2012 the Butner Cedar Glade became the newest Plant Conservation Preserve in North Carolina. More information on the Butner Cedar Glade is available on the Town’s website: <https://www.butnernc.org/parksrec/page/butner-cedar-glade>. *For Your Information.*



Planning Department Report

APRIL 4, 2024



March Activity

- Received numerous responses for the on-call RFQ for professional services; staff is reviewing them
- Released Gate 2 Road Central Avenue Corridor Infrastructure Study RFQ on March 18; due April 22
- Attended NC Rural Summit Conference
- Spoke at Duke University, Institute for Urban Studies
- Spoke with Butner Public Safety about code enforcement
- Attended CAMPO's Blueprint for Safety Kickoff & Stakeholder Workshop
- Working on business list

Board of Adjustment / Planning Board

- Planning Board scheduled for April 11th
 - Text amendment to Article 1, 3, and 17 to clean up our process sections (CodeWright)
 - Text amendment to delegate the duties of the Board of Adjustment to the Planning Boards
 - Update to the Planning Board Rules of Procedure

Code Enforcement

- Seven (7) open violations

2024 permits to date

- Eleven (11) zoning permits were issued in the month of March

Altec Gen II Expansion

- Expansion of existing office building (155,500 square feet) and parking lot
- Awaiting resubmittal after initial review for zoning permit
- **Stormwater permit issued**



Cookout – 2538 E Lyon Station Rd

- Demolishing old bank building to construct drive thru restaurant
- Stormwater deposit paid
- **Zoning permit awaiting approvals from NDCOT, SGWASA, and Fire Marshal**



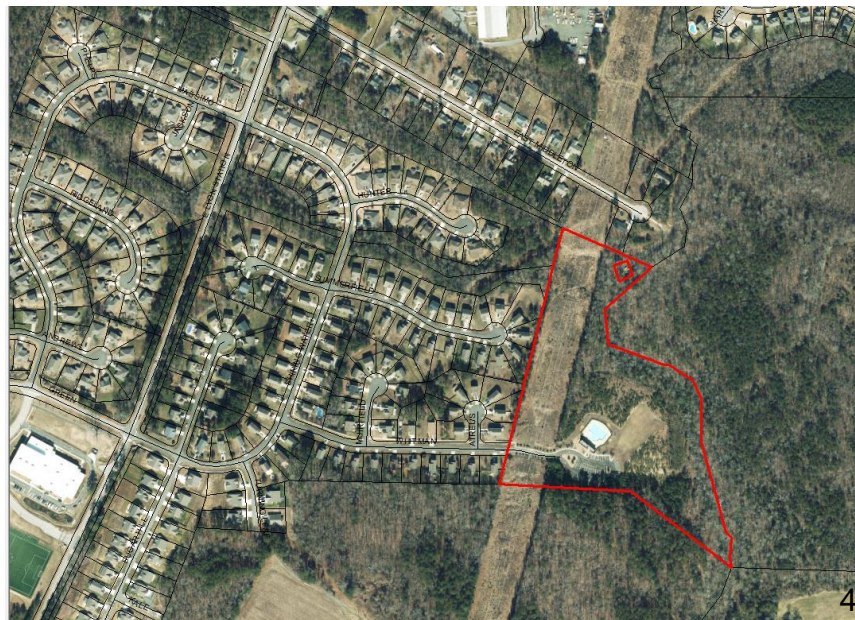
SGWASA Village Court Lift Station

- New lift station proposed off Village Court near Tractor Supply
- Stormwater deposit paid
- Held meeting to discuss comments



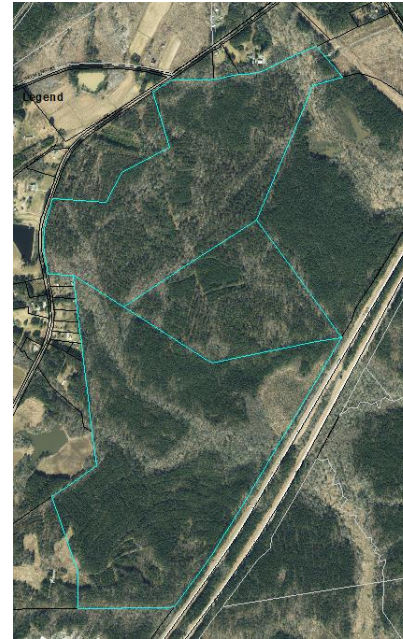
SGWASA E. Middleton Drive Lift Station

- New Lift Station proposed off East Middleton Drive near Flemming Farm
- Stormwater deposit paid
- Held meeting to discuss comments



Meritage Homes

- Approx. 800 lots proposed along W Lyon Station Road
- Planned Unit Development (PUD) Rezoning
- Town Council approved Concept Plan on January 4, 2024
- **Awaiting Meritage to submit for preliminary plat**



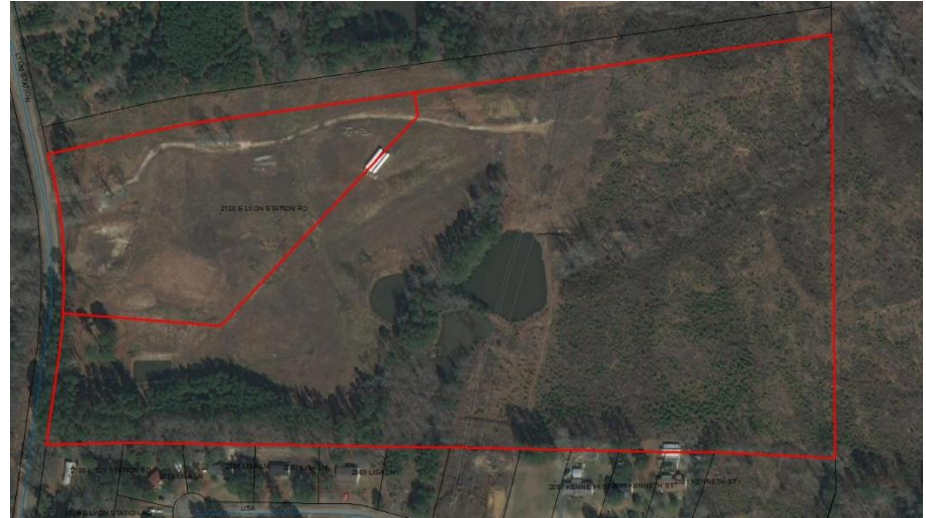
American Hero

- Redesigned plans from their 2018 approvals in CX zoning district
- **Concept plan will need to appear before Planning Board and Town Council for review and consideration**



Ongoing Projects

- Creedmoor Fuel – awaiting DOT approval
- Stream RV – zoning permit approved – wanting to construct building in phases.



FIRE SERVICES

Notable Fire Calls and Calls for Services since the last meeting

Fire Incidents March

February 28-March 25

Fire Incidents

Fire Alarm Activations	16
Motor Vehicle Collisions	12
Cancelled Enroute/No incident	5
Outside trash or Brush Fire	5
Gas Leak/Odor of Gas	2
Mutual Aid	2
Vehicle Fire	1
Downed Powerline	1
Total Number of Incidents	42

Notable Events

On March 6, 2024 BPS responded to a Motor Vehicle Collision at the 186 mm Northbound. Two vehicles had been involved in a collision and there were two people who were entrapped. BPS along with the assistance of Creedmoor VFD extricated both victims who were transported by Granville EMS to the hospital.

POLICE SERVICES

Police Calls and Services for March 2024 (February 28-March 25)

Police Calls and Services for March 2024

911 Hang Up Calls -	34
Animal Complaints -	1
Arrest -	28
Breaking and Entering	1
B & E Motor Vehicles -	3
Communicating Threats -	1
Disturbances -	13
DWI -	3
EMS Calls -	23
Juvenile Complaints -	2

Butner Town Council Meeting
Butner Public Safety Monthly Report
April 4, 2024 (submitted 03/26/2024)
By Chief J.G. Champion

Larcenies -	9
Larceny of Motor Vehicles	2
Traffic Stops -	222
Citations issued -	73
Traffic Check Points-	7
Vehicle Crashes"10-50's" -	26
Ride Along -	2
Robbery -	0
Property Checks-	215
Operations Reports Code#5-	374
Calls Resolved without Reports-	538

Notable Incidents

On 3/06/24, PSO Creech arrested a male subject for carrying a concealed firearm, going armed to the terror of the public, and possession of marijuana. The subject was issued a \$3,000 secured bond. An AR pistol was seized.

On 3/11/24, PSO Creech arrested a male driver from Durham for carrying a concealed handgun, alter/removing a firearm serial number, and possession of schedule VI. The subject was issued a \$22,500 secured bond. A 9mm Ghost gun was seized.

On 3/21/24, PSO Coeburn arrested a male subject from Creedmoor for possession of Heroin, Methamphetamine, and Marijuana. He was issued no bond.

On 3/24/24. PSO Creech arrested a female driver from Creedmoor for possession of marijuana with the intent to sell/distribute, maintaining a vehicle for selling a controlled substance. She was issued a \$14,000 secured bond.

Chief's Notes

Butner Public Safety is hosting a Driver Operator certification class from February through April at the BPS Training Center. The course covers a total of over 130 hours and BPS has four employees that are attending the entire series and others taking specific parts. This class is also open to other fire departments as well.

Training hours overview- From February 28-March 26 Butner Public Safety employees participated in 362 hours of fire training and 80 hours of law enforcement training. This includes all training that is attended by Public Safety Officers, Firefighters, Telecommunicators, and civilian personnel.