

CONTRACT ROUTING FORM

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Parks and Recreation

Department contract file name (use effective date): Town of Pittsboro_Parks & Rec_20240701

Project Code: Click here to enter text.

Contract type: MOU/MOA

Contracted Services/Goods: Recreation Grants to Towns (Pittsboro: Relocation of Dog Park at Knight Farm Park)

Contract Component: Master

Change Order Number/Addendum Number: Click here to enter text.

Vendor Name: Town of Pittsboro

Effective Date: 07/01/2024

Approved by: County Manager

Date approved by the BOC: Click here to enter text.

Ending Date: Click here to enter a date.

Total Amount: \$24,855.00

Please Return Contract to:

Name: Caitlin Murphy

Email:

caitlin.murphy@chathamcountync.gov

Special Instructions for Clerks

Office:

2. Department Head or his/her designee has read the contract in its entirety

By:  (Department Head signature required)

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract Reason: _____

This is an automatic renewal and does not require approval from the County Attorney: Yes No



If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes No

5. Vendor has signed the contract. Yes No

6. A budget amendment is necessary before approval. Yes No
If budget amendment is necessary, please attach to this form.

7. Approval *Roy will need to stamp for pre-audit per Ann*

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

Clerk's Office Only

Finance Officer has signed the contract

The Finance Officer is not required to sign the contract

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (this "MOU"), dated and made effective this _____ day of August 2024, by and between Chatham County, a body politic and corporate of the State of North Carolina, with mailing and address of Post Office Box 1809, Pittsboro North Carolina 27312 (the "County"), and the Town of Pittsboro (the "Town"), a North Carolina municipal corporation located in Chatham County, North Carolina with a mailing address of Post Office Box 759, Pittsboro, North Carolina, 27312 (the "Town"). Either the County or the Town may be referred to herein as a "Party" or collectively as the "Parties."

1. **County Grants Policy.** The County has established a funding policy for recreation grants ("County Recreation Grant") for towns located within Chatham County that is administered by the County Parks and Recreation Department. A copy of the Chatham County Recreation Grants to Towns Funding Policy updated 2018 (the "County Funding Policy") is attached hereto as Appendix 1 and incorporated herein by reference.

2. **County Recreation Grant.** The County has agreed to provide the Town a Recreation Grant in the amount of \$24,855 and described in the annual funding award letters to be used by the Town to go towards relocating the Dog Park at Knight Farm Park and improvements including the fence relocation, new fencing, and concrete holding spaces at the entrance (the "Project") described in the Town's annual request to the County (the "Request"), copies of which are on the file in the Chatham County Parks and Recreation Office and incorporated herein by reference. The Town agrees that no other use shall be made of the County Recreation Grant and that the Project shall be executed strictly in accordance with the County Funding Policy and the Request.

3. **Term.** This MOU shall expire June 30, 2025.

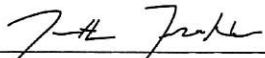
4. **Representatives of the Parties.** The representative of each Party and their contact information for contract administration and other matters is as follows:

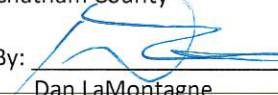
5. **Representatives of the Parties.** The representative of each Party and their contact information for contract administration and other matters as follows:

Town of Pittsboro
Jonathan Franklin
Town Manager
Post Office Box 759
Pittsboro, North Carolina 27312

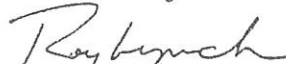
Chatham County
Dan LaMontagne
County Manager
Post Office Box 1809
Pittsboro, North Carolina 27312

IN WITNESS WHEREOF, Chatham County and the Town of Pittsboro have executed this MOU effective as of the date first written above.

Town of Pittsboro
By: 
Jonathan Franklin
Town Manager

Chatham County
By: 
Dan LaMontagne
County Manager

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


Roy Lynch, Finance Officer

APPENDIX 1

CHATHAM COUNTY RECREATION GRANTS TO TOWNS FUNDING POLICY Updated 2018

Purpose

The purpose of this policy is to establish guidelines for funding by the County Parks and Recreation Department of towns located entirely within the County.

Policy Statement

Any expenditure of these funds must satisfy the North Carolina Constitution's public purpose requirement, which requires that public funds be expended for the benefit of all citizens. See N.C. Constitution Article V, Section 2(1). Funds must also be spent on projects, programs, or services that could have been provided by Chatham County directly according to statutory authority in N.C. G.S. § 153A-449.

Eligibility for County Funds

Funds will be distributed on a reimbursement basis when requested and MOU signed. To be eligible to be considered for funding, towns must agree to the following:

- Funds are non-supplanting and will not be used for regular operating or salary expenses.
- Funds are not provided as pass-through funding to other agencies.
- Funds must be spent within the fiscal year unless approved by the Parks and Recreation Director and Budget Manager to roll funds over. The request can be rolled up to one year if the project has already started by June 30 within that fiscal year and can be completed by December 1 of that upcoming fiscal year.
- All Town programs and facilities must be open to all county residents equally; residents outside municipal boundaries will pay the same fees and charges as those within municipal boundaries for all programs and facilities. This equitable fee schedule must be maintained for programs and facilities as long as the County funding continues. For facilities funded from this program, as long as County funding continues plus five (5) years or the useful life of the facility, whichever is less.
- Towns will provide a year-end report with documentation to support the expenditure of all funds.

Use of the funds by towns

This funding is intended to provide recreational opportunities for towns located entirely within the County. Funds may be used for the following purposes:

- 1) To improve or construct parks and recreation facilities
- 2) To implement parks and recreation programs/projects
- 3) To purchase recreation equipment
- 4) To provide a match for a larger grant
- 5) To provide support for grant planning
- 6) To provide support for general planning

Funds must be fully spent within the fiscal year in which they are awarded unless approved otherwise.
