



Minutes

Board of Commissioners Work Session

7 p.m. June 26, 2023

Board Meeting Room, Town Hall Annex, 105 E. Corbin St.

Present: Mayor Jenn Weaver and commissioners Mark Bell, Robb English, Kathleen Ferguson, Matt Hughes and Evelyn Lloyd

Staff: Budget Director Emily Bradford, Administrative Services Director Jen Della Valle, Assistant Town Manager and Community Services Director Matt Efird, Budget and Management Analyst Josh Fernandez, Town Attorney Bob Hornik, Town Clerk and Human Resources Technician Sarah Kimrey, Town Manager Eric Peterson, Utilities Director Marie Strandwitz, Public Space and Sustainability Manager Stephanie Trueblood and Communications Manager Catherine Wright

1. Opening of the work session

Mayor Jenn Weaver called the meeting to order at 7:05 p.m.

2. Agenda changes and approval

- Addition of a closed session item as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (current litigation – DeGette) – Item 6B
- Additional miscellaneous budget amendments – Item 3A

Motion: Commissioner Mark Bell moved to approve the agenda as amended. Commissioner Kathleen Ferguson seconded.

Vote: 3-0. Absent: Commissioners Robb English and Matt Hughes.

3. Items for decision – consent agenda

- Miscellaneous budget amendments and transfers
- Fiscal Year 2024 Fees and Charges Schedule Amendment
- Tourism Board Budget Amendments
- Tourism Board Fiscal Year 2024 Budget Adoption
- Tourism Development Authority Fiscal Year 2024 Budget Adoption
- Ridgewalk Feasibility Study
- System Development Fee Analysis Status Update
- Fiscal Year 2024 Salary Schedule

Motion: Ferguson moved to approve all items on the consent agenda. Commissioner Evelyn Lloyd seconded.

Vote: 3-0. Absent: English and Hughes.

4. In-depth discussion and topics

- Fiscal Year 2024-26 Strategic Plan Update

Administrative Services Director Jen Della Valle reviewed that work in developing the draft strategic plan occurred incrementally, allowing close development with the Comprehensive Sustainability Plan. She noted many items in the proposal were pulled directly from the Comprehensive Sustainability Plan that the board

adopted at its June 12 meeting. She reviewed that the Comprehensive Sustainability Plan is a long-term plan and that the Strategic Plan is what the town commits to doing in zero to three years.

English joined the meeting at 7:09 p.m.

Della Valle opened the item to discussion, noting the board could adopt the plan this evening and staff would get started on Fiscal Year 2024 initiatives and conduct a first check-in during the fall.

There was discussion on whether staff needed more time to develop the plan. Della Valle said the first two initiatives in the draft plan need more performance measures added, but staff would only be wrapping up final touches with additional time. She noted some organizations present goals and initiatives to their boards and later present the measures or keep them at the staff level.

The mayor noted that an initiative in the proposal's economic vitality focus area to conduct a parking study and develop a long-range parking plan could be read in different ways, including that a definitive plan to accommodate more vehicles would be created.

Hughes joined the meeting at 7:14 p.m.

Motion: Ferguson moved to adopt the Strategic Plan. Bell seconded.

Discussion on parking resumed. It was noted that:

- More could be done in letting new people know where parking is, including lots not used by owners at night.
- The town could partner with Orange County and other transit partners to use alternative parking lots and a shuttle system for events which bring a lot of people to town.
- The parking study should look at the long term from multiple angles since traffic will continue increasing in this area of the state.

Vote: 5-0.

5. Committee updates and reports

Board members gave updates on the committees and boards on which they serve. Bell provided an update of the June 13 special meeting of the Water and Sewer Advisory Committee and noted a member of that appointed board recused herself from the discussion and spoke as a member of the public regarding a backflow prevention requirement for owners of existing residential pools which is being re-examined. He said the member tried to speak about reimbursement, but the committee chair would not allow it.

Utilities Director Marie Strandwitz clarified that discussion of reimbursement is planned to occur at the committee's Aug. 3 meeting and that the June meeting was focused on alternate solutions for owners who had not yet installed a reduced pressure zone assembly for backflow prevention. She said staff also needs to ensure no other hazards are present that would require a reduced pressure zone assembly.

Town Attorney Bob Hornik clarified that he had advised the committee member to recuse herself from the discussion if she wanted to speak as a member of the public as that and her financial interest in the subject should preclude her participation in the deliberations.

Ferguson shared comments from youths attending a Fairview Youth in Action meeting. She said they don't feel welcome downtown for a variety of reasons, including because of second-generation translating. They would like to see signage, invitations, and event fliers in Spanish. They have felt singled out for close scrutiny while in a downtown store, and one teen was told the teen could not apply for a position in a store that had

a hiring sign displayed. They would like a sensory garden in the Fairview community, and they would like hangout spaces that have beauty to study and play games. Ferguson said they asked about police response, roads, and traffic and said they felt nothing would happen if they called about break-ins.

Ferguson also noted that:

- The Triangle J Council of Governments' name change to Central Pines Regional Council will be adopted in September.
- A new book "Lizzy: The Elizabeth Keckley Story" is available, and the author C. Georgina C. will give a reading followed by a question-and-answer period at the Burwell School Historic Site in August.
- She was reappointed to the North Carolina League of Municipalities' legislative action committee.

Hughes noted that:

- He and Planning and Economic Development Manager Shannan Campbell will give an overview of the town's food and beverage tax history to the Tourism Board, outlining spending priorities and providing some training because the board has five new members, with four newly appointed in the last six months. He said this will help with the Tourism Board's budget process.
- He is now president of the Northern Orange Branch of the National Association for the Advancement of Colored People (NAACP), and the branch will meet at the Dorothy N. Johnson Community Center in northern Hillsborough during the next quarter.
- He was recently appointed to a student reassignment subcommittee for Orange County Schools.

Weaver noted that:

- The state vision for the U.S. 15-501 corridor differs greatly from that of Chapel Hill and the Durham-Chapel Hill-Carrboro Metropolitan Planning Organization. She said the North Carolina Department of Transportation says it wants to work with the community and may consider some changes. More discussion will occur at a quarterly meeting of planning staff and leaders within Orange County. She likened the situation to discussion that has been had about Churton Street, noting she is glad the town is conducting a study of the South Churton Street corridor and there are difficulties when streets are not owned by the town.
- The Upper Neuse River Basin Association is creating a communications pamphlet for elected officials regarding recommendations for a revised strategy regarding Falls Lake, which has state rules mandating its protection for those in its watershed, including Hillsborough.
- The quarterly joint public hearing of the Board of Commissioners and Planning Board will be in August instead of July.

Motion: Bell moved to go into closed session at 7:45 p.m. Ferguson seconded.

Vote: 5-0.

6. Closed Session

- A. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (current litigation) – RIMA LLC

Motion: In open session, Ferguson moved to authorize settlement as discussed in closed session.
Hughes seconded.

Vote: 5-0.

- B. Closed session as authorized by North Carolina General Statute Section 143-318.11(a)(3) to consult with the town attorney in order to preserve the attorney-client privilege (current litigation) – DeGette (added item)

Motion: Ferguson moved to return to open session at 8:26 p.m. Bell seconded.


Vote: 5-0.

No action was taken.

7. Adjournment

Weaver adjourned the meeting at 8:28 p.m.

Respectfully submitted,



Sarah Kimrey

Town Clerk

Staff support to the Board of Commissioners

FY 2022-2023

**TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT**

DATES: 06/27/2023 TO 06/27/2023

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
10-00-3100-3100-190 CURRENT MOTOR VEHICLE LEVY						
Yr-end adjustments	34659	06/27/2023	EBRADFORI	795,600.00	-95,600.00	700,000.00
10-00-3100-3101-222 2022 TAX LEVY						
Yr-end adjustments	34775	06/27/2023	EBRADFORI	8,210,000.00	40,000.00	8,252,700.00
10-00-3110-3113-192 GROSS RECEIPTS TAX/VEHICLE						
Yr-end adjustments	34660	06/27/2023	EBRADFORI	3,000.00	-1,500.00	1,500.00
10-00-3110-3115-001 PRIOR MOTOR VEHICLE LIC.FEE						
Yr-end adjustments	34661	06/27/2023	EBRADFORI	100.00	-100.00	0.00
10-00-3200-3100-000 OCCUPANCY TAX						
Yr-end adjustments	34662	06/27/2023	EBRADFORI	95,000.00	-5,000.00	90,000.00
10-00-3900-3900-000 FUND BALANCE APPROPRIATION						
Yr-end adjustments	34710	06/27/2023	EBRADFORI	743,482.00	-122,673.00	1,939,808.39
Yr-end adjustments	34774	06/27/2023	EBRADFORI	743,482.00	55,000.00	1,994,808.39
10-10-3400-3401-000 PLANNING FEES						
Yr-end adjustments	34663	06/27/2023	EBRADFORI	50,000.00	-14,500.00	35,500.00
10-10-4100-5100-031 SALARIES - MAYOR						
Yr-end adjustments	34664	06/27/2023	EBRADFORI	8,400.00	100.00	8,500.00
10-10-4100-5110-010 SALARIES - COMMISSIONERS						
Yr-end adjustments	34665	06/27/2023	EBRADFORI	36,000.00	200.00	36,200.00
10-10-4100-5500-970 SERVICE CHARGE - W&S FUND						
Yr-end adjustments	34666	06/27/2023	EBRADFORI	-166,600.00	-45,500.00	-212,100.00
10-10-4100-5500-980 SERVICE CHARGE - STORMWATER FUND						
Yr-end adjustments	34667	06/27/2023	EBRADFORI	-6,664.00	-1,820.00	-8,484.00
10-10-4200-5100-020 SALARIES						
Yr-end adjustments	34668	06/27/2023	EBRADFORI	902,888.00	2,000.00	958,788.00
10-10-4200-5300-570 MISCELLANEOUS						
Yr-end adjustments	34669	06/27/2023	EBRADFORI	31,253.00	20,000.00	28,573.62
10-10-4200-5500-970 SERVICE CHARGE - W&S FUND						
Yr-end adjustments	34670	06/27/2023	EBRADFORI	-912,108.00	-83,406.00	-995,514.00
10-10-4200-5500-980 SERVICE CHARGE - STORMWATER FUND						
Yr-end adjustments	34671	06/27/2023	EBRADFORI	-36,484.00	-3,337.00	-39,821.00
10-10-4400-5100-020 SALARIES						
Yr-end adjustments	34673	06/27/2023	EBRADFORI	338,398.00	-5,000.00	329,199.00
10-10-4400-5300-487 TAX COLLECTION						
Yr-end adjustments	34672	06/27/2023	EBRADFORI	42,000.00	5,000.00	49,100.00
10-10-4400-5500-970 SERVICE CHARGE - W&S FUND						
Yr-end adjustments	34674	06/27/2023	EBRADFORI	-396,049.00	-73,046.00	-469,095.00
10-10-4400-5500-980 SERVICE CHARGE - STORMWATER FUND						
Yr-end adjustments	34675	06/27/2023	EBRADFORI	-15,842.00	-2,922.00	-18,764.00
10-10-4900-5100-020 SALARIES						
Yr-end adjustments	34769	06/27/2023	EBRADFORI	416,690.00	20,000.00	490,550.00
10-10-4900-5127-070 RETIREMENT						
Yr-end adjustments	34676	06/27/2023	EBRADFORI	50,040.00	6,000.00	56,040.00

EBRADFORD

06/26/2023 4:43:58PM

Page 1 of 7

FY 2022-2023

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

DATES: 06/27/2023 TO 06/27/2023

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
10-10-4900-5300-001 PAYMENTS - TOURISM BOARD						
Yr-end adjustments	34677	06/27/2023	EBRADFORI	400,000.00	150,000.00	550,000.00
10-10-4900-5300-002 PAYMENTS - TDA						
Yr-end adjustments	34678	06/27/2023	EBRADFORI	95,000.00	30,000.00	125,000.00
10-10-5000-5100-020 SALARIES						
Yr-end adjustments	34680	06/27/2023	EBRADFORI	74,351.00	20,000.00	96,851.00
10-10-5000-5500-970 SERVICE CHARGE - W&S FUND						
Yr-end adjustments	34682	06/27/2023	EBRADFORI	-125,646.00	-8,834.00	-134,480.00
10-10-5000-5500-980 SERVICE CHARGE - STORMWATER FUND						
Yr-end adjustments	34681	06/27/2023	EBRADFORI	-74,246.00	-5,220.00	-79,466.00
10-10-6300-5100-010 OVERTIME COMPENSATION						
Yr-end adjustment	34697	06/27/2023	EBRADFORI	250.00	200.00	850.00
10-10-6300-5100-020 SALARIES						
Yr-end adjustment	34698	06/27/2023	EBRADFORI	139,318.00	1,000.00	160,818.00
Yr-end adjustments	34773	06/27/2023	EBRADFORI	139,318.00	15,000.00	175,818.00
10-10-6300-5120-050 FICA						
Yr-end adjustment	34699	06/27/2023	EBRADFORI	10,658.00	200.00	12,383.00
10-10-6300-5125-060 HOSPITALIZATION						
Yr-end adjustment	34700	06/27/2023	EBRADFORI	19,829.00	200.00	22,279.00
10-10-6300-5125-061 LIFE/DISABILITY/VISION						
Yr-end adjustment	34701	06/27/2023	EBRADFORI	907.00	20.00	952.00
10-10-6300-5300-110 TELEPHONE/INTERNET						
Yr-end adjustment	34702	06/27/2023	EBRADFORI	1,260.00	50.00	1,760.00
10-10-6300-5300-130 UTILITIES						
Yr-end adjustment	34703	06/27/2023	EBRADFORI	4,516.00	1,000.00	5,216.00
10-10-6600-5500-970 SERVICE CHARGE - W&S FUND						
Yr-end adjustment	34704	06/27/2023	EBRADFORI	-119,321.00	-32,768.00	-152,089.00
10-10-6600-5500-980 SERVICE CHARGE - STORMWATER FUND						
Yr-end adjustment	34705	06/27/2023	EBRADFORI	-4,773.00	-1,311.00	-6,084.00
10-10-6610-5500-970 SERVICE CHARGE - W&S FUND						
Yr-end adjustments	34707	06/27/2023	EBRADFORI	-471,505.00	-189.00	-471,694.00
10-10-6610-5500-980 SERVICE CHARGE - STORMWATER FUND						
Yr-end adjustments	34708	06/27/2023	EBRADFORI	-18,860.00	-8.00	-18,868.00
10-20-5100-5100-020 SALARIES						
Yr-end adjustments	34770	06/27/2023	EBRADFORI	2,298,991.00	20,000.00	2,366,991.00
10-20-5100-5100-021 PERSONNEL EXPANSION - SALARIES						
Yr-end adjustments	34686	06/27/2023	EBRADFORI	75,000.00	-75,000.00	0.00
10-20-5100-5125-060 HOSPITALIZATION						
Yr-end adjustments	34687	06/27/2023	EBRADFORI	349,610.00	770.00	328,985.00
10-20-5100-5127-075 SEPARATION ALLOWANCE						
Yr-end adjustments	34688	06/27/2023	EBRADFORI	20,194.00	1,000.00	47,444.00
10-30-5550-5500-970 SERVICE CHARGE - W&S FUND						
Yr-end adjustments	34689	06/27/2023	EBRADFORI	-272,505.00	-16,297.00	-288,802.00

EBRADFORD

06/26/2023 4:43:58PM

Page 2 of 7

FY 2022-2023

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

DATES: 06/27/2023 TO 06/27/2023

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
10-30-5550-5500-980 SERVICE CHARGE - STORMWATER FUND						
Yr-end adjustments	34690	06/27/2023	EBRADFORI	-7,705.00	-195.00	-7,900.00
10-30-5600-5100-020 SALARIES						
Yr-end adjustments	34691	06/27/2023	EBRADFORI	152,604.00	1,100.00	180,004.00
Yr-end adjustments	34771	06/27/2023	EBRADFORI	152,604.00	20,000.00	200,004.00
10-30-5600-5120-050 FICA						
Yr-end adjustments	34692	06/27/2023	EBRADFORI	11,674.00	300.00	13,744.00
10-30-5600-5125-061 LIFE/DISABILITY/VISION						
Yr-end adjustments	34693	06/27/2023	EBRADFORI	1,022.00	20.00	1,117.00
10-30-5600-5125-062 DENTAL INSURANCE						
Yr-end adjustments	34694	06/27/2023	EBRADFORI	1,154.00	20.00	1,174.00
10-30-5600-5127-070 RETIREMENT						
Yr-end adjustments	34695	06/27/2023	EBRADFORI	18,253.00	1,000.00	23,003.00
10-30-5600-5400-910 DEBT SERVICE						
Move funds to General CRF	34788	06/27/2023	EBRADFORI	80,148.00	-80,148.00	0.00
10-30-5800-5100-010 OVERTIME COMPENSATION						
Yr-end adjustment	34696	06/27/2023	EBRADFORI	2,000.00	300.00	4,100.00
10-30-5800-5100-020 SALARIES						
Yr-end adjustments	34772	06/27/2023	EBRADFORI	241,784.00	20,000.00	277,284.00
10-30-5800-5300-484 LANDFILL FEES						
Yr-end adjustments	34679	06/27/2023	EBRADFORI	110,000.00	5,000.00	115,000.00
10-30-5800-5400-910 DEBT SERVICE						
Move funds to General CRF	34789	06/27/2023	EBRADFORI	207,439.00	-144,822.00	62,617.00
10-60-6900-5300-570 MISCELLANEOUS						
Yr-end adjustments	34709	06/27/2023	EBRADFORI	430,300.00	-150,000.00	50,008.00
10-71-5100-5982-004 TRANSFER TO PUBLIC SAFETY FACILITY						
Move funds to General CRF	34785	06/27/2023	EBRADFORI	50,000.00	-50,000.00	0.00
10-71-5100-5982-005 TRANSFER TO GENERAL CRF						
Move funds to General CRF	34786	06/27/2023	EBRADFORI	0.00	50,000.00	50,000.00
10-71-5600-5982-005 TRANSFER TO GENERAL CRF						
Move funds to General CRF	34787	06/27/2023	EBRADFORI	0.00	80,148.00	80,148.00
10-71-5800-5982-005 TRANSFER TO GENERAL CRF						
Move funds to General CRF	34790	06/27/2023	EBRADFORI	0.00	144,822.00	144,822.00
10-71-6300-5982-005 TRANSFER TO GENERAL CRF						
Yr-end adjustments	34706	06/27/2023	EBRADFORI	300,000.00	20,000.00	320,000.00
30-71-5972-5972-002 TRANSFER TO WATER SDF RESERVE FUND						
Yr-end adjustments	34715	06/27/2023	EBRADFORI	0.00	92,736.00	92,736.00
30-71-5972-5972-003 TRANSFER TO SEWER SDF RESERVE FUND						
Yr-end adjustments	34716	06/27/2023	EBRADFORI	0.00	75,670.00	75,670.00
30-80-3500-3505-000 WATER CHARGES						
Yr-end adjustments	34711	06/27/2023	EBRADFORI	5,423,000.00	-100,000.00	5,323,000.00
30-80-3500-3510-000 SEWER CHARGES						
Yr-end adjustments	34712	06/27/2023	EBRADFORI	5,411,000.00	-100,000.00	5,311,000.00

EBRADFORD

06/26/2023 4:43:58PM

Page 3 of 7

fl142r03

TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT
DATES: 06/27/2023 TO 06/27/2023

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
30-80-3500-3523-002 WATER SYSTEM DEVELOPMENT FEES						
Yr-end adjustments	34713	06/27/2023	EBRADFORI	0.00	92,736.00	92,736.00
30-80-3500-3525-002 SEWER SYSTEM DEVELOPMENT FEES						
Yr-end adjustments	34714	06/27/2023	EBRADFORI	0.00	75,670.00	75,670.00
30-80-3900-3900-000 FUND BALANCE APPROPRIATED						
Yr-end adjustments	34742	06/27/2023	EBRADFORI	486,586.00	525,766.00	1,625,494.77
Yr-end adjustments	34781	06/27/2023	EBRADFORI	486,586.00	100,000.00	1,725,494.77
Yr-end adjustments	34782	06/27/2023	EBRADFORI	486,586.00	20,000.00	1,745,494.77
30-80-7200-5300-570 MISCELLANEOUS						
Yr-end adjustments	34717	06/27/2023	EBRADFORI	167,002.00	-70,000.00	19,964.00
30-80-7200-5350-610 SERVICE CHARGE - GOVERNING BODY						
Yr-end adjustments	34718	06/27/2023	EBRADFORI	166,600.00	45,500.00	212,100.00
30-80-7200-5350-611 SERVICE CHARGE - ADMINISTRATION						
Yr-end adjustments	34719	06/27/2023	EBRADFORI	912,108.00	83,406.00	995,514.00
30-80-7200-5350-612 SERVICE CHARGE - ACCOUNTING						
Yr-end adjustments	34720	06/27/2023	EBRADFORI	396,049.00	73,046.00	469,095.00
30-80-7200-5350-613 SERVICE CHARGE - FLEET MAINTENANCE						
Yr-end adjustments	34722	06/27/2023	EBRADFORI	272,505.00	16,297.00	288,802.00
30-80-7200-5350-614 SERVICE CHARGE - FACILITY MGMT						
Yr-end adjustments	34721	06/27/2023	EBRADFORI	125,646.00	134,480.00	260,126.00
30-80-7200-5350-615 SERVICE CHARGE - SAFETY & RISK MGMT						
Yr-end adjustments	34723	06/27/2023	EBRADFORI	119,321.00	32,768.00	152,089.00
30-80-7200-5350-616 SERVICE CHARGE - INFORMATION TECH						
Yr-end adjustments	34724	06/27/2023	EBRADFORI	471,505.00	189.00	471,694.00
30-80-7220-5100-020 SALARIES						
Yr-end adjustments	34776	06/27/2023	EBRADFORI	333,476.00	20,000.00	428,776.00
30-80-7220-5120-050 FICA						
Yr-end adjustments	34725	06/27/2023	EBRADFORI	25,511.00	500.00	31,966.00
30-80-7220-5125-060 HOSPITALIZATION						
Yr-end adjustments	34726	06/27/2023	EBRADFORI	37,118.00	400.00	42,018.00
30-80-7220-5125-061 LIFE/DISABILITY/VISION						
Yr-end adjustments	34727	06/27/2023	EBRADFORI	2,056.00	10.00	2,391.00
30-80-7220-5127-070 RETIREMENT						
Yr-end adjustments	34728	06/27/2023	EBRADFORI	40,302.00	100.00	49,402.00
30-80-7220-5300-140 TRAVEL/VEHICLE ALLOTMENT						
Yr-end adjustments	34729	06/27/2023	EBRADFORI	3,900.00	50.00	6,550.00
30-80-7240-5100-020 SALARIES						
Yr-end adjustments	34730	06/27/2023	EBRADFORI	288,308.00	-500.00	279,358.00
Yr-end adjustments	34783	06/27/2023	EBRADFORI	288,308.00	20,000.00	299,358.00
30-80-7240-5125-063 HOSPITALIZATION - RETIREE						
Yr-end adjustments	34731	06/27/2023	EBRADFORI	0.00	500.00	6,250.00
30-80-8120-5100-010 OVERTIME COMPENSATION						
Yr-end adjustments	34732	06/27/2023	EBRADFORI	25,000.00	3,000.00	32,000.00

FY 2022-2023

**TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT**

DATES: 06/27/2023 TO 06/27/2023

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Yr-end adjustments	34752	06/27/2023	EBRADFORI	18,860.00	8.00	18,868.00
35-80-3500-3505-106 STORMWATER CHARGES 2022						
Yr-end adjustments	34743	06/27/2023	EBRADFORI	691,035.00	-26,035.00	665,000.00
35-80-3900-3900-000 FUND BALANCE APPROPRIATED						
Yr-end adjustments	27860	06/27/2023	EBRADFORI	70,728.00	45,870.00	116,598.00
70-00-3850-3850-000 INTEREST EARNED						
Adj per FY22 audit	34765	06/27/2023	EBRADFORI	0.00	110,889.20	110,889.20
Correct amendment	34768	06/27/2023	EBRADFORI	0.00	-10,000.00	100,889.20
70-71-6900-5970-001 TRANSFER TO UTILITY CAP IMPROV FUND						
Adj per River PS proj ordinace	34753	06/27/2023	EBRADFORI	0.00	1,080,000.00	1,080,000.00
Adj per Eno River Interceptor proj ordina	34755	06/27/2023	EBRADFORI	0.00	750,000.00	1,830,000.00
70-80-6900-5700-731 CAPITAL IMPROV.- SEWER						
Adj per River PS proj ordinace	34754	06/27/2023	EBRADFORI	1,949,845.96	-1,080,000.00	869,845.96
Adj per Eno River Interceptor proj ordina	34756	06/27/2023	EBRADFORI	1,949,845.96	-750,000.00	119,845.96
Adj per FY22 audit	34766	06/27/2023	EBRADFORI	1,949,845.96	71,631.33	191,477.29
70-80-6900-5700-733 CAPITAL IMPROV.- WATER						
Adj per FY22 audit	34767	06/27/2023	EBRADFORI	794,415.99	29,257.87	823,673.86
71-00-3850-3850-000 INTEREST EARNED						
Adj per FY22 audit	34757	06/27/2023	EBRADFORI	12,034.07	-4,916.07	7,118.00
71-10-6300-5700-851 SUSTAINABILITY						
FY23 Contribution	34758	06/27/2023	EBRADFORI	300,000.00	320,000.00	620,000.00
Adj per FY22 audit	34764	06/27/2023	EBRADFORI	300,000.00	7,118.00	627,118.00
71-20-3700-3701-003 WATERSTONE CONTRIB-POLICE						
Close out used reserves	34759	06/27/2023	EBRADFORI	105,000.00	-105,000.00	0.00
71-20-3700-3701-004 WATERSTONE CONTRIB-FIRE						
Close out used reserves	34760	06/27/2023	EBRADFORI	600,000.00	-600,000.00	0.00
71-20-5100-5700-924 POLICE STATION						
Move funds to General CRF	34797	06/27/2023	EBRADFORI	0.00	50,000.00	50,000.00
71-20-6900-5700-750 WATERSTONE POLICE						
Close out used reserves	34761	06/27/2023	EBRADFORI	108,010.34	-108,010.34	0.00
71-30-5600-5700-950 VEHICLES - STREETS						
Move funds to General CRF	34798	06/27/2023	EBRADFORI	0.00	80,148.00	80,148.00
71-30-5800-5700-951 VEHICLES - SOLID WASTE						
Move funds to General CRF	34799	06/27/2023	EBRADFORI	0.00	144,822.00	144,822.00
71-71-3870-3870-410 TRANSFER FROM GF-SUSTAINABILITY						
FY23 Contribution	34762	06/27/2023	EBRADFORI	300,000.00	320,000.00	620,000.00
71-71-3870-3870-412 TRANSFER FROM GF-POLICE STATION						
Move funds to General CRF	34800	06/27/2023	EBRADFORI	0.00	50,000.00	50,000.00
71-71-3870-3870-420 TRANSFER FROM GF-VEH-STREETS						
Move funds to General CRF	34801	06/27/2023	EBRADFORI	0.00	80,148.00	80,148.00
71-71-3870-3870-421 TRANSFER FROM GF-VEH-SOL WASTE						
Move funds to General CRF	34802	06/27/2023	EBRADFORI	0.00	144,822.00	144,822.00
71-71-6900-5970-910 TRANSFER TO GENERAL FUND						

FY 2022-2023

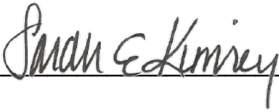
TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT

DATES: 06/27/2023 TO 06/27/2023

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Close out used reserves	34763	06/27/2023	EBRADFORI	609,023.73	-609,023.73	0.00
					<u>951,154.26</u>	

APPROVED: 3/0

DATE: 6/26/23

VERIFIED: 

FY 2022-2023

**TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT**

DATES: 06/26/2023 TO 06/26/2023

REFERENCE	CHANGE NUMBER	DATE	USER	ORIGINAL BUDGET	BUDGET CHANGE	AMENDED BUDGET
GF Rev 10-00-3800-3800-003 TOURISM BOARD Adj to new contract amount	34488	06/26/2023	EBRADFORI	38,422.00	-12,425.00	25,997.00
GF Rev 10-00-3800-3800-004 TOURISM DEVELOPMENT AUTHORITY Adj to new contract amount	34489	06/26/2023	EBRADFORI	19,844.00	-6,844.00	13,000.00
GF 10-00-3900-3900-000 FUND BALANCE APPROPRIATION Fund Bal. Adj to new TB & TDA contract amounts	34490	06/26/2023	EBRADFORI	743,482.00	19,269.00	2,062,481.39
Admin. 10-10-4200-5100-020 SALARIES Services FY23 Year-End Budget Amendments	34511	06/26/2023	JFernandez	902,888.00	56,000.00	956,788.00
Admin. 10-10-4200-5120-050 FICA Services FY23 Year-End Budget Amendments	34512	06/26/2023	JFernandez	66,859.00	6,500.00	73,359.00
Admin. 10-10-4200-5125-061 LIFE/DISABILITY/VISION Services FY23 Year-End Budget Amendments	34515	06/26/2023	JFernandez	5,461.00	-250.00	5,211.00
Admin. 10-10-4200-5125-062 DENTAL INSURANCE Services FY23 Year-End Budget Amendments	34516	06/26/2023	JFernandez	4,121.00	-700.00	3,421.00
Admin. 10-10-4200-5127-070 RETIREMENT Services FY23 Year-End Budget Amendments	34513	06/26/2023	JFernandez	108,154.00	9,250.00	117,404.00
Admin. 10-10-4200-5127-071 401(K) RETIREMENT SUPP. Services FY23 Year-End Budget Amendments	34514	06/26/2023	JFernandez	45,144.00	4,300.00	49,444.00
Admin. 10-10-4200-5300-140 TRAVEL/VEHICLE ALLOTMENT Services FY23 Year-End Budget Amendments	34519	06/26/2023	JFernandez	4,200.00	200.00	6,200.00
Admin. 10-10-4200-5300-320 SUPPLIES - OFFICE Services FY23 Year-End Budget Amendments	34520	06/26/2023	JFernandez	3,500.00	-2,000.00	1,500.00
Admin. 10-10-4200-5300-330 SUPPLIES - DEPARTMENTAL Services FY23 Year-End Budget Amendments	34521	06/26/2023	JFernandez	3,599.00	-2,000.00	599.00
Admin. 10-10-4200-5300-474 RECRUITMENT Services FY23 Year-End Budget Amendments	34522	06/26/2023	JFernandez	6,000.00	-20,000.00	52,000.00
Admin. 10-10-4200-5300-570 MISCELLANEOUS Services FY23 Year-End Budget Amendments	34517	06/26/2023	JFernandez	31,253.00	-4,700.00	8,573.62
Admin. 10-10-4200-5300-603 CONTINUING EDUCATION & TUITION REIM Services FY23 Year-End Budget Amendments	34518	06/26/2023	JFernandez	15,000.00	-10,000.00	5,000.00
Fin. 10-10-4400-5300-110 TELEPHONE/INTERNET Services FY23 Year-End Budget Amendments	34523	06/26/2023	JFernandez	840.00	50.00	2,050.00
Fin. 10-10-4400-5300-570 MISCELLANEOUS Services FY23 Year-End Budget Amendments	34524	06/26/2023	JFernandez	19,210.00	-50.00	17,060.00
Planning 10-10-4900-5100-020 SALARIES FY23 Year-End Budget Amendments	34528	06/26/2023	JFernandez	416,690.00	-13,640.00	470,550.00
Planning 10-10-4900-5120-050 FICA FY23 Year-End Budget Amendments	34525	06/26/2023	JFernandez	31,688.00	2,290.00	33,978.00
Planning 10-10-4900-5125-060 HOSPITALIZATION FY23 Year-End Budget Amendments	34526	06/26/2023	JFernandez	51,202.00	6,750.00	57,952.00
Planning 10-10-4900-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34527	06/26/2023	JFernandez	20,834.00	4,600.00	25,434.00
Planning 10-10-4900-5300-113 LICENSE FEES JFernandez		06/20/2023	4:24:06PM			

FY 2022-2023

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

DATES: 06/26/2023 TO 06/26/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	Metropolitan Planning Organization dues	34436	06/26/2023	JFernandez	3,200.00	-2,225.00	975.00
Planning	10-10-4900-5300-530 DUES & SUBSCRIPTIONS						
	Metropolitan Planning Organization dues	34435	06/26/2023	JFernandez	3,650.00	-1,500.00	2,150.00
Planning	10-10-4900-5300-751 MPO LOCAL MATCH CONTRIBUTION						
	Metropolitan Planning Organization dues	34434	06/26/2023	JFernandez	6,300.00	3,725.00	10,025.00
Facilities	10-10-5000-5100-020 SALARIES						
Mgmt.	FY23 Year-End Budget Amendments	34529	06/26/2023	JFernandez	74,351.00	2,500.00	76,851.00
Facilities	10-10-5000-5120-050 FICA						
Mgmt.	FY23 Year-End Budget Amendments	34530	06/26/2023	JFernandez	5,688.00	175.00	5,863.00
Facilities	10-10-5000-5125-060 HOSPITALIZATION						
Mgmt.	FY23 Year-End Budget Amendments	34531	06/26/2023	JFernandez	10,120.00	100.00	10,220.00
Facilities	10-10-5000-5127-070 RETIREMENT						
Mgmt.	FY23 Year-End Budget Amendments	34532	06/26/2023	JFernandez	9,026.00	275.00	9,301.00
Facilities	10-10-5000-5127-071 401(K) RETIREMENT SUPP.						
Mgmt.	FY23 Year-End Budget Amendments	34533	06/26/2023	JFernandez	3,717.00	250.00	3,967.00
Facilities	10-10-5000-5300-080 TRAINING/CONF/CONV						
Mgmt.	FY23 Year-End Budget Amendments	34534	06/26/2023	JFernandez	1,500.00	200.00	1,700.00
Facilities	10-10-5000-5300-130 UTILITIES						
Mgmt.	FY23 Year-End Budget Amendments	34535	06/26/2023	JFernandez	24,200.00	-200.00	24,000.00
Facilities	10-10-5000-5300-145 MAINTENANCE - BUILDINGS						
Mgmt.	To cover maintenance projects.	34463	06/26/2023	JFernandez	201,896.00	12,578.89	210,274.05
Facilities	10-10-5000-5300-310 GASOLINE						
Mgmt.	To cover maintenance projects.	34459	06/26/2023	JFernandez	3,600.00	-2,841.34	758.66
Facilities	10-10-5000-5300-320 SUPPLIES - OFFICE						
Mgmt.	To cover department supplies.	34464	06/26/2023	JFernandez	200.00	-200.00	0.00
Facilities	10-10-5000-5300-330 SUPPLIES - DEPARTMENTAL						
Mgmt.	To cover department supplies.	34467	06/26/2023	JFernandez	12,500.00	600.00	615.54
Facilities	10-10-5000-5300-331 SUPPLIES - SAFETY						
Mgmt.	To cover department supplies.	34465	06/26/2023	JFernandez	300.00	-300.00	0.00
Facilities	10-10-5000-5300-447 C.S./COPIER						
Mgmt.	To cover maintenance projects.	34460	06/26/2023	JFernandez	15,000.00	-4,934.55	10,065.45
Facilities	10-10-5000-5300-490 C.S./ALARM						
Mgmt.	To cover maintenance projects.	34461	06/26/2023	JFernandez	5,000.00	-2,803.00	2,197.00
Facilities	10-10-5000-5300-530 DUES & SUBSCRIPTIONS						
Mgmt.	To cover department supplies.	34466	06/26/2023	JFernandez	100.00	-100.00	0.00
Facilities	10-10-5000-5300-570 MISCELLANEOUS						
Mgmt.	To cover maintenance projects.	34462	06/26/2023	JFernandez	2,000.00	-2,000.00	0.00
Public	10-10-6300-5100-010 OVERTIME COMPENSATION						
Space	FY23 Year-End Budget Amendments	34569	06/26/2023	JFernandez	250.00	400.00	650.00
Public	10-10-6300-5100-020 SALARIES						
Space	FY23 Year-End Budget Amendments	34570	06/26/2023	JFernandez	139,318.00	20,500.00	159,818.00
Public	10-10-6300-5120-050 FICA						
Space	FY23 Year-End Budget Amendments	34571	06/26/2023	JFernandez	10,658.00	1,525.00	12,183.00

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

FY 2022-2023

DATES: 06/26/2023 TO 06/26/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Public Space	10-10-6300-5125-060 HOSPITALIZATION FY23 Year-End Budget Amendments	34572	06/26/2023	JFernandez	19,829.00	2,250.00	22,079.00
Public Space	10-10-6300-5125-061 LIFE/DISABILITY/VISION FY23 Year-End Budget Amendments	34573	06/26/2023	JFernandez	907.00	25.00	932.00
Public Space	10-10-6300-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34574	06/26/2023	JFernandez	16,670.00	3,000.00	19,670.00
Public Space	10-10-6300-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34575	06/26/2023	JFernandez	6,966.00	1,750.00	8,716.00
Public Space	10-10-6300-5300-110 TELEPHONE/INTERNET FY23 Year-End Budget Amendments	34576	06/26/2023	JFernandez	1,260.00	450.00	1,710.00
Public Space	10-10-6300-5300-130 UTILITIES FY23 Year-End Budget Amendments	34578	06/26/2023	JFernandez	4,516.00	-300.00	4,216.00
Public Space	10-10-6300-5300-140 TRAVEL/VEHICLE ALLOTMENT FY23 Year-End Budget Amendments	34577	06/26/2023	JFernandez	3,600.00	50.00	3,650.00
Public Space	10-10-6300-5300-330 SUPPLIES - DEPARTMENTAL FY23 Year-End Budget Amendments	34580	06/26/2023	JFernandez	32,000.00	-5,000.00	27,000.00
Public Space	10-10-6300-5300-570 MISCELLANEOUS FY23 Year-End Budget Amendments	34579	06/26/2023	JFernandez	7,000.00	-6,200.00	500.00
Safety & Risk	10-10-6600-5100-020 SALARIES FY23 Year-End Budget Amendments	34581	06/26/2023	JFernandez	88,457.00	7,500.00	95,957.00
Safety & Risk	10-10-6600-5120-050 FICA FY23 Year-End Budget Amendments	34582	06/26/2023	JFernandez	6,767.00	1,205.00	7,972.00
Safety & Risk	10-10-6600-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34583	06/26/2023	JFernandez	10,556.00	2,450.00	13,006.00
Safety & Risk	10-10-6600-5127-071 401(K) RETIREMENT SUPPLEMENT FY23 Year-End Budget Amendments	34584	06/26/2023	JFernandez	4,423.00	650.00	5,073.00
Safety & Risk	10-10-6600-5300-080 TRAINING/CONF./CONV. FY23 Year-End Budget Amendments	34586	06/26/2023	JFernandez	15,000.00	-10,000.00	15,655.16
Safety & Risk	10-10-6600-5300-145 MAINTENANCE - BUILDINGS FY23 Year-End Budget Amendments	34587	06/26/2023	JFernandez	3,000.00	-2,280.00	720.00
Safety & Risk	10-10-6600-5300-350 UNIFORMS FY23 Year-End Budget Amendments	34585	06/26/2023	JFernandez	0.00	475.00	975.00
Info. Tech.	10-10-6610-5100-020 SALARIES FY23 Year-End Budget Amendments	34588	06/26/2023	JFernandez	109,248.00	12,750.00	121,998.00
Info. Tech.	10-10-6610-5120-050 FICA FY23 Year-End Budget Amendments	34589	06/26/2023	JFernandez	8,358.00	1,150.00	9,508.00
Info. Tech.	10-10-6610-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34590	06/26/2023	JFernandez	13,263.00	1,600.00	14,863.00
Info. Tech.	10-10-6610-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34591	06/26/2023	JFernandez	5,462.00	1,000.00	6,462.00
Info. Tech.	10-10-6610-5300-080 TRAINING/CONF./CONV. FY23 Year-End Budget Amendments	34592	06/26/2023	JFernandez	3,600.00	-3,000.00	600.00
Info. Tech.	10-10-6610-5300-110 TELEPHONE/INTERNET JFernandez		06/20/2023	4:24:06PM			

FY 2022-2023

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

DATES: 06/26/2023 TO 06/26/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	FY23 Year-End Budget Amendments	34594	06/26/2023	JFernandez	113,500.00	-13,600.00	99,900.00
Info. Tech.	10-10-6610-5300-140 TRAVEL/VEHICLE ALLOTMENT FY23 Year-End Budget Amendments	34593	06/26/2023	JFernandez	3,900.00	100.00	4,000.00
Police	10-20-5100-5100-010 OVERTIME COMPENSATION To cover FTO bonuses for recently trainee	34446	06/26/2023	JFernandez	40,000.00	-150.00	24,850.00
Police	10-20-5100-5100-020 SALARIES FY23 Year-End Budget Amendments	34536	06/26/2023	JFernandez	2,298,991.00	48,000.00	2,346,991.00
Police	10-20-5100-5100-030 BONUS PAY To cover FTO bonuses for recently trainee	34447	06/26/2023	JFernandez	5,000.00	150.00	5,150.00
Police	10-20-5100-5120-050 FICA FY23 Year-End Budget Amendments	34537	06/26/2023	JFernandez	177,418.00	2,000.00	179,418.00
Police	10-20-5100-5125-060 HOSPITALIZATION FY23 Year-End Budget Amendments	34545	06/26/2023	JFernandez	349,610.00	-21,395.00	328,215.00
Police	10-20-5100-5125-063 HOSPITALIZATION - RETIREE FY23 Year-End Budget Amendments	34538	06/26/2023	JFernandez	0.00	10,250.00	10,250.00
Police	10-20-5100-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34539	06/26/2023	JFernandez	285,825.00	19,500.00	305,325.00
Police	10-20-5100-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34540	06/26/2023	JFernandez	111,842.00	8,500.00	120,342.00
Police	10-20-5100-5127-075 SEPARATION ALLOWANCE FY23 Year-End Budget Amendments	34541	06/26/2023	JFernandez	20,194.00	26,250.00	46,444.00
Police	10-20-5100-5300-110 TELEPHONE/INTERNET FY23 Year-End Budget Amendments	34542	06/26/2023	JFernandez	10,080.00	1,250.00	11,330.00
Police	10-20-5100-5300-158 MAINTENANCE - EQUIPMENT To cover Police technology project.	34474	06/26/2023	JFernandez	4,000.00	-1,550.00	2,450.00
Police	10-20-5100-5300-310 GASOLINE FY23 Year-End Budget Amendments	34543	06/26/2023	JFernandez	100,000.00	-1,250.00	83,750.00
Police	10-20-5100-5300-320 SUPPLIES - OFFICE To cover account overages through year-end	34453	06/26/2023	JFernandez	5,000.00	400.00	8,900.00
Police	10-20-5100-5300-321 SUPPLIES - COMMUNITY POLICING To cover account overages through year-end	34452	06/26/2023	JFernandez	2,000.00	-400.00	1,600.00
Police	10-20-5100-5300-330 SUPPLIES - DEPARTMENTAL FY23 Year-End Budget Amendments	34544	06/26/2023	JFernandez	54,100.00	-20,000.00	38,100.00
Police	10-20-5100-5300-458 DATA PROCESSING SERVICES To cover Police technology project.	34475	06/26/2023	JFernandez	24,557.00	1,550.00	26,107.00
Police	10-20-5100-5300-460 C.S./DRIVER SAFETY TRAINING To cover account overages through year-end	34454	06/26/2023	JFernandez	4,000.00	-500.00	0.00
Police	10-20-5100-5300-570 MISCELLANEOUS To cover account overages through year-end	34455	06/26/2023	JFernandez	3,500.00	500.00	3,180.00
Fleet Mgmt.	10-30-5550-5100-020 SALARIES FY23 Year-End Budget Amendments	34546	06/26/2023	JFernandez	227,443.00	22,000.00	249,443.00
Fleet Mgmt.	10-30-5550-5120-050 FICA FY23 Year-End Budget Amendments	34547	06/26/2023	JFernandez	17,399.00	750.00	18,149.00

FY 2022-2023

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

DATES: 06/26/2023 TO 06/26/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Fleet Mgmt.	10-30-5550-5125-060 HOSPITALIZATION FY23 Year-End Budget Amendments	34548	06/26/2023	JFernandez	30,625.00	3,000.00	33,625.00
Fleet Mgmt.	10-30-5550-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34549	06/26/2023	JFernandez	27,065.00	3,250.00	30,315.00
Fleet Mgmt.	10-30-5550-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34550	06/26/2023	JFernandez	11,372.00	1,500.00	12,872.00
Fleet Mgmt.	10-30-5550-5300-145 MAINTENANCE - BUILDINGS FY23 Year-End Budget Amendments	34551	06/26/2023	JFernandez	5,685.00	-4,000.00	1,685.00
Streets	10-30-5600-5100-020 SALARIES FY23 Year-End Budget Amendments	34552	06/26/2023	JFernandez	152,604.00	24,000.00	178,904.00
Streets	10-30-5600-5120-050 FICA FY23 Year-End Budget Amendments	34553	06/26/2023	JFernandez	11,674.00	1,370.00	13,444.00
Streets	10-30-5600-5125-060 HOSPITALIZATION FY23 Year-End Budget Amendments	34554	06/26/2023	JFernandez	28,653.00	9,000.00	37,653.00
Streets	10-30-5600-5125-061 LIFE/DISABILITY/VISION FY23 Year-End Budget Amendments	34555	06/26/2023	JFernandez	1,022.00	75.00	1,097.00
Streets	10-30-5600-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34556	06/26/2023	JFernandez	18,253.00	3,750.00	22,003.00
Streets	10-30-5600-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34557	06/26/2023	JFernandez	7,630.00	1,750.00	9,380.00
Streets	10-30-5600-5300-130 UTILITIES FY23 Year-End Budget Amendments	34559	06/26/2023	JFernandez	133,100.00	-27,500.00	105,600.00
Streets	10-30-5600-5300-140 TRAVEL/VEHICLE ALLOTMENT FY23 Year-End Budget Amendments	34558	06/26/2023	JFernandez	14.00	300.00	314.00
Streets	10-30-5600-5300-330 SUPPLIES - DEPARTMENTAL FY23 Year-End Budget Amendments	34560	06/26/2023	JFernandez	29,500.00	-5,000.00	17,900.00
Solid Waste	10-30-5800-5100-010 OVERTIME COMPENSATION FY23 Year-End Budget Amendments	34561	06/26/2023	JFernandez	2,000.00	1,800.00	3,800.00
Solid Waste	10-30-5800-5100-020 SALARIES FY23 Year-End Budget Amendments	34562	06/26/2023	JFernandez	241,784.00	15,500.00	257,284.00
Solid Waste	10-30-5800-5120-050 FICA FY23 Year-End Budget Amendments	34563	06/26/2023	JFernandez	18,496.00	200.00	18,696.00
Solid Waste	10-30-5800-5125-060 HOSPITALIZATION FY23 Year-End Budget Amendments	34564	06/26/2023	JFernandez	45,358.00	2,150.00	47,508.00
Solid Waste	10-30-5800-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34565	06/26/2023	JFernandez	29,031.00	2,750.00	31,781.00
Solid Waste	10-30-5800-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34566	06/26/2023	JFernandez	12,089.00	1,350.00	13,439.00
Solid Waste	10-30-5800-5300-110 TELEPHONE/INTERNET FY23 Year-End Budget Amendments	34567	06/26/2023	JFernandez	2,280.00	300.00	2,580.00
Solid Waste	10-30-5800-5300-421 C.S./BULK CONTAINERS RENTAL & HAULI FY23 Year-End Budget Amendments	34568	06/26/2023	JFernandez	8,000.00	-2,750.00	5,250.00
Special Approp.	10-60-6900-5300-570 MISCELLANEOUS JFernandez		06/20/2023	4:24:06PM			

FY 2022-2023

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

DATES: 06/26/2023 TO 06/26/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	FY23 Year-End Budget Amendments	34595	06/26/2023	JFernandez	430,300.00	-187,000.00	200,008.00
Special Rev.	15-00-3000-3301-053 RESTRICTED REV-CDBG-CV GRANT To move to Spec Rev Fund	34468	06/26/2023	EBRADFORI	0.00	600,000.00	600,000.00
Special Rev.	15-10-3000-5300-800 CDBG-CV - ADMINISTRATION To move to Spec Rev Fund	34469	06/26/2023	EBRADFORI	0.00	60,000.00	60,000.00
Special Rev.	15-10-3000-5300-801 CDBG-CV - PUBLIC SERVICES To move to Spec Rev Fund	34470	06/26/2023	EBRADFORI	0.00	540,000.00	540,000.00
W&S Fund Bal.	30-80-3900-3900-000 FUND BALANCE APPROPRIATED To est budget for utility locates	34443	06/26/2023	EBRADFORI	486,586.00	100,000.00	1,069,130.56
	To cover CCTV coll sys analysis	34478	06/26/2023	EBRADFORI	486,586.00	3,413.21	1,072,543.77
	FY23 Year-End Budget Amendments	34658	06/26/2023	JFernandez	486,586.00	27,185.00	1,099,728.77
Admin. of Enterprise	30-80-7200-5300-570 MISCELLANEOUS FY23 Year-End Budget Amendments	34651	06/26/2023	JFernandez	167,002.00	-77,000.00	89,964.00
Admin. of Enterprise	30-80-7200-5320-050 FICA FY23 Year-End Budget Amendments	34596	06/26/2023	JFernandez	0.00	630.00	630.00
Admin. of Enterprise	30-80-7200-5327-070 RETIREMENT FY23 Year-End Budget Amendments	34597	06/26/2023	JFernandez	0.00	950.00	950.00
Utilities Admin.	30-80-7220-5100-020 SALARIES FY23 Year-End Budget Amendments	34598	06/26/2023	JFernandez	333,476.00	77,000.00	408,776.00
Utilities Admin.	30-80-7220-5120-050 FICA FY23 Year-End Budget Amendments	34599	06/26/2023	JFernandez	25,511.00	5,955.00	31,466.00
Utilities Admin.	30-80-7220-5125-060 HOSPITALIZATION FY23 Year-End Budget Amendments	34600	06/26/2023	JFernandez	37,118.00	4,500.00	41,618.00
Utilities Admin.	30-80-7220-5125-061 LIFE/DISABILITY/VISION FY23 Year-End Budget Amendments	34601	06/26/2023	JFernandez	2,056.00	325.00	2,381.00
Utilities Admin.	30-80-7220-5125-062 DENTAL INSURANCE FY23 Year-End Budget Amendments	34602	06/26/2023	JFernandez	1,483.00	175.00	1,658.00
Utilities Admin.	30-80-7220-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34603	06/26/2023	JFernandez	40,302.00	9,000.00	49,302.00
Utilities Admin.	30-80-7220-5127-071 401(K) RETIREMENT SUPPL. FY23 Year-End Budget Amendments	34604	06/26/2023	JFernandez	16,674.00	4,750.00	21,424.00
Utilities Admin.	30-80-7220-5300-140 TRAVEL/VEHICLE ALLOTMENT FY23 Year-End Budget Amendments	34605	06/26/2023	JFernandez	3,900.00	900.00	6,500.00
Utilities Admin.	30-80-7220-5300-479 C.S./UTILITY LOCATES To est budget for utility locates	34442	06/26/2023	EBRADFORI	0.00	100,000.00	100,000.00
Billing & Collect.	30-80-7240-5100-020 SALARIES FY23 Year-End Budget Amendments	34612	06/26/2023	JFernandez	288,308.00	-8,450.00	279,858.00
Billing & Collect.	30-80-7240-5125-060 HOSPITALIZATION FY23 Year-End Budget Amendments	34608	06/26/2023	JFernandez	59,413.00	-16,500.00	42,913.00
Billing & Collect.	30-80-7240-5125-063 HOSPITALIZATION - RETIREE FY23 Year-End Budget Amendments	34606	06/26/2023	JFernandez	0.00	5,750.00	5,750.00
Billing & Collect.	30-80-7240-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34610	06/26/2023	JFernandez	34,456.00	-6,500.00	27,956.00

FY 2022-2023

**TOWN OF HILLSBOROUGH
BUDGET CHANGES REPORT**

DATES: 06/26/2023 TO 06/26/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Billing & Collect.	30-80-7240-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34611	06/26/2023	JFernandez	14,415.00	-3,000.00	11,415.00
Billing & Collect.	30-80-7240-5300-080 TRAINING/CONF./CONV. FY23 Year-End Budget Amendments	34609	06/26/2023	JFernandez	5,000.00	-3,800.00	900.00
Billing & Collect.	30-80-7240-5300-585 ELECTRONIC PAYMENT FEES FY23 Year-End Budget Amendments	34607	06/26/2023	JFernandez	136,500.00	32,500.00	169,000.00
WTP	30-80-8120-5100-010 OVERTIME COMPENSATION FY23 Year-End Budget Amendments	34613	06/26/2023	JFernandez	25,000.00	4,000.00	29,000.00
WTP	30-80-8120-5100-020 SALARIES FY23 Year-End Budget Amendments	34614	06/26/2023	JFernandez	419,120.00	12,000.00	431,120.00
WTP	30-80-8120-5120-050 FICA FY23 Year-End Budget Amendments	34615	06/26/2023	JFernandez	32,063.00	2,750.00	34,813.00
WTP	30-80-8120-5125-060 HOSPITALIZATION FY23 Year-End Budget Amendments	34616	06/26/2023	JFernandez	71,106.00	-13,500.00	57,606.00
WTP	30-80-8120-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34617	06/26/2023	JFernandez	49,998.00	-2,500.00	47,498.00
WTP	30-80-8120-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34618	06/26/2023	JFernandez	20,956.00	-1,250.00	19,706.00
WTP	30-80-8120-5300-110 TELEPHONE/INTERNET FY23 Year-End Budget Amendments	34619	06/26/2023	JFernandez	1,050.00	175.00	1,225.00
WTP	30-80-8120-5300-130 UTILITIES FY23 Year-End Budget Amendments	34620	06/26/2023	JFernandez	84,040.00	-1,675.00	82,365.00
WFER	30-80-8130-5300-152 AQUATIC WEED CONTROL To repair failing steps at WFER Reservoir	34479	06/26/2023	JFernandez	8,500.00	-8,500.00	4,876.55
WFER	30-80-8130-5300-154 MAINTENANCE - GROUNDS To repair failing steps at WFER Reservoir	34480	06/26/2023	JFernandez	14,000.00	8,500.00	34,400.00
Water Dist.	30-80-8140-5100-010 OVERTIME COMPENSATION FY23 Year-End Budget Amendments	34621	06/26/2023	JFernandez	12,500.00	6,750.00	19,250.00
Water Dist.	30-80-8140-5100-020 SALARIES FY23 Year-End Budget Amendments	34634	06/26/2023	JFernandez	393,583.00	-12,225.00	446,543.00
Water Dist.	30-80-8140-5120-050 FICA FY23 Year-End Budget Amendments	34622	06/26/2023	JFernandez	30,109.00	5,000.00	35,109.00
Water Dist.	30-80-8140-5125-061 LIFE/DISABILITY/VISION FY23 Year-End Budget Amendments	34623	06/26/2023	JFernandez	2,618.00	100.00	2,718.00
Water Dist.	30-80-8140-5125-063 HOSPITALIZATION - RETIREE FY23 Year-End Budget Amendments	34624	06/26/2023	JFernandez	0.00	10,250.00	10,250.00
Water Dist.	30-80-8140-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34625	06/26/2023	JFernandez	46,924.00	9,750.00	56,674.00
Water Dist.	30-80-8140-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34626	06/26/2023	JFernandez	19,679.00	4,250.00	23,929.00
Water Dist.	30-80-8140-5300-110 TELEPHONE/INTERNET FY23 Year-End Budget Amendments	34628	06/26/2023	JFernandez	4,680.00	-2,750.00	2,770.00
Water Dist.	30-80-8140-5300-130 UTILITIES JFernandez		06/20/2023	4:24:06PM			

FY 2022-2023

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

DATES: 06/26/2023 TO 06/26/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
	FY23 Year-End Budget Amendments	34629	06/26/2023	JFernandez	43,187.00	-5,750.00	37,437.00
Water Dist.	30-80-8140-5300-158 MAINTENANCE - EQUIPMENT To purchase GPR system for locating line	34437	06/26/2023	JFernandez	8,000.00	-5,365.70	2,934.25
Water Dist.	30-80-8140-5300-165 MAINTENANCE - INFRASTRUCTURE To purchase GPR system for locating line	34438	06/26/2023	JFernandez	38,000.00	-3,009.30	59,990.70
	FY23 Year-End Budget Amendments	34630	06/26/2023	JFernandez	38,000.00	-12,000.00	47,990.70
Water Dist.	30-80-8140-5300-330 SUPPLIES - DEPARTMENTAL FY23 Year-End Budget Amendments	34633	06/26/2023	JFernandez	102,000.00	-4,500.00	127,990.92
Water Dist.	30-80-8140-5300-490 C.S./ALARM FY23 Year-End Budget Amendments	34627	06/26/2023	JFernandez	400.00	425.00	875.00
Water Dist.	30-80-8140-5300-570 MISCELLANEOUS FY23 Year-End Budget Amendments	34632	06/26/2023	JFernandez	3,000.00	-1,000.00	652.50
Water Dist.	30-80-8140-5700-740 CAPITAL - VEHICLES FY23 Year-End Budget Amendments	34631	06/26/2023	JFernandez	50,000.00	1,700.00	1,700.95
Water Dist.	30-80-8140-5700-741 CAPITAL - EQUIPMENT To purchase GPR system for locating line	34439	06/26/2023	JFernandez	35,000.00	8,375.00	43,622.50
	To replace ATV	34456	06/26/2023	EBRADFORI	35,000.00	11,000.00	54,622.50
WW Collect.	30-80-8200-5300-130 UTILITIES FY23 Year-End Budget Amendments	34636	06/26/2023	JFernandez	52,272.00	-160.00	52,112.00
WW Collect.	30-80-8200-5300-165 MAINTENANCE - INFRASTRUCTURE For sidewalk repair and office chair replac	34448	06/26/2023	JFernandez	120,000.00	-1,963.95	140,483.05
	To cover CCTV coll sys analysis	34476	06/26/2023	EBRADFORI	120,000.00	70,000.00	210,483.05
WW Collect.	30-80-8200-5300-320 SUPPLIES - OFFICE For sidewalk repair and office chair replac	34450	06/26/2023	JFernandez	2,000.00	300.00	2,365.00
WW Collect.	30-80-8200-5300-322 SUPPLIES - LIFT STATION PUMPS To purchase GPR system for locating line	34440	06/26/2023	JFernandez	150,000.00	-8,375.00	114,026.50
	To replace Corbinton Commons pump at j	34481	06/26/2023	JFernandez	150,000.00	-20,398.13	93,628.37
WW Collect.	30-80-8200-5300-326 SUPPLIES - PATCH For sidewalk repair and office chair replac	34449	06/26/2023	JFernandez	20,000.00	1,663.95	14,811.20
WW Collect.	30-80-8200-5300-331 SUPPLIES - SAFETY FY23 Year-End Budget Amendments	34635	06/26/2023	JFernandez	1,500.00	160.00	1,720.63
WW Collect.	30-80-8200-5700-741 CAPITAL - EQUIPMENT To purchase GPR system for locating line	34441	06/26/2023	JFernandez	35,000.00	8,375.00	230,026.62
	To replace ATV	34457	06/26/2023	EBRADFORI	35,000.00	11,000.00	241,026.62
	To replace Corbinton Commons pump at j	34482	06/26/2023	JFernandez	35,000.00	20,398.13	261,424.75
WWTP	30-80-8220-5100-020 SALARIES FY23 Year-End Budget Amendments	34637	06/26/2023	JFernandez	413,431.00	37,500.00	450,931.00
WWTP	30-80-8220-5100-021 PERSONNEL EXPANSION - SALARIES FY23 Year-End Budget Amendments	34643	06/26/2023	JFernandez	30,350.00	-30,350.00	0.00
WWTP	30-80-8220-5120-050 FICA FY23 Year-End Budget Amendments	34638	06/26/2023	JFernandez	31,627.00	2,750.00	34,377.00
WWTP	30-80-8220-5125-060 HOSPITALIZATION FY23 Year-End Budget Amendments	34639	06/26/2023	JFernandez	60,722.00	2,500.00	63,222.00

FY 2022-2023

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT**

DATES: 06/26/2023 TO 06/26/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
WWTP	30-80-8220-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34640	06/26/2023	JFernandez	49,318.00	5,750.00	55,068.00
WWTP	30-80-8220-5127-071 401(K) RETIREMENT SUPP. FY23 Year-End Budget Amendments	34641	06/26/2023	JFernandez	20,672.00	2,750.00	23,422.00
WWTP	30-80-8220-5300-110 TELEPHONE/INTERNET FY23 Year-End Budget Amendments	34642	06/26/2023	JFernandez	840.00	350.00	1,190.00
WWTP	30-80-8220-5300-130 UTILITIES FY23 Year-End Budget Amendments	34644	06/26/2023	JFernandez	138,589.00	-6,750.00	131,839.00
WWTP	30-80-8220-5300-145 MAINTENANCE - BUILDINGS FY23 Year-End Budget Amendments	34646	06/26/2023	JFernandez	3,950.00	-425.00	7,525.00
WWTP	30-80-8220-5300-154 MAINTENANCE - GROUNDS FY23 Year-End Budget Amendments	34647	06/26/2023	JFernandez	2,000.00	-100.00	4,400.00
WWTP	30-80-8220-5300-158 MAINTENANCE - EQUIPMENT For sweeps, brackets, pump, and pump alt	34445	06/26/2023	JFernandez	98,930.00	10,700.00	106,253.47
WWTP	30-80-8220-5300-162 MAINTENANCE - LAB EQUIPMENT FY23 Year-End Budget Amendments	34649	06/26/2023	JFernandez	8,950.00	-5,000.00	3,950.00
WWTP	30-80-8220-5300-164 MAINTENANCE - INSTRUMENTATION FY23 Year-End Budget Amendments	34650	06/26/2023	JFernandez	19,000.00	-6,360.00	26,740.00
WWTP	30-80-8220-5300-323 SUPPLIES - CHEMICALS For sweeps, brackets, pump, and pump alt	34444	06/26/2023	JFernandez	92,500.00	-10,700.00	55,503.00
WWTP	30-80-8220-5300-570 MISCELLANEOUS FY23 Year-End Budget Amendments	34648	06/26/2023	JFernandez	4,300.00	-1,000.00	2,733.00
WWTP	30-80-8220-5300-600 PERSONNEL EXPANSION - OP COSTS FY23 Year-End Budget Amendments	34645	06/26/2023	JFernandez	1,615.00	-1,615.00	0.00
W&S	30-80-9990-5300-000 CONTINGENCY Contingency To replace ATV	34458	06/26/2023	EBRADFORI	400,000.00	-22,000.00	66,586.79
	To cover CCTV coll sys analysis	34477	06/26/2023	EBRADFORI	400,000.00	-66,586.79	0.00
Storm- Water	35-30-5900-5100-020 SALARIES FY23 Year-End Budget Amendments	34652	06/26/2023	JFernandez	227,209.00	20,750.00	247,959.00
Storm- Water	35-30-5900-5120-050 FICA FY23 Year-End Budget Amendments	34653	06/26/2023	JFernandez	17,382.00	1,325.00	18,707.00
Storm- Water	35-30-5900-5127-070 RETIREMENT FY23 Year-End Budget Amendments	34654	06/26/2023	JFernandez	27,219.00	3,090.00	30,309.00
Storm- Water	35-30-5900-5127-071 401(K) RETIREMENT SUPPLEMENT FY23 Year-End Budget Amendments	34655	06/26/2023	JFernandez	11,360.00	1,550.00	12,910.00
Storm- Water	35-30-5900-5300-165 MAINTENANCE - INFRASTRUCTURE FY23 Year-End Budget Amendments	34657	06/26/2023	JFernandez	147,000.00	-3,215.00	83,800.00
Storm- Water	35-30-5900-5300-570 MISCELLANEOUS FY23 Year-End Budget Amendments	34656	06/26/2023	JFernandez	24,874.00	-23,500.00	411.69
Restrict. Revenue	72-00-3000-3301-053 RESTRICTED REV-CDBG-CV GRANT To move to Spec Rev Fund	34471	06/26/2023	EBRADFORI	600,000.00	-600,000.00	0.00
Restrict. Revenue	72-10-3000-5300-800 CDBG-CV - ADMINISTRATION To move to Spec Rev Fund	34472	06/26/2023	EBRADFORI	60,000.00	-60,000.00	0.00

FY 2022-2023

**TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT
 DATES: 06/26/2023 TO 06/26/2023**

<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Restrict. 72-10-3000-5300-801 CDBG-CV - PUBLIC SERVICES Revenue To move to Spec Rev Fund	34473	06/26/2023	EBRADFORI	540,000.00	-540,000.00	0.00
					<u>261,196.42</u>	

APPROVED: 3/0

DATE: 6/26/23

VERIFIED: *Sharon E. Kimrey*



Fees & Charges Schedule

FY2024 Operating & Capital Budget

Accounting

Description	Rate	Basis
Food & Beverage		
Food & Beverage Tax (failure to pay)	\$ 500.00	Not to exceed \$500.00
Single-Day Pre-Paid Food & Beverage Fee	\$ 15.00	
Mobile Food Vendor Permit Fee ¹	\$ 50.00	
Beer and Wine License		
On-premise malt beverage	\$ 15.00	
Off-premise malt beverage	\$ 5.00	
On-premise unfortified wine, on-premise fortified wine, or both	\$ 15.00	
Off-premise unfortified wine, off-premise fortified wine, or both	\$ 10.00	

¹Mobile food vendor permits are valid as long as permit holder timely files Food & Beverage tax receipts and reports.

Administration

Description	Rate	Basis
Photocopies	\$ 0.10	per page
Laser Printer Copies	\$ 0.10	per page
Town Clerk Certified Copies	\$ 1.00	per page
Board of Commissioners Meeting Notification Listing	\$ 20.00	annually
Town Code:		
Bound Copy	\$ 40.00	
Unbound Copy	\$ 25.00	
Supplements	\$ 0.10	per page
Motor Vehicle License Fee	\$ 30.00	per vehicle
Franchise Fees (Cable)		5% of gross receipts

Billing & Collections

Description	Rate	Basis
Returned Check / Bank Draft Fee	\$ 25.00	per occurrence
Disconnect / Reconnect for Returned Item	\$ 40.00	per occurrence
Connection Fee	\$ 20.00	
Security Deposits:		
Water/Sewer Service		
Inside Town	\$ 75.00	
Outside Town	\$ 150.00	
Delinquent Fee	\$ 40.00	
Late Fee (after 25th of month)		15%
Reconnection Fee:		
Business Hours		No Charge
After Hours (Town Error)		No Charge
Same Day Turn-On Service	\$ 50.00	
After Hours (Customer Request)	\$ 50.00	
Account Servicing Fee for Payments Made with Unwrapped Coins		
A \$1.00 fee for 100 coins or fraction thereof that the town is required to count in excess of the first \$10.00 of unwrapped coins submitted for payment of the utility bill.	\$ 1.00	per 100 coins
Water Use Reduction Rebate		
One time rebate per water and/or sewer customer for new or replacement installation of low-flow faucets, showerheads and toilets (receipt or billing invoice of work required).	\$ 10.00	per customer

Cemetery

Description	Rate	Basis
Lot Fee:		
Resident	\$ 500.00	
Non-Resident	\$ 1,000.00	
Lot Transfer		
Transfer Between One Pair of Lots	No Charge	
Transfer Between 3 or More Lots	\$ 50.00	per pair of lots

Planning

Description	Rate	Basis
Special Event Permits		
Public and Private Events on Private Property	\$ 20.00	
Public and Private Events on Public Property	\$ 35.00	
Street or Greenway Events	\$ 55.00	
Applications for Review		
Future Land Use Plan or Comprehensive Plan Amendment	\$ 300.00	
Unified Development Ordinance Text Amendment	\$ 300.00	
Rezoning to Conditional district	The greater of \$2,000 or \$200	per acre
Rezoning to general purpose or overlay district	The greater of \$500 or \$50	per acre
Special Use Permit	The greater of \$1,000 or \$200	per acre
SUP Modification Requiring Public Hearing	\$ 500.00	
SUP Modification not Requiring Public Hearing	\$ 300.00	
Minor Subdivision Review (1-4 lots with or without streets)	\$ 300.00	
Major Subdivision Review (5-19 lots with or without streets)	\$ 600.00	
Subdivision Review (4th review and subsequent additional reviews)	\$ 150.00	
Site Plan Review	\$ 600.00	
Site Plan Review (4th review and subsequent additional reviews)	\$ 200.00	
Construction Plan Review ²		
Total building size less than 10,000 sf	\$ 600.00	
Total building size equal to or greater than 10,000 sf	\$ 1,000.00	
Construction Plan Review (4th review and subsequent additional reviews)	\$ 200.00	
Variance	\$ 200.00	
Street Closing Request	\$ 150.00	
Street Renaming Request	\$ 200.00	
Certificate of Appropriateness	\$ 1.00	per \$1,000 construction cost; \$10 minimum
Zoning Compliance Letter	\$ 40.00	
Appeals	\$ 200.00	There are administration and time costs to process, postage for mailings, staff time to process. etc.
Fees in Lieu of Construction		
Sidewalks		125% of written, sealed, engineer's estimate for the cost of required
Documents & Maps¹		
Unified Development Ordinance	\$ 25.00	
Historic District Design Guidelines	\$ 25.00	
Community Connectivity Plan	\$ 15.00	
Administrative Manual	\$ 10.00	
Parks & Recreation Plan and Small Area/Corridor Plans	\$ 10.00	
Zoning Map or Other Color Plot/Map (larger than 11x17)	\$ 10.00	
Town Street Map with Street Grid (11x17 Black & White)	\$ 2.00	
Future Land Use Map & Other 11x17 Color Maps	\$ 2.00	
Photocopies	\$ 0.10	per page
¹ All town produced documents and maps can be provided in electronic form (pdf, jpeg, word, or excel) at no cost if we are provided with the media.		
Zoning Compliance Permits		
Home Occupation	\$ 25.00	
Signs (New or Replacement):		
Wall Mounted	\$ 40.00	
Free-Standing	\$ 75.00	
Sandwich Board	\$ 10.00	
Event Sign Package (package of signs allowed by 6.18.6.2)	\$ 20.00	
Banner (allowed by 6.18.6.3 & without other temporary signage)	\$ 5.00	
Change of Use (one business use to another or change in ownership)	No Charge	

Site Change (ie. fences, sheds, gazebos, decks, porches, ADUs)	\$	75.00	Approved: _____	Aug. 14, 2023
New Residential and Commercial Construction				
Projects costing \$499,999 or less - rounded to nearest thousand	\$	1.00	per \$1,000 of construction cost; \$5 minimum	
Projects costing \$500,000 or more - rounded to nearest thousand	\$	2.00	per \$1,000 of construction cost; \$5 minimum	
NOTE: The following items are all included in the "construction cost" used to determine the permit fee: grading, landscaping, site preparation, stormwater control, utilities, paving and structures. ZCPs will be issued for "grading only" and "paving only" projects consistent with the UDO.				
Other Charges				
Consultant Fee Reimbursement		Consultant Fee Reimbursement		
Projects constructing new local roads will also reimburse the Town for consultant fees to review road construction plans and specifications, if needed.				
No-Permit Penalty		No-Permit Penalty		
Work begun without a necessary Zoning Compliance Permit will be charged a \$100 ZCP fee or the standard fee will be doubled, whichever is greater. Work begun without a required Certificate of Appropriateness will be charged a \$300 COA review fee for the standard fee will be doubled, whichever is greater. Work requiring both a COA and ZCP shall only pay the increased COA fee.				

Police

Description	Rate	Basis
Excessive Noise Violation		Fine up to \$250.00
Fire Lane Parking Violation	\$	25.00
Handicap Parking Violation	\$	100.00
No-Through Truck Violation	\$	50.00
Parking Citation	\$	10.00
Sidewalk Table Service Permit Violation		Fine up to \$500.00

Public Space

Description	Rate	Basis
Portions of town parks may be reserved for private events. Events expecting 100 or more people are reviewed as special events as defined in the town code. If a special event requires police or public works overtime, costs of those impacts may be passed to the applicant.		
Large Picnic Shelter in Gold Park		
In-town resident	\$	20.00 per 3 hours
Out-of-town resident	\$	30.00 per 3 hours
Multi-Use Field in Gold Park or Cates Creek Park		
In-town resident	\$	10.00 per hour
Out-of-town resident	\$	20.00 per hour

Solid Waste

Description	Rate	Basis
Roll-Out Refuse Container	\$	65.00 per container
Residential Refuse Collection		
1 Roll-Out Container		No Charge
2 or More Roll-Out Containers		TBD
Bulk Pick-Up / Oversized Load (fee at the discretion of the Public		
Works Supervisor and dependent on quantity, size and weight) ¹	\$	50.00 minimum
Special Brush/Vegetation Collection		
Standard Collection	\$	70.00
Large Collection (Require use of Knuckleboom)	\$	130.00

¹Oversized loads are those larger than the bed of a standard pick-up truck. This fee is set at staff discretion to limit overuse of the service covered by general tax revenues.

Stormwater

Description	Rate	Basis
Plan Review		
Single Lot Residential ¹	\$	100.00 per plan
LID Project ²	\$	250.00 per plan
Standard Project (less than 1-acre of new impervious)	\$	500.00 per plan
Standard Project (greater than 1-acre of new impervious) ³	\$	500.00 per plan plus \$50/acre of new impervious

- ¹ Not part of a larger common plan for development or sale.
- ² Projects that meet the State of North Carolina's Low Impact Development requirements and calculations.
- ³ For standard projects (non-LID projects) requiring stormwater management approval, the fee includes one project review meeting with staff and no more than three rounds of staff comments. If stormwater plans are still incomplete after the third review or if additional meetings with staff are required, the applicant will be required to pay an additional \$500 review fee to cover the significant staff time spent reviewing incomplete or non-compliant stormwater management plans.
- ⁴ Phased development projects are required to obtain a stormwater management plan approval for the entire project; as each subsequent phase is submitted, an additional fee will be required to ensure the phase plans comply with the overall stormwater management plan approval.

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

Streets

Description	Rate	Basis
Driveway Permit - new/maintenance not with new construction	\$ 50.00	
Utility Cut Permit application	\$ 50.00	each
Failure to repair initial cut within 30 calendar days	\$ 150.00	each
Failure to make warranty repair within 14 calendar days	\$ 150.00	each
Failure to obtain a permit prior to making a non-emergency cut	\$ 150.00	each
If owner requests town to do the work, the owner will also reimburse the town the full cost of materials in addition to the permit amount.		
Driveways constructed in conjunction with new construction will be reviewed concurrently with the permit for construction at no additional fee.		
Owners must call/schedule inspection of driveway installation at least 24 hours in advance.		

Water & Sewer

Description	Rate	Basis
Water Treatment & Distribution Use Fees		
Water System Development or Capital Facilities Fee ^{1, 2} :		
Residential	\$ 3,864.00	per residential unit
Commercial		
5/8" or 3/4" meter	\$ 3,864.00	
1" meter	\$ 6,440.00	
1.5" meter	\$ 12,880.00	
2" meter	\$ 20,608.00	
3" meter	\$ 41,216.00	
4" meter	\$ 64,400.00	
6" meter	\$ 128,800.00	
8" meter	\$ 206,080.00	
10" meter	\$ 540,960.00	
¹ In the event that a customer requests that an existing meter be replaced with a larger meter, credit will be given for the existing meter at the current rates. No rebates of system development fees will be made for decreases in meter sizes. No credits will be given for meters or services that have been pulled or capped due to condition, long-term vacancy or risk harming the public system.		
² The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which increases the number of meters or increases the meter size which began after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990. Code 14-71		
Volume Charges:		
Residential Volume Charges - Inside Town		
Residential Service:		
Block 1 (0-2,125 gallons/month)	\$ 22.80	
Block 2 (> 2,125 gallons/month)	\$ 10.73	per 1,000 gallons
Residential Volume Charges - Outside Town		
Residential Service:		
Block 1 (0-2,125 gallons/month)	\$ 44.41	
Block 2 (> 2,125 gallons/month)	\$ 20.90	per 1,000 gallons
Bulk Water	\$ 20.90	per 1,000 gallons

Water Connection Charge		
Front Footage Fee ^{1,2} :		
0 - 50 Feet	\$	750.00 per connection
> 50 Feet	\$	15.00 per foot per connection
¹ For a lot abutting two or more water lines, the front footage fee will be calculated on the longest length of the side abutting the main.		
² To recover a portion of the costs of town-installed water mains, hydrants, valves and appurtenances after 1987 which are necessary to provide water service to abutting properties.		
Lateral Fee:		
Licensed utility contractors shall make connections to the town's existing water system after an approved connection request and payment of an application fee of \$100, which includes town observation. This shall be at the owner's / applicant's expense. Where a licensed contractor makes connections as part of an approved water extension project there shall be no separate connection application required. The town may make water connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)		
Water Meter Fees¹		
5/8"	\$	354.00
3/4"	\$	484.00
1"	\$	487.00
> 1"	Actual Cost of Meter to Town + \$100 Installation Fee	
¹ Note that water meters over 1" need to be installed by a plumber or contractor with observation by the town. Meters, strainers and spacers when needed are provided by the town.		
Strainer Fees¹		
2"	\$	445.00
3"	\$	790.00
4"	\$	1,465.00
6"	\$	2,061.00
8"	\$	3,461.00
10"	\$	5,420.00
¹ Strainers are not required if Neptune Mach 10 Ultrasonic Meters are used. For other meters, strainers are required for 2" or larger and will be at cost.		
Fire Hydrant Meter Fees		
Fire Hydrant Meter Security Deposit	\$	2,000.00
Fire Hydrant Rental Fees (fees are in addition to deposit)		
Daily Rate	\$	20.00
Weekly Rate	\$	100.00
Monthly Rate	\$	300.00
Semi-Annual Rate	\$	1,300.00
Annual Rate	\$	2,500.00
Fire Hydrant Meter Relocation Fee	\$	100.00
Wastewater Collection System Use Fees		
Wastewater System Development or Capital Facilities Fee ^{1, 2} :		
Residential	\$	3,243.00 per residential unit
Commercial		
5/8" or 3/4" meter	\$	3,243.00
1" meter	\$	5,405.00
1.5" meter	\$	10,810.00
2" meter	\$	17,296.00
3" meter	\$	34,592.00
4" meter	\$	54,050.00
6" meter	\$	108,100.00
8" meter	\$	172,960.00
10" meter	\$	454,020.00
¹ In the event that a customer requests that an existing meter be replaced with a larger meter, credit will be given for the existing meter at the current rates. No rebates of system development fees will be made for decreases in meter sizes. No credits will be given for meters or services that have been pulled or capped due to condition, long-term vacancy or risk harming the public system.		
² The System Development Fee shall be applied to new development that connects to the utility system. New development shall be defined as any of the following: 1) the subdivision of land, 2) the construction, reconstruction, redevelopment, conversion, structural alteration, relocation, or enlargement of any structure which increases the number of meters or increases the meter size which began after July 1, 2017. The Capital Facility Fee shall apply to existing development that connects to the system, or redevelopment of a parcel, vacant or otherwise, with a prior water or sewer connection that was in existence before January 1, 1990. Code 14-71		
Volume Charges:		
Inside Town		
Block 1 (0-2,125 gallons/month)	\$	32.07
Block 2 (> 2,125 gallons/month)	\$	15.09 per 1,000 gallons
Outside Town		
Block 1 (0-2,125 gallons/month)	\$	62.54
Block 2 (> 2,125 gallons/month)	\$	29.43 per 1,000 gallons

Wastewater Connection Charge		Board of Commissioners Work Session	
Front Footage Fee ¹ :		Approved:	Aug. 14, 2023
0 - 50 Feet	\$	1,000.00	
> 50 Feet	\$	20.00	per foot per connection
¹ For a lot abutting two or more sewer lines, the front footage fee will be calculated on the longest side of the lot abutting the main.			
² To recover a portion of the costs of town-installed public sewer mains and appurtenances after 1987 which are necessary to provide sewer service to abutting properties.			
Lateral Fee:			
Licensed utility contractors shall make connections to the town's existing sewer system after an approved connection request and payment of an application fee of \$100, which includes town observation. This shall be at the owner's/applicant's expense. Where a licensed contractor makes connections as part of an approved sewer extension project there shall be no separate connection application required. The town may make connections under emergency circumstances related to environmental health whereby no other option is available. Such connections will be made by the town at actual cost including time, materials, equipment, and restoration. (Code 14-48)			
Engineering			
Water / Sewer Availability Review			
< 2 hours of effort		No Charge	
Outside Engineering or Legal Costs		Actual Cost to Town	
Engineering Construction Drawing Review			
Site Plan Review Fee	\$	150.00	per review
Construction Drawings without Extensions	\$	300.00	per review
Water Main Extension Review ¹	\$	3.50	per linear foot
Sewer Main Extension Review ¹	\$	3.50	per linear foot
Pumping Stations (engineering review, inspection, start-up and acceptance)	\$	8,000.00	for up to two reviews and comments
Preliminary and Final Plat Reviews	\$	60.00	per review
¹ This includes up to two reviews of plans, specifications, and permit and encroachment applications plus ability to serve documents. Plan changes and significant spec edits or additions after two full reviews will be \$300 each. A change in project scope or design after plan approval will restart the process.			
Construction Observation / As Built Review			
The town will observe all water and sewer meaningful work on projects not involving an extension of mains. On approved main extensions, inspectors will periodically stop by and confer with the 3rd party inspector on progress or when called by the contractor. The town inspector shall be present for all tapping of existing mains, acceptance testing and for planned shut downs for all work unless delegated or waived. A penalty will be incurred for performing tapping work without authorization or coordination.			
General Inspection	\$	50.00	per hour
Return trip for acceptance testing		\$300 + \$0.25/lf of main over 1,000 lf + general inspection time	
FOG Device	\$	200.00	
Sewer System CCTV	\$	1.00	per lf
Rejected CCTV due to nonconformance with specifications	\$	100.00	each occurrence
Reinspection of service taps (including sewer cleanout, meter box, curb stop), mainline valves, hydrants, manholes, air release valves, and other singular items	\$	50.00	each + general inspection time
Other			
Meter Replacement Fee	\$	50.00	
Meter Relocation Fee	\$	100.00	
Special Meter Read	\$	10.00	
Meter Test Charge	\$	35.00	
Hydrant Flow Test	\$	250.00	
Meter Pressure Test	\$	25.00	Unless confirmed problem due to public system operation
Interruptible Water Meter Install - Return Trip	\$	50.00	per trip
Special Irrigation Permit	\$	20.00	each
Perpetual Maintenance (new sewage pump stations)		Per Formula in Town Code	
Tampering Fees			
Meter Tampering Fee	\$	350.00	Town Code 14-16 (a) (6) (i) and (ii)
Meter Tamping Civil Penalty ¹	\$	500.00	
Hydrant Tampering Fee	\$	500.00	
Hydrant Tampering Civil Penalty ²	\$	3,000.00	
Making tap connections to water and sewer without approval or notification of work	\$	1,000.00	each
¹ The civil penalty shall be doubled for any future offenses within a two-year period.			
² The civil penalty shall be doubled for any future offenses by the same person.			

FY 2022-2023

TOWN OF HILLSBOROUGH
 BUDGET CHANGES REPORT

DATES: 06/26/2023 TO 06/26/2023

	<u>REFERENCE</u>	<u>CHANGE NUMBER</u>	<u>DATE</u>	<u>USER</u>	<u>ORIGINAL BUDGET</u>	<u>BUDGET CHANGE</u>	<u>AMENDED BUDGET</u>
Tourism Board	74-00-3900-3900-000 FUND BALANCE APPROPRIATED Yr-end clean-up	34485	06/26/2023	EBRADFORI	19,435.00	15,050.00	41,235.00
Tourism Board	74-51-6250-5300-040 AUDIT FEES To cover yr-end overage	34487	06/26/2023	EBRADFORI	7,500.00	50.00	11,700.00
Tourism Board	74-51-6250-5300-997 6% HOLDBACK To cover increased revenue collection	34486	06/26/2023	EBRADFORI	24,000.00	15,000.00	39,000.00
						<u>30,100.00</u>	

APPROVED: 3/0

DATE: 6/26/23

VERIFIED: *Janet E. Kimrey*



ORDINANCE

Tourism Board Budget

FY2023-24

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

Section 1. Tourism Board Fund:

It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Food & Beverage Tax	\$425,000
Fund Balance Appropriation	<u>\$ 85,825</u>
TOTAL	\$510,825

The following amounts are hereby appropriated for the operation of the Tourism Board and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in accordance with the Chart of Accounts heretofore established for the Tourism Board:

Tourism Board	<u>\$510,825</u>
TOTAL	\$510,825

Section 2. The Town of Hillsborough will collect a Food & Beverage Tax and distribute the funds to the Tourism Board to fund its operations. These funds are listed as "Food & Beverage Tax" revenues in Section I of the ordinance.

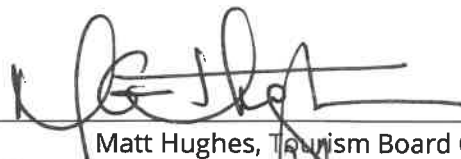
Section 3. Operating funds encumbered on the financial records as of June 30, 2023, are hereby re-appropriated to this budget.

Section 4. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.


The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 26th day of June in 2023.

Ayes: 3
Noes: 0
Absent or excused: 2






Matt Hughes, Tourism Board Chair



Jenn Weaver, Mayor



Sarah E. Kimrey, Town Clerk



ORDINANCE

Tourism Development Authority Budget

FY2023-24

The Hillsborough Board of Commissioners ordains that the following budget ordinance is hereby adopted:

Section 1. Tourism Development Authority Fund:

It is estimated that the following revenues will be available for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Occupancy Tax	<u>\$100,000</u>
TOTAL	\$100,000

The following amounts are hereby appropriated for the operation of the Tourism Development Authority and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in accordance with the Chart of Accounts heretofore established for the Tourism Development Authority:

Tourism Development Authority	<u>\$100,000</u>
TOTAL	\$100,000

Section 2. The Town of Hillsborough will collect an Occupancy Tax and distribute the funds to the Tourism Development Authority to fund its operations. These funds are listed as "Occupancy Tax" revenues in Section I of the ordinance.


Section 3. Operating funds encumbered on the financial records as of June 30, 2023, are hereby re-appropriated to this budget.

Section 4. Copies of this ordinance should be furnished to the clerk, budget officer and finance officer to be kept on file by them for their direction in carrying out this budget.

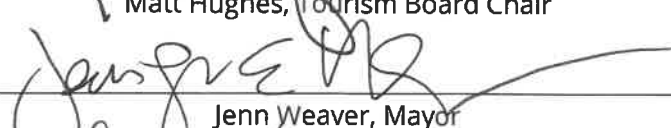
The foregoing ordinance having been submitted to a vote, received the following vote and was duly adopted this 26th day of June in 2023.

Ayes: 3
Noes: 0
Absent or excused: 2

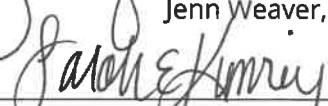




Matt Hughes, Tourism Board Chair



Jenn Weaver, Mayor



Sarah E. Kimrey, Town Clerk

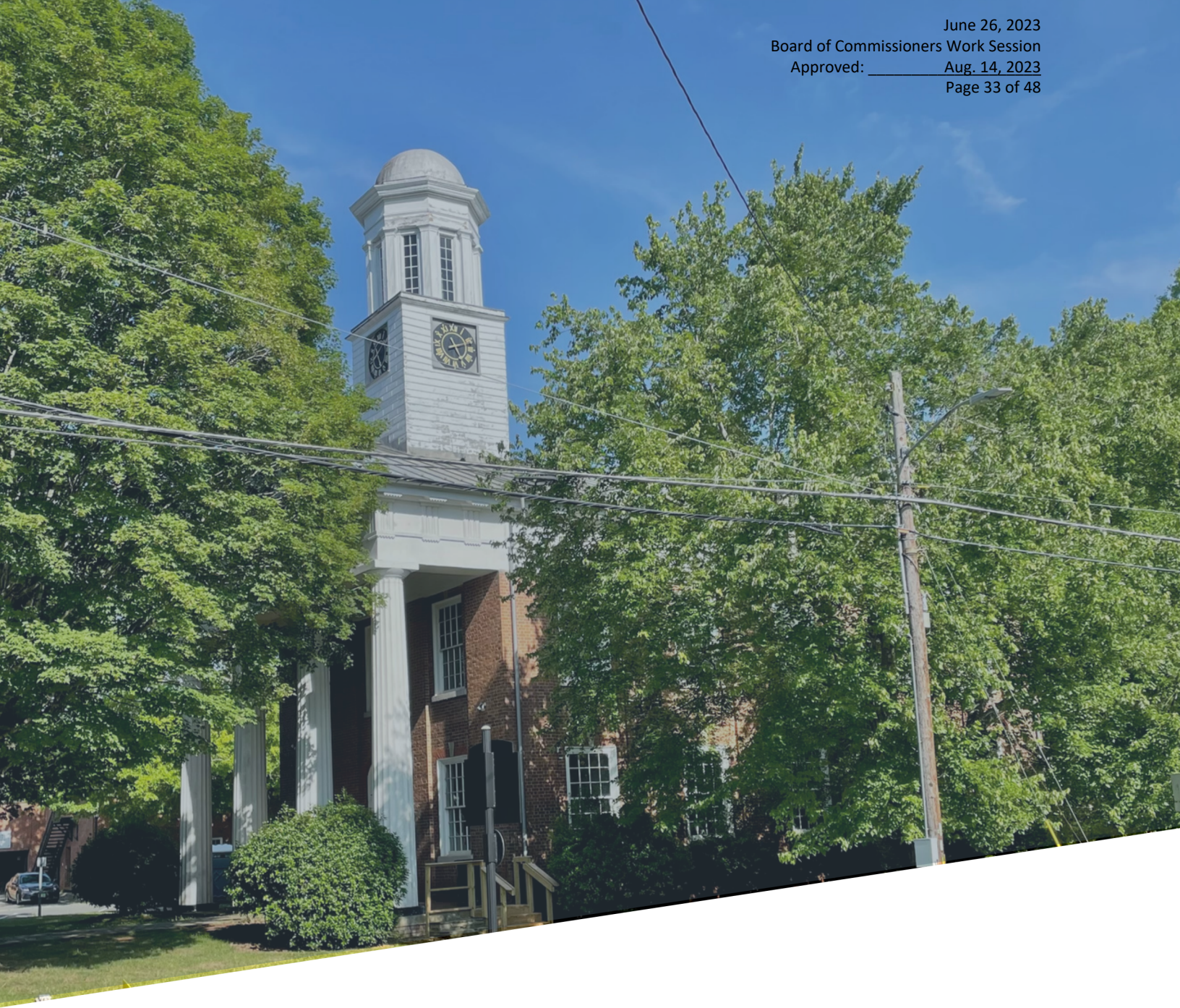
Regular (Non-Law Enforcement) Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
1	35,705	47,167	58,628			
2	37,415	48,190	58,965	N	201	ADMINISTRATIVE SUPPORT SPECIALIST
2	37,415	48,190	58,965	N	202	METER SERVICES TECHNICIAN
2	37,415	48,190	58,965	N	205	CUSTOMER SERVICE REPRESENTATIVE
3	39,211	50,524	61,838	N	302	EQUIPMENT OPERATOR I
3	39,211	50,524	61,838	N	303	UTILITY MAINTENANCE TECHNICIAN I
4	41,097	52,976	64,855	N	401	SENIOR CUSTOMER SERVICE REPRESENTATIVE
4	41,097	52,976	64,855	N	402	UTILITY MAINTENANCE TECHNICIAN II
4	41,097	52,976	64,855	N	403	WASTEWATER PLANT OPERATOR I
4	41,097	52,976	64,855	N	404	WATER PLANT OPERATOR I
5	43,076	55,549	68,022	N	502	EQUIPMENT OPERATOR II
5	43,076	55,549	68,022	N	503	SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
5	43,076	55,549	68,022	N	504	UTILITY MAINTENANCE TECHNICIAN III
5	43,076	55,549	68,022	N	505	WASTEWATER PLANT OPERATOR II
5	43,076	55,549	68,022	N	506	WATER PLANT OPERATOR II
6	45,155	58,252	71,348	N	605	ACCOUNTS PAYABLE TECHNICIAN
6	45,155	58,252	71,348	N	605	EQUIPMENT OPERATOR III
6	45,155	58,252	71,348	N	601	PLANNING TECHNICIAN
6	45,155	58,252	71,348	N	602	PLANT MAINTENANCE MECHANIC I
6	45,155	58,252	71,348	N	604	UTILITY SYSTEMS MECHANIC I
6	45,155	58,252	71,348	N	607	STORMWATER TECHNICIAN
7	47,338	61,089	74,841	N	706	ACCOUNTING TECHNICIAN
7	47,338	61,089	74,841	N	701	CREW LEADER
7	47,338	61,089	74,841	N	702	PLANT MAINTENANCE MECHANIC II
7	47,338	61,089	74,841	N	703	UTILITY SYSTEMS MECHANIC II
7	47,338	61,089	74,841	N	704	WASTEWATER PLANT OPERATOR III
7	47,338	61,089	74,841	N	705	WATER PLANT OPERATOR III
8	49,630	64,069	78,508	N	801	FLEET MECHANIC
8	49,630	64,069	78,508	N	802	PLANT MAINTENANCE MECHANIC III
8	49,630	64,069	78,508	N	803	UTILITY SYSTEMS MECHANIC III
8	49,630	64,069	78,508	N	804	DIVERSION SOCIAL WORKER
9	52,036	67,197	82,358	E	901	BILLING & CUSTOMER SERVICE SUPERVISOR
9	52,036	67,197	82,358	N	902	METER SERVICES SUPERVISOR
9	52,036	67,197	82,358	N	903	UTILITIES INSPECTOR
9	52,036	67,197	82,358	E	904	PUBLIC WORKS SUPERVISOR
10	54,563	70,482	86,401	N	1001	BACKFLOW/FOG SPECIALIST
10	54,563	70,482	86,401	N	1002	CHIEF WASTEWATER PLANT OPERATOR
10	54,563	70,482	86,401	N	1003	COMMUNICATIONS SPECIALIST
10	54,563	70,482	86,401	N	1004	FACILITIES COORDINATOR
10	54,563	70,482	86,401	N	1005	OPERATOR IN RESPONSIBLE CHARGE
11	57,216	73,931	90,646	N	1101	PLANNER
12	60,002	77,553	95,104	E	1201	BUDGET & MANAGEMENT ANALYST
12	60,002	77,553	95,104	E	1202	FINANCIAL ANALYST
12	60,002	77,553	95,104	E	1203	FLEET MAINTENANCE SUPERVISOR
12	60,002	77,553	95,104	E	1204	HUMAN RESOURCES ANALYST
12	60,002	77,553	95,104	E	1205	MANAGEMENT ANALYST
12	60,002	77,553	95,104	N	1206	STORMWATER PROGRAM COORDINATOR

12	60,002	77,553	95,104	N	1207	WASTEWATER LABORATORY SUPERVISOR
12	60,002	77,553	95,104	N	1208	SENIOR COMMUNICATIONS SPECIALIST
12	60,002	77,553	95,104	N	1209	PLANNER II
13	62,927	81,356	99,784	E	1301	CIVIL ENGINEERING TECHNICAN
13	62,927	81,356	99,784	E	1302	SENIOR PLANNER
13	62,927	81,356	99,784	E	1303	UTILITY MAINTENANCE SUPERVISOR
13	62,927	81,356	99,784	E	1304	UTILITY SYSTEM SUPERVISOR
14	65,999	85,348	104,698	E	1401	TOWN CLERK/HUMAN RESOURCES TECHNICIAN
15	69,224	89,541	109,858	E	1501	SAFETY & RISK MANAGER
16	72,610	93,943	115,276	E	1601	WATER PLANT SUPERINTENDENT
17	76,165	98,565	120,965	E	1701	PUBLIC WORKS MANAGER
17	76,165	98,565	120,965	E	1702	STORMWATER & ENVIRONMENTAL SERVICES MANAGER
17	76,165	98,565	120,965	E	1703	UTILITY SYSTEM SUPERINTENDENT
18	79,899	103,418	126,938	E	1802	COMMUNICATIONS MANAGER
19	83,819	108,514	133,210	E	1901	INFORMATION TECHNOLOGY MANAGER
20	87,934	113,865	139,795	E	2001	BUDGET DIRECTOR
20	87,934	113,865	139,795	E	2002	ENVIRONMENTAL ENGINEERING SUPERVISOR
20	87,934	113,865	139,795	E	2003	HUMAN RESOURCES MANAGER
20	87,934	113,865	139,795	E	2004	PLANNING & ECONOMIC DEVELOPMENT MANAGER
20	87,934	113,865	139,795	E	2005	PUBLIC SPACE & SUSTAINABILITY MANAGER
20	87,934	113,865	139,795	E	2006	DEPUTY UTILITIES DIRECTOR - WATER TREATMENT
21	92,256	119,483	146,710			
22	96,794	125,382	153,970			
23	101,559	131,576	161,594			
24	106,562	138,080	169,599	E	2401	ADMINISTRATIVE SERVICES DIRECTOR
24	106,562	138,080	169,599	E	2402	ASSISTANT TOWN MANAGER/COMMUNITY SERVICES DIRECTOR
24	106,562	138,080	169,599	E	2403	FINANCE DIRECTOR
25	111,815	144,909	178,004	E	2501	UTILITIES DIRECTOR

Sworn Law Enforcement Officer Positions

Salary Grade	Minimum	Midpoint	Maximum	FLSA Status	Class Code	Classification
100	46,638	60,179	73,720	N	100	POLICE OFFICER TRAINEE
102	53,412	68,985	84,559	N	102	POLICE OFFICER/POLICE OFFICER FIRST CLASS
201	56,008	72,360	88,712	N	203	SENIOR POLICE OFFICER
202	58,733	75,903	93,073	N	204	POLICE CORPORAL
303	61,119	79,005	96,890	N	304	MASTER POLICE OFFICER
402	67,230	86,949	106,668	N	405	POLICE SERGEANT
502	73,967	95,707	117,447	E	507	POLICE LIEUTENANT
601	85,200	110,309	135,419	E	606	POLICE MAJOR
701	106,562	138,080	169,599	E	707	CHIEF OF POLICE



TOWN OF HILLSBOROUGH

STRATEGIC PLAN



FY2024-26



Adopted XX-XX-XXXX

TABLE OF CONTENTS

- 1. Town Leadership3
- 2. Elements of the Plan4
- 3. Strategy Map5
- 4. Values6
- 5. Focus Area 1 - Sustainability7
- 6. Focus Area 2 - Connected Community9
- 7. Focus Area 3 - Economic Vitality11
- 8. Focus Area 4 - Community Safety13
- 9. Focus Area 5 - Service Excellence15



TOWN LEADERSHIP

BOARD OF COMMISSIONERS

Jenn Weaver – Mayor
Matt Hughes – Mayor Pro Tem
Evelyn Lloyd – Commissioner
Kathleen Ferguson – Commissioner
Mark Bell – Commissioner
Robb English – Commissioner

TOWN OFFICIALS

Eric J. Peterson – Town Manager
Beth Yurchisin – IT Manager
Catherine Wright – Communications Manager
Dave McCole – Finance Director
Duane Hampton – Police Chief
Emily Bradford – Budget Director
Haley Bizzell – Human Resources Manager
Jen Della Valle – Administrative Services Director
Marie Strandwitz – Utilities Director
Matt Efird – Assistant Town Manager/Community Services Director
Sarah Kimrey – Town Clerk
Shannan Campbell – Planning Manager
Stephanie Trueblood – Public Space & Sustainability Manager

Elements of the PLAN

Vision

A statement that describes what organizational success will look like in the future.

Mission

A statement that outlines the organization's purpose.

Values

The set of core beliefs that will determine the approach to realizing the town's vision.

Focus Areas

Main categories that the town will focus on in the 3-year strategic plan window.

Strategic Objectives

A set of desired outcomes and promises that will align the town with its vision over the long-term.

Initiatives

Identifies specific action items to implement in the next 1-3 years to move the organization towards its goals.

PURPOSE

A strategic plan is a management tool that helps an organization align its leadership, resources, and operations to advance a set of goals. It also serves to establish priorities for policy initiatives, budgeting and staffing decisions, and capital investments to create outcomes that are important to the community.

The Town of Hillsborough has limited resources yet faces endless needs, opportunities, and distractions that compete for the use of these resources. The purpose of this strategic plan is to serve as an action-oriented road map that strategically aligns available resources with priorities, which is critical to the effective and efficient delivery of government services.

This strategic plan was drafted after years of collaboration among members of the Board of Commissioners and leadership from the town's departments and divisions.

STRATEGY MAP

VISION STATEMENT

We envision Hillsborough as a prosperous town, filled with vitality, fostering a strong sense of community, celebrating its unique heritage and small-town character.

MISSION STATEMENT

We are stewards of the public trust who exist to make the Vision for Hillsborough a reality. We manage and provide the infrastructure, resources, and services that enhance the quality of life for the living beings and land within our town.

VALUES

As we strive to achieve our goals, we commit to maintaining these core values:

- Vibrancy
- Equity & Inclusion
- Forward Thinking
- Public Service

FOCUS AREAS

	Connected Community		Community Safety	
				
Sustainability		Economic Vitality		Service Excellence

VALUES

VIBRANCY

A vibrant Hillsborough is one that is lively and active. We see this manifest in cultural art events, recreation, and how people know each other and are connected by physical and social networks. The community can find ways to participate and connect from both inside and outside their homes. The people, physical environment, and business community are core to this vibrant atmosphere.

EQUITY & INCLUSION

Hillsborough is a place where every resident can thrive, where everyone who lives and works here feels they belong. We will strive to support policies, plans, and actions that are administered fairly to build a Hillsborough where people of all races, ethnicities, gender identifications, sexes, sexual orientations, abilities, and incomes want to live, can afford to live, and will be treated with dignity and respect.

FORWARD THINKING

We think and make decisions that can persist over generations for a sustainable Hillsborough, acknowledging that economic, environmental and social issues are interrelated. This community has a unique sense of place encapsulated by both Hillsborough's long and treasured history and where it meets change and looks to the future. We have an obligation to be fiscally, environmentally, and culturally wise in order to plan for the long term and be resilient to climate change and unforeseen events. We strive to foster a culture of innovation and creativity in town operations.

PUBLIC SERVICE

The town of Hillsborough is here to serve. We are committed to good and ethical governance. We are responsible stewards of community tax dollars put to use for the public good. We strive to ensure each resident, visitor, business, and employee are safe as they live, work, and play in Hillsborough, and this sense of safety should extend beyond the physical environment to foster a community where the people are free from worry regarding whether who they are has bearing on how they are treated.



FOCUS AREA 1
SUSTAINABILITY





Initiatives

Objective 1

Optimize the built environment in a way that aligns with smart growth principles.

- 1.1 – Overhaul the Unified Development Ordinance and Zoning Map to reflect current development trends and patterns to incorporate sustainability, environmental and climate best practices, economic resiliency measures, and equity in development and redevelopment as well as meet water and sewer system-wide needs. (FY24-FY25)
- 1.2 – Update the Future Land Use Map to simplify land use categories and express current preferred future land use and growth patterns (FY24-FY25).

Objective 2

Intensify efforts to meet 2030 and 2050 clean energy goals, reducing overall energy consumption and increasing the use of clean energy for town operations.

- 2.1 – Access renewable energy generation potential for solar photovoltaics and wind energy projects on town-owned properties and identify priority sites for planning and implementation (FY24-26).
- Initiative 2.2 – Investigate opportunities and incorporate to the greatest extent possible sustainability and climate initiatives in facility development including geothermal, solar, weatherization, and green infrastructure (FY24-26).
- 2.3 – For on-site renewable energy generation, explore the feasibility of energy storage systems (FY26).
- 2.4 – Evaluate the town’s vehicle fleet to determine right-sizing and transition to electric vehicle (EV) potential. Transition the town’s vehicle fleet to zero emission alternatives on a schedule consistent with vehicle lifecycles and market availability. Advance the schedule of this transition as feasible (FY24-FY26).
- 2.5 – Ensure electric vehicle charging infrastructure is appropriately provided to support the town’s vehicle transition (FY25).
- 2.6 – Work with regional partners to expand the number of EV charging stations in the town to support EV readiness and encourage widespread adoption, especially in key places like Gold Park and the Town Hall campus (FY25-FY26).
- 2.7 – Continue to coordinate at a regional level on the Electric Vehicle Supply Equipment Location Suitability Analysis (FY24).

Objective 3

Protect and enhance natural resources.

- 3.1 – Develop and adopt a tree inventory for town-owned and town-maintained properties (FY25).
- 3.2 – Develop and adopt a tree preservation policy for town-owned and town-maintained properties (FY25-FY26).
- 3.3 – Develop and adopt a landscape management plan for town-owned and town-maintained properties (FY24).
- 3.4 – Develop and adopt a native and adapted plant policy that improves and expands habitat for wildlife and pollinators for town-owned and town-maintained properties (FY25-FY26).
- 3.5 – Investigate options to develop incentives for developers to incorporate sustainable environmental best practices for managed natural areas and landscapes (FY25-FY26).
- 3.6 – Update and adopt a comprehensive stormwater management plan (FY25).
- 3.7 – Continue implementing watershed improvement projects under the Interim Alternative Implementation Approach for compliance with the Falls Lake Stage 1 Existing Development Rule for Stormwater (FY24-FY26).

Performance Measures

- Completion of initiatives. Other measures to be determined.



FOCUS AREA 2

CONNECTED COMMUNITY





CONNECTED COMMUNITY

Initiatives

Objective 1

Advance a multi-modal network that reduces single-occupancy vehicles and links Hillsborough residents to key places and each other.

- 1.1 – Complete Churton Street Multi-Modal Corridor Study to inform the future NC Department of Transportation-funded project (FY24).
- 1.2 – Contribute annual budget allocations to expand public art and amenities and public spaces (FY24-26).
- 1.3 – Ridgewalk feasibility study is complete. If directed by the board, design and engineering for the section from downtown to Collins Ridge will proceed (FY24-FY25).

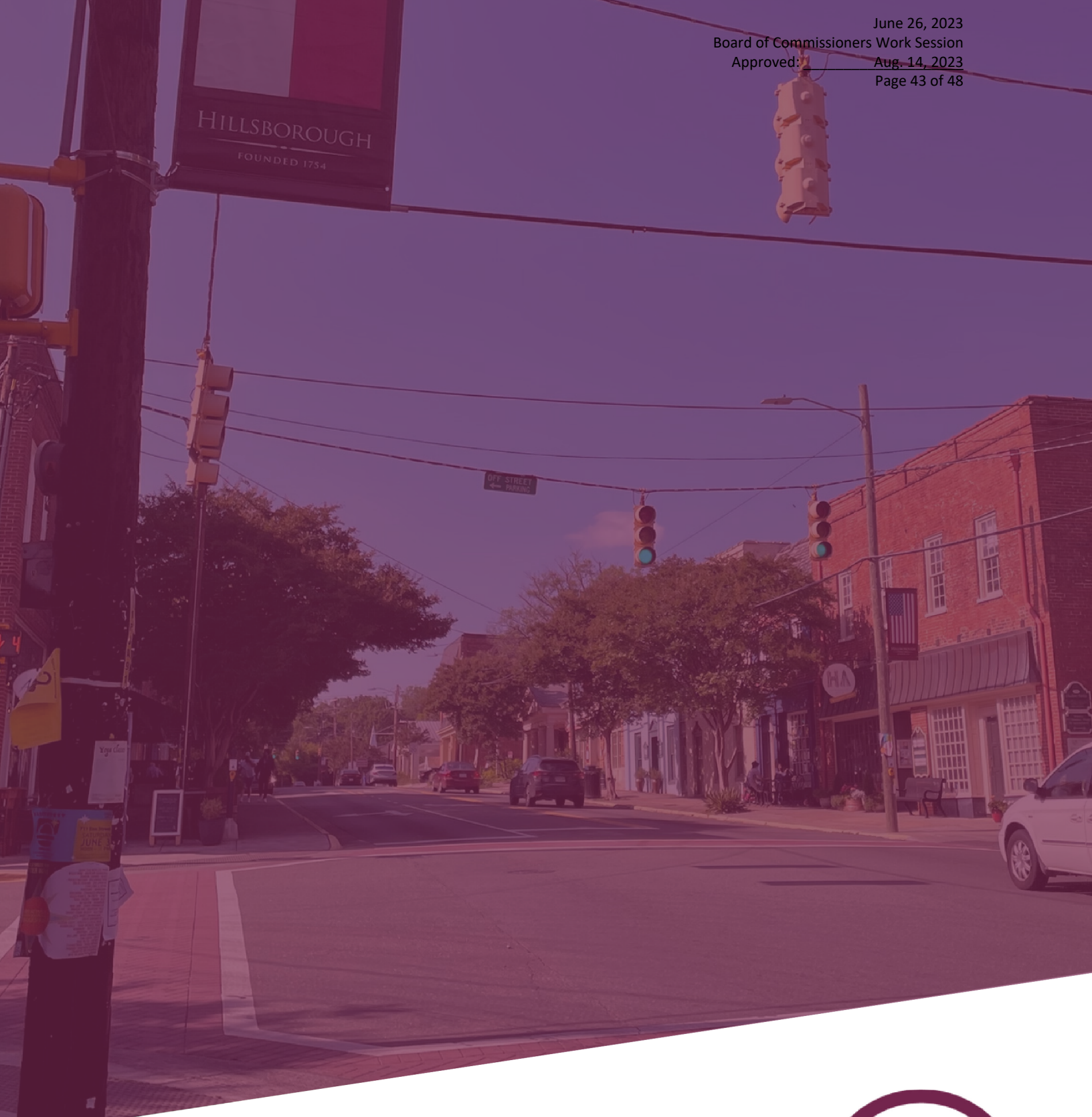
Objective 2

Foster reliable, high-speed internet services throughout the community.

- 2.1 – Explore offering wireless access points at parks and public spaces to increase internet accessibility (FY24).
- 2.2 – Review broadband speed accessibility in different areas of town using the state’s coverage map (FY24).

Performance Measures

- Completion of initiatives. Other measures to be determined.



FOCUS AREA 3

ECONOMIC VITALITY





ECONOMIC VITALITY

Initiatives

Objective 1	<p>Develop public projects, policies and marketing related to economic system goals.</p>	<ul style="list-style-type: none"> • 1.1 – Conduct a downtown parking study to develop and adopt a long-range parking plan (FY24). • 1.2 – Complete Train Station Development Master Plan (FY24-FY25). • 1.3 – Invest in wayfinding and interpretive signage programs (FY24-FY26). • 1.4 – Market and brand Hillsborough through town website and social media as a great place to live, work and do business by engaging in partnerships to highlight success stories and incentive opportunities (FY24-FY26).
Objective 2	<p>Develop partnerships and programming that provide jobs, employment education, workforce development and training.</p>	<ul style="list-style-type: none"> • 2.1 – Identify and analyze current labor market and skills gaps/needs through partnership, contract, or town-led study (FY25). • 2.2 – Engage with the local business community through periodic small business workshops hosted by town or in conjunction with economic development partners (FY24-FY26).
Objective 3	<p>Create equitable economic opportunities for all residents.</p>	<ul style="list-style-type: none"> • 3.1 – Translate business documents and forms into other relevant languages and set up a system for staff to be able to communicate in other languages with residents (FY25). • 3.2 – Work with local and regional partners to identify and promote woman and Black, Indigenous and People of Color (BIPOC) owned businesses through marketing success stories and tracking contractual partnerships with the town (FY24-FY26).
Objective 4	<p>Preservation of naturally occurring affordable housing.</p>	<ul style="list-style-type: none"> • 4.1 – Actively participate in county-wide housing plan effort to inform a local action plan (FY24). • 4.2 – Develop local action plan (FY25). • 4.3 – Financially support existing efforts to preserve affordable housing or support housing stability with locally identified funding (FY26).
Objective 5	<p>Develop policies and invest in projects that contribute to meeting identified affordable housing needs in town.</p>	<ul style="list-style-type: none"> • 5.1 – Establish an affordable housing reserve fund to support the creation of new affordable housing units (FY26). • 5.2 – Support changes to town code and state law to provide new funding sources and reduce administrative barriers for affordable housing creation (FY24-FY26). • 5.3 – Prioritize surplus of town-owned land for creation of affordable housing and strategically acquire additional land or financial participation from new development for affordable housing (FY24-FY26).

Performance Measures

- Complete downtown parking study.
- Complete Train Station Development Master Plan.
- \$ invested in wayfinding signage program.
- # of social media and/or website story highlights promoted in collaboration with Communications Division or local news media outlets.
- # of small business workshops held with workforce development partners.
- # of business documents and forms translated.



FOCUS AREA 4

COMMUNITY SAFETY





Initiatives

Objective 1	<p>Ensure that all people are safe and feel safe throughout town.</p>	<ul style="list-style-type: none"> • 1.1 – Complete North Carolina League of Municipalities risk assessment and begin follow up on implementation of results (FY24). • 1.2 – Host a community conversation that focuses on a broader concept of safety. Pilot completed in FY23 (FY24). • 1.3 – Restart the police citizens academy program (FY25).
Objective 2	<p>Reinforce resiliency in town operations by implementing emergency preparedness strategies.</p>	<ul style="list-style-type: none"> • 2.1 – Complete refresh of the Emergency Operations Plan (FY24). • 2.2 – Establish quarterly management check-ins (FY24-FY26). • 2.3 – Conduct at least 1 tabletop exercise (FY25). • 2.4. – Establish Emergency Operations Centers (FY24). • 2.5 – Restart employee emergency preparedness training (FY24).

Performance Measures

- “How safe do you feel in Hillsborough overall?”
Community Survey question – Percentage of respondents who feel “very safe” or “safe”
- “How satisfied are you with town’s efforts to prevent crime?”
Community Survey question – Percentage of respondents who respond “very satisfied” or “satisfied”
- “How satisfied are you with visibility of police in neighborhoods?”
Community Survey question – Percentage of respondents who respond “very satisfied” or “satisfied”
- Percent of employees who have completed applicable National Incident Management System (NIMS) and Incident Command Structure (ICS) training.



FOCUS AREA 5
SERVICE EXCELLENCE





SERVICE EXCELLENCE

Initiatives

Objective 1	Maintain, protect, and optimize assets and infrastructure to drive reliability, cost effectiveness, and efficiency.	<ul style="list-style-type: none"> • 1.1 – Schedule and consolidate building maintenance services (FY24). • 1.2 – Develop a utilities asset management plan that helps identify risk of failure (FY25). • 1.3 – Evaluate whether vehicle replacement modeling changes are needed and update schedule for use on the FY25 budget (FY25).
Objective 2	Provide quality municipal services through operational excellence and a culture of innovation.	<ul style="list-style-type: none"> • 2.1 – Evaluate onboarding process and identify gaps and redesign process (FY24). • 2.2 – Explore and develop strategies to encourage the timely completion of performance evaluations (FY24).
Objective 3	Promote inclusive community engagement in town services, programs, and projects.	<ul style="list-style-type: none"> • 3.1 – Assess representation on appointed boards and boost recruitment efforts for underrepresented groups and areas (FY24). • 3.2 – Develop accessibility plan for town facilities and public spaces (FY25).
Objective 4	Embed racial equity throughout the organization and in the services provided to the community.	<ul style="list-style-type: none"> • 4.1 – Develop, adopt, and implement a racial equity plan (FY24-FY26).

Performance Measures

- “Overall quality of services provided by the town.”
Community Survey question – Percentage of respondents who respond “very good” or “good”
- Percentage of geographic areas with appointed board representation.
- Alignment of appointed board representation with community demographics.
- Percentage of employees who have completed racial equity training.
- Percentage of performance evaluations that are completed on time.
- Breaks/leaks per ___ ft of distribution or collection pipe (still working on the details of this measure).
- Percent of gravity sewer mains inspected by CCTV camera.
- Percent of gravity sewer mains cleaned by water jetting.
- Asset depreciation metric from Environmental Finance Center (EFC) dashboard.
- “The town encourages innovation” (Employee Survey).
- “The town works to attract, develop, and retain people with diverse backgrounds” (Employee Survey).