



Administrative Services Report

December 2023

Budget

- FY25 budget development continues. Capital Improvement Requests were submitted in December and operating requests are due in January.

Communications

- Town materials — Updated email signature templates to add Instagram and LinkedIn and templates for town board.
- Website — Approved initial design for new website. Specialist helping create document sharing page on SharePoint with most of the materials currently on the intranet to allow more time to think through next steps. Participated in discussions on parks reservations and ensured web company is preparing a reservation system to use at least temporarily.
- Utilities Outreach — Updated text on landing page of donations and payments website.
- Other — Intern started Dec. 7 to help during website transition. Completed in-person emergency management training over three days: ICS-300: Intermediate Command System for Expanding Incidents (manager). Started @HillsboroughGov Instagram.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Bi-weekly payroll

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator	Start date: 12/11/2023
Police Lieutenant	Start date: 1/16/2024
Police Officer	Continuous recruitment.
Stormwater Technician	Closed 12/17/2023.
Utility Maintenance Supervisor	Offer pending.
Utility Maintenance Technician I (Locator)	Start date: 1/02/2024
Utility Systems Mechanic I	Closes 1/15/2024.

FY24 Governing Body Budget			
Account String	Itemization Description	Amount	Period Year
10-10-4100-5300-530	NCLM Annual Dues	\$8,500.00	2024
10-10-4100-5300-530	NCLM Letter Subscription	\$26.00	2024
10-10-4100-5300-530	Southern City Subscription	\$22.00	2024
10-10-4100-5300-530	School of Government Annual Dues	\$1,100.00	2024
10-10-4100-5300-530	Triangle J Council of Governments	\$3,500.00	2024
10-10-4100-5300-530	NC Black Elected Municipal Officials	\$65.00	2024
10-10-4100-5300-530	Hillsborough Chamber of Commerce	\$6,000.00	2024
10-10-4100-5300-530	Chapel Hill Chamber of Commerce	\$1,350.00	2024
10-10-4100-5300-530	Miscellaneous	\$500.00	2024
10-10-4100-5300-530	NC Mayors Association	\$300.00	2024
10-10-4100-5300-080	NCLM Town Hall Day (1)	\$30.00	2024
10-10-4100-5300-080	Newly Elected Officials School (FY20/22/24)	\$1,500.00	2024
10-10-4100-5300-080	UNC SOG Advanced Leadership Corps.	\$1,000.00	2024
10-10-4100-5300-080	State of the Community Report	\$280.00	2024
10-10-4100-5300-080	Triangle J Council Regional Summit	\$100.00	2024
10-10-4100-5300-080	International LGBTQ Leaders Conference	\$225.00	2024
10-10-4100-5300-080	NCLM City Vision	\$1,245.00	2024
10-10-4100-5300-080	Miscellaneous Training	\$5,000.00	2024
10-10-4100-5300-080	Travel Reimbursement for Meetings Outside County	\$600.00	2024

PERIOD: 07/01/2023 TO 06/30/2024

FY 2023-2024

10-10-4100-5300-530 DUES & SUBSCRIPTIONS		<u>BUDGET</u>	<u>PERIOD TO DATE</u>	<u>ENCAMT</u>	<u>REM BAL</u>		
		23,266.00	19,751.00	0.00	3,515.00		
<u>DATE</u>	<u>MOD</u>	<u>REFERENCE</u>	<u>JE # or VOUCHER#</u>	<u>CHECK#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
		BALANCE FORWARD					0.00
07/07/2023	AP	HILLSBOROUGH/OC CHAMBER OF COM	57242	5579	6,000.00		6,000.00
		TRUSTEE MEMBER RENEWAL - 07/23 - 06/24					
07/07/2023	AP	N C LEAGUE OF MUNICIPALITIES I000448-	57245	71570	10,470.00		16,470.00
		SERVICE FEE FY 2023-2024					
07/07/2023	AP	N C LEAGUE OF MUNICIPALITIES I000448-	57245	71570	22.00		16,492.00
		QTY 11 - SOUTHERN CITY SUBSCRIPTIONS					
08/11/2023	AP	SCHOOL OF GOVERNMENT 6310	58047	71638	1,414.00		17,906.00
		2023-24 SOG MEMBERSHIP DUES					
09/11/2023	AP	BANK OF AMERICA NA PAYPAL NC MAYO	58726	6011	300.00		18,206.00
		NC MAYORS ASSOCIATION MEMBER DUES - FY 2023/2024 - JWEAVER					
09/22/2023	AP	N C BLACK ELECTED I0002183	58466	71745	75.00		18,281.00
		FY 2023-2024 MEMBERSHIP DUES - MATTHEW HUGHES					
10/06/2023	AP	NC WOMEN IN MUNICIPAL GOVERNMENT	58788	71772	75.00		18,356.00
		FY 2023/2024 MEMBERSHIP DUES - KATHLEEN FERGUSON					
10/27/2023	AP	CHAPEL HILL-CARRBORO CHAMBER OF C	59072	71835	1,395.00		19,751.00
		BUSINESS BUILDER MEMBERSHIP					
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-530 :					19,751.00	0.00	

PERIOD: 07/01/2023 TO 06/30/2024

FY 2023-2024

10-10-4100-5300-080 TRAINING/CONF./CONV.		<u>BUDGET</u>	<u>PERIOD TO DATE</u>	<u>ENC AMT</u>	<u>REM BAL</u>		
		12,445.00	3,046.97	0.00	9,398.03		
<u>DATE</u>	<u>MOD</u>	<u>REFERENCE</u>	<u>JE # or VOUCHER#</u>	<u>CHECK#</u>	<u>DEBIT</u>	<u>CREDIT</u>	<u>BALANCE</u>
		BALANCE FORWARD					0.00
08/14/2023	AP	BANK OF AMERICA NA NATIONAL LEAG WOMEN IN MUNICIPAL GOV SUMMER CONFERENCE - K FERGUSON	58037	5849	400.00		400.00
09/11/2023	AP	BANK OF AMERICA NA TRYON RESORT QTY 3 - LODGING NCARCOG FORUM MEETING- RUTHERFORDTON, NC- K FERGUSON - 08/02/23 - 08/04/23	58583	6011	447.00		847.00
09/11/2023	AP	BANK OF AMERICA NA TRYON RESORT OCCUPANCY TAX	58583	6011	13.41		860.41
09/11/2023	AP	BANK OF AMERICA NA HILTON CHARLO QTY 2 - LODGING - WIMG CONF - K FERGUSON - 08/09/23 - 08/11/23	58584	6011	595.84		1,456.25
09/11/2023	AP	BANK OF AMERICA NA HILTON CHARLO PARKING	58584	6011	48.00		1,504.25
09/11/2023	AP	BANK OF AMERICA NA HILTON CHARLO OCCUPANY TAX	58584	6011	35.75		1,540.00
09/11/2023	AP	BANK OF AMERICA NA HILTON CHARLO SPECIAL ASSESSMENT TAX	58584	6011	11.92		1,551.92
09/11/2023	AP	BANK OF AMERICA NA N C MAYORS ASS REGISTRATION - NC MAYORS ASSOCIATION FALL MTG - J WEAVER - 9/20/23-9/21/23	58725	6011	100.00		1,651.92
09/11/2023	AP	BANK OF AMERICA NA HILTON ADVPUR LODGING- NC MAYORS ASSOCIATION FALL MTG- J WEAVER - 09/20/23	58727	6011	220.19		1,872.11
09/11/2023	AP	BANK OF AMERICA NA HILTON ADVPUR OCCUPANY TAX	58727	6011	13.21		1,885.32
10/11/2023	AP	BANK OF AMERICA NA SCHOOL OF GOVI SOCIAL MEDIA STRATEGIES/BEST PRACTICES - M BELL- 09/21/23	59002	6268	195.00		2,080.32
10/11/2023	AP	BANK OF AMERICA NA DOUBLETREE BY PARKING- MA YORS ASSN FALL MEETING - J WEAVER - 09/20/23	59262	6268	22.00		2,102.32
12/11/2023	AP	BANK OF AMERICA NA NC LEAGUE OF M NCLM TRAININGS - M BELL - 11/09/23	60208	6665	65.00		2,167.32
12/11/2023	AP	BANK OF AMERICA NA LGBTQ VICTORY INT'L LGBTQ LEADERS CONF - WASHINGTON, DC - M HUGHES - 11/30/23 - 12/02/23	60249	6665	250.00		2,417.32
12/11/2023	AP	BANK OF AMERICA NA AMERICAN AIRL AIRFARE - INT'L LGBTQ LEADERS CONF - WASHINGTON, DC - M HUGHES - 11/30/23 - 12/02/23	60250	6665	252.80		2,670.12
12/11/2023	AP	BANK OF AMERICA NA ALLIANZ TRAVEI AIRFARE INSURANCE - INT'L LGBTQ LEADERS CONF - WASHINGTON, DC - M HUGHES - 11/30/23 - 12/02/23	60251	6665	26.85		2,696.97
12/11/2023	AP	BANK OF AMERICA NA SCHOOL OF GOVI ESSENTIALS OF MUNICIPAL GOVERNMENT - M DARAB - 02/22/24	60350	6665	350.00		3,046.97
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-080 :					3,046.97	0.00	

Information Technology

- Completed Tyler Payment implementation for Financial Services.
- Significant progress made on the installation of the equipment for the audio improvements for the Annex Board Meeting Room during the week of December 18th – 22nd. Final installations and programming are scheduled for Wednesday, January 3rd.
- New KONICA Bizhubs for Town Hall, Town Hall Annex, and the Admin Building (Barn) are scheduled for installation and training on Wednesday, January 10th between 9 am – noon.
- Upgraded and configured new Verizon Broadband TCL Linkzone hotspots for police department use.

Safety and Risk Management

- Inspections — Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, Cates Creek Park, Utilities Department Meeting, Orange Grove Rd Excavation inspection, Public Works Department visit.
- Meetings – HR Team Meeting, Division Meeting, Safety Committee Meeting.
- Random drug screens — Completed 4th quarter drug screens random FMCA drug screens and completed random breathalyzer (Trial - Contracting collections).
- Safety Committee — Annual review and yearly summary.
- Safety equipment — Stocked/distributed/ordered safety gear generally and distributed updated safety wear and supplies.
- Other — Worked on employee training schedule, workers compensation claims, property and liability claims and general duties pertaining to the Highway 86 facility; collected fire extinguisher monthly check sheets. Prepared/repaired training equipment for January fire extinguisher training event.