



TOWN OF HILLSBOROUGH

Administrative Services Report

December 2022

Budget

- FY24 Capital Improvement Requests submitted 12/9/22.

Communications

- Website — Web developer/communications manager's last day was Dec. 6. Contracting with him for backup support and with another web developer for primary support of the website.
- Utilities outreach — Created insert and message on protecting pipes in winter in January bill.
- Other — Worked on information packet changes for next year's Government 101 and plans for safety engagement meeting; worked on Odie Street stormwater project video; worked on recruitment materials for communications specialist vacancy (57 applicants as of Jan. 3)

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Processed biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Communications Specialist	Recruitment closes 1/8/2023
Customer Service Representative	Recruitment closes 1/8/2023
Equipment Operator	Recruitment closes 1/8/2023
Finance Director	Recruitment closed.
Planner	Start date 1/3/2023.
Police Officer	Continuous recruitment
Utility Systems Mechanic trainee, I, II, or III	Open until filled.
Water Plant Operator I, II, or III (night shift)	Start date 1/17/2023.

TOWN OF HILLSBOROUGH
DETAIL ACCOUNT INQUIRY BY ACCOUNT

FY 2022-2023

PERIOD: 07/01/2022 TO 06/30/2023

10-10-4100-5300-080 TRAINING/CONF/CONV.			BUDGET	PERIOD TO DATE	ENCAMT	REMBAL	
			20,980.00	13,146.78	1,223.22	6,610.00	
DATE	MOD	REFERENCE	JE # or VOUCHER#	CHECK#	DEBIT	CREDIT	BALANCE
		BALANCE FORWARD					0.00
09/16/2022	AP	PARTNERSHIP FOR A 119433	53043	70910	2,245.00		2,245.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - S CAMPBELL - 10/24-26/2022					
09/16/2022	AP	PARTNERSHIP FOR A 119433	53043	70910		150.00	2,095.00
		EARLY BIRD DISCOUNT					
09/22/2022	AP	BANK OF AMERICANAS KIMREY	53157	4219	225.00		2,320.00
		2022 INTERNATIONAL LGBTQ LEADERS CONFERENCE 11/30/22-12/3/22- MATT HUGHES					
09/22/2022	AP	BANK OF AMERICANAS KIMREY	53158	4219	50.00		2,370.00
		MAYORS FALL MEETING 9/21/22 - JENN WAEVER					
10/14/2022	AP	PARTNERSHIP FOR A 119307	53339	70954	2,245.00		4,615.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - K FERGUSON					
10/14/2022	AP	PARTNERSHIP FOR A 119307	53339	70954		150.00	4,465.00
		EARLY BIRD DISCOUNT					
10/14/2022	AP	PARTNERSHIP FOR A 119308	53340	70954	2,245.00		6,710.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - J WEAVER					
10/14/2022	AP	PARTNERSHIP FOR A 119308	53340	70954		150.00	6,560.00
		EARLY BIRD DISCOUNT					
10/14/2022	AP	PARTNERSHIP FOR A 119310	53341	70954	2,245.00		8,805.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - M BELL					
10/14/2022	AP	PARTNERSHIP FOR A 119310	53341	70954		150.00	8,655.00
		EARLY BIRD DISCOUNT					
10/14/2022	AP	PARTNERSHIP FOR A 119355	53342	70954	2,245.00		10,900.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - R ENGLISH					
10/14/2022	AP	PARTNERSHIP FOR A 119355	53342	70954		150.00	10,750.00
		EARLY BIRD DISCOUNT					
10/14/2022	AP	PARTNERSHIP FOR A 120481	53343	70954	2,095.00		12,845.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - M HUGHES					
10/14/2022	AP	PARTNERSHIP FOR A 120481	53344	70954	150.00		12,995.00
		2022 INTER-CITY VISIT & LEADERSHIP CONFERENCE - 10/24-26/22 - M HUGHES					
10/24/2022	AP	BANK OF AMERICANAK FERGUSON	53679	4299	75.89		13,070.89
		2022 REGIONAL SUMMIT: MINDING OUR MINDS EARLY BIRD MEMBER 11/2/22 - K FERGUSON					
10/24/2022	AP	BANK OF AMERICANAS KIMREY	53714	4299	75.89		13,146.78
		2022 REGIONAL SUMMIT: MINDING OUR MINDS EARL BIRD MEMBER 11/2/22- R ENGLISH					
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-080 :					13,896.78	750.00	
					13,896.78	750.00	

10-10-4100-5300-530 DUES & SUBSCRIPTIONS				<u>BUDGET</u>	<u>PERIOD TO DATE</u>	<u>ENCAMT</u>	<u>REMBAL</u>
				21,437.00	12,866.00	8,548.00	23.00
<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>
07/15/2022	AP	BALANCE FORWARD HILLSBOROUGH/OC CHAMBER OF COMMI	52042	3549	6,000.00		0.00
08/12/2022	AP	MEMBERSHIP RENEWAL - 07/01/22 - 06/30/23 TRIANGLE J COUNCIL OF GOVTS 13752	52396	3727	3,776.00		9,776.00
08/12/2022	AP	FY22-23 ANNUAL MEMBER ASSESSMENT SCHOOL OF GOVERNMENT 5653	52506	70814	1,100.00		10,876.00
08/12/2022	AP	2022-23 SOG MEMBERSHIP DUES SCHOOL OF GOVERNMENT 5653	52507	70814	250.00		11,126.00
09/09/2022	AP	2022-23 SOG MEMBERSHIP DUES CHAPEL HILL-CARRBORO CHAMBER OF C	52582	70897	1,375.00		12,501.00
09/09/2022	AP	BUSINESS BUILDER MEMBERSHIP N C BLACK ELECTED I0002039	52801	70899	65.00		12,566.00
10/24/2022	AP	2022/2023 MEMBERSHIP DUES - M HUGHES BANK OF AMERICANA S KIMREY	53715	4299	300.00		12,866.00
				SUBTOTALS FOR ACCOUNT 10-10-4100-5300-530 :		12,866.00	0.00
						12,866.00	0.00

TOWN OF HILLSBOROUGH
DETAIL ENCUMBRANCE INQUIRY BY ACCOUNT NUMBER

FY 2022-2023

07/01/2022 TO 06/30/2023

10-10-4100-5300-080 TRAINING/CONF/CONV.				<u>BUDGET</u>	<u>YTD AMT</u>	<u>ENCAMT</u>	<u>REMBAL</u>
				20,980.00	13,146.78	1,223.22	6,610.00
<u>DATE</u>	<u>PO REQ/REQ</u>	<u>PO INVOICE</u>	<u>CHECK NO</u>	<u>VENDOR NAME/BILL TO</u>	<u>AMOUNT</u>		
08/23/2022	230317	230469		BANK OF AMERICANA	915.00		
09/12/2022	230406	230556		BANK OF AMERICANA	350.00		
09/12/2022	230406	230556		BANK OF AMERICANA	20.00		
10/24/2022	230406	230556	4299	BANK OF AMERICANA	-75.89		
10/24/2022	230406	230556	4299	BANK OF AMERICANA	-75.89		
12/09/2022	230798	230933		BANK OF AMERICANA	90.00		
						1,223.22	
				TOTAL ENCUMBRANCES:		1,223.22	

10-10-4100-5300-530 DUES & SUBSCRIPTIONS				<u>BUDGET</u>	<u>YTD AMT</u>	<u>ENCAMT</u>	<u>REMBAL</u>
				21,437.00	12,866.00	8,548.00	23.00
<u>DATE</u>	<u>PO REQ/REQ</u>	<u>PO INVOICE</u>	<u>CHECK NO</u>	<u>VENDOR NAME/BILL TO</u>	<u>AMOUNT</u>		
07/01/2022	221549	230151		N C LEAGUE OF MUNICIPALITIES	8,548.00		
						8,548.00	
				TOTAL ENCUMBRANCES:		8,548.00	

Information Technology

- No updates.

Safety and Risk Management

- No updates.