



Administrative Services Report

August 2024

Budget

- Completed review of final Water & Sewer Rate model.

Communications

- Website — Added flood-prone town- and state-maintained roads to Ready Hillsborough page. Completed final dashboard training for web accessibility and quality assurance.
- Utilities Outreach — News releases on sewer overflow, plant tours, raw water pump refurbishment and replacement, and Annual Wastewater Quality Report. Bill insert on OC Alerts for water and sewer notifications. Bill message on wastewater report and OC Alerts.
- Other — Interns Sophie Pierson and Sarah Burgess ended work with the town on Aug. 14 and 22.

Fleet Maintenance

- No updates

Human Resources/Town Clerk

- Bi-weekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Administrative Support Specialist – Utilities	Closed 5/19. Interviews being scheduled.
Customer Service Representative – part-time	Closes 9/8.
Planning Technician	Start date: 9/9.
Police Officer	Continuous recruitment.
Utilities Intern	Closed 9/2.

Diversity, Equity and Inclusion:

- Reviewing draft proposal to work with Central Pines Regional Council to develop an Equity Action Plan.
- Continuing to use and make revisions to the equity lens and develop a best practices/user guide.
- Continued collaboration with the One Orange team with continuous improvements to the data dashboard and working to develop a scope of work for a countywide racialized history project.

TOWN OF HILLSBOROUGH
 DETAIL ACCOUNT INQUIRY BY ACCOUNT

PERIOD: 07/01/2024 TO 06/30/2025

FY 2024-2025

10-10-4100-5300-080 TRAINING/CONF./CONV.		BUDGET	PERIOD TO DATE	ENC AMT	REM BAL		
		32,810.00	10,994.59	0.00	21,815.41		
DATE	MOD	REFERENCE	JE # or VOUCHER#	CHECK#	DEBIT	CREDIT	BALANCE
		BALANCE FORWARD					0.00
07/12/2024	AP	CHAPEL HILL-CARRBORO CHAMBER OF COM	63736	72422	2,495.00		2,495.00
		QTY 1 - 2024 INTERCITY VISIT & LEADERSHIP CONFERENCE - SINGLE OCCUPANCY - EARLY BIRD REGISTRATION - ANN ARBOR, MI - 09/15- 09/17/24 -					
07/26/2024	AP	FERGUSON, KATHLEEN 07-22-24	64108	7896	82.34		2,577.34
		QTY 2 - TRANSPORTATION - UBER - 2024 WOMEN IN GOVERNMENT SUMMER CONF - HOLLYWOOD, FL - 07/16/24 & 07/20/24 - KATHLEEN FERGUSON					
07/26/2024	AP	FERGUSON, KATHLEEN 07-22-24	64108	7896		310.75	2,266.59
		QTY 1 - CREDIT ADVANCED DEPOSIT - THE DIPLOMAT BEACH RESORT - 2024 WOMEN IN GOVERNMENT SUMMER CONF - HOLLYWOOD, FL - 07/16 - 07/20/24 - KATHLEEN FERGUSON					
07/26/2024	AP	FERGUSON, KATHLEEN 07-22-24	64108	7896	1,243.00		3,509.59
		QTY 4 - THE DIPLOMAT BEACH RESORT - 2024 WOMEN IN GOVERNMENT SUMMER CONF - HOLLYWOOD, FL - 07/16 - 07/20/24 - KATHLEEN FERGUSON					
07/29/2024	AP	FERGUSON, KATHLEEN 07-22-24	64108	7896		82.34	3,427.25
		QTY 2 - TRANSPORTATION - UBER - 2024 WOMEN IN GOVERNMENT SUMMER CONF - HOLLYWOOD, FL - 07/16/24 & 07/20/24 - KATHLEEN FERGUSON					
07/29/2024	AP	FERGUSON, KATHLEEN 07-22-24	64108	7896	310.75		3,738.00
		QTY 1 - CREDIT ADVANCED DEPOSIT - THE DIPLOMAT BEACH RESORT - 2024 WOMEN IN GOVERNMENT SUMMER CONF - HOLLYWOOD, FL - 07/16 - 07/20/24 - KATHLEEN FERGUSON					
07/29/2024	AP	FERGUSON, KATHLEEN 07-22-24	64108	7896		1,243.00	2,495.00
		QTY 4 - THE DIPLOMAT BEACH RESORT - 2024 WOMEN IN GOVERNMENT SUMMER CONF - HOLLYWOOD, FL - 07/16 - 07/20/24 - KATHLEEN FERGUSON					
08/02/2024	AP	FERGUSON, KATHLEEN 07-22-24	64220	7966	82.34		2,577.34
		QTY 2 - TRANSPORTATION - WOMEN IN MUNICIPAL GOVERNMENT SUMMER CONFERENCE - HOLLYWOOD, FL - 07/15 - 07/20/24 - K.FERGUSON					
08/02/2024	AP	FERGUSON, KATHLEEN 07-22-24	64220	7966		310.75	2,266.59
		QTY 1 - CREDIT ADVANCE DEPOSIT- THE DIPLOMAT BEACH RESORT - WOMEN IN MUNICIPAL GOVERNMENT SUMMER CONFERENCE - HOLLYWOOD, FL - 07/15 - 07/20/24 - K.FERGUSON					
08/02/2024	AP	FERGUSON, KATHLEEN 07-22-24	64220	7966	1,243.00		3,509.59
		QTY 4 - THE DIPLOMAT BEACH RESORT - WOMEN IN MUNICIPAL GOVERNMENT SUMMER CONFERENCE - HOLLYWOOD, FL - 07/15 - 07/20/24 - K.FERGUSON					
08/16/2024	AP	CHAPEL HILL-CARRBORO CHAMBER OF COM	64227	72550	2,495.00		6,004.59
		REGISTRATION - 2024 INTERCITY VISIT & LEADERSHIP CONFERENCE - ANN ARBOR, MI - 09/15 - 09/17/24 - ROBB ENGLISH					

08/16/2024 AP CHAPEL HILL-CARRBORO CHAMBER OF COM 64228 72550 2,495.00 8,499.59
 10-10-4100-5300-080 TRAINING/CONF./CONV. (continued from previous page)

<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>	
		REGISTRATION - 2024 INTERCITY VISIT & LEADERSHIP CONFERENCE - ANN ARBOR, MI - 09/15 - 09/17/24 - MEAGHUN DARAB						
08/16/2024	AP	CHAPEL HILL-CARRBORO CHAMBER OF COM	64488	72550	2,495.00		10,994.59	
		REGISTRATION - 2024 INTERCITY VISIT & LEADERSHIP CONFERENCE - ANN ARBOR, MI - 09/15 -09/17/24 - MATT HUGHES						
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-080 :					<u>12,941.43</u>	<u>1,946.84</u>		
					<u>12,941.43</u>	<u>1,946.84</u>		

10-10-4100-5300-530 DUES & SUBSCRIPTIONS BUDGET PERIOD TO DATE ENC AMT REM BAL
 26,522.00 18,599.00 0.00 7,923.00

<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
07/05/2024	AP	HILLSBOROUGH/OC CHAMBER OF COMMER	63714	7821	6,000.00		6,000.00	
		TRUSTEE MEMBER - 07/2024 - 06/2025						
07/05/2024	AP	N C LEAGUE OF MUNICIPALITIES I00046125	63715	72417	11,173.00		17,173.00	
		MEMBERSHIP SERVICE FEE FY 2024-2025						
07/19/2024	AP	N C BLACK ELECTED I0002334	63737	72465	75.00		17,248.00	
		MEMBERSHIP DUES - FY2024-2025 - MATTHEW HUGHES						
07/19/2024	AP	NC WOMEN IN MUNICIPAL GOVERNMENT I0	63741	72466	75.00		17,323.00	
		MEMBERSHIP DUES - FY24-25 - KATHLEEN FERGUSON						
08/12/2024	AP	BANK OF AMERICA NA NATIONAL LEAGE O	64495	8055	1,314.00		18,637.00	
		TOH - FY25 MEMBERSHIP DUES - NAT'L LEAGUE OF						
08/12/2024	AP	BANK OF AMERICA NA NATIONAL LEAGE O	64496	8055		38.00	18,599.00	
		CREDIT - TOH - FY25 MEMBERSHIP DUES - NAT'L LEAGUE OF CITIES						
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-530 :					<u>18,637.00</u>	<u>38.00</u>		
					<u>18,637.00</u>	<u>38.00</u>		

Information Technology

- Worked with vendors (Computerbilities and A3) and architects to complete IT needs requirements for NC 86 building remodel project.
- Met with vendors (NetPlanner and A3) on low voltage and building access and security requirements for Adron Thompson remodel project.
- Completed Brightly Asset Essentials Fleet, Stormwater, and Safety modules demonstration.
- Completed module one for the Cybersecurity & Infrastructure Security Agency (CISA) Tabletop Exercise Package for Local Governments with Adam Pittman, from Computerbilities. Module two to be completed in late September/early October.
- Prep work for the National Institute of Standards and Technology (NIST) quantitative security baseline assessment has been completed. Assessment is scheduled to begin in September and will last approximately 6 to 8 weeks.
- Had project kick-off meeting with MCCI for the Human Resources records retention Laserfiche project.
- Had project kick-off meeting with A3 for the Wastewater Treatment Plant security camera replacement and front gate access control upgrade project.

Safety and Risk Management

- Safety and Risk Manager Phil Cundiff started in July and is assessing our current practices and making improvements as needed.