



TOWN OF HILLSBOROUGH

Administrative Services Report September 2023

Budget

- Began prepping for FY25 budget process.
- Finalizing community survey, which is scheduled for this fall. All in-town residents will receive a survey via mail, with an option to complete the survey online.

Communications

- Town materials — Updated communications brochure. Helped with bioswales fact sheet.
- Website — Signed contract with vendor for new website. Made navigation changes to public side of website. Worked on proclamations requests page and form and update to appointed boards application.
- Utilities Outreach — Worked on backflow prevention materials, water theft materials and revisions for utility bills. Completed Spanish version of Wastewater Quality Report.
- Other — Onboarded specialist, who started Sept. 11. Had minor renovations done to convert conference room to office in Administration Building. Reviewed text for One Orange Racial Equity Index Dashboard and drafted promotional materials. Held first three Government 101 sessions and utilities tour. Created invasive species yard signs for Tree Board use.

Fleet Maintenance

- No updates

Human Resources/Town Clerk

- Biweekly payrolls
- FY23 Innovation, Customer Service and Endurance Awards

RECRUITMENT AND SELECTION	
Position	Status
Communications Specialist	Started 9/11.
Diversion Social Worker	Start date: 10/9.
Equipment Operator	Start date: 11/6.
Planner II	Conditional offer accepted; start date TBD.
Police Officer	Continuous recruitment
Public Works Intern	Started 9/26 and 10/3.
Senior Customer Service Representative	Start date: 10/2.
Utility Maintenance Supervisor	Closed 8/27.
Utility Maintenance Technician (Locator)	Closes 10/15
Utility Maintenance Technician I, II, or III	Open until filled.
Wastewater Treatment Plant Intern	Started 9/11.

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

DETAIL ACCOUNT INQUIRY BY ACCOUNT

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>ENC AMT</u>	<u>REM BAL</u>
				23,266.00	18,281.00	0.00	4,985.00
<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 COMMERCE	57242	5579	6,000.00		6,000.00
		TRUSTEE MEMBER RENEWAL - 07/23 - 06/24					
07/07/2023	AP	N C LEAGUE OF MUNICIPALITIES I00044849	57245	71570	10,470.00		16,470.00
		SERVICE FEE FY 2023-2024					
07/07/2023	AP	N C LEAGUE OF MUNICIPALITIES I00044849	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 NCMAYORS	58726	6011	300.00		18,206.00
		NC MAYORS ASSOCIATION MEMBER DUES - FY 2023/2024 - J WEAVER					
09/22/2023	AP	N C BLACK ELECTED I0002183	58466	71745	75.00		18,281.00
		FY 2023-2024 MEMBERSHIP DUES - MATTHEW HUGHES					
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-530 :					18,281.00	0.00	

10-10-4100-5300-080 TRAINING/CONF./CONV.			BUDGET	PERIOD TO DATE	ENC AMT	REM BAL	
			12,445.00	1,885.32	0.00	10,559.68	
DATE	MOD	REFERENCE	JE # or VOUCHER#	CHECK#	DEBIT	CREDIT	BALANCE
		BALANCE FORWARD					0.00
08/14/2023	AP	BANK OF AMERICA NA NATIONAL LEAGUE OF C 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 CHARLOTTE 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 CHARLOTTE PARKING	58584	6011	48.00		1,504.25
09/11/2023	AP	BANK OF AMERICA NA HILTON CHARLOTTE OCCUPANY TAX	58584	6011	35.75		1,540.00
09/11/2023	AP	BANK OF AMERICA NA HILTON CHARLOTTE SPECIAL ASSESSMENT TAX	58584	6011	11.92		1,551.92
09/11/2023	AP	BANK OF AMERICA NA N C MAYORS ASSOCIATI 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 ADVPURCH 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 ADVPURCH OCCUPANY TAX	58727	6011	13.21		1,885.32
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-080 :					1,885.32	0.00	

Information Technology

- Upgrading current Fleet Management software, RTA, to cloud-hosted option. Data migration scheduled for Oct. 4, 2023.
- Continuing server upgrade work on servers for NC86, WWTP, and Town Hall.

Safety and Risk Management

- No updates