



# TOWN OF HILLSBOROUGH

## Administrative Services Report May 2024

### Budget

- Presented FY25 Manager's Recommended Budget.
- Held FY25 Budget Public Hearing.
- Held FY25 Water & Sewer Fund Workshop.
- Completed Raftelis Water & Sewer Rate Model and Financial Analysis.

### Communications

- Website — Worked toward launch on June 17 with help from department staff. Hired and started intern to help with pre-launch tasks May 20-June 12. Started contract for web accessibility application and added external widget to site in development. Staff will train on internal dashboard after launch. Completed setup and initial testing of Calendly for reservations through new site.
- Utilities Outreach — Social media posts highlighted irrigation reminders, wipes video, number for water and sewer emergencies and Star Saturday post on utility system supervisor. News release issued on easement mowing. Bill insert highlighted irrigation requirements. Bill message noted irrigation requirements and calling 811 before digging.
- Other — Updated text on cemeteries and park signs and created additional parks signs.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Administrative Support Specialist – Utilities	Closed 5/19.
Equipment Operator I	Started 5/20.
Meter Services Technician	Stated 5/20.
Police Officer	Continuous recruitment.
Senior Customer Service Representative	Started 6/3.
Utilities System Mechanic	Closes 6/9.
Utilities Intern	Closed 6/2.

### Diversity, Equity and Inclusion

- Continuing to test and make revisions to the equity assessment lens.
- Continued collaboration with the One Orange team, with current focus on enhancing the data dashboard and developing a countywide racialized history document.

# TOWN OF HILLSBOROUGH

## DETAIL ACCOUNT INQUIRY BY ACCOUNT

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		7,081.26	0.00	5,363.74
<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 LEAGUE	58037	5849	400.00		400.00
		WOMEN IN MUNICIPAL GOV SUMMER CONFERENCE - K FERGUSON					
09/11/2023	AP	BANK OF AMERICA NA TRYON RESORT	58583	6011	447.00		847.00
		QTY 3 - LODGING NCARCOG FORUM MEETING- RUTHERFORDTON, NC- K FERGUSON - 08/02/23 - 08/04/23					
09/11/2023	AP	BANK OF AMERICA NA TRYON RESORT	58583	6011	13.41		860.41
		OCCUPANCY TAX					
09/11/2023	AP	BANK OF AMERICA NA HILTON CHARLOTTI	58584	6011	595.84		1,456.25
		QTY 2 - LODGING - WIMG CONF - K FERGUSON - 08/09/23 - 08/11/23					
09/11/2023	AP	BANK OF AMERICA NA HILTON CHARLOTTI	58584	6011	48.00		1,504.25
		PARKING					
09/11/2023	AP	BANK OF AMERICA NA HILTON CHARLOTTI	58584	6011	35.75		1,540.00
		OCCUPANY TAX					
09/11/2023	AP	BANK OF AMERICA NA HILTON CHARLOTTI	58584	6011	11.92		1,551.92
		SPECIAL ASSESSMENT TAX					
09/11/2023	AP	BANK OF AMERICA NA N C MAYORS ASSOC	58725	6011	100.00		1,651.92
		REGISTRATION - NC MAYORS ASSOCIATION FALL MTG - J WEAVER - 9/20/23-9/21/23					
09/11/2023	AP	BANK OF AMERICA NA HILTON ADVPURCH	58727	6011	220.19		1,872.11
		LODGING - NC MAYORS ASSOCIATION FALL MTG - J WEAVER - 09/20/23					
09/11/2023	AP	BANK OF AMERICA NA HILTON ADVPURCH	58727	6011	13.21		1,885.32
		OCCUPANY TAX					
10/11/2023	AP	BANK OF AMERICA NA SCHOOL OF GOVERN	59002	6268	195.00		2,080.32
		SOCIAL MEDIA STRATEGIES/BEST PRACTICES - M BELL- 09/21/23					
10/11/2023	AP	BANK OF AMERICA NA DOUBLETREE BY HIL	59262	6268	22.00		2,102.32
		PARKING - MAYORS ASSN FALL MEETING - J WEAVER - 09/20/23					
12/11/2023	AP	BANK OF AMERICA NA NC LEAGUE OF MUN	60208	6665	65.00		2,167.32
		NCLM TRAININGS - M BELL - 11/09/23					
12/11/2023	AP	BANK OF AMERICA NA LGBTQ VICTORY INS	60249	6665	250.00		2,417.32
		INT'L LGBTQ LEADERS CONF - WASHINGTON, DC - M HUGHES - 11/30/23 - 12/02/23					
12/11/2023	AP	BANK OF AMERICA NA AMERICAN AIRLINE	60250	6665	252.80		2,670.12
		AIRFARE - INT'L LGBTQ LEADERS CONF - WASHINGTON, DC - M HUGHES - 11/30/23 - 12/02/23					
12/11/2023	AP	BANK OF AMERICA NA ALLIANZ TRAVEL IN	60251	6665	26.85		2,696.97
		AIRFARE INSURANCE - INT'L LGBTQ LEADERS CONF - WASHINGTON, DC - M HUGHES - 11/30/23 - 12/02/23					
12/11/2023	AP	BANK OF AMERICA NA SCHOOL OF GOVERN	60350	6665	350.00		3,046.97
		ESSENTIALS OF MUNICIPAL GOVERNMENT - M DARAB - 02/22/24					

01/10/2024	AP	BANK OF AMERICA NA MARRIOTT DESTINATION FEE/TAX	60880	6861	28.99	3,075.96
01/10/2024	AP	BANK OF AMERICA NA MARRIOTT LODGING/LGBTQ CONF 11/30-12/3 M HUGHES	60881	6861	747.90	3,823.86
02/02/2024	AP	BANK OF AMERICA NA NCLM NC MAYORS ASSN MEETING 2/7-2/8 - M BELL	61187	7038	100.00	3,923.86
02/02/2024	AP	BANK OF AMERICA NA NC LEAGUE OF MUN NCLM TOWN & STATE DINNER - - K FERGUSON- 3/20/24	61369	7038	80.00	4,003.86
03/11/2024	AP	BANK OF AMERICA NA NC LEAGUE OF MUN 2024 NCLM CITY VISION ANNUAL CONFERENCE 4/23-4/25 - K.FERGUSON	61776	7233	450.00	4,453.86
03/11/2024	AP	BANK OF AMERICA NA EVENT*MSN 2024 VISIT NC TOURISM CONFERENCE - 3/17-3/19/24 - GREENVILLE,NC - MATT HUGHES	61796	7233	525.00	4,978.86
03/11/2024	AP	BANK OF AMERICA NA NC LEAGUE OF MUN 2024 CITY VISION ANNUAL CONFERENCE - WINSTON-SALEM, NC - 4/23-4/25/24 - M.HUGHES	61797	7233	440.00	5,418.86
04/10/2024	AP	BANK OF AMERICA NA HOLIDAY INN - GREI QTY 2 - HOLIDAY INN- GREENVILLE,NC - 2024 VISIT NC CONFERENCE - 03/17- 03/18/24	62336	7422	294.68	5,713.54
05/13/2024	AP	BANK OF AMERICA NA WINSTON-SALEM M. K FERGUSON CITY VISION 4/23-4/26	62864	7560	569.22	6,282.76
05/13/2024	AP	BANK OF AMERICA NA CITY OF WS 6 CHR T. PARKING- FOR CITY VISION CONFERENCE - 04/23-26/24	62865	7560	27.00	6,309.76
05/13/2024	AP	BANK OF AMERICA NA KIMPTON CARDINAL M HUGHES CITY VISION 4/23-4/26	62893	7560	747.50	7,057.26
05/13/2024	AP	BANK OF AMERICA NA 54384-ONE WEST FOI PARKING - M HUGHES CITY VISION 4/23-4/26	62894	7560	24.00	7,081.26
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-080 :					7,081.26	0.00
					7,081.26	0.00

TOWN OF HILLSBOROUGH  
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>
			25,304.00	19,751.00		0.00	5,553.00
<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 COMMER	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					
10/06/2023	AP	NC WOMEN IN MUNICIPAL GOVERNMENT I0	58788	71772	75.00		18,356.00
		FY 2023/2024 MEMBERSHIP DUES - KATHLEEN					
10/27/2023	AP	CHAPEL HILL-CARRBORO CHAMBER OF COM	59072	71835	1,395.00		19,751.00
		BUSINESS BUILDER MEMBERSHIP					
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-530 :					19,751.00	0.00	
					19,751.00	0.00	

## **Information Technology**

- Completed first sessions of 2024 IT Security Awareness training. Final in-person sessions are scheduled for June 12<sup>th</sup> at 10 am and 1 pm. Recording will be made available for those unable to attend in-person sessions.
- Completed first round of asset management software demonstrations.
- NCDIT completed site visit for the fiber project.
- Completed site visit at WWTP with A3 Communications for building access and security project.
- IT department security and standard operating procedures submitted for review and approval.

## **Safety and Risk Management**

- New Safety and Risk Manager Phil Cundiff is scheduled to start late June.