



TOWN OF HILLSBOROUGH

Administrative Services Report

December 2024

Budget

- Operating budget requests were due December 13th.
- Worked on draft Community Re-Investment program policy.

Communications

- Branding — Created Safety Committee and Engineering Services logos.
- Website — Updated calendar expirations to six months for past, present and future calendar events on the main calendar. Began reviewing accessibility requirements for PDFs.
- Utilities Outreach — Prepared translation of “unknown” lead and copper letter and service line inventory flyer. Finalized video and drone footage of Wastewater Treatment Plant.
- Other — Helped with countywide application process for state extreme heat cohort. Continued Get the Alert campaign with direct mail, targeted communication to neighborhoods, and information at holiday events. Attended regional NC3C conference on supporting government partners during a crisis.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Bi-weekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Diversion Social Worker	Start date scheduled for January 2025.
Equipment Operator	Start date scheduled for January 2025.
Meter Services Technician	Closed 12/15.
Police Officer	Continuous recruitment.
Police Sergeant	Closes 1/20.

Diversity, Equity and Inclusion:

- Continued collaboration with Central Pines Regional Council (CPRC) to prepare for the equity plan kick-off meeting on January 9.
- Continued collaboration with the OneOrange team to develop a countywide racialized history document.

Information Technology

- Completed discovery phase for Brightly Asset Essentials project for Public Works. Prepping to start kick off for Utilities.
- Completed the HR records retention Laserfiche project.
- Completed the Town Hall server upgrade and migration.

Safety and Risk Management

- Completed the 2nd quarter DOT and random drug testing.
- Held our monthly Town Wide Safety Committee meeting.

TOWN OF HILLSBOROUGH
DETAIL ACCOUNT INQUIRY BY ACCOUNT

FY 2024-2025

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

10-10-4100-5300-080 TRAINING/CONF./CONV.			BUDGET	PERIOD TO DATE	ENC AMT	REM BAL	
			32,810.00	11,293.60	0.00	21,516.40	
DATE	MOD	REFERENCE	JE # or VOUCHER#	CHECK#	DEBIT	CREDIT	BALANCE
		BALANCE FORWARD					0.00
07/12/2024	AP	CHAPEL HILL-CARRBORO CHAMBER OF COMM	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 - KATHLEEN FERGUSON					
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 COMM	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 COMM	64228	72550	2,495.00		8,499.59

TOWN OF HILLSBOROUGH
DETAIL ACCOUNT INQUIRY BY ACCOUNT

FY 2024-2025

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

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 COMM	64488	72550	2,495.00		10,994.59
		REGISTRATION - 2024 INTERCITY VISIT & LEADERSHIP CONFERENCE - ANN ARBOR, MI - 09/15 -09/17/24 - MATT HUGHES					
09/11/2024	AP	BANK OF AMERICA NA LGBTQ VICTORY INSTIT	64910	8342	200.00		11,194.59
		REGISTRATION - INT'L LGBTQ LEADERS CONF- WASHINGTON DC - 12/5-7/24 - M HUGHES -					
10/04/2024	AP	DARUB, MEAGHUN 09-25	65237	8355	39.01		11,233.60
		PARKING - 2024 INTER-CITY VISIT - ANN ARBOR, MI - M.DARUB - 09/15 - 9/17/4					
11/12/2024	AP	BANK OF AMERICA NA NC LEAGUE OF MUNICIF	66083	8678	60.00		11,293.60
		REG EVELYN LLOYD - ETHICS FOR MUNICIPAL OFFICIALS					
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-080 :					13,240.44	1,946.84	
					13,240.44	1,946.84	

TOWN OF HILLSBOROUGH
DETAIL ACCOUNT INQUIRY BY ACCOUNT

FY 2024-2025

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

10-10-4100-5300-530 DUES & SUBSCRIPTIONS			BUDGET	PERIOD TO DATE		ENC AMT	REM BAL
			26,522.00	26,169.88		0.00	352.12
DATE	MOD	REFERENCE	JE # or VOUCHER#	CHECK#	DEBIT	CREDIT	BALANCE
		BALANCE FORWARD					0.00
07/05/2024	AP	HILLSBOROUGH/OC CHAMBER OF COMMERCE TRUSTEE MEMBER - 07/2024 - 06/2025	63714	7821	6,000.00		6,000.00
07/05/2024	AP	N C LEAGUE OF MUNICIPALITIES I00046125 MEMBERSHIP SERVICE FEE FY 2024-2025	63715	72417	11,173.00		17,173.00
07/19/2024	AP	N C BLACK ELECTED I0002334 MEMBERSHIP DUES - FY2024-2025 - MATTHEW HUGHES	63737	72465	75.00		17,248.00
07/19/2024	AP	NC WOMEN IN MUNICIPAL GOVERNMENT I0000 MEMBERSHIP DUES - FY24-25 - KATHLEEN FERGUSON	63741	72466	75.00		17,323.00
08/12/2024	AP	BANK OF AMERICA NA NATIONAL LEAGE OF CI TOH - FY25 MEMBERSHIP DUES - NAT'L LEAGUE OF CITIES	64495	8055	1,314.00		18,637.00
08/12/2024	AP	BANK OF AMERICA NA NATIONAL LEAGE OF CI CREDIT - TOH - FY25 MEMBERSHIP DUES - NAT'L LEAGUE OF CITIES	64496	8055		38.00	18,599.00
09/20/2024	AP	CHAPEL HILL-CARRBORO CHAMBER OF COMM BUSINESS BUILDER MEMBERSHIP	64823	72621	1,455.00		20,054.00
10/16/2024	AP	N C BLACK ELECTED I0002039 FY 2022/2023 MEMBERSHIP DUES - MATTHEW HUGHES	55505	71318		65.00	19,989.00
11/08/2024	AP	BELL, MARK 11-04-24 USED PERS. CARD IN ERROR- REIMBURSE - NC MAYORS ASSOCIATION DUES FY25- MARK BELL	65945	8567	300.00		20,289.00
11/15/2024	AP	CENTRAL PINES REGIONAL COUNCIL 14878 2024-2025 MEMBERSHIP DUES	65981	72738	4,356.88		24,645.88
12/06/2024	AP	SCHOOL OF GOVERNMENT 7098 SCHOOL OF GOVERNMENT MEMBERSHIP DUES - FY2024-2025	66408	72770	1,524.00		26,169.88
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-530 :					26,272.88	103.00	
					26,272.88	103.00	