



TOWN OF HILLSBOROUGH

Administrative Services Report September 2022

Budget

- No updates.

Communications

- Branding — Completed work with graphics artist on remaining logos for divisions and offices and Government 101; updated documents; created or assisted with new templates; reviewed proofs.
- Town materials — Completed October print newsletter and social media policy update; reviewed recruitment materials; revised organization chart to add appointed boards.
- Website — Updated Social Media Policies and Disclaimers page and added links to department and division pages with social media; added updated social media policy documents to the employee side of the town website; moved Code Enforcement page under Regulations in the Government menu, with work on updates to the page continuing; moved Water and Sewer Services into the Services menu, with work on updates to the page continuing; updated all third-party software.
- Utilities outreach — Finalized FY2022 Wastewater Quality Report and translation; included flyer and message on only flushing the 3 P's in October bill; reviewed draft coloring pages for event table and provided feedback on use.
- Other — Prepared several sets of minutes; prepared materials for Government 101 and conducted first two sessions on Sept. 22 and 28; edited text for dog park sign and drafted sign design; participated in weekly Orange County fiber project meetings to help with communications (manager and web developer); investigated website platform options; handled media queries; attended racial equity training (all) and debrief (manager and specialist).

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly Payrolls

RECRUITMENT AND SELECTION	
Position	Status
Assistant Town Manager/Community Services Director	Recruitment closed 9/30.
Environmental Engineering Supervisor	Start date 10/24.
Meter Services Technician	Recruitment closed 9/7.
Planner	Recruitment closed 9/25.
Police Officer	Continuous recruitment.
Utility Systems Mechanic trainee, I, II, or III	Open until filled.
Wastewater Plant Operator I, II, or III	Recruitment closed 9/22.
Water Plant Operator I, II, or III (night shift)	Open until filled.

TOWN OF HILLSBOROUGH
DETAIL ENCUMBRANCE INQUIRY BY ACCOUNT NUMBER

07/01/2022 TO 06/30/2023

FY 2022-2023

					<u>BUDGET</u>	<u>YTD AMT</u>	<u>ENC AMT</u>	<u>REM BAL</u>
10-10-4100-5300-080 TRAINING/CONF./CONV.					20,980.00	2,095.00	11,965.00	6,920.00
<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	221591	230006		CHAPEL HILL-CARRBORO CHAMBER OF COMMER	11,070.00			
07/01/2022	221591	230006		CHAPEL HILL-CARRBORO CHAMBER OF COMMER	-645.00			
08/08/2022	230238	230394		BANK OF AMERICA NA	225.00			
08/23/2022	230317	230469		BANK OF AMERICA NA	915.00			
08/24/2022	230323	230477		BANK OF AMERICA NA	50.00			
09/12/2022	230406	230556		BANK OF AMERICA NA	350.00			
					<hr/> 11,965.00			
10-10-4100-5300-530 DUES & SUBSCRIPTIONS					21,437.00	12,566.00	8,848.00	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			
07/01/2022	221553	230154		BANK OF AMERICA NA	300.00			
					<hr/> 8,848.00			
					<hr/> TOTAL ENCUMBRANCES: <hr/> <u>20,813.00</u>			

DETAIL ACCOUNT INQUIRY BY ACCOUNT

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

FY 2022-2023

10-10-4100-5300-080 TRAINING/CONF./CONV.			<u>BUDGET</u>	<u>PERIOD TO DATE</u>	<u>ENC AMT</u>	<u>REM BAL</u>	
			20,980.00	2,095.00	11,965.00	6,920.00	
<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
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					
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-080 :					<u>2,245.00</u>	<u>150.00</u>	

10-10-4100-5300-530 DUES & SUBSCRIPTIONS			21,437.00	12,566.00	8,848.00	23.00
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<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
07/15/2022	AP	HILLSBOROUGH/OC CHAMBER OF COMM	52042	3549	6,000.00		6,000.00
		MEMBERSHIP RENEWAL - 07/01/22 - 06/30/23					
		FY22-23 ANNUAL MEMBER ASSESSMENT					
08/12/2022	AP	SCHOOL OF GOVERNMENT 5653	52506	70814	1,100.00		10,876.00
		2022-23 SOG MEMBERSHIP DUES					
		2022-23 SOG MEMBERSHIP DUES					
09/09/2022	AP	CHAPEL HILL-CARRBORO CHAMBER OF C	52582	70897	1,375.00		12,501.00
		BUSINESS BUILDER MEMBERSHIP					
		2022/2023 MEMBERSHIP DUES - M HUGHES					
					14,811.00	150.00	

Information Technology

- No updates.

Safety and Risk Management

- Inspections — Completed inspections at Gold Park, Turnip Patch Park, Murray Street Park x2, Hillsborough Heights Park, and Cates Creek Park and forwarded recommendations (work orders). Forwarded safety inspection results to departments.
- Meetings — Racial Equity Training, NCDOL Meeting, HR Team Meeting, Division Meetings.
- Random drug screens — Completed 2nd quarter drug screens random FMCA drug screens and completed pre-hire drug screens 1- breath alcohol test performed.
- Safety Committee — All available safety committee members completed/updated safety audits for water plant and public works departments. Working on completion of incident reviews and working on inspection requirements with Safety Committee members.
- Safety equipment — Stocked/distributed/ordered safety gear, distributed updated safety wear,

- Other — Worked employee training schedule, workers compensation claims, and general duties concerning Highway 86 building renovation and collected fire extinguisher monthly check sheets.