



# TOWN OF HILLSBOROUGH

## Administrative Services Report May 2023

### Budget

- Manager's Recommended Budget presented May 8.
- FY24 Budget Public Hearing and Workshop held May 19.
- UNC MPA intern started in the Budget office and will be with the town until August.

### Communications

- Town materials — Reviewed proclamations, public works violations door hanger, surveys for Churton Street Multi-Modal Study; reviewed transmittal letter for financial report and added branding and photos; created root beer float with the manager flyer.
- Website — Worked on project pages for public space and utilities, proclamations request form, search improvements; made improvement to allow preferred ordering of documents on a page.
- Utilities Outreach — Examined flipbook and design options for annual reports; issued news releases on collapsed sewer pipe repairs, wipes and tampons clogging pumps, and annual mowing of easements; posted social media on rates increases.
- Other — Reviewed minutes of new minutes preparers; reviewed evaluations and debriefed on Engage Hillsborough meeting; reviewed and shared information on county U.S. 70 study.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Accounts Payable Technician	Start date: 7/3.
Equipment Operator I	Closed 5/21.
Police Officer	Continuous recruitment.
Public Works Intern	Closed 5/14.
Senior Customer Service Representative	Start date: 6/20.

### Information Technology

- Met with two potential building security vendors – A3 and Convergent.
- Worked with NetPlanner to replace broken HDMI transmitter in the Board Meeting Room.
- NetPlanner provided quote to fix sound quality issues.
- Completed work on IT staff security policy.
- Distributed PCI DSS annual security training to Financial Services staff.

### Safety and Risk Management

- Inspections — Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, Cates Creek Park and forwarded recommendations (work orders). Forwarded safety inspection results to departments.
- Meetings – HR Team Meetings, Division Meetings and NCDOL Meetings.
- Random drug screens — On target for 2nd quarter drug screens random FMCA drug screens and completed pre-hire drug screens.
- Safety Committee — Incident reviews continue, working on inspection requirements and responsibilities with new Safety Committee members. Compiling data for the Injury and Illness Rate Reduction Plan (IIRRP) for NC Department of Labor.
- Safety equipment — Stocked/distributed/ordered safety gear generally and distributed updated safety wear and supplies.
- Other — Worked on employee training schedule, workers compensation claims, P&L claims and general duties pertaining to the Highway 86 building, collected fire extinguisher monthly check sheets.