



TOWN OF HILLSBOROUGH

Administrative Services Report

January 2023

Budget

- FY24 budget submissions were due January 20th. Departmental budget review meetings begin the week of February 6th.

Communications

- Town materials — Started editing draft Comprehensive Sustainability Plan; reviewed work of new minutes preparer.
- Website — Completed development of archival system to capture the website in January and then any changes the first Monday of each month; made various utilities updates, including adding a water/sewer services availability inquiry to the Jurisdiction and Service Areas page and restoring a request form for new services (process change in Financial Services).
- Utilities outreach — Had Annual Water Disinfection document translated and inserted English and Spanish versions in the February bill with a message on the annual disinfection and hydrant flushing occurring in March; created small insert on disinfection and flushing for March bill.
- Other — Continued work on April safety engagement meeting and selected name Engage Hillsborough for engagement meetings; worked on Odie Street stormwater project video; worked on hiring communications specialist (reclassification of web developer position, 84 applications received); reclassified specialist position to senior communications specialist to include engagement work and increased hours to full time; completed flexible work agreements, mid-year evaluations, and initial budget requests and estimates.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Processed biweekly payrolls.
- Published quarterly Employee Newsletter.
- Presented 2022 Employee Service Milestone Awards.

RECRUITMENT AND SELECTION	
Position	Status
Communications Specialist	Recruitment closed 1/8.
Customer Service Representative	Recruitment closed 1/8
Equipment Operator	Start date 2/13.
Finance Director	Start date 2/6.
Police Officer	Continuous recruitment.
Utility Systems Mechanic trainee, I, II, or III	Open until filled.
Utility Systems Technician (Locator)	Start date 1/30.

Information Technology

- Our recent cyber security test phishing campaign returned the following results: 125 simulated phishing email messages sent; 21 simulated phishing email messages opened; and 8 individuals clicked on links within the email message. Our phishing failure rate for this campaign was 6.4%. Our past two (2) campaigns have had a failure rate of 1.7% and 3.9%. I will be sending out additional online cyber security training through our PII Protect program in the upcoming weeks and am preparing our annual security awareness training for the March/April timeframe.

Safety and Risk Management

- Inspections — Completed inspections at Wastewater Treatment Plant, Public Works, Water Treatment Plant, Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park and Cates Creek Park and forwarded recommendations (work orders). Forwarded safety inspection results to departments.
- Meetings — HR Team Meetings, Division Meetings, NCDOL Meeting and Logistics Meeting.
- Random drug screens — On target for 1st quarter drug screens. Completed random FMCA drug screens and pre-hire drug screens; 1 breath alcohol test performed.
- Safety Committee — All available safety committee members completed/updated safety audits for Water Treatment Plant and Public Works departments. Working on completion of incident reviews and inspection requirements with Safety Committee members.
- Safety equipment — Stocked/distributed/ordered safety gear and extra gear for parade; distributed updated safety wear and supplies.
- Other — Completed and posted the OSHA 300a per the NCDOL requirements in all town facilities. Working on NCDOL Star annual report, employee training schedule, workers compensation claims, and general duties concerning Highway 86 building renovation and collected fire extinguisher monthly check sheets.