



# TOWN OF HILLSBOROUGH

## Administrative Services Report

October 2022

### Budget

- No updates.

### Communications

- Branding — Updated documents; created or assisted with new templates; provided branding guidance and logos for several apparel and other items requests; reviewed proofs; created and ordered business cards for utilities employees.
- Town materials — Completed November print newsletter; reviewed bid packages, recruitment materials and 2023 curbside collection calendar.
- Website — Worked on updates to the Code Enforcement and Water and Sewer Services pages; replaced last three forms from the website's original forms system with forms in the new system that have form-specific date and time inputs and PDF output. The forms are the appointed boards application and police complaint and commendation forms. Work process is the same as this transferred data from the old system to the new.
- Utilities outreach — Included flyer and message on fats, oil and grease in November bill.
- Other — Prepared several sets of minutes; prepared materials for Government 101 and conducted final four sessions on Oct. 6, 13, 22 and 27; worked weekend weather event at start of the month; met with public space manager and police chief regarding public safety meeting for the community; reviewed Orange County solid waste survey and provided input regarding public meetings; participated in weekly Orange County fiber project meetings to help with communications; investigated website platform options; responded to media inquiries.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Processed biweekly payrolls.
- Processed pay study salary adjustments.

RECRUITMENT AND SELECTION	
Position	Status
Assistant Town Manager/Community Services Director	Recruitment closed 9/30. Assessment Center completed 10/31 & 11/1.
Finance Director	Open until filled.
Environmental Engineering Supervisor	Start date 10/24.
Meter Services Technician	Start date 10/24.
Planner	Recruitment closed.
Plant Maintenance Mechanic I	Recruitment closes 11/11.
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.

## **Information Technology**

- Started roll out of registration process for wireless priority service (WPS) on cellular phones by department.

## **Safety and Risk Management**

- Inspections — Completed inspections at 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 — Annual Safety Shoe Event, assisted with town picnic, HR Team meetings, division meetings.
- Random drug screens — began 4th quarter drug screens random FMCA drug screens and completed pre-hire drug screens; 1 breath alcohol test performed.
- Safety Committee — Completed incident reviews and working on facility inspection process requirements with Safety Committee members.
- Safety equipment — Stocked/distributed/ordered safety gear, distributed updated safety wear.
- Other — Worked on employee training schedule, workers compensation claims, and general duties concerning Highway 86 building renovation and collected fire extinguisher monthly check sheets.