



TOWN OF HILLSBOROUGH

Administrative Services Report

February 2023

Budget

- No major updates.

Communications

- Branding — Worked on branding for community engagement meetings. Put public works violation notice and financial forms and documents in branding templates and reviewed.
- Town materials — Continued editing draft Comprehensive Sustainability Plan. Reviewed proclamations, annual letter for special collections confirmation of need, procurement policy and addendums.
- Website — Reviewed how to create forms. Discussed items for improvement (largest: mobile menu access, search function, menus in general).
- Utilities outreach — Created small insert on annual disinfection and hydrant flushing for March bill. Featured town's newest engineer for Engineers Week. Started work on rates FAQs update.
- Other — Continued work for April safety engagement meeting, hiring communications specialist, assistant town manager's retirement party, fiber project. Discussed implementing proclamation process. Helped set up donations form for police fundraiser. Started learning Illustrator. Reviewed joint release on social workers grant for law enforcement.

Fleet Maintenance

- No major updates.

Human Resources/Town Clerk

- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Communications Specialist	Start date 3/27.
Customer Service Representative	Recruitment on hold.
Equipment Operator I	Closed 2/21.
Police Officer	Continuous recruitment.
Utility Maintenance Technician I, II, or III	Closed 2/26.

Information Technology

- 2023 IT Security Awareness Training dates are scheduled for March 28 and April 4, 2023. There will be two in person sessions held both dates with one recorded session to be made available for individuals who are unable to attend one of the in-person sessions. Training sessions will be held in the Board Meeting Room. Session times will be announced soon.
- IT is working with Finance on annual PCI compliance renewal and with the Police Department on the transfer of CJIS responsibilities and review of their most recent CJIS audit.

Safety and Risk Management

- Inspections — Collins Avenue excavation inspection; Cates Creek, Gold, Hillsborough Heights, Murray Street and Turnip Patch parks and forwarded recommendations (work orders). Forwarded safety inspection results to departments.
- Meetings — HR team, division, NC Department of Labor, Budget.
- Random drug screens — On target for 1st quarter drug screens, random FMCA drug screens and completed pre-hire drug screens - breath alcohol test performed.
- Safety Committee — Incident reviews continue, working on inspection requirements and responsibilities with new Safety Committee members. Compiling data for Injury and Illness Rate Reduction Plan 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, property and liability claims and general duties pertaining to the Highway 86 building; collected fire extinguisher monthly check sheets.