



TOWN OF HILLSBOROUGH

Administrative Services Report

March 2023

Budget

- Continued budget balancing.

Communications

- Website — Worked on project pages and updates to rates FAQs and development FAQs; added gigabit fiber FAQs and Diversity, Equity and Inclusion page.
- Utilities outreach — Created small insert on toilet flushing guide for April bill; shared information on EPA proposal for new regulations on PFAS and effect in Hillsborough; prepared feature of Water and Sewer Advisory Committee vice chair for National Volunteer Month; completed draft updates to rates FAQs with new study data from Environmental Finance Center.
- Other — Helped clerk with process, materials and promotions for contracting three minutes preparers; continued work and promotion on April safety engagement meeting, draft comprehensive sustainability plan review and comment period, and gigabit fiber project; hired and started training new communications specialist; tried out racial equity lens tool on promotion for safety engagement meeting; assisted with installation of compost blanket on Riverwalk.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Customer Service Representative	Recruitment on hold.
Equipment Operator I	Closes 4/16.
Police Officer	Continuous recruitment
Utility Maintenance Technician I	Start date 4/10.

Information Technology

- Worked with Finance Director, Dave McCole, to complete the annual PCI compliance renewal.
- Completed the first two 2023 IT Security Awareness Training sessions on Tuesday, March 28th. Two additional in person sessions will be held on Wednesday, April 5th.

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, NCDOL Meetings.

- Trainings – RMS (Risk Management Services) NCLM Workshop, Mid-state Safety Council Racial Equality Workshop OWASA.
- Random drug screens — Completed 1st 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 IIRRP (Injury and Illness Rate Reduction Plan) for NCDOL.
- Safety equipment — Stocked/distributed/ordered safety gear generally and distributed updated safety wear and supplies.
- Other — Coordinated boiler inspection for museum with NCDOL, 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.