



Administrative Services Report

October 2023

Budget

- Continued to prepare for FY25 budget kickoff.
- Town residents are expected to receive community surveys by mail in November. Surveys can be completed online or by returning the survey in the envelope included in the packet.
- Received strategic plan updates from departments. The first check in with the board after plan adoption is schedule for the November work session.

Communications

- Branding — Worked on employee appreciation gift order for holidays.
- Town materials — Completed November print newsletter. Reviewed document for employee awards, 2024 curbside calendar brochure, community survey, cover letter and online landing pages. Created bioswales fact sheet and handout for Department on Aging event that listed opportunities to get involved.
- Website — Provided training to staff member for updating documents on intranet. Started website redevelopment process with design decisions, page audit and kick-off meeting.
- Utilities Outreach — Worked on revisions for utility bills, information for Harmony at Waterstone residents regarding town takeover of water and sewer lines.
- Other — Held final three Government 101 sessions and recognition. Helped with employee picnic. Hosted Engage Hillsborough: Connectivity event. Took photos at Bioswales & Breakfast stormwater event.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls
- Employee Appreciation Picnic
- Quarterly employee newsletter

RECRUITMENT AND SELECTION	
Position	Status
Diversion Social Worker	Started 10/9.
Equipment Operator	Start date: 11/27.
Planner II	Start date: 11/6.
Planning Technician	Started 10/23.
Police Lieutenant	Closed 10/29.
Police Officer	Continuous Recruitment
Utility Maintenance Supervisor	Interviews scheduled.
Utility Maintenance Technician (Locator)	Closed 10/15.
Utility Maintenance Technician I	Start date: 11/6.

Information Technology

- Completed Fleet Management software, RTA, migration to cloud-hosted option. Integration of WEX fuel data, phase 2, is in progress.
- Continuing server upgrade work on servers for NC86, WWTP, and Town Hall.
- Building alarm procedures restructuring project wrapping up. New procedure documentation to be submitted to Apple Security and Security Central Monitoring.
- Researching eFax options as replacement for fax module on new Town Hall, Town Hall Annex, and Admin Building KONICA Bizhubs. EFax is a more secure (SSL encryption and HIPAA compliant), lower cost, easy-to-use email to fax/print to fax service.

Safety and Risk Management

- Inspections — Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, Cates Creek Park, Utilities Department visits x5, WTP visits, WWTP visits, HPD visits x4, Public Works Department visit.
- Meetings – HR Team Meetings, Division Meetings, NCDOL Meetings, Safety Committee Meeting, Drug Screen Meeting.
- Training – OSHA 10hr Training for town employees –Policy Review/Incident Reporting Refresher - WTP.
- Random drug screens — On target for 4th quarter drug screens random FMCA drug screens and completed pre-hire drug screens (Trial - Contracting collections).
- 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 —Orchestrated Annual Shoe Event. Modified SOP (Safe Operating Procedure) for SxS (Side by Side) Operation – Utilities. 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. Nominated 1 employee for innovation award.