



Administrative Services Report

February 2024

Budget

- Held budget review meetings with departments to discuss FY25 budget requests.
- Budget Retreat was held Saturday, February 17.

Communications

- Branding — Created versions of the logo with the American and pride flags as background for possible use on website and social media when flag banners are displayed. Created volunteer version of Hillsborough logo.
- Town materials — Completed March print newsletter. Created rights of way insert.
- Website — Conducted monthly website support group meeting. Completed list of requested additional icons for Granicus to provide. Support and IT support continued to work on issue with hillsboroughnc.org and hillsboroughmail.org domains. Received demos of accessibility applications. Updated public works contact forms to require an address and reviewed with staff how to access form responses on the website. Investigated use of Calendly for reservations.
- Utilities Outreach — Continued to communicate about fiber work in neighborhoods and explained rights of way. Shared information about March chlorine disinfection and hydrant flushing. Published a feature on a Water and Sewer Advisory Committee member and encouraged applications. Shared information about a water main break and repair on Harper Road and sent the appropriate OC Alerts. Took and shared photos of the full reservoir. Promoted the Water Assistance Program and the Call Before You Dig campaign. Published a feature on Tyler Freeman for National Engineers Week. Reviewed a request for qualifications.
- Other — Reviewed and promoted the greenway survey. Continued populating folder of photos to be accessible by staff. Attended Communicators Work Group meeting on language access. Made various updates to payment forms on the payment platform and corrected a broken link on the one-time payment page. Participated in WebEOC training. Began publishing a Star Saturdays social media feature each Saturday to highlight employees who received town awards. Published photos of the Orange Rural Fire Department’s live burn training. Published a Q&A featuring Catherine Wright for Government Communicators Day. Reviewed Hillsborough Climate Challenge materials.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payroll

RECRUITMENT AND SELECTION	
Position	Status
Police Officer	Continuous recruitment.
Safety & Risk Manager	Closed 2/25. Phone interviews scheduled.
Utility Systems Mechanic	Open until filled.

- Made draft revisions to the racial equity assessment lens (REAL) and tested it with the internal DEI Core Team. Will be walking through the lens with the Operations Team at the end of March and making additional revisions based on that discussion.
- Continued collaboration with the One Orange team, with current focus on enhancing the data dashboard and developing a countywide racialized history document.

Information Technology

- Worked on information security incident for Finance.
- Working with CityWorks, Cartegraph, Brightly, and CivicPlus to get asset management/workflow demos scheduled. Demos have been delayed until March or early April.
- Completed mandatory SSO upgrade for OpenGov.
- Met with NCDIT structured cabling division to discuss options for the fiber project.
- Reviewing recommended security enhancements to Microsoft 365 multi-factor authentication (MFA) method for staff. Migrated to FIDO2 security key authentication method for town's tenant global administrators.

Safety and Risk Management

- Inspections — Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, Cates Creek Park, Utilities Department Meeting, Utilities Department visit. Incident review/inspection Hwy 70 employee rear ended.
- Meetings – HR Team Meeting, Division Meeting, Safety Committee Meeting.
- Random drug screens — 1st quarter drug screens, random FMCA drug screens and random breathalyzer tests underway (Trial - Contracting collections).
- Training – 6-hour Dual CEU's for water/wastewater certification. Open to all employees.
- 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. Prepared/repared training equipment for January fire extinguisher training event.