



TOWN OF HILLSBOROUGH

Administrative Services Report

June/July 2022

Budget

- Closed out FY22 from a budgeting perspective.
- Posted a condensed version of the adopted FY23 budget document online. The Budget Team is continuing to build out the remainder of the document in OpenGov and is using this opportunity to update and fresh the look and feel of the data presented.

Communications

- Branding rollout — Checked proofs; updated documents; created or assisted with new templates; worked with graphics artist on remaining logos for divisions and offices.
- Town materials — Completed July and August print newsletters; prepared one-page budget highlights document for website and insertion in July utility bills; prepared budget and rates increases videos; worked on update to social media policy; created coming soon flyer for Stories with HPD in Fairview Park and Gateway Village Apartments; prepared survey for proposed greenway name. Created National Night Out flier; reviewed bid packages.
- Website — Completed new residents page; revised employment information page; created draft requests and complaints page; worked on and completed central permits, licenses and tax compliance page. Reworked pages for Police Department and its divisions, Planning and Economic Development Division, and Public Works Division; drafted requests and complaints page and publications and reports page; updated multiple employee profiles and contact forms for Police Department; updated all third-party software.
- Utilities outreach — Prepared utility rates increases document for July utility bill; created document comparing monthly rate increases to cost of bottled water and inserted into August utility bill; prepared 2021 Water Quality Report and worked on translation; completed update to rates FAQs page and documents with 2022 study data; continued translation for water advisories and notices page and wastewater collection documents; completed translation of 2021 Water Quality Report.
- Other — Prepared several sets of minutes; continued contacting neighborhood associations for inclusion of sustainability plan presentation at meetings; continued planning for academy for the community; continued working on printing of street banners; worked with police on demonstration of virtual training equipment; helped with multiple police inquiries from media; assistant communications manager/web developer and communications specialist attended county WebEOC training; participated in training on minutes and agenda platform (manager and specialist); helped with communications planning for Orange County fiber project; reviewed county COVID-19 booster video; completed first aid and CPR training (specialist).

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

RECRUITMENT AND SELECTION	
Position	Status
Engineering Manager	Open until filled.
Meter Services Technician	Recruitment closed 7/17.

Planner	Recruitment closed 7/17.
Police Officer	Continuous recruitment.
Utility Systems Mechanic	Open until filled.
Utility Maintenance Technician	Open until filled.
Utility Maintenance Technician I (Locator)	Open until filled.
Water Plant Operator (Night shift)	Open until filled.

TOWN OF HILLSBOROUGH
DETAIL ENCUMBRANCE INQUIRY BY ACCOUNT NUMBER

07/01/2022 TO 06/30/2023

FY 2022-2023

			<u>BUDGET</u>	<u>YTD AMT</u>	<u>ENC AMT</u>	<u>REM BAL</u>
10-10-4100-5300-080	TRAINING/CONF./CONV.		20,980.00	0.00	10,425.00	10,555.00
<u>DATE</u>	<u>PO REQ/REQ</u>	<u>PO/INVOICE</u>	<u>CHECK NO</u>	<u>VENDOR NAME/BILL TO</u>	<u>AMOUNT</u>	
07/01/2022	221591	230006		CHAPEL HILL-CARRBORO CHAMBER OF COMMERCE	11,070.00	
07/01/2022	221591	230006		CHAPEL HILL-CARRBORO CHAMBER OF COMMERCE	-645.00	
					<u>10,425.00</u>	
				TOTAL ENCUMBRANCES:	<u>10,425.00</u>	

10-10-4100-5300-530 DUES & SUBSCRIPTIONS			<u>BUDGET</u>		<u>PERIOD TO DATE</u>	<u>ENC AMT</u>
			21,362.00		6,000.00	14,863.00
<u>DATE</u>	<u>MOD</u>	<u>REFERENCE</u>	<u>JE # or VOUCHER#</u>	<u>CHECK#</u>	<u>DEBI</u>	<u>CREDIT</u>
		BALANCE FORWARD				
07/15/2022	AP	HILLSBOROUGH/OC CHAMBER OF COMMERCE	52042	3549	6,000.00	
		MEMBERSHIP RENEWAL - 07/01/22 - 06/30/23				
SUBTOTALS FOR ACCOUNT 10-10-4100-5300-530 :					6,000.00	0.00
					6,000.00	0.00

			<u>BUDGET</u>	<u>YTD AMT</u>	<u>ENC AMT</u>	<u>REM BAL</u>
10-10-4100-5300-530	DUES & SUBSCRIPTIONS		21,362.00	6,000.00	14,863.00	499.00
<u>DATE</u>	<u>PO REQ/REQ</u>	<u>PO/INVOICE</u>	<u>CHECK NO</u>	<u>VENDOR NAME/BILL TO</u>	<u>AMOUNT</u>	
07/01/2022	221547	0		CHAPEL HILL-CARRBORO CHAMBER OF COMMERCE	1,350.00	
07/01/2022	221548	0		N C BLACK ELECTED	65.00	
07/01/2022	221549	0		N C LEAGUE OF MUNICIPALITIES	8,548.00	
07/01/2022	221550	0		SCHOOL OF GOVERNMENT	1,100.00	
07/01/2022	221551	0		TRIANGLE J COUNCIL OF GOVTS	3,500.00	
07/01/2022	221553	0		BANK OF AMERICA NA	300.00	
					<u>14,863.00</u>	
				TOTAL ENCUMBRANCES:	<u>14,863.00</u>	

- Successfully completed the second mandatory upgrade on our SwitchVox phone system. Began configuration for and testing of new features and functionality on the phone system.
- Completed Q2 external security scans and made necessary port and firewall changes to harden detected potential vulnerabilities.
- Identified preliminary building wiring needs for NC86 Facility Remodel project.
- Offboarded Finance Director, Tiffany Long, and onboarded interim Finance Director, Melissa Bishop. Interim Finance Director will be utilizing the Finance.Director@hillsboroughnc.gov email account until permanent Finance Director is hired.

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.
- Worked on workers comp and property/liability renewals to be submitted in May.
- Meetings - HR Team Meeting, Division Meetings, NCDOL monthly meetings, Star Gazers (Department of Labor) Meetings and Ergonomics Meeting.
- Random drug screens — Completed 2nd quarter random FMCA drug screens and completed pre-hire drug screens. On target for 3rd quarter drug screens random FMCA drug screens and completed pre-hire drug screens.
- Safety Committee — Working on completion of incident reviews and working on inspection requirements with Safety Committee members. Establishing IIRRP (Injury Illness Rate Reduction Plan) protocol to track injuries and P&L Claims. All available safety committee members completed safety audits for water plant and public works departments. Working on completion of incident reviews and working on inspection requirements with Safety Committee members.
- Safety equipment — Stocked/distributed/ordered safety gear and distributed updated safety wear.
- Other — Coordinated and held 4 AED/CPR Trainings as well as First Aid Trainings, worked on employee training schedule, workers compensation claims, and general duties concerning Highway 86 building renovation and collected fire extinguisher monthly check sheets.