



TOWN OF HILLSBOROUGH

Administrative Services Report

August 2022

Budget

- Completed lease portion of DebtBook implementation.
- FY23 Adopted Budget is available on the town's website. This is the condensed version. The full version is still being built out in OpenGov.

Communications

- Branding — Updated documents; created or assisted with new templates; worked with graphics artist on remaining logos for divisions and offices and Government 101; reviewed templates for Comprehensive Sustainability Plan.
- Town materials — Completed September print newsletter; finalized draft social media policy update; reviewed awards program documents and recruitment materials; finalized work on street banners, with exception of FAQs.
- Website — Completed requests and complaints page and publications and reports page; added an American Rescue Plan section to the Budget page; revised Innovation, Customer Service and Endurance Awards form; revised Government 101 application form and created a staff interface for processing all types of applications submitted through the website.
- Utilities outreach — Completed draft of FY2022 Wastewater Quality Report and worked on translation; worked on wastewater process chart; included flyer on water advisories and notices in September bill.
- Other — Prepared several sets of minutes; prepared materials for and promoted Government 101; helped with police inquiries from media; helped with communications planning for Orange County fiber project; provided input on purchasing policy; investigated website platform option.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Municode Meetings agenda software implementation
- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Assistant Town Manager/Community Services Director	Recruitment closes Sept. 30; first review of applicants scheduled for Sept. 16.
Environmental Engineering Supervisor	Open until filled.
Meter Services Technician	Recruitment closed 9/7.
Police Officer	Continuous recruitment
Utility Maintenance Technician I (Locator)	Open until filled.
Utility Maintenance Technician I, II or III	Open until filled.
Utility Systems Mechanic trainee, I, II, or III	Open until filled.
Wastewater Plant Operator I, II, or III	Recruitment closes 9/22.
Water Plant Operator I, II, or III (night shift)	Open until filled.

Information Technology

- Continuing to focus on cybersecurity awareness and spam/phishing email test campaigns for employees as these types of cyber threats remain at high level.
- Working through the replacement of 15 MDT laptops in the Police Department squad cars.

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.
- Random drug screens — On target for 3rd quarter drug screens random FMCA drug screens and completed pre-hire drug screens.
- Safety Committee — All available safety committee members completed safety audits for water plant and public works departments. Working on completion of incident reviews and inspection requirements with Safety Committee members.
- Safety equipment — Stocked/distributed/ordered safety gear, distributed updated safety wear.
- Other — Hosted and attended 2 AED Training sessions and 2 First Aid Training sessions; worked on employee training schedule and workers compensation claims; general duties concerning Highway 86 building renovation; collected fire extinguisher monthly check sheets.