



TOWN OF HILLSBOROUGH

Administrative Services Report

August 2023

Budget

- Summer MPA intern Chase Barnhill completed work in early August.
- LEAD for North Carolina Fellow, Marshall Grayson started August 7 and will be with the town for a year.

Communications

- Branding — Worked with public works regarding promotional art for sides of new garbage truck.
- Town materials — Reviewed Employee Engagement Committee materials, text for racial equity index dashboard, Government 101 packets. Created Sandwich with the Safety Guy flyer.
- Website — Worked on finding new website provider and made selection.
- Utilities Outreach — Completed wastewater quality report. Worked on backflow prevention materials and review for revision of utility bills.
- Other — Worked on hiring specialist and made selection. Worked on Government 101 and Engage Hillsborough: Connectivity logistics and with county on issues with zoning map and other links. Helped at police National Night Out event at Fairview Park.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payroll

RECRUITMENT AND SELECTION	
Position	Status
Communications Specialist	Start date: 9/11.
Equipment Operator	Open until filled.
Planner II	Closed 9/4.
Police Officer	Continuous recruitment.
Public Works Intern	Starting mid- Sept.
Senior Customer Service Representative	Start date: 9/25.
Utility Maintenance Supervisor	Closed 8/27.
Utility Maintenance Technician I, II or III	Open until filled.
Wastewater Treatment Plant Intern	Start date: 9/11.

Information Technology

- Testing two new security policies for rollout – 12 character minimum for passwords and computer automatically locking after 15 minutes of inactivity.
- Replaced Board Meeting Room podium computer with a new laptop.
- Continued work on NC86 server upgrade to Server 2019. Current Fleet Management software, RTA, needs to be upgraded to cloud-hosted option before completing the server upgrade.

- Started work on WWTP and Town Hall server replacements.

Safety and Risk Management

- Inspections — Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, Cates Creek Park, Utilities Department visits, WTP visits, WWTP visits, HPD visits, Public Works Department visit.
- Meetings — HR Team Meetings, Division Meetings, NCDOL Meetings, Safety Committee Meeting, 86 Facility Desing Meetings
- Training — New Backhoe Loader Training — Utilities. Ladder Safety and Inspection Training — Distribution / Collection. Policy Review/Incident Reporting Refresher - WTP. Mid — State Lunch and Learn — Aging Workforce.
- Random drug screens — On target for 3rd 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 —Designed SOP (Safe Operating Procedure) for SxS (Side by Side) Operation — Utilities. Designed and fabricated Evacuation Plans and posted in the HPD. 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. Nominated 1 employee for innovation award.