



# TOWN OF HILLSBOROUGH

## Administrative Services Report

January 2024

### Budget

- Budget requests were submitted January 19<sup>th</sup>.
- Budget review meetings start February 6<sup>th</sup>.

### Communications

- Participating in Career Expo planning and promotion.
- Started working with Ridgewalk greenway consultant on communications plan and survey.
- Started working with mayor regarding climate challenge plans.
- Approved final design for new town website.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Employee service milestone awards
- Employee swag/hot chocolate social
- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Police Officer	Continuous recruitment.
Safety & Risk Manager	Closes 2/25.
Stormwater Technician	Start date: 2/12.
Utility Systems Mechanic	Open until filled.

### Information Technology

- Updated incident response plan for information services. Plan is in review stage with our security program, InfoSec. Mock test dates to be scheduled in the next few months.
- Audio improvements for the Annex Board Meeting Room have been completed.
- Working with CityWorks, Cartegraph, Brightly, and CivicPlus to get asset management/workflow demos scheduled. Planning to get the demos scheduled during the month of February.
- Assisting police department with CJIS security training and background check policy for employees, contractors, and vendors.
- Working with SRFax to implement an efax service for the Town Hall campus. Efax service will be expanded to all departments over the next few months.
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### 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.

- Meetings – HR Team Meeting and Division Meeting.
- Random drug screens — 1<sup>st</sup> quarter drug screens, random FMCA drug screens and random breathalyzer tests underway (Trial - Contracting collections).
- Trainings – nine “Hands on Trainings” performed using live fire extinguishers.
- 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.