



TOWN OF HILLSBOROUGH

Administrative Services Report

April 2023

Budget

- FY24 budget will be presented May 8.
- Public Hearing will be held May 22.

Communications

- Engage Hillsborough — Held first Engage Hillsborough event, with focus on safety discussion on April 29. Ten areas of town government and Fire Department were represented. Just over 20 adults and about 8 children participated. Evaluations have been sent to staff and participants. Lead staff will debrief and present to the board in June.
- Website — Fixed mobile menu access and worked on search improvements.
- Utilities Outreach — Created small insert of irrigation requirements and calling 811 before digging; featured Water and Sewer Advisory Committee Vice Chair Saru Salvi for National Volunteer Month; worked emergency water main break, issuing low system pressure advisory and OC Alerts notification on April 6 and 7; issued notice of sewage spill on April 12; promoted registering for OC Alerts.
- Other Outreach — Created and printed gigabit fiber and OC Alerts postcards in English and Spanish for distribution to community members by police, public works and utilities staff for public distribution and at public places.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.
- Quarterly Employee Newsletter.

RECRUITMENT AND SELECTION	
Position	Status
Accounts Payable Technician	Closed 4/30.
Customer Service/Senior Customer Service Representative	Closed 4/26.
Equipment Operator I	Closes 5/3.
Police Officer	Continuous recruitment.
Public Works Intern	Closes 5/14.

Information Technology

- All in person sessions of the 2023 annual IT security awareness training have been completed. A video version of the training will be made available for those who were unable to attend the training sessions in person. The email containing the information needed to view the recording and complete the quiz will be sent out during the first week in May.

Safety and Risk Management

- Inspections — Gold Park, Turnip Patch Park, Murray Street Park, Hillsborough Heights Park, Cates Creek Park and forwarded recommendations (work orders). Forwarded safety inspection results to departments.
- Meetings – HR Team Meetings, Division Meetings, NCDOL Meetings Engage Hillsborough Meetings x 2, Community Safety Meeting, Playground Safety Meeting.
- Training – NCLM Faster is Slower Drivers Training.
- Random drug screens — On target for 2nd quarter drug screens random FMCA drug screens and completed pre-hire drug screens.
- Safety Committee — Incident reviews continue, working on inspection requirements and responsibilities with new Safety Committee members. Compiling data for the Injury and Illness Rate Reduction Plan (IIRRP) for NC Department of Labor.
- Safety equipment — Stocked/distributed/ordered safety gear generally and distributed updated safety wear and supplies.
- Other — Worked on employee training schedule, workers compensation claims, P&L claims and general duties pertaining to the Highway 86 building, collected fire extinguisher monthly check sheets.