



TOWN OF HILLSBOROUGH

Administrative Services Report

November 2022

Budget

- FY24 Budget Kickoff was November 9.
- Capital Improvement Plan requests are due December 9.

Communications

- Town materials — Added FAQs to website on display of flags.
- Website — Added capability for sitewide banner page alerts; made code improvements to the town facilities reservation system to match security features of the rest of the website; replaced web server with one that has all software freshly installed and up to date; organized code to facilitate the website being maintained by a contractor. Web developer/assistant communications manager resigned his position, with last day to be Dec. 6.
- Utilities outreach — Drafted Q&A to be added to website on black residue in water fixtures.
- Other — Reserved Whitted Human Services Center rooms for community engagement meeting on safety for 3 to 5 p.m. April 29.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Processed biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Finance Director	Open until filled. Assessment center scheduled 12/9.
Planner	Recruitment closed. Start date 1/3/2023
Plant Maintenance Mechanic I	Recruitment closed. Start date 12/19
Police Officer	Continuous recruitment.
Utility Maintenance Technician I (Locator)	Open until filled.
Utility Systems Mechanic trainee, I, II, or III	Open until filled.
Wastewater Plant Operator I, II, or III	Recruitment closed. Start date 12/5.
Water Plant Operator I, II, or III (night shift)	Open until filled.

Information Technology

- No updates.

Safety and Risk Management

- Inspections — Completed annual fire extinguisher audit for entire town including all departments and facilities. Inspections at 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, Budget kickoff.

- Random drug screens — On target for 4th quarter drug screens random FMCA drug screens and completed pre-hire drug screens - breath alcohol test performed.
- Safety Committee — All available safety committee members completed/updated 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 generally and extra gear for parade and distributed updated safety wear and supplies.
- Other — Participated in the department's file organization effort. Working on NCDOL Star annual report. Worked on employee training schedule, workers compensation claims, and general duties concerning Highway 86 building renovation and collected fire extinguisher monthly check sheets.