



TOWN OF HILLSBOROUGH

Administrative Services Report

April 2025

Budget

- Continue budget balancing. FY26 budget to be presented at May 12 board meeting.
- Water and Sewer rate structure analysis is underway.

Communications

- Reviewed materials regarding loss of Building Resilient Infrastructure and Communities.
- Added parking study page and drafted and updated additional pages.
- Working with consultants on parking study and Unified Development Ordinance rewrite.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Bi-weekly payrolls.
- Quarterly employee newsletter.

RECRUITMENT AND SELECTION	
Position	Status
Billing and Customer Service Specialist	Closed 4/6.
Graduate Intern – Police	Started 4/21.
Graduate Intern – Admin.	Start date: 6/2.
Information Technology Manager	Assessment center completed 5/1.
Part-Time Customer Service Representative	Started 4/21.
Police Officer	Continuous recruitment.

Diversity, Equity and Inclusion

- Keeping up to date with the status of House Bill 171 Equality in State Agencies/Prohibition on DEI.
- Continued collaboration with DEI leaders throughout the state.

Information Technology

- IT Security Awareness Training will be taking place in May.

Safety and Risk Management

- Completed North Carolina extreme heat cohort program. State was requiring all counties, cities and towns to develop a extreme heat plan for their jurisdictions. Over 17 weeks, members from Orange County, Chapel Hill, Carrboro and Hillsborough developed a county-wide program that will be rolled out this month.
- FY26 insurance renewal applications were filled out and sent to the N.C. League of Municipalities.
- Monthly town-wide Safety Committee meeting was held.