



TOWN OF HILLSBOROUGH

Administrative Services Report September 2025

Budget

- Tyler and OpenGov integration work continues.
- Raftelis water and sewer rate study continues.
- FY26 Community Reinvestment contracts have been executed and funds dispersed.

Communications

- Website — Added OC Alerts “active alerts” maps for water system and Orange County to the About Water Alerts page. Plan to change the page to Emergency Alerts.
- Utilities Outreach — News release on Preparedness Month. Bill message on Wastewater Quality Report and OC Alerts. Bill insert on OC Alerts and how to sign up for town water and sewer alerts.
- Other — Hosted Communicators Work Group quarterly meeting on Tropical Storm Chantal response, with senior specialist on panel. All communication method platforms have increased in subscriptions except X, which has shown continued decline since the second quarter of Fiscal Year 2025 (October-December 2024).

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Processed biweekly payroll and merit increases.

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator	Recruitment extended.
Information Technology Manager	Start date: 10/20.
Police Officer	Continuous recruitment.
Utility Systems Mechanic	Started 9/3 & 9/15.
Utility Maintenance Technician	Start date: 10/6.

Diversity, Equity and Inclusion:

- Continuing to keep up to date with status of House Bill 171 Equality in State Agencies/Prohibition on DEI.

Information Technology

- Developing onboarding plan for incoming IT manager.
- Providing support on integration between budget and finance systems.

Safety and Risk Management

- We held our monthly Safety Committee meeting where the main topic of discussion was regarding the roll out of safety training in 2026.