



TOWN OF HILLSBOROUGH

Administrative Services Report

November 2024

Budget

- CIP requests submitted for FY26.
- Operating budget requests due December 13.

Communications

- Website — Created pages not transferred from former site: About Water Advisories and Notices and Volunteer and Support. Drafted Winter Weather Resources and Storm Resources pages to continue eliminating bulk of PDFs online. Updated Ready Hillsborough page.
- Utilities Outreach — Facilitated Spanish translation of pipe identification flyer and letter on unknown water service lines. Bill insert and message on alerts campaign.
- Other — Started Get the Alert campaign to update OC Alerts contact information and increase subscriptions. Completed stormwater video on Odie Street Green Infrastructure Project. Helped in planning process for equity plan and winter weather emergency management kickoff. Attended Communicators Work Group meeting on crisis communications.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Bi-weekly payrolls
- Fulfilled 2 significant public records requests.

RECRUITMENT AND SELECTION	
Position	Status
Administrative Services Specialist – Utilities	Started 11/18.
Customer Service Representative – part-time	Recruitment on hold.
Diversion Social Worker	Closed 11/10.
Equipment Operator	Closed 11/3.
Meter Services Technician	Closes 12/15.
Police Officer	Continuous recruitment.
Utilities Inspector	Internal promotion effective 12/2.

Diversity, Equity and Inclusion:

- Continued collaboration with Central Pines Regional Council to prepare for the kick-off meeting on January 9.
- Continued collaboration with the OneOrange team including continuous improvements to the data dashboard and working to develop a countywide racialized history project.

Information Technology

- Completed kick off meeting for Brightly Asset Essentials project for Public Works. Project is underway.
- Continued work with our vendor, MCCI, on the HR records retention Laserfiche project.

- Continued installation and configuration work for the Wastewater Treatment Plant security camera replacement and front gate access control upgrade.
- Installation of hand holes/vaults for town fiber conduit over the Eno River has been completed.
- Completed Technical Security Audit for the Police Department's 2023-2024 SBI DCIN audit.

Safety and Risk Management

- Completed quarterly DOT and random drug testing for the town.
- Held our monthly townwide safety committee meeting and walked the Water Treatment plant.