



# TOWN OF HILLSBOROUGH

## Administrative Services Report

April 2024

### Budget

- Rate Model – Continued development and refinement of the model.
- FY25-27 Budget – Continued budget balancing efforts.

### Communications

- Website — Contracted with Monsido for web accessibility application. Trained and started working on new site. Launch will need to be in June at earliest. Specialist created new intranet on SharePoint and is working with Human Resources on it.
- Training — Specialist attended plain language workshop at School of Government.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Bi-weekly payrolls
- Quarterly employee newsletter

RECRUITMENT AND SELECTION	
Position	Status
Administrative Support Specialist –Utilities	Closes 5/19.
Equipment Operator I	Closed 4/9. Offer pending.
Meter Services Technician	Start date: 5/20.
Police Officer	Continuous recruitment.
Safety & Risk Manager	Start date 6/17.
Senior Customer Service Representative	Interviews completed 5/3.

### Diversity, Equity and Inclusion

- Continuing to test and make revisions to the equity assessment lens.
- Continued collaboration with the One Orange team, with current focus on enhancing the data dashboard and developing a countywide racialized history document.

### Information Technology

- 2024 IT Security Awareness Training dates are scheduled for May 21 and June 12, 2024. There will be two in-person sessions held both dates with one recorded session to be made available for individuals who are unable to attend any of the in-person sessions. Training sessions will be held in the Board Meeting Room. Session times are May 21 – 9:30 -11 am and 1:30 – 3 pm and June 12 – 10 – 11:30 am and 1 – 2:30 pm.
- Hosted onsite visit with NCDIT for the fiber project cost estimates.
- Hosted onsite visit with A3 for the building access and security project cost estimates at WWTP.
- Completed asset management solution demonstrations with Brightly and Cityworks. Final first round demonstration with Cartegraph was held Thursday, May 2.

## **Safety and Risk Management**

- Safety and Risk Manager David Moore's last day of employment was April 30. His successor is scheduled to start June 17, 2024.