



TOWN OF HILLSBOROUGH

Administrative Services Report

May 2025

Budget

- May 12 - Budget presented to town board
- May 19 - Public Hearing and Budget Workshop #1
- May 27 – Budget Workshop #2

Communications

- Branding — Provided branding materials to consultants and county heat action task force. Worked with consultant and planning on branding for Unified Development Ordinance rewrite.
- Town materials — Reviewed and created materials on proposed budget and drafted budget video scripts.
- Website — Created project page for Unified Development Ordinance rewrite. Updated Contact Us page to provide contact form categories for police on the landing page. Updated budget-related pages to include proposed budget information. Working on reducing PDFs for accessibility.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Billing and Customer Service Specialist	Start date: 6/16.
Graduate Intern – Admin	Start date: 6/2.
Information Technology Manager	Readvertised. Closes: 6/17.
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

- Mandatory IT Securing Training conducted May 27 and 28.
- IT Manager position recruitment is live.

Safety and Risk Management

- Held the monthly town-wide Safety Committee Meeting.
- Completed the North Carolina Office of Recovery & Resiliency/Department of Climate 17-week Extreme Heat Awareness Planning program.
- Rolled out the County/Town Heat Awareness Program