



TOWN OF HILLSBOROUGH

Administrative Services Report

June 2024

Budget

- FY25 budget adopted.
- W&S Rate Model completed.

Communications

- Branding — Reviewed wrap on utilities trailer.
- Town materials — Completed updated cemetery signage. Designed and completed updated park signage. Drafted budget video scripts for property tax, stormwater fee and water and sewer rates increases. Shot and produced property tax reel. Reviewed updates for water and sewer rates page and documents.
- Website — Launched new website on June 17. Continued working on final round of testing, issues with URLs from former site and for documents and external sites, issues with receiving emails from site.
- Utilities Outreach — Reviewed Water Quality Report. Bill insert on drinking water process.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Administrative Support Specialist- Utilities	Closed 5/19. Dept. reviewing applications.
Planning Technician	Closes 7/7.
Police Officer	Continuous recruitment.
Safety and Risk Manager	Starts 7/1.
Utilities Intern	Closed 6/2. Offer pending.

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

- Completed in-person sessions of 2024 IT Security Awareness training. Recording and quiz will be made available for those unable to attend in-person sessions by July 1st.
- Completed Spectrum service transfer to new PD training facility.
- Project prep work with A3 Communications for upgrading security camera, gate access, and building access control at WWTP.

Safety and Risk Management

- No updates.



TOWN OF HILLSBOROUGH

Administrative Services Report

July 2024

Budget

- Began FY24 audit prep work.
- Began work on final FY25 budget document.
- Continued FY24 closeout and FY25 budget rollout.

Communications

- Town materials — Designed signage for skate spot and graffiti area. Shot and produced budget videos for stormwater fee and water and sewer rates increases. Started plan for OC Alerts subscriptions campaign.
- Website — Updated gigabit fiber construction page. Continued training staff and working on final round of testing and improvements to new website. Started creating style and instruction guide. Started training on web accessibility and quality assurance dashboard use.
- Utilities Outreach — Bill insert on increases in water and sewer rates in English and Spanish. Bill message on rate increases, minimum usage decrease and Water Quality Report.
- Other — Training included “60 Ideas in 60 Minutes” from national communications association and emergency management team tabletop exercise.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Administrative Support Specialist- Utilities	Closed 5/19. Dept. reviewing applications.
Planning Technician	Closes 7/7. Interviews scheduled.
Police Officer	Continuous recruitment
Safety and Risk Manager	Started 7/1.
Utilities Intern	Started 7/22.

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

- Received fiber project phases plan from NCDIT. Completed final walk-through of all proposed fiber locations. NCDIT to begin request for quotes process.
- Completed CentralSquare upgrade for police department.

- Continued work on low voltage and building access and security requirements for Adron Thompson remodel project.
- Completed Brightly Asset Essentials deeper dive demonstration. Completing final tasks in vendor selection process.

Safety and Risk Management

- No updates.