



# TOWN OF HILLSBOROUGH

## Administrative Services Report

October 2025

### Budget

- FY27 budget development has begun. Capital Improvement Plan requests are due mid-November.
- Water & Sewer rate structure study is on-going.

### Communications

- Website — Changed about Water Alerts page to Emergency Alerts page.
- Utilities Outreach — Bill message on irrigation rules and water theft. Bill insert on spray irrigation and calling 811 before digging.
- Government 101 —
  - Statistics — Attracted 35 applicants and engaged 29 participants (30 and 24, respectively, in 2024). Had 23 participants miss two or fewer sessions (22 in 2024).
  - Changes included — Starting with transportation planning and communications. Ending with a panel discussion with elected leaders on decision-making and adding dinner to the last session. Increasing sessions from seven to eight.
  - Changes we are considering — Returning to shorter sessions, with most reduced to 1.5 hours instead of 2. Returning to providing a staff overview of the town's structure at the first session, with Strategic Plan and Community Survey included. Returning to a session that combines public space, sustainability and transportation planning.

### Fleet Maintenance

- No updates.

### Human Resources/Town Clerk

- Biweekly payroll.
- Quarterly employee newsletter.
- Annual employee appreciation picnic.

RECRUITMENT AND SELECTION	
Position	Status
Equipment Operator I	Job ad closed 10/28.
Information Technology Manager	Started: 10/20.
Police Officer	Continuous Recruitment.
Utility Maintenance Technician I	Started 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

- New IT Manager, Chris Johnston, being onboarded and is getting up to speed on active projects and other IT operational needs.

## **Safety and Risk Management**

- Completed the second quarter DOT & Random drug testing.
- Completed the first quarter Safety & Risk Quarterly Report.
- Updated and uploaded the new Safety & Risk Incident Reporting forms onto the share drive.
- Updated and uploaded the new Volunteer Waiver form onto the Share drive.