



Administrative Services Report

March 2026

Budget

- Nonprofit Program funding requests were due March 31, 2026.
- Continued FY27 budget balancing.

Communications

- Website — Added updated policy for nonprofit partnerships. Updated pages for the projects that were to receive funds from the FEMA Building Resilient Infrastructure and Communities program. Added maps from DriveNC and National Weather Service’s Raleigh office to the Emergency Alerts page.
- Engagement — Assisting Police Department with Community Police Academy needs. Assisting Orange County Arts Commission with promotional needs for Independence Day celebration. Delivered newcomer brochures to apartment complexes and real estate agents.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.
- Innovation and Service Excellence awards review 3/26.

RECRUITMENT AND SELECTION	
Position	Status
Customer Service Representative (Part-Time)	Closes 4/6.
Equipment Operator	Closes 4/15.
Police Officer	Continuous recruitment.
Utility Maintenance Technician	Started 3/23.
Water Plant Operator (night shift)	Closed 3/30.

Information Technology

- AI Memo moved to Board for review
- Fiber Rollout Memo moved to Board for review
- Physical Security vendor identification for Hillsborough Town Hall Campus (Admin, Barn, Stormwater, Cemetery), Police Department (HQ, Annex)
- Network Equipment refresh rollout – 5 of 7 sites
- Password Manager Rollout wrap up
- Tech Survey - 62 results gathered from 114 employees – great feedback on areas to improve
- Department, Division, Building mailing groups created – Additional cleanup of existing environment to come (Board, TownBoard, Board of Commissioners already complete)
- Rewiring tech closets for identification, labeling, and ease of support – Town Hall Annex complete

Safety and Risk Management

- 20 employees were trained in CPR/AED/First Aid during the month.