



TOWN OF HILLSBOROUGH

Administrative Services Report

March 2025

Budget

- Budget balancing continues.
- Orange County presented on reval process at March workshop.

Communications

- Website — Pest management information added to Sustainability Initiatives page. Parking study project page drafted. Working on updates to police webpages and other project pages.
- Other — Working with planning and consultant on parking study materials (survey, mapping exercise, project page, news release). Sharing information on county's revaluation. Working on emergency management improvement tasks. Preparing for meeting accessibility standards on websites and mobile apps.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.

RECRUITMENT AND SELECTION	
Position	Status
Billing and Customer Service Specialist	Closed 4/6.
Graduate intern – Police	Start date: 4/21.
Graduate Intern – Administration	Start date: 6/2.
Information Technology Manager	Closed 3/23; phone interviews scheduled.
Part-time Customer Service Representative	Start date: 4/21
Police Officer	Continuous recruitment.

Diversity, Equity and Inclusion

- Following and keeping up to date with the progress of House Bill 171 Equality in State Agencies/Prohibition on DEI.
- Continued collaboration with DEI leaders throughout the state.

Information Technology

- No updates.

Safety and Risk Management

- Completed the quarterly random and CDL drug testing.
- Renewed our commitment to the Carolina Star Program.