



Administrative Services Report April 2026

Budget

- Nonprofit partnership public hearing and application review as held at April workshop.
- Budget balancing continues.

Communications

- Emergency Management — Working to implement internal alerts system for employees.
- Website — Updated Water Conservation page and added page link to Services menu (under Water and Sewer Services). Created charts on reservoir level and days of water supply remaining. Updated online parking map.
- Other — Working with Orange County Arts Commission on materials for Independence Day celebration.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Biweekly payrolls.
- Quarterly employee newsletter.

RECRUITMENT AND SELECTION	
Position	Status
Customer Service Representative (Part-Time)	Interviews scheduled.
Equipment Operator	Closes 5/17.
Police Officer	Continuous Recruitment.
Wastewater Plant Operator	Closed 5/3.
Water Plant Operator (night shift)	Start date: 5/18

Information Technology

- Information Technology Intern selected for summer semester
- Per request, fiber project canceled, working with vendors to select fiber provider for all town sites
 - Also looking to incorporate parks (Cates Creek, Gold Park)
- AI policy finalized, working on training for staff, AI inventory, next steps with vendor requirements

Safety and Risk Management

- Workers' comp insurance renewals completed and submitted.
- 23 employees trained in CPR/AED/first aid.