



Administrative Services Report

October 2024

Budget

- Held FY26 Budget Kickoff
- Capital Improvement Plan requests due November 8.

Communications

- Website — Corrected issue with receipt of website forms. Vendor is working on fixing bug in forms system. Added Vision Zero policy and other traffic safety information to Street Standards page. Added resolutions to Proclamations page.
- Utilities Outreach — Finalized materials for lead and copper rule outreach.
- Other — Completed Government 101. Senior specialist and manager attended plain language workshop. Specialist served as public information officer in Avery County emergency operations center related to flooding. Worked with county regarding OC Alerts updates and responsibilities. Town staff will only issue notices about water and sewer service. Alerts about other issues within town will be sent by county emergency staff with the alert text vetted by the issuing agency, department or division. County emergency staff will share town social media about the issue. Helped with green infrastructure project sign and video.

Fleet Maintenance

- No major updates.

Human Resources/Town Clerk

- Bi-weekly payrolls

RECRUITMENT AND SELECTION	
Position	Status
Administrative Services Specialist- Utilities	Start date: 11/18.
Customer Service Representative – part-time	Interviews held.
Diversion Social Worker	Closes 11/10.
Equipment Operator	Closed 11/3.
Police Officer	Continuous recruitment.
Utilities Inspector	Closed 11/3.
Utilities Maintenance Technician I	Start date: 10/7.

Diversity, Equity and Inclusion:

- Finalized proposal with Cental Pines Regional Council to develop an Equity Plan. Internal staff kick-off meeting is scheduled for January 9.
- Continued testing of equity lens.
- Continued collaboration with the OneOrange team including continuous improvements to the data dashboard and working to develop a countywide racialized history project.

Information Technology

- Brightly Asset Essentials project kick-off meeting for Public Works has been rescheduled for November 7th to accommodate the staff that was in Western North Carolina.
- Completed onsite physical security phase work on the NIST quantitative security baseline assessment. Security assessment process is scheduled to conclude late in November.
- Continued work with vendor, MCCI, on the HR records retention Laserfiche project.
- Equipment installation and configuration for the Wastewater Treatment Plant security camera replacement and front gate access control upgrade is underway.
- Completed annual review of Spectrum services. Upgrades to service and connectivity speed will be completed over the next few months at various facilities.

Safety and Risk Management

- Audit was completed on town-owned properties to update the listings given to the NCLM for accurate insurance coverage.
- Monthly town Safety Committee meeting was held at Public Works where the committee walked the facility for safety concerns.
- Annual Safety Shoe event was held where all eligible employees received new safety shoes.
- Supplied personal protective equipment supplies to town crews assisting with Hurricane Helene response.