

Administrative Services Department

FY24-26 Priorities

Human Resources

- Diversity, Equity, and Inclusion efforts
 - o Racial Equity Action Plan
- Training program (general employees, supervisor, etc.)
- Employee handbook updates – catch up and get back on a regular update schedule
- Increased focus on promoting safety culture

Information Technology

- Phone system upgrade assessment
- Facility remodeling – IT integration in new and renovated facilities
- Building security and access
- Infrastructure upgrades

Communications

- Additional community surveying
- Community conversations/other community engagement
- Website
- Evaluate ways to streamline operations
- Photo inventory

Budget

- Budget document
- Strategic plan
- Financial software conversion

Clerk

- Remote participation policy
- Municode board management portal
- Electronic records policy and implementation plan

15%

Daily Work

85%

Important, No Capacity

- Employee engagement, including focus on employee wellness
- “Stay” interviews
- Performance data

0%