

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 evaluation
- 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
- Advisory board orientation packet

Fleet Maintenance

- Assess options for servicing larger vehicles (i.e. length or weight) that currently exist within the town's fleet as well as those that are anticipated to be added.

Daily Work

Important, No Capacity

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

15%

85%

0%