



Administrative Services Report

January 2025

Budget

- Held budget review meetings and started budget balancing.
- Continued collecting data for Raftelis rate structure study.
- Continued non-profit process research, discussion and policy revisions.

Communications

- Website — Continued work on converting PDFs to page content for accessibility.
- Utilities Outreach — Included bill insert and message on annual chlorine disinfection.
- Other — Launched Bluesky social media account. Continued Get the Alert campaign to increase OC Alerts subscriptions and ensure registrations are updated. Specialist and senior specialist completed basic public information officer training.

Fleet Maintenance

- Helped Public Works prepare for winter weather events.

Human Resources/Town Clerk

- Biweekly payrolls.
- Quarterly employee newsletter.

RECRUITMENT AND SELECTION	
Position	Status
Graduate Intern	Closes 2/23.
Meter Services Technician	Start date: 2/10.
Part-time Customer Service Representative	Closes 2/9.
Police Officer	Continuous recruitment.

Diversity, Equity and Inclusion

- Held the equity plan kickoff meeting on January 9.
- Held the first expanded internal DEI Core Team meeting held on January 23.
- Continued collaboration with Central Pines Regional Council regarding next steps for the development of the town’s equity plan.
- Continued collaboration with the OneOrange team.

Information Technology

- Completed discovery phase for Brightly Asset Essentials project for Public Works. User training is scheduled for February 11. Account administrator training date is to be determined.
- Completed HR records retention Laserfiche project.

Safety and Risk Management

- Developed the town’s safety training calendar. Every month there will be a safety training topic, and employees will be assigned courses based on job assignments.

- As part of the town's Emergency Operations Team winter weather kickoff, a winter weather safety training and handout was rolled out.