



Administrative Services Report September 2024

Budget

- Began discussions with Raftelis on evaluating the town’s current minimum usage rate structure vs a base rate approach.
- Prepared for FY26 Budget Kickoff on October 1st.

Communications

- Website — Created pages for lead and copper rule information. Added fair housing links and information to service finder. Wrote meta descriptions for high traffic pages to increase search engine optimization.
- Utilities Outreach — Developed and edited materials for lead and copper rule outreach.
- Other — Started Government 101 with sessions Sept. 12, 19 and 26. Worked with county on updates to OC Alerts site pages. Contracted with photographers for photos of water/sewer facility and treatment plants and of skate spot opening, art and graffiti park and Cates Creek Park.

Fleet Maintenance

- No updates.

Human Resources/Town Clerk

- Bi-weekly payrolls
- Public records request

RECRUITMENT AND SELECTION	
Position	Status
Administrative Support Specialist- Utilities	Start date: 11/18.
Customer Service Representative – part-time	Interviews held – offer pending
Police Officer	Continuous recruitment.
Utilities Intern	Started 9/18.
Utilities Inspector	Closes 10/27.
Utility Maintenance Technician I	Start date: 10/7.

Diversity, Equity and Inclusion:

- Finalized proposal with Central Pines Regional Council to develop an Equity Plan.
- 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 has been selected as the town’s asset management solution. Project kick-off meeting for Public Works has been scheduled for October 9th.
- Completed phase one on the NIST (National Institute of Standards and Technology) quantitative security baseline assessment. Security assessment process will last approximately 6 – 8 weeks.
- Completed requirements gathering phase for the HR records retention Laserfiche project.

- Completed electrical work for the Wastewater Treatment Plant security camera replacement and front gate access control upgrade. All equipment has been ordered and will be scheduled for installation upon arrival.

Safety and Risk Management

- Audit was completed on the town's fleet vehicles to update inventory for accurate insurance coverage.
- Quarterly NCDOT and Random employee drug and alcohol testing was completed.
- Monthly town-wide Safety Committee meetings have been held.
- Safety Committee is inspecting one town facility monthly for health and safety issues.
- Inventory of personal safety equipment was conducted to ensure PPE is available for employees when needed.