

Town of Indian Trail

To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: November 6, 2020
Subject: Manager's Report for the week ending November 6, 2020



I am pleased to send you an update of our recent activities. Please contact me if you have questions or need additional information. Please note that Town offices will be closed on Wednesday, November 11, in honor of Veterans Day. Your next report is scheduled for November 20.

Administration

- We are currently in the process of filling a vacancy for the second Code Enforcement position.
- Our newest employee, Bryan Johnson, was hired on October 12 as a Maintenance Technician within our Public Works Department.
- Our Human Resources Consultant, Susan Manning, will present the results of the Pay and Classification Study at the Board's meeting on November 10, and the study is scheduled for approval at the meeting in December.
- October was Breast Cancer Awareness Month. Throughout the month, staff raised money for the Firefighters for the Cure Charity. A total of \$235.00 was raised by staff. Staff wore pink on Wednesdays and Thursdays to show our support for Breast Cancer Awareness month.
- Carey Warner, Department Heads, and I are currently updating the Annual Performance Review process. The strategy is to have a system that is easier to administer and more interactive with the employees.
- Staff has engaged in numerous training activities to include: Diversity and Inclusion, ADA, and Transitioning Employees Back into the Workforce After COVID-19 and Wellness.
- We are exploring options to upgrade the AV equipment in the Council's Chamber so that virtual/Zoom meetings may be conducted as needed. We have received an initial quote and are reviewing options with the vendor. Updates will continue to be provided as we move through the process.
- A Town's Nextdoor account has been launched. Nine posts have been issued with an average of 1000 impressions. In addition to Nextdoor, our social media platforms include Facebook, Twitter, and Instagram.
- Throughout November, Abbey will be working with Adam and Pam to communicate information on the solid waste rerouting project which will include multiple social media posts. If Council Members feel inclined, it would be helpful if they shared this information with their social networks as well.
- Kathy Queen and I are in the process of reviewing various Town policies and developing a master schedule for presenting those policies to Council for consideration.

Tax and Finance

- We are steadily receiving property tax payments with mortgage company payments accelerating within the next two weeks.
- We have been successful in collecting the largest delinquent account from the 2019 tax year and have established a payment plan to collect three additional accounts that have been delinquent for many years.
- The FY19-20 Audit has been completed pending Local Government Commission's (LGC) approval and will be presented by the auditor at the January 12 Council meeting.
- Through September 30, 2020, we have received \$501,397 of the total approved amount of \$506,596 in Cares Act Funding from Union County. Most the funds have been used for reimbursement.

Planning

- On February 19, 2020, the Union County Sheriff's Office shut down an Electronic Gaming Facility at 3816 Sardis Church Road. Recently, we became aware that a similar facility was attempting to open at 5824 US Hwy 74. Both Captain James and Brandi Deese have been in touch with the owner, and Ms. Deese has explained to the tenant that the operation is prohibited due to the distance restriction described in the UDO. The Town has strong restrictions pertaining to Electronic Gaming Facilities. I have asked Brandi to research and determine if additional restriction may be practical.

Public Works

- Staff is continuing to prepare for the solid waste re-routing which is set to begin November 30. Staff is focusing on doing a great deal of outreach to the community.
- Staff will begin installing Christmas lights next week.
- Staff is currently working on stormwater projects in Brookhaven, Indian Brook and Bonterra.
- Adam McLamb is leading the research and evaluation of a new Work Order and Asset Management System. This work is being coordinated with several of the Town's departments. An automated system would allow the Town to have better records, better accountability, and better feedback of requests received.

Engineering

- Bonterra paving is scheduled to begin next week.
- Advertisements for Indian Trail Park stormwater improvements were issued today.

Parks and Recreation

- The Parks and Recreation Department worked with the VFW and American Legion in Indian Trail to host a virtual Veteran's Day Ceremony. The ceremony will be available on social media on Wednesday, November 11.