

Town of Indian Trail

To: Mayor & Town Council
From: Mike McLaurin, Town Manager
Date: December 18, 2020
Subject: Manager's Report for the week ending December 18, 2020



I am pleased to send you an update of our recent activities. Your last report was issued on November 25, 2020. Please contact me if you have questions or need additional information.

Please note that Town offices will be closed on Thursday, Friday and Monday (December 24th and 25th and 28th) in observance of Christmas.

Administration

- The Indian Trail Blood Drive is Tuesday, Dec. 22, from 9 a.m. to 1 p.m. at Carolina Courts. If they haven't already and would like to, there are still spots available. They can register at www.redcrossblood.org and use sponsor code Indian Trail.
- An offer of employment was extended to a candidate for the Code Enforcement position and we are continuing to recruit for Maintenance Technician positions in Public Works.
- The HR Director and Communications Coordinator are working on an Employee Intranet page to provide employees with an easily accessible place to locate HR forms and documents. This should improve efficiency in getting and processing documents.
- Staff is continuing to receive COVID 19 updates and we are working to insure that everyone is properly masked.
- Work has begun to implement the new approved pay plan with staff meetings occurring within the very near future.
- Work is continuing on updating the Town's personnel policies which will be submitted to the Board for approval.
- The next newsletter is scheduled to be released on December 28th.
- The Town Manager and Communications Coordinator have reviewed and approved a proposal to improve virtual capabilities for the Council Chambers. The Board will be briefed once a completion date is established.

Tax and Finance

- Tax payments are still going in at a normal pace
- The Local Government Commission has approved our FY 20 audit and the auditor will present this audit at your January 12th meeting.

Planning

- The Glenhurst Community Meetings went well. This project will move forward to Planning Board on January 19th and then to Town Council on February 23rd.
- Board review on the new UDO will be rescheduled for some time in January.

Public Works

- Key staff under the leadership of the Public Works Department has undertaken an evaluation of two work order systems with a recommendation to the Town Manager. The Town Manager has approved staff's recommendation. This new system will allow staff and the public to better track various work order requests.
- Staff has been making various stormwater and road repairs.
- Installed new flagpole at CSP near turf field

Engineering

- FY 20/21 Fall Resurfacing Contract has been mostly completed. It is expected that work on any punch list items will begin next week.
- Indian Trail Park Stormwater Improvements contracts have been executed with work expected to begin in January 2021.
- Sardis Roundabout's contractor has reported that the punch list items have been completed. Town staff will verify and close out project soon.
- 1st Avenue Pond and Pump Station - awaiting arrival of the storm water pump.
- 1st Avenue Stormwater and Roadway Improvements -we are in the early design stages for stormwater and roadway improvement. We anticipate that the design work will be completed in the Spring.
- FY20/21 Spring Resurfacing Contract – staff is beginning work on our next paving contract with a Town Manager briefing in January.

Parks and Recreation

- Santa Cruise Thru was held on Sunday, December 6th and toured Santa around Indian Trail. Santa was able to visit or drive by 20+ neighborhoods and bring cheer to thousands.
- 800 Letters From Santa have been sent out to the community.
- 100 families and children were able to Zoom with Santa and spend time with him in his workshop. 96.88% of respondents who participated indicated that it was an "Excellent" or "Very Good". 100% of respondents said that they would participate in Zoom with Santa in 2021, even if they were able to visit Santa in real life; participants liked how personalized the experience was.
- Coco with Mrs. Clause will be released on 12/18.
- Our holiday offerings have introduced us to hundreds of new families that we did not have the ability to communicate with. This will allow us to educate those community members about Town offerings in the future.
- North Carolina Recreation and Parks Virtual Parks and Recreation Conference was hosted in December. All P&R staff will have the ability to review educational sessions to further their education and training.