

City Manager's Report



February 6, 2014

Council Letter No. 14-018

FY13 Audit: Anticipate presentation February.
FY15 Budget Retreat: Starting at 2 PM on May 1, agenda development underway
Enhanced Enterprise Zones: To schedule presentation to Council with JCEDC
Financial Management Policies: Updating City Purchasing, Bidding & Contract Policies presented February.
Firefighter Union Collective Bargaining: Waiting on Union
FY15 Budget: Planning Process Underway. Anticipate some Performance Measurements
Grant Writing/Art Mural City Hall: Union Pacific announcement \$6,000 award to City
Hawthorne Land (City Owned) Appraisal: Review Committee Meeting present February 24
Hawthorne Plaza Master Plan: Staff develop RFQ and RFP for Master Development Plan
Hawthorne Signage Leases: City to retain for now, Tenant signing short-term lease
Information Technology: Finalizing Contract. Liability issues
Personnel Policies: Council Study Session March.
Sewer Utility Study: Presentation February 10 Council Meeting
Tourism and Visitor's Center: First WCVB meeting after February 10 Council Meeting
Tourism Panel: Great discussion with guidance for WCVB
Monument/Bridge Beautification: Bids Received & Reviewed
Senate Resolution: City Adopt Resolution February 10 Council Meeting

City Council Meeting, Study Sessions, and Executive Sessions

Study Session at 6:00 p.m.

City Council Meeting at 7:00 p.m. on February 10, 2014 in the Municipal Center

Tentative January 27, 2014 City Council Agenda

- A Proclamation for American History Month
- Recognition of Equipment Installation on Police Vehicles
- Building Permit Fee Discount
- A Resolution in Support of the A-10 at WAFB
- Green Sales Tax Holiday
- Dangerous Building Ordinance
- Bid for Fire Physicals

Future Agenda Items

- Study Session – Procurement Policies
- Study Session – Finance Procedures /Reporting, Surplus Property and Fixed Assets Polices
- Bidding out work comp and health insurance
- RFP Contract City Signage/Master Plan
- Short-Term Lease
- Staff Report – Transition Plan
- Long Term Lease Hawthorne Signage
- Hawthorne Appraisals
- Audit Presentation
- Hawthorne Master Developer
- Hawthorne Appraisal
- Staff Report – Wifi
- Staff Report – Paperless Council packet
- Staff Report – Broadcasting/Streaming Council meetings
- Study Session – Personnel Policies
- Staff Report – Budget Process: Fleet Maintenance Replacement
- WCVB Budget Submittal
- Sewer Billing Administration Review
- Ordinance Approving Banking Relationships
- Young Street Storm Water Drainage
- Enterprise Zones

POLICE DEPARTMENT

Bruce Howey, Police Chief

WPD to Honor Dale Parsons and Asher Snook at February 10th City Council Meeting for Police Vehicle Change-Overs

Equipment change-over has taken place in two of the three new replacement patrol vehicles. WFD Battalion Chief Dale Parsons and WPD Lieutenant Asher Snook have taken on the extra duties of equipment installation for many years. Collectively, they have saved the City thousands of taxpayer dollars. In order to honor Dale and Asher, I will present them Monday night with WPD Challenge coins. Following the presentation, the City Council will have an opportunity to see one of the new vehicles in the garage bay of the Municipal Center adjacent to the Council Chambers.

All Wheel Drive Vehicles Key to Service Icy and Snowy Weather

Ford has provided an all wheel drive feature on their Police Interceptor vehicles since 2012. This has proven especially beneficial to our officers during ice and snow storms. Currently we have three sedan and two sport-utility vehicles in service with the third sport-utility vehicle currently in the process of equipment change-over. The added traction allows for our officers to respond to resident's calls for service in areas we have been unable to get to in the past. The vehicles also allow for better traction in all road conditions.

Animal Shelter

State Follow-up Inspection Reveals Full Compliance

The shelter had a follow up inspection this week, and was found to be in total compliance with the Missouri Department of Agriculture's Animal Care Facility Act. The shelter had been previously inspected in December and had some non-compliant maintenance issues identified. All issues have been corrected.

Shelter Staff to Meet with UCM Students

Shelter Staff will be meeting with students from a UCM publicity class next week to work on preparing a magazine for the shelter. We look forward to working with the students on this project and believe the team will be a great asset to the shelter.

HUMAN RESOURCES

Shannon Ramey, Manager

Human Resource Activities:

- 1) Sent out the 1st draft of the personnel policies to legal counsel and management. Feedback due to me by February 14th.
- 2) Set up and attended a webinar for all management staff from New Directions (EAP) on *Leading Difficult People*.
- 3) Worked on the 1st draft of the RFP for insurance broker/consultant.
- 4) Orientation for new employee, Assistant Court Clerk.
- 5) Continue to work with Finance on reconciling AFLAC bills.

Up Coming Events:

- 1) Setting up Harassment Training.
- 2) February - Bidding out Benefits and WC brokers/consultants.
- 3) Wellness Classes continue.
- 4) February is Heart Health Month.
- 5) March 3rd Full-time Employees Health Assessment with BC/BS.

FIRE DEPARTMENT

Jim Kushner, Fire Chief

Snow and Weather has been the majority of the focus during this winter season. The Fire Department has been working on keeping up with the weather and related tasks.

Performance Measurement

We are working on the statistics from last year and identifying some internal performance measures.

Training Class

We have a Firefighter I and II class ongoing. This teaches the basic skills needed for firefighters.

PUBLIC WORKS

Marvin Coleman, Director

Street Department

Public Works crews have been quite busy this week managing the weather. Considerable effort has been put forth to assure that the motoring public could travel safely. Deicing materials are not effective with the temperature extremes that have been persistent. With the ground being thoroughly frozen under the fallen precipitation we have been left with applying sand to maintain as much traction as possible. Concerns now are that packed snow on the roadway potholes will be prevalent once thawing commences.

The crew took some much needed rest Wednesday night and returned Thursday to re-apply sand on the roadways, make repairs on equipment, and remove sanders from the trucks in preparation for removing snow Friday morning in the Downtown Business District.

Wastewater Treatment Plants

The Wastewater Plant has continued to operate well under current atmospheric conditions. Unfortunately, they have had two trucks damaged in vehicle accidents due to the slick roads. One truck was severely damaged during retrieval efforts after it slid into a concrete box culvert.

Wastewater Collections Division

The Collections crew worked side by side with the Street crew during the past storm assisting them in plowing operations. Without their assistance it would be even more difficult for the drivers to safely navigate city streets.

Storm Water Management Master Plan

Field data gathering was scheduled this week but delayed due to the weather.

Comprehensive Sanitary Sewer Rate Study

HDR will be making a presentation Monday night to City Council during the Study Session.

COMMUNITY DEVELOPMENT

Barbara Carroll, Director

Community Development Monthly Activity Report

The Community Development report for the month of January is attached. The large increase in construction valuation for this month over last year is attributed to the building permits for the VA Clinic and the remodel for Janesville Acoustics. Please let me know if you have any questions.

Residential Lot Inventory

Attached is the end-of-year numbers on the developed vs. undeveloped residential lots for recently platted subdivisions. We are starting to see activity pick up in Hawthorne Estates, which is now being marketed under the name *Timber Glen*. This year, we would expect to see Cayhill Phase III added to this list since the plat was approved last year. Those lots will be added once the plat is recorded.

Community Signage and Bridge Beautification RFP Issued

The top choice is scheduled to make a presentation to the selection committee on Wednesday, February 5. As of this writing, it appears that may be postponed due to weather.

Downtown Historic District Meeting

The Historic Preservation Committee (HPC) will be hosting an exploratory, informational meeting for property and business owners along West Pine Street and North Holden Street in the downtown area. On the heels of the successful designation of the Grover Street Victorian Historic District, the HPC wants to gauge interest in pursuing either a Holden Street historic district or a Pine Street historic district. The meeting will be held on Wednesday, February 26 at 5:30 p.m. in the Council Chambers. Staff is sending letters to the property and business owners inviting them to attend the meeting. Julie Turnipseed has volunteered to have Main Street interns pass out fliers downtown.

Grover Street Victorian Historic District Signs

The HPC has been working with staff to have signs installed on Grover Street to recognize the boundaries of the district. The two signs will be similar to the smaller wayfinding signs on our public parking lots, except in the brown color that denotes historic districts. Also, the group is working on having small bronze plaques mounted flush in concrete along the sidewalk in front of the six historic homes. Each plaque will indicate the district's name and the year the house was built.

INFORMATION TECHNOLOGY

Terry Carr, Director

Help Desk and Network Monitoring Program

The IT Department is continuing with its setup efforts with Spiceworks, a Help Desk, Tracking/Monitoring program that will replace our current work order/tracking program.

Internet Service Provider

Continuing to evaluate our options to get the best service for the City. We have evaluated four different methods and are gathering more information to improve network/Internet communications into and out of City Hall.

Point of Sale

We are continuing to work with Parks and Recreation to determine the future of Point of Sale at concession stands located around the City's baseball parks. We are evaluating the costs for additional licensing and current program version changes.

