

CITY MANAGER'S GOALS
JULY 1, 2025 - JUNE 30, 2026
NICOL BROWN

GOALS		STEPS TO REACH GOAL	WHO IS INVOLVED	UPDATE JULY	UPDATE AUGUST	UPDATE SEPTEMBER	UPDATE OCTOBER	UPDATE NOVEMBER
1	Downtown Buildings	Investigate ownership of downtown business owners	Market One, VBC - Land Bank & Community Office, State Land Bank, MEDC, MSHDA Business Owners McKenna	Have not started Signed contract with McKenna	Have not started	Have not started	Will start next month for a winter project	mayor/city commission retreat.
	Update DDA Plan	Send letter, call, or meet with building owners to discuss plans		Have not started	Have not started	Have not started	Planning for Spring 2026	Planning for Spring 2026
		Setup a meeting with local and state agencies to talk about funding		Have not started	Have not started	Have not started	Planning for Spring 2026	Planning for Spring 2026
		Hired McKenna to complete the plan			Meeting was canceled	Board approved an amendment to McKenna's contract	Did not have a quorum	McKenna presented on items to go into the DDA Plan. Presented a new DDA TIF district.
2	Master Plan, zoning map, & zoning ordinance update	Hired McKenna to complete the plans	McKenna Steering Committee Planning Commission	Introduction with City Commission and Planning Commissioners Bus Tour of downtown Community meeting	Hillary from McKenna is working with the Planning Commission. Reviewing proposed zoning ordinance	Hillary from McKenna is working with the Planning Commission. Reviewing proposed zoning ordinance	Hillary from McKenna is working with the Planning Commission. Reviewing the proposed zoning ordinance, land use, and zoning map	Hillary from McKenna is working with the Planning Commission. The planning commission reviewed the existing zoning map and the future land use map. The Planning Commissioners expressed their concerns about the future land-use map.
3	DPW Safety Training for Staff	Look for safety videos	DPW Supervisor MML	Have not started	Meet MML insurance Liability representative. He showed me where to find the safety videos that MML has online.	I have safety videos to share with DPW superintendant	I have safety videos to share with DPW superintendant	Safety videos will be one of the topics at the weekly Monday meetings with DPW. We will set up a schedule for staff to watch safety videos.
		Watch safety videos - current employees				CM and DPW Super. meet to discuss a plan.	CM and DPW Superintendent will meet next month to discuss a plan.	
		New Employees watch safety videos				Start Jan. 2026	Start Jan. 2026	
4	Code Enforcement - Review Code Enforcement Ordinances for updates. Update forms, letters, and signs	Chief Matthews talks to Prosecutor	Brian Matthews	Brain met with prosecutor. Meeting with an attorney to review proposal	Traning on CD module with BS&A	Traning on CD module with BS&A	Learning CD module of BS&A	Learning CD module of BS&A
		Find an attorney that help with enforcment	RoxAann		Chief has implemented a violation template for his staff			I plan to meet with the city of Decatur city manager to discuss how they enforce their ordinances in regards to blight.
		Compare City forms with other communities						

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5	<p>WWTP - Upgrade the lab equipment and update the filing system in the lab offices. Review recommendation from the new operator on the EQ Tank and UV equipment for disinfection. Deep cleaning for the lab.</p> <p>Update IPP, Update Sewer Ordinance, and update local limits</p>	<p>Purchase new lab equipment</p> <p>Staff clean out old files and create new filing system</p> <p>Hire cleaning company for a deep Clean</p>	<p>Quentin Clark WWTP staff</p> <p>F&V</p> <p>Wightman - Mary James J.</p>	<p>Engineering company recommendaton for IPP is gong before the commisson on July</p> <p>New Operator becoming familiar with plant</p>	<p>Ordering lab equipment</p> <p>Scheduled meeting with F&V</p> <p>Have not started</p>	<p>Ordering lab equipment</p> <p>Staff meet with F&V to kick-off IPP</p> <p>IPP violation letter was mailed out</p> <p>Have not started</p>	<p>EQ Tank and Clarifiers are running. Lab equipment is being ordered.</p> <p>Follow-up via email on IPP violation letter.</p> <p>Staff is starting to clean the lab and order liners for shelves and disposing old supplies and chemicals.</p>	<p>Met with Mary, Abonmarche, and Quentin to discuss the EQ tank and UV Light. We are working together to be able to give the commission a recommendation in regards to the UV light vs Chlorine storage tank</p> <p>Staff went to a WWTP Lab training. Staff is cleaning and reorganizing the lab.</p>
6	<p>Police Dept - Millage vs Special Assessment</p> <p>DPW - Millage vs Special Assessments</p>	<p>Survey the community regarding millage vs Special Assessment</p> <p>Increase Millage - Headlee Amendment</p>	<p>Roger Swet Brian Matthews</p> <p>Ricky Ricks Marketing ompany Deputy Clerk</p>	<p>Talking to commissioners regarding various options</p>	<p>Holding until December to start planning</p> <p>Holding until December to start planning</p>	<p>Holding until December to start planning</p> <p>Holding until December to start planning</p>	<p>Holding until December to start planning</p> <p>Holding until December to start planning</p>	<p>Holding until December to start planning</p> <p>Holding until December to start planning</p>
7	<p>Update Employee Handbook</p>	<p>Update</p> <p>Staff Review Changes @ Dept Head Meeting</p> <p>Send changes to Attorney</p> <p>Recommendation to City Commission</p> <p>Implement</p>	<p>Nick Curio</p> <p>Dept Head Staff</p>	<p>Have not started</p>	<p>Have not started</p>	<p>Have not started</p>	<p>Have not started</p>	<p>Have not started</p>
8	<p>Provide staff support in the Treasurers' Dept.</p>	<p>Training for the Treasurer on posting adjustments before audit.</p>	<p>Hungerford Pam Schultz</p>	<p>Signed contract with Hungerford staff Staff started meeting wth Hungerford staff</p>	<p>Submitted June anaylsis and discussed</p>	<p>Kick-off meeting with auditors & Hungerford for the audit</p>	<p>Hungerford is working with L&A to assist Pam with the information that is needed for the audit</p>	<p>Joe with L&A is working in the treasurer's dept.</p>

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		Review and update policies and processes in the Treasury Dept. Setup a process for year end	Deputy Clerk					His focus will be on printing and mailing tax bills. Looking at several banks and bank accounts to simplify banking for staff.