

Agenda Statement

City Manager Update

Council Information:

As of this evening we have three new members joining Council. Whenever the make-up of a team changes I recommend the entire team review important procedures and policies and perform workshops to ensure everyone is on the same page regarding expectations and plans. With that I recommend Council begin that process in the following manner:

December Council Meeting – Review Rules of Conduct, Ethics, and the City Charter

January Council Meeting – Perform an Expectations Workshop where everyone can get on the same page regarding their expectations of each other and set ground rules for the team.

February Council Meeting – Begin the Strategic Planning process beginning with a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis for the city.

City Promotion

I also recommend that the City Council, along with the current City employees and the incoming City Manager review opportunities that exist for interactions with the City residents in a positive manner. As we get back to full staffing, we can begin planning for the sharing of additional information about City services, employees, and events. Some ideas I'd like to currently share are as follows:

- Shop with a Cop
- Talk about City Services and how they work (DPW, Water, Sewer, Police, Elections, Assessing, Permitting, etc.)
- Who works for the City? Who they are and what they do. (DPW, Police, Clerk, Treasurer, Deputy Clerk, City Manager, City Council, Other Committees and Boards)
- Open House and Meet and Greets
- Work with local groups to promote events and work together on a weekly basis
- National Public Works Week
- News Releases (at least monthly) – Summaries of things going on for the month, newsletter, big projects, etc.
- Facebook posts (3-4 a week) – Adobe Express (\$9.99/month) or Hootsuite (\$99/month)
 - One post a week from HPD – things to watch for or be careful of. Safety tips, etc
 - One post per week from DPW – dpw, water or wastewater – education about services, upcoming times of the year, etc
 - One post a week about events going on in the city
 - One about city services, who works for the city, etc Administrative updates, references to the website
 - Schedule on one of the platforms. Set for a month plus.

While we may not be able to do all of this at once, I believe a goal for the City should be to open the lines of communication with the City residents in a positive and productive manner with once voice, not

as individuals. This is not only efficient, but will also allow the City to ensure the consistent treatment of all resident ideas and concerns.

Miscellaneous:

- The striping of the City has been a hot topic this month. I've been working with the contractor to rectify the problem and should have a final update for Council by the time of the meeting.
- We had a walk through of the Clark and Linden project with the contractor and Wightman on Friday, November 10, 2023. The final punch list for the project is nearing completion.
- The contractor is working on demolition permits for the two houses that will be demolished.
- I'm working on a performance appraisal process for all members of the City. We will have a draft of the City Manager evaluation at the December Council meeting.
- Wightman has provided an assessment of the City Hall roof project. I'll be working with the contractor on a resolution to the leaking issues.
- It's been a very busy and productive month!