

City Manager's Report

Date: March 16, 2015

Major Pending Items:

Tasks/Topics	Staff Responsible	Comments/Update
City Leadership Team Meetings	CM	On-going-Meetings scheduled for 2 nd and 4 th Tuesday of each month. First one held 3/10/15
CM/Fire Chief Meetings	CM/Kerri Kemp	On-going. Bi-weekly meetings scheduled.
Eagle Scout Project-Taylor Stevens	Jill/Rec	3/11/15 CM/Jill met w Scout 3/13/15 on Rec Adv Board agenda for 3/18/15 meeting
Police Station RFP RFP deadline 12/1/14	CM/ Barry/ Chief Fusaro/ Bill H/ Josh	3 proposals in staff review. Further clarification has been requested from 2 proposers. Staff review team meeting to be scheduled when info is received (week of 2/9/15) 2/20/15-Still waiting for clarification per Bill H. 3/10/15 Staff review team met and discussed-Josh preparing final report 3/16/15 Final report issued
Quitclaim deed to terminate conservation easement for Ponemah Villa Estates	CM/Corp Counsel	3/2/15 Res adopted to authorize CM to sign 3/16/15 Quit claim executed by CM.
Staff safety training planning (reschedule 1/27/15 cancelled)	CM/ Chief Fusaro/Chief Scand/ Barry/ Bob S./Jill	CM to coordinate meeting Chief Fusaro, Chief Scand, Barry Ellison to plan safety /evacuation training of employees at all sites; staff training to be scheduled 3/2/15 2/20/15 planning meeting held 3/6/15 Staff revisions to doc submitted to Jill-Jill to complete, re-send and schedule next mtg
Phone System Replacement	Leon/Josh	Obtaining cost estimates 3/13/15 CM met with Leon/Josh to discuss proposals
Community Center Exploration Committee	CM/Jill	Council Res. 2015-10-06 CM office to provide support 3/12/15 provided requested City owned property lists
Rotary Carnival	CM/Jill/Judi Rizzuto	3/10/15 Successfully relocated carnival to Viaduct lot. Carnival dates: Thursday, May 21-Monday , May 25
2015 Neighborhood Assistance Act	CM/Jill	3/16/15 Letters went out to agencies. 5/22/15 NAA due here. 6/1/15 Res. to set PH for 6/15/15
FY 2016-17 Budget Preparation	CM/Josh	On-going

Property by Resolution:

Tasks/Topics	Staff Responsible	Comments/Update
130 Prospect Street	CM/Bill H./Barry E./Jim T.	Council Res. 2015-02-02 Obtain demo estimates 2/5/15 Bill H. coordinating with Jim Troeger to complete pre-demo survey to obtain estimate 3/16/15 Evaluating for possible use of CDBG funds for demo
59 School Street	CM/Bill H.	Council Res. 2015-02-02 Issue developer RFP 3/16/15 Kim McGee working on RFP's
61 School Street	CM/Bill H.	Council Res. 2015-02-02 Issue developer RFP. 3/16/15 Kim McGee working on RFP's
13 Baltic Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell 3/16/15 Email sent to Sofee/Driscoll asking for update on all below
34 Lake Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell
362 North Main Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell 3/16/15 Purchase & Sales agreement under review
100 Broad Street	CM/Corp. Counsel	Council Res. 2015-02-02 Enter into listing agreement to sell

Completed:

Tasks/Topics	Staff Responsible	Comments/Update
Quarterly City Hall Union Employee-Management review team	CM/ HR Director	First team meeting scheduled for 3/18/15 3:30PM
American Ambulance contract	CM	On Mike Driscoll's desk as of 1/21/15 2/19/15 Completed contract sent to Ted Phillips-original to Treasurer, scanned copy our file
105-122 Chestnut Street Developer Agreement	CM	2/2/15 City attorney (McGee) received request from developer to modify terms of agreement. Meeting to be scheduled w/ Sofee & Tucker to review. Committee would like to monitor development progress. Mike D. to determine if council needs to authorize. If so resolution needed. 2/20/15 Mike D. preparing resolution for 3/2/15 agenda 3/2/15 Contract on council agenda 3/13/15 CM Executed 03/02/15 Res auth Committee to oversee and report to Council by first mtg of August 2015
Public Safety Committee-Res to appropriate money for HVAC and equip move	CM	03/02/15 Res auth expenditure-NPU directing work
Charter Revision Commission Info Requests	CM/various dept. heads	3/16/15 CR report submitted to Council