

To: City Council
 From: City Manager, Nathan Cherpeski
 Subject: Friday Update
 Date: December 9, 2016



Calendar

Here is the calendar as provided to me by the Departments.

City Manager

Date	Time	Event	Location
December 19, 2016	7:00 P.M.	City Council Meeting	City Hall Annex - Council Chambers
December 23, 2016		Christmas Holiday - City Offices Closed	
December 26, 2016		Christmas Holiday - City Offices Closed	
January 2, 2017		New Years Holiday - City Offices Closed	
January 3, 2017	7:00 P.M.	City Council Meeting	City Hall Annex - Council Chambers
January 17, 2017	6:00 P.M.	Audit Committee Meeting	City Hall Annex - Conference Room
January 17, 2017	7:00 P.M.	Council Meeting	City Hall Annex - Council Chambers

City Manager

We are working closely with KCEDA on several efforts. While their major prospect would be outside City limits, we have leant our support wherever possible. We are also looking to partner with KCEDA and the County on a housing blight mitigation effort. I will let you know if that looks like it is going to be successful.

Working with our new City Recorder, we are currently exploring software to streamline our agenda and staff report processes. With fewer administrative staff, we are looking for ways to provide the same level of service and technology seems the most likely solution. The solutions we are exploring would all fit within current budgets but may free up additional staff time and make for more timely reports. We will let you know how that one is progressing as well.

Another task currently underway is a thorough review of City Council adopted policies. Many policies have been adopted over the years and some are obsolete and others need to be revised. We anticipate bringing you a comprehensive policy book for your

approval. It may take us a little while, but we hope to modernize our policies to better serve our citizens.

I saw this article the other day and thought I would share it especially as we go through our policies and regulations. It gives food for thought. <http://www.routefifty.com/2016/12/us-economic-stagnation-state-and-local-regulations/133684/?oref=rf-today-nl>

The study referred to can be found here http://www.gallup.com/reports/198776/no-recovery-analysis-long-term-productivity-decline.aspx?utm_source=ReportLandingPage

Support Services

- Engineering Intern hired Dec. 8th
- Lisa Johnson offered Senior Accountant/Financial Analyst position and will start on Jan. 3rd
- Current recruitments include adding another Airport Operations Specialist II and Support Services Director (details on City website)
- Open enrollment for all employee benefits have been completed and submitted, therefore from this point forward until next year's open enrollment, employees may only make changes to their coverage due to a qualifying event as defined by the federal government
- All change requests to include personal data such as an address change must be submitted through HR
- Annual bloodborne pathogen training has been completed
- Wrapping up annual hearing tests
- Working on additional OSHA requirements due to recent inspection
- Preparing to process the new legislative personnel

Public Works

Streets - I have attached the 2016/17 snow plan and route maps. We work closely with other services such as Waste Management to facilitate their services. We are actively exploring GPS tracking software to allow city staff and other agencies, such as the schools, and the public see when the road was most recently plowed or sanded via a web enabled map.

Wastewater Division - Starting in the fall of 2015, Jeff Fritz and Arjen DeHoop began a yearlong commitment with the Oregon Energy Trust to implement operational improvements leading to long-term energy savings at the Spring Street wastewater treatment plant. Arjen and Jeff participated in six workshops through the Core Strategic Energy Management (SEM) program under the auspices of the Oregon Energy Trust.

The SEM program trained an energy team to lead this successful energy effort. They trained staff to identify energy waste at our site. Jeff and Arjen then clarified organizational energy goals and priorities to engage and empower employees to reduce energy waste at the plant. Finally they measured, tracked and reported on energy intensity, savings and performance.

These efforts led to an almost 60,000 kilowatt hour annual energy savings. That is enough electricity to power six homes for 1 year. In recognition of these results, the City will receive a \$4,182 incentive check.



Annual Electricity Savings (kWh)	59,081
Annual Natural Gas Savings (Therms)	N/A
Energy Trust Incentive (1)	\$1,182
Energy Trust Milestones Incentive (2)	\$3,000
Total Energy Trust Incentive	\$4,182