MEMO

To: Mayor and City Council

From: Mark Gaugh, City Manager

Date: December 3, 2012

Re: Manager's Report

Nutrition Site Information – I have enclosed in your packets, information regarding the Nutrition Site. In August, 2012, our electrical provider provided a free energy audit and found some potential energy savings for the building, and can provide some rebate assistance for the necessary lighting improvements, etc. I spoke with Mr. Dignan, the site administrator and asked him to contact me if I can be of any further assistance.

AMI Demo – Honeywell and HD Supply held an AMI presentation on Tuesday, November 20th, at 5:30. Mark French, a Honeywell representative will be available to present the AMI cost analysis to any Council member unable to attend the presentation held last Tuesday.

Chloramine Project – We are beginning to process all the paperwork required for the State Revolving Loan Fund to finance the water treatment plant chloramine project. This project involves the construction of a pre-chlorine contact basin, chemical addition feed building and other related plant improvements.

Utility and Server Upgrades – A few months ago, we had a main computer server failure that shut down our operation for approximately 2.5 days. This is too long for us to be down, so we are looking at a server solution that will provide better backup and redundancy, so we will not have this happen in the future. In addition, our email system needs to be upgraded and the spam filters improved. In the past, we have had two or three vendors working on our system, which has led to a lot of confusion. We aim to fix that problem by obtaining one company to provide all the necessary services.

Budget Reserve Policy – Our budget policy is nearly complete and ready for Council review. We are finalizing the draft, which we feel will not only provide a good reference, but will keep us within GASB (Governmental Accounting Standards Board) guidelines, as well.

Construction Projects – Eighth St. construction is basically complete, and much of the sidewalk list has been completed. We have replaced some dangerous sidewalks in the downtown area on Third St., along with some residential sidewalks. All of these projects involved some cost participation by the adjacent property owners.