MEMO

To: Mayor and City Council

From: Mark Gaugh, City Manager

Date: May 1, 2017

Re: Manager's Report

Public Works Staffing – We are short-handed in the department, partly due to the fact that we have been unable to get help from the Work Release program. We are going on our fourth week without inmates, so the Street Department has to send one, sometimes two employees to help cover recycling. This is also an issue for the Street Department as this is half of their crew, so they are not getting the work and projects done they need. We are also getting behind on the areas Work Release maintains. We have a fairly small Street Division crew to begin with, and have never filled one full-time maintenance worker position. Regarding the cemeteries, we only have one employee to mow and trim all five cemeteries. Obviously, one person cannot possibly keep up with all of this trimming, let alone the mowing. So, we just have to shift people around as we are able. We are advertising for seasonal employees to help mow, but similar to last year are not receiving much interest. Once we see a stable, increased General Fund revenue stream, we should look at filling the open position as a start. This won't be enough, but we can also look at hiring out the recycling pick up with R&W. This won't increase the General Fund expense, but the Solid Waste Fund may need to be adjusted to pay for any difference in cost. We are also exploring another option, and we will meet with the staff of the correctional facility to see what the long-term status of Work Release might be.

Projects-

Lana Drive -A 48" metal drainage culvert tube running under the street completely collapsed, causing the road to settle. Since the pipe is 15' deep, the ditch is substantial, requiring an outside contractor with a large excavator. Additionally, the water line had to be relocated before the storm pipe can be replaced. There was no way of shoring the water line effectively. If the line were to collapse, the adjacent businesses would be out of service for an extended period of time. So relocating the line made better sense.

The drainage culvert pipes on S. Orange are also planned for replacement in the next couple of weeks. Orange Street will be closed for a couple days during this work.

Sewer Project– There is nothing new to report on this project. The wastewater plant is continuing and two point repairs are being made in sub-basin F-0001.

Animal Shelter – The project bid date is currently scheduled for Thursday, May 4.

Head Start Facility – There is nothing new to report, but the project is going as planned.

Development Projects- We are working with the business owners on Griffin/Hwy. 36 to create a Community Improvement District (CID). The second meeting for the group was held, which starts the application process. We are also working on a TIF application and a CID application for a retail oriented development.