



## City Manager's Report: October 13, 2023

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### OPERATIONS

- **Open House:**
  - On October 7, staff held another successful City Open House with 166 passports handed out and numerous conversations with residents on key functions of the city.
- **Storm Recovery Update:**
  - Debris Clean-up at Properties ROW: Complete.
  - Private property damage assessments: Completed with FEMA staff.
  - Removal of loose limbs/ trees that are in the City ROW: In Process. We have already identified over 40 trees that need to be removed and this will be a long process.
  - Clean-up of Riverwalk Trail, Parks, and Cemetery: In Process. Staff are working on clean-up as time allows.
- **Trainings:**
  - International City Manager Association Conference- I'm very thankful for the opportunity to attend this conference. It had timely offerings and many practical take aways/ resources to better serve Mason. I would be happy to expand on any of the following key sessions that I participated in:
    - Inspiring Vision in Your Team
    - Leading in Crisis- Active shooter responses from City Manager's Perspective, Importance of Training (including with Council) for the Aftermath (Uvalde and Highland Park)
    - Why Conflict Matters and Productive Conflict Management
    - Leadership in Unparalleled Times for Local Government
    - Leading during Critical Injury or Death of Team Member
    - Utilization of ChatGPT for Local Government Problem Solving
    - Legal Requirements on Informing Governing Body
    - Growing Need for Mental Health First Aid Training
    - Managing Multi-Generational Staff
    - Digital Communication and Building Trust
  - All Employee In-Service on October 9 included teambuilding, First Aid, CPR, and AED training for our staff.
  - K-9 Officer Wildfong and Tamarack attended the National Association of Professional Canine Handlers (NAPCH) National Annual Seminar on September 30-October 5.
  - Sergeant Fairbotham attended Police Executives' and New Chiefs' School on October 2-6.
- **Staffing Updates:** Current Open Positions (3)  
OPEN POSITIONS:
  - Full-Time Police Officer (1) – Offer has been made and accepted and pre-employment screenings are currently being conducted.
  - DPW Director (1) – Not posted, restructuring area prior to posting.
  - Utility Supervisor (1) – Not posted, restructuring area prior to posting.
  - Seasonal Part-time Crossing Guard (1) - Open until filled.

## CAPITAL IMPROVEMENT PROGRAM PROJECTS

*Removed after one notice of complete.*

FY 2023-2024				
Project	Project Name/Description		Status	Completed
<b>STREETS, BRIDGES, SIGNALS(S)</b>				
2017-S14/ 2017-U27	E Cherry St: S Rogers St to End		In process, anticipate completion early October	
2017-S16	Maple Street Bridge: Replacement		3Q project (re-bidding)	
2023-S1	E Cherry St South Alley: S Jefferson St to S Rogers St		In process, anticipate completion early October	
<b>UTILITIES: SANITARY SEWER, STORM WATER, AND WATER DISTRIBUTION (U)</b>				
2019-U3b	WWTP Plant Construction		Site plan has been approved which condition of parcels being combined. Demolition is anticipated to start in mid-October.	
2022-U1	WWTP Headworks Huber Screen		3Q Project	
2023-U2	Water Service Line Replacement		13 properties have been identified and staff is working to finalize required paperwork with three final property owners to start work.	
2023-U3	Hunting Meadows/ Stag Thicket Valve		In progress, paving at same time as E. Cherry.	
2023-U4	South Water Tower Chlorine Analyzer		On order, anticipate 4–6-month lead time.	
<b>PARKS/ CEMETERY/ FORESTRY/ NONMOTORIZED (P)</b>				
2020-P1	Columbia Bridge: Non-Motorized		In process, anticipated to be complete by Nov.	
2020-P3	Hayhoe Riverwalk Trail – Eval. & Repair		Pre-construction held. Work to begin end of Oct. Notice attached.	
2020-P4	Hayhoe Riverwalk Trail: Trail Wayfinding		3Q Project	
2020- P6/ 8/12/13/14	Plan/ Design-Rayner, Lee Austin, Bond, Hayes Parks		Updating plans per Council direction.	
2020-P9	DDA: Downtown Wayfinding Signage		3Q Project	
2020-P11	Rayner Park- Phase 1 Construction		Site plan and play equipment options are available for review - <a href="#">here</a> . Documents are being prepared for winter bidding.	
2020-P15	Jefferson Trailhead/ Comm Garden		Pre-construction held. Work to begin end of Oct with finishing in January. Notice being prepared.	
2020-P21	Hayes Park: Capital Improvements		3Q Project, will need Council on prioritization.	
2022-P1	Maple Grove Cemetery: Columbarium		Delivered, waiting for benches/trees to complete	
2022-P2	Maple Grove Cemetery: Trash Receptacles/ Section Signs		3Q Project, in coordination with cemetery board, selecting signs for trash receptacles.	
2023-P3	DDA: Tree Replacement		Awarded Spring install	
<b>MOTOR VEHICLE POOL (MVP)</b>				
2017-MVP18	Vehicle No. 24	Dump/Plow Truck	Ordered, receipt anticipated in 2024	
2018-MVP3	Vehicle No. 84	Police Patrol	Anticipate being able to order by November	
2019-MVP6	Vehicle No. 802	Fire Expedition	Ordered	
2022-MVP5	Equip. No. 37	Public Works Gator	Ordered; anticipated arrival in November	
2023-MVP1	Vehicle No. 88	New Police Patrol	Anticipate being able to order by November	
<b>BUILDING, PROPERTY, EQUIPMENT (B)</b>				
2017-B5b	Building: Library Phase 1, Part 1		Interior work expected to be finished by Dec. Updated estimates were received, and exterior work has a funding gap that is currently over \$220,000. CADL/City are continuing to apply for	

		a grant to fill the gap and plan to launch a local fundraising campaign in Nov.	
<b>2018-B23</b>	Planning: Master Plan/Zoning Update	Zoning updates are in progress, staff working to coordinate a meeting with the committee.	
<b>2018-B23a</b>	Cedar/127 Corridor Sub-area Plan	Bids expected to be released by Jan.	
<b>2019-B2b</b>	City Hall Renovations: Phase 1 /Carpet	3Q Project	
<b>2019-B8</b>	Police: Car Port (7-Car Unit)	3Q Project	
<b>2020-B4</b>	DPW: Facility Design Build	Preparing bid package, staff anticipates bidding Nov/Dec.	
<b>2022-B1</b>	Ordinance Update: Planning, Subdivision, Signs, STR	3Q Project	
<b>2023-B1</b>	City Hall: HVAC Controls Replacement	In process	
<b>2023-B3</b>	Police: Taser Replacement	In process.	
<b>2023-B4</b>	Planning: Public Participation Plan & Communication Strategy	3Q Project	

**ACTIVE PROJECTS STATUS UPDATES (PROJECTS NOT COORDINATED BY THE CITY)**

None