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## MEMORANDUM

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TO: Mayor Walker and Councilors  
FROM: M McPherson, City Administrator  
SUBJECT: **Bi-Weekly Administrator's Report**  
DATE: November 21, 2022

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I have the following observations and information to share from the last update:

### **Age-Friendly**

The Surrey Bike will be in the Mini Dazzle Parade on November 26. Staff will decorate it on the 25<sup>th</sup>.

### **Airport**

Work is progressing on the Targeted ALP Study at the airport. There is no news to share at this time.

### **Boards and Commissions (a continual reminder until January)**

We have started to advertise for applicants to the various boards and commissions. In addition to the typical term expirations, we have vacancies on the following boards:

- Economic Development Authority
- Fire Advisory Board (Bogus Brook, Blue Hill Townships) Roger Nelson of Blue Hill Township recently passed away.
- Park and Recreation Advisory Board
- Housing and Redevelopment Authority

It may be helpful for the Council to personally invite residents to serve on a board or commission. Appointments will be scheduled for after the first of the new year.

### **Development**

The fully executed documents for the Charlie-Bravo project were delivered to the developer.

Staff met with Dan Howard on November 10 to discuss how we can share information from commercial land inquiries.

### **Finance**

Moody's Investor Service released our debt rating on November 2, 2022. The City's issuer rating is A1. An A rating indicates that our obligations judged to be upper-medium grade and subject to low credit risk. The City has an above-average creditworthiness relative to other domestic issuers and issuances.

### **Budget**

Work continues on the budget. Now that the cost-share of the health insurance increase has been negotiated with the two bargaining units is complete, I have been able to adjust the numbers downward. We are also making adjustments in how much we break out certain expenditures by department; this primarily impacts Public Works as we will no longer track fuel usage by activity.

The goal is to collect data that is meaningful; if it doesn't have a purpose, I am not interested in increasing administrative work just because it was done that way in the past.

Technology Services Manager Yost has found an alternative to the reservation software that was previously implemented. This new option will have the consumer pick up the credit card service fees which will be capped at 2.9 percent.

There were a number of technology purchases moved from 2023 to 2022 where possible to further reduce the budget.

### Finance Software

Online timecards and payroll went fairly well last pay period. There are new/different steps for the accountant to perform and figuring out what those were took some additional time.

Online routing of invoices to be paid is also going very well. I would like to thank the Department Heads and Managers in their efforts to implement the above changes.

### **Public Utilities Commission**

The PUC adopted its new rate structure for 2023. Part of the rate structure includes eliminating the Municipal Rate which the City benefits from. The Commission delayed the implementation of this until 2024 as the impact of this on the City's budget was not calculated until after the preliminary levy was set.

During 2023, City and PUC staff will analyze the various meters and service points to see where consolidation can occur and if some of the accounts would fall under a new rate that was also adopted "Areas and Security Lighting Service". The City currently has 37 accounts; 12 fall into either the Liquor or Wastewater Treatment Plant enterprise funds.

In addition to the above, I have inquired as to why the roundabout lights are not covered by PPU; the electric cost currently is borne by the Street Department.

General Manager Butcher and I have discussed a joint City-PUC meeting for either March or April and more detail on the above can be discussed at that time.

The PUC reduced the water fee by three (3) dollars per month, approved their 2023 fee schedule and budget, and approved an economic development rider to assist with business attraction to the Business Park.

### **Upcoming Meeting/Event Reminders**

- Small Business Saturday, November 26:
  - All Day, Shop Local
  - All Day, Business decorating contest; the theme is "A Candyland Christmas". Vote for your favorite business on the Chamber's Facebook page
  - 10 am to 2 pm, Ladies Local
  - 11 am to 4 pm, Riverside Plaza Mall vendors
  - 1 pm to 4:30 pm, Santaville at the Princeton Depot
  - 4 to 7 pm, Food trucks and bon fire on 4<sup>th</sup> Avenue behind the North Mall
  - 5:30 pm, Mini Dazzle Parade
  - 6 to 7 pm, Tinsel, Twinkle, Trunk or Treat in the North Mall parking lot
  - 6:15 to 6:30 pm, Santa flips the switch for the Light Up Princeton display