
MEMORANDUM



TO: Mayor Walker and Councilors
FROM: M McPherson, City Administrator
SUBJECT: **Bi-Weekly Administrator's Report**
DATE: January 25, 2022, Updated

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

Business News

I met with a local business owner January 19 who expressed concern that the City was licensing food trucks who offered food similar to local businesses and also allowed them to park in the vicinity of local businesses.

Development Projects

Projects continue to be discussed, but are essentially in a holding pattern. The Park Board met January 24 with a local developer working with the School District.

Public Works Director Gerold and I along with Water Superintendent Schmit met January 19 with a property owner who is exploring the feasibility of pulling water and sewer across Highway 95.

Economic Development Authority

I attended the January 20 special meeting of the Authority to facilitate the discussion on the "Pulse of Princeton" survey on strategic planning. There is a QR code to link to the survey a link will be posted on the website as well as via Facebook soon.

Finance

Finance Director Peters and Accountant Hodges successfully completed all of the required tax forms over the last two weeks. These include the W-2s, 1095s and 1099s. Especially complicated are the W-2s which required printing massive reports, data entry and more data entry. Hopefully, the new finance software will make this process much less cumbersome. And require the killing of few trees.

Finance Director Peters and Technology Services Manager Yost have started the process to evaluate new finance software. The software we currently use has two newer versions and we will be demoing the most robust version as it has all of the components (accounting, payroll, timecards, asset management) in one package. It even includes a utility billing component, so the demonstration will include PPU General Manager Butcher.

Grants

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure. Heather is working on reviewing grant opportunities as they come across her desk.

Infrastructure

Multiple items regarding infrastructure were on the regular agenda.

Radio Simulcast Equipment

No further work has been done for this project since my last update; with the change in the ARPA final rule, there may be a larger opportunity to fund this project with those dollars from other jurisdictions.

Library

Public Works Director Gerold and I met with the Assistant Director of the library system and the librarian on January 21. I felt the need to establish communication protocols and expectations as a result of some recent email communications between library and public works staff. They also agreed that an alarm for burglary is not required, but we are exploring adding security cameras as part of the camera package we are installing in other facilities.

Liquor Store Operations

Work in the Liquor Store is mostly complete from the customer's viewpoint. Manager Donner has made the move to the new office at the front of the store and work will commence on the remaining part of the breakroom. The warehouse area is still a bit of a disaster, but once the breakroom furniture can get moved, staff will be able to straighten and reorganize it as well.

The online ordering function has been cancelled. This will reduce operating costs. In addition, staff will be moving the Liquor Store website under the umbrella of the City's website further reducing costs.

Personnel

Heather Brooks, Community Development Manager, started on Monday, January 24 and will be in attendance at the meeting for introductions. She attended the Park Board meeting on Monday and will be attending the PUC meeting with me on Wednesday. We met with Crystal Cabinets on Tuesday and she will meet Kim Young, PACC Executive Director on Wednesday. She also received a tour of the city from Public Works Director Gerold.

Technology Services

Technology Services Manager Yost continues to evaluate all things technology. The first action item to be implemented is a shift to government pricing for email and office licenses. See the attached breakdown of what is being eliminated; the cost is slightly more than what we would pay for the year, but it is an amount we can absorb in the budget.

Additional items he is currently researching:

- Consolidating the phone system(s) under one vendor umbrella (currently provided by Loeffler and Dennison)
- Consolidating the phone service under one provider umbrella (currently provided by Midco and Windstream)
- Consolidating alarm monitoring for the Library and Liquor Store under one provider umbrella
- Negotiating with InControl to reduce the cost for the SCADA upgrade

The goal is to obtain improved services for the same or lower cost by bundling services. In between the above, he has been working to assist staff with miscellaneous issues.

Upcoming Meeting/Event Reminders

- CGMC Legislative Action Day – March 2, 2022; registration is now open for those Councilors interested