

Date: August 14, 2007

To: Mayor and Council Members

From: John Archocosky

RE: Monthly Activity Report

Much administrative time has been spent this past month on overseeing the various "special" construction projects we have going on this summer. As the projects near closeout, our attention to the final punch lists, documents and finances becomes more critical. It is our objective to stay within budget and still meet the requests of those private individuals who are impacted in some fashion by the ongoing construction. This of course always increases the time it takes to complete the cleanup activities such as paving, and seed and mulching in the area of the private residences. In addition, we are trying to get each home owner to complete the required change of their service lines in a timely fashion. So far, all seems to be going well and the schedules are being met with only a few exceptions. The majority of property owners have already changed out their services and final notices for shutoffs has been issued for those people affected by the projects.

This past month brought about the close of the fiscal year 2006-'07 budget and as usual, there are always the last minute adjustments to keep the finances in balance. The city's auditors have spent several days performing the in-house checks and balances of all accounts and review of our accounting systems. This the earliest we have had the audit procedure begin since my arrival at the city. I believe all is proceeding well thus far and anticipate a slight increase in our general fund balance. As soon as the audit is complete I would like to schedule a "Workshop" session with the Auditor so the Council can spend adequate time reviewing the recommendations as well asking questions.

I have met with Mr. Gerald Peterson, a private consultant, to help the City evaluate various options that we might consider in establishing an "early-out" program for our most senior employees. His information was very enlightening and it appears that there are several issues that must be considered to make such a program beneficial for the City and the employees alike. We are currently assembling some data for Mr. Peterson so he might better understand the City's current employment conditions as well as that of the union and no-union employment agreements. As soon as his recommendations are available I will set up a meeting with the committee members and review the possibilities with each of the Council members.

This past Tuesday I notified the folks at MSDA that the City was withdrawing our current application for the Façade Grant Program but would be reapplying again this fall. Several businesses that indicated an interest in participating this past spring were not able to make the financial commitment at this time but will reconsider their projects once again this fall. In the mean time MSDA will keep us on their list for the 2008 construction season.