

FY2012 PROPOSED CITY COUNCIL EXPECTATIONS OF CITY MANAGER

1. Continue to carefully monitor the FY2012 budget and report on any financial concerns as they may arise during the course of the fiscal year.
2. Develop and present a proposed FY2013 budget prior to April 15, 2012 accordance with the tax cap and guidance to be provided by the City Council.
3. Complete the upgrade of broadcast capability in City Council Chambers to include enhanced video and audio along with improved presentation capabilities for board members and public audience prior to July 1, 2012.
4. Continue to communicate with the community through hosting of periodic meetings along with exploring new methods to increase interaction and participation by citizens in local governance and community forums.
5. Keep the City Council informed regarding community problems and actions taken.
6. Keep response time to citizen concerns reasonable and follow-up on what has been done by departments to meet their needs.
7. Attend workshops and participate in other education opportunities for a minimum of 40 CEU's to support ongoing professional development. Inform City Council of professional development activities completed throughout the fiscal year.
8. Continue to develop working relationships with other governmental entities for potential cost savings opportunities and efficiencies in service delivery including regionalization of services that may be appropriate at the County and/or State level, as well as with neighboring communities. Provide periodic reports to the City Council.
9. Continue to support a closer working relationship with the School Department and all other City Departments. Further explore and pursue opportunities where City and Schools can combine and/share services for the benefit of the community. Provide periodic reports to the City Council.
10. Support local businesses to aid in the community's economic growth by working in conjunction with local economic development groups and business organizations.
11. Provide quarterly reports of energy savings realized from ongoing energy efficiency improvements.
12. Prepare annual tax cap calculation and develop a five year municipal budget forecast to present prior to January 30, 2012 reflecting continuing budget efficiencies going into the FY2013 budget season.
13. Complete the implementation of remaining utility and miscellaneous billing, cash receipting, and tax billing/title modules of financial management system prior to July 1, 2012.
14. Update and post online the pavement management plan and 3 year pavement overlay schedule reflecting adjustments required by currently available funding levels prior to November 30, 2011.
15. Continue to pursue permitting and development of public water supply in conjunction with water control issues at Willand Pond and provide regular quarterly updates to the City Council beginning February, 2012.
16. Develop and present a proposed six-year CIP program that conforms with the adopted financial policies and seeks to maintain new debt service requirements at or below the amount being retired each year. Present prior to October 31, 2011.

17. Develop and deliver during December, 2011 an orientation program for incoming 2012-2013 City Council members. Seek to coordinate and provide joint sessions with incoming School Board members for overlapping information needs
18. Investigate and pursue implementation of ATM machines in various municipal buildings and provide ability for citizens to utilize credit cards for completing various municipal transactions both on-line and in person at service locations. Implementation plan to be presented to City Council prior to May 31, 2012.
19. Develop and present prior to July 1, 2012 a comprehensive fleet replacement program including a multi-year schedule for all rolling stock utilized by municipal departments in conjunction with CIP.