

# **City of Scottsbluff, Nebraska**

**Monday, November 21, 2016**

**Regular Meeting**

## **Item Reports3**

**Council to conduct the City Manager's six-month evaluation.**

**Staff Contact: Nathan Johnson, City Manager**



November 21, 2016

Honorable Mayor and City Council Members,

As specified in the City of Scottsbluff Municipal Code, the City Manager of the City is to perform the functions and duties specified in Sections 6-2-35 through 6-2-39 and to perform such other legally permissible and proper duties and functions as the Mayor and City Council shall, from time to time, assign. I agree to discharge the duties of the City Manager in a professional and reasonable manner and in accordance with the Scottsbluff Municipal Code and Nebraska State Statute, as, from time to time, they may be amended.

In addition to the responsibilities of the City Manager, there are several areas that we focused on in the last 6 months. The items below were included in the initial City Manager goals set on May 2, 2016.

**1. Budget and Financial Management**

- a. Increase employee engagement by revamping the budget process – **Ongoing; FY16-17 Budget included increased budget process and individual meetings with Department Heads.**
- b. Develop long-term Capital Improvements Program (CIP) to ensure Fiscal Sustainability and Strategic Investment – **Ongoing; FY16-17 included new long-term CIP document.**

**2. Communication**

- a. Increase internal and external communication – **Ongoing; Revamped the entire Budget Document, Increased presentations to staff and outside organizations, Weekly City Updates email to City Council and Senior Staff.**
- b. Develop social media presence – **Ongoing; City Facebook page now active.**
- c. Frequently visit all City Departments – **Ongoing; In the process of meeting with employees on a department by department basis.**
- d. Personally recognize City Staff for outstanding work – **Ongoing**
- e. Re-develop Senior Staff meeting – **Complete; Condensed meetings into one, more engaging, transparent and open dialogue.**
- f. Be actively involved in the community, service clubs and professional organizations – **Ongoing; Chair of the Special Events Committee for the Scottsbluff/Gering Rotary Club, NEXT Young Professionals Board Member, TeamMates Mentor, Scottsbluff Family YMCA Board Member, International City/County Management Association (ICMA) Advisory Board on Graduate Education Member & Awards Evaluation Panel Member, Nebraska City/County Management Association (NCMA) Secretary/Treasurer, and Leadership Nebraska Class IX participant.**

**3. Customer Service**

- a. Improve ease of doing business with City Government
  - i. Streamline Operations – **Ongoing; Establishing “Team” atmosphere amongst all departments, established internal processes/policies to streamline functions**

pertaining to equipment maintenance (i.e. Central Garage) and economic development efforts.

- ii. Develop system where a staff person is the “point-of-contact” who sees the project through from start to finish – **Ongoing; Developed location to house building code, fire code, planning and future Economic Development position; established process to receive input from all departments on potential developments.**

In addition to the items listed above, there are also several projects to take note:

- **Union Contract Negotiations** – We negotiated three year contracts with both the Police and Fire Unions. This is the first time that we were able to negotiate multi-year contracts before the budget workshop.
- **Administrative Regulations** – We have revamped the Administrative Regulations by updating, adding and revising the entire document. This document has not been updated since 2000.
- **Personnel Manual** – We have revamped the Personnel Manual by updating, adding and revising the entire document. This document has not been updated in its entirety for several years.
- **Platte Alliance Water Supply (PAWS)** – Worked with the Wyoming Water Development Commission (WWDC) on executing an MOU. The process of coming to acceptable terms on the MOU took approximately 8 months to negotiate. PAWS Advisory Board met on 11/7/2016 and the notice to proceed was sent to MC Schaff on 11/14/2016.
- **Regional Economic Development Plan** – We have been working with TPMA in developing an implementation matrix for the plan along with a Site Selection Engagement playbook.
- **Industrial Park w/City of Gering** – We have worked together to establish an Interlocal agreement on the development of the Park. We intend to bring purchase agreements forward in the near future.
- **Community Solar Project w/NPPD** – We have worked closely with NPPD to potentially have the project online by the end of December 2016. As of 11/14/2016, all of the community solar shares have been accounted for and now have a waiting list for any shares that were to open in the near future.
- **Western Nebraska Economic Development (WNED)** – Scottsbluff continues to be the Administrator of the group. WNED recently completed a Regional Housing Study and will be working towards implementation.
- **Community Redevelopment Authority (CRA)** – We have been actively working with the group to establish a Tax Increment Financing (TIF) Guideline document. We have also been working with the group to establish a funding mechanism to assist with redevelopment efforts.
- **LB840 Application Review Committee** – We have been actively working with the committee to bring projects forward. We anticipate the group meeting more frequently in the near future.
- **LB840 Citizens Review Committee** – We will bring the Regional Housing Study back to the committee in the near future to see if there is a desire to expand the current economic development plan to include housing as a qualifying business.
- **Broadway Redevelopment** – We have been working diligently to implement the master plan of the Downtown Plaza. The Bulb-out construction is currently in progress.
- **42<sup>nd</sup> Street** – We have been working with the County to acquire the entire ROW between Ave. I and 5<sup>th</sup> Avenue. We intend to start preliminary engineering work in the near future.
- **Additional Revenue Sources** - Brought forward additional revenue streams including Hotel/Motel Occupation Tax and Restaurant Tax. We will continue to look for ways to complete the projects desired by City Council.

Nathan Johnson



Very Truly Yours,