



MEMORANDUM
Office of the Administrator

To: Department Heads

From: Marsha

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Date: 01/03/2014

Re: On-going Projects, etc. Status

Annual Report – reports due 01/20

2014 Vehicle (Non PD) Inventory – being updated by department heads

Closing on 173 Front St. – legal description received back from surveyor; Kevin preparing contract

Rec Center Roof – Kevin exploring legal options; consultant to be hired to evaluate roof

Janitorial RFP – ordinance authorizing RFP and contract adopted; RFPs received 01/02; being reviewed by Tom B., Kyle L., and Marsha. Termination letter to current vendor at MB and GC.

Energy Program – Ordinance 2nd reading 01/13, 3rd reading 01/27, effective 02/27. Contract reviewed and returned to vendor for corrections.

Police/MB Project – construction in progress. PD furniture being stored. MB furniture/flooring ordered.

Port Road Reconstruction Project – being advertised 01/08 and 01/15; bids to be opened 01/24

WTP Construction – OEPA finalizing; ready to be advertised next month

Town Center Project – construction to begin 01/06; AT&T to move lines within 6 weeks. Need to meet with Rick Foreman to update schedule and sign lease.

Golf Course Master Plan – Tom has requested final report version and cost estimates.

Development Process Approach – meeting held with developers; meetings to be scheduled with existing businesses and small businesses. Plan review RFPs due 01/09.

Storm water grant – Progress report due 03/02/2014. FTR meeting with Stephen in January to start planning rain gardens.

Safety Committee – need status

Performance Evaluations – training (?); PT evaluation forms; review merit increase percentages

Wirt Rd walking path project – begin planning when City Engineer is on board

