


a. Manager's Report to Council

TRANSMITTAL MEMORANDUM

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TO:	The Honorable Mayor & City Council	Initials:	
FROM:	Delilah A. Walsh, City Manager/General Manager	File #:	MGR24-473
DATE:	July 12, 2024	Mtg. #:	07/18/24 MRa
RE:	Manager's Report to Council		

June 9th & June 11th Follow Up

I've included information regarding procurement, as promised at the meeting of June 20, 2024, as part of my manager's report, item "d."

I have extended the FCHS vacation of property notice to the original end-of-lease date of 7/31 to effectuate repairs during their period of insurance responsibility.

Other Items

Jason Alderson: I made an announcement to staff and Councilors but neglected to do so in my public manager's report. Jason Alderson has been selected as our new Human Resources Manager. Jason has served with the City for the last 12 years as our Safety Coordinator and most recently as acting HR Manager. Jason brings his experience, a creative approach, and a commitment to implementing new technology within HR. To get started, Jason plans to host a series of meetings with staff across departments. He'll also be leading the analysis of the recent employee retention survey.

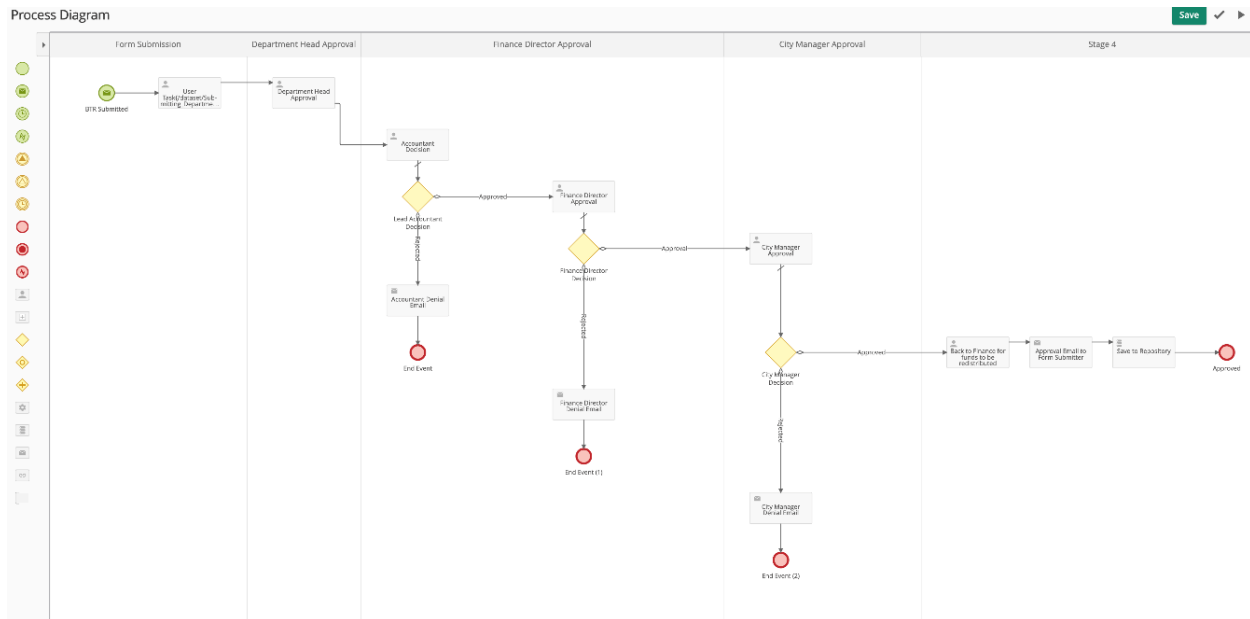
Juneteenth: The Legislature and the Governor approved June 19th as a new legal state holiday through Senate Bill 22. Juneteenth is already a federal holiday. I've asked the HR Manager to determine future action for Council Consideration.

Online Forms: The City IT department has launched our first internal Laserfiche Form. This rollout meets two of the Council's priorities:

- Online tools for permits and other applications.
- Streamline the hiring process.

We've tested the public-interfacing tool with the port's youth booth reservation system. The next step was testing a workflow document, which IT and Finance have done with a budget transfer form. I've pasted what that form decision tree looks like below. This is an important step as Laserfiche will replace physical paper documents with an electronic process that includes a decision workflow as well as archival. For example, a permit application may be routed to a department admin for review, who then forwards it to another section for approval, which is then routed to the final user. At the end of that workflow, the document and all approvals are permanently archived in our Laserfiche system. IT has been working with

HR to improve the internal hiring process workflow, and they are exploring better application processing options.



Disaster Grants: Fire Chief Hines, as the City’s emergency manager, has been working with a grant writer and the public works and electric divisions to complete open grant applications for emergency backup generators at City facilities; this will include such sites as wastewater substations. The team is also looking at the possible use of these funds for flood mitigation projects that have been on the City’s congressionally directed spending and State capital outlay wish lists for some time with no success.

Budget Tools & Transparency: As part of our efforts to work toward the Council’s core value of transparency, we are looking into a new budget tool in Finance. We don’t have any updates at this time, but the tool would help us create a digital budget book that can be published on our website; users would be able to click and complete drill-down functions within our budget. Future iterations would allow for better and easier planning of capital improvement projects and long-term infrastructure planning, creating a better public outreach process, and making the entire budget process much easier on staff.

Tongass & Schoenbar: We’ve started the first steps of slip-lining in the Tongass project – the main was degraded and definitely in need of replacement. Thus far, we are having success pulling the material through the pipeline. On Schoenbar, the inner grout layer is going on well as we continue to work within our regular creek water flow.

Museum Visitors: The museum received just under 40,000 visitors in June. Next week, we will interview three finalists for our Museum Director’s position.

Council Items

I’ve not included an updated report of Council items, as you will be reviewing that as part of the regular agenda. I will send the electronic version to councilmembers as I update the spreadsheet.

Travel Report

June 2024 – Travel Report							
Jeremy	Duddles	06/01/24	06/07/24	Las Vegas	NV	Cisco Live Training	KPU - Telephone
Paul	Owen	06/01/24	06/07/24	Las Vegas	NV	Cisco Live Training	KPU - Telephone
Crystal	Williams	06/02/24	06/07/24	Las Vegas	NV	Cisco Live Training	KPU - Telephone