

Borough Manager Goals and Objectives

2019-2020 Budget Year

1. Prepare a Report on the pros and cons of privatizing snow removal in the Petersburg Borough

How will this goal be measured? Report presented to the Assembly.

Status: **Notified Chris Cotta of Project – set follow up for after we have some experience with the Papke’s RFP performance this winter.**

2. Outline a succession plan for key Borough Positions.

How will this goal be measured? Report to be presented to the Assembly

Status: **In progress. Identifying training needs related to succession positions so they can be included in upcoming budget discussion. Updating job descriptions as necessary. To be completed by Dec. 1, 2019**

3. Prepare a complete staffing plan for the Police Department that includes coverage, estimated overtime and any proposed changes in service levels.

How will this goal be measured? Report to be presented to the Assembly

Status: **Assigned to Chief Kerr and Captain Holmgrain. To be completed after Captain Holmgrain returns from the**

FBI Training Academy where he was tasked with discussing specific issues with peer group at the Academy.

4. Prepare various options to the Assembly on the operations of the Assisted Living facility now and into the future.

How will this goal be measured? Report to be presented to the Assembly

Status: **Complete. Report emailed to the Assembly. Assembly was asked to put it on a future agenda if there was any interest in pursuing the recommendations.**

5. Prepare a report for the Assembly on current local service contracts with the Borough and potential opportunities for the community to do business with the Borough.

How will this goal be measured? Report to be presented to the Assembly

Status: **draft report sent to Chris, Karl, Jody and Debbie 10/12/2019**

6. Monthly radio show with revolving department heads.

How will this goal be measured? Complete ongoing radio shows with KFSK

Status: **PMPL May 30, 2019; Finance June 27, 2019; Public Works July 2019; Police Department August 2019; Parks & Rec. September 2019. Fire/EMS/Search & Rescue scheduled for October 31.**

7. Assess Parks & Recreation organization and prepare report for the Assembly on necessary changes to work within current budgetary limitations and improve customer service for the community.

How will this goal be measured?

Report to be presented to the Assembly

Status: Department is working through list of issues brought up by the “Mom’s group”, and the infrastructure needs identified by the department staff. Chandra has continued to send reports to me and the Assembly on the progress and various impacts on the facility. Final report will be apart of the budget discussion later this year to determine how the Assembly wants to proceed.

8. Work with the EMT and Fire Department to develop a long-term staffing and equipment plan that takes into account budgetary restrictions and trends on reduced volunteerism. Review workload and assigned duties of existing staff; shift or eliminate duties if needed to increase efficiency of the Department.

How will this goal be measured?

Report to be presented to the Assembly

Status: sent to Sandy and Jim Stolpe 6/26/2019; Revised and waiting for them to take another look when Jim Stolpe is available, 9/15/2019.

9. Work with the Fire Department to prepare a plan to move the Scow Bay Fire facilities to an alternate location while maintaining service levels.

How will this goal be measured?

Report to be presented to the Assembly

Status: sent to Sandy and Jim Stolpe 6/26/2019; Revised and waiting for them to take another look when Jim Stolpe is available, 9/15/2019

10. Review the borough purchasing policy (using a committee). Look at developing cost-plus agreements (or some other method) with local vendors to purchase locally.

How will this goal be measured? Present proposed Ordinance changes to the Assembly for approval.

Status: **draft report sent to Chris, Karl, Jody and Debbie 10/12/2019**

11. Complete a thorough review of all Borough service and permit fees and make recommendations to the Assembly to adjust as needed. (previous goal given to me by the Assembly from the Planning for the Future meetings)

How will this goal be measured? Present proposed Ordinance changes to the Assembly for approval

Status: **Ongoing. Multiple Ordinances to be revised and presented to the Assembly. These include the ambulance fees (complete) along with building permits fees, finance/admin (partially complete), water/wastewater/sanitation/electric (in process) and parks & rec. (dependent upon hours of operation decision later in the process).**

12. Encourage PEDC and the Chamber to develop a credible, focused plan to encourage new business, including non-fisheries related businesses. (previous goal given to me by the Assembly from the Planning for the Future meetings)

How will this goal be measured? Present evaluation and plan to the Assembly for approval.

Status: **Working with PEDC on matrix. Should be approved at meeting in November. Chamber will be supplied the plan once PEDC is completed to see if the Chamber is willing and able to also participate.**

13. Encourage PEDC and the Chamber to develop a marketing plan to let the “outside world” know about our high quality of life and welcoming business climate. (previous goal given to me by the Assembly from the Planning for the Future meetings)

How will this goal be measured? Present evaluation and plan to the Assembly for approval.

Status: **Working with PEDC on matrix. Should be approved at meeting in November. Chamber will be supplied the plan once PEDC is completed to see if the Chamber is willing and able to also participate.**