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|  | Interim City Manager |

Memo

To: Fircrest City Council

From:Colleen Corcoran, Interim City Manager

Date: February24, 2023

Re: Interim City Manager Weekly Update

**Honorable Mayor and City Councilmembers,**

Please find below information on projects, programs, and other ongoing items for the City. I have included a tentative schedule of upcoming council meetings and agenda items.

Attached files:

* Police weekly update
* Public Works weekly update
* Council Request Task List

HB 1363 regarding vehicular purists was voted out of committee last week. The [amended version](http://send.awcnet.org/link.cfm?r=wSp0dkPmyrvBLWARAReV-Q~~&pe=ErFP2D7bcKbKQiuFyuK4wuxElgU0R_28kCW0lux18V4vTXVwocKruYhZHzZJ7M3oLH3tGsSUPbWcZzeF69FINQ~~&t=XOzwz1Im_yvMHozdJdbxdg~~), which includes a sunset provision for July 1, 2025, would allow pursuits when there is reasonable suspicion that a person in the vehicle has committed a selected list of crimes, poses a serious risk of harm to others, and the pursuit is necessary to identify them.

**Administrative Services**

*Police Chief Recruitment Update-no change from last update*

* 1/25/2023 Position posted.
* 3/19/2023 Position closes.
* 3/20/2023-4/2/2023 Screening will take place.
* 4/3/2023 Eligibility list given to the Civil Service Commission.
* 4/3/2023-4/28/2023 Interviews, background, and testing (physical, polygraph, etc.) will be conducted.
* 5/5/2023 Job offer.

*City Manager Recruitment Update-no change from last update*

Estimated schedule:

* + 2/15/2023 position posted.
  + 3/15/2023 close the position.
  + 4/4/2023 list to Council of candidates including resumes and background investigation results.
  + 4/11/2023 Council selects candidates to interview.
  + 4/12/2023-4/24/2023 Interviews.
  + 4/25/2023 Selection by Council at meetings.
  + 4/26/2023-5/19/2023 Work on contract.
  + 5/23/2023 Contract approved at meeting.

*Planning & Building*

* There is a Public Hearing scheduled for the Preliminary Site Plan Approval. The hearing is set for February 28, 2023, at 3 pm. The meeting will be held at City Hall.
* We continue to see an uptick in passport appointments. We are booked out into April.

*City Clerk*

* Jayne is attending a 6-month course through University of Wisconsin for Parliamentary Procedure. She started the course this week.
* Arlette and the Police Department have been very busy with public Records Requests. We have received nine police requests and two nonpolice requests.

**Finance & Information Technology**

*Finance:*

* The 2022 Year End report is included in the packet today and Lindsay will be presenting during the 2/28 meeting. Please reach out beforehand if you have any questions that aren’t answered in the report.

*Information Technology:*

* Chris and Lindsay have a kickoff meeting next week with the vendor for our Electronic Document Management program to start planning the setup and implementation timeline.
* We experienced an email hack this week, which prompted Chris to investigate our M365 security further and he found that newer employees were not set-up to have MFA enabled, and our password requirements were weak. He is going to be rolling out some changes over the next couple weeks to strengthen these and make our M365 environment less sensitive to future hacks.

*Wellness:*

* The City received the Well City Award and will continue to receive a 2% premium discount of medical premiums. Sierra has done a great job of taking over as Wellness Coordinator.

**Parks and Recreation**

*Programs*

* Our youth basketball program will come to an end after the final games are played this Saturday in the Names Family Foundation Gymnasium.
* Pickleball had over 25 players in attendance on Friday
* The Senior Morning program had over 30 people in attendance on Friday.

*Events*

We are preparing the following events.

* Fun Days
* Mom & Son Dance
* Medallion Madness
* Easter Egg Hunt
* Car Show

**Tentative Schedule of Upcoming Meetings and Agenda Items (Subject to Change)**

**February 28th Regular Meeting**

* City Attorney Appointment (Bob will be in person)
* City Attorney Report
* Ordinance: Storm Water NPDES Compliance Code Amendments
* Year-End 2022 Financial Report

**March 20th Study Session**

* Council goal setting workshop