

**Watertown City Council**

January 25, 2022

**Agenda Item:** 90 Day Check-in from City Administrator**Request for Action:** Feedback for City Administrator and Staff**Employee/Dept.:** Jake Foster, City Administrator**Background:**

The City Administrator's first day of employment with the City of Watertown was Monday, October 25, 2021. At this time, he would like to provide a "90 Day Check-in" to discuss several items and provide an opportunity for the City Council to provide feedback.

**Current State of the City/Watertown 2022**

To begin the discussion, the City Administrator will provide a brief overview of the items that have been undertaken, changed, and/or accomplished since October 2021. Items will also be discussed that are currently underway or planned for 2022. This high-level overview will provide context for the discussion.

**The Future of Watertown**

The City Administrator will highlight work/projects that will extend into 2023 and beyond, as well as some potential for work and priority setting opportunities for the upcoming years.

**Additional Discussion Items for Operating and Efficiencies**

For the last portion of this agenda item, the City Administrator would like to solicit feedback from the City Council on several items including but not limited to:

- What general feedback does the City Council have on City Administrator and Staff?
- What is going well?
- What could be improved?
- Is there anything missing from a day-to-day communication or operations standpoint?
- What are the Council's thoughts on the following items/potential efficiencies?
  - Using DropBox for Council packets – necessary?
  - Phone tree/answering system for City Hall
  - Minutes service/publishing minutes in paper (\$50/2 weeks)
    - TimeSavers
    - Microsoft Teams
  - Need for approval to solicit bids for approved CIP items under public bidding process threshold of \$175,000
  - Commission on Aging recruitment/viability
  - Other items the Council would like to address at future work sessions – round table implementation?