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May 9, 2022

To: Mayor Clevenger and City Councilors
From: Ron Harding, City Administrator
Subject: City Administrator Report Memo

Covid-19: Although most pandemic-related restrictions have been lifted, we still see daily infections, and COVID has not entirely gone away. The city has modified its COVID response accordingly but is still making test kits and PPE available to staff and the public. Should anyone need a test kit, the city has a good supply.

Grants: We continue to look for grants that may become available to support all the goals and plans for the community. Some grants that have been received are executed, so we also need to work on Grant management, which will consume a lot more of our time.

Staffing: The police department is in the final stages of hiring the last open position created with the resignation of an officer in April. Our chief is still working, so there is no void right now. Other than replacing the police chief, the department should have full staffing.

We are working with the University of Portland to try and get a recent graduate on board through their fellowship program. This may provide some needed services and create an opportunity for the graduate. One of our former office staff members, who moved away, is filling a temporary position remotely beginning May 1.

Projects:

The property where the new reservoir is located has fully closed and been filed with the county. The water reservoir design is underway and making significant progress. We are looking at several different tank options, and then the design engineering will move forward.

Sign: The community message center sign permit has been approved, and the sign itself is on Order. The landscaping has been cleared, and the project is ready to move forward as soon as the sign arrives. We were told we need to execute a right of way removal agreement with Marion County, but that is not an issue.

Maude's: The building had its final inspection last week and only had a couple of minor punch list items. The electrical is installed, and we are simply waiting for Pacific power to connect after receiving the exterior panel, which is on backorder.

Water emergency generator: The needed infrastructures have been completed. The supply chain and logistics barriers have been the most challenging obstacles to completing projects promptly. We are waiting for the generator itself to be completed and delivered. Once that occurs, the project can conclude, and we can check this list.

Budget process: The budget committee is meeting tomorrow. The overall city budget looks good, and we do not see any surprises. The forecasts have been holding as predicted as the financial policies have proven sound. Some trends are downward in the forecast but a couple of years out into the future and not a concern for this year. Overall, it should be a smooth year for the budget.

Cascade high school: The council has been invited to the Cascade school graduation on June 8. The Coordination and communications have been going well with the district, and we are looking post-COVID for additional opportunities. The council should have an email notification, but please let us know if you didn't receive it.

Summer events: The summer events are shaping up nicely. We see good interest in both Superhero Carnival and the Corn Festival. With increased inflation, some businesses are not sponsoring as much as they have in the past, but this is expected. We have also have not dedicated as much time to getting sponsors as the large Grants have absorbed additional time. The downside is that we may not have as large of a remaining pot of money to donate back to non-profits, but the event will be successful, maximizing our profits where possible. Besides that, all the planning is proceeding on course, and volunteers are signing up. If you know of a company you would like to sponsor, don't hesitate to contact them or connect them to me.

The summer market and children's program are ready to go. The market has been getting lots of exposure with Maude's building. We believe everything is in place and are just continuing to sign up vendors.

The Easter event was very nice, and we had lots of good comments after the event.