

CITY MANAGERS REPORT
Report Period November 26, 2018 – January 9, 2019

Ginger Allen, City Manager

City Hall Facility Condition and Needs Assessment: The Request for Proposal (RFP) for the Facility Condition and Needs Assessment of City Hall was advertised on January 9, 2019, with a closing date for proposals of January 31, 2019 at 4:00 p.m. If we can stay on course with this project I would hope to have a report before council at the March 11, 2019 city council meeting.

Postage Increase: Postage stamps are increasing from .50 to .55 cents on January 27, 2019. The city will be looking for ways to cut back on our mailings and moving towards automating as many services as possible. The two major contributors to our postage costs are utility bills and city newsletter. Thus, staff will begin researching the cost of sending out electronic utility bills to as many customers as possible and sending out the city newsletter electronically verses U.S. Mail. I am hoping to have a discussion about these services at the January 14th City Council meeting.

Small City Allotment Grant: The City will be moving forward with a Request for Proposal for paving overlay patches and an installation of storm drain on:

- NE Ash Street (paving and storm drain installation)
- SW 3rd Avenue (paving)
- NW Cherry Street (paving)

The proposals will be advertised by January 31, 2019 and close on February 28, 2019. Staff will bring back a proposal to award bid at the March 11, 2019 city council meeting.

City of Scio Parks and Tree Committee: I am currently working on the revision of Ordinance No. 545 Tree Ordinance of Scio, Oregon. My desire is to have the revisions prepared and sent to City Attorney, Tre Kennedy by February 8th for review and presented to city council at the March 11, 2019 council meeting. Once the ordinance is revised and approved by council solicitation for Park and Tree Committee Board members can begin.

Reserve Fund Transfers: At the November 26, 2018 city council meeting, council approved the transfer of funds from Columbia Bank to the Local Government Investment Pool (LGIP). I received contact from Columbia Bank stating that they believed they may have an option for our funds that was not known to me at the time of the transfer request. In fact, I was previously told by Columbia Bank that they could not meet or compete with the interest offered through the Local Government Investment Pool (LGIP). In order to ensure that we are indeed getting the best interest for our funds I have scheduled an appointment with Columbia Bank on January 16, 2019 to hear what they have to say about a saving options. If the option is better than that of the LGIP I will bring the information back to council for approval. If the option falls short of that offered by LGIP I will move forward with the transfer of funds.