

**CITY MANAGERS REPORT**  
**Report Period April 7, 2022 – May 4, 2022**

Ginger Allen, City Manager

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**PW Shop Update:** I spoke with Project Manager Ryan Quigley and it appears that materials and supplies are still issues with the Shop Build. I am hoping to have an update by the council meeting on Monday, May 9<sup>th</sup>.

**New Scio City Hall; Safe Routes to School Project; and Small City Allotment Project:** I will be meeting with Ryan Quigley during the week of May 16<sup>th</sup> to discuss and receive updates on all three of these projects.

**City Charter:** The City Charter will be sent to Assistant City Attorney, Jeffrey Clayson, on or before May 27<sup>th</sup> for review. Once the City Attorney's office completes their review, the charter will be presented to city council for approval. Once Council approves the revisions/additions it will be sent to the Linn County Elections Office to appear on the November Election Ballot.

**Public Restrooms and Parkland Development Grant:** Public Works Employee, Ko Knurowski has taken the lead on the Public Restroom Construction and Park Land Development projects sponsored by Covid Relief Funds from the State of Oregon. Ko is scheduled to have a budget prepared by May 19<sup>th</sup> and a request for proposals for the build of the restroom will follow. A Parks and Tree Board meeting will take place sometime in the month of June.

**June 2022 Employee Handbook:** I fell behind in the updating of the Employee Handbook. I do anticipate the update being completed and sent to Assistant City Attorney, Jeffrey Clayson, for final review on or before end of May. I have already placed this item on the June 13, 2022 city council agenda for final adoption.