

CITY MANAGERS REPORT
Report Period August 4, 2023 – September 8, 2023

Ginger Allen, City Manager

Public Works Shop Update: The contract between Andy Metcalf Construction and the City of Scio has been completed. A final check will be cut and mailed out the week of September 11, 2023. Any remaining proceeds from the building loan will go towards the purchases of:

- Back-up generator for the PW Shop
- Small Data Center
- Completion of Asphalt Drive.

Parks and Tree Committee: I completed and sent out a Request for Proposal (RFP) for Phase I of Thomas Creek Park Development, on August 24th. The vendors are to reply on or before Thursday, September 15, 2023, by 4:00 p.m. The RFP requested the following services:

- Clear the park site
- Level the park ground area
- Install new irrigation system
- Plant grass seed going into the fall of 2023.

*****Note** Fence installation will be completed by Public Works Staff.***

Safe Routes to School Project: The sidewalk and crosswalk enhancement project, on NW 1st Avenue has three punch list items remaining:

- Rework two bulb outs
- Vacuum out of storm drains
- Installation of blinking light near N. Main

These three tasks are expected to be completed by end of September.

Small City Allotment Grant: This sidewalk project has three punch list items remaining:

- Replacement of two squares of concrete that failed inspection
- Reconstruction of a bulb out divider
- Planting of beautification strip

Water leaks in Scio: The city completed repairs of all of the detected water leaks in the Thomas Creek Estates sub-division on Friday, September 8, 2023.

The leak on N. Main Street will be completed once the large Coastal Redwood tree is removed. This is taking time due to the coordination of the following services:

- Large Crane
- Road Flagging Crew
- Pacific Power
- Santiam Tree Service

Library Collection Policy: I am still working on information regarding the Library Collection Policy and any formal requirements associated with the policy. A complete report will be in your October 9, 2023 council packets.

New Technology Mapping System for City Infrastructure: City staff is working with Linn County GIS on the development of a new mapping system that will provide electronic locations of our various infrastructure. (i.e. water lines, sewer lines, hydrants, man holes, storm drains, pot holes, etc.) Once the project is complete, staff will provide city council with a demonstration of these services. Linn County GIS Department provides this mapping system to the citizens of Scio, free of charge. Staff is hoping to have the new system up working on or before January 31, 2024.

New Website Design Underway: Cathy Martin has taken the lead on developing a new city website with our Municipal Code provider Civic Plus. After several weeks of research, the city chooses Civic Plus to help create the new website because of its affordability, great reviews, and user-friendly interface.

Scio Memorial Park Upgrades: The city hired a contractor to repair the steps and install hand railings at the Scio Memorial Site by the Thomas Creek Bridge. The steps were in need of repair and a hand rail was never installed. Once the steps are repaired, city staff will be removing all vegetation and adding mulch to the landscape area to prepare it for spring planting. The contractor doing the work at the site also power washed the site and will be repairing some of the bricks and masonry that has fallen apart.