

City Manager December Report

The following December report will give an overview of the objectives accomplished this past month, as well as future plans:

1. The strategic plan has concluded. A summary of findings will be presented with suggested next steps during the February work session. I would like to include our planning commission in this process. Overall, the survey results were positive with 178 community, 68 high school and 163 elementary school responses, which is a great starting point.
2. Oregon Department of Transportation has an upcoming ADA project in Boardman. The work will be done in the Spring/Summer of 2025 and last approximately 3 weeks. As the project draws closer, I will invite ODOT to present to the council the plans and details of the project.
3. Our city clerk has created accessibility of all city fees on the website. This enables all community members to access and locate fees and follow ADA requirements.
4. Subroutine, Inc. an AI company focused on expanding access to government services and programs, is working with the City of Boardman, OR to install an AI-powered chat agent on the City's website. This chat agent will expand Boardman residents' access to information in multiple ways, such as allowing them to search for answers to basic questions outside of normal work hours, in the language of their choice, in natural language, etc. By adding chat, we hope to provide residents with instant access to information on a variety of topics such as public services, local events, and regulations, etc. to enhance communication between Boardman administration and its citizens, as well as save City staff time and energy.
5. The capital improvement plan (CIP) provides the framework for facility and infrastructure improvement. Our current CIP was approved in April and provides a five-year outlook. In March I would like to hold a work session that would establish a twenty-year plan, as well as review the many projects that have already been completed.
6. One tool used to inform our community is through a subscribed "news & notices" notification system, which sends texts and emails. The current practice is for each citizen to sign up to receive these notifications. Through our CivicPlus website provider we can now send bulk contact information. A notification was sent with the most recent utility bill informing residents of this update. Community members have the option to opt out.
7. Safety Update:
 - a. *Reviewed the quarterly inspections, ensured all vehicles have updated first aid kits, Knox box for fire department access has been installed and working to mount additional lighting in back parking lot by building department addition.*
8. Community Outreach.... (This will be a regular section that I will include with each report. This is a way for myself and the council to keep in mind the importance of ongoing outreach to our community and highlight what has been done and will be upcoming for the future.)

- A. City Staff Christmas Party
- B. Umatilla Electric
- C. Boardman Community Development Association
- D. Port IT Department
- E. Morrow County
- F. Safety Committee

- G. PW Equipment Professionals
- H. Chamber Luncheon
- I. Public Works Consultant
- J. Strategic Planning Consultants
- K. Communication Specialists
- L. Heppner City Manager
- M. NEACT

CAPITAL IMPROVEMENT PROJECTS

2024-25

General

BPA Greenspace
Surplus Old City Shop

PROGRESS

In Design
Complete

Cost Estimate

\$440,000
\$75,000

Planning

Strategic Planning
Economic Opportunity
Analysis
Transportation System Plan
Parks Master Plan
Development Code
Municipal Code
Housing Need Analysis

In Process
PAC Appointment

In Process
In Process
PAC Selection
In-House
Waiting for state final
requirements

\$50,000
\$60,000

Grant Funded
\$40,000
\$150,000

Public Works

Maintenance Shop

In Construction

\$350,000

Streets/Sidewalk

SE Front St
Wilson & Faler Sidewalk
S Main

Complete
Complete
Developing scope

\$1,500,000
\$400,000
\$2,500,000

Water/Wastewater

Bio Solids Removal
Headworks Screen &
Septage Receiving Station
NW Columbia Ave

Summer 2025
Ordered headworks

Complete

\$1,250,000
\$1,050,000

\$1,300,000