

City Manager September Report

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

1. On September 24th an Open House was held from 3:00-6:00pm allowing our community an opportunity to see the newly completed building department.
2. Record retention is a vital component of daily city hall activities. In order to maintain a functioning system, I am requesting two days in November, 14th and 15th, to allow staff uninterrupted time to assess current and historical records.
3. The success of any city relies heavily upon the recruitment and retention of our police officers. As our population continues to increase, so do our calls for service. Over the last couple of years with retirements and officer vacancies, we are seeing a difficulty in maintaining appropriate staffing levels. The hiring process for an entry level officer takes a little over a year. In order to address this shortfall, we will be asking for a supplemental budget to allow the city to adjust for these vacancies.
4. Over the years the recycle center, located at the community garden, has been a problem area for improper disposal and dumping. Recently, the city added an additional cardboard bin behind city hall which has shown itself to be a better location, as far as cleanliness. I would like to relocate the recycle depot from NW Columbia to the end of the driveway, between City Hall and the Senior Center.

5. Safety Update:

- a. *The City of Boardman was awarded the **CIS LOC Excellent in Safety** with the following statement:*

We are proud to recognize a City that has demonstrated a program or policy that focuses on employee safety in the workplace. City Manager Brandon Hammond has made great strides in implementing policies, programs, and improving safety awareness. The City has reduced workers' compensation claims over the past several years, as well as time loss. The City's safety committee members report that their City Manager has a genuine concern for the welfare of the staff, hears their concerns and tries to address them, which they feel has improved from prior years. Two of the most long-standing members on the safety committee, including the chair, are from law enforcement, which many times is underrepresented on safety committees. Boardman's safety committee is working on implementing panic buttons on the phone system, and the City has installed locked boxes with building maps and keys for the fire department in case of emergency. They also developed an annual staff training plan with the CIS Learning Center, emphasizing public-works safety training as well as an emergency action/safety plan.

6. 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.)

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| A. Park Master Plan | I. POM Commission Mtg |
| B. Nextiva, phone system | J. BCDA |
| C. NEACT | K. CIS Learning |
| D. B2H | L. Boardman Chamber |
| E. Boardman Commuting | M. Tower Rd Zone Discussion |
| F. Morrow County SD | N. DEQ |
| G. LOC Social Media Training | O. LPSCC |
| H. UEC | P. Boardman Healthy Community |

CAPITAL IMPROVEMENT PROJECTS

2024-25

<u>General</u>	PROGRESS	Cost Estimate
BPA Greenspace	Obtaining BPA final approval	\$440,000
Surplus Old City Shop	Complete	\$75,000
<u>Planning</u>		
Strategic Planning	In Process	\$50,000
Economic Opportunity Analysis	In Process	\$60,000
Transportation System Plan	In Process	Grant Funded
Parks Master Plan	Committee Appt.	\$40,000
Development Code	Contractor Selection	\$150,000
Municipal Code	In House Surgical	-----
Housing Need Analysis	Waiting for state final requirements	
<u>Public Works</u>		
Maintenance Shop	Developing plans	\$350,000
<u>Streets/Sidewalk</u>		
SE Front St	Final Inspection	\$1,500,000
Wilson & Faler Sidewalk	In construction	\$400,000
S Main	Developing scope	\$2,500,000
Boardman Ave & N Main	Approval process	\$1,000,000
<u>Water/Wastewater</u>		
Bio Solids Removal	Summer 2025	\$1,250,000
Headworks Screen & Septage Receiving Station	Ordered headworks	\$1,050,000
NW Columbia Ave	In construction	\$1,300,000