

City Administrator Report

September 18, 2025

Wesley Wootten, City Administrator

Finance

We are excited to announce that Jayne Borden has been hired as the new Finance Director! Jayne will serve as the city's treasurer and chief financial officer, overseeing all aspects of financial management. Please join us in welcoming Jayne to the team.

The budget planning process for 2026 has begun and the calendar for public hearings, state deadlines, and other planning meetings is being presented to council tonight.

The City continues navigating its annual audits (Single, Financial, Accountability) with the State Auditor's Office. All audits are likely to be completed by mid-October.

Public Works

The Public Works Team has been busy with multiple ongoing projects – Cascade Water and Sewer Line Replacement, Ash Alley Paving, Bark Dusting.

After several months of hiring and training, we have finally reached full staffing with the addition of Jake Truelove and Clay Bond to the team. We are pleased to have a solidified Public Works crew and looking forward to the value we know they will add.

Council Action Items

City Engineering Standards – The proposed new engineering standards that were outlined by Public Works Director Rosander and Tim Shell of Shell Engineering at the August council meeting. Council is asked to approve the ordinance to modernize and clarify the standards for Public Works projects.

City Hall & Operations

We are sad to announce that our Planning and Public Works Assistant, Tiffany Anderson, will be stepping down from her position. Tiffany has been a wonderful team member, was critical in keeping City Hall functioning, and has always been willing to step up to the plate when needed. We wish her the best in her future endeavors!

A new role – Permit & Records Manager – has been listed to replace Tiffany’s role which had expanded considerably during her tenure. We will be working quickly to get this critical spot filled.

Looking Ahead – Key Dates & Upcoming Items

September 2025 – Kick-off of 2026 budget planning with staff.

October 2025 – Public hearings begin for the 2026 budget.

Fall/Winter 2025 – Street overlay program and utility projects continue