

## City Administrator Report

August 21, 2025

Wesley Wootten, City Administrator

### **Finance**

The 2026 budget planning season will begin in September, with public hearings planned to start in October. Multiple hearings will be held, and the full budget will be made available on the city website. We encourage all interested parties to attend and provide feedback.

Revenues and expenditures for 2025 are generally tracking in line with projections, though we continue to monitor utility fund balances closely as we implement the new sewer ordinance. Grant reimbursements for capital projects remain on schedule, and we are evaluating new opportunities through state infrastructure funding that may support utility improvements in 2026.

We are wrapping up our search for a Finance Director to join our team. We hope to have a candidate selected and on-board soon – I will keep Council updated on the status.

### **Public Works**

With the recent hires of Clay Bond – Wastewater Treatment Plant Operator and Jake Truelove – Utilities Maintenance Worker, our Public Works team is now back up to full staffing.

I would like to congratulate Jon Dexter for passing his WWTP02 certification test! As we continue preparing our new treatment plant for full operation, Jon will act temporarily as the Plant Supervisor and Field Supervisor.

Our PW Team has numerous projects underway and planned for the rest of 2025. You can see their handiwork with the paving of Ash Alley, and the Cascade utility line replacement is scheduled to begin within the next month.

### **Community Development**

The Planning Commission met last week and held a listening session on vacation rentals, along with reviewing potential amendments to modernize the Land Division Code.

City staff have also been preparing for implementation of the sewer ordinance, scheduled to go into effect on September 1. Letters have been drafted to send to property owners who will be immediately impacted.

## **Council Action Items**

**Business License Exemption:** In compliance with the statewide model ordinance, Council is being asked to increase the business license exemption threshold from \$2,000 to \$4,000.

**Small Works Roster:** City Attorney Muth discovered that there is no official Small Works Roster policy in city books. Council is being asked to pass the policy to standardize the process and avoid any confusion in the future.

## **City Hall & Operations**

I have been working with all staff to create and compile Standard Operating Procedures (SOPs) for all departments and functions. This repository will provide a clear reference for institutional processes and reduce errors on utility bills, permits, and other public functions.

As a measure of protection, the City has ceased all notary services for the public. Staff are directed to only notarize documents related to city business.

## **Looking Ahead – Key Dates & Upcoming Items**

September 1, 2025 – Sewer Ordinance goes into effect.

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.

Ongoing – Recruitment of Finance Director and continued implementation of Stevenson Ready initiatives.