

To: Sheridan Mayor and City Council
From: Heidi Bell, City Manager
Date: February 2023
RE: City Manager Monthly Report

Interviews and Jobs: We received applications for Maintenance Worker II, Code Enforcement and the Library Clerk/Adult Programming and Outreach. We offered the job to the top candidate for the Maintenance Worker II position and the Library Clerk position, both accepted! We are holding interviews for the Code Enforcement position next week. Soon we will try to open up the Maintenance Worker I position; this entry level position will be focused in parks and training in PW maintenance and our last one to fill!

Yamhill River Access Work: The Oregon State Maine Board's Boating Facilities Manager will be at City Hall on March 1 at 8am. You are all invited. She will make a separate trip to Willamina and to the other interested jurisdictions on the Yamhill River. Mayor is helping me along the way, thankfully!

Park Work: With spring on the horizon, we are starting to fire up our team to get things designed, purchased, and plotted at our parks for the upcoming improvements. For the last few months, the Parks and Recreation Committee Members have worked super hard to select new things to add to the City Park. These items are low cost with high visibility and ample amounts of fun. The goal is to have the items setup in time for Hometown Days, June 17. We will request the FCI inmates to help with some of the work. The new additions include tetherball, four square, a RC racetrack, and cornhole. The horseshoe pits will be relocated and polished up. Where the existing horseshoe pits are will be a new dog park. It might be after Hometown Days before the City Park Dog Park can be finished. We will also get benches from storage moved and placed in the City Park too. The nonprofit, Friends of the Sheridan Parks will also be helping the PRC, the inmates, and the City Staff. The Friends will also be hosting basketball and horseshoe pits during Hometown Days this year. Staff met with a playground/park sales rep to get quotes for needed items. The rep also provided a lot of useful information about parks and recreation that we had questions about. His company is on the State Contracts list, so it also makes ordering easier because his prices are vetted by the State.

Salary Survey: Yvonne has spent a lot of time getting employee's job descriptions sent to the third-party that is doing the salary study. We had one phone meeting, that was at least an hour long, going through the preliminary findings and answering her remaining questions. We are now on either the third or fourth draft. There are still a few more questions for us to answer and then hopefully it will be prepared for the Staff and Council to see mid-March.

Health Insurance: I delivered the health insurance request to the Union Rep and hopefully soon the Union will hold a member meeting to approve the Union Contract change. The Union Contract specifically states the name of the health insurance, so it needs to be updated and approved. With this approval, it will come back to the City Council for approval via a resolution.

Council Work: I have been attending to work that comes out of Council Meetings and making packets with our team. There are several action items that have been discussed in Executive Sessions but required a lot of discussion, coordination with the appropriate staff members, and research. This work has kept me busy.

