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## MEMORANDUM

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TO: Airport Advisory Board  
FROM: M McPherson, City Administrator  
SUBJECT: **Manager's Report**  
DATE: March 4, 2022

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### **City Hall Staff Changes**

Tracy Peters, Finance Director, resigned her position to return to work for a previous employer. Her last day was March 3, although she has made herself available for limited hours monthly to answer questions. The position has been posted, but in the interim, her duties have been divided between the accountant and me.

### **Joint Planning Board**

No work has occurred as my time has been diverted to preparing for the Finance Director's departure and the subsequent hiring of a new staff person. I hope to pick this back up in April.

### **Budget Report and Final Budget Worksheets**

Are attached for your information. The budget actuals for 2021 are through the end of December. I will try to provide these to you monthly whenever possible; since I will be responsible for reconciling the City's accounts monthly, this may be an attainable goal.

### **Planning and Engineering Request for Qualifications (RFQ)**

The Board should have received the responses to the RFQ previously via email; they are again attached for your review. Public Works Director Gerold and I have reviewed the responses. I would like to discuss them and have the Board recommend a consultant to the City Council.