MEMO

To: **Mayor and Members of Council**
From: **Vincent Martorello, City Manager**
CC: **City Council File**
Re: **Week of March 15, 2026 - Update**
Date: **March 20, 2026**

Here is a summary of my activities for the week of March 15, 2026.

- Given the concerns raised about the city's fiscal responsibility regarding the potential costs of changing the logo, I prepared a preliminary cost opinion for the project. Staff are still reviewing the anticipated expenses, but based on what we know today, I do not expect the total cost to increase significantly.

Opinion of Probable Costs
Logo Update

Item Description	Qty	Unit Costs	Extended Cost	Notes
Rebranding costs	1	0.00	0.00	CSD is not charging
Digital Material	1	0.00	0.00	No charge - part of deliverable package from CSD
City documents (memos, correspondences, etc.) stationary	0	0.00	0.00	Digital material will be used
Envelopes	0	0.00	0.00	No logo currently on envelopes - this would remain
Business Card - graphic design for logo change	1	67.00	67.00	One time fee for switching out logo
Apparel - graphic design for logo change	1	35.00	35.00	One time fee for switching out logo
Truck and equipment vinyl decals	48	16.00	768.00	We use vinyl decals on the trucks and equipment.
Truck and equipment decals - graphic design for logo change	1	15.00	15.00	One time fee for switching out logo
Truck magnetic sign	4	21.00	84.00	Replacement magnetic signs
Signs with a logo can be changed as the signs need to be replaced.		Potential Cost	969.00	
		Contingency @ 15%	145.35	
		Total	1,114.35	

- I met with staff and the US Market design team to discuss the recent Planning Commission decision to deny the application for a new gas station and convenience store west of McDonald's. Our conversation focused on potential revisions to the proposal that would allow the applicant to resubmit it for the Planning Commission's review.
- I worked on the updated contract for the City Attorney and Municipal Judge.
- Reviewed proposals for the city's Engineer of Record.
- To date, the City has issued Requests for Proposals (RFPs) for the following services: City Attorney, Municipal Judge, Engineer of Record, Insurance Services
- A second round of RFPs is planned for next year and will include: Information Technology (IT) Services, Fuel Distributor for the Airport, Custodial Services for City Hall

Anticipated Work for the Week March 15, 2026

- March 23 – Council work session
- March 27 – City of Creswell ODOT Oregon Ave jog meeting

Upcoming Work

- Jentry and Company Podcast

Let me know if you have any questions or concerns.

With Gratitude,
Vincent