



TO: Mayor and Council

FROM: Milton Dohoney Jr., City Administrator

CC: Shoshannah Lenski, SEU Executive Director
Marti Praschan, CFO
Mariah Walton, Deputy City Administrator

SUBJECT: February 19, 2026 Council Agenda Response Memo

DATE: February 12, 2026

CA-14 - Resolution to Approve Adding 1.0 Full Time Equivalent Position to the Sustainable Energy Utility (A2SEU) (8 Votes Required)

Question #1: Would staff please offer a bit more detail on the work of the Operations Manager and how that position relates to the SEU Executive Director position? Is it safe to say that this is a very exciting step forward for the SEU? (Councilmember Disch)

Response: The requested Operations Manager position will report to the SEU Executive Director. To date, the Executive Director, with the support of some part-time consultants and colleagues in the City, has been responsible for all strategic and operational activities of the SEU. As the SEU begins acquiring, owning, and operating its first assets this calendar year, a dedicated FTE will contribute much-needed capacity as well as operational expertise. A few examples of the operational activities this FTE will lead include:

- Developing and then overseeing an inventory management approach for the SEU, to procure, receipt, handle, store, and distribute equipment.
- Serving as the business unit lead on IT system implementations for the SEU, including most immediately a billing system and a process for documenting SEU assets in the City's asset management/work order software system.
- Creating, documenting, and continuously refining and improving SEU processes and procedures, such as customer intake/onboarding, system installations, preventative and reactive maintenance schedules, etc.

- And much more, including many currently unknown needs that will surface as the SEU evolves and grows.

With the help of this operations-focused FTE, the Executive Director will be able to focus more attention on the overall SEU strategy, including essential financing needs, ratemaking, deployment/growth pathways, customer experience, etc. We view this hire as both a necessary and an exciting step forward for the SEU as it transitions from an idea into an operating unit.

CA-18 - Resolution to Amend the Housing Affordability Agreement for Stimson Apartments to Raise the Income Cap on Two Units

Question #1: Just to verify: income-averaging makes it possible to allow two units to be occupied by tenants @ 80% AMI while ensuring that the property remains under the 60% AMI threshold? (Councilmember Disch)

Response: The average of all household incomes at the Stimson Apartments will remain below 60% AMI. While this housing project is not funded under the Low Income Housing Tax Credit Program, averaging below 60% AMI will allow this project to remain eligible for the City's tax exemption under City Code Chapter 19.