

**December 13, 2011**

**Administrator / Clerk / Treasurer's Report**

Public Works

- As a result of our Discussion with the Department of Health, Ray is going to install a temporary meter at the well house to test check the accuracy of the existing meter there.
- Jennifer and Ray worked together to send out reminder letters on the requirement to perform backflow tests done on their sprinkler systems each year.

Building

- Dave has begun his annual grease trap and fire inspections at commercial facilities.

Court

- Jennifer and John are waiting for feedback from Stevenson regarding the possibility of contracting with them for court services for criminal matters.

Planning

- Tom is busy with:
  - Shoreline Master Plan (75% time right now) – maps, public information
  - Heritage Trails
- He is also working on a review of city fees and charges to make sure we are recovering full costs. The ordinance that we will eventually propose to make fee changes will include new fees for livestock applications.

Planning Commission

- Held a very successful workshop on the Shoreline Plan.
- Working on Heritage Trails – Children's Loop. At the last meeting they approved a contract to purchase wood carvings of Bigfoot to be placed around the trail area.

Fire

- John continues to work with the bank to refinance the fire truck.

Parks and Recreation

- No significant activity.

Personnel

- Coordinating investigation on harassment complaints.
- Met with the union regarding a number of issues; no action has been taken, other than an

## Finance / Administration

- I continue to work on cleaning up finances. I intend to provide new year-to-date and year-end documents by the December 13<sup>th</sup> council meeting.
- In January I presented council with a work plan for 2011.

Here's how we did:

### Accomplished

- Committee / Commission appointments
- Sewer Rates
- Personnel Policies
- Council Rules of Procedure
- Grievance procedure for Community Development Block Grants (CDBG)
- Council Training Workshop
- Planning for use of Tourism funds (review use of committee, create vision)
- Solving the Cable TV financial problems
- Renewal of Baseball Club contract for ball fields
- 2011 Budget Adjustments
- 2012 Budget
- Animal Code update (Livestock)
- Code Enforcement Procedures
- Office Staff Cross-training
- Community Garden
- Pathways Plan (Planning Commission)
- 2010 Financial Reports and Audits
- Supplement Street Department Funding

### In Process

- Create Water System Plan in anticipation of 2<sup>nd</sup> Well
- Policy / Procedures Manuals
- Finance software (Billing not yet installed)

- Fire Department Funding
- Parks & Rec Funding
- Muni Code updates (cleaning up errors, out-of-date references, etc)
- Comprehensive Plan update – Sub Area/Economic Development Plan
- Fire Department Physical Exams
- Completion of cash reconciliation
- Options/Plan for contracting out Court

### Not Completed

- Credit Card Utility Payments
- Address Speeding issues
- Transportation Improvement Plan
- Greenhouse Gas Policy
- Capital Facilities Plan / CIP

### Idea Dropped

- EOC Exercise
- Reviving the Block Leader program
- Naming Parcel C
- Expand Tree Ordinance
- Look into Tree City USA program / Arbor Day program
- Check for Cell Transmitter interest
- Sewer Plant Grand Opening

## Police / EDC / Chamber

- See attached EDC report.