

**September 26, 2012**

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

Public Works

- Looking forward to getting Jeff Denny, up to speed on his duties and having a full team. He will be starting on October 1<sup>st</sup>.
- Bryan stated that he is willing to paint crosswalks, but he would first need to buy or borrow a paint-sprayer (and/or create a jig), buy paint, and take time away from other activities such as training the mowing lawns or erecting gazebos. The Street fund is already in danger of going over budget, so an additional appropriate would be needed to spray cross-walk lines. That said, staff agrees that this is a public safety issue.
- One of the bigfoot statues was vandalized (sprayed with red paint). Ken Craig, the carver, is coming out to fix it.
- Working with Riverside Electric to install 240-Volt service to the gazebo for use in future concerts/events.

Building

- Tom and Dave Nail wrote a letter to Pete Cam inquiring on his plans for the Day Use Facility. Mr. Cam submitted initial plans and paid the initial fees back in March, but has still not completed many required plans for the facility. He has only limited time left on his Shoreline permit for this project.

Court

- Public Defender Sheri Thonstad has quit due to lack of work and additional requirements mandated by Washington State. We are now seeking a new public defender.

Planning

- Tom is busy with
  - Shoreline Master Program – he is very near to completing the inventory and characterization report,
  - Overseeing the environmental aspects of the Coyote Ridge and Hamilton Creek projects.
  - Planning-related questions from public.
- Working on temporary sign code.
- We held a meeting with the Lower Columbia Fish Enhancement Group (LCFEG), the Heritage Trails Committee, the Skamania Economic Development Commission (EDC) and Friends of the Gorge to discuss jointly pursuing grant funds to create an interpretive trail along the new Chum Salmon channels. This project looks very promising and the EDC is writing up an initial project description while Friends of the Gorge looks for trail planners to develop a concept/budget. By happenstance I was interviewed by KGW (channel 8) regarding the Chum Channel that same day. Here's the newsreport:  
<http://www.kgw.com/home/Project-brings-rare-look-into-salmon-spawning-169556686.html>

## Fire

- No news.

## Planning Commission

- Planning Commission is addressing the following issues:
  - CBD Zoning – discussing signage and the ability to allow temporary structures.
  - Creating of permanent tourism (bigfoot/heritage trails) signage at the entrance to the city.

## Personnel

- Responded to requests for information from the union.
- Preparing for the 2<sup>nd</sup> round of negotiations on September 26<sup>th</sup>.
- Completed processing the new hire, Jeff Denny.
- Working on annual reviews for Tom and Jennifer and myself.

## Finance / Administration

- We are finally receiving the Billing component of the new financial software. This component will enable better reporting, auditing and tracking of utility billing. Also, it is the first step of enabling us to begin accepting credit card payments (though this is still a ways out).
- My “spare time” these days is pretty much dedicated to the 2013 budget and preparing for the annual audit, beginning on October 10<sup>th</sup>.
- Jim and Sharon Runkles and I represented the city at the Dam’s 75<sup>th</sup> anniversary celebration. Thank you Jim and Sharon for all your work on this project!
- I noticed that we have not been using the electric service to the Heritage Trails station and the associated RV hookups, and have canceled that service.
- I am working with Julie Stevens on another website update.
- I am pursuing the idea of making a student competition or class project out of our signage issues.
- Had a great discussion with the USDA program manager, who is urging us to get grant/loan applications in to her and the CDBG folk soon. She also mentioned that she submitted our community garden to Washington DC as a success story.
- I received a response from WCIA regarding the idea of taping executive sessions. It was similar to those of MRSC and Ken: they advised against it and argued that it would harm attorney-client communications as well as possibly be subject to the Open Public Meetings Act.
- August financials are attached.

## Sheriff / EDC / Chamber / Community Garden

- Police report attached. In August they spent 115.5 hours in our city, logging 759 miles.
- EDC report attached.