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## CITY ADMINISTRATOR'S REPORT

I believe that communication between staff and Council is essential to keep everyone informed and up to date on the latest City activities. One of my goals is to strengthen communications with City Council by collecting and distributing information from my office as well as all city departments. Therefore, I have asked each department head to provide a monthly report highlighting activities in their department.

Here is what I have been working on since our last meeting:

- Held a staff meeting for all departments. Each department will start providing monthly written staff reports at the first Council Meeting of the month.
- Along with PW Director Turner, met with Jake Hollopeter and Dave Jepsen of Anderson Perry. Discussed water projects and funding. We also discussed possible sewer projects.
- Attended the Moses Lake Regional Meeting. Discussed priorities, key issues, and budget challenges for 2017.
- Attended the Franklin County Commissioners Candidate Forum in Pasco. Two of the three Commissioners are up for re-election. The City has several interlocal agreements with Franklin County.
- Along with Mayor Blackwell and Clerk Reinauer, attended the monthly Chamber meeting. Things are gearing up for their Annual Wine and Brew Festival.
- Working with Attorney Hultgrenn and a local realtor to obtain a current market analysis for the museum.
- Working on Red Waggin Contract. Should have ready for Council at the next meeting.
- Working on code updates for Title 8 Animals and Title 17 Zoning.
- Working on USDA Rural Development Application for Well 6 and South Side Water Mains
- Working with City Clerk Treasurer Courneya on the 2017 Preliminary Budget.
- Along with Mayor Blackwell and Public Works Director Turner, held a phone conference with BNSF and WSDOT to continue moving forward with the railroad interchange project.

Here is what I have coming up:

- Along with PW Director, I will be attending the IACC (Infrastructure Assistance Coordinating Council) Oct 18-20<sup>th</sup>.
- Planning Commission meeting October 24<sup>th</sup>.
- Will be attending the Dept of Commerce E. WA Planners Forum.
- Meeting with Clear Risk Solutions (CIAW) to review the City Personnel Policy and make necessary updates.
- Columbia Basin Development League Conference November 3<sup>rd</sup> in Moses Lake.

Other tasks I am currently working on:

- Working with Clerk Canales on City's website for Communications Corner
- Council Retreat – I have talked to several facilitators. I am working on setting up a process for goal setting and review. Once I have this outlined I will bring this forth to the Council for discussion. My objective is to provide a process that allows Council to set measurable goals and then a process to review accomplishment (or not) of those goals.
- Don't Forget

Connell University:

November 14, 2016 - Fire Chief Chris Schulte – It's going to be one hot topic!

January 9, 2017 – Sterling Joyner

March 13, 2017 – Police Chief Chris Turner

May 8, 2017 - Public Works Director Larry Turner

July 11, 2017 – City Clerk/Treasurer Rose Courneya