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October 3, 2016

## CITY ADMINISTRATOR'S REPORT

Greetings Mayor and Council! I would like to start off by saying that I am very fortunate to have an awesome City Clerk Treasurer. I have to apologize to Rose as I have not had time to really go over the proposed revenue sources for the 2017 with her. She has done a terrific job digging in and taking this on along with taking the lead on our audit. Thank you Rose!

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

- Along with Mayor and PW Director Turner, held a phone conference with WSDOT Rail Division and BNSF. Work is coming along in moving this project forward, An agreement for design is being worked on. BSSF will provide the scope, schedule and budget for the design of the interchange. The City will be involved in the plan review to assure that the design meets the needs of the project.
- Attended the B/F COG 50<sup>th</sup> Anniversary celebration at the REACH Museum in Richland. I strongly recommend taking a tour of the museum.
- Along with Mayor Blackwell, attended the Washington State Transportation Commission meeting. This was a great opportunity to hear of the transportation issues facing the County as well as the Tri-City area.
- Along with Building Services Clerk Joyner, attended the Planning Commission. Work is coming along in completing some updates to our zoning ordinance.
- Along with PW Director Turner, met with Dave Jepsen of Anderson Perry to gather information for the two DWSRF loan applications for the new well and for water main improvements to the south side of town.
- Along with Clerk Treasurer Courneya, met with staff from the State Auditor's office for our Entrance Conference. They would be completing an Accountability Audit and Financial Statement Audit for 2013, 2014, and 2015.
- Held a Special Council Meeting for the approval of the DWSRF loan applications. A loan application for Well 6 and a loan application for Connell South Side Water Mains were submitted. Staff should hear in November if we are approved for either loan.
- Attended the Columbia-Snake River Irrigator Associate meeting. They discussed state funding priorities and the State CO2 Carbon Emissions (Cap) Rule and I-732 (Carbon Tax).

- Met with Jamilyne and Araceli of BDI. We toured the City and discussed delinquent accounts and pickup of sanitation containers for non-payment.

Here is what I have coming up:

- Meeting with staff from Anderson Perry to discuss Well 6 and other water related items.
- Will be attending the AWC Regional Meeting in Moses Lake.
- Will be attending the B/F COG 50<sup>th</sup> Anniversary dinner tomorrow.
- 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.

Other tasks I am currently working on:

- Connell University –The schedule is as Follows:  
November 14, 2016 - Fire Chief Chris Schulte  
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
- Working on setting up a spot on the City’s website for my reports as well as communications from the Mayor and Department Heads.
- Council Retreat – I have contacted CIAW, our risk insurance, and asked them to facilitate our retreat. I am still waiting to hear back from them.