

CITY OF IONE

PROGRESS REPORT

2008-2009

OVERVIEW

This report is intended to provide the residents of Ione with an overview of key accomplishments by the City staff, Council, Planning and Parks Commissions over the past year. Under the direction of city manager Kim Kerr, these projects are carried out by staff in the following areas: administration, finance, planning, public works, building inspection, maintenance, police and fire. Each department has set goals that align with the 2-year strategic plan that contains input from each department and was adopted by the City Council in 2008.

The City's annual budget is based on the strategic plan and is monitored by finance on a monthly basis. Department heads receive financial reports to assist in the management of their respective budget. Quarterly and year end reports are provided to the City Council for review and approval. Department goals and objectives support each department's strategic plan, and individuals are evaluated based on meeting those goals. The City Strategic Plan is available on the website at www.ione-ca.com. The key to success for any organization lies in good planning and monitoring budget and projects against that plan. Questions or comments regarding this document should be referred to city manager, Kim Kerr at 209-274-2412, ext. 111.

The following key projects highlight progress by the City over the past year.

FINANCE

- Established quarterly budget reporting of revenue and expense by department.
- Up-to-date external annual audits.
- Payroll is now in-house giving better control and one time entry, resulting in time and cost savings.
- Improved accounts payable process in place avoiding penalties for late payments. This is good business practice.
- Centralizing purchasing process to reduce cost and seek the most cost effective solution.
- Electronic check scanning for bank deposits. Ensure timely deposits and saves time.
- Credit card payments for all City services, i.e. permits, sewer, arena. Goal is to have on-line payments available in the future.
- Gift certificates available for all City services.

PLANNING

- Entitlement review and plan in place for planning entitlements and building permits.
- Manual of procedures and processes is now available.
- Guidelines are documented for all planning documents, i.e. business license, fees, etc. This is a model document and leading in the County. This has been requested by other cities for use as a guideline.
- Codes are being updated to streamline the process and provide enforcement guidelines.
- City General Plan Update is on schedule to be completed in August 2009. This document is the guide to City planning and future development.
- All planning documents are posted on the City website at www.ione-ca.com.

INFA-STRUCTURE

- Sidewalks, drainage and street improvements on East Main Street completed.
- Street overlay on Oak Ridge Circle, Pleasant Valley Dr., W. Marlette and El Dorado Street completed.
- Safe Route to School grant provided sidewalks and improved drainage on Shakeley, Poppy Lane to the entrance of the Preston Shopping Center, West Main to Jackson Street. Phase Two will include street overlay.
- CMAQ grant has provided Park & Ride area at the end of West Main Street. The EIR is complete and specifications will be released in the next few months. Funds are secured through a grant for the specifications and development phase. Estimated completion is September 2009.
- New Preston Avenue fire station completed, on schedule and within budget. Final inspection, move-in and completion date is February 2009. Grand opening planned for March/April 2009. This new station will provide fire and emergency response for both sides of the City. Current station will remain open.
- Draft of Park Master Plan is completed. Projects include Howard Park CEQA analysis; new restrooms for the arena.
- IPA for electrical to the Howard Park Beer & Wine Garden in planning phase.
- Received keys to new snack shack at Howard Park from the Lone Rotary. Electrical installed by the City.
- Repaired sewer line to soccer field snack shack bathroom.
- Removed two older mobile homes from Howard Park.
- Purchased play set for Oak Ridge Circle Park.
- Paid off loan for Howard Park.

SEWER

- Response plan for sewer system overflow completed.
- Waste water master plan – environmental impact on improvements to 2030 is in progress and due to be completed by September 2009.
- Contract established and in place for quarterly reports for sampling and preparing reports for wastewater treatment.

ADMINISTRATION

- Hiring practices and process procedure documented.
- Job specifications and descriptions established for all employees.
- Personnel rules and employee handbook initiated and will be completed by June 2009.
- Revised employee evaluation form and process that includes goals and objective established and in use.
- All employees evaluated and held accountable for individual goals and objectives.
- All City staff employees trained and certified as disaster service workers in case of disaster. A disaster requires not only fire and police but public works, sewer, building and finance support as well.
- Website improvements include up-to-date information on activities, agendas and plan documents. Goal is to have all municipal codes on the City website.
- City Council protocol established and published.

PUBLIC SAFETY

- Police Procedures Manual adopted in July 2007 and is being modified to City of Lone use.
- Established hiring practices for all sworn officers including a written examination, oral board with community involvement, Police Chief interview and full background investigation in compliance with the Police Officers Standards and Testing requirements from the State of California.
- Full complement of police offices on duty.
- Established job description for Fire Engineer position to assist in the hiring of new employees to compliment paid call staff.
- Continue to develop paid fire call staff with weekly training and enhancing skills.
- Developing working relationship with Jackson Valley Fire District to share paid employees with Measure M funds.