

ACCOUNTING SYSTEM

Combining old system (ASYST) and new system (GELES) and auditing budget lines for correct transition
Adjusting incorrect entries from last fall; transferring funds for under-budgeted lines from 2016-17

AUDIT

Receiving proposals from auditors for 2017-18 year; advertised locally and mailed to 67 Oregon firms

BUDGET

Working daily on documents required for budget process (LB-1, UR-1, LB-50, Notices of Hearing)
Preparation for June 14 budget hearing for Urban Renewal Agency and City; receipt of State revenues
Research and preparation of resolutions to conclude fiscal year, fund expenditures, transfer funds

CODE ENFORCEMENT

Continue to advertise to permanently fill position. In the meantime, staff has been covering complaints.
Vacation rental inspections and violations, right-of-way violations, nuisance abatement of junk
Established database to track properties; taking photographs, making calls, writing letters

HWY 101 PROJECT

Daily resolution of complaints from public, corrections of construction plans and designs with engineers
Worked with Lincoln Co. Transit to move bus stop a second time; now on W. 4th Street
Worked with property owners concerning parking lot closure, paving schedule, business interruptions
Weekly meetings with contractors; review and approve change orders; resolve complaints
Project should conclude by June 23; post-construction meeting with ODOT, contractors on June 29

INSURANCE COVERAGE

Massive overhaul of volunteers rosters and subsequent payment for Workers' Compensation coverage
Re-evaluating City assets for insurance coverage (adjusting reported value on buildings and equipment)

LABOR NEGOTIATIONS

Two meetings with AFSCME/staff/management to negotiate 2017-22 collective bargaining agreement
Research of historical process, budgeted step raises, merit raises, Cost of Living Adjustment agreements

MAYOR, COUNCIL, COMMISSION & COMMITTEE INTERACTION

Work almost daily with Mayor, weekly meetings with various councilors on various matters
Changing documents that contain out-of-date references; editing commission/committee handbooks

MEETINGS

Multiple, daily meetings with task forces, committees, commissions and individuals on City issues

SOUTH RESERVOIR PROJECT

Bid awarded and pre-construction meeting scheduled for June 15
Working with contractor for labor standards administration (Davis-Bacon wage modification; IFA funds)

WATER & WASTEWATER

Meet multiple times weekly with department workers; plan for projects, discuss CIP goals, staff needs