

Date: August 11 - September 14, 2016

To: City Council

From: Joan Davies, City Administrator

Re: August 2016 Report

Department	Subject	Description
Streets	Repair	Directed Public Works to apply grindings to the east end of 2 nd Street at Hwy 101.
Signs	Repair & replace	Directed Public Works to switch “No entry” signs, replace damaged stop sign at post office; replace “1 st St” sign - all by post office
CIP – Hwy 101	Meetings & info	Attended public info meeting; pre-construction meeting; sent notices; wrote newsletter and website articles. Met with PUD, contacted Charter, arranged payments
CIP – Water	Meetings & docs	Met with property owner multiple times; hired appraiser; met with IFA and Business Oregon on funding; received appraisal; gathered history; scheduled exec session regarding purchase; researched previous land docs
Parking spaces	Rock removal	Directed Public Works to remove grindings and dirt from area near skate park, providing more parking spaces and clearing for mural
Parks & Commons	Improvements	Directed Public Works to paint top of concrete retaining wall in playground for safety; contacted bench builder to complete bench; arranged for repair in picnic shelter
Public Works	Meetings	Weekly Monday meetings with primary operators; daily contact concerning projects and repairs for The Commons
Facilities	Projects & repair	Ordered maintenance and repair for 501: HVAC, window cleaning, removal of electrical outlets, ground maintenance, tree trimming. Meetings with Robert Rubin, Linda Hetzler, Lynne Dimmick, Leon Sterner about 501 use.

Trash/Garbage	Equipment	Purchased new trash container for front of The Commons; contacted Dahl about container for corner of W. 2 nd Street
Wastewater	Drainage	Went with lead operator to view Riverside pump station, observe drainage issues, make recommendations for solutions
Planning	Projects & research	Weekly discussion with Planner concerning Hwy 101 project, code violations, building projects, planning commission projects
City Hall	Staffing	Covered multiple days for absent staff; hired temp staff; recruited for new position, arranged for interview panel; conducted interviews, did background search, hired new candidate; currently conducting training
City Hall	Accounting	Worked with accountants to remediate accounts, locate documents, correct balances. Researched new accounting companies; arranged for hands-on reviews.
City Hall	Archives	Went through dozens of boxes of accounts payable, utility billings, payroll, bank docs, etc. and identified boxes for storage, recycle or shredding. Created new storage room with shelving; inventoried, organized supplies
Facilities	Rentals	Wrote new draft of rental agreement for users of The Commons and 501 Building. Multiple meetings about no fragrance policy, smoking prohibition, updating rental fees
Planning	Projects & research	Weekly discussions with Planner about Hwy 101 project, code violations, building codes
Networking	Meetings	Monthly meeting with coastal city managers; met with OCWCOG funding reps; spoke to Lions Club; arranged insurance agent meeting with council, for improved coverage
Banking	Accounts	Reviewed local banks for closer access, better fees; working with WA Fed for checking account, loan, possible ATM at 501
Trails & Nature	Meetings	Met with Joanne Kittel and group concerning possible \$200,000 donation to improve an ocean trail; met with Jim Adler about development near Quiet Water, potential for City access, possible new park acreage

Data base	Trainings/Meetings	Regular meetings and training with Councilor Scott regarding data base and improvements