

CITY ADMINISTRATOR REPORT**JUNE 1 – JULY 14, 2016**

I come in early every Monday (or Tuesday, due to holidays) to meet with crew at Public Works shop. Additionally, I discuss current projects and issues on a daily basis with Rick and Dave.

I meet almost daily with Councilor Scott in discussions about utilities system, data analysis, history.

I am working with Councilor Frye on job descriptions, Councilor Glenn on 501 building and housing.

I have met with Planner Lewis on 101 project, creeks issues, FEMA changes, setbacks.

June 1	Council work session Helped fold and stuff utility bills
June 7	Marketing meeting
June 8	Finance committee – went, but not held Called deputy sheriff to check VIN on PW pickup (no title); met him at shop
June 9	Health Clinic meeting City council meeting
June 10	Emergency Plan meeting Tsunami Drill
June 14	Public Works & Streets and Emergency Planning – both cancelled Trained in utility payments, use of system Continued education on software and data analysis Met with Councilor Glenn Met with Councilor Frye Attended Lions Club scholarship awards dinner
June 15	Met with mayoral candidate Toured water reservoirs with Rick Went to landslide site, met with owner, coordinated paving needs Went to both ends of town, assessed city gateways and needs Toured all of wastewater plant with Dave Worked with him to order tilt bed, SCADA system, etc. Toured creeks in town, located highway crossings, trouble spots Went to site where phone company had drilled through sewer line Researching SDC ordinance, comparing to similar cities, processes Worked with city attorney on a number of issues
June 16	Parks & Commons meeting
June 17	Worked office alone
June 21	Planning Commission meeting Finished creating July calendar Finished creating July newsletter

Met with Bob Bennett and Rick to update Storm Ready/Tsunami Ready process

June 24 Worked office alone

June 25 Picked up donations for rummage sale for school

June 26 Helped set up rummage sale for school
Reception at 501

June 28 Helped fold and stuff utility billings

June 29 Met with pickup owner to clear title to Public Works pickup

June 30 Drove to Newport to deposit payments for end of year

July 1 Eight meetings on this day, including
Grant meeting for LED lights project
Leon Sterner, Kimmie Jackson, Don Niskanen, Jill McLean,
Max Glenn, Marvin Straus, Rick McClung

Drove to Newport DMV to take paperwork for PW pickup

July 3 Went with Rick to river gauge, Salmon & Reedy Creeks, water plant on river
Met with Councilor Dunn

July 4 Attended parade

July 6 Met with Jim Adler and Rick in reference to river flow, current status, future needs

July 7 Little Log Church Museum committee meeting
Met with Alice Beck about graffiti and missing board on playground

July 8 Met with Leon and Don about LED light project

July 9 Met briefly with Meredith and Rose about LED light project

July 10 Reviewed LED light project grant application, got some things caught up in office

July 11 Received proposal from Jill McLean for outside maintenance at 501 and gateways
Council work session
Meeting with Morgan Brodie concerning Commons regulations
Brief meeting with Tom Lauritzen about CC&Rs and Yachats Planning
Meeting with Max Glenn about Lincoln Community Land Trust/housing meeting

July 12 Meeting with marketing committee
Meeting with library committee
Meeting with Coastal Managers and OCWCOG - Newport
Meeting on housing - Newport

I would like to get a job advertised for the city hall – need to apply title and know salary range

I would like to install voice mail, instead of an answering service

I have talked with four banks about changing banks; would like to get set up with a Waldport bank

I would like to have a separate account for payroll checks

I am recording extra project requests for Public Works, routing them through me, to analyze needs

I have talked with Public Works about succession planning

I have talked with Public works about limiting overtime

I have developed a leave request form for all employees, to better track sick leave, OT, comp time, VA

I would like to develop a query for the utility system so that we don't miss billing for utilities