

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