

ACCOUNTING SYSTEM

Continuing process of correcting errors entered last fall, correcting balances, re-coding
Most recently, found errors in benefits to employees for past years and under billing commercial utilities

AUDIT

Preparing a Request for Proposal for an auditor for 2017-18 year; will advertise and mail to various firms

CODE ENFORCEMENT

Have advertised 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

DOLLAR GENERAL STORE PROJECT

Requested and received documents from DEQ in reference to asbestos and soil testing; no issues found
Facilitating work between City and contractors concerning utilities lines, existing code requirements

ENERGY PROJECT

Met with EIP (Brad and Steve Burkle) on April 28 with Tom Lauritzen and Max Glenn.
Discussed their need for building space (possibly 501), sales of wind machine, projected benefits to City

HOUSING ISSUES

Continuing to collect information and research on tiny homes, container housing, cottage development
Working with planning commission, which has met and discussed restrictions and availabilities
Finalized installment plan payments with affordable housing developer; provided utilities information

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 on W. 3rd Street
Worked with property owners concerning parking lot closure, paving schedule, business interruptions
Weekly meetings with contractors; review and approve change orders; resolve complaints

INSURANCE COVERAGE

Re-evaluating City assets for insurance coverage (reducing value on buildings and equipment)
Working with CIS on employee insurance coverage, due to change in what will be offered in 2018

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Changing documents that contain out-of-date references; editing commission/committee handbooks
Prepared documents, facilitated and participated in "State of the City" event; arranged retreat

MEETINGS

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

SOUTH RESERVOIR PROJECT

Continuing to work with engineers and Business Oregon (IFA)
Bids opening May 9 on project

WATER & WASTEWATER

Meeting multiple times weekly with department lead workers; plan for projects, discuss CIP; staff needs