

Tidbits for the week ending October 30th

POLICE

- All officers started carrying Narcan (opioid reversal drug) after receiving it free of cost from a partnership with Tillamook Adventist Health.

CITY MANAGER

- Had a discussion regarding IT and website issues regarding its ease of use and direction we want to go in the future.
- Met with Kristin and Judy regarding a STR tax issue. City will be placing a lien on a property to protect the City's interest in this matter.
- Finished Department Head one on ones. We are fortunate to have the caliber of department heads working for us here in Manzanita!
- We will be doing a partial opening of City Hall beginning Monday. Our hours will be 10-2 Monday-Friday. We will evaluate how this partial opening goes and adjust as appropriate.
- We have had some complaints regarding the phone routing system and will be looking at what we can do to make it more user friendly.

CODE ENFORCEMENT SPECIALIST

- Processing transit lodging tax payments and updating related spreadsheets
- Preparing transient lodging tax error submittal letters
- Preparing delinquent quarterly lodging tax letter for upcoming mailing

- Fielding many calls and emails concerning the short term rental application process, the waiting list, and other STR topics
- Processed three new STR license applications
- Issued one new STR license due to an increase in the number of dwelling units
- Prepared and sent waiting list update letters

- Scheduling and addressing the results of multiple new and periodic STR inspections, updating related spreadsheets, and sending related letters
- Preparing final reminder letters for 2019-2020 STR periodic reinspection's for upcoming certified mailing

- Addressing the need for a property lien related to outstanding transient lodging taxes
- Addressed a safety related complaint at an STR
- Addressed an ordinance violation concerning an unlicensed STR
- Addressed an ordinance violation related to an STR local contact person
- Investigating a report of a possible illegal STR
- Continuing work and correspondence related to updating the STR ordinance and cost recovery

- Continuing work on the implementation of LodgingRevs software
- Monitoring LodgingRevs for noncompliant properties
- Monitoring real estate listings for STRs listed for sale or sold
- Fielding multiple calls and emails related to business licensing in Manzanita
- Processing new business license applications and updating related spreadsheets
- Preparing delinquent business license letters
- Working on Planning Commission minutes

COURT

- 101 cases in Sept Court
- No Oct Court
- 115 cases to date for Nov Court
- -filing citations and processing bail/fine payments
- -researching trial process

WATER

- Conversion to our new water management software nearly complete
- Due date was moved from 10/25 to 11/01 because statements went out later than usual due to software conversion.
- Autopay has been rescheduled for 11/04.
- Customers will not be charged a late fee this quarter for payments received after the due date.
- -providing customer service for customer questions
- -updating customer accounts
- -processing buyer/seller transfer of water service
- -creating water service work orders
- -processing payments
- -preparing deposits

FINANCE

- This week has been payroll, balanced the bills for payment, and minutes! Lots, and lots of minutes! Also working on trying to get the deposit express machine up and running.

ASSISTANT CITY MANAGER

- IT Meeting to address IT Services, E-permitting training, prepare Council packet, meeting with Dan Weitzel at public works, meeting notices.

BUILDING

- Implementation of ePermitting continues and is on schedule for a November 23rd launch date.
- 10 Building inspections
- 6 Short Term Rental inspections
- 2 Deck safety inspections resulting in a temporary closure of the rentals until repairs are made.
- 1 Complaint follow-up

PUBLIC WORKS

- Staff repaired/replaced a water service line on Pelican that had failed and had other repairs on the line.
- Staff has replaced both brakes and wheel bearings for our heavy equipment trailer this week. Total cost for parts was \$254 and about 8 hours of labor.
- Staff assisted City of Wheeler with a major water main break that effected a local business and residents.
- Staff has completed its fall major ROW clearing north of Laneda Ave.