



**Here are this weeks tidbits. If there are any questions please feel free to contact the appropriate department head or myself.**

## **TIDBITS FOR THE WEEK ENDING November 20, 2020**

### **Public Works**

- Crews today are placing the digital reader board on Manzanita Ave.
- Crews placed the COVID signs along Laneda Ave.
- Public Works is received and is reviewing the Storm Water Master plan.
- Public Works has received plans for review for Sand Dunes 8# Phase 2.
- Public Works has received and reviewed plans for the well site disinfection system change. This was paid for by grant.
- Shop lights in the equipment bay are being changed. Tillamook PUD has been working staff and will be reimbursing about 75% of costs. New lights are way brighter and makes it much safer for crews.
- Public Works purchased a new pickup broom attachment for our equipment. Pickup broom cleans up limbs, leaf's, and needles that plug up storm drains and keeps our road edges clean.
- Crews continue to clean up storm debris after the Friday night and Tuesday storms.

### **Building**

- The final conversion of data for ePermitting will be completed this weekend
- ePermitting will be online as of 8am Monday November 23<sup>rd</sup>
- Information and tutorials have been added to the web page
- 583 Seaview house collapsed during the wind storm last week. See attached photo.
- 8 Building inspections.
- 1 Short Term Rental inspections.
- 2 Garbage complaints

### **Licensing & Ordinance Specialist:**

- Continued investigation into complaint of an illegal short term rental
- Created and sent letters addressing delinquent transient lodging taxes
- Handled two garbage complaints related to two short term rentals
- Responded to a parking concern related to a short term rental
- Closed two short term rental license accounts, issued two new short term rental licenses, updated related spreadsheets, created and sent related letters
- Processed two sets of waiting list update letters and emails
- Scheduled and processed new and periodic STR inspections
- Cancelled multiple STR inspections due to COVID-19 related concerns – will reschedule
- Participated in the STR Work Group monthly meeting
- Performed work and correspondence related to updating the STR ordinance and to the City's Covid-19 response regarding STRs
- Monitored real estate listings for STRs listed for sale or sold
- Fielded multiple calls and emails related to business licensing in Manzanita
- Issued several new and renewed business licenses and updated related spreadsheets
- Took Planning Commission meeting minutes
- Created weekly news log for the Police Dept.
- Performed data entry and filing at the Police Dept.

### **Assistant City Manager:**

- Hosted Monday Council COVID Meeting

- Planning Commission Meeting
- Reviewed Planner proposals, preparing to bring before Council December 9
- Finished Orientation information for New Council Member
- Responded to multiple planning emails and phone calls
- Transitioning to working from home, moved things needed

**Finance & Administration Specialist:**

- -Transitioned to working from home
- -Hosted the Short Term Rental Ordinance Oversight Workgroup and two Special Council Workshops
- -Worked on balancing the bank statement
- -Worked on balancing the LGIP statement
- -Worked on minutes for December Council meeting
- -Began training for ePermitting financial software
- -Completed several bank deposits using new Deposit Express machine

**Municipal Court/Water Utility Clerk:**

Water:

- Processed few payments this week
- Processed water service transfers - buyer/seller

Court:

- Preparing adjudication letters for 115 Nov. court cases
- Preparing FTA/Final Demand/Collection letters

**Police**

- Reviewed the Governors Executive Order #20-65 and the model protocols for Law Enforcement produced jointly by OSP/OSSA/OACP - Main focus will be on education
- Two officers attended low light/night firearm qualification training

**City Manager**

- Attended several council zoom meetings
- Met with Chief Harth concerning issues relating to the Governor's new Emergency Orders.
- Discussed signage issues with Dan from public works.
- Met with Councilor elect Spelman regarding council orientation.
- Developed a preliminary timeline for the permanent City Manager recruitment to present to council at the December Council meeting.