



Tidbits for the week ending November 13, 2020

POLICE

- Chief attended two-day Virtual Leadership Symposium hosted by Oregon Association of Chiefs of Police (OACP)
- All department members completed CPR/First Aid/AED refresher course
- Started implementing new Oregon OSHA COVID-19 workplace rules which were adopted November 6th, 2020

SHORT TERM RENTAL

- Began investigation into complaint of an illegal short term rental
- Finished draft of lien document
- Scheduled and processed several new and periodic STR inspections
- Continued work and correspondence related to updating the STR ordinance
- Monitored real estate listings for STRs listed for sale or sold
- Fielded calls and emails related to business licensing in Manzanita
- Finished Planning Commission minutes
- Updated STR staff report

BUILDING

- Implementation of ePermitting is on schedule for a November 23rd launch date.
- New building permit applications completed and posted on the web page
- 11 Building inspections.
- 1 investigation completed for work without a permit
- 2 Short Term Rental inspections.

CITY MANAGER

- Attended several zoom meetings
- Worked on the Trail Master Plan agreement
- Conducted our monthly staff meeting
- Met with Linda and staff regarding the mask zone signage
- Worked on Council orientation materials

Licensing & Ordinance Specialist:

- Began investigation into complaint of an illegal short term rental
- Finished draft of lien document
- Fielded calls and emails concerning the short term rental application process, the waiting list, and other STR topics
- Scheduled and processed several new and periodic STR inspections
- Continued work and correspondence related to updating the STR ordinance
- Finished Planning Commission minutes
- Updated STR staff report

Assistant City Manager:

- IT and Sign Meeting
- E permitting training
- Multiple planning emails and phone calls answered
- Planning Commission packet out and posted

- Worked on new Councilor orientation packet
- Lot line adjustment 5th street.

Finance & Administration Specialist:

- -Completed setting up Deposit Express and successfully made a deposit
- -Completed my Staff Report for the month of October
- -Processed Bills for Payment for my beginning of the month check run
- -Worked on Minutes
- -Helped cover customer service at the window

Municipal Court/Water Utility Clerk:

- Assist with customers at the window 10-2
- Continue processing water payments as they are received
- Autopay payments were ran Friday 11/06
- Prep for Court on 11/13
 - Round up citations and LED reports
 - Continue processing court payments
 - Organize case files for Court
 - Review Trial cases set for Friday