



TIDBITS FOR THE WEEK ENDING 12-18-20

PUBLIC WORKS

- Staff installed 2 water meters this week.
- Crews on Thursday installed 70 feet of 8inch storm line and a 18” inch catch basin to help with storm water along Manzanita Ave.
- Department has reviewed 3 Right-of-way permits.
- Crews will be lite next week, and no large projects are planned.
- Public Works has open and listed a full time to position that will become vacant at the end of the month.

BUILDING

- 2 New single family dwelling permits ready to issue.
- 15 Building inspections.
- 4 Short Term Rental re-inspections.

ADMINISTRATION

Licensing & Ordinance Specialist:

- Participated in two STR Work Group meetings
- Continued work related to updating the STR ordinance
- Fielded multiple calls and emails concerning the short-term rental application process, the waiting list, and other STR topics
- Continued work on the implementation of LodgingRevs software
- Fielded multiple calls and emails related to business licensing in Manzanita
- Began processing incoming business license renewal payments
- Facilitated addition of an on-line short-term rental complaint form on the city website

Water:

- Process Buyer / Seller Transfers
- Process Customer payments
- Prepare Water deposit
- Review Meter dials and adjust Caselle for meter read

Court:

- Adjudication letters from 12/11/20 court date
- Process payments
- Prepare Court deposit

Finance & Administration Specialist:

- Hosted two STR meetings
- Cohosted the COVID-19 Special Council Meeting
- Processed beginning of the month bills for payment
- Began balancing the November bank statement
- Processed several large bank deposits

Assistant City Manager:

- Classic street path discussion on site meeting
- Classic street path trail grant ad-hoc zoom meeting
- COVID – 19 Special Council workshop
- Evaluated the effects of COVID on Administration, Staff and City Hall
- Facilitate move of building department relocation
- Meeting with Mayor and City Manager – discussed moving building department , Zoom meetings and minutes.

CITY MANAGER

- We have received a couple of proposals for the City Manager recruitment thus far and may get a couple of more before the meeting on January 6th.
- Working on several things for the upcoming agenda.