



TIDBITS FOR THE WEEK ENDING JANUARY 22, 2021

Public Works

- Public Works is running on short staffed. So, projects have been lite this week.
- Application period for our vacant FT Utility Worker position. Has been extended to February 1st.
- Department has reviewed and issued 1 right-of-way permit.
- Department has completed 8 utility locate requests.
- 3 New water services installs have been completed as well as 2 water meter change outs this week.
- Designed and ordered materials for the North Ave water main extension. This is a joint project between two landowners and the City.
- Staff cleaned out the Treasure Cove beach access after the king tides.
- Staff changed out 3 of the light fixtures at the Visitor Center from compact fluorescent to LED.
- The park bench located at the Wolf Park (Knobcone & Collage) had rotted and fell over. Staff built a new bench and reinstalled it.
- Staff installed temporary signage at Cherry St. Signs say, “No Public Access” “City of Manzanita”. Permanent signs will be ordered and installed at later time.
- The light post at the park was set to be painted. During the process of unbolting, it was discovered the post had structure damage and will need to be replaced. A replacement is currently being looked into.
- Staff completed a pressure washing of the front exterior of the treatment plant.
- Staff meet with Pace Engineering for follow up questions on the Water Master Plan.
- Staff completed the inspection on the water main and services of phase II of the Pacific Dunes 8# development.
- Staff received and reviewed the “Manzanita Disinfection System Replacement Feasibility Study”. A copy of this report and the “Manzanita Backup Well Streamflow Depletion Analysis” will be sent to Council for review and published to the Cities web site under Public Works. These studies were paid for by the Oregon SIPP grant.

BUILDING

- 9 Building inspections.
- 2 Permits issued.
- 6 Permit applications received.
- 1 Application received for new single family dwellings.
- 1 Application received for Commercial Fire Suppression.

POLICE

- Quiet week for the Manzanita Police this week maintained routine patrol.

ADMINISTRATION

STR

- 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
- Began processing 4th quarter transient lodging tax reports and payments
- Mailed periodic re-inspection packets to 50 STR owners and notified related agents
- Fielded multiple calls and emails related to business licensing in Manzanita
- Continued processing incoming business license renewal applications
- Took minutes at the January Planning Commission meeting

WATER:

- Answer water customer calls/emails regarding statement/account /payment questions
- Process water payments
- Prepare deposits

FINANCE:

- Complete multiple bank deposits
- Code and enter cash receipts for the month of December
- Balance the December 2020 bank statement
- Host the weekly COVID special Council meeting and take minutes

COURT:

- Prepare adjudication letters following court last Friday
- Prepare FTA letter
- Process court payments
- File January citations

PLANNING/ASSIST. CITY MANAGER:

- Host Planning Commission meeting
- Answer planning questions
- Out sick

CITY MANAGER

- Posted City Manager opening on the League of Oregon Cities job board, the League of California Cities job board and the Washington Association of Cities job board. The position was also posted to a email board which goes out to 140 City Managers
- Worked with the Chief and Dan regarding the posting of access signs for the proposed Cherry trail area.
- Worked with staff on various issues.