



Tidbits for the week ending January 8, 2021

Finance & Administration Specialist:

- Hosted STR meeting
- Cohosted City Council Workshop and took minutes
- Cohosted City Council Meeting and took minutes
- Cohosted COVID Special Council Meeting and took minutes
- Completed Bank Deposit
- Completed balancing LGIP statement
- Completed Quarterly Tax reconciliation
- Coded Bills for Payment to be paid next week

Licensing & Ordinance Specialist:

- Participated in one STR Work Group meeting
- 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
- Reviewed 6 new STR license applications
- Issued citations related to an unlicensed short term rental
- Continued work on the implementation of LodgingRevs software
- Fielded multiple calls and emails related to business licensing in Manzanita
- Continued processing incoming business license renewal payments

Water:

- Process water payments / customer requests
- Enter Buyer/seller transfers – December
- Coordinating meter read with PW
- Review meter reads and provide PW with rereads
- Upload data files to PayClix and printers for Billing

Court:

- Prep for court Friday 01/15/21
- Enter December Citations
- Process court payments
- DMV Record Requests
- Answer defendant questions



Assistant City Manager:

- Contacted Cheryl Spellman at Hudson Insurance regarding STR questions
- Hosted Council Workshop and Meeting via Zoom
- Prepared additional material for Council Meeting and had it posted to the website
- Meet with Building Official to discuss building and planning matters multiple times
- Hosted COVID Friday Meeting
- Zoom Meeting with New City Planner, Building Official and Planning Commission Chairperson
- Began COLA Salary increase calculations and retro pay for staff.
- Looked into illegal tree removal complaint

Police Department:

- Completed annual Taser recertification training
- Some Officers started receiving their first dose of Covid-19 vaccinations this week.

City Manager:

- Attended City Council meetings.
- met with various department heads concerning day to day operational issues.
- working on the budget preparation schedule.

Public Works

- Staff installed 1 water meter this week.
- Public Works is running on short staffed. Application period closes today for our vacant FT Utility Worker position. We also have one staff member on light duty. So, projects have been lite this week.
- Department has reviewed and issued 2 right-of-way permit.
- Crews responded to a water main leak at North Ave and Division St N. on New Year's eve. With the assistants of John Longfellow the main was temporary repaired. The water main was not able to be fully shut off. Next week crews will pothole for discovery and plan repairs. There is also a water main extension for the line that is being planned that would loop this main to the east. This would be a joint project between two landowners and the City.
- Christmas lights have started to be removed for the season. Lights on the Visitor Center and 5th St restrooms will be switched out for white lights. Pole lights also will be removed first part of next week.
- The Storm Water Master plan has been received and posted to the City Website