



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
- Create notices and other documents related to the 2021 periodic re-inspection list
- Fielded multiple calls and emails related to business licensing in Manzanita
- Continued processing incoming business license renewal payments
- Completed the transcription of the November Planning Commission minutes

Finance & Administration Specialist:

- Hosted STR Meeting
- Hosted Special Council Meeting and took minutes
- Co-hosted COVID Special Council Meeting and took minutes
- Assisted in Municipal Court proceedings
- Processed staff COLA retro checks
- Processed bills for payment
- Completed several bank deposits
- Began working on December 2020 bank statement

Assistant City Manager:

- Hosted COVID Council Workshop
- Planning Commission Posting and packet out
- Staff Member Evaluation
- Planning Intake of Highlands Plat

Water:

- Process water payments
- Resolve Customer questions/concerns

Court:

- Prep for court Friday 01/15/21
- Prepared FTA letters
- Process court payments
- Answer defendant questions

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.



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- Department completed 4 utility locate requests.
- Crews potholed for discovery of utilities to aid in planning for a repair and water main extension on North Ave. This is a joint project between two landowners and the City.
- Christmas lights have been removed for the season. Lights on the Visitor Center and 5th St restrooms will be switched out for white lights.
- Public Works assisted Wheeler with a water main leak issue.
- Storm cleanup was major part of time during Monday & Tuesday.
- Staff assisted with the replacement of a urinal at the Visitor Center after it vandalized.
- Staff completed repairs of the fence behind City Hall.

Police

- More officers received first dose of Covid-19 vaccine this week

Building

- 7 Building inspections.
- 4 Building and Mechanical permits issued.
- 2 Application received for new single family dwellings.
- 1 Application received for Commercial Alteration.
- Short term rental inspections will resume with new COVID guidelines in place.

City Manager

- Attended special council meeting.
- Worked on City manager recruitment
- Worked with staff regarding preparing departmental budget worksheets.
- Met with Matt from Manzanita Links and Councilman Nuttall regarding stormwater
- The permanent city manager's position has been posted on the LOC site and will be posted on the California League site and the Washington Assoc. of Cities site next week.