



TIDBITS FOR THE WEEK ENDING FEBRUARY 12, 2021

POLICE

- Received second round of Covid-19 vaccine for officers that participated
- Training on Ballot Measure 110, DUII, and Search and Seizure case law updates

ADMINISTRATION

WATER:

- Process water payments
- Prepare deposits
- Resolve Customer questions/concerns
- Attend Caselle webinar trainings
- Assist with interviews for Public Works position

COURT

- File new citations
- Process court payments
- Answer defendant questions
- Archive closed cases
- Complete monthly closeouts

FINANCE:

- -Hosted two STR Meetings
- -Cohosted weekly COVID Special Council Workshop and took minutes
- -Processed several bank deposits
- -Attended three Caselle trainings
- -Processed beginning of the month bills for payment
- -Began processing January 2021 Bank Statement

STR:

- Continued work related to updating the STR ordinance
- Participated in two STR Work Group meetings
- Fielded multiple calls and emails concerning the short-term rental application process, the waiting list, re-inspections and other STR topics
- Continued processing 4th quarter transient lodging tax reports and payments
- Continued work on implementing new short term rental software
- Scheduled multiple short term rental inspections & re-inspections
- Fielded multiple calls and emails related to business licensing in Manzanita
- Continued processing incoming business license renewal applications
- Finished transcribing the January Planning Commission minutes

ASSISTANT CITY MANAGER:

- 2-Manzanita listens tech meetings
- Planning Commission packet and postings
- 2 days of answering Planning phone calls and emails
- Hosted Covid Meeting
- 2 Planning on site meetings with Contractor

CITY MANAGER

- Attended LOC regional zoom meeting.
- Met with Wheeler Councilman Glowa concerning police agreement. (all three agreements expire this June).
- Attended regular Friday zoom meeting.
- Our franchise agreement with Recology for garbage service expired on December 30th of last year. A new draft 10-year agreement has been in Recology's legal department since November pending their review. Our contract continues under the old agreement, so service will not be affected. I did email our representative from Recology and he is looking into why this is taking so long. (I just want to make sure this doesn't fall through the cracks if this hasn't been completed by the time the new manager is appointed).

PUBLIC WORKS

- Public Works is running on short staffed.
- Public Works held interviews for its open positions Tuesday. A total of 8 were interviewed. Two candidates were given job offers and have accepted.
- Department has reviewed and issued 1 right-of-way permits.
- Department has completed 5 utility locate requests.
- 1 New water service install has been completed as well as 3 water meter change outs.
- The North St water main extension and system loop is complete. This project was to extend a water main 250 feet and was a joint project with property owners. A storm water line was also installed to connect some catch basins together.
- Crews setup equipment for possible weather event.