



## TIDBITS FOR THE WEEK ENDING February 5, 2021

### BUILDING

- 11 Building inspections.
- 4 Permits issued.
- 3 New single family residence permit issued.
- I will be on vacation February 11<sup>th</sup> – 19<sup>th</sup>

### CITY MANAGER

- Attended the monthly Nehalem Bay Transportation meeting. This is an ODOT study involving Manzanita, Wheeler and Nehalem.
- Attended the monthly Council meeting.
- Conference call with Chris Councilor Spegman and Kristin concerning the trail master plan.
- **Coming soon to a computer screen near you.....Budget 101!** Please join us as we will present a workshop on the City of Manzanita's budget process and understanding municipal budgets in general. How does the budget work, what funds does the City have and where do they come from? This will be an informal meeting with questions and answer periods. Stay tune for the date, which will also be posted on the City website.

### ADMINISTRATION

#### Water:

- Process water payments
- Prepare deposits
- Resolve Customer questions/concerns
- Set up desk/files at Public Works

#### Court:

- File new citations
- Process court payments
- Answer defendant questions
- Review Abeyance cases
- **FINANCE:**
- -Cohosted February 3, 2021 City Council Workshop and took minutes
- -Cohosted February 3, 2021 City Council Meeting and took minutes
- -Cohosted February 5, 2021 COVID Special City Council Workshop
- -Completed December 2020 bank statement
- -Completed December 2020 LGIP statement
- -Processed multiple bank deposits
- -Coded cash receipts to be entered

## **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
- Continued processing 4<sup>th</sup> quarter transient lodging tax reports and payments
- Worked on scheduling short term rental inspections & re-inspections
- Fielded multiple calls and emails related to business licensing in Manzanita
- Continued processing incoming business license renewal applications
- Worked on Planning Commission minutes

## **Assistant City Manager:**

- Answered Planning emails and phone calls
- Hosted Council Workshop
- Hosted Council Meeting
- Trail Master Plan Meeting
- Took 2 days off to help with new grandson

## **PUBLIC WORKS**

- Public Works is running on short staffed. So, projects have been lite this week.
- Cory Hua will be leaving us at the end of February. Cory has been a great joy here at Public Works and will be missed. Because of the timing it allows us to hire from the same pool of applications we are currently processing. Public Works will be closed the 9<sup>th</sup> all day for interviews. We received 13 applications.
- Department has reviewed and issued 3 right-of-way permits.
- Department has completed 9 utility locate requests.
- 3 New water services installs have been completed as well as 2 meter change outs.
- Moved water billing clerk to Public Works Office.
- Staff re-installed the bronze plaque on to the bench that was locate at the end of Laneda Ave.
- Staff repaired the split rail fence around drainage ponds locate in the are of S. 5<sup>th</sup> St and around Division St.