



Tidbits for the week ending March 19, 2021

Water:

- Process water payments
- Prepare deposit
- Resolve Customer questions/concerns
- Buyer/seller transfers
- Prepare for meter read next week
- Revu Training
- GIS Training
- **Court:**
- Archiving
- Trauma Nurses Talk Tough course info
- Process Payments & Court Correspondence
- Court on Friday

Finance:

- -Out Monday for appointment
- -Hosted STR meeting
- -Attended Caselle training webinar
- -Met with Caselle consultants on implementation and training practices
- -Worked on creating financial reports for Council
- -Continued working on balancing the February bank statement
- -Completed balancing the LGIP statement
- -Completed conversion to Xpress Billpay
- -Completed several bank deposits
- -Assisted with Municipal Court

STR:

- Fielded multiple calls and emails concerning the STR application process, the waiting list, re-inspections and other STR topics
- Participated in one STR Workgroup meeting
- Continued processing delinquent 4th quarter transient lodging tax reports and payments
- Mailed and emailed STR/TLT software introduction letters and fielded associated calls & emails
- Scheduled multiple STR inspections & re-inspections
- Processed results of multiple STR inspections and sent related letters
- Fielded multiple calls and emails related to business licensing in Manzanita
- Continued processing incoming business license new and renewal business license applications

Assistant City Manager:

- Weekly Planning Meeting with Building Official & MorganCPS Group
- 3 Planning Applications received – Subdivision, Design Review & Varanace
- Helped host Manzanita Listens 16th & 20th Meeting

Public Works

- Department has reviewed and issued 4 right-of-way permits.
- Department has completed 6 utility locate requests.
- 1 New water service install has been completed.
- Continue training with Utility Clerk on Public Works items various items.
- Public Works will be closed for training on the 23rd-25th for water training.
- Reservoir replacement study kick off meeting was held with Dan Johnson and the HDR design team. The study cost is \$100,000 and is 75% paid for by FEMA/OEM.
- Meeting and training with Rusty Meritt of Anderson and Perry Engineering to setup and train crews on GIS Data collection.
- Inspection done on Dunes #8 phase 2 development on road asphalt.
- Crews spent a few days in the park pressure washing, picking up tree debris and cleaning. This also included replacing a BBQ pit and installing a new volleyball net.

Building

- 6 Permits issued.
- 15 Building inspections
- 8 Short term rental inspections
- Attended weekly planning meeting
- Worked on budget for Building

City Manager

- Attended the monthly North Coast City Managers meeting.
- I still need committee members for the ODOT transportation study. Please email me anyone who might be interested.
- Please let me know your views concerning the newsletter that we traditionally send out with the water bills. With the advent of our updated website and tidbits this maybe something we can eliminate.
- Continuing to work on the city budget. Worksheets from the department heads are due next week.