



## Tidbits for the week ending March 26, 2021

### Public Works

- Department has reviewed and issued 2 right-of-way permits.
- Department has completed 8 utility locate requests.
- 2 New water service installs have been completed.
- Continue training with Utility Clerk on Public Works items various items.
- Jason took the week off. He's been a trooper and it's good to see him take week off with his family.
- Justin and Peter were in water class Tuesday through Thursday. They are now ready to take their water test to become operators in training.
- Water main damaged during construction on Treasure Cove Ln. Main was repaired and water was off on Treasure Cove between Beach St and Carmel for less than 3 hours.
- Tree came down on Carmel Ave and was cleaned up.

### Building

- 3 Permits issued.
- 1 New home, 8 for the calendar year.
- 9 Building inspections
- 1 Short term rental inspections
- Attended planning meeting.
- Training Marilyn for Permit Tech.

### ADMINISTRATION

#### STR:

- Fielded multiple calls and emails concerning the STR application process, the waiting list, re-inspections and other STR topics
- Fielded many calls & emails related to the new MuniRevs STR/TLT software
- 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

#### COURT:

- Enter Payments
- Enter New Citations
- Adjudication Letters
- Archive



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## **WATER:**

- Process water payments
- Prepare deposit
- Resolve Customer questions/concerns
- Buyer/seller transfers
- Xpress Bill Pay training
- Prepare for meter read
- Finalize Backflow letters
- Laminate Covid safety signs

## **FINANCE:**

- -Cohosted COVID Special Council Workshop and took minutes
- -Cohosted Special Council meeting and took minutes
- -Processed February 2021 cash receipts
- -Finished balancing February 2021 US Bank Statement
- -Continued working on Financial reports for Council
- -Continued working on Xpress BillPay conversion
- -Coded invoices for payment next week
- -Began processing payroll for payment next week

## **PLANNING/ASSIST. CITY MANAGER:**

- Fielded Multiple Planning Emails and Phone Calls
- Weekly Planning Meeting with Planner and Building Official
- Interviews with CM Candidates
- Hosted Executive Session
- Hosted COVID Meeting
- Hosted Special Council Meeting

## **City Manager**

- Worked on several staff reports for Council
- Finalized Recology contract for Council
- Conducted various items concerning the City Manager recruitment
- Attended the Council covid call