



TIDBITS FOR THE WEEK ENDING APRIL 16, 2021

ADMINISTRATION:

COURT:

- FTA setovers
- FTA letters
- Turn cases over to collections
- Enter new citations/ Enter payments

WATER:

- Process water payments
- Prepare deposit
- Send billing to pay providers/printer
- Resolve Customer questions/concerns
- Buyer/seller transfers
- Xpress Bill Pay Daily Import/Export
- Prepare PW work orders - meters

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
- Responded to emails related to the proposed amendments to Ordinance 10-03
- Fielded multiple calls and emails related to business licensing in Manzanita
- Continued processing incoming new and renewal business license applications

FINANCE:

- -Processed bills for payment
- -Began balancing the March bank statement
- -Completed several bank deposits
- -Began creating reports for 20/21 audit



ASSISTANT CITY MANAGER:

- Hosted Special Council Meeting
- Held meeting with Planners and Building Official
- Planning Commission packets and sent out
- Budget meeting with Jerry Taylor
- Made and posted budget advertisement
- Answered and fielded Planning emails and phone calls

Building

- 5 Permits issued.
- 22 Building inspections
- 3 Short term rental inspections.

City Manager

- Working with the Manzanita Farmer Market on their application process
- Contacted and working with Tillamook County on the necessary item they need from the Farmers Market to ensure compliance.
- Staff is working on the STR fee, similar to the County's new fee, and will be looking to Council for direction.
- Working on Dan Haags contract to bring to Council next meeting.
- Communicating with USDA concerning their process, timelines etc.. Also speaking with Governmental Capital Corporation concerning their process.
- Budget 101 will be posted on the city website next week. It's very basic but I hope informative for those not familiar with municipal budgets.
- Working with Dave Dillon on getting the Citizen of the Year process started.