



## TIDBITS FOR THE WEEK ENDING April 2, 2021

### Public Works

- Department has reviewed and issued 1 right-of-way permit.
- Department has completed 10 utility locate requests.
- 1 New water service install has been completed.
- 1 Water Service repair.
- Rebuilt bench tennis court bench.
- Repaired light cover at Laneda beach ramp.
- Replaced worn out fuel hose at city fuel tanks.
- Replaced signpost at Treasure Cove.
- Spring cleaning is upon us crews have chipping up our brush pile from the fall and winter debris. We soon will be hitting the ROW clearing.
- Meeting today with the engineer group starting the reservoir study.
- Meeting will Bill Peek to look at options to help move Farmers Market back into the city.
- Meeting with EVC/PWAT to talk about needs for emergency preparedness.
- Meeting with City Manager to discuss the need for help.

### Building

- 6 Permits issued.
- 15 Building inspections
- 4 Short term rental inspections.
- Continue training Marilyn.

### City Manager

- Worked on various agenda items for the council meeting
- Worked on the upcoming budget
- Started working on the Citizen of the year project

### Administration

### Water

- Process water payments
- Prepare deposit
- Resolve Customer questions/concerns
- Buyer/seller transfers
- Xpress Bill Pay Daily Import/Export
- Coordinate meter read



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## **Court:**

- Archiving, archiving and more archiving
- Enter new citations
- End of Month

## **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 business license new and renewal business license applications

## **Finance:**

- -Completed processing payroll
- -Completed bills for payment
- -Completed several bank deposits
- -Completed six sets of Minutes for the April Council Packet
- -Completed the Bills for Payment worksheet for Council Packet
- -Began processing February LGIP Statement

## **Planning/Assistant City Manager:**

- Fielded Multiple Planning Emails and Phone Calls
- 5 sets of Minutes
- Mailings for Planning Commission - Subdivision, Design Review & Variance.
- Council Packet