



TIDBITS FOR THE WEEK ENDING April 23, 2021

ADMINISTRATION

WATER:

- Process water payments
- Prepare deposits
- Resolve returned billing statements
- Resolve Customer questions/concerns
- Xpress Bill Pay Daily Import/Export
- Enter Meter change-outs

COURT:

- Audit Checklist
- Archive
- Enter New Citations

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
- Processed STR waiting list updates
- 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
- Took minutes at the monthly Planning Commission meeting
- Created a draft fee ordinance

FINANCE:

- Out sick Monday & Tuesday
- -Attended a Caselle Training
- -Met with Caselle for a kick off meeting
- -Met with Caselle to go over GL reports necessary for conversion
- -Worked on processing the March bank statement

PLANNING/ASSIST. CITY MANAGER:

- Fielded Multiple Planning Emails and Phone Calls
- Intake of Highlands Subdivision Phase 3 & 4
- Planning Commission Meeting
- 2 Caselle Meetings / kick off and GL
- Planning meeting with Planner and Staff
- Planning meeting with Planner and Jim Pentz
- Agenda and Postings for April 30th Council Meeting

BUILDING

- 10 permits issued
- 1 new single family dwelling
- 23 building inspections
- 3 STR inspections

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.

CITY MANAGER

- Worked on the upcoming budget
- Reviewed the set the agendas for the April 30th and May Council meetings with the Assistant City Manager.
- Prepared staff reports for the 30th meeting.
- Sent out this years Citizen of the Year letter to the Committee.
- I have not heard back from the Manzanita Farmers Market concerning items we need to get them approved for the up coming year.
- Budget 101 has been posted on the City website.