



CITY OF MANZANITA

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ci.manzanita.or.us

ADMINISTRATION COURT:

- Collections
- Enter new citations/payments
- End of Month

WATER:

- Process water payments
- Prepare deposits
- Resolve Customer questions/concerns
- Xpress Bill Pay Daily Import/Export
- Enter Back Flow Inspection reports
- Acct reviews for title companies property transfers

FINANCE:

- Continued processing the March bank statement
- Completed 4 sets of minutes for the May Council packet
- Completed bills for payment for the May Council packet
- Processed end of the month bills for payment
- Processed April payroll

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
- Prepared Ordinance 10-03 for its second reading

ASSISTANT CITY MANAGER:

- Fielded Multiple Planning Calls and Emails
- Council Packet and Notices
- Budget input
- Planning Notices for Highlands