



Tidbits for week ending 5/14/21:

Licensing Ordinance Specialist

- Fielded multiple calls and emails concerning the STR application process, the waiting list, re-inspections and other STR topics
- Fielded 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
- Distributed emails related to Ordinance 10-03 and proposed Ordinance 12-05
- Distributed email related to upcoming STR Workgroup meeting
- Responded to emails related to the amendments to Ordinance 10-03
- Began updating forms and documents to reflect amendments to Ordinance 10-03
- Finished minutes of the April Planning Commission meeting
- Fielded multiple calls and emails related to business licensing in Manzanita
- Continued processing incoming new and renewal business license applications & certificates

Water Clerk

- Processed water payments
- Prepared deposits
- Resolved customer questions/concerns
- Buyer/seller transfers
- Xpress Bill Pay daily import/export
- Updated backflow device tests

Court Clerk

- Archiving
- April End of Month
- Court week

Finance

- Processed beginning of the month bills for payment
- Completed multiple bank deposits
- Hosted Budget Committee meeting and took minutes
- Completed postings and scheduling of STR Workgroup meeting
- Completed postings and scheduling of Planning Commission meeting
- Created reports for Caselle software conversion
- Continued balancing the bank statement
- Assisted with Municipal Court

Assistant City Manager

- Out of the office until May 24, 2021