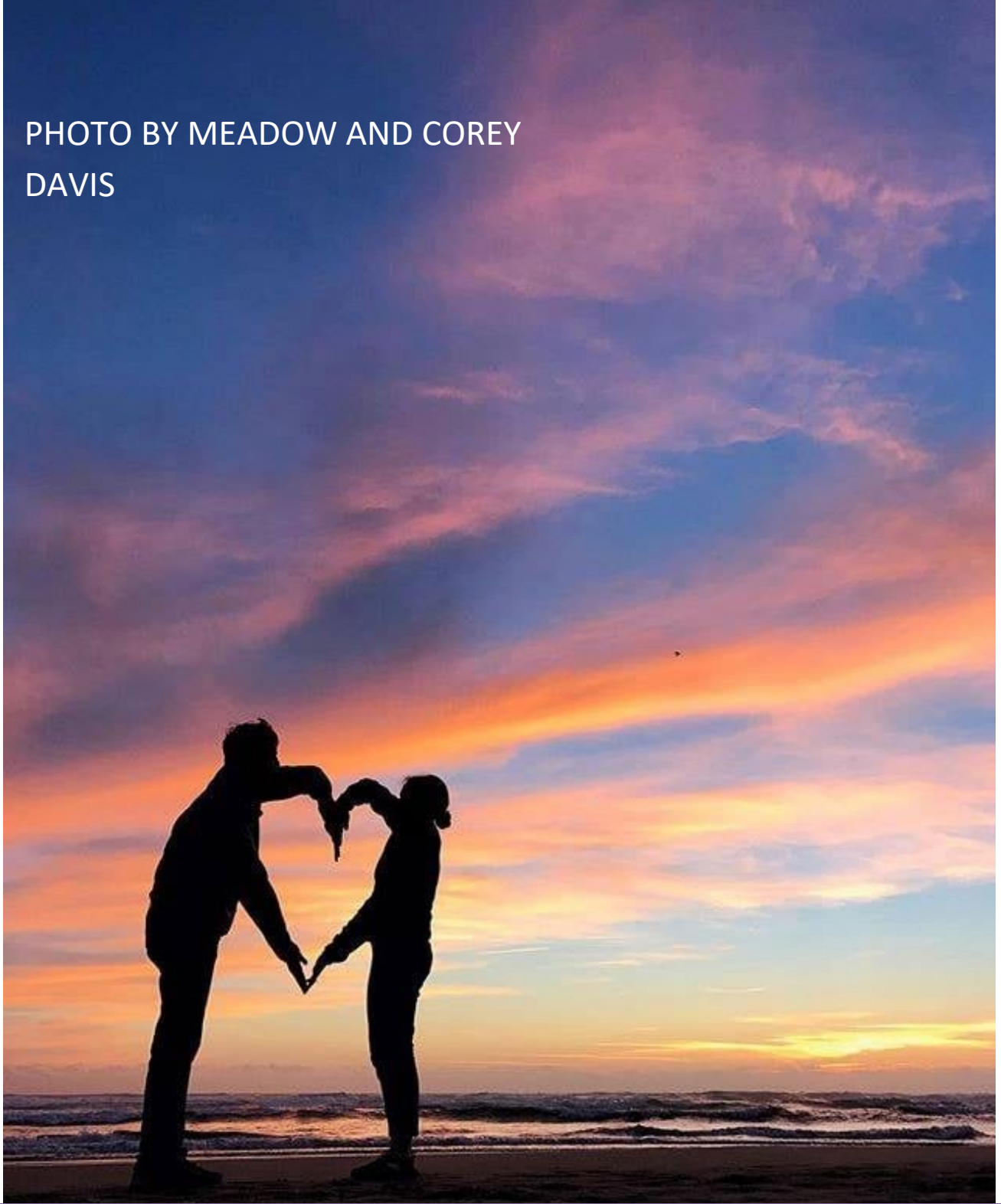


JUNE 2020

SIX MONTH ADMINISTRATIVE UPDATE

PHOTO BY MEADOW AND COREY
DAVIS



CITY OF MANZANITA

CITY OF MANZANITA CITY COUNCIL

- Mayor Mike Scott
- Council President Linda Kozlowski
- Councilor Hans Tonjes
- Councilor Steve Nuttall
- Councilor Thomas Aschenbrener

CITY STAFF

- Cynthia Alamillo, City Manager
- Kristin Grasseh, Assistant City Manager
- Nina Jarvis, Finance and Admin Specialist
- Judy Wilson, License and Ordinance Specialist
- Ashley Myers, Municipal Court and Utility Clerk
- Dan Haag, Visitors Center Coordinator
- Erik Harth, Police Chief
- Mike Sims, Police Officer
- John Garcia, Police Officer
- Sean Mumey, Police Officer
- Dan Weitzel, Public Works Director
- Trevor Downey, Utility Worker
- Scott Gebhart, Utility Worker
- Jason Weiss, Utility Worker
- Corey Hua, Utility Worker

CITY OF MANZANITA CITY COUNCIL 2020 – 2021 GOALS

Preamble

In conducting its business and pursuing the following goals, the City of Manzanita City Council is committed to informing and listening to residents, second homeowners and businesses in identification of and solutions to community issues. The Council invites and encourages citizen involvement in the development of City programs and services.

Goal I

Implement the plan to relocate City Hall and related City services to the Underhill Plaza property.

Goal II

Finalize and approve an emergency preparedness plan that prepares the City to proactively respond to a major catastrophic event.

Goal III

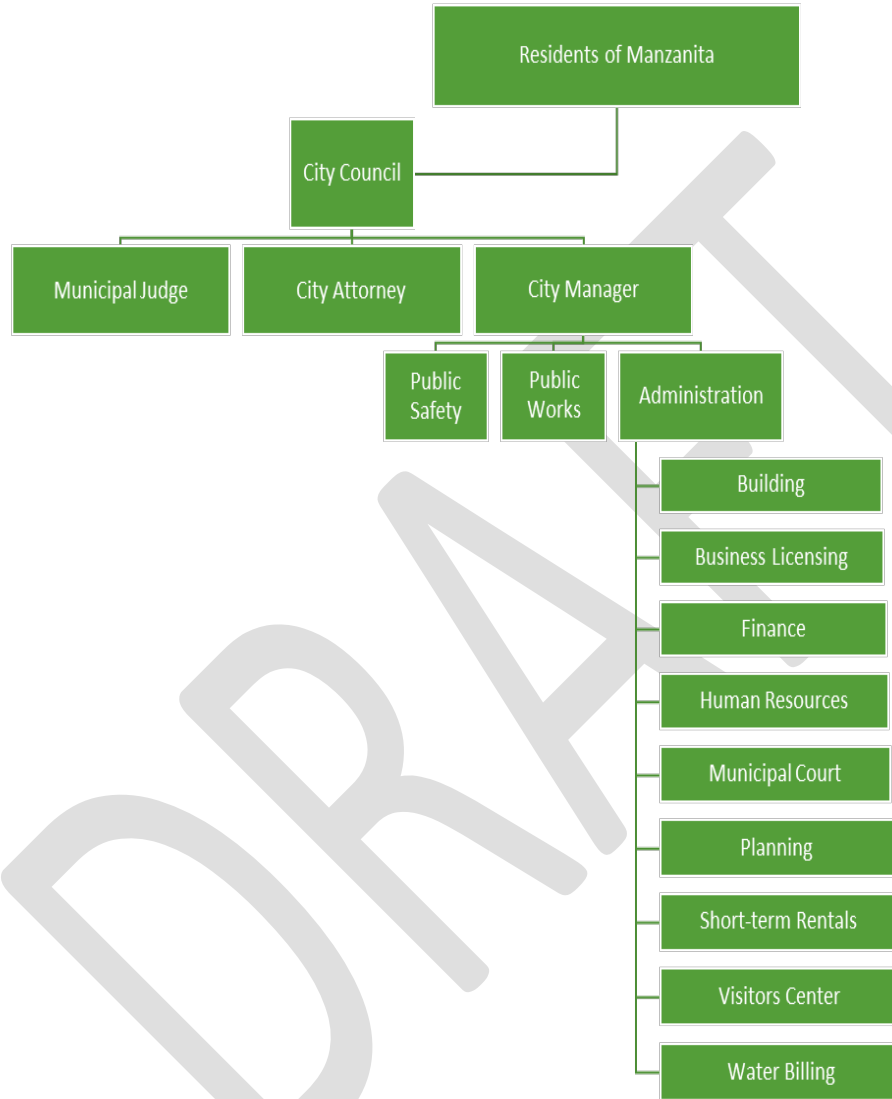
Complete a 5-year capital improvement/infrastructure plan that is tied to the annual City budget.

Goal IV

Create a shared vision for the Manzanita Community including those areas in the Urban Growth Boundary.

Approved by City Council on April 8, 2020

CITY OF MANZANITA CITY SERVICES ORGANIZATIONAL CHART



COVID-19 CITYWIDE RESPONSE

The City of Manzanita is committed to the safety and well-being of our employees, homeowners and visitors.

Below are the decisions, actions and efforts done by the City of Manzanita to limit exposure to and spread of COVID-19 (novel coronavirus) as of May 29, 2020.

All of the items listed below were aimed to protect the health of our community as well as our work force, so we can continue to provide essential City services to our community.

RESOLUTIONS:

1. RESOLUTION NO 20-01 – A resolution adopting the declaration of state of emergency until May 1, 2020. This resolution included the cancellation of all non-essential City commissions, committees, work groups and City events until May 1, 2020. Resolution became effective March 18, 2020.
2. RESOLUTION NO 20-02 – A resolution to ensure the public health and safety of the residents of Manzanita and to avoid unnecessary risk to hospital surge in Tillamook County. This resolution prohibited all short-term rentals and hotels within the City limits, and gave 24 hours to those impacted by the order to vacate the City. Resolution became effective March 22, 2020.
3. RESOLUTION NO 20-03 – A resolution to dedicate the FY 19-20 off season tourism grant funds to the promotion of local businesses. This resolution provided funds to 50 City businesses for promotion purposes. Resolution became effective March 25, 2020.

4. RESOLUTION NO 20-04 – A resolution declaring a local state of emergency and ratifying actions in response to the state of emergency. This resolution ratified the state of emergency until May 1, 2020. Resolution became effective April 8, 2020.
5. RESOLUTION NO 20-05 - A resolution extending the deadline to file transient lodging tax return due to COVID-19 Emergency. This resolution extended the deadline to file the transient lodging tax quarterly return for January 1, 2020 through March 31, 2020 to June 31, 2020. Resolution became effective April 8, 2020.
6. RESOLUTION NO 20-06 – A resolution extending the declaration of state of emergency. This resolution extended the state of emergency and the cancellation of non-essential City meetings until May 15, 2020. Resolution became effective April 23, 2020.
7. RESOLUTION NO 20-07 – A resolution extending declaration of local state of emergency and ratifying actions in response to the state of emergency. This resolution ratified the state of emergency until May 15, 2020.
8. RESOLUTION NO 20-11 – A resolution continuing the state of emergency until May 31.
9. RESOLUTION NO 20-12 - A resolution extending declaration of local state of emergency and ratifying actions in response to the state of emergency. This resolution ratified the state of emergency until May 31, 2020.

PROCLAMATIONS:

On May 11, 2020, Mayor Mike Scott proclaimed the year 2020 as the year of kindness. The proclamation calls upon all residents, homeowners, visitors and businesses to work together to celebrate kindness and ensure that our community is a safer place for all, a place where everyone feels respected, safe and valued.

SPECIAL EVENTS:

- Cancelled 4th of July Parade
- Revisited the Special Event permit for the Manzanita Farmer's Market – Mother's Day. Market was allowed to be a pick-up only market.
- Revisited the Special Event permit for the Manzanita Farmer's Market – Summer. Market was allowed to be a pick-up only market.

COORDINATION WITH OTHER JURISTICSTIONS:

The Mayor, City Council and City staff worked with the following jurisdictions to ensure an effective response to the health risks and impacts of COVID-19.

- Tillamook County
- Tillamook County City Managers
- Visit Tillamook Coast
- Oregon State Parks
- Clatsop County City Managers
- League of Oregon Cities
- FULCROM Community Resources

COVID-19 LEADERSHIP TEAM CALLS:

From April 3 through May 29, 2020, the COVID-19 leadership team help weekly conference calls to discuss the status of the COVI-19 closure.

SHORT-TERM RENTAL (STR) COMMITTEE:

Below are the efforts done by the Committee:

- Held multiple zoom meetings with at least 50 participants at each meeting
- Worked in collaboration with Sunset Vacation Rentals to create a videoguide to cleaning and disinfecting a vacation home
- Created the 'Steps to take if you or someone in you party develops Covid-19 symptons while in Manzanita' guideline
- Created the 'Daily log of Manzanita activities' document
- Created a Council briefing on short-term rental reopening
- Developed a letter to the community addressing the STR concerns
- Developed a letter to the short-term rental owners and agencies detailing the three-phase reopening plan
- Created the STR Cleaning guidelines
- Created the 'Guidelines for short-term rental cleaning acknowledgement' form

OUTREACH:

Below are all of the City's effort to keep our community informed and engaged.

- Mayor's daily videos from March 22 to May 29, 2020, for a total of 47.
- Press releases

- Informational bulletins
- Updated the City website to make it easier to find COVID-19 information.
- Facebook updates
- City signage and flyers
- Community letter
- 6 O'clock Shout Out, March 27 – May 28, 2020
- Community Weekend 2020
- Mailed out informational packet to all Manzanita properties

CITY FACILITIES:

- March 16, 2020 – Closed City Hall and Visitors Center
- March 19, 2020 – Closed City Park and Public Works office
- March 22, 2020 – Closed all public facilities.
- June 1, 2020 – All public restrooms and the City Park are open. City Hall will help community via email, phone and by appointment.
- June 15, 2020 – City Hall will open Monday - Thursday

CITY SERVICES:

All City workplace areas implemented preventive measures in terms of physical distancing, use of face masks and hand washing.

In addition, the necessary equipment was relocated to provide adequate teleworking options for City staff.

FUTURE ACTIONS:

An administrative goal is to strength our pandemic preparedness for the future. We would like to continue our collaboration with different jurisdictions, continue updating the City website with relevant information and updates and maintain on-going public messaging and outreach.

At the end of this calendar year, the City will evaluate the lessons learned with this pandemic, and in doing so, ensure that any future response leaves a lasting positive impression and makes our community a safer place.

ACKNOWLEDGMENTS:

Dear Manzanita Community,

The state of emergency is over. Thank you for your patience, understanding and support as we tried our best to keep our community safe and informed.

We know each one of you did your part to keep our community safe by practicing social distancing, using face masks and staying home during the current pandemic. Your efforts, along with those of your neighbors and friends, made a difference in our battle against COVID-19. Hopefully, you also consider that we did our part.

Thank you for your efforts and for being part of our community.

City of Manzanita

ADMINISTRATIVE UPDATE

JANUARY – MAY 2020

In addition to the Citywide response to COVID-19, the City continued the daily work needed to provide services to the homeowners and visitors of Manzanita.

Below are a some of the projects that were completed between January 1, 2020 and May 29, 2020.

- All City departments have continued working on the day-to-day operations.
- Held six regular City Council meetings
- Held four City Council Workshops meetings to discussed the new City Hall project
- Performed City Manager annual evaluation
- Approved Special Event Permit for NCRD 5k Walk/Run and 10k Run.
- Awarded Off Season Tourism Promotion grants
- Approved Special Event Permit for Manzanita Farmers Market
- Completed mold studies at City Hall and evaluated different options to relocate staff
- Relocated all administrative staff to the 'cottage' City Hall (behind Police Station)
- Move City meetings to the Pine Grove Community House (PG) and moved the Municipal Court to the treatment plant
- Proclaimed March 31, 2020 as Manzanita Day
- Received costal resilience grant to update the zoning ordinance
- Held a special Goal Setting meeting and approved the City Council goals for 2020-21.

- Approve Special Event Permit for Manzanita Farmer's Market – Mother's Day Weekend
- Appointment (1) to Off Season Tourism Advisory Committee
- Appointments (2) to Budget Committee
- Appointments (1) to Planning Commission vacancy
- Received award for a 500 gallon mobile fuel trailer
- Held two Special Council Workshop meetings to discuss the indirect cost study
- Completed the indirect cost allocation study
- Approved resolution setting City Employees Salaries for 2020-21
- Held three Budget Committee meetings
- 2020-2021 City Budget approved by Budget Committee
- Initiated the process to increase Building permit fees
- Initiated the process to restructure the Building and Planning Department
- Approved a resolution designating Public Works Director, Dan Weitzel, as grant agent for a FEMA grant application
- Completed multiple adhoc information requests
- Constant updates to the City website
- Posted required notices for all City meetings
- Processed payroll and invoices
- Processed multiple building permits, inspections and requests for meetings
- Held three Municipal Courts
- Held three Planning Commission meetings

Upcoming projects for the next two months:

- Virtual 4th of July Celebrations
- Citizen of the Year
- Classic Street Storm project
- Completion of Neahkahnie trail