

2019

# COMPLETED PROJECTS



Nyssa Cardwell

# CITY OF MANZANITA

We are pleased to present to the community a report on the City of Manzanita's accomplishments in 2019.

As you review this report you will see what a loyal and hard working staff we have led by our City Manager Cynthia Alamillo. They have accomplished much this past year.

Throughout the year, Manzanita City Council heard feedback from residents, commissions and committees about what they would like to see in their community. That feedback was used to determine a list of priorities for City staff to work during the course of the year.

This document is not intended to be comprehensive of all work done this year; it only captures the highly visible projects and initiatives that support the City Council Goals.

The City also carries out general day to day activities such as patrolling traffic, responding to 911 calls, issuing permits, paying invoices, mailing water bills, helping people over the counter, clearing vegetation and other operations needed to provide City services to its full-time and part-time residents, second home owners, and visitors. Those items are not necessarily outlined in this document, but are also a large part of the work performed by City staff.

**Mike Scott**  
**Mayor**

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## 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, 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
- Rich Townsend, Senior Utility Worker
- Trevor Downey, Utility Worker
- Scott Gebhart, Utility Worker
- Jason Weiss, Utility Worker

## CITY OF MANZANITA CITY COUNCIL 2019 – 2020 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**

Complete a plan to relocate City Hall, including the identification of a possible new location, funding strategy and determination of which City services will be consolidated into one building. Complete the accessibility and security improvements to the current City Hall as an interim step.

### **Goal II**

Develop an emergency preparedness plan that will result in increase City capabilities to address a major catastrophic event, including necessary seismic retrofitting of City infrastructure, improve street signage, and pursuit of opportunities for regional preparedness.

### **Goal III**

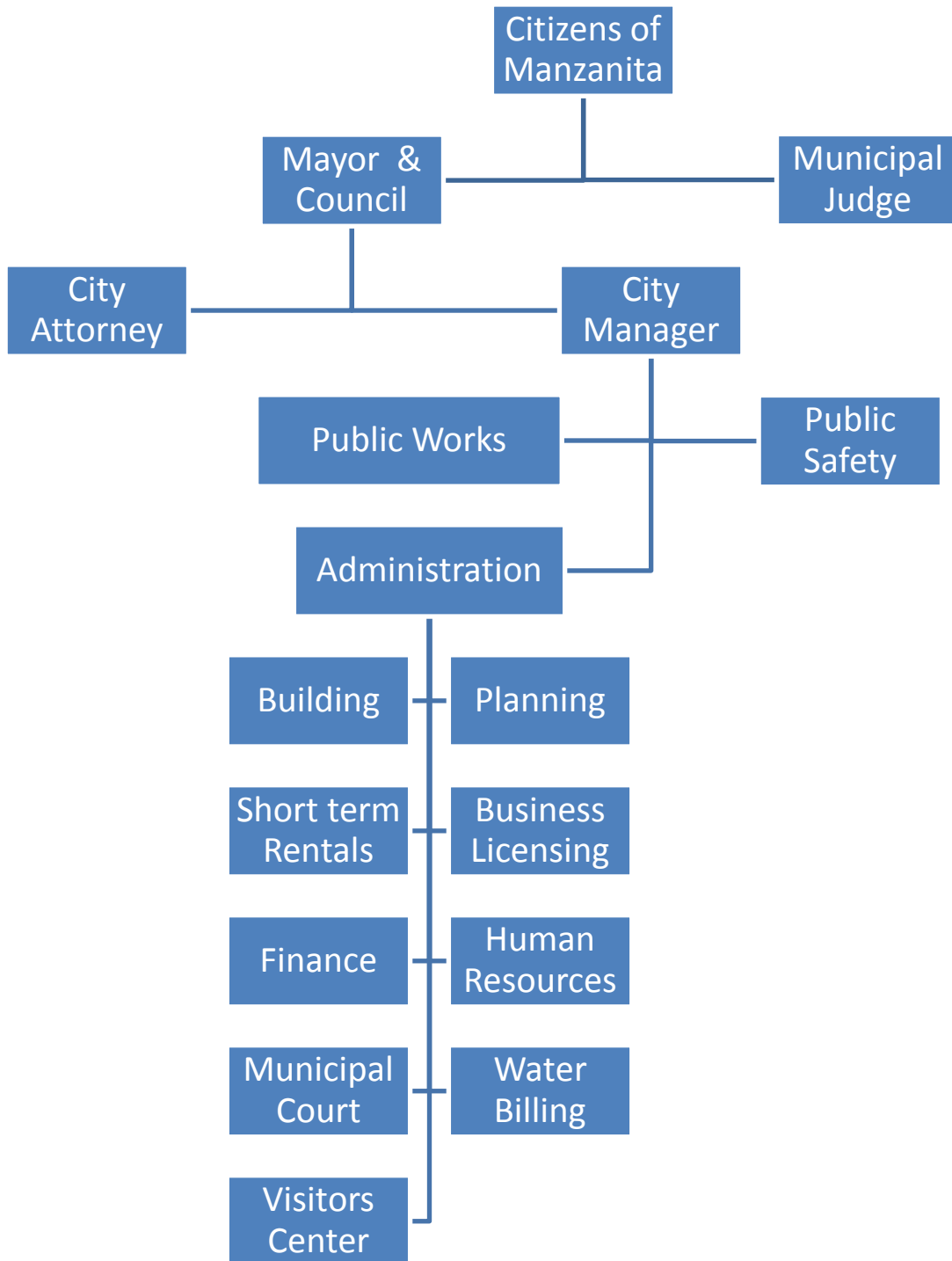
Develop a capital improvement plan that considers financial feasibility and strategies to accomplish projects to improve the storm drainage system, water distribution and storage system, and road system.

### **Goal IV**

Identify a shared vision for the long-term future of the community and strategically direct efforts and resources towards achieving the City Council goals that support the vision while responding to evolving citizen input.

Approved by City Council on June 7, 2017.

# CITY OF MANZANITA CITY SERVICES ORGANIZATIONAL CHART



## Goal I

Complete a plan to relocate City Hall, including the identification of a possible new location, funding strategy and determination of which City services will be consolidated into one building. Complete the accessibility and security improvements to the current City Hall as an interim step.

- **Public Facilities Advisory Committee, January 2018 – February 2019**

The Committee met 21 times and submitted a final report to Council on March 6, 2019. The report contained 10 options for the possible uses of Underhill Plaza.

- **Hired consultants, 2018 – 2019**

The City hired three consultants to help evaluate Underhill Plaza: Architect Jim Fanjoy, Engineering Firm WRK, and Engineering Firm Stricker Engineering.

- **Held 15 public special meetings/workshops, 2019**

City Council met several times throughout the year to discuss issues related to the new City Hall project.

- **Held 2 town hall meetings, June and July 2019**

Both meetings were with Steel Architect to discuss preliminary plans. 1<sup>st</sup> meeting was June 21, 2019 and the 2<sup>nd</sup> meeting was July 12, 2019.

- **Held 7 Q&A sessions to discuss the new City Hall project, July – August 2019**

Sessions were informal with two Councilors attending each one. The meetings were held either at the Old Fires station or at City Hall. Part of the meeting included a tour of the facilities.

- **Bond Measure, November 2019**

At the November 2019 elections, the City had a bond measure for \$6.5 million for new City facilities that did not pass.

- **Remodel the front counter at the existing City Hall, December 2019**

The City will hire a contractor to add a glass window to the current counter to provide security.

## Goal II

Develop an emergency preparedness plan that will result in increase City capabilities to address a major catastrophic event, including necessary seismic retrofitting of city infrastructure, improve street signage, and pursuit of opportunities for regional preparedness.

- **Partner with Emergency Volunteer Corps of Nehalem Bay (EVCNB) for a grant application, February 2019**

The grant application was for a mobile mass care shelter/trailer. However, the application was not successful.

- **Tsunami Blue Line Project, March 2019**

The first phase included placing sample signs and gathering feedback from the community through a survey. Because survey results were positive the second phase would include procuring and placing the signs as needed.

- **Agreement with EVCNB for collaboration on community emergency preparedness, April 2019**

Council approved an agreement with EVCNB to provide technical assistance, community education, training and volunteers under the Incident Command System structure during a declared emergency.

- **September was declared as Emergency Month, September 2019**

Mayor Mike Scott signed a proclamation naming September as Preparedness Month.



- **Agreement with EVCNB for N.E.S.T program, September 2019**

Council approved a pilot test program for the positioning of one emergency supply shed in City owned right-of-way for a period of one year.

- **Emergency Preparedness Work Group, September 2019**

An Emergency Preparedness Work Group was created to review, evaluate and implement City-wide emergency preparedness action items. The group is formed by the City Manager, Police Chief, Public Works Director and two EVCNB representatives.

- **Grant application for Hazard Overlay updates, November 2019**

An Oregon Coastal Management Program application was submitted for funds to evaluate the City's risk to the Cascadia Subduction Zone.

- **Attended table top exercise, October 2019**

Council and staff attended a regional agency table top drill facilitated by Chief Chris Beswick.

- **Emergency Operations Plan, December 2019**

Staff has been working on the City of Manzanita Emergency Operations Plan (EOP). It is expected to be completed early next year.

## Goal III

Develop a capital improvement plan that considers financial feasibility and strategies to accomplish projects to improve the storm drainage system, water distribution and storage system, and road system.

- **Water Master Plan update, December 2019**

The Water Master Plan is used for water system cost projection, system sizing, and system integrity. The original plan was developed in 1990 and updated in 2006. The update is expected to be completed early next year.

- **Storm Water Master Plan update, December 2019**

The Storm Water Master Plan addresses how storm water runoff should be handled. The plan was developed in 2005 but the rainfall numbers used at the time are half of what is used today. The update is expected to be completed early next year.

## Goal IV

Identify a shared vision for the long-term future of the community and strategically direct efforts and resources towards achieving the City Council goals that support the vision while responding to evolving citizen input.

- **Started holding Council workshops prior to Council meetings**

Council started having workshop meetings prior to the regular Council meetings in order to have more time to discuss current and future projects.

- **Reviewed the City Council goals, January 2019 and March 2019**

Council discussed the progress of each of the City Council goals twice this year.

- **Approved the City Council Rules of Procedures, April 2019**

Council approved the Council Rules of Procedures to provide a structure for public participation and to make meetings more efficient.

- **Councilors now have City emails, June 2019**

In order to provide another formal source of communication, the Council was given official City emails.

- **Each council spent a full day with staff, June 2019**

Each Council member and Mayor joined staff for a full day to learn more about the day to day operations of all City departments.

- **Approved the Employee Handbook of Personnel Policies, July 2019**

Council approved the Employee Handbook of Personnel Policies which contains the policies required by state law and those that reflect the current working environment.

- **Implemented the new Short Term Rental Ordinance Oversight Group, October 2019**

Council approved the Short Term Rental Ordinance Oversight Group to review and evaluate the implementation of Ordinance 10-03, Ordinance establishing rules and regulations regarding to short term rentals. The group is formed by a Council member, a Planning Commission member, a staff member, two community members involved in the short-term rental industry and two full-time residents.

## CITY SERVICES

In addition to the City Council goals, the City focuses on the daily work needed to provide services to the residents and visitors of Manzanita. Here is a snapshot of just a few of those services.

In 2019...

**75** Average number of people that stop by City Hall in a summer week

**10** Average number of minutes between phone calls received in City Hall in a week

**9,493** People stopped by the Visitors Center

**534** New cases were processed by the Municipal Court

**225** City ordinances citations/warnings given by the Police Department

**31** Public Meetings held by City Council

**11** Public Meetings held by Planning Commission

**7,719,432**

Average gallons of water processed per month

**268** Short term rental properties managed by staff

**1,387** Households and businesses provided with clean, safe and reliable water within City Limits and **345** in Manzanita's urban growth boundary

## ADMINISTRATION

**Cynthia Alamillo, Kristin Grasseh, Judy Wilson and Ashley Myers**

- Completed the budget for the FY 19/20.
- Completed the 2019 timber sale.
- Submitted an application for Transportation and Growth Management Program grant for an updated transportation system plan.
- Partnered with Lower Nehalem Community Trust for the Neahkahnie – Manzanita trail.
- Processed several event permits – Farmers Market, Muttzanita, filming for a TV show (this got cancelled).
- Reviewed the concept of having a City film ordinance
- Updated the public records request policy.
- Developed a quarterly all-staff training program. The first training class was on active shooter situations.
- Garage cleaned out 'lost and found' cleaned up by completing a garage sale.
- The City helped approximately 50 soldiers from Camp Rilea after their bus crashed.
- Successful 4<sup>th</sup> of July Parade.
- Have continued to work on the Neahkahnie-Manzanita Trail construction.
- Continued the quarterly newsletter and the Citizen of the Year program.
- Processed two cycles of the Off Season Tourism Promotion Grant.
- Maintained the City Facebook Page that counts with 1,201 followers.

- Made renovations to the old ambulance quarters to convert it into a City resident house. Unfortunately, this summer there was so much work that the City had to hire staff immediately to help with the workload. Colleen Everroad, former City staff, was hired on a part-time basis for three months. This was probably one of the best decisions of the year.
- Processed the required notices and minutes for all of the 41 public meetings held so far.
- Processed multiple public records requests.
- Have initiated conversations with a consultant to develop a salary allocation study.
- Revamped with the safety committee program. This is an all-staff committee that evaluates safety hazards in all City buildings. This is a requirement from our insurance provider.
- Partnered with Lower Nehalem Community Trust for the maintenance of the Elk Meadows Park.
- Constant City website updates.

## FINANCE AND HUMAN RESOURCES

### Kristin Grasseh

- Procured new standing desks for Administration staff.
- Contracted new financial software, Cassell. This new software will have modules for finance, utility billing, STR taxes and business licenses.
- Contracted new postage meter lease.
- Completed a successful audit for FY18/19 for all departments.
- Started an Administrative office equipment replacement schedule.
- Processed monthly payroll, payment of invoices, prepared cash deposits and reconciled all accounts.
- Managed the annual employee health insurance open enrollment and renewal of workers compensation insurance.
- Tracked expense accounts and provided reports on a monthly basis.



## PLANNING AND BUILDING

Cynthia Alamillo, Kristin Grassetth, Judy Wilson, Scott Gebhart, and Alton Butler

- Held 11 Planning Commission Meetings.
- Reevaluated contract with Cannon Beach for building official services. This came after the position for Building Official was opened and only one application was received. The applicant rejected the City's offer.
- Evaluated E-permitting software program. This is a free software program provided by the state. It includes modules to assist Building, Planning and Public Works Departments.
- Held multiple conversations with the Dune Management Organization to update their plan.
- Allocated 8 hrs from Utility Worker Scott Gebhart's work week to Building and Planning. This has allowed us to have efficient STR inspections and provide a better service in the Planning Department. This was the second best decision of the year.
- Processed several tree removal permits and sign permits.
- Completed the buildable lands inventory.
- Approved an addition to Fresh Foods, four mixed-use buildings, a 29 residential subdivision and a conditional use for a commercial use in a residential zone.
- Answered numerous phone calls, visits and ad hoc inquiries on a daily basis that ranged from 5 to 45 minutes.

## Public Safety

**Erik Harth, Mike Sims, John Garcia, Sean Mumey**

- Upgraded all officers' computers to Microsoft Office 365 (cloud base storage).
- Toughbook laptops added to vehicles with Verizon coverage.
- Officer Sean Mumey became firearm instructor (80 hour training).
- Officer Sean Mumey became taser instructor.
- Continued with interagency training county wide.
- Officer Mike Sims gave JR Ranger presentations at the State Park in partnership with the State Park Rangers.
- Officer Mike Sims instructed several classes in the local communities (CERT, clinic, schools, etc.).
- Yearly required state Department of Public Safety Standards and Training (DPSST) training completed for all officers.
- Currently, participating in a county wide partnership to get mobile reporting in all Police vehicles.
- Currently, participating in 'Shop with a Cop' and fundraising activities for that program.
- Initiated a code enforcement program. This program is driven by public complaints only.

## Public Works

**Dan Weitzel, Rich Townsend, Scott Gebhart, Trevor Downey, Jason Weiss**

- Replaced water meters to a radio meter system. Manzanita water system consists of 1,788 water meters. This in-house project consisted on modifying 1,141 touch read meters with a radio meter and replacing 644 old manual meters with new radio meters.
- Completed 3<sup>rd</sup> Street and Manzanita project. This was the replacement of road base, road surface, water main, water service lines and installation of new storm system.
- Completed Hwy 101 water main project. The project replaced an aging 6 inch asbestos water main segment along Hwy 101.
- Completed Sitka water main project. The Sitka water main is in the County right-of-way and was scheduled by the County to be paved. The City then took this opportunity and replaced the failing 4 inch shallow water main with a new 6 inch PVC main.
- Launched geographic information system (GIS). GIS allows the City to document the infrastructure assets, access to replacement valves, and maintenance tracking.
- Resurfaced the tennis court.
- Conex emergency storage boxes. Conex containers are to store emergency supplies and equipment in a safe and dry location.

- The department hired a year round, part-time utility worker to assist with the rounds.
- Added 'No skateboarding' signs along Laneda.
- Applied for a SPIRE grant and was awarded a fuel trailer.
- Rich Townsend has moved on to the City of Wheeler and Jason Weiss has been moved from part-time to full-time. The City then opened the part-time position and we expect to have a new employee in January 2020.
- On a daily basis completed the runs. The runs consist of checking and emptying all 12 public trash cans, emptying and refilling doggie bag dispensers of the 5 doggie stations along the beach and cleaning the 3 public restroom facilities.
- In addition, in the summer months, twice a week the 26 doggie stations are maintained and the three public restrooms facilities get deep cleaned. In the winter months this gets done one a week.

## Short term rentals and Business Licensing

Judy Wilson

- Processed 36 short-term rental (STR) applications and their inspections.
- Activated 22 new STR licenses.
- Closed 18 STR licenses.
- Fielded a record amount of inquiries concerning the STR program.
- Maintained a STR waiting list of up to 20 properties.
- Issued 30 citations to 3 property owners.
- Resolved 19 citations involving 5 property owners.
- Closed abeyance files for 19 citations.
- Processed 2Q18, 3Q18, 4Q18, 1Q19, 2Q19, 3Q19 of transient lodging taxes (TLT).
- Processed redeterminations for the FY 18/19 TLT for 5 properties.
- Worked with Scott Gebhart on a new STR inspection process.
- Completed 5-year re-inspections of 47 STR with emphasis on meeting parking requirements.
- Prepared documents and lists for the next group of 5-year re-inspections.
- Amended Ordinance 16-03 governing TLT.
- Evaluated three software programs in relation to STR and business license program.
- Processed 512 business license applications and renewals.

## Municipal Court and Water Billing

### Ashley Myers

- Held 12 Court Sessions.
- Replaced computer that is better equipped to process the Court and Water software.
- Attended two Oregon Association for Court Administration (OACA) conferences and one judicial conference.
- Registered a new program with the City to provide translation services.
- Opened a new online account with Washington State DMV to enforce parking fines issued to Washington licenses plates.
- Attended the Law Enforcement Data Systems (LEDS) Conference and completed the LEDS certification.
- Completed a successful audit.
- 534 Citations issued so far.
- \$155,000.00 received from defendants so far this year
- Successfully filed a lien on a property and acquired the funds from it.
- Water:
- Day to Day Tasks – Posting payments, fixing miss-read meter reads.
- Successfully installed the water software, RSV, to new computer.
- Completed a mass contact information update.
- Assisted and supported homeowner whose house was flooded due to mishap in the water connections.
- Completed 95 Lien Searches.

## VISITORS CENTER

### Dan Haag

- Held three 'Welcome New Resident' receptions. A total of 34 people attended, 45 welcome packets handed out.
- Partnered with Friends of Cape Falcon Marine Reserve to host BioBlitz gathering at the back patio.
- Staged Volunteer Fair at Pine Grove Community House where 12 local non-profits had tables and 47 people attended.
- In coordination with local merchants, staged 3rd Annual Plaid Friday.
- Staged 3rd Annual Holiday Kids' Fair at Pine Grove Community House. 7 local organizations had activity tables and nearly 100 people attended.
- Completed training program through Travel Oregon's Rural Tourism Studio Program, represented Manzanita as part of original Core Leadership Team.
- Took active role in North Coast Tourism Alliance committee dealing with coordinated stewardship messaging (designing messaging for tourists that attracts active stewardship of North Coast natural areas).
- Attended Oregon Governor's Conference on Tourism in Eugene. Took part in training sessions dealing with social media marketing, off-season tourism marketing and direct messaging to specific travelers.
- Attended the Ambassador training at Oswald West State Park.

- Visitors Center coordinator represents Manzanita on county disaster resiliency committee through Economic Development Council (Tillamook).
- Partnered with North Coast Tourism Alliance to promote pilot program for Beach & Trailhead.
- Completed City marketing grant project with Hoffman Center for new Art Walk Guide.
- Partnered with Four Paws on the Beach to host 10th Annual Muttzanita Festival on site at the Visitors Center.
- Partnered with Pine Grove Community House to promote Spring Break Family Fun event.
- Communicated with local merchant community about gift package program for US Army unit adopted by.
- Worked with Emergency Volunteer Corps of Nehalem Bay (EVCNB) to raise awareness of disaster training with local merchants (ongoing).
- Hosting Santa Claus at the Visitors Center on Dec. 21, along with special visit by FACT Oregon.



# **ACKNOWLEDGMENTS**

**THANK YOU TO STAFF FOR  
YOUR HARD WORK AND  
FOR YOUR CONTINUED  
COMMITMENT TO THE CITY  
OF MANZANITA**