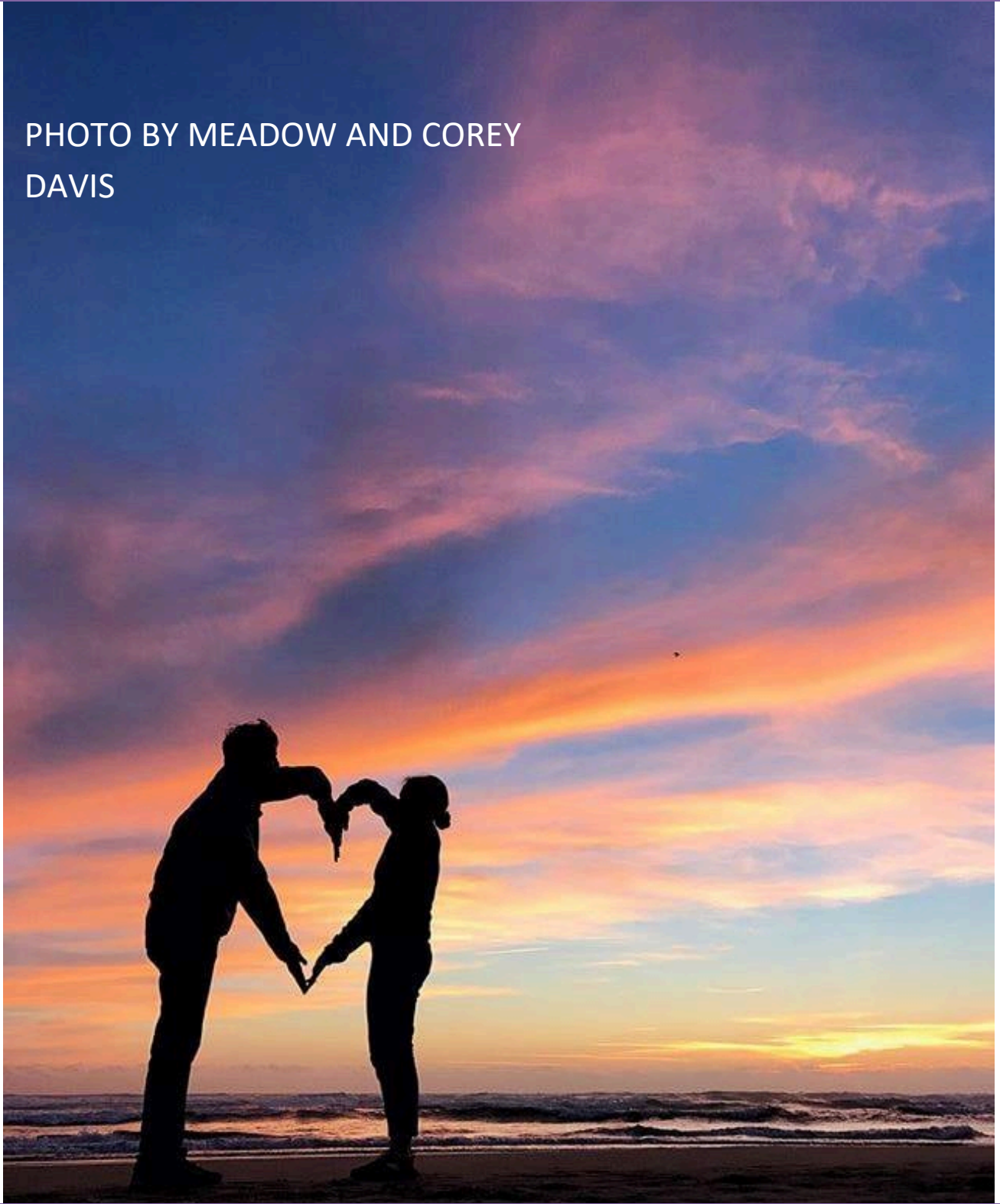


JUNE 2020

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

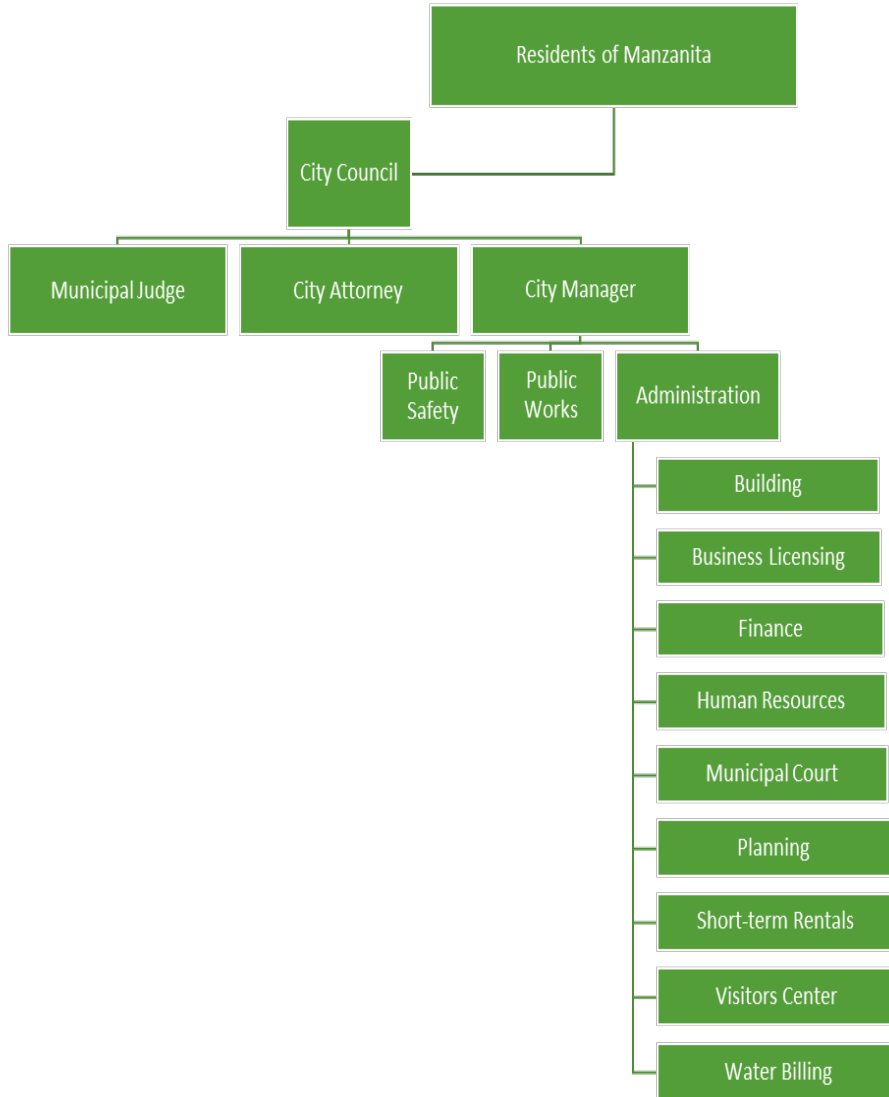
Complete a 5-year capital improvement/infrastructure plan that is tied to the annual City budget.

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 efforts, decisions and actions taken by the City of Manzanita to limit exposure to and spread of COVID-19 (novel coronavirus) as of June 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.

PROCLAMATION:

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.

CHANGES TO 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 JURISDICTIONS:

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 held weekly conference calls to discuss the status of the COVID-19 closures and mitigation strategies.

The Manzanita COVID-19 Leadership Team was formed by:

- Mayor and City Council
- City Manager and Assistant City Manager
- Police Chief
- Public Works Director
- Visitors Center Manager
- Nehalem Bay Fire Chief

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 your party develops Covid-19 symptoms 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

VISITORS CENTER

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.
- Multiple press releases
- Informational bulletins
- Updated the City website to make it easier to find COVID-19 information.
- Facebook updates (on average two per day)
- City entry sign and signage throughout the City
- 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

ADMINISTRATION

Cynthia Alamillo, Kristin Grasseh, Nina Jarvis and Ashley Myers

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
- Appointment (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

PLANNING & BUILDING

Cynthia Alamillo, Kristin Grasseh, and Scott Gebhart

- Completed 87 building inspections
- Completed 19 STR Inspections
- Issued 82 permits
- Found 5 Large construction projects with no permits and issued stop work orders
- Issued 4 Code violations
- Found 4 contractors doing business with no Business License
- Addressed 2 Tree removals with no permits
- 450+ emails received and responded to
- Answered and returned an unknown number of phone calls
- Started the e-permitting process with the Building Code Division
- Assisted with the Building Department Restructuring plan for City Council
- Started re-writing the Building Department ordinance with Councilor Nuttall
- Final report to the Planning Commission for the Fresh Foods Addition Application
- Assisted with the Little Apple Planning Commission report
- Held three Planning Commission meetings

PUBLIC SAFETY

Erik Harth, Mike Sims, John Garcia, Sean Mumey

- All employees continued to work normal hours, which include on-call time and overtime through Covid19 including choosing to cancel prearranged vacations
- Continued open door approach during Covid19
 - Provided face to face service at Police Department front door
 - Responded to phone calls, emails and service calls from public
- Responded to all calls for service
- Proactive response to violators of city emergency orders
- Worked with State Parks in enforcing trespassing complaints during Covid19 closure
- Assisted with promoting wearing of masks
 - Which includes handing out almost 200 masks to visitors and citizens
- Updated all county wide agreements with police agencies in county
 - Major crime team
 - Pursuit agreement
 - Mutual Aid
 - Cooperative Policing

PUBLIC WORKS

Dan Weitzel, Scott Gebhart, Trevor Downey, Jason Weiss, Cory Hua

- Convert Resident building to use as a temporary City Hall. (install data cables and network, camera system, and door locks)
- Moved City Hall equipment and files to new location.
- Update City computer systems (Operating and business systems)
- Retro Fit temporary City Hall
- Respond to Covid 19 pandemic
- Rebuild Office network
- Install swing set at City Park
- Assisted in NEST box project
- Installed new directional signs
- GIS started for utility infrastructure inventory
- Update to water system SCADA system (electronic control system for the overall water system and water quality monitoring)
- Responded to several City issues or maintenance items such as drywell cleaning, mowing, and right-of-way cleaning

SHORT TERM RENTALS AND BUSINESS LICENSING

Judy Wilson

- Assisted Manzanita's City Prosecutor with the settlement of a short term rental case concerning citations I had issued to the owner of an illegal short term rental
- Processed 351 business licenses - new and renewed
- Worked with LodgingRevs to set up the necessary documents for the City's new short term rental software
- Assisted the Short Term Rental Ordinance Work Group with their Covid-19 response
- Communicated by email and telephone with Manzanita's short term rental owners, hotel owners, housekeepers, residents, second home owners, and guests throughout the City's state of emergency
- Prepared the short term rental license renewal packet for 2020-2021

MUNICIPAL COURT AND WATER BILLING

Ashley Myers

Court

- Completed 4 Court Sessions and 2 Court set overs
- Approximately 175 Citations were issued
- \$155,000.00 received from defendants so far this year
- Restructured case files in collections to improve retention protocols
- Restructured 'Case Closed' archives to improve retention protocols
- Day to day tasks – Posting payments, sending letters, answering calls and emails, reports

Water

- Working with Caselle, the new financial software
- Researched and explored options to outsource the water bills
- Continued 'contact information' update
- Approximately 10 lien searches
- Day to day Tasks – Posting payments, fixing mis-read meter reads, reports

VISITORS CENTER

Dan Haag

- Participated in local and county discussions on improving high surf warning signage.
- Participated in meetings/outreach as member of Stewardship Committee and Transportation Committee with North Coast Tourism Alliance.
- Hosted New Resident Reception at Visitors Center with 24 attendees.
- Attended round table discussion with North Coast Tourism Alliance on tourism growth and over-tourism.
- Established Three Villages Small Business Support Facebook page in response to Covid-19 crisis. Page set up to disseminate and distribute information on local, state, regional and national financial resources available to small businesses within our community.
- Partnered with Fulcrum Community Resources to establish and promote a small business relief fund. Over \$50,000 has been donated (as of Friday, June 5, 2020).
- Joined Tillamook County Tourism Messaging team. Purpose is to create and distribute unified messaging to previous and potential visitors during Covid-19 crisis and in preparation of eventual opening. In charge of tourism communications for North Tillamook County.

- Redesigned weekly bulletin to provide updates to community and beyond on status of local events and businesses.
- Met weekly with Fulcrum to review applications for relief funds.
- Met weekly with Tourism Messaging Team.
- Attended Travel Oregon teleconference series on promoting tourism during and after Covid-19.
- Took part in county teleconference workshop on the future of tourism in Tillamook County.
- Continued work on Three Villages Small Business Support activities.
- Partnered with Hoffman Center to create face mask posters to distribute to businesses to promote wearing of face masks in public.
- Distributed '6 Feet Apart' signage to local businesses.
- Partnered with Doris Bash and local sewing group to distribute cloth face masks to businesses and employees.
- Continued work on Three Villages Small Business Support activities.
- Met weekly with Fulcrum to review applications for relief funds.
- Met weekly with Tourism Messaging Team.
- Gathered merchant commentary on 'No Visitors' sign on Manzanita Avenue.
- Partnered with Doris Bash and local sewing group to distribute cloth face masks to businesses and employees.

- Continued work on Three Villages Small Business Support activities.
- Met weekly with Fulcrum to review applications for relief funds.
- Met weekly with Tourism Messaging Team.
- Distributed face mask posters to Manzanita businesses and public buildings.
- Assisting Oregon Coast Visitors Association and Friends of Cape Falcon with promoting new Trailhead Ambassador program (July launch).