

**From (08/27/2020 - 09/09/2020)**

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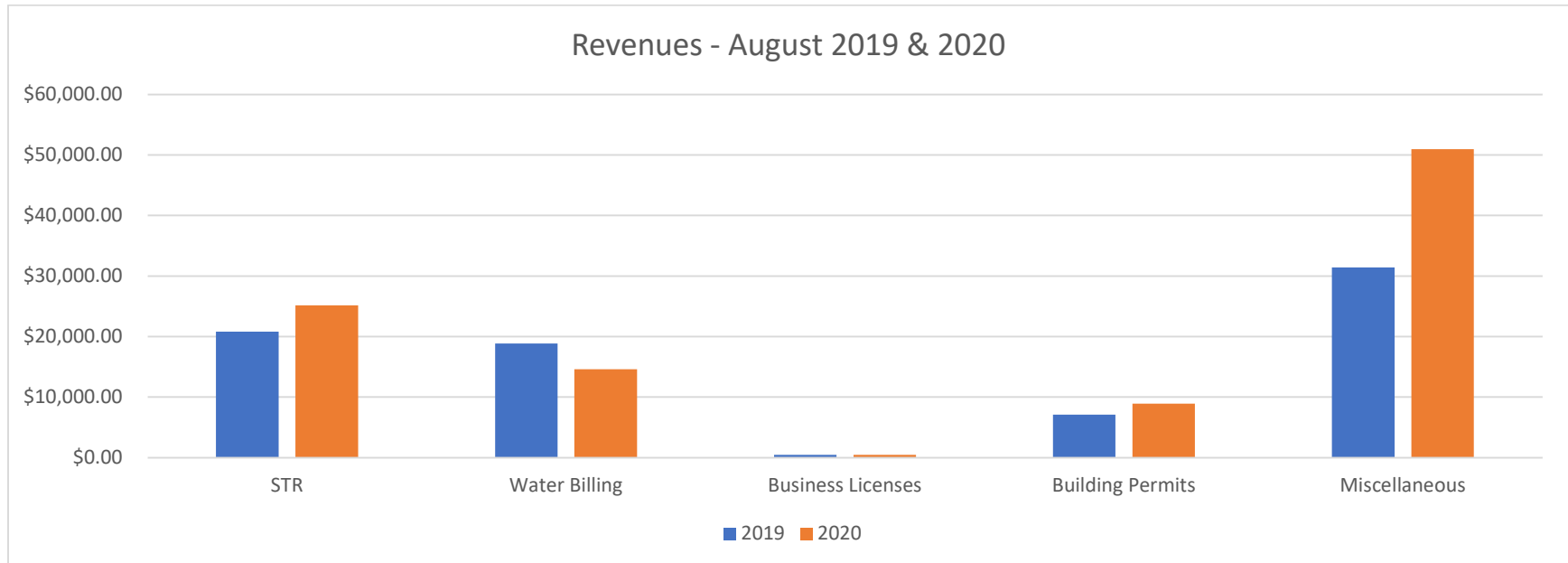
## BILLS FOR APPROVAL OF PAYMENT

From (07/29/2020 - 08/04/2020)

ONION PEAK (PROFESSIONAL SERVICES)	\$2,050.00									\$2,050.00
OTAK (ENGINEERING SERVICES)	\$3,789.00									\$3,789.00
PACIFIC OFFICE (COPY SERVICE)	\$137.00	\$137.00								
RTI (PHONE SERVICE)	\$700.34	\$211.60	\$101.21							\$387.53
TILLAMOOK CREAMERY (SUPPLIES)	\$723.35									
TILLAMOOK PUD (ELECTRIC SERVICE)	\$2,795.70	\$108.79	\$118.70			\$84.55	\$43.41		\$93.04	\$2,347.21
WASHINGTON FEDERAL (BOND PAYMENT FOR UNDERHILL)	\$77,666.22	\$77,666.22								
WALTER E. NELSON (JANITORIAL SUPPLIES)	\$757.93									
VERIZON (CELL PHONE SERVICE)	\$778.89	\$80.80	\$323.10	\$40.40					\$51.84	\$282.75
<b>TOTALS</b>	<b>\$93,864.09</b>	<b>\$78,997.54</b>	<b>\$821.71</b>	<b>\$40.40</b>	<b>\$0.00</b>	<b>\$84.55</b>	<b>\$43.41</b>	<b>\$0.00</b>	<b>\$225.88</b>	<b>\$9,446.65</b>

## August 2020 Revenues

Notes: Miscellaneous revenues include rent at Underhill Plaza, Water Meter Installations, and franchise fees. The large increase for revenue in 2020 is due to the COVID-19 Relief Grant that the City received.



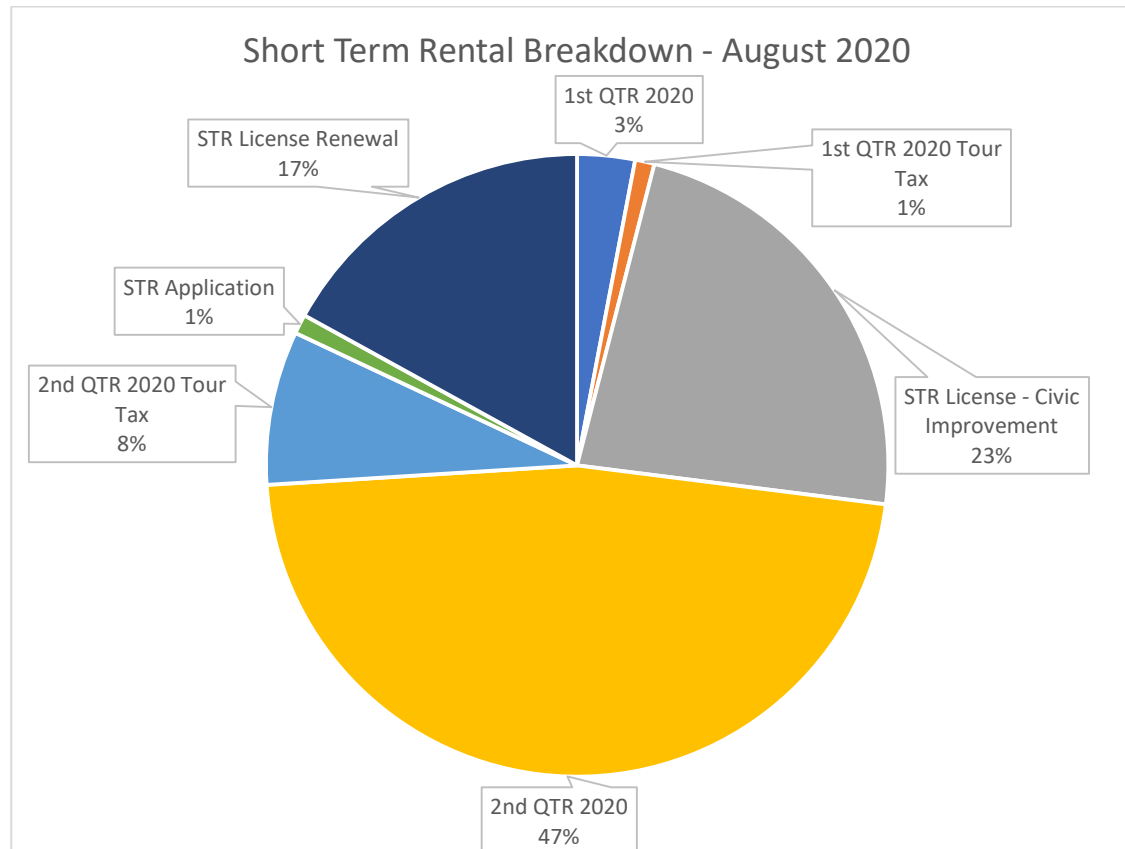
## August, 2020 Expenditures

Notes: Large variances in the Water Operations fund and City Hall Expansion fund due to yearly payments (health insurance premium and payment on Underhill property) made in different months of each year.

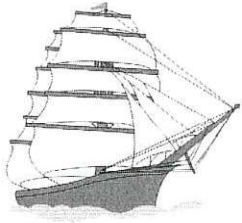


## August, 2020 Transient Lodging Tax Revenue Breakdown

Year	1st QTR (Jan/Feb/Mar)	1st QTR Tourism Tax	2nd QTR (Apr/May/Jun)	2nd QTR Tourism Tax	STR Application	STR License Renewal	STR License - Civic Improvements
2019	\$921	\$74	\$7,531	\$1,234	\$225	\$4,450	\$6,350
2020	\$817	\$151	\$11,856	\$2,123	\$150	\$4,255	\$5,800







# City of Manzanita

Ashley Myers and Marilyn Adams, Municipal Court Clerk

MANZANITA COUNCIL REPORT

September 9, 2020

## Manzanita Municipal Court

July 2020

Court was held on July 17, 2020 and processed a total of thirty (30) new cases. Zero (0) defendants successfully participated in the Court's Violation Bureau. Of these new cases that were set for appearance, they are broken down as follows;

13	Traffic/Moving Violations
17	Parking Offenses
0	Ordinance Violations
0	Short Term Rental Ordinance Violations

### Accounting

July 2020

Total Receipts	\$ 9,898.65
Bail Bonds Held	\$ 0.00
Bail Released	\$ 0.00
Refunds	\$ 0.00
NSF	\$ 0.00

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<b>Distributed/Allocated</b>	<b>\$ 9,898.65</b>
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Next Court is Friday, August 14, 2020 -

1:30 PM Open Court – Traffic/Parking Citations

Trials by Affidavit

1:50 PM Trial – Moving Violation Citation

Thank you,

Ashley Myers  
Municipal Court Clerk

Marilyn Adams  
Municipal Court Clerk

MANZANITA DEPARTMENT OF PUBLIC SAFETY  
August 2020 REPORT

	<b>Manz</b> Mon Year	19 to date	<b>Neh</b> Mon Year	19 to date	<b>Whe</b> Mon Year	19 to date
<b>PERSON CRIMES</b>						
Homicide						
Kidnap						
Sexual Assault						
Assault Simple	2					
Assault Serious						
Assault/Police Officer						
Domestic Disturbance	2	1				
Disorderly Conduct	3					
Resisting Arrest			1			1
Menacing	1					
Harassment	1	4	1			
Escape						
Reckless Endangering			2			
Weapon						

## PROPERTY CRIMES

Burglary Residence			1				
Burglary Business			1				
Attempted Burglary							
Prowler	1	2	3				
Arson							
Reckless Burning							
Criminal Mischief		10	5				
Theft	2	12	7	2	2		1
Unauth Use Veh						2	
Unlawful Entry Veh		2					
Robbery							
Trespass	2	12	13		2	3	1 1
Littering			1				
Fraud							
NSF Check			2				
Forgery			1				

### OTHER OFF/CRIMES

City Ordinance	83	168	209	1	3	3			2
Animal Complaint	3	22	26			2			
Fish and Game		1							
Civil	2	11	13		1				1
Drug/Liquor			1			2			
Misuse/ Incom 911	3	24	3			1			
Fireworks	3	10	18						
Susp. Circumstances	3	25	22	2	4	5		2	4
Disturbance	1	12	1		1	1		1	2

## TRAFFIC INCIDENTS

Accidents	1	6	14			1	1	1
Warnings	7	93	104	5	36	69	8	85
Citations	4	23	31		7	11	14	53
Crimes		3	7					
Parking Warnings		16	46	2	2	3		
Parking Citations	11	43	40	1	3	5		
Abandoned Vehicles		1	1					1
Vehicle(s) Towed								

**PERSON OTHER**

Death Natural			1					
Suicide/Attempt		1	1					1
Missing / Lost	1	4	7					
Runaway								
Drowning								
<b>ARREST</b>								
Criminal	1	7	11		3	3		1
Warrant						1		
Detox								
POH								
<b>OTHER</b>								
Loss/Found Property	8	34	33	1	1	1		
Residential Checks	4	47	80			1		1
Medical Assist	1	10	31	2	4	6		3
Fire Dept. Assist	1	14	13		1	2		4
Alarms	3	22	19		1	5		1
Unfounded		20	177			1		3
Open Window/Door		12	11		1			
Public Assist	22	327	142		22	19		8
Other	3	18	30			15		8

# OREGON STATE PARKS REPORT

	Nehalem		19 to date		Oswald		19 to date
No Camp Permit Disp							
Camping Proh. Area							
No Day Use Permit	30	36	100				
Viol. Posted Parking	5	9	1	9	49	63	
Handicap Parking	1	1					
Traffic Violation	15	28	2		5		
General Reg Viol.	1	32	2		15		
Search & Rescue	1	2		1	1	2	
Ranger Assist	3	9	3		9	1	
Vandalism							
Litter		2			1		
Minor in Possession							
Furnishing Alcohol							
Security Checks	48	437	475	35	320	334	
Crimes						2	
Other	14	29	38	5	59	50	
Arrest							

Wheeler

Nehalem

County

Law Assist      

2	6
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 9      

3	10
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 15      

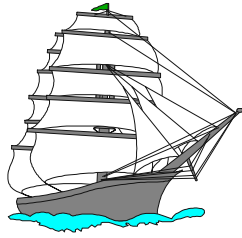
26	153
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 143

Erik Harth 09/01/2020  
Erik Harth, Police Chief Date

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## ***City of Manzanita, Oregon***

### **Licenses and Permits**

P.O. Box 129, Manzanita, OR 97130-0129

Phone: 503-368-5343 Fax: 503-368-4145

[www.ci.manzanita.or.us](http://www.ci.manzanita.or.us)

## **MANZANITA TRANSIENT LODGING SEPTEMBER 9, 2020 COUNCIL MEETING**

**There are 264 properties or intermediaries that collect transient lodging taxes for the City.**

256 are licensed short term rentals

7 are motels or bed & breakfasts which are licensed as businesses

1 lodging intermediary (expedia.com)

***There are currently NO short term rental licenses available in the capped zones.***

***There are currently FIFTEEN properties on the waiting list.***

***There are currently FOUR applicants in the process to get onto the waiting list.***

### **Of the 256 licensed short term rentals:**

231 (90.2%) are in the capped zones (6 are grandfathered in the SRR zone)

25 (9.8%) are in the C1 or R4 zones

### **Of the 256 licensed short term rentals:**

169 (64.8%) are agency managed

90 (33.2%) are owner managed

### **REVENUE COMPARISONS**

(The 2% lodging tax increase began on October 1, 2012. 15.5% of the revenues listed below go to the Tourism Promotion Fund.)

### **First Quarter 2020 Revenue Comparison: (with 2 outstanding reports)**

First quarter 2019: \$126,270.17

First quarter 2020: \$117,646.73

***Difference: - \$8,623.44*** (due date was extended until July 31, 2020 due to COVID-19)

### **First Quarter 2020 Revenue Breakdown (to date):**

Agency managed short term rentals: \$59,174.29

Owner managed short term rentals: \$11,915.65

Motels and Bed & Breakfasts: \$36,262.88

Lodging Intermediaries: \$10,293.91

**Second Quarter 2020 Revenue Comparison: (with 3 outstanding reports)**

Second quarter 2019: \$261,903.06

Second quarter 2020: \$115,569.96

***Difference: - \$146,333.10***

**Second Quarter 2020 Revenue Breakdown (to date):**

Agency managed short term rentals: \$63,025.29

Owner managed short term rentals: \$9,727.37

Motels and Bed &Breakfasts: \$24,948.11

Lodging Intermediaries: \$17,869.19



# SOCIAL MEDIA

## FACEBOOK REPORT

Page Summary Last 31 Days

facebook

Results from Aug 12, 2020 - Sep 1, 2020

Organic Paid

### Page Likes

August 12 - September 8

22

Page Likes ▲0%



### Page Views

August 12 - September 8

1,453

Total Page Views ▲12%



### Page Previews

August 12 - September 8

31

Page Previews ▼6%



### Post Engagement

August 12 - September 8

6,684

Post Engagement ▲35%



### Post Reach

August 12 - September 8

7,406

People Reached ▲20%



### Videos

August 12 - September 8

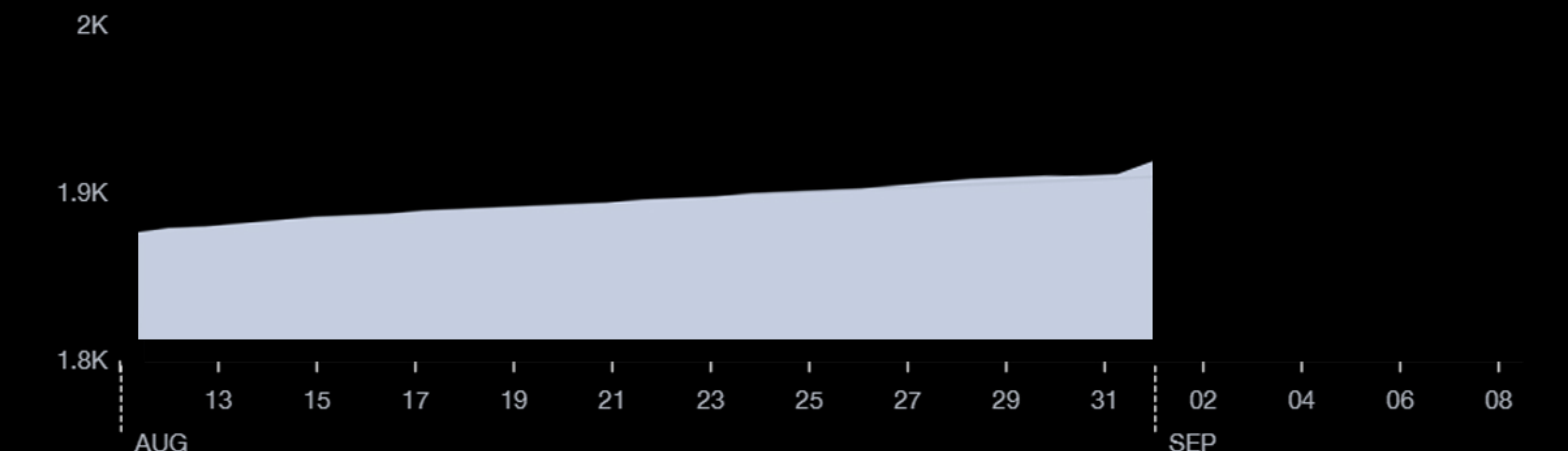
3,430

Video Views ▼15%



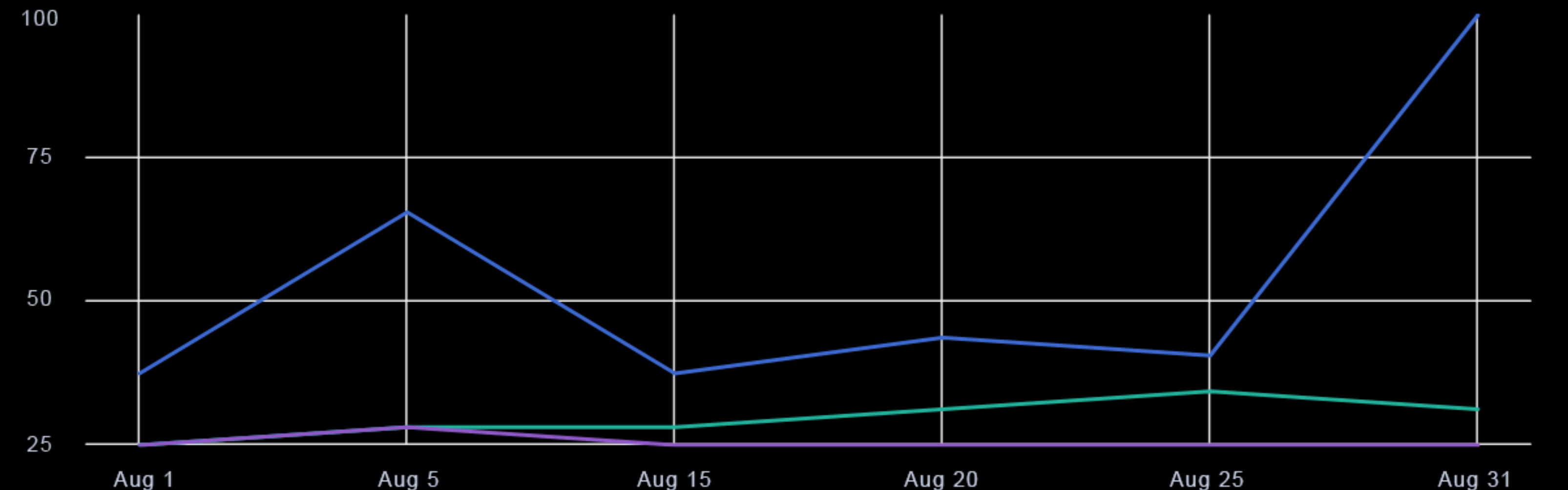
Total Page Followers as of Today: 1,908

Total Page Followers



### Top Sources

Facebook ci.manzanita.or.us google.com



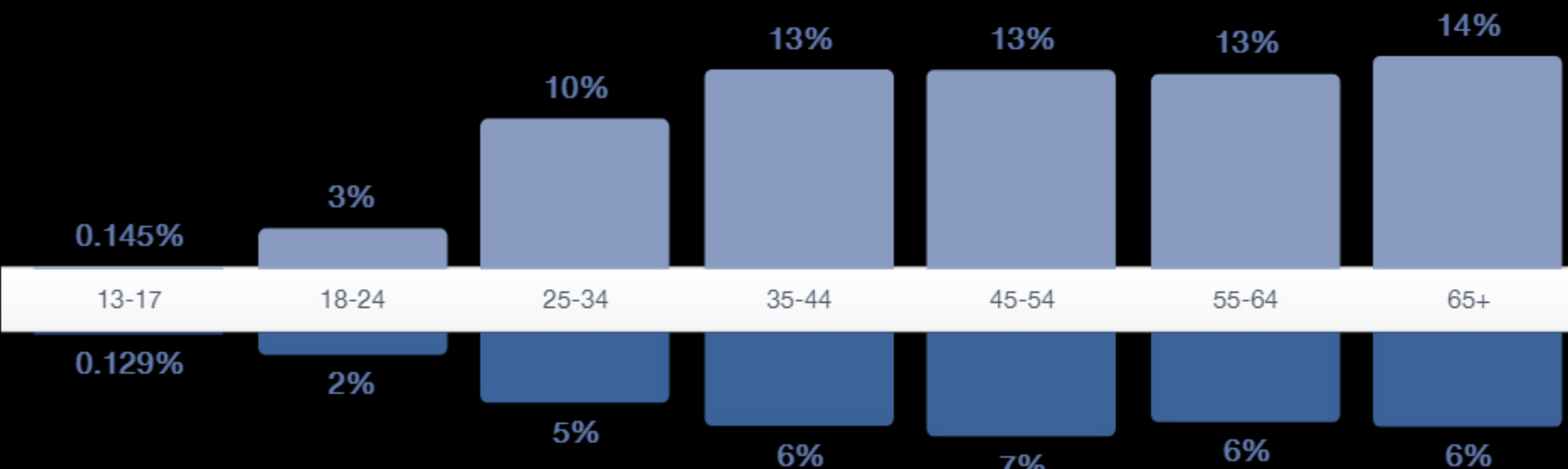
The number of people who had any content from your Page or about your Page enter their screen screen, grouped by age and gender. This number is an estimate.

### Women

67% People Reached

### Men

32% People Reached



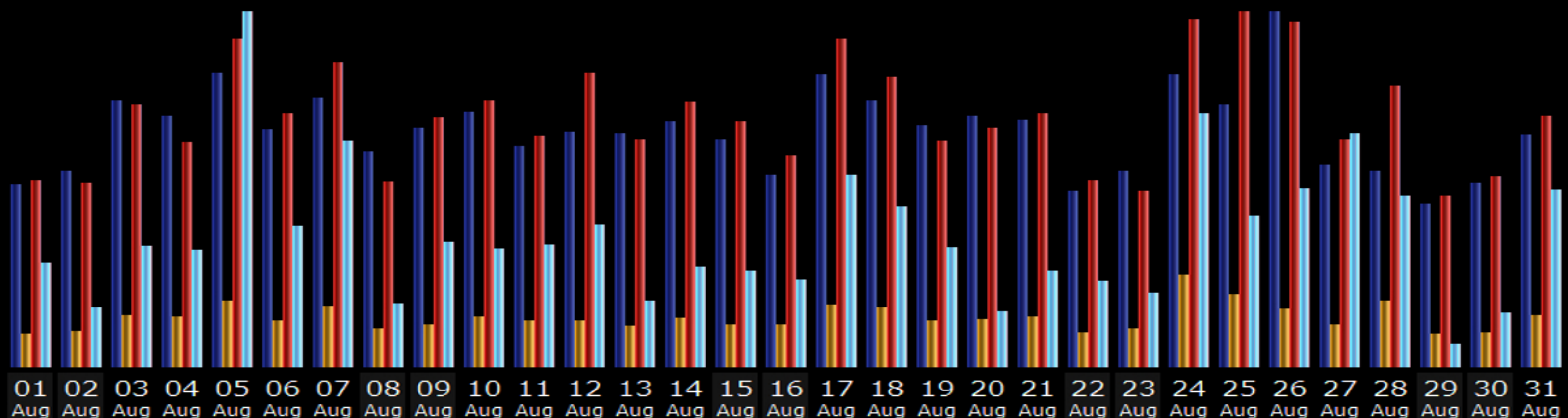
Country	People Reached	City	People Reached	Language	People Reached
United States of America	5,959	Tillamook, OR	960	English (US)	5,870
United Kingdom	35	Portland, OR	673	English (UK)	192
Canada	31	Nehalem, OR	336	Spanish	78
Mexico	23	Manzanita, OR	265	Spanish (Spain)	12
India	22	Bayside Gardens, OR	164	German	9
Philippines	19	Rockaway Beach, OR	164	Swedish	7
Australia	10	Seaside, OR	125	Japanese	6
Saudi Arabia	9	Vancouver, WA	88	French (France)	5
Netherlands	8	Astoria, OR	85	Portuguese (Brazil)	4
Germany	6	Beaverton, OR	84	Simplified Chinese (Chi...	4





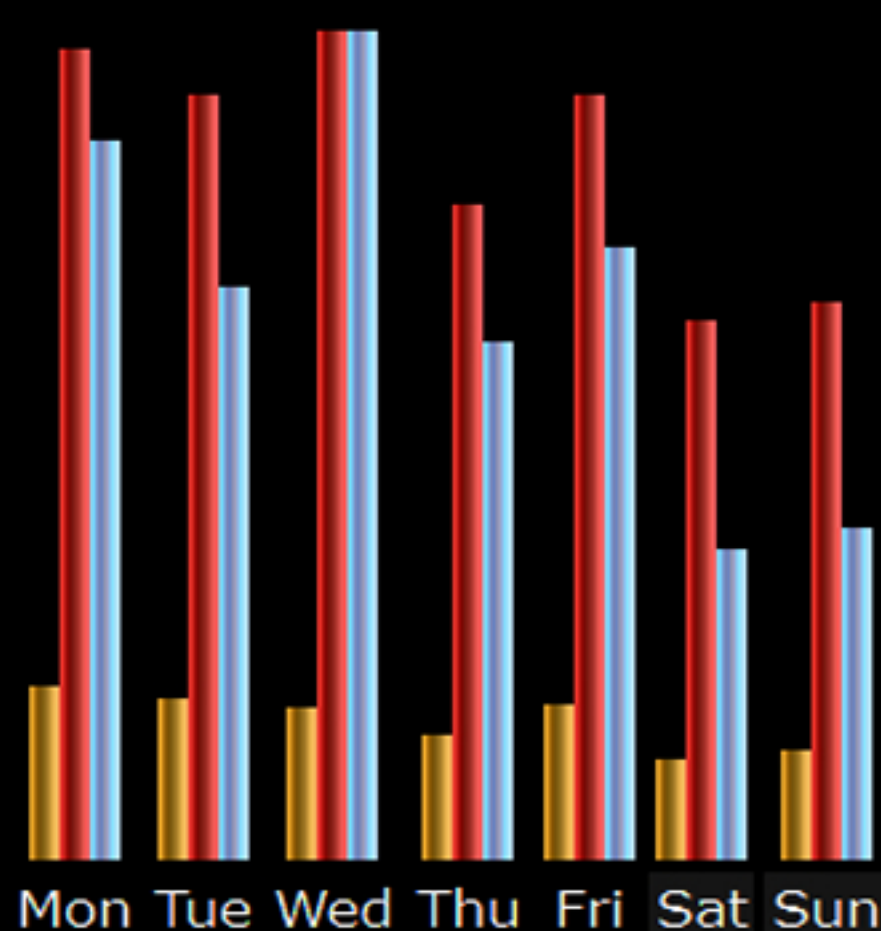
# SOCIAL MEDIA

## WEBSITE REPORT



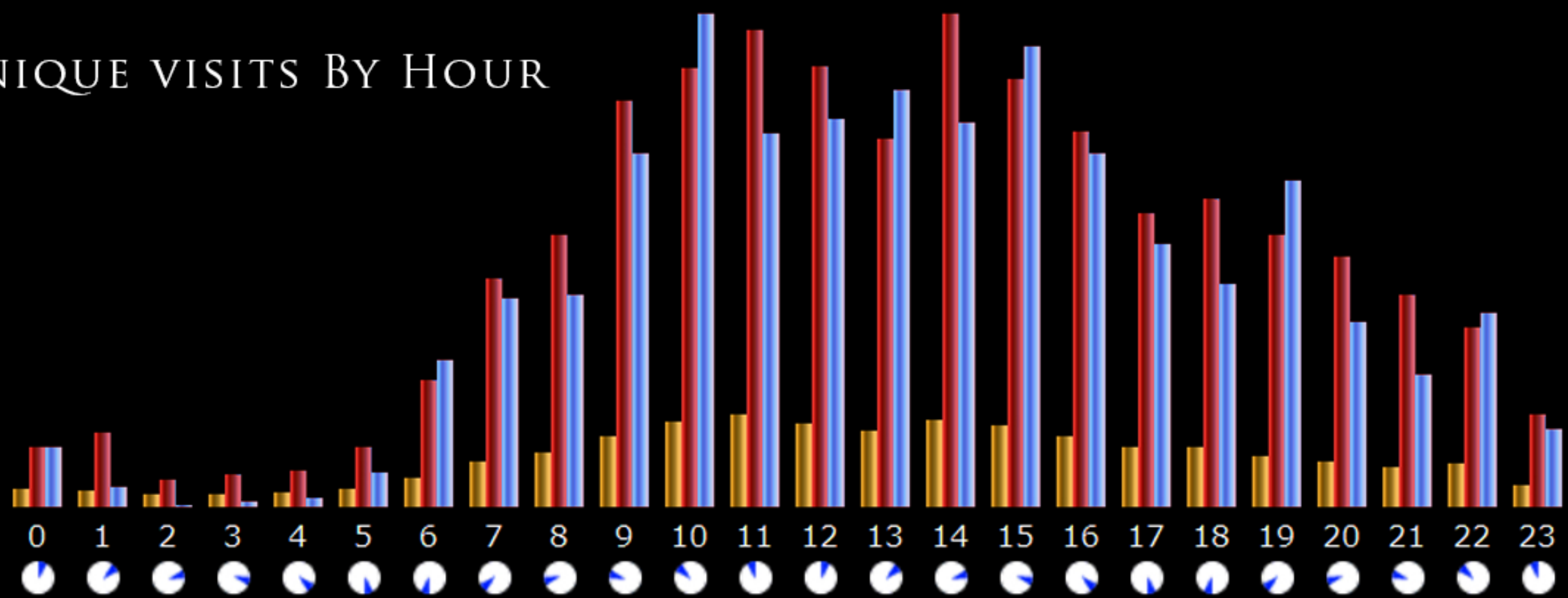
### DAILY STATS

UNIQUE VISITORS



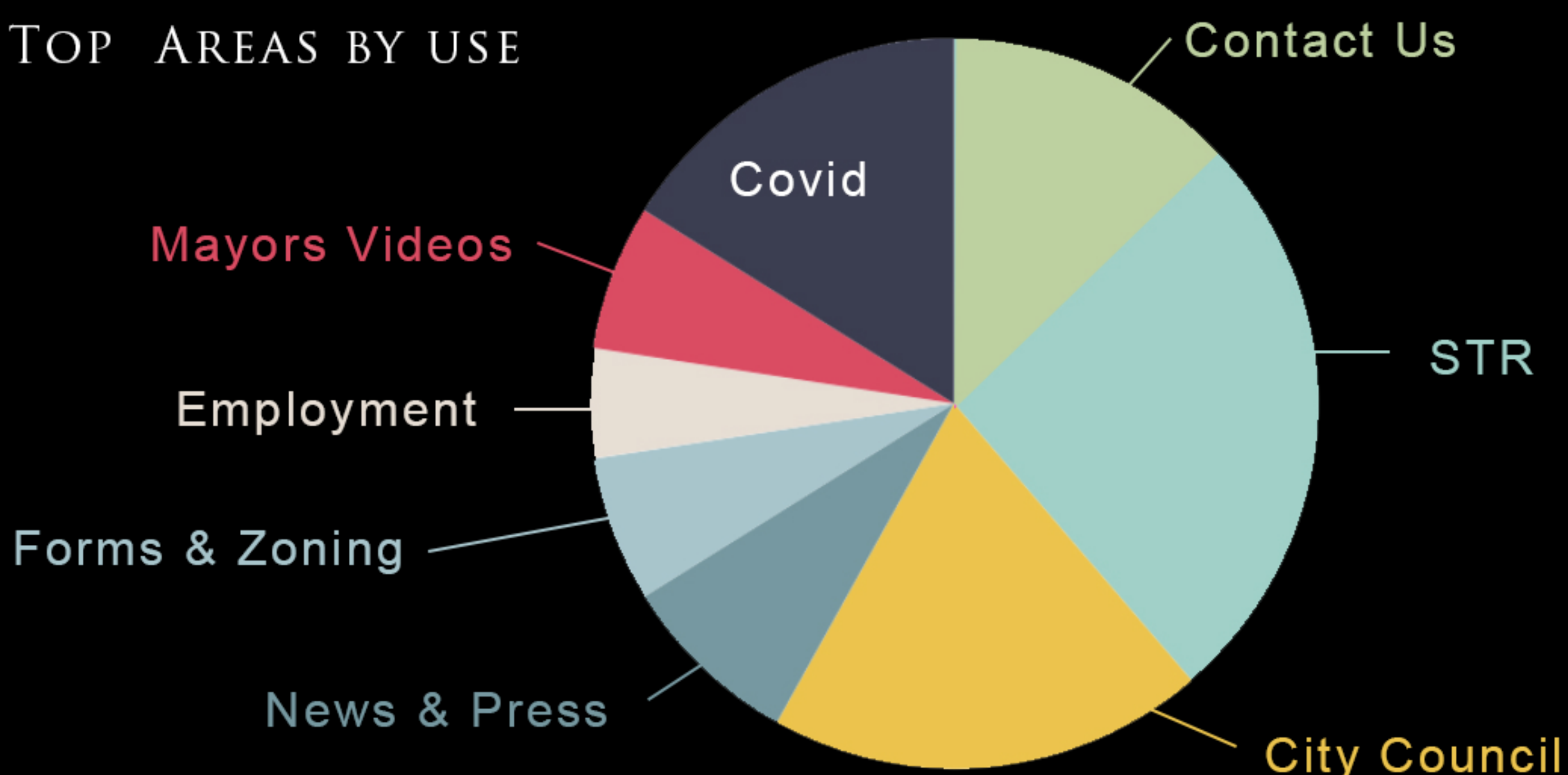
Day	Pages	Hits	Bandwidth
Mon	2,307	10,900	72.94 GB
Tue	2,135	10,293	58.18 GB
Wed	2,031	11,143	83.83 GB
Thu	1,666	8,833	52.36 GB
Fri	2,092	10,293	62.38 GB
Sat	1,353	7,273	31.33 GB
Sun	1,450	7,538	33.66 GB

### UNIQUE VISITS BY HOUR



Hours	Pages	Hits	Bandwidth	Hours	Pages	Hits	Bandwidth
00	873	2,869	19.28 GB	12	4,025	21,618	125.98 GB
01	786	3,562	5.43 GB	13	3,710	17,978	134.47 GB
02	588	1,311	34.10 MB	14	4,207	24,045	124.07 GB
03	623	1,529	1.36 GB	15	3,881	20,862	148.91 GB
04	622	1,646	2.31 GB	16	3,416	18,370	114.55 GB
05	829	2,929	10.69 GB	17	2,890	14,388	85.08 GB
06	1,339	6,263	47.57 GB	18	2,880	15,069	72.28 GB
07	2,217	11,140	67.51 GB	19	2,519	13,291	105.61 GB
08	2,546	13,309	68.13 GB	20	2,241	12,287	59.32 GB
09	3,445	19,886	113.97 GB	21	1,986	10,356	43.07 GB
10	4,114	21,477	158.99 GB	22	2,015	8,804	62.44 GB
11	4,445	23,303	120.68 GB	23	1,064	4,526	24.91 GB

### TOP AREAS BY USE





**To:** Cynthia Alamillo, City Administrator

**Date:** September 3, 2020

**From:** Martin Chaw, Project Manager *McChaw*

**CC:** Todd Chase, Principal

**RE CITY OF MANZANITA PROFESSIONAL SERVICES ON CALL CONTRACT**

In May 2020, the City of Manzanita engaged FCS GROUP to provide professional on-call services in support of several projects. Engagement on each project would be authorized on a task-order basis at the direction of the City. The projects initially identified by the City include:

1. City Hall expansion/renovation financing plan and developing a citywide departmental/fund cost sharing strategy.
2. Development fee evaluation and analysis to determine whether their fees are fully covering the cost of service.
3. Monitoring and reporting room tax collections against budget and historical collections as the City begins to reopen following COVID.
4. Develop the FY21-22 budget, including attending Council Budget Committee and full Council meetings.
5. Updating the ICAP study for the FY21-22 budget.

On July 2, 2020 the City issued a written task order to authorize work on project #2 above, development fee cost of service analysis. FCS GROUP is presently working with City staff and we will be prepared to provide a more detailed update on project activities to-date at the next Council meeting in October. FCS GROUP stands ready to support the remaining projects at the City's convenience.

Previous work completed by FCS GROUP for the City include a buildable lands inventory (2019), preparing an indirect cost allocation plan for the FY20-21 budget (2020) and supporting adoption of the FY20-21 budget (2020). We are happy that the City is pleased with FCS GROUP's services and we look forward to being of continued service.

If you have any questions, please do not hesitate to contact Martin Chaw at 425.274.2853 or Todd Chase, Principal, at 503.374.0676.

**Attachments**

Service brochure – FCS GROUP

Task Order #1 – development fee cost of service study



### Rate and Fee Consulting

revenue requirement  
reserve policy development  
cost of service  
rate design  
impact fees / connection charges



### Asset Management

utility management evaluation  
asset management plan  
life-cycle planning  
maintenance management planning  
strategic planning



### Utility Management

business case evaluation  
utility formations  
mergers and assumptions  
organizational performance  
wholesale agreements

# Everything You Need To Know

About Optimizing Your Utility and Agency Performance



### Financial Planning and Analysis

cost allocation planning  
development and user fees  
cost-benefit analysis  
funding analysis  
financial forecast and trend analysis



### Economic Services

economic opportunity analysis  
impact analysis  
housing and employment study  
infrastructure funding  
industry cluster analysis



### Agencies and Partners

municipal utilities  
special districts  
cities, counties, ports  
state offices  
engineering and planning partners

### Our Mission

We facilitate sound decision-making by public officials and stakeholders by applying a solutions-focused analytical approach to public sector issues and programs, often in support of life-sustaining infrastructure and improved quality of life.

**To:** Cynthia Alamillo, City Manager, City of Manzanita    **Date:** June 1, 2020  
**From:** Martin Chaw, Project Manager  
**CC:** Todd Chase, Principal  
**RE:** On-Call Professional Services Agreement: Task Order #1 – Building Department Fee Update

The following is a scope of work and task plan for FCS GROUP to review and update the City's Building Department fees. The objectives of this study include: evaluating the level of service required for each fee; determining the cost to provide each fee service; conducting a survey of selected building department fees for up to five neighboring communities; and preparing an updated fee schedule for the City.

The following presents our proposed scope of work and estimated budget. If you agree with this task plan, please indicate your approval and notice to proceed below.

Approved:

  
Cynthia Alamillo, City Manager

07/02/20  
date

# TASK PLAN

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## TASK 1 | PROJECT KICKOFF AND DATA REVIEW

Facilitate one meeting with City staff to review available data, establish preliminary direct and indirect cost of staff labor, discuss project objectives, schedule and major deliverables. City Resolution #20-08 established 2020 fees for about 130 different types of development regulatory services.

### **Task Deliverables:**

We will facilitate one (1) remote meeting to kick off the study, discuss and confirm the study's objectives, project schedule, key milestones/expectations, and deliverables. The City has provided a copy of the Building Department Strategic Plan including a copy of Resolution #20-08. We will initially use the information from this Plan to calculate the direct costs including allocated overhead (indirect) costs of building department staff. The overhead costs will be based upon the results of the recently completed indirect cost allocation plan.

## TASK 2 | IDENTIFY LEVEL OF SERVICE BY FEE

We will facilitate a workshop with building department staff to identify, understand and document the level of effort (staff hours) required for each fee service. This information will form the basis for updating the fee level for each fee service.

### **Task Deliverables:**

Facilitate one (1) workshop with City staff to determine level of service by fee; prepare summaries for City review.

## TASK 3 | CALCULATE UPDATED FEES BY FEE SERVICE

Based upon the information gathered in tasks 1 and 2, we will calculate updated fees by each fee service. We will also identify the difference between the current and proposed fee for each fee service.

### **Task Deliverables:**

We will calculate updated fees, by fee service, based upon the fully loaded labor cost from task 1 and reported level of service by fee service from task 2; prepare summaries for City review.

## TASK 4 | PREPARE SURVEY OF BUILDING FEES

We will conduct a survey of selected building fees for up to five (5) nearby communities. We will work with the City to identify the target cities to survey. We will prepare a comparison to the City's current and proposed building department fees.

### **Task Deliverables:**

Conduct survey of up to five nearby communities; compare and contrast the City's current and proposed fees the surveyed communities; prepare summaries for City review.



## TASK 5 | REVIEW RESULTS WITH CITY PROJECT TEAM

We will synthesize the information gathered and analytic results from the previous tasks and facilitate a review workshop with the City project team.

### **Task Deliverables:**

Prepare and facilitate a review workshop with the City project team; answer question and conduct follow-up research, if needed.

## TASK 6 | REVIEW RESULTS WITH CITY COUNCIL

We will prepare and facilitate one workshop with the City Council Budget Committee and one workshop with the City Council.

### **Task Deliverables:**

Prepare and facilitate a review workshop with the City Council Budget Committee and full City Council.

## TASK 7 | PREPARE DRAFT AND FINAL FEE SCHEDULE AND STUDY REPORT

We will prepare a draft fee schedule and report for review and comment by the City project team. Based upon City comments, we will finalize and transmit a final fee schedule and report for the City's records.

### **Task Deliverables:**

Prepare draft and final Building Department fee schedule and study report.

## TASK 8 | ADMINISTRATION

This task includes all activities related to the administration of the project including project accounting and administration, invoicing, and periodic telephonic check-in meetings with the City's project manager.

## PROPOSED BUDGET

The following table summarizes our estimated cost to perform the task plan. The cost of completing the project tasks is an amount not to exceed \$11,975. All meetings will be conducted remotely. We expect all work to be completed by end of August 2020. We invite the opportunity to negotiate the appropriate level of effort for this project if we have scaled our approach out-of-line with the City's needs and expectations.

Task Detail	Mtgs	T.Chase	M.Chaw	L.Slaughterbeck	Admin	Total Hours	Budget Estimate
		Principal	Sr. PM	Sr. Analyst	Support		
<i>2020 Hourly Billing Rates</i>		\$270	\$195	\$145	\$90		
1 Project Kickoff and Data Review	1	1	3	0	0	4	\$855
2 Identify level of service by fee		0	8	0	0	8	1,560
3 Calculate updated fee by fee service		0	4	12	0	16	2,520
4 Prepare survey of building fees		0	2	12	0	14	2,130
5 Review results with City project team	1	1	2	0	0	3	660
6 Review results with Council Budget Committee	1	1	2	0	0	3	660
Review results with full City Council	1	1	2	0	0	3	660
7 Prepare draft and final fee schedule and report		2	2	8	0	12	2,090
8 Administration		1	2	0	2	5	840
<b>Total Labor Hours</b>		<b>7</b>	<b>27</b>	<b>32</b>	<b>2</b>	<b>68</b>	<b>\$11,975</b>