

# City of Manzanita

## Building Department

Report for September 2020

Number of Applications for Building Permits.....	9
Number of Building Permits Issued.....	9
Number of New Homes this Year.....	11
Number of Commercial Permits.....	0
Number of Department Inspections .....	26 (+5 STR)

Total valuation on building permits this month	\$1,772,218.00
Year to date	\$6,723,881.17
Fiscal year to date	\$2,513,561.00
Previous fiscal year	\$969,803.00

	This Month	Year to Date
Building permit fees collected	\$9,629.10	\$36,920.46
Mechanical permit fees collected from permits	\$742.30	\$4,965.54
Plumbing permit fees collected from permits	\$2,470.25	\$6,094.95
State surcharges collected*	\$1,540.97	\$5,889.90
Building plan review fees collected	\$9,773.44	\$26,211.48
Investigation fees collected	\$0	\$110.00
Special inspection	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$24,156.06</b>	<b>\$80,192.33</b>

<b>FISCAL YEAR TO DATE</b>	<b>\$44,681.76</b>
<b>PREVIOUS FISCAL YEAR</b>	<b>\$14,066.50</b>

\*12% State of Oregon Surcharge of base permit fee for building, mechanical and plumbing permits is charged on each permit, does not include plan reviews.



# ***City of Manzanita***

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Ashley Myers and Marilyn Adams, Municipal Court Clerk  
MANZANITA COUNCIL REPORT  
September 9, 2020

## Manzanita Municipal Court August 2020

Court was held on August 14, 2020 and processed a total of thirty-eight (38) 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;

16	Traffic/Moving Violations
16	Parking Offenses
6	Ordinance Violations
0	Short Term Rental Ordinance Violations

### Accounting August 2020

Total Receipts	\$ 10,181.74
Bail Bonds Held	\$ 0.00
Bail Released	\$ 0.00
Refunds	\$ 0.00
NSF	\$ 0.00

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<b>Distributed/Allocated</b>	<b>\$ 10,181.74</b>
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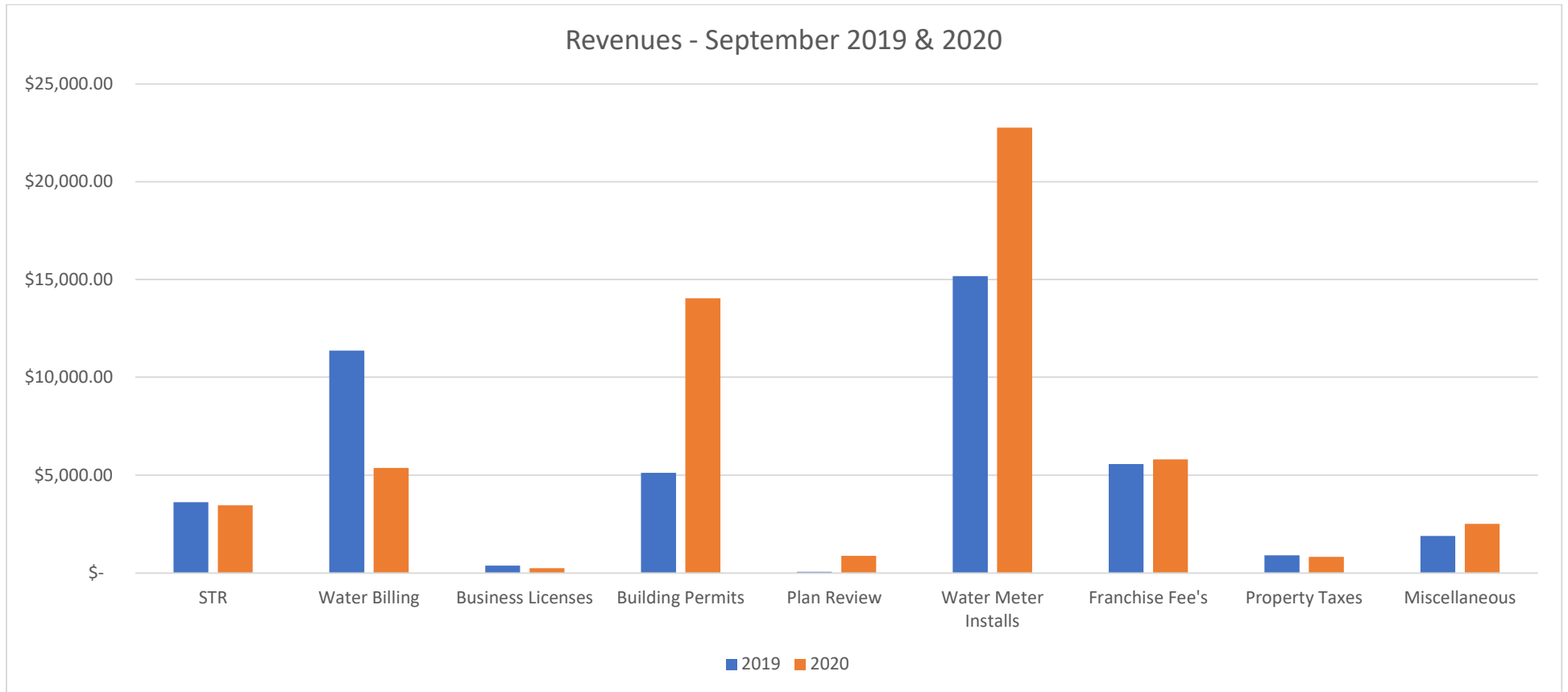
Next Court is Friday, November 13, 2020 - 1:30 PM Open Court – Traffic/Parking Citations  
Trials by Affidavit  
1:50 PM Trial – Camping Violation Citation

Thank you,

Marilyn Adams  
Municipal Court Clerk

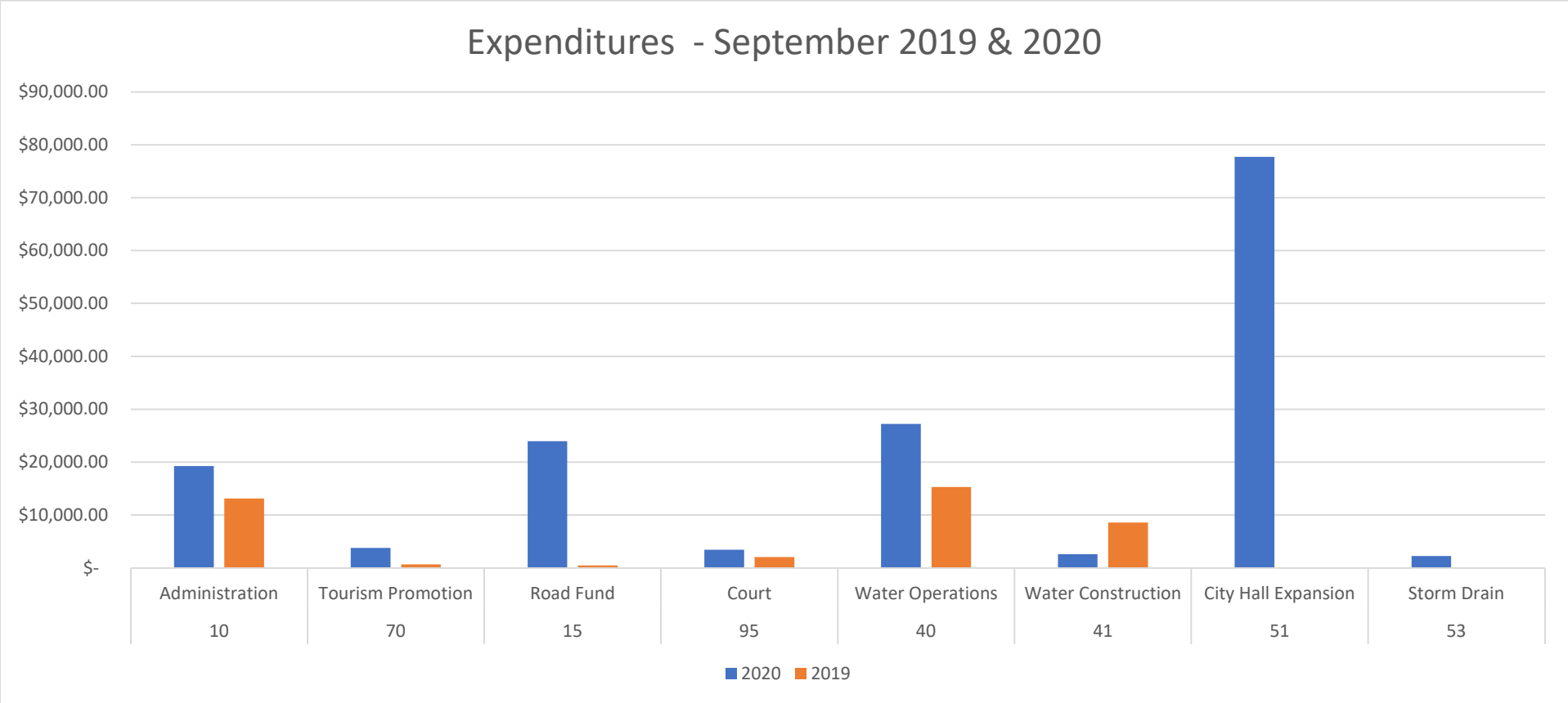
# September 2020 Revenues

Notes: The Building department contributed to an almost \$10,000 increase in revenue for 2020.



# September 2020 Expenditures

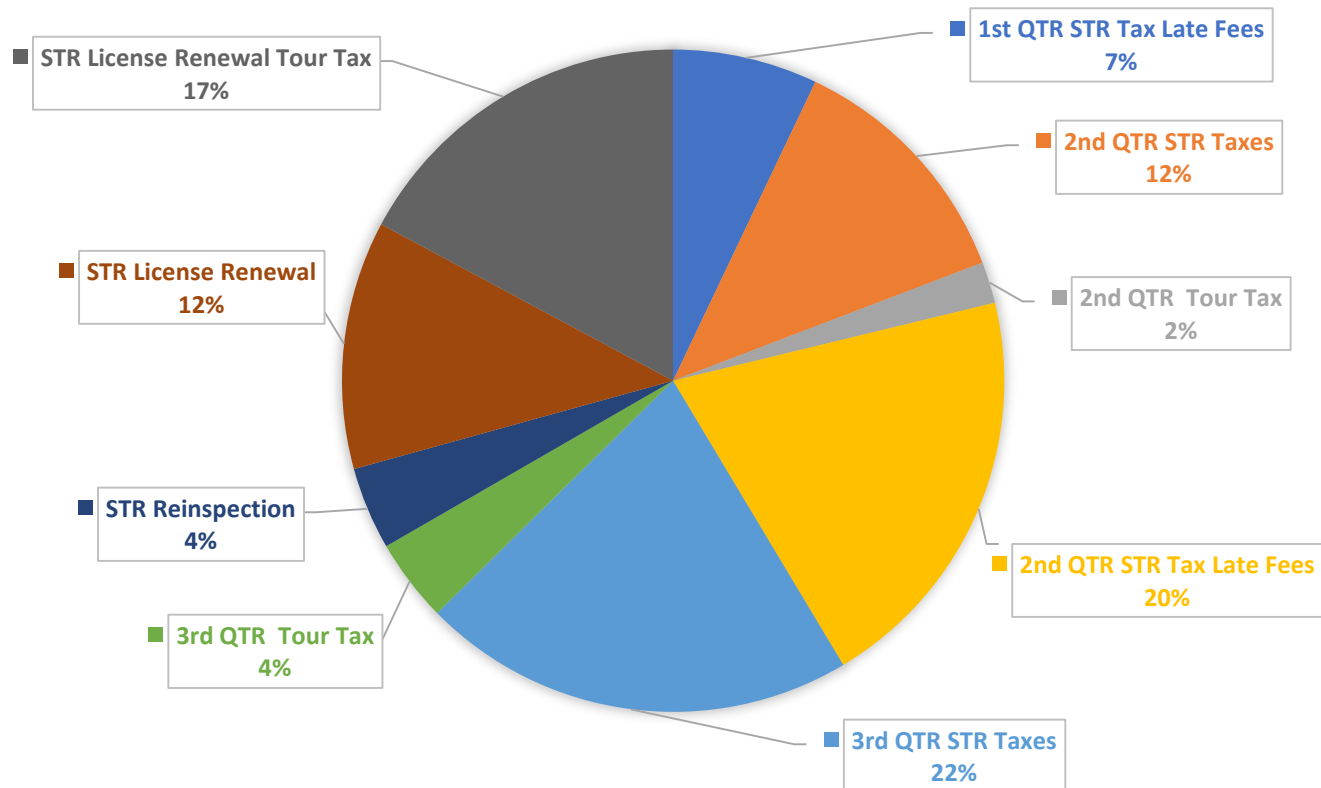
Notes: Large variance in City Hall Expansion fund due to the bond payment for Underhill Plaza. Large increase in expenditures from the Water Fund due to the purchase of new equipment. Large increase in the road fund due to storm water runoff project on Classic & Dorcas.



# September 2020 Transient Lodging Tax Revenue Breakdown

	1 <sup>st</sup> QTR STR Tax Late Fees	2 <sup>nd</sup> QTR STR Taxes (Apr, May, Jun)	2 <sup>nd</sup> QTR Tour Tax	2 <sup>nd</sup> QTR STR Tax Late Fees	3 <sup>rd</sup> QTR STR Taxes (Jul, Aug, Sep)	3 <sup>rd</sup> QTR Tour Tax	STR Inspection	STR License Renewal	STR License Civic Imprv	Total
<b>2019</b>	\$0.00	\$280.64	\$51.72	\$250.00	\$1864.54	\$343.60	\$825.00	\$0.00	\$0.00	\$3,615.50
<b>2020</b>	\$250.00	\$427.39	\$75.91	\$684.04	\$728.42	\$134.19	\$150.00	\$400.00	\$600.00	\$3,449.95

SEPTEMBER 2020



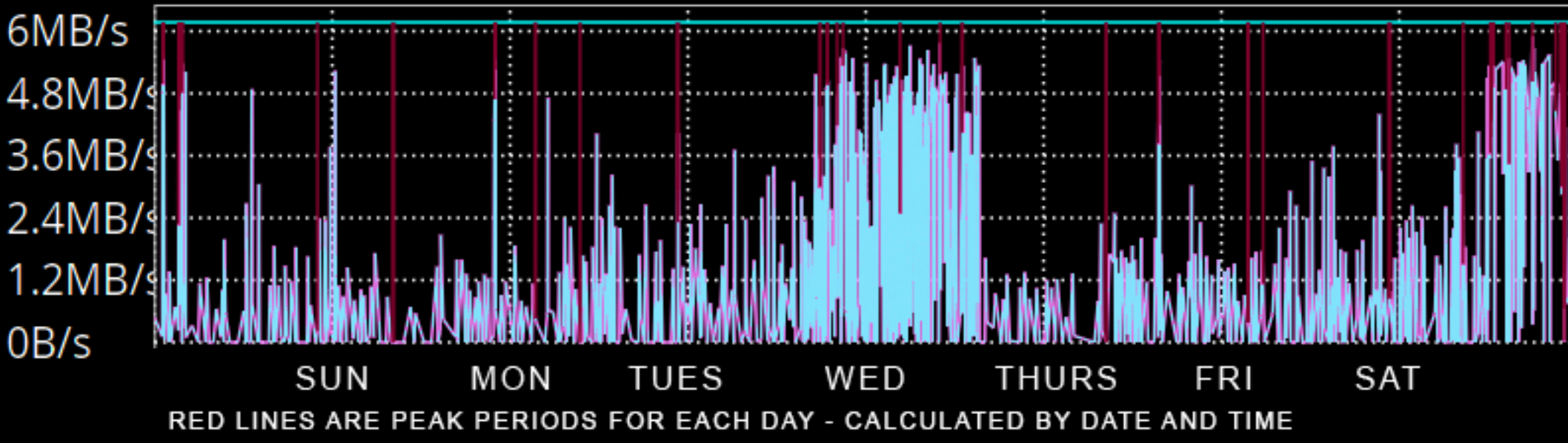




# WEBSITE REPORT

Timeframe: 2020-09-01 - 2020-09-30  
 Time Unit: Day

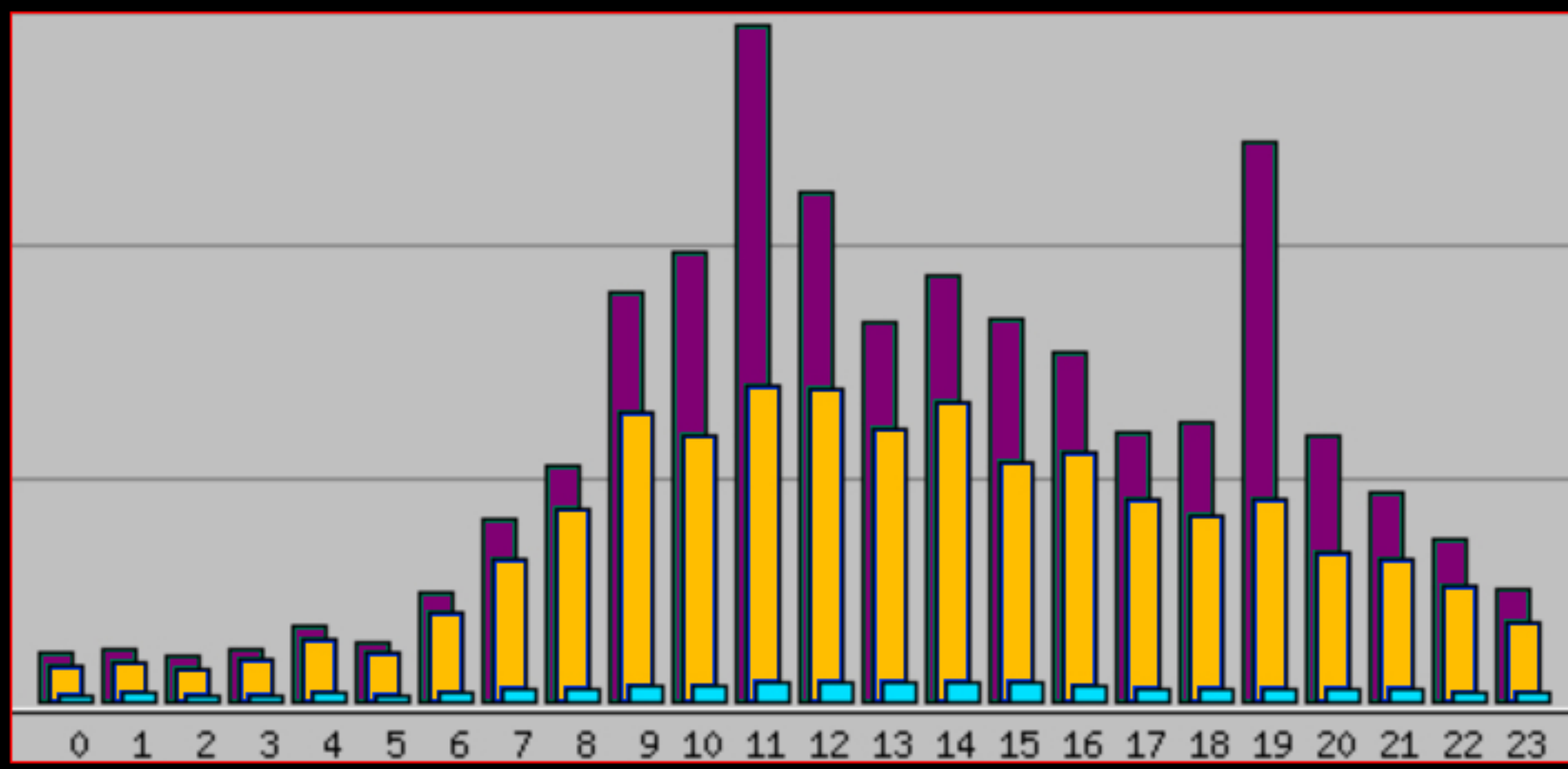
THIS GRAPH CORRESPONDS TO THE AMOUNT OF DATA VISITORS USED PER DAY AVERAGE TRANSFER IN MB PER DAY



UNIQUE VISITORS  
**18,324**

VISITORS PER DAY:  
**610 AVG**

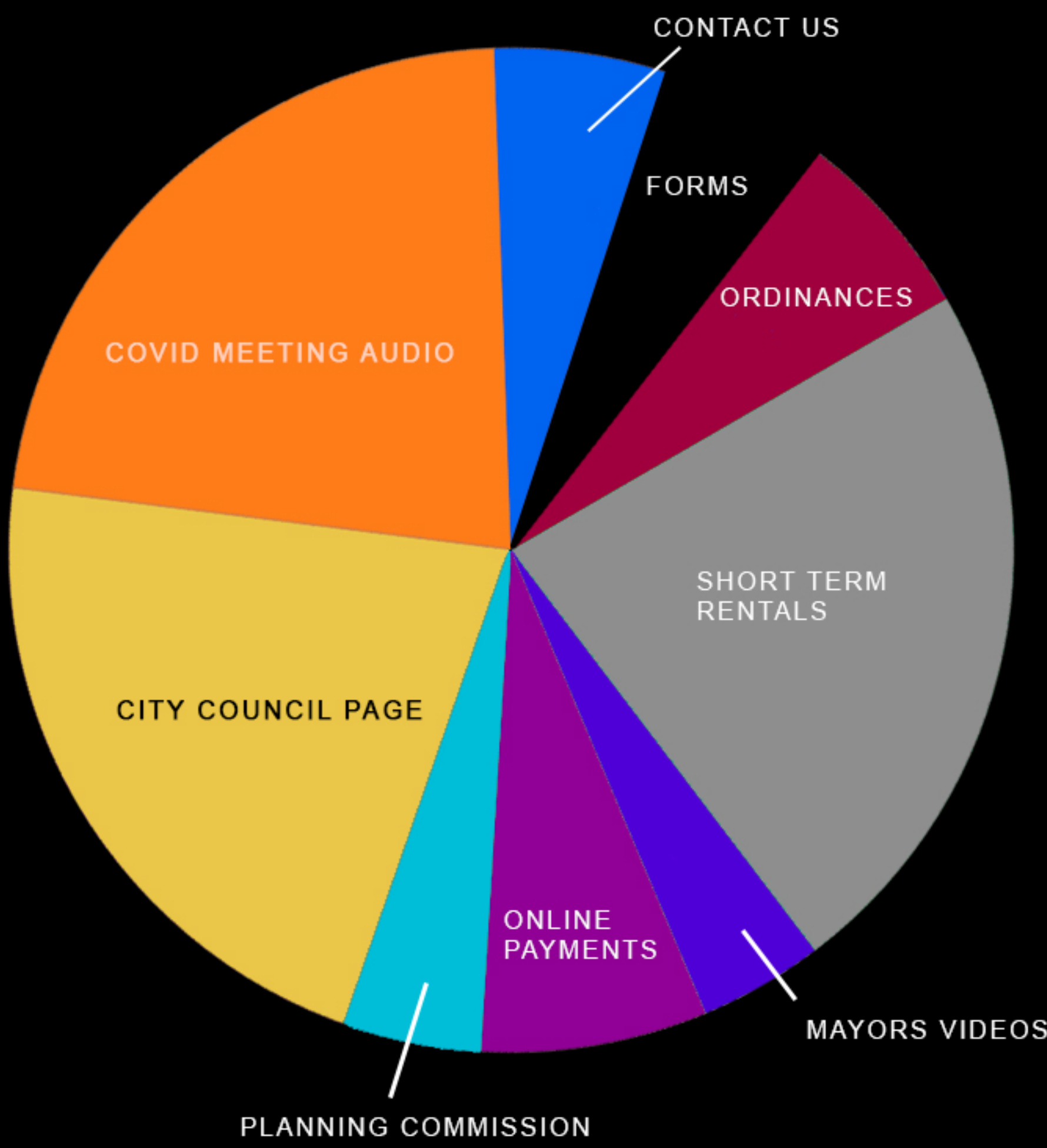
TRUE ENGAGEMENT  
**16,240**  
VISITORS THAT SPENT MORE THAN 2 MINUTES ON THE WEBSITE



DAILY AVERAGES  
 PAGE HITS  
 DOWNLOADED FILES  
 VISITORS

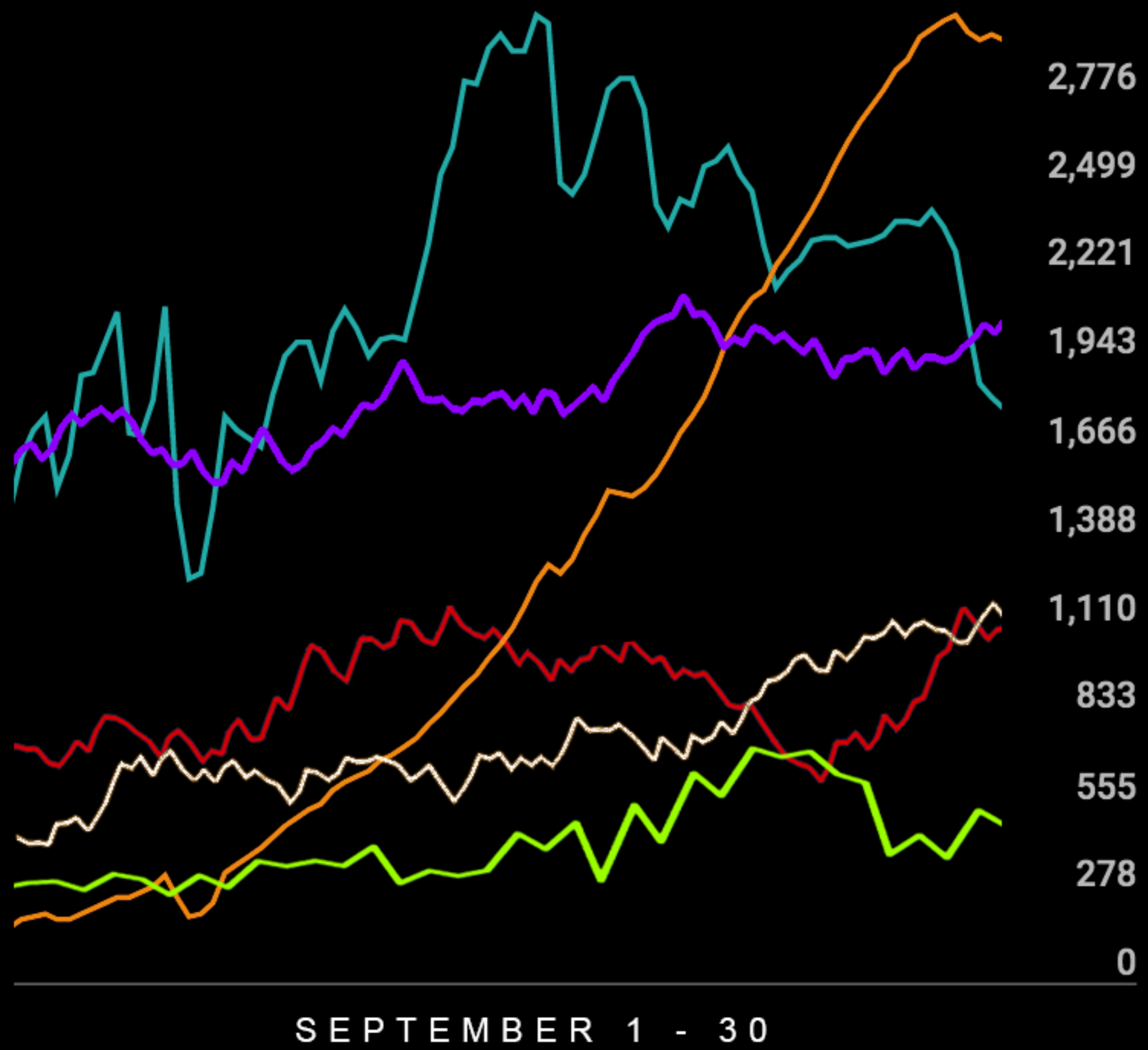
THIS GRAPH SHOWS THE RELATIVE USE BETWEEN PAGE VISITS, AND FILE DOWNLOADS AVERAGED OVER THE MONTH

## MOST VISITED AREAS OF THE SITE



## VISITORS BY TYPE

LOCAL  
 COMMERCIAL  
 PRIVATE  
 GERMANY  
 OUT OF AREA USA  
 UNKNOWN



STRANGELY WE HAD A BIG SPIKE IN TRAFFIC FROM COMMERCIAL ACCOUNTS. COMMERCIAL TRAFFIC ACCOUNTED FOR NEARLY 41% OF OUR TRAFFIC. AND AS YOU CAN SEE IT INCREASED OVER THE COURSE OF A MONTH. IT IS UNCLEAR WHAT THIS CAN BE ATTRIBUTED TO.

CURIOSLY THE PEAK IN TRAFFIC OCCURRED AS A MAJOR HACK ATTEMPT WAS MADE ON THE SITE.

LOCAL AND PRIVATE ACCESS FOLLOWED NORMAL TRENDS.

STRANGELY WE ARE SEEING A LARGE AMOUNT OF TRAFFIC FROM GERMAN VISITORS. FOR THE MONTH, GERMANY HAD MORE TRAFFIC THAN THAT OF THE ENTIRE OUT OF AREA (NON-COASTAL & VALLEY) UNITED STATES TRAFFIC COMBINED.

UNKNOWN TRAFFIC IS TRAFFIC THAT IS MASKED OR HIDDEN BY PROXY OR VPN MOSTLY, AND FOLLOWS NORMAL TRENDS.

## OTHER IMPORTANT NOTES:

- 30 new email subscribers
- Contact us now has the choice of department you wish to direct your message to
- Successfully defended a major hack attempt on the city website on Sept 30
- Calendar now deployed on the city website





# SOCIAL MEDIA

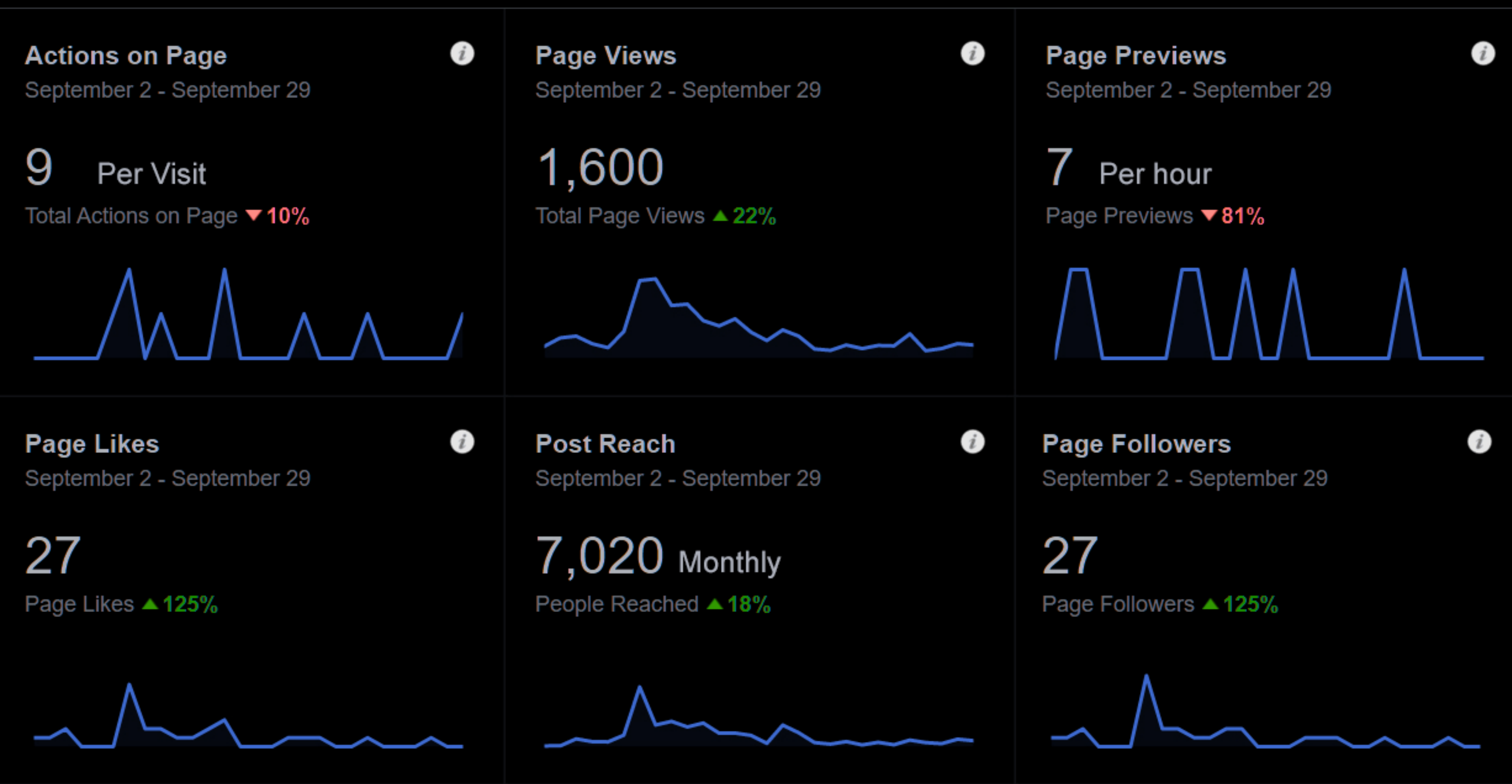
## FACEBOOK REPORT

Page Summary Last 28 days

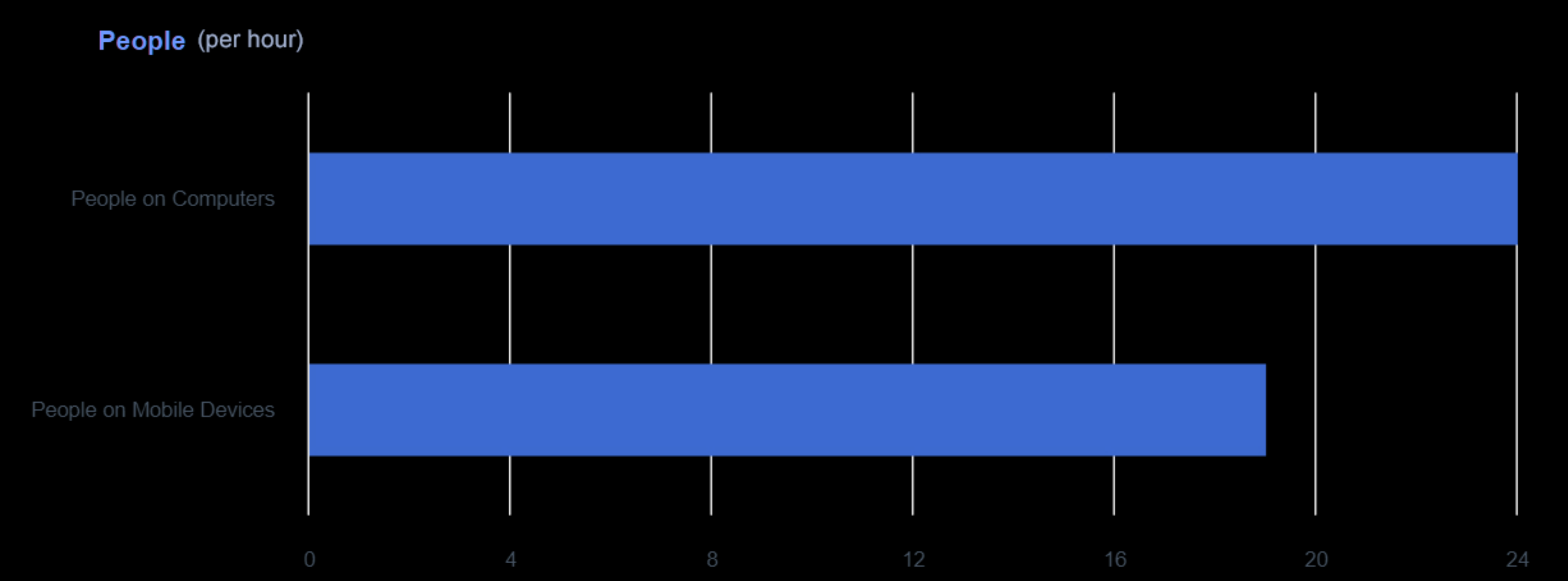
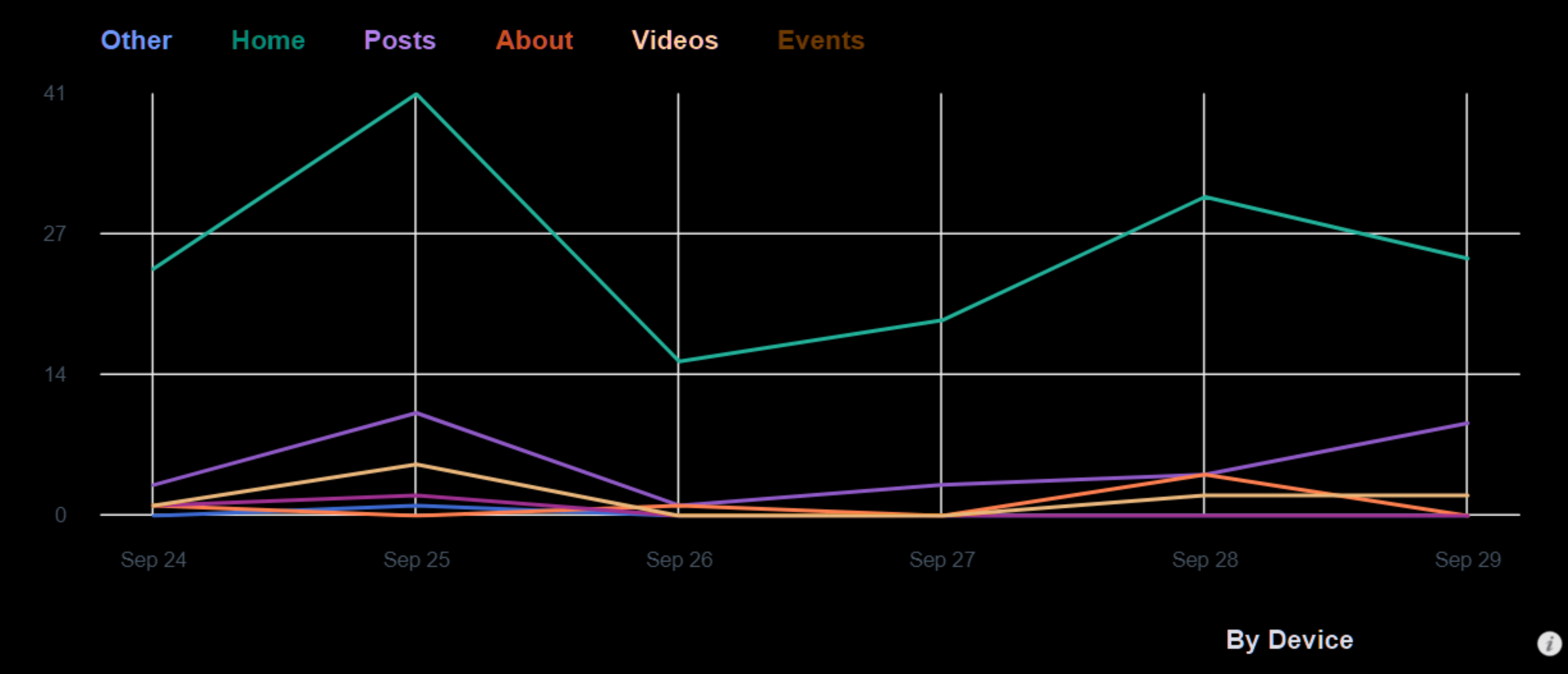
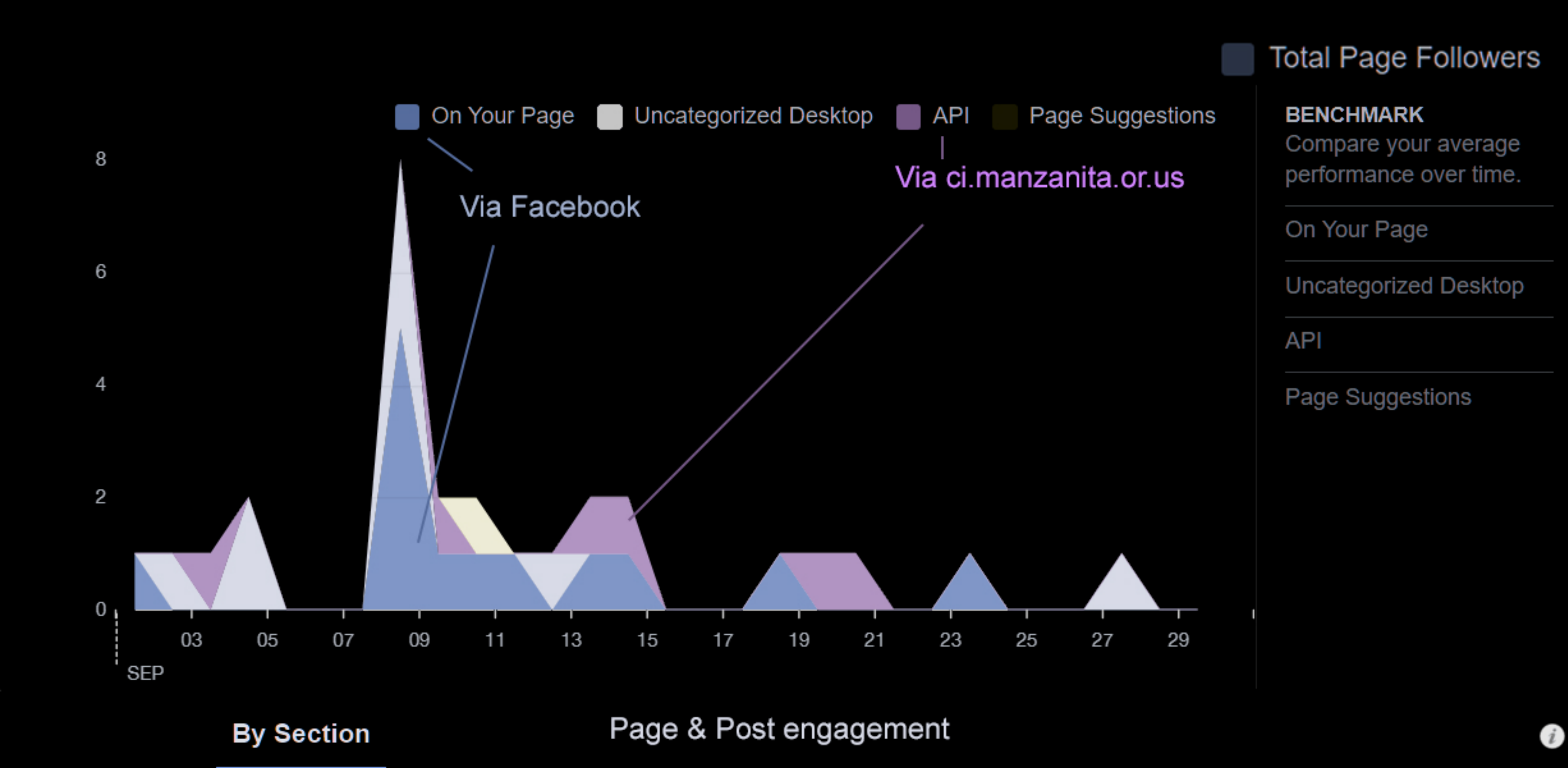
facebook

Results from Sep 2, 2020 - Sep 29, 2020

Organic Paid

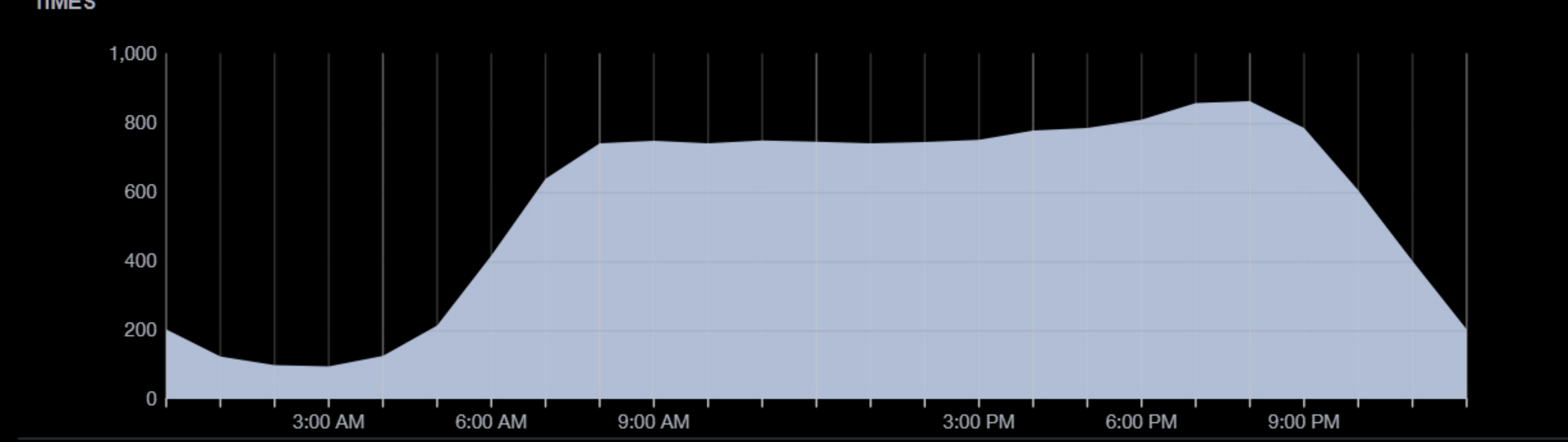
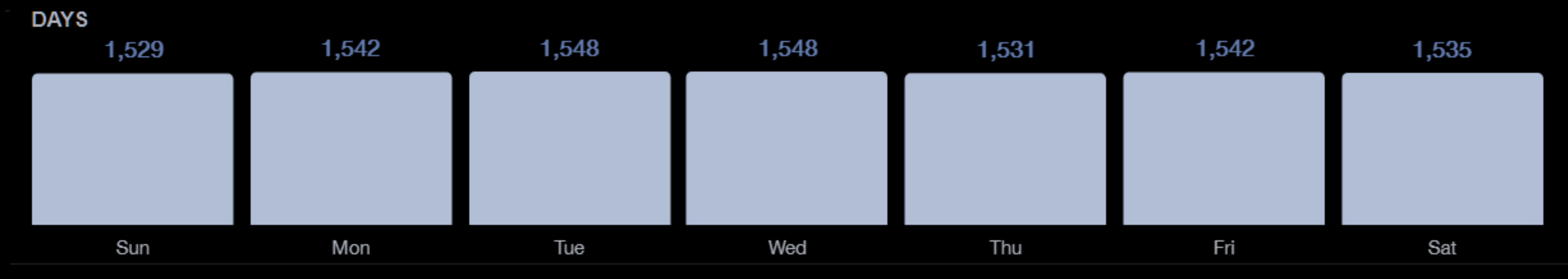


Total Page Followers as of Today: 1950



**When Your Fans Are Online**

Data shown for a recent 1-week period. Insights for the time of day are shown in the Pacific time zone.




## MANZANITA DEPARTMENT OF PUBLIC SAFETY September 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	2				
Disorderly Conduct	3					
Resisting Arrest			1		1	
Menacing	1					
Harassment	4	1				
Escape						
Reckless Endangering			2			
Weapon						
<b>PROPERTY CRIMES</b>						
Burglary Residence	1	1				
Burglary Business		1				
Attempted Burglary						
Prowler	3	5	4			
Arson						
Reckless Burning						
Criminal Mischief	1	11	5			
Theft	1	13	8	2		1
Unauth Use Veh				2		
Unlawful Entry Veh	1	3				
Robbery						
Trespass	1	13	13	1	3	3
Littering		2				
Fraud						
NSF Check		2				
Forgery		2				
<b>OTHER OFF/CRIMES</b>						
City Ordinance	55	223	225	3	5	2
Animal Complaint	6	28	27		3	1
Fish and Game		1				
Civil	2	13	14		1	2
Drug/Liquor		1			2	
Misuse/ Incom 911	4	28	3		1	
Fireworks		10	20			
Susp. Circumstances	4	29	30		4	6
Disturbance		12	1	1	2	1
<b>TRAFFIC INCIDENTS</b>						
Accidents	2	8	16		1	2
Warnings	12	105	114	3	39	79
Citations	2	25	34	1	8	13
Crimes	2	5	7			
Parking Warnings		161	54		2	4
Parking Citations	17	60	48		3	5
Abandoned Vehicles		1	1			
Vehicle(s) Towed						1

	<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 OTHER</b>						
Death Natural		1				
Suicide/Attempt	1	2				1
Missing / Lost	4	7		1		
Runaway						
Drowning						
<b>ARREST</b>						
Criminal Warrant	7	12	3	3		1
Detox				2		
POH						
<b>OTHER</b>						
Loss/Found Property	6	40	25	1	1	
Residential Checks	1	48	95	1	1	1
Medical Assist	7	17	32	2	6	7
Fire Dept. Assist	5	19	13	1	2	3
Alarms	2	24	20		1	6
Unfounded	2	22	180		2	
Open Window/Door	1	13	11		1	
Public Assist	24	351	155	6	28	27
Other	18	30			15	

<b>OREGON STATE PARKS REPORT</b>						
	<b>Nehalem</b>	19 to date	<b>Oswald</b>	19 to date		
No Camp Permit Disp						
Camping Proh. Area		2				
No Day Use Permit	13	49	107			
Viol. Posted Parking	1	10	2		49	69
Handicap Parking		1			3	3
Traffic Violation		28	2		5	1
General Reg Viol.	1	33	2		15	
Search & Rescue		2			1	2
Ranger Assist	1	10	5		9	2
Vandalism						
Litter		2			1	
Minor in Possession						
Furnishing Alcohol						
Security Checks	50	487	533		39	359
Crimes						2
Other	13	42	43		3	62
Arrest						
	<b>Wheeler</b>		<b>Nehalem</b>		<b>County</b>	
Law Assist	1	7	10	2	12	18
				19	172	172

  
 Erik Harth, Police Chief 10/01/2020  
Date



# Monthly Council Report

## Public Works -- September 2020

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Printed October 2<sup>nd</sup>, 2020

Description	Amount		Comments
Total water produced from filter plant & wells to Manzanita distribution system for last 30 days	9,984,833	Gallons	Well source – 8,640,957 Surface source – 0
New water services installed	2		Total services – 1800 2020 total installs - 12
Leaks repaired	0		0 service line leak, 0 main line leak
Locates for construction	17		Approx. 9 hours of labor
Rainfall for the last month	5.96	Inches	Month prior to report. September average is 4.37

### Admin

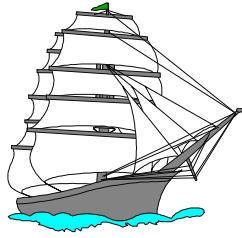
- Part Time Utility worker Levi Hill has been promoted to Full time Utility Worker. The full-time position became vacant when Trevor Downey took a position as a Sheriff Deputy in Idaho.
- Dunes 8# Phase 1 is complete and has gone to the county for recording.

### Water

- Public Works purchased a 2019 Mclaughlin VX50-500 from RDO Equipment for \$62570.55. Like the Mini-excavator and telehandler, staff went with a used unit having 201 hours. Doing this saved the City about \$14,000.
- Both Cory and Jason have completed a water test prep class. This is a 3 day class to teach them about water and prepare them to take the Oregon Drinking Water Distribution 1 test. Once they pass the State exam they will become Operator’s in training (OIT) until the complete 1.5 years with the City.

### Roads

- Crews have been cleaning out storm systems through out town. This will continue until rains become steady.
- Public works is purchasing a new broom attachment that fits both the Toolcat and the Telehandler. The Current broom is useful for many things and will continue its use. The new broom is a “pick up broom” or “box broom”. This unit picks up debris on the road and does not just toss it to the side to plug up drains and make a mess of the side of the road. The unit also has a curb brush that can clean the sides of Laneda Ave, newer roads with gutters, and the sidewalk of Hwy 101. It is expected to be here in 2 weeks.



## ***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 OCTOBER 7, 2020 COUNCIL MEETING**

**There are 265 properties or intermediaries that collect transient lodging taxes for the City.**

257 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 THIRTEEN properties on the waiting list.*

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

**Of the 257 licensed short term rentals:**

231 (89.9%) are in the capped zones (5 are grandfathered in the SRR zone)

26 (10.1%) are in the C1 or R4 zones

**Of the 257 licensed short term rentals:**

168 (65.4%) are agency managed

89 (34.6%) 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 0 outstanding reports)**

First quarter 2019: \$126,270.17

First quarter 2020: \$117,996.73

***Difference: - \$8,273.44*** (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: \$12,265.65

Motels and Bed & Breakfasts: \$36,262.88

Lodging Intermediaries: \$10,293.91

**Second Quarter 2020 Revenue Comparison: (with 0 outstanding reports)**

Second quarter 2019: \$261,903.06

Second quarter 2020: \$116,830.66

***Difference: - \$145,072.40***

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

Agency managed short term rentals: \$63,350.68

Owner managed short term rentals: \$10,647.29

Motels and Bed &Breakfasts: \$24,963.50

Lodging Intermediaries: \$17,869.19