



CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 368-5343 | Fax (503) 368-4145 | TTY Dial 711
ci.manzanita.or.us

COUNCIL REGULAR SESSION

Pine Grove Community Center
<https://ci.manzanita.or.us>

AGENDA **UPDATED**

April 5, 2023
06:00 PM Pacific Time

Council will hold this meeting at the Pine Grove Community Center

Video Information: The public may watch live on the

[City's Website: ci.manzanita.or.us/broadcast](https://ci.manzanita.or.us/broadcast)

or by joining via Zoom:

<https://us02web.zoom.us/j/84126434377?pwd=eG1xU1ZOZHl2a1I4SWYyN2plam12dz09>

Meeting ID: 841 2643 4377 Passcode: 226638

Call in number: +1 253 215 8782

Note: agenda item times are estimates and are subject to change

1. CALL TO ORDER (6:00 p.m.)

Deb Simmons, Mayor

2. AUDIENCE PARTICIPATION (6:05 p.m.)

Comments must be limited to city business topics that are not on the agenda. A topic may not be discussed if the topic record has been closed. All remarks should be directed to the whole Council. The presiding officer may refuse to recognize speakers, limit the time permitted for comments, and ask groups to select a spokesperson. **Comments may also be submitted in writing before the meeting, by mail, e-mail (to cityhall@ci.manzanita.or.us), or in person to city staff.**

3. CONSENT AGENDA

Consent items are not discussed during the meeting; they are approved in one motion and any Council member may remove an item for separate consideration.

A. Approval of Minutes

- a. March 8, 2023, Work Session
- b. March 8, 2023, Regular Session

B. Approval of Bills

4. CITY MANAGERS REPORT

5. ACKNOWLEDGEMENTS

- A.** Service Appreciation for Nehalem Bay Fire District Fire Chief Chris Beswick
Deb Simmons, Mayor

6. NEW BUSINESS (6:15)

- A.** County Legislative Housing Update / HB 406
Commissioner Erin Skaar, Tillamook County Commission
Sarah Absher, Tillamook County Community Development Director
- B.** Nehalem Bay Health District Bond Resolution
Brad Mayerle, Councilor
Mark Johnson, Chair, Nehalem Bay Health District
- C.** Destination Management Plan
Nan Devlin, Executive Director of Tillamook Coast Visitors Assoc.
- D.** TCVA Contract Renewal
Leila Aman, City Manager
- E.** Farmers Market Event Permit
Kendra Hall, Farmers Market
- F.** Council Goals Resolution
Leila Aman, City Manager
- G.** Code Enforcement and Sergeant Position
Erik Harth, Chief of Police
- H.** Salary Resolution
Leila Aman, City Manager

7. OLD BUSINESS (7:30)

- A.** Houselessness in Public Spaces Ordinance Discussion
Erik Harth, Chief of Police

- B.** Planning Commission Criteria
Jenna Edginton, Councilor
Brad Mayerle, Councilor

8. ADJOURN (8:30)

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

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MEMORANDUM

To: Mayor and City Council

Date Written: March 31, 2023

From: Leila Aman, City Manager

Subject: **April 5, 2023, City Council Meeting**

1. CITY MANAGER REPORT

2. NEW BUSINESS

A. County Legislative Housing Update / SB 406

Tillamook County Commissioner Erin Skaar and Tillamook County Community Development Director Sarah Absher will be joining our council meeting to share some updates on the County's legislative work on housing and the work of the housing commission. The Commissioner will be asking for Council support for HB 406 which would make the provisions of Oregon's Middle Housing Code applicable to Tillamook County including Manzanita. HB 2001 which implemented Oregon's middle housing code essentially requires that middle housing be allowed in all areas throughout the city. Allowed housing types is based on the size of a lot. Middle housing includes duplexes (which are allowed on every lot in Manzanita) tri plexes, quadplexes, townhomes, cottage clusters (think Classic Street Cottages).

Attachments: RS_6A_1_SB 406 Draft

B. Nehalem Bay Health District Bond Resolution

Councilor Mayerle will introduce Mark Johnson, Chair of the Nehalem Bay Health District Board. Mr. Johnson has proposed a Resolution to the City Council to consider in support of the Health Districts upcoming Bond Measure.

Attachments: RS_6b_1_NBHD Bond Support Resolution

C. Destination Management Plan

Tillamook County Visitor Association Executive Director Nan Devlin will present the final draft of the Destination Management Plan. Devlin will provide some context and overview of next steps and how the TCVA and the City can collaborate to carry out some of these objectives.

Attachments: RS_6C_Maniz Community Dest Mgmt Plan 2023

D. TCVA Contract Renewal

The city selected TCVA to run the visitors center and provide a part time dedicated staff person, Carolyn Greenwood, to run the Visitors Center. Carolyn keeps open hours, checks out wheelchairs, provides information's and organizes

events among other tasks. The fourth quarter report from Carolyn is included in the council packet and future quarterly reports will be included in future council packets at the meeting following when they become available. Staff are requesting council feedback on the proposal provided by TCVA and are recommending that council proceed with the option that includes grants and to include events such as the 4th of July Parade and other community events that bring outside visitors to qualify for funding.

**Attachments: RS_6D_1_TCVA Contract Renewal
RS_6D_1_1_Q4 '22' Manzanita Visitor Center Tourism Report
RS_6D_2_Explore Manzanita Website Dashboard
RS_6D_3_Social Media Likes and Follows
RS_6D_4_Q4_Social Media Reach**

E. Farmers Market Event Permit

Kendra Hall, Manzanita Farmers Market Manager will present the Markets annual Event Permit Request to City Council for approval. Kendra has been coordinating with city staff on logistics related to the market. Staff are in support of the proposed event permit and will coordinate with the market weekly over the market season. The City will provide the required restrooms as in previous years.

Attachments: RS_6E_1_Special Event Farmers Market

F. Council Goals Resolution

City Council met on January x, 2023 to discuss and set goals for the year. Council goals are intended to help set priorities for city staff to implement in the coming budget year. The priorities included a continuation of Level Up Manzanita, Budget Forward Manzanita and Envision Manzanita. The council added an additional goal to enhance communication with the community.

G. Code Enforcement and Sergeant Position

See Staff Report

**Attachments: RS_6G_1_Staff Report - New Job descriptions 3.29.2023
RS_6G_2_Code Enforcement Officer Position Description
03.29.2023
RS_6G_2_Code Enforcement Officer Position Description
03.31.2023**

H. Salary Resolution

Every year in advance of the budget process the City Manager proposes the salary schedule. For years that the council is not conducting a salary survey the City Manager is tasked with proposing a Cost of Living Adjustment (COLA). The City Manager is proposing an 6% Cost of Living Adjustment for FY 2023-2024. This recommendation is based primarily on the fact that the overall Western CPI index for all items has not dropped below 6% since October of 2021. In February of 2022 inflation for food was at 9.2% and housing was 7.9%.

Attachments: RS_6H_Salary Schedule Resolution

3. OLD BUSINESS

- A. Budget Committee Appointments Homeless Ordinance Discussion
See staff report.

Attachments: RS_7A_1_Staff Report - Camping Ordinance

B. Planning Commission Appointment

Per Council Rules the City Council appointed Jenna Edginton and Brad Mayerle to facilitate the selection committee which also includes Planning Commissioner Lee Hiltenbrand. The selection committee has met and have developed refined criteria for Council approval. The proposed criteria is as follows:

- Balanced group of people that represent people who lives, owns property in Manzanita City Limits or Urban Growth Boundary.
- Read the comp plan and have an understanding of basic land use issues/principles
- Can be objective weigh and balance complex issues and rely on the Comp Plan and Ordinance for decision making. (eg. Does not let personal opinion bias objective analysis of a land use issue)
- Has limited if any potential conflicts of interest
- (new) Applicant demonstrates ability to listen and communicate effectively in group setting

The open position will a vacancy created by the resignation of John Nanson. The new commissioner will complete Mr. Nanson's term which expires at the end of 2024.

Attachments: None

CITY OF MANZANITA
March 8, 2023
CITY COUNCIL WORK SESSION

1. CALL MEETING TO ORDER: The meeting was called to order on March 8, 2023, at 3:00pm via Zoom by Mayor Deb Simmons.

ROLL: Members present: Deb Simmons, Linda Kozlowski, Jerry Spegman, Jenna Edginton and Brad Mayerle. Staff present: City Manager Leila Aman, Accounting Manager Nina Crist, Development Services Manager Scott Gebhart and Assistant City Recorder Nancy Jones. Panelist present: Lorelei Juntunen with ECONorthwest and Deb Galardi with Galardi Rothstein group.

2. Revenue Diversification: City Manager Leila Aman

Lorelei Juntunen with ECONorthwest that stated that most cities in Oregon are facing revenue challenges and shared why diversifying Manzanita's revenue streams is important. She said that Manzanita's economy is built around tourism and expressed how Manzanita can create a healthier fiscal future. Juntunen spoke about Manzanita's revenues, expenditures and specific needs to sustain revenue sources. She presented Revenue Criteria parameters, definitions, revenue options, and introduced the top four options for Council to consider: General Obligation Bond, Transportation Utility fee, Prepared Food & Beverage Sales Tax, and Parking fees.

Next steps timeline – ECONorthwest will complete further analysis and revenue projections for the four options presented to Council today. Then a final report will be generated and given to Council with recommended next steps. It is tentatively scheduled to be on the next Work Session Agenda for April 12th.

3. Indirect Cost Methodology Discussion: City Manager Leila Aman

City Manager Leila Aman presented an Indirect Cost Methodology. She shared what indirect costs are within the city and how it has been calculated the past 4 years under the FCS model. The Budget Committee asked the city to explore a different model due to the complexity of the FCS model. Aman presented the Warrenton model and compared it to the FCS model. There was a consensus of City Council to move this Methodology forward with a vote at the Regular Session later today.

4. Budget Committee Discussion: Council President Linda Kozlowski & Councilor Jerry Spegman

Councilor Spegman shared that the city received eight Budget Committee applications with one withdrawal. He spoke about the process that the Selection Committee used to interview the applicants and announced the committee's choice with a slate of three:

Chip Greening for a 3-year term – Katheryn Stock for a 3-year term – Kitman Keeting for a 2-year term. This slate of candidates will be voted on at the Regular Session later today.

5. Adjourn: Mayor Simmons adjourned the meeting at 4:54pm.

MINUTES APPROVED THIS
5th Day of April 2023

Deb Simmons, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
March 8, 2023
CITY COUNCIL REGULAR SESSION

1. CALL TO ORDER: The meeting was called to order on March 8, 2023, at 6:00pm via Zoom by Mayor Deb Simmons.

Roll: Council members present: Mayor Deb Simmons, Linda Kozlowski, Jerry Spegman, Jenna Edginton and Brad Mayerle. Staff present: City Manager Leila Aman, Accounting Manager Nina Crist, Development Services Manager Scott Gebhart, and Assistant City Recorder Nancy Jones. Panelists present: Jenee Pearce with American Red Cross and Kori Sarrett with Accuity CPA's.

2. AUDIENCE PARTICIPATION: There were 27 people in attendance. There were 4 public comments.

3. CONSENT AGENDA:

- A. APPROVAL OF MINUTES –
 - a. February 8,2023 City Council Work Session
 - b. February 8,2023 City Council Regular Session
 - c. February 15,2023 City Council Special Session

- B. APPROVAL OF BILLS FOR PAYMENT

A motion was made by Mayerle, seconded by Edginton, to approve the consent agenda that includes approval of the February 8, 2023, City Council Work Session, February 8, 2023 City Council Regular Session and February 15, 2023 City Council Special Session; approve payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.

4. CITY MANAGER REPORT: City Manager Leila Aman

City Manager Aman presented landslide and tsunami information for the current and future sites of City Hall. She stated that Oregon Parks & Rec decided not to move ahead with beach Mobi mats due to risk management, liability issues and maintenance. An anonymous donor is working with TCBA to donate a motorized beach chair. Nan Devlin will present the outcome of the Destination Manzanita meetings at the April meeting. Aman stated that we received the decision from LUBA, it was remanded back to the city. She will work on a timeline and what the next steps are. The Short-Term Rental survey has been posted on the website and will end April 15th. Councilor Mayerle is the liaison for the July 4th parade this year. The city is working on how to accept donations for the parade. The city is hiring a part time public works position.

5. RED CROSS PROCLAMATION: Mayor Deb Simmons

Jenee Pearce Mushen with Red Cross shared information about the Red Cross and what they do in the community. A Proclamation has been designated for March 2023 as Red Cross month.

6. NEW BUSINESS:

A. 2021 Audit and Audit Plan of Action – City Manager Leila Aman & Accounting Manager Nina Crist

Kori Sarrett with Accuity CPA's spoke about the audit for fiscal year 2021/2022. She stated that the audit was challenging due to last year's software conversion and shared processes that have been developed as a result. Kori also explained that the two findings for minimum standards were related to the software conversion.

Accounting Manager Nina Crist spoke about the plan of action and asked for a motion.

A motion was made by Kozlowski to accept the plan of action to accept the deficiencies, seconded by Mayerle; Motion passed unanimously.

B. Dune Grading Moratorium Renewal – PUBLIC HEARING - City Manager Leila Aman

City Manager Leila Aman shared detail about the findings to extend the Dune Grading Moratorium for 6 months. During this time, the city will work on next steps to update the Comprehensive Plan and Goal 18.

Allowed for public comment: There were 2 public comments.

A motion was made by Kozlowski to adopt findings supporting a continuation of a view grading moratorium as defined in the Manzanita zoning ORD 95.4 section 3.085 for a period of 6 months, seconded by Spegman; Motion passed unanimously.

C. Policy Adopting an Indirect Cost Methodology – City Manager Leila Aman

City Manager Aman presented Resolution 23-01 to adopt a materials and services indirect cost methodology for the purpose of determining transfers from enterprise funds to the general fund for administrative overhead services.

Allowed for public comment: There were 4 public comments.

A motion was made by Spegman to accept Resolution 23-01, seconded by Edginton; Mayor Simmons Voted No. Motion passed.

7. Old Business:

A. Budget Committee Appointments – Council President Linda Kozlowski & Councilor Jerry Spegman

Councilor Spegman spoke about the process the Selection Committee used to interview 8 applicants for the three vacant seats on the Budget Committee. He announced the Selection Committee’s choice with a slate of three:

Chip Greening for a 3-year term – Katheryn Stock for a 3-year term – Kit Keating for a 2-year term.

A motion was made by Kozlowski to accept Resolution 23-02, a Resolution of the City Council of the City of Manzanita, Oregon, Making Appointment to the Budget Committee, seconded by Edginton; Motion passed unanimously.

B. Planning Commission Appointment - Mayor Deb Simmons

Mayor Deb Simmons stated that John Nanson has served on the Planning Commission for 9 years and has decided to resign. The City will follow the procedures of the Rules and Procedures to fill this seat. Councilor Mayerle and Councilor Edginton have volunteered to serve on the selection committee. The 3rd person that will serve on the selection committee will be a member of the Planning Commission. This will be on the Agenda for the Planning Commission for March 20th.

C. Community Agenda Request - Council President Linda Kozlowski

Council President Linda Kozlowski spoke about criteria that will help facilitate meeting agenda items that come from the public. She shared 4 questions that will help measure a public request for an item to be placed on an agenda.

A motion was made by Kozlowski, to accept the Community Agenda Requests Criteria, seconded by Edginton; Motion passed unanimously.

D. Council Liaison Discussion - Mayor Deb Simmons

Mayor Deb Simmons led a discussion regarding a procedure for council members to serve as a liaison to Committees. A consensus of Council was reached to not to change the current process.

E. In Person Meetings - Mayor Deb Simmons

Mayor Deb Simmons asked for a motion for City Council Regular Sessions to return to in-person starting April 4th, 2023. Work and Special Sessions will continue to be via Zoom.

A motion was made by Mayerle, for City Council Regular Sessions to go back to in-person starting April 5, 2023, seconded by Simmons; Councilor Edginton Voted No. Motion passed.

8. INFORMATION AND ADJOURN:

1. Manzanita Municipal Court will be held March 17, 2023, and continues to remain closed to the public.
2. The Planning Commission will meet March 20, 2023, at 4:00 via zoom.

Mayor Deb Simmons adjourned the meeting at 7:36PM.

**MINUTES APPROVED THIS
5th Day of April, 2022**

Deb Simmons, Mayor

Attest:

Leila Aman, City Manager

BILLS FOR APPROVAL OF PAYMENT

From 3/1/2023 - 3/31/2023

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH Expansion	ROADS	Visitors Center	WATER
ADVANCED EXCAVATION (MATERIALS & SUPPLIES)	\$761.39							\$380.70		\$380.69
AXON ENTERPRISE (SUPPLIES)	\$916.36		\$916.36							
BEARING ARCHITECTURE (PROFESSIONAL SERVICES)	\$6,887.20						\$6,887.20			
CASELLE (MONTHLY SERVICE FEE)	\$2,145.00	\$1,588.00								\$557.00
CHARTER (INTERNET SERVICE)	\$469.93	\$219.98	\$129.98						\$119.97	
CITY OF NEHALEM (FINES & ASSESSMENTS)	\$910.00				\$910.00					
CITY OF WHEELER (FINES & ASSESSMENTS)	\$843.00				\$843.00					
DAN WEITZEL (STAFF REIMBURSEMENT)	\$49.00									\$49.00
DKI CONSULTANTS (ENVIRONMENTAL CONSULTANT)	\$3,820.00	\$3,820.00								
DMV (DRIVING RECORDS)	\$1.40				\$1.40					
EVCNB (EMERGENCY SUPPLIES)	\$75.79									\$75.79
FASTENAL (MATERIALS & SUPPLIES)	\$1,828.28							\$ 149.38	\$1,114.68	\$564.22
FERGUSON (MATERIALS & SUPPLIES)	\$373.23									\$373.23
GRAND PEAKS CONSULTING (FINANCIAL CONSULTANT)	\$2,875.00	\$2,875.00								
JASON WEISS (STAFF REIMBURSEMENT)	\$219.95									\$219.95
KLOSH GROUP (OWNERS REPRESENTATIVE)	\$1,747.50						\$1,747.50			

BILLS FOR APPROVAL OF PAYMENT

From 3/1/2023 - 3/31/2023

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH Expansion	ROADS	Visitors Center	WATER
PINE GROVE (VENUE RENTAL)	\$2,937.50	\$2,937.50								
RHYNO NETWORKS (IT SERVICES)	\$460.20	\$307.20	\$66.00							\$87.00
RTI (PHONE SERVICE)	\$493.10	\$95.60	\$98.16							\$299.34
SHELDON OIL CO. (FUEL)	\$704.03		\$382.51	\$34.47		\$14.35		\$71.76		\$200.94
STATE OF OREGON (MATERIALS & SUPPLIES)	\$4,305.00									\$4,305.00
STATE OF WASHINGTON (DRIVING RECORDS)	\$0.04				\$0.04					
STAPLES (OFFICE EQUIP & SUPPLIES)	\$576.24	\$103.64	\$472.60							
TILL. CO CREAMERY (MATERIALS & SUPPLIES)	\$507.64									\$507.64
TILL CO PAYABLE (FINES & ASSESSMENTS)	\$208.00				\$208.00					
TILLAMOOK PUD (ELECTRIC SERVICE)	\$4,215.47	\$325.88	\$327.06			\$90.89	\$43.56	\$609.00	\$95.28	\$2,723.80
US BANK (CITY VISA)	\$6,938.35	\$2,003.97	\$ 447.57	\$231.00				\$1,219.00	\$228.44	\$2,808.37
VERIZON (TELEPHONE)	\$1,260.90	\$294.54	\$344.36	\$114.98					\$64.99	\$442.03
WALTER WENDOLOWSKI (CITY PLANNER)	\$500.00	\$500.00								
ZUMAR INDUSTRIES (MATERIALS & SUPPLIES)	\$1,110.71							\$1,110.71		
TOTALS	\$92,119.88	\$29,273.33	\$3,184.60	\$380.45	\$3,012.44	\$348.24	\$8,678.26	\$14,822.74	\$11,623.36	\$20,796.46

*Building and deployment of Visitors Center Website

Proposed Amendments to
Senate Bill 406
Requested by Senator WEBER
3/23/23 (RLM/)
LC 1156

On page 1 of the printed bill, line 2, after “ORS” delete the rest of the line and line 3 and insert “197.286, 197.758, section 3, chapter 639, Oregon Laws 2019, and sections 1, 4, 5, and 9, chapter ____, Oregon Laws 2023 (Enrolled House Bill 2001).”

Delete lines 6 through 31.

On page 2, delete lines 1 through 15 and insert:

“**SECTION 1.** If House Bill 2001 becomes law, ORS 197.286, as amended by section 5, chapter 54, Oregon Laws 2022, and section 12, chapter ____, Oregon Laws 2023 (Enrolled House Bill 2001), is amended to read:

“197.286. As used in ORS 197.286 to 197.314 and 197.475 to 197.490:

“(1) ‘Allocated housing need’ means:

“(a) For a city outside Metro, the housing need allocated to a city under section 2 (2) of this 2023 Act as segmented by income level under section 2 (4) of this 2023 Act; or

“(b) For a city within Metro, the housing need allocated to the city by Metro under ORS 197.303 (3).

“(2) ‘Buildable lands’ means lands in urban and urbanizable areas that are suitable, available and necessary for the development of needed housing over a 20-year planning period, including both vacant land and developed land likely to be redeveloped.

“(3) ‘City’ and ‘city with a population of 10,000 or greater’ includes, regardless of size, any city within Tillamook County and the communities of Barview/Twin Rocks/Watseco, Beaver, Cloverdale, Hebo, Idaville, Neahkahnie, Neskowin, Netarts, Oceanside, Pacific City/Woods.

“(4) ‘Government assisted housing’ means housing that is financed in whole or part by either a federal or state housing agency or a housing authority as defined in ORS 456.005, or housing that is occupied by a tenant or tenants who benefit from rent supplements or housing vouchers provided by either a federal or state housing agency or a local housing authority.

“(5) ‘Housing capacity’ means the number of needed housing units that can be developed on buildable lands within the 20-year planning period based on the land’s comprehensive plan designation and capacity for housing development and redevelopment.

“(6) ‘Housing production strategy’ means a strategy adopted by a local government to promote housing production under ORS 197.290.

“(7) ‘Manufactured dwelling,’ ‘manufactured dwelling park,’ ‘manufactured home’ and ‘mobile home park’ have the meanings given those terms in ORS 446.003.

“(8) ‘Periodic review’ means the process and procedures as set forth in ORS 197.628 to 197.651.

“(9) ‘Prefabricated structure’ means a prefabricated structure, as defined in ORS 455.010, that is relocatable, more than eight and one-half feet wide and designed for use as a single-family dwelling.

“**SECTION 2.** ORS 197.758 is amended to read:

“197.758. (1) As used in this section:

“(a) ‘City’ or ‘city with a population of 25,000 or greater’ includes, regardless of size, any city within Tillamook County and the communities of Barview/Twin Rocks/Watseco, Beaver, Cloverdale, Hebo, Idaville, Neahkahnie, Neskowin, Netarts, Oceanside, Pacific City/Woods.

Commented [MR1]: Because of some changes made to the language by HB 2001, it’s actually perhaps a bit easier to amend this as if HB 2001 were already law, particularly now that it can’t get amended again (at least not the bill itself). Of course, if for some reason HB 2001 doesn’t get signed, this will need some amendments.

Commented [MR2]: Making this change means that all of the requirements to cities > 10,000 in 197.296 to 197.314 apply to Tillamook cities as well.

Commented [MR3]: This is specifically for middle housing requirements only.

“[(a)] (b) ‘Cottage clusters’ means groupings of no fewer than four detached housing units per acre with a footprint of less than 900 square feet each and that include a common courtyard.

“[(b)] (c) ‘Middle housing’ means:

“(A) Duplexes;

“(B) Triplexes;

“(C) Quadplexes;

“(D) Cottage clusters; and

“(E) Townhouses.

“[(c)] (d) ‘Townhouses’ means a dwelling unit constructed in a row of two or more attached units, where each dwelling unit is located on an individual lot or parcel and shares at least one common wall with an adjacent unit.

“(2) Except as provided in subsection (4) of this section, each city with a population of 25,000 or [more] **greater** and each county or city within a metropolitan service district shall allow the development of:

“(a) All middle housing types in areas zoned for residential use that allow for the development of detached single-family dwellings; and

“(b) A duplex on each lot or parcel zoned for residential use that allows for the development of detached single-family dwellings.

“(3) Except as provided in subsection (4) of this section, each city not within a metropolitan service district with a population of more than 10,000 and less than 25,000 shall allow the development of a duplex on each lot or parcel zoned for residential use that allows for the development of detached single-family dwellings. Nothing in this subsection prohibits a local government from allowing middle housing types in addition to duplexes.

“(4) This section does not apply to:

“(a) Cities with a population of 1,000 or fewer, **except inside of Tillamook County;**

“(b) Lands not within an urban growth boundary;

“(c) Lands that are not incorporated and also lack sufficient urban services, as defined in ORS 195.065;

“(d) Lands that are not zoned for residential use, including lands zoned primarily for commercial, industrial, agricultural or public uses; or

“(e) Lands that are not incorporated and are zoned under an interim zoning designation that maintains the land's potential for planned urban development.

“(5) Local governments may regulate siting and design of middle housing required to be permitted under this section, provided that the regulations do not, individually or cumulatively, discourage the development of all middle housing types permitted in the area through unreasonable costs or delay. Local governments may regulate middle housing to comply with protective measures adopted pursuant to statewide land use planning goals.

“(6) This section does not prohibit local governments from permitting:

“(a) Single-family dwellings in areas zoned to allow for single-family dwellings; or

“(b) Middle housing in areas not required under this section.”.

In line 16, delete “2” and insert “3”.

Delete line 22 and insert:

“(c) **December 31, 2025,** for each city in Tillamook County, as defined in ORS 197.758.”.

Delete lines 41 through 45 and **pages 3 through 7** and insert:

“**SECTION 4.** If House Bill 2001 becomes law, section 1, chapter ____, Oregon Laws 2023 (Enrolled House Bill 2001), is amended to read:

Commented [MR4]: Moving deadline for Tillamook cities and counties to adopt updated codes to implement middle housing requirements.

“**Sec. 1.** (1) There is established within the Oregon Department of Administrative Services the Oregon Housing Needs Analysis. The purposes of the Oregon Housing Needs Analysis are to further the:

“(a) Production of housing to meet the need of Oregonians at all levels of affordability; and

“(b) Production of housing in a way that creates more housing choice by affirmatively furthering fair housing, as defined in ORS 197.290.

“(2) The Oregon Housing Needs Analysis consists of three components as follows:

“(a) The annual statewide housing analysis under section 2 (1), **chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001) [of this 2023 Act]**;

“(b) The allocated housing need under section 2 (2), **chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001) [of this 2023 Act]**; and

“(c) The housing production targets under section 3, **chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001) [of this 2023 Act]**.

“(3) Actions taken by the department under sections 1 to 3, **chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001) [of this 2023 Act]** are not subject to ORS 197.180 and are not land use decisions.

“(4) The Department of Land Conservation and Development and the Housing and Community Services Department:

“(a) Shall assist the Oregon Department of Administrative Services with its duties under sections 1 to 3, **chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001) [of this 2023 Act]**.

“(b) May study and recommend methodological changes to the Oregon Department of Administrative Services to improve the Oregon Housing Needs Analysis' functions and suitability for its purposes under subsection (1) of this section. The departments may solicit written and oral public testimony to inform their recommendations.

“(5) **As used in sections 1 to 3, chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001), ‘city’ or ‘city with a population of 10,000 or greater’ has the meaning given the term in ORS 197.286.**

“**SECTION 5.** If House Bill 2001 becomes law, section 4, chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001), is amended to read:

“**Sec. 4.** (1) The Housing and Community Services Department may adopt rules to implement this section and section 5, **chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001) [of this 2023 Act]**.

“(2) On an annual basis the Housing and Community Services Department shall update a publicly available statewide housing production dashboard.

“(3) The dashboard shall include, for each city with a population of 10,000 or greater, **as defined in ORS 197.286:**

“(a) Progress toward housing production by affordability levels, as described in section 2 (4), **chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001) [of this 2023 Act]** and total housing targets; and

“(b) A comparative analysis of progress in comparison to the region and other local governments with similar market types.

“(4) Information in the dashboard must be based on:

“(a) Inventory of publicly supported housing, as defined in ORS 456.250, that is maintained by the department; and

“(b) Information submitted to the department under section 37 (3), **chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001) [of this 2023 Act]**.

“**SECTION 6.** If House Bill 2001 becomes law, section 5, chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001), is amended to read:

“**Sec. 5.** (1) On an annual basis the Housing and Community Services Department shall update publicly

Commented [MR5]: Amending DAS requirements for OHNA to include Tillamook cities and communities.

Commented [MR6]: Amending OHCS requirements for OHNA to include Tillamook cities and counties.

available statewide housing equity indicators.

“(2) The indicators shall include, for each city **under section 4, chapter ____, Oregon Laws 2023 (Enrolled House Bill 2001)**, quantifiable data, to the extent that the department can determine, define or estimate it, displaying:

Commented [MR7]: Ditto.

“(a) Housing outcomes, such as cost burden and availability of housing units to own or to rent, and housing condition for various demographics, including race or ethnicity, disability status, English proficiency and age;

“(b) Housing types produced and overall land efficiency of housing production;

“(c) New housing units built to standards, as defined by the Department of Consumer and Business Services by rule, relating to accessibility and visitability;

“(d) Risk of gentrification and displacement;

“(e) Housing segregation by race and income;

“(f) Environmentally just housing outcomes, informed by the environmental justice mapping tool, developed by the Environmental Justice Council under section 12, chapter 58, Oregon Laws 2022;

“(g) Residential tenants who spend more than 50 percent of their household income on gross rent for housing; and

“(h) Other measurable factors or indicators identified by the department.

“**SECTION 7.** If House Bill 2001 becomes law, section 9, chapter ____, Oregon Laws 2023 (Enrolled House Bill 2001), is amended to read:

“**Sec. 9.** (1) The Land Conservation and Development Commission shall adopt rules and amendments to rules related to urbanization as follows:

“(a) **On or before June 30, 2024, adopt a schedule by which cities in Tillamook County shall demonstrate sufficient buildable lands.**

“[(a)] (b) On or before January 1, 2025, to implement ORS 197.290, 197.291, 197.293, 197.319 (4), 197.320 (13) and 197.335 (6); and

“[(b)] (c) On or before January 1, 2026, to implement ORS 197.286 to 197.314, except as provided in paragraph (a) of this subsection.

“(2) In adopting rules under this section, the commission shall prioritize:

“(a) Facilitating and encouraging housing production, affordability and housing choice on buildable lands within an urban growth boundary;

“(b) Providing greater clarity and certainty in the adoption and acknowledgement of housing capacity analyses, urban growth boundary amendments, urban growth boundary exchanges or urban reserves to accommodate an identified housing need;

“(c) Reducing analytical burden, minimizing procedural redundancy and increasing legal certainty for local governments pursuing urban growth boundary amendments, urban growth boundary exchanges or urban reserves where a housing need is identified, especially for smaller cities, consistent with the appropriate protection of resource lands; and

“(d) Supporting coordinated public facilities planning, annexation, and comprehensive plan amendments to facilitate the development of lands brought into an urban growth boundary.

“(3) In adopting rules under subsection (1)(a) of this section, the commission shall:

“(a) Consult with the Housing and Community Services Department, Department of Transportation, Department of Environmental Quality, Department of State Lands, Oregon Business Development Department and Department of Consumer and Business Services;

“(b) Provide clear parameters on the types and extent of actions needed or allowed under ORS 197.290

(3) that are consistent with the technical and resource capacities of varying sizes of local governments; and

“(c) Recognize actions already taken by local governments.

“(4) To avoid interference with current planning activities or to avoid unjust or surprising results, the Land Conservation and Development Commission may postpone, for cities specified by the commission, the applicability of sections 13, 21, 22 or 23, **chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001)** [*of this 2023 Act*] and the amendments to ORS 197.286, 197.290, 197.296, 197.297 and 197.303, by sections 12 and 25 to 28, **chapter _____, Oregon Laws 2023 (Enrolled House Bill 2001)** [*of this 2023 Act*], until a date that is not later than January 1, 2026.

“(5) To provide for flexibility and coordination of county resources the commission may adopt any policies or rules necessary to allow cities in Tillamook County to cooperate with the county in fulfilling any of the cities’ duties under ORS 197.286 to 197.314 or coordinating the distribution of any funds to the cities for such purposes.”.

Commented [MR8]: This was my attempt at a catchall to allow DLCD some flexibility to implement these policies with respect to Tillamook cities and to allow the county to coordinate those efforts. I don’t quite know how this will work, but I presume that no one does yet.



City of Manzanita

COUNCIL RESOLUTION No. 23-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, ENDORING THE MAY 2023 NEHALEM BAY HEALTH CENTER BOND MEASURE

WHEREAS, the Nehalem Bay Health District has proposed a general obligation bond measure in the amount of \$10.25 million to finance construction and renovation of essential local health care facilities, and

WHEREAS, the Nehalem Valley Care Center, a long-time community asset serving seniors and residents needing skilled nursing and rehabilitation care, requires renovation and modernization to improve quality and safety for patients and care staff, and

WHEREAS, the Nehalem Bay Health Center and Pharmacy (formerly the Rinehart Clinic), a federal qualified health center serving the entire community, has outgrown its existing facility leaving no options to expand specialty or dental services, and

WHEREAS, Oregon senators Jeff Merkley and Ron Wyden secured \$3 million in Congressional Directed Funding to be used toward construction of a new health center and pharmacy in Wheeler, and

WHEREAS, Tillamook County legislators Suzanne Weber and Cyrus Javadi have advanced a \$1 million state-level funding request that would also support the projects, and

WHEREAS, the Health District has indicated it intends to repurpose the property currently occupied by the old Wheeler hospital as a potential future site of health care and essential worker housing, and

WHEREAS, the proposed bond measure supports these essential local projects aimed at improving health care quality and accessibility, and helps maintain 75-80 health care workers in our community,

Now, Therefore, be it Resolved by the City Council of the City of Manzanita do hereby endorse the Health District bond measure in the May 16, 2023 election and encourage residents to also support the measure and these critical local projects.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



Community/Destination Management Plan

*City of Manzanita
Winter, 2023*



***Putting forth ideas
through community-
based planning***

***Facilitated by
Tillamook Coast Visitors Association***

***How lodging tax can be
used in Oregon, Tillamook
County and Manzanita***

and

***Defining sustainable
tourism and destination
management***



INCORPORATED AREAS IN TILLAMOOK COUNTY: TLT USE

Prior to 2003	After July, 2003	January 1, 2014
City room tax goes to general budget	Any rise in room tax subject to state law of 70/30 split	County implements 10% transient lodging tax; cities raise their tax to 9%
7% original lodging tax*	7% original lodging tax* Continues to go to city's general fund	7% original lodging tax* Continues to go to city's general fund
<p>All lodging tax goes to a city's general fund – most cities in Tillamook County had a room tax in place by the 1990s, including Manzanita, Rockaway Beach, Garibaldi and Tillamook.</p> <p><i>*City of Manzanita</i></p>	Manzanita raises lodging tax to 9% in 2012 30% goes to general budget 70% tourism facilities and/or promotions (2% raise subject to 70/30)	Manzanita remains at 9% County implements 10% tax Jan. 1, 2014 1/10 th of 10% total room tax goes to county Unincorporated areas send full 10% to county
	State adds 1.0% lodging tax, goes to Travel Oregon	1.5% state increase - Travel Oregon
		All county TLT collections: 70/30 split. 30% to roads; 70% tourism facilities AND/OR promotions.




HOW LODGING TAX CAN BE USED

70/30 split established in 2003

ORS 320.300 – 320.365

https://oregon.public.law/statutes/ors_320.300





In 2012/13, the county's roads were rated worst in the state. Tillamook County put the lodging tax to a ballot. Voters approved. Uses the 30% for road repairs and improvements.



**30% to general budget or to specific use
70% must be used for the following:**

- **Convention center**
- **Conference center**
- **Visitor center/Tourism information center**
- **Tourism agency (destination agency)**
- **Operation of the above**
- **Tourism promotion**, including conducting strategic planning and research necessary to stimulate future tourism development
- **Tourism-related facility, defined as:**
 - “Other improved real property that has a useful life of 10 or more years and has a substantial purpose of supporting tourism or accommodating tourist activities.”

‘Other improved real property’ can mean parking lots, public bathrooms, **NCRD**’s performing arts center, **Pine Grove**’s improvements, **Hoffman Center**’s Strategic Planning, wayfinding, trail development, parks, etc.





Sustainable tourism serves

*-people
-place
-profit*

To support sustainable tourism*
you must ask three questions
of all actions taken on behalf of
tourism:

1. Does this serve the community as well as visitors (people)?
2. Does this respect the environment and culture (place)?
3. Does this create year-round economic vitality (profit)?



* Defined by United Nations World Tourism Organization
and the Global Sustainable Tourism Council



What is DESTINATION MANAGEMENT?

“A process that involves coordinated actions aimed to control the economic, socio-cultural and environmental dimensions of a specific tourism territory.”

Destination management* puts sustainable tourism into practice.

Above all, **destination management is a community effort**, carried out by local municipalities, tourism organizations, community members, and other tourism stakeholders in partnership, following principles of good governance.

* Defined by United Nations World Tourism Organization and the Global Sustainable Tourism Council

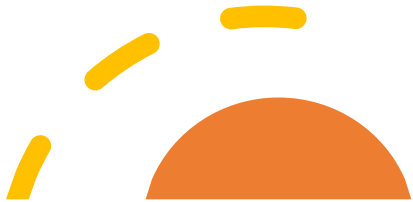



WHY DO A COMMUNITY/ DESTINATION MANAGEMENT PLAN?



People who live and work in the community – and who love living in Manzanita – have a desire to make the place they call home even better. The community/destination management planning process captures their ideas about what improvements could be made that increase livability, safety and enjoyment, now and for generations to come – for both residents and visitors. Their planning work is in this document, prioritized by the community members that took part in the workshops.

***Please note:** The plan is considered a living document – as other issues or desires for improvements arise, it can be updated. It is also intended to help the city council when planning a fiscal year budget to include a project from this plan, particularly for use of lodging tax.*





WHAT IS THE PROCESS?



Workshop #1 – 41 attendees

Workshop #2 – 29 attendees

Workshop #3 – 20 attendees (all had taken part in each workshop)

Workshops were held at the Pine Grove Community Center, and facilitated by Nan Devlin and Dan Haag of Tillamook Coast Visitors Association



Workshop #1: *What is sustainable tourism, and how does it pertain to destination management. Understanding how lodging tax works at city, county and state levels, and the regulations of state law on use of lodging tax. Workshop activities: values of the community; SWOT (strengths, weaknesses, opportunities and threats); desired assets.*

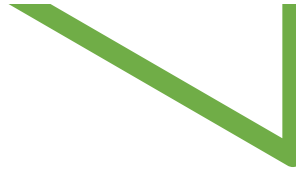
Workshop #2: *Information from Workshop #1 is organized by initiatives (categories), each with desired assets. Discussion centered on more detail of each asset, and added more ideas to each category*

Workshop #3: *Initiatives presented with Why, Who Leads, How, Challenges and Funding. Community provided more detailed information, and then voted on priority projects for each category.*

Draft for review: *Based on information added in Workshop #3, initiatives are presented for review to the city manager and city council.*

Revised draft *delivered to city council for approval.*





What do you value about Manzanita?



Quality of life

Beach

Safe beach access

Village feel

Cleanliness

Small businesses

Natural environment

Diverse ecosystems

Walkability

Sustainability

Dog friendly

Bookstore

Library

Sense of community

Farmers market

Great grocery stores (3)

Health food store

Feeling of safety

Educational
opportunities

Great recreation

Golf

Close to two state parks

NCRD

Childcare at NCRD

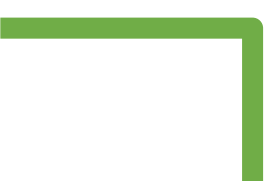
Rich history

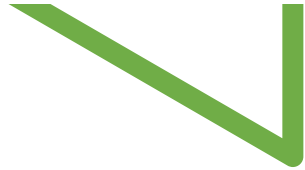
Visitor center

Community
involvement

Great non-profits

Local food availability





What do you value about Manzanita?



Trailkeepers of Oregon

Pine Grove

Community Center

Wonder Garden

Arts and culture

Nehalem Valley

Historical Society

Trash Bash

Recycling Center

Friendly, helpful
neighbors

EVCNB

Restaurants

Close to healthcare

Bike path

Trails

Bus service

Public restrooms

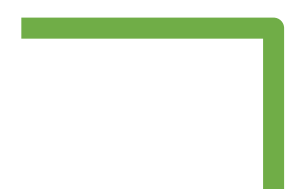
Community gatherings

Central location –
easy access to highways

Businesses are
community focused

Wildlife, nature

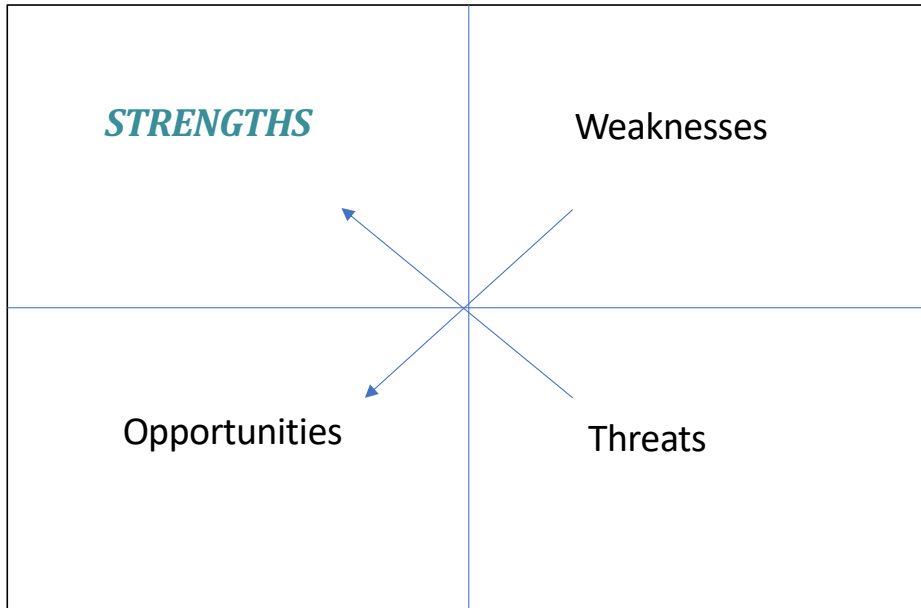
5 miles of beach





SWOT

*Strengths can be Threatened;
Weaknesses present Opportunities*



STRENGTHS

Located on an accessible beach

*Sense of community and
community involvement*

Availability of local foods

Desirable small businesses, locally owned

Active nonprofits

Arts and cultural heritage

Walkable areas

Parks nearby

Feeling of safety

Active EVCNB

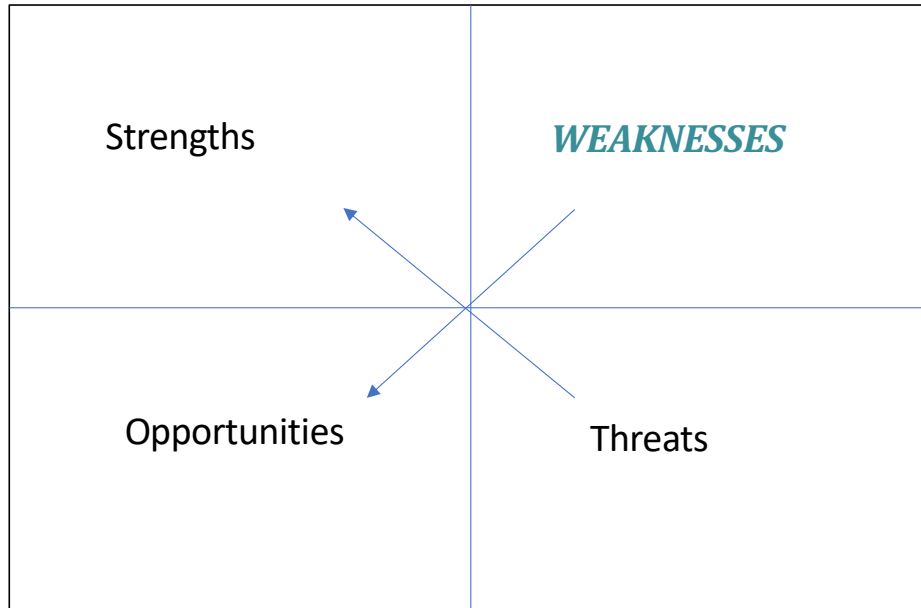
Great library

Focus on sustainability (recycling center)





SWOT



WEAKNESSES

Lack of parking lots

Density of STRs in neighborhoods

Equitable representation reflecting community

Lack of trash receptacles

Downtown/business beautification

Beach access for all abilities

High speeds in residential areas

Vacant commercial spots on Laneda

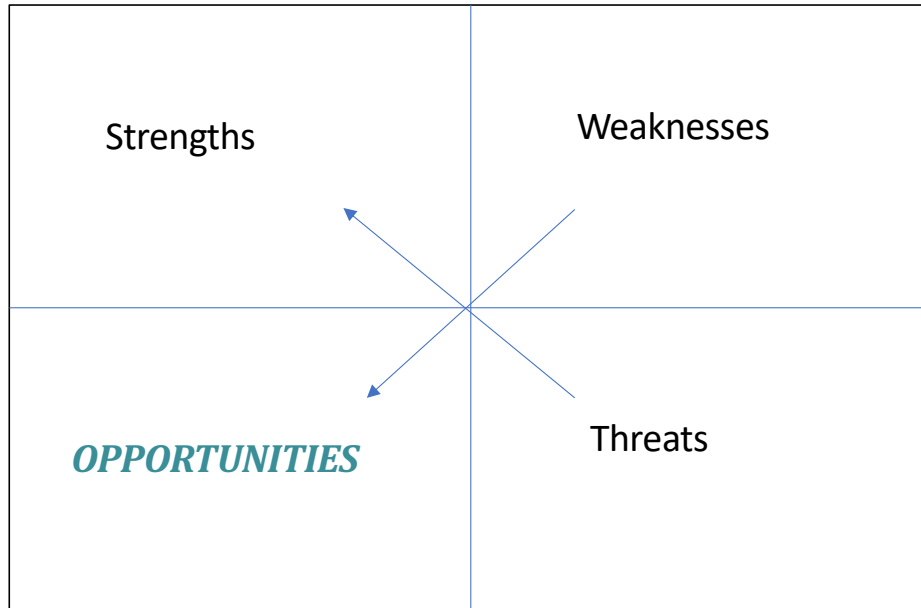
Lack of affordable housing

Lack of promenade/boardwalk along beach





SWOT



OPPORTUNITIES

Address STR density

New city hall

Empty spaces on Laneda – affordable housing

Institutional support for arts/culture/education

Reuse of old firehouse

Coffee house/bakery


Empty building assessment

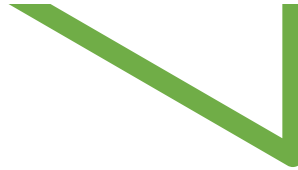
Boardwalk/promenade

Four city owned properties

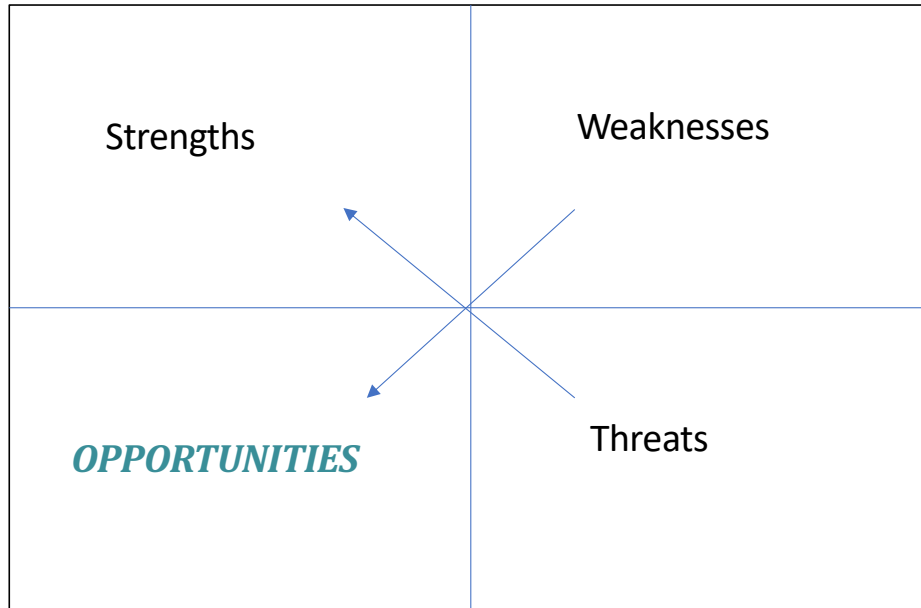
Food truck pod

Pocket parks in neighborhoods





SWOT



OPPORTUNITIES, cont.

Community art murals

Music in the park

Day use lockers for a fee

Elk Meadows Park improvement

*Permanent dog water trough
at visitor center*

Public art/neighborhood art

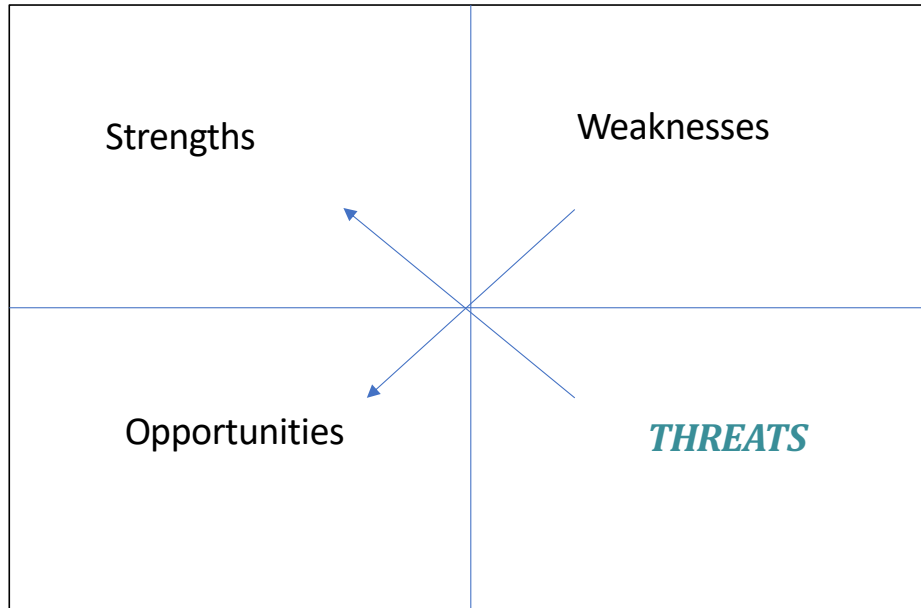
Foot wash/beach shower station

Update city park







SWOT



THREATS

- “Illegal hotels” – full time STRs*
 - Proliferation of misinformation*
 - Litter, pollution, dog/people waste*
 - Fire (beach, residential, fireworks, etc.)*
 - Lack of, and retention of, workforce*
 - Losing the businesses we have*
 - Lack of workforce housing*
 - Lack of infrastructure*
 - Earthquake/tsunami/tornado*
- 
- 



DESIRED ASSETS ***basis of planning documents***

More foot trails

Exercise equipment

Safe bike paths – in town and to Nehalem

EV charging stations

Garbage cans/recycling bins along beach

Shielded outside lights on homes

No floodlights; use direct downward lights

Motion sensor lights on dark streets

More dark skies

More parking lots

Skate park

Amphitheater

Promenade/boardwalk on Ocean Ave

Speed bumps

Bike racks at beach

Trolley in summer

Parking signage

Flower baskets

Better Christmas/holiday lights

Coordinated stewardship messaging

Wildlife corridors

Dog waste disposal stands

Sidewalks

Wildlife/natural history signage

Maintain safe beach access year-round

Emergency site location and supplies

Lifeguard and tower

Public message display board

Beach picnic tables

Educational messaging on respectful travel

Better oversight of unlicensed STRs

Enforcement of problem STRs

“People live here” messaging

Community information packet in STRs and hotels

Nature walks and talks



Values, SWOT, Desired Assets Organized by Categories/Initiatives

Sustainability

Livability

*Alternative Transportation/
Management*

Business Development

Wayfinding

Safety

Community Development

STR Management

STR Management

Amenities

Infrastructure

Communication/Messaging

Beautification

Culinary/Local Foods

Arts and Culture



COMMUNITY/DESTINATION MANAGEMENT PLAN

NOTE: During the workshops, the community made decisions about which values, SWOT issues, and assets would be included in the plan.

After draft of plan was presented to the community, workshop attendees provided additional details on projects, then voted on priorities.

Not all projects were deemed a priority at this time.

*Those projects **highlighted in yellow** can be funded through varying TLT funds, either from the city, state, county or Tillamook Coast Visitors Association. It is always recommended to check with Oregon Restaurant and Lodging Association to ensure TLT can be used for any project.*

Outdoor Recreation						
What	Why	Who Leads	How	Challenges	Funding	Priority
More Foot Trails	More options for walking and hiking near town. Classic Street is ideal road for trail and safety.	If trail development is necessary, TCVA* as part of the facilities plan being developed by the county. Trailkeepers of Oregon is an excellent resource. Highlands developer interested in helping on Classic St.	Community group interested in outdoor recreation can help map where trails are wanted. Important to have a plan. Talk with city, Highlands developer and TSP planning committee	TCVA's current GIS map includes all trails; Manzanita visitor center also has a local trails map that could be made available online.	TLT can be used to build trails; qualifies as real property with a 10-year lifespan; qualifies for the county tourism facilities grant. Possible funding from Oregon Trails Coalition and Oregon Parks and Recreation Dept. Classic Street may benefit from ODOT funding.	1
Improved beach access for all abilities	Oregon's public beaches are for everyone, no matter physical challenges	TCVA and city of Manzanita; State Parks may be partner	TCVA includes equipment costs in each budget year, and grants applied for to help cover costs.	Beach access can be difficult. Liability insurance is often not available. Upkeep of equipment a daily task. Ramp and Mobi Mats are options but both require maintenance.	County tourism facilities grants; Travel Oregon small capacity grants; nonprofit and private donors often help with costs	1
Guided or self-guided nature walks	Educate locals and visitors about the ocean, tides, native plants and wildlife	TCVA can provide training to volunteer guides; Visitor Center can be point of entry; North Coast Land Conservancy, Trailkeepers of Oregon, and Lower Nehalem Community Trust may be able to help.	Create an interpretive plan a part of Wayfinding planning. For self-guided, create a story map.	Volunteer-based, will need several people trained as guides. Offer on weekends in summer, and on-call during spring and fall.	Story map would qualify for a TCVA TLT marketing grant. TCVA can train guides.	3
Outdoor exercise equipment	Part of keeping fit; encourage outdoor activities	A community group wanting this equipment; possibly partnering with Nehalem Bay State Parks if placed there	Community group interested in outdoor recreation. Important to have plan and cost estimates.	May not be suitable to place along beach access as suggested, as erosion is a huge issue. Beach wind and saltwater could be destructive.	Possibly qualifies for county tourism facilities grant but would need to prove a 10-year lifespan of equipment (equipment has been approved in prior grants).	4

Sustainability						
What	Why	Who Leads	How	Challenges	Funding	Priority
More garbage cans/recycling bins, garbage cans with attached doggy bags	Several areas along beach and in town don't have garbage cans or recycling receptacles; Manzanita transfer station is nearby and can recycle many materials.	Get advice from David McCall, county's waste management director. City and county cooperation is needed, depending on areas of placement	Ask city Public Works department to identify areas of most need. Ocean Road is a problem area.	Public Works department will have additional maintenance with more garbage cans	TLT that is not subject to the 70% fund can be used. It cans have designs on them that have Manzanita visitor messages, then TLT can be used.	1
Education on recycling	Helps people who aren't used to recycling (perhaps from towns that don't offer it)	TCVA will work with David McCall on educational panel, and history of recycling in Oregon. How much waste is kept out of landfills. Also work with Jessi from Heart of CartM	Can be part of wayfinding interpretive signage; can provide information at lodging properties	Visitors unaware of transfer station? Who will manage increased recycling? Do lodging properties encourage recycling?	TCVA wayfinding budget for signage. If community group wants to do a brochure or rack card to place in lodging, will qualify for a TCVA marketing grant. Sell recyclable drinkware at lodging properties.	2

Livability						
What	Why	Who Leads	How	Challenges	Funding	Priority
Encourage night/dark skies areas	Reduce/eliminate exterior floodlights on homes that are upward-focused. Enjoy the stars without interference from floodlights/streetlights	City/STR committee can begin ordinance concerning floodlights, then look at full-time residences.	Begin with City Ordinance for STRs for downward-focused exterior lights; TCVA can contract with a Dark Skies expert on areas in county/cities that can be designated.	Enforcement for STRs and full-time residents. Will a dark skies area compromise pedestrian safety?	City staff time TCVA stewardship budget item to do "dark skies" study	1

Alternative Transportation/Management						
What	Why	Who Leads	How	Challenges	Funding	Priority
Summer trolley from Manzanita to Nehalem Bay State Park/town of Nehalem	People can keep cars parked at lodging properties and use trolley to get around town and to the state park. Reduces car traffic.	City and Tillamook County Transportation District	New TCTD director starting soon. Work with him and TCTD board to consider funding it.	Can TCTD maintain and place trolley in storage? Will city need to provide that? Other cities (Rockaway Beach for one) have been in talks with TCTD to get a trolley. Waiting list?	Work with TCTD to determine available funding. City's TLT can be used to help fund. City TLT can also be used to "brand" it.	1
More public parking lots	Reduce traffic congestion; encourages walking in town	City	Identify available public land for parking. Is there empty, undesignated space?	Does new city hall planning include public parking? If not, is there adjacent land that can be for parking?	City – TLT can be used for this. Qualifies for county TLT tourism facilities grant for matching funds.	2
EV Charging Stations (public and private)	With several car makers committing to producing electric cars only within 10 years, EV stations will be needed everywhere.	City/Public Works and Tillamook Public Utilities District	Place at two public parking lots: one on 5 th between Laneda and Dorcus; the other behind the post office. Lodging properties will soon need them.	More EV stations will be needed along the coast. Can cities/county work together to obtain funding and plan placement?	For Level 2 chargers, Forth Federal Charging Support 75% rebate https://forthmobility.org/Federal-Charging-Support Electrify America electrifyamerica.com May qualify for a Travel Oregon capacity grant . State also funds EV stations (sometimes). Tesla (Level 3) used to fund their stations. State transportation planning grants https://www.oregon.gov/lcd/TGM/Pages/Planning-Grants.aspx	3
Safe bike paths	Want to bike to Nehalem without having to ride on Hwy 101	Work with Alternative Transportation or cycling groups based in Oregon, such as Bicycle Transportation Alliance; Bicycle and Pedestrian Advisory Committee (state committee)	Gather those in the community who want to increase bike paths, reach out to bike groups	Identify any landowners that may be impacted.	Cycle Oregon provides grants (has been three years since last grant); qualifies for county tourism facilities grant; may qualify for a Travel Oregon capacity grant	4

Business Development						
What	Why	Who Leads	How	Challenges	Funding	Priority
Food Truck Pod	Fills the food gap when local restaurants are closed, or are not offering meals, such as breakfast.	Restaurant owners and city council, business alliance	Identify current food truck owners throughout the county to see if there is interest. Get data on food truck pod fees, needed infrastructure.	City currently has an ordinance banning food trucks. That would need to be changed. Need a place for food truck(s) to be – where would they park?	Most likely private funds once ordinance is changed to allow food trucks.	1
Desire for Coffee House & Bakery with indoor seating	Place where the community can gather together over a cup of coffee and croissant!	Local business may be interested in expanding, or knows people who might want to start a business in the city	Start with outreach. If the business alliance regrouped, might get faster traction.	Workforce shortages; access to capital.	Private – or consider a rural community investment group where locals invest in needed businesses. Read <i>Local Dollars, Local Sense</i> by Michael Shuman.	2

Wayfinding						
What	Why	Who Leads	How	Challenges	Funding	Priority
Signage: public parking directionals, replace entry sign (similar design), interpretive signage.	Town lacks parking signs, entry sign is aging, and interpretive signs allow the community to share stories they want told	TCVA - can start anytime.	Start with community meeting identifying locations of needed signs; ideas for interpretive signage. Ideas mentioned: wildlife, recycling, beach safety, respectful travel, native peoples' history, "People's Coast" story.	From initial planning to fabrication and installation can take 18 months due to TCVA's budget processes.	County TLT, provided through TCVA's budget. Part of major county initiative.	1

Safety						
What	Why	Who Leads	How	Challenges	Funding	Priority
Maintain safe beach access year-round	Erosion and storms can quickly wreck access	State Parks in collaboration with city	Identify available state park funds and grants	Difficult to do considering yearly erosion issues; state parks are short-staffed	State Parks – they do the best they can; city may be able to help. Refer to TSP projects	1
Speed bumps or other deterrent on neighborhood streets, Ocean Road and Laneda	Slow down traffic; acceleration is common, even with posted speed signs	City (if a city street) County (if a county road)	Community group identifies “problem” roads and presents to city/planning commission and TSP committee.	Requires long-term planning and cost estimates; will take a few years to accomplish goals. Include in TSP.	City funds or city seeks grants if on county road, submit plan to Public Works roads committee.	2
Community did not consider these initiatives as a priority						
Motion sensor lights on side streets	Safer walking at night; better than streetlamps that would shine throughout the night	Community group, in talks with the city and public works	Identify streets that have higher pedestrian traffic but need better lighting for safety.	Would need to be placed on power poles or other public posts. Could this impact any dark skies areas?	City budget	Not a priority
More sidewalks	Reduce traffic congestion; encourages walking in town; makes walking safer	City (depending on where the sidewalk will go)	Identify most used pedestrian streets	Don’t want to create an “urban” feel to the village; want to improve safety	City or if county road, then county public works’ roads department	Not a priority
Emergency site location and supplies	Disaster preparation	EVCNB	Identify location. NCRD is an evacuation site. Can it also store supplies?	City hall planning has limited capacity; does not include emergency site location.	State funds? Perhaps FEMA or Homeland Security funds.	Not a priority
Lifeguard and tower	Reduce injuries on beach; prevent drownings, provide safety info; be able to notify emergency services immediately	State Parks in collaboration with city	Identify available funds; build and locate tower.	Cannon Beach Fire District has a summer lifeguard program. Where to train and pay wages?	State Parks – but requires long-term planning. City TLT might be able to fund lifeguard, but check with ORLA and state attorney general.	Not a priority

Community Development						
What	Why	Who Leads	How	Challenges	Funding	Priority
Workforce training for local businesses to improve hiring and retention	Businesses can't operate as fully intended with current workforce shortages	TCVA, Tillamook Bay Community College with classes held at NCRD	TCVA's workforce initiative to improve skill sets in business management, culinary, and online certifications in tourism; TBCC offers several workforce options	For those wanting to move to the county and city, a lack of affordable housing and childcare is impacting workforce	TCVA offers workforce training with TLT funds and will launch a Pro-Start hospitality training program in high schools (which helps those living here now).	1
Empty building assessment	Several buildings along Laneda have been empty for years	City can provide ownership data; provide info on the buildings	City contacts owners to determine any plans for development	Owners may not want to do anything with the buildings. Can be a huge problem, especially if building not maintained	Private – if buildings are available, real estate agents and local businesses can help find buyers.	2
Reuse of old firehouse	It's empty. Could it become that wanted bakery/coffeehouse?	City at first; then possibly businesses	City identifies intended use for the building or land. If not, available?	May need substantial remodeling for community or business development	Private – if available for business development	2
Community did not consider the following initiatives as a priority						
Define plans for city-owned property; Underhill property parking	Determine if any city-owned property is appropriate for parking lots or parks	City with public facilities administration committee	Identify possible uses and land value.	Does new city hall planning include public parking? If not, is there adjacent land that can be designated for parking?	City and or private buyer, depending on planning	Not a priority
Elk Meadows Park Improvement	Reduce traffic congestion; encourages walking in town; makes walking safer	City (depending on where the sidewalk will go)	Lower Nehalem Community Trust (LNCT)	Are there existing plans for Elk Meadows or will one need to be developed. Ask LNCT	City – TLT can be used for this. Qualifies for county tourism facilities grant for matching funds.	Not a priority
Improve city park (improvements made 5 years ago)	Needs upgrades (<i>need to define those upgrades</i>)	City	Identify upgrades needed; plan improvements.	Do children use the park – what do they need? Need signage, park not easily found.	City TLT; qualifies for county tourism facilities grant for matching funds.	Not a priority
More equitable representation in community involvement	People are seeking involvement	Individuals need to learn about opportunities; organizational outreach	Organizations can conduct a "volunteer event" to meet interested people	Much of this is up to the individual to reach out	Funding not needed except for perhaps onboarding time and materials	Not a priority

STR Management*						
What	Why	Who Leads	How	Challenges	Funding	Priority
Enforcement of problem licensed STRs	2 nd homeowners without local STR agency oversight may not know of problems; STR agencies may be too short-staffed to deal with all issues.	City and STR committee; STR agencies	Identify the absentee landlords with permits who don't insist guests follow rules; enforce rules or penalties? County creating an 800-number hotline.	AirBnB and VRBO are not STR agencies and have no local presence. They are online booking platforms only. Many 2 nd homes use these platforms.	Requires time spent on issue; an enforcement role in the city can be funded by TLT under certain conditions, according to Oregon Restaurant and Lodging Association	1
Rethink density of STRs	Too many in one neighborhood makes full-time residents unhappy, drives locals away	City and STR committee	Use GIS mapping from county to identify density issues	Cancelling a permit from a STR that is well-managed will create legal issues	Requires time spent on issue	2
Enforcement of unlicensed STRs (full-time STRs operating in residential zone neighborhoods)	Investors buying homes and using them as full-time STRs creates disturbances in neighborhoods, reducing livability	City's STR manager, Judy Wilson	Identify the full-time STR homes and the zones. Identify investors.	Oregon Restaurant and Lodging Association does not approve of full-time STRs in residential areas (bad for residential-zoned neighborhoods)	Time to research and enforce	3

*currently 365 full-time homes, 750 part-time homes, 263 STRs (cap of 230?)

Amenities						
What	Why	Who Leads	How	Challenges	Funding	Priority
Day use lockers for a fee	Hikers and bikers can safely stash belongings as they enjoy the town	City	Visitor Center is logical place; can be operated through credit card/ keypads	Adds to maintenance of visitor facilities. Possible vandalism. Can public works manage the extra work?	Funds from lockers can be used for beautification projects or as donations to a nonprofit; city TLT can be used	1
Permanent dog water trough at Visitor Center	Replaces dog dishes	City and Visitor Center	Needs water hookup; and water needs to keep "moving" to deter bacteria	Visitor Center or public works? Who maintains them? Animal Rescue by the Sea?	Perhaps donations from local businesses? City TLT can be used as this is a visitor center service	2
Bike racks at beach	Place to safely store them while on beach or in town	TCVA	Part of wayfinding planning project	Can visitor center accommodate needed racks?	TLT – through TCVA wayfinding project	3
Beach picnic tables with wheelchair accessibility	Place to enjoy a picnic near beach	City	Identify locations; several local picnic table makers	Where to put them where they won't be damaged by King Tides or erosion	TLT may be able to fund these – a grey area to be researched. Or donations from community	3
Foot wash/Beach shower station	Hikers and bikers can freshen up	City	Foot wash already in place near the beach ramp. Can a shower be added to Visitor Center restrooms?	Adds to maintenance of facilities. Can public works manage the extra work?	TLT can be used	3
Community did not consider the following initiative as a priority						
Library of "things"	Allow people to use tools for experiences, such as binoculars	Visitor Center or Library	Ask people to donate useful items	"Things" may not be returned – permanently borrowed	Donations and time for visitor center to manage	Not a priority

Infrastructure						
What	Why	Who Leads	How	Challenges	Funding	Priority
Workforce housing	Real estate prices too high for middle income earners; impossible for lower wage earners	City – with assistance from county Housing Committee	City manager is connected with housing organizations; has made it a priority	Requires long-term planning; be very aware of residents' pushback – very common	Work with county on accessing funds; federal and state funds will be available as well	1
Restrooms at Neahkahnie Beach	No restroom nearby	County – this is unincorporated area; possibly State Parks	Work with county on appropriate site and type of restroom; in facilities plan TCVA is working on	Adds to maintenance of public works	TLT – qualifies for county tourism facilities funds/grants. Part of facilities plan developed by TCVA	2
Boardwalk along Ocean Road	Safer walking; a boardwalk may be able to accommodate wheelchairs and strollers	City, county and State Parks	Major review of Ocean Rd access by city, county and State Parks.	County owns Ocean Rd. Is there adequate room for a boardwalk considering there's little room now for walking? Will there be room for parking?	TLT can help fund – county roads department and county tourism facilities grant. Perhaps state parks funding can be used.	3
Amphitheater	Place for community congregation, music	City	Build one near new city building and near farmers market (music place)	Does public works maintain?	TLT – public/visitor gathering place	4
Green spaces throughout neighborhoods	Create a more natural setting	City	New developments include green spaces in plans	Is there opportunity to add green spaces in current housing areas?	Private development or city parks budget	5
Maintain wildlife corridors	We live among wildlife that need access -elk, deer, etc	City and county with ODF&W, State and County Parks	Identify current corridors; devise a plan to protect, during development	Pressure to develop may hinder efforts	Federal grants from Dept of Interior and National Parks Service; wildlife nonprofits	6

Communication/Messaging						
What	Why	Who Leads	How	Challenges	Funding	Priority
Community information packet in hotels and STRs	Provide information that's important to the community but also increases visitor experiences	TCVA	Ask lodging owners and STR agencies to include info packet in rooms/houses	Not all information can be included in a single packet; use QR codes or links to websites	TCVA TLT	1
Public message board (electronic)	Keeps locals and visitors informed on safety, events, Fire prevention, King Tides, etc.	City and TCVA	Place at visitor center	Where to install that it can be seen easily	TLT – city or TCVA (Wayfinding)	2
Visitor Center as a hub for interpretation and education	Provide information and walking guides – self-guided or led by expert	City and TCVA	TCVA can train guides	Enhanced website for more information	City and TCVA TLT TCVA conducts Certified Interpretive Guide training	3
“People live here”	Help visitors remain aware that yes, it's Manzanita is a vacation destination, but people live here. It's their home, so be respectful	TCVA	Through signage, messaging on website	Make people aware without a scolding tone	TCVA (Wayfinding)	4
Dispel misinformation	Help locals and visitors have facts at hand about misleading social media posts, etc.	Visitor Center and TCVA	Monitor social media channels for misinformation, but who will do that? A group of community members?	Make people aware without a scolding tone	City and TCVA TLT	5
Coordinated stewardship messaging	Makes idea consistent throughout county	TCVA	Through wayfinding, videos, articles and lodging packets	Budget and planning	TCVA TLT	6

Beautification						
What	Why	Who Leads	How	Challenges	Funding	Priority
Holiday lighting	Makes the town look festive	City and public works	Plan early – order lighting in July or August	Upkeep and storage	TLT if tied to a holiday event	1
Flower baskets	Makes the town look nice	Form a beautification group	Beautification group (is there a group now?)	Who does the watering? Will need basket hangers	Donations or if installed, fees from day use lockers	2
Green spaces with benches	Creates a welcoming culture	City and public works	Identify areas that can remain green	Maintenance	Donations and volunteers build benches, like Kilchis Point Reserve	3

Culinary/Local Foods						
What	Why	Who Leads	How	Challenges	Funding	Priority
Include local foods/ farmers market info packets in lodging properties	Help visitors find locally grown foods, support local farmers, fishers, restaurants, etc.	TCVA	Brochure on North Coast Food Trail, what's in season, where to buy, location of Farmers Market	None other than planning and budgeting	TCVA budget	1

Arts and Culture						
What	Why	Who Leads	How	Challenges	Funding	Priority
Community arts murals and public art. Open studio tours, other arts events	Manzanita has a strong arts presence and educational programs; let it be known/shown throughout the town	Hoffman Center for the Arts, art galleries, nonprofit that can get grants	Community approaches arts organizations to ask for help in planning; identify locations for murals and public art	Locating usable public areas to place art; or private businesses willing to have murals on the exterior of the building	TLT grants can help fund; Oregon Arts Commission grants, Tillamook County Cultural Coalition grants; TCVA marketing grant if held in off-season; TCVA sponsorship funds	1



March 13, 2023/Updated April 5, 2023

To: Leila Aman, City Manager, Manzanita

Re: Visitor Center Management Proposal for FY 2023-24

Hello Leila,

Here is the proposal for the next fiscal year. I'm including two options: one that includes an off-season marketing grant for businesses, and one that does not. Please let me know of any changes.

- TCVA will continue to contract with and oversee a contractor to manage the Manzanita visitor center from July 1, 2022 to June 30, 2023. TCVA will manage the monthly contract fees under a TCVA personal services agreement with the contractor, Carolyn Greenwood.
- TCVA will update the website as needed and manage social media channels.
- Proposed budget (12 months), July 1, 2023 to June 30, 2024 (**with grant option**):

Budget		\$67,266
<i>Expenses</i>	Visitor center manager (contracted by TCVA)	\$38,316 (3,193 per month x 12 months; represents a 3% cost of living increase)
	Website/Social Media	\$ 3,000
	Visitor Center board for notices and maps	\$ 150
	Visitor Center activities/events	\$ 400
	July 4 th parade management	\$ 1,000
	Off-Season marketing grant	\$20,000 (\$2000 max grant per application)
	Total Expenses	\$62,866
	7% admin fee	\$ 4,400
	Total expenses and admin fee	\$67,266

TCVA will manage Manzanita's off-season marketing grant program to help businesses (we do this for Rockaway Beach, the county and our own marketing grant, and have excellent management systems in place). We will work with the city's off-season tourism committee.

- Proposed budget (12 months), July 1, 2023 to June 30, 2024 (**without grant option**):

Budget		\$45,866
<i>Expenses</i>	Visitor center manager (contracted by TCVA)	\$38,316 (3,193 per month x 12 months; represents a 3% cost of living increase)
	Website/Social Media	\$ 3,000
	Visitor Center board for notices/maps	\$ 150
	Visitor Center activities/events	\$ 400
	July 4 th parade management	\$ 1,000
	Total Expenses	\$42,866
	7% admin fee	\$ 3,000
	Total expenses and admin fee	\$45,866

- **Wayfinding**

TCVA conducts the wayfinding process as part of the organization's services to county partners. *There is no fee for this work.* Signage is paid for through the county's TLT funds, administered by TCVA. We can start this process at any time, and it will begin with a community meeting to gather input.

Sincerely,



Nan Devlin
Executive Director, Tillamook Coast Visitors Association
PO Box 1268, Tillamook OR 97141
nan@tillamookcoast.com



**Q4 2022 Manzanita Visitor Center Report
Oct 1, 2022 – Dec 31, 2022**

EXPLOREMANZANITA.COM WEBSITE ANALYTICS (See attached)

User Behavior: 6337 users visited the website. 6291 were “new users”

Pages visited: Most users visited the following pages: Polar Plunge, Attractions, Lodging,

User Demographics: Portland, Seattle, Los Angeles, Tillamook, Vancouver, Chicago, Ashburn

How they found the site: Google, Direct (typed in), Facebook, Bing, Yahoo, Travel Oregon

SOCIAL MEDIA: Facebook / Instagram (see attached)

Facebook: Added 156 new likes to the Facebook page; now at 4,983 followers. Facebook posts reached 209,191 people, an increase of 1.4k% from the previous quarter. Post with the most reach and engagement: Dec 1, 22 - “Let it snow!” (picture of snow on the beach). This post reached 202,652 people.

Instagram: added 57 new followers, now at 1,496 followers. Age groups– 34-54 and 65 + 77.6% are women. Instagram reach 77.

VISITOR CENTER EVENTS:

Hallownita- Approx 45 kids

Thanksgiving Scavenger Hunt – 35 participants

Holiday Scavenger Hunt – 45 participants

Make your own Ornament for kids – 20 participants

VISITORS IN THE VC PER MONTH:

Oct: 350, Nov: 236, Dec: 217, TOTAL: 803 Visitors

Top Locations Visitors from: Oregon, Washington, California, Colorado, Idaho

Countries outside of US: Canada

WHEELCHAIR RENTALS: Oct: 10 Nov: 7 Dec:2 Total: 19

EARNED MEDIA

Architectural Digest: [The 55 Most Beautiful Towns in America](#)

OregonLive: [Damian Lillard has Never Been to the Oregon Coast](#)

OregonLive: [Steeplejack Brewing Plans Manzanita Taphouse](#)

That Oregon Life: [These Four Towns Were Voted America’s Coziest](#)

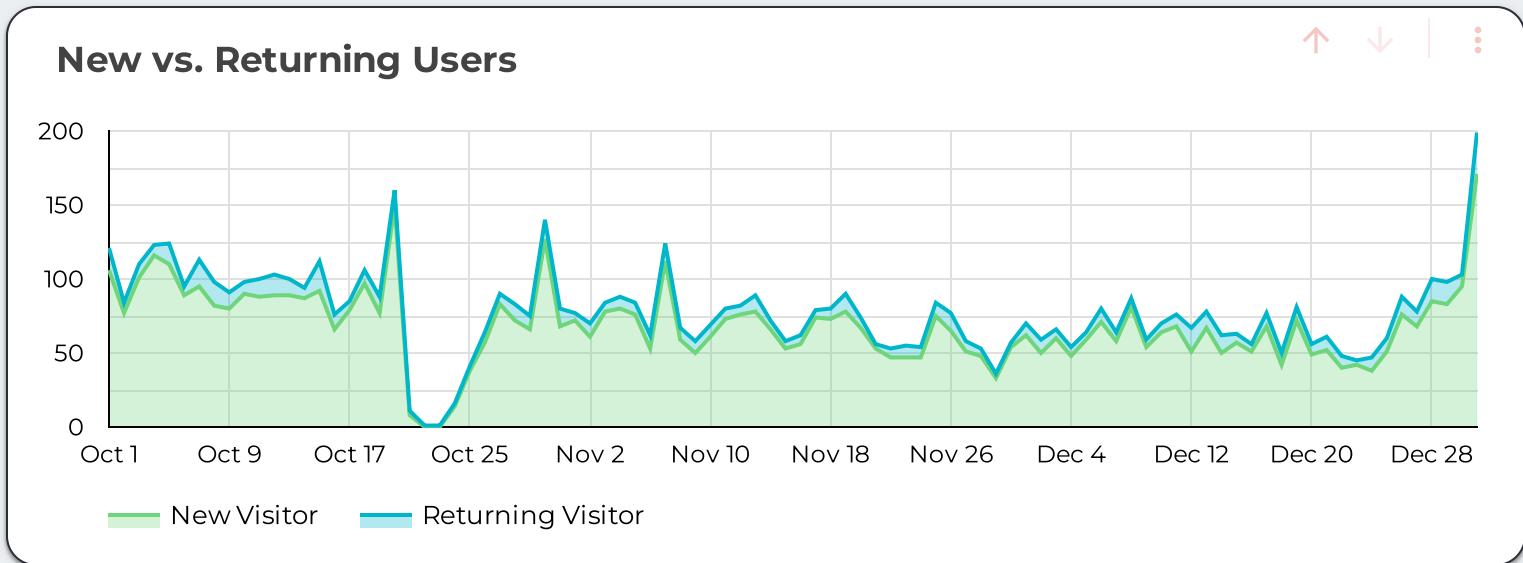
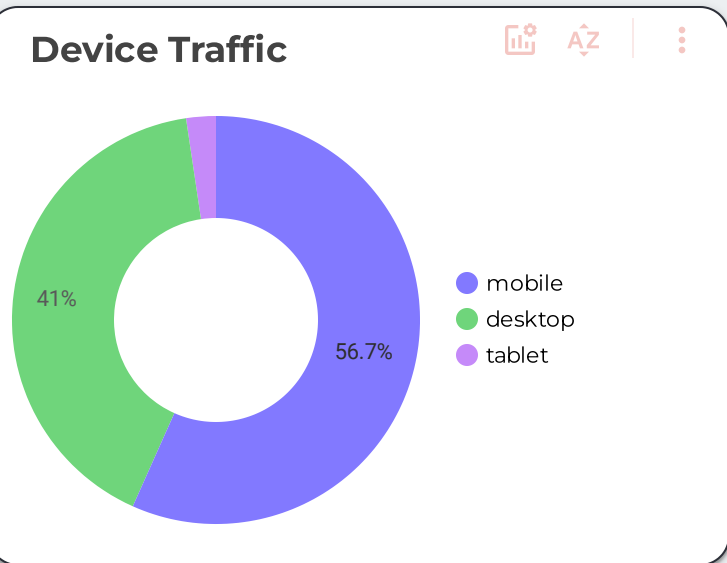
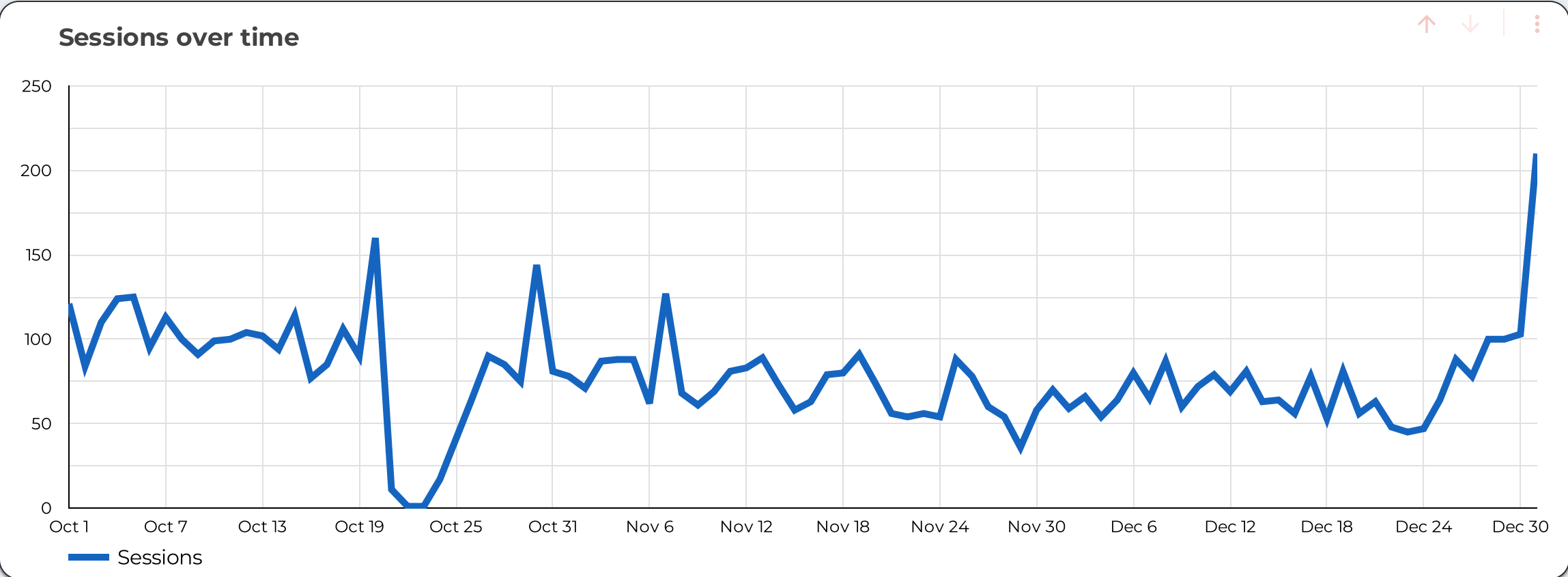
PDX Monthly: [Is There Buried Treasure on the Oregon Coast?](#)

EXPLORE MANZANITA NEWSLETTER (Dec attached)

Prepared by Carolyn Greenwood, Visitor Center manager.

User Behavior

Users 6,337 ↓ -49.9%	New Users 6,291 ↓ -50.1%	Sessions 7,172 ↓ -51.5%	Bounce Rate 62.31% ↑ 7.9%	Volunteer Form 5 ↓ -44.4%	Lodging Search No data No data
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How Did Users Get To Our Website?

Source / Medium	Sessions	Users	New Users	Pages / Session	Avg Session Duration
google / organic	4,859	4,267	4,217	2.07	00:01:25
(direct) / (none)	1,985	1,801	1,789	1.69	00:00:55
bing / organic	79	74	70	2.23	00:01:50
duckduckgo / organic	64	55	52	2.08	00:02:09
yahoo / organic	52	44	43	1.94	00:02:17
m.facebook.com / referral	44	44	44	1.14	00:00:06
lm.facebook.com / referral	20	20	19	1.3	00:01:00
l.facebook.com / referral	15	15	10	2.4	00:01:41
traveloregon.com / referral	12	12	12	1.83	00:00:33
ecosia.org / organic	8	8	8	2.5	00:02:19
baidu / organic	8	8	7	1	00:00:00
ci.manzanita.or.us / referral	6	6	3	3.67	00:01:34
Grand total	7,172	6,337	6,291	1.96	00:01:17

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Keywords from Google

No Data Set Access

Insufficient permissions to the underlying data set.

[See details](#)

What Pages Did Users Visit?

Sessions
7,172
↓ -51.5%

Unique Pageviews
12,418
↓ -54.5%

% Exit
50.97%
↑ 7.5%

Avg. Time on Page
01:21
↓ -0.3%

Page	Sessions	Unique Pageviews	Avg. Time on Page	% Exit
/	2.7K	2.9K	36	38.03%
/its-polar-plunge-time-again/	240	249	04:15	77.39%
/lodging/	230	355	01:32	44.1%
/where-to-shop/	132	227	01:36	55.86%
/local-attractions/	128	453	01:56	53.12%
/directory/listing/sisters-and-petes-coffee-and-treats	112	130	56	82.96%
/calendar/	106	116	01:13	65.85%
/lodging-search/?hm=1&bb=1&vr=1	101	110	11:17	86.07%
/events/	93	197	01:34	55.77%
/directory/listing/manzanita-city-park	86	88	54	86.02%
/these-local-spots-are-open-thanksgiving/	83	88	02:38	79.59%
/local-christmas-happenings/	78	86	02:34	63.64%
/state-park-issues-burn-on-oregon-beaches/	77	89	02:01	57.28%
/directory/listing/sunset-vacation-rentals-1	73	78	59	62.63%
/coal-creek-trails-a-hidden-gem-in-the-nehalem-valley/	72	72	01:43	70.89%
/coastal-fire-warnings/	71	74	04:52	87.65%
/a-taste-of-manzanita-and-the-nehalem-bay-area/	69	677	01:58	41.48%
/celebrations/	68	112	01:21	54.1%
/surfing-at-short-sands-beach/	64	65	04:12	86.11%
/history/	62	257	02:17	41.07%
Grand total	7.2K	12.4K	01:21	50.97%

Region

City

Metro

Visitor Demographics

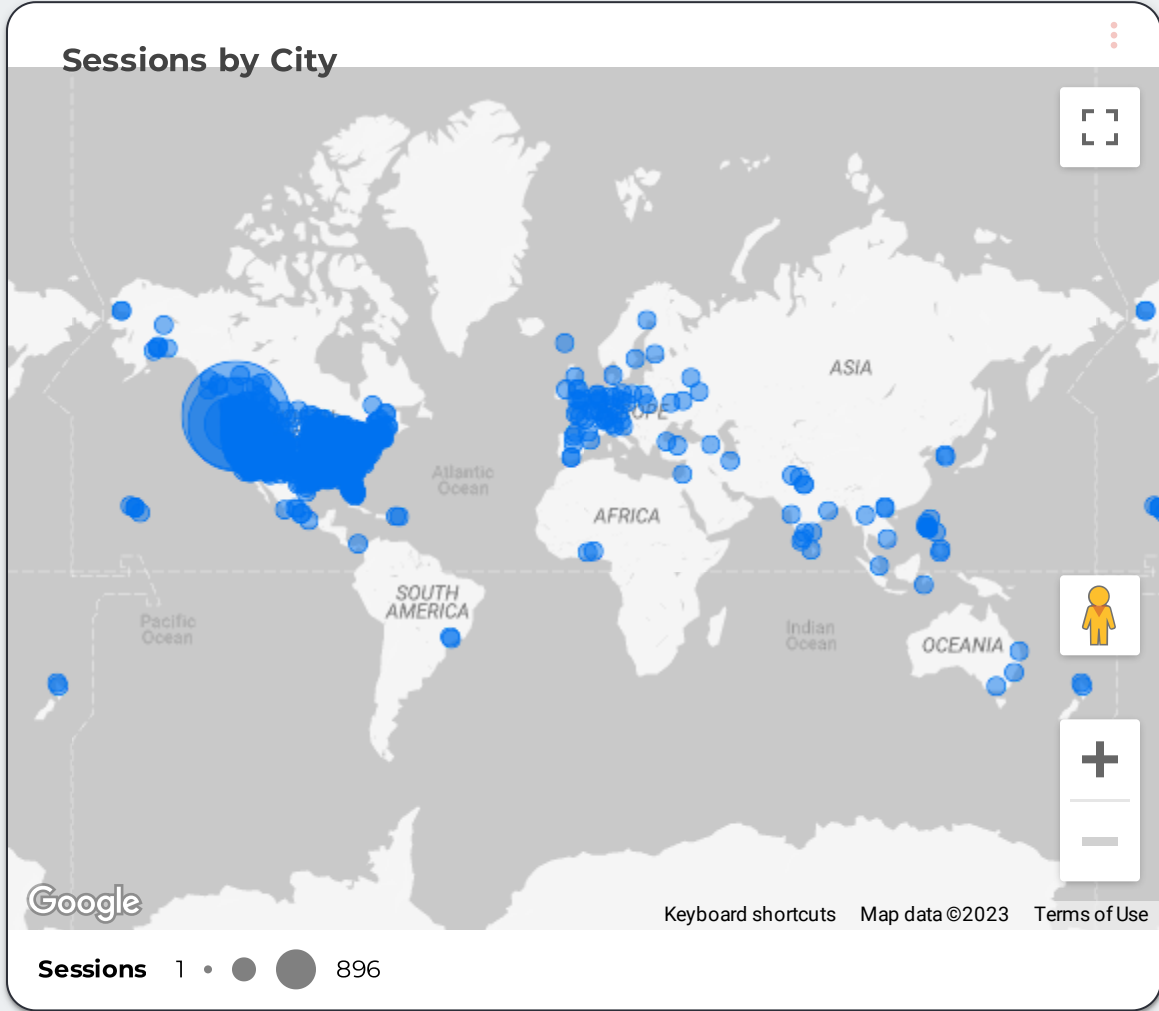
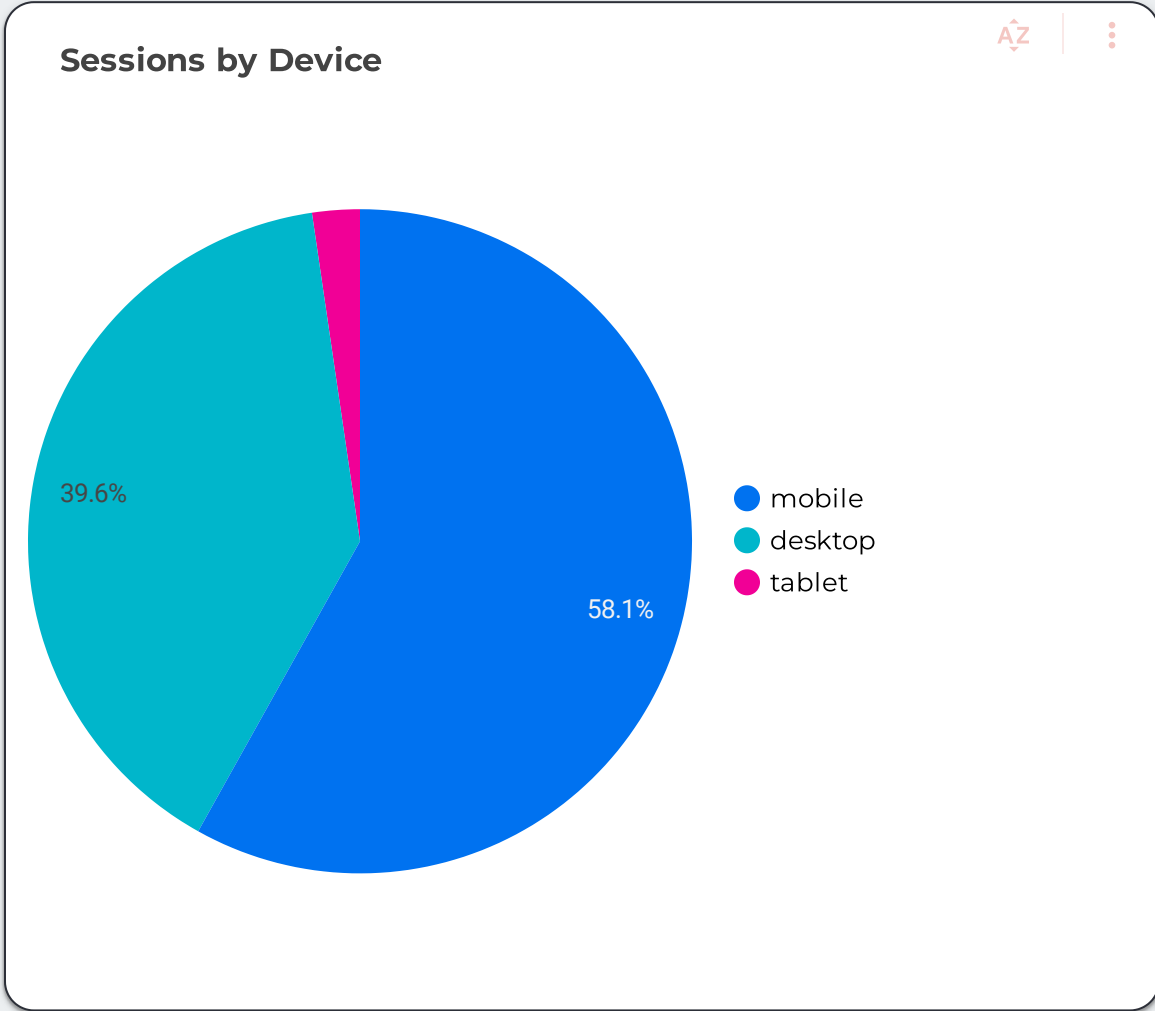
Users
6,337
↓ -49.9%

New Users
6,291
↓ -50.1%

Sessions
7,172
↓ -51.5%

Bounce Rate
62.31%
↑ 7.9%

Avg. Session Duration
00:01:17
↓ -13.5%



City	Sessions	Users	New Users	Pages / Session	Avg Session Duration
Seattle	896	819	772	1.97	00:01:25
Portland	754	686	659	1.89	00:01:17
Tillamook	357	322	300	1.85	00:01:05
Ashburn	176	172	170	1.18	00:00:09
Los Angeles	115	111	104	2.19	00:01:43
Boardman	89	89	89	1.09	00:00:02
Vancouver	81	73	71	1.93	00:01:35
Chicago	60	57	53	2.03	00:01:10
Washington	60	58	58	1.22	00:00:10
Beaverton	58	57	54	2.41	00:01:22
San Jose	57	52	47	1.53	00:00:57
Hillsboro	52	47	46	2.44	00:02:44
Salem	50	47	44	2.78	00:01:51
New York	49	45	43	1.51	00:00:45
Quincy	46	46	39	1.59	00:00:56
Astoria	45	44	41	1.67	00:01:13
Grand total	6,608	5,849	5,789	1.98	00:01:19

How did users find us?

Users
6,337
↓ -49.9%

New Users
6,291
↓ -50.1%

Sessions
7,172
↓ -51.5%

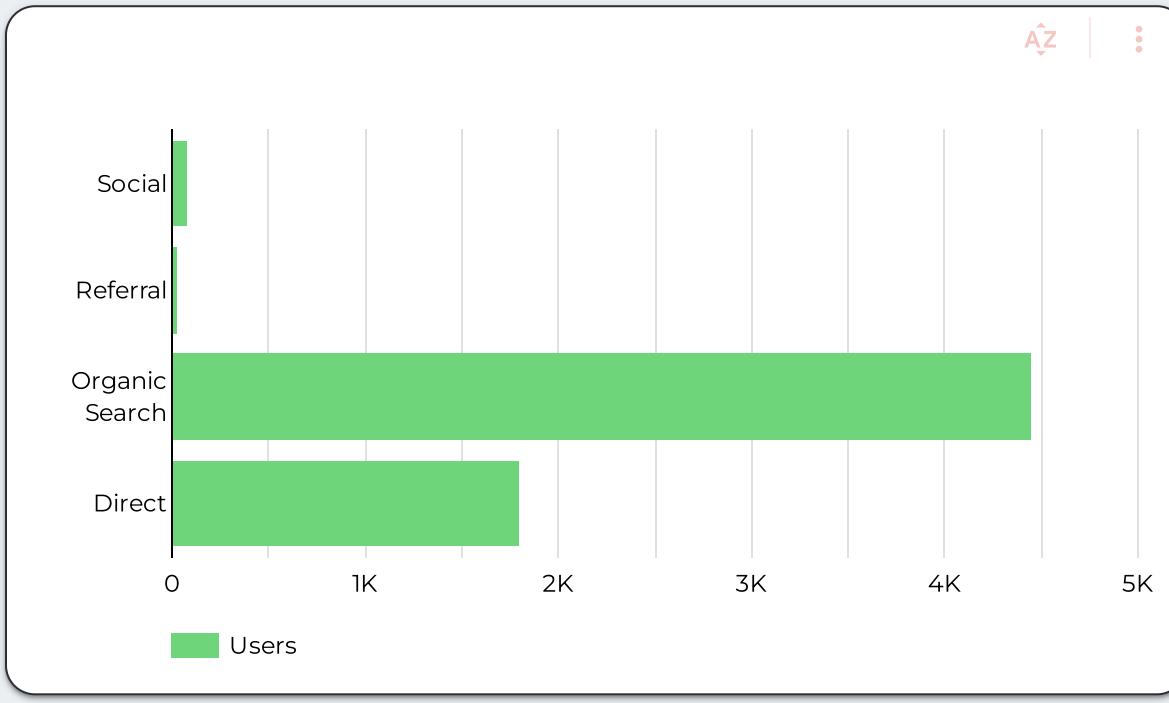
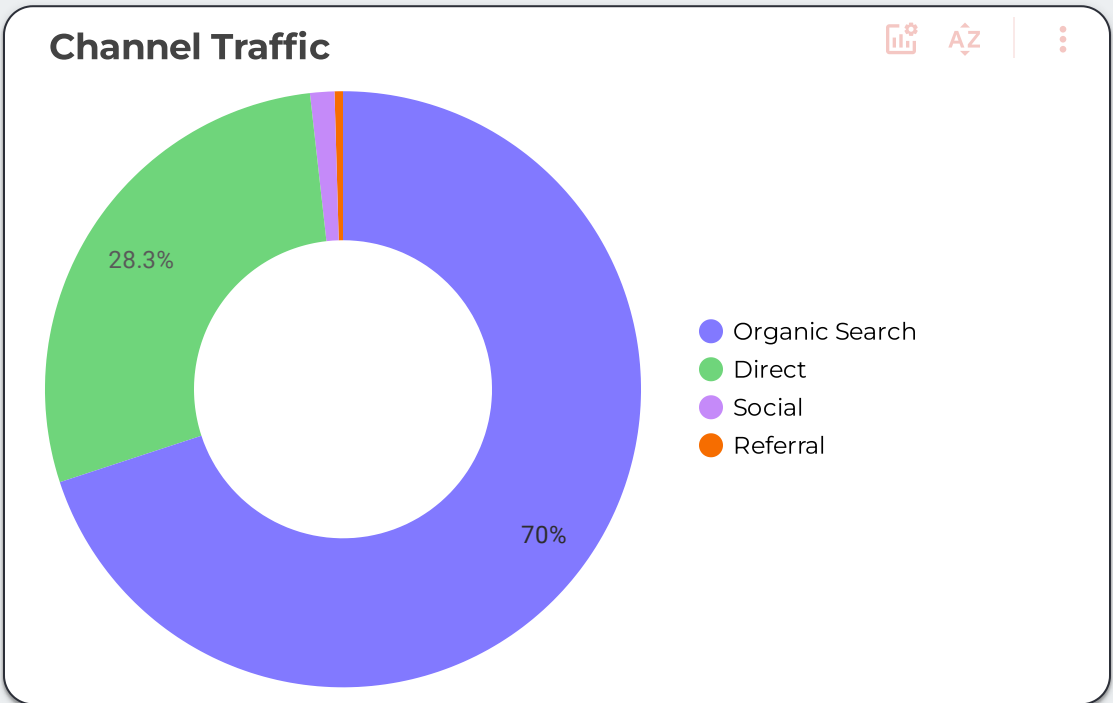
Bounce Rate
62.31%
↑ 7.9%

Volunteer Form
5
↓ -44.4%

Lodging Search
No data
No data

Source / Medium	Sessions	Users	New Users	Pages / Session	Avg Session Duration
google / organic	4,859	4,267	4,217	2.07	00:01:25
(direct) / (none)	1,985	1,801	1,789	1.69	00:00:55
bing / organic	79	74	70	2.23	00:01:50
duckduckgo / organic	64	55	52	2.08	00:02:09
yahoo / organic	52	44	43	1.94	00:02:17
m.facebook.com / referral	44	44	44	1.14	00:00:06
lm.facebook.com / referral	20	20	19	1.3	00:01:00
l.facebook.com / referral	15	15	10	2.4	00:01:41
traveloregon.com / referral	12	12	12	1.83	00:00:33
ecosia.org / organic	8	8	8	2.5	00:02:19
baidu / organic	8	8	7	1	00:00:00
ci.manzanita.or.us / referral	6	4	3	3.67	00:01:34
facebook.com / referral	4	4	4	1	00:00:00
Grand total	7,172	6,337	6,291	1.96	00:01:17

1 - 27 / 27



Event Category

Event Action

Event Label

What specific actions (events) did users take?

Total Events
391
↓ -50.9%

Unique Events
351
↓ -49.5%

Event Cat...	Total Events	Unique Events
video	14	14
forms	5	5
Search	216	195
Link Clicks	156	137
Grand total	391	351

1 - 4 / 4

Event Acti...	Total Events	Unique Events
submit	5	5
start	12	12
complete	2	2
Twitter Link Clicks	3	3
Lodging	216	195
Instagram Link Clicks	13	13
Facebook Link Clicks	140	121
Grand total	391	351

1 - 7 / 7

Event Label	Total Eve...	Unique Events
Volunteer Form	5	5
MVC Manzanita Visitors Center	3	3
MVC Hoffman	3	3
MVC Historical Society	1	1
MVC CARTM	2	2
Fourth of July Fireworks in Manzanita	2	2
Emergency Volunteer Corps	3	3
/volunteer-locally/	6	3
/these-local-spots-are-open-thanksgiving/	6	5
/state-park-issues-burn-on-oregon-beaches/	2	2
/salt-paper-to-close/	1	1
/riverbend-players-bring-you-its-a-wonderful-life/	4	3
/resources/	2	2
/plan-ahead/	1	1
/nature/	1	1
Grand total	391	351

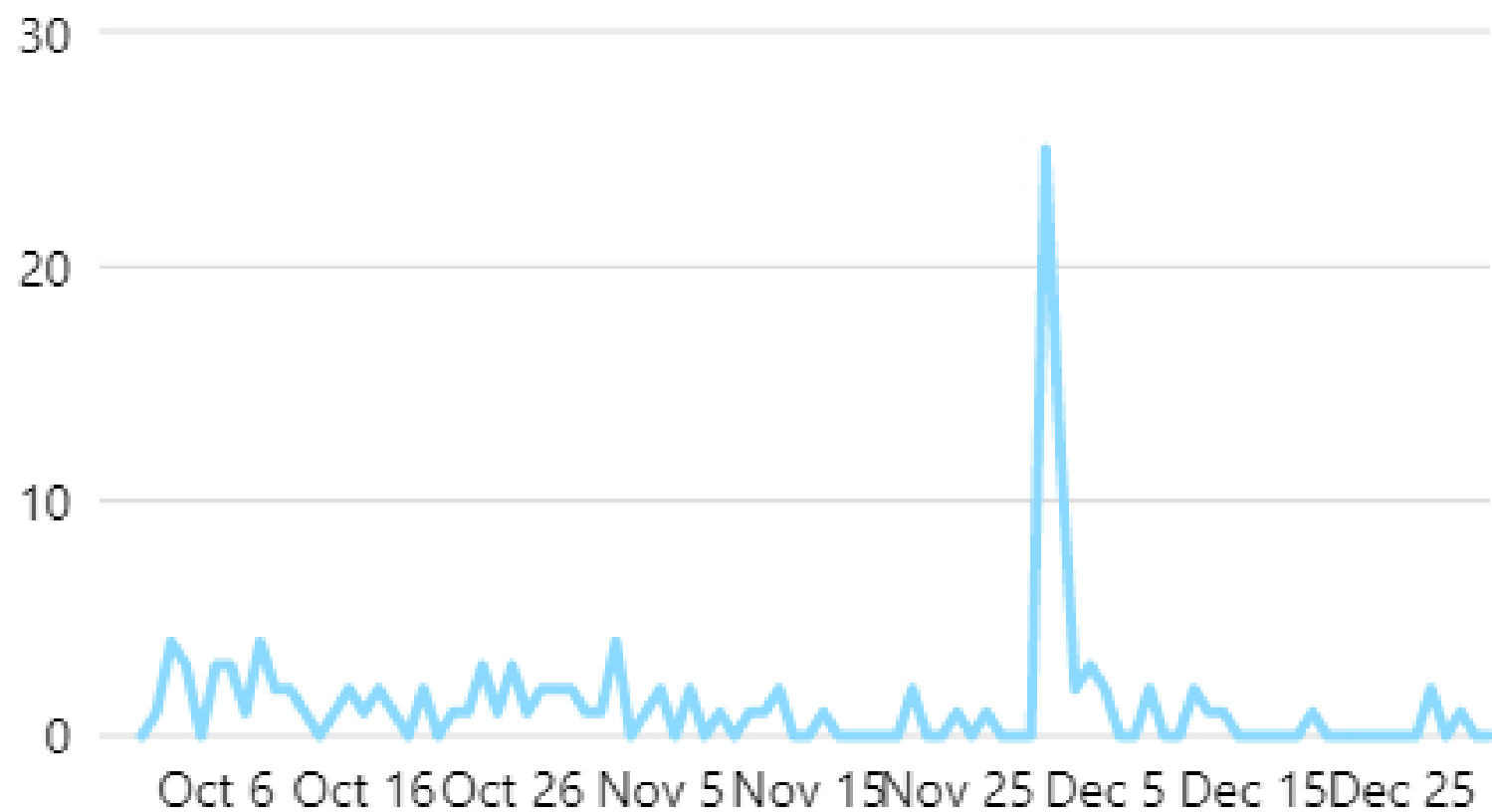
1 - 20 / 43

New likes and follows

Facebook Page new (i)

likes

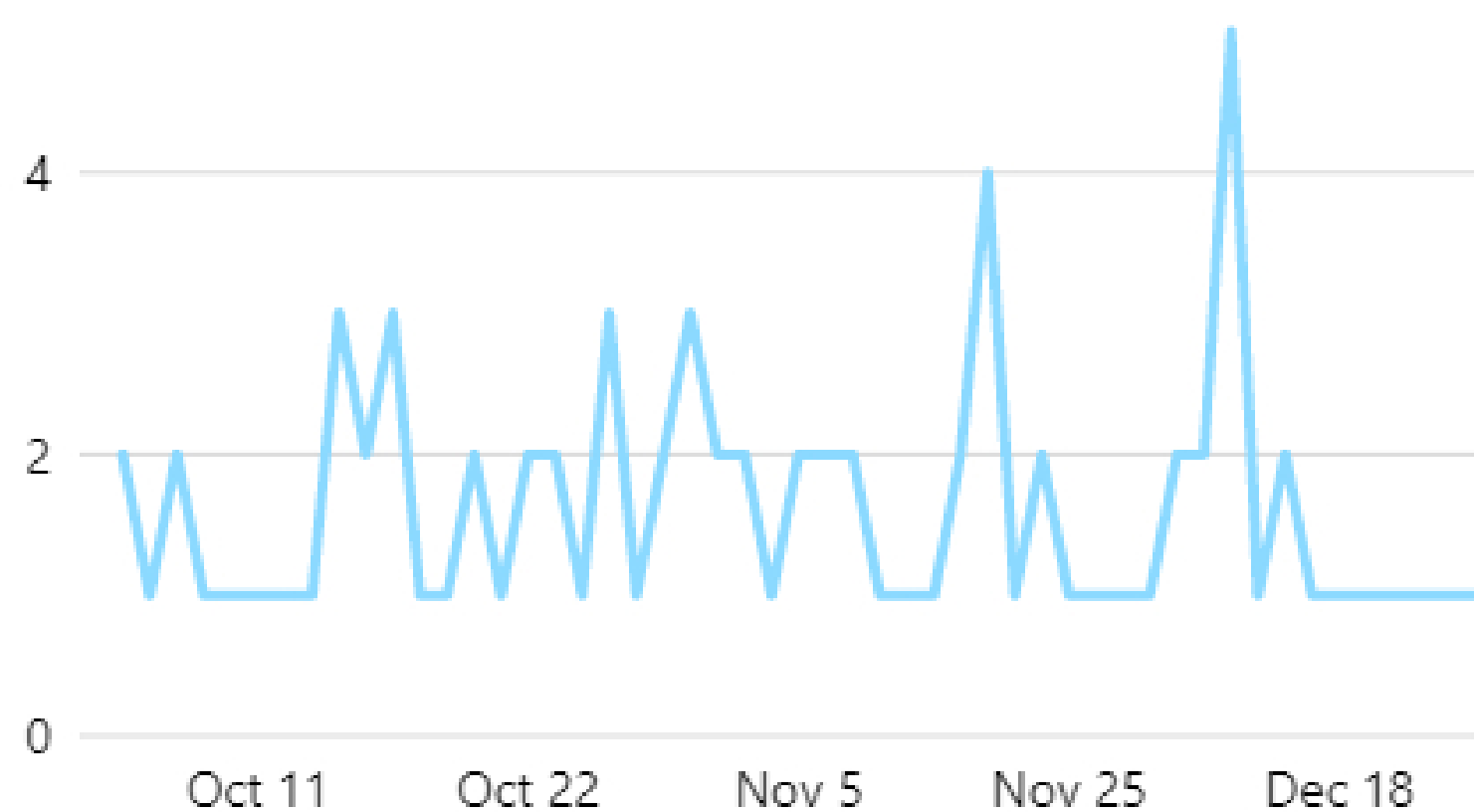
124 ↑ 6%



New Instagram (i)

followers

83 ↑ 53.7%



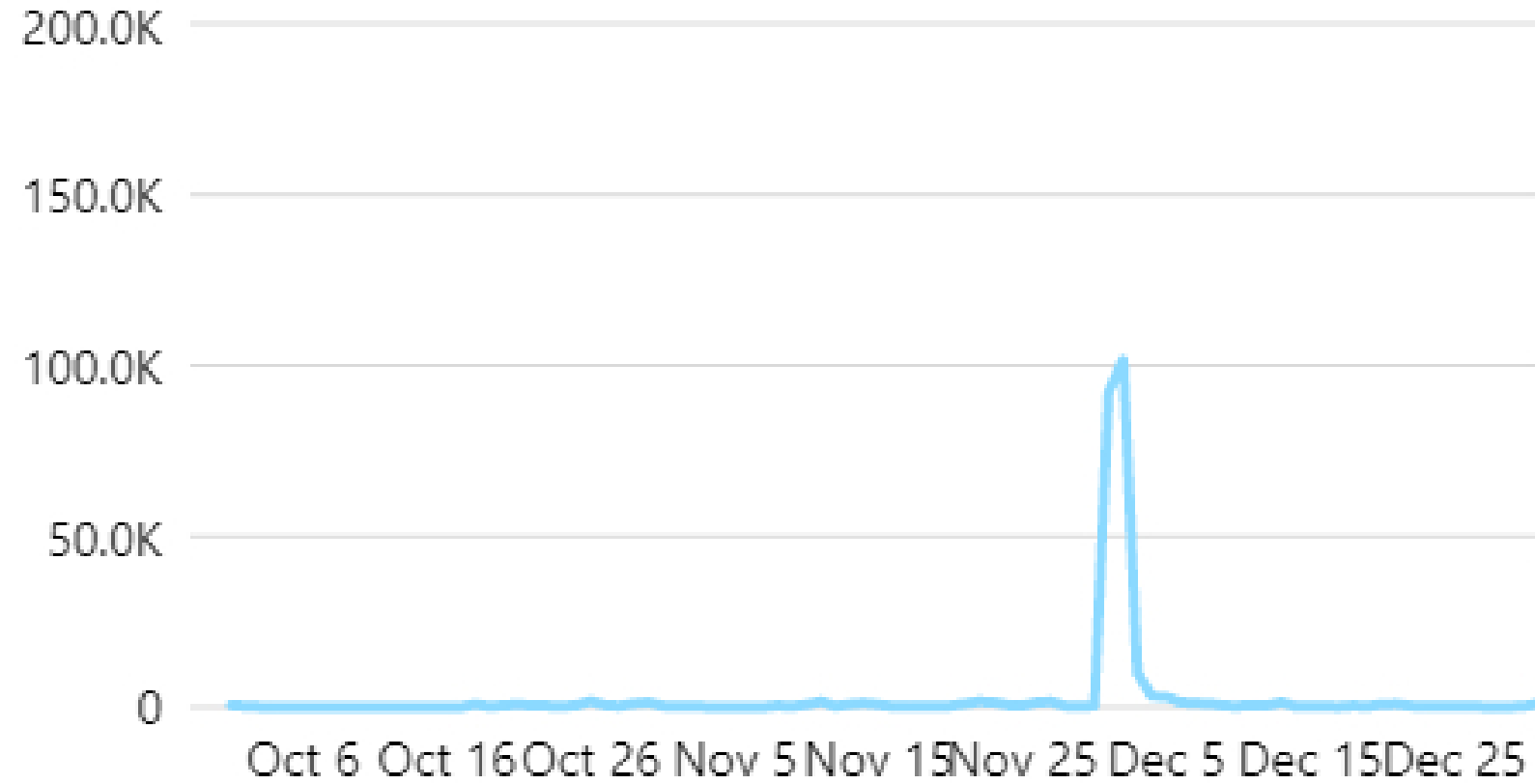
Reach

Facebook Page



reach

209,191 ↑ 1.4K%

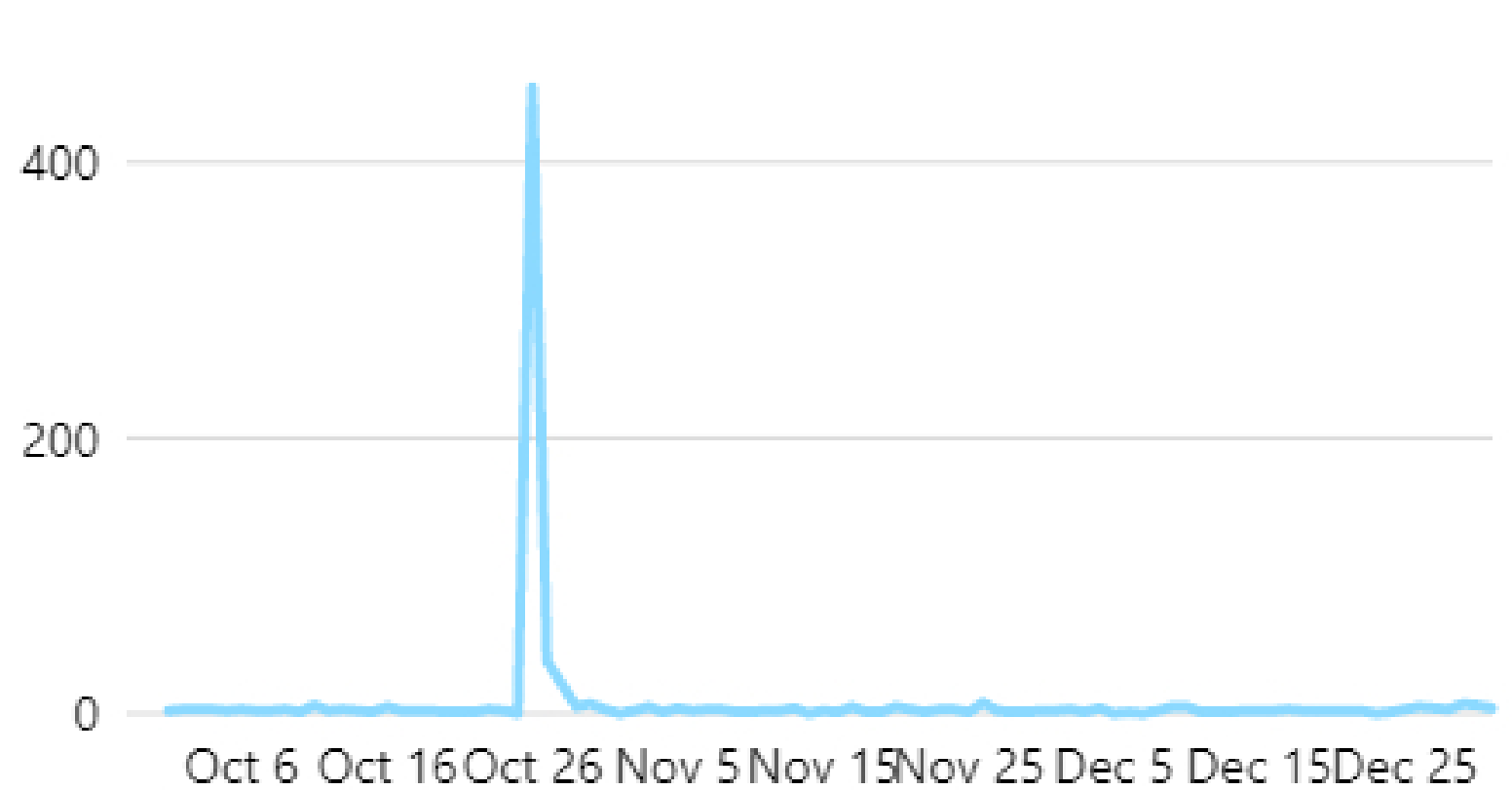


Instagram



reach

724 ↓ 35.5%





City of Manzanita
Application for Special Event Permit

RECEIVED

MAR 21 2023

CITY OF MANZANITA

Date of request: Feb 25, 2023

Person making request: Kendra Hall

Mailing address: PO Box 680 Manzanita 97130

Phone number: 503 801-1442 Cel number: _____

Organization (if applicable): Manzanita Farmers Market

Type of event: Farmers Market

FRIDAYS

Date(s): 5/26/23 to 9/22/23 Hours: 4 to 7pm

Location: Underhill Plaza Field

(check which apply) Public Event: Private Event: Charitable: Profit:

Non-profit: Public Property Used: Private Property Used:

Estimated attendance: 1500

Police, Fire or Medical support available or needed? Yes: No:

Restrooms Available: Yes: No: Handicap Accessible: Yes: No:

Alcohol Served/Sold/Consumed: Yes: No: Type: Sampling

Live Entertainment: Yes: No: Type: _____

Describe Event Support Staff: Manager, Manager Asst, Field Set-up Specialists

Describe Parking Conditions: field, around the building, street

Info @manzanitafarmersmarket.com

Briefly Describe Nature of Event (attach map if needed for clarification or if requested)

our 15th year of Friday Night Markets... Vendors, Music and Fun



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/13/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hudson Insurance and Investment Services 612 PACIFIC AVE. PO BOX 670 TILLAMOOK OR 97141		CONTACT NAME: Cheryl Spellman PHONE (A/C, No, Ext): (503) 842-8213 FAX (A/C, No): (503) 842-4932 E-MAIL ADDRESS: cspellman@hudson-tillamook.com	
INSURED Manzanita Farmers Market PO Box 608 Manzanita OR 97130		INSURER(S) AFFORDING COVERAGE INSURER A: Ohio Casualty Insurance Co NAIC # 24074 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL226204262 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		BLO57810389	06/10/2022	06/10/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			ESO57810389	06/10/2022	06/10/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is an Additional Insured with respect to liability arising out of the operations by or on behalf of the named insured per the form issued by the company.

CERTIFICATE HOLDER City of Manzanita PO Box 129 Manzanita OR 97130	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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City of Manzanita

COUNCIL RESOLUTION No. 23-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, ADOPTING COUNCIL GOALS FOR 2023.

WHEREAS, the Council periodically establishes goals to guide actions in carrying out the business of the City; and

WHEREAS, the City Council recognizes that establishing goals can help create more clarity and transparency around how the work of the city is prioritized; and

WHEREAS, the City Council participated in an depth work sessions to evaluate and set goals on January 6, 2023; and

WHEREAS, the City Council has reaffirmed 3 key goals that were intended to be carried out over multiple years and refined annually until such time that the council determines the goals have been met; and

WHEREAS, the City Council has added a fourth goal of Council Communication to help carry out the work of the city Council.

Now, therefore, be is Resolved by the City Council of the City of Manzanita the adopted Council Goals for the City of Manzanita for 2023 are:

GOAL 1 – LEVEL UP MANZANITA

Enhance administrative functions of the city including the incorporation of modern technology and the construction of a new city hall are essential to ensure continued efficient provision of city services.

GOAL 2 – BUDGET FORWARD MANZANITA

Implement diversified revenue streams to ensure the city's ongoing financial health.

GOAL 3 – ENVISION MANZANITA

Review and update the Comprehensive Plan and its enabling Ordinances.

GOAL 4 – COUNCIL COMMUNICATION

The City Council will create more opportunities for direct engagement with citizens to ensure that all voices in the community are heard on a regular basis and expand resources on line for citizens to stay informed and engaged.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



COUNCIL STAFF REPORT

To: Mayor and City Council
Reviewed: Leila Aman, City Manager
From: Erik Harth, Police Chief
Subject: **Code Enforcement and Police Sergeant positions**

Date Written: March 29,
2023

ACTION REQUESTED

Approve Resolution establishing a new non-sworn Code Enforcement FTE position and approve a new job description for a police sergeant position.

ANALYSIS

Staff are requesting council approval for a new Code Enforcement position and a new job description for a Police Sergeant position. The code enforcement position will result in a new full-time equivalent (FTE) staff position. The Police Sergeant position will not result in the creation of a new FTE.

Code Enforcement

With the steady growth in tourism in the City of Manzanita over the years, and the increases in off-season tourism, the needs of the community to monitor and address livability issues related to tourism have increased significantly. Some of these issues include enforcement of provisions in the short-term rental ordinance, issues with parking, noise, and impacts from both overnight visitors and the daily tourists who visit Manzanita.

There has been discussion at the Council level over the last two years to add some measure of code enforcement related to short term rental and visitor impacts. The Short-Term Rental workgroup recommended this action, and last year City Council added \$20,000 to the Professional Services line item in the Administration's budget to add a temporary, part time summer position to help relieve the pressure of some of the impacts created by visitors during peak season such as noise and parking. The position was also intended to serve as a point of contact for people having issues with Short Term Rentals.

The City Manager and Chief of Police have been collaborating on this position over the last year to implement the direction of the City Council. It was clear to staff that the resources allocated for the position were not sufficient, and that there was enough demand to justify a full-time position. Additionally, the requirements of the position necessitate a certain level of skills and training and will initially require significant oversight and ongoing supervision by a member of the public safety department.

Given the ongoing demand and interest staff believe that establishing a full-time position will enhance the Public Safety Departments ability to serve the community. The services that the Public Safety Department provide are an essential part of how Manzanita balances tourism and livability for full-time residents. However, many of the issues that are created don't necessarily require a police response. A Code Enforcement Officer will provide a dedicated member to the Public Safety Department whose job will be to help gain compliance with all city ordinances, with a particular focus on tourist related issues and implementing aspects of the short-term rental ordinance such as dark sky lighting issues and parking compliance. This new position would be tasked with serving as a liaison with the local community, and the short-term rental business community.

The City Manager also investigated whether the restricted Transient Lodging Funds from the Tourism Promotion Fund could be used for supporting such a position since the primary focus is on visitors. The city received a positive response from the Oregon and Restaurant and Lodging Association (ORLA) who are the experts in how the lodging tax can be used. Nan Devlin, Executive Director of the TCVA inquired on the city's behalf. ORLA provided an affirmative response so long as the person in the position coordinated with the TCVA. TCVA currently manages the city's Visitor Center so there is already a high level of interaction between city staff and TCVA. Staff will hold quarterly meetings with TCVA in addition to the ongoing coordination. The CO Officer will also coordinate directly with TCVA staff at the Visitor Center on Laneda Ave. on an ongoing basis and participate in the quarterly meetings with TCVA with other city staff. Ms. Devlin reviewed the job description and her feedback has been incorporated.

The CO Officer would be much more than someone who writes tickets, they would be involved in community outreach programs to research and help solve current and future livability concerns related to tourism. This person would also assist with education and outreach related to tourists to help improve their experience in Manzanita by understanding ways they can contribute to the city's livability during their visit. This person will serve as a visible point of contact for visitors to Manzanita.

The CO Officer would also be able to assist with building code, public works right of way complaints and other related issues that happen over the weekend. The code enforcement position would have a weekend schedule, be a non-sworn position and would not wear a police uniform. This person would have a shirt/jacket and an ID to identify them as a City Employee so that visitors and community members could clearly identify this person.

Police Sergeant

Currently there is a Police Chief and three Police Officer positions in the City of Manzanita. The Chief is currently responsible for all supervisory duties along with all administrative duties and is also responsible for covering daily patrol shifts.

Staff proposes to add a new job description and the position of Police Sergeant for the Manzanita Police Department. Currently if the Chief is unavailable there is no one authorized to make supervisory decisions. Some examples include answering questions for the on-duty officer, being notified, and making decisions when there is an active police pursuit or other similar extreme situation occurring, making scheduling decisions, and responding to major

crimes calls. The Chief is also the only one responsible for signing off on police reports before they are submitted to the District Attorney.

There has also been a continual increase in the past few years in required reporting by the State of Oregon. Some of these reports are regarding bias, use of force, juvenile custody, along with other required monthly reports.

The addition of a supervisor position will help with the day-to-day operations of the Police Department, the increased administrative duties as well as serving as a back up to the Chief of Police. This position will have the ability to make decisions when the Chief is unavailable, sign off on reports, do press releases, fulfill public records requests, attend countywide meetings regarding homelessness, domestic violence, 911 advisory board, etc. This position, if approved, would also directly supervise the Code Enforcement Officer position.

The Sergeant position will help with long-term retention by allowing opportunity for advancement within the department. The position also provides an avenue for a succession plan providing greater stability and resiliency for the department and the community.

BUDGET IMPACT

Code Enforcement: Will create a new FTE position. This position would use a retired police patrol vehicle. Approximate annual cost for fuel, vehicle maintenance, cellphone, computer, uniform, and trainings are \$10,000. Salary range \$4541-\$5520 monthly.

Police Sergeant: This position will create a new pay scale. The department will still only have 4 FTE in sworn personnel. Initial increase of approximately 5% from step E of current Police Officer salary.

WORKLOAD IMPACT

Adding a Code Enforcement position will lower some of the workload of the Police Officers, building department and the Public Works director regarding code complaints. There will be an increase in supervisory and training responsibilities regarding the Police Department. Adding the Police Sergeant position will assist in relieving the Police Chief of some responsibilities.

STAFF RECOMMENDATION

Staff recommends council approve the Code Enforcement and Police Sergeant positions, job descriptions and proposed salary scale.

ATTACHMENTS

1. Code Enforcement Job Description
2. Police Sergeant Job Description

City of Manzanita, Oregon

Position Description

Job Title: Code Enforcement Officer

FLSA: Exempt

Supervisor: Police Sergeant

Type: Full-Time

Department: Police

General Statement of Responsibilities

Perform community code enforcement functions. Investigate complaints, enforce code compliance and municipal ordinance violations. Obtain compliance regarding short-term rental ordinances and assist in performing vacation rental audits. Maintain a good working relationship with others in the performance of the duties.

Supervision Received

Works under the general supervision of the Police Sergeant. May receive work assignments from other city staff. Employee is expected to use independent judgement to plan, organize, implement, and review duties with minimal supervision according to established procedures.

Examples of Duties - Essential Functions

1. Facilitate as a liaison between the short-term rental business community and the City, regarding Short Term Rental ordinance compliance.
2. Community outreach regarding citizen complaints addressing tourism, both daily visitors and short-term rental users.
3. Assist and coordinate community outreach programs to research programs to address livability concerns related to tourism.
4. Patrol the city on a regular basis to proactively ensure compliance with city ordinances, to include parking violations.
5. Receive and respond to code and ordinance complaints.
6. Coordinate with Tillamook County Visitor Association staff at the Manzanita Visitors center. Participate in quarterly meetings with the city and TCVA.
7. Serve as a visible point of contact for residents and visitors.
8. Conduct field inspections and enforce codes and ordinances relating to abandoned vehicles, nuisances and other various city ordinances.
9. Assist citizens in obtaining code compliance, rendering efficient and courteous service.
10. Coordinate code enforcement activities with other departments, ensuring compliance with terms established by land use laws, City policies, and ordinances.
11. Prepare detailed reports, providing oral and written communication, including enforcement records.

City of Manzanita, Oregon

Position Description

Job Title: Code Enforcement Officer

FLSA: Exempt

Supervisor: Police Sergeant

Type: Full-Time

Department: Police

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7. Serve as a visible point of contact for residents and visitors.
8. Conduct field inspections and enforce codes and ordinances relating to abandoned vehicles, nuisances and other various city ordinances.
9. Assist citizens in obtaining code compliance, rendering efficient and courteous service.
10. Coordinate code enforcement activities with other departments, ensuring compliance with terms established by land use laws, City policies, and ordinances.
11. Prepare detailed reports, providing oral and written communication, including enforcement records.

12. Research ordinances and codes, deed records, building codes, abatement codes, and be aware of City boundaries.
13. Issue citations as necessary for violations.
14. Testify in court and attend meetings as needed.
15. Maintain department equipment and inventory, including vehicle maintenance records.
16. Communicate effectively on a radio.
17. Performs other duties as assigned, including providing assistance with special assignments.

Screening Criteria

Education and Experience: A High School Diploma, or equivalent.

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record is required. No felony arrests or convictions.

Knowledge of: Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Considerable knowledge of applicable federal, state, and local laws and ordinances. Knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment including spreadsheets, database management, and word processing.

Skills: Basic computer skills, preferably in Microsoft Office Suite® products. Verbal and written communication skills. Skill in the application of supervisory and coaching practices and techniques in a law enforcement environment. Excellent interpersonal skills. Strong organizational skills. Strong customer service skills.

Ability to: Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to analyze situations quickly and objectively and determine proper course of action. Ability to prioritize, delegate, and complete objectives with little functional oversight. Ability to maintain a high degree of discretion when dealing with confidential information. Ability to give credible testimony in a court of law concerning actions taken. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to pass a pre-employment work capacity evaluation, criminal background check, and drug screen test. Ability to meet the physical demands of the position.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The

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position requires mobility including the ability to frequently lift or move materials up to 25 pounds, occasionally move material over 25 pounds, and rarely move material over 50 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating a motor vehicle, radio, flashlight, as well as standard office equipment such as computers, keyboards, and telephones. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee regularly performs work in external environments including unkempt residences and outdoor environments and is exposed to all types of weather conditions, smells, fumes, chemicals, and dust; including all times for the day/night. The noise level in the work environment may require hearing protection. Lighting conditions may require the use of flashlights and/or spotlights.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name Incumbent Signature Date

Supervisor Name Supervisor Signature Date

Date Revised: March 2023

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14. Testify in court and attend meetings as needed.
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Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record is required. No felony arrests or convictions.

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Skills: Basic computer skills, preferably in Microsoft Office Suite® products. Verbal and written communication skills. Skill in the application of supervisory and coaching practices and techniques in a law enforcement environment. Excellent interpersonal skills. Strong organizational skills. Strong customer service skills.

Ability to: Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to analyze situations quickly and objectively and determine proper course of action. Ability to prioritize, delegate, and complete objectives with little functional oversight. Ability to maintain a high degree of discretion when dealing with confidential information. Ability to give credible testimony in a court of law concerning actions taken. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to pass a pre-employment work capacity evaluation, criminal background check, and drug screen test. Ability to meet the physical demands of the position.

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Incumbent Name Incumbent Signature Date

Supervisor Name Supervisor Signature Date

Date Revised: March 2023

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City of Manzanita, Oregon

Position Description

Job Title: Police Sergeant

FLSA: Non-Exempt

Supervisor: Police Chief

Type: Full-Time

Department: Police

General Statement of Responsibilities

To perform supervisory and administrative work in assisting the Chief of Police in the management and administration of functions including planning, organizing, training, staffing, directing and coordinating the activities of patrol personnel. To assist the Chief of Police in managing and supervising the activities of the department and perform the duties of the Chief of Police when the Chief is unavailable.

Supervision Received

Works under the general supervision of the Chief of Police. May receive lead direction from the City Manager, in the Chief of Police absence.

Supervision Exercised

Supervises subordinates; Assigns and reviews work; alters the workloads of others to meet scheduling demands; evaluates performance and conducts appraisal interviews.

Examples of Duties - Essential Functions

1. Supervises subordinates, which include patrol officers, reserve officers and code enforcement officers. Supervises and reviews other activities of the police department as directed.
2. Patrols as required to enforce traffic and criminal law.
3. Provide supervision, guidance and direction as necessary in the successful completion of investigations relating to traffic law violations, criminal incidents, and major crime scenes. Respond to major incidents and direct law enforcement activities on scene until relieved by the Chief of Police.
4. Prepares personnel evaluations and administers to subordinates. Assigns special assignments and duties.
5. Evaluates training needs and recommends personnel to participate in various seminars or training classes.
6. Prepares accident reports, criminal reports, informational reports and other related reports. Reviews reports prepared by subordinate officers.
7. Ensures all department equipment is cleaned, repaired and maintained at all times. Maintains an inventory of police equipment, radios, batteries, maintenance order supplies equipment, investigator and safety supplies.
8. Renders prompt effective and courteous service to promote goodwill between the City and the public.
9. Assists in conducting internal investigations and recommends discipline up to dismissal from employment. First level of grievance resolution.

10. Reviews time sheets monthly for assigned team.
11. Reviews police reports, for approval and/or amendment.
12. Reviews policies, makes recommendations to Chief of Police for amendment.
13. Serves as Public Information Officer as necessary.
14. Promotes community goodwill through involvement in civic events, programs and organizations that generate public support. Conducts talks and citizen engagements as requested by the Chief of Police.
15. Meets with the public and other agencies to process inquiries, complaints and concerns. Maintains communication with community organizations, businesses, schools and other programs. Conducts talks and citizen engagements as scheduled.
16. Studies and researches new laws and court decisions and assures that this information is disseminated to subordinates.
17. Assists the Chief with annual budget preparation, selection of personnel, and with the preparation and administration of grants.
18. Assumes the responsibilities of the Chief in their absence.
19. Promotes teamwork and encourages an atmosphere that will stimulate an exchange of ideas, information and job experience with the department.
20. Develops and promotes adherence to appropriate safety rules, regulations and practices.

THE DUTIES LISTED ABOVE SHALL NOT BE CONSTRUED AS A DETAILED DESCRIPTION ENCOMPASSING ALL JOB REQUIREMENTS. SHALL PERFORM RELATED DUTIES AS ASSIGNED.

Screening Criteria

Education and Experience:

- A High School Diploma, or equivalent, plus additional coursework in public administration, criminal justice, law enforcement, or related area
- AND five years' experience as a law enforcement officer
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- At least 60 college credits or hold an Advanced Certificate from the Department of Public Safety Standards and Training

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record is required. The ability to obtain a DPSST Supervisory Certification is required within 2.5 years of hire.

Knowledge of: Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Considerable knowledge of applicable federal, state, and local laws and ordinances. Knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment including spreadsheets, database management, and word processing.

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Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 25 pounds, occasionally move material over 25 pounds, and rarely move material over 50 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating a motor vehicle, radar, radio, flashlight, spotlight, as well as standard office equipment such as computers, keyboards, and telephones. This position requires both verbal and written communication abilities. The position requires the ability to physically pursue and/or restrain suspects and unload, aim, and fire various types of firearms using right and/or left hand from a variety of body positions using both hands in a variety of body positions.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee regularly performs work in external environments including unkempt residences and outdoor environments and is exposed to all types of weather conditions, smells, fumes, chemicals, and dust; including all times for the day/night. The noise level in the work environment may require hearing protection. Lighting conditions may require the use of flashlights and/or spotlights.

While performing the duties of this position, the employee may incur physical injury due to combative or resistant people, people armed with weapons, people under the influence of drugs/alcohol, and/or people with communicable diseases. Conditions may present high stress, threat to personal safety, and deadly force.

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Employee will wear proper protective equipment in compliance with county policy and OSHA standards to include: body armor, gloves, masks, safety glasses, hearing protection, protective footwear and reflective vest where recommended/required.

SIGNATURES:

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date

Date Revised: March 2023

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.



COUNCIL RESOLUTION No. 23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, SETTING SALARIES FOR CITY EMPLOYEES FOR FISCAL YEAR 2023-2024.

WHEREAS, the rate of inflation remaining above 6% since October 2021, and higher for basic needs such as housing, food and utility costs the City Manager proposes a 6% Cost of Living Adjustment; and

WHEREAS, the proposed salary schedule provides a necessary adjustment to meet market conditions and provide livable wages;

Now, Therefore, be it Resolved that the salary schedule for city employees for the fiscal year 23-24 are hereby adopted as follows:

FY 24 Proposed Salary Schedule					
<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Police Chief	7,839	8,231	8,641	9,074	9,527
Police Sergeant	6,650	6,983	7,332	7,698	8,083
Public Works Director	6,796	7,136	7,492	7,868	8,261
Development Services Manager	6,796	7,136	7,492	7,868	8,261
Accounting Manager	5,737	6,024	6,324	6,641	6,973
Police Officer	5,229	5,491	5,765	6,054	6,627
Assistant City Recorder	4,541	4,768	5,006	5,257	5,520
STR/TLT Program Manager	4,541	4,768	5,006	5,257	5,520
Code Enforcement Officer	4,541	4,768	5,006	5,257	5,520
Planning & Permit Tech	4,339	4,555	4,783	5,022	5,272
Public Works Utility Clerk	4,292	4,506	4,732	4,968	5,216
Utility Worker	3,889	4,083	4,288	4,502	4,728

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City Recorder



COUNCIL STAFF REPORT

To: Mayor and City Council
Reviewed: Leila Aman, City Manager
From: Erik Harth, Police Chief
Subject: **Houselessness in Public Spaces Ordinance Discussion**

Date Written: March 29,
2023

ACTION REQUESTED

Listen to a presentation from the Chief of Police on a final draft of the proposed Ordinance to implement new state law related to camping on houseless persons on public property.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[November 9, 2022](#) – Council received a presentation from the Chief of Police regarding HB 3115 and HB 3124 regarding new rules on the enforcement of removing homeless persons from public property and directed staff to work with the city attorney to draft an ordinance for council review.

ANALYSIS

In 2021 the Governor signed into law HB3115 and HB 3124 both bills address recent case law changes related to the enforcement of homelessness in public spaces.

Below is a summary of the case law, and key information from HB 3115 and HB 3124 relevant to the City of Manzanita.

Martin V. Boise

- In 2018, the U.S. 9th Circuit Court of Appeals, in *Martin v. Boise*, interpreted the Supreme Court’s decision in *Robinson* to mean that the Eighth Amendment to the U.S. Constitution “prohibits the imposition of criminal penalties for sitting, sleeping, or lying outside on public property for homeless individuals who cannot obtain shelter.
- The court declared that a governmental entity cannot “criminalize conduct that is an unavoidable consequence of being homeless – namely sitting, lying, or sleeping.”
- Cities are allowed to impose city-wide prohibitions against persons sitting, sleeping, or lying in public, provided the city has a shelter that is accessible to the person experiencing homelessness against whom the prohibition is being enforced.

Blake V. Grants Pass

- In August 2020, Federal District Court opinion declared that whether a city's prohibition is a civil or criminal violation is irrelevant. If the prohibition punishes an unavoidable consequence of one's status as a person experiencing homelessness, then the prohibition, regardless of its form, is unconstitutional.
- Persons experiencing homelessness who must sleep outside are entitled to take the necessary minimal measures to keep themselves warm and dry while they are sleeping.
- A person does not have access to shelter if:
 - They cannot access the shelter because of their gender, age, disability or familial status; or
 - Accessing the shelter requires a person to submit themselves to religious teaching or doctrine for which they themselves do not believe; or
 - They cannot access the shelter because the shelter has a durational limitation that has been met or exceeded; or
 - Accessing the shelter is prohibited because the person seeking access is under the influence of some substance (for example alcohol or drugs) or because of their past or criminal behavior.
- The key unknown after *Blake*, is: What constitutes a minimal measure for a person to keep themselves warm and dry – is it access to a blanket, a tent, a fire, etc.?
- 9th Circuit Court of Appeals is presently reviewing the *Blake* decision.

HB 3115

- Requires that any city or county law regulating the acts of sitting, lying, sleeping, or keeping warm and dry outside on public property must be “objectively reasonable” based on the totality of the circumstances as applied to all stakeholders, including persons experiencing homelessness.
- Retains cities' ability to enact reasonable time, place and manner regulations, aiming to preserve the ability of cities to manage public spaces effectively for the benefit of an entire community.
- Implementation date of July 1, 2023, to allow local governments time to review and update ordinances.

HB 3124

- Applies to public property; it is not applicable to private property.
- Changes and adds existing guidance and rules for how a city is to provide notice to homeless persons that an established campsite on public property is being closed.
- Provides instructions on how a city is to oversee and manage property it removes from an established campsite located on public property.

- A city is required to provide 72-hour notice of its intent to remove the established camp site.
- In the event of an exceptional emergency, or the presence of illegal activity other than camping at the established campsite, a city may act to remove an established camp site from public property with less than 72-hour notice.
- The HB fails to define what constitutes an established camping site.
- When removing items from established camp sites, city officials should be aware of the following statutory requirements:
 - Items with no apparent value or utility may be discarded immediately.
 - Items in an unsanitary condition may be discarded immediately.
 - Law enforcement officials may retain weapons, drugs, and stolen property;
 - Items reasonably identified as belonging to an individual and that have apparent value or utility must be preserved for at least 30 days so that the owner can reclaim them; and
 - Items removed from established camping sites must be stored in a facility located in the same community as the camping site from which it was removed.

State Created Danger

In addition to the guidance provided by HB 3115 and HB 3124 cities must ensure that they are not establishing rules and regulations that result in "State Created Danger."

The legal principle known as State Created Danger came from a 1989 case where the Supreme court interpreted the Fourteenth Amendment to the U.S. Constitution to impose a duty to government to act when the government itself has created dangerous conditions, this interpretation created the legal principle known as State Created Danger.

The 9th Circuit Court has interpreted the State Created Danger doctrine to mean that a governmental entity has a duty to act when the government actor "affirmatively places the plaintiff in danger by acting with 'deliberate indifference' to a 'known or obvious danger.'" *LA Alliance for Human Rights v City of Los Angeles*, 2021 WL 1546235.

- By creating managed homeless camps where unhoused persons can find shelter and services, may open the door to many State Created Danger based claims of wrongdoing (e.g. failure to protect from violence, overdoses, etc. within the government sanctioned camp).
- In California, at least one federal district court has recently ruled that cities have a duty to act to protect homeless persons from the dangers they face by living on the streets, with the court's opinion resting squarely on the State Created Danger principle.
- The California opinion referenced above has subsequently been overturned by the 9th Circuit Court of Appeals, at least one federal district court in California has held that a city "acted with deliberate indifference to individuals experiencing homelessness" when the city allowed homeless persons to "reside near overpasses, underpasses, and

ramps despite the inherent dangers – such as pollutants and contaminant.”

- When imposing reasonable time, place, and manner restrictions to regulate the sitting, sleeping or lying of persons on public rights of way, cities should consider whether their restrictions, and the enforcement of those restrictions, trigger issues under the State Created Danger principle.
- When removing persons and their belongings from public rights of way, cities should be mindful of whether the removal will implicate the State Created Danger principle.

Manzanita Ordinances

The City of Manzanita’s camping ordinances currently prohibit most camping inside the City Limits.

- **Section 14 of City of Manzanita Ordinance No. 94-6** (Overnight camping prohibited. Overnight camping, including overnight sleeping in recreational vehicles, trailers, automobiles, temporary shelters, tents, or sleeping bags on all public property, including, but not limited to, public streets, public sidewalks, public parks and public parking lots, on all premises open to the public and on all ocean shore areas under the jurisdiction of the State Parks and Recreation Department located within the City limits is prohibited.
- **ORDINANCE NO. 94 - 11**
 - **Section 1.** Camping Vehicle. A camping vehicle means either a vacation trailer or a self-propelled vehicle or structure equipped with wheels for highway use and which is being used for vacation and recreational purposes, but is not intended for residential purposes, and is equipped with plumbing, sink or toilet.
 - **Section 2.** Uses Prohibited. It shall be unlawful for any camping vehicle to be occupied, lived in or otherwise used as a residence or place of business in the City of Manzanita, except as otherwise provided in this ordinance. Camping vehicles not subject to the exception specified in Section 3 of this Ordinance must not be connected to a water hook-up and be stored with steps up. [Amended by Ord. 17-03, passed 6/7/17]

The law now prohibits the enforcement of local ordinances regarding overnight camping for persons experiencing homelessness unless the city is able to provide a location for them to sleep or rest. Some neighboring cities, Astoria, Seaside and Cannon Beach have created Ordinances that impose reasonable time, place, and manner regulations. (

Staff recommends that the city repeals the language contained in the current city ordinance regarding camping, 94-6 section 14 and adopts the new camping ordinance 23-1. Staff recommends leaving Ordinance 94-11 as is, as it relates specifically to private property.

BUDGET IMPACT

The City Attorney has been engaged in review and preparation of changes to existing ordinances and the creation of an ordinance regarding homelessness and camping enforcement.

WORKLOAD IMPACT

The City Manager and Police Chief have been engaged in the development and review of changes to existing and preparation of new proposed ordinances including presenting this material for council consideration and approval. Ordinance 23-1 will affect the Police Officer workload by requiring them to make sure any camps that were setup are removed daily.

STAFF RECOMMENDATION

Provide feedback on final draft of Ordinance and direct staff to prepare Ordinance for first reading in May. Changes are required to be in place by July 1, 2023.

ALTERNATIVES

Council can provide additional feedback and ask staff to return in May with an updated Ordinance.

ATTACHMENTS

1. Proposed Ordinance 23-1



COUNCIL ORDINANCE No. 23-

AN ORDINANCE OF THE CITY OF MANZANITA, OREGON, AN ORDINANCE REPEALING AND REPLACING SECTION 14 OF ORDINANCE 94-6 RELATING TO OVERNIGHT CAMPING IN THE CITY OF MANZANITA.

WHEREAS, A 2018 U.S. 9th Circuit of Appeals case *Martin v. Boise* “prohibits the imposition of criminal penalties for sitting, sleeping, or lying outside on public property for homeless individuals who cannot obtain shelter”; and

WHEREAS, Oregon House Bill 3115 requires any city law regulating acts of sitting, lying, sleeping or keeping warm and dry outside on public property must be “objectionably reasonable”; and

WHEREAS, Oregon House Bill 3115 provided a delayed implementation date of July 1, 2023 ; and

WHEREAS, With this ordinance, The City of Manzanita is implementing a time, place, and manner restriction on overnight camping in the City;

Now, Therefore, the City of Manzanita does ordain as follows:

Section 1. Definitions

Definitions used in this chapter have the following meanings:

- (1) “Camp” or “camping” means to set up, use, maintain or remain in or at a campsite.
- (2) “Campsite” means any place where one or more persons have established temporary living accommodations by use of camp facilities and/or camp paraphernalia, excluding Recreational Vehicle Parks (as defined in Section 1.030 of Manzanita Ord. 95-4) and recreational licensed campgrounds.
- (3) “Camp facilities” include, but are not limited to, tents, huts, temporary shelters, lean-tos, shacks, or any other structures, trailers, vehicles or parts thereof.
- (4) “Camp Paraphernalia” includes, but is not limited to, tarpaulins, cots, beds, sleeping bags, blankets, mattresses, hammocks, or non-city designated cooking facilities and similar equipment.

- (5) "Park" As used in this ordinance means and includes all the properties controlled by the City and operated as parks available for use of the public.

Section 2. Camping prohibited in certain places.

Unless otherwise specifically authorized by the city ordinance or by declaration of the mayor and/or city manager in emergency circumstances, it is a violation for any person to camp in or upon any public property between the hours of 7 a.m. to 9 p.m. Camping is prohibited at all times in the following areas:

- (1) within or upon any Park;
- (2) on streets, roads, highways, bridges, alleys, sidewalks, trails, paths, public easements including planter strips, medians and parking spaces;

Section 3. Violation—Penalty.

Any person who is convicted of a violation of any provision of this ordinance shall be subject to a civil fine of not more than \$250 for each offense.

Read the first time on _____, and moved to second reading by _____ vote of the City Council.

Read the second time and adopted by the City Council on _____.

Signed by the Mayor on _____.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/Recorder