



CITY OF MANZANITA

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ci.manzanita.or.us

COUNCIL REGULAR SESSION

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

AGENDA

February 7, 2024
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/84431932071?pwd=qjB2VFhucWQvWnlXUTB1WXB6eVpqZz09>

Meeting ID: 844 3193 2071 Passcode: 751631

Call in number: +1 253 215 8782

If you would like to submit written testimony to the City Council on items included on the agenda, please send your comments to cityhall@ci.manzanita.or.us and indicate the agenda item and date of meeting.

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

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

2. ICE STORM EMERGENCY RESPONSE DEBRIEF AND GRATITUDE FOR RESPONDERS

Kathryn Stock, Mayor

Linda Kozlowski, Council President

3. AUDIENCE PARTICIPATION

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**

4. 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. January 03, 2024, Regular Session
 - b. January 10, 2024, Work Session
 - c. January 23, 2024, Budget Committee Work Session
- B. Approval of Bills**

5. INFORMATION

- A. City Manager Report**
Leila Aman, City Manager
- B. Council Reports**
City Council

6. NEW BUSINESS

- A. Supplemental Budget**
Leila Aman, City Manager
- B. Geo Technical Service Contract for City Hall Construction**
Leila Aman, City Manager
- C. Interim Appointment for the Planning Commission / Planning Commission Criteria and Appointment Selection Committee**
Leila Aman, City Manager
- D. Comprehensive Plan Advisory Committee Criteria**
Leila Aman, City Manager
- E. Budget Committee Appointments**
Brad Hart, City Councilor
- F. City Council Appointment Interviews**
Kathryn Stock, Mayor

7. ADJOURN (8:30)

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

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MEMORANDUM

To: City Council

Date Written: February 2, 2023

From: Leila Aman, City Manager

Subject: **February 7, 2024, City Council Regular Session**

NEW BUSINESS

A. SUPPLEMENTAL BUDGET

See staff report. (Attachments: Supplemental Budget Staff Report; Resolution Supplemental Budget)

B. GEOTECHNICAL SERVICE CONTRACT FOR CITY HALL CONSTRUCTION

Requesting approval from City Council to authorize the City Manager to execute a contract with RhinoOne geotechnical to perform Geotechnical Construction Observation and Testing Services through construction. The scope of services is outlined in the proposal included in the packet. (Attachment: RhinoOne proposal) This contract is the third contract for Rhino one. The first contract included geotechnical engineering study, the second contract focused on the design for the ground improvement for the Police Station / EOC. The combined total amount of all three contracts with RhinoOne will be less than the \$100,000 maximum price ceiling for conducting a direct appointment for engineering services. The proposed contract is included in the City Hall Construction budget and is an essential service for the project. (Attachments: RhinoOne Geotechnical Proposal and Contract)

C. INTERIM APPOINTMENT FOR THE PLANNING COMMISSION / PLANNING COMMISSION CRITERIA AND APPOINTMENT SELECTION COMMITTEE

Mayor Stock will be recommending that Karen Reddick Yurka be appointed on an interim basis to the Planning Commission until the Committee Selection Process is complete. Ms. Reddick Yurkas term expired before the committee process could be initiated due to conflicting records of her term expiration.

Staff announced the opening at the January 10th City Council Work Session and posted the application for all member of the community on January 11th. The application process closes on Feb 2nd at 4pm. Council rules require that a committee consisting of a member of council, a member of the commission and the City Manager or her designee serve on a selection committee and conduct interview of all applicants to make an appointment. The council is being asked to appoint a member of the City Council to the selection committee and to appoint a member of the Planning Commission to the selection committee. Planning Commissioner Frank Squillo has volunteered for the

selection committee. Council rules require that all applicants be provided with an opportunity to interview. It is anticipated that the official appointment will be made at the March 6, 2024 Regular Session City Council Meeting.

D. COMPREHENSIVE PLAN ADVISORY COMMITTEE CRITERIA

The city council appointed Mayor Kathryn Stock, and Planning Commissioner John Collier, and City Manager, Leila Aman to serve on the selection committee for the Comprehensive Plan Public Advisory Steering Committee (PASC). The Section Committee has met and prepared an application and set of criteria for Council consideration and approval. If approved the application for this committee will be posted on Friday, February 9th. Details on the role of the committee and criteria are included in the PASC application. (Attachments – 2024 Public Advisory Committee Application, IAP2 Code of Ethics, IAP2 Spectrum IAP2 Core Values)

E. BUDGET COMMITTEE APPOINTMENTS

See attached memorandum from Councilor Brad Hart. (Attachments: Budget Committee Selection Memorandum; Budget Application Jeffrey Sonshine Redacted; Budget Committee Application Joy Nord: Budget Committee Appointments Resolution 2024)

F. CITY COUNCIL APPOINTMENT INTERVIEWS

The Mayor and City Council will conduct interviews of applicants for the open Council position. The person appointed to this position will serve until December 31, 2024. (Applications will be sent on Monday, February 5, 2024)

CITY OF MANZANITA
JANUARY 3, 2024
CITY COUNCIL REGULAR SESSION

1. CALL TO ORDER: The meeting was called to order on January 3, 2024, at 6:10pm at the Pine Grove Community Center by Council President Linda Kozlowski.

Roll: Council members present: Linda Kozlowski, Jerry Spegman, Kathry Stock and Brad Hart. Staff present: City Manager Leila Aman, Police Sergeant Mike Sims, Police Officer John Garcia, and Assistant City Recorder Nancy Jones. Staff Present via Zoom: Accounting Manager Nina Crist, Public Works Director Dan Weitzel, and Development Services Manager Scott Gebhart. Panelist's present: Short-Term Rental Committee Chair Jo Newhouse. Panelist's present via Zoom: Kori Sarrett with Accuity, and Margaret Ryan with County Insurance Services. Mayor Applicants: Kathryn Stock.

2. AUDIENCE PARTICIPATION: There were 28 people in attendance, 34 attended via zoom, 29 attended via website. There were three public comments.

3. CONSENT AGENDA:

- A. APPROVAL OF MINUTES –
 - a. December 6, 2023, City Council Regular Session
 - b. December 13, 2023, City Council Work Session

- B. APPROVAL OF BILLS FOR PAYMENT

A motion was made by Hart, seconded by Spegman, to approve the consent agenda that included approval of the December 6, 2023, Regular Session Minutes; December 13, 2023, Work Session Minutes; Approved 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 Leila Aman stated that the city's tree lighting in December was a success! She recognized Public Works Director Dan Weitzel and the Public works staff for their hard work in setting up Underhill Plaza. She also thanked Kendra Hall for providing vendors at the event.

-The Abatement at Underhill Plaza has been completed within budget. Demolition of the buildings is scheduled to start next week. The city is targeting to begin construction in March.

-If you have a parking complaint, please call the Manzanita Police Department, and leave a message so an officer can respond.

(503) 368-7229 – Manzanita Police Department

(503) 815-1911 – Dispatch (non-emergency)

-City offices will be closed Monday January 15, 2024, in observance of Martin Luther King Jr.

City Council Regular Session

January 3, 2024

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-City Manager Leila Aman will present the State of the City on January 16, at 6pm at Pine Grove Community Center.

5. NEW BUSINESS:

A. Fiscal Year 2022-2023 Audit and Audit Plan of Action – Accounting Manager Nina Crist & Kori Sarrett with Accuity

Kori Sarrett with Accuity shared the results of Manzanita's 22/23 fiscal year audit. She stated that the audit went smoothly this year and was solid overall. There were no major findings, two significant deficiencies, and one minor over expenditure of \$837.00 in the storm drain account. The audit is posted on the city's website for further review. Nina Crist asked council to accept the deficiencies and the plan of action.

A motion was made by Stock to accept the two Deficiencies and the Plan of Action on the 22/23 Fiscal Year Audit. Seconded by Spegman; Motion passed unanimously.

B. Mayor Appointment – Council President Linda Kozlowski

Mayor Simmons resigned from the City Council effective November 13, 2023. Applications for the vacant mayor position closed on December 20, 2023, with one candidate applying: Kathryn Stock. City Council conducted a public interview, which included five questions. At the conclusion of the interview, a vote was taken by ballot to fill the empty seat. By a unanimous vote of all council members, Kathryn Stock was selected. Kathryn Stock was sworn in by City Manager Leila Aman. Mayor Stock's term will end in December 2024.

C. Short-Term Rental Committee-Good Neighbor Brochure and Window Film – Short-Term Rental Committee Chair Jo Newhouse

Council President Linda Kozlowski shared the history of the Short-Term Rental Committee that was formed in 2020. She stated that the current maximum allowance of short-term rentals is 230. This maximum number went into effect in April 2022 and will remain until April 2025, excluding the commercial and commercial buffer zones. Short-Term Rental Committee Chair Jo Newhouse stated that the Committee's duties are to research, debate and propose policies for city council to consider. She presented the Essentials Resources window film and the Good Neighbor Brochure. These will be mailed out by the Tillamook Coast Visitors Association to all residents in Manzanita.

D. Planning Professional Services Contract – City Manager Leila Aman

City Manager Leila Aman requested authority to directly appoint Walt Wendolowski to perform certain tasks related to planning services on an as needed basis. She explained that the increase in workload stems from a change in staffing in the Development Services Department. The proposed contract is for a period of five years and is not to exceed one hundred thousand dollars.

A motion was made by Kozlowski to accept the Planning Professional Services Contract with Walt Wendolowski up to one hundred thousand dollars for a period of five years. Seconded by Hart; Motion passed unanimously.

E. ~~4th of July Parade Liaison~~ – City Manager Leila Aman

This item was postponed.

F. Discussion - Recreational Immunity Impacts for Trails in Manzanita – Public Works Director Dan Weitzel

City Manager Leila Aman shared that the Oregon Court of Appeals issued an opinion in July of 2023 that effectively ended recreational immunity for trails. This means that public and private landowners of trails are no longer protected from lawsuits. Public Works Director Dan Weitzel said that the city has completed an asset inventory of Manzanita's trails and is working with County Insurance Services (CIS) on maintenance and updated plans. He presented maps of Manzanita's trails and said that eight trails will be closed due to fair, poor or hazard conditions. Weitzel stated that every trail will need signage, or some type of work performed to make them safer. The city plans to audit each trail and inspect them monthly moving forward. Margret Ryan with County Insurance Services (CIS) reported that she walked and evaluated the trails with city staff and communicated the next steps process. The city will gather cost information for repairs to present to the city council next month. It is also planned to add a feature to the city website that will list which trails are closed.

6. COUNCIL REPORTS: Council members took turns sharing information and updates of what they were involved in for the month.

7. INFORMATION AND ADJOURN:

- Manzanita Municipal Court will be cancelled January 19, 2024.
- Planning Commission will meet on Monday January 8, 2024 at 4pm.

Mayor Stock adjourned the meeting at 8:40 PM.

**MINUTES APPROVED THIS
7th Day of February, 2024**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
JANUARY 10, 2024
CITY COUNCIL WORK SESSION

1. CALL MEETING TO ORDER: The meeting was called to order on January 10, 2024, at 2:00pm via Zoom by Council President Linda Kozlowski.

ROLL: Members present: Linda Kozlowski, Jerry Spegman, and Brad Hart. Kathryn Stock was absent and excused. Staff present: City Manager Leila Aman, Accounting Manager Nina Crist, Public Works Director Dan Weitzel, and Assistant City Recorder Nancy Jones. Panelist present: None

The City Manager noted that due to a conflict of information Karen Reddick Yurkas term on Planning Commission officially expired in December of 2023 and that the city will immediately post an application for the position. Reddick Yurka does plan to apply and it is anticipated that the Mayor will appoint Reddick Yurka in February to serve on an interim basis until the selection process is complete.

2. City Manager Review Process Discussion: Council President Linda Kozlowski
Council President Linda Kozlowski presented the city manager evaluation forms and explained the evaluation process. City staff, city council and the city manager will be asked to complete an evaluation of the city manager. If a member of the public has input to provide, please email cityhall@ci.manzanita.or.us

City Council has one vacant seat. Please visit the city's website for information on applying. If you have any questions about serving, please reach out to a council member.

3. Adjourn: Council President Linda Kozlowski adjourned the meeting at 2:27pm.

MINUTES APPROVED THIS
7th Day of February 2024

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

CITY OF MANZANITA
JANUARY 23, 2024
BUDGET COMMITTEE WORK SESSION

1. CALL MEETING TO ORDER: The meeting was called to order by committee chair David Dillon at 10:02am January 23, 2024, via Zoom.

ROLL: Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, David Dillon, Jim Dopp, Chip Greening, and Kit Keating. Staff Present: City Manager Leila Aman, Accounting Manager Nina Crist, and Assistant City Recorder Nancy Jones.

2. Approval of 2024 Budget Calendar: Accounting Manager Nina Crist asked for approval of this year's Budget Committee meeting calendar. She noted a revision on the calendar that the second budget hearing will be held on May 7th. There was a consensus of approval to approve the calendar.

3. FY 2023/2024 Supplemental Budget: City Manager Leila Aman presented a detailed overview of a proposed amendment to the current fiscal year's approved budget. She stated that the published summary must include the name of the fund, the source and amount of any resources that are changing, the new appropriation amount and the funds revised total resources and requirements. Aman shared the reasons why a supplemental budget is needed and announced that there will be a public hearing regarding the supplemental budget at the next City Council meeting. The supplemental budget will need approval from city council by a Resolution. Notice of the February 7th City Council Regular Session was posted in the Tillamook Headlight Herald on January 24th.

4. Review of FY 2022/2023 Revenue & General Fund Expenditures: Accounting Manager Nina Crist presented budgeted and actual revenue amounts received from fiscal year 2022/2023.

5. FY 2023/2024 Second Quarter Financial Review: Accounting Manager Nina Crist presented the fiscal year 2023/2024 second quarter general fund revenue.

6. Review of 2024/2025 Budget Changes: City Manager Leila Aman shared the proposed changes to the 2024/2025 budget. The city hired a financial advisor to address the budget model and provide recommendations. To follow the best practices, last year the city began to consolidate and close funds that were not being utilized. She reported that three funds will receive name changes this year. The Tourism Promotion & Facilities fund will be renamed the Tourism Fund, the Road fund will be renamed the Transportation Fund. Aman stated that the city will also be adding a consolidated fund that will encompass all system development charges (SDC) resulting in the closure of three individual funds. She announced that several existing funds will be closed.

7. FY 2024/2025 Transient Lodging Tax Revenue Discussion: City Manager Leila Aman led a discussion about the best way to estimate transient lodging tax revenue for the 2024/2025 budget. In April of 2022, a three-year cap was placed on the amount of allowed short-term rentals in Manzanita residential zones. Aman shared a history of previous years revenue growth, including both budgeted and actual revenue received, and shared how the previous year's budget was

calculated.

8. Budget Pre Meeting Overview: City Manager Aman provided information on a free online budget law training course and encouraged the committee to attend. She presented an overview of the next budget meeting focus. The Budget Pre-Meeting is scheduled for March 19, 2024, at 10am.

Mayor Kathryn Stock announced that Budget Committee Chair David Dillon will not be returning once his seat term expires. He has served 12 years on this committee and his contribution will be missed.

9. ADJOURMENT: David Dillon adjourned at 12:00pm

**MINUTES APPROVED THIS
7th Day of February, 2024**

Kathryn Stock, Mayor

Attest:

Leila Aman, City Manager

BILLS FOR APPROVAL OF PAYMENT

From 01/01/2024 - 01/31/2024

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
3J CONSULTING (CITY PLANNER)	\$5,845.00	\$5,845.00								
BEARING ARCH (CITY ARCHITECT)	\$29,672.53						\$29,672.53			
CASELLE (SOFTWARE SUPP.)	\$2,220.00	\$1,663.00								\$557.00
CHARTER (INTERNET SERVICE)	\$994.84	\$219.98	\$129.98						\$124.96	\$519.92
CITY OF NEHALEM (FINES & ASSMNTS)	\$853.00				\$853.00					
CITY OF WHEELER (FINES & ASSMNTS)	\$644.00				\$644.00					
COVE BUILT (CMGC)	\$217,860.20						\$217,860.20			
CVE TECH (MATERIALS & SUPP.)	\$972.97		\$972.97							
DATA CENTER (BULK MAILING)	\$1,896.40									\$1,896.40
DCBS (STATE SURCHARGE)	\$2,390.50			\$2,390.50						
FASTENAL (MATERIALS & SUPP.)	\$207.36							\$103.69		\$103.67
GRAND PEAKS (CONSULTANT)	\$3,162.50	\$3,162.50								
KLOSH GROUP (OWNERS REP.)	\$3,959.88						\$3,959.88			
LAURIE MILLER (STAFF REIMB.)	\$14.50								\$14.50	
LES SCHWAB (VEHICLE MAINT.)	\$345.98							\$173.00		\$172.98
MANZ LUMBER (MATERIALS & SUPP.)	\$450.42							\$206.50		\$243.92

BILLS FOR APPROVAL OF PAYMENT

From 01/01/2024 - 01/31/2024

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
MILLER NASH (CITY ATTORNEY)	\$15,835.50	\$13,365.00					\$1,620.00			\$850.50
NAPA (VEHICLE MAINT.)	\$186.64							\$93.32		\$93.32
OAWU (CONFERENCE)	\$510.00									\$510.00
OCCMA (ANNUAL RENEWAL)	\$302.58	\$302.58								
ONE CALL (LOCATE FEES)	\$9.80									\$9.80
ONE ELEVEN (IT SERVICES)	\$4,060.00	\$4,030.00								\$30.00
ONE ELEVEN (COMPUTER EQUIP.)	\$215.00	\$215.00								
OR. DEPT OF REV (FINES & ASSMNTS.)	\$1,228.23				\$1,228.23					
PACIFIC OFFICE (POSTAGE/COPIER)	\$321.99	\$287.49								\$34.50
RHINO ONE (GEOTECH SERVICES)	\$1,525.00						\$1,525.00			
RHYNO (NETWORK SVCS)	\$510.00	\$272.00	\$136.00							\$102.00
SEC. OF STATE (AUDIT SUBMISSION)	\$250.00	\$250.00								
SHELDON OIL CO. (FUEL)	\$2,827.68		\$827.62	\$7.04		\$94.37		\$471.85	\$105.63	\$1,321.17
STAPLES (OFFICE SUPPLIES)	\$609.08	\$315.19		\$293.89						
SWEET SEPTIC (PORTABLE TOILETS)	\$295.00								\$295.00	
TILL. CO PAYABLE (FINES & ASSMNTS.)	\$369.03				\$369.03					

BILLS FOR APPROVAL OF PAYMENT

From 01/01/2024 - 01/31/2024

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	CH EXP	ROADS	Visitors Center	WATER
TCVA (VC COORDINATOR)	\$3,561.47								\$3,561.47	
TILLAMOOK PUD (ELECTRIC SERVICE)	\$3,785.99	\$95.16	\$290.39			\$93.94		\$609.00	\$93.22	\$2,604.28
TREESCAPES (ARBORIST)	\$1,000.00					\$1,000.00				
US BANK (CITY VISA)	\$4,885.71	\$2,801.67	\$362.13					\$469.54		\$1,252.37
VERIZON (TELEPHONE)	\$1,185.90	\$294.58	\$344.36	\$114.98					\$64.99	\$366.99
TOTALS	\$314,964.68	\$33,119.15	\$3,063.45	\$2,806.41	\$3,094.26	\$1,188.31	\$254,637.61	\$2,126.90	\$4,259.77	\$10,668.82



COUNCIL STAFF REPORT

To: Mayor and City Council

Date Written: February 2, 2024

Reviewed: Bonnie Dennis, Grand Peaks Consulting

From: Leila Aman, City Manager

Subject: FY 2023/2024 Supplemental Budget

ACTION REQUESTED

Approve a Resolution authorizing a Supplement Budget for Fiscal Year 2023-2024.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

June 7, 2023 – City Council authorized the City Manager to proceed with a loan application to the Oregon Business Development Department (DBA Business Oregon) for a Special Public Works Fund loan for the construction of a New City Hall

December 6, 2023 – City Council authorized the City manager to execute a loan with OBDD in the amount of 5.137M dollars for the purpose of constructing a new city hall

January 23, 2023 – Staff provided an overview of the of a Supplemental Budget to receive loan proceeds from the Special Public Works Fund Loan for the purpose of constructing a new city hall.

ANALYSIS

The City of Manzanita will be constructing a new city hall and will be taking out debt in the form of a loan from the Oregon Business Development Department (OBDD) Special Public Works Fund which was approved by OBDD in October and City Council authorized the City manager to execute a loan agreement with OBDD in December of 2023.

Local Oregon Budget Law provides for municipal governments to make changes to their budgets through a supplemental budget process if certain conditions are met. The conditions for which the city is preparing a supplemental budget include:

- An occurrence or condition that was not known at the time the budget was prepared and requires a change in financial planning.

At the time the current fiscal year (FY 2023-2024) budget was adopted the city did not have a funding source secured and informed the Budget Committee that a supplemental may be needed through the above condition.

Additionally, supplemental budgets are required when they will change any funds appropriations by more than 10%. A supplemental budget process includes a public hearing held by the governing body. In accordance with the public hearing and Local Oregon Budget Law a notice of this hearing and summary of the proposed changes were published in the Tillamook Headlight Herald on January 24, 2024 for the public hearing to be held on February

7, 2024. The City also published this staff report, and Resolution with the summary of changes on the city's website, at the kiosk located at the public restrooms on 5th Avenue, the Visitors Center kiosk, and the Manzanita Post Office community board.

BUDGET IMPACT

The supplemental budget allows the city to take out up to \$3 million in debt from the Special Public Works Funds and transfer those funds, as needed, into the City Hall fund. The Supplemental Budget also includes a transfer of \$147,000 in COVID State and Local Fiscal Recovery Funds to be transferred into the City Hall Fund from the General Fund. Ultimately this action will result in debt service to the city once the project is completed. The city will only borrow funds as needed.

WORKLOAD IMPACT

Minor. This action allows the city to begin taking out debt as needed to finance the construction of the new city hall facility.

COORDINATION, CONCURRENCE, OR DISSENT

This Resolution has been reviewed by the City's Financial Advisor who concurs with the recommendations.

STAFF RECOMMENDATION

Approve the Resolution authorizing the budget supplemental for Fiscal Year 2023-2024.

ALTERNATIVES

Can elect to not approve the supplemental budget. However, this would impact the city's ability to begin construction on the new city hall and may increase overall project costs.

ATTACHMENTS

1. Resolution



City of Manzanita

COUNCIL RESOLUTION No. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, AUTHORIZING BUDGET SUPPLEMENTAL FOR THE 2023-2024

WHEREAS, the City of Manzanita budget for the 2023-2024 fiscal year was adopted by City Council on June 14, 2023; and

WHEREAS, certain conditions and situations have arisen since the initial adoption of the 2023-2024 budget that necessitate changes in the financial planning [as allowed under Oregon Revised State (ORS) 294.338(3)(b)]; and

WHEREAS, the necessary transfer from the general fund of the Coronavirus State and Local Fiscal Recovery Funds to the City Hall fund related to construction of a police station / emergency operations center and a supplemental budget for accepting loan proceeds into the General Fund from the Oregon Business Development Department Special Public Works Fund and appropriating a transfer from the General Fund to the City Hall Fund for the purpose of constructing a city hall, police station and emergency operations center as outlined below; and

		<u>Adopted</u>	<u>Revised</u>	<u>Increase / (Decrease)</u>
General Fund				
Resources:				
Beginning Fund Balance - COVID Relief Program	\$	2,592,609	\$ 2,445,609	\$ (147,000)
Special Public Works Fund - Debt Proceeds		-	3,000,000	3,000,000
Requirements:				
Nondepartmental		1,159,000	4,159,000	(3,000,000)
Ending Fund Balance		5,332,111	5,185,111	(147,000)
City Hall Fund				
Resources:				
Transfer from General Fund	\$	700,000	\$ 3,847,000	\$ 3,147,000
Requirements:				
City Hall	\$	480,250	\$ 3,627,250	\$ (3,147,000)

WHEREAS, in accordance with local budget law, notice was published on January 24, 2024, of the public hearing held before City Council on February 7, 2024.

Now, Therefore, be it Resolved by the City Council of the City of Manzanita, Oregon, that the budget supplemental and transfers shown above are hereby adopted.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder

January 12, 2024

City of Manzanita
Ms. Leila Aman, Manzanita City Manager
PO Box 129, Manzanita, OR 97130

RE: Proposal for Geotechnical Construction Observation & Testing Services
Manzanita City Hall
635-655 Manzanita Avenue, Manzanita, Oregon
Rhino One Proposal Number COM-2022-001

Submitted Via Email: jessie@kloshgroup.com

Dear Ms. Aman,

Rhino One Geotechnical Engineering is pleased to submit this proposal to provide Geotechnical Construction Observation and Testing Services for the proposed City Hall for the City of Manzanita, Oregon. We have previously prepared a geotechnical engineering report for the project¹ and engineer's design package including layout and performance specifications for the Deep Soil Mixing (DSM) System. This proposal also provides scope and budget for geotechnical construction observation and testing services.

SCOPE OF SERVICES

We propose the following specific scope of services for the investigation based on the project description and anticipated subsurface conditions.

Construction Observation Services: We will provide full time construction observation services during the installation of the DSM columns. Part time observation will be provided for the other geotechnical items like foundation subgrade, parking lot subgrade etc. Our specific scope of work includes the following:

- Assist during bidding for the DSM system
- Attend pre-construction meetings.
- Provide full time observation for installation of DSM columns and coring.
- Provide part-time observation of site grading, foundation subgrades, and other geotechnical items as needed.
- Provide submittal reviews (RFI) and written input regarding changed conditions.
- Prepare daily field reports (DFR) of our observations and testing. Provide these reports to you on a weekly basis.
- Prepare a summary letter for construction observation activities at the completion of the earthwork portion of the construction.

COMPENSATION

It is difficult to estimate fees for construction observation services, as our services are completely dependent on the contractor schedule. For budgeting purposes, we have made the following assumptions.

- We estimate that full time observation will be required for the DSM installations during test program and production. Full time observation and logging will also be required for cores drilled

¹ City of Manzanita, Geotechnical Engineering Report, Manzanita City Hall, 635-655 Manzanita Avenue, Manzanita, Oregon, ROG Project Number COM-2022-001 dated November 14, 2022

for compressive strength testing. Please see the table below for breakdown of costs associated with full time site visits.

- We estimate that part time site visit for miscellaneous geotechnical items will require approximately 6 hours (including site visit, field report preparation time, and travel time). We have assumed that ten part-time site visits will be required. We estimate that each site visit, including field equipment, preparation of a field report, associated office support, and mileage costs will cost approximately \$731. Ten part-time site visits are assumed, for a total cost of \$7,310.
- Note that DSM cylinder casting and breaks will be required for DSM columns. Please note that ROG does not provide materials testing services. You will need to contract with a Materials Testing Laboratory to provide these services.
- We have also assumed that approximately 2 to 4 hours of project management time will be required each week for the site. Assuming an 8-week construction period, a maximum of 2 letters addressing special conditions, review of up to 4 contractor submittals and preparation of summary letter, the total cost is estimated to be \$3,120 for the site.

An itemization of our fees is summarized below:

DSM Bid Assistance			
Senior Engineer (8 hours @ \$195 per hour)		\$1,560	
Sub-Total (Bid Assistance)			\$1,560.00
DSM Test Column Installation			
Field Visit & Report (Staff Engineer - 20 hours @ \$110/hr.)		\$2,200	
Mileage (205 miles @ \$0.655 / mile)		\$135	
Per Diem (Lodging – 1 night)		\$131	
Per Diem (Meals and Incidentals, 1 Full Day, 1 Half Day))		\$ 103.25	
Sub-Total (DSM Test Column)			\$2,569.25
DSM Test Column Coring			
Field Visit & Report (Staff Engineer - 20 hours @ \$110/hr.)		\$2,200	
Mileage (205 miles @ \$0.655 / mile)		\$135	
Per Diem (Lodging – 1 night)		\$131	
Per Diem (Meals and Incidentals, 1 Full Day, 1 Half Day))		\$ 103.25	
Sub-Total (DSM Test Column)			\$2,569.25
DSM Production Column Installation and Coring			
Fees Per Week			
Field Visit & Report (Staff Engineer - 50 hours @ \$110/hr.)		\$5,500	
Mileage (205 miles @ \$0.655 / mile)		\$135	
Per Diem (Lodging – 4 night)		\$524	
Per Diem (Meals and Incidentals, 4 Full Day, 1 Half Day))		\$ 280.25	
Sub-Total (DSM Production – Per Week)		\$6,439.25	
Sub-Total (DSM Production –Assume Four Weeks)			\$25,757
Part Time Observations			
10 Site Visits @ \$731 per visit		\$7,310	
Senior Engineer Review (16 hours @ \$195 per hour)		\$3,120	
Sub-Total (Part time Observations)			\$ 10,430
Total Estimated Fees (T&M)			\$42,885.50

The indicated fee and the terms under which our services are provided will be in accordance with the attached General Terms and Conditions for Professional Services attached. This fee assumes any modifications to the scope of services described above, will be considered additional work. Any additional

work will be billed at the hourly rates indicated on the Schedule of Charges attached. We request that as our services are completely dependent on the contractor schedule, a contingency budget of 10 to 20% be allowed for any cost overruns.

SCHEDULE

RhinoOne anticipates that services can begin immediately upon our receipt of written approval of this proposal. We request that a minimum 24-hour notice be provided to us for site visits. We will develop daily field reports and leave a copy on site. We will also circulate the field reports to all interested parties once a week

APPROVAL

Please indicate acceptance of this Agreement by returning a signed copy of this proposal to our office. If you issue another form of authorizing document, please incorporate/attach this proposal. RhinoOne appreciates this opportunity to submit our proposal to you and look forward to your favorable consideration. If you have any questions or wish to further discuss the scope of services or compensation, please contact me at 360.852.6367.

Sincerely,



Rajiv Ali, PE, GE
Managing Principal
RhinoOne Geotechnical
rajiv@rhinooneeng.com

ACCEPTED BY:

Signature

Name (Please Print)

Title Date

Attachments:
2024 Schedule of Charges
2024 General Terms and Conditions for Professional Services

2024 MASTER RATE SCHEDULE

ENGINEERING LABOR RATES			
Labor Category	Hourly Rate (\$)	Labor Category	Hourly Rate (\$)
Principal Engineer	215.00	Staff Geologist	110.00
Senior Engineer	195.00	Field / Construction Services	105.00
Engineering Geologist	125.00	CAD/Microstation Design	110.00
Project Engineer	140.00	Project Administrator	95.00
Staff Engineer II	120.00	Writer / Editor	90.00
Staff Engineer I	110.00	Clerical	80.00
Personnel will charge time at 125% of regular hourly rates for time exceeding 8 hours a day or on weekends. On holidays, the charges will be 150% of regular hourly rates. Court and arbitration time will be charged at two times the regular hourly rate.			
LABORATORY TESTING RATES(\$)			
Particle Size Analysis (fine, P200)	70	Atterberg Limits (ASTM D4318)	\$165
Particle/Grain Size Analysis (fine & coarse under 2")	175	Soil pH (ASTM 651)	Quote
Moisture/Density Relationship (proctor)	Quote	Soil Resistivity	Quote
Moisture Content	22	Hydrometer Analysis	Quote
Sample Preparation (per hour)	80	Moisture/Density Relationship (proctor – oversize material).	Quote
Organic Content	Quote	Unconfined Compression	Quote
		Chemical Testing	Quote
For other tests not listed above like Direct Shear (1-point or 3-point), Consolidation, Permeability (falling head or triaxial), Swell (each point), Resilient Modulus (in-situ or remolded + proctor + prep) - Call for rates			
DIRECT EXPENSES		EQUIPMENT CHARGES	
Mileage	IRS Rate	Dynamic Cone Penetrometer	\$100/day
Truck (full day)	\$125.00	Hand Auger	50/day
Field Supplies	35/day	Water Level Indicator	35/day
Outside subcontracted services like drill rig, CPT, coring etc. will be charged with a markup of 15%.			

GENERAL TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

These General Terms and Conditions for Professional Services are a part of RhinoOne' letter proposal outlining specific scope of services. Hereafter the Proposal once signed by both RhinoOne and Client (together the "Parties") and these Terms and Conditions shall be read and interpreted together and referred to together as the "Agreement" between the Parties. If there are any inconsistencies between language in the Proposal and in these Terms and Conditions, the language of these Terms and Conditions shall prevail.

The purpose of these Terms and Conditions is to identify basic contractual obligations of RhinoOne and Client under the Agreement for various professional consulting services, whereby RhinoOne would be acting in the role of Consultant/Owner Representative for Client. Individual projects may require additional detailed descriptions of services and associated Terms and Conditions, to be provided in a subsequent RhinoOne Proposal or as a supplement to the Agreement.

1. RIGHT OF ENTRY: Unless otherwise agreed, the Client will furnish RhinoOne right-of-entry on real property and be responsible for the propriety of the time, place, and manner of RhinoOne' entry upon the real property and any buildings or structures where RhinoOne is to perform its services ("Property"). RhinoOne will take reasonable precautions to minimize damage to the Property from use of equipment, but RhinoOne has not included in the fee the cost of restoration of the Property, unless specifically included in the Proposal. If the Client desires RhinoOne to restore the Property to its approximate former condition, RhinoOne will attempt to accomplish this in a reasonable manner and add the cost plus 15 percent to its fee.

2. BURIED UTILITIES: RhinoOne field personnel are trained to initiate field testing, drilling and/or sampling within a reasonable distance of each designated utility location. RhinoOne field personnel will avoid hazards or utilities that are observed by them at the site. If RhinoOne is advised in writing of the presence or potential presence of underground or aboveground obstructions, such as utilities, RhinoOne will give special instructions to its field personnel. RhinoOne is not responsible for any damage or loss due to undisclosed or unknown surface or subsurface conditions owned by client or third parties. The Client will hold RhinoOne and RhinoOne' subcontractors harmless from any loss resulting from inaccuracy of markings, of plans, or lack of plans, relating to the location of utilities. Note: Utility locates typically require two full working days advance notice.

3. WORKER'S COMPENSATION INSURANCE AND LIABILITY INSURANCE: RhinoOne will provide Worker's Compensation insurance (and/or Employer's Liability insurance) as required by state statutes. RhinoOne carries Comprehensive General Liability insurance which, subject to its terms and limits, may provide protection against liability relating to bodily injury or property damage arising out of RhinoOne operations. RhinoOne makes no representations or warranties concerning the effect, applicability or scope of such insurance. Upon request in writing by Client to RhinoOne, RhinoOne will request its insurer to name Client as an additional insured on such policies and to issue certificates to Client to that effect. RhinoOne makes no representations or warranties regarding any act by its insurer(s) and shall not be responsible for performing any act with respect to such insurance not specifically called for by this paragraph.

4. PROFESSIONAL LIABILITY AND LIMITATION THEREOF: This paragraph relates only to Professional Liability and not General Liability. In performing its professional services, RhinoOne will use that standard of care and skill ordinarily recognized under similar circumstances by members of its profession in the state and region at the time the services are performed. No other warranty, either expressed or implied, is made in connection with its rendering of professional services.

5. CONTRACTED WORK: RhinoOne, including its subconsultants and subcontractors, is retained hereunder for the limited purpose of performing certain services, providing the results of such work to Client, and making recommendations with respect to the data produced by the work. RhinoOne is not

responsible for the health and safety of Client's personnel or other persons present on the Property to be investigated or constructed. RhinoOne is not responsible (a) for the overall status of Client's project, (b) for the property Client owns or leases or may be interested in purchasing or leasing, (c) for the interpretation of the RhinoOne report, design drawings or results by others, (d) for any use of RhinoOne reports by Client or others except as specifically set forth herein, or (e) for any other matter not encompassed in the specific scope of work in this Agreement agreed to by RhinoOne and Client. Any unauthorized use or distribution of RhinoOne work shall be at the Client and recipient's sole risk. If Client desires to release, or for RhinoOne to provide, RhinoOne report(s) to a third party not a party to this Agreement for that party's reliance, RhinoOne will agree to such a release provided RhinoOne receives written acceptance from such third party to be bound by terms and conditions similar to those set forth in this Agreement, in addition to a fee for providing RhinoOne reports to a new party. The Client shall indemnify, defend and hold harmless RhinoOne and its subconsultants and subcontractors from any claims, damages, costs, losses and expenses, including but not limited to attorney fees and costs of arbitrations, mediations, trials, or appeals arising out of unauthorized or third party use of RhinoOne reports.

6. RETENTION OF RECORDS AND SAMPLES: RhinoOne has a Records Retention policy (available upon request). All samples will be discarded 30 days after submission of RhinoOne final report unless other arrangements are made.

7. PAYMENTS TO CONSULTANT: Invoices will be submitted periodically for prior services. An account will become delinquent 30 days after date of billing. It is agreed that a late charge will be added to delinquent accounts at the rate of one-and-one-half percent (1-1/2%) for each thirty days delinquent (provided the rate of such late charge shall not exceed the maximum allowable by the laws of the state in which the RhinoOne office submitting the invoice is located).

8. RATE SCHEDULE: Fees for services are based on the number of hours expended on the project, including travel, by RhinoOne personnel plus any reimbursable expenses. RhinoOne hourly rates will be billed as stated in its proposal or at its current hourly rates (available upon request).

9. REIMBURSABLE EXPENSES:

A. Outside Services. Subcontracted services such as those subconsultants and subcontractors, labor, and technical services will be invoiced at cost plus 15 percent. Examples of services that may be subcontracted include other professional disciplines, soil boring, well installation, heavy and specialty equipment operators, geophysical surveys, commercial data base search providers, and computer programming.

B. Supplies and Equipment. Charges for items not ordinarily furnished by RhinoOne such as expendable equipment, rental equipment, subsistence, travel expenses, tolls, special fees, reproduction, permits, licenses, priority mail fees, and long distance and wireless telephone calls will be invoiced at cost plus 10%. Certain RhinoOne -owned equipment (for sampling, testing, personal protective equipment, vehicle mileage, photocopying, etc.) may be required to complete the project. These will be invoiced at RHINOONE' standard rates without markup (rates available upon request).

C. Laboratory. RhinoOne utilizes both in-house and outside laboratories for sample analysis. RhinoOne maintains a list of standard rates for sample analyses commonly utilized in conjunction with RhinoOne services (available upon request).

10. OTHER PROVISIONS: Neither party shall hold the other responsible for delay in performance caused by acts of God, strikes, lockouts, weather, accidents or other events beyond the control of the other or the other's employees and agents. Waiver by one party of any provision, term, condition or covenant owed to it by the other party is to be made only by providing written notice to the other party and such waiver shall not be construed by the first party as a waiver of a subsequent breach of the same provision, term, condition or covenant by the other party. This Agreement supersedes any contract language which may be issued by Client as a matter of standard purchasing protocol without regard to the unique nature of professional services to be rendered by RhinoOne.

An opinion of construction, remediation and restoration costs prepared by RhinoOne represents its judgment as a professional. Since RhinoOne has no control over the cost of labor and material, or over competitive bidding or market conditions, RhinoOne does not guarantee the accuracy of its opinion as compared to contractor bids of actual cost to the Client.

It is understood and agreed by both parties that RhinoOne, in performing professional services for the Client with respect to hazardous or microbial substances, will make recommendations to the Client but does not have the authority or responsibility to decide where disposal or treatment of such substances takes place, nor to designate how or by whom the hazardous or microbial substances are to be transported for disposal or treatment. It is understood that RhinoOne is not the generator or site operator and does not own nor is it the arranger for disposal of the hazardous waste or other materials discovered, handled or removed from the Property. To the extent required by law, Client agrees to provide timely disclosure to appropriate public agencies of any information regarding the Property (obtained from RhinoOne or from other sources) where such disclosure may be necessary to prevent damage to human health, safety, or the environment.

Client agrees that RhinoOne and its subconsultants and subcontractors are not responsible for the creation of the condition(s) RhinoOne is being asked to investigate and that it would be unfair for RhinoOne to be exposed to claims of injury or damage as a result of the conditions. In addition, Client understands that it is possible that exploration and investigation may fail to reveal the presence, location or source of the condition(s) being investigated even when the condition(s) is assumed or expected to exist. Client understands that RhinoOne failure to discover and/or locate the condition(s) or the spread of the condition(s) through appropriate techniques does not guarantee that the condition(s) does or does not exist. Client agrees that it would be unfair to hold RhinoOne liable for creating the condition(s) or the spread of the condition(s) providing RhinoOne meets a reasonable standard of care in completing the work set out in the RhinoOne Proposal.

Accordingly, Client waives any claims against RhinoOne and its subconsultants and subcontractors, and agrees to defend, indemnify and hold harmless RhinoOne and its subconsultants and subcontractors from any and all claims or liability for injury to person or property or loss arising from the creation of the condition(s) or the unintentional exacerbation of the condition(s) by RhinoOne, the exacerbation of hazardous conditions by others, the discovery of any condition, location of any condition and/or allowing any condition to exist. Client also agrees to fairly compensate RhinoOne and its subconsultants and subcontractors for any time spent and expenses incurred in the defense of any such claim. Notwithstanding any provisions in the Agreement to the contrary, RhinoOne liability for all acts and omissions related to its provision of services to Client under the terms of this Agreement shall be limited to the amount of RhinoOne insurance and in no circumstances shall such liability of RhinoOne include special or consequential damages.

RhinoOne does not provide legal opinions, and recommends client seek legal counsel for advice on issues such as the appropriateness of a particular scope of work to minimize legal liability, reportability of a condition to a public agency, potential cost recovery from responsible parties, and to assess the value of maintaining attorney/client privilege for work conducted under this Agreement.

In the event there is a dispute between RhinoOne and the Client concerning the performance of any provision in this Agreement, the losing party shall pay the prevailing party reasonable attorney's fees and costs in mediation, arbitration, trial or appeal. In addition, Client agrees to pay RhinoOne for all employee time, costs, and witness costs incurred for collection activity. This Agreement can be terminated at any time by either party. If terminated prior to the completion of a scope of work, RhinoOne shall be entitled to its portion of fees for any work performed in accordance with its current rate schedule.



City of Manzanita

PO BOX 129, Manzanita OR 97130-0129

Phone (503) 812-2514 | Fax (503) 368-4145 | TTY Dial 711

ci.manzanita.or.us

Comprehensive Plan Public Advisory Steering Committee Application

Name: _____ Phone: _____
Address: _____ Email: _____
City/State/Zip: _____
Occupation: _____

The City of Manzanita is seeking applications for service on the Comprehensive Plan Public Advisory Steering Committee (PASC). The PASC will be an ad hoc committee that will serve throughout the Comprehensive Plan process and will meet at key milestones during the Comprehensive Plan update. The term of the committee will be aligned with the timeline of the Comprehensive Plan update. It is expected that the PASC will be active from Spring of 2024 through the fall of 2025 or whenever the Comprehensive Plan is ready to move to City Council for adoption.

PASC Responsibilities include:

- Guiding public outreach and community engagement and providing comment and feedback on the proposed community engagement plan.
- Reviewing and commenting on key work products.
- Act as liaisons to specific constituencies or interest groups and other stakeholders throughout the process.
- Assist in hosting public events or conducting small scale outreach as needed and in coordination with the public outreach plan.
- Will serve as ambassadors to the project and actively engaging community members to participate.
- Acting as champions for the project and the recommendations that come out of the work.

The proposed makeup of the committee is as follows:

1. 4 At Large community members
2. 3 members each representing a business, a nonprofit, and an employee.
3. City Council Liaison
4. Planning Commission Liaison
5. Technical members will be engaged on an as needed basis such as county, utility (PUD, Nehalem Bay Wastewater) ODOT and DLCD.

The PASC will rely on the International Association for Public Participation (IAP2) three pillars of public participation which include 1. Core Values, 2. Ethics and 3. Spectrum. A summary of these resources is included as an attachment to this application. We request that applicants review these materials and be familiar with the terminology.

Members of the PASC will play a critical role in the development of the Comprehensive Plan. Relying on the IAP2 Spectrum of Public Participation the PASC will have an “involve” role. An “involve” role is critical and has impacts on the decision-making process. The Public Participation Goal of the PASC as defined by the IAP2 Spectrum is “to work directly with the public throughout the process to ensure that the public concerns and aspirations are consistent understood and considered” and the promise to the public is that “we will work with you to ensure that your concerns and aspirations are directly reflected in the alternative developed and provide feedback on how the public input influenced the decision.” The PASC will work directly with the staff and the project team to ensure that the public input and feedback is reflected in the proposed goals and policies of the Comprehensive Plan.

The selection criteria for the committee include:

1. At large community members represent a diverse cross section of demographics including - age, gender, ethnicity, tenure (ie. renter /owner) full and part time residents, and geography including community members who live within the city limits or within the county inside of the Manzanita Urban Growth Boundary.
2. Having a strong interest in representing and serving the broader community.
3. The ability to work in a collaborative and respectful manner and can maintain an open mind with solid listening skills and the ability to hear and appreciate multiple perspectives and ultimately reach consensus on a variety of topics.
4. Able to objectively review and provide input on qualitative and quantitative information.
5. Members will have a broad range of skillsets and perspectives.

Please tell us about yourself. (all questions are optional)

What is your age?

Under 18

18 to 24 years

25 – 34 years

35 to 44 years

45 to 64 years

65 to 84 years

84 years and over

Prefer not to answer

What are your preferred pronouns?

She/Her

He/Him

They/Them

Other

Prefer not to answer

Ethnicity

White

Hispanic or Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

Other

Prefer not to answer

Tenure

I own my home

I rent a home

Location

I live within the city of Manzanita

I live in Tillamook County within the Manzanita urban Growth Boundary

I don't know (don't worry we can look it up!)

Residency Status

Is your primary residence in Manzanita (or the Manzanita Urban Growth Boundary) ? Y/N

Please describe your understanding of the Comprehensive Plan. (Limit 200 words)

Please describe your interest in serving on the PASC. (Limit 200 words)

Please describe your experience working in a team environment. (Limit 200 words)

Please describe your experience working with qualitative and quantitative information and how you were able to use information to achieve an outcome. (Limit 200 words)

Please share any special skillsets, interests or other experience you think is relevant to this position. (Limit 200 words)

Can you commit to attending all meetings?

All meetings will be held during the "work week" what time of day works best for you? Morning, afternoon or evenings?

Meetings are currently held via the Zoom and are expected to continue on Zoom until mid year 2025. Are you able to participate via Zoom? If meetings were held in person would you be able to participate? Please describe your availability to attend meetings either via Zoom or in person below.

Is there anything else you would like to share with the selection committee about your experience and interest in the position?

You are also welcome and encouraged to submit a CV or Resume as part of your application.

THE DEADLINE FOR SUBMISSIONS IS March 1, 2024, AT 4:00 PM

Please return this form
by email to cityhall@ci.manzanita.or.us

If you have any questions, please call 503-812-2514 or email us at cityhall@ci.manzanita.or.us

CODE OF ETHICS

IAP2 Federation’s Code of Ethics is a set of principles that guides us in our practice of enhancing the integrity of the public participation process. As practitioners, we hold ourselves accountable to these principles and strive to hold all participants to the same standards.

1. PURPOSE

We support public participation as a process to make better decisions that incorporate the interests and concerns of all affected stakeholders and meet the needs of the decision-making body.

2. ROLE OF PRACTITIONER

We will enhance the public’s participation in the decision-making process and assist decision-makers in being responsive to the public’s concerns and suggestions.

3. TRUST

We will undertake and encourage actions that build trust and credibility for the process among all the participants.

4. DEFINING THE PUBLIC’S ROLE

We will carefully consider and accurately portray the public’s role in the decision-making process.

5. OPENNESS

We will encourage the disclosure of all information relevant to the public’s understanding and evaluation of a decision.

6. ACCESS TO THE PROCESS

We will ensure that stakeholders have fair and equal access to the public participation process and the opportunity to influence decisions.

7. RESPECT FOR COMMUNITIES

We will avoid strategies that risk polarizing community interests or that appear to “divide and conquer.”

8. ADVOCACY

We will advocate for the public participation process and will not advocate for interest, party or project outcome.

9. COMMITMENTS

We ensure that all commitments made to the public, including those by the decision-maker, are made in good faith.

10. SUPPORT OF THE PRACTICE

We will mentor new practitioners in the field and education decision-makers and the public about the value and use of public participation.



IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

CORE VALUES

IAP2 Federation's Core Values for Public Participation professionals define the expectations and aspirations of the public participation process. Processes based on the Core Values have been shown to be the most successful and respected.

1 Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.

2 Public participation includes the promise that the public's contribution will influence the decision.

3 Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision-makers.

4 Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.

5 Public participation seeks input from participants in designing how they participate.

6 Public participation provides participants with the information they need to participate in a meaningful way.

7 Public participation communicates to participants how their input affected the decision.



MEMORANDUM

To: Mayor, City Council
From: Brad Hart, City Councilor
RE: 2024 Budget Committee Appointments

Selection Committee Members:

Chip Greening – Manzanita Budget Committee Member
Brad Hart – Manzanita City Council
Nina Crist – Manzanita Accounting Manager

Summary:

The selection committee reviewed the applications and conducted interviews with two applications received for two positions open on the Budget Committee. One position is for a full term, commencing March 1, 2024, for a period of three years, and the other position will fill the 2 years remaining of the term held by Kathryn Stock who was appointed to the Manzanita City Council. This memorandum summarizes the findings from the application process and interviews and makes recommendations to the Manzanita City Council.

Joy Nord:

Joy has extensive financial experience in the private sector. She worked on and helped form a governance committee in one of her roles. That process is very similar to the Budget Committee's process of involving key players during the budget construction process. Joy has had a proactive approach in her professional career. This included seeking solutions to overcome obstacles effectively. In many cases, prior to the obstacles becoming apparent to the larger team.

Joy has been actively engaged by attending City Council and Budget Committee meetings. She has committed to taking courses offered by the Oregon Department of Revenue to get up to speed on the budget process required of Manzanita by the State. Her motivation is based on her observations during various city meetings she attended and from encouragement of Manzanita citizens. She feels her background and experience will be beneficial to the Budget Committee and is committed to the requirements of the position.



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

Jeffrey Sonshine:

Jeffrey has had a long career of positions in finance, including executive level roles, mostly surrounding investment customers. He is a Certified Financial Planner and Wealth Management Specialist. He has managed teams, did training, coaching and has been a leader of a large sales force. Jeffrey leads a special interest group, managing your money in retirement and is a private investment consultant. He holds a board position at the American Association of Individual Investors (AAII)

Jeffrey is seeking opportunities to learn more about Manzanita and local government. After discussions with fellow residents, he realized he would learn more about our village by being part of the budget committee. Jeffrey is committed to learning the budget process by taking the Oregon Department of Revenue coursework and contributing to the overall Budget Committee.

Recommendation:

The Selection Committee recommends to the Manzanita City Council approve Resolution making the following appointments to the budget committee: Joy Nord for a term of three years commencing March 1, 2024, and concluding March 1, 2027 and Jeffery Sonshine to complete the term vacated by Kathryn Stock commencing March 1, 2024 and concluding March 1, 2026.

2023 Budget Committee Application

Name: <u>Joy Nord</u>	Phone: _____
Address: _____	Email: _____
City/State/Zip: <u>Manzanita, OR 97130</u>	
Occupation: <u>Corporate Finance Manager</u>	

Please explain your interest in serving on the budget committee.

When I moved to Manzanita 3 years ago, I started to attend [via Zoom] the Council meetings and other committee meetings to learn about what is happening in my town. I never intended to get involved with city government. Now I wish to be more involved. My background has prepared me for the Budget Committee and is where my strengths would best fit. I have seen great strides in the work the city council and city manager have accomplished. I want to help build upon that. I have a lot to offer and am excited to potentially have the opportunity to help the city.

What Experience Do you have working with budgets?

I have worked in Corporate Finance for US Bank and Best Buy Inc in Enterprise Financial Planning and Analytics department for twenty plus years. My focus was on finance systems and transformational, value-added work. Most of my 15 years were financial forecasting and budgeting, business planning, management, and usage of financial technical tools. I collaborated with accounting and finance teams to build out the forecasting and budgeting process by leveraging and adapting standard processes and using my critical thinking skills and tools to drive value. My past also includes being a real estate agent for four years in Minnesota. Once my family and I made the move to Manzanita I took a position with a finance consulting company. I have had projects as Finance Lead for Medica Insurance where I managed the companies 1099 submissions, statutory reporting and budget and forecasting. Today I am on a two-month project as Senior Finance Manager for Digital River. Here I am managing the payment processing forecast and budget along with assisting in the implementation of projects to improve the payment processing.

Describe a situation where you had to compromise to reach consensus on a budget related issue.

There have been multiple times during my career when compromise was necessary in putting together our annual budget. This is what led me to start the Data Governance committee. The Enterprise Finance team often had to push through budget requests that had not been vetted with leadership and caused problems later in the year. Once the committee was in place all interested parties had to sign off on the request before implementation by my team and me. The formation of the committee decreased the number of requests, business teams reached out weeks or months in advance to research options and all teams impacted had advance notice of what was happening.



City of Manzanita

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2023 Budget Committee Application

Name:	<u>JEFFREY SONSHINE</u>	Phone:	_____
Address:	_____	Email:	_____
City/State/Zip:	<u>MANZANITA OR 97130</u>		
Occupation:	<u>RETIRED (FINANCIAL EXECUTIVE)</u>		

Overview

The role of the Budget Committee is to provide a lay review of the proposed budget in the context of services that the city provides as well as additional programs or policies based on council goals. The budget committee receives the budget message and the proposed budget document from the budget officer, holds at least one meeting in which the public may ask questions about and comment on the budget, and ultimately approves the budget document. Committee members need to have a good understanding of the city's fiscal constraints and how services and programs are funded and be able to explain it to their friends and neighbors throughout the community.

Committee members are expected to do their homework and be prepared to participate actively in the budget process. This includes taking the training provided by the Oregon Department of Revenue and understanding their role as a member of the budget committee in relation to the budget officer.

Successful candidates shall have a solid basis or background in finance and/or budgeting experience in either the public or private sectors. If experience is in the private sector, the candidate must have a willingness to learn the differences between private sector finance and public budgeting processes and experience should be substantial or significant in nature.

Committee members should be able to take an active role in developing, evaluating and proposing policy that ensures the city's financial wellbeing. While this will likely happen outside of the budget process, members will be asked for guidance and feedback on proposed policies.

Committee members should have experience working in a constructive and collaborative committee format that is focused on supporting the budget officer, advancing the city's fiscal health wellbeing and serving the public interest.

1. My wife, Ruth, and I have been full time Manzanita residents since October 2020.
2. I would like to investment some of my time in retirement to a worthwhile volunteer activity.
3. I would like to be involved and know more about what is going on in the town and I thought this might be a good way to do it. It also lends itself to my B.S. and M.B.A. in Finance. I've been told that I'm good with numbers.

What experience do I have working with budgets?

1. For the 24 years I worked for Morgan Stanley and Smith Barney I was responsible for establishing a budget for the branch office I was managing. While I was the Branch Manager of the Morgan Stanley Miami office I prepared a budget for an office with \$2 Billion in Assets, \$22 Million in Revenues and \$5 Million in Profits. Our Income Statements included Revenues, Various costs of sales and general and administrative expenses.
2. I prepared income statements on a monthly basis and had to justify numbers that were out of line to my Regional Director.
3. As a Certified Investment Planner (I'm now retired) I was trained to develop budgets for individuals although that was not part of my normal day to day activities.
4. Not on my resume are 4 years I spent as President then Treasurer of my neighborhood association in Connecticut, the Laurel Ledge Park Association. It was a small community of 46 homes but we had some public spaces including a large swimming pool. We raised annual dues from everyone and used the money for pool maintenance, landscaping and other items that would come up from time to time. We also had to maintain a reserve fund in case there was an unplanned for surprise.

Describe a situation where you had to compromise to reach consensus on a budget related item.

1. Annually, I had to meet with my Regional Director and present my next year's annual budget. He would review it and we would discuss line items that he felt were more or less than what he thought they should be. I had to be prepared to justify each line item and make the case why I thought the number should be more or less than what he expected. Although he, being my supervisor, had the final say on everything.
2. Monthly, I had to be prepared to justify any line item my supervisor wished to discuss.

Other:

My resume has been has been oriented towards sales management as those were the kinds of jobs I was interested in at the time.

I first became aware of the opening on the Budget Committee through Randy Kugler who felt that the Budget Committee might benefit from my expertise. In looking further, I found that Jim Dopp, is also a member and I have spoken with him and he said he would support me as well.

I'm available to answer any further questions.



City of Manzanita

COUNCIL RESOLUTION No. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, MAKING APPOINTMENTS TO THE BUDGET COMMITTEE.

WHEREAS, ORS 294.414 requires that the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of the statute; and

WHEREAS ORS 294.414 requires that the budget committee consist of members of the governing body, and a number equal to the number of members of the governing body of electors of the municipal corporation appointed by the governing body; and

WHEREAS, there are currently two open positions on the budget committee; and

WHEREAS, the City Council at its December 6, 2023, meeting approved selection criteria and assigned a member of city council and a member of the budget committee to conduct a selection process;

WHEREAS, Councilor Brad Hart, and Budget Committee member Chip Greening were selected to serve on the selection committee; and

WHEREAS the selection committee conducted the application review and evaluation process; and

WHEREAS, the selection committee unanimously recommends the following candidate to serve on the City's Budget Committee for a three-year term:

1. Joy Nord

WHEREAS, the selection committee unanimously recommends the following candidate to serve on the City's Budget Committee for a two-year term:

1. Jeffrey Sonshine

Now, Therefore, be it Resolved by the City Council of the City of Manzanita, Joy Nord is hereby appointed to the budget committee for a period of three years commencing March 2024 and Jeffrey Sonshine is hereby appointed to the budget committee for a period of two years commencing March 2024.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder