



CITY OF MANZANITA

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SPECIAL CITY COUNCIL MEETING AND BUDGET HEARING

Zoom Video Conference
<https://ci.manzanita.or.us>

AGENDA - Updated

June 14, 2022
06:00 PM Pacific Time

Video Meeting: Council will hold this meeting through video conference. The public may watch live on the [City's Website: ci.manzanita.or.us/broadcast](https://ci.manzanita.or.us/broadcast) or by joining the Zoom meeting:

<https://us02web.zoom.us/j/86811090642?pwd=NmxwRTdhUVBSZUNNb0YvVnhLMVJBdz09>

Meeting ID: 868 1109 0642

Password: 051770

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.)
2. **PUBLIC HEARING – CONSIDERATION OF 2023/2024 BUDGET (INCLUDING PROPOSED USES OF STATE REVENUE SHARING FUNDS)**
3. **NEW BUSINESS**
 - A. Resolution adopting the budget, levying taxes, categorizing taxes, and making appropriations for the fiscal year commencing July 1, 2023, to June 30, 2024
 - B. Resolution electing to receive State Revenue Sharing Funds for Fiscal Year 2023-2024
 - C. Resolution Extending Workers' Compensation Coverage to Volunteers for Fiscal Year 2023-2024

D. Resolution Repealing Resolution 05-12 establishing the Civic Improvement Reserve and Repealing and Replacing Sections 1 and section 4 of Resolution 22-15

E. Resolution Repealing Resolution 14-11 Creating the Puffin Lane Local Improvement District Fund

F. Resolution Repealing Resolution 97-01 Creating the Trust Fund

G. Resolution Transferring Appropriations Within the Building Fund for Fiscal Year 2022-2023

H. Investigation of Employee Concerns
Linda Kozłowski, Council President

4. INFORMATION AND ADJOURN (6:45)



City of Manzanita

COUNCIL RESOLUTION No. 23-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, ADOPTING THE BUDGET, LEVYING TAXES, CATEGORIZING TAXES AND MAKING APPROPRIATIONS FOR FISCAL YEAR COMMENCING JULY 1, 2023 TO JUNE 30, 2024

BE IT RESOLVED that the City Council of the City of Manzanita, Oregon, that:

Section 1: The city hereby adopts the annual budget for Fiscal Year 2023-2024 in the sum of \$13,196,441. The Budget is now on file at the office of the City Manager, City Hall, Manzanita, Oregon.

Section 2. The amounts listed in the table below are hereby appropriated for the fiscal year beginning July 1, 2023, for the purposes stated.

General Fund (by department) :

Administration	\$	1,265,410
Public Safety		798,853
Court		45,955
Parks		32,110
Non Department:		
Department		1,030,000
Contingency		129,000
Total General Fund Appropriations	\$	<u><u>3,301,328</u></u>

City Hall Expansion Fund:

City Hall Expansion Department	\$	980,250
Total City Hall Expansion Fund Appropriations	\$	<u><u>980,250</u></u>

Building Fund:

Building Department	\$	306,450
Contingency		10,000
Total Building Fund Appropriations	\$	<u><u>316,450</u></u>

Road Fund:

Road Department	\$	710,158
Contingency		40,000
Total Road Fund Appropriations	\$	<u><u>750,158</u></u>

Tourism Promotion and Facilities Fund:

Tourism Promotion and Facilities Department	\$	304,445
Contingency		10,000
Total Tourism Promotion and Facilities Fund Appropriations	\$	314,445

Timber Management Fund:

Timber Management Department	\$	5,000
Total Timber Management Fund Appropriations	\$	5,000

Trust Fund:

Trust Department	\$	3,968
Total Trust Fund Appropriations	\$	3,968

Housing Rehabilitation Loan Fund:

Housing Rehabilitation Loan Department	\$	108,618
Total Housing Rehabilitation Loan Fund Appropriations	\$	108,618

Public Safety Equipment Reserve Fund:

Public Safety Equipment Reserve Department	\$	125,000
Total Public Safety Equipment Reserve Fund Appropriations	\$	125,000

Public Works Reserve Fund:

Public Works Reserve Department	\$	20,000
Total Public Works Reserve Fund Appropriations	\$	20,000

Water Utility Fund:

Water Department	\$	1,387,995
Contingency		65,515
Total Water Utility Fund Appropriations	\$	1,453,510

Water System Development Charges (SDC) Fund:

Water SDC Department	\$	371,000
Contingency		20,000
Total Water SDC Fund Appropriations	\$	391,000

Storm Drain Development Charges (SDC) Fund:

Storm SDC Department	\$	25,000
Total Storm SDC Fund Appropriations	\$	25,000

Building Reserve Fund:

Building Reserve Department	\$ -
Total Building Reserve Fund Appropriations	\$ -

Park System Development Charges (SDC) Fund:

Park SDC Department	\$ -
Total Park SDC Fund Appropriations	\$ -

Summary Totals for All Funds

Appropriated Expenditures	\$ 7,520,212
Appropriated Contingency	274,515
Total Appropriations	7,794,727
Total Unappropriated	5,401,714
Total Adopted Budget for Fiscal Year 2024	\$ 13,196,441

Section 3. BE IT FURTHER RESOLVED that the City Council of the City of Manzanita hereby imposes the taxes provided for in the adopted budget at the rate of \$0.4233 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2023-2024 upon the assessed value of all taxable property within the City. The City Council of Manzanita hereby categorizes the taxes as follows:

	SUBJECT TO THE GENERAL GOVERNMENT LIMITATION	EXCLUDED FROM THE LIMITATION
General Fund	\$0.4233 / \$1000	-0-
Total Levy	\$0.4233 / \$1000	-0-

Section 4. The city manager or their designee shall certify, file with, and give notice to the county assessor of Tillamook County and the Oregon Department of Revenue as required by Oregon Revised Statute (ORS) 294.458 and 310.060.

APPROVED AND ADOPTED THIS 14TH DAY OF JUNE 2023.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



City of Manzanita

COUNCIL RESOLUTION No. 23-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA,
OREGON, ELECTING TO RECEIVE STATE REVENUE SHARING FUNDS FOR
FISCAL YEAR 2023-24**

Now, therefore, be it Resolved:

Section 1. Pursuant to O.R.S. 221.770, the City hereby elects to receive State revenues for the fiscal year 2023-24.

Section 2. The City certifies that a public hearing before the Budget Committee was held on May 17, 2023, and a public hearing before the City Council was held on June 14, 2023, giving citizens the opportunity to comment on use of State Revenue Sharing funds.

Introduced and adopted by the City Council on June 14, 2023.

This resolution is effective on June 14, 2023.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



City of Manzanita

COUNCIL RESOLUTION No. 23-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF MANZANITA FOR POLICY YEAR 2023-2024.

WHEREAS, the City of Manzanita elects the following:

Pursuant to ORS 656.031, worker' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on SAIF payroll schedule, and verified at audit:

1. Public Safety Volunteers

An assumed monthly wage of \$800 will be used for public safety volunteers (Class Code 8411).

Emergency Response Volunteers

All emergency response volunteers will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations.

2. Volunteer boards, commissions, and councils for the performance of administrative duties

- a. City Council
- b. Planning Commission

3. Manual labor by elected officials

(Not applicable)

4. Non-Public Safety Volunteers

All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. SAIF will assign the appropriate classification code according to the type of volunteer work being performed.

- a. Parks and recreation
- b. Public works
- c. Administration

5. Public Events

Volunteers at the following public events will be covered under workers' compensation coverage using verified hours Oregon minimum wage as basis for

premium and/or benefit calculation: Other events will be subject to the same parameters as section 7 other volunteers.

- a. Fourth of July Parade
- b. Other Events

6. Community Service Volunteers/Inmates

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by City of Manzanita. Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

7. Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work the City of Manzanita:

- a. Provides at least two weeks advance written notice to SAIF underwriting requesting the coverage.
- b. SAIF approves the coverage and date of coverage.
- c. SAIF provides written confirmation of coverage.

City of Manzanita will maintain verifiable rosters for all volunteers including volunteer name, date of service and hours of service and make them available to SAIF at the time of a claim or audit to verify coverage; now therefore,

Now, therefore, be it Resolved that the City of Manzanita shall provide for worker' compensation insurance coverage effective July 1, 2023, as indicated above.

Introduced and adopted by the City Council on June 14, 2023.

This resolution is effective on June 14, 2023.

Debra Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



COUNCIL RESOLUTION No. 23-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, REPEALING RESOLUTION 05-12 ESTABLISHING THE CIVIC IMPROVEMENT RESERVE AND REPEALING AND REPLACING SECTIONS 1 AND SECTION 4 OF RESOLUTION 22-15

WHEREAS, Resolution 05-12 created the Civic Improvement Reserve within the General Fund; and

WHEREAS, Resolution 22-15 requires that a portion of each annual short-term rental license fee that the City collects must be credited to the Civic Improvement Reserve; and

WHEREAS, on May 17, 2023 the Budget Committee recommended adoption of the FY 2023-2024 Budget which included a recommendation for the dissolution of the Civic Improvement Reserve; and

WHEREAS, the Civic Improvement Reserve no longer serves the original purpose;

Now, Therefore, be it Resolved by the City Council of the City of Manzanita

SECTION 1: Resolution 05-12 is hereby Repealed.

SECTION 2: Resolution 22-15 Sections 1 and 4 are repealed and replaced with the following language:

SECTION 1: Effective August 1, 2023, the annual short-term rental license renewal fee shall be \$850 for the period beginning August 1 and ending July 31 of the following year.

SECTION 4: The annual short term rental license renewal fee, the initial application and inspection fee, and all other fees collected noted in section 3 shall be credited to the General Fund.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



City of Manzanita

COUNCIL RESOLUTION No. 23-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, REPEALING RESOLUTION 14-11 CREATING THE PUFFIN LANE LOCAL IMPROVEMENT DISTRICT FUND

WHEREAS, Resolution 14-11 created the Puffin Lane Local Improvement District Fund; and

WHEREAS, the Puffin Lane Local Improvement District is project is complete and payments have been received; and

WHEREAS, on May 17, 2023, the Budget Committee recommended adoption of the FY 2023-2024 Budget which included a recommendation for the dissolution of the Puffin Lane Local Improvement District Fund; and

Now, Therefore, be it Resolved by the City Council of the City of Manzanita

SECTION 1: Resolution 14-11 is hereby Repealed.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



City of Manzanita

COUNCIL RESOLUTION No. 23-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON,
REPEALING RESOLUTION 97-01 CREATING THE TRUST FUND**

WHEREAS, Resolution 97-11 created the Trust Fund; and

WHEREAS, the Trust Fund was established to hold monies donated to the city or to volunteer organizations for specific community projects or for specific volunteer programs; and

WHEREAS, the Trust Fund has remained dormant for years; and

WHEREAS, on May 17, 2023, the Budget Committee recommended adoption of the FY 2023-2024 Budget which included a recommendation for the dissolution of the Trust Fund and a transfer of the remaining funds into the Tourism Promotion Fund.

Now, Therefore, be it Resolved by the City Council of the City of Manzanita

SECTION 1: Resolution 97-01 is hereby Repealed and the remaining fund transferred into the Tourism Promotion Fund.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



City of Manzanita

COUNCIL RESOLUTION No. 23-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS WITHIN THE BUILDING FUND FOR FISCAL YEAR 2022-23

WHEREAS, the City of Manzanita has determined that a transfer of appropriations in the Building Fund is needed for the purpose of covering additional expenses unforeseen at the time of budget adoption related to medical/dental costs for fiscal year 2023.

Now, therefore, be it Resolved:

The following appropriations within the 2022-2023 Adopted Budget are adjusted as follows:

<u>Appropriation Category</u>	<u>Existing Amount</u>	<u>Increase/ (Decrease)</u>	<u>Adjusted Amount</u>
Building Fund/Personnel Services	\$143,453	\$5,000	\$148,453
Building Fund /Materials & Services	\$99,100	(\$5,000)	\$94,100

Introduced and adopted by the City Council on June 14, 2023.

This resolution is effective on June 14, 2023.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City Recorder