



CITY OF MANZANITA

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SPECIAL CITY COUNCIL MEETING AND BUDGET HEARING

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

AGENDA

May 29, 2024
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/86748422326?pwd=Nkpkb3FvWnU0dWY0RjlrZyZnN3FOU09>

Meeting ID: 867 4842 2326

Password: 716673

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 2024/2025 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, 2024, to June 30, 2025
 - B. Resolution declaring the City's election to receive State revenue sharing funds for fiscal year 2024-2025
 - C. Resolution extending workers' compensation coverage to volunteers for fiscal year 2024-2025
 - D. Resolution closing the Timber Management Fund, the Housing Revolving Loan Fund, the Public Safety Reserve Fund, the Building

Reserve Fund, the Trust Fund, the Water System Development Charge Fund, the Stormwater System Development Charge Fund, and the Parks System Development Charge Fund; and creating a new System Development Charge Fund; and renaming the Tourism Promotion Fund and Road Fund.

4. INFORMATION AND ADJOURN (6:45)



City of Manzanita

COUNCIL RESOLUTION No. 24-

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, 2024 TO JUNE 30, 2025

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 2024-2025 in the sum of \$23,033,043. 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, 2024, for the purposes stated.

General Fund Fund (by department:)

Administration	\$	1,285,900
Parks		49,695
Municipal Court		29,651
Public Safety		846,650
Non-Department:		
Department		3,992,010
Contingency		150,000
Total General Fund Appropriations	\$	6,353,906

City Hall Fund

City Hall Department	\$	3,668,000
Contingency		100,000
Total City Hall Fund Appropriations	\$	3,768,000

Building Fund

Building Department	\$	212,009
Contingency		20,000
Total Building Fund Appropriations	\$	232,009

Transportation Fund

Previously known as the Road Fund

Transportation Department	\$	1,980,034
Contingency		20,000
Total Transportation Fund Appropriations	\$	2,000,034

Tourism Fund

Previously known as the Tourism Promotion & Facilities Fund

Tourism Department	\$	316,281
Contingency		5,000
Total Tourism Fund Appropriations	\$	321,281

System Development Charges (SDCs) Fund (by department:)

Water SDCs	\$	672,340
Stormwater SDCs		5,000
Parks SDCs		-
Contingency		20,000
Total System Development Charges Fund Appropriations	\$	697,340

Water Utility Fund Fund (by department:)

Operations Department	\$	2,616,164
Transmission Lines Department		119,800
Total Water Utility Fund Fund Appropriations	\$	2,735,964

Public Works Equipment Reserve Fund

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

Total Appropriations of Funds Not Being Closed **\$** **16,128,534**

Closing Funds: Final Appropriations

Following funds are closed and the appropriations are transfers to other funds.

Total Appropriations by Fund:

Building Reserve Fund - Building Reserve Department	\$	4,580
Housing Revolving Loan Fund - Housing Department		110,670
Police Safety Vehicles Reserves Fund - Public Safety Reserve Dept.		41,480
Timber Management Fund - Timber Management Department		25,390
Trust Fund - Trust Department		-
Total Appropriations of Closed Funds:	\$	182,120

Summary Totals for All Funds

Appropriated Expenditures for Funds <i>(not including closed funds or contingency)</i>	\$ 15,813,534
Appropriated Contingency	315,000
Appropriated Expenditures for Closed Funds	182,120
Total Appropriated	<u>16,310,654</u>
Total Unappropriated	<u>6,722,389</u>
Total Adopted Budget for 2024-2025	<u><u>\$ 23,033,043</u></u>

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 2024-2025 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 29TH DAY OF May 2024.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



COUNCIL RESOLUTION No. 24-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON,
DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS
FOR FISCAL YEAR 2024-2025.**

WHEREAS, the City of Manzanita desires to receive state revenue sharing funds apportioned and distributed to the cities of the state during 2024-2025 fiscal year as provided in Oregon Revised Statute (ORS) 221.770 and

WHEREAS, ORS 221.770(1) requires that any city electing to receive a distribution must enact an ordinance or resolution expressing that election and file the same with the Oregon Department of Administrative Services no later than June 30, and

WHEREAS, a public hearing has been held before the Budget Committee on May 7, 2024, to discuss possible uses of the funds, and before the City Council on May 29, 2024 to obtain public input on the proposed uses of the funds.

Now, therefore, be it Resolved: by the City Council of the City of Manzanita, Oregon, that the city elects to receive its proportionate share of the State revenues for the 2024-2025 fiscal year pursuant to ORS 221-770.

Introduced and adopted by the City Council on May 29, 2024.

This resolution is effective on May 29, 2024.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



City of Manzanita

COUNCIL RESOLUTION No. 24-

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 2024-2025.

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, 2024, as indicated above.

Introduced and adopted by the City Council on May 29, 2024.

This resolution is effective on May 29, 2024.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder



COUNCIL RESOLUTION No. 24-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, CLOSING THE TIMBER MANGEMENT FUND, THE HOUSING REVOLVING LOAN FUND, THE PUBLIC SAFETY RESERVE FUND, THE BUILDING RESERVE FUND, THE TRUST FUND, THE WATER SYSTEM DEVELOPMENT CHARGES FUND, THE STORMWATER SYSTEM DEVELOPMENT CHARGES FUND AND THE PARKS SYSTEM DEVELOPMENT CHARGES FUND; AND CREATING A NEW SYSTEM DEVELOPMENT CHARGES FUND; AND RENAMING THE TOURISM PROMOTION AND FACILITIES FUND AND THE ROAD FUND.

WHEREAS, the City currently manages 15 funds; and

WHEREAS, staff conducted a full review of the City's fund structure and proposed the closure of 8 funds and the creation of one new fund to streamline fund management in accordance with Oregon Local Budget Law and Generally Accepted Accounting Principles; and

WHEREAS, on May 7, 2024, the Budget Committee recommended adoption of the FY 2024-2025 Budget which included a recommendation to close the Timber Management Fund, the Housing Revolving Loan Fund, the Public Safety Reserve Fund, the Building Reserve Fund, the Trust Fund, the Water System Development Charge Fund, the Storm Drain (Stormwater) System Development Charge Fund, and the Parks System Development Charge Fund; and

WHEREAS, the proposed budget also included the creation of a new System Development Charge Fund that will include Water, Stormwater, and Parks SDC funds; and

WHEREAS, the proposed changes result in a total of 8 remaining funds, reducing the overall number of funds by 7; and

WHEREAS, the proposed budget includes the renaming of the Tourism Promotion & Facilities Fund to the Tourism Fund; and

WHEREAS, the proposed budget includes the renaming of the Road Fund to the Transportation Fund.

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

SECTION 1: The Timber Management Fund, the Housing Revolving Loan Fund, the Public Safety Reserve Fund, the Building Reserve Fund, the Trust Fund, the Water System Development Charges Fund, the Storm Drain (Stormwater) System Development Charges Fund, and the Parks System Development Charges Fund are hereby closed and this Resolution shall supersede any Resolutions pertaining to the establishment of these funds.

SECTION 2: The establishment of a System Development Charges (SDC's) Fund that will consolidate the Water, Stormwater and Parks SDC's into a single fund with delineation of the specific revenue and charges received for each SDC.

SECTION 3: The remaining balances for the Timber Management Fund, Housing Revolving Loan Fund, and Public Safety Reserve Fund, as listed in Exhibit A, shall be transferred to the General Fund.

SECTION 4: The remaining balance of the Building Reserve Fund, as listed in Exhibit A, shall be transferred to the Building Fund.

SECTION 5: The Tourism Promotion and Facilities Fund is hereby renamed the Tourism Fund.

SECTION 6: The Road Fund is hereby renamed the Transportation Fund.

Introduced and adopted by the City Council on _____.

This resolution is effective on _____.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder

EXHIBIT A
REMAINING FUND BALANCES

Fund	Balance Subject to Transfer
Timber Management Fund	\$25,390
Housing Revolving Loan Fund	\$110,670
Public Safety Reserve Fund	\$41,480
Building Reserve Fund	\$4,580