



City of Manzanita Fiscal Year 2024 - 2025 Proposed Budget



City of Manzanita

Budget Committee Members

BUDGET 2024 - 2025



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Linda Kozlowski, Council President
Jerry Spegman, Councilor
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Mayor, City Councilors, Budget Committee Members and Citizens of Manzanita,

The Fiscal Year 2024-2025 City of Manzanita budget reflects an organization that is in a strong financial position, and ready for the opportunities and challenges ahead. The purpose of the budget message is to provide an overview of the budget document itself, summarize any major changes to financial policies or revenue or expenditures for the coming year.

The majority of the City's budget is related to the ongoing provision of City services including Water, Stormwater, Transportation, Parks, Public Safety, Administration including Planning, Building and Tourism. These represent the basic services the city must provide first before it can do anything else. Once these services are provided for, including a suitable reserve if appropriate, the City Council goals and other projects and programs are layered in based on priority, funding availability and staff capacity. As required by law, this budget is balanced based on projected revenues and expenditures.

The budget is designed to be accessible and serve as a resource for anyone who is interested regardless of their background or experience with city budgeting. In a continuing effort to "Level Up" Manzanita, the city's budget looks different this year because it's much simpler.

- This year, the budget reduces the number of city managed funds from 15 to 8. This approach simplifies and streamlines the city's finances making the budget more transparent and easier to understand.

Conservative budgeting and a few strong years of tourism related revenue have resulted in a solid General Fund balance.

- The City of Manzanita continues to rely primarily upon Transient Lodging Tax (TLT) to fund most city operations, transportation and parks systems.
- Tourism trends remain consistent with last fiscal year.
- The city's revenue projections for this fiscal year look much like they have in the past.
- The freeze on Short Term Rentals (STR) ends during this fiscal year. The City Council will consider policy options related to the management of STRs in Manzanita. It is unknown currently what the proposed policies are and what, if any potential impacts on the General Fund will result.
- The General Fund remains in a solid position even into the forecasted future, but alternate source of funding will be necessary in the near term to ensure that Manzanita maintains its strong financial position in the long term if its main source of funding becomes further restricted.

A new revenue source is needed for the Transportation Fund, which requires ongoing support from the General Fund each year, this year being no exception. Additional dedicated funding to support the staff, materials and services required to operate city streets is required each year from the General Fund. These limits impact the city's ability to implement new projects and do necessary road maintenance.

The city did implement some new financial measures in FY 23-24 that will have a positive impact on revenue.

- The city has been working toward cost recovery for the services the city provides and worked with the City Council to re-establish the city's Master Fee Schedule setting into place a predictable process for annual updates to all city fees to account for inflation and other cost related factors.
- The city's Intergovernmental Agreements with Wheeler and Nehalem for Police Services are updated and now provide greater cost recovery.

The City Council has also made it a priority to conduct outreach specific to the financial strategy.

- The City Council will be holding listening sessions to explore funding sources with the community in more depth.

The city will continue to take on debt this year, but not pay any debt service through a reimbursement loan from the State of Oregon that charges interest on the principal as it drawn and is accrued on balance. The loan will be converted to permanent financing when construction on city hall is complete. The first debt service payment will occur in FY 2025-2026 and is accounted for in the General Fund forecast. The City Hall construction project budget anticipates only \$4.1 million in debt service.

The Water Utility Fund is back in the black this year and looking up. In FY 2023-2024 the City Council approved new water rates for the first time in 10 years. This change was to “catch up” with inflation and ensure the ongoing maintenance and operational requirements of the water utility. The new water rates now provide sufficient revenue to support an appropriate reserve balance for the water utility and set the city up for a robust maintenance schedule in future years.

- A proposal for a 50% policy reserve for the Water Utility Fund is included in the budget.
- The City Council elected to pass on the inflation rate adjustment this fiscal year to allow time to conduct an evaluation of the water rate changes after a full year of data has been collected. Rates went into effect in October 2023. It is anticipated however, that the adjustment will be made in future years.

The Building Fund also includes a proposal for a 50% policy reserve to ensure the Building Fund’s long-term viability.

This year is a year of major capital projects for the city.

- City Hall construction is fully underway and will require staff time to manage and oversee the construction and move three buildings into one.
- The State of Oregon awarded the City with \$2,709,000 to build the Classic Street Connection Project. The budget proposal allocates these funds between the Water Utility Fund and the Transportation Fund for the Road and Stormwater work. The city has already begun initial due diligence and expects construction to begin in FY 24-25.
- The budget includes funds to put traffic calming measures in place and implement a 20 Mile Per Hour speed limit citywide.

The city is also entering into a new phase of planning for the future by updating the City’s Comprehensive Plan and meeting state requirements for middle housing.

- The revision of a 30-year-old Comprehensive Plan and implementing Ordinances will be a major multiyear land use planning effort that will require significant staff time to coordinate the planning consultant, the Planning Commission, the Comprehensive Plan Steering Advisory Committee, and the public involvement process in addition to coordination with the state on compliance.
- State legislation requires the city to develop new zoning regulations that are consistent with Oregon’s middle housing rules which will require both staff and consultant and City Attorney time to revise the city’s zoning ordinance and subdivision ordinances.

This is going to be a transformative year for Manzanita. The 2024-2025 budget puts forward a clear and understandable plan of action for the year of how the city will help facilitate this transition, and ensure ongoing excellent service to our community. The city staff look forward to working with our community, and all of you this coming fiscal year.

Onward and upward,

Leila Aman
City Manager / Budget Officer



INTRODUCTION

Manzanita Fiscal Year Budget 2024-2025

The city's budget is the guiding financial management strategy for the city. The budget represents a cumulative expression of the city's financial and service goals for the year. It defines the work program for the coming year and outlines the costs associated with providing essential services, programs and resources to the community. Resources are allocated to provide the highest quality services at a reasonable cost to meet the growing and changing needs of the community.

The City Council is responsible for setting policy that represent the collective interests of the citizens. The City Council does this, in part, by setting annual policy goals that are used by the City Manager to prioritize policies, projects and programs within the budget to achieve the goals and deliver ongoing high quality service to the community.

The City Manager is appointed by the City Council and is responsible for managing the day to day operations of the city, delivering on council goals and ensuring that council policies are implemented. The City Manager also acts as the Budget Officer for the City and prepares the city's annual budget. The City Manager engaged with all department heads and key staff in the preparation of the budget to ensure that resources in the proposed budget are adequately aligned with service expectations.

The city budget includes an overall summary of all resources (the funds that come in to the city) and the expenditures, or requirements (the funds that go out). There is a budget for each fund and department that includes details on staff (personnel), materials and services, and other costs to provide services for a given department or fund. The organizational chart on the next page illustrates the relationship between the city council, city manager, departments and staff. This provides an important foundation for understanding the architecture of the budget.

Council-Manager Form of Government

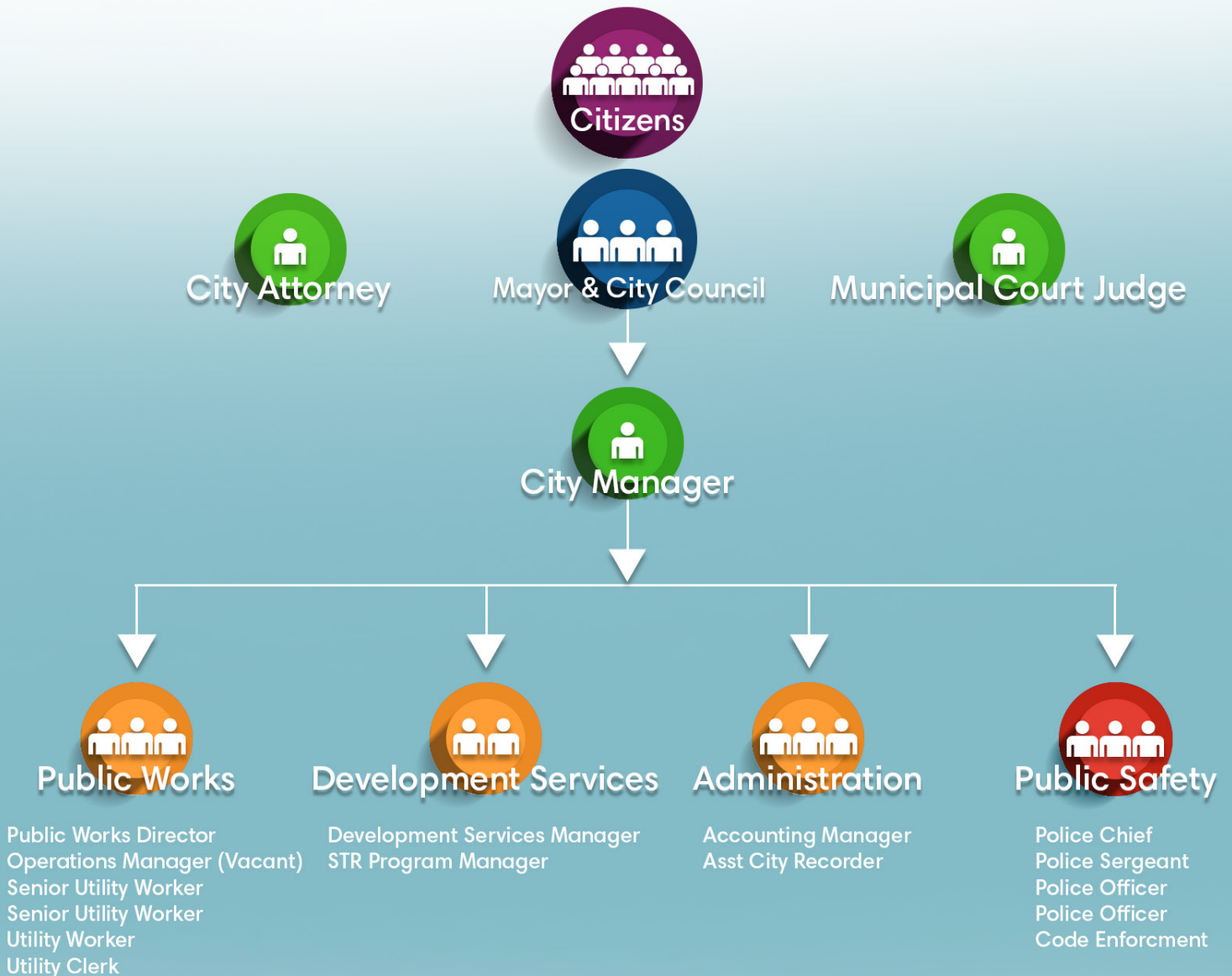
MANZANITA VOTERS
ELECT THE

MAYOR & CITY COUNCIL
APPOINTS THE

CITY MANAGER
CARRIES OUT POLICY

City Organizational Chart

The City is organized into three departments. Administration, public safety and public works. The administration department provides oversight for all departments and funds. The administration also includes the Office of the City Recorder, Finance, Human Resources and oversight of the Visitor Center operations. The public safety department includes Police and Code Enforcement services. The development services department provides Building Permit and Inspection services, Planning and Land Use Services, and short term rental and Inspection services. The public works department provides day to day operations primarily for the water utility, roads, parks, storm drain and tourism facility management. The City Manager oversees day to day operations of all city functions and serves multiple roles including the City Recorder and Budget Officer.





Council Goals

City Council goals are the key policy goals of the governing body that the city manager is responsible for implementing. The City budget provides funding to implement elements of these goals each year. The goals for 2024 are described below.

1 Level Up Manzanita

Construct, open and welcome the community to City Hall.

2 Budget Forward Manzanita

Engage with the community to explore and propose strategies for diversifying the city's revenue streams to create sustainable revenue sources for operations and infrastructure.

3 Envision Manzanita

Update the Comprehensive Plan and its enabling Ordinances including implementing SB 406 which requires Manzanita to meet Oregon's middle housing rules.

4 Council Communication

The City Council will create more opportunities for direct engagement with citizens and expand resources for citizens to stay informed and engaged.

FUNDS

At present the City manages 15 funds, and 2 agency funds that are exempt from Oregon Budget Law and are utilized to hold assets in trust. The proposed FY 24-25 Budget includes a proposal to rename 2 funds, discontinue 8 funds, and create one new fund. The result would be a total of 8 funds, excluding the two agency funds. The purpose of this change is to enhance transparency and provide efficiency for the city, to facilitate audit preparation and ensure that financial processes are optimized. (Appendix D – Memorandum to the Budget Committee on Recommended Fund Closures)

The budget committee was consulted with this proposal at a quarterly meeting earlier this calendar year, and there was consensus to move forward with the proposed approach. Therefore, the FY 24-25 budget document assumes this new fund structure is in place. The various fund types, and their main sources of revenue are described below. A budget summary is included for each fund that will be closed to indicate where the remaining funds will be transferred. The charts below illustrate the fund structure changes.

CHANGES FROM FY 2023- 2024 FUND STRUCTURE

GENERAL FUND	PROPRIETARY FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	RESERVE FUNDS
	<ul style="list-style-type: none"> • Water Utility 	<ul style="list-style-type: none"> • Water SDC Fund • Storm Drain SDC Fund • Parks SDC Fund • SDC Fund <ul style="list-style-type: none"> • Water • Storm Drain • Parks • City Hall Expansion Fund 	<ul style="list-style-type: none"> • Building Fund • Road Transportation Fund • Tourism Fund • Promotion and facilities • Timber Management Fund • Housing Rehabilitation Loan Fund • Trust Fund 	<ul style="list-style-type: none"> • Public Works Reserve Fund • Public Safety Reserve Fund • Building Reserve Fund

FY 2024 - 2025 FUND STRUCTURE

GENERAL FUND	PROPRIETARY FUND	SPECIAL REVENUE FUNDS	CAPITAL PROJECT FUNDS	RESERVE FUNDS
	<ul style="list-style-type: none"> • Water Utility Fund 	<ul style="list-style-type: none"> • Building Fund • Transportation Fund • Tourism Fund 	<ul style="list-style-type: none"> • SDC Fund • Water • Stormwater • Parks • City Hall Fund 	<ul style="list-style-type: none"> • Public Works RF

General Fund

Departments include Administration, Public Safety (Police), Municipal Court, Parks and Development Services. General Fund resources are also used to pay for a portion of the public works staff and provides essential funding for the Transportation Fund and the Storm Water SDC fund when needed. Principal sources of revenue consist of license and permit fees, transient lodging taxes, transfers from other governmental agencies, and the property tax levy.

Special Revenue Funds

Transportation Fund

Accounts for the city's share of the State of Oregon's gas tax revenues. The use of these receipts is restricted to street maintenance and repair, and trails and other transportation related investments. Other revenues include franchise fees, grants, and transfers from the general fund.

Building Fund

Includes restricted revenue from building inspections and plan review. These funds are restricted to building department related expenditures.

Tourism Fund

This account was created in 2012 to account for 70% of the revenues from a 2% increase in the transient lodging tax. These revenues are required by State Statute to be used for tourism promotion and tourist-related facilities.

Capital Project Funds

City Hall Expansion Fund

The purpose of this fund is for constructing city hall.

System Development Charge Fund

The city presently collects System Development Charges (SDC) for water, storm water and parks, managing each resource and expenditure distinctly within its respective fund. However, adhering to best practices, the proposed budget entails establishing a consolidated fund that encompasses all three SDC charges, resulting in the closure of the individual funds. The budget transparently consolidates and delineates the specific revenue received and charges for each SDC and allows for future additions to the fund if the city adds new SDCs.

Park SDC

Includes revenues from park system development charges, which are used for the development of city parks. The fee is currently set at \$60 per unit so it does not generate sufficient resources on its own for any park expansion.

Water SDC

This fund includes revenues from water SDCs which are used for expansion of the city water system.

Stormwater SDC

This fund includes revenues from stormwater system development charges, which are used for expansion of the city stormwater system. The city raised system development charges for storm water in Fiscal Year 23-24. This year the fee includes an inflation adjustment and is set at \$1,715. The main funding source for storm water projects has been the General Fund or grants.

Proprietary Fund

Water Utility Fund

Accounts for revenue from water supplied to residents of the city as well as residents within the Urban Growth Boundary. Principal source of revenue is water utility rates and expenses are for costs of operations, depreciation and system replacement and expansion.

Reserve Fund

Public Works Reserve Fund

Accounts for the purchase of equipment which benefits the water, storm water, roads and parks operations.

Closed Funds

These funds are proposed to be closed this Fiscal Year and are included to show where the remaining funds will be transferred.

Trust Fund

Includes revenues generated by the periodic sale of timber on city-owned property.

Timber Management Fund

Includes revenues generated by the periodic sale of timber on city-owned property.

Housing Rehabilitation Loan Fund

This fund was created in 1998-99 to account for loan repayments from recipients of no-interest loans awarded by a Community Development Block Grant for housing rehabilitation. Receipts from this fund can be loaned again to other low- and moderate-income homeowners.

Public Safety Equipment Reserve Fund

Accounts for the transfers of funds from the General Fund for the purchase of major equipment and vehicles for the public safety department.

Building Reserve Fund

Accounts for the transfer of funds transferred from the Building Fund for vehicles for building staff for inspections.



BASIS OF ACCOUNTING

The budget is prepared on the cash basis of accounting and contains separate balanced resources and expenditures for each fund. It is summarized by major expenditure categories within each organizational unit. Budget appropriations in the General Fund are by department to give the departments some flexibility in making expenditure decisions.

Organization of the Budget

The budget is organized by major fund category beginning with the General Fund. Each budget includes a range of categories, including personnel services, materials and services, transfers, debt service, capital outlay and reserves. The following highlights general principles applied to the formation of each budget.

Personnel Services

The city employs 16 FTE employees which is sufficient to meet current obligations and successfully perform the various essential functions of the city. Many staff are cross trained to perform a variety of functions and must operate at a high level of efficiency in order to meet the growing demands of the city with limited resources.

Personnel services requirements are based on current budgeted staffing levels and expected increases in salaries and benefits. Staff salaries were adjusted by Resolution in April 2024 to account for a 3% Cost of Living Adjustment (COLA). The Western Consumer Price Index (CPI-U) was used to make the COLA adjustment, and, as of February 2024, the CPI was 3.2%. All positions are currently filled with the exception of the Operations Manager position in the Public Works Department.

FY 25 Proposed Salary Schedule

Position	Step A	Step B	Step C	Step D	Step E
Police Chief	8,074	8,478	8,900	9,346	9,813
Police Sergeant	6,850	7,192	7,552	7,929	8,325
Public Works Director	7,000	7,350	7,717	8,104	8,508
Development Services Manager	7,000	7,350	7,717	8,104	8,508
Accounting Manager	5,909	6,205	6,514	6,840	7,182
Police Officer	5,386	5,656	5,938	6,235	6,826
Assistant City Recorder	4,677	4,911	5,157	5,414	5,686
STR/TLT Program Manager	4,677	4,911	5,157	5,414	5,686
Code Enforcement Officer	4,677	4,911	5,156	5,415	5,686
Planning & Permit Tech	4,469	4,691	4,926	5,173	5,431
Public Works Utility Clerk	4,421	4,641	4,874	5,117	5,373
Utility Worker	4,006	4,206	4,416	4,637	4,869
Senior Utility Worker	4,677	4,911	5,157	5,414	5,686
Operations Manager	5,280	5,544	5,821	6,112	6,418

Materials and Services

Materials and services increase over the prior fiscal year are based on known expenditure increases. Departmental narratives provide key information on any notable increases in spending. Most budgets remained relatively stable with previous years but for increases in materials such as fuel and certain professional services to implement policy goals.

The Administration Department provides IT, legal, finance and records support in addition to other administrative services such as centralized financial accounting software, payment and banking services, among others. Each department accounts for specific memberships, legal, or IT hardware needs within department heads are responsible for tracking and ensuring that budgets are within the appropriations amount.

Transfers

Transfers occur when revenues are transferred between funds. There are two types of transfers. Inter fund transfers which include a transfer from one fund to another for a specific purpose. The other is an indirect cost allocation where resources are transferred from one fund to another for administrative functions which benefit the fund. Indirect costs are determined using a materials and services cost allocation methodology which can be found in Appendix B.

Capital Outlay

Represent capital expenditures including vehicles and property.



Outstanding Debt

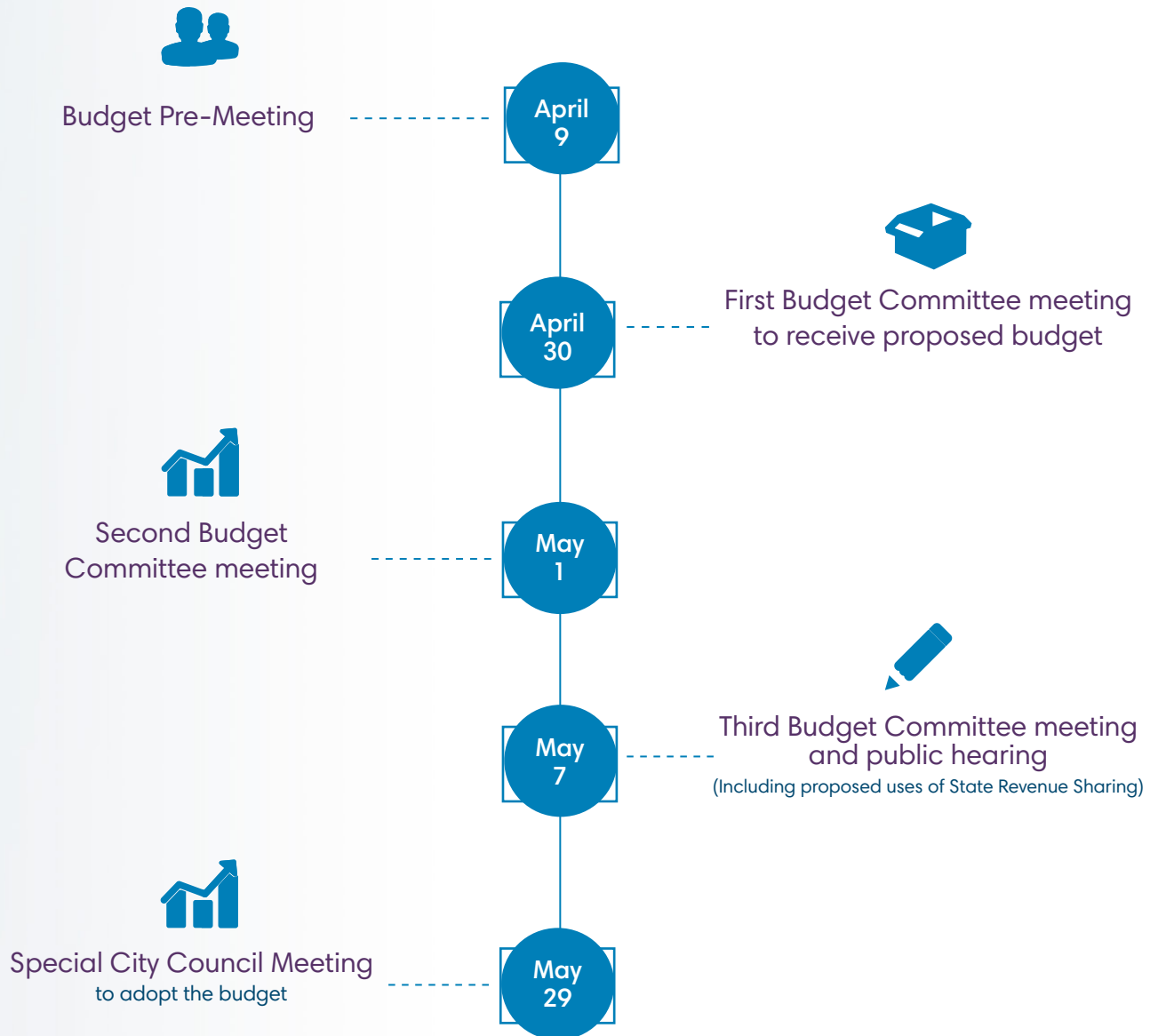
Summary of Outstanding Debt

Below is a table summarizing outstanding balances on debt held by the city. The table includes interest rate, annual debt service and when the loan is due. The table is for current debt and does not include anticipated future debt.

Purpose	Due	Interest Rate	Outstanding Amount	Annual Debt Service FY 24/25	Source of Debt Service
Visitors Center	2027	3.35%	\$178,036	\$50,868	Tourism Fund
Underhill Plaza	2027	2.75%	\$543,664	\$155,332	General Fund
Water Revenue Bond	2045	3.00% - 4.00%	\$3,597,446	\$173,957	Water Utility Fund

FINANCIAL YEAR 24 / 25

BUDGET SCHEDULE



Users Guide

To reading & understanding the graphs throughout this document

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8
Section Title Line Item Name	Actual Total FY 21/22	Actual Total FY 22/23	Adopted Total FY 23/24	Estimated Total Current Year	Budget Proposed FY 24/25	Approved by Budget Committee	Adopted by Governing Body

Column 1

Section Title

Line Item Name

Column 2

Actual Total FY 21/22

Revenues and expenditures of the budget for each fund in the prior fiscal year 2021/2022

Column 3

Actual Total FY 22/23

Revenues and expenditures of the budget for each fund in the prior fiscal year 2022/2023

Column 4

Adopted Total FY 23/24

Revenues and expenditures Adopted for FY 2023-24 budget.

Column 5

Estimated Total Current Year

End of year estimates for FY 23-24.

Column 6

Budget Officer Proposed

Revenues and expenditures proposed for FY 2023-24 by the Budget Officer.

Column 7

Approved by Budget Committee

Revenues and expenditures proposed for FY 24-25 by the Budget Officer that include any changes from the Budget Committee . This budget get approved by the Budget Committee and the Budget Committee sends it recommendation to the City Council for adoption.

Column 8

Adopted by the Governing Body

Revenues and expenditures proposed for FY 2024-25 by the Budget Committee to City Council are considered for adoption and the budget that includes any changes from City Council becomes final.

Did You Know?

What is TLT (Transient Lodging Tax)?

The TLT is a tax placed on the total retail price paid for occupancy of a transient lodging (short term rentals are defined as transient lodging) The City of Manzanita charges 9% and processes and remits taxes to the state to charge this fee. Of that 9% Manzanita gets to maintain 100% of 7% of the revenue generated, and 30% of the remaining 2% for general fund purposes. The remaining 70% of that 2% goes into another fund called the Tourism Promotion Fund and can only be used for specific purposes defined by statute.

A person who furnishes temporary overnight lodging is considered a transient lodging provider.

A transient lodging intermediary is a person, other than a provider, that facilitates the retail sale and charges for the occupancy of transient lodging.

Transient lodging intermediaries include, but are not limited to, online travel companies, travel agents, and tour outfitter companies.

Transient lodging includes:

- Hotels and motels;
- Bed and breakfast facilities;
- RV sites in RV parks or campgrounds;
- Resorts and inns;
- Lodges and guest ranches;
- Cabins;
- Condominiums;
- Short-term rental apartments and duplexes;
- Vacation rental houses;
- Tent sites and yurts in private and public campgrounds
- And any other dwelling unit, or portion of a dwelling unit, used for temporary overnight stays.

Source: Oregon Department of Revenue

Did you know that only a small portion of your property taxes go to the City of Manzanita to provide services?

TAX BY DISTRICT

SCHOOL 56	1,354.84
NW REGIONAL ESD	46.30
TILLAMOOK BAY CC	79.34
EDUCATION TOTAL:	1,480.48
TILLAMOOK COUNTY	466.23
COUNTY LIBRARY	195.68
SOLID WASTE	12.00
CITY OF MANZANITA	127.44
NEHALEM BAY FIRE & RESCUE	346.21
NEHALEM BAY WASTEWATER	123.06
PORT OF NEHALEM	34.21
4H-EXTENSION SD	20.77
EMCD-911	56.64
NORT CO REC DIST	236.67
NEHALEM BAY HEALTH DIST	9.31
TILLA TRANSPORTATION	60.20
TILLA SOIL & WATER CONS	18.04
GENERAT GOVT TOTAL:	1706.52
COUNTY LIBRARY	13.76
TILLA CNTY BONDS AFTER 2001	78.83
SCHOOL 56 BONDS AFTER 2001	154.28
TILLA BAY CC BONDS AFTER 2001	37.25
NORTH CO REC DIST	41.49
BONDS - OTHER TOTAL:	325.641
2021-2022 TAX (BEFORE DISCOUNT)	3512.61

PROPOSED ALL CITY

Category	Government	Special Revenue		
	General	Transportation	Building	Tourism
RESOURCES				
BEGINNING FUND BALANCE	\$ 3,205,625	\$ 415,144	\$ 186,439	\$ 590,182
Transient Lodging Tax	1,450,000	-	-	240,000
Fees & Charges	383,000	88,000	190,000	-
Property Taxes	265,260	-	-	-
Intergovernmental	172,389	1,592,000	-	-
Fines & Foreitures	60,000	-	-	-
Interest	35,000	2,000	1,000	2,000
Miscellaneous	5,000	1,000	-	-
Proceeds from Debt Issuance	3,100,000	-	-	-
Proceeds from Sale of Assets	-	-	-	-
Transfers from Other Funds	399,372	100,000	4,580	-
TOTAL RESOURCES	9,075,646	2,198,144	382,019	832,182
REQUIREMENTS				
Personnel Services	1,436,896	102,134	118,034	139,381
Materials & Services	864,670	81,200	71,500	121,000
Debt Service	155,340	-	-	50,900
Capital Outlay	9,000	1,788,000	-	5,000
Transfers to Other Funds	3,738,000	8,700	22,475	-
TOTAL EXPENDITURES BEFORE RESERVES	6,203,906	1,980,034	212,009	316,281
RESERVES				
Contingency	150,000	20,000	20,000	5,000
Unappropriated Ending Fund Balance	2,721,740	198,110	150,010	510,901
TOTAL RESERVES-ENDING FUND BALANCE	2,871,740	218,110	170,010	515,901
TOTAL REQUIREMENTS	\$ 9,075,646	\$ 2,198,144	\$ 382,019	\$ 832,182

BUDGET

FUNDS

Capital			Enterprise	Closed Funds	TOTAL PROPOSED BUDGET
City Hall	SDC's	Public Works Reserve	Water	Combined	
\$ 157,583	\$ 2,617,872	\$ 176,663	\$ 771,994	\$ 182,120	\$ 8,303,622
-	-	-	-	-	1,690,000
-	86,740	-	1,609,130	-	2,356,870
-	-	-	-	-	265,260
75,000	-	-	1,168,000	-	3,007,389
-	-	-	-	-	60,000
2,000	6,050	200	7,000	-	55,250
-	-	-	4,000	-	10,000
-	-	-	-	-	3,100,000
-	-	17,000	-	-	17,000
3,638,000	-	25,700	-	-	4,167,652
3,872,583	2,710,662	219,563	3,560,124	182,120	23,033,043
-	-	-	655,407	-	2,451,852
30,000	47,000	-	512,700	-	1,728,070
-	-	-	180,000	-	386,240
3,638,000	630,340	20,000	1,171,500	-	7,261,840
-	-	-	216,357	182,120	4,167,652
3,668,000	677,340	20,000	2,735,964	182,120	15,995,654
100,000	20,000	-	-	-	315,000
104,583	2,013,322	199,563	824,160	-	6,722,389
204,583	2,033,322	199,563	824,160	-	7,037,389
\$ 3,872,583	\$ 2,710,662	\$ 219,563	\$ 3,560,124	\$ 182,120	\$ 23,033,043



Budgets

The General Fund

This section describes the General Fund which serves as the city's primary fund for all local government activities (not including the water utility). Local government activities are funded by the General Fund, and the General Fund is typically funded, in part, by property taxes. However, Manzanita, having one of the lowest property tax rates in Oregon, only receives 9% of its General Fund revenue from property taxes. (FY 2023 Audit)

Manzanita looked to its vacation economy to fill the financial gap required to provide city services and put in place a transient lodging tax (TLT). TLT plays a key role in the city's finances, supports every person, and every activity in the city. The following describes the proposed forecast for key revenue sources for the city's General Fund , including the TLT.

General Fund Revenue

Transient Lodging Tax

The FY 24-25 budget projection of \$1,450,000 for TLT begins with last fiscal year's estimate for TLT. The revenue projection for TLT for FY 23-24 was based on continuing a historical 5-year average growth prior to COVID. The 24-25 estimate is approximately 10% higher than the revenue estimate for FY 23-24. The FY 24-25 estimate considers the freeze on the number of Short-Term Rentals in the capped residential zones, and the uncertainty in the future regulation of STRs which provide the majority of the TLT revenue for the city. End of year revenue projections do show that Manzanita is on balance to meet last year's TLT revenue. The General Fund forecast for TLT is more conservative, and anticipates a much lower rate of growth to account for the possibility that TLT will remain static or decline slightly in the coming years. Right now, the revenue generated provides sufficient resources to sustain current city operations, there is no reason to believe this will change drastically in the near future and the spike in TLT revenue during COVID provided the city with a healthy fund balance creating some stability for the city

Property Taxes

Estimated at 3% of assessed value

Fees and Charges

Inspection, Land Use, and Technology fees make up most of this category. These fees for service allow the city to recover some costs associated with administering programs. The city conducted an extensive study of all fees for service and created a Master Fee Schedule that was adopted by Resolution 24-07. The Master Fee Schedule includes all fees charged by the city including utility rates and will be updated annually and in concert with the city's budgeting process. (See Appendix C – Master Fee Schedule)

Business and Short Term Rental Licenses

Reflect estimated fees based on current fee structure. (See Appendix C)

Intergovernmental Police Agreements

Reflects updated Intergovernmental Agreements with Wheeler, Nehalem that were updated this year and the inflation adjustment for the Oregon Parks and Recreation District contract for Police services.

Grants

The City received a \$50,000 award from the Department of Land Conservation and Development for the Housing Ordinance Updated that is included in the Comprehensive Plan. This funding source will help offset expenditures from the Professional Services line item in the Administration budget where the Comprehensive Plan is budgeted for.

State Revenue Sharing & Cigarette and Liquor Tax

Estimated based on formula with rates provided by the League of Oregon Cities.

General Fund

Fund 10, Department 100

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 1,538,822	\$ 2,321,631	\$ 2,592,609	\$ 2,974,663	\$ 3,205,625
Transient Lodging Taxes	1,628,971	1,589,891	1,300,000	1,500,000	1,450,000
Property Taxes	249,564	252,722	263,500	260,800	265,260
Fees & Charges	147,223	134,354	60,000	65,000	70,000
Franchise & Utility Agreements	63,294	72,354	67,900	61,200	65,000
Business & Short-Term Rental Licenses	32,575	74,661	198,000	249,500	248,000
Intergovernmental:					
Police Agreements	43,720	73,980	55,560	60,720	74,400
Grants	73,368	73,409	-	-	50,000
State Revenue Sharing	17,536	33,325	17,670	33,000	33,000
Cigarette & Liquor Taxes	27,773	12,579	12,420	12,400	13,789
Neah-Kah-Nie Excise Tax	6,136	1,216	6,120	1,300	1,200
Fines & Foreitures	23,098	33,768	20,000	78,000	60,000
Interest	17,282	135,299	20,000	170,000	35,000
Miscellaneous	12,960	4,779	-	3,000	5,000
Proceeds from Debt Issuance	-	-	3,000,000	1,000,000	3,100,000
Proceeds from Sale of Assets	-	-	500,000	638,351	-
Transfers from Closed Funds	-	-	-	-	177,540
Transfers from Other Funds	157,348	172,061	218,332	191,000	221,832
TOTAL RESOURCES	\$ 4,039,670	\$ 4,986,029	\$ 8,332,111	\$ 7,298,934	\$ 9,075,646
EXPENDITURES BY CATEGORY					
Personnel Services	\$ 989,340	\$ 1,166,928	\$ 1,404,328	\$ 1,399,327	\$ 1,436,896
Materials & Services	277,431	458,897	759,000	676,650	864,670
Debt Service	-	-	-	155,332	155,340
Capital Outlay	4,668	5,726	7,000	7,000	9,000
Contingency	-	-	129,000	-	150,000
Transfers to Other Funds	446,600	379,815	4,002,000	1,855,000	3,738,000
TOTAL EXPENDITURES BY CATEGORY	1,718,039	2,011,366	6,301,328	4,093,309	6,353,906
Unappropriated Ending Fund Balance	2,321,631	2,974,663	2,030,783	3,205,625	2,721,740
TOTAL REQUIREMENTS	\$ 4,039,670	\$ 4,986,029	\$ 8,332,111	\$ 7,298,934	\$ 9,075,646

Neah Kah Nie Excise

A pass through on building permit fees for the Neah Kah Nie School District.

Fines and Forfeitures

Fees from citations issued, or audit fees from short term rental fines, or audit fees.

Interest

Interest earned from the city savings (LGIP) account.

Proceeds from Debt Issuance

The city will continue borrowing funding from the State of Oregon through Business Oregon's Special Public Works Fund this fiscal year to finance the construction of City Hall. The loan is structured on a reimbursement basis, and the city will only borrow what is required to complete the City Hall project. The loan is drawn down as invoices are paid to the contractor, and interest is only accrued on the principal as it is drawn, until the project is complete. During this time the city is paying 2% interest on the funds that as they are borrowed. This interest is added to the principal loan balance.

When construction is completed, the state will finalize a 20-year loan based on the prevailing interest rate. The city does not anticipate debt service will begin until after the end of FY 24-25.

Transfers from Closed Funds

Reflects transfers in from the Housing Rehabilitation Fund, Timber Management, and Public Safety Reserve Funds. The transferred funds for Public Safety and Housing Rehabilitation Funds are held in reserve in the General Fund for the purpose in which they are intended to serve.

Transfers from other Funds

This fiscal year the proposed budget includes transfers into the General Fund from the Water Utility Fund, and the Building Fund. These transfers were determined using the Materials and Services methodology adopted by the City Council via Resolution 23-01. (See Appendix B- Indirect Cost Methodology Memorandum for Fiscal Year 2024-2025 Estimates)



Administration Department

The Administration Department carries the equivalent of 4 Full Time Equivalent Employees. These positions include 100% of the City Manager and Accounting Manager positions and a portion of the Assistant City Recorder (.6), Short Term Rental Program Manager (.8), Development Services Manager (.4), and Code Enforcement (.2) positions.

The professional services line item in the administrations budget carries the majority of the city's costs associated with implementing council policy goals, and objectives. Approximately half of the proposed professional service line item is associated with general operations and include funding for an Information Technology professional, Finance Advisor, City Attorney, City Planner, Auditor, and financial software services.

The other half of the proposed professional services fees is to be used to implement council goals. This line item includes funds to develop and enhance policies and procedures, including new procedures to separate financial duties. Professional services also includes the funding required for the Comprehensive Plan and Housing Ordinance update. Finally, there are funds set aside in professional services for council communication and a full time Hatfield Fellow position for 8 months, who will focus on the Comprehensive Plan and will work directly with and support the City Manager with policy related work.

Planning and zoning services

These reflect the costs for the city related to the review of certain land use applications that require review by the city's contract planner. These funds are recovered through fees for service but are accounted for in the Administration Department budget.

Dues and subscriptions

Reflect the costs associated with operations, including, but not limited to professional organization fees, postage, technology related fees, bank services fees, copier lease fees, rental fees at the Pine Grove for City Council meetings.

General Fund: Administration

Fund 10, Department 110

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Adopted Budget	Estimated Actuals	Proposed by Budget Officer
PERSONNEL SERVICES					
Salaries & Wages	\$ 301,014	\$ 327,192	\$ 386,357	386,357	378,000
Employee Benefits	127,911	192,489	267,753	267,753	256,000
TOTAL PERSONNEL SERVICES	\$ 428,925	\$ 519,681	\$ 654,110	\$ 654,110	\$ 634,000
<i># of Full Time Equivalent Positions</i>	4.5	4.3	4.6	4.6	4.0
MATERIALS & SERVICES					
Contractual Services:					
Professional Services	128,666	268,193	500,000	450,000	525,000
Planning & Zoning Services	-	12,934	15,000	25,000	25,000
Building:					
Operations	11,524	10,485	14,300	12,000	14,900
Maintenance & Supplies	826	1,579	4,000	3,000	4,000
Advertising	1,626	923	2,000	1,000	2,000
Dues & Subscriptions	21,499	28,134	40,000	40,000	42,000
General Office Supplies	7,256	8,049	8,000	8,000	9,000
Travel & Training	351	6,597	10,000	9,000	10,000
Liability Insurance	2,544	4,828	8,000	6,000	8,000
Miscellaneous	12,434	583	3,000	3,000	3,000
TOTAL MATERIALS & SERVICES	186,726	342,305	604,300	557,000	642,900
CAPITAL OUTLAY					
Office Equipment	4,668	5,726	7,000	7,000	9,000
TOTAL CAPITAL OUTLAY	4,668	5,726	7,000	7,000	9,000
FISCAL YEAR ENDING	\$ 620,319	\$ 867,712	\$ 1,265,410	\$ 1,218,110	\$ 1,285,900

Public Safety

The Public Safety Department consists of includes a Police Chief a Police Sergeant, 2 Police Officers and Code Enforcement Officer. The city provides limited coverage to Wheeler, Nehalem, and Nehalem Bay/Oswald West State Park by Intergovernmental Agreements. The Agreement with Oregon Parks and Recreation District is valid through 2028 and the Agreements with Wheeler and Nehalem were just renewed and are valid for three fiscal years, through June 2027.

Materials and services expenditures have increased to account for inflation and other cost increases. The only notable increase is related to vehicle maintenance. The Public Safety Department budget now includes the cost of the vehicle for the Code Enforcement Officer.

General Fund: Public Safety Department

Fund 10, Department 125

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Adopted Budget	Estimated Actuals	Proposed by Budget Officer
PERSONNEL SERVICES					
Salaries & Wages	\$ 286,680	\$ 363,450	\$ 403,613	398,613	429,000
Employee Benefits	195,247	243,205	298,440	298,440	320,650
TOTAL PERSONNEL SERVICES	481,927	606,655	702,053	697,053	749,650
<i># of Full Time Equivalent Positions</i>	4.0	4.0	4.0	4.0	4.0
MATERIALS & SERVICES					
Contractual Services:					
Professional Services	-	499	3,800	1,000	3,200
Building:					
Operations	8,195	7,982	9,200	8,100	9,400
Maintenance & Supplies	9	1,217	3,000	-	-
Disaster Planning & Supplies	2,800	-	3,000	-	-
Safety Equipment & Supplies	4,712	5,024	6,400	5,000	6,400
Uniform & Clothing Allowance	723	2,465	3,400	3,400	4,000
Vehicle Maintenance	17,394	14,363	25,500	17,300	27,500
Dues & Subscriptions	3,553	10,421	14,400	14,400	16,000
General Office Supplies	1,438	1,397	3,800	3,800	4,000
Travel & Training	2,145	6,442	9,800	6,500	10,000
Liability Insurance	7,262	11,406	14,000	13,350	16,000
Miscellaneous	-	240	500	-	500
TOTAL MATERIALS & SERVICES	48,231	61,456	96,800	72,850	97,000
PUBLIC SAFETY DEPARTMENT (#125) TOTAL					
	\$ 530,158	\$ 668,111	\$ 798,853	\$ 769,903	\$ 846,650

Court

The Court Department manages all court related activities including processing citations, answering questions, and running a monthly court, maintaining documents and other related responsibilities. Personnel services include .4 FTE of the Assistant City Recorder position. Expenses also include a Municipal Judge and resources necessary for the functions associated specifically with the court division including financial software specific to court operations. No major changes are proposed to the Court Department.

General Fund: Municipal Court

Fund 10, Department 130

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Adopted Budget	Estimated Total	Proposed by Budget Officer
PERSONNEL SERVICES					
Salaries & Wages	\$ 27,076	\$ 18,294	\$ 23,363	23,363	26,000
Employee Benefits	31,153	5,482	13,192	13,193	15,095
TOTAL PERSONNEL SERVICES	58,229	23,776	36,555	36,556	41,095
# of Full Time Equivalent Positions	0.6	0.4	0.4	0.4	0.4
MATERIALS & SERVICES					
Contractual Services:					
Professional Services - Municipal Judge	4,800	4,400	5,000	5,000	5,200
Other	1,767	-	1,000	500	500
Dues & Subscriptions	1,616	2,331	2,500	2,500	2,500
General Office Supplies	197	-	400	400	400
Travel & Training	-	-	500	-	-
Miscellaneous	380	-	-	-	-
TOTAL MATERIALS & SERVICES	8,760	6,731	9,400	8,400	8,600
MUNICIPAL COURT DEPARTMENT (#130) TOTAL	\$ 66,989	\$ 30,507	\$ 45,955	\$ 44,956	\$ 49,695

Parks Department

The Parks Department includes funding to manage and maintain city parks. Personnel services cover a small portion of the Utility Worker positions in Public Works for parks maintenance. Materials and services are related specifically to grounds, building and vehicle maintenance.



General Fund: Parks

Fund 10, Department 135

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Adopted Budget	Estimated Total	Proposed by Budget Officer
PERSONNEL SERVICES					
Salaries & Wages	\$ 13,479	\$ 8,253	\$ 5,778	\$ 5,778	\$ 6,250
Employee Benefits	6,780	8,563	5,832	5,830	5,901
TOTAL PERSONNEL SERVICES	20,259	16,816	11,610	11,608	12,151
<i># of Full Time Equivalent Positions</i>	<i>0.31</i>	<i>0.16</i>	<i>0.12</i>	<i>0.12</i>	<i>0.09</i>
MATERIALS & SERVICES					
Contractual Services:					
Grounds Maintenance	1,349	922	4,000	4,000	4,000
Janitorial Supplies	7,221	409	1,000	1,000	1,000
Building:					
Operations	3,543	3,385	4,000	3,800	4,000
Maintenance & Supplies	962	1,149	6,000	6,000	3,000
Vehicle Maintenance	1,045	1,572	3,000	2,000	3,000
Insurance	1,846	1,192	2,500	1,600	2,500
TOTAL MATERIALS & SERVICES	15,966	8,629	20,500	18,400	17,500
PARKS DEPARTMENT (#135) TOTAL	\$ 36,225	\$ 25,445	\$ 32,110	\$ 30,008	\$ 29,651

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Non Department

Historically, the Non Department budget accounts for expenses which do not pertain to a specific department of the General Fund.

Emergency Preparedness

The city has traditionally dedicated \$10,000 in new funding each year, and includes any funds not spent in the previous fiscal year. The proposed budget continues this tradition. Staff estimate that only \$8,000 will remain at the end of the Fiscal Year. Therefore, \$18,000 is proposed for FY 24-25 to account for the roll over and the additional \$10,000. The city's annual contribution to EVCNB is included in this line item. The remaining funds are for use by the city for the purchase of mobile emergency management equipment. Purchases from this fund are recommended by the Public Works Director acting in his capacity as the city's Emergency Manager.

Debt Service

The debt service on Underhill plaza is included in the Non Department budget. The debt for city hall will be carried in this department once the debt service is in place.

Transfers to Other Funds

The most significant transfer is the \$3,638,000 to the City Hall Fund. This reflects the estimate \$3,000,000 in debt that will be withdrawn in FY 24-25 and the \$638,000 from the sale of the old city hall building that will be used to fund the project. The city estimates it will spend approximately \$1.7 million in the current fiscal year for the construction of city hall. The \$1.7 includes \$1 million in debt estimated and the \$700,000 transfer from the General Fund in Fiscal Year 23-24.

The other transfer is to the Transportation Fund. Due to the lack of revenue in the Transportation Fund the General Fund must subsidize both personnel costs and projects included in the city's Capital Improvement Plan that are funded out of the Transportation Fund.

Contingency

A contingency of \$150,000 is also included in the reserves. The undesignated reserve represents the remaining fund balance for General Funds that have not otherwise been allocated.

General Fund: Non Department

Fund 10, Department 190

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Adopted Budget	Estimated Total	Proposed by Budget Officer
MATERIALS & SERVICES					
CDBG Housing Grant Distribution	\$ -	\$ -	\$ -	\$ -	\$ 80,670
Emergency Preparedness	12,707	38,985	28,000	20,000	18,000
Dues & Subscriptions (Citywide)	5,041	791	-	-	-
General Office Supplies	-	-	-	-	-
Liability Insurance	-	-	-	-	-
Miscellaneous	-	-	-	-	-
TOTAL MATERIALS & SERVICES	17,748	39,776	28,000	20,000	98,670
DEBT SERVICE					
City Hall	-	-	-	-	-
Underhill Plaza ¹	-	-	-	155,332	155,340
TOTAL DEBT SERVICE	-	-	-	155,332	155,340
TRANSFERS TO OTHER FUNDS					
Building Fund (Closed Dept in General Fund)	-	268,615	-	-	-
City Hall Fund	155,400	-	3,847,000	1,700,000	3,638,000
Transportation Fund	190,000	80,000	100,000	100,000	100,000
SDC Stormwater	75,000	5,000	25,000	25,000	-
Public Safety Reserve Fund	26,200	26,200	30,000	30,000	-
TOTAL TRANSFERS OUT	446,600	379,815	4,002,000	1,855,000	3,738,000
CONTINGENCY					
Contingency	-	-	129,000	-	150,000
TOTAL CONTINGENCY	-	-	129,000	-	150,000
NON-DEPARTMENTAL (#190) TOTAL	\$ 464,348	\$ 419,591	\$ 4,159,000	\$ 2,030,332	\$ 4,142,010
Unappropriated Ending Fund Balance	2,590,246	2,974,663	2,030,783	3,205,625	2,721,740
TOTAL GENERAL FUND	\$ 3,054,594	\$ 3,394,254	\$ 6,189,783	\$ 5,235,957	\$ 6,863,750

¹ This note was previously recorded in the City Hall Construction Fund. This budget moves the debt service expenses to the General Fund eliminating a transfer out of the General Fund to the City Hall Fund to cover the expense.

General Fund: Non Department

Fund 10, Department 190

SUMMARY OF EXPENDITURES BY DEPARTMENT	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
OPERATING EXPENDITURES BY DEPARTMENT					
Administration	\$ 615,651	\$ 861,986	\$ 1,258,410	\$ 1,211,110	\$ 1,276,900
Municipal Court	66,989	30,507	45,955	44,956	49,695
Parks	36,225	25,445	32,110	30,008	29,651
Public Safety	530,158	668,111	798,853	769,903	846,650
Non-departmental	17,748	39,776	28,000	20,000	98,670
TOTAL OPERATING EXPENDITURES	\$ 1,266,771	\$ 1,625,825	\$ 2,163,328	\$ 2,075,977	\$ 2,301,566
Policy Reserve %	0%	15%	18%	18%	20%
Policy Reserve Required	\$ -	\$ 243,000	\$ 378,000	\$ 363,000	\$ 460,000
NONOPERATING EXPENDITURES BY DEPARTMENT					
Administration	4,668	5,726	7,000	7,000	9,000
Non-departmental	446,600	379,815	4,131,000	2,010,332	4,043,340
TOTAL NONOPERATING EXPENDITURES	451,268	385,541	4,138,000	2,017,332	4,052,340
TOTAL BY DEPARTMENT					
Administration	620,319	867,712	1,265,410	1,218,110	1,285,900
Municipal Court	66,989	30,507	45,955	44,956	49,695
Parks	36,225	25,445	32,110	30,008	29,651
Public Safety	530,158	668,111	798,853	769,903	846,650
Non-departmental	464,348	419,591	4,159,000	2,030,332	4,142,010
TOTAL EXPENDITURES	\$ 1,718,039	\$ 2,011,366	\$ 6,301,328	\$ 4,093,309	\$ 6,353,906
SUMMARY OF FULL-TIME EQUIVALENT EMPLOYEES BY DEPARTMENT					
SUMMARY OF FULL-TIME EQUIVALENT EMPLOYEES BY DEPARTMENT	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
Administration	4.50	4.30	4.60	4.60	4.00
Municipal Court	0.60	0.40	0.40	0.40	0.40
Parks	0.31	0.16	0.12	0.12	0.09
Public Safety	4.00	4.00	4.00	4.00	4.00
Non-departmental	0.00	0.00	0.00	0.00	0.00
TOTAL GENERAL FUND FULL-TIME EQUIVALENT	9.41	8.86	9.12	9.12	8.49

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Special Revenue Funds

Transportation Fund, Building Fund, Tourism Fund



Transportation Fund

Revenue

Revenues include fees from a franchise agreement with Tillamook PUD, State motor vehicle fuel taxes, earned interest and cash carryover. Motor Vehicle Fuel Tax revenue is distributed on a per capita basis by the state. The Transportation Fund is dependent on transfers from the General Fund for personnel services and financing street improvements. This budget includes a proposed transfer of \$100,000 from the General Fund. Additionally the city received a grant from the State of Oregon to build the Classic Street Connection Project. The \$1,541,000 included under the Intergovernmental revenue line in the budget reflects the portion of the state grant that is being applied to the transportation, including stormwater elements of the project.

There is .9 FTE assigned to the Transportation Department which includes a portion of time from three Public Works Utility Workers, and the Public Works Director. The Public Works Utility Clerk has a very small percentage of workload assigned to this department.

Capital outlay

The transportation fund assumes two significant projects. First, is the Classic Street Connection Project which will include a full re-imagining of Classic Street and the associated storm drainage needed on that roadway. The outcome will be a pedestrian and bicycle friendly project that delivers the city's top Transportation System Plan project that will connect and provide necessary infrastructure to the Urban Growth Boundary for needed housing.

Transportation Fund

Fund 15, Department 150

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 592,857	\$ 736,404	\$ 597,000	\$ 735,102	\$ 415,144
Fees & Charges:					
Franchise & Utility Agreements	92,494	87,543	70,000	75,000	85,000
Permit Fees	5,625	2,830	2,000	2,000	3,000
Intergovernmental	60,957	47,966	40,000	50,000	1,592,000
Interest	1,976	11,976	2,000	11,000	2,000
Transfers from Other Funds	190,000	80,000	100,000	100,000	100,000
TOTAL RESOURCES	943,909	966,719	811,000	976,102	2,198,144
PERSONNEL SERVICES					
Salaries & Wages	58,211	43,756	50,502	50,502	55,000
Employee Benefits	48,508	37,435	46,056	46,056	47,134
TOTAL PERSONNEL SERVICES	106,719	81,191	96,558	96,558	102,134
<i># of Full Time Equivalent Positions</i>	<i>1.39</i>	<i>0.85</i>	<i>0.90</i>	<i>0.90</i>	<i>0.90</i>
MATERIALS & SERVICES					
Contractual Services:					
Street Lighting	7,308	7,308	8,500	7,800	8,500
Other	-	6,919	15,000	15,000	20,000
Road Maintenance:					
Supplies	43,665	6,046	30,000	25,000	30,000
Signage	1,620	1,898	3,500	3,500	3,500
Building:					
Operations	-	-	5,000	4,000	5,000
Uniform & Clothing Allowance	771	222	1,200	1,200	1,200
Vehicle Maintenance	8,430	8,385	7,500	6,000	8,000
Dues & Subscriptions	-	-	-	-	-
General Office Supplies	-	-	-	-	-
Travel & Training	-	-	1,000	600	1,000
Liability Insurance	1,918	2,038	2,700	2,600	3,500
Miscellaneous	-	10	500	-	500
TOTAL MATERIALS & SERVICES	63,712	32,826	74,900	65,700	81,200
CAPITAL OUTLAY					
Infrastructure	27,874	108,900	530,000	390,000	1,788,000
TOTAL CAPITAL OUTLAY	27,874	108,900	530,000	390,000	1,788,000
PROGRAM REQUIREMENTS					
Transfers to Other Funds	9,200	8,700	8,700	8,700	8,700
Contingency	-	-	40,000	-	20,000
TOTAL PROGRAM REQUIREMENTS	9,200	8,700	48,700	8,700	28,700
FUND BALANCE					
Unappropriated Ending Fund Balance	736,404	735,102	60,842	415,144	198,110
TOTAL ENDING FUND BALANCE	736,404	735,102	60,842	415,144	198,110
TOTAL REQUIREMENTS	\$ 943,909	\$ 966,719	\$ 811,000	\$ 976,102	\$ 2,198,144



Building Fund

Revenue

The Building Fund is used to provide residential and commercial inspections, plan reviews and enforcement of the state building codes for all construction within the city limits. Revenue is generated through building permits and plan review fees and are restricted to the administration and enforcement of the building inspection program per ORS 455.210 (3) (c).

Expenditures

The Building Fund pays for .6 of the Development Services Manager who is also the city's certified Building Official. The resources allocated from this fund cover the building inspection, plan review and other building related services provided by the Building Official. The Building Fund also covers .2 FTE of the Short Term Rental Program Manager for Building Fund related duties.

The materials and expenses listed in this budget reflect the required materials and services required to administer the city's building program. There are resources for contract services to provide back up services to the Building Official if needed. The Building Fund also includes a transfer to the General Fund for the administrative overhead services provided by the Administration for Building Fund related activities. This is determined using the city indirect cost methodology. (See Appendix B)

Building Fund

Fund 20, Dept 120

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ -	\$ -	\$ 354,110	\$ 260,589	\$ 186,439
Fees & Charges	-	196,931	225,000	171,000	190,000
Interest	-	-	-	1,000	1,000
Transfers from Other Funds	-	268,615	-	-	4,580
TOTAL RESOURCES	-	465,546	579,110	432,589	382,019
REQUIREMENTS					
PERSONNEL SERVICES					
Salaries & Wages	-	87,785	92,726	92,726	70,000
Employee Benefits	-	59,206	68,592	68,392	48,034
TOTAL PERSONNEL SERVICES	-	146,991	161,318	161,118	118,034
<i># of Full Time Equivalent Positions</i>	<i>1.00</i>	<i>1.30</i>	<i>1.25</i>	<i>1.25</i>	<i>0.80</i>
MATERIALS & SERVICES					
Contractual Services:					
Assessments	-	21,393	40,000	15,000	20,000
Inspections & Code Review	-	1,873	30,000	30,000	30,000
Other	-	892	12,000	1,500	5,000
Building:					
Operations	-	1,704	3,000	2,700	3,000
Uniform & Clothing Allowance	-	-	1,600	1,500	1,500
Vehicle Maintenance	-	3,887	6,000	2,500	3,000
Dues & Subscriptions	-	2,900	5,000	2,000	4,000
General Office Supplies	-	1,818	4,000	2,000	2,000
Travel & Training	-	814	4,000	-	2,000
Liability Insurance	-	-	1,000	500	1,000
Miscellaneous	-	-	1,200	-	-
TOTAL MATERIALS & SERVICES	-	35,281	107,800	57,700	71,500
CAPITAL OUTLAY					
Equipment	-	6,474	7,500	-	-
TOTAL CAPITAL OUTLAY	-	6,474	7,500	-	-
PROGRAM REQUIREMENTS					
Transfers to Other Funds	-	16,211	29,832	27,332	22,475
Contingency	-	-	10,000	-	20,000
TOTAL PROGRAM REQUIREMENTS	-	16,211	39,832	27,332	42,475
FUND BALANCE					
Unappropriated Ending Fund Balance	-	260,589	262,660	186,439	150,010
TOTAL ENDING FUND BALANCE	-	260,589	262,660	186,439	150,010
TOTAL REQUIREMENTS	\$ -	\$ 465,546	\$ 579,110	\$ 432,589	\$ 382,019



Tourism Fund

Revenue

The Tourism Fund was created in 2012 to account for 70% of the revenues from a 2% increase in the transient lodging tax. These revenues are required by State Statute to be used for tourism promotion and tourist-related facilities as defined in ORS 320.300. This fund was created to account for these restricted funds.

Expenditures

The budget proposes 1.36 FTE for performing the services of maintenance and operations of visitor facilities and related code enforcement activities. City Council approved a contract with the Tillamook County Visitors Association (TCVA) continue to provide management oversight to a contract employee to run the visitor center. The proposal also included \$20,000 in off season tourism grants, an updated walking map, and facilitation of the Fourth of July parade.

Capital outlay

The City took advantage of an opportunity in late 2012 to acquire the building at 31 Laneda Avenue to house a visitor information center including accessible public rest rooms. The City obtained a Full Faith and Credit Note for \$575,000 for 15 years to pay for the site and to reconstruct the building into the new use. The new building was dedicated in January of 2014. The Debt Service line item represents the annual cost of paying off the Note. The debt service schedule is included on page 26 and shows that this note will be paid off in Fiscal Year 27- 28.

Tourism Fund

Fund 70, Department 400

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 269,506	\$ 437,822	\$ 488,600	\$ 585,559	\$ 590,182
Transient Lodging Tax	261,260	289,983	220,000	275,000	240,000
Interest	699	3,701	750	4,100	2,000
Transfers from Other Funds	-	3,968	3,968	3,968	-
TOTAL RESOURCES	531,465	735,474	713,318	868,627	832,182
REQUIREMENTS					
PERSONNEL SERVICES					
Salaries & Wages	-	15,771	74,270	74,270	84,000
Employee Benefits	-	11,103	64,275	64,275	55,381
TOTAL PERSONNEL SERVICES	-	26,874	138,545	138,545	139,381
<i># of Full Time Equivalent Positions</i>	<i>0.00</i>	<i>0.79</i>	<i>1.48</i>	<i>1.48</i>	<i>1.36</i>
MATERIALS & SERVICES					
Contractual Services:					
Professional Services	30,891	41,903	50,000	50,000	55,000
Other	5,629	11,350	10,000	1,000	-
Tourism Grants	-	-	20,000	12,000	20,000
Building:					
Operations	4,000	3,066	4,000	4,000	4,000
Operating Materials & Supplies	-	10,097	25,000	17,000	40,000
General Office Supplies	-	300	1,000	1,000	2,000
TOTAL MATERIALS & SERVICES	40,520	66,716	110,000	85,000	121,000
PROGRAM REQUIREMENTS					
Debt Service: Visitors Center	50,868	50,868	50,900	50,900	50,900
Capital Outlay	2,255	5,457	5,000	4,000	5,000
Contingency	-	-	10,000	-	5,000
TOTAL PROGRAM REQUIREMENTS	53,123	56,325	65,900	54,900	60,900
FUND BALANCE					
Unappropriated Ending Fund Balance	437,822	585,559	398,873	590,182	510,901
TOTAL REQUIREMENTS	\$ 531,465	\$ 735,474	\$ 713,318	\$ 868,627	\$ 832,182



Capital Project Funds

These funds are intended to account for the long-term financing of major equipment or projects. State Statute requires that system development charges (SDCs) may only be used for the purpose for which they were dedicated.

City Hall Fund

Resources

Resources include estimated carryover from FY 23-24 and a transfer from the General Fund that includes estimated debt proceeds and the sale proceeds from old city hall.

Expenditures

Expenditures reflect the anticipated costs for completion of the project and all project related costs. The project is expected to be completed and closed out by the end of the fiscal year.

City Hall Fund

Fund 51, Department 850

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 691,990	\$ 623,162	\$ 220,000	\$ 251,483	\$ 157,583
Rental Income	7,314	-	-	-	-
Intergovernmental	-	-	60,000	60,000	75,000
Interest	269	1,426	250	1,500	2,000
Miscellaneous	-	-	-	-	-
Transfers from Other Funds	155,400	-	3,847,000	1,700,000	3,638,000
TOTAL RESOURCES	854,973	624,588	4,127,250	2,012,983	3,872,583
REQUIREMENTS					
MATERIALS & SERVICES					
Contractual Services:					
Professional Contracted	36,028	58,256	450,000	-	20,000
Other	37,849	154,217	50,000	-	10,000
Miscellaneous	2,602	5,300	-	-	-
TOTAL MATERIALS & SERVICES	76,479	217,773	500,000	-	30,000
Capital Outlay	-	-	3,471,850	1,700,000	3,638,000
Debt Service	155,332	155,332	155,400	155,400	-
Contingency	-	-	-	-	100,000
TOTAL PROGRAM REQUIREMENTS	155,332	155,332	3,627,250	1,855,400	3,738,000
Unappropriated Ending Fund Balance	623,162	251,483	-	157,583	104,583
TOTAL REQUIREMENTS	\$ 854,973	\$ 624,588	\$ 4,127,250	\$ 2,012,983	\$ 3,872,583



System Development Charge Fund

The system development charge (SDC) fund include three different SDC's. water, storm, and parks. Each revenue stream is tracked separately but maintained in a single fund. State statute require that SDC's be used only for new improvements for system expansion required by the impact of new homes and only for the purpose in which they were collected.

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 2,924,898	\$ 3,516,585	\$ 2,794,139	\$ 2,841,172	\$ 2,617,872
System Development Charges					
Water	282,900	75,900	69,000	60,000	69,000
Stormwater	6,438	1,914	16,690	5,500	17,140
Parks	2,280	600	300	600	600
Transportation	-	-	-	-	-
Intergovernmental	-	-	-	-	-
Interest	11,450	61,478	6,150	49,700	6,050
Miscellaneous	-	-	-	-	-
Transfers from Other Funds	318,640	5,000	25,000	25,000	-
TOTAL RESOURCES	3,546,606	3,661,477	2,911,279	2,981,972	2,710,662
REQUIREMENTS					
Materials & Services	1,173	15,837	34,000	22,100	47,000
Capital Outlay	28,848	804,468	362,000	342,000	630,340
Transfers to Other Funds	-	-	-	-	-
Contingency	-	-	20,000	-	20,000
TOTAL PROGRAM REQUIREMENTS	30,021	820,305	416,000	364,100	697,340
Unappropriated Ending Fund Balance	3,516,585	2,841,172	2,495,279	2,617,872	2,013,322
TOTAL REQUIREMENTS	\$ 3,546,606	\$ 3,661,477	\$ 2,911,279	\$ 2,981,972	\$ 2,710,662

Water SDC

Revenues

The Water SDC accounts for major system expansion or improvement projects. The funding sources for the Water SDC include system development charges and transfers from the Water Utility Fund. Total resources include estimated fund balance carryover after the completion of the Dorcas project in FY 23-24 and estimated new SDCs from new development.

Expenditures

The proposed budget includes additional funding to complete the Classic Street Connection Project that expands the water flow capacity of the Urban growth Boundary (see capital improvement plan (CIP) project in Appendix A) and to complete a project of opportunity replacing a water line on North Classic Street in coordination with the construction of the new city hall project. (See CIP for more information on both projects)

Water SDC Fund 41, Department 810

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 2,765,441	\$ 3,282,854	\$ 2,769,495	\$ 2,807,069	\$ 2,551,069
System Development Charges	282,900	75,900	69,000	60,000	69,000
Interest	11,059	59,406	6,000	48,000	6,000
Transfers from Other Funds	243,640	-	-	-	-
TOTAL RESOURCES	3,303,040	3,418,160	2,844,495	2,915,069	2,626,069
REQUIREMENTS					
Materials & Services	-	-	29,000	22,000	42,000
Capital Outlay	20,186	611,091	342,000	342,000	630,340
Contingency	-	-	20,000	-	20,000
TOTAL PROGRAM REQUIREMENTS	20,186	611,091	391,000	364,000	692,340
Unappropriated Ending Fund Balance	3,282,854	2,807,069	2,453,495	2,551,069	1,933,729
TOTAL REQUIREMENTS	\$ 3,303,040	\$ 3,418,160	\$ 2,844,495	\$ 2,915,069	\$ 2,626,069

Stormwater SDC

Revenues

Stormwater SDC includes revenues from stormwater system development charges, which are used for the renovation and improvement of the City stormwater system. These fees were updated in 2023.

Expenditures

Contracted services include resources for are for early design work for CIP projects.

Stormwater SDC

Fund 53, Department 810

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 137,690	\$ 209,597	\$ -	\$ 8,906	\$ 40,606
System Development Charges	6,438	1,914	16,690	5,500	17,140
Interest	304	1,609	100	1,300	-
Transfers from Other Funds	75,000	5,000	25,000	25,000	-
TOTAL RESOURCES	219,432	218,120	41,790	40,706	57,746
REQUIREMENTS					
Materials & Services	1,173	15,837	5,000	100	5,000
Capital Outlay	8,662	193,377	20,000	-	-
TOTAL PROGRAM REQUIREMENTS	9,835	209,214	25,000	100	5,000
Unappropriated Ending Fund Balance	209,597	8,906	16,790	40,606	52,746
TOTAL REQUIREMENTS	\$ 219,432	\$ 218,120	\$ 41,790	\$ 40,706	\$ 57,746

Park SDC

Revenues

Current system development charges for parks is \$60 per housing unit resulting in very little funding for park related projects.

Expenditures

No expenses are anticipated in the FY 24-25 budget.

Park SDC

Fund 52, Department 810

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 21,767	\$ 24,134	\$ 24,644	\$ 25,197	\$ 26,197
System Development Charges	2,280	600	300	600	600
Intergovernmental	-	-	-	-	-
Interest	87	463	50	400	50
Miscellaneous	-	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
TOTAL RESOURCES	24,134	25,197	24,994	26,197	26,847
REQUIREMENTS					
Materials & Services	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Contingency	-	-	-	-	-
TOTAL PROGRAM REQUIREMENTS	-	-	-	-	-
Unappropriated Ending Fund Balance	24,134	25,197	24,994	26,197	26,847
TOTAL REQUIREMENTS	\$ 24,134	\$ 25,197	\$ 24,994	\$ 26,197	\$ 26,847

Proprietary Fund

An Proprietary Fund is a government owned fund that sells goods and services. Manzanita has a water utility which sells water and provides services to residential and commercial customers.

Water Utility Fund

Revenue

The Water Utility Fund accounts for the day-to-day operations of the city's water system including meter installation and repair, water system maintenance, billing and water quality control. The revenues from water sales and collections reflect new, updated rates implemented via Resolution 23-19 that were fully implemented in October 2023.

The current residential in-city base rate is \$47.56 per month. The 2023 water rate study recommended an annual rate increase based on the consumer price index. City Council elected to waive the rate adjustment this fiscal year to allow for a full year of charges at the new rate. The revenue from Wholesale Water Sales is the payment from the City of Wheeler for its proportional share of the operational expenses for the well site, as well as payments from Tideland Water District and Route 53 Water Co-ops for bulk water.

The Water Utility Fund expenditures are formatted to reflect the water filtration plant and the well system built in 2003. The expenses of the filtration plant and the distribution system are reflected in the Water Utility Department 400. The well and associated transmission line expenses are reflected in the Water Utility Department Water Well Field and Transmission Lines 410. The expenses in the well field and transmission lines department are shared with the City of Wheeler using a formula established through an Intergovernmental Agreement (IGA). Debt service was refinanced with lower interest bonds in 2018.

The operation of the well system and the surface water system must be closely coordinated to meet health requirements and water demands. In 2006, by Intergovernmental Agreement it was decided that a Manzanita employee should oversee the system as any changes at the well site would affect both Wheeler and Manzanita. Wheeler pays its share of the personnel services for the staff member designated as the "Direct Responsible Charge" (DRC) as defined by State regulations. That staff member is currently the Public Works Director.

The Water Utility Fund is also where a portion of the state grant for the Classic Street Connection Project will be received and expended. The \$1,168,000 in other revenue represents the proportion of the state grant that will be allocated to the water portion of the project.

Water Utility

Fund 40

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 507,402	\$ 454,017	\$ 338,010	\$ 597,799	\$ 771,994
Fees & Charges					
Water Collections	1,102,795	1,096,051	1,100,000	1,400,000	1,600,000
Meter Installations	30,377	9,960	8,500	9,130	9,130
Intergovernmental:					
State of Oregon Grant	35,968	24,285	-	-	-
FEMA Reservoir Research Grant	-	13,837	-	-	-
Other	19,450	-	-	-	1,168,000
Interest	7,412	39,232	7,000	60,000	7,000
Miscellaneous	1,194	13,883	-	-	4,000
TOTAL RESOURCES	\$ 1,704,598	\$ 1,651,265	\$ 1,453,510	\$ 2,066,929	\$ 3,560,124
EXPENDITURES BY CATEGORY					
Personnel Services	\$ 332,848	\$ 446,911	\$ 550,607	\$ 544,107	\$ 655,407
Materials & Services	372,404	247,623	445,888	360,328	512,700
Debt Service	173,681	170,356	180,000	180,000	180,000
Capital Outlay	-	3,330	3,500	2,500	1,171,500
Contingency	-	-	65,515	-	-
Transfers to Other Funds	371,648	185,246	208,000	208,000	216,357
TOTAL EXPENDITURES BY CATEGORY	1,250,581	1,053,466	1,453,510	1,294,935	2,735,964
Unappropriated Ending Fund Balance	454,017	597,799	-	771,994	824,160
TOTAL REQUIREMENTS	\$ 1,704,598	\$ 1,651,265	\$ 1,453,510	\$ 2,066,929	\$ 3,560,124
SUMMARY OF EXPENDITURES BY DEPARTMENT					
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
OPERATING EXPENDITURES BY DEPARTMENT					
Operations	\$ 840,399	\$ 837,795	\$ 1,093,407	\$ 1,037,507	\$ 1,264,664
Well Field & Transmission Lines	36,501	41,985	111,088	74,928	119,800
TOTAL OPERATING EXPENDITURES	876,900	879,780	1,204,495	1,112,435	1,384,464
Policy Reserve %	0%	0%	0%	0%	50%
Policy Reserve Required	\$ -	\$ -	\$ -	\$ -	\$ 692,000
NONOPERATING EXPENDITURES BY DEPARTMENT					
Operations	173,681	173,686	183,500	182,500	1,351,500
Well Field & Transmission Lines	-	-	65,515	-	-
TOTAL NONOPERATING EXPENDITURES	173,681	173,686	249,015	182,500	1,351,500
TOTAL BY DEPARTMENT					
Operations	1,214,080	1,011,481	1,276,907	1,220,007	2,616,164
Well Field & Transmission Lines	36,501	41,985	176,603	74,928	119,800
TOTAL EXPENDITURES	\$ 1,250,581	\$ 1,053,466	\$ 1,453,510	\$ 1,294,935	\$ 2,735,964

Water Operations Department Expenditures

Personnel Services increased to account for a promotion of 2 Senior Utility Worker positions and increasing the .6 FTE utility worker to a full time position. These salary adjustments are reflected proportionally in the Water Utility, Transportation, Tourism, and Parks budgets.

The system maintenance and supplies line item reflects the costs of Classic Street North and other general system maintenance including the treatment plant, distribution system, meter change out and fire hydrant replacement. The capital outlay expenditure also includes the \$1,168,000 from the State of Oregon grant for the Classic Street Connection Project.

Water Utility Fund: Operations Department

Fund 40, Department 400

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Adopted Budget	Estimated Total	Proposed by Budget Officer
PERSONNEL SERVICES					
Salaries & Wages	\$ 185,776	\$ 254,090	\$ 302,332	295,832	364,500
Employee Benefits	147,072	192,821	248,275	248,275	290,907
TOTAL PERSONNEL SERVICES	332,848	446,911	550,607	544,107	655,407
<i># of Full Time Equivalent Positions</i>	3.7	3.8	3.85	3.85	4.45
MATERIALS & SERVICES					
Contractual Services:					
Utility Billing Administration	14,762	24,856	50,000	50,000	50,000
Engineering & Other Services	67,884	2,663	37,500	40,000	45,000
Compliance Obligations	1,239	1,362	3,600	2,200	3,600
Water Storage Tank Feasibility Study	22,516	-	-	-	-
Other	839	505	1,600	1,600	1,600
Building:					
Operations - Electricity	15,018	15,705	14,000	14,000	16,000
Operations - Utilities	8,720	9,500	8,000	9,500	11,500
Maintenance & Supplies	3,688	1,883	5,000	4,000	5,000
Uniform & Clothing Allowance	879	1,130	1,600	1,600	1,600
Vehicle Maintenance	11,866	11,699	12,000	12,000	14,000
Dues & Subscriptions	4,917	5,528	7,000	7,000	7,600
Operating Maintenance & Supplies	153,877	97,812	148,500	102,500	189,000
General Office Supplies	2,382	226	2,500	1,500	2,500
Travel & Training	2,033	2,540	5,000	4,000	5,000
Liability Insurance	24,958	30,181	38,000	35,000	40,000
Miscellaneous	325	48	500	500	500
TOTAL MATERIALS & SERVICES	335,903	205,638	334,800	285,400	392,900
PROGRAM REQUIREMENTS					
Debt Service	173,681	170,356	180,000	180,000	180,000
Capital Outlay	-	3,330	3,500	2,500	1,171,500
Transfers to Other Funds:					
General Fund	157,348	168,350	191,000	191,000	199,357
Public Works Reserve Fund	14,300	16,896	17,000	17,000	17,000
Water SDC Fund (Capital Project)	200,000	-	-	-	-
TOTAL PROGRAM REQUIREMENTS	545,329	358,932	391,500	390,500	1,567,857
OPERATIONS DEPARTMENT (#400) TOTAL	\$ 1,214,080	\$ 1,011,481	\$ 1,276,907	\$ 1,220,007	\$ 2,616,164

Well Field and Transmission Lines (WFTL)

Expenditures reflect routine facility repair and maintenance.

Water Utility Fund: Transmission Lines

Fund 40, Department 410

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Adopted Budget	Estimated Total	Proposed by Budget Officer
MATERIALS & SERVICES					
Contractual Services:					
Engineering & Other Services	385	1,119	15,000	5,000	15,000
Compliance Obligations	-	660	3,200	1,600	3,200
Other	341	348	500	500	5,500
Building:					
Operations - Electricity	15,565	17,468	18,000	18,000	18,000
Operations - Utilities	1,048	1,212	1,000	1,000	3,200
Maintenance & Supplies	-	-	3,500	3,500	5,000
Uniform & Clothing Allowance	-	310	800	800	800
Vehicle Maintenance	1,521	1,279	3,500	2,500	3,500
Dues & Subscriptions	-	-	-	-	-
Fees & Licenses	-	-	-	-	-
Operating Maintenance & Supplies	2,635	3,634	44,000	22,000	44,000
General Office Supplies	-	-	-	-	-
Travel & Training	1,395	1,284	1,800	1,800	1,800
Liability Insurance	12,383	13,443	18,000	17,000	18,000
Lease & Easements (non-capital)	1,228	1,228	1,288	1,228	1,300
Miscellaneous	-	-	500	-	500
TOTAL MATERIALS & SERVICES	36,501	41,985	111,088	74,928	119,800
PROGRAM REQUIREMENTS					
Contingency	-	-	65,515	-	-
TOTAL PROGRAM REQUIREMENTS	-	-	65,515	-	-
WFTL DEPARTMENT (#410) TOTAL	\$ 36,501	\$ 41,985	\$ 176,603	\$ 74,928	\$ 119,800

Public Works Equipment Reserve

The Public Works Equipment Reserve fund is for planned capital investments to support the operations of the city's Public Works Department.

REVENUES

This fund is authorized by ORS 294.525(1), established by Ordinance 01-02, and renewed by Resolution 22-17b. The purpose of the fund is for purchasing vehicles, vehicle equipment, and any other equipment used for the maintenance of the water system, storm drainage system, streets, and parks. These transfers into the reserve fund represent the updated amount needed on an annual basis to replace all major public works vehicles and equipment on the schedule over time.

EXPENDITURES

An amount of \$20,000 is included if an opportunity arises to acquire any unanticipated capital equipment needs.

Public Works Equipment Reserve Fund- 2001

Fund 54, Department 850

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 114,974	\$ 144,775	\$ 123,686	\$ 159,663	\$ 176,663
Interest	297	1,571	200	1,300	200
Proceeds from Sale of Assets	14,504	9,112	-	-	17,000
Transfers from Other Funds	23,500	25,596	25,700	25,700	25,700
TOTAL RESOURCES	153,275	181,054	149,586	186,663	219,563
REQUIREMENTS					
CAPITAL OUTLAY					
Equipment	8,500	21,391	20,000	10,000	20,000
TOTAL CAPITAL OUTLAY	8,500	21,391	20,000	10,000	20,000
Transfers to Other Funds	-	-	-	-	-
Unappropriated Ending Fund Balance	144,775	159,663	129,586	176,663	199,563
TOTAL REQUIREMENTS	\$ 153,275	\$ 181,054	\$ 149,586	\$ 186,663	\$ 219,563

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Closed Funds

These funds are proposed for closure in FY 24-25. Appendix D summarizes the proposed closures in more detail.

RECONCILIATION OF CLOSED FUNDS & TRANSFERS:

GENERAL FUND *(Following closed funds are added to the General Fund)*

Fund #	Closed Fund Name	Proposed Transfer Out of Closed Fund \$	Transfer To Fund	Managing Department	Purpose
57	Timber Management Fund *Closed*	\$ 25,390	10-General Fund	135-Parks	Originally created to monitor the sale of timber on city property, this fund experiences limited activity, and city records do not specify that the permissible use of funds from timber sales, aside from general government purposes nor that it needs to be in a separate fund. Consequently, the funds are being transferred to the fund balance within the General Fund. It's worth noting that there is a designated line item in the parks department for utilizing these funds specifically for park projects and maintenance.
61	Housing Revolving Loan *Closed*	110,670	10-General Fund	190-Nondepartmental	A reserve will be established exclusively within the General Fund for the sole purpose of utilizing CDBG grants. This federal funding has seen minimal activity, remaining dormant since the 1990s. IGA documents stipulate that the funds must be directed towards housing applicants in Manzanita, Nehalem, Rockaway Beach, and Wheeler. There is no indication of the necessity to create a dedicated fund or accrue interest, but it does mandate a reserve within the General Fund. The decision to close this fund aims to streamline staff processes while exploring optimal ways to allocate these resources for housing purposes. The balance and the dedicated reserve of \$30,000 will be transferred to the General Fund.
60	Police Safety Vehicle Reserves *Closed*	41,480	10-General Fund	125-Public Safety	This supplementary fund will be closed, and a reserve will be instituted within the General Fund, designated exclusively for public safety equipment. This transfer encompasses activity from FY2024.
TOTAL GENERAL FUND		\$ 177,540			

TOURISM FUND

Fund #	Fund Name	Proposed Transfer Out of Closed Fund \$	Transfer To	Managing Department	Purpose
59	Trust Fund *Closed*	-	70-Tourism Fund	700-Tourism	Initially scheduled to close during the FY2024 budget cycle, the auditors, however, closed this fund via an adjusting journal entry in FY2023. Consequently, the adjustment results in the fund's closure in FY2023, and this budget outlines the necessary transfers and adjustments in accordance with Oregon Local Budget Law to officially conclude the fund.

BUILDING FUND *(Following closed funds are added to the Building Fund)*

Fund #	Fund Name	Proposed Transfer Out of Closed Fund \$	Transfer To	Managing Department	Purpose
80	Building Reserve Fund *Closed*	\$ 4,580	20-Building Fund	120-Building	The supplemental fund will be closed, and a reserve will be instituted within the Building Fund. This represents a more efficient strategy for maintaining a reserve earmarked for future capital utilization.

SDC - WATER FUND *(Following closed funds are added to the Building Fund)*

Fund #	Fund Name	Proposed Transfer Out of Closed Fund \$	Transfer To	Managing Department	Purpose
80	Puffin LID Fund *Closed*	\$ -	60-SDC Fund	Water	The supplemental fund was closed during the FY2023 budget and funds were transferred out during FY2022 of \$43,640. This is added here for historical reference until next budget cycle.



Timber Management Fund

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025		
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer	Approved by Budget Committee	Adopted by Governing Body
RESOURCES							
BEGINNING FUND BALANCE	\$ 10,597	\$ 12,947	\$ 13,541	\$ 25,390	\$ 25,390	\$ 25,390	\$ 25,390
Interest	2,350	12,443	300	-	-	-	-
TOTAL RESOURCES	12,947	25,390	13,841	25,390	25,390	25,390	25,390
REQUIREMENTS							
Contract Services	-	-	5,000	-	-	-	-
Transfers to General Fund	-	-	-	-	25,390	25,390	25,390
TOTAL MATERIALS & SERVICES	-	-	5,000	-	25,390	25,390	25,390
Unappropriated Ending Fund Balance	12,947	25,390	8,841	25,390	-	-	-
TOTAL REQUIREMENTS	\$ 12,947	\$ 25,390	\$ 13,841	\$ 25,390	\$ 25,390	\$ 25,390	\$ 25,390

Trust Fund

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 3,968	\$ 3,968	\$ 3,968	\$ -	\$ -
Interest	-	-	-	-	-
TOTAL RESOURCES	3,968	3,968	3,968	-	-
REQUIREMENTS					
Transfers to Tourism Fund	-	3,968	3,968	-	-
TOTAL MATERIALS & SERVICES	-	3,968	3,968	-	-
Unappropriated Ending Fund Balance	3,968	-	-	-	-
TOTAL REQUIREMENTS	\$ 3,968	\$ 3,968	\$ 3,968	\$ -	\$ -

Public Safety Reserve Fund

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 107,148	\$ 102,860	\$ 102,850	\$ 131,480	\$ 41,480
Sale of Asset	14,525	-	-	-	-
Interest	457	2,420	-	-	-
Transfers from Other Funds	26,200	26,200	30,000	30,000	-
TOTAL RESOURCES	148,330	131,480	132,850	161,480	41,480
REQUIREMENTS					
CAPITAL OUTLAY					
Vehicles	45,470	-	125,000	120,000	-
TOTAL CAPITAL OUTLAY	45,470	-	125,000	120,000	-
Transfers to Other Funds	-	-	-	-	41,480
Unappropriated Ending Fund Balance	102,860	131,480	7,850	41,480	-
TOTAL REQUIREMENTS	\$ 148,330	\$ 131,480	\$ 132,850	\$ 161,480	\$ 41,480

Housing Rehabilitation Loan Fund

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ 106,334	\$ 107,731	\$ 108,118	\$ 110,670	\$ 110,670
Interest	1,397	2,939	500	-	-
TOTAL RESOURCES	107,731	110,670	108,618	110,670	110,670
REQUIREMENTS					
MATERIALS & SERVICES					
Contract Services	-	-	107,324	-	-
TOTAL MATERIALS & SERVICES	-	-	107,324	-	-
Transfers to Other Funds	-	-	-	-	110,670
TOTAL PROGRAM REQUIREMENTS	-	-	107,324	-	110,670
Unappropriated Ending Fund Balance	107,731	110,670	1,294	110,670	-
TOTAL REQUIREMENTS	\$ 107,731	\$ 110,670	\$ 108,618	\$ 110,670	\$ 110,670

Building Reserve Fund

CATEGORY	HISTORICAL ACTUALS		CURRENT FISCAL YEAR 2023/2024		BUDGET FOR 2024/2025
	Fiscal Year 2021/2022	Fiscal Year 2022/2023	Final Adopted Budget	Estimated Actuals	Proposed by Budget Officer
RESOURCES					
BEGINNING FUND BALANCE	\$ -	\$ -	\$ 4,500	\$ 4,580	\$ 4,580
Transfers from Other Funds	-	12,500	2,500	-	-
TOTAL RESOURCES	-	12,500	7,000	4,580	4,580
REQUIREMENTS					
CAPITAL OUTLAY					
Equipment	-	7,920	-	-	-
TOTAL CAPITAL OUTLAY	-	7,920	-	-	-
Transfers to Other Funds	-	-	-	-	4,580
Unappropriated Ending Fund Balance	-	4,580	7,000	4,580	-
TOTAL REQUIREMENTS	\$ -	\$ 12,500	\$ 7,000	\$ 4,580	\$ 4,580

Transfer Summary - All Funds

	General	Transportation	Building	Tourism	CH	PW Reserve	SDC	Water	Closed	Total
General	\$ -		\$ 22,475					\$ 199,357	\$ 177,540	\$ 399,372
Transportation	\$ 100,000	\$ -								\$ 100,000
Building	\$ -		\$ -						\$ 4,580	\$ 4,580
Tourism	\$ -			\$ -						\$ -
City Hall	\$ 3,638,000				\$ -					\$3,638,000
PW Reserve		\$ 8,700				\$ -		\$ 17,000		\$ 25,700
SDC	\$ -						\$ -			\$ -
Water								\$ -		\$ -
Closed Funds									\$ -	\$ -
	\$3,738,000	\$ 8,700	\$22,475	\$ -	\$-	\$ -	\$ -	\$216,357	\$182,120	\$4,167,652

5-Year Forecast: General Fund

Financial forecasting

Financial forecasts are essential to understanding different financial outcomes, strategizing around future anticipated changes in revenue and expenditures and forecasting utility rates. The proposed budget includes a 5-year forecast estimate for the General Fund

	Historical Data Audited Financials			Current FY Estimated FY2024	Budget +1 FY2025	Forecast					Key Assumptions
	FY2021	FY2022	FY2023			+2 FY2026	+3 FY2027	+4 FY2028	+5 FY2029		
RESOURCES											
BEGINNING FUND BALANCE	\$ 784,809	\$ 1,538,822	\$ 2,321,631	\$ 2,974,663	\$ 3,205,625	\$ 2,721,740	\$ 3,178,480	\$ 3,622,860	\$ 4,054,220		
REVENUES											
Transient Lodging Taxes	1,142,056	1,628,971	1,589,891	1,500,000	1,450,000	1,508,000	1,568,320	1,631,050	1,696,290		4%
Property Taxes	232,756	249,564	252,722	260,800	265,260	270,560	275,970	281,480	287,100		2%
Fees & Charges	443,808	147,223	134,354	65,000	70,000	71,400	72,820	74,270	75,750		2%
Franchise & Utility Agreements	60,360	63,294	72,354	61,200	65,000	66,950	68,950	71,010	73,140		3%
Business & Short-Term Rental Licenses	21,361	32,575	74,661	249,500	248,000	248,000	248,000	248,000	248,000		
Intergovernmental	96,461	168,533	194,509	107,420	172,389	179,280	186,450	193,900	201,650		4%
Fines & Foreitures	63,652	23,098	33,768	78,000	60,000	60,000	60,000	60,000	60,000		
Interest	10,380	17,282	135,299	170,000	35,000	36,050	37,130	38,240	39,380		3%
Miscellaneous	83,146	12,960	4,779	3,000	5,000	5,000	5,000	5,000	5,000		
Proceeds from Debt Issuance	-	-	-	1,000,000	3,100,000	-	-	-	-		
Proceeds from Sale of Assets	-	-	-	638,351	-	-	-	-	-		
Transfers from Other Funds	157,348	157,348	172,061	191,000	399,372	399,370	399,370	399,370	399,370		
TOTAL REVENUES	2,311,328	2,500,848	2,664,398	4,324,271	5,870,021	2,844,610	2,922,010	3,002,320	3,085,680		
TOTAL RESOURCES	\$ 3,096,137	\$ 4,039,670	\$ 4,986,029	\$ 7,298,934	\$ 9,075,646	\$ 5,566,350	\$ 6,100,490	\$ 6,625,180	\$ 7,139,900		
REQUIREMENTS											
Administration	\$ 591,811	\$ 620,319	\$ 867,712	\$ 1,218,110	\$ 1,285,900	\$ 1,328,060	\$ 1,381,400	\$ 1,437,000	\$ 1,494,990		See Department Detail
Court	39,461	66,989	30,507	44,956	49,695	51,350	53,060	54,830	56,660		
Parks	56,130	36,225	25,445	30,008	29,651	30,880	32,160	33,500	34,900		
Public Safety	582,335	530,158	668,111	769,903	846,650	873,980	902,230	931,420	961,600		
Non-departmental	287,578	464,348	419,591	2,030,332	4,142,010	103,600	108,780	114,210	119,920		
TOTAL DEPARTMENT EXPENDITURES	1,557,315	1,718,039	2,011,366	4,093,309	6,353,906	2,387,870	2,477,630	2,570,960	2,668,070		
RESERVES											
Contingency / Policy Reserve	-	-	-	-	150,000	-	-	-	-		
Program Reserves	210,591	242,150	134,144	152,150	258,812	-	-	-	-		
Debt Service	-	-	-	155,332	155,340	480,000	400,000	320,000	320,000		
Undesignated	1,328,231	2,079,481	2,840,519	2,898,143	2,157,588	2,698,480	3,222,860	3,734,220	4,151,830		
TOTAL ENDING FUND BALANCE	1,538,822	2,321,631	2,974,663	3,205,625	2,721,740	3,178,480	3,622,860	4,054,220	4,471,830		
TOTAL REQUIREMENTS	\$ 3,096,137	\$ 4,039,670	\$ 4,986,029	\$ 7,298,934	\$ 9,075,646	\$ 5,566,350	\$ 6,100,490	\$ 6,625,180	\$ 7,139,900		
POLICY REQUIREMENTS											
Operating Expenditures	\$ 1,190,765	\$ 1,266,771	\$ 1,625,825	\$ 2,075,977	\$ 2,301,566	\$ 2,387,870	\$ 2,477,630	\$ 2,570,960	\$ 2,668,070		
Policy % Required	0%	0%	15%	18%	20%	23%	25%	25%	25%		
Policy Reserve Required	-	-	243,000	363,000	460,000	537,000	619,000	642,000	667,000		
Contingency & Ending Fund Balance	1,538,822	2,321,631	2,974,663	3,205,625	2,721,740	3,178,480	3,622,860	4,054,220	4,471,830		
OVER/(UNDER) POLICY	\$ 1,538,822	\$ 2,321,631	\$ 2,731,663	\$ 2,842,625	\$ 2,261,740	\$ 2,641,480	\$ 3,003,860	\$ 3,412,220	\$ 3,804,830		

5-Year Forecast: General Fund Expenditures by Department

	Historical Data Audited Financials			Current FY Estimated	Budget +1	Forecast					Key Assumptions
	FY2021	FY2022	FY2023	FY2024	FY2025	+2 FY2026	+3 FY2027	+4 FY2028	+5 FY2029		
OPERATING EXPENDITURES											
PERSONNEL SERVICES											
Administration	488,248	428,925	519,681	654,110	634,000	653,020	672,610	692,780	713,560	Varies	
Municipal Court	37,775	58,229	23,776	36,556	41,095	42,320	43,580	44,880	46,220	Varies	
Parks	14,875	20,259	16,816	11,608	12,151	12,510	12,880	13,260	13,650	Varies	
Public Safety	433,844	481,927	606,655	697,053	749,650	772,130	795,290	819,140	843,710	Varies	
Total Personnel	974,742	989,340	1,166,928	1,399,327	1,436,896	1,479,980	1,524,360	1,570,060	1,617,140		
MATERIALS & SERVICES											
Administration	103,563	186,726	342,305	557,000	642,900	675,040	708,790	744,220	781,430	5%	
Municipal Court	1,686	8,760	6,731	8,400	8,600	9,030	9,480	9,950	10,440	5%	
Parks	41,255	15,966	8,629	18,400	17,500	18,370	19,280	20,240	21,250	5%	
Public Safety	141,436	48,231	61,456	72,850	97,000	101,850	106,940	112,280	117,890	5%	
Non-departmental	960	17,748	39,776	20,000	98,670	103,600	108,780	114,210	119,920	5%	
Total Materials & Services	288,900	277,431	458,897	676,650	864,670	907,890	953,270	1,000,900	1,050,930		
TOTAL OPERATING EXPENDITURES (Personnel & M&S)											
Administration	591,811	615,651	861,986	1,211,110	1,276,900	1,328,060	1,381,400	1,437,000	1,494,990		
Municipal Court	39,461	66,989	30,507	44,956	49,695	51,350	53,060	54,830	56,660		
Parks	56,130	36,225	25,445	30,008	29,651	30,880	32,160	33,500	34,900		
Public Safety	575,280	530,158	668,111	769,903	846,650	873,980	902,230	931,420	961,600		
Non-departmental	960	17,748	39,776	20,000	98,670	103,600	108,780	114,210	119,920		
TOTAL OPERATING EXPENDITURES	\$ 1,263,642	\$ 1,266,771	\$ 1,625,825	\$ 2,075,977	\$ 2,301,566	\$ 2,387,870	\$ 2,477,630	\$ 2,570,960	\$ 2,668,070		



5-Year Forecast: General Fund Expenditures by Department

FIVE-YEAR FORECAST GENERAL FUND EXPENDITURES BY DEPARTMENT

	Historical Data Audited Financials			Current FY Estimated FY2024	Budget +1 FY2025	Forecast					Key Assumptions
	FY2021	FY2022	FY2023			+2 FY2026	+3 FY2027	+4 FY2028	+5 FY2029		
TOTAL OPERATING EXPENDITURES	\$ 1,263,642	\$ 1,266,771	\$ 1,625,825	\$ 2,075,977	\$ 2,301,566	\$ 2,387,870	\$ 2,477,630	\$ 2,570,960	\$ 2,668,070		
NON-OPERATING EXPENDITURES											
CAPITAL OUTLAY											
Administration	-	4,668	5,726	7,000	9,000	-	-	-	-	Based on Projects Estimated Vehicles	
Public Safety	7,055	-	-	-	-	-	-	-	-		
Total Capital Outlay	7,055	4,668	5,726	7,000	9,000	-	-	-	-		
CONTINGENCY											
Non-departmental	-	-	-	-	150,000	-	-	-	-	Amortization Schedule	
Total Contingency	-	-	-	-	150,000	-	-	-	-		
DEBT SERVICE											
Non-departmental	-	-	-	155,332	155,340	480,000	400,000	320,000	320,000		
Total Debt Service	-	-	-	155,332	155,340	480,000	400,000	320,000	320,000		
TRANSFERS OUT											
Non-departmental:											
Building Fund	-	-	268,615	-	-	-	-	-	-		
City Hall Fund	-	155,400	-	1,700,000	3,638,000	-	-	-	-		
Transportation Fund	260,000	190,000	80,000	100,000	100,000	-	-	-	-		
SDC Stormwater Fund	75,000	75,000	5,000	25,000	-	-	-	-	-		
Other Funds	-	26,200	26,200	30,000	-	-	-	-	-		
Total Transfers Out	335,000	420,400	353,615	1,825,000	3,738,000	-	-	-	-		
TOTAL NON-OPERATING EXPENDITURES											
Administration	-	4,668	5,726	7,000	9,000	-	-	-	-		
Municipal Court	-	-	-	-	-	-	-	-	-		
Parks	-	-	-	-	-	-	-	-	-		
Public Safety	7,055	-	-	-	-	-	-	-	-		
Non-departmental	335,000	420,400	353,615	1,980,332	4,043,340	480,000	400,000	320,000	320,000		
TOTAL NON-OPERATING EXPENDITURES	\$ 342,055	\$ 425,068	\$ 359,341	\$ 1,987,332	\$ 4,052,340	\$ 480,000	\$ 400,000	\$ 320,000	\$ 320,000		
TOTAL BY DEPARTMENT											
Administration	591,811	620,319	867,712	1,218,110	1,285,900	1,328,060	1,381,400	1,437,000	1,494,990		
Municipal Court	39,461	66,989	30,507	44,956	49,695	51,350	53,060	54,830	56,660		
Parks	56,130	36,225	25,445	30,008	29,651	30,880	32,160	33,500	34,900		
Public Safety	582,335	530,158	668,111	769,903	846,650	873,980	902,230	931,420	961,600		
Non-departmental	335,960	438,148	393,391	2,000,332	4,142,010	583,600	508,780	434,210	439,920		
TOTAL DEPARTMENT EXPENDITURES	\$ 1,605,697	\$ 1,691,839	\$ 1,985,166	\$ 4,063,309	\$ 6,353,906	\$ 2,867,870	\$ 2,877,630	\$ 2,890,960	\$ 2,988,070		

Appendix A

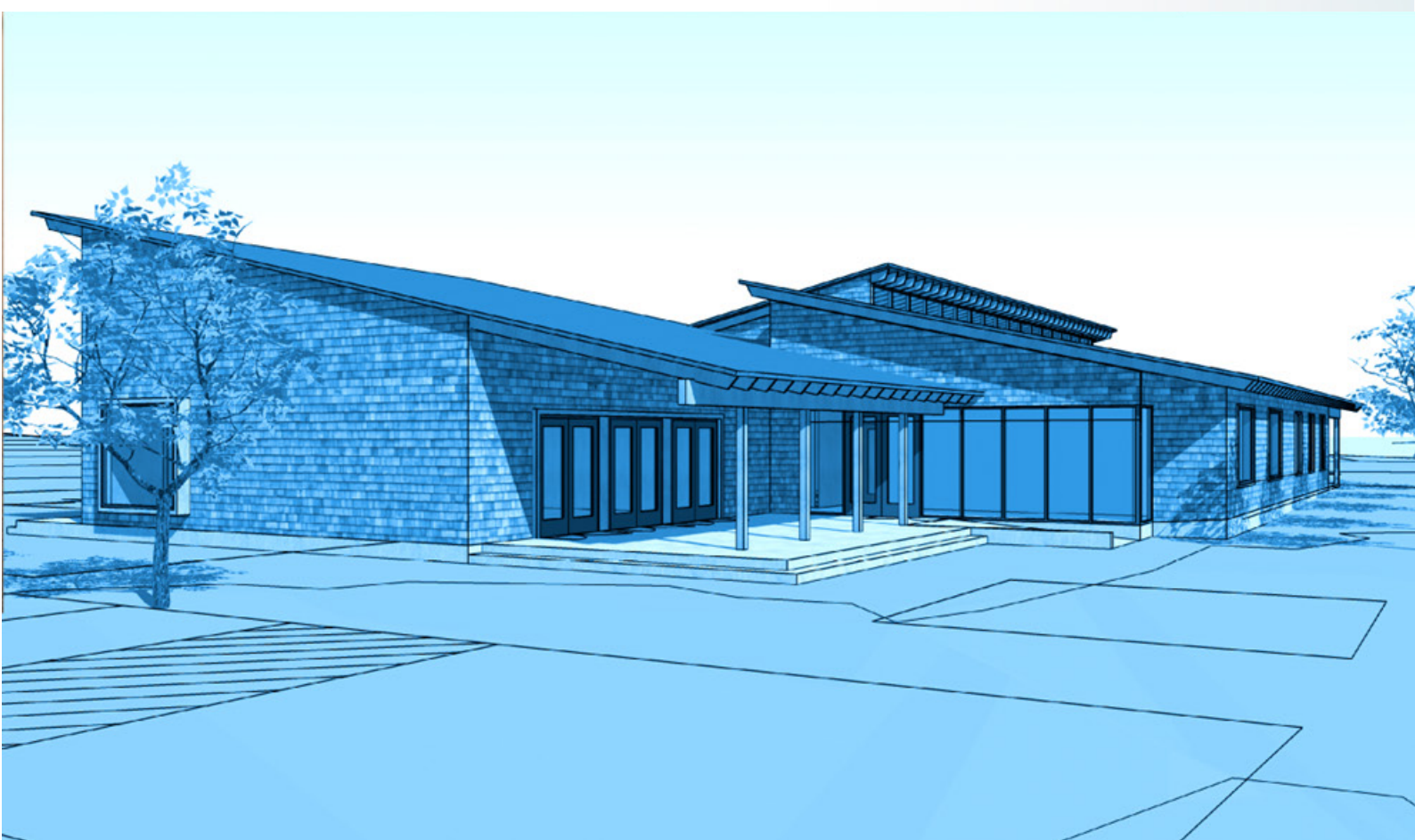
Capital Improvement Plan (CIP) Overview

The Capital Improvement Plan (CIP) provides guidance and planning for the City of Manzanitas infrastructure. The CIP is based on the city's Master Plan Documents including the Water Master Plan, the Storm Water Master Plan the city's Transportation Systems Plan.

The master plans include the long-term needs of the city as defined through community input, expert consultants, and city staff. City Council goals also help refine and shape the CIP. Projects within the CIP are prioritized based on necessity and the priorities for implementing these master plans. Projects within the CIP are matched with funding where known and available. Inclusion of a project in the CIP does not necessarily reflect a budgeted spending commitment except for those in the current fiscal year. Some projects were included if grant or other funding becomes available. Having a project in a CIP can be helpful and sometimes necessary to qualify for a grant. Additionally, some projects are shown as unfunded or only partially funded and will require additional resources to complete.

Funding for Capital Projects

Aside from Water Utility Fund related maintenance or expansion projects, Manzanita has paid for many of the city's capital needs through the General Fund, particularly roads and stormwater systems. That has created an imbalanced reliance on General Fund revenues to support both city operations and infrastructure, further increasing reliance on the transient lodging tax which is the city's greatest source of revenue. Due to the city's low property tax revenue other sources of funding will need to ensure the ongoing maintenance and operations of all the city's utilities, particularly roads.



Multi Fund Projects

Classic Street Connection Project

The Classic Street Connection Project is a comprehensive rebuild of Classic Street into a multi modal, pedestrian and bicycle friendly street, with separated pathway, improved stormwater management and installation of critical water infrastructure to support new housing development in the Urban Growth Boundary. The transportation element of the project is included as the city’s top priority in the Transportation System Plan. The city is scheduled to receive a \$2.709 million appropriation from the State of Oregon to construct the project. This project will provide critical water infrastructure for the development of housing on the remaining vacant land within the city’s Urban Growth Boundary. Staff have initiated initial due diligence including survey work and geotechnical studies. Property owners have agreed to establish an easement to place the water line and construct a multiuse walking and biking path on the east side of Classic Street to allow for a separated facility for pedestrians on the east side of Classic Street from Laneda Ave to Necarney City Road. Classic Street will be paved at 22 feet with storm and gutter systems in place and traffic calming measures in place to provide for a safer bicycling experience. A new 10” water main will be constructed along Classic Street in the easement where the walking path is located, and a booster line will be constructed from class along Necarney to serve the eastern most portion of the Urban Growth Boundary.

Project Type	Project Cost	Appropriation	Water SDC	Road Fund	Total
Water	\$ 1,267,000				
Extension (Water)	\$ 480,000				
Water	\$ 1,747,000	\$ 1,168,000	\$ 579,000		\$ 1,747,000
Transportation	\$ 1,231,000	\$ 1,100,000		\$ 131,000	\$ 1,231,000
Storm	\$ 441,000	\$ 441,000	\$ -		\$ 441,000
Total Project Costs	\$ 3,419,000				
Total Funding		\$ 2,709,000	\$ 579,000	\$ 131,000	\$ 3,419,000

20 is Plenty

During the next Fiscal Year, the City of Manzanita is planning to reduce the speed limit on all residential streets within the city to 20 MPH. The project, known as “20 is plenty” is designed to enhance pedestrian and bicycle safety and to create a viable, and attractive alternative to driving. The proposed project budget includes a range of resources for staff to use in the coming year to implement some of the strategies proposed in the city’s Transportation System Plan the creation of a bike network, and traffic calming features and include the installation of radar signs on key roadways, street crossings and markings to for sharrows, and other traffic calming markings to help improve visibility an safety for pedestrians and cyclists and yard signs for neighbors too use to help educate travelers on speed.

	Project Estimate (2024)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Capital Cost							
Planning, Engineering, Design	\$ 18,735	\$ 18,735					
Land/ROW Acquisition							
Construction	\$ 97,422	\$ 97,422					
TOTAL ESTIMATED CAPITAL COST	\$ 116,157	\$ 116,157					
Funding Source:							
Water Construction Fund	\$ -						
Stormwater Construction Fund	\$ -						
Road Fund	\$ 116,157	\$ 116,157					
General Fund							
Unfunded							
TOTAL FUNDING	\$ 116,157						

North Classic Street Phase 1

The North Classic Street project is a project of opportunity. The project includes the replacement and conversion of an undersized waterline on Classic Street. The line is currently 2” in some places and 1” others. It will be replaced with proper 4” and 6” line for a future extension when the road is completed at a future date. The City Hall project will include the construction of a “driveway” that will be constructed to city road standard in anticipation of a future road build out. The road will be constructed on top of this water line so it makes sense to replace it now. The proposed project includes the costs associated with the water line only. Costs associated with the road portion of the project are included in the City Hall project budget.

	Project Estimate (2024)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Capital Cost							
Planning, Engineering, Design	\$ 18,215	\$ 18,215					
Land/ROW Acquisition							
Construction	\$ 94,713	\$ 94,713					
TOTAL ESTIMATED CAPITAL COST	\$ 112,928	\$ 112,928					
Funding Source:							
Water Construction Fund	\$ 85,573	\$ 85,573					
Stormwater Construction Fund	\$ -						
Road Fund	\$ 27,355	\$ 27,355					
General Fund							
Unfunded							
TOTAL FUNDING	\$ 112,928						

Dorcas Phase 2

The Dorcas Phase 2 project includes asphalt curved intersection aprons with gutters and catch basins along the north side of Dorcas Lane. The project also includes the reconstruction of 4th street road system and installation of a 18 inch storm line from Dorcas Ln to the Edmund ROW. Currently storm water is conveyed through a 10” abandoned water main as a temporary measure. This project will require additional funding to complete and elements of the project are currently unfunded.

	Project Estimate (2024)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Capital Cost							
Planning, Engineering, Design	\$ 157,898				\$ 157,898		
Land/ROW Acquisition	\$ -						
Construction	\$ 1,027,846					\$ 1,027,846	
TOTAL ESTIMATED CAPITAL COST	\$ 1,185,744	\$ -	\$ -	\$ -	\$ 157,898	\$ 1,027,846	\$ -
Funding Source:							
Water SDC Fund	\$ -	-					
Storm Drain SDC Fund	\$ 573,669				\$ 71,355	\$502,314	
Road Facilities Fund	\$ 612,074				\$ 86,543	\$525,531	
Unfunded					\$ 157,898	\$1,027,846	
TOTAL FUNDING	\$ 1,185,743						

Water Utility Maintenance Projects

Hwy 101 Phase 2 Water Main Replacement

This project would replace a 6” asbestos concrete water main. This water main is a main loop line for the water distribution system and feeds water to a critical facility along with an emergency inter tie with the City of Nehalem. During the ODOT Hwy 101 Corner project the water main crossing under 101 from the treatment plant was compromised and failed. Because of a lack of valves, a main failure along the Highway 101 main would result in an interruption to service to the Adventist Urgent Care Center, the emergency connection to Nehalem and many homes. Project scope includes replacement of the water main with an 8” high density polyethylene(HDPE) line from south of the water treatment plant (end point of Phase 1) to the Hwy 101 crossing located at Covenant Community Church.

	Project Estimate (2024)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Capital Cost							
Planning, Engineering, Design	\$ 93,729		\$ 93,729				
Land/ROW Acquisition							
Construction	\$ 487,293			\$ 487,293			
TOTAL ESTIMATED CAPITAL COST	\$ 581,022						
Funding Source:							
Water SDC Fund	\$ 348,612		\$ 56,237	\$ 292,375			
Water Utility Fund	\$ 232,410		\$ 37,492	\$ 194,918			
Unfunded							
TOTAL FUNDING	\$ 581,022						

Highway 101 Phase 3

This project would replace the last of the 6” asbestos concrete water main that loops the water system. This section of line follows the Hwy 101 curve from Laneda Ave to the water treatment plant. A main failure along the Highway 101 main would result in an interruption to service to the Adventist Urgent Care Center, the emergency connection to Nehalem, distribution water to the water treatment plant, and many homes. Project scope includes replacement of the water main with an 8” high density polyethylene (HDPE) line the water treatment plant to Laneda Ave. Project would include needed Hydrants for commercial areas, additional valves, and new service lines.

	Project Estimate (2024)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Capital Cost							
Planning, Engineering, Design	\$ 93,701		\$ 93,701				
Land/ROW Acquisition	\$ -						
Construction	\$ 487,246			\$ 487,246			
TOTAL ESTIMATED CAPITAL COST	\$ 580,947						
Funding Source:							
Water Construction Fund	\$ 348,568		\$ 56,221	\$ 292,347			
Water Utility Fund	\$ 232,379		\$ 37,480	\$ 194,899			
TOTAL FUNDING	\$ 580,947				\$ -	\$ -	

Pelican Lane Water Main Replacement

The Pelican Lane project will replace a 2" asbestos concrete water main that does not meet potable water standards of today. This water main is a dead end line that feeds water to residential area. This pipe material is fragile and prone to leaks and failure and has been repaired multiple times over the last several years. The water main would be upgraded to a 4" HDPE resilient main with new water services lines that would be installed along with valves, air relief, and a blow off.

	Project Estimate (2024)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Capital Cost							
Planning, Engineering, Design	\$ 37,315			\$37,315			
Land/ROW Acquisition							
Construction	\$ 199,860				\$199,860		
TOTAL ESTIMATED CAPITAL COST	\$ 237,175						
Funding Source:							
Water SDC Fund	\$ 142,305			\$22,389	\$119,916		
Water Utility	\$ 94,870			\$14,926	\$79,944		
Unfunded	\$ -						
TOTAL FUNDING	\$ 237,175						

Windward Water Main Replacement

This project would include the replacement of a 2" ABS and 4" Asbestos water main. This water main supplies water to the adjacent residential area. Asbestos concrete is fragile and prone to leaks and failure and there is a long history of repairs to both the asbestos concrete line, ABS, and service lines to homes along this line. The water main would be upgraded to a 4" HDPE resilient main with new water services lines that would be installed along with valves, air relief, and a blow off.

	Project Estimate (2024)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Capital Cost							
Planning, Engineering, Design	\$ 39,068			\$ 39,068			
Land/ROW Acquisition	\$ -						
Construction	\$ 209,253				\$209,253		
TOTAL ESTIMATED CAPITAL COST	\$ 248,321						
Funding Source:							
Water SDC Fund	\$ 148,992			\$ 23,440	\$125,552		
Water Utility Fund	\$ 99,329			\$ 15,628	\$ 83,701		
TOTAL FUNDING	\$ 248,321						

Sandpiper Lane Water Main Replacement

The current water main is a 2" PVC. This water main is a dead-end water line that feeds the adjacent residential area and would be upgraded to a 4" HDPE on Sandpiper Lane and a 6" HDPE main on Gary St. New water services, valves, and hydrants would be installed as part of the project.

	Project Estimate (2024)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Capital Cost							
Planning, Engineering, Design	\$ 40,893				\$ 40,893		
Land/ROW Acquisition	\$ 212,649					\$ 212,649	
Construction	\$ -						
TOTAL ESTIMATED CAPITAL COST	\$ 253,542						
Funding Source:							
Water SDC Fund	\$ 152,124				\$ 24,535	127,589	
Water Utility Fund	\$ 101,418				\$ 16,358	85,060	
TOTAL FUNDING	\$ 253,542						

Nehalem Ave Water Main Replacement

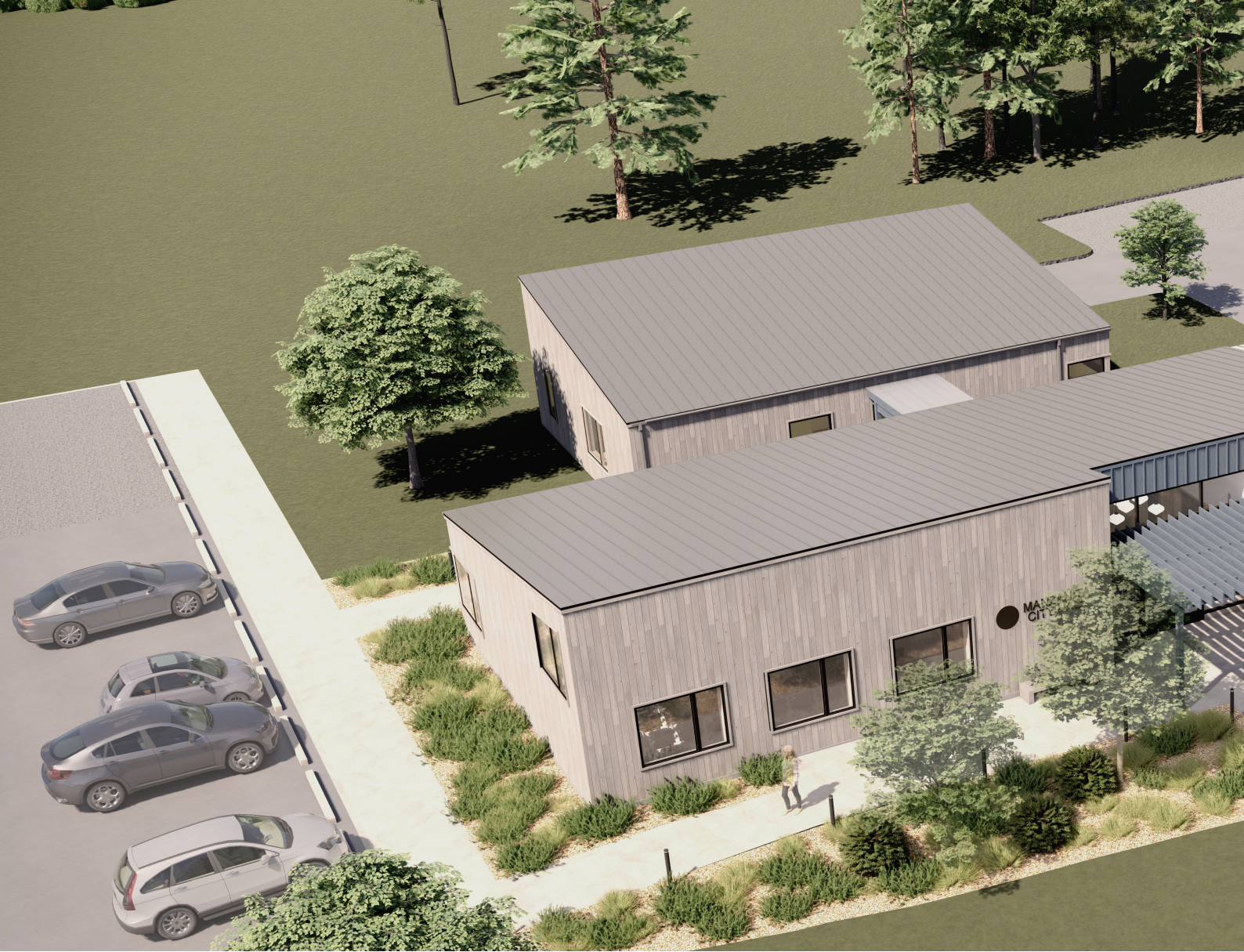
Nehalem Ave water main is constructed of 4” asbestos concrete. This water main serves the adjacent residences and provides a loop to the Nehalem Bay State Park and area residents. The water main would be upgraded to a 4” HDPE and would include new water service lines, valves, air relief, and a blow off.

	Project Estimate (2024)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Capital Cost							
Planning, Engineering, Design	\$ 47,473				\$ 47,473		
Land/ROW Acquisition	\$ -						
Construction	\$ 246,256					\$ 246,256	
TOTAL ESTIMATED CAPITAL COST	\$ 293,729						
Funding Source:							
Water Construction Fund	\$ 176,236				\$ 28,483	\$ 147,753	
Water O &M	\$ 117,493				\$ 18,990	\$ 98,503	
TOTAL FUNDING	\$ 293,729						

Puffin Replacement

The Pelican Lane project will replace a 2” asbestos concrete water main that does not meet potable water standards of today. This water main is a dead-end line that feeds water to residential area. This pipe material is fragile and prone to leaks and failure and has been repaired multiple times over the last several years. The water main would be upgraded to a 4” HDPE resilient main with new water services lines that would be installed along with valves, air relief, and a blow off.

	Project Estimate (2024)	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
Capital Cost							
Planning, Engineering, Design	\$ 46,965					\$46,965	
Land/ROW Acquisition	\$ -						
Construction	\$ 250,715						\$250,715
TOTAL ESTIMATED CAPITAL C	\$ 297,680						
Funding Source:							
Water SDC Funds Fund	\$ 178,608					\$28,179	\$150,429
Water Utility	\$ 119,072					\$18,786	\$100,286
TOTAL FUNDING	\$ 297,680						



City Hall

Manzanita City Hall is currently under construction and will include an administrative services building, a police station and emergency operations center and a city council chambers. The building will also include rest rooms that are intentionally design to serve the public, particularly public events at underhill plaza, including the 4th of July Parade and the Farmers Market.

The project is expected to be completed in May 2025 and open to the public in July 2025.

Project Estimate

Capital Cost:	
Soft Costs (incl Contingency)	\$1,464,396
Hard Costs (GMP+ Preconstruction)	\$4,619,944

TOTAL PROJECT COST	\$6,084,340
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Funding Sources:

Grants:

COVID Funds	\$147,000
Business Oregon Brownfields Grant	\$60,000
TCVA Facilities Grant	\$75,000

TOTAL GRANTS: \$282,000

Financing : \$4,100,000

Old City Hall	\$638,000
Other (General Fund)	\$1,064,340

GRAND TOTAL (incl grants): \$6,084,340

Appendix B

Indirect Costs



CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129
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To: Manzanita Budget Committee
From: Leila Aman, City Manager
RE: Indirect Cost Allocation FY 2024-2025

This memorandum summarizes the city-adopted methodology (Resolution 23-X) for determining the indirect costs (administrative overhead) to be allocated across funds and departments for the proposed budget for Fiscal Year 2024-2025.

What are Indirect Costs?

Most costs the City incurs are direct costs, which are attributable and charged directly to the fund or department that generated the cost. Indirect costs are those costs of doing business that are not readily identified with a specific activity but are necessary for the operation of the program or service. The costs incurred to plan and conduct City Council meetings provide a good example. City employees have to manage the calendar, consult with the mayor, city attorney, prepare an agenda, produce documents such as draft resolutions or ordinances, explain proposals, record meetings, produce minutes, answer councilors' questions, and post meeting information on the website. The administration of a governing body's business benefits the entire city but is not attributable to a specific fund or department. How should those (indirect) administrative costs be paid? Every local jurisdiction and every private enterprise has this problem of sharing indirect costs among divisions, departments, and funds.

The purpose an indirect cost allocation methodology is to have a transparent way to fairly and expeditiously distribute the indirect cost of administrative services across all funds and departments.

Materials and Services Methodology

Manzanita's methodology is purposefully simple and requires only five steps to determine indirect costs shares. The underlying principle is that every operating department or fund incurs materials and services (M&S) costs that are accounted for under Oregon law. The level of M&S spending by each operating fund or department is a reasonable proxy for the level of administrative, finance, and overhead support for that fund or department. The model allocates administrative overhead (administrative staff and M&S) to each fund or department based on the percentage of total M&S spending of each department or fund.

Step One. Determine Administrative FTE Costs

Determine the specific employees (FTE, or full time equivalents) to be included in the indirect cost allocation, their full-time compensation for the ensuing budget year, and the fraction of each employee's time to be shared.

For FY 2024-2025 the model assumes 100% of the Accounting Manager FTE, and a quarter each of the Assistant City Recorder (ACR) and City Managers (CM) time for a total of 1.5 FTE distributed across all operating funds. The proportion of the CM and the ACR FTE is an approximate estimate of the time each staff member spends solely on administrative or city council administration in addition to other more specific duties.

The sum of administrative FTE costs for the FY 2024-2025 budget is \$217,500.

Step Two: Determine Administrative Overhead Costs

Actual administrative materials and services (M&S) expenditures were determined using the most recent audited financial statement and detailed financial information from the 2023 trial balance. According to the city's audited financial statement, total professional services for FY 2023 for administration was \$268,193. The administrative overhead calculation excluded any non-recurring, non-operational costs such as council related goals or legal fees related to specific projects.

The operational overhead administrative costs for the FY 2024-2025 budget is \$192,498.

Step Three: Determine the Total Administrative Indirect Cost

The sum of the amounts determined in steps 1 and 2 constitutes the total amount of administrative indirect costs that will be allocated across all funds and departments.

Total administrative indirect cost amount to be allocated for in the FY 2024-2025 budget is \$409,998.

Step 4: Determine the Percentage of M&S for each Department or Fund (See table A – 5 Year Averages)

Determine five-year average actual M&S expenditures for all funds that will share the total indirect cost allocation based on the five most recent audited financial statements. Calculate the total of the M&S five-year averages and determine a percentage/fraction of the total for each fund or department.

Step 5: Determine the Indirect Cost for each Department or Fund (See Table B – Total Cost Share Calc)

Apply the fractions from Step 4 to the estimate from Step 3.

Which Funds Pay Indirect Costs

The Water Utility and Building Funds are the only two funds that pay an indirect cost transfer to the general fund for overhead services. The only other operating fund that could pay is the Tourism Fund, if there are no legal limitations imposed by state law. Staff will study the extent to which the tourism fund benefits from administrative services and whether the city can legally charge that fund for such services. It is possible that staff will propose a future indirect cost transfer from the Tourism Fund to the General Fund.

Table A: 5 Year Average

Audit Page	p 42 >>	p 44 >>	p 44 >>	p42>>	p42>>		2019-2023	% Share All Funds
Materials & Services	2019	2020	2021	2022	2023	2019-23 Total	Average	5 year Average
Court***	16,808	12,686	8,252	8,759	6,731	53,236	10,647	1.63%
Parks***	25,609	20,101	28,910	15,966	8,629	99,215	19,843	3.04%
Police***	64,355	52,283	59,447	48,231	61,456	285,772	57,154	8.76%
Non Department***	3,232	100	1,378			4,710	942	0.14%
Total General Fund	112,023	87,190	100,008	74,978	78,839	442,933	88,587	13.57%
Building Fund*	44,354	33,117	23,364	42,782	35,281	178,898	35,780	5.48%
Water Utility (M&S)	238,683	404,151	327,937	355,417	260,579	1,586,767	317,353	48.62%
Water SDC (M&S)	0	0	0	0	0	0	0	0.00%
Road Fund (M&S)	25,797	28,895	44,526	63,712	32,826	195,756	39,151	6.00%
Tourism Fund (M&S)	58,725	90,801	53,038	39,880	66,716	309,160	61,832	9.47%
Timber Mngmt (M&S)	14,483	66,806	0	0	0	81,289	16,258	2.49%
Housing Rehab (M&S)	0	0	0	0	0	0	0	0.00%
Trust Fund (M&S)	0	0	0	0	0	0	0	0.00%
Puffin LID (M&S)	0	0	0	0	0	0	0	0.00%
City Hall Expansion (M&S)	22,493	79,630	39,550	76,479	217,772	435,924	87,185	13.36%
Park SDC (M&S)	0	0	0	0	0	0	0	0.00%
Storm Water SDC (M&S)	0	11,014	4,770	1,173	15,837	32,794	6,559	1.00%
Total other funds	404,535	714,414	493,185	579,443	629,011	2,820,588	564,118	86.43%
Total All Funds	516,558	801,604	593,193	654,421	707,850	3,263,521	652,704	100.00%

Table B – Total Cost Share Calc

Fund/Department	Materials & Services Spending FY 2023 Rate	Materials & Services Cost Share	FTE Cost Share	Total Indirect Cost Share
General Fund				
Court	1.63%	\$3,140	\$3,548	\$6,688
Parks	3.04%	\$5,852	\$6,612	\$12,464
Police	8.76%	\$16,856	\$19,046	\$35,902
Non-Department	0.14%	\$278	\$314	\$592
Other Funds				
Building Fund*	5.48%	\$10,552	\$11,923	\$22,475
Water Utility (M&S)	48.62%	\$93,595	\$105,751	\$199,347
Water SDC (M&S)	0.00%	\$0	\$0	\$0
Road Fund (M&S)	6.00%	\$11,547	\$13,046	\$24,593
Tourism Fund (M&S)	9.47%	\$18,236	\$20,604	\$38,840
Timber Mngmt (M&S)	2.49%	\$4,795	\$5,418	\$10,212
City Hall Expansion (M&S)	13.36%	\$25,713	\$29,053	\$54,765
Park SDC (M&S)	0.00%	\$0	\$0	\$0
Storm Water SDC (M&S)	1.00%	\$1,934	\$2,186	\$4,120
Totals	100.00%	\$192,498	\$217,500	\$409,998

Summary of Administrative Cost

Totals

FTE	\$217,500
Materials & Services	\$192,498
Total Administrative Costs	\$409,998



City of Manzanita

COUNCIL RESOLUTION No. 23-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, ADOPTING A MATERIALS AND SERVICES INDIRECT COST METHODOLOGY FOR THE PURPOSE OF DETERMINING TRANSFERS FROM ENTERPRISE FUNDS TO THE GENERAL FUND FOR ADMINISTRATIVE OVERHEAD SERVICES

WHEREAS, the City of Manzanita administration provides overhead services to Enterprise Funds; and

WHEREAS, the City of Manzanita has historically ensured that Enterprise Funds cover the cost of administrative overhead for the services provided by the City's administration; and

WHEREAS, the city has investigated several options and have determined that a Material and Services model best fits the city's current needs.

Now, Therefore, be it Resolved by the City Council of the City of Manzanita that the city of Manzanita hereby adopts a Materials and Services Indirect Cost allocation method for the purpose of determine Enterprise Fund transfers into the General Fund for administrative overhead as part of the city's annual budgeting process.

Introduced and adopted by the City Council on 3/8/23.

This resolution is effective on 3/9/23.

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City Recorder

Appendix C

Master Fee Schedule

COUNCIL RESOLUTION No. 24-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, ESTABLISHING A MASTER FEE SCHEDULE TO BE UPDATED ON AN ANNUAL BASIS.

WHEREAS, the City of Manzanita (the “City”) currently collects fees, rates, and charges pursuant to schedules set out in various Ordinances and Resolutions;

WHEREAS, with respect to Resolution 20-08 Establishing a Fee Schedule for Building Permits,

1. the City of Manzanita has assumed responsibility for plan review and inspection under the CASO One- and Two-Family Dwelling Code and the Oregon Structural Specialty Code; and,
2. ORS 455.210 (3)(a) permits a municipality to adopt by regulation such fees as may be necessary and reasonable to provide for the administration and enforcement of provisions of the structural code or One and Two Family Dwelling Code for which the City has assumed responsibility;

WHEREAS, with respect to Resolution 20-23 Setting a Fee Schedule for Various Land Use and Development Permit Applications,

1. The City receives requests from property owners and developers for approval of various land use actions;
2. The City processes permits for performing work within the public right-of-way; and,
3. It is important that the City recover the costs associated with processing these;

WHEREAS, with respect to Ordinance 10-03 and Resolution 22-15 relating to Inspection and License Fees for Short Term Rentals,

1. Section 3 of Ordinance No. 10-03 establishes regulations on short-term rentals within the City;
2. Section 3 of Ordinance No. 10-03 provides that the City Council by resolution may establish fees for short-term rental licenses and inspections; and
3. Section 3 of Ordinance No. 10-03 requires that "the fee shall include the cost of staff time to process the application and the initial Short-Term Rental inspection,"

4. The City Council wishes to set fees which more effectively cover the cost of staff time required to process short term rental license applications and perform short term rental inspections;

WHEREAS, with respect to Ordinance 90-08 and Resolution 23-19 relating to the City's Water Service Rate Schedule,

1. The City operates a municipal water system including the pumping of subsurface water, storage, testing, and distribution of finished water and all functions related to operation and maintenance of a public water system as governed by Federal, State and local law; and
2. The City desires to operate its water system as a self-supporting activity in accordance with the requirements of the City Charter and City Comprehensive Plan; and
3. Section 17 of Ordinance 90-8 authorizes the City Council to adopt by resolution such water rates and services charges as the Council deems to be in the interest of operating and maintaining the City water system;

WHEREAS, with respect to Ordinance 23-02 and Resolution 23-20 relating to Storm Drainage System Development Charges;

1. Chapter 223 of the Oregon Revised Statutes (ORS) authorizes the City to charge SDCs for increased usage of Capital Improvements; and
2. ORS 223.304 establishes requirements for determination of the amounts of SDC; and
3. Ordinance No. 23-02 implements the statutory authority to impose SDCs;
4. Section 8D of Ordinance No. 23-02 provides that the City Council by resolution may establish Storm Drain SDCs.

WHEREAS, with respect to Ordinance No. 24-___ relating to Business License Fees;

1. Ordinance 24-03 establishes a license on businesses for the purpose of providing revenue for general municipal purposes;
2. Section 4 of Ordinance 24-03 provides that the City Council by resolution may establish business license fees.

WHEREAS, the City Council wishes to incorporate certain existing fees into a Master Fee Schedule, including:

1. Court fees;
2. Police Department fees;

3. Administrative fees such as copying, special event permits, and records requests;

WHEREAS, the City Council wishes to establish new fees to:

1. Cover the cost of staff time required to process Right of Way Permits;
2. Cover the cost of staff time review Traffic Control Plans;
3. Compensate the City via a daily rental rate for use of its equipment (Other Public Works Fees).

WHEREAS, the City Council wishes to establish a Master Fee schedule to consolidate the fees, rates, and charges collected by the City into one Resolution that can be updated annually in concert with the City's budget process;

WHEREAS, the City Council desires to adjust the fees, rates, and charges described herein as reflected in the Master Fee Schedule attached hereto as Exhibit A;

WHEREAS, the City Council deems the fees, rates, and charges reflected in the Master Fee Schedule attached hereto as Exhibit A, to be reasonable;

Now, Therefore, the City Council resolves as follows:

Section 1: Building Permits

A) Resolution 20-08 Establishing a Fee Schedule for Building Permits is hereby repealed.

B) The City Council adopts the fee schedule for Building Permits reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 2: Land Use and Development Permit Applications.

A) Resolution 20-23 Setting a Fee Schedule for Various Land Use and Development Permit Applications is hereby repealed.

B) The City Council adopts the fee schedule for Land Use and Development reflected in the Master Fee Schedule, attached hereto as Exhibit A.

C) Refunds. A refund of an application fee will be issued if an application is withdrawn. The refund will be equal to the original Base Fee plus any additional deposits made less the actual costs paid to the planner, attorney, or engineer directly attributable to the application and less any direct costs for publishing or mailing of public hearing notices. A refund of an appeal fee will be issued if the application on which the appeal is based is withdrawn.

D) Payment Agreement Required. Each applicant shall be required to sign an agreement developed by the City Attorney that requires the Applicant to pay any and all costs determined by the City Staff to be above the costs covered by the Base Fees.

E) Annual Review and Report by Planning Commission. The Planning Commission shall review these fees each year and make a report to the Council as to whether any change should be made to them.

Section 3: Inspection and License Fees for Short Term Rentals.

A) Resolution 22-15 relating to Inspection and License Fees for Short Term Rentals is hereby repealed.

B) The City Council adopts the fee schedule for Short Term Rentals reflected in the Master Fee Schedule, attached hereto as Exhibit A.

C) The balance of the annual short term rental license renewal fee, the initial application and inspection fee, and all other fees collected noted in the Master Fee Schedule shall be credited to the General Fund.

Section 4: Water Utility Fees.

A) Resolution 23-19 relating to the City's Water Service Rate Schedule is hereby repealed.

B) The City Council adopts the Water Utility SDCs, Rate Schedule, and Other Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 5: Storm Water SDCs

A) Resolution 23-20 relating to Storm Drain SDC amounts is hereby repealed.

B) The City Council adopts Storm Water SDCs reflected in the Master Fee Schedule, attached hereto as Exhibit A.

C) Capitalized Terms. Capitalized terms used in this Section but not defined herein shall have the meaning given in Ordinance No. 23-02.

D) Engineer's Report. The 2022 Storm Drain System Development Charge Study (the "Engineer's Report") prepared by HDR Engineering Inc. is attached hereto as Exhibit B and incorporated herein by reference.

E) Methodology. The methodology for determining storm drain SDCs, including Reimbursement Fees and Improvement Fees, as presented in the Engineer's Report, is hereby ratified by this Resolution, and will continue to be the vehicle for calculating storm drain SDCs.

F) SDC Adjustment. The Storm Water SDC amounts adopted by this resolution shall be adjusted each year, following the adoption year, based on changes in the Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index (ENR Index), as represented by the City of Seattle, Washington.

Section 6: Business License Fees.

The City Council adopts the Business License Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 7: Court Fees.

The City Council adopts the fee schedule for Court Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 8: Police Department Fees.

The City Council adopts the fee schedule for Police Department Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 9: Administrative Fees.

The City Council adopts the fee schedule for Administrative Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 10: Right of Way Permits.

The City Council adopts the fee schedule for Right of Way Permits reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 11: Traffic Control Plans.

The City Council adopts the fee schedule for Traffic Control Plans reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 12: Other Public Works Fees.

To compensate the City via a daily rental rate for use of its equipment, the City Council adopts the Other Public Works Fees reflected in the Master Fee Schedule, attached hereto as Exhibit A.

Section 13: Master Fee Schedule

A) The City Council adopts the Master Fee Schedule attached hereto as Exhibit A, and incorporates it herein by this reference.

B) The City Council shall review the Master Fee Schedule and make any adjustments to fees, rates, or charges therein annually in concert with the City's budget process.

Introduced and adopted by the City Council on _____, 2024.

This resolution is effective on _____, 2024.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE	
LAND USE AND DEVELOPMENT	Administrative Review/Pre-Application Meeting	\$250 Base fee which includes all staff time and one half (.5) hour Planning Consultant	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$250.00	
	Variance	\$1,200 Base Fee which includes all staff time and six (6) hours Planning Consultant.		\$1,200.00	
	Partition	\$1,500 Base Fee which includes all Staff time, six (6) hours Planning Consultant, and one (1) hour Engineer.		\$1,500.00	
	PUD (Zone Change Required)	\$2,250 Base Fee which includes all Staff time and eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney.		\$2,250.00	
	Subdivision	\$2,250 Base Fee which includes all Staff time, eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney.		\$2,250.00	
	Lot Line Adjustment	\$300		\$300.00	
	Signs	\$150		\$150.00	
	Conditional Use	\$1,200 Base Fee which includes all Staff time, six (6) hours Planning Consultant		PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$1,200.00
	Site Plan Review	\$1,000 Base Fee which includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer			\$1,000.00
	Zone Change/Comp Plan Amendment	\$4,000 Base Fee which includes all Staff time, ten (10) hours Planning Consultant, one (1) hour Engineer, and four (4) hours Attorney.			\$4,000.00

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE
LAND USE AND DEVELOPMENT	Vacations	\$2,000 Base Fee which includes all Staff time and four (4) hours Planning Consultant, and two (2) hours Attorney.	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$2,000.00
	Temporary Permit	\$300 Base Fee which includes all Staff time and two (2) hours Planning Consultant		\$300.00
	Annexation	\$2,500 Base Fee which includes all Staff time and ten (10) hours Planning Consultant, one (1) hour Engineer, and two (2) hours Attorney.		\$2,500.00
	Amendment to Urban Growth	\$4,000 Base Fee which includes all Staff time and thirteen (13) hours Planning Consultant, two (2) hours Engineer, and two (2) hours Attorney.		\$4,000.00
	Pre-Application Conference	\$500		\$500.00
	Accessory Structure/Addition	\$150		\$150.00
	House or Mobile Home	\$300		\$300.00
	Multi-Family Dwelling	\$400 first 2 units.	Plus \$100 each additional unit.	\$400.00
	Commercial/Other	\$1,500 Base Fee which includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$1,500.00
	Multiple Applications	If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest Base Fee of the applications necessary, plus 50% of the other Base fee involved.		
	Appeal	\$500		\$500.00

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE
LAND USE AND DEVELOPMENT	Tree Removal Permit	\$150 Base fee which includes all staff time, fifteen (15) minutes Arborist.	Plus \$50 for each additional tree.	\$150.00
	Address Request	\$100.00		\$100.00
	Dune Grading - Remedial/Construction	\$400.00		\$400.00
SHORT TERM RENTAL	New Application			\$650.00
	Periodic Re-Inspection			\$350.00
	Follow Up Inspection			\$325.00
	Random Inspection			\$225.00
	Annual Renewal			\$850.00
WATER UTILITY - SYSTEM DEVELOPMENT CHARGES	Water System Development Charges. 3/4" x 5/8" Water Service	\$6,900.00	Requires Tier 2 ROW Permit and New Water Service fee. (Materials cost may vary)	\$7,086.00
	Water System Development Charges. 1" Water Service (2 EDU)	\$13,800.00		\$17,526.00
	Water System Development Charges. 1 - 1/2 " Water Service (4.5 EDU)	\$31,050.00		\$31,888.00
	Water System Development Charges. 2" Water Service (8 EDU)	\$55,200.00		\$56,690.00
	Water System Development Charges. 3" Water Service (18 EDU)	\$124,200.00		\$127,553.00
	Water System Development Charges. 4" Water Service (32 EDU)	\$220,800.00		\$226,761.00
WATER UTILITY RATE SCHEDULE	Inside Commercial Monthly Water Rate	Inside city	Plus Inside City Consumption unit	
		5/8" x 3/4" Meter		\$57.07
		1" Meter		\$79.90
		1 1/2" Meter		\$102.73
		2" Meter		\$165.51
	Outside Commercial & Residential Monthly Water Rate	5/8" x 3/4" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$68.48
		1" Meter		\$95.81
		1 1/2" Meter		\$123.26
		2" Meter		\$198.59
	Inside Residential Monthly Water Rate	5/8" x 3/4" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$47.56

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE
WATER UTILITY RATE SCHEDULE		1" Meter		\$85.61
	Inside Residential Monthly Water Rate	1 1/2" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$137.92
		2" Meter		\$165.51
	Inside City Consumption unit	Tier 1	Commercial 0 - 5,000 Residential 2,001 - 5,000	\$9.50
		Tier 2	Commercial 5,001 - 10,000 Residential 5,001 - 10,000	\$11.00
		Tier 3	Commercial +10,001 Residential +10,001	\$12.25
	Outside City Consumption unit	Tier 1	Commercial 0 - 5,000 Residential 2,001 - 5,000	\$11.40
		Tier 2	Commercial 5,001 - 10,000 Residential 5,001 - 10,000	\$13.20
		Tier 3	Commercial +10,001 Residential +10,001	\$14.70
	Wholesale Water - Monthly Water Rate (Rt 53 & Tideland)	\$142.50		\$142.50
	Wholesale Consumption unit, per unit			\$2.75
WATER UTILITY OTHER FEES	Bulk Hydrant Water Meter	\$30.00		\$30.00
	Delinquent Notice	\$5.00		\$5.00
	Shut Off Notice	\$40.00		\$40.00
	Delinquent Turn-off or turn-on. Regular business hours.	\$50.00		\$50.00
	Delinquent turn-on. Water restoration during non-working hours, holidays, and weekends. Service is not available 8:00pm - 8:00am	Double fee of delinquent Turn-off or turn-on. Regular business hours.		\$100.00
	Water Account sent to collections	\$50.00		\$50.00
	Same day water turn-on or off service (other than emergency or shut-off for delinquency)	Regular business hours.		\$40.00
	NSF			\$40.00
	Water Service Transfer Fee	\$60.00		\$60.00
	Fire Hydrant - Fire Flow Test	\$200.00	per hydrant	\$200.00
	Lien Search			\$20.00
	Water meter Install	\$1,395.00	*Includes 3/4" x 3/4" meter ONLY if requested for residential fire sprinkler systems. Requires Tier 2 ROW Permit.	\$1,395.13

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE
STORM WATER	STORM WATER, System Development Charges	Storm drainige into a city maintained system.	Requires Tier 2 or 3 ROW Permit for a phycial connection to a approved storm system.	\$1,715.00
PARK SYSTEM DEVELOPMENT	Park Fees, System Development Charges	\$60.00		\$62.00
Right of Way Permits and Traffic Control Plan Review	Tier 1 ROW Permit	\$100.00		\$100.00
	Tier 2 ROW Permit	\$300.00	Performance deposit based on disturbance of materials maybe required. Minimum performance deposit is \$250. Conrete and asphalt cut \$30.00 per square foot.	\$300.00
	Tier 3 ROW Permit	\$2,900.00	Base fee covers first 2 sheets, additional sheet review cost is \$400 per sheet. Performance deposit based on disturbance of materials maybe required.	\$2,900.00
	Tier 3 ROW Inspections up to 20 hours.	\$1,950.00	Additional hours will be billed at a rate of \$100 per hour.	\$1,950.00
	Tier 3 ROW Permit Plan Re-review or Supplemental review (More than 3 reviews)	\$230.00	Additional hours will be billed at a rate of \$100 per hour if review is expected to exceed 2 hours.	\$230.00
	Agreement for Public Improvements (Bond)	\$3,000.00	\$3,000 Fee is a deposit to cover time and materials. If time exceeds the base, notice will be given on needed amount.	\$3,000.00
	Tier 1 Traffic Control Plan Review			\$200.00
	Tier 2 Traffic Control Plan Review			\$1,600.00
	Tier 3 Traffic Control Plan Review			\$3,600.00

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	FEE
Right of Way Permits and Traffic Control Plan Review	Road Grading Permit	\$0.00	Permit is for road edge grading to city standard. If work done out side of requirements a Tier 1 or 2 permit maybe required.	\$0.00
Other Public Works Fees	Equipment use Fee	\$20.00 Per business day. Items that may be used for fee include Metal detector, 2 baracades, 10 traffic cones	This covers the use to the Public the use of cones and metal detector.	\$20.00
COURT	Late payment fee			\$15.00
	Return Item/NSF Fee			\$50.00
	Failure to Appear for Trial			\$115.00
	License Suspension			\$115.00
	Payment Plan			\$60.00
	Turnover to Collections			\$60.00
POLICE DEPARTMENT	Police Reports	Staff Hourly Rate	These are processed as records requests	\$0.00
	Finger Printing			\$35.00
	Admin Costs Associated with Towed Vehicles			\$375.00
	NSF			\$50.00
ADMIN	Business License Permit-Billed Annually	1-2 Employees		\$100.00
		3-5 Employees		\$135.00
		6+ Employees		\$175.00
	Copying Fee	Per page		\$0.25
	Special Event Permits			\$0.00
	Records Requests	Employee hourly rate		\$0.00
BUILDING PERMITS	See building permit fees	No proposed fee increase.		

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE	
LAND USE AND DEVELOPMENT	Administrative Review/Pre-Application Meeting	\$250 Base fee which includes all staff time and one half (.5) hour Planning Consultant	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$75.00	
	Variance	\$1,200 Base Fee which includes all staff time and six (6) hours Planning Consultant.		\$450.00	
	Partition	\$1,500 Base Fee which includes all Staff time, six (6) hours Planning Consultant, and one (1) hour Engineer.		\$500.00	
	PUD (Zone Change Required)	\$2,250 Base Fee which includes all Staff time and eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney.		\$1,400.00	
	Subdivision	\$2,250 Base Fee which includes all Staff time, eight (8) hours Planning Consultant, one (1) hour Engineer, and one (1) hour Attorney.		\$1,200.00	
	Lot Line Adjustment	\$300		\$125.00	
	Signs	\$150		\$75.00	
	Conditional Use	\$1,200 Base Fee which includes all Staff time, six (6) hours Planning Consultant		PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$625.00
	Site Plan Review	\$1,000 Base Fee which includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer			\$625.00
	Zone Change/Comp Plan Amendment	\$4,000 Base Fee which includes all Staff time, ten (10) hours Planning Consultant, one (1) hour Engineer, and four (4) hours Attorney.			\$625.00

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
LAND USE AND DEVELOPMENT	Vacations	\$2,000 Base Fee which includes all Staff time and four (4) hours Planning Consultant, and two (2) hours Attorney.	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$600.00
	Temporary Permit	\$300 Base Fee which includes all Staff time and two (2) hours Planning Consultant		\$300.00
	Annexation	\$2,500 Base Fee which includes all Staff time and ten (10) hours Planning Consultant, one (1) hour Engineer, and two (2) hours Attorney.		\$1,000.00
	Amendment to Urban Growth	\$4,000 Base Fee which includes all Staff time and thirteen (13) hours Planning Consultant, two (2) hours Engineer, and two (2) hours Attorney.		\$1,000.00
	Pre-Application Conference	\$500		\$225.00
	Accessory Structure/Addition	\$150		\$100.00
	House or Mobile Home	\$300	\$250.00	
	Multi-Family Dwelling	\$400 first 2 units.	Plus \$100 each additional unit.	\$250.00
	Commercial/Other	\$1,500 Base Fee which includes all Staff time, five (5) hours Planning Consultant and one (1) hour Engineer	PLUS Actual Costs for Planner, Attorney, or Engineer Over costs covered by Base Fee	\$650.00
	Multiple Applications	If multiple land use applications are necessary on a single project and a single applicant, the applicant shall pay the highest Base Fee of the applications necessary, plus 50% of the other Base fee involved.		\$0.00
	Appeal	\$500		\$450.00

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
LAND USE AND DEVELOPMENT	Tree Removal Permit	\$150 Base fee which includes all staff time, fifteen (15) minutes Arborist.	Plus \$50 for each additional tree.	\$0.00
	Address Request	\$100.00		\$0.00
	Dune Grading - Remedial/Construction	\$400.00		\$0.00
SHORT TERM RENTAL	New Application			\$650.00
	Periodic Re-Inspection			\$350.00
	Follow Up Inspection			\$325.00
	Random Inspection			\$225.00
	Annual Renewal			\$850.00
WATER UTILITY - SYSTEM DEVELOPMENT CHARGES	Water System Development Charges. 3/4" x 5/8" Water Service	\$6,900.00	Requires Tier 2 ROW Permit and New Water Service fee. (Materials cost may vary)	\$6,900.00
	Water System Development Charges. 1" Water Service (2 EDU)	\$13,800.00		\$13,800.00
	Water System Development Charges. 1 - 1/2 " Water Service (4.5 EDU)	\$31,050.00		\$31,050.00
	Water System Development Charges. 2" Water Service (8 EDU)	\$55,200.00		\$55,200.00
	Water System Development Charges. 3" Water Service (18 EDU)	\$124,200.00		\$124,200.00
	Water System Development Charges. 4" Water Service (32 EDU)	\$220,800.00		\$220,800.00
WATER UTILITY RATE SCHEDULE	Inside Commercial Monthly Water Rate	Inside city	Plus Inside City Consumption unit	
		5/8" x 3/4" Meter		\$57.07
		1" Meter		\$79.90
		1 1/2" Meter		\$102.73
		2" Meter		\$165.51
	Outside Commercial & Residential Monthly Water Rate	5/8" x 3/4" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$68.48
		1" Meter		\$95.81
		1 1/2" Meter		\$123.26
		2" Meter		\$198.59
	Inside Residential Monthly Water Rate	5/8" x 3/4" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$47.56

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
WATER UTILITY RATE SCHEDULE		1" Meter		\$85.61
	Inside Residential Monthly Water Rate	1 1/2" Meter	Residential 2 units included in base, Plus Outside City Consumption unit	\$137.92
		2" Meter		\$165.51
	Inside City Consumption unit	Tier 1	Commercial 0 - 5,000 Residential 2,001 - 5,000	\$9.50
		Tier 2	Commercial 5,001 - 10,000 Residential 5,001 - 10,000	\$11.00
		Tier 3	Commercial +10,001 Residential +10,001	\$12.25
	Outside City Consumption unit	Tier 1	Commercial 0 - 5,000 Residential 2,001 - 5,000	\$11.40
		Tier 2	Commercial 5,001 - 10,000 Residential 5,001 - 10,000	\$13.20
		Tier 3	Commercial +10,001 Residential +10,001	\$14.70
	Wholesale Water - Monthly Water Rate (Rt 53 & Tideland)	\$142.50		\$142.50
	Wholesale Consumption unit, per unit			\$2.75
	WATER UTILITY OTHER FEES	Bulk Hydrant Water Meter	\$30.00	
Delinquent Notice		\$5.00		\$0.00
Shut Off Notice		\$40.00		\$40.00
Delinquent Turn-off or turn-on. Regular business hours.		\$50.00		\$50.00
Delinquent turn-on. Water restoration during non-working hours, holidays, and weekends. Service is not available 8:00pm - 8:00am		Double fee of delinquent Turn-off or turn-on. Regular business hours.		\$100.00
Water Account sent to collections		\$50.00		\$50.00
Same day water turn-on or off service (other than emergency or shut-off for delinquency)		Regular business hours.		\$40.00
NSF				\$40.00
Water Service Transfer Fee		\$60.00		\$60.00
Fire Hydrant - Fire Flow Test		\$200.00	per hydrant	\$0.00
Lien Search				\$2.00
Water meter Install		\$1,395.00	*Includes 3/4" x 3/4" meter ONLY if requested for residential fire sprinkler systems. Requires Tier 2 ROW Permit.	\$830.00

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
STORM WATER	STORM WATER, System Development Charges	Storm drainige into a city maintained system.	Requires Tier 2 or 3 ROW Permit for a phyical connection to a approved storm system.	\$1,699.00
PARK SYSTEM DEVELOPMENT	Park Fees, System Development Charges	\$60.00		\$60.00
Right of Way Permits and Traffic Control Plan Review	Tier 1 ROW Permit	\$100.00		\$0.00
	Tier 2 ROW Permit	\$300.00	Performance deposit based on disturbance of materials maybe required. Minimum performance deposit is \$250. Conrete and asphalt cut \$30.00 per square foot.	\$100.00
	Tier 3 ROW Permit	\$2,900.00	Base fee covers first 2 sheets, additional sheet review cost is \$400 per sheet. Performance deposit based on disturbance of materials maybe required.	\$0.00
	Tier 3 ROW Inspections up to 20 hours.	\$1,950.00	Additional hours will be billed at a rate of \$100 per hour.	\$0.00
	Tier 3 ROW Permit Plan Re-review or Supplemental review (More than 3 reviews)	\$230.00	Additional hours will be billed at a rate of \$100 per hour if review is expected to exceed 2 hours.	\$0.00
	Agreement for Public Improvements (Bond)	\$3,000.00	\$3,000 Fee is a deposit to cover time and materials. If time exceeds the base, notice will be given on needed amount.	\$0.00
	Tier 1 Traffic Control Plan Review			\$0.00
	Tier 2 Traffic Control Plan Review			\$0.00
	Tier 3 Traffic Control Plan Review			\$0.00

**CITY OF MANZANITA
MASTER FEE SCHEDULE**

CATEGORY	ITEM	INCLUDED IN BASE FEE	ADDITIONAL FEES	BASE FEE
Right of Way Permits and Traffic Control Plan Review	Road Grading Permit	\$0.00	Permit is for road edge grading to city standard. If work done out side of requirements a Tier 1 or 2 permit maybe required.	\$0.00
	Equipment use Fee	\$20.00 Per business day. Items that may be used for fee include Metal detector, 2 baracades, 10 traffic cones	This covers the use to the Public the use of cones and metal detector.	\$0.00
COURT	Late payment fee			\$15.00
	Return Item/NSF Fee			\$35.00
	Failure to Appear for Trial			\$100.00
	License Suspension			\$100.00
	Payment Plan			\$50.00
	Turnover to Collections			\$50.00
POLICE DEPARTMENT	Police Reports	Staff Hourly Rate	These are processed as records requests	\$15.00
	Finger Printing			\$20.00
	Admin Costs Associated with Towed Vehicles			\$75.00
	NSF			\$35.00
ADMIN	Business License Permit-Billed Annually	1-2 Employees		\$75.00
		3-5 Employees		\$100.00
		6+ Employees		\$125.00
	Copying Fee	Per page		\$0.25
	Special Event Permits			\$0.00
	Records Requests	Employee hourly rate		\$0.00
BUILDING PERMITS	See building permit fees	No proposed fee increase.		

Appendix D

Memo: Budget Changes For FY 24/25

MEMORANDUM

To: City of Manzanita Budget Committee

From: Bonnie Dennis, Grand Peaks Consulting

Leila Aman, City Manager

RE: Summary of proposed fund restructuring for the FY 2024-2025 proposed budget

Date: January 18, 2024 (updated 3/17/24)

In accordance with Oregon Local Budget Law and Generally Accepted Accounting Principles (GAAP), the city is proposing adjustments to streamline fund management in the upcoming budget. These changes, aligned with best practices, aim to enhance transparency for the community, provide efficiency for the city, facilitate audit preparation, and reflect a strategic financial structure. Additionally, the proposed adjustments signify a clean-up initiative, ensuring that financial processes are refined and optimized.

At present, the city manages fifteen (15) funds alongside two agency funds. An agency fund, classified as a fiduciary fund, is utilized for assets held in trust for others or in a custodial capacity. The City oversees a Municipal Court Trust Fund and a Performance Guarantee Deposit Fund, both of which are exempt from Oregon Budget Law.

Typically, funds are established based on the designated use of revenue and may or may not be legally required. For instance, the Water Operations Fund must be segregated as it falls under the category of an Enterprise Fund. This means that the revenue received is earmarked for the specific purpose of maintaining the city's water. Occasionally, funds are created without a clear understanding of governmental accounting and budget laws, leading to unnecessary complexity in the city's financial structure. It is essential, therefore, to carefully assess the need for a new fund, ensuring it serves a specific and vital purpose for the city's long-term sustainability rather than being merely a tracking mechanism.

The proposed adjustments outlined will impact both the city-wide budget and individual funds. These modifications to the funds involve renaming, adding one fund, and discontinuing eight. As a result, the total number of funds will be eight (excluding the two agency funds).

While the budget is still in the development stage, it is possible that further changes may occur. However, the items listed below currently represent the most significant modifications.

FUND NAME CHANGES

The adjustments made to the fund names are designed to simplify the cities overall financial structure. It's crucial to emphasize that these changes have no impact on the core structure or operations of the funds; instead, they concentrate on streamlining administrative aspects to improve overall efficiency and coherence.

Current Name	Proposed Name	Reason
Tourism Promotion & Facilities Fund	Tourism Fund	This fund encompasses the entire Tourism program. As part of an administrative cleanup, the name has been streamlined for simplicity.
Road Fund	Transportation Fund	Adjusting the name of this fund is in accordance with the nomenclature employed by comparable funds in the region, contributing to enhanced consistency.

ADDED FUNDS

The city presently collects System Development Charges (SDC) for Water, Stormwater, and Parks, managing each resource and expenditure distinctly within its respective fund. However, adhering to best practices, the proposed budget entails establishing a consolidated fund that encompasses all three SDC charges, resulting in the closure of the individual funds. While internally maintaining individual funds remains an option, the budget will transparently consolidate and delineate the specific revenue received and charges for each SDC. The integration of potential future additions of another type of SDC into this unified fund is foreseen. This administrative streamlining markedly improves the overall efficiency of the city's financial structure. Below is an example of the presentation of the SDC Fund for the proposed budget:

RESOURCES
BEGINNING FUND BALANCE
System Development Charges
Water
Stormwater
Parks
Interest
Miscellaneous
Transfers from Other Funds
TOTAL RESOURCES

CLOSED FUNDS

The following funds have been researched in detail and have been concluded that the balances can be transferred out of individual funds and into the appropriate funds needed to maintain the activity, program and/or balances. Each of the following includes the specific justifications and where the proposed transfers will be sent to.

CLOSED: **Timber Management Fund**
TRANSFER TO: General Fund
DEPARTMENT: Parks
ESTIMATED \$ TRANSFER: \$28,444

Originally created to monitor the sale of timber on city property, this fund experiences limited activity, and city records do not specify that the permissible use of funds from timber sales, aside from general government purposes nor that it needs to be in a separate fund. Consequently, the funds are being transferred to the fund balance within the General Fund. It's worth noting that there is a designated line item in the parks department for utilizing these funds specifically for park projects and maintenance.

CLOSED: **Housing Revolving Loan**
TRANSFER TO: General Fund
DEPARTMENT: Nondepartmental
ESTIMATED \$ TRANSFER: \$110,658

A reserve will be established exclusively within the General Fund for the sole purpose of utilizing CDBG grants. This federal funding has seen minimal activity, remaining dormant since the 1990s.

IGA documents stipulate that the funds must be directed towards housing applicants in Manzanita, Nehalem, Rockaway Beach, and Wheeler. There is no indication of the necessity to create a dedicated fund or accrue interest, but it does mandate a reserve within the General Fund. The decision to close this fund aims to streamline staff processes while exploring optimal ways to allocate these resources for housing purposes. The balance and the dedicated reserve of \$30,000 will be transferred to the General Fund.

CLOSED: **Public Safety Vehicle Reserves Fund**
TRANSFER TO: General Fund
DEPARTMENT: Public Safety
ESTIMATED \$ TRANSFER: \$161,468

This supplementary fund will be closed, and a reserve will be instituted within the General Fund and managed by the Public Safety department. These dollars will continue to be designated exclusively for public safety equipment.

CLOSED: **Building Reserve Fund**
TRANSFER TO: Building Fund
ESTIMATED \$ TRANSFER: \$4,578

The supplemental fund will be closed, and a reserve will be instituted within the Building Fund. This represents a more efficient strategy for maintaining a reserve earmarked for future capital utilization.

CLOSED: **Trust Fund**
TRANSFER TO: Tourism Fund
ESTIMATED \$ TRANSFER: \$0.00

As already adopted, the initial closing of this fund was scheduled to close during the FY2024 budget cycle, however, the 2023 audit closed this fund via an adjusting journal entry in FY2023. Consequently, the adjustment results in the fund's closure in FY2023, and this budget outlines the necessary transfers and adjustments in accordance with Oregon Local Budget Law to officially conclude the fund.

CLOSED: **SDC Water, Stormwater and Parks Fund (3 individual funds)**
TRANSFER TO: System Development Charges Fund

As mentioned previously, although these funds are individually closed, they retain internal utility for tracking purposes. However, for both budgetary considerations and the audit process, these three funds are collectively closed and consolidated within a newly added fund.

In conclusion, the outlined budgetary adjustments aim to establish a strategic financial framework, emphasizing the city's dedication to efficient governance and the optimal management of resources for the community's well-being.



City of Manzanita

COUNCIL RESOLUTION No. 22-17

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, CONTINUING THE PUBLIC WORKS EQUIPMENT RESERVE FUND ESTABLISHED BY ORDINANCE NO. 01-02

WHEREAS, ORS 294.346 (1) allows cities to create reserve funds to provide for the financing of capital equipment and facilities; and,

WHEREAS, the Manzanita City Council created a Public Works Equipment Reserve Fund by Ordinance No. 01-02; and,

WHEREAS, ORS 294.346 (2) requires the City to review a reserve fund every ten years and determine whether the fund will be continued or abolished; and,

WHEREAS, the Manzanita City Council has reviewed the reserve fund and desires to continue the Public Works Equipment Fund.

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

SECTION 1. The Public Works Equipment Reserve Fund established by Ordinance No. 01-02 is hereby continued for ten years until June 30, 2032, at which time the City Council shall review the Fund and determine whether it should be continued further or abolished.

Introduced and adopted by the City Council on **December 7, 2022.**

This resolution is effective on **December 8, 2022.**



Michael Scott, Mayor

ATTEST:



Leila Aman, City Manager/ City Recorder



City of Manzanita

COUNCIL RESOLUTION No. 23-19

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, AMENDING WATER SERVICE RATE SCHEDULE

WHEREAS, the City of Manzanita operates a municipal water system including the pumping of subsurface water, storage, testing, and distribution of finished water and all functions related to operation and maintenance of a public water system as governed by Federal, State and local law; and

WHEREAS, the City desires to operate its water system as a self-supporting activity in accordance with the requirements of the City Charter and City Comprehensive Plan; and

WHEREAS, Section 17 of Ordinance 90-8 authorizes the City Council to adopt by resolution such water rates and services charges as the Council deems to be in the interest of operating and maintaining the City water system; and

WHEREAS, the current monthly water service rate schedule adopted by Resolution 14-12 does not generate enough revenue to keep the water system self-supporting; and

WHEREAS, a water rate study prepared by the Oregon Association of Water Utilities recommends adjusting the water service rate schedule;

Now, Therefore, be it Resolved by the City Council of the City of Manzanita that effective August 1, 2023, the monthly water service rate schedule contained in Resolution 14-12 is hereby rescinded, and the water service rate schedule attached hereto as Exhibit A is hereby adopted.

Introduced and adopted by the City Council on July 5, 2023

This resolution is effective on July 6, 2023

Deb Simmons, Mayor

ATTEST:

Leila Aman, City Manager/ City Recorder



CITY OF MANZANITA OREGON

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