



CITY OF MANZANITA

167 5th Street – Manzanita Oregon 97130
P.O. Box 129, Manzanita, OR, 97130-0129
Phone: (503) 812-2514 | TTY Dial 711
ci.manzanita.or.us

SPECIAL CITY COUNCIL MEETING AND BUDGET HEARING

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

AGENDA UPDATED

May 28, 2025
06:00 PM Pacific Time

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

<https://us02web.zoom.us/j/82357230694?pwd=XHAIGknPLYyu80FSagWa9hRJ6KyQE9.1>

Meeting ID: 823 5723 0694
Password: 617121
Call in number:
+1 253 215 8782

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

1. **CALL TO ORDER** (6:00 p.m.)
2. **PUBLIC HEARING – CONSIDERATION OF 2025/2026 BUDGET (INCLUDING PROPOSED USES OF STATE REVENUE SHARING FUNDS)**
3. **NEW BUSINESS**
 - A. Resolution adopting the budget, levying taxes, categorizing taxes, and making appropriations for the fiscal year commencing July 1, 2025, to June 30, 2026
 - B. Resolution declaring the City's election to receive State revenue sharing funds for fiscal year 2025-2026
 - C. Resolution extending workers' compensation coverage to volunteers for fiscal year 2025-2026
 - D. Resolution for the purpose of transferring appropriations within the City Hall Fund for fiscal year **2024-2025**.
4. **INFORMATION AND ADJOURN** (6:45)

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

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at cityhall@ci.manzanita.or.us or phone at 503-812-2514. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the ci.manzanita.or.us/broadcast.



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COUNCIL RESOLUTION No. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, ADOPTING THE BUDGET, LEVYING TAXES, CATEGORIZING TAXES AND MAKING APPROPRIATIONS FOR FISCAL YEAR COMMENCING JULY 1, 2025 TO JUNE 30, 2026

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

Section 1: The city hereby adopts the annual budget for Fiscal Year 2025-2026 in the sum of \$18,013,195. The Budget is now on file at the office of the City Manager, City Hall, Manzanita, Oregon.

Section 2. The amounts listed in the table below are hereby appropriated for the fiscal year beginning July 1, 2025, for the purposes stated.

General Fund Fund (by department:)

Administration	\$	1,339,100
Parks		29,500
Municipal Court		51,400
Public Safety		915,250
Non-Department:		
Department		552,070
Contingency		100,000
Total General Fund Appropriations	\$	2,987,320

City Hall Fund

City Hall Department	\$	47,725
Total City Hall Fund Appropriations	\$	47,725

Building Fund

Building Department	\$	225,040
Contingency		20,000
Total Building Fund Appropriations	\$	245,040

Transportation Fund	
Transportation Department	\$ 2,305,165
Contingency	100,000
Total Transportation Fund Appropriations	\$ 2,405,165
Tourism Fund	
Tourism Department	\$ 338,100
Contingency	5,000
Total Tourism Fund Appropriations	\$ 343,100
System Development Charges (SDCs) Fund (by department:)	
Water SDCs	\$ 829,920
Stormwater SDCs	81,180
Contingency	20,000
Total System Development Charges Fund Appropriations	\$ 931,100
Water Utility Fund Fund (by department:)	
Operations Department	\$ 1,999,530
Transmission Lines Department	201,100
Contingency	25,000
Total Water Utility Fund Fund Appropriations	\$ 2,225,630
Public Works Equipment Reserve Fund	
Public Works Equipment Reserve Department	\$ 75,000
Total Public Works Equipment Reserve Fund Appropriations	\$ 75,000
Total Appropriations of Funds	\$ 9,260,080
Summary Totals for All Funds	
Appropriated Expenditures for Funds	\$ 8,990,080
Appropriated Contingency	270,000
Total Appropriated	9,260,080
Total Unappropriated	8,753,115
Total Adopted Budget for 2025-2026	\$ 18,013,195

Section 3. BE IT FURTHER RESOLVED that the City Council of the City of Manzanita hereby imposes the taxes provided for in the adopted budget at the rate of \$0.4233 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2025-2026 upon the assessed value of all taxable property within the City. The City Council of Manzanita hereby categorizes the taxes as follows:

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

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

APPROVED AND ADOPTED THIS 28TH DAY OF May 2025.

ATTEST:

Kathryn Stock, Mayor

Leila Aman, City Manager/ City
Recorder



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COUNCIL RESOLUTION No. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS FOR FISCAL YEAR 2025-2026.

WHEREAS, the City of Manzanita desires to receive state revenue sharing funds apportioned and distributed to the cities of the state during 2025-2026 fiscal year as provided in Oregon Revised Statute (ORS) 221.770 and

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

WHEREAS, a public hearing has been held before the Budget Committee on May 6, 2025, to discuss possible uses of the funds, and before the City Council on May 28, 2025, to obtain public input on the proposed uses of the funds.

Now, therefore, be it Resolved: by the City Council of the City of Manzanita, Oregon, that the city elects to receive its proportionate share of the State revenues for the 2025-2026 fiscal year pursuant to ORS 221-770.

Introduced and adopted by the City Council on May 28, 2025.

This resolution is effective on May 28, 2025.

ATTEST:

Kathryn Stock, Mayor

Leila Aman, City Manager/ City
Recorder



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COUNCIL RESOLUTION No. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF MANZANITA FOR POLICY YEAR 2025-2026.

WHEREAS, the City of Manzanita elects the following:

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

1. Public Safety Volunteers

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

Emergency Response Volunteers

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

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

- a. City Council
- b. Planning Commission

3. Manual labor by elected officials

(Not applicable)

4. Non-Public Safety Volunteers

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

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

5. Public Events

Volunteers at the following public events will be covered under workers' compensation coverage using verified hours Oregon minimum wage as basis for premium and/or benefit calculation: Other events will be subject to the same parameters as section 7 other volunteers.

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

6. Community Service Volunteers/Inmates

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

7. Other Volunteers

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

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

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

Now, therefore, be it Resolved that the City of Manzanita shall provide for workers' compensation insurance coverage effective July 1, 2025, as indicated above.

Introduced and adopted by the City Council on May 28, 2025.

This resolution is effective on May 28, 2025.

ATTEST:

Kathryn Stock, Mayor

Leila Aman, City Manager/ City
Recorder



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COUNCIL RESOLUTION No. 25-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS WITHIN THE CITY HALL FUND FOR FISCAL YEAR 2024-25

WHEREAS, the City of Manzanita has determined that a transfer of appropriations in the City Hall Fund is needed for the purpose of completing construction.

Now, therefore, be it Resolved:

The following appropriations within the 2024-2025 Adopted Budget are adjusted as follows:

<u>Appropriation Category</u>	<u>Existing Amount</u>	<u>Increase/ (Decrease)</u>	<u>Adjusted Amount</u>
City Hall Fund/Capital Outlay	\$4,260,000	\$100,000	\$4,360,000
City Hall Fund/Contingency	\$100,00	(\$100,000)	\$0

Introduced and adopted by the City Council on May 28, 2025.

This resolution is effective on May 28, 2025.

Kathryn Stock, Mayor

ATTEST:

Leila Aman, City Manager/ City
Recorder