



## CITY OF MANZANITA

655 Manzanita Ave - Manzanita, Oregon 97130  
P.O. Box 129, Manzanita, OR 97130-0129  
Phone (503) 812-2514 | TTY Dial 711  
[ci.manzanita.or.us](http://ci.manzanita.or.us)

### COUNCIL REGULAR SESSION

Manzanita City Hall  
<https://ci.manzanita.or.us>

### AGENDA

April 8, 2026  
06:00 PM Pacific Time

**Council will hold this meeting at the Manzanita City Hall: 655 Manzanita Ave**

**Video Information:** The public may watch live on the

[City's Website: ci.manzanita.or.us/broadcast](http://ci.manzanita.or.us/broadcast)

or by joining via Zoom:

<https://us02web.zoom.us/j/87050681357?pwd=jAffEmqlCwjrWNvnkAFQ2iCbo0MPgM.1>

Meeting ID: 870 5068 1357 Passcode: 382087

Call in number: +1 253 215 8782

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

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

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

2. **AUDIENCE PARTICIPATION**

Comments must be limited to city business topics that are not on the agenda. A topic may not be discussed if the topic record has been closed. All remarks should be directed to the whole Council. The presiding officer may refuse to recognize speakers, limit the time permitted for comments, and ask groups to select a spokesperson. **Comments may also be submitted in writing before the meeting, by mail, e-mail (to [cityhall@ci.manzanita.or.us](mailto:cityhall@ci.manzanita.or.us)), or in person to city staff**

3. **CONSENT AGENDA**

Consent items are not discussed during the meeting; they are approved in one motion, and any Council member may remove an item for separate consideration.

**A.** Approval of Minutes

- a. March 04, 2026, Regular Session
- b. March 11, 2026, Work Session

**B.** Approval of Bills

#### **4. INFORMATION**

- A.** City Manager Report  
Leila Aman, City Manager

#### **5. NEW BUSINESS**

- A.** Liquor License Manzanita Oceanfront Inn  
Patrick Nofield, Escape Lodging
- B.** Fourth of July Event Permit  
Leila Aman, City Manager  
Brad Hart, Councilor  
Laura Bailey, Parade Coordinator
- C.** Salary Schedule Approval  
Leila Aman, City Manager
- D.** Supplemental Budget  
Leila Aman, City Manager
- E.** Sole Source Contract Findings – Information Technology  
Leila Aman, City Manager
- F.** Delegation of Authority  
Leila Aman, City Manager
- G.** City Manager Search Process  
Linda Kozlowksi, Council President  
Brad Hart, Councilor
- H.** Planning Commission Appointments  
Linda Kozlowski, Council President  
Frank Squillo, Planning Commission Chair
- I.** Planning Commission Structure Discussion  
Kathryn Stock, Mayor

#### **6. COUNCIL UPDATES**

#### **7. ADJOURN (8:10)**

**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](mailto: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](http://ci.manzanita.or.us/broadcast).



## CITY OF MANZANITA

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### MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Leila Aman, City Manager

**DATE:** April 8, 2026

**RE:** Regular Session Agenda Packet Cover Memorandum

Attached for your review is the agenda packet for the April 8, 2026 Regular Session, excluding consent agenda materials. The packet includes the following items for Council information, discussion, and action:

#### New Business

##### **5A. Liquor License – Manzanita Oceanfront Inn**

Request for Council recommendation regarding a new limited on-premises sales license application for the Manzanita Oceanfront Inn, located at 248 Ocean Road.

##### **5B. Fourth of July Event Permit**

Special event permit request for the annual Fourth of July Parade, including route map, staging plan, traffic control, and event support logistics.

##### **5C. Salary Schedule Approval**

Materials include the completed LGPS classification and compensation study and the proposed FY 2026–2027 salary schedule resolution reflecting the incorporated 3% COLA and targeted equity/compression adjustments.

##### **5D. Supplemental Budget Resolution**

Resolution amending the FY 2025–2026 Building Fund budget to account for increased permit revenue and associated professional services expenditures.

##### **5E. Sole Source Contract Findings – Information Technology**

Resolution and findings authorizing notice of intent for sole source procurement of IT services pursuant to ORS 279B.075 and OAR 137-047-0275.

##### **5F. Delegation of Authority / City Manager Transition**

Resolution establishing interim administrative authority and operational delegations during the transition period following the City Manager's departure.

##### **5G. City Manager Search Process**

Council discussion regarding process, scope, and next steps for recruitment of a permanent and interim City Manager.

##### **5H. Planning Commission Appointments**

Resolution appointing three members to fill current Planning Commission vacancies.



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### **5I. Planning Commission Structure Discussion**

Council discussion regarding Planning Commission structure, organization, and future appointment framework.



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### CITY COUNCIL REGULAR SESSION MARCH 4, 2026

**1. CALL TO ORDER:** The meeting was called to order on March 4, 2026, at 6:02pm at the Manzanita City Hall by Mayor Kathryn Stock.

**Roll:** Council members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, and Tom Campbell. Brad Hart was absent and excused. Staff present: City Manager Leila Aman, Police Sergeant Mike Sims, Police Officer John Garcia, Police Officer Max Halverson, and Assistant City Recorder Nancy Jones. Staff present via Zoom: Finance Director Nina Crist, and Development Services Manager Scott Gebhart. Panelist's present: Nan Devlin. Panelist present via zoom: Budget Committee Chair Joy Nord.

**2. AUDIENCE PARTICIPATION:** There were 31 people in attendance, 15 attended via zoom, 43 attended via website. There was one public comment.

#### 3. CONSENT AGENDA:

- A. APPROVAL OF MINUTES –
  - a. February 04, 2026, Regular Session
  - b. February 11, 2026, Work Session
  - c. February 18, 2026, Budget Committee Work Session
  
- B. APPROVAL OF BILLS FOR PAYMENT

**A motion was made by Campbell, seconded by Kozlowski, to approve the consent agenda that included approval of the February 04, 2026, Regular Session Minutes; February 11, 2026, Work Session; February 18, 2026 Budget Committee Work Session; Approved payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.**

#### 4. INFORMATION:

##### A. City Manager Report - City Manager Leila Aman

- City Manager Leila Aman provided an update on the classic street project and said that the project is ninety percent complete. She reported that Laneda will be closed from Highway 101 to Classic Street starting Monday March 9<sup>th</sup> until Thursday March 12<sup>th</sup> to connect the 10-inch

water line into the main line. She anticipates that the project will be completed by the end of May and said she will provide a breakdown of the project at her last council meeting on May 6<sup>th</sup>.

- Aman spoke about an appeal the city received on Ordinance 25-04 that went to the Land Use Board of Appeals (LUBA). She specified that the Ordinance is in full effect except for the appeal provision for townhouses. She explained that the city approved the ordinance with the maximum allowance of townhouses of two in the MH1 zone and four in the MH2 zone. She announced that the Ordinance will be corrected and amended to allow a maximum of four townhouses in both zones. She communicated that the city has filed a notice of reconsideration with LUBA and has sent notice to the Department of Land Conservation and Development. She said that this amendment will go to the Planning Commission on April 13<sup>th</sup> followed by a public hearing before the city council in May.

- Aman announced that the Planning Commission meeting scheduled for March 9, 2026, has been canceled.

- Aman spoke about the final community summit for the Comprehensive Plan is scheduled for March 17. She said that the focus of this meeting will be on goal 8-recreational needs, goal 9-economic development, and goal 14-urbanization. She communicated that the comprehensive plan draft will be created after the conclusion of the summit and should be available in May.

## **5. NEW BUSINESS:**

**A. Off-Season Tourism Grant Approvals** - Finance Director Nina Crist and Nan Devlin Nan Devlin spoke about the off-season tourism grants and said the city has also accepted off-season events sponsorships this year. She said the city allocated \$20,000 from the Tourism Promotion Fund to support the off-season grants and sponsorships in the current fiscal year. She reported that the city has reviewed and assessed all the applications, explained the scoring criteria and process, shared information about each application, and announced that the eligible requests total \$17,325.00.

**A motion was made by Spegman to accept the approved Marketing Grant and Sponsorship applications as presented, totaling \$17,325.00. Seconded by Campbell; Motion passed unanimously.**

### **B. Proclamation: Immigration and Customs Enforcement Activity in Manzanita – Mayor Kathryn Stock**

Mayor Kathryn Stock spoke about and explained the reason for the Proclamation. She read the Proclamation and asked council for comments.

Allowed for Public Comment: There were six public comments.

**A motion was made by Kozlowski to accept the Proclamation as read. Seconded by Campbell; Motion passed unanimously.**

## **6. OLD BUSINESS:**

**A. Land Division Amendments Ordinance 26-01 – 2<sup>nd</sup> Reading Public Hearing – City Manager Leila Aman**

Mayor Kathryn Stock spoke about Ordinance 26-01 and asked for any comments regarding the second reading.

Allowed for public comment: There were no public comments.

**A motion was made by Campbell to accept the Second Reading of Ordinance 26-01 Amending Ordinance No 95-5 (Land Division Ordinance) to Comply with Senate Bill 406 Middle Housing Requirements and Adopting Findings of Fact. Seconded by Kozlowski; Motion passed unanimously.**

**B. Wayfinding Final Design Approval - Nan Devlin**

Nan Devlin stated that she is in attendance of today's meeting as a volunteer. She presented sign updates and corrections and spoke about identity, directional, and interpretive signage.

**A motion was made by Campbell to approve the Wayfinding signage as presented. Seconded by Kozlowski; Motion passed unanimously.**

**C. Master Fee Schedule – City Manager Leila Aman**

City Manager Leila Aman spoke about the fee schedule updates and stated that there are three increases to last year's fees: Inflation adjustment of 4.67 percent to the water rates, based on the consumer price index; Adjustment to land use and development fees; Increase of three percent to administration, public work and police fees. She announced that the changes will be effective July 1, 2026, and asked council to adopt the updated fee schedule.

**A motion was made by Campbell to accept Resolution 26-01 Repealing the 2025-2026 Master Fee Schedule and Adopting the 2026-2027 Master Fee Schedule. Seconded by Kozlowski; Motion passed unanimously**

**D. View Grading Moratorium – City Manager Leila Aman**

City Manager Leila Aman spoke about previous council actions regarding the view grading moratorium. She asked council to continue this hearing until next Wednesday March 11<sup>th</sup> to comply with noticing the Department of Land Conservation and Development (DLCD). She said that the city has held a work session on goals 17 and 18, which includes dune grading. It is expected to have a draft plan completed in May or June.

Mayor Kathryn Stock made a formal statement announcing that the hearing of the moratorium on dune grading will be held over until Wednesday March 11<sup>th</sup> at a Special Session.

**E. Short-Term Rental Freeze Extension – City Manager Leila Aman**

City Manager Leila Aman proposed an extension to the current freeze on short-term rental licenses. She said the city attorney is drafting a memorandum on policy recommendations that council discussed in previous work sessions. She said the current freeze ends this month, and asked council to extend the date until March 31, 2027, to accommodate the timing and updating of the ordinances.

**A motion was made by Spegman to accept Resolution 26-02 Extending the Suspension of the Processing and Issuance of New Short Term Rental License in the City until March 31, 2027. Seconded by Kozlowski; Motion passed unanimously.**

**F. Budget Committee Member Approval** – Finance Director Nina Crist and Budget Committee Chair Joy Nord

Budget Committee Chair Joy Nord spoke about the budget committee appointment process and announced that there are two vacant seats. She reported that the city received two qualified applications, and she recommended Chip Greening and Jeffrey Sonshine to be appointed to the budget committee. Both seats are three-year terms expiring March 2029.

**A motion was made by Campbell to accept Resolution 26-03 Making Appointments to the Budget Committee. Seconded by Spegman; Motion passed unanimously.**

**G. Planning Commission Committee Appointment and Criteria** – Council President Linda Kozlowski

Council President Linda Kozlowski spoke about the appointment process for the planning commission members, announced that there are three vacant seats, and read the selection criteria. The application will be posted tomorrow and will be open for three weeks. City Manager Leila Aman, Council President Linda Kozlowski and Planning Commission Chair Frank Squillo will serve on the selection committee.

**A motion was made by Spegman to accept the Planning Commission Application Selection Criteria. Seconded by Campbell; Motion passed unanimously.**

**7. COUNCIL UPDATES:**

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

**8. INFORMATION AND ADJOURN:**

- The Planning Commission has been cancelled for March 9, 2026.
- Manzanita Municipal Court will be held March 13, 2026, at 1:30pm and is open to the public.

**Mayor Stock adjourned the meeting at 7:39PM.**

**MINUTES APPROVED THIS**

**8<sup>th</sup> Day of April, 2026**

---

Kathryn Stock, Mayor

Attest:

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Leila Aman, City Manager



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## CITY COUNCIL SPECIAL SESSION March 11, 2026

**1. CALL MEETING TO ORDER:** The meeting was called to order on March 11, 2026, at 2:03pm via Zoom by Mayor Kathryn Stock.

**ROLL:** Council members present: Kathryn Stock, Linda Kozlowski, and Tom Campbell. Jerry Spegman and Brad Hart were absent and excused. Staff present: City Manager Leila Aman, and Assistant City Recorder Nancy Jones.

**2. Dune Grading Moratorium Public Hearing:** City Manager Leila Aman spoke about the renewal of the existing moratorium on view grading and said that the city is in process of updating the comprehensive plan. She stated that today's public hearing is a continuation from the March 4<sup>th</sup> regular session to comply with a fourteen day of noticing the Department of Land Conservation and Development (DLCD). She explained that draft goals have been prepared and a draft plan for dune grading should be ready in April.

Allowed for Public Comment: There were no public comments.

**A motion was made by Kozlowski to Approve the Findings as Presented and Extend the View Grading Moratorium for a period of 6 months, ending September 2026. Seconded by Campbell; Motion passed unanimously.**

**4. Adjourn:** Mayor Kathryn Stock adjourned the meeting at 2:07pm.

**MINUTES APPROVED THIS  
8<sup>th</sup> Day of April 2026**

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Kathryn Stock, Mayor

Attest:

---

Leila Aman, City Manager

# BILLS FOR APPROVAL OF PAYMENT

From 3/1/2026 - 3/31/2026

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	VISITORS CENTER	WATER
3J CONSULTING (CITY PLANNER)	\$ 7,052.00	\$7,052.00							
ASSOCIATED CLEANING (CLEANING SERVICE)	\$489.21	\$489.21							
ADVANCED EXCAVATION (EXCAVATION)	\$343,250.20						\$220,092.03		\$123,158.17
ADVENTIST HEALTH (TESTING)	\$60.42								\$60.42
BOGH ELECTRIC (ELECTRICAL SERVICES)	\$847.20								\$847.20
BOYD'S IMPLEMENT SERVICE (VEHICLE/EQUIP. PURCHASE)	\$4,376.72								\$4,376.72
CARLSON TESTING (GEPTECHNICAL SERVICE)	\$1,625.00						\$1,041.95		\$583.05
CASELLE INC (FINANCIAL SOFTWARE)	\$3,016.00	\$2,405.15							\$610.85
CHARTER (INTERNET SERVICE)	\$129.98								\$129.98
CHIP MACGREGOR (TOURISM MARKETING GRANT)	\$2,000.00							\$2,000.00	
CITY OF MANZANITA (PETTY CASH)	\$126.94	\$111.95	\$14.99						
CITY OF WHEELER (FINES & ASSESSMENTS)	\$198.00				\$198.00				
HASCO STATIONS, LLC (FUEL)	\$2,018.54		\$906.19	\$86.23		\$51.31	\$256.53		\$718.28
HOFFMAN CENTER FOR THE ARTS (TOURISM MARKETING GRANT )	\$2,000.00							\$2,000.00	
LARRY J. BLAKE (MUNICIPAL JUDGE)	\$400.00				\$400.00				



# BILLS FOR APPROVAL OF PAYMENT

From 3/1/2026 - 3/31/2026

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	VISITORS CENTER	WATER
RTI (PHONE/INTERNET SERVICE)	\$795.97	\$367.24						\$82.35	\$346.38
RURAL TOURISM PARTNERS (CONTRACT SERVICES)	\$1,375.00							\$1,375.00	
SHAWN M. SIMS (STAFF REIMBURSEMENT)	\$609.00		\$609.00						
SILVERSMITH DATA (GIS SOFTWARE)	\$571.00								\$571.00
STAPLES BUSINESS CREDIT (STATIONERY & SUPPLIES)	\$456.45	\$456.45							
SWEET SEPTIC (PORTABLE TOILETS)	\$340.00							\$340.00	
THE DATA CENTER (WATER BILLING MAILING)	\$2,046.34								\$2,046.34
TILLAMOOK COUNTY PAYABLE (FINES & ASSESSMENTS)	\$128.00				\$128.00				
TILLAMOOK PUD (ELECTRICITY)	\$4,198.71	\$536.24				\$114.10	\$692.00	\$150.57	\$2,705.80
URBSWORKS (PROFESSIONAL SERVICES)	\$18,675.00	\$18,675.00							
US BANK (CITY VISA)	\$5,074.03	\$939.47	\$272.01		\$130.00	\$291.28	\$738.66	\$294.04	\$2,408.57
VAVOLINE (VEHICLE MAINTENANCE)	\$189.40		\$189.40						
VERIZON (PHONE SERVICE)	\$1,343.26	\$498.15	\$331.14					\$68.11	\$445.86
WALTER J. WENDOLOWSKI (CONTRACT PLANING)	\$500.00	\$500.00							
WASHINGTON FEDERAL (UNDERHILL NOTE)	\$77,666.22	\$77,666.22							
<b>TOTALS</b>	<b>\$542,007.75</b>	<b>\$128,146.69</b>	<b>\$2,322.73</b>	<b>\$15,733.82</b>	<b>\$1,306.00</b>	<b>\$726.69</b>	<b>\$230,545.08</b>	<b>\$10,310.07</b>	<b>\$152,916.67</b>



**OREGON LIQUOR & CANNABIS COMMISSION**  
**Local Government Recommendation – Liquor License**

Annual Liquor License Types	
Off-Premises Sales	Brewery-Public House
Limited On-Premises Sales	Brewery
Full On-Premises, Caterer	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, For Profit Private Club	Winery
Full On-Premises, Non Profit Private Club	Wholesale Malt Beverage & Wine
Full On-Premises, Other Public Location	Warehouse
Full On-Premises, Public Passenger Carrier	

**Section 1 – Submission – To be completed by Applicant**

**License Information**

Legal Entity/Individual Applicant Name(s): Manzanita Lodging LLC

Proposed Trade Name: Manzanita Oceanfront Inn

Premises Address: 248 Ocean Road Unit:

City: Manzanita County: Tillamook Zip: 97130

Application Type:  New License Application  Change of Ownership  Change of Location

License Type: limited On-Premises Sales  Additional Location for an Existing License

**Application Contact Information**

Contact Name: Rebecca Filan Phone: 503-436-2480

Mailing Address: PO Box 1037

City: Cannon Beach State: OR Zip: 97110

Email Address:

**Business Details**

Please check all that apply to your proposed business operations at this location:

Manufacturing/Production

Retail Off-Premises Sales

Retail On-Premises Sales & Consumption

If there will be On-Premises Consumption at this location:

Indoor Consumption  Outdoor Consumption

Proposing to Allow Minors

**Section 2 continuation on next page**



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission – To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Manzanita Lodging LLC

Proposed Trade Name: Manzanita Oceanfront Inn

**IMPORTANT:** You MUST submit this form to the local government PRIOR to submitting to OLCC.  
Section 2 must be completed *by the local government* for this form to be accepted with your CAMP application.

Section 2 – Acceptance – To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name: *Manzanita Oregon*

Optional Date Received Stamp

Date Application Received: *3/3/26*

RECEIVED

Received by: *Nancy Jones*

MAR 03 2026

CITY OF MANZANITA

Section 3 – Recommendation – To be completed by Local Government:

- Recommend this license be granted
- Recommend this license be denied (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



**City of Manzanita**  
**Application for Special Event Permit**

Date of request: 20 February, 2026

Person making request: Laura E. Bailey

Mailing address: 444 Second Street Manzanita OR 97130

Phone number: 5033683401 Cel number: 4066709491

Organization (if applicable): Manzanita 4th of July Parade Committee (all-volunteer;  
co-chairs Laura Bailey and Erin Laskey)

Type of event: Parade

Date(s): 7/4/2026 to 7/4/2026 Hours: 1pm to 2:30pm

Location: Laneda Avenue, Manzanita Avenue; field behind City Hall for staging

(check which apply) Public Event:  Private Event:  Charitable:  Profit:

Non-profit:  Public Property Used:  Private Property Used:

Estimated attendance: 4500

Police, Fire or Medical support available or needed? Yes:  No:

Restrooms Available: Yes  No:  Handicap Accessible: Yes  No:

Alcohol Served/Sold/Consumed: Yes:  No:  Type: \_\_\_\_\_

Live Entertainment: Yes:  No:  Type: Parade Participants

Describe Event Support Staff: EVCNB CERTs, public works, and citizen volunteers

Describe Parking Conditions: No parking on Laneda, Division, Manzanita from morning of  
the 4th until 2:30pm. (see attached maps for route and staging)

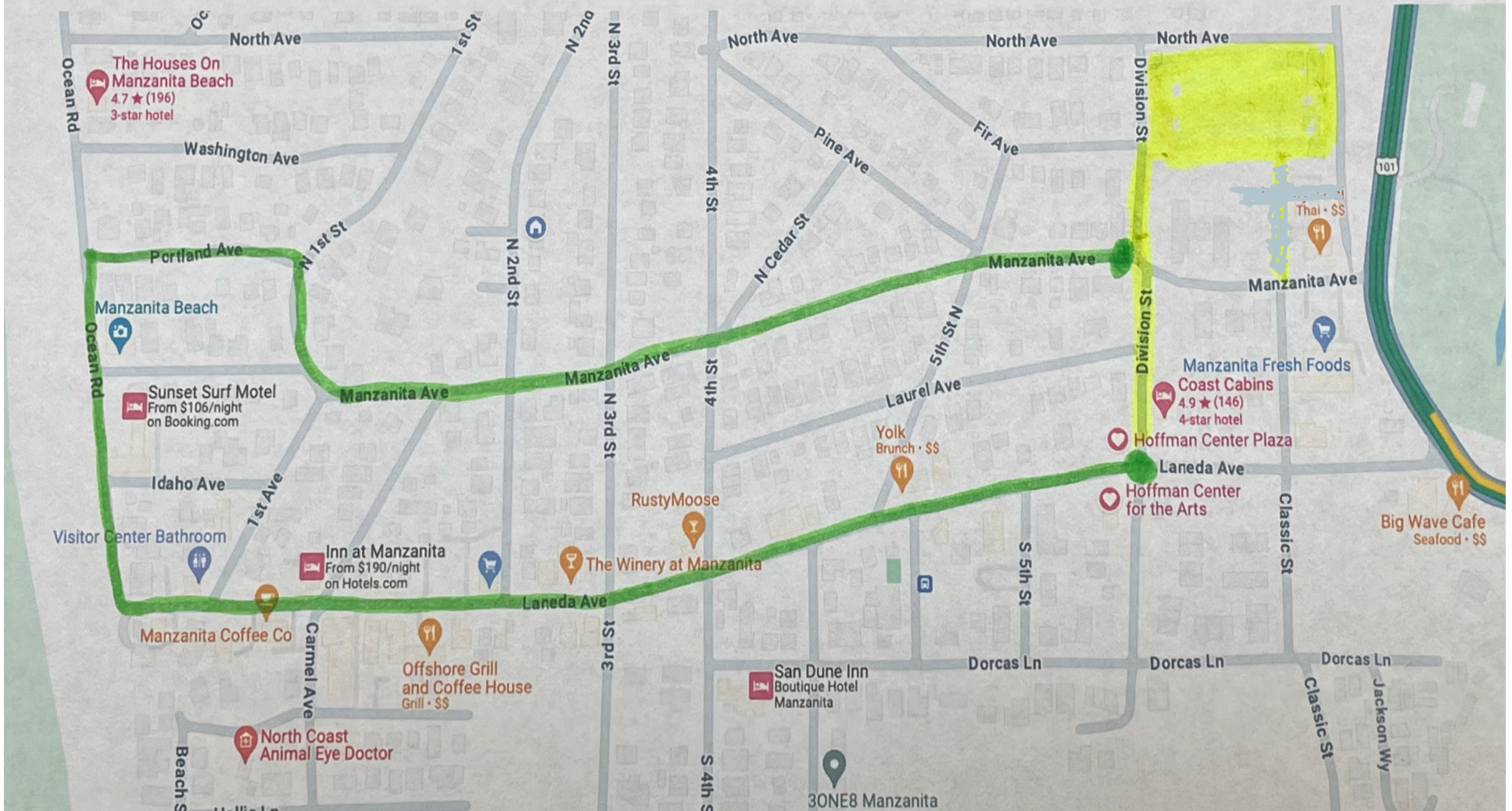
Briefly Describe Nature of Event (attach map if needed for clarification or if requested)

We're grateful for the continuing support of the City for the Parade. As in years past, we  
use area around & behind City Hall to stage participants; cars line up on Manzanita Ave.  
Staging will begin at 10am and the parade begins at 1pm.

Parade route will begin at intersection of Division St & Laneda Avenue, continue via  
Ocean, Portland, and Manzanita Ave, and end at Division & Manzanita Ave.

Parade concludes around 2:30pm

# 2026 Manzanita Fourth-of-July PARADE ROUTE



# 2026 Manzanita 4<sup>th</sup> of July PARADE: Staging Layout



**Traffic Flow:** Floats enter from 101 down Manzanita Ave and turn off at designated traffic cones; cars park on southside of Manzanita facing uphill; walkers assemble next to Registration booth. **ALL PARTICIPANTS MUST visit registration booth upon arrival to confirm participation!**



859 Willamette Street, Suite 500  
Eugene, OR 97401  
Email us! [asklgps@lcog-or.gov](mailto:asklgps@lcog-or.gov)

**CLASSIFICATION AND COMPENSATION STUDY**

*Prepared for:*  
**City of Manzanita, Oregon**



**April 2026**

*Prepared by:*  
**Jennifer L Stapleton**  
LGPS Consultant

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## 1. EXECUTIVE SUMMARY

At the request of the City of Manzanita, Local Government Personnel Services (LGPS) conducted a Classification and Compensation Study to evaluate internal equity and external market competitiveness for City positions.

The purpose of this study was to:

- Review and evaluate job descriptions using completed Job Description Questionnaires (JDQs);
- Conduct an internal equity analysis utilizing a point-factor position evaluation methodology;
- Perform a comprehensive external market salary survey using selected public sector comparator cities; and
- Provide salary structure observations and recommendations to support the City's compensation strategy and decision-making.

This study was completed in three phases.

Phase I initially included review of up to seventeen (17) City positions. During the course of the study, adjustments to the scope were made at the City's request, resulting in fourteen (14) classifications included in the final evaluation. LGPS evaluated job descriptions and JDQs to assess alignment within the existing grade structure, supervisory responsibilities, scope of duties, and relative organizational impact.

Phase II included an external market salary survey utilizing up to seven (7) public sector comparator cities. Adopted salary schedules were collected and analyzed. Positions were matched based on primary duties and level of responsibility. Market comparisons included base pay ranges (minimum, midpoint, and maximum) for each comparator cities.

Phase III included development of salary structure observations and policy considerations related to reclassification practices, initial placement, and ongoing compensation maintenance.

This report summarizes the methodology, findings, and considerations resulting from the study and is intended to support Council discussion and informed decision-making.

## **2. PROJECT BACKGROUND AND PURPOSE**

The City of Manzanita is a small coastal community with a permanent population of fewer than one thousand residents. However, due to its location along the Oregon coast and its strong tourism economy, the City experiences significant seasonal population increases. During peak visitor periods, the population may increase three to four times its permanent size.

This seasonal fluctuation creates unique operational demands for City services. Staff are required to support infrastructure, public safety, utility services, planning functions, and administrative operations at levels that exceed what the permanent population alone might suggest. As a result, organizational structure and compensation strategy must consider both resident service levels and tourism-driven workload impacts.

The City engaged LGPS to conduct a comprehensive review of classification and compensation practices to ensure:

- Internal alignment and equity among positions;
- External competitiveness within the public sector market;
- Consistency within the City's grade structure; and
- A defensible compensation framework to support recruitment, retention, and long-term fiscal planning.

This study was designed to provide data-driven analysis and structured observations to assist City leadership and Council in evaluating the current compensation system and identifying areas for adjustment or refinement.

The findings contained in this report are intended to support informed discussion and decision-making consistent with the City's operational realities and financial considerations.

### 3. SCOPE OF WORK

LGPS completed this study in accordance with the agreed-upon project estimate. The project was structured in three phases and initially included up to seventeen (17) City positions and up to seven (7) external public sector comparator organizations.

During the course of the study, the City requested several adjustments to the scope of the positions included in the evaluation. The Project Manager and Code Enforcement Officer classifications were removed from the study at the City's request. During the course of the study, the City Manager position was identified for inclusion in the analysis. The position was not reflected in an earlier draft and has been incorporated into the final evaluation.

As a result of these adjustments, the final study includes fourteen (14) City positions.

#### Phase I – Internal Equity Analysis

Phase I included review and evaluation of City positions utilizing completed Job Description Questionnaires (JDQs) and existing job descriptions. This phase included:

- Confirmation of project parameters and roles
- Review of the City's existing grade system and salary schedule
- Evaluation of positions using a point-factor position evaluation methodology
- Assessment of alignment between evaluated duties and current grade assignments

This phase focused on internal consistency, supervisory responsibilities, scope of authority, and relative organizational impact.

The following positions were included in the internal equity evaluation and external market salary survey.

#### CURRENT CITY OF MANZANITA CLASSIFICATIONS INCLUDED IN THE STUDY

#	Position Title	Department
1	Accounting & Administrative Specialist	Administration
2	Assistant City Recorder	Administration
3	Development Services Manager / Building Official	Administration
4	Finance Director	Administration
5	Operations Manager	Public Works

#	Position Title	Department
6	Planning & Permit Technician	Administration
7	Police Chief	Police
8	Police Officer	Police
9	Police Sergeant	Police
10	Public Works Director	Public Works
11	Senior Utility Worker	Public Works
12	Utility Clerk	Public Works
13	Utility Worker	Public Works
14	City Manager	Administration

## Phase II – External Market Salary Survey

Phase II included a comprehensive external market salary analysis. This phase included:

- Collection of adopted salary schedules from selected comparator cities.
- Development and customization of wage comparison tables.
- Review, evaluation, and job matching based on primary duties and responsibility levels.
- Analysis of base wage ranges (minimum, midpoint, and maximum) where salary ranges were available.
- Where comparator cities utilize flat rate or base pay structures rather than salary ranges, the published salary amount was entered in both the minimum and maximum fields for purposes of comparison.
- Due to inconsistent availability of benefit information among comparator agencies, the wage analysis reflects base salary only and does not include adjustments for PERS pickup or employee insurance contributions.
- Because benefit structures vary significantly among agencies, total compensation comparisons were outside the scope of this study.

Up to fourteen (14) raw wage data tables were developed to summarize findings.

### Final Comparator Cities Included:

1. Cannon Beach
2. Depoe Bay
3. Oakridge
4. Rockaway Beach

5. Seaside
6. Sisters
7. Lincoln City

Comparator selection considered population size, coastal tourism influence, service profile, organizational structure, and the availability of adopted salary schedules from comparable Oregon municipalities.

To support reliable and defensible market comparisons, the study sought to identify a minimum of three to four valid comparator matches for each Manzanita classification, consistent with LGPS best practices. This approach provides an adequate sample size to reduce the influence of outliers while reflecting prevailing market conditions among similarly situated comparator cities. In instances where fewer comparator position matches were available, this was generally due to unique role configurations, differences in organizational structure, or the absence of comparable classifications within smaller municipal organizations.

<b>Organization</b>	<b>Population</b>	<b>Notes</b>
Cannon Beach	1,489	Coastal tourism community with similar seasonal service demands
Depoe Bay	1,515	Small coastal city with comparable tourism economy
Oakridge	3,200	Small Oregon municipality with similar staffing structure
Rockaway Beach	1,441	Coastal community with similar population and service profile
Seaside	7,115	Larger coastal tourism city providing broader service comparisons
Sisters	2,957	Small tourism-driven city with comparable administrative structure
Lincoln City	10,100	Larger coastal municipality providing broader comparator salary data.

*The City of Manzanita is estimated to have a population of 625*

### **Phase III – Policy and Process Review and Project Reporting**

Phase III included:

- Review and consultation regarding compensation policy considerations.
- Observations related to classification structure, reclassification considerations, and initial salary placement practices.
- Preparation of a written project report summarizing the study methodology, findings, and recommendations.

The work completed reflects the scope outlined above and is intended to support the City of Manzanita in evaluating its current classification and compensation structure and identifying potential areas for alignment with the external labor market.

## **4. METHODOLOGY**

The methodology utilized for this study was designed to evaluate both internal equity and external market competitiveness in a structured and consistent manner. The approach combined review of job documentation, point-factor evaluation principles, and comparative market data analysis.

### **4.1 Internal Equity Review**

The internal equity analysis was conducted using completed Job Description Questionnaires (JDQs) and current job descriptions provided by the City.

Consistent with Oregon's Equal Pay Act (ORS 652.210–652.235), the internal equity review evaluates positions for work of comparable character. The purpose of this analysis is to assess relative job value across classifications to support equitable and defensible compensation placement.

Positions were evaluated utilizing structured point-factor position evaluation methodologies. Administrative, technical, and professional classifications were evaluated using the OPTS point-factor evaluation system. Public Works field classifications were evaluated using the MTS (Municipal Technical Series) point-factor evaluation system, which is specifically designed for maintenance, service, and trade positions involving field operations, equipment use, physical demands, and safety considerations.

These methodologies assess positions across defined compensable factors including:

- Knowledge and skill requirements
- Experience and technical proficiency
- Initiative, judgment, and problem-solving demands
- Scope of responsibility and decision-making authority
- Supervisory or lead-worker responsibilities
- Organizational impact and accountability
- Working conditions and physical demands (for technical field classifications)

Because the duties and working conditions associated with field maintenance positions differ significantly from administrative and professional roles, the MTS evaluation framework provides a more accurate method for evaluating public works operational classifications.

Evaluation results produce point values that allow positions to be compared relative to one another based on documented duties and responsibilities.

Because the City of Manzanita does not currently maintain a formal classification grade structure, the results of the point-factor evaluation were used to support recommended grade placement for the classifications included in this study. These recommendations provide a structured framework for organizing positions based on relative job value and responsibility within the organization.

The analysis focused on establishing consistent internal alignment among classifications while recognizing differences in responsibility level, supervisory authority, scope of duties, and organizational impact.

In addition to the existing classifications reviewed through the Job Description Questionnaire process, the City also provided five (5) newly proposed classifications for review as part of this study. Because Job Description Questionnaires were not completed for these positions, the evaluation relied on the duties, responsibilities, and qualification requirements described in the draft job descriptions provided by the City. These evaluations provide preliminary grade placement guidance and are intended to support the City in establishing a consistent classification structure as new positions are implemented. If the duties or scope of responsibility for these classifications change substantially prior to implementation, the City may wish to revisit the evaluation.

#### **4.2 External Market Salary Survey**

The external market analysis was conducted using selected public sector comparator cities identified in coordination with City leadership.

Salary schedules were obtained through publicly available sources or direct records requests. Positions were matched based on primary duties, scope of responsibility, and organizational level rather than title alone.

For each comparable position, the following data were analyzed:

- Minimum, midpoint, and maximum base pay (where available)
- Maximum base salary where available
- Annualized salaries for positions without published ranges

Raw wage data tables were developed to provide side-by-side comparison across comparator organizations.

#### **4.3 Data Analysis and Adjustments**

Market data were analyzed to identify relative positioning of City salaries compared to comparator averages and range spreads.

Where comparator cities did not publish full salary ranges, annual salary figures were incorporated and noted accordingly. Positions for which no comparable classification existed were identified as "No Comparable Classification (NCC)."

The analysis included both base pay comparison and adjusted compensation comparison to provide a more complete understanding of market alignment.

## **5. INTERNAL EQUITY ANALYSIS FINDINGS**

Consistent with Oregon’s Equal Pay Act (ORS 652.210–652.235), the internal equity review evaluates positions for work of comparable character. The analysis conducted for this study provides a structured framework for comparing relative job value across the classifications included in the project.

### **5.1 Overview of Evaluation Results**

A total of fifteen (15) existing classifications were initially evaluated as part of the internal equity review using completed Job Description Questionnaires (JDQs) and current job descriptions provided by the City. In addition, the City requested evaluation of five (5) newly proposed classifications, which were reviewed using draft job descriptions provided during the course of the study.

During the project, two classifications included in the internal evaluation were subsequently removed from the final market survey scope at the City’s request. As a result, the final market salary survey includes thirteen (14) existing City classifications.

In total, twenty (20) classifications were evaluated through the internal point-factor analysis to support development of a structured classification framework for the City.

Local Government Personnel Services (LGPS) utilizes established point-factor evaluation tools to support internal equity analysis. For this study, administrative, technical, and professional classifications were evaluated using the OPTS point-factor evaluation system, while Public Works field classifications were evaluated using the MTS (Municipal Technical Series) point-factor evaluation system. These evaluation tools are utilized by LGPS to provide a structured and consistent method for assessing relative job value across classifications.

Although the OPTS and MTS systems utilize different factor weighting structures appropriate to the type of work performed, both evaluate positions based on compensable factors including knowledge requirements, experience, complexity of duties, responsibility levels, supervisory impact, working conditions, and organizational influence.

The resulting point values allow classifications to be compared relative to one another based on documented duties and responsibilities. These results were reviewed alongside the external market compensation data collected as part of the salary survey to support development of recommended classification placement within the City’s compensation structure.

Overall, the evaluation results indicate that the City’s classifications generally align with expected levels of responsibility for similarly sized Oregon municipalities. The analysis also confirmed a logical progression of responsibility across classifications, particularly within the Public Works operational structure where entry-level, journey-level, and senior technical roles reflect increasing responsibility and technical expertise.

## 5.2 Internal Equity Evaluation Results

The internal equity evaluation produced a structured hierarchy of classifications based on relative job value. Positions with similar point values were grouped into comparable internal ranges to reflect work of comparable character and relative levels of responsibility.

The following table summarizes the evaluation results for each classification, including department, total evaluation score, and the corresponding internal range identified through the point-factor analysis.

<b>Position Title</b>	<b>Department</b>	<b>Internal Range</b>
Accounting & Administrative Specialist	Administration	8
Assistant City Recorder	Administration	7
City Manager	Administration	20
Development Services Manager / Building Official	Administration	15
Finance Director	Administration	16
Operations Manager	Public Works	11
Planning & Permit Technician	Administration	8
Police Chief	Police	17
Police Officer	Police	9
Police Sergeant	Police	15
Public Works Director	Public Works	16
STR Program Manager	Administration	7
Utility Clerk	Public Works	4
Utility Services Specialist	Administration	7
Senior Utility Worker	Public Works	8
Utility Worker	Public Works	4
Facilities Worker I	Public Works	3
Facilities Worker II	Public Works	4
Utility Worker I	Public Works	4
Utility Worker II	Public Works	8

These results demonstrate a logical progression between entry-level operational roles, technical classifications, supervisory positions, and executive leadership roles.

Public Works classifications reflect a structured progression from entry-level field positions to senior operational roles responsible for infrastructure maintenance and utility system operations. Administrative and professional classifications similarly reflect increasing levels of responsibility related to organizational oversight, financial management, regulatory compliance, and departmental leadership.

### **5.3 Relationship Between Internal Equity and Market Data**

Following completion of the internal equity evaluation, salary survey data was reviewed for comparable positions across similarly sized Oregon municipalities.

External market data was available for most classifications included in the study; however, several positions had limited comparator matches due to differences in organizational structure among comparator cities. In these cases, internal equity results were used to guide recommended placement within the City's classification structure.

For positions where reliable comparator data was available, the City's current salary ranges were compared to the minimum and maximum salary ranges reported by comparator cities. This comparison provides a general indication of the City's competitive position within the regional municipal labor market.

Because the City currently utilizes a five-step salary schedule (Steps A–E) with approximately five percent progression between steps, the recommendations contained in this report maintain the City's existing salary structure while identifying opportunities to align classifications more closely with both internal job value and market positioning.

### **5.4 Classification Structure Considerations**

The City of Manzanita does not currently maintain a formally adopted classification grade structure. As a result, the internal equity evaluation conducted as part of this study was used to support development of recommended classification groupings based on relative job value.

Establishing classification groupings based on the evaluation results would provide the City with a consistent framework for organizing positions and maintaining appropriate relationships between classifications. Positions performing work of comparable character may be grouped within the same salary grade while maintaining the City's existing five-step salary progression.

This approach allows the City to retain its current salary schedule structure while establishing a more formalized classification framework that supports equitable compensation decisions over time.

### **5.5 Summary of Internal Equity Findings**

Based on the completed internal equity analysis and external market salary comparison, eight (8) classifications appear generally aligned with market positioning within an approximate  $\pm 5$  percent range of comparator averages. One (1) classification appears below prevailing market levels based on available comparator data.

Five (5) classifications had insufficient comparator matches to support a reliable market comparison. These positions should be evaluated primarily through internal equity considerations and organizational structure rather than direct market comparison.

Overall, the evaluation results indicate that the City's classification structure reflects generally appropriate relationships among positions while identifying limited areas where compensation adjustments may be considered as part of future compensation planning.

## **6. EXTERNAL MARKET SALARY SURVEY RESULTS**

### **6.1 Comparator Organizations**

Comparator cities were selected in coordination with City leadership to reflect communities with reasonably comparable characteristics to the City of Manzanita. Factors considered in selecting comparator organizations included population size, tourism-driven seasonal population increases, geographic location, municipal service delivery expectations, and overall organizational structure.

The following comparator cities were included in the salary survey:

- Cannon Beach
- Depoe Bay
- Oakridge
- Rockaway Beach
- Seaside
- Sisters
- Lincoln City

These communities provide a balanced comparison group representing small to mid-sized Oregon municipalities with similar operational demands and economic characteristics.

While no two cities are identical in organizational structure or service delivery models, the selected comparator cities provide a useful market tolerance for evaluating Manzanita's competitive position within the regional municipal labor market.

### **6.2 Data Collection and Standardization**

Salary data for comparator cities were obtained through publicly available salary schedules, municipal budget documents, and official compensation schedules. Where necessary, information was supplemented through public records requests.

For comparator cities that publish full salary ranges, both minimum and maximum salary steps were incorporated into the analysis. In cases where a position was reported as a flat annual salary rather than a salary range, the reported salary was applied to both the minimum and maximum columns for comparison purposes and noted accordingly.

Where a reasonably comparable classification did not exist within a comparator organization, the following notation was used:

- **NCC — No Comparable Classification**
- **NR — Not Reported**

To ensure consistent comparison across comparator cities, all salary data were standardized to **monthly salary values**.

Where possible, job descriptions and classification summaries were reviewed to confirm reasonable comparability between positions. In cases where organizational structures differed significantly between comparator cities, classifications were matched based on the closest alignment of duties and responsibilities.

### **6.3 Market Positioning Analysis**

The market analysis reviewed both minimum and maximum salary levels for comparable classifications across the selected comparator cities. For each City of Manzanita classification included in the study, the following elements were evaluated:

- Minimum salary comparison across comparator cities
- Maximum salary comparison across comparator cities
- Relative placement of the City's salary range within the comparator group
- Range spread where applicable

In instances where comparator organizations published flat salary rates rather than step-based ranges, the listed salary value was incorporated into both the minimum and maximum columns to allow for consistent comparison.

The analysis indicates that several Manzanita classifications currently fall below the calculated market average among comparator cities at the maximum salary level. Other classifications appear generally aligned with the comparator market range, while some positions appear above the market average.

For certain classifications, fewer than three comparable matches were identified among the selected comparator cities. When fewer than three matches are available, the resulting market comparison should be interpreted with caution, as the limited data set reduces the reliability of market-based conclusions.

In these cases, internal equity results and organizational structure considerations were used as the primary basis for evaluating classification placement.

## **6.4 Tourism and Seasonal Service Considerations**

Unlike many inland comparator cities, the City of Manzanita experiences significant seasonal population increases due to tourism activity. During peak tourism periods, demand for municipal services—including public works, finance, administration, and public safety—can increase substantially.

Although base population figures provide a useful starting point for comparison, the seasonal service demands associated with tourism can create operational pressures more consistent with larger communities during peak periods.

As a result, the City may wish to consider seasonal workload impacts when evaluating long-term compensation competitiveness for certain classifications.

## **6.5 Compensation Structure Observations**

During review of comparator salary schedules, several structural differences among comparator cities were observed. These include:

- Some comparator cities maintain narrower salary ranges than the City of Manzanita.
- Several cities utilize flat annual salaries rather than step-based salary schedules.
- Publicly available compensation schedules vary in the level of transparency and detail provided.

Although these structural differences affect how compensation is administered in each jurisdiction, they do not prevent meaningful comparison of base wage levels across organizations.

## **6.6 Summary of Market Findings**

Based on the completed salary survey analysis:

- Four (4) classifications appear below competitive market positioning based on available comparator data.
- Four (4) classifications appear generally aligned with the comparator market range.
- Several classifications appear above the comparator market average.
- Five (5) classifications had insufficient comparator matches to support a reliable market comparison.

For classifications with limited comparator matches, internal equity considerations and the City's organizational structure should serve as the primary framework for evaluating compensation placement.

Overall, the external market analysis indicates that while several classifications remain competitive with regional municipalities, targeted adjustments may be considered to ensure continued alignment with market conditions and internal classification relationships.

Detailed salary tables and supporting calculations for each comparator city are included in Appendix A — Raw Salary Survey Data.

## 7. POSITION-BY-POSITION CLASSIFICATION AND MARKET REVIEW

The following summaries compare the City of Manzanita's current salary maximums to the calculated market averages identified in the external salary survey. The comparison focuses on the relationship between the City's current Step E salary levels and the market averages derived from the comparator cities included in the study.

Positions falling within  $\pm 5$  percent of the market average are considered generally aligned with the comparator market. Positions exceeding +5% percent above or -5% percent below the market average are noted for reference when evaluating relative market positioning.

These observations are provided to assist the City in understanding relative market alignment and may be considered alongside internal equity, operational priorities, and fiscal capacity when evaluating compensation decisions. Where appropriate, position-specific observations and recommendations are provided based on the relationship between the City's current salary structure and the comparator market.

The observations presented in this section focus on individual classifications and their relative positioning within the external labor market. Broader compensation structure considerations and recommended salary groupings are presented in Section 8 – Compensation Structure Recommendations and Future Considerations.

### 1. Accounting & Administrative Specialist

- The current salary maximum for this position is **approximately 1.1% above** the calculated market average based on comparator data.
- The position therefore falls **within the City's  $\pm 5\%$  market tolerance range** relative to comparator cities.

**Recommendation:** *No adjustment to the current salary range is recommended at this time.*

### 2. Assistant City Recorder

- The current salary maximum for this position is approximately **15.61% below** the calculated market average based on comparator data.
- The position therefore falls **below the City's -5% market tolerance range** relative to comparator cities.

**Recommendation:** *The City may wish to consider reviewing the salary range for this position in future compensation planning to evaluate alignment with the comparator market.*

### 3. City Manager

- The current salary for this position is approximately **15.2% below** the calculated market average based on comparator data.
- The position therefore falls **below the City's -5% market tolerance range** relative to comparator cities.

**Recommendation:** *The City may wish to consider reviewing the current salary for this position in future compensation planning to evaluate alignment with the comparator market.*

*(It should be noted that several comparator cities utilize a City Administrator structure rather than a City Manager structure, which limits direct comparability.)*

#### **4. Development Services Manager / Building Official**

- The current salary maximum for this position is approximately **4.7% below** the calculated market average based on comparator data.
- The position therefore falls **within the City's ±5% market tolerance range** relative to comparator cities.

**Recommendation:** *No adjustment to the current salary range is recommended at this time.*

#### **5. Finance Director**

- The current salary maximum for this position is approximately **25.6% below** the calculated market average based on comparator data.
- The position therefore falls **below the City's –5% market tolerance range** relative to comparator cities.

**Recommendation:** *The City may wish to consider reviewing the salary range for this position in future compensation planning to evaluate alignment with the comparator market and internal compensation relationships.*

#### **6. Operations Manager**

- No comparable positions (NCC) were identified among the selected comparator cities for this classification.
- Because no comparator matches were available, a market average could not be calculated for this position.

**Recommendation:** *No market-based adjustment recommendation is provided at this time due to the absence of comparable data (NCC).*

*(The City may wish to evaluate compensation for this position based on internal equity and the scope of responsibilities assigned to the role.)*

#### **7. Planning & Permit Technician**

- The current salary maximum for this position is approximately **19.6% below** the calculated market average based on comparator data.
- The position therefore falls **below the City's –5% market tolerance range** relative to comparator cities.

**Recommendation:** *The City may wish to consider reviewing the salary range for this position in future compensation planning to evaluate alignment with the comparator market.*

#### **8. Police Chief**

- The current salary maximum for this position is approximately **9.1% below** the calculated market average based on comparator data.
- The position therefore falls **below the City's –5% market tolerance range** relative to comparator cities.

**Recommendation:** *The City may wish to consider reviewing the salary range for this position in future compensation planning to evaluate alignment with the comparator market.*

### 9. Police Officer

- The current salary maximum for this position is approximately **2.7% above** the calculated market average based on comparator data.
- The position therefore falls **within the City's ±5% market tolerance range** relative to comparator cities.

**Recommendation:** *No adjustment to the current salary range is recommended at this time.*

### 10. Police Sergeant

- The current salary maximum for this position is approximately **3.9% below** the calculated market average based on comparator data.
- The position therefore falls **within the City's ±5% market tolerance range** relative to comparator cities.

**Recommendation:** *No adjustment to the current salary range is recommended at this time.*

### 11. Public Works Director

- The current salary maximum for this position is approximately **31.8% below** the calculated market average based on comparator data.
- The position therefore falls **below the City's -5% market tolerance range** relative to comparator cities.

**Recommendation:** *The City may wish to consider reviewing the salary range for this position in future compensation planning to evaluate alignment with the comparator market and internal compensation relationships.*

### 12. Senior Utility Worker

- The current salary maximum for this position is approximately **6.8% below** the calculated market average based on comparator data.
- The position therefore falls **below the City's -5% market tolerance range** relative to comparator cities.

**Recommendation:** *The City may wish to consider reviewing the salary range for this position in future compensation planning to evaluate alignment with the comparator market.*

### 13. Utility Clerk

- The current salary maximum for this position is approximately **6.9% above** the calculated market average based on comparator data.
- The position therefore falls **above the City's +5% market tolerance range** relative to comparator cities.

**Recommendation:** *No adjustment to the current salary range is recommended at this time.*

*(Reason: since the position is already above market, it is typically recommended holding the range rather than increasing it.)*

#### 14. Utility Worker

- The current salary maximum for this position is approximately **9.5% below** the calculated market average based on comparator data.
- The position therefore falls **below the City's –5% market tolerance range** relative to comparator cities.

**Recommendation:** *The City may wish to consider reviewing the salary range for this position in future compensation planning to evaluate alignment with the comparator market.*

## 8. COMPENSATION RECOMMENDATIONS AND FUTURE CONSIDERATIONS

### 8.1 Compensation Recommendations

Based on the internal equity evaluation and the external market salary survey, a compensation framework was developed to support equitable and competitive compensation for City classifications.

The internal equity evaluation summarized in Section 5.2 established the relative ranking of positions based on the point-factor analysis. Positions with similar evaluation scores were grouped into comparable internal ranges reflecting work of comparable character and relative levels of responsibility.

The City of Manzanita currently utilizes a five-step salary progression structure (Steps A–E). The recommended compensation framework maintains this format in order to preserve consistency with the City’s existing compensation system while aligning classifications within appropriate relative groupings.

The structure is intended to provide a framework for maintaining internal equity across classifications while allowing the City flexibility to implement adjustments over time based on fiscal capacity and organizational priorities.

**Table 8.1** presents the resulting classification grouping and salary structure alignment. Positions are organized into groupings based on the internal equity evaluation results described in Section 5.2. The table illustrates the relative ranking of classifications, the internal ranges identified through the evaluation, and the corresponding placement within the City’s existing five-step salary structure.

Salary placement for new classifications was developed using the City’s existing five-step progression system with approximately five percent progression between steps. Rather than recommending structural changes to the City’s compensation system, the analysis places the new classifications within the City’s current salary framework to maintain consistency and internal equity.

Placement of the new classifications was informed by the internal point-factor evaluation results and reviewed alongside existing Public Works classifications to ensure appropriate alignment of job value relationships.

The following table illustrates how classifications may be organized into logical groupings based on the internal equity evaluation results described in Section 5.2 and aligned within the City’s current five-step salary structure.

**TABLE 8.1 — POSITION GROUPING AND SALARY STRUCTURE ALIGNMENT**

Group	Internal Range	Position	Step A	Step B	Step C	Step D	Step E
<b>Group 4 – Department Leadership</b>	<b>15–20</b>						
	20	City Manager					
	17	Police Chief	8,316	8,732	9,167	9,626	10,107
	16	Finance Director	7,210	7,571	7,949	8,347	8,763
	16	Public Works Director	7,210	7,571	7,949	8,347	8,763
	15	Development Services Manager / Building Official	7,210	7,571	7,949	8,347	8,763
	15	Police Sergeant	7,056	7,408	7,779	8,167	8,575
<b>Group 3 – Supervisory / Program Management</b>	<b>10–14</b>						
	11	Operations Manager	5,438	5,710	5,996	6,295	6,611
<b>Group 2 – Senior Technical / Administrative</b>	<b>6–9</b>						
	9	Police Officer	5,548	5,826	6,116	6,422	7,031
	8	Utility Worker II (new)					
	8	Senior Utility Worker	4,817	5,058	5,312	5,576	5,857
	8	Accounting & Administrative Specialist	4,817	5,058	5,312	5,576	5,857
	8	Planning & Permit Technician	4,603	4,832	5,074	5,328	5,594
	7	Assistant City Recorder	4,817	5,058	5,312	5,576	5,857
	7	STR Program Manager	4,817	5,058	5,312	5,576	5,857
	7	Utility Services Specialist (new)					
<b>Group 1 – Skilled Operational Positions</b>	<b>1–5</b>						
	4	Utility Clerk	4,554	4,780	5,020	5,271	5,534
	4	Utility Worker	4,126	4,332	4,548	4,776	5,015
	4	Facilities Worker II (new)					
	3	Facilities Worker I (new)					

**Table Note:**

Classification groupings and internal ranges shown in Table 8.1 reflect the results of the internal equity evaluation summarized in Section 5.2. Positions are organized into groupings based on relative job value relationships identified through the point-factor analysis.

Salary step values reflect alignment with the City's existing five-step compensation structure (Steps A–E) and illustrate the relative positioning of classifications within the City's current pay framework.

The City Manager position is compensated through an individual employment agreement and is not part of the City's step-based salary schedule. For purposes of the internal equity evaluation, the position was included in the point-factor analysis and assigned to Internal Range 20 to reflect its relative level of responsibility within the organization.

**8.2 Future Considerations – Internal Equity**

As organizational structures evolve and service demands change, the City may wish to periodically review classification structures and compensation alignment to ensure continued internal equity and market competitiveness.

Future reviews may consider:

- Periodic market salary market tolerance to maintain competitive compensation positioning
- Ongoing evaluation of classification structures as responsibilities evolve
- Consideration of internal pay relationships across supervisory and technical roles
- Review of salary range structures and step progression policies

**Salary Compression Considerations**

As the City implements compensation adjustments or introduces additional salary structure groupings, it may wish to monitor for potential salary compression between classifications.

Salary compression can occur when the pay difference between supervisory or higher-level classifications and the employees they supervise becomes minimal. This may occur when market adjustments are applied to entry-level or technical positions without corresponding adjustments to supervisory or management classifications.

Maintaining appropriate pay differentials between classifications helps preserve internal equity and recognizes differences in responsibility, decision-making authority, and supervisory duties.

As the City continues to evaluate compensation over time, it may wish to review relationships between classifications to ensure salary ranges continue to reflect appropriate organizational structure and job value relationships.

Maintaining alignment between internal equity and external market competitiveness supports the City's ability to recruit and retain qualified staff while ensuring compensation decisions remain transparent and defensible.

## **9. CONCLUSION**

This compensation and classification review provides the City of Manzanita with an updated evaluation of internal position alignment and external market salary competitiveness. The analysis incorporated both internal equity considerations and comparative salary data from similar comparator cities to support informed compensation decisions.

The findings and recommendations presented in this report are intended to provide guidance for future compensation planning while allowing flexibility for the City to implement adjustments in a manner consistent with operational priorities and fiscal capacity.

Continued periodic review of compensation structures will help ensure the City maintains equitable and competitive pay practices in support of effective municipal service delivery.

## **Appendix A — Raw Salary Survey Data Tables**

This appendix contains the detailed jurisdiction-by-jurisdiction salary survey data used in the external market analysis. Tables include comparator job titles, salary ranges, and calculated averages used to evaluate the City of Manzanita's market positioning.

# Raw Data Report

<b>Accounting &amp; Admin Specialist</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Accounting Admin Assistant	4,471.86	5,089.60	5,707.35	SEIU Represented
<b>Depoe Bay</b>	1,515	Accounting Specialist	5,595.33	5,595.33	5,595.33	Flat Salary Structure
<b>Oakridge</b>	3,200	Accounts Receivable	4,837.83	4,837.83	4,837.83	Flat Salary Structure
<b>Rockaway Beach</b>	1,441	<i>NCC</i>				
<b>Seaside</b>	7,115	Business Office Clerk	4,895.08	5,422.58	5,950.08	
<b>Sisters</b>	2,957	Deputy Clerk	4,666.13	5,862.13	7,058.13	Range has 15 steps
<b>Lincoln City</b>	10,100	Admin Assistant/Court Clerk	4,387.07	4,994.60	5,602.13	
		<i>Average</i>	4,808.88	5,300.35	5,791.81	<b>6</b> # of position matches
		<i>Median</i>	4,751.98	5,256.09	5,654.74	
<b>Manzanita</b>	625	Accounting & Admin Specialist	<b>4,817.00</b>	<b>5,337.00</b>	<b>5,857.00</b>	<i>NCC: No Comparable Class</i> <i>NR: No Response Received</i>
		<i>% difference from average</i>	0.17%	0.69%	1.11%	
		<i>% difference from median</i>	1.35%	1.52%	3.45%	

# Raw Data Report

<b>Assistant City Recorder</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Admin Assistant	4,727.04	5,380.03	6,033.02	
<b>Depoe Bay</b>	1,515	Deputy City Recorder	6,518.17	6,518.17	6,518.17	Flat Salary Structure
<b>Oakridge</b>	3,200	NCC				
<b>Rockaway Beach</b>	1,441	NCC				
<b>Seaside</b>	7,115	NCC				
<b>Sisters</b>	2,957	City Hall Administrative Lead	5,321.33	6,684.60	8,047.87	Range has 15 steps
<b>Lincoln City</b>	10,100	Deputy City Recorder/Executive Assistant	5,080.40	5,783.27	6,486.13	
		<i>Average</i>	5,411.74	6,091.52	6,771.30	<b>4</b> # of position matches
		<i>Median</i>	5,200.87	6,150.72	6,502.15	
<b>Manzanita</b>	625	<b>Assistant City Recorder</b>	<b>4,817.00</b>	<b>5,337.00</b>	<b>5,857.00</b>	
		<i>% difference from average</i>	-12.35%	-14.14%	-15.61%	NCC: No Comparable Class
		<i>% difference from median</i>	-7.97%	-15.25%	-11.02%	NR: No Response Received

# Raw Data Report

<b>City Manager</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	City Manager	16,429.75	16,429.75	16,429.75	Flat Salary Structure
<b>Depoe Bay</b>	1,515	NCC				City Administrator no City Manager
<b>Oakridge</b>	3,200	NCC				City Administrator no City Manager
<b>Rockaway Beach</b>	1,441	NCC				City Administrator no City Manager
<b>Seaside</b>	7,115	City Manager	15,110.25	15,110.25	15,110.25	
<b>Sisters</b>	2,957	NR				Not Reported
<b>Lincoln City</b>	10,100	City Manager	11,666.67	13,333.33	15,000.00	
		<i>Average</i>	14,402.22	14,957.78	15,513.33	<b>3</b> # of position matches
		<i>Median</i>	15,110.25	15,110.25	15,110.25	
<b>Manzanita</b>	625	City Manager	<b>13,467.00</b>	<b>13,467.00</b>	<b>13,467.00</b>	
		<i>% difference from average</i>	-6.94%	-11.07%	-15.20%	NCC: No Comparable Class
		<i>% difference from median</i>	-12.20%	-12.20%	-12.20%	NR: No Response Received

# Raw Data Report

<b>Development Services Manager/Building Official</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Building Official	9,634.25	9,634.25	9,634.25	Base Pay Rate
<b>Depoe Bay</b>	1,515	NCC				
<b>Oakridge</b>	3,200	NCC				
<b>Rockaway Beach</b>	1,441	NCC				
<b>Seaside</b>	7,115	Building Official	7,420.42	8,220.00	9,019.58	
<b>Sisters</b>	2,957	NCC				
<b>Lincoln City</b>	10,100	Senior Planner	7,576.73	8,220.50	8,864.27	
		<i>Average</i>	8,210.47	8,691.58	9,172.70	<b>3</b>
		<i>Median</i>	7,576.73	8,220.50	9,019.58	<i># of position matches</i>
<b>Manzanita</b>	625	Development Services Manager/Buildi	<b>7,210.00</b>	<b>7,986.50</b>	<b>8,763.00</b>	
		<i>% difference from average</i>	-13.88%	-8.83%	-4.68%	<i>NCC: No Comparable Class</i>
		<i>% difference from median</i>	-5.09%	-2.93%	-2.93%	<i>NR: No Response Received</i>

# Raw Data Report

<i>Finance Director</i>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Finance Director	11,791.58	11,791.58	11,791.58	Base Pay Rate
<b>Depoe Bay</b>	1,515	NCC				
<b>Oakridge</b>	3,200	Finance Director	6,178.33	7,143.92	8,109.50	
<b>Rockaway Beach</b>	1,441	NCC				
<b>Seaside</b>	7,115	Finance Director	9,019.58	9,991.46	10,963.33	
<b>Sisters</b>	2,957	Finance Director	7,554.77	9,491.26	11,427.75	Range has 15 steps
<b>Lincoln City</b>	10,100	Finance Director	12,750.42	12,750.42	12,750.42	
		<i>Average</i>	9,458.94	10,233.73	11,008.52	<b>5</b>
		<i>Median</i>	9,019.58	9,991.46	11,427.75	<i># of position matches</i>
<b>Manzanita</b>	625	Finance Director	<b>7,210.00</b>	<b>7,986.50</b>	<b>8,763.00</b>	
		<i>% difference from average</i>	-31.19%	-28.14%	-25.62%	<i>NCC: No Comparable Class</i>
		<i>% difference from median</i>	-25.10%	-25.10%	-30.41%	<i>NR: No Response Received</i>

# Raw Data Report

<b>Operations Manager</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	NCC				
<b>Depoe Bay</b>	1,515	NCC				
<b>Oakridge</b>	3,200	NCC				
<b>Rockaway Beach</b>	1,441	NCC				
<b>Seaside</b>	7,115	NCC				
<b>Sisters</b>	2,957	NCC				
<b>Lincoln City</b>	10,100	NCC				
		<i>Average</i>	#DIV/0!	#DIV/0!	#DIV/0!	<b>0</b>
		<i>Median</i>	#NUM!	#NUM!	#NUM!	# of position matches
<b>Manzanita</b>	625	Operations Manager	<b>5,438.00</b>	<b>6,024.50</b>	<b>6,611.00</b>	
		<i>% difference from average</i>	#DIV/0!	#DIV/0!	#DIV/0!	NCC: No Comparable Class
		<i>% difference from median</i>	#NUM!	#NUM!	#NUM!	NR: No Response Received

# Raw Data Report

<b>Planning &amp; Permit Tech</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Planner 1	5,711.32	6,500.28	7,289.24	SEIU Represented
<b>Depoe Bay</b>	1,515	NCC				
<b>Oakridge</b>	3,200	NCC				
<b>Rockaway Beach</b>	1,441	NCC				
<b>Seaside</b>	7,115	Building/Planning Administrative Assistant	4,895.08	5,422.58	5,950.08	
<b>Sisters</b>	2,957	Planning Tech II	4,854.98	6,098.84	7,342.69	
<b>Lincoln City</b>	10,100	Assistant Planner & Permit Technician	4,837.73	5,507.67	6,177.60	
		<i>Average</i>	5,074.78	5,882.34	6,689.90	<b>4</b> # of position matches
		<i>Median</i>	4,875.03	5,803.25	6,733.42	
<b>Manzanita</b>	625	<b>Planning &amp; Permit Tech</b>	<b>4,603.00</b>	<b>5,098.50</b>	<b>5,594.00</b>	
		<i>% difference from average</i>	-10.25%	-15.37%	-19.59%	NCC: No Comparable Class
		<i>% difference from median</i>	-5.91%	-13.82%	-20.37%	NR: No Response Received

# Raw Data Report

<b>Police Chief</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Chief of Police	10,945.75	10,940.75	10,935.75	Base Pay Rate
<b>Depoe Bay</b>	1,515	NCC				No Municipal Police Department
<b>Oakridge</b>	3,200	Police Chief	5,998.42	6,979.09	7,959.75	
<b>Rockaway Beach</b>	1,441	NCC				No Municipal Police Department
<b>Seaside</b>	7,115	Chief of Police	10,848.09	11,467.59	12,087.08	
<b>Sisters</b>	2,957	NCC				No Municipal Police Department
<b>Lincoln City</b>	10,100	Chief of Police	13,107.50	13,107.50	13,107.50	
		<i>Average</i>	10,224.94	10,623.73	11,022.52	<b>4</b> # of position matches
		<i>Median</i>	10,896.92	11,204.17	11,511.42	
<b>Manzanita</b>	625	Police Chief	<b>8,316.00</b>	<b>9,211.50</b>	<b>10,107.00</b>	
		<i>% difference from average</i>	-22.96%	-15.33%	-9.06%	NCC: No Comparable Class
		<i>% difference from median</i>	-31.04%	-21.63%	-13.90%	NR: No Response Received

# Raw Data Report

<b>Police Officer</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Police Officer	5,374.36	6,117.50	6,860.64	
<b>Depoe Bay</b>	1,515	NCC				No Municipal Police Department
<b>Oakridge</b>	3,200	Police Patrol	4,514.58	4,951.71	5,388.83	
<b>Rockaway Beach</b>	1,441	NCC				No Municipal Police Department
<b>Seaside</b>	7,115	Police Officer	5,507.08	6,267.83	7,028.58	
<b>Sisters</b>	2,957	NCC				No Municipal Police Department
<b>Lincoln City</b>	10,100	Police Officer	6,032.00	7,058.13	8,084.27	
		<i>Average</i>	5,357.01	6,098.79	6,840.58	<b>4</b> # of position matches
		<i>Median</i>	5,440.72	6,192.67	6,944.61	
<b>Manzanita</b>	625	Police Officer	<b>5,548.00</b>	<b>6,289.50</b>	<b>7,031.00</b>	
		<i>% difference from average</i>	3.44%	3.03%	2.71%	NCC: No Comparable Class
		<i>% difference from median</i>	1.93%	1.54%	1.23%	NR: No Response Received

# Raw Data Report

<b>Police Sergeant</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	NCC				
<b>Depoe Bay</b>	1,515	NCC				No Municipal Police Department
<b>Oakridge</b>	3,200	Police Sergeant	5,570.42	6,481.08	7,391.75	
<b>Rockaway Beach</b>	1,441	NCC				No Municipal Police Department
<b>Seaside</b>	7,115	Sergeant	7,844.17	8,689.37	9,534.58	
<b>Sisters</b>	2,957	NCC				No Municipal Police Department
<b>Lincoln City</b>	10,100	Sergeant	7,307.73	8,552.27	9,796.80	
		<i>Average</i>	6,907.44	7,907.57	8,907.71	<b>3</b>
		<i>Median</i>	7,307.73	8,552.27	9,534.58	<i># of position matches</i>
<b>Manzanita</b>	625	Police Sergeant	<b>7,056.00</b>	<b>7,815.50</b>	<b>8,575.00</b>	
		<i>% difference from average</i>	2.11%	-1.18%	-3.88%	<i>NCC: No Comparable Class</i>
		<i>% difference from median</i>	-3.57%	-9.43%	-11.19%	<i>NR: No Response Received</i>

# Raw Data Report

<b>Public Works Director</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Public Works Director	10,824.17	10,824.17	10,824.17	Base Pay Rate
<b>Depoe Bay</b>	1,515	Public Works Director	9,776.33	9,776.33	9,776.33	Flat Salary Structure
<b>Oakridge</b>	3,200	NCC				
<b>Rockaway Beach</b>	1,441	NCC				
<b>Seaside</b>	7,115	Public Works Director	8,590.08	9,515.67	10,441.25	
<b>Sisters</b>	2,957	Public Works Director	8,812.08	11,070.63	13,329.18	Range has 15 steps
<b>Lincoln City</b>	10,100	Public Works Director	10,488.40	11,938.33	13,388.27	
		<i>Average</i>	9,698.21	10,625.03	11,551.84	<b>5</b> # of position matches
		<i>Median</i>	9,776.33	10,824.17	10,824.17	
<b>Manzanita</b>	625	Public Works Director	<b>7,210.00</b>	<b>7,986.50</b>	<b>8,763.00</b>	
		<i>% difference from average</i>	-34.51%	-33.04%	-31.83%	NCC: No Comparable Class
		<i>% difference from median</i>	-35.59%	-35.53%	-23.52%	NR: No Response Received

# Raw Data Report

<b>Senior Utility Worker</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Utility Specialist	4,864.57	5,536.56	6,208.56	SEIU Represented
<b>Depoe Bay</b>	1,515	Utility Worker	5,019.33	5,019.33	5,019.33	Flat Salary Structure
<b>Oakridge</b>	3,200	NCC				
<b>Rockaway Beach</b>	1,441	Utility Worker III	5,613.00	6,060.00	6,507.00	AFSCME Represented
<b>Seaside</b>	7,115	NCC				
<b>Sisters</b>	2,957	UT Tech II	4,667.25	5,863.03	7,058.81	Range has 15 steps
<b>Lincoln City</b>	10,100	Plan Operator II/WW	5,080.40	5,783.27	6,486.13	
		<i>Average</i>	5,048.91	5,652.44	6,255.97	<b>5</b> # of position matches
		<i>Median</i>	5,019.33	5,783.27	6,486.13	
<b>Manzanita</b>	625	<b>Senior Utility Worker</b>	<b>4,817.00</b>	<b>5,337.00</b>	<b>5,857.00</b>	
		<i>% difference from average</i>	-4.81%	-5.91%	-6.81%	NCC: No Comparable Class
		<i>% difference from median</i>	-4.20%	-8.36%	-10.74%	NR: No Response Received

# Raw Data Report

<b>Utility Clerk</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Utility Worker I	3,936.71	4,389.73	4,842.74	SEIU Represented
<b>Depoe Bay</b>	1,515	NCC				
<b>Oakridge</b>	3,200	PW Admin Specialist	4,655.00	5,025.50	5,396.00	AFSCME Represented
<b>Rockaway Beach</b>	1,441	Utility Worker I	3,898.00	4,208.50	4,519.00	AFSCME Represented
<b>Seaside</b>	7,115	PW Administrative Assistant	4,662.00	5,164.38	5,666.75	
<b>Sisters</b>	2,957	NCC				
<b>Lincoln City</b>	10,100	Administrative Assistant (PW)	4,177.33	4,756.27	5,335.20	
		<i>Average</i>	4,265.81	4,708.87	5,151.94	<b>5</b> # of position matches
		<i>Median</i>	4,177.33	4,756.27	5,335.20	
<b>Manzanita</b>	625	Utility Clerk	<b>4,554.00</b>	<b>5,044.00</b>	<b>5,534.00</b>	
		<i>% difference from average</i>	6.33%	6.64%	6.90%	NCC: No Comparable Class
		<i>% difference from median</i>	8.27%	5.70%	3.59%	NR: No Response Received

# Raw Data Report

<b>Utility Worker</b>						
Organization	population	Title	MONTHLY SALARY (PER 1.0 FTE)			Comments
			MIN	MID	MAX	
<b>Cannon Beach</b>	1,489	Utility Worker II	4,406.15	5,014.83	5,623.51	
<b>Depoe Bay</b>	1,515	Utility Worker	4,335.92	4,335.92	4,335.92	Flat Salary Structure
<b>Oakridge</b>	3,200	NCC				
<b>Rockaway Beach</b>	1,441	Utility Worker II	4,678.00	5,050.50	5,423.00	AFSCME Represented
<b>Seaside</b>	7,115	Utility Worker I	4,662.00	5,164.38	5,666.75	
<b>Sisters</b>	2,957	UT Tech I	4,161.67	5,227.39	6,293.11	Range has 15 steps
<b>Lincoln City</b>	10,100	Water Distribution Operator I	4,387.07	4,994.60	5,602.13	
		<i>Average</i>	4,438.47	4,964.60	5,490.74	<b>6</b> # of position matches
		<i>Median</i>	4,396.61	5,032.66	5,612.82	
<b>Manzanita</b>	625	Utility Worker	<b>4,126.00</b>	<b>4,570.50</b>	<b>5,015.00</b>	
		<i>% difference from average</i>	-7.57%	-8.62%	-9.49%	NCC: No Comparable Class
		<i>% difference from median</i>	-6.56%	-10.11%	-11.92%	NR: No Response Received



**COUNCIL RESOLUTION No. 26 -**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON,  
ADOPTING THE FISCAL YEAR 2026-2027 SALARY SCHEDULE FOR CITY EMPLOYEES.**

**WHEREAS**, the City of Manzanita periodically reviews employee compensation to ensure salaries remain competitive, equitable, and aligned with organizational responsibilities; and

**WHEREAS**, the City has completed a salary review and market comparison of similarly situated municipal positions, including review of internal compensation relationships across supervisory, management, technical, and operational classifications; and

**WHEREAS**, the Consumer Price Index for the Western Region has increased approximately 3%, and the City Council finds that incorporation of a 3% cost-of-living adjustment (COLA) into the Fiscal Year 2026–2027 salary schedule is appropriate to maintain purchasing power and support employee retention; and

**WHEREAS**, in addition to the general COLA incorporated into the salary schedule, the City Council finds that targeted compensation adjustments are necessary to address identified market deficiencies and internal salary compression affecting certain key positions, including the Public Works Director, Finance Director, Planning & Permit Technician, Band 8 classifications, and Operations Manager; and

**WHEREAS**, the Council further finds that these targeted equity adjustments are necessary to maintain appropriate compensation relationships between supervisory and subordinate classifications and to align salaries with market conditions, organizational responsibility, and recruitment and retention needs; and

**WHEREAS**, the salary schedule attached hereto as Exhibit A reflects both the incorporated 3% COLA adjustment for all positions and the additional targeted equity adjustments described herein; and

**WHEREAS**, the City Council finds that adoption of the attached salary schedule is in the best interest of the City and necessary for the effective administration of City services.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, as follows:**

**Section 1. Adoption of Salary Schedule**

The salary schedule for City employees for Fiscal Year 2026–2027, attached hereto as Exhibit A and incorporated herein by this reference, is hereby adopted effective July 1, 2026.

**Section 2. Equity and Compression Adjustments**

The adopted salary schedule includes targeted equity and compression adjustments for identified classifications, including the Public Works Director, Finance Director, Planning & Permit Technician, Band 8 positions, and Operations Manager, in order to address market deficiencies, maintain internal equity, and preserve appropriate supervisory salary separation.

**Section 3. Administrative Placement**

The City Manager is authorized to place current employees within the adopted salary schedule at the step nearest to, but not less than, their current base rate of pay, unless otherwise directed by Council action.

**Introduced and adopted by the City Council this 8<sup>TH</sup> day of April, 2026.**

---

Kathryn Stock, Mayor

ATTEST:

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Leila Aman, City Manager/ City Recorder

## Exhibit A

### 2026-2027 Salary Schedule

		STEP	A	B	C	D	E	
<b>Group 4 - Department Leadership</b>		<b>15-20</b>						
		17	Police Chief	8,565	8,994	9,442	9,915	10,410
		16	Public Works Director	8,150	8,560	8,990	9,440	9,910
		16	Finance Director	7,950	8,350	8,770	9,210	9,670
			Development Services					
		15	Manager	7,426	7,798	8,187	8,597	9,026
		15	Police Sergeant	7,268	7,630	8,012	8,412	8,832
<b>Group 3 - Supervisory / Program Management</b>		<b>10-14</b>						
		11	Operations Manager	6,050	6,350	6,670	7,005	7,355
<b>Group 2- Senior Technical / Administrative</b>		<b>6-9</b>						
		9	Police Officer	5,714	6,001	6,299	6,615	7,242
		8	Utility Worker II (new)	5,150	5,410	5,680	5,960	6,260
			Accounting & Admin					
		8	Specialist	5,150	5,410	5,680	5,960	6,260
			Planning & Permit					
		8	Technician	5,150	5,410	5,680	5,960	6,260
		7	Assistant City Recorder	4,962	5,210	5,471	5,743	6,033
			Utility Services Specialist					
		7	(new)	4,962	5,210	5,471	5,743	6,033
		7	STR Program Manager	4,962	5,210	5,471	5,743	6,033
<b>Group 1 - Skilled Operational Positions</b>		<b>1-5</b>						
		4	Utility Worker I (new)	4,250	4,462	4,684	4,919	5,165
		4	Facilities Worker II (new)	4,250	4,462	4,684	4,919	5,165
		3	Facilities Worker I (new)	4,038	4,238	4,451	4,673	4,907



City of Manzanita

**COUNCIL RESOLUTION No. 26-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, AUTHORIZING BUDGET SUPPLEMENTAL FOR FISCAL YEAR 2025-2026**

**WHEREAS**, the City of Manzanita budget for the 2025-2026 fiscal year was adopted by City Council on May 28, 2025; and

**WHEREAS**, certain conditions and situations have arisen since the initial adoption of the 2025-2026 budget that necessitate changes in the financial planning [as allowed under Oregon Revised State (ORS) 294.338(3)(b)]; and

**WHEREAS**, the Building Fund incurred obligations for professional services that were budgeted in fiscal year 2024/25 but not paid until fiscal year 2025/26, thereby resulting in unanticipated expenditures in the current fiscal year; and

**WHEREAS**, the City anticipates an increase in commercial building activity during the current fiscal year, thereby requiring additional expenditures for professional services not included in the adopted budget; and

**WHEREAS**, in accordance with local budget law, notice was published on March 31, 2026, of the public hearing held before City Council on April 8, 2026 to approve the following changes to the FY 2025-2026 budget as follows:

<b><u>BUILDING FUND</u></b>	<b><u>Adopted</u></b>	<b><u>Revised</u></b>	<b><u>Increase / (Decrease)</u></b>
Resources:			
Fees & Charges	194,000	261,000	67,000
Requirements:			
Materials & Services	31,000	98,000	67,000

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

Introduced and adopted by the City Council on \_\_\_\_\_.

This resolution is effective on \_\_\_\_\_.

Kathryn Stock, Mayor

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ATTEST:

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Leila Aman, City Manager/ City  
Recorder



City of Manzanita

**COUNCIL RESOLUTION No. 26-**

**RESOLUTION AUTHORIZING SOLE SOURCE PROCUREMENT OF INFORMATION TECHNOLOGY SERVICES**

**WHEREAS**, the City requires ongoing Information Technology services; and

**WHEREAS**, ORS 279B.075 and OAR 137-047-0275 authorize sole source procurement when services are available from only one source; and

**WHEREAS**, the City Council has reviewed the Sole Source Findings attached hereto as Exhibit A and incorporated herein by reference;

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

1. The City Council adopts the Sole Source Findings attached as Exhibit A.
2. The City Council determines that the required IT services are available from only one source.
3. The City Manager is authorized to issue notice of intent to award a sole source contract pursuant to OAR 137-047-0275.
4. Following expiration of the protest period, the City Manager is authorized to execute a professional services agreement within adopted budget authority.

Adopted this \_\_\_ day of \_\_\_\_\_, 2026.

Introduced and adopted by the City Council on \_\_\_\_\_.

This resolution is effective on \_\_\_\_\_.

Kathryn Stock, Mayor

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ATTEST:

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eila Aman, City Manager/ City Recorder

## EXHIBIT A

### SOLE SOURCE FINDINGS

#### City of Manzanita Information Technology Services

##### I. Legal Standard

ORS 279B.075 and OAR 137-047-0275 authorize a contracting agency to award a contract without competition when the contracting agency determines that the goods or services are available from only one source and that awarding the contract without competition is in the best interest of the agency.

The City Council must make written findings supporting such determination and provide public notice of intent to award prior to execution of the contract.

##### II. Findings of Fact

###### 1. Nature of the Required Services

The City of Manzanita requires comprehensive Information Technology (IT) services necessary to support municipal operations. The scope of services includes, but is not limited to:

- Network administration and monitoring
- Server and workstation administration
- Microsoft 365 email management
- Cybersecurity monitoring and response
- Backup and disaster recovery systems
- Website support and maintenance
- Cloud systems management
- VOIP and telecommunications support
- Security camera and remote access configuration
- Strategic IT planning and budgeting
- 24x7 emergency response capability

###### 2. Existing System Architecture and Integration

Since 2022, the Consultant has:

- Designed and configured the City's integrated IT infrastructure.
- Established firewall, antivirus, and intrusion detection systems.
- Configured and manages Microsoft 365 email services.
- Implemented cloud migration and remote access capabilities.

- Installed and maintains VOIP systems, wireless infrastructure, security cameras, and backup systems.
- Developed monitoring and alert protocols for system failures and cybersecurity threats.
- Established disaster recovery and business continuity procedures.

The City Council Finds that the Consultant serves as the architect and primary administrator of the City's IT ecosystem.

### 3. Institutional and Proprietary Knowledge

- The Consultant possesses detailed institutional knowledge of:
  - Network configuration and access controls.
  - Administrative credentials and authentication structures.
  - Security architecture and firewall settings.
  - Backup systems and recovery protocols.
  - Vendor coordination and ISP configuration.
  - System documentation and long-term strategic planning.

The City Council finds that this knowledge is specific to the City's customized configuration and operational environment.

### 4. Public Safety and Operational Risk

The City's IT systems support critical governmental functions including:

- Financial systems and utility billing
- Public records systems
- Internal communications
- Public safety infrastructure
- Security monitoring systems
- Website and public information platforms
- Transitioning to a new IT provider would require:
  - Transfer of administrative credentials and system control
  - System auditing and re-documentation
  - Reconfiguration of security and monitoring architecture
  - Potential downtime during system transition
  - Increased cybersecurity exposure during transition

The City Council finds that such transition would create material operational disruption and cybersecurity risk.

### 5. Cost and Duplication of Effort

Transition to a new provider would require:

- Comprehensive infrastructure assessment
- System recreation or re-certification
- Duplicate configuration and validation of security systems
- Parallel operations during transition
- Staff retraining and vendor re-coordination

The City Council finds that these costs and risks would likely exceed any potential savings from a competitive procurement.

#### 6. Market Availability Analysis

While IT services are generally available in the marketplace, the City Council finds that the combination of:

Existing integrated infrastructure, customized configuration, security framework implementation, cloud architecture, institutional operational knowledge, and immediate emergency response capability renders the required services effectively available from only one source without substantial duplication of cost, unacceptable delay, or material risk to municipal operations.

#### III. Determination

Based on the foregoing findings, the City Council determines that:

The required Information Technology services are available from only one source within the meaning of ORS 279B.075;

Award of a contract without competition is in the best interest of the City; and

The City shall issue public notice of its intent to award a sole source contract in accordance with OAR 137-047-0275 prior to contract execution.



City of Manzanita

**COUNCIL RESOLUTION No. 26-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON  
ESTABLISHING INTERIM ADMINISTRATIVE AUTHORITY AND OPERATIONAL  
DELEGATIONS DURING THE CITY MANAGER TRANSITION PERIOD**

**WHEREAS**, the City Manager has announced her intention to conclude service with the City; and

**WHEREAS**, The City Council will initiate recruitment for a permanent or interim City Manager; and

**WHEREAS**, The City Council wishes to ensure continuity of City operations during this transition period;

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

**SECTION 1**

Pro Tem Delegation

The authorities delegated in this resolution constitute designation by the City Council of staff authorized to perform duties assigned to the City Manager or designee under the Manzanita Zoning Ordinance and other City regulations on pro tem basis after the City Manager's service has ended and before the Council appoints a new City Manager or City Manager pro tem (the "Transition Period"). Such authorities will be revoked automatically when the City Council appoints a City Manager or City Manager pro tem, and may be revoked by the City Council via resolution at any time.

**SECTION 2**

Administrative Coordination

During the Transition Period, the Finance Director is designated as Administrative Coordinator for City Operations and is authorized to coordinate day-to-day administrative operations of the City.

This includes:



## City of Manzanita

- Coordinating departmental operations
- Implementing Council-adopted policies and ordinances
- Managing internal administrative workflow

This delegation does not include authority to establish policy or make legislative decisions.

### **SECTION 3**

#### Financial Administration

During the Transition Period, the Finance Director is authorized to:

- Execute contracts and professional service agreements consistent with the adopted budget and procurement rules up to \$25,000.
- Execute contracts between \$25,000 and \$50,000 with concurrence of the Mayor.
- Execute contracts exceeding \$50,000 but only after issuance of approval by the City Council.
- Approve invoices and accounts payable.
- Manage purchasing within procurement thresholds.
- Execute contracts within Council-approved budget authority.
- Monitor City finances and report to Council.
- Sign checks and financial instruments.

### **SECTION 4**

#### Contract Administration

During the Transition Period, the Finance Director is authorized to:

- Administer existing contracts.
- Execute amendments within approved budget authority.

### **SECTION 5**

#### **Personnel Administration**



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During the Transition Period, the Finance Director is authorized to administer day-to-day personnel matters including:

- Staff supervision.
- Leave approval.
- Disciplinary actions consistent with local authority and City personnel policies, which requires that the Finance Director may appoint or remove personnel only with approval of the Council.

### **SECTION 6**

#### Planning Administration

During the Transition Period, the Development Services Manager is authorized to:

- Sign planning decision documents attesting Planning Commission decisions
- Sign administrative land use decisions based on findings prepared by the City's contracted planning professional.
- Sign decision notices, attest notices of decision, and perform other administrative planning functions necessary to implement land use decisions

Nothing in this resolution alters the land use decision-making authority established in the Manzanita Zoning Ordinance.

### **SECTION 7**

#### Clerk of the Council Pro Tem

Pursuant to Section 23 of the Manzanita City Charter, the Assistant City Recorder is designated as Clerk of the Council pro tem during the Transition Period and shall perform the duties of the City Recorder including:

- Attesting to ordinances and resolutions.
- Certifying records.
- Executing documents requiring Recorder attestation.



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### **SECTION 8**

#### Elections Official

Pursuant to Oregon election law, the Assistant City Recorder is designated as the City Elections Official during the Transition Period and is authorized to perform all duties required for administration of City elections, including receiving candidate filings, coordinating with the Tillamook County Elections Office, and certifying election materials as required by law.

### **SECTION 9**

#### Emergency Operations

During emergency incidents, the Police Sergeant serving as the City's Emergency Manager shall coordinate emergency response activities and implement the City's Emergency Operations Plan. The Emergency Manager may direct operational response activities, coordinate with Tillamook County Emergency Management and other regional, state, and federal agencies, and deploy City resources as necessary to protect public safety and City infrastructure.

Authority to declare a local emergency remains with the Mayor as provided by law.

The Finance Director, serving as Administrative Coordinator for City Operations during the Transition Period, may authorize emergency expenditures and execute emergency operational contracts consistent with the City's procurement rules and the adopted budget as necessary to support emergency response activities. Any such actions shall be reported to the City Council as soon as practicable.

### **SECTION 10**

#### Execution of Documents

Except as otherwise provided in this resolution, documents requiring administrative execution on behalf of the City shall be signed by the Finance Director as Administrative Coordinator during the Transition Period.



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Ordinances and resolutions adopted by the City Council shall be attested by the Clerk of the Council Pro Tem, and land use decisions shall be signed or attested by the Development Services Manager consistent with the City's land use procedures during the Transition Period.

### **SECTION 11**

#### Pro Tem Compensation

During the Transition Period, the Finance Director shall be entitled to a work-out-of-class pay increase of ten-percent (10%) of the Finance Director's base pay.

During the Transition Period, the Assistant City Recorder shall be entitled to a work-out-of-class pay increase of five percent (5%) of the Assistant City Recorder's base pay.

During the Transition Period, the Development Services Manager shall be entitled to a work-out-of-class pay increase of five percent (5%) of the Development Services Manager's base pay.

### **SECTION 12**

#### Council-Staff Communication

During the Transition Period, operational direction to City staff shall be provided by the City Council acting as a body. Individual Council members shall not direct staff regarding operational matters. Requests for operational information or action should be directed through the Mayor or the Administrative Coordinator to ensure consistent communication with staff.

### **SECTION 13**

#### Council Authority



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Nothing in this resolution alters the authority of the City Council or Planning Commission to make legislative or quasi-judicial decisions.

### SECTION 14

#### Duration

This resolution shall remain in effect beginning May 8, 2026 until a permanent or interim City Manager is appointed, unless revoked or amended.

Introduced and adopted by the City Council on April 8, 2026.

This resolution is effective on May 8, 2026.

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Kathryn Stock, Mayor

ATTEST:

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Leila Aman, City Manager/ City  
Recorder



City of Manzanita

**COUNCIL RESOLUTION No. 26-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON APPOINTING ERICA ALTHANS-SCHMIDT, MARK KUESTNER AND CARL VANDERVOOT TO THE MANZANITA PLANNING COMMISSION.**

**WHEREAS**, Chapter 5, Section 20 of the Manzanita City Charter states that the Mayor shall appoint a committee provided for under the Rules of the Council; and

**WHEREAS**, the Manzanita City Council approved amendments to the Council Rules of Procedure, Section 8, Appointments establishing a competitive application process for committee appointments; and

**WHEREAS**, the Council Rules of Procedure require the appointment of a selection committee to conduct the process and make a recommendation to the mayor for approval; and

**WHEREAS**, the city established the selection committee for the Planning Commission and established criteria in accordance with Council Rules of Procedure; and

**WHEREAS**, the selection committee reviewed 3 applications for three open positions and found all three applicants qualified; and

**WHEREAS**, the Mayor has ultimate responsibility for approving candidates and recommends City Council approve the candidates for the open positions.

**Now, Therefore, be it Resolved by the City Council of the City of Manzanita** that Erica Althans-Schmidt be appointed to the Planning Commission to fulfill the term expiring December 31, 2028, Mark Keustner be appointed to the Planning Commission to fulfill the term expiring December 31, 2027, and Carl Vandervoort be appointed to the Planning Commission to fulfill the term expiring December 31, 2026.

Introduced and adopted by the City Council on \_\_\_\_\_.

This resolution is effective on \_\_\_\_\_.

Kathryn Stock, Mayor

ATTEST:

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Leila Aman, City Manager/ City  
Recorder