



## 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

### SPECIAL CITY COUNCIL MEETING AND BUDGET HEARING

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

May 27, 2026  
06:00 PM Pacific Time

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

<https://us02web.zoom.us/j/87577710865?pwd=oN7RdpE38Es6ReAsYlEmwNjp5sWlAS.1>

Meeting ID: 875 7771 0865  
Password: 690229  
Call in number:  
+1 253 215 8782

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

1. **CALL TO ORDER** (6:00 p.m.)
2. **PUBLIC HEARING – CONSIDERATION OF 2026/2027 BUDGET (INCLUDING PROPOSED USES OF STATE REVENUE SHARING FUNDS)**
3. **NEW BUSINESS**
  - A. Resolution adopting the budget, levying taxes, categorizing taxes, and making appropriations for the fiscal year commencing July 1, 2026, to June 30, 2027
  - B. Resolution declaring the City's election to receive State revenue sharing funds for fiscal year 2026-2027
  - C. Resolution extending workers' compensation coverage to volunteers for fiscal year 2026-2027
  - D. Resolution for the purpose of transferring appropriations for fiscal year 2025-2026
  - E. Resolution creating the Building Surcharge Fund

F. Resolution closing the City Hall Expansion Fund

**4. INFORMATION AND ADJOURN (6:45)**

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

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at [cityhall@ci.manzanita.or.us](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).



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### COUNCIL RESOLUTION No. 26-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, ADOPTING THE BUDGET, LEVYING TAXES, CATEGORIZING TAXES AND MAKING APPROPRIATIONS FOR FISCAL YEAR COMMENCING JULY 1, 2026, TO JUNE 30, 2027.**

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

Section 1: The city hereby adopts the annual budget for Fiscal Year 2026-2027 in the sum of \$16,504,596. The Budget is now on file at the office of the City Manager, City Hall, Manzanita, Oregon.

Section 2. The amounts listed in the table below are hereby appropriated for the fiscal year beginning July 1, 2026, for the purposes stated.

#### 2026-2027 Resolution Detail

##### General Fund Fund (by department:)

Administration	\$	1,555,100
Facilities Maintenance		198,500
Municipal Court		53,900
Public Safety		1,003,200
Non-Department:		
Department		520,340
Contingency		100,000
<b>Total General Fund Appropriations</b>	<b>\$</b>	<b>3,431,040</b>

##### City Hall Fund

City Hall Department	\$	204,095
<b>Total City Hall Fund Appropriations</b>	<b>\$</b>	<b>204,095</b>

##### Building Fund

Building Department	\$	285,741
Contingency		100,000
<b>Total Building Fund Appropriations</b>	<b>\$</b>	<b>385,741</b>

<b>Transportation Fund</b>	
Transportation Department	\$ 202,000
Contingency	100,000
<b>Total Transportation Fund Appropriations</b>	<b>\$ 302,000</b>
<b>Tourism Fund</b>	
Tourism Department	\$ 395,400
Contingency	5,000
<b>Total Tourism Fund Appropriations</b>	<b>\$ 400,400</b>
<b>System Development Charges Fund</b>	
System Development Charges Department	\$ 70,000
Contingency	100,000
<b>Total System Development Charges Fund Appropriations</b>	<b>\$ 170,000</b>
<b>Water Utility Fund Fund (by department):</b>	
Operations Department	\$ 1,554,811
Transmission Lines Department	218,600
Contingency	200,000
<b>Total Water Utility Fund Fund Appropriations</b>	<b>\$ 1,973,411</b>
<b>Public Works Equipment Reserve Fund</b>	
Public Works Equipment Reserve Department	\$ 90,000
<b>Total Public Works Equipment Reserve Fund Appropriations</b>	<b>\$ 90,000</b>
<b>Total Appropriations of Funds</b>	<b>\$ 6,956,687</b>
<b>Summary Totals for All Funds</b>	
Appropriated Expenditures for Funds	\$ 6,351,687
Appropriated Contingency	605,000
<b>Total Appropriated</b>	<b>6,956,687</b>
<b>Total Unappropriated</b>	<b>9,547,909</b>
<b>Total Adopted Budget for 2025-2026</b>	<b>\$ 16,504,596</b>

**Section 3. BE IT FURTHER RESOLVED** that the City Council of the City of Manzanita hereby imposes the taxes provided for in the adopted budget at the rate of \$0.4233 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2026-2027 upon the assessed value of all taxable property within the City. The City Council of Manzanita hereby categorizes the taxes as follows:

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

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

**APPROVED AND ADOPTED THIS 27<sup>TH</sup> DAY OF May 2026.**

ATTEST:

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Kathryn Stock, Mayor

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Nancy Jones, Clerk of the Council, Pro  
Tem



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### COUNCIL RESOLUTION No. 26-

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS FOR FISCAL YEAR 2026-2027.**

**WHEREAS**, the City of Manzanita desires to receive state revenue sharing funds apportioned and distributed to the cities of the state during 2026-2027 fiscal year as provided in Oregon Revised Statute (ORS) 221.770 and

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

**WHEREAS**, a public hearing has been held before the Budget Committee on May 5, 2026, to discuss possible uses of the funds, and before the City Council on May 27, 2026, to obtain public input on the proposed uses of the funds.

**Now, therefore, be it Resolved:** by the City Council of the City of Manzanita, Oregon, that the city elects to receive its proportionate share of the State revenues for the 2026-2027 fiscal year pursuant to ORS 221-770.

Introduced and adopted by the City Council on May 27, 2026.

This resolution is effective on May 27, 2026.

ATTEST:

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Kathryn Stock, Mayor

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Nancy Jones, Clerk of the Council, Pro  
Tem



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### COUNCIL RESOLUTION No. 26-

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, EXTENDING WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF MANZANITA FOR POLICY YEAR 2026-2027.

WHEREAS, the City of Manzanita elects the following:

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

#### 1. **Public Safety Volunteers**

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

#### **Emergency Response Volunteers**

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

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

- a. City Council
- b. Planning Commission

#### 3. **Manual labor by elected officials**

(Not applicable)

#### 4. **Non-Public Safety Volunteers**

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

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

#### 5. **Public Events**

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

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

**6. Community Service Volunteers/Inmates**

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

**7. Other Volunteers**

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

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

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

**Now, therefore, be it Resolved** that the City of Manzanita shall provide for workers' compensation insurance coverage effective July 1, 2026, as indicated above.

Introduced and adopted by the City Council on May 27, 2026.

This resolution is effective on May 27, 2026.

ATTEST:

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Kathryn Stock, Mayor

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Nancy Jones, Clerk of the Council,  
Pre Tem



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### COUNCIL RESOLUTION No. 26-

#### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS WITHIN THE GENERAL, BUILDING, AND TOURISM FUNDS FOR FISCAL YEAR 2025-26

**WHEREAS**, the City Council of Manzanita has determined that a transfer of appropriations in the General Fund is needed for the purpose of covering unexpected costs associated with the mitigation of a landslide requiring immediate action to ensure public safety, and

**WHEREAS**, the City Council of Manzanita has determined that a transfer of appropriations in the Building Fund is needed for the purpose of covering higher than anticipated contract services resulting from increased commercial building activity, and

**WHEREAS**, the City Council of Manzanita has determined that a transfer of appropriations in the Tourism Fund is needed to cover higher than anticipated expenditures for operating materials & services, and

#### **Now, therefore, be it Resolved:**

The following appropriations within the 2025-26 Adopted Budget are adjusted as follows:

<u>Appropriation Category</u>	<u>Existing Amount</u>	<u>Increase/ (Decrease)</u>	<u>Adjusted Amount</u>
General Fund/Administration	\$1,339,100	\$100,000	\$1,439,100
General Fund/Contingency	\$100,00	(\$100,000)	\$0
Building Department	\$292,040	\$20,000	\$312,040
Building Fund/Contingency	\$20,000	(\$20,000)	\$0
Tourism Department	\$338,100	\$5,000	\$343,100
Tourism Fund/Contingency	\$5,000	(\$5,000)	\$0

Introduced and adopted by the City Council on May 27, 2026.

This resolution is effective on May 27, 2026.

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Kathryn Stock, Mayor

ATTEST:

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Nancy Jones, Clerk of the Council, Pro  
Tem



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**COUNCIL RESOLUTION No. 26-**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON,  
ESTABLISHING THE BUILDING SURCHARGE FUND**

**WHEREAS**, the State of Oregon requires local jurisdictions issuing building permits to assess and collect a state surcharge fee on applicable permits, and

**WHEREAS**, the City collects the required state surcharge fees in connection with building permit activity and remits those fees to the State of Oregon on a quarterly basis, and

**WHEREAS**, the collected surcharge revenues are held temporarily by the City solely for remittance to the State and do not constitute discretionary City revenue, and

**WHEREAS**, the City Council finds that establishing a separate fund for the receipt and remittance of state surcharge fees will improve accounting transparency, administrative efficiency, and financial tracking of these pass-through monies.

**Now, therefore, be it Resolved:** The Building Surcharge Fund is hereby established for the purpose of receiving state required building permit surcharge fees and remitting such fees to the State of Oregon in accordance with applicable law.

Introduced and adopted by the City Council on May 27, 2026.

This resolution is effective on May 27, 2026.

ATTEST:

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Kathryn Stock, Mayor

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Nancy Jones, Clerk of the Council, Pro  
Tem



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### COUNCIL RESOLUTION No. 26-

#### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MANZANITA, OREGON, AUTHORIZING THE CLOSURE OF THE CITY HALL EXPANSION FUND AND TRANSFER OF REMAINING FUND BALANCE TO THE GENERAL FUND.**

**WHEREAS**, the City established the City Hall Expansion Fund in or around fiscal year 1994-95 for the purpose of the construction of a new City Hall facility, and

**WHEREAS**, the City Hall construction project was completed as of June 30, 2025, and

**WHEREAS**, the City Hall Expansion Fund was scheduled to close during fiscal year 2025-26, but a higher than anticipated ending fund balance in fiscal year 2024-25 resulted in additional funds available for transfer to the General Fund, and

**WHEREAS**, the City has determined that the purpose for which the City Hall Expansion Fund was created has been fully accomplished and the fund is no longer necessary, and

**WHEREAS**, the remaining balance of \$204,095 shall be transferred to the General Fund upon closure of the fund.

**Now, therefore, be it Resolved:** The City Hall Expansion Fund is hereby closed effective July 1, 2026. The remaining fund balance in the amount of \$204,095 is hereby authorized to be transferred to the General Fund.

Introduced and adopted by the City Council on May 27, 2026.

This resolution is effective on May 27, 2026.

ATTEST:

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Kathryn Stock, Mayor

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Nancy Jones, Clerk of the Council, Pro  
Tem