1. Agenda

    Documents:

    2020-02-19 City Council Agenda .Pdf

2. Meeting Materials

    Documents:

    2020-01-09 City Council Special Minutes.pdf
    2020-01-15 City Council Minutes.pdf
    2019-108 RES Public Works West Appointment.pdf
    Visitor Center Report Jul-Sep 2019.Pdf
    City Council Applications.pdf
    Financial Report.pdf
    Cutter Email.pdf

CITY OF YACHATS

CITY COUNCIL REGULAR COUNCIL MEETING
441 Hwy 101 N., Yachats Commons, Room 1, Yachats OR

Wednesday, February 19, 2019 at 2:00pm

REGULAR COUNCIL MEETING

I. Announcements, Correspondence and Proclamations
II. Public Comment: **Topics not listed on the agenda**: 5-minute limitation per person
III. Consent Agenda
IV. New Business:
   A. Application for Council Vacancy
      i. Schedule interviews of candidates
   B. Linn West – Appointment to Public Works & Streets Commission
   C. Recommendation from Parks & Commons Commission regarding purchase of heat pump for the Commons
   D. Topics Council would like to have discussed by the County at our Joint meetimg on March 18, 2020
V. Reports:
   A. Visitor Center Report
   B. Financial
   C. Council
   D. City Manager
VI. Other Business:
   A. From Mayor
   B. From Council
   C. From Staff

The work session and regular council meeting are open to the public and interested citizens are invited to attend. These are open meetings under Oregon law, but a work session is not a community forum; audience participation is at the discretion of the Council. Meetings are audio-recorded. Public meeting minutes are available for review at City Hall. The meeting place is accessible to persons with disabilities. For accommodations, please call (541) 547-3565, or Oregon Relay 1-800-735-2900 TDD) two days in advance. City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

In accordance with ORS 192.630, City of Yachats will make a good faith effort to provide accommodations for any person desiring to attend a public meeting, if the request is made at least 48 hours in advance of the meeting time. The meeting room is physically accessible to persons with mobility devices; a sign language or foreign language interpreter may be available, with advance notice. Call City Hall at 541-547-3565 or Oregon Relay 1-800-735-2900 (TDD) two days in advance. Posted February 12, 2020

Yachats City Council Vision

Our village is a place where natural resources are valued and protected, where diversity is celebrated, and where a vibrant economy and sense of community pride create and recreate a living spirit. Yachats cares not just for its citizens' basic needs but also supports them in their efforts to excel mentally, physically, artistically, and spiritually. It is a community with an enduring sense of itself.

CITY OF YACHATS

CITY COUNCIL SPECIAL MEETING – GOAL SETTING
January 9, 2020

Draft Minutes

I. Meeting Call to Order

Mayor W. John Moore called the January 9, 2019 special meeting of the City Council to order at 10:00 am in Room 8 of the Yachats Commons. Council members present: W. John Moore, Max Glenn, Jim Tooke, and Leslie Vaaler. Absent: James Kerti. Staff present: City Manager Shannon Beaucaire, Rick McClung, Dave Baldwin, Kimmie Jackson and Facilities Manager Heather Hoen. Others: Facilitator Sara Wilson. Audience: 6.

II. Introduction

MM stated this was a great opportunity to chart the course for the City in the coming year. We must commit to work together as a body to achieve the goals we set. He noted no one individual makes decisions for the Council and that it takes compromising to reach a consensus. He hoped they could learn to respect individual differences outside of meetings. He stated Yachats is special and fantastic place to live.

Facilitator Sara Wilson stated she does strategic planning and community planning work. She sees herself as a local government nerd and her grandfather was a City Councilor. She has many family members in public service. She has worked for and with governments in her career, and her passion was with the community building work.

Wilson indicated she interviewed each Councilor to get their input on what they wanted to achieve. She reviewed the desired outcomes:

1. Understanding of priorities
2. Realistic and achievable list of goals and priorities
3. Cohesive and collaborative team
4. Clear understanding of the policy-administration dichotomy

Wilson indicated they needed to center themselves and she likes to start the session with meditation. Wilson expressed her gratitude for being present today and posited the intention of figuring out how to work together. She suggested they consider their strengths, passions, respect differences, find common ground, make most of positive their intentions. She recommended participants take a deep breath if find themselves getting in to a challenging spot.

A. Warm up exercise

Wilson explained she does graphic facilitation and what purpose visual presentation serves. She stated this exercise was a good way to get to know one another. Each Councilor and the City Manager drew themselves and answered the following questions:

1. What is your greatest strength?
2. What is your intention?
3. What is your passion?
4. What is challenging you?
5. What is something you are excited about?
6. What is something fun and interesting about yourself?

Councilor Tooke:

Greatest Strength: doesn't take self seriously; knows things are not always as they appear
Intention: having a learning experience
Challenge: divisiveness; people not understanding "enlightened" self-interest
Excited About: tries to curb his enthusiasm
Interesting/Fun Fact: Loves reading, recommends book, <u>Surveillance Capitalism</u>

Councilor Glenn:

Greatest Strength: his life experience; working with small communities
Intention: building working team with trust; setting realistic goals
Passion: people and community
Challenge: dealing with transition; seeing hurtful divisiveness; secret interactions
Excited About: opportunity today
Interesting/Fun Fact: being Santa, showing pigs at State Fair and having a champion Berkshire

Mayor Moore:

Greatest Strength: listening; global perspective
Intention: reaching agreement on achievable, meaningful goals
Passion: serving the community
Challenge: divisiveness; people promoting own agenda at expense of community
Excited About: opportunity to serve
Interesting/Fun Fact: during college, accidentally joined in presidential motorcade in Paris, France

Councilor Vaaler:

Greatest Strength: work hard; not easily discouraged
Intention: to listen, think, and do what she thinks is right
Passion: family and friends
Challenge: erosion of the democratic process
Excited About: living in Yachats and helping the community; walking; having a studio in her house
Interesting/Fun Fact: pastel painting; capturing essence of her father in painting

Manager Beaucaire:

Greatest Strength: organization
Intention: provide excellent support to community and to Council

Passion: public service; animals; environment; community
Challenge: staying organized amidst so many projects going on
Excited About: future of Yachats
Interesting/Fun Fact: listening to Brené Brown leadership tapes; fostering puppies; working with Victory Dogs; hiking state parks by herself;

Wilson indicated this workshop was a journey and she wanted to set ground rules. Participants established the following ground rules:

1. Make sure all comments are respectful and focused on outcomes
2. Be polite
3. Allow for discussion and meaningful exchange
4. Not speaking over others and speaking clearly
5. Recognize everyone is human; seek clarification not positions; be curious

III. Environmental Scan

A. Recognizing Accomplishments

Wilson asked participants to write one accomplishment per sticky note. Participants identified:

- Getting county to do extra things on Oceanview Drive
- New financial software
- New website
- Updating the City Charter
- Transition to City Manager form of government
- Developing vacation rental ordinance
- Increased revenues
- Having Oceanview Drive be one-way
- Chose manager for successful Farmer's Market
- Completion of South Tank
- Progress on Library, Little Log Church, and City Hall
- Increased collaboration on budget process
- Utility billing upgrade
- Staff team working together
- Updating Council and Commission Rules
- Better dialog
- Work of volunteers and contractors

McClung, Buckwald, Hoen and Jackson added:

- Better working as a team
- Accomplishing a lot of small projects, including facility improvements
- Better working environment

Audience added:

- Hiring a code enforcer

B. Project Updates

Manager Beaucaire indicated she wanted to put together a list of big projects the team is working on and decided to stop when she got to 30. Buckwald noted the Public Works projects on the list were in addition to their normal operations. McClung indicated Manager Beaucaire asked him to put more time into project management and finding grants. He summarized they had obtained over $200,000 in grants, completed $500,000 in projects, and have done better quality projects.

Manager Beaucaire reviewed some of the other projects on her list. Glenn noted they have realized that a Councilor’s role involves more than two meetings per month. He also noted Council was learning to focus on policy and to allow staff to do their work. Vaaler suggested that listening to constituents and learning to bring out their voices was most critical.

C. SPOT Analysis

Wilson explained that the SPOT (Strengths, Problems, Opportunities, Threats) analysis was to help understand their situation. She had participants identify items for each category.

1. Strengths – can lead to opportunities
    - Hardworking, competent volunteers
    - Retired people with more time
    - Beautiful scenery
    - Tourism destination, popular place to visit
    - Business community relates to tourists
    - Friendly people
    - Highly educated community
    - Caring and welcoming community
    - Spirit of Volunteers
    - Engaged Community
    - Very actively involved community
    - Volunteerism
    - True love for this community

2. Problems – can lead to opportunities
    - Limited capacity and resources; limited revenues; limited ability to increase revenue (6)
    - Difficulty with enforcement of ordinances (2)
    - Problems with utility billing (0)
    - Erosion of community trust (4)
    - Single industry; possible downturn in tourism (0)
    - Self-interest agendas contributing to divisiveness (0)
    - Need more volunteers and to involve more young people (1)
    - Housing affordability (3)
    - Lack of living wage jobs (0)

3. Threats – if not addressed, can turn into problems
    - Natural disasters (1)
    - Divisiveness (1)
    - Limited resources (time, money, capacity) leading to burnout; limited staff resources (5)
    - Scattered focus leading to decreasing quality of projects or appearance of not accomplishing (2)
    - Reliance on social media as a primary form of communication (2)
    - Limited egress (0)

Losing volunteers for not being respected or having contributions acted upon (1)
Unfinished organization and staffing (4)
Focusing on positions rather than underlying interests - insisting it be a certain way (0)
Impact of climate change (0)

4. Opportunities

Opportunity to listen to citizens (4) - Increase dialogue with resolve, town halls, etc. (2) - More inclusiveness leads to better solutions and broader thinking (2) – Social media (0) (Total = 8)
Opportunity to make Ocean View Drive really special (1)
Growth in improvements to increase service (1)
Opportunity to address water challenges (2)
New business opportunities for young people working from home (4)

Wilson gave each participant two red dots for each of the Problems, Threats and Opportunities sections to identify the items they think are most important to focus on (noted by number in parenthesis above).

IV. Goal Setting Discussion

A. Idea Mapping

Wilson had participants break into two groups to brainstorm goals at 11:45 am to resume group discussion at 12:45 pm.

The following categories/goals were identified from brainstorming and from letters from Jacqueline Danos, Linda Johnson, and View the Future:

<u>1. Community Engagement</u>

- Broaden Oceanview Drive project to include enhancements and more community involvement (3)
- Create Citizens Involvement Committee (0)
- Explore engagement tools: town halls, website suggestion box, office suggestion box, social media, post office suggestion box, coffee gathering, monthly meetings with individual councilors, city manager meetings (3)
- Explore how to get people to come to talk to Council. Social media is very limiting here (0)
- Accommodate those who don’t want to speak in front of others, can’t make meetings, or don’t live here (0)

<u>2. Fiscal Sustainability and Overall Enhancement</u>

- Increasing alternative revenue sources (3)
- Investigate home businesses with fees to generate income (0)
- Public-private partnerships, working with universities on marketing (2)
- Smooth tourism revenues (0)
- Events throughout the year (0)
- Workshops (0)
- Outdoor activities: kayak rentals, guided tours, arts (0)

3. Emergency Preparedness

- Address ingress/egress in event of an emergency (0)
- Signage for evacuation escape routes (0)
- Federal funding to upgrade forest service roads in government collaboration (3)

4. Water

- Develop a source water protection plan (0)
- Savings fund for water security (2)
- Communicate with residents about water issues (0)
- Education on water conservation – new development and in general (0)

5. Livability

- More livable for all ages, especially seniors (0)
- Parking – more spaces in downtown, commercial corridor (2)
- Opportunities for healthy activities (0)
- Transportation Safety Plan and parking analysis (1)

6. Facilities

- Plan for Commons Building and surrounding area (1)

7. Other Ongoing Processes

- More Communication with Planning Commission and expand what Planning Commission does (0)
- More dialog between Planning Commission and Council (0)

Wilson had participants post dots on their priorities (shown in parentheses above). Wilson encouraged participants to look back at their strengths to figure out how to achieve their priorities. Vaaler asked Wilson to note any grant possibilities for reaching these goals as she prepares her report.

V. Team Roles

Wilson reviewed the three basic forms of government: commission (e.g., Portland), mayor-council (e.g., Beaverton), council-manager (e.g., Yachats).

Wilson stated that what gets accomplished is that which is politically acceptable and administratively attainable. She noted politics is negotiation and compromise and it was best to deploy your strengths in a way that others value. She stated there must be communication in a way that shows the other's opinion is valued. She asserted partnership and trust is necessary to bridge the gap between policy and administration.

A. Theory

Roles:

Council	**Staff**
- Sets "the what"	- Determines "the how"
- Represents constituents and keep staff informed	- Provides advice and technical expertise
- Sets goals, priorities and direction	- Aligns goals with resources

- Approve contracts and budget
- Carry out projects and programs

Expectations:

Council must:	Staff must:
- Make decisions	- Have technical expertise
- Ask questions	- Provide neutral advice
- Act as one body	- High-performing organization
- Partnership with staff	- Partnership with Council
- Communicate with City Manager	- Keep Council informed

Wilson said getting to know someone is a good way to establish trust. Wilson highlighted how hard making a decision can be.

B. Questions/Discussion about Roles

1. Manager Beaucaire asked how involved Council should be with contracts as she did not want them to have to get bogged down in details or to approve every $800 contract? Wilson indicated that there is often a statement in Council Rules that gives the City Manager the right to sign contracts below a specified dollar level. Glenn stated he was more interested in seeing the RFP than approving the contract. Manager Beaucaire noted that her team members can feel that their hands are tied because everything has to go back to Council if she does not have some authority to sign. Vaaler clarified that Wilson was recommending setting a dollar amount threshold for allowing the City Manager to approve contracts. Mayor Moore suggested they look back through records to see what the previous manager, Joan Davies, had negotiated on approval of contracts.

2. Vaaler asked about the appropriate level of detail in involvement with the Budget Committee. Wilson explained how the budget committees work in other cities. Wilson noted that larger cities generally cannot get into great detail with budgets. Vaaler asked about the breakdown for something like professional services. Wilson suggested that might break down by the size of the contract. Vaaler clarified that Wilson was recommending setting a dollar amount threshold for allowing the City Manager to approve contracts. Mayor Moore suggested they look back through records to see what the previous manager, Joan Davies, had negotiated on approval of contracts.

3. Manager Beaucaire asked for elaboration on how Council supports a decision as one body, even if one did not vote in favor of the decision. Wilson suggested not supporting a decision would cause divisiveness. Glenn recalled he formerly made up his mind before coming to a Council meeting and now he comes with his research to form his decision during the meeting.

4. Tooke noted that the ethics rules are cumbersome and frustrating in that he can only talk about one issue to one Councilor. Wilson suggested Councilors send their questions to the City Manager prior to meetings. Wilson also stated there were ways to gather all the information prior to a meeting to facilitate a good discussion.

5. Vaaler recalled that the Council has previously made a decision and later reversed it. She noted if a person was to bring up an issue that was previously decided, that person could be viewed as going against the body. Mayor Moore stated that a reason to reintroduce a decision

could be if there was new information. Tooke clarified that he has the ability to ask the City Manager to put an item on the agenda. Glenn stated that that if he were the lone negative vote on a decision, he did not think he should go out into the community indicating he was the negative vote.

6. Wilson stated Councilors might still be adjusting to different policies and procedures around the manager-council form of government. Manager Beaucaire noted there might still be expectations about the way things were formerly handled and how agendas and procedures are done now.

7. Tooke asked about partnership with staff, noting that they are not to direct staff. Wilson indicated it was more that they must trust each other.

VI. Wrap Up

Wilson asked participants to reflect on how they will contribute to the body's effectiveness and what they would do differently going forward.

Mayor Moore

<u>Contribution</u>: As he tends to focus on global perspective and cutting through to get to heart of matter before other people do, he needs to back off.

<u>Do Differently</u>: In addition of focusing on goals, he needs to back off and be more approachable along the way in order to enhance communication with others.

Tooke

<u>Contribution</u>: He can try to find middle ground and cohesiveness, noting he struggles with divisiveness and emotional responses.

<u>Do Differently</u>: He could communicate with fellow Councilors better.

Vaaler

<u>Contribution</u>: She puts in a lot of time for researching issues, she asks the right questions, and she has independent views to add perspective to a matter.

<u>Do Differently</u>: She can think more about each member's strengths and others' perspectives.

Glenn

<u>Contribution</u>: He contributes historical context and optimism and stress importance of group decisions

<u>Do Differently</u>: He can listen more carefully and to clarify by asking questions. He can give up listening to whispers and trust what people say.

A. Team Commitment

Wilson helped participants summarize their commitment to each other and concluded:

1. Work on better communication
    - Think through questions in advance
    - Work to understand each other's perspectives, both in and outside Council meetings

2. Evaluate opportunities for special work sessions
- Have special work sessions to focus on a particular issue
- Possibly have very short additional meetings

3. Focus on policy and trust that the City Manager/Staff will do the work

Vaaler noted they might still have some disagreement on what falls under policy versus administration. Mayor Moore suggested Wilson's diagram will summed up the dichotomy.

4. Provide tentative agenda for next meeting at meetings
- Allow Councilors to better prepare
- Allow Councilors to talk to citizens

Mayor Moore explained how having a draft agenda as part of a meeting packet was dropped, noting no one stated they missed it. He noted that he, the City Manager, and the Council President meet two weeks before a meeting to set the agenda. Manager Beaucaire asked Councilors how comfortable Councilors were on giving their agenda ideas to the Mayor or Council President or raising the topic at a Council meeting. Mayor Moore indicated he had not received suggestions. Vaaler stated she had called the Mayor to suggest an item.

Glenn had concerns about Councilors talking to people about the agenda in advance. He believed the agenda should only be posted. He did not see his role as going around asking people what they think about specific agenda items. Wilson suggested Council could discuss this matter further when they talk about communications.

Mayor Moore thanked Wilson and stated he did not think they would have gotten as far as they have without Wilson's help.

Wilson explained she will prepare a summary memorandum of what was discussed today and her recommendations for the City Manager. Vaaler clarified all Councilors would get a copy of Wilson's report.

Mayor Moore adjourned the meeting at 3:01 pm.

ATTEST:

_____________________________	_____________________________
W. JOHN MOORE, Mayor	Shannon Beaucaire, City Manager
	__________
	Date

CITY OF YACHATS

CITY COUNCIL MEETING
January 15, 2020

Draft Minutes

Meeting Call to Order
Mayor W. John Moore called the January 15, 2020 regular meeting of the City Council to order at 2:00 pm in Room 1 of the Yachats Commons. Council members present: W. John Moore, Max Glenn, Jim Tooke and Leslie Vaaler. Absent: James Kerti. Staff present: City Manager Shannon Beaucaire and Water Treatment Plant Lead Rick McClung. Audience: 24.

I. Announcements, Correspondence, and Proclamations
Councilor Glenn announced that the Agate Festival was this weekend.

II. Public Comment
1. Craig Berdie (319 E 3rd St) stated he was representing the Parks and Commons Commission to ask about a noxious weed ordinance. Berdie explained the issues with the current ordinance, including having different weeds listed in different sections, a July 1 notice for weed abatement, and internal inconsistencies. Berdie asked for direction on how to proceed.

Vaaler asked if there was a draft document and offered to look at the document before making a recommendation. Mayor Moore asked how far along the Commission had gotten in the process. Berdie indicated the Commission has reviewed ordinance, received recommendations, and had an initial draft. Mayor Moore asked Berdie for time to review his draft document.

2. Nathan Barnard (Yachats River Road, Yachats Brewing and Farm Store) recalled at the last meeting he attended there was discussion of eliminating the vacation rental cap in certain zones. He asked what the justification for limiting rentals in zones for hotels was. Mayor Moore indicated they reversed their approach after they received feedback from the Attorney. Mayor Moore indicated they have discussed the reasons at previous Council meetings and stated it was unfortunate that Bernard could attend. Mayor Moore and Bernard discussed a possible meeting.

Bernard also stated he could not see any tangible progress on previous goals. He stated it was incredulous to see that the City spent money on hiring someone to help them set goals.

Bree Goodwin (3526 NE Eastline Road) stated she Oregon Field Manager for the Surfrider Foundation, recently moved here, and wanted to introduce herself.

4. Steven LaSky (2080, 2120 Overleaf Loop) stated he was surprised to see vacation rentals not on the agenda today. He did not think the Council had any concerns for him or the needs of citizens. He was dumbfounded as to why vacation rentals would not be allowed in in the resort community of the Overleaf. He stated the Attorney did not state they Could not do the changes to the cap. He offered to do whatever was necessary to help make the legislation possible. Mayor Moore stated the issue might come up sooner than they originally expected.

5. Tom Lauritzen (204 Shell Street) referred the Council to page 54 of the packet. He recalled the previous financial staff person left in January 2019, a new system was implemented in July 2019, and the financial work has been outsourced. He argued the bookkeeping methods of the financial provider do not match the way the City does budgeting. He did not believe COG had the analytical skills to get the City the information it needs. Lauritzen asked that the City have an open session with the COG financial staff for Commissions and Committees to review what was promised, what has been provided, and changes that need to be made. He asked that Councilor Glenn, a board member of COG, report to the board that COG's work fails some basic financial reporting standards.

The City Manager stated she has been in discussions with COG and invited Lauritzen to attend a meeting later that afternoon.

III. Consent Agenda

A. December 5 and 18, 2019 Minutes

B. Excusal of City Manager from February 2020 meetings

Councilor Vaaler moved to approve the consent agenda: Aye – 4; No – 0.

IV. New Business

A. Cape Perpetua Collaborative

Tara DuBois, Communications Coordinator for the Cape Perpetua Collaborative, wanted to thank the Council for their support and to update Council on the Collaborative's recent work. She noted they now have over 700 subscribers to their newsletter. She reviewed some of the information she provided in her packet. She highlighted the findings from their two-year intercept survey. She indicated she would send their final report on the survey to the City. She noted they get hundreds of volunteers for the marbled murrelet survey.

Councilor Tooke noted that sneaker waves are not big waves in the traditional sense, as they involve a general ocean rise. He suggested something be included in outreach about what to expect from a sneaker wave. Goodwin indicated she would raise the issue at their meeting.

B. Utility Rate Study

Mayor Moore invited Tim Tice to discuss the utility rate study. Tice indicated he was with the Oregon Association of Water Utilities. Tice explained their findings on the City's water rates. Tice thought City had done an admirable job of covering the fixed costs through the base rates. Tice passed out a summary of findings and recommendations, noting the disproportionate rates for meter size.

Tice indicated they are recommending setting rates based on meter size, as indicated in column 7. Vaaler asked what the numbers were used in calculating the ratio. Tice indicated these numbers were a cost replacement ratio. Glenn asked about the different rates for the 2” meters as shown in column 2. Tice indicated the recommended system has the same rate for all 2” meters.

Mayor Moore asked how these recommendations compared to the existing system in terms of revenues, given the increase in capital needs. Tice said the current City rate structure has a shortfall of 14%. He noted the current unit cost was $5.33, which is not enough. He recommended a unit cost of $8.55.

Regarding usage, Tice recommended going to a tiered system. He explained that the recommended rate was $8.55 per unit for use from 2 to 4 units, $10.00 per unit for use of 4 to 8 units, and $12.00 per unit for use over 8 units. He reviewed a sample table of users with a 5/8” meter.

Vaaler clarified that the homeowner makes the decision about what size meter to install. Mayor Moore clarified Tice was looking for approval from Council to move forward with assessing rates based on meter size.

Nathan Barnard got clarification that the base rate allowance is based on meter size and the per volume rate is the same for all users within this allowance, but rates per unit increases get higher with each of the tiers. Mayor Moore stated the standard home owner would not see much change. Vaaler clarified having the tiered units encourages conservation and keeps the system covering their costs.

Vaaler asked about Tice’s confidence for raising $200,000 for CIP reserves. Tice stated that if the usage and revenues remain consistent based on the last three years, they would meet the budget.

Vaaler asked what a good price index would be and how often would it need to be adjusted. She noted the City has to ask the engineer for the construction index that is the current base for adjustments. Tice indicated they use a ten-year rolling average of the consumer price index.

Greg Scott reviewed the history of discussions about base rates and how Yachats chose to go with the YEU base rate method over a meter size basis. He noted the choice to go with meter size significantly impacted the larger users. He suggested the failure was not properly adjusting the system over time, not with the rate system itself.

Mayor Moore asked to see a side by side comparison for the larger users for the existing system compared to the proposed meter size system. Tice indicated it would take a lot of time to do this and had concern about meeting the July 1, 2020 deadline. Bob Bennett stated the current YEU was set at 64 units. Lauritzen asked that they use the correct numbers for the 9 large users if they proceed with such a comparison and stated that he has provided these numbers to the City Manager.

Bennett indicated that the Public Works Commission had consensus for going with a meter size base rate and the tiered system for usage. Glenn, Tooke and Mayor Moore were favorable to move forward with the proposed approach. Vaaler wanted to ensure that certain users would not be adversely impacted or see dramatic changes. After discussion with Tice, Mayor Moore indicated he and Vaaler would see if they could do the comparison calculations themselves. Vaaler asked that Lauritzen be included in the calculations. Tice asked to see the results of the comparison.

Roslund asked how many jurisdictions included a certain amount of usage with the base rate. Tice indicated more cities are starting to include a base usage amount. Scott stated that the meter sizes installed for the commercial businesses do not match the amount of water that the businesses use.

Bernard added that he had wanted to install a 2” meter at the Farm Store and was presented with a cost estimate of $73,000 to upgrade to a 2” meter. He noted he is one of the larger water users in the town and he currently operates with a ¾ meter. Lauritzen explained that they started with the 2 units for base rate inclusion to get people who use their homes 4 weeks each year to pay a larger amount for the infrastructure.

Mayor Moore stated there was a consensus to go with the meter size for the base rate calculations.

C. Mid-Coast Water IGA

Manager Beaucaire read from the memo in the packet. Tooke reviewed his work with the group and noted the Partnership was wanting $1,700 from the City for their $40,000 budget. Glenn supported the proposal and believed the group has done good work. Tooke explained the difficulty in assessing self-supplied users. Tooke cited an example of a guy who’s spring ran dry for the first time in 25 years.

Vaaler noted that the budget proposed by the partnership was not really addressing the water issues for Yachats and was instead focusing on items such as logo and website development. She indicated she would support the IGA if Tooke thought it would be beneficial to Yachats

Tooke moved to approve the intergovernmental agreement with Mid-Coast Water Partnership: Aye – 4; No – 0.

Bernard thanked Tooke for his work on this topic.

D. FY19 Urban Renewal Agency Financial Statement

Manager Beaucaire reported this financial statement went before the Urban Renewal Board and reflects corrections from that meeting.

Vaaler suggested that in the second paragraph on page 2, it would be better to state that the balance “is anticipated to be” instead of “will be” transferred.

Vaaler moved to adopt the Urban Renewal District Financial statement with a change to read, “$347,456 is anticipated to be carried forward into fiscal year 2021 as a beginning balance”: Aye – 4; No – 0.

E. Resignation of Councilor Kerti

Mayor Moore read the letter of resignation from Councilor Kerti.

Glenn moved to accept the resignation from Councilor Kerti with appreciation for his service and great regret for his leaving: Aye – 3; No – 0. (Tooke left meeting)

Council consented to fill the open seat by appointment.

Mayor Moore recommended the following timeline:

1. Start advertising the position immediately on the website, Facebook, the February Newsletter, and the Post Office.
2. Give applicants three weeks from this date to apply, with applications due on February 5, 2020.
3. Review applicants to date at the February 6, 2020 meeting and decide whether to extend the application period. If they are satisfied with applicant pool, they could announce the names.
4. Anticipate swearing in new Councilor at the February 19, 2020 meeting.

Mayor Moore suggested a series of work sessions to include:

1. Determining application and interview questions
2. Determining which candidates will be interviewed
3. Interviewing each candidate in a separate session prior to the meeting on February 19, 2020.

Mayor Moore recommended a voting procedure recently used by the city of Florence. He stated councilors use a written paper ballot with the selected candidate and Councilor name to be read aloud after votes are cast. If there were a tie, each councilor could talk about why they supported a particular candidate.

Vaaler had a concern about having the February 6 deadline as the Newsletter does not get mailed until around the 1st and people need time to think about it. She would prefer having applications due before the February 19, 2020 meeting.

Vaaler stated that while they are entitled to fill the vacancy by the charter, she wanted to get support from the community. She noted Medford appointed a committee of five people who interviewed applicants and made a recommendation to the Council. She suggested they could do a variation of that. Another community suggested that applicants get signatures. She wanted to incorporate citizen input in some way.

Glenn appreciated Vaaler's suggestion but did not want citizen input as it would contribute to the divisiveness in the community. Glenn and Moore did not want a citizen committee as there would be an issue as to who would sit on the committee. Mayor Moore indicated he conceptually liked Vaaler's idea but believed putting it into practice would cause issues.

Council agreed to have the application due date of Friday, February 14, 2020 as a due date for applications.

Vaaler indicated she wanted to ask follow up questions to the uniform questions to candidates. Mayor Moore indicated he had suggested allowing for clarifying questions.

Mayor Moore read the skills and abilities required of a Councilor from the city of Florence application. He suggested these statements might help applicants better understand what to expect. Council agreed to include these statements.

Councilors discussed what questions to put on the application, referring to applications from Medford and Ashland. Vaaler wanted to ask the audience what questions they would like to see.

LaSky noted a concern that there was an appearance of inequity when the Council picked their replacement as there could be potential for picking people who agreed with them. Ginny Hafner agreed that it was problematic to have Council appoint a person for three years for an elected position. She would be OK with serving a year or until the November elections. Vaaler read from the charter, which was approved by voters, where it states Council appoints a replacement to serve out the term. Hafner encouraged Council to get community members to be involved in the selection. Mayor Moore indicated the interview process will be open to the public. Ariana Carlson asked if there was a question about what applicants most love about the community.

Council agreed to the following questions on the application:

1. What is your primary motivation for seeking this Council seat?
2. What do you think are the biggest issues facing the City?
3. What is your previous involvement with Council, Commissions, Committees or other community service?
4. What other experience or education have you had relevant to being a Council member?
5. What are your major interests in or concerns with the Community?
6. What are your major interests in or concerns with City Departments or Administration?
7. Do you have any other major interests or concerns?

Vaaler suggested listing questions and not providing space to constrain an answer so applicants do not feel constrained by space to express their answers.

Mayor Moore suggested Council use the next meeting to set the interview questions. Vaaler clarified that that they had not decided how they would proceed at the February 18, 2020 meeting. Mayor Moore indicated he would bring back a revised schedule for the application process.

Duke Tracy asked that the Newsletter have information on the open seat.

V. Reports

A. Financial Report

Martha Jirovec noted the franchise fees are quarterly deposits and are on track. The marijuana taxes are also on track. They are currently updating SDC fees.

Manager Beaucaire indicated a citizen had concern about financial reports and bookkeeping. Manager Beaucaire indicated that she and Jirovec have been meeting to address concerns and that Glenn has been involved. She indicated the citizen had recommended having an open session.

Tom Lauritzen stated he had an expectation that the new software would be easy to implement and to use. He suggested they are seven months from the go live date and there is still a disconnect between the budget and the accounting, the beginning balances are not input, and the financial reporting is not up to par. Jirovec explained processes they use and noted that COG has had transition in their financial department. Lauritzen stated that he has done a number of conversions and this transition was not very good and the fixes are taking way too long.

Bennett reported the Public Works and Streets Commission just got their reports and the format looked fine. He had concern that these reports were being cut and pasted into a spreadsheet, and he had hoped the software itself would generate the reports. Manager Beaucaire explained that now that they have a better idea of what was wanted in the report, they can better develop a system for creating the reports.

Don Groth noted a nuanced situation with the work in progress for beginning balances for water and wastewater. Jirovec indicated she had that information to work with.

B. Council Reports

Vaaler reported at the Public Works and Streets Commission, Bob Bennet was voted to be Chair and Don Groth was voted to be Vice-Chair. She noted two issues from their discussion of the water policy and rate study:

1. The municipal code and the policy need to be checked against each other.
2. The Commission had several additional steps they wanted to add to what was presented.

Glenn reported he was pleased with the goal setting session and he has been following up on information from that meeting.

C. City Manager Report

Manager Beaucaire reported there have been requests for adding audio files to the website. She asked Helen Anderson to provide an update. Anderson explained the Agenda Center on the website was designed to present media. She indicated the City needs a place to host the large sound files, and stated there are third party hosting sites and Civic Plus does have its own module. She recommended Soundcloud as a hosting site. She explained where they could see an example of how the audio files would appear on the website. Manager Beaucaire indicated there were other vendors for this hosting service and the Soundcloud option would not lock the City into a contract. She added that they could examine how minutes are structured.

Manager Beaucaire stated the Economic Development Alliance was at Coastal Manager's meeting. She indicated they were working to develop better communications and to develop regional visions, especially around housing. Lincoln County has contracted with the Oregon Association of Counties to look for facilitators for the different regions.

Manager Beaucaire reported she had a follow-up with facilitator from the goal setting session who is currently preparing a report to include a spreadsheet of goals, available resources, strengths and threats, and recommendations on utilizing Commissions and Committees.

Manager Beaucaire reported she has:

· Been reviewing the organizational structure and the study done in 2015

· Had HR interviews with staff to determine GAP analysis
· Observed staff and had discussions with team members and temporary staff
· Studied small, mid, and large city structures
· Tried to develop a structure to grow smartly and allow for professional growth

Manager Beaucaire identified three functional services areas: Administrative, Community Services, and Public Works. She talked with the union about positions for a Community Services Coordinator and an Administrative Assistant. For Planning, COG will be hiring a Coastal Planner to share with Waldport and Toledo. This job description is forthcoming and Yachats would get two days of planning support. She has Yachats' current Planner, Dave Mattison, was working with Justin Petersen, a planner at COG, to help make the transition. She indicated Peterson would not hold the coastal planner position. She hoped the planning position could start as soon as March 2020.

Manager Beaucaire indicated that Code Enforcement was seasonal. She has talked to TCB, who currently provides code enforcement for Toledo. She indicated TCB provides continuing education, a 24-hour hotline, and possibly after-hour services. She is having TCB put together a proposal for two days each week during business hours and an after-hours hotline.

She is looking at blended position for other gap needs such as supporting code enforcement, general services, janitorial services, minor facilities maintenance. This position would allow Public Works to focus on their larger projects.

VI. Other Business

A. From Mayor – none
B. From Council - none
C. From Staff - none

Mayor Moore adjourned the meeting at 4:57 pm.

ATTEST:

______________________________ ______________________________

W. JOHN MOORE, Mayor | Shannon Beaucaire, City Manager

Date: _____________

CITY OF YACHATS
RESOLUTION NO. 2020-108
A RESOLUTION OF COMMISSION APPOINTMENT

WHEREAS, The Public Works & Streets Commission made a recommendation to the City Council concerning the appointment of Linn West to serve on the Committee, and

WHEREAS, The City Council discussed the recommendation at the February 19, 2020 meeting;

NOW THEREFORE, the City of Yachats resolves that the following appointment is made:

- Public Works & Streets Commission –
    - Linn West – Seat F

This Resolution was adopted by the City Council on February 19, 2020 and is effective as of that date.

CITY OF YACHATS

By: ____________________________

W. John Moore, Mayor

ATTESTED TO BY:

____

Shannon Beaucaire, City Manager

CITY OF YACHATS VISITORS CENTER QUARTERLY REPORT

July-September 2019

Submitted by Beverly Wilson, Contract Director

CONTACTS	JULY-SEPT '16	JULY-SEPT '17	JULY-SEPT '18	JULY-SEPT '19
Visitors Logged at VC	11,126	10,983	11,235	11,381
Yachats Brochures/maps distributed via outdoor box at VC, Fairs, local Festivals, Groups, Local Businesses (approximate #)	2,250	2,100	2,600	3,900 More distribution to businesses
Phone calls logged at VC	1,238	1,205	1,189	1,214
Info requests from individuals & Travel Interest Leads from OCVA, advertising leads and travel exhibits	4,021	3,984	1,027 OCVA has just discontinued its mail leads program due to people moving to online resources.	739
Total # of Q Contacts with visitors/prospective visitors*	**18,635***	**18,272***	**16,051***	**17,234***
***NOTE: These counts do not include thousands of visitors and potential visitors reached through (1) the chamber's website, Yachats.org (2) VisitYachats social media platforms**				

The Visitor Center was open 7 days a week this quarter, 10 a.m. to 4 p.m., and sometimes later if foot traffic was heavy or we had visitors who needed special attention. Some of these included people needing a tow truck, a veterinarian, a health clinic or an ambulance, or help finding a room or place to camp when lodging was packed.

The quarter kicks off with the July 4 la de da Parade and other festivities and the wonderful marathon begins. Summer desk staff field an enormous variety of questions and provide suggested itineraries and directions, maps and other literature to Yachats area visitors and to people traveling through. In addition to visitors lodging here, we speak to many vacationers staying elsewhere who day trip to Yachats from nearby towns (Lincoln City to Florence) because they have heard or read that Yachats is a place they must visit. We provide them with literature to help them plan their day and their return.

<u>Meetings Attended and Projects work this Quarter:</u>

Yachats Coordinated Marketing Team:

Scheduled and participated in July and September meetings and the following projects this quarter:

- *Yachats Marketing Plan Strategic Planning:* In July our team held a 3-hour strategic planning for

Yachats tourism with the goal of eventually creating a Yachats Marketing Plan with the involvement of our area stakeholders. The meeting included a SWOT session where we identified strengths, weaknesses, opportunities and threats for Yachats tourism . Strengths were further segregated into three categories: Natural, Culture/Arts, and Food. After identifying the SWOT elements, we then asked the question: What do we want Yachats tourism to look like? Our discussion led to at least one defining statement that resonated with all of us, 'Come to the Gem of the Oregon Coast and feel like a local!' The next steps in this process are to gather stakeholders, or interested parties, in each of the three categories (Natural, Culture/Arts, and Food) and develop what each of those tourism elements will look like, and then develop a strategic plan to get us there. Stakeholders were contacted at the end of the quarter by way of a letter of invitation via Constant Contact.

- *Oregon Coast Honey Lovers Festival:* In August, coordination and sponsorship of the 2020 festival was given to the Yachats Farmers Market by the Yachats Chamber, which sponsored the festival in 2019. The Farmers Market elected to move the festival to May 10, Mother's Day, which is the opening day of the Farmer's Market and this date marks the 20th anniversary of the market, as well. The festival program will likely be similar to what is has been, as 2018/2019 festival committee chairs, Patti and Patt, will continue working for the festival.

- *Yachats Then and Now App:* Helped identify historic images with Theresa McCracken, who is developing this self-guided tour, including researching and writing content. Final "Now" photos to match our historic images were completed by Chris Graamans. We have uploaded the content to launch the app for the technical team and we expect to have a working app sometime this winter. On an ongoing basis, we will be able to independently revise and add content to the app after it is launched.

Advertising

- *Willamette Living/Portland Monthly/Capital Edition ad*: We were provided a free upgrade from a quarter page to a full-page ad for the September edition. For this, I worked with our designer to produce a seasonal Yachats ad that highlighted 4 off-season Yachats events: The Yachats Village Mushroom Fest, Yachats Celtic Fest, Yachats Winter Celebration, and Yachats Agate Festival.

- *OPB ads through the month of September:* We were provided a rare 40% reduction in advertising rates for ads that ran through the month of September. Our ads were broadcast 3 to 6 times daily. Ad themes were rotated, including one focusing on outdoor activities; another focussing on getaway planning - lodging/dining/shopping - Come to Yachats and feel like a local; and a third that rotated around off-season events. These ads, as well as the full-page ad listed in d. above, surely contributed to Mushroom Fest and Celtic Festival tickets both selling out weeks in advance (earlier than ever before!), and in bringing new event attendees and visitors to Yachats.

Social Media

- *Cape Perpetua Collaborative Social Media Work*: Continued collaborating with Cape Perpetua, getting their event notices posted on the chamber's website and broadcast on our social media.
- *Video production*: minor editing was completed of 3 videos to add to our new YouTube Channel
- Addition of Instagram, YouTube Channel, and the integration of our social media platforms were completed by Jamie Kish, with regular themed posts, 3 times weekly, as well as preparation for 2020 photo contests.
- *OCVA's new Video on Yachats, Waldport, Seal Rock:* Added this beautiful new video to our social media pages and to yachats.org.
- *Added a link to Yachats.org for people to sign up to receive a Visitors Center Newsletter*

SOLVE Fall Beach Cleanup

Registered 35 volunteers for the cleanup. Many volunteers returned to the Visitors Center this year saying that there was little to find beyond tiny pieces. SOLVE is beginning to bring attention to microplastics on their beach cleanup web pages, so hopefully, sifting sand for microplastics may become a more integral part of future cleanups.

Media

Broadcast media releases for summer and early fall events.

Provided Via Magazine with events information and put them in touch with coordinators of annual events in which they were interested, such as the Yachats Agate Festival.

Publications

Developed content and worked with our designer to produce rack cards for distribution in print and to upload into a new online visitor packet. These rack cards included the following:

- Yachats Lodging - printed
- Yachats Walking Guide (shopping, dining) - printed
- Planning a Yachats Reunion, Wedding, Meeting or Retreat – in final draft

You can find the online visitors guide linked on the top right of the chamber's website, yachats.org. Individual rack cards are available in boxes outside the Visitors Center as well as inside, and at some local businesses, as well.

Note: Another rack card is in the planning stage for Yachats Events and Activities, and others are under consideration, awaiting Yachats Marketing Plan discussion and decisions.

Yachats, Gem of the Oregon Coast Brochures Distribution

Supplied this updated brochure to Welcome Centers and

Visitors Centers statewide, mailing out 6,500 copies.

Other Literature Distribution

Distributed the Yachats illustrated attractions map and new rack cards, as requested, to local businesses.

Kept VC shelves and outdoor boxes stocked daily.

Literature Orders

Placed 42 orders / reorders for publications by local businesses and attractions, Travel Oregon, Oregon State Parks, OCVA, and other regional and metro travel offices.

Filled 4 reorders for our Yachats brochure from other centers.

Chamber promotional events and projects - outside of the Visitors Center:

July 4 la de da Parade: Collected parade applications and put them in order for the parade line-up crew. Provided tall traffic cones and blockades for the duration of the parade to keep traffic away from high pedestrian areas. Posted signage regarding street closures and parking restrictions. Took down same after the parade.

Chamber's July Social: Scheduled and attended this event at the Silver Surf Motel featuring Jesse Dolin of OCVA who spoke about OCVA projects, including video production, food trails & more.

Yachats Village Mushroom Fest: Began reserving event locations, arranging complimentary lodging for participating educators and scheduling their October talks/walks/workshops/displays. Applied for necessary permits. Contacted restaurants for their menus, tastings, demonstrations, and contacted other businesses for any program additions. Built festival web page; posted announcements on social media, and prepared 24 walks events for registration on Brown Paper Tickets. Planned a Saturday night Thank You event for the educators at Overleaf Events Center. Prepared the event schedule.

Yachats Winter Celebration: Began updating 2019 events dates to be included in this Thanksgiving thru New Year's holiday calendar.

Website Yachats.org: Worked with the chamber's website developer to make additions, navigation changes, and improve SEO.

CITY OF YACHATS VISITORS CENTER QUARTERLY REPORT

October-December 2019

Submitted by Beverly Wilson, Contract Director

CONTACTS	OCT-DEC '16	OCT-DEC '17	OCT-DEC '18	OCT-DEC '19
Visitors Logged at VC	1,798	1,702	1,646	1,753
Yachats Visitor Brochures/maps distributed via outdoor box at VC, at local festivals, to Groups, and to Local businesses (approximate #)	850	900	1,400	2,700
Phone calls logged	358	342	333	321
Info requests from individuals & Travel Interest Leads from OCVA, Travel Shows and leads from TO advertising. *Travel interest leads programs have ended.	2,967	2,901	3,044	683*
Total # of Q Contacts with visitors/prospective visitors	**5,973**	**5,845**	**6,423**	**5,457**

Not shown in these counts are thousands of contacts made via Yachats.org and VisitYachats social media.

The Visitor Center remained open seven days a week, 10 am to 4 pm, through October. In November, we began our current winter hours, 10 am to 4 pm, Fridays, Saturdays, and Sundays with light traffic except on holiday or festival weekends. The center was also open December 26, 30, 31 and January 1.

A big thank you to our dedicated, knowledgeable and friendly volunteer staff for their service in 2019. We have a possible new recruit or two and look forward to adding to the team in 2020.

Meetings Attended/Arranged and Projects Work this Quarter

- *OCVA's People's Coast Summit*
  Attended the 4th annual summit and its workshops, held in Garibaldi, Oregon, on October 7 and 8.

- *Yachats Coordinated Marketing Team*
  Scheduled and attended our team's October and November meetings at which we discussed the OCVA summit, invitations to Marketing Plan stakeholders and next steps, Yachats Village Mushroom Fest needs, other upcoming events, event reports and project status updates.

- *Visit of Congressman Schrader to Yachats on November 5*
  After being contacted by Congressman Schrader's office in late October about the congressman's plan to visit, I coordinated the arrangements for his lunch with the Mayor and City Manager, a brief tour and introduction to a few business owners, and a meeting at the Oregon is Magic Mural with Jesse Dolin of OCVA.

- *Yachats Trails Committee*
  Had two brief meetings with committee members to discuss updates to the Yachats Illustrated Attractions Map and go over the draft of the new Yachats Trails Map.

- *Hike-Bike-Paddle.org map/website and Central Oregon Coast Food Trail*
  Will meet in January with Jesse Dolin of OCVA and Laura Ferguson of the Waldport Chamber to discuss a potential update of this regional map developed years ago in the SLC Rural Tourism Studio, and other projects, including the Central Oregon Coast Food Trail. (OCVA held a 2-day Nov. workshop for Central Oregon Coast Food Trail stakeholders.)

Advertising – Reserved advertising space for 2020, including

- Print/Online Yachats Ads in *Willamette Living / Portland Metro / Capital Edition*
- Yachats Print Ad in OCVA's *Official Oregon Coast Visitor Guide*
- Yachats Web Ad on OCVA's Cities/Activities pp. + banner in coast newsletter
- Yachats Ad in *Travel Oregon Magazine.*
- Yachats Ad in *Oregon Coast Magazine / OCM Mile-by-Mile Guide*

Media

- Broadcast several events news releases.
- Submitted 2020 calendar items to OCVA's new events web page, and provided updates of other Yachats information for pages of their website.
- Provided 2020 calendar items to the *Oregon Events Calendar*
- Provided calendar items to *Oregon Coast Magazine*
- Provided postings to *Willamette Living/Portland Metro/Capital Living*
- Provided 2020 updates to TravelOregon.com, with more to enter

Social Media

- Continued collaborating with Cape Perpetua, getting their event notices posted on the chamber's website and broadcast on our social media.
- Three times weekly themed posts were made on Instagram and FB, and occasionally more; mid-Jan. launch of 2020 photo contests coming.
- Began drafting newsletter for mid-January broadcast.

Publications

Completed and printed the new rack card, *Planning a Yachats Reunion, Wedding, Meeting or Retreat*, and added it to the online visitor guides.

Updated the online version of the Yachats Walking Guide to show the new locations of two businesses that had moved since we printed last summer. This update was also added the online visitors guide.

Literature Distribution

Distributed the Yachats illustrated attractions map and new rack cards to local businesses, as requested.

Kept VC shelves and outdoor boxes stocked.

Literature Orders

Placed 11 orders / reorders for publications of local businesses and attractions, Travel Oregon, Oregon State Parks, OCVA, and other regional and metro travel offices.

Filled 2 reorders for the Yachats brochure from other centers.

Chamber promotional events and projects - outside of the Visitors Center:

Yachats Village Mushroom Fest: Coordinated the festival and had a really great weekend, thanks to generous participation of business sponsors and contributors, the festival's fabulous team of educators, the friendly cooperation of managers and staff at event venues, and the help on festival weekend of many wonderful community volunteers.

Yachats Winter Celebration: Created website and print calendar postings and social media posts for the Thanksgiving thru New Year's holiday calendar.

Prepared and uploaded the online Yachats Original Arts & Crafts Fair application and broadcast notifications to artists.

Monitored the Yachats.org website, added new events, chamber member listings, and updated business listings with winter hours.

YACHATS VISITORS CENTER
FY 2019/2020 QUARTERLY BUDGET REPORT
submitted January 10, 2020

BUDGET ITEM	2019/2020 BUDGET	Quarter 1 July-Sept 2019	FY 2019 Quarter 2 Oct-Dec 2019	FY 2020 Quarter 3 Jan-Mar 2020	FY 2020 Quarter 4 Apr-June 2020	YEAR TO DATE
FACILITY						
Rent	6,900.00	1,725.00	3,450.00			5,175.00
Repair & Maintenance	250.00					0.00
Restroom - cleaning and supplies	1,450.00	346.31	375.00			721.31
Supplies - Office/Misc	1,250.00	524.58	53.97			578.55
Accounting	600.00		200.00			200.00
PERSONNEL						
Contract Director	37,850.00	6,308.32	9,462.48			15,770.80
Training/People's Coast Summit	400.00		120.00			
Administrative Assistant						
History Walking Tour Dev	5,170.00	1,440.00	240.00			1,680.00
Volunteer Training	500.00					0.00
PROMOTION						
Oregon Festivals Directory Ad			125.00			
Yachats Brochure/2-year surplus	1,825.00	1,814.32				1,814.32
Design/Printing - Digital & Print Lists, Postcards, Maps	4,095.00	2,163.00	799.00			2,962.00
Postage: Information/Mail-outs	875.00	387.50				387.50
Telecommunications - Phone/800#	2,600.00	669.28	671.79			1,341.07
Memberships - OCVA	400.00	400.00				400.00
Travel OR Brochure Distribution	600.00					0.00
Oregon Coast Magazine	0.00					
OCVA and Travel Oregon	0.00					
Willamette Living (& Portland Monthly & Salem editions)	0.00					
Radio	0.00					
Social Media and Video	0.00					
TOTAL	**64,765.00**	**15,778.31**	**15,497.24**	**0.00**	**0.00**	**31,030.55**

approved through the budget process. Outside of the City/Chamber Contract

RECEIVED
FEB 07 2020
CITY OF YACHATS

Feb 7, 2020

To: Yachats City Council

From: Greg Scott

Subject: City Council Application

Attached is my application for the vacant council position. In addition to the application and responses to questions, I have included the names of 45 people that have agreed to have their names included in support of my application. I thought the idea of an indication of community support suggested by councilor Vaaler was an excellent idea.

My most important qualification is the fact I have been elected three time to serve on the City Council. I also believe my 11.5 years on the Yachats city council, 2 years on the Yachats Planning Commission, 12 years in the Corvallis finance department serving as the deputy financial manager and acting finance director for a year make me uniquely qualified for the open position. If you dig, you will find my direct involvement in each of the following areas:

produced first local city utility rate analysis; led the discussion for the design of the 2008 Comprehensive Plan process and citizen survey; proposed a code enforcement position; initiated the council discussion for moving to a city manager form of government; chaired the organizational study team that recommended organization changes; designed the first document library for an Oregon city; designed Yachats first full featured web site; developed with Tom Lauritzen Yachats capital improvement program; designed and created a comprehensive property inventory for Yachats; designed the current Yachats tax reporting system

I do have one small problem. In the month of March, I am only available March 8-20th for an interview.

I look forward to the interview.

Respectfully,

Greg Scott

CITY OF YACHATS **CITY COUNCILOR APPLICATION**

NAME: Greg Scott DATE: Feb 7, 2020

STREET ADDRESS: 480 Combs Circle, Yachats, OR 97498

MAILING ADDRESS: PO Box 1118, Yachats, OR 97498

EMAIL ADDRESS: Greg.Scott@OregonState.edu HOME PHONE: 541-547-5470

Present employment: Retired May we contact you at work? Retired

Are you a registered voter? yes How long have you lived in Yachats? 17 years since 2003

1. What do you think are the biggest issues facing the City?

I see three long-term issues. The most obvious is securing a water supply capable of meeting our needs as climate change pushes us into cycles of warming temperatures and less rainfall.

The second issues might be described as managing growth in a community that has no urban growth boundary. The current boundary and the city limits are the same so there is no designated area for extending the city limits. This could have significant implications for housing density and the cost of new housing. We need to begin a community discussion about growth and density well before existing buildable land is gone.

The third issue is about how we finance city services and infrastructure. This issues was discussed in the 2015-16 timeline and utility rates were increased to funnel money into the reserves. The a recent study suggests there is still a problem with reserve levels. At a minimum we need a better understanding of city finances before initiating projects that require city funding.

2. **What is your primary motivation for seeking the vacant Council seat?**

Recent council decisions suggest there is a lack of a historical perspective at the table. One example is the recent attempt to link zoning (commercial property) to vacation rental licenses. A second issue is the current recommendation to use meter size to calculate the utility base rate which will implement a full equity change while the current YEU process can do the same thing but with the flexibility to phase it in over a period of time set by the city council.

3. **Please list any previous involvement, such as City Council, Commission member, Committee member,** or other community service in Yachats or elsewhere.

Elected to the Yachats city council three times serving 11 1/2 years.

Served on the Yachats planning commission for two years. Developed the process, data gathering and analysis for the 2008 Comprehensive Plan update.

Worked for the City of Corvallis 12 years serving as the budget officer and deputy financial services manager. I was acting Corvallis finance director for a year.

I was a department head at Oregon State's College of Business for 16 years. Managed a department of approx. 10 staff and more than 50 student workers. Created two business funded internship programs in the college more than 25 years ago. One is still operational training students for jobs in software development. At one point, the internship program was generating over $1 million a year in revenue just from Hewlett Packard while also working with Intel, Microsoft and other OSU departments.

4. **What other experience or education have you had relevant to serving as a Council member?**

Graduated from Oregon State with a degree in business and major in accounting. Knowledgable in fund accounting, Oregon budget law, Oregon's laws pertaining to property taxes, and State land use planning regulations.

5. **What are your major interests in, or concerns with our Community?**

I have concerns about the lack of financial information available to the council, commissions and the public. We seem to be flying blind about finances. Are fund balances in the major operational funds rising or falling? Is anyone on the council monitoring trends? I believe these are areas where my expertise and experience would be valuable.

6. **What are your major interests in, or concerns with City Departments and/or administration?**

It has been more than a year since I have been in the city office. I am not aware of any issues.

7. **Do you have any other major interests or concerns?**

The last time the community was surveyed about future expectations for Yachats was 2006. It is time to survey the community again and examine the data for shifts that may have occurred.

Relevant documents:

2008 Comprehensive Plan with citizen survey: https://scholarsbank.uoregon.edu/xmlui/bitstream/handle/1794/9276/Yachats_Comprehensive_Land_Use_Plan_2008.pdf?sequence=1&isAllowed=y

The following 45 Yachats Residents have agreed to have their names included in my application for council appointment. Everyone understands the application is a public document.

Community Support for Greg Scott's Council Appointment

Betty Groth
Tom Lauritzen
Mari Irvin
Jeannine Janson
Pat Armstrong
Elaine Tillman
Shelly Shrock
Bob Barrett
Jim Finlayson
Joan Johnson
Karen Bennett
Katherine Gunther
Kathy Thomas
Mary Crook
Dave Baldwin
Douglas Johnson
John Toepher
Nina Toepher
Bette Perman
Linda Hetzler
DJ Novgrod
Judy Richter
Mary Aebi
Dean Shrock
Drew Rieseck
Pam Luderitz
John Bowie
Karl Christianson
Bonnie Thornton
Lorraine Barrett
Patty Hodgins
Peggy Gray
Sue Finlayson
Virginia Hafner
Janet Heightlamb
Ken Aebi
Carl Miller
Ruth Bass
Dave Rieseck
Bob Bennett
Linda Johnson
Myron Eckhardt
Yvonne Wulff
Don Groth
John Thornton

All the things I've learned in photography also work in public service. It's all about compassionate listening. You don't get anything of value without that.

Nigel Poor - visual artist

RECEIVED
FEB 11 2020
CITY OF YACHATS

CITY OF YACHATS

CITY COUNCILOR APPLICATION

NAME: Ariana Maria May Carlson

DATE: 2.10.2020

STREET ADDRESS: 1750 Hwy 101 North, Yachats OR 97498

MAILING ADDRESS: PO Box 1011, Yachats OR 97498

EMAIL ADDRESS: admin@thepnwcollective.com

Present employment: Self-Employed

May we contact you at work? Yes. You can reach me during business hours on my cell phone, which is 541-272-0195

Are you a registered voter? Yes

HOME PHONE: 541-272-0195

WORK PHONE: 541-272-0195

How long have you lived in Yachats? One year as of February 28th, and in Waldport for an additional eight months before that. I grew up in Corvallis, attended OSU, and have been vacationing in Yachats for thirty years.

1. What do you think are the biggest issues facing the City?

Water management is a huge topic, and one I'd like to explore in depth. A comprehensive plan to manage our water resources, including wastewater, will continue to be an important topic over the coming years.

Then there is the parking issue, especially at events during the off season and during the tourist season. The idea discussed at the most recent council meeting, of adding parking where the old ball field is now, was an interesting one that I'd be interested in exploring if the council agrees.

2. What is your primary motivation for seeking the vacant Council seat?

I love Yachats. I find it to be a valuable use of my time to contribute to the city that has always felt like home to me, and I'm fascinated by the policies + procedures of small government. In addition, I believe in being of service to my community, doing what I can to help improve the quality of life for all constituents, and continuing to support our unique, beautiful town.

3. Please list any previous involvement, such as City Council, Commission member, Committee member, or other community service in Yachats or elsewhere.

I was on the board of the Lane County Farmers Market for several years. I held the position of secretary, and was also Chairperson of the Annual Event + Holiday Market committees, as well as being a member of other committees as needed. I've also volunteered for Love, INC at their holiday gift store, and Whiteside Theatre as a board member.

4. What other experience or education have you had relevant to serving as a Council member?

I attended OSU, where I studied Humanities, Creative Writing, and Fine Arts. I'm currently a small business owner and have been an entrepreneur for over a decade. I have experience leading and being part of teams, collaborating with various groups and individuals as a project planner, and planning events for up to 450 people. I have also worked with County Commissioners and attended numerous committee meetings/City Council meetings to develop a permanent indoor location for the Farmers Market. I found the process of learning about nuances in regards to city and county regulations/operations fascinating. It was also a pleasure to get to know the people involved in local government; I enjoyed the opportunity to connect, learn, and collaborate.

5. What are your major interests in, or concerns with our Community?

I love the Farmers Market, the 804 trail, and our vibrant downtown area. I'd like to make sure those attributes, amongst others, are well-maintained now and in the future. Events at The Commons are a big draw for tourists, and should be maintained/tweaked/expanded upon. Infrastructure will continue to be a topic of conversation, as well growth of our constituent base. A solid plan for the future of the city that takes into account all the moving parts is something that I believe should be further developed.

6. What are your major interests in, or concerns with City Departments and/or administration?

My main interest is to know how I can be of service to the constituents of Yachats. Our town is a special place, and I'd like to do what I can to maintain that. I've heard from some of the constituents regarding their opinions. If appointed, I look forward to the opportunity to learn more about city operations from current council members and staff.

7. Do you have any other major interests or concerns?

I'm curious about the current and future rules and regulations in regards to vacation rentals. It seems to be a topic that is important to nearly everyone who lives here.

RECEIVED

FEB 14 2020

CITY OF YACHATS

February 13, 2020

To Mayor and Council,

Please accept my application for the vacant City Council position. I make this submission after much thought and contemplation during my daily walks, knowing that this position demands a great deal of time and focus. I understand I will need to read the meeting packets thoroughly, be familiar with any available data, and educate myself to feel comfortable in discussions. This education should involve having an open mind by respectfully listening with the intent to understand all perspectives.

It has always been my belief that when serving in a position of responsibility, one must be guided by what they believe to be in the best interests of those they serve. I am aware any thoughtful decision will still have those who disagree.

Should I be chosen, I am prepared to do all of the above. Additionally, I look forward to opportunities to attend professional meetings to learn what other cities do which could prove helpful to Yachats.

Sincerely,

Mary Ellen O'Shaughnessey

Mary Ellen O'Shaughnessey

Application for Yachats City Council Open Seat

February 13, 2020
Mary Ellen O'Shaughnessey
oshaughn@illinois.edu
217-649-2339

520 Marine Drive
PO Box 396, Yachats 97498

Retried

Previous employment at University of Illinois

Executive Associate Dean
Associate Director of Human Resources
Assistant Dean of Students
Harassment Case Investigator
Health Educator/Lecturer at Illinois Medical School and University Student Center

Registered to vote in Oregon. Lived full time in Yachats for 3 years. Regular visitor for 18 years

1. What do you think are the biggest issues facing the City?

- Long and short-term water availability, conservation, and security
- Following strategic building development in residential zones
- Funding infrastructure – both maintaining and upgrading
- Parking
- Low Income Housing

2. What is your primary motivation for seeking the vacant Council seat?

I strongly believe people should give back to their community. My skills and experience working with city governments in Urbana and Yachats fit well with the policy making role of Council.

3. Please list any previous involvement, such as City Council, Commission member, Committee member, or other community service in Yachats or elsewhere.

- Planning Commission – current (2 years)
- Agate Festival Planning Committee - current
- Cape Perpetua Volunteer – one day per week, current
- Jury Committee for Farmer's Market - current
  conducted research on vendor satisfaction
- Peace Hike Planning Committee - current
- Champagne County Nursing Home – past board member
- Urbana Domestic Violence Shelter – past board member

4. What other experience or education have you had relevant to serving as a Council member?

- University of Illinois/Central Michigan University, MS, Counseling Psychology, Central Michigan University
- Central Michigan University and Michigan State, BS, Sociology and Psychology

- University of Illinois – Champagne Urbana: 35 years teaching, research, and administration
  - Working areas included:
    - labor management and policy
    - human resources
    - investigating faculty and student harassment complaints
    - chairing committees on policy development
    - overseeing campus-wide health education programs.
  - Coordinated with Champagne Public Health Services to develop one of the first comprehensive education programs on AIDS (early 1980s), including developing testing policies and researching program effectiveness.
  - Headed study on sexual assault and stresses experienced by undergraduates at the University of Illinois that was covered by national press, including an appearance on Good Morning America and article in Time magazine
  - Worked with Committee on Status of Women to develop a policy on parental leave.

5. What are your major interests in or concerns with our Community?

- Increasing citizen involvement
- Supporting economic stability of small businesses
- Status of the 501 Building
- Traffic – plans to address increasing tourist traffic/parking and impact on pedestrian safety and infrastructure

6. What are your major interests in or concerns with City Departments and/or administration?

To be effective as a City Councilor, I need a better understanding of:

- contracting with and through outside agencies
- City organizational structure
- City's budget and budgeting process and financial health
- Public Works

7. Do you have any other major interests or concerns.

- Safety issue with 2nd Street intersection and curbs along Highway 101, especially with summer approaching. Additional left turns coming from post office and summer traffic will be problematic.
- Education with code enforcement
- Long term plans for the Library

Dear Council Member,

Please accept the following financial statements as part of your Council meeting packet. Based on a continuing series of conversations with your City Manager, Department Leads, and volunteers we strive to make the attached financial information consistent, accessible and transparent.

Highlights from November –

1. SOP written and templates utilized for Council & Committee meetings.
2. Confirmed Budget numbers for Government and Enterprise Funds were correct after cross-walk from budget meetings and conversations.
3. Noted high expenses on phone and meeting expenses.
4. Sent November financials to City Manager for review on December 14

Highlights from December –

1. Wrote and completed Fund transfer journal entries for Q1 and Q2.
    a. Create as a quarterly recurring journal entry for consistency
2. Updated beginning balances for government funds and debt services with the assistance of Finance Committee Volunteer (Don Groth).
3. Sent December financials to City Manager for review on December 12
4. Above average expense for 501 Building utilities.
5. The Food & Beverage Tax was recorded formally as a local source of revenue for the 150 (Reserve) account. This money has been moved and will be recorded as part of the debt service for the water treatment facility Our goal is to reflect the tax being collected only in 155 and not 150 and transferred to 155
6. Confirming the insurance distribution across all accounts as the cost is high to over budget
7. Finance met with Parks & Trails, Library and Little Log Church and Museum volunteers to review financial reports.
    a. Parks & Trails requested additional notes on their reports. This will implement in January
8. Added the term “Resources” instead of “Revenue” on financial reports that do not have outside sources of income.

City Hall 100-1010

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:03:25 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1010	300101	Beginning Balance	$ 828,433.00	$ -	$ 1,033,336.59	$ 1,033,336.59	124.73%	Updated beginning balances
100	1010	304343	SDC Wastewater Reimbursement	$ -	$ -	$ -	$ -	0.00%	
100	1010	304344	SDC Storm Drain Improvement	$ -	$ -	$ -	$ -	0.00%	
100	1010	304345	Wastewater Improvements	$ -	$ -	$ -	$ -	0.00%	
100	1010	304346	Water Improvements	$ -	$ -	$ -	$ -	0.00%	
100	1010	304347	Storm Drain Improvements	$ -	$ 195.19	$ -	$ 195.19	0.00%	
100	1010	304484	Misc Revenue	$ -	$ 581.39	$ 973.81	$ 1,555.20	0.00%	
100	1010	301500	Interest Earned	$ -	$ 45,366.42	$ 7,774.37	$ 53,140.79	0.00%	
100	1010	304110	Property Tax - Current	$ 45,000.00	$ 4,100.01	$ 35,085.36	$ 39,185.37	87.08%	
100	1010	304120	Property Tax - Past Due	$ 1,000.00	$ 584.16	$ 498.62	$ 1,082.78	108.28%	
100	1010	304210	License Business	$ 11,000.00	$ 580.00	$ 4,001.00	$ 4,581.00	41.65%	
100	1010	304211	License Vacation Rental	$ 30,000.00	$ -	$ 27,332.00	$ 27,332.00	91.11%	
100	1010	304221	Franchise Cable	$ 20,000.00	$ 11,219.35	$ -	$ 11,219.35	56.10%	
100	1010	304222	Franchise Telephone	$ 4,000.00	$ -	$ -	$ -	0.00%	
100	1010	304223	Franchise Disposal Services	$ 13,000.00	$ 7,092.83	$ -	$ 7,092.83	54.56%	
100	1010	304224	Franchise Electricity	$ 44,000.00	$ 16,425.54	$ 4,551.45	$ 20,976.99	47.67%	
100	1010	304230	Permits/Filing Fee	$ 200.00	$ 1,325.00	$ 350.00	$ 1,675.00	837.50%	Increase in permit requests
100	1010	304240	Tax - Transient Lodging	$ 579,500.00	$ 395,710.19	$ 3,739.20	$ 399,449.39	68.93%	
100	1010	304435	Local Improvement District Assessment	$ -	$ 4,455.32	$ 877.67	$ 5,332.99	0.00%	
100	1010	304481	Grants	$ -	$ (519.39)	$ -	$ (519.39)	0.00%	
100	1010	304491	Other Local Resources	$ 3,000.00	$ 2,603.08	$ 2,003.88	$ 4,606.96	153.57%	
100	1010	304810	Transfer in URD Admin Reimb	$ 13,000.00	$ -	$ -	$ -	0.00%	
100	1010	304610	Tax - State Tobacco	$ 700.00	$ 367.50	$ 143.83	$ 511.33	73.05%	
100	1010	304620	Tax - State OLCC	$ 10,000.00	$ 5,416.81	$ 889.55	$ 6,306.36	63.06%	
100	1010	304622	Tax - Marijuana	$ 3,000.00	$ 4,462.73	$ 5,770.80	$ 10,233.53	341.12%	
100	1010	304630	State Revenue Share	$ 9,000.00	$ 8,634.26	$ -	$ 8,634.26	95.94%	
100	1010	304650	Tax - State Highway	$ -	$ -	$ -	$ -	0.00%	
100	1010	304690	Other State Sources	$ -	$ 1,000.00	$ 406.18	$ 1,406.18	0.00%	
			REVENUE	**$ 1,614,833.00**	**$ 509,600.39**	**$ 1,127,734.31**	**$ 1,637,334.70**	**101.39%**	
100	1010	105101	City Manager	$ -	$ 14,521.60	$ 2,584.32	$ 17,105.92	0.00%	
100	1010	105104	City Clerk 2	$ -	$ 7,874.75	$ 1,736.25	$ 9,611.00	0.00%	
100	1010	105140	Fringe Benefits	$ -	$ 2,493.88	$ 481.02	$ 2,974.90	0.00%	
100	1010	105141	Insurance Benefits	$ -	$ 3,463.67	$ 691.66	$ 4,155.33	0.00%	
100	1010	105142	Regular PERS System	$ -	$ 3,650.10	$ 429.03	$ 4,079.13	0.00%	
100	1010	105165	Allocated Labor	$ 115,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 115,000.00**	**$ 32,004.00**	**$ 5,922.28**	**$ 37,926.28**	**32.98%**	
100	1010	205209	Emergency Prep & Public Safety	$ 7,000.00	$ 475.69	$ 161.61	$ 637.30	9.10%	
100	1010	205210	Dues & Memberships	$ 9,000.00	$ 3,015.27	$ 174.00	$ 3,189.27	35.44%	

100	1010	205213	Board/Comm/Meeting Education, Travel, & Exp	$ 2,000.00	$ 6,067.29	$ -	$ 6,067.29	303.36%	Reviewing account for staff travel/ed/meetings
100	1010	205222	Insurance	$ 9,000.00	$ 4,382.75	$ -	$ 4,382.75	48.70%	
100	1010	205240	Office Materials & Supplies	$ 11,500.00	$ 3,489.67	$ 794.41	$ 4,284.08	37.25%	
100	1010	205241	Computer Equipment and Maintenance	$ -	$ 2,607.43	$ -	$ 2,607.43	0.00%	
100	1010	205251	Telephones/Cell Phones/DSL	$ 3,000.00	$ 1,568.47	$ 333.84	$ 1,902.31	63.41%	Contract will need to be reviewed
100	1010	205252	Utilities	$ 2,000.00	$ 588.99	$ 161.35	$ 750.34	37.52%	
100	1010	205253	Postage	$ 200.00	$ 26.45	$ -	$ 26.45	13.23%	
100	1010	205255	Education and Training	$ 7,000.00	$ 3,468.69	$ -	$ 3,468.69	49.55%	
100	1010	205260	Contract Expense (all Professional, IGA & Persc	$ 168,500.00	$ 66,446.09	$ 15,638.31	$ 82,084.40	48.71%	
100	1010	205261	Auditor	$ 4,000.00	$ 2,100.00	$ 1,450.00	$ 3,550.00	88.75%	
100	1010	205262	Legal Expense	$ -	$ 14,239.34	$ -	$ 14,239.34	0.00%	
100	1010	205263	Bank Charges/Credit Card Fees	$ -	$ 851.42	$ 95.28	$ 946.70	0.00%	
100	1010	205270	Travel	$ 10,000.00	$ 583.76	$ 20.88	$ 604.64	6.05%	
100	1010	205282	Software	$ -	$ 7,394.72	$ -	$ 7,394.72	0.00%	
100	1010	205311	Equipment Lease and Rental	$ 2,000.00	$ 711.39	$ 146.00	$ 857.39	42.87%	
100	1010	205325	Yard Debris Dumpster	$ 7,000.00	$ 2,401.21	$ 720.90	$ 3,122.11	44.60%	
100	1010	205330	Building and Land Maintenance	$ 5,000.00	$ 660.00	$ 158.99	$ 818.99	16.38%	
100	1010	205335	Custodial Support/Supplies	$ 2,000.00	$ 165.38	$ -	$ 165.38	8.27%	
100	1010	205422	Advertising\Legal Notice	$ 1,000.00	$ 147.55	$ 470.90	$ 618.45	61.85%	
100	1010	205439	Community Support (Cape Perpetua, City Beaut	$ 50,000.00	$ 20,127.05	$ (358.00)	$ 19,769.05	39.54%	
100	1010	205440	Equipment & Furniture	$ -	$ 360.00	$ -	$ 360.00	0.00%	
100	1010	205445	Rent	$ 17,800.00	$ 4,450.00	$ 4,450.00	$ 8,900.00	50.00%	
100	1010	205470	Equipment Repair Maint	$ 500.00	$ -	$ -	$ -	0.00%	
100	1010	205490	Material and Services	$ 5,000.00	$ 972.13	$ 139.70	$ 1,111.83	22.24%	
100	1010	208000	Operating Contingency	$ 16,000.00	$ -	$ -	$ -	0.00%	
			MATERIALS AND SERVICES	**$ 339,500.00**	**$ 147,300.74**	**$ 24,558.17**	**$ 171,858.91**	**50.62%**	
100	1010	217121	Transfer to Streets	$ 2,000.00	$ -	$ 1,000.00	$ 1,000.00	50.00%	
100	1010	217122	Transfer to Library Op/Proj	$ 88,134.00	$ -	$ 44,067.00	$ 44,067.00	50.00%	
100	1010	217123	Transfer to LLCM	$ 5,279.00	$ -	$ 2,639.50	$ 2,639.50	50.00%	
100	1010	217124	Transfer to Commons	$ 120,380.00	$ -	$ 60,190.00	$ 60,190.00	50.00%	
100	1010	217127	Transfer to City Hall	$ 20,000.00	$ -	$ 10,000.00	$ 10,000.00	50.00%	
100	1010	217128	Transfer to Parks & Trails	$ 5,888.00	$ -	$ 2,944.00	$ 2,944.00	50.00%	
100	1010	217133	Transfer to Storm Drains	$ 44,663.00	$ -	$ 22,331.50	$ 22,331.50	50.00%	
			TRANSFERS	**$ 286,344.00**	**$ -**	**$ 143,172.00**	**$ 143,172.00**	**50.00%**	
			EXPENSE	**$ 740,844.00**	**$ 179,304.74**	**$ 173,652.45**	**$ 352,957.19**	**47.64%**	
			Revenue Total	**$ 1,614,833.00**	**$ 509,600.39**	**$ 1,127,734.31**	**$ 1,637,334.70**	**101.39%**	
			Expense Total	**$ 740,844.00**	**$ 179,304.74**	**$ 173,652.45**	**$ 352,957.19**	**47.64%**	
			GAIN/(LOSS)	**$ 873,989.00**	**$ 330,295.65**	**$ 954,081.86**	**$ 1,284,377.51**		

501 Building 100-1015

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 10:48:14 AM

Period 06 - 06

Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	NOTES
			Resources	$ -	$ -	$ -	$ -		Removed beginning balance per discussion with Don
100	1015	105101	City Manager	$ -	$ -	$ -	$ -	0.00%	
100	1015	105140	Fringe Benefits	$ -	$ -	$ -	$ -	0.00%	
100	1015	105141	Insurance Benefits	$ -	$ -	$ -	$ -	0.00%	
100	1015	105142	Regular PERS System	$ -	$ -	$ -	$ -	0.00%	
100	1015	105165	Allocated Labor	$ 11,700.00	$ -	$ -	$ -	0.00%	No wages currently allocated as of yet
			PERSONNEL	**$ 11,700.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
100	1015	205222	Insurance	$ 2,500.00	$ 2,146.35	$ -	$ 2,146.35	85.85%	
100	1015	205252	Utilities	$ 1,500.00	$ 666.28	$ 366.44	$ 1,032.72	68.85%	Facilities to review usage of 501 Building for temp. control
100	1015	205330	Building and Land Maintenance	$ 16,027.00	$ 6,258.33	$ (4,150.00)	$ 2,108.33	13.15%	
100	1015	205335	Custodial Support/Supplies	$ 1,000.00	$ -	$ 150.00	$ 150.00	15.00%	
			MATERIALS AND SERVICES	**$ 21,027.00**	**$ 9,070.96**	**$ (3,633.56)**	**$ 5,437.40**	**25.86%**	
			Expense	**$ 32,727.00**	**$ 9,070.96**	**$ (3,633.56)**	**$ 5,437.40**	**16.61%**	
			Resources Total	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**	
			Expense Total	**$ 32,727.00**	**$ 9,070.96**	**$ (3,633.56)**	**$ 5,437.40**	**16.61%**	
			GAIN/(LOSS)	**$ (32,727.00)**	**$ (9,070.96)**	**$ 3,633.56**	**$ (5,437.40)**		

Commons 100-1020

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:07:05 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1020	300101	Beginning Balance	$ -	$ -	$ 28,397.81	$ 28,397.81	0.00%	Beginning balance part of City Amenities
100	1020	304335	Rents or Fees	$ 26,000.00	$ 13,156.83	$ 1,480.50	$ 14,637.33	56.30%	
100	1020	304461	Rental Income	$ 17,800.00	$ 4,450.00	$ 4,450.00	$ 8,900.00	50.00%	City Hall rent posts quarterly
100	1020	304480	Gifts/Donations	$ -	$ 3,262.00	$ 721.00	$ 3,983.00	0.00%	
100	1020	314861	Transfer from the General Fund	$ 120,379.50	$ -	$ 60,190.00	$ 60,190.00	50.00%	
100	1020	314863	Transfer Visitor Amenities Support	$ 40,126.50	$ -	$ 20,063.50	$ 20,063.50	50.00%	
			REVENUE	**$ 204,306.00**	**$ 20,868.83**	**$ 115,302.81**	**$ 136,171.64**	**66.65%**	
100	1020	105160	Allocated Labor	$ 40,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 40,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
100	1020	205222	Insurance	$ 6,000.00	$ 3,597.76	$ -	$ 3,597.76	59.96%	
100	1020	205240	Office Materials & Supplies	$ 1,000.00	$ -	$ 9.49	$ 9.49	0.95%	
100	1020	205251	Telephones/Cell Phones/DSL	$ 1,000.00	$ 662.56	$ 161.31	$ 823.87	82.39%	Contract will need to be reviewed
100	1020	205252	Utilities	$ 5,000.00	$ 1,942.16	$ 484.04	$ 2,426.20	48.52%	
100	1020	205260	Contract Expense (all Professional, IGA & Person	$ 38,000.00	$ 17,600.00	$ 3,500.00	$ 21,100.00	55.53%	
100	1020	205317	Tools and Small Equipment	$ 500.00	$ 25.16	$ 42.73	$ 67.89	13.58%	
100	1020	205330	Building and Land Maintenance	$ 50,806.00	$ 3,003.33	$ 5,965.00	$ 8,968.33	17.65%	
100	1020	205335	Custodial Support/Supplies	$ 25,000.00	$ 6,356.22	$ 474.51	$ 6,830.73	27.32%	
100	1020	205439	Comm Support/Beautification	$ -	$ -	$ 358.00	$ 358.00	0.00%	
100	1020	205474	Mowing/Trimming'/Removal	$ -	$ 1,100.00	$ -	$ 1,100.00	0.00%	
100	1020	205490	Material and Services	$ -	$ 293.00	$ 59.99	$ 352.99	0.00%	
100	1020	208000	Operating Contingency	$ 10,000.00	$ -	$ -	$ -	0.00%	
			MATERIALS AND SERVICES	**$ 137,306.00**	**$ 34,580.19**	**$ 11,055.07**	**$ 45,635.26**	**33.24%**	
100	1020	217126	Interfund Transfer - Capital Reserve	$ 27,000.00	$ -	$ 13,500.00	$ 13,500.00	50.00%	
			TRANSFERS	**$ 27,000.00**	**$ -**	**$ 13,500.00**	**$ 13,500.00**	**50.00%**	
			EXPENSE	**$ 204,306.00**	**$ 34,580.19**	**$ 24,555.07**	**$ 59,135.26**	**28.94%**	
			Revenue Total	**$ 204,306.00**	**$ 20,868.83**	**$ 115,302.81**	**$ 136,171.64**	**66.65%**	
			Expense Total	**$ 204,306.00**	**$ 34,580.19**	**$ 24,555.07**	**$ 59,135.26**	**28.94%**	
			GAIN/(LOSS)	**$ -**	**$ (13,711.36)**	**$ 90,747.74**	**$ 77,036.38**		

Little Log Church & Museum 100-1025

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:04:51 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1025	300101	Beginning Balance	$ -	$ -	$ 543.34	$ 543.34	0.00%	Beginning balance part of City Amenities
100	1025	304335	Rents or Fees	$ 1,500.00	$ 455.00	$ -	$ 455.00	30.33%	
100	1025	304460	Inventory Sale	$ -	$ 149.00	$ 10.00	$ 159.00	0.00%	
100	1025	304480	Gifts/Donations	$ 1,400.00	$ 1,003.00	$ 71.00	$ 1,074.00	76.71%	
100	1025	314861	Transfer from the General Fund	$ 5,278.50	$ -	$ 2,639.50	$ 2,639.50	50.00%	
100	1025	314863	Transfer Visitor Amenities Support	$ 15,835.50	$ -	$ 7,918.00	$ 7,918.00	50.00%	
			REVENUE	**$ 24,014.00**	**$ 1,607.00**	**$ 11,181.84**	**$ 12,788.84**	**53.26%**	
100	1025	105160	Allocated Labor	$ 2,500.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 2,500.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
100	1025	205214	Marketing	$ -	$ 188.00	$ -	$ 188.00	0.00%	Review posting
100	1025	205220	Marketing/Road Sign	$ 200.00	$ -	$ -	$ -	0.00%	
100	1025	205222	Insurance	$ 1,100.00	$ 2,014.24	$ -	$ 2,014.24	183.11%	Review insurance distribution
100	1025	205251	Telephones/Cell Phones/DSL	$ 600.00	$ 270.12	$ 56.42	$ 326.54	54.42%	
100	1025	205252	Utilities	$ 1,400.00	$ 1,071.80	$ (548.32)	$ 523.48	37.39%	
100	1025	205330	Building and Land Maintenance	$ 9,114.00	$ 346.00	$ 1,626.00	$ 1,972.00	21.64%	
100	1025	205345	Inventory Purchase	$ 1,000.00	$ -	$ -	$ -	0.00%	
100	1025	205421	Parks/Grounds Maintenance	$ 3,000.00	$ -	$ -	$ -	0.00%	
100	1025	205440	Equipment & Furniture	$ 100.00	$ -	$ -	$ -	0.00%	
100	1025	205474	Mowing/Trimming/Removal	$ -	$ 574.00	$ -	$ 574.00	0.00%	
100	1025	205490	Material and Services	$ 400.00	$ 52.99	$ -	$ 52.99	13.25%	
			MATERIALS AND SERVICES	**$ 16,914.00**	**$ 4,517.15**	**$ 1,134.10**	**$ 5,651.25**	**33.41%**	
100	1025	217126	Interfund Transfer - Capital Reserve	$ 4,600.00	$ -	$ 2,300.00	$ 2,300.00	50.00%	
			TRANSFERS	**$ 4,600.00**	**$ -**	**$ 2,300.00**	**$ 2,300.00**	**50.00%**	
			EXPENSE	**$ 24,014.00**	**$ 4,517.15**	**$ 3,434.10**	**$ 7,951.25**	**33.11%**	
			Revenue Total	**$ 24,014.00**	**$ 1,607.00**	**$ 11,181.84**	**$ 12,788.84**	**53.26%**	
			Expense Total	**$ 24,014.00**	**$ 4,517.15**	**$ 3,434.10**	**$ 7,951.25**	**33.11%**	
			GAIN/(LOSS)	**$ -**	**$ (2,910.15)**	**$ 7,747.74**	**$ 4,837.59**		

Library 100-1030

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:05:17 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1030	300101	Beginning Balance	$ -	$ -	$ (3,816.31)	$ (3,816.31)	0.00%	Beginning balance part of City Amenities
100	1030	304480	Gifts/Donations	$ 2,000.00	$ 1,053.50	$ 192.50	$ 1,246.00	62.30%	
100	1030	304690	Other State Sources	$ 1,000.00	$ -	$ -	$ -	0.00%	
100	1030	314861	Transfer from the General Fund	$ 27,549.00	$ -	$ 13,774.50	$ 13,774.50	50.00%	
100	1030	314863	Transfer Visitor Amenities Support	$ 11,807.00	$ -	$ 5,903.50	$ 5,903.50	50.00%	
			REVENUE	**$ 42,356.00**	**$ 1,053.50**	**$ 16,054.19**	**$ 17,107.69**	**40.39%**	
100	1030	105160	Allocated Labor	$ 2,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 2,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
100	1030	205222	Insurance	$ 1,500.00	$ 2,335.68	$ -	$ 2,335.68	155.71%	Review insurance distribution
100	1030	205240	Office Materials & Supplies	$ -	$ -	$ -	$ -	0.00%	
100	1030	205251	Telephones/Cell Phones/DSL	$ 1,500.00	$ 195.55	$ -	$ 195.55	13.04%	
100	1030	205252	Utilities	$ 1,400.00	$ 479.91	$ 167.15	$ 647.06	46.22%	
100	1030	205260	Contract Expense (all Professi	$ -	$ 4,938.01	$ 950.57	$ 5,888.58	0.00%	
100	1030	205262	Legal	$ -	$ 133.00	$ -	$ 133.00	0.00%	
100	1030	205282	Software	$ 3,500.00	$ -	$ -	$ -	0.00%	
100	1030	205313	Equipment Repair	$ 5,000.00	$ -	$ -	$ -	0.00%	
100	1030	205330	Building and Land Maintenance	$ 7,056.00	$ 586.00	$ 150.00	$ 736.00	10.43%	
100	1030	205335	Custodial Support/Supplies	$ -	$ 100.00	$ -	$ 100.00	0.00%	
100	1030	205340	Operating Materials & Supplies	$ 1,500.00	$ 519.71	$ -	$ 519.71	34.65%	
100	1030	205345	Books and Periodicals\Children's Books/Programs	$ 12,000.00	$ 4,199.87	$ 1,288.96	$ 5,488.83	45.74%	
100	1030	205474	Mowing/Trimming/Removal	$ -	$ 482.00	$ -	$ 482.00	0.00%	
100	1030	205490	Material and Services	$ 3,300.00	$ 71.00	$ -	$ 71.00	2.15%	
			MATERIALS AND SERVICES	**$ 36,756.00**	**$ 14,040.73**	**$ 2,556.68**	**$ 16,597.41**	**45.16%**	
100	1030	217126	Interfund Transfer - Capital Reserve	$ 3,600.00	$ -	$ 1,800.00	$ 1,800.00	50.00%	
			TRANSFERS	**$ 3,600.00**	**$ -**	**$ 1,800.00**	**$ 1,800.00**	**50.00%**	
			EXPENSE	**$ 42,356.00**	**$ 14,040.73**	**$ 4,356.68**	**$ 18,397.41**	**43.44%**	
			Revenue Total	**$ 42,356.00**	**$ 1,053.50**	**$ 16,054.19**	**$ 17,107.69**	**40.39%**	
			Expense Total	**$ 42,356.00**	**$ 14,040.73**	**$ 4,356.68**	**$ 18,397.41**	**43.44%**	
			GAIN/(LOSS)	**$ -**	**$ (12,987.23)**	**$ 11,697.51**	**$ (1,289.72)**		

Parks & Trails 100-1035

Monthly Financial Detail Report

December 2019

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Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1035	300101	Beginning Balance	$ -	$ -	$ 14,052.98	$ 14,052.98	0.00%	Beginning balance part of City Amenities
100	1035	314861	Transfer from the General Fund	$ 5,888.00	$ -	$ 2,944.00	$ 2,944.00	50.00%	
100	1035	314863	Transfer Visitor Amenities Support	$ 17,663.00	$ -	$ 8,831.50	$ 8,831.50	50.00%	
			REVENUE	**$ 23,551.00**	**$ -**	**$ 25,828.48**	**$ 25,828.48**	**109.67%**	
100	1035	105160	Allocated Labor	$ 3,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 3,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
100	1035	205210	Dues & Memberships	$ 3,000.00	$ -	$ -	$ -	0.00%	
100	1035	205214	Marketing	$ -	$ 364.00	$ 364.00	$ 728.00	0.00%	
100	1035	205222	Insurance	$ 3,000.00	$ -	$ -	$ -	0.00%	Review insurance distribution
100	1035	205224	Trails Maintenance/Supplies/Services	$ 2,000.00	$ 1,286.31	$ 184.38	$ 1,470.69	73.53%	Vol. Expense Reibursement
100	1035	205252	Utilities	$ 3,250.00	$ 94.52	$ -	$ 94.52	2.91%	
100	1035	205260	Contract Expense (all Professi	$ 300.00	$ -	$ -	$ -	0.00%	
100	1035	205270	Travel	$ 1,500.00	$ -	$ -	$ -	0.00%	
100	1035	205317	Tools and Small Equipment	$ 1,500.00	$ -	$ -	$ -	0.00%	
100	1035	205330	Building and Land Maintenance	$ 4,500.00	$ 900.00	$ -	$ 900.00	20.00%	
100	1035	205421	Parks/Grounds Maintenance	$ -	$ 429.71	$ 31.27	$ 460.98	0.00%	
100	1035	205440	Equipment & Furniture	$ 500.00	$ -	$ -	$ -	0.00%	
100	1035	205474	Mowing/Trimming/Removal	$ -	$ 1,095.00	$ -	$ 1,095.00	0.00%	Tree Removal
100	1035	205490	Material and Services	$ 1,000.00	$ 306.64	$ 383.22	$ 689.86	68.99%	
			MATERIALS AND SERVICES	**$ 20,550.00**	**$ 4,476.18**	**$ 962.87**	**$ 5,439.05**	**26.47%**	
			EXPENSE	**$ 23,550.00**	**$ 4,476.18**	**$ 962.87**	**$ 5,439.05**	**23.10%**	
			Revenue Total	**$ 23,551.00**	**$ -**	**$ 25,828.48**	**$ 25,828.48**	**109.67%**	
			Expense Total	**$ 23,550.00**	**$ 4,476.18**	**$ 962.87**	**$ 5,439.05**	**23.10%**	
			GAIN/(LOSS)	**$ 1.00**	**$ (4,476.18)**	**$ 24,865.61**	**$ 20,389.43**		

Visitor Amenity 100-1045

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:48:30 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
100	1045	300101	Beginning Balance	$ 52,576.00	$ -	$ 90,782.67	$ 90,782.67	172.67%	
100	1045	304240	Tax - Transient Lodging	$ 370,500.00	$ 252,995.04	$ 2,390.63	$ 255,385.67	68.93%	
			REVENUE	**$ 423,076.00**	**$ 252,995.04**	**$ 93,173.30**	**$ 346,168.34**	**81.82%**	
100	1045	105165	Allocated Labor	$ 1,500.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 1,500.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
100	1045	205202	Visitor Center Operations	$ 65,000.00	$ 16,191.25	$ -	$ 16,191.25	24.91%	
100	1045	205214	Marketing (Grants/Prgm/Events)	$ 25,250.00	$ 9,681.22	$ 36.00	$ 9,717.22	38.48%	
100	1045	205224	Trails Maintenance/Supplies/Services	$ -	$ 364.00	$ -	$ 364.00	0.00%	
100	1045	205320	Fireworks	$ 2,000.00	$ 2,000.00	$ -	$ 2,000.00	100.00%	
100	1045	205439	Comm Support/Beautification	$ 17,850.00	$ 5,000.00	$ -	$ 5,000.00	28.01%	
100	1045	205490	Material and Services	$ 5,000.00	$ 1,363.99	$ 1,197.46	$ 2,561.45	51.23%	
			MATERIALS AND SERVICES	**$ 115,100.00**	**$ 34,600.46**	**$ 1,233.46**	**$ 35,833.92**	**31.13%**	
100	1045	217122	Transfer to Library	$ 11,807.00	$ -	$ 5,903.50	$ 5,903.50	50.00%	
100	1045	217123	OP Transfer - Museum	$ 15,836.00	$ -	$ 7,918.00	$ 7,918.00	50.00%	
100	1045	217124	OP Transfer - Commons	$ 40,127.00	$ -	$ 20,063.50	$ 20,063.50	50.00%	
100	1045	217127	OP Transfer - Parks & Trails Operations	$ 17,663.00	$ -	$ 8,831.50	$ 8,831.50	50.00%	
100	1045	217128	Transfer to Parks & Trails Capital	$ 50,000.00	$ -	$ 25,000.00	$ 25,000.00	50.00%	
100	1045	217142	OP Transfer - Streets Capital Project	$ 25,000.00	$ -	$ 12,500.00	$ 12,500.00	50.00%	
			TRANSFERS	**$ 160,433.00**	**$ -**	**$ 80,216.50**	**$ 80,216.50**	**50.00%**	
			EXPENSE	**$ 277,033.00**	**$ 34,600.46**	**$ 81,449.96**	**$ 116,050.42**	**41.89%**	
			Revenue Total	**$ 423,076.00**	**$ 252,995.04**	**$ 93,173.30**	**$ 346,168.34**	**81.82%**	
			Expense Total	**$ 277,033.00**	**$ 34,600.46**	**$ 81,449.96**	**$ 116,050.42**	**41.89%**	
			GAIN/(LOSS)	**$ 146,043.00**	**$ 218,394.58**	**$ 11,723.34**	**$ 230,117.92**		

Water Capital Reserve 660-1705

Monthly Financial Summary Report

DECEMBER 2019

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Period 06 - 06

Fiscal Year 2020

Description	Budget for Year	Current Activity	Actual to Date	% of Budget	Notes
Beginning Balance	$ 162,450.00	$ -	$ -	0.00%	Beginning balance entered for January financials
Transfer Water Reserves	$ 100,000.00	$ 50,000.00	$ 50,000.00	50.00%	
Transfer from SDC	$ 45,000.00	$ 22,500.00	$ 22,500.00	50.00%	
RESOURCES	**$ 307,450.00**	**$ 72,500.00**	**$ 72,500.00**	**0.00%**	
Personnel	$ 3,000.00	$ -	$ -	0.00%	
Capital Outlay - Equipment	$ 114,000.00	$ -	$ 2,903.00	2.55%	
Capital Outlay - Water systems	$ 273,000.00	$ -	$ 2,674.50	0.98%	
EXPENSES	**$ 390,000.00**	**$ -**	**$ 5,577.50**	**1.43%**	

	Budget	**Current Mo Activity**	**Actual**
Revenue from Rates	$ -	$ -	$ -
Expenses paid by Rates	$ 273,000.00	$ -	$ 5,577.50
Available for Reserve	$ (273,000.00)	$ -	$ (5,577.50)

Wastewater Operating 670-1800

Monthly Financial Summary Report

DECEMBER 2019

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Period 06 - 06
Fiscal Year 2020

Description	Budget for Year	Current Activity	Actual to Date	% of Budget
Beginning Balance	$ 226,078.00	$ 201,799.67	$ 201,799.67	89.26%
Water/Wastewater Services	$ 590,000.00	$ 50,026.43	$ 388,994.04	65.93%
Capital Reserve Fee	$ 43,000.00	$ 3,135.61	$ 26,159.44	60.84%
Installation Charges	$ 2,500.00	$ 1,225.00	$ 2,350.00	94.00%
Rents or Fees	$ -	$ -	$ 884.42	0.00%
REVENUE	**$ 861,578.00**	**$ 256,186.71**	**$ 619,303.15**	**71.88%**
Personnel	$ 340,000.00	$ 18,781.42	$ 131,940.96	38.81%
Materials & Supplies	$ 277,000.00	$ 12,661.67	$ 106,404.51	38.41%
Interfund Transfer - Capital Reserve	$ 80,000.00	$ 40,000.00	$ 40,000.00	50.00%
Transfer to Debt Services	$ 60,000.00	$ 30,000.00	$ 30,000.00	50.00%
Interfund Transfer - Street Capital Reserve	$ 5,000.00	$ 2,500.00	$ 2,500.00	50.00%
EXPENSES	**$ 762,000.00**	**$ 103,943.09**	**$ 310,845.47**	**40.79%**

	Budget	Current Mo Activity	Actual
Revenue from Rates	$ 635,500.00	$ 54,387.04	$ 418,387.90
Expenses paid by Rates	$ 762,000.00	$ 103,943.09	$ 310,845.47
Available for Reserve	$ (126,500.00)	$ (49,556.05)	$ 107,542.43

Wastewater Capital Reserve 670-1805
Monthly Financial Summary Report
DECEMBER 2019

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Period 06 - 06
Fiscal Year 2020

Description	Budget for Year	Current Activity	Actual to Date	% of Budget	Notes
Beginning Balance	$ 463,065.00	$ -	$ -	0.00%	Beginning balance entered for January financials
Wastewater Reserve	$ 80,000.00	$ 40,000.00	$ 40,000.00	50.00%	
Transfers from Urban Renewal	$ 25,000.00	$ 12,500.00	$ 12,500.00	50.00%	
REVENUE	**$ 568,065.00**	**$ 52,500.00**	**$ 52,500.00**	**9.24%**	
Personnel	$ 3,000.00	$ -	$ -	0.00%	
Capital Outlay - Infrastructure Systems	$ 276,000.00	$ 3,543.00	$ 10,080.07	3.65%	
Capital Outlay - Equipment	$ 89,000.00	$ -	$ -	0.00%	
EXPENSES	**$ 368,000.00**	**$ 3,543.00**	**$ 10,080.07**	**2.74%**	

	Budget	Current Mo Activity	Actual
Revenue from Rates	#REF!	$ 52,500.00	$ 52,500.00
Expenses paid by Rates	$ 368,000.00	$ 3,543.00	$ 10,080.07
Available for Reserve	#REF!	$ 48,957.00	$ 42,419.93

Water Capital Reserve 660-1705

Monthly Financial Detail Report

December 2019

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Period 06 - 06

Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
660	1705	300101	Beginning Balance	$ 162,450.00	$ -	$ -	$ -	0.00%	Beginning balance entered for January financials
660	1705	314875	Transfer Water Reserves	$ 100,000.00	$ -	$ 50,000.00	$ 50,000.00	50.00%	
660	1705	314879	Transfer from SDC	$ 45,000.00	$ -	$ 22,500.00	$ 22,500.00	50.00%	
			RESOURCES	**$ 307,450.00**	**$ -**	**$ 72,500.00**	**$ 72,500.00**	23.58%	
660	1705	105150	Capitalized Labor	$ 3,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 3,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
660	1705	407941	Capital Outlay - Equipment	$ 114,000.00	$ 2,903.00	$ -	$ 2,903.00	2.55%	
660	1705	407948	Capital Outlay - Water systems	$ 273,000.00	$ 2,674.50	$ -	$ 2,674.50	0.98%	
			CAPITAL OUTLAY	**$ 387,000.00**	**$ 5,577.50**	**$ -**	**$ 5,577.50**	**1.44%**	
			EXPENSE	**$ 390,000.00**	**$ 5,577.50**	**$ -**	**$ 5,577.50**	**1.43%**	
			Revenue Total	**$ 307,450.00**	**$ -**	**$ 72,500.00**	**$ 72,500.00**	**23.58%**	
			Expense Total	**$ 390,000.00**	**$ 5,577.50**	**$ -**	**$ 5,577.50**	**1.43%**	
			GAIN/(LOSS)	**$ (82,550.00)**	**$ (5,577.50)**	**$ 72,500.00**	**$ 66,922.50**		

Wastewater Operating 670-1800

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:04:26 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
670	1800	300101	Beginning Balance	$ 226,078.00	$ -	$ 201,799.67	$ 201,799.67	89.26%	
670	1800	304310	Water/Wastewater Services	$ 590,000.00	$ 338,967.61	$ 50,026.43	$ 388,994.04	65.93%	
670	1800	304312	Capital Reserve Fee	$ 43,000.00	$ 23,023.83	$ 3,135.61	$ 26,159.44	60.84%	
670	1800	304320	Installation Charges	$ 2,500.00	$ 1,125.00	$ 1,225.00	$ 2,350.00	94.00%	
670	1800	304335	Rents or Fees	$ -	$ 884.42	$ -	$ 884.42	0.00%	
			REVENUE	**$ 861,578.00**	**$ 364,000.86**	**$ 256,186.71**	**$ 620,187.57**	**71.98%**	
670	1800	105101	City Manager	$ -	$ 14,975.40	$ 161.52	$ 15,136.92	0.00%	
670	1800	105104	City Clerk 2	$ -	$ 8,120.84	$ 108.54	$ 8,229.38	0.00%	
670	1800	105110	Water Lead	$ -	$ -	$ 332.59	$ 332.59	0.00%	
670	1800	105111	Wastewater Lead	$ -	$ 45,214.94	$ 6,124.49	$ 51,339.43	0.00%	
670	1800	105112	Field Utility 2	$ -	$ -	$ 1,506.49	$ 1,506.49	0.00%	
670	1800	105113	Field Utility 1	$ -	$ 6,725.65	$ 3,623.80	$ 10,349.45	0.00%	
670	1800	105140	Fringe Benefits	$ -	$ 8,335.35	$ 1,315.79	$ 9,651.14	0.00%	
670	1800	105141	Insurance Benefits	$ -	$ 22,097.48	$ 4,230.94	$ 26,328.42	0.00%	
670	1800	105142	Regular PERS System	$ -	$ 7,689.88	$ 1,377.26	$ 9,067.14	0.00%	
670	1800	105160	Allocated Labor	$ 340,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 340,000.00**	**$ 113,159.54**	**$ 18,781.42**	**$ 131,940.96**	**38.81%**	
670	1800	205210	Dues & Memberships	$ 900.00	$ 701.00	$ -	$ 701.00	77.89%	
670	1800	205211	DEQ Fees	$ 4,500.00	$ 2,415.00	$ -	$ 2,415.00	53.67%	
670	1800	205212	Fee Expense	$ 4,500.00	$ 144.53	$ 51.87	$ 196.40	4.36%	
670	1800	205222	Insurance	$ 18,000.00	$ 12,586.66	$ -	$ 12,586.66	69.93%	
670	1800	205240	Office Materials & Supplies	$ 7,700.00	$ 3,928.42	$ 773.57	$ 4,701.99	61.06%	
670	1800	205251	Telephones/Cell Phones/DSL	$ 6,000.00	$ 2,722.48	$ 576.95	$ 3,299.43	54.99%	
670	1800	205253	Postage	$ 3,300.00	$ 2,760.88	$ 69.19	$ 2,830.07	85.76%	Additional mailing for billing changes
670	1800	205255	Education and Training	$ 5,000.00	$ 1,937.70	$ -	$ 1,937.70	38.75%	
670	1800	205260	Contract Expense (all Professional, IGA & Persor	$ 26,000.00	$ 14,069.83	$ 3,821.89	$ 17,891.72	68.81%	Wastewater Supv. to review
670	1800	205261	Auditor	$ 7,000.00	$ 2,100.00	$ 1,200.00	$ 3,300.00	47.14%	
670	1800	205262	Legal	$ -	$ 294.33	$ -	$ 294.33	0.00%	
670	1800	205270	Travel	$ 3,000.00	$ -	$ 20.88	$ 20.88	0.70%	
670	1800	205282	Software	$ -	$ 7,394.71	$ -	$ 7,394.71	0.00%	
670	1800	205311	Equipment Lease and Rental	$ 2,000.00	$ 1,097.85	$ 146.00	$ 1,243.85	62.19%	
670	1800	205312	Equipment Fuel/Tires/Parts	$ 6,000.00	$ 1,880.77	$ 488.36	$ 2,369.13	39.49%	

670	1800	205313	Equipment Repair	$	9,000.00	$	376.10	$	581.48	$	957.58	10.64%	
670	1800	205317	Tools and Small Equipment	$	1,000.00	$	28.17	$	-	$	28.17	2.82%	
670	1800	205330	Building and Land Maintenance	$	2,500.00	$	200.00	$	50.00	$	250.00	10.00%	
670	1800	205335	Custodial Support/Supplies	$	600.00	$	207.61	$	-	$	207.61	34.60%	
670	1800	205342	Plant Utilities	$	30,000.00	$	10,068.17	$	2,269.05	$	12,337.22	41.12%	
670	1800	205351	Main Plant Parts	$	20,000.00	$	13,375.95	$	105.88	$	13,481.83	67.41%	Wastewater Supv. to review
670	1800	205352	Main Plant Consumables	$	12,000.00	$	6,560.16	$	376.31	$	6,936.47	57.80%	
670	1800	205353	Main Plant Outside Services	$	12,000.00	$	2,515.66	$	145.13	$	2,660.79	22.17%	
670	1800	205361	Parts	$	5,000.00	$	870.49	$	-	$	870.49	17.41%	
670	1800	205362	Consumables	$	2,500.00	$	144.87	$	-	$	144.87	5.79%	
670	1800	205363	Outside Services	$	20,000.00	$	4,005.50	$	1,985.11	$	5,990.61	29.95%	
670	1800	205364	Collection I & I	$	5,000.00	$	-	$	-	$	-	0.00%	
670	1800	205470	Equipment Repair/Maintenance	$	1,500.00	$	-	$	-	$	-	0.00%	
670	1800	205474	Mowing/Trimming/Removal	$	2,000.00	$	1,356.00	$	-	$	1,356.00	67.80%	
670	1800	208000	Operating Contingency	$	60,000.00	$	-	$	-	$	-	0.00%	
			MATERIALS AND SERVICES	**$**	**277,000.00**	**$**	**93,742.84**	**$**	**12,661.67**	**$**	**106,404.51**	**38.41%**	
670	1800	217126	Interfund Transfer - Capital Reserve	$	80,000.00	$	-	$	40,000.00	$	40,000.00	50.00%	
670	1800	217129	Transfer to Debt Services	$	60,000.00	$	-	$	30,000.00	$	30,000.00	50.00%	
670	1800	217131	Interfund Transfer - Street Capital Reserve	$	5,000.00	$	-	$	2,500.00	$	2,500.00	50.00%	
			TRANSFERS	**$**	**145,000.00**	**$**	**-**	**$**	**72,500.00**	**$**	**72,500.00**	**50.00%**	
			EXPENSE	**$**	**762,000.00**	**$**	**206,902.38**	**$**	**103,943.09**	**$**	**310,845.47**	**40.79%**	
			Revenue Total	**$**	**861,578.00**	**$**	**364,000.86**	**$**	**256,186.71**	**$**	**620,187.57**	**71.98%**	
			Expense Total	**$**	**762,000.00**	**$**	**206,902.38**	**$**	**103,943.09**	**$**	**310,845.47**	**40.79%**	
			GAIN/(LOSS)	**$**	**99,578.00**	**$**	**157,098.48**	**$**	**152,243.62**	**$**	**309,342.10**		

Wastewater Capital Reserve 670-1805

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:07:29 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
670	1805	300101	Beginning Balance	$ 463,065.00	$ -	$ -	$ -	0.00%	Beginning balance entered for January financials
670	1805	314874	Wastewater Reserve	$ 80,000.00	$ -	$ 40,000.00	$ 40,000.00	50.00%	
670	1805	314883	Revenue from Urban Renewal	$ 25,000.00	$ -	$ 12,500.00	$ 12,500.00	50.00%	
			RESOURCES	**$ 568,065.00**	**$ -**	**$ 52,500.00**	**$ 52,500.00**	**9.24%**	
670	1805	105160	Allocated Labor	$ 3,000.00	$ -	$ -	$ -	0.00%	
670	**1805**		**PERSONNEL**	**$ 3,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
670	1805	407921	Capital Outlay - Infrastructure Systems	$ 276,000.00	$ 6,537.07	$ 3,543.00	$ 10,080.07	3.65%	
670	1805	407941	Capital Outlay - Equipment	$ 89,000.00	$ -	$ -	$ -	0.00%	
670	**1805**		**CAPITAL OUTLAY**	**$ 365,000.00**	**$ 6,537.07**	**$ 3,543.00**	**$ 10,080.07**	**2.76%**	
			EXPENSE	**$ 368,000.00**	**$ 6,537.07**	**$ 3,543.00**	**$ 10,080.07**	**2.74%**	
			Revenue Total	**$ 568,065.00**	**$ -**	**$ 52,500.00**	**$ 52,500.00**	**9.24%**	
			Expense Total	**$ 368,000.00**	**$ 6,537.07**	**$ 3,543.00**	**$ 10,080.07**	**2.74%**	
			GAIN/(LOSS)	**$ 200,065.00**	**$ (6,537.07)**	**$ 48,957.00**	**$ 42,419.93**		

Library Reserve 150-1030

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:06:36 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1030	300101	Beginning Balance	$ 96,493.00	$ -	$ -	$ -	0.00%	Reviewing Reserve/CIP for January financials
150	1030	300105	Hall Bequest	$ 150,000.00	$ -	$ -	$ -	0.00%	
150	1030	314861	Transfer from General Fund	$ 60,585.00	$ -	$ 30,292.50	$ 30,292.50	50.00%	
150	1030	314870	Transfer from Library Oper	$ 3,600.00	$ -	$ -	$ -	0.00%	
150	1030	314873	Transfer from Library Reserve	$ -	$ -	$ 2,050.00	$ 2,050.00	0.00%	
			RESOURCES	**$ 310,678.00**	**$ -**	**$ 32,342.50**	**$ 32,342.50**	**10.41%**	
150	1030	105150	Capitalized Labor	$ 8,000.00	$ -	$ -	$ -	0.00%	
150	**1030**		**PERSONNEL**	**$ 8,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
150	1030	407942	Capital Outlay - City Amenitie	$ 52,585.00	$ -	$ -	$ -	0.00%	
150	**1030**		**CAPITAL OUTLAY**	**$ 52,585.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			EXPENSE	**$ 60,585.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			Revenue Total	**$ 310,678.00**	**$ -**	**$ 32,342.50**	**$ 32,342.50**	**10.41%**	
			Expense Total	**$ 60,585.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			GAIN/(LOSS)	**$ 250,093.00**	**$ -**	**$ 32,342.50**	**$ 32,342.50**		**Expense Total**

Little Log Church & Museum Reserve 150-1025

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:07:02 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1025	300101	Beginning Balance	$ 217,827.00	$ -	$ -	$ -	0.00%	Reviewing Reserve/CIP for January financials
150	1025	314864	Transfer from Little Log Museum and Church Re	$ 4,600.00	$ -	$ 2,050.00	$ 2,050.00	44.57%	
			RESOURCES	**$ 222,427.00**	**$ -**	**$ 2,050.00**	**$ 2,050.00**	**0.92%**	
150	1025	105150	Capitalized Labor	$ 5,000.00	$ -	$ -	$ -	0.00%	
			PERSONNEL	**$ 5,000.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
150	1025	407942	Capital Outlay - City Amenities	$ 143,000.00	$ 9,600.00	$ -	$ 9,600.00	6.71%	
			CAPITAL OUTLAY	**$ 143,000.00**	**$ 9,600.00**	**$ -**	**$ 9,600.00**	**6.71%**	
			EXPENSE	**$ 148,000.00**	**$ 9,600.00**	**$ -**	**$ 9,600.00**	**6.49%**	
			Revenue Total	**$ 222,427.00**	**$ -**	**$ 2,050.00**	**$ 2,050.00**	**0.92%**	
			Expense Total	**$ 148,000.00**	**$ 9,600.00**	**$ -**	**$ 9,600.00**	**6.49%**	
			GAIN/(LOSS)	**$ 74,427.00**	**$ (9,600.00)**	**$ 2,050.00**	**$ (7,550.00)**		**Expense Total**

Commons Reserve 150-1020

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:08:25 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Note
150	1020	300101	Beginning Balance	$ 131,900.00	$ -	$ -	$ -	0.00%	Reviewing Reserve/CIP for January financials
150	1020	314869	Transfer Parks and Commons Reserves	$ 27,000.00	$ -	$ 13,500.00	$ 13,500.00	50.00%	
			RESOURCES	**$ 158,900.00**	**$ -**	**$ 13,500.00**	**$ 13,500.00**	**8.50%**	
			Revenue Total	**$ 158,900.00**	**$ -**	**$ 13,500.00**	**$ 13,500.00**	**8.50%**	
			Expense Total	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**	
			GAIN/(LOSS)	**$ 158,900.00**	**$ -**	**$ 13,500.00**	**$ 13,500.00**		

Expense Total

501 Building Reserve 150-1015

Monthly Financial Detail Report

December 2019

Printed: 1/22/2020 8:06:36 PM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Number	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
150	1015	314885	Bank Purchase Loan Repay	$ 20,323.00	$ -	$ -	$ -	0.00%	Need explanation of why this is a "revenue" transfer
			Revenue	**$ 20,323.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			Revenue Total	**$ 20,323.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
			Expense Total	**$ -**	**$ -**	**$ -**	**$ -**	**0.00%**	
			GAIN/(LOSS)	**$ 20,323.00**	**$ -**	**$ -**	**$ -**		**Expense Total**

Consolidated Revenue and Expense Statement
Urban Renewal (900)

Printed: 1/23/2020 10:02:05 AM
Period 06 - 06
Fiscal Year 2020

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Balance	$ 274,756.00	$ -	$ 297,767.48	$ 297,767.48	108.38%	
304110	Tax - Property Current	$ 303,000.00	$ 34,882.23	$ 302,630.78	$ 337,513.01	111.39%	
304120	Tax - Property Past due	$ 5,000.00	$ 3,704.72	$ 4,026.74	$ 7,731.46	154.63%	
	REVENUE	**$ 582,756.00**	**$ 38,586.95**	**$ 604,425.00**	**$ 643,011.95**	**110.34%**	
205210	Dues & Memberships	$ 300.00	$ -	$ -	$ -	0.00%	
205261	Auditor	$ 2,000.00	$ 2,100.00	$ 7,280.00	$ 9,380.00	469.00%	Review payment disbursement
	MATERIALS AND SERVICES	**$ 2,300.00**	**$ 2,100.00**	**$ 7,280.00**	**$ 9,380.00**	**407.83%**	
217129	Transfer to Wastewarter Plant	$ 95,000.00	$ -	$ -	$ -	0.00%	This has not been identified as a Revenue in Wastewater. Confirm if this is operating or capital
217130	Interfund Transfer Wastewater	$ 25,000.00	$ -	$ 12,500.00	$ 12,500.00	50.00%	
217137	Trans to South Tank Debt	$ 195,000.00	$ -	$ 97,500.00	$ 97,500.00	50.00%	
217140	Admin Fee Trans to General Fund	$ 13,000.00	$ -	$ -	$ -	0.00%	This has not been identified as a Revenue in Operating or Fund.
	TRANSFERS	**$ 328,000.00**	**$ -**	**$ 110,000.00**	**$ 110,000.00**	**33.54%**	
	EXPENSE TOTAL	**$ 330,300.00**	**$ 2,100.00**	**$ 117,280.00**	**$ 119,380.00**	**36.14%**	
	NET GAIN/(LOSS)	**$ 252,456.00**	**$ 36,486.95**	**$ 487,145.00**	**$ 523,631.95**	**74.20%**	

General Ledger

DS Revenue Water Bond 155.1200

Printed: 1/23/2020 9:58:57 AM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Numb	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
155	1200	304110	Tax - Property Current	$ -	$ 4,182.85	$ (4,182.85)	$ -	0.00%	Moved Property Tax to Go Water Bond per budget
155	1200	304120	Tax - Property Past due	$ -	$ 595.95	$ (595.95)	$ -	0.00%	
155	1200	314890	Water System Transfer	$ 43,000.00	$ -	$ 21,500.00	$ 21,500.00	50.00%	
			RESOURCES	**$ 43,000.00**	**$ 4,778.80**	**$ 16,721.20**	**$ 21,500.00**	**50.00%**	
155	1200	205720	Interest Expense	$ 13,792.00	$ 96,794.49	$ (89,787.62)	$ 7,006.87	50.80%	Moved payments to respective
155	1200	207630	Principal Payments	$ 29,058.00	$ 225,816.24	$ (211,397.92)	$ 14,418.32	49.62%	
155	**1200**		**DEBT SERVICES**	**$ 42,850.00**	**$ 322,610.73**	**$ (301,185.54)**	**$ 21,425.19**	**50.00%**	
			Revenue Total	**$ 43,000.00**	**$ 4,778.80**	**$ 16,721.20**	**$ 21,500.00**	**50.00%**	
			Expense Total	**$ 42,850.00**	**$ 322,610.73**	**$ (301,185.54)**	**$ 21,425.19**	**50.00%**	
			GAIN/(LOSS)	**$ 150.00**	**$ (317,831.93)**	**$ 317,906.74**	**$ 74.81**		

General Ledger
DS GO Water Bond 155.1218

User: yamjirovec
Printed: 1/23/2020 9:59:09 AM
Period 06 - 06
Fiscal Year 2020

Fund	Dept Account Numb	Description	Budget for Year	Prior Mo Bal	Current Activit	Actual to Date	% of Budget	Notes
155	1218 304110	Tax - Property Current	$ 44,000.00	$ -	$ 39,977.01	$ 39,977.01	90.86%	
155	1218 304120	Tax - Property Past Due	$ 1,000.00	$ -	$ 1,104.64	$ 1,104.64	110.46%	
		REVENUE	**$ 45,000.00**	**$ -**	**$ 41,081.65**	**$ 41,081.65**	**91.29%**	
155	1218 205720	Interest Expense - Go Water	$ 13,755.00	$ -	$ -	$ -	0.00%	No payments posted, will review
155	1218 207630	Principle Payments - Go Water	$ 31,000.00	$ -	$ -	$ -	0.00%	
		DEBT SERVICES	**$ 44,755.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
		Revenue Total	**$ 45,000.00**	**$ -**	**$ 41,081.65**	**$ 41,081.65**	**91.29%**	
		Expense Total	**$ 44,755.00**	**$ -**	**$ -**	**$ -**	**0.00%**	
		GAIN/(LOSS)	**$ 245.00**	**$ -**	**$ 41,081.65**	**$ 41,081.65**		

General Ledger
DS South Tank 155.1268

Printed: 1/23/2020 9:59:39 AM
Period 06 - 06
Fiscal Year 2020

Fund	Dept	Account Num	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
155	1268	300101	Beginning Balance	$ -	$ -	$ 100,000.00	$ 100,000.00	0.00%	Added beginning balance from FY19
155	1268	314883	Transfer from Urban Renewal	$ 100,000.00	$ -	$ 50,000.00	$ 50,000.00	50.00%	
			RESOURCES	**$ 100,000.00**	**$ -**	**$ 150,000.00**	**$ 150,000.00**	**150.00%**	
155	1268	205720	Interest Expense - South Tank	$ 15,409.00	$ -	$ 15,408.64	$ 15,408.64	100.00%	
155	1268	207630	Principal Payment - South Tank	$ 24,502.00	$ -	$ 24,501.92	$ 24,501.92	100.00%	
155	**1268**		**DEBT SERVICES**	**$ 39,911.00**	**$ -**	**$ 39,910.56**	**$ 39,910.56**	**100.00%**	
			Revenue Total	**$ 100,000.00**	**$ -**	**$ 150,000.00**	**$ 150,000.00**	**150.00%**	
			Expense Total	**$ 39,911.00**	**$ -**	**$ 39,910.56**	**$ 39,910.56**	**100.00%**	
			GAIN/(LOSS)	**$ 60,089.00**	**$ -**	**$ 110,089.44**	**$ 110,089.44**		

General Ledger
DS Sewer 155.1276

December 2019

Printed: 1/23/2020 9:59:09 AM
Period 06 - 06
Fiscal Year 2020

Fund	Dept Account Num	Description	Budget for Year	Prior Mo Bal	Current Activity	Actual to Date	% of Budget	Notes
155	1276 300101	Beginning Balance	$ -	$ -	$ 596,526.61	$ 596,526.61	0.00%	
155	1276 304240	Beginning Balance	$ -	$ -	$ 252,782.86	$ 252,782.86	0.00%	Beginning Balance of F & B Tax
155	1276 314861	Transfer from F & B Tax	$ 370,000.00	$ -	$ 252,782.86	$ 252,782.86	68.32%	
155	1276 314877	Transfer from Wastewater Oper	$ 60,000.00	$ -	$ 30,000.00	$ 30,000.00	50.00%	
155	1276 314879	Transfer from SDC	$ 40,000.00	$ -	$ 20,000.00	$ 20,000.00	50.00%	
155	1276 314883	Trasnfer from Urban Renewal	$ 95,000.00	$ -	$ 47,500.00	$ 47,500.00	50.00%	
		RESOURCES	**$ 565,000.00**	**$ -**	**$ 1,199,592.33**	**$ 1,199,592.33**	**212.32%**	
155	1276 205721	Interest Expense - DEQ	$ 110,221.00	$ -	$ 56,335.00	$ 56,335.00	51.11%	
155	1276 207631	Principal Payments - DEQ	$ 340,139.00	$ -	$ 168,845.00	$ 168,845.00	49.64%	
155	1276 205722	Loan Fee - DEQ	$ 18,581.00	$ -	$ -	$ -	0.00%	No fees invoiced
155	1276 205720	Interest Expense - IFA	$ 18,986.00	$ -	$ 18,043.98	$ 18,043.98	95.04%	
155	1276 207630	Principal Payments - IFA	$ 17,926.00	$ -	$ 18,051.00	$ 18,051.00	100.70%	
		EXPENSE	**$ 505,853.00**	**$ -**	**$ 261,274.98**	**$ 261,274.98**	**51.65%**	
		Revenue Total	**$ 565,000.00**	**$ -**	**$ 1,199,592.33**	**$ 1,199,592.33**	**212.32%**	
		Expense Total	**$ 505,853.00**	**$ -**	**$ 261,274.98**	**$ 261,274.98**	**51.65%**	
		GAIN/(LOSS)	**$ 59,147.00**	**$ -**	**$ 938,317.35**	**$ 938,317.35**		

Consolidated Revenue and Expense Statement

Governmental Fund (100, 150, 155, 160)

For Period Ended December 31, 2019

Printed: 1/23/2020 10:02:01 AM
Period 06 - 06
Fiscal Year 2020

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Fund Balance	$ 4,423,751.00	$ -	$ 2,449,207.45	$ 2,449,207.45	55.36%	Additonal beginning balance per CIP discussion
300105	Hall Bequest	$ 150,000.00	$ -	$ -	$ -	0.00%	
304240	Beginning Ballance	$ -	$ -	$ 252,782.86	$ 252,782.86	0.00%	
304343	SDC Wastewater Reimbursement	$ -	$ -	$ -	$ -	0.00%	
304344	SDC Storm Drain Improvement	$ -	$ -	$ -	$ -	0.00%	
304345	Wastewater Improvements	$ -	$ -	$ -	$ -	0.00%	
304346	Water Improvements	$ -	$ -	$ -	$ -	0.00%	
304347	Storm Drain Improvements	$ -	$ 195.19	$ -	$ 195.19	0.00%	
304484	Misc Revenue	$ -	$ 581.39	$ 973.81	$ 1,555.20	0.00%	
301500	Interest Earned	$ -	$ 45,366.42	$ 7,774.37	$ 53,140.79	0.00%	
301540	Tax - Transient Lodging	$ -	$ 2,445.41	$ -	$ 2,445.41	0.00%	
304110	Tax - Property Current	$ 89,000.00	$ 8,282.86	$ 70,879.52	$ 79,162.38	88.95%	
304120	Tax - Property Past Due	$ 2,000.00	$ 1,180.11	$ 1,007.31	$ 2,187.42	109.37%	
304210	License Business	$ 11,000.00	$ 580.00	$ 4,001.00	$ 4,581.00	41.65%	
304211	License Vacation Rental	$ 30,000.00	$ -	$ 27,332.00	$ 27,332.00	91.11%	
304221	Franchise Cable	$ 20,000.00	$ 11,219.35	$ -	$ 11,219.35	56.10%	
304222	Franchise Telephone	$ 4,000.00	$ -	$ -	$ -	0.00%	
304223	Franchise Disposal Services	$ 13,000.00	$ 7,092.83	$ -	$ 7,092.83	54.56%	
304224	Franchise Electricity	$ 44,000.00	$ 16,425.54	$ 4,551.45	$ 20,976.99	47.67%	
304230	Permits/Filing Fee	$ 200.00	$ 1,325.00	$ 350.00	$ 1,675.00	837.50%	
304240	Tax - Transient Lodging	$ 950,000.00	$ 648,705.23	$ 6,129.83	$ 654,835.06	68.93%	
304245	Tax - Food and Beverage Tax	$ 370,000.00	$ 252,782.86	$ (252,782.86)	$ -	0.00%	
304335	Rents or Fees	$ 27,500.00	$ 13,611.83	$ 1,480.50	$ 15,092.33	54.88%	
304341	SDC Water Improvements	$ 15,000.00	$ 7,944.39	$ 7,944.39	$ 15,888.78	105.93%	
304342	SDC Water Reimbursements	$ 20,000.00	$ 4,923.45	$ 4,923.45	$ 9,846.90	49.23%	
304343	SDC Wastewater Reimbursement	$ 60,000.00	$ 19,925.25	$ 19,925.25	$ 39,850.50	66.42%	

304344	SDC Storm Drain Improvement	$	19,000.00	$	5,365.79	$	3,877.95	$	9,243.74	48.65%	
304435	Local Improvement District Assessment	$	10,000.00	$	4,455.32	$	877.67	$	5,332.99	53.33%	
304460	Inventory Sale	$	-	$	149.00	$	10.00	$	159.00	0.00%	
304461	Rental Income	$	17,800.00	$	4,450.00	$	4,450.00	$	8,900.00	50.00%	
304480	Gifts/Donations	$	3,400.00	$	5,318.50	$	984.50	$	6,303.00	185.38%	
304481	Grant	$	100,000.00	$	(519.39)	$	-	$	(519.39)	-0.52%	
304491	Other Local Resources	$	3,000.00	$	2,603.08	$	2,003.88	$	4,606.96	153.57%	
304810	Transfer in URD Admin Reimb	$	13,000.00	$	-	$	-	$	-	0.00%	
304864	Street Reserve Generated	$	3,000.00	$	-	$	4,000.00	$	4,000.00	133.33%	
304865	50 Cent Per Water Meter	$	5,000.00	$	-	$	-	$	-	0.00%	
304866	50 Cent Per Wastewater Meter	$	5,000.00	$	-	$	2,500.00	$	2,500.00	50.00%	
304610	Tax - State Tobacco	$	700.00	$	367.50	$	143.83	$	511.33	73.05%	
304620	Tax - State OLCC	$	10,000.00	$	5,416.81	$	889.55	$	6,306.36	63.06%	
304622	Tax - Marijuana	$	3,000.00	$	4,462.73	$	5,770.80	$	10,233.53	341.12%	
304630	State Revenue Share	$	9,000.00	$	8,634.26	$	-	$	8,634.26	95.94%	
304650	Tax - State Highway	$	44,000.00	$	22,923.59	$	4,811.95	$	27,735.54	63.04%	
304690	Other State Sources	$	1,000.00	$	1,000.00	$	406.18	$	1,406.18	140.62%	
314861	Transfer from F & B Tax	$	656,343.00	$	-	$	395,954.86	$	395,954.86	60.33%	
314863	Transfer Visitor Amenities Support	$	160,432.00	$	-	$	80,216.50	$	80,216.50	50.00%	
314864	Transfer from Little Log Museum and Churc	$	4,600.00	$	-	$	2,050.00	$	2,050.00	44.57%	
314869	Transfer Parks and Commons Reserves	$	27,000.00	$	-	$	13,500.00	$	13,500.00	50.00%	
314870	Transfer from Library Oper	$	3,600.00	$	-	$	-	$	-	0.00%	Need to revew transfers
314873	Transfer from Library Reserve	$	-	$	-	$	2,050.00	$	2,050.00	0.00%	Need to revew transfers
314875	LID Repmts Transf from Reserve	$	25,294.00	$	-	$	25,294.00	$	25,294.00	100.00%	
314877	Transfer from Wastewater Oper	$	60,000.00	$	-	$	30,000.00	$	30,000.00	50.00%	
314879	Transfer from SDC	$	40,000.00	$	-	$	20,000.00	$	20,000.00	50.00%	
314883	Trasnfer from Urban Renewal	$	195,000.00	$	-	$	97,500.00	$	97,500.00	50.00%	
314885	Bank Purchase Loan Repay	$	20,323.00	$	-	$	-	$	-	0.00%	Review with CIP
314890	Water System Transfer	$	43,000.00	$	-	$	21,500.00	$	21,500.00	50.00%	
	TOTAL REVENUE	**$**	**7,711,943.00**	**$**	**1,107,214.30**	**$**	**3,325,272.00**	**$**	**4,432,486.30**	**57.48%**	
105101	City Manager	$	-	$	15,429.20	$	5,249.39	$	20,678.59	0.00%	
105104	City Clerk 2	$	-	$	8,366.92	$	3,526.74	$	11,893.66	0.00%	
105110	Water Lead	$	-	$	-	$	665.18	$	665.18	0.00%	
105111	Wastewater Lead	$	-	$	4,009.23	$	340.26	$	4,349.49	0.00%	
105112	Field Utility 2	$	-	$	-	$	903.88	$	903.88	0.00%	
105113	Field Utility 1	$	-	$	8,699.52	$	934.53	$	9,634.05	0.00%	
105140	Fringe Benefits	$	-	$	4,058.99	$	1,292.27	$	5,351.26	0.00%	
105141	Insurance Benefits	$	-	$	8,684.81	$	2,515.45	$	11,200.26	0.00%	

105142	Regular PERS System	$	-	$	5,528.51	$	1,308.96	$	6,837.47	0.00%	
105150	Capitalized Labor	$	13,000.00	$	-	$	-	$	-	0.00%	
105160	Allocated Labor	$	182,500.00	$	-	$	-	$	-	0.00%	
105165	Allocated Labor	$	128,200.00	$	-	$	-	$	-	0.00%	
	PERSONNEL	**$**	**323,700.00**	**$**	**54,777.18**	**$**	**16,736.66**	**$**	**71,513.84**	**22.09%**	
205202	Visitor Center Operations	$	65,000.00	$	16,191.25	$	-	$	16,191.25	24.91%	
205209	Emergency Prep & Public Safety	$	7,000.00	$	475.69	$	161.61	$	637.30	9.10%	
205210	Dues & Memberships	$	12,000.00	$	3,015.27	$	174.00	$	3,189.27	26.58%	
205213	Board/Comm/Meeting Education, Travel, &	$	2,000.00	$	6,067.29	$	-	$	6,067.29	303.36%	Review staff expenses and move
205214	Marketing (Grants/Prgm/Events)	$	25,250.00	$	10,233.22	$	400.00	$	10,633.22	42.11%	
205220	Marketing/Road Sign	$	200.00	$	-	$	-	$	-	0.00%	
205222	Insurance	$	27,600.00	$	16,474.84	$	-	$	16,474.84	59.69%	
205224	Trails Maintenance/Supplies/Services	$	2,000.00	$	1,650.31	$	184.38	$	1,834.69	91.73%	
205240	Office Materials & Supplies	$	12,500.00	$	3,489.67	$	803.90	$	4,293.57	34.35%	
205241	Computer Equipment and Maintenance	$	-	$	2,607.43	$	-	$	2,607.43	0.00%	
205251	Telephones/Cell Phones/DSL	$	6,100.00	$	2,696.70	$	551.57	$	3,248.27	53.25%	
205252	Utilities	$	14,550.00	$	4,843.66	$	630.66	$	5,474.32	37.62%	
205253	Postage	$	200.00	$	26.45	$	-	$	26.45	13.23%	
205255	Education and Training	$	7,000.00	$	3,468.69	$	-	$	3,468.69	49.55%	
205260	Contract Expense (Prof Serv)	$	213,300.00	$	89,212.10	$	20,088.88	$	109,300.98	51.24%	
205261	Auditor	$	4,000.00	$	2,100.00	$	1,450.00	$	3,550.00	88.75%	
205262	Legal	$	-	$	14,752.34	$	-	$	14,752.34	0.00%	
205263	Bank Charges/Credit Card Fees	$	-	$	851.42	$	95.28	$	946.70	0.00%	
205270	Travel	$	11,500.00	$	583.76	$	20.88	$	604.64	5.26%	
205282	Software	$	3,500.00	$	7,394.72	$	-	$	7,394.72	211.28%	Additonal expense for Civic Rec
205311	Equipment Lease and Rental	$	3,500.00	$	711.39	$	146.00	$	857.39	24.50%	
205312	Equipment Fuel/Tires/Parts	$	6,500.00	$	1,066.99	$	542.35	$	1,609.34	24.76%	
205313	Equipment Repair	$	8,500.00	$	565.42	$	-	$	565.42	6.65%	
205317	Tools and Small Equipment	$	5,000.00	$	69.83	$	42.73	$	112.56	2.25%	
205320	Fireworks	$	2,000.00	$	2,000.00	$	-	$	2,000.00	100.00%	
205325	Yard Debris Dumpster	$	7,000.00	$	2,401.21	$	720.90	$	3,122.11	44.60%	
205330	Building and Land Maintenance	$	92,503.00	$	11,753.66	$	3,749.99	$	15,503.65	16.76%	
205335	Custodial Support/Supplies	$	28,000.00	$	6,621.60	$	624.51	$	7,246.11	25.88%	
205340	Operating Materials & Supplies	$	1,500.00	$	519.71	$	-	$	519.71	34.65%	
205345	Books and Periodicals\Children's Books/Prc	$	13,000.00	$	4,199.87	$	1,288.96	$	5,488.83	42.22%	
205361	Parts	$	3,500.00	$	1,278.49	$	4.80	$	1,283.29	36.67%	
205362	Consumables	$	500.00	$	71.96	$	-	$	71.96	14.39%	
205363	Outside Services	$	5,000.00	$	1,138.00	$	-	$	1,138.00	22.76%	

205367	Storm Drain Parts	$	6,000.00	$	-	$	-	$	-	0.00%
205368	Storm Drain Consumables	$	500.00	$	-	$	-	$	-	0.00%
205411	Street Lighting	$	18,500.00	$	7,549.74	$	1,591.20	$	9,140.94	49.41%
205421	Parks/Grounds Maintenance	$	3,000.00	$	429.71	$	31.27	$	460.98	15.37%
205422	Advertising\Legal Notice	$	1,000.00	$	147.55	$	470.90	$	618.45	61.85%
205439	Comm Support/Beautification	$	67,850.00	$	25,127.05	$	-	$	25,127.05	37.03%
205440	Equipment & Furniture	$	600.00	$	360.00	$	-	$	360.00	60.00%
205445	Rent	$	17,800.00	$	4,450.00	$	4,450.00	$	8,900.00	50.00%
205470	Equipment Repair Maint	$	500.00	$	-	$	-	$	-	0.00%
205474	Mowing/Trimming/Removal	$	25,000.00	$	17,159.00	$	-	$	17,159.00	68.64%
205490	Material and Services	$	14,700.00	$	3,383.65	$	1,780.37	$	5,164.02	35.13%
208000	Operating Contingency	$	26,000.00	$	-	$	-	$	-	0.00%
	MATERIALS AND SERVICES	**$**	**771,653.00**	**$**	**277,139.64**	**$**	**40,005.14**	**$**	**317,144.78**	**41.10%**
217121	Transfer to Streets	$	2,000.00	$	-	$	1,000.00	$	1,000.00	50.00%
217122	Transfer to Library	$	99,941.00	$	-	$	49,970.50	$	49,970.50	50.00%
217123	OP Transfer - Museum	$	21,115.00	$	-	$	10,557.50	$	10,557.50	50.00%
217124	OP Transfer - Commons	$	160,507.00	$	-	$	80,253.50	$	80,253.50	50.00%
217126	Interfund Transfer - Capital Reserve	$	83,200.00	$	-	$	41,600.00	$	41,600.00	50.00%
217127	OP Transfer - Parks & Trails Operations	$	37,663.00	$	-	$	18,831.50	$	18,831.50	50.00%
217128	Transfer to Parks & Trails	$	55,888.00	$	-	$	27,944.00	$	27,944.00	50.00%
217129	Transfer to Debt Services	$	40,000.00	$	-	$	20,000.00	$	20,000.00	50.00%
217133	Transfer to Storm Drains	$	44,663.00	$	-	$	22,331.50	$	22,331.50	50.00%
217142	OP Transfer - Capital Project	$	25,000.00	$	-	$	12,500.00	$	12,500.00	50.00%
	TRANSFERS	**$**	**569,977.00**	**$**	**-**	**$**	**284,988.50**	**$**	**284,988.50**	**50.00%**
407922	Capital Outlay - Improvement	$	40,000.00	$	-	$	-	$	-	0.00%
407941	Capital Outlay - Equipment	$	114,000.00	$	13,348.00	$	-	$	13,348.00	11.71%
407942	Capital Outlay - City Amenities	$	240,585.00	$	9,600.00	$	-	$	9,600.00	3.99%
407945	Capital Outlay - Gateway Sign	$	-	$	4,312.50	$	-	$	4,312.50	0.00%
407946	Capital Outlay - Parking; Paving	$	25,000.00	$	-	$	-	$	-	0.00%
407947	Capital Outlay - Street Projects	$	300,000.00	$	225,692.52	$	-	$	225,692.52	75.23%
	CAPITAL OUTLAY	**$**	**719,585.00**	**$**	**252,953.02**	**$**	**-**	**$**	**252,953.02**	**35.15%**
205720	Interest Expense - IFA	$	61,942.00	$	96,794.49	$	(56,335.00)	$	40,459.49	65.32%
205721	Interest Expense - DEQ	$	110,221.00	$	-	$	56,335.00	$	56,335.00	51.11%
205722	Loan Fee - DEQ	$	18,581.00	$	-	$	-	$	-	0.00%
207630	Principal Payments - IFA	$	102,486.00	$	225,816.24	$	(168,845.00)	$	56,971.24	55.59%
207631	Principal Payments - DEQ	$	340,139.00	$	-	$	168,845.00	$	168,845.00	49.64%

DEBT SERVICES	$	633,369.00	$	322,610.73	$	-	$	322,610.73	50.94%
EXPENSE TOTAL	$	3,018,284.00	$	907,480.57	$	341,730.30	$	1,249,210.87	41.39%
NET GAIN/(LOSS)	$	4,693,659.00	$	199,733.73	$	2,983,541.70	$	3,183,275.43	67.82%

Consolidated Revenue and Expense Statement

Enterprise Fund (660 & 670)

For Period Ended December 31, 2019

Printed: 1/23/2020 10:02:01 AM
Period 06 - 06
Fiscal Year 2020

Acct No	Description	Budget	Prior Period	Current Period	YTD Bal	YTD %	Notes
300101	Beginning Balance	$ 1,099,665.00	$ -	$ 461,160.15	$ 461,160.15	41.94%	Additional beginning balnce updates pending CIP review
304310	Water/Wastewater Services	$ 1,196,000.00	$ 688,086.09	$ 102,845.81	$ 790,931.90	66.13%	
304312	Capital Reserve Fee	$ 80,000.00	$ 38,187.72	$ 6,505.66	$ 44,693.38	55.87%	
304320	Installation Charges	$ 5,500.00	$ 3,675.00	$ 2,450.00	$ 6,125.00	111.36%	
304335	Rents or Fees	$ -	$ 1,796.69	$ 869.81	$ 2,666.50	0.00%	
314874	Wastewater Reserve	$ 80,000.00	$ -	$ 40,000.00	$ 40,000.00	50.00%	
314883	Revenue from Urban Renewal	$ 25,000.00	$ -	$ 12,500.00	$ 12,500.00	50.00%	
314875	Transfer Water Reserves	$ 100,000.00	$ -	$ 50,000.00	$ 50,000.00	50.00%	
314879	Transfer from SDC	$ 45,000.00	$ -	$ 22,500.00	$ 22,500.00	50.00%	
	TOTAL REVENUE	**$ 2,631,165.00**	**$ 731,745.50**	**$ 698,831.43**	**$ 1,430,576.93**	**54.37%**	
105101	City Manager	$ -	$ 29,950.80	$ 2,826.61	$ 32,777.41	0.00%	
105104	City Clerk 2	$ -	$ 16,241.68	$ 1,899.03	$ 18,140.71	0.00%	
105110	Water Lead	$ -	$ 33,893.23	$ 5,986.82	$ 39,880.05	0.00%	
105111	Wastewater Lead	$ -	$ 46,880.59	$ 6,464.74	$ 53,345.33	0.00%	
105112	Field Utility 2	$ -	$ 29,343.50	$ 5,122.05	$ 34,465.55	0.00%	
105113	Field Utility 1	$ -	$ 20,918.24	$ 8,410.11	$ 29,328.35	0.00%	
105140	Fringe Benefits	$ -	$ 19,675.60	$ 3,407.48	$ 23,083.08	0.00%	
105141	Insurance Benefits	$ -	$ 57,145.25	$ 10,603.80	$ 67,749.05	0.00%	
105142	Regular PERS System	$ -	$ 24,677.48	$ 4,095.56	$ 28,773.04	0.00%	
105150	Capitalized Labor	$ 3,000.00	$ -	$ -	$ -	0.00%	
105160	Allocated Labor	$ 643,000.00	$ -	$ -	$ -	0.00%	

	PERSONNEL	**$**	**646,000.00**	**$**	**278,726.37**	**$**	**48,816.20**	**$**	**327,542.57**	**50.70%**	
205210	Dues & Memberships	$	3,000.00	$	2,016.00	$	-	$	2,016.00	67.20%	
205211	DEQ Fees	$	4,500.00	$	2,415.00	$	-	$	2,415.00	53.67%	
205212	Fee Expense	$	8,000.00	$	288.35	$	103.74	$	392.09	4.90%	
205222	Insurance	$	39,000.00	$	29,912.35	$	-	$	29,912.35	76.70%	
205240	Office Materials & Supplies	$	15,200.00	$	7,904.66	$	1,558.14	$	9,462.80	62.26%	
205251	Telephones/Cell Phones/DSL	$	16,000.00	$	7,075.50	$	1,506.66	$	8,582.16	53.64%	
205253	Postage	$	6,600.00	$	5,521.78	$	138.38	$	5,660.16	85.76%	Additonal utility billing
205255	Education and Training	$	8,500.00	$	2,877.57	$	-	$	2,877.57	33.85%	
205260	Contract Expense (all Professional, IGA & Pers	$	59,000.00	$	28,427.38	$	7,643.78	$	36,071.16	61.14%	
205261	Auditor	$	14,000.00	$	4,200.00	$	2,400.00	$	6,600.00	47.14%	
205262	Legal	$	-	$	588.66	$	-	$	588.66	0.00%	
205270	Travel	$	6,000.00	$	-	$	41.76	$	41.76	0.70%	
205282	Software	$	-	$	14,789.42	$	-	$	14,789.42	0.00%	
205283	Tools and Small Equipment	$	-	$	-	$	-	$	-	0.00%	
205311	Equipment Lease and Rental	$	5,000.00	$	2,129.71	$	292.00	$	2,421.71	48.43%	
205312	Equipment Fuel/Tires/Parts	$	11,500.00	$	4,215.18	$	976.72	$	5,191.90	45.15%	
205313	Equipment Repair	$	14,000.00	$	1,238.50	$	1,145.17	$	2,383.67	17.03%	
205317	Tools and Small Equipment	$	4,500.00	$	674.69	$	-	$	674.69	14.99%	
205330	Building and Land Maintenance	$	6,500.00	$	200.00	$	50.00	$	250.00	3.85%	
205335	Custodial Support/Supplies	$	1,100.00	$	232.61	$	-	$	232.61	21.15%	
205342	Plant Utilities	$	53,000.00	$	19,539.76	$	4,452.31	$	23,992.07	45.27%	
205351	Main Plant Parts	$	30,000.00	$	15,071.66	$	129.32	$	15,200.98	50.67%	
205352	Main Plant Consumables	$	22,000.00	$	9,306.53	$	376.31	$	9,682.84	44.01%	
205353	Main Plant Outside Services	$	52,000.00	$	22,098.14	$	330.98	$	22,429.12	43.13%	
205361	Parts	$	19,000.00	$	16,608.64	$	251.51	$	16,860.15	88.74%	Review with Public Works
205362	Consumables	$	4,500.00	$	1,411.83	$	-	$	1,411.83	31.37%	
205363	Outside Services	$	26,500.00	$	6,061.85	$	2,940.11	$	9,001.96	33.97%	
205364	Collection I & I	$	5,000.00	$	-	$	-	$	-	0.00%	
205470	Equipment Repair/Maintenance	$	3,000.00	$	-	$	-	$	-	0.00%	
205474	Mowing/Trimming/Removal	$	11,000.00	$	6,925.00	$	-	$	6,925.00	62.95%	
208000	Operating Contingency	$	120,000.00	$	-	$	-	$	-	0.00%	
	MATERIALS AND SERVICES	**$**	**568,400.00**	**$**	**211,730.77**	**$**	**24,336.89**	**$**	**236,067.66**	**41.53%**	
217121	Transfer to Streets	$	5,000.00	$	-	$	2,500.00	$	2,500.00	50.00%	

217126	Interfund Transfer - Capital Reserve	$	180,000.00	$	-	$	90,000.00	$	90,000.00	50.00%	
217129	Transfer to Debt Services	$	60,000.00	$	-	$	30,000.00	$	30,000.00	50.00%	
217131	Interfund Transfer - Street Capital Reserve	$	5,000.00	$	-	$	2,500.00	$	2,500.00	50.00%	
217136	Interfund Transfer Restricted	$	43,000.00	$	-	$	21,500.00	$	21,500.00	50.00%	
314879	Transfer to WW Debt	$	40,000.00	$	-	$	-	$	-	0.00%	No receiving GL identified. Review for January
	TRANSFERS	**$**	**333,000.00**	**$**	**-**	**$**	**146,500.00**	**$**	**146,500.00**	**43.99%**	
407921	Capital Outlay - Infrastructure Systems	$	276,000.00	$	6,537.07	$	3,543.00	$	10,080.07	3.65%	
407941	Capital Outlay - Equipment	$	203,000.00	$	2,903.00	$	-	$	2,903.00	1.43%	
407948	Capital Outlay - Water systems	$	273,000.00	$	2,674.50	$	-	$	2,674.50	0.98%	
	CAPITAL OUTLAY	**$**	**752,000.00**	**$**	**12,114.57**	**$**	**3,543.00**	**$**	**15,657.57**	**2.08%**	
	EXPENSE TOTAL	**$**	**2,299,400.00**	**$**	**502,571.71**	**$**	**223,196.09**	**$**	**725,767.80**	**31.56%**	
	NET GAIN/(LOSS)	**$**	**331,765.00**	**$**	**229,173.79**	**$**	**475,635.34**	**$**	**704,809.13**	**212.44%**	

-----Original Message-----
From: Dann Cutter <dann.cutter@waldport.org>
Sent: Wednesday, February 19, 2020 10:21 AM
Subject: IT City Incident report

Esteemed Colleagues,

I had been asked to come down and talk about the IT incident at the city of Yachats recently, but my work schedule conflicts with my ability to attend your meeting.

Here is a summary from COG IT staff:

"On Feb 4th, Heather Hoen's Yachats email account was compromised, and then used to begin a "Lateral Phishing attack." This kind of attack uses a familiar and trusted email account to convince recipients they should go along with the request to click a link or attachment, or provide their email credentials. This attack began around noon, and I stopped it about 20 minutes later by resetting the password for the compromised email account. During that time, several phishing emails were sent out from FacilitesManager@yachatsmail.org

At that time, I had Heather disconnect he computer from the network and run a full virus scan of her computer. This was completed and found no malware.

Also, in addition to resetting her password, I also set up 2 factor authentication (2FA), which requires her to confirm on a Microsoft phone app that she is logging in. This way, even if there is a password compromise, the email can't be accessed without the confirmation.

This trial of 2FA seems to be going well, and I would recommend setting it up for the other city email accounts." - Laura South

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I will add this - as an IT professional of over 25 years, this action and the preventative measures taken both pre and post are in line with what I would expect an IT shop to take. The COG staff reacted quickly, isolated the system and took preventive action to ensure that no viral payloads were included. Further, I have confirmed that an onsite and remote backup of the server system is in place. Finally, these types of attacks caught so quickly are unlikely to have resulted in any potentially compromised data - however, the two factor authentication, and further measures in coming weeks and months will harden the Yachats infrastructure along guidelines set by the National Institute of Standards and Technology. I have started the process and making recommendations for further action going forward - as well, I will be bringing in an outside competing entity to both ground truth our actions, and to provide Yachats will an alternate source of IT support so they can make an informed and economical choice.

Please let me know if I can provide any further information.

Thanks, Dann

Mayor - Dann Cutter
City of Waldport
dann.cutter@waldport.org